



Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720

978-264-4700

www.abschools.org

Acton-Boxborough Regional School Committee Meeting

March 2, 2023

Executive Session at 6:15 p.m. / Open Meeting at 7:00 p.m.

Annual Budget Hearing at 7:05 p.m.

Return to Business Meeting at 7:20 p.m. (approximately)

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

1. CALL TO ORDER (6:15)

EXECUTIVE SESSION

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.

2. CHAIRPERSON'S WELCOME (7:00) - *Kyra Cook*

FY24 BUDGET HEARING (see separate agenda)

- Call to order (7:05)
- Adjourn (approximately 7:20)

RETURN TO BUSINESS MEETING (approximately 7:20)

3. Discussion of ABRSD FY24 Preliminary Budget - *Adam Klein*

(FY24 Final Budget and Assessments Vote to be taken at next meeting on 3/16/23)

4. CHAIRPERSON'S WELCOME (7:30) - *Kyra Cook*

- a. Public Participation
- b. Superintendent's Update - *Peter Light*

5. NEW BUSINESS (7:45)

- a. Recommend to appoint Melissa Andrew as District Treasurer - **VOTE** - *Peter Light*
- b. Negotiations Update – Amy Krishnamurthy and Marie Altieri
 - i. Recommendation to Approve the Acton-Boxborough Education Association (ABEA) Contract – **VOTE Motion:** “To approve the proposed Acton Boxborough Education Association (ABEA) Contract for the period from July 1, 2023 through June 30, 2026, as set forth in the Memorandum of Agreement between the bargaining committees for the ABEA and the School Committee”
- c. Discussion of School Committee Temporary Reorganization after Acton & Boxborough Town Meetings - *Kyra Cook*

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6. ONGOING BUSINESS (8:45)

- a. Subcommittee and Members' Reports
 - i. Budget Subcommittee - *Adam Klein (2/13/23)*
 - ii. Capital Subcommittee - *Ben Bloomenthal (2/13/23)*
 - iii. Policy Subcommittee - *Ginny Kremer (2/14/23)*
 - iv. Community Engagement - *Andrew Schwartz (2/17/23)*
- b. Consent Agenda/Action Items - **VOTE** - *Kyra Cook*
 - i. Approval of ABRSC Meeting Minutes of 2/02/23, 2/13/23 (open), and 2/16/23
 - ii. Recommendation to approve Carol Huebner Early Childhood Program Parent Teacher Association Budget
 - iii. Recommendation to approve McCarthy-Towne PTSO donations to Art Display Shelving (\$3536) and fifth grade field trip (\$1000)
 - iv. Recommendation to approve Conant Garden Grant (\$3000)
- c. Statement of Warrants and Recommendation to Approve - **VOTE** - *Kyra Cook*

FYI

- Student Enrollment - 2/1/23
- Boxborough Bill Celebration - 3/10/23
- Community Coffee 3/22/23 (virtual)
- Acton and Boxborough Town Election Calendars

4. ADJOURN (9:15)

Posted on February 24, 2023 at 12:00 p.m.

NEXT MEETINGS: March 16 & March 30 at ABRSC at 7:00 p.m. in the Admin. Building Auditorium

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**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE (ABRSC) MEETING
FY24 OPEN BUDGET HEARING**

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

March 2, 2023 Open Meeting at 7:00 p.m.

Annual Budget Hearing at 7:05 p.m.

AGENDA

1. **Call to Order (7:05)**

Please see budget material posted for the February 16, 2023 School Committee meeting at <https://sites.google.com/abschools.org/fy2024recommendedbudget/home>

2. **Chairperson's Introduction**

3. **ABRSC FY24 Budget Overview - Peter Light**

4. **Budget Feedback and Public Participation**

5. **Budget Hearing is Adjourned**

ABRSC Regular Business Meeting

(see separate agenda)

Note: A VOTE on the proposed FY24 Budget and Assessments will be done at the ABRSC meeting on March 16, 2023.

Posted on 2/24/23 at 12:00 p.m.

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Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	2.
AGENDA ITEM TITLE	Chairperson's Welcome		
PRESENTER(S)	Kyra Cook		
SUMMARY OF TOPIC	<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>		

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 Julie LaLumiere.

APPROX AGENDA TIME	5 min
FOLLOW-UP	

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Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	3.
AGENDA ITEM TITLE	Finance Update		
PRESENTER(S)	Adam Klein		
SUMMARY OF TOPIC	Additional opportunity for School Committee Discussion of ABRSD FY24 Preliminary Budget		

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
	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.

APPROX AGENDA TIME	15 mins.
FOLLOW-UP	
ATTACHMENTS	

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Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	4.a
AGENDA ITEM TITLE	Public Participation		
PRESENTER(S)	Kyra Cook		
SUMMARY OF TOPIC	Policy <u>BEDH</u> , permits members of the public to speak for up to 3 minutes on items not included on the agenda. Comments regarding items on the agenda would be made during that part of the meeting. The Committee/Administration typically does 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:
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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.

SUGGESTED MOTION	
APPROX. AGENDA TIME	5 min.
ATTACHMENTS	none



Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	4.b
AGENDA ITEM TITLE	Superintendent's Update		
PRESENTER(S)	Peter Light		
SUMMARY OF TOPIC	Bi-weekly Superintendent's Update. This is brought to the meeting and posted to our website for families and the community the following day.		

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 Julie LaLumiere.

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	Brought to meeting
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Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	3-02-2023	AGENDA ITEM NUMBER	5.a
AGENDA ITEM TITLE	New Business		
PRESENTER(S)	Peter Light		
SUMMARY OF TOPIC	Recommendation to appoint Melissa Andrew as District Treasurer		

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
<input checked="" 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
<input checked="" 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.

APPROX AGENDA TIME	5 mins.
FOLLOW-UP	
ATTACHMENTS	Melissa Andrew's resume

Melissa S. Andrew

Objective **District Treasurer**

Experience 2015-present Acton-Boxborough Regional School District Acton, MA

Assistant District Treasurer

- Maintain the cash book.
- Reconcile bank statements. Coordinate and reconcile electronic payment systems to cash.
- Prepare deposits for the bank.
- Prepare monthly revenues reports including: bank receipts, interest, returned checks, student activities, community education, preschool, ADK, etc.
- Reconcile and fund warrants. Upload check and ACH files to the bank and transfer funds accordingly.
- Oversee banking including opening and closing accounts, making transfers, entering stop payments, voids, manual checks and ACH returns as needed.
- Assist with reconciling cash to the GL.
- Assist with making debt payments for district.
- Prepare treasury documents for the annual financial audits
- Transfer funds for student activities as needed.
- Prepare monthly assessment invoices for Towns.
- Prepare tailings lists annually; endeavor to see all checks are cashed.
- Serve as finance coordinator of scholarships, track current balance of scholarship funds, make transfers as needed.
- Reconcile petty cash boxes annually.
- Serve as point person for Property & Casualty Insurance. Handle bills, enter and track claims, obtain certificates, and get answers as needed. Process vendor payments for bus claims.
- Other duties as needed.
- Software: Word, Publisher, Excel, Munis.

