



## **Acton-Boxborough Regional School District**

15 Charter Road Acton, MA 01720

978-264-4700

[www.abschools.org](http://www.abschools.org)

### **Acton-Boxborough Regional School Committee Training & Workshop**

**November 17, 2022 at 6:30 p.m.**

**Followed by Executive Session at 8:30 p.m.**

**Administration Building Room #3**

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1. **Call to Order (6:30)**
2. **Chairperson's Welcome - Kyra Cook**
3. **Subcommittee/Liaison Updates (6:35)**
  - a. Policy Subcommittee Update - *Ginny Kremer*
  - b. Legislative Liaison Activities
  - c. MASC Conference
4. **Budget Training & Workshop with Jim Hardy (MASC) (6:45)**
5. **ONGOING BUSINESS (8:15)**
  - a. Budget Guidelines - **VOTE** - *Kyra Cook*
  - b. Approval of ABRSC Meeting Minutes of 11-01-22\* - **VOTE** - *Kyra Cook*
  - c. Blanchard Memorial Elementary School Playground Revolving Account - **VOTE** - *Peter Light*
  - d. Statement of Warrants and Recommendation to Approve - **VOTE** - *Kyra Cook*

#### **Executive Session (8:30)**

To be convened under

- MGL Ch 30A, sec.21(a) Purpose 3: to discuss strategy with respect to collective bargaining with the Acton-Boxborough Education Association (ABEA) because an open meeting may have a detrimental effect on the bargaining position of the Committee.

#### 6. **Adjourn (8:45)**

#### **FYI**

- David Verdolino Notice of Intention to Retire
- R.J. Grey Junior High Musical Oliver Jr., 12/01/22-12/04/22
- Boxborough Tree Lighting, 12/03/22 at 4:30 pm
- Community Coffee (virtual), 01/18/23 at 7:00 pm

Posted on November 15, 2022 at 4:30 pm \*corrected meeting date

**NEXT MEETINGS:** December 1 & December 15 at ABRSC at 7:00 p.m. in the Admin. Building Auditorium

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

WELLNESS • EQUITY • ENGAGEMENT



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

<b>MEETING DATE</b>	11-17-2022	<b>AGENDA ITEM NUMBER</b>	2.
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<b>AGENDA ITEM TITLE</b>	Chairperson's Welcome
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<b>PRESENTER(S)</b>	Kyra Cook
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<b>SUMMARY OF TOPIC</b>	<p>The Chair welcomes members and the public to the meeting. The Chair is also required to state if the meeting is being taped. Acton TV tapes and broadcasts most School Committee meetings.</p> <p>Individuals who wish to view the meeting, but do not wish to speak may do so by using the YouTube Link posted on the agenda.</p>
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<b><u>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</u></b>	
<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 Julie LaLumiere.***

<b>APPROX AGENDA TIME</b>	5 min
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<b>FOLLOW-UP</b>	
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## Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

<b>MEETING DATE</b>	11-17-2022	<b>AGENDA ITEM NUMBER</b>	3.
<b>AGENDA ITEM TITLE</b>	Subcommittee and Member Reports		
<b>PRESENTER(S)</b>	various		
<b>SUMMARY OF TOPIC</b>	Customary updates from the Subcommittees, ALG, BLF if they have met since the last School Committee meeting		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
<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 Julie LaLumiere.*

<b>SUGGESTED MOTION</b>	
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	10 min.
<b>ATTACHMENTS</b>	

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## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	11-17-2022	<b>AGENDA ITEM NUMBER</b>	5.
<b>AGENDA ITEM TITLE</b>	ONGOING BUSINESS: Budget Guidelines, Approval of Meeting Minutes, Blanchard Revolving Account, Warrants		
<b>PRESENTER(S)</b>	Kyra Cook		
<b>SUMMARY OF TOPIC</b>	Items do not usually require discussion and are approved with one vote. After members are asked if any items should be held out for individual consideration, a motion to approve the consent agenda is made, seconded, and voted on. Any items held from the consent agenda are then discussed and voted on separately.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
	No action requested - this is a short update or presentation of information
	Request input and questions from the School Committee, but no vote required
<b>X</b>	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
	<b>X</b> with the request that the School Committee take action immediately

***If formal action is requested, include a suggested motion or contact Julie LaLumiere.***

<b>SUGGESTED MOTION</b>	"Move that the ABRSC approve the consent agenda as proposed/amended."
<b>FOLLOW-UP</b>	
<b>APPROX. TIME FOR THE AGENDA ITEM (MIN.)</b>	5 min.
<b>ATTACHMENTS</b>	Draft minutes, Guidelines, Blanchard memo, Warrant memo

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## ABRSC FY24 Budget Guidelines

In addition to our ongoing budget guidelines, the ABRSC would like to see the district target the budget increased for FY24 between x% and x%. Additionally, the district should attempt to target use of Excess and Deficiency (E&D) reserves to \$x. In doing so, the committee believes it is important to take into consideration the following FY24 specific budget guidelines.

