

Office of the Superintendent
Acton Public Schools
Acton-Boxborough Regional School District
<http://ab.mec.edu>
(978) 264-4700 x 3211

TO: Acton-Boxborough Regional School Committee Members
FROM: Stephen Mills
ON: March 3, 2011
RE: **ADDENDUM**

AB SC MEETING:

4.0 APPROVAL OF MINUTES

- 4.2 Minutes of 1/22/11 Joint SC Saturday Budget meeting
- 4.3 Minutes of 2/3/11 Joint/AB SC meeting with Finance Committees
- 4.4 Minutes of 2/9/11 Joint SC Executive Session (Open Meeting section)

6.0 UNFINISHED BUSINESS

- 6.1 ALG Report – *John Petersen/Xuan Kong*
 - 6.1.3 Meeting Materials for 3/2/11
 - 6.1.4. Revised ALG Spreadsheet 3/3/11
- 6.4 FY'11 and FY'12 Budget Update
 - 6.4.1 Recommendation to Approve Revised FY'12 ABRSD Budget and Assessments – **VOTE** - *Steve Mills (addendum)*
 - 6.4.2. Presentation Slides (*brought to meeting*)
- 6.5 Health Trust Report – *John Petersen (8:40)*
 - 6.5.1. Meeting 2/10/11
 - 6.5.2. Meeting 2/24/11
- 6.6. Subcommittee Updates
 - 6.6.1. Policy – *Brigid Bieber*
 - 6.6.1.2 Recommendation to Approve Revised Policy on Nonresident Tuition Charge (File: JFABA) – **FIRST READING** – *Maria Neyland*
 - 6.6.1.3 Recommendation to Approve Revised Policy on Student Field Trips (File: IJOA) – **FIRST READING** – *Brigid Bieber*
 - 6.6.1.4. Recommendation to Approve New Policy on Advertising in Schools/Corporate Sponsorship (File: NEW) – (*next meeting*)
- 6.7 SMART Goals Progress Updates – *Steve Mills (revised page 6)*
- 6.8 July School Committee Workshop Review – *Brigid Bieber*
 - 6.8.1. Attachment A. School Comm Assignments from July Workshop

7.0 NEW BUSINESS

- 7.2 Recommendation to Change ABRHS Student Handbook Policy re Captain's Rule (*page 35*) – **VOTE** - *Alix Callen (see information in packet)*
- 7.6 Recommendation to Accept Gift from The Madison Group – **VOTE** – *Steve Mills*

8.0 FOR YOUR INFORMATION

8.1 ABRHS

8.1.3 Spring Coaches

8.1.4 \$400 Gift from The Acton Lion's Club for Alternative Program's trip to Merrowvista

8.2 RJ Grey Junior High

8.2.1 Discipline Report, February 2011

8.3 Pupil Services

8.3.2 On Team newsletter

8.6 Correspondence from the Community

8.6.2 Budget Concerns (10 citizens' emails)

8.6.3 Where Can I View the Budgets?

8.6.4 School Budget Feedback

8.6.5 Concerns about School/Town Planning

8.6.6 Remember the Private Money and Time Donated to the Schools

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEES MEETING
Draft Minutes**

Library

R.J. Grey Junior High School

January 22, 2011

9:00 a.m. – 1:40 p.m. Joint SC Budget Presentations

12:15 – 12:45 Joint Exec Session

1:40 – 3:00 Acton Public SC Budget Presentations/Meeting

Members Present: Brigid Bieber, Mike Coppolino, Herman Kabakoff, Xuan Kong, Sharon McManus, Maria Neyland, John Petersen, Bruce Sabot
Members Absent: Terry Lindgren
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

The AB School Committee meeting was called to order at 9:00 a.m. by Brigid Bieber, chair. The APS School Committee meeting was called to order at 9:01 a.m. by John Petersen, chair.

9:00	Superintendent's Introduction	Steve Mills
9:15	Finance Overview	Don Aicardi
9:30	Human Resources Overview	Marie Altieri

The goal for the day was to explain the budget status, recommend strategy to get to level service, educate the community about unmet educational needs, and recommend to the School Committee prioritized purchase requests if funding is available later in FY'11.

As the upcoming weeks go by, numbers will become firmer, including projections like kindergarten enrollment and the corresponding number of sections. (Registration is in March.) Although School Choice has not been voted on yet by the Committees, it is the recommendation of the Administration that new choice students not be accepted.