2012-2015 Acton-Boxborough Regional School District Acton, MA

Finance Specialist

- Had responsibility for reconciling bank statements to the cash book, assisted with the Budget Book for town meeting, created or assisted with PowerPoint presentations as needed, served as point person for E-rate, entered requisitions in Munis as needed, entered fixed assets into Munis.
- Served as point person for Property & Casualty Insurance. Handled bills, claims, certificates, and got answers as needed.
- Prepared deposits for the bank and maintained the cash book.
- Prepared monthly revenues report documents.
- Assisted with warrant funding.
- Prepared PTO invoices (for classroom assistants) and tracked payments.
- Software: Word, Publisher, Excel, PowerPoint, and Access.

2004-2012 Acton-Boxborough Regional School District Acton, MA
Office Assistant to Finance Director

- Updated and maintained the filing for Finance Director. Completed monthly bank reconciliations for the ABRSD. Assisted with production of Budget Book and Budget Binder. Produced PowerPoint documents as needed, especially for school committee meetings.
- Responsible for tracking E-rate documentation.
- Handled the monthly paying of phone and other bills.
- Handled the TEC Bid.
- Entered fixed assets into Munis; entered requisitions into Munis as requested.
- Provided daily office support in opening mail, filing, writing letters, making phone calls, and any other tasks as requested.
- Software: Word, Excel, PowerPoint.

2007-2011 New England District CON Quincy, MA
District Secretary

- Served as District Secretary of the New England District Church of the Nazarene. Handled transfers of pastors between districts. Maintained database of pastor and church and church officers contact information. Distributed paperwork for annual pastors' reports. Processed information received in annual pastors' reports and from district committees. Compiled all information into a handbook for the annual District Assembly. Served as secretary on the Board of Ministerial Studies and helped in tracking paperwork for licensed ministers and ordinands. Following Assembly, compiled information into the *District Journal*.
- Software: Excel, Access, Word.

2003-2008 Reynolds Institute Quincy, MA
Treasurer & Registrar

- Served as Treasurer and Registrar for the Reynolds Institute which provided pastoral education and development for the New England District Church of the Nazarene. Handled registration of students, billing, accounts payable, and bookkeeping. Served as secretary on the Board of Directors.
- Software: QuickBooks, Access, Excel, Word.

2003-2012 New England District CON Quincy, MA
Editor

- Served as editor of the New England District's monthly newsletter: *New England Ministers' News* (2003-2013); *Café Connection* (2013-2015)
- Software: Publisher, Word

2000-2003 Lowell First Church of the Nazarene Lowell, MA
Director of Youth Ministries & Coordinator

- Responsible for all youth activities at the church for approximately 50 teens
- Coordinated all planning and activities for the 100th anniversary of the church.
- Many additional projects and responsibilities.

Education 1972-1976 Bartlesville Wesleyan College Bartlesville, OK

- B.A., Religion, Pre-Seminary.
- Graduated *cum laude*.



Acton-Boxborough Regional School Committee

Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	5.b
AGENDA ITEM TITLE	New Business		
PRESENTER(S)	Amy Krishnamurthy, Marie Altieri		
SUMMARY OF TOPIC	Negotiations Update and possible VOTE to ratify contract with ABEA July 1, 2023-June 30, 2026		

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:
	<input type="checkbox"/> for the first time, with a request that the School Committee vote at a subsequent meeting or
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If formal action is requested, include a suggested motion or contact Julie LaLumiere.

APPROX AGENDA TIME	30 mins.
FOLLOW-UP	
ATTACHMENTS	

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Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	5.c
AGENDA ITEM TITLE	New Business		
PRESENTER(S)	Kyra Cook		
SUMMARY OF TOPIC	Discussion of School Committee Temporary Reorganization		

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
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APPROX AGENDA TIME	15 mins.
FOLLOW-UP	
ATTACHMENTS	Memo from Peter Light



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Peter J. Light

Superintendent of Schools

To: Acton-Boxborough Regional School Committee
 From: Peter Light, Superintendent of Schools
 Date: February 24, 2022
 RE: School Committee Reorganization subsequent to Town Elections

The Acton-Boxborough Regional School Committee is in the unique position that five current members are up for reelection this spring and have decided not to seek re-election, including the current Chair, and both the Acton and Boxborough Vice-Chairs. The impact of this change is that the school committee will welcome five new members this Spring. More specifically, the departure of the chair and vice-chairs will necessitate a reorganization of the school committee in order for the committee to continue to effectively govern through the remainder of the school year.

Election and Transition Timeline:

The election and transition timeline is noted in the table below. Transition dates for retiring and new members are governed by the bylaws of each of the member towns and not by the regional school committee. Acton bylaws stipulate that retiring members' terms end at the end of the Annual Town Meeting. New Acton members are sworn in at the conclusion of Town Meeting and their term takes effect immediately afterward. Boxborough bylaws stipulate that retiring members' terms end at the conclusion of the Town Election. New Boxborough members are sworn in following the election and their term begins thereafter.

	Election date	Last Mtg. <i>Current</i> Members	First Mtg. <i>New</i> Members
Acton	Tuesday, April 25, 2023	Thursday, April 13, 2023	Thursday, May 4, 2023
Boxborough	Tuesday, May 16, 2023	Thursday, May 4, 2023	Thursday, May 18, 2023

Policy and Practice for Reorganization:

The organization of the school committee is governed by [Policy BDA](#) and [Procedure BDA-R](#). Specifically, Policy BDA articulates the timeline for reorganization:

“At the first regularly scheduled School Committee meeting after all new members have been sworn in, the School Committee shall organize by nominating and voting for officers. The committee shall elect one of its members to be the chairperson, one vice-chairperson from Acton, one vice-chairperson from Boxborough. They shall also vote to appoint a secretary and a Treasurer who do not need to be members of the Committee.”

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The newly-elected Chairperson and Vice-chairs shall begin their terms on August 1st, at which time the current Chairperson and Vice-chairs' terms shall officially end. The interim period between the annual organizational meeting and August 1st shall be designated as a transitional period."

The term of the Chair (Acton) and Vice Chair (Acton) will expire prior to the school committee meeting on May 4, 2023. Based on current practice, the Vice Chair (Boxborough) would be the default individual to chair the meeting on May 4, 2023. The term of the Vice Chair (Boxborough) will expire prior to the meeting on May 18, 2023.

The first meeting of the full newly elected school committee will be May 18, 2023. Typically, the outgoing chair or vice-chair would serve as the chair for the meeting up until the reorganization of the school committee at which time the Superintendent serves as a temporary Chair. Because the Chair and both Vice-Chairs will no longer be members of the committee, the committee will need to have a member serve as a temporary chair of that meeting.