1. Consider the budgetary impact of collective bargaining agreements on the District's ability to provide services for students.
2. Evaluate opportunities to create organizational efficiencies in order to prioritize services to students, including those who have been disproportionately underserved.
3. Evaluate class sizes at all levels and budget, to the degree resources are available, to maintain class sizes within school committee guidelines
4. Ensure students' have access to a robust system of supports for their:
  - a. Social emotional, mental and behavioral health needs, as well as their
  - b. Academic needs
5. Continue to fund work to promote all students' sense of belonging through a strong and inclusive school climate and culture.
6. Provide resources that continue to address disproportionate outcomes for students who have been historically underserved by schools.
7. Continue a path toward tuition-free All-Day Kindergarten to the extent that it is economically feasible.



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### **Acton-Boxborough Regional School Committee Meeting**

**November 1, 2022 from 7:00 p.m. to 9:00 p.m.**

**Administration Building Auditorium To view only: <https://www.youtube.com/actontv1>**

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### DRAFT MINUTES

- Members Present:** Evelyn Abayaah-Issah (7:05), Ben Bloomenthal, Kyra Cook, Liz Fowlks, Adam Klein, Tessa McKinley, Andrew Schwartz, Yebin Wang, Rebeccah Wilson
- Members Absent:** Ginny Kremer, Amy Krishnamurthy
- Others:** Marie Altieri, Deborah Bookis, Peter Light, Beth Petr, Dave Verdolino
- 

1. **Call to Order**

The ABRSC was called to order at 7:00 p.m. by Chairperson Kyra Cook.

Members of the public were invited to watch the meeting online using Acton tv's youtube channel. It was stated that the meeting was being recorded and would be posted on Acton TV's website at [actontv.org](http://actontv.org).

2. **Chairperson's Welcome - *Kyra Cook***

- a. **ABRHS Student Rep Update - Rohan Ravindran, Harshini Magesh, Molly Norris**  
Harshini spoke about the need for more gender neutral restrooms at the High School. There are currently only three. Having more of these would foster a more inclusive community. Molly agreed. Molly also spoke about the crowded hallways, especially around doorways and stairways, making it hard to get to class on time given the five minute passing period. She also noted that the school has a dust problem, which affects allergies and the ability for some to learn. It is nice to see people getting back to their old rhythms now.
- b. **Public Participation**  
Steve Ballard continued his comments from the previous meeting regarding how the lock down at the High School on September 14th was handled. Acknowledging that Mr. Light did his best, he felt that the Administration did not make the school safer. Molly expressed concern over the wording of the email that was sent out that said the Administration was going to consider if there was racial profiling going on.
- c. **Superintendent's Update - *Peter Light***

Mr. Light congratulated ABRHS gymnastics coach Bill Kane on being named MIMAA Coach of the Year, and the Girls' soccer team on a nice writeup in the Globe. A proclamation was just received from Sen. Eldridge and the Senate leadership congratulating the district on the opening of the new school building. Kyra Cook will be presenting on Culturally Responsive Practices and Adam Klein will present on Green Buildings at the upcoming MASC conference.

### 3. Guests & Presentations

#### a. Culturally Responsive Practices - Deborah Bookis and Jennifer Faber

##### i. SEED Overview - Karin Drowne and Maureen Linn

Much of the SEED training is about sharing experiences and content, and thinking deeply about them, not one where the facilitator directs everyone to think and believe certain things. It is very much about engaging individuals. In response to a comment that the training is all being done by older white women, Karin disagreed stating that training that she has been through has been some of the most diverse sessions in education that she has ever been a part of. Mr. Light added that it is easy to discount equity work, but there is a specific body of knowledge and skill set that is needed to do the work well. Music teachers need to develop skills before they teach, just like math teachers. In response to a comment that SEED training is amazing but it needs to extend faster, Maureen agreed stating that she is working on this at the Junior High. In response to a question about whether we have teachers of color who are involved, Karin replied that at least half of the teachers who took the training over the summer were of color.