John Petersen emphasized the need to recognize that the schools' primary funding source (80%) is our taxpayers. The School Committees need to find that balance of services that continue to provide an excellent educational service while also maintaining municipal services like plowing roads, etc. Sharon McManus stressed that there are a lot of unmet needs that should be addressed, and it is important to understand the role that E&D plays.

10:00 **Pupil Services** Liza Huber

Mike Coppolino asked for a thorough review of special education student transportation and urged the Administration again to consider taking more of these services inhouse to save money. Liza Huber said that this line item was reduced by \$100,000 and buying a van to transport a certain group of students was considered. After realized that three vans would be needed as well as more drivers, and the cost savings would take three years to be realized, the decision was reversed. The CASE program has been asked to relook at their budget. Dr. Mills said that the Superintendents agree that these transportation costs need to be addressed. He has charged JD Head with addressing this issue.

Liza Huber said they are addressing 200+ students per year for mental health issues who are not eligible for special education services. These young people require services, including academic, psychological and counselor support due to the substantial needs they have and this number is growing. As a result, Alixe Callen is advocating for another counselor and psychologist at the High School.

10:30	Curriculum	Deborah Bookis
10:40	Technology	Amy Bisiewicz
10:50	High School	Alixé Callen
11:10	Junior High	Craig Hardimon

Bruce Sabot pointed out that some of the lists contain items that are ongoing costs, while others are not. The textbook replacement cycle would be ongoing and that is important to note. He also suggested that, as Boxborough has done, the Districts should try to have companies subsidize Smartboards and other technology. Brigid Bieber appreciated the prioritized needs lists, but asked how they would be prioritized if the lists were combined. Dr. Mills said that this would happen eventually but the immediate focus is to support the level service budget.

Deborah Bookis described how EDC has been hired for some professional development and the District also encourages learning from each other. Mike Coppolino wanted to be sure that Amy Bisiewicz has considered a variety of technology, not just Smartboards, which she has. Mobile Interactive Whiteboards (MOBIs) are being considered, in addition to Smartboards. Alixe said that Smartboards get used more when they are mounted in the classroom, not being mobile as they initially tried to do. The High School currently has only 12 Smartboards. New teachers are trained to use this technology and are disappointed when they get to AB and they are not available. Mike also wanted to be sure that additional psychological or counseling staff be used for more than just testing. Dr. Callen agreed.

Dr. Mills said that part of the reason why our students are doing so well now, is that School Committees of the past looked ahead and anticipated what would be needed. He said that it is our job now to be sure that the foundation does not erode and anticipate how we will continue to provide the level of education that our students deserve and need.

Nancy Sherburne spoke from the audience and said that professional development is important to the Special Education Parent Advisory Council, and that she agrees with the need to increase the effort to keep children in district and to look at transportation.

JOINT EXECUTIVE SESSION

At 12:08 p.m., it was moved, seconded and unanimously

VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

YES (Bieber, Coppolino, Kabakoff, Kong, McManus, Neyland, Petersen, Sabot)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the bargaining position of the Board. She said the meeting was to discuss contract negotiations with the AEA.

At 12:09 p.m., it was moved, seconded and unanimously

VOTED by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

YES (Coppolino, Kabakoff, Kong, McManus, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board. He said the meeting was to discuss contract negotiations with the AEA.

At 12:50 p.m., the Committees were polled and voted to go out of Joint Executive Session.

JOINT OPEN SCHOOL COMMITTEE MEETING RESUMED

12:50 Facilities

JD Head

JD Head is confident about meeting his SMART goal of a 3-5% energy reduction. Our main projects are done and are trending as they should. The Districts have had no trouble with our vendors. We've been in front of the tide on the important energy issues. JD was thanked for his efforts and particularly for the success of the new Douglas roof. John asked JD to revisit the layout of the main campus. 4000 people show up in 30 minutes in the 7:30 AM time frame and the roads and walkways could be safer.

1:10 Community Education

Erin Bettez

Steve Mills asked the School Committee to periodically review the Community Education fees and policies because it is part of the District. Community Ed is run as a revolving account with a \$3m budget and reserve of 15-20%. In the past, some big ticket items were paid for with Community Ed money, but now that we are giving more back to the schools, Community Ed is not funding these other items. Xuan Kong said that Community Education is a great example of school and town working together.