Consideration should be given to the current policy with regard to the transitional period until August 1st, when the newly elected Chair and Vice-Chairs begin their terms. The committee will need to provide for a chair and vice-chairs in the period following the reorganization meeting on May 18th. There may be several pathways to accomplish this:

1. Reorganize on May 18th, 2023 per Policy BDA and have the CHair and Vice-Chairs begin their terms effective immediately after reorganization.
 - a. Suspend policy BDA, specifically the transition period until August 1st, and have the new Chair and Vice chairs assume leadership of the school committee effective immediately after reorganization. (Notably, this was the practice until 2019 or 2020 when the policy was revised)
 - i. Suspension of policy is governed by [Policy BGF](#).
2. Reorganize prior to May 4th for the remainder of the school year with a temporary Chair and Vice-Chairs. Conduct the reorganization meeting on May 18th and continue to have the temporary officers continue in their roles until August 1st when the newly elected officers begin their terms.
 - a. This process would also likely require the school committee to suspend policy BDA in order to reorganize temporarily for the remainder of the school year.
 - i. Suspension of policy is governed by [Policy BGF](#).

Next Steps:

The committee may wish to discuss and decide upon a preferred strategy to ensure a smooth transition to the newly elected committee and its officers. The new chair, whether temporary or permanent, will need to assume several critical responsibilities at an important time of year including:

- Planning and presiding over upcoming meetings
- Completing the composite Superintendent's Annual Evaluation
- Scheduling and planning a summer workshop

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- Attending weekly meetings with the Superintendent of Schools

Timeline:

There will be a preliminary discussion of this topic at the March 2, 2023 School Committee meeting. The committee should determine appropriate follow-up to this discussion. The committee has several upcoming meetings in order to determine its course of action:

- Thursday, March 3, 2023 - Preliminary discussion of reorganization
- Thursday, March 16, 2023 -
- Thursday, April 13, 2023 - Last meeting for Acton Members (including Chair, Vice-Chair)
- Thursday, May 4, 2023 - Last meeting for Boxborough members (including Vice-Chair); 1st Meeting for New Acton members
- Thursday, May 18, 2023 - 1st meeting for new Boxborough members; Scheduled Reorganization Meeting

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Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	6.a
AGENDA ITEM TITLE	Subcommittee and Member Reports		
PRESENTER(S)	various		
SUMMARY OF TOPIC	Customary updates from the Subcommittees, ALG, BLF if they have met since the last School Committee meeting		

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 Julie LaLumiere.

SUGGESTED MOTION	
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min.
ATTACHMENTS	



Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	6.b
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AGENDA ITEM TITLE	CONSENT AGENDA: Approval of Meeting Minutes, Donations, Annual Authorization
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PRESENTER(S)	Kyra Cook
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SUMMARY OF TOPIC	Items on the Consent Agenda 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.
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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
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X	Request formal action with a specific vote:
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	X with the request that the School Committee take action immediately

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

SUGGESTED MOTION	“Move that the ABRSC approve the consent agenda as proposed/amended.”
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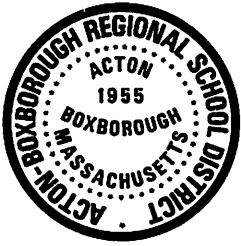
FOLLOW-UP	
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APPROX. TIME FOR THE AGENDA ITEM (MIN.)	5 min.
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ATTACHMENTS	Draft minutes, donations
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Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720

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Acton-Boxborough Regional School Committee Meeting

February 2, 2023 Meeting at 7:00 p.m. / Executive Session at 8:15 p.m.

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

Draft Open Minutes

Members Present: Evelyn Abayaah-Issah, Ben Bloomenthal, Kyra Cook, Liz Fowlks, Adam Klein, Ginny Kremer, Amy Krishnamurthy (7:20 p.m.), Tessa McKinley, Andrew Schwartz, Yebin Wang, Rebecca Wilson

Members Absent: none

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

1. **CALL TO ORDER (7:00)**

The ABRSC meeting was called to order at 7:00 p.m. by Chairperson Kyra Cook. She stated that the Open Meeting was being recorded by Acton TV.

Tessa McKinley, Yebin Wang and Evelyn Abayaah-Issah announced that they would not be running for another term due to the amount of time involved. They encouraged others to get involved and "have a voice at the table".

2. **CHAIRPERSON'S WELCOME - Kyra Cook**

a. **ABRHS Student Representative Update - Rohan Ravindran, Harshini Magesh, Molly Norris, Diksha Mhatre, Julia Zhou**

Molly thanked the members for serving on the School Committee. She spoke in favor of the free period at the High School. Although it has been seen as controversial by some students and staff, many students really appreciate having a break in the day. It is healthier not to be in a classroom all day and if students have a job, it's really helpful to have time to do homework during school. Another rep noted how fun Valentine's Day is at school, including the singing and carnations that are sold during lunch.

b. **Public Participation**

John Petersen served on the Committee with Tessa and Evelyn and thanked them for their service. Having five new School Committee members next year (Kyra and Amy announced their retirement previously.), is almost half of the 11 member committee. He encouraged those running to reach out to sitting as well as the retiring members.

c. **Superintendent's Update - Peter Light**

Mr. Light thanked the members who are not running again, noting that this is a volunteer role and a partnership between the Superintendent and School Committee that allows the district to work so well for the kids.

Mr. Light highlighted that February is Black History Month and that 67 people volunteered to serve on the new committee of stakeholders to address problems with hate speech. The group will include about 20 members, including Ben Bloomenthal and Liz Fowlks from the School Committee. One more Committee member is welcome to join. The Superintendent is looking forward to getting this group together.

3. ONGOING BUSINESS

a. Finance Update - *David Verdolino*

i. Second Quarter Financial Report

Dave, Marie and Peter spent the past three days reviewing these numbers.

Projected Yearend Variance FY23: \$771,282 compared to final FY22 of \$437,215.

Slide 5 shows a projected \$338,000 deficit but this typically improves after Q2. When asked how much money is encumbered for FY23, Dave responded that Personnel encumbers who they have hired and at what rate. Not all departments encumber their projected costs. Facilities does a blanket PO for a supply company for their expected amount for the year. No POs have large unspent balances at this time. Scrubbing POs is a part of the normal process every year for the finance department. The percent expended in the spreadsheet represents what has been paid out of the POs.

Departments do not have a consistent approach. E&D certification is in process.

Extension of the Free Students Meals for FY24 is unknown. The Governor's Budget and the Capital Needs Report have not been released yet.

b. FY24 Budget Presentation #3 - *Peter Light*

i. All Day Kindergarten- (ADK) - Possible **VOTE** (on tuition) - Kyra Cook

Mr. Light reviewed his memo. Since the meeting on Jan 26th, there have been no significant updates to staffing or the understanding of capital needs. At that meeting members expressed interest in keeping tuition at \$1800 for FY24 and asked for more detail regarding ADK costs, revenue and tuition. The memo included a summary of the many discussions over the years of ADK tuition. Tuition has to be set so families who are registering can be told. Over the years, ADK requests have increased so that now we have 97% students who request it. We have actively been extending scholarships to families that needed it. In 2019-2020 we transitioned to hybrid K so we could offer ADK to all families that wanted it, and accommodate any who changed their mind mid year.

Referring to the charts in the memo, members discussed the various options for covering tuition and how each decision affects the other pieces or levers of the whole picture. Page 11 of the packet shows there is no one way to get there. It was noted that any projection is only good for one year due to all the variables. The three levers are cost of tuition, duration, and how much has to be

added to the budget. We have to build up the revolving fund because we have to keep paying for three years. This is an important element of understanding the decision. The three proposed models were reviewed. It was emphasized that it is the combination of levers that the Committee needs to consider. Mr. Light said that the District does have sufficient funds to keep tuition at \$1,800.