##### ii. Leadership Academy and "Culturally Responsive" Teacher Leaders - J. Faber

We are working toward being a culturally responsive school. Everyone is learning how to do it because some educators have more foundational knowledge than others and can share their skills. A SEED seminar is a very introspective experience, but culturally responsive teaching is a broad idea.

##### iii. Curriculum Update - Deborah Bookis

Curriculum is what happens in the classroom. It is the design educators use to plan, implement and assess the learning outcomes for students.

Laurie Taylor, new PK-12 Library Media Department Chair, discussed the need for diverse and inclusive book collections. "Weeding" is done to remove materials that contain biases and stereotypes. This is not censorship. Dora Sanchez, 3-6 Literacy and Social Studies Curriculum Coordinator and Paige Carroll, Merriam Grades 2-3 Educator spoke about the Elementary Social Studies Programs. School Committee members appreciated the presentation. Tessa McKinley stressed that decisions that were made over the past few years resulted in these programs, including hiring librarians, and leading to culturally

responsive practices. It was noted that receiving funding like DESE's Civics Teaching and Learning Grant makes it possible for us to focus on these goals.

Kat Contini, 7th Grade Social Studies Teacher and Molly Wong, JH Library/Media Specialist spoke about the Junior High Civics Project. David Green, High School Social Studies Department Leader, and Karin Drowne and Alec Lewis, High School Social Studies Teachers spoke about the High School Understanding Race Course which they offered for the first time last year. Comments included:

- Kids are clear that the department and the community needs to do more of this type of work. The staff was impressed with their passion about it.
- Activism is a skill, like writing.
- "How do you talk to kids about whiteness?" " Where does racial stereotyping come from?"
- A member wished that everyone could take this class. Karin replied that that is what they hoped would happen.
- Cross discussion with 6th and 7th graders about social judgment and civic engagement is planned and will hopefully expand to all grades.
- A teacher said they believe in activism, but students also need to learn to think critically. They must be "intent listeners". Teachers have worked hard on helping students be "deep thinkers", not just activists.

Committee members expressed support for opening this class up to many kids, at all levels. David Green explained that like the High School class on genocide, the Understanding Race class is unlevelled with an option for honors. Teachers were afraid that if it wasn't offered on an honors level, some kids would take a leveled elective class instead due to GPA concerns. The staff would like as many students as possible to take this class.

- iv. DEI Family Advisory - Maryann Young, Jennifer Faber  
Maryann and Jennifer explained the new Welcome Center and its vision to, "Develop a central location for new and existing families to streamline the registration process, gather helpful information about the services, community partnerships and resources available." The program currently serves 325 multilingual learners including new families to the community, not just immigrant families. A grant process has been started and Mr. Light has spoken with a state official about possible funding. A Committee member stated that the importance of this effort cannot be overemphasized.

#### 4. New Business

- a. Finance Update - Dave Verdolino
  - i. 1st Quarter FY23 Report



- ii. Financial Report on FY2022 Closeout Memo-FYI from 10/20/22 meeting  
Dave reviewed the Q1 report for FY23 cautioning that while the Administration thinks this is where we may be at the end of the school year, it is very early. A projected variance of \$314,969 was shown at the end of Q1. This variance is about the same as last year, being conservative and knowing there is no variance on assessments and Chapter 70 is locked in.

b. FY24 Budget - Adam Klein (Chairperson of the Budget Subcommittee)

- i. Budget Guidelines - First Read
- ii. FY24 Budget Timeline

Adam reviewed the slides which were similar to those used at the joint meeting on October 25th. The hypothetical budget increases (slides 6 & 7) are only to show the relationship between the District's budget changes and how they affect the Towns' budgets. Acton has a hard limit on any tax increase next year.

The Budget Subcommittee met and came up with seven prioritized guidelines. The first three involved how we control the budget financially. The next four were aligned with our goals. Two overarching concerns are:

- What percentage should we limit the budget increase to?
- What is our target use of E&D reserves amount?