STATEMENT OF AB WARRANT

Warrant #11-015 dated 1/13/11 in the amount of \$1,562,322.37 was signed by the chairperson and circulated to the Committee for signatures.

Brigid Bieber thanked Don Aicardi and Marie Altieri and their staff for putting together the extensive information binder for today.

AB Regional School Committee adjourned at 1:30 p.m.

APS SC Meeting continued.

Deborah Bookis and Amy Bisiewicz presented with principals Damian Sugrue, Christopher Whitbeck, Lynne Newman, David Krane and Edward Kaufman. They emphasized this year's theme, "It's all about effective instruction."

Superintendent Mills concluded by referring back to slide #23 for the APS prioritized list. He stated that it is doable to get to the level service budget now and that Don Aicardi will have more final numbers at the February 3rd Joint SC meeting. Dr. Mills said that he will not spend a penny without School Committee guidance, but he does expect to come back in March or April with spending requests to cover some of the prioritized needs.

Committee members asked about how technology purchases would be distributed and emphasized that the focus should be on the education, not the tool or the technology. One member wanted to know more about Robert J. Marzano's research involving students' use of electronic Smartboards, as mentioned by Damian Sugrue. They talked about the value of having

one Smartboard per grade vs. one in every classroom of only certain grades. This presented equity/inconsistency issues for staff and students according to the principals.

The Committee also asked about the training that the proposed math assistants would have. Deborah Bookis stated that a full time math specialist is what is really needed, but given our resources math assistants would be suitable at this time. A math coach who could consult to the schools and the assistants would also be valuable. Principals are considering sending staff to math training offered by EDCO and the District would pay for part of it.

Staff professional development continued to be an important topic. Deborah Bookis said that most of her budget is professional development, with the exception of travel and supplies/equipment. Grants are not reflected in the budget when trying to figure total professional development. The elementary schools also have line items for this. Dr. Mills agrees that the Districts should spend more on professional development but he cautioned about how some of the DESE reports are interpreted. Some districts may report numbers in different ways.

Concern about the increasing amount of PTO funding and what it is spent on (i.e. assistants) was expressed. The principals would really like the budget to support one assistant in each classroom so that pressure on the PTOs could gradually be relieved for these types of needs.

Nancy Sherburne spoke from the audience about Smartboards and stressed that excellent teachers are still required in the classrooms. She questioned what doctors think about young children spending more time in front of a screen and whether Smartboards are best developmentally. Damien Sugrue said that the Smartboard does not eliminate the need for other materials and a great teacher. It replaces a white or blackboard making a lesson more interactive and engaging for students. Lynne Newman said that \$1000 of consumables can be eliminated from her annual budget if a Smartboard is used.

Chair John Petersen thanked the staff who worked to make the day so valuable and noted the effectiveness of having all of the elementary school principals presenting together with the Directors of Curriculum and Technology. He urged the public to send their questions and input on the school budgets to the Chairs.

STATEMENT OF APS WARRANT

Warrant #201114 dated 1/11/11 in the amount of \$145, 804.65 was signed by the chairperson and circulated to the Committee for signatures.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,
Beth Petr