With Dave and Marie retiring in June, and many new School Committee members, it was suggested that a working group be formed to really look at ADK next year. This could be a fresh start for getting to free ADK tuition that is sustainable and flexible. When the FY25 budget season starts, the School Committee would better understand the issues.

Although projections are not always dependable, they are helpful. We can continue to build support for how we can advocate for different options, at the state level, as well as building support in the community for why ADK is important. There is a real need to explain why early education is so important for kids. The School Committee needs to feel in control of ADK tuition. A member advocated for also starting to discuss universal PreK. This could come up next Fall when budget guidelines are done. If the Committee says ADK is a priority, then other priorities need to be lowered. It was noted that if another classroom needs to be added due to enrollment, all the numbers change.

Ginny Kremer, who has regularly spoken with our elected officials on this subject, wanted to hear from our Kindergarten teachers regarding the differences they see in half day vs full day K. The state discussion is moving to universal Early Childhood Education so we are behind. Advocates have offered to come speak with the Committee or anyone who has questions. Several members agreed that tuition should not be increased for next year.

Amy Krishnamurthy moved, Adam Klein seconded and it was unanimously, **VOTED**: to set the ADK tuition at \$1,800 per student for the 2023-24 school year.

- c. Subcommittee and Member Reports - none
- d. Consent Agenda/Action Items - **VOTE** - *Kyra Cook*
 - i. Approval of ABRSC Meeting Minutes of 1/26/23
 - ii. Approval of \$1200 donation from ABRPTSO to ABR High School for Community Service awards night

Ginny Kremer moved, Ben Bloomenthal seconded and it was unanimously, **VOTED**: to approve the consent agenda.

- e. Statement of Warrants and Recommendation to Approve - **VOTE** - *Kyra Cook*

Adam Klein moved, Amy Krishnamurthy seconded and it was unanimously,
VOTED: to approve the warrants (see memo for language).

FYI

- Bill H692 Genocide Education memo - highlighted
- Green Advisory Council (GAC) meeting-February 11, 2023 - highlighted
- Youth Mental Health First Aid Training-February 23, 2023 - highlighted
- Acton and Boxborough Town Election Calendars

EXECUTIVE SESSION

Kyra stated the need to meet in executive session pursuant to:

- 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. She stated that the School Committee would not return to Open Meeting.

Adam Klein moved, Ben Bloomenthal seconded and at 8:22 p.m. it was unanimously,
VOTED by roll call: to enter executive session pursuant to 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.
(YES: Abayahh-Issah, Bloomenthal, Cook, Fowlks, Klein, Kremer, Krishnamurthy, McKinley, Schwartz, Wang, Wilson)

4. ADJOURN

NEXT MEETINGS: February 16 & March 2 at ABRSC at 7:00 p.m. in the Admin. Building Auditorium

Respectfully submitted
Beth Petr

List of Documents Used: agenda, agenda item summary pages, FY23 Q2 Financial Presentation slides - D. Verdolino 2/2/23, Budget Update and All Day Kindergarten Information memo - P. Light 1/30/23, Draft Minutes of ABRSC meeting on 1/26/23 - B. Petr, Donation check from ABRPTSO to the ABRHS for Community Service Program, Warrants Memo - D. Verdolino 1/30/23, An Act Concerning Genocide Education memo - D. Bookis January 2023, Green Advisory Council 2/11/23 Meeting invitation - J. Eldridge, Youth Mental Health & First Aid Training on 2/23/23 flyer, Acton and Boxborough Election Calendars



Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720

978-264-4700

www.abschools.org

Acton-Boxborough Regional School Committee Meeting
February 13, 2023 Open Meeting at 7:00 p.m. to enter Executive Session
Administration Building Room 3

DRAFT OPEN MINUTES

Members Present: Evelyn Abayaah-Issah, Kyra Cook, Liz Fowlks, Adam Klein, Ginny Kremer, Amy Krishnamurthy, Tessa McKinley, Andrew Schwartz, Rebeccah Wilson

Members Absent: Ben Bloomenthal, Yebin Wang

Others: Marie Altieri, Peter Light, Beth Petr

1. CALL TO ORDER - EXECUTIVE SESSION

The Acton Boxborough Regional School Committee was called to order at 7:04 p.m. by Chairperson Kyra Cook. She stated that the meeting was not being recorded.

Kyra stated the need to meet in Executive Session pursuant to 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.

Adam Klein made the motion, it was seconded by Tessa McKinley and it was unanimously, **VOTED by roll call:** to meet in Executive Session pursuant to 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. (YES: Abayaah-Issah, Cook, Fowlks, Klein, Kremer, Krishnamurthy, McKinley, Schwartz, Wilson)

Kyra stated the need to also meet in Executive Session pursuant to MGL Ch 30A, sec.21(a) Purpose 2: to conduct strategy sessions in preparation for negotiations with non union personnel, or to conduct contract negotiations with nonunion personnel.

Adam Klein made the motion, it was seconded by Tessa McKinley and it was unanimously, **VOTED by roll call:** to meet in Executive Session pursuant to MGL Ch 30A, sec.21(a) Purpose 2: to conduct strategy sessions in preparation for negotiations with non union personnel, or to conduct contract negotiations with nonunion personnel. (YES: Abayaah-Issah, Cook, Fowlks, Klein, Kremer, Krishnamurthy, McKinley, Schwartz, Wilson)

Kyra stated that the Committee would not return to Open Session.

Respectfully submitted,

Beth Petr

List of Documents Used: posted agenda



Acton-Boxborough Regional School District

15 Charter Road Acton, MA 01720

978-264-4700

www.abschools.org

Acton-Boxborough Regional School Committee Meeting

February 16, 2023 Meeting at 6:00 p.m. / ~~Executive Session at 9:00 p.m.~~

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

DRAFT MINUTES - BUDGET WORKSHOP

Members Present: Ben Bloomenthal, Kyra Cook, Liz Fowlks, Adam Klein, Ginny Kremer, Tessa McKinley, Andrew Schwartz, Yebin Wang, Rebecca Wilson

Members Absent: Evelyn Abayaah-Issah, Amy Krishnamurthy

Others: Marie Altieri, Deborah Bookis, Peter Light, Beth Petr, Dave Verdolino, other administrators and board members from the towns

1. CALL TO ORDER - Welcome and Introductions (6:00) - Kyra Cook

The ABRSC was called to order at 6:02 p.m. by Chairperson Kyra Cook.

Members of the public were invited to watch the meeting online using Acton tv's youtube channel. Kyra stated that the meeting was being recorded and would be posted on Acton TV's website at actontv.org.

2. NEW BUSINESS

- a. Recommendation to Appoint Director of Finance and Operations - **VOTE** - P. Light
 - i. Sheri Matthews cover letter and resume
Mr. Light introduced Ms. Matthews and she welcomed any questions.
Adam Klein moved, Liz Fowlks seconded and it was unanimously,
VOTED: to appoint Sheri Matthews as Director of Finance and Operations effective July 1, 2023.