There was a discussion of how much the District usually turns back. For the past few years, the average turnback was \$1.25M according to Dave. If we use that figure again in our budget, our percent would go down. Adam explained that we don't really want the turnbacks, but coming back with a 1% turnback is reasonable because the budget cannot run out. It is difficult to make painful cuts and then have a large turnback at the end of the year. Dave estimates conservatively. When thinking about E&D, you must consider how much you will use and how much you will replenish at the end of the year. There is a lag between when the budget is set and when E&D is certified and can be used. When we use E&D money, it is surplus from the previous year, and it reduces the assessment cost to the town (but not the budget). It is a timing issue.

After much discussion, there was consensus from the Committee to accept Adam's suggestion of limiting the FY24 budget increase to 2.5% and to target use of Excess and Deficiency (E&D) reserves to \$1.3M.

The Budget Subcommittee will review the guidelines and then the School Committee will vote them. Feedback on the guidelines may be sent to Adam Klein by Sunday night before the Budget Subcommittee meeting.

5. Ongoing Business

- a. Consent Agenda/Action Items - **VOTE** - *Kyra Cook*
    - i. Approval of ABRSC Meeting Minutes of 10/20/22
    - ii. Approval of ABRSC Joint Meeting Minutes of 10/25/22
    - iii. Donation of \$4,950 to Blanchard Memorial from Littleton Electric Light and Water Department

No items were held from the consent agenda.  
Adam Klein moved, Ben Bloomenthal seconded and it was unanimously,  
**VOTED**: to approve the consent agenda as proposed with gratitude.
  
  - b. Subcommittee and Member Reports
    - ii. Negotiations Subcommittee Update - *Marie Altieri*  
Members are actively meeting with the ABEA teachers and evaluating proposals. They will return to the Committee with more information soon.
    - iii. Acton Select Board - *Ben Bloomenthal*  
At the meeting on Oct 17th, the Select Board discussed the Finance Committee's Point of View (POV) as presented at the Joint School Committee meeting on 10/25.
  
  - c. Statement of Warrants and Recommendation to Approve - **VOTE** - *Kyra Cook*  
Tessa McKinley moved, Adam Klein seconded and it was unanimously,  
**VOTED**: to approve the warrants as presented (see memo)
- 
- 6. FYI  
Community Coffee (virtual), November 9, 2022
  
  - 7. Adjourn  
Adam Klein moved, Tessa McKinley seconded and it was unanimously,  
**VOTED**: to adjourn the ABRSC at 9:32 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used: agenda, agenda item summary pages, Culturally Responsive Practices memo from D. Bookis and J. Faber 10/24/22, Culturally Responsive Practices Presentation Slides, Financial Report FY23 Q1 Memo from D. Verdolino 11/1/22, Overview 10/27/22, Revenue by Type 10/28/22, Special Revenue/Revolving/Gift Funds 10/27/22, Financial Report on FY22 Closeout by D. Verdolino 9/22/22, Presentation Slides, ABRSC FY24 Budget Guidelines from A. Klein, Presentation Slides, FY24 Budget Development Schedule (draft) from D. Verdolino, Draft Minutes of ABRSC meetings on 10/20/22 and 10/25/22 from B. Petr, Memo re Littleton Electric, Light & Water Donation from D. Labb 10/21/22, Warrants memo from D. Verdolino 10/28/22.

NEXT MEETINGS: November 17 & December 1 ABRSC at 7:00 p.m. in the Admin. Building Auditorium



Acton-Boxborough Regional School District

Blanchard Memorial School  
493 Massachusetts Avenue  
Boxborough, MA 01719  
978-263-4569

<http://blanchard.abschools.org>



DANA F. LABB, PRINCIPAL

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ALYSSA ROSENFELD, SCHOOL COUNSELOR

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



November 8, 2022

Dear Superintendent Light,

I am seeking School Committee approval to establish a Blanchard revolving account entitled, *Playground*. The purpose of the account is to collect donations with the long-term goal of building a new playground and adjacent landscaping that is equally safe, inclusive, and accessible.

We have formed a committee of educators, families, and community members to begin the process of researching this endeavor. With input from students, we will make the effort to replace and install the new equipment prior to the 2023-2024 school year. Because we have received initial approval to use our currently approved fundraisers over \$500 specifically towards this goal in addition to regularly funded enrichment activities we are confident that we can reach this goal.

We would solicit and collect donations beginning in November 2022 through the completion of the project with the understanding that all PTF nonprofit 501 (c)(3) designated donations (both corporate and/or individual) would be held in this account and not in the PTF budget until the time at which funds would be released for the purpose of beginning the project.