Documents Used: See 1/22/11 Budget Binder Table of Contents attached

Acton Public Schools
Acton-Boxborough Regional Schools

FY'12 Budget Information
January 22, 2011
9:00 a.m. – R.J. Grey JH Library

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2	Enrollment Projections
3	House 1 Cherry Sheets for FY'11; Chapter 70 Trends FY'93 through FY'11; Ed Jobs SFSE
4	Personnel <ul style="list-style-type: none">• Personnel Changes and Costs• FTE Headcount -- Certified and Non-Certified (FY'03 – FY'11)• Early Retirement Incentive History (ERI)• Historical Salary, FTE and Enrollment (FY'92-FY'12)
5	FY'12 Current Unaddressed Needs
6	FY'12 Budget Summary and Detail by Character Code (School Object) (AB and APS)
7	FY'12 Budget Summary and Detail by Administrative Responsibility (AB and APS)
8	Final FY'11 Regional Analysis of Assessments; Draft FY'12 Regional Analysis of Assessments and Preliminary FY'12 Regional Budget/Assessment Vote
9	ALG Multi-Year Plan
10	Class Sizes; Student/Teacher Ratio Information <ul style="list-style-type: none">• APS Class Size Information• JH Class Size Information• SH Class Size Information• Student/Teacher Ratio Information
11	Per Pupil Expenditure Comparisons
12	District Organization Charts
13	Fees and PTO/PTSO Fundraising <ul style="list-style-type: none">• List of Fees• PTO/PTSO Fundraising Dollars (2007-08 through 2009-10)
14	SPED Q&As, Response to PAC, and Budget Data <ul style="list-style-type: none">• SPED Questions and Answers• SPED Enrollment Data• SPED Data for Budgetary Planning
15	Revolving Accounts and Grants <ul style="list-style-type: none">• Revolving Accounts: Balances and Uses• Grants
16	FY'12 Regional School Choice Projections
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18	2009-2010 Acton/Acton-Boxborough Education Report
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20	Health Insurance Trust Income Statement and Balance Sheet (November) Health Insurance Trust Audit Report; Cook & Co. Report
21	Class of 2010 Student Profile
22	Food Service
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**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEES
MEETING Draft Minutes**

**Acton Public School and Acton-Boxborough Regional School Committees Open Budget Hearing
with Acton & Boxborough Finance Committees**

**Library
R.J. Grey Junior High School**

**February 3, 2011
7:00 Joint Exec Session
7:30 pm Joint SC Meeting
followed by AB SC Meeting**

<i>Members present:</i>	Brigid Bieber, Mike Coppolino (8:00), Herman Kabakoff, Xuan Kong (left at 8:00), Terry Lindgren, Sharon Smith McManus (7:15), Maria Neyland, John Petersen, Bruce Sabot (7:45)
<i>Members absent:</i>	none
<i>Others:</i>	Don Aicardi, Marie Altieri, Deb Bookis, Mary Ann Fleckner, Steve Mills, Beth Petr

The Joint School Committee was called to order at 7:10 p.m. by Brigid Bieber and John Petersen, respective chairs.

JOINT EXECUTIVE SESSION

At 7:10 p.m., it was moved, seconded and unanimously
VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.
YES (Bieber, Kabakoff, Kong, Lindgren, Neyland, Petersen)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the bargaining position of the Board. She said the meeting was to discuss contract negotiations with the AEA, and that the Open Meeting would reconvene at approximately 7:30 p.m..

At 7:10 p.m., it was moved, seconded and unanimously
VOTED by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.
YES (Kabakoff, Kong, Lindgren, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board. He said the meeting was to discuss contract negotiations with the AEA, and that the Open Meeting would reconvene at approximately 7:30 p.m..

At 7:35 p.m., the Committees were polled and voted to go out of Executive Session.

**JT SCHOOL COMMITTEE MEETING / OPEN BUDGET HEARING
with the Acton and Boxborough Finance Committees**

Mary Ann Ashton called the Acton Finance Committee to order at 7:40 p.m. In attendance were: Clint Seward, Brandy Brandon, Steve Noone, Bob Evans, Bill Mullin, Mary Ann Ashton and Kent Sharp. Gary Kushner represented the Boxborough Finance Committee.

APPROVAL of MINUTES

The minutes of 1/6/11 and 1/22/11 will be voted on at the next meeting.

STATEMENT of WARRANT

AB Warrant #11-016 dated 1/27/11 in the amount of \$2,699,517.60 was signed by the Chair and circulated to the Committee for signatures.

PUBLIC PARTICIPATION - none

JOINT OPEN BUDGET HEARING with the Finance Committees

(Budget Binders from 1/22/11 were referred to, and are online at <http://ab.mec.edu/about/meetings.shtml>)

1. ALG Report

John Petersen reported on the 1/13/11 and 1/31/11 meetings.

2. Acton FinCom Report

This report was skipped because no one attended from the School Committee.

3. BLF Report

Maria Neyland reported that the BLF had not met recently.

4. FY'11 and FY'12 Budget Update

Dr. Mills updated information from the 1/22/11 presentation including important slides #11 (FY'12 Budget Status Review) and #12 (Strategic Decisions from FY'10 and FY'11 - How Do They Affect FY'12?). He emphasized the "needs" lists, not "wish" lists, and outlined his recommendations starting on slide #31 for a proposed budget of \$39,021,769 for FY'12 for ABRSD and \$26,374,059 for APS.