3. ONGOING BUSINESS

- a. FY24 Budget Overview
 - i. District Strategy, Goals and Priorities, Budgetary Impact - Peter Light
A Preliminary Budget vote is required by the Regional Agreement. Mr. Light explained that the cost to the district to provide level services to our students for FY24 was approximately \$108.6M, an increase of approximately 5.6% over FY23. In order to manage spending within the available resources of the communities, **the Administration proposed a total FY24 Budget of \$105.8M, an increase of 2.77% over FY23.** This has resulted in necessary reductions to the proposed budget of approximately \$3M.

The District anticipates minimal increases in revenues from state aid and miscellaneous sources. With proposed NET use of reserves decreased by \$125K, and a NET reduction in staff of 15.4 FTE, the Regional Assessments to the communities are increased by 2.84% (Acton) and, due to the continued shift of enrollment from Acton to Boxborough, 5.18% (Boxborough).

The Superintendent stated that any one of the top 10 Budget Challenges outlined on slide 13 would be difficult. It was very tough having to deal with all 10 of them for next year's budget.

- ii. Enrollment, Staffing, All day Kindergarten - Marie Altieri
This budget includes salaries for all employees and represents two thirds of the total ABRSD budget. The budget represents an overall reduction of 17 positions as outlined specifically in the Superintendent's budget memo. Overall, the salaries budget is up 3.1%. Overall enrollment has been relatively flat, however our number of multilingual learners has increased significantly this year. The only two positions that have been added to the budget are for English Language Educators for required services. Our community continues to benefit from a wonderfully increasing level of diversity.

This year's Kindergarten had 36 fewer students than projected. Mr. Light also noted that there is a shift in where our students are coming from. During the pandemic all students' education was disrupted, however, now we are seeing students coming from countries whose schools completely shut down during covid. This has created a whole new set of challenges.

All three collective bargaining units' contracts expire on June 30, 2023. Negotiations are in progress. Hiring has changed significantly and we have not been able to fill certain positions. We need to consider paying our substitutes more because we offer less than other districts and the shortage is an issue.

Summarizing the issues (slide 47):

- Continued increase in volume & complexity of student needs
 - Post-pandemic learning
 - Multilingual students
 - Students with IEPs
- 2-Year NET Reduction of 36.0 FTE
 - 20.6 FTE FY23 (mostly non-certified)
 - 15.4 FTE FY24 (mostly certified)

Reductions to the budget over the last two years will continue to strain the system and its ability to provide high-quality programs and services to students. These cuts may not be fully sustainable if student needs continue to increase.

- iii. Questions and Comments from the Committee included:
- The cut of the curriculum coordinator represents a real loss.

- Receiving minimum aid from the state, and being at the levy limit puts the District “at the mercy of taxpayers”. This is part of the top 10 list of challenges, including the state of the economy.
- Several years of cuts are not sustainable for our students and educators. We need to expand our services to meet our needs. Consider carefully how the budget cuts impact PreK and ADK students.
- A 17.7% reduction in Central Office staff and saying it will be more efficient worried a member who felt that the things that are not urgent won’t get done. Putting as much as possible toward staff working directly with students was applauded, but losing the Director of Special Projects and Director of Finance is significant.
- Kindergarten numbers swing wildly and we budgeted pretty tightly. What happens if we get a lot more K students? The administration would have to discuss adding another Kindergarten section with the School Committee.
- High quality curriculum is being cut and this is the kind of thing that makes kids want to be in school. It will be a real loss. Educators’ jobs will be much harder.
- Members discussed how students from Acton and Boxborough who attend Minuteman High School (MHS) affect our budget. It is essentially an indirect \$40,000 cost to ABRSD. AB students enrolling at MHS has increased greatly.

A member of the public stressed that incorporating the Facilities Director into Operations may be ok, but someone with experience is needed to focus on operations. Turnbacks happen every year. The budget is what we plan to appropriate, not what we plan to spend, due to turnbacks. It would be foolish to create a budget that planned to spend every dollar in this person’s opinion.

b. Finance and Assessments Overview - *David Verdolino*

i. Director of Finance and Operations

Dave referred to the extensive information in the posted Budget Binder. He stressed that the “Known Revenue Budget Drivers for FY24” (slide 50) are important to understand:

- Limited additional State Aid (assume \$30 per student = ~\$150K)
- Reserves are declining; there is less available for use in the budget
 - ◆ We used \$1.5M of E&D to fund this year’s budget; reduced to \$1,375K in FY24
 - ◆ Need to continue to try to use less or there is no safety net (not sustainable)
- Federal grant funding for pandemic relief is ending
- Tax burden on households, complicated by inflation
 - ◆ Town of Acton is already taxing at the highest rate possible under state law
- Total NEW Revenue (without town taxes) = \$456K
- Net REDUCTION in E&D and Capital Reserves = (-\$275K)
- Net available additional funding for FY24 Budget = \$181K

The Governor's budget is expected the first week of March. At that time, Dave will reevaluate the District budget (slide 63).

ii. Questions & Comments

A member stated that while MHS is a great program, for any student who leaves ABRSD to go there, Acton gets an assessment that is higher than AB. It also makes Boxborough's assessment higher because fewer Acton students are enrolled at AB, and the District loses the \$30 from the state. This is something that a Central Office staff member could help begin to address by working to create a MHS type program here at AB, but not if Central Office is short staffed.

The meeting took a short break.

c. District Benchmarking and Comparable Communities - *Peter Light*

i. Superintendent of Schools

Most of our comparisons are based on a study that we did a few years ago. Some numbers are affected by how districts do their finances, so can be hard to compare. Resource Allocation and District Action Reports (RADAR) information is valuable (slide 66). Five year trends for AB were reviewed. It is very interesting to see all the ways the data can easily be sorted. It was suggested when comparing districts to consider how big a district is when numbers are high or low because economies of scale could be involved. Mr. Light pointed out that the amount of money we spend on professional development is an area we need to watch. At some point, it would be good to review the list of comparables that we currently use because many things have changed.

ii. Questions

- What percentage of each town's budget is utilized and have they had to do budget cuts? DESE doesn't collect that information, but some groups have tried to collect information on level service budgets for districts. This is difficult to track due to inconsistencies.
- How are other communities looking at their budgets? See budget binder page. The MASS Round Table is hosting a legislative breakfast with all superintendents and legislators to listen to each other. Mr. Light assured members that we are not alone in our budget challenges.
- Should we consider what we are trying to resolve before we decide what information to compare from other districts? Mr. Light noted that he does not compare AB to Concord Carlisle or Lincoln Sudbury (or some other districts) because their regions are very different from AB. THIS can lead to some really productive questions. A question to ask is "Are we spending money in similar ways to our peers? If not, why? It's a type of checks and balances.
- Acton Fincom member Steve Noone stated that he was on the Committee that spent a lot of time working on that original list. The purpose was to see if AB was overspending in any areas. One conclusion was that higher staff salaries tended to point to older staff

members. He agreed that the Concord Carlisle and Lincoln Sudbury regional districts were significantly different from AB and not comparable.

d. Operations and Capital Planning - *David Verdolino*

i. Director of Finance and Operations

FY23 has been a challenge with JD Head's departure last summer.