Sincerely Yours,

Dana F. Labb, Principal



# 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

November 15, 2022

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 the regular meeting on 11/17/2022.

The Budget 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 and student activities)
  - Declining balance register of payments (“Declining Dollar report”)
  - Warrant detail (payments by vendor)
2. (payroll)
  - Payroll warrant summary

As you know, these warrants, formerly provided in paper copy requiring physical signature, are now provided in digital copy with the School Committee meeting packet. A vote on the total memo value of warrants meets MGL guidelines for School Committee approval of warrants.

Thank you for your consideration and cooperation with this request.



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

## Recommended Motion Wording

I move that the School Committee vote to approve the below listed warrants totaling \$ 6,563,899.18.

### AP Vendor warrant(s) as follows -

23-009A	dated	10/27/2022	in the amount of	\$	1,347.00
23-009	dated	10/27/2022	in the amount of	\$	2,588,138.74
23-009B	dated	11/3/2022	in the amount of	\$	81,257.51
23-010	dated	11/10/2022	in the amount of	\$	422,681.55

### Payroll Vendor warrant(s) as follows -

23-009PR	dated	11/3/2022	in the amount of	\$	571,113.68
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### Payroll warrant(s) as follows -

P2309	dated	11/3/2022	in the amount of	\$	2,873,455.32
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### Student Activities warrant(s) as follows -

23-010SH	dated	11/10/2022	in the amount of	\$	25,905.38
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## Acton-Boxborough Regional School Committee

### Meeting Agenda Item Summary

<b>MEETING DATE</b>	11-17-2022	<b>AGENDA ITEM NUMBER</b>	FYI
<b>AGENDA ITEM TITLE</b>	For Your Information (FYI)		
<b>PRESENTER(S)</b>	The Chairperson and/or Superintendent may highlight individual items		
<b>SUMMARY OF TOPIC</b>	A variety of items may be found in the FYI: announcements, awards, publicity, reference materials, etc. that do not need discussion.		

<b>WHAT ACTION (if any) DO YOU WISH SCHOOL COMMITTEE TO TAKE?</b>	
<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:
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	with the request that the School Committee take action immediately

*If formal action is requested, include a suggested motion or contact Julie LaLumiere.*

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

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**Finance Department**  
David A. Verdolino, Director  
(978) 264-4700  
[dverdolino@abschools.org](mailto:dverdolino@abschools.org)

To: Superintendent Peter Light and School Committee  
From: Dave Verdolino  
Re: Notice of My Intention to Retire  
Date: November 17, 2022

Before the music stops playing, it is my intention to retire from the District on July 31, 2023.

I appreciate the confidence and support you have shown toward me during my time at A-B, and have greatly enjoyed the professional camaraderie of yourselves, the Senior Leadership Team and many members of District's staff, from all of whom I continued to learn about the daunting responsibilities and rewards of working in public education. I believe that the educational growth of the children in this District is in great hands.

If you judge my tenure at A-B as a positive one, that was possible only because of the dedication and support of an outstanding team of professionals in the Finance Department. Their unsung efforts facilitated the ability of the educational staff to do their important work, and were instrumental in providing me with the opportunity to do mine.

Please let me know if there is anything else I need to provide at this time in connection with this letter.

Thank you!

R. J. Grey Junior High  
**STAGEWORKS** presents

LIONEL BART'S  
**OLIVER!**  
**JR.**

Based on a Novel by Charles Dickens

BOOK, MUSIC AND LYRICS BY  
Lionel Bart

Thursday, December 1st at 7:00pm • Friday, December 2nd at 7:00pm  
Saturday, December 3rd at 7:00pm • Sunday, December 4th at 2:00pm

The Dragonfly Theater at RJ Grey JHS • 16 Charter Rd., Acton

**\$15 for Adults • \$10 for Students (18 and under)**

Tickets sold at the RJ Grey Office and at the door.

OLIVER JR. is presented through special arrangement with and all authorized materials are supplied by  
Music Theatre International, New York, NY • (212) 541-4684 • mtishows.com



# **Boxborough Tree Lighting**

**Sat. Dec. 3rd**

**4:30 pm**

**Come join your neighbors for  
some winter cheer and a special  
guest appearance!**

**Ho, Ho, Ho!**

**Featuring the Blanchard brass  
wind ensemble and chorus!**

**Find us at the top of Middle and Hill  
Rd. by the Boxborough Museum.**