Capital Planning Recommendations - FY24 Budget (slide 81)

- Maintain current level of funding in operating budget
 - ◆ \$1.5M including debt service (year 4 of 10) on CIP bond
- Convene Capital Improvement Subcommittee
 - ◆ Began meeting on February 13
- Maintain flexible approach to FY24 Capital planning to incorporate Bureau Veritas recommendations

Because it was felt the district had been underspending on capital in the past, the Administration and Capital Subcommittee maintained the CIP plan to spend in FY24. Funding of anticipated priority and immediate needs were reviewed. Work at Conant that was going to be spread out over five years will now be attempted all at once for several reasons, including cost savings. Other projects may be identified in the Bureau Veritas report that should be ready in a month.

ii. Questions

- Who is in the Administration building now? Because we have created substantial programs to keep special education students at AB, more space is required in the schools. As a result, the curriculum department has moved into the Admin building. Facilities will be moving in because the modulars will be worn out soon. The Technology department will move in a year or so to make room for STEAM labs to be built out.
- Regarding electrification, is there timing to be considered? Dave felt it would be pretty far out if there is a sunset. A generous bill was passed last year about it. This could be a credit for the Boardwalk Campus work that is already done. A number of grants have been reviewed. We could go out on another bond to finance projects but we don't want to rush the process of prioritizing our projects. We want to do the highest priority projects for next year, then reconsider what is left next year.
- A member of the public thanked everyone who worked on the Boardwalk Campus so collaboratively, in addition to the "spectacular financial savings" of when the bonds were issued. He urged members to keep in mind that when reviewing future capital projects, it is important to consider whether they should be in the operating budget or debt excluded.

e. Discussion and Preliminary Budget - **VOTE** - *Kyra Cook*

Per page 7 (Section 10. A) of the Regional Agreement, "The preliminary budget shall be approved by a majority of the members of the Committee from each member town." This is not the usual weighted majority.

Adam Klein expressed gratitude to the Administration as well as both Towns' finance committees and select boards for the well thought out proposed budget and work to close the financial gap that had existed. Mr. Light agreed and added that the Administration tried to approach the process with transparency. Knowing the scope of the Towns really allowed our administrative team to do what needs to be done. He thanked the staff for their efforts and morale after the last two years.

Ben Bloomenthal moved, Tessa McKinley seconded and it was unanimously **VOTED**: that the total budget of the Acton-Boxborough Regional School District for the fiscal year July 1, 2023 through June 30, 2024 be preliminarily set at \$105,747,586, (an increase of 2.77%) and that budget would be funded by member towns to be preliminarily assessed in accordance with the Education Reform Law and the terms of the Regional Agreement and amendments thereto as follows:

- Acton \$71,669,758 (an increase of 2.84%) and
- Boxborough \$13,944,299 (an increase of 5.18%);
- Offset by use of E&D Reserve in the amount of \$1,375,000;

With the remainder accounted for by other sources of revenues and reserves to be detailed in the final budget vote.

FYI Acton and Boxborough Town Election Calendars

EXECUTIVE SESSION (cannot be before 9:00 per the agenda) - canceled

4. ADJOURN

Adam Klein moved, Tessa McKinley seconded and it was unanimously

VOTED: to adjourn the ABRSC at 8:54 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: agenda, Presentation slides, Recommendation for FY24 ABRSD Budget and Assessments Memo from P. Light 2/16/23 (same as last slide), FY24 Workshop [Budget Binder](#)

Carol Huebner Early Childhood Program Parent Teacher Association

2022-2023

Expenses		
<i>Description</i>	<i>Anticipated</i>	<i>Actual</i>
Gift Card for Survey Completion	\$ 50.00	\$ 50.00
Membership (15)	\$ 67.50	\$ 90.00
Coffee Truck - Fall	\$ 150.00	\$ 200.00
Custodian Appreciation - Fall	\$ 50.00	\$ 50.00
AIM Insurance	\$ 115.00	\$ 115.00
T-shirt Flyers	\$ 74.37	\$ 74.37
T-Shirt Production	\$ 450.00	
Custodian Appreciation - Spring	\$ 50.00	
Enrichment Program	\$ 1,000.00	
Teacher Appreciation Week	\$ 1,000.00	
Total	\$ 2,956.87	\$ 529.37

Revenue		
<i>Description</i>	<i>Anticipated</i>	<i>Actual</i>
Annual Appeal	\$ 2,000.00	
T-Shirts	\$ 600.00	
Restaurant(s)	\$ 500.00	
Total	\$ 3,100.00	

TO: Superintendent Peter Light
FROM: Christy Nealon, McCarthy-Towne Principal
DATE: 2/3/2023
RE: Request for Approval of Donations Valued over \$1,000

School Committee Members,

Per ABRSC policy KCD, "Public Gifts to the Schools", I would like to request approval from the Acton-Boxborough Regional School Committee for the following anticipated FY23 donations from the McCarthy-Towne School PTSO. Thank you for your consideration.

Christy Nealon,
Principal

Art Display Shelving	\$3,536
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Merrowvista Trip for 5th Graders	\$1,000
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Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	
AGENDA ITEM TITLE	Conant Garden Grant		
PRESENTER(S)	N/A		
SUMMARY OF TOPIC	Acceptance of \$3000 Grant given from the Whole Kids Foundation to the Conant School to support 3rd Grade Teacher Gina Lemieux's Hydroponic Grow Station project.		

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 is required
X	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
	X with the request that the School Committee take action immediately

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

APPROX AGENDA TIME	One minute
FOLLOW-UP	
ATTACHMENTS	

WHOLE KIDS FOUNDATION

550 BOWIE ST.
AUSTIN, TX 78703

10200971

DATE 10/11/2022

PAY
TO THE
ORDER OF

Luther Wainwright Elementary School

\$ 3,000⁰⁰

Three thousand and ⁰⁰/₁₀₀

DOLLARS



FOR Garden Grant

Rona Evans



Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	6.c
AGENDA ITEM TITLE	Statement of Warrants and Recommendation to Approve		
PRESENTER(S)	Kyra Cook		
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 Julie LaLumiere.

SUGGESTED MOTION	See motion in memo in the packet from D. Verdolino
FOLLOW-UP	
APPROX. TIME FOR THE AGENDA ITEM (MIN.)	2 min
ATTACHMENTS	Summary memo from D. Verdolino and posted folder of individual warrants

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

WELLNESS • EQUITY • ENGAGEMENT



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

February 17, 2023

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 3/2/2023.

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.



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

Recommended Motion Wording

I move that the School Committee vote to approve the below listed warrants totaling \$10,081,604.96.

AP Vendor warrant(s) as follows -

23-016	dated	2/2/2023	in the amount of	\$	997,176.73
23-016A	dated	2/2/2023	in the amount of	\$	45.85
23-017	dated	2/16/2023	in the amount of	\$	5,531,051.96

Payroll Vendor warrant(s) as follows -

23-016PR	dated	2/9/2023	in the amount of	\$	573,867.11
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Payroll warrant(s) as follows -

P2316	dated	2/9/2023	in the amount of	\$	2,944,465.94
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Student Activities warrant(s) as follows -

23-016SH	dated	2/2/2023	in the amount of	\$	34,997.37
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Acton-Boxborough Regional School Committee Meeting Agenda Item Summary

MEETING DATE	3-2-2023	AGENDA ITEM NUMBER	FYI
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.		

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 Julie LaLumiere.

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

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

WELLNESS • EQUITY • ENGAGEMENT

Actual Acton-Boxborough Grade K-6

2/1/2023

Grade	Blanchard			Total	Conant			Total	Douglas			Total	Gates			Total	McCarthy			Total	Merriam			Total	#Sec	vg.	Size										
	ADK	AM			ADK	AM			ADK	AM			ADK	AM			ADK	AM			ADK	AM						ADK	AM								
K	54	4		19	19	20	58	36	1		19	19	18	56	17	18	19	54	54	1		17	19	19	55	36	1		19	18	37	297	16	18.6			
Gr. 1	20	21	16	60	19	20	21	60	21	21	22	64	19	18	20	57	21	20	41	20	21	22	63	20	21	22	63	20	21	22	63	345	17	20.3			
Gr. 2	18	18	19	74	18	20	38	20	21	19	60	18	20	38	18	20	38	20	20	19	59	20	20	20	60	20	20	20	60	20	20	20	60	329	16	20.6	
Gr. 3	21	21	22	64	21	21	21	63	23	22	23	68	23	21	44	23	22	20	65	23	22	23	67	22	22	23	67	22	22	23	67	371	17	21.8			
Gr. 4	22	20	23	90	23	21	22	66	23	24	48	22	23	45	22	23	45	23	23	24	70	24	24	24	72	24	24	24	72	24	24	24	72	391	17	23.0	
Gr. 5	22	24	23	93	23	23	24	70	22	23	45	22	23	45	23	22	45	21	21	20	21	83	23	24	24	71	23	24	24	71	23	24	24	71	407	17	23.9
Gr. 6	21	22	23	66	23	24	25	72	23	22	45	23	22	45	23	24	22	69	25	25	25	75	25	24	24	73	25	24	24	73	25	24	24	73	400	17	23.5
Total	24	21.0		505	19	21.4		406	18	21.4		386	17	20.7		352	21	21.3		448	20	22.2		443	20	22.2		443	20	22.2	443	2540	117	21.7			

123 Acton residents attend school in Boxborough
 66 Boxborough residents attend school in Acton

ACTON-BOXBOROUGH REGIONAL SCHOOLS 2022-2023

Levels	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1			
	A	B	C	Tot	A	B	C	Tot	A	B	C	Tot	A	B	C	Tot	A	B	C	Tot	A	B	C	Tot
*Preschool Services	10	1	0	11	10	1	0	11	11	1	0	12	11	1	0	12	11	1	0	12	14	1	0	15
Preschool	81	16	1	98	90	16	1	107	90	16	1	107	93	17	1	111	96	18	1	115	96	19	1	116
Preschool Total	81	16	1	98	90	16	1	107	90	16	1	107	93	17	1	111	96	18	1	115	96	19	1	116
K	238	55	5	298	238	55	5	298	240	54	5	299	242	51	5	298	241	52	5	298	240	52	5	297
1	276	58	7	341	275	58	7	340	278	58	7	343	279	58	7	344	280	58	7	345	279	59	7	345
2	255	61	9	325	255	62	9	326	258	61	8	327	258	61	8	327	258	62	8	328	259	62	8	329
3	305	59	4	368	303	58	4	365	305	58	4	367	308	58	4	370	309	57	4	370	310	57	4	371
4	305	74	6	385	304	74	6	384	307	75	6	388	309	75	6	390	309	76	6	391	309	76	6	391
5	317	86	4	407	315	86	4	405	317	86	4	407	319	86	4	409	318	86	4	408	317	86	4	407
6	339	53	7	399	340	53	7	400	340	53	7	400	338	53	7	398	340	52	7	399	341	52	7	400
Elem Sub Total	2035	446	42	2523	2030	446	42	2518	2045	445	41	2531	2053	442	41	2536	2055	443	41	2539	2055	444	41	2540
OOD Presch-6	12	1	0	13	11	1	0	12	12	1	0	13	12	1	0	13	12	1	0	13	13	1	0	14
Elem Total	2047	447	42	2536	2041	447	42	2530	2057	446	41	2544	2065	443	41	2549	2067	444	41	2552	2068	445	41	2554
7	326	78	8	412	325	78	8	411	325	78	8	411	323	78	8	409	322	78	9	409	322	78	9	409
8	342	70	5	417	340	70	5	415	341	68	5	414	340	69	5	414	341	69	5	415	341	68	5	414
JHS Sub Total	668	148	13	829	665	148	13	826	666	146	13	825	663	147	13	823	663	147	14	824	663	146	14	823
9	346	61	7	414	349	61	7	417	348	62	7	417	348	62	7	417	348	62	7	417	348	62	7	417
10	320	66	10	396	321	66	10	397	321	65	10	396	321	66	10	397	323	66	10	399	323	66	10	399
11	342	61	12	415	341	61	12	414	342	61	12	415	341	61	12	414	342	61	12	415	342	61	13	416
12	382	68	6	456	380	68	6	454	381	68	6	455	381	68	6	455	381	68	6	455	381	68	6	455
13	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1
P.G.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HS Sub Total	1390	256	36	1682	1391	256	36	1683	1392	256	36	1684	1391	257	36	1684	1394	257	36	1687	1394	257	37	1688
Secondary Sub Total	2058	404	49	2511	2056	404	49	2509	2058	402	49	2509	2054	404	49	2507	2057	404	50	2511	2057	403	51	2511
OOD 7-13	46	7	0	53	46	7	1	54	45	7	0	52	44	7	0	51	44	6	0	50	43	6	0	49
Secondary Total	2104	411	49	2564	2102	411	50	2563	2103	409	49	2561	2098	411	49	2558	2101	410	50	2561	2100	409	51	2560
Preschool Total	81	16	1	98	90	16	1	107	90	16	1	107	93	17	1	111	96	18	1	115	96	19	1	116
Elem Total	2047	447	42	2536	2041	447	42	2530	2057	446	41	2544	2065	443	41	2549	2067	444	41	2552	2068	445	41	2554
Secondary Total	2104	411	49	2564	2102	411	50	2563	2103	409	49	2561	2098	411	49	2558	2101	410	50	2561	2100	409	51	2560
Grand Total	4232	874	92	5198	4233	874	93	5200	4250	871	91	5212	4256	871	91	5218	4264	872	92	5228	4264	873	93	5230

*Preschool Preschool Services: Speech, OT, PT only, not included in Totals

A = ACTON Pre-School In D. = In District Distribution: P. Light D. Verdolino
 B = BOXBOROUGH P.G. = Post Graduates M. Altieri A. Bisewicz
 C = Choice/Staff/Tuit Ungr. = Ungraded D. Bookis K. Nelson
 J. Faber J. LaShombe/R. Shipp
 All Principals C. Doncaster

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

REV. 2/1/2023

CELEBRATE PASSAGE OF THE
"BOXBOROUGH BILL" WITH
SEN. JAMIE ELDRIDGE
AND REP. DANA SENA

**FRIDAY
MARCH
10
5:30-6:30**

SARGENT MEMORIAL LIBRARY
427 MASS AVE. BOXBOROUGH,
MA

LIGHT REFRESHMENTS.
LEARN ABOUT THE
SUSTAINABILITY COMMITTEE'S
WARRANT ARTICLE TO MAKE
BOXBOROUGH A GREEN
COMMUNITY.

GREEN BOXBO ROUGH

“BOXBOROUGH BILL” OPENS DOOR TO GREEN COMMUNITY FUNDING



Boxborough, MA

February, 2023

Recent passage of the “Boxborough Bill” unlocks significant state support for our Town. Boxborough can now apply for a **Green Communities** designation through the MA Department of Energy Resources (DOER). Green Communities are **eligible for grants, technical assistance, and local support** to help municipalities reduce energy use and costs through the implementation of clean energy projects in municipal buildings, facilities, and schools. As of 2022, 290 of Massachusetts’ 351 municipalities have become Green Communities and are benefitting from this program.

DOER estimates that Boxborough will be eligible for an initial grant of \$130,000 and up to \$200,000 annually to implement projects that reduce energy use and costs.

Examples of projects completed by nearby Green Communities include purchasing electric vehicles (EVs) for the town fleet, installing EV charging stations, weatherizing and upgrading municipal buildings to LED lighting, hiring an Energy Manager to oversee energy upgrades and associated programs, and installing roof-mounted solar panels on an elementary school. Since 2020, **Acton has received almost \$300,000 from the Green Communities program** to fund energy conservation measures in buildings, purchase or lease EVs, and support other clean energy initiatives.

For more information check out:

www.mass.gov/orgs/green-communities-division

www.masscec.com

Or you can contact your own Boxborough Sustainability Committee with any questions:

sustainabilitycommittee@boxborough-ma.gov

What can I do to help?

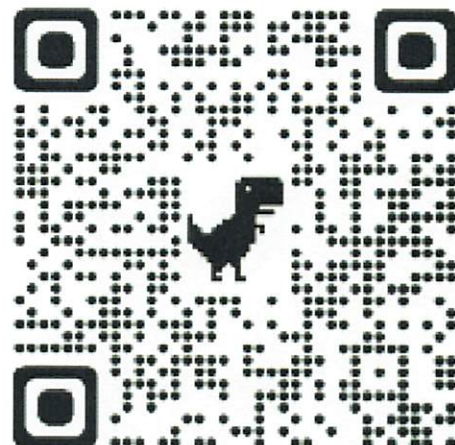
VOTE YES

on the GREEN COMMUNITIES WARRANT ARTICLE!

To participate in the Green Communities program, the Town must adopt, at Town Meeting (**Monday May 8, 2023**), a surcharge anticipated to cost the average Boxborough taxpayer \$3.48 a year. This money goes to the **MA Clean Energy Center** that collects funds for grants. If the Town votes to adopt this surcharge, and after meeting DOER criteria, the Town will receive an initial grant of \$130,000 and become eligible for future grant funding of up to \$200,000 annually to make upgrades to buildings, vehicle fleets, and reduce the energy costs of the municipality.

Want to celebrate the “Boxborough Bill” with the Boxborough Sustainability Committee and special guests on Friday March 10?

Scan the QR code below or visit www.energizeboxborough.org to RSVP!





Town of Acton Massachusetts

2023 ANNUAL ELECTION CALENDAR

Annual Town Election - Tuesday April 25, 2023

Nomination papers for the Annual Election are now available.
Please email clerk@actonma.gov to request Nomination Papers.

Last day to obtain nomination papers Friday March 3, 2023

Last day to file nomination papers with Board of Registrars Tuesday March 7, 2023

Last day to object/withdraw Thursday March 23, 2023

Last day to register voters Friday April 14, 2023

Last day to post town warrant Tuesday April 11, 2023

TOWN OFFICIALS OFFICES TO BE ELECTED

Moderator

1 Member – 1 year term

Acton Board of Select Board

2 Members – 3 year term

School Committee

3 Members – 3 year term

Trustee- Memorial Library

1 Member – 3 year term

Water Supply District - Acton

1 Water District Commissioner – 3 year term
1 Water District Clerk – 3 year term

Absentee / Vote by Mail Applications for the Election are available at the link below.
Mail application to Town Clerk, 472 Main St, Acton Ma 01720
<https://www.sec.state.ma.us/ele/eleabsentee/absidx.htm>

Annual Town Meeting - Monday, May 1, 2023

TRUSTEES - TO BE ELECTED AT ANNUAL TOWN MEETING MUST BE NOMINATED AT TOWN MEETING

Temporary Moderator

1 Member – 1 year term

Trustees, West Acton Citizen's Library

1 Member – 3 year term

Trustees, Charlotte Goodnow Fund

1 Member – 3 year term

Trustees, Elizabeth White Fund

1 Member – 3 year term

Trustees, New Fireman's Relief Fund Acton

1 Member- 3 year term



BOXBOROUGH TOWN CLERK

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1727 · Fax: (978) 264-3127

rharris@boxborough-ma.org

ELECTION/TOWN MEETING CALENDAR 2023

Annual Town Meeting: Monday, May 8; Tuesday, May 9; Wednesday, May 10; Thursday, May 11

Annual Town Election: Tuesday, May 16

Monday, January 9: Last day to submit warrant articles for Annual Town Meeting. 10 signatures needed for citizens' petition.

Tuesday, January 17: Nomination papers for elected town offices available from town clerk's office. Offices to be on the 2023 town ballot are as follows:

Select Board, three-year term: 2 seats

Select Board, one-year term: 1 seat

School Committee, three-year term: 2 seats

Planning Board, three-year term: 2 seats

Library Trustees, three-year term: 2 seats

Board of Health, three-year term: 1 seat

Town Moderator, one-year term: 1 seat

Friday, March 24: Last day to obtain nomination papers for Town Election (5:00PM)

Tuesday, March 28: Last day to file nomination papers with the Board of Registers/Town Clerk in order to be on the ballot for the May 16 Town Election. Papers are due in the Town Clerk's office by 5:00PM. A minimum of 25 signatures is required. Must be certified by the Town Clerk by April 11.

Thursday, April 13: Last day to withdraw name from nomination for town office (5:00PM)

Friday, April 28: Last day to register to vote at Town Meeting/Town Election. Voter registration forms will be available at the Boxborough Police Station, 520 Mass. Ave. until 5:00P.M. Residents can also [register online](#) until midnight.

Monday, April 24: Last day for Constables to post Election/Town Meeting Warrant

Monday, May 8: Annual Town Meeting 7:00PM, Blanchard Memorial School. (May 9,10,11th additional nights if needed).

Monday, May 15: Last day for in person absentee voting, by noon at Town Hall.

Tuesday, May 16: Annual Town Election, Boxborough Town Hall, 29 Middle Road. Polls will be open from 7:00AM-8:00PM.