Bill Mullin asked how the total state aid number was calculated. Don Aicardi said that it incorporated several different numbers, such as enrollment, growth factor, etc. Closely comparing FY'11 to FY'12 is dicey. Marie Altieri pointed out that the ALG spreadsheet included a significant change. The governor's budget fully funded foundation numbers so they were higher than what was expected. These things all had an impact.

Herman asked about the capacity generated in FY11 that resulted in money being available to pay forward for FY12. Don said that this came from ERI, prepaying some Out of District tuitions and ARRA money. The budget wasn't lowered, but the actuals were moved against the grant funds. The grants came in after Town Meeting and had to be spent. Steve Noone commented that we did tax citizens because of Town Meeting's timing but in effect what happened created a type of reserve. One alternative is to let it flow, the other is to spend it before it gets there to the reserve. He stated that there is nothing wrong with that, but it should be clear that it would normally fall into Free Cash or E&D. One use could be to close the deficit.

Bill Mullin referred to the Enrollment Study and asked if there will be 15 or 16 Kindergarten sections and what it would cost. Marie Altieri said that a decision will be made soon, after registration in March. \$67,000 for one year is the cost.

Brandy Brandon asked about raises based on performance evaluations. Dr. Mills said that this is a controversial subject. Raises are not currently performance based but the State is about to release some new guidelines based on it. Steps and lanes are currently used for teaching staff compensation.

Bill Mullin said that instead of calling ERI an “Early Retirement Incentive”, it really is a retirement notification incentive. He asked if any of our local communities provide this type of benefit, and Marie Altieri said that they really do not. Bill stated that we have spent \$2.5 million over the last seven years on this and he urged the School Districts to be competitive about this.

Bill asked how the numbers should “cascade” given the foundation increase and incremental revenue. Steve Mills said that we still have an \$845,000 problem and he would get this to zero if more came in. Steve expects to be having this conversation in a month or so. At this time, he is proposing to take \$686,000 of extra capacity for next year to cover the APS/ABRSD share of the deficit to achieve a level service budget for tonight’s vote.

Gary Kushner asked about the assumptions used. Currently the Governor’s budget shows a 3% increase in the Chapter 70 funding. Steve said that we are assuming a 5% cut in the Governor’s Chapter 70 number. When asked about capital items, Steve said the Long Range Strategic Planning Subcommittee will be looking closely at these. No large capital items are planned for next year. Gary asked the Committee to keep everyone informed about capital items for the upcoming years for planning purposes.

Clint Seward asked how the FinCom will be able to explain the budget increases to the public, given these tough economic times. Dr. Mills said that our increases have been very modest. Brigid Bieber added that the two unions that we have settled with took significant cuts in health insurance that is an important long term structural change.

Bill Mullin asked why cash flow will be used instead of EdJobs funding to fill the gap of \$650,000. Don Aicardi said that we have the option of using these funds in the future. If we utilize them in FY’12, we lose the protection it could give us in FY’13 if future funding gets worse. Bill expressed concern about the current taxpayers, and suggested that we consider reducing the tax rate.

Bruce Sabot moved and John Petersen seconded the motion:

to accept the Administration’s recommended proposal for the FY’12 ABRSD Budget and Assessments (addendum 5.4.2):

that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2011 through June 30, 2012 be set at \$39,021,769 and that member towns be assessed in accordance with the Education Reform Law and the terms of the Agreement and amendments thereto as follows: Acton \$25,307,490, Boxborough \$6,324,093, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$6,285,614, Anticipated Charter School Aid in the amount of \$37,268, Transportation Aid, Chapter 71, Section 16C in the amount of \$564,346, a transfer from E&D Reserves in the amount of \$502,300, and a transfer from the Junior High School Project Premium on Loan in the amount of \$658.

The Committee discussed the merits of “giving back” to the taxpayers. Some members felt it would be a relatively small amount that would be meaningless to citizens. Other members felt that any amount returned would be valuable. The point was made that a budget vote taken tonight is amendable in that the amount could be reduced, but not increased. It is a statutory requirement that a vote be taken tonight to satisfy the requirement that the assessment be voted 45 days prior to the start of Acton Town Meeting. John Petersen stated that every member of the School Committee fully appreciates the burden that they place on the public.

Mike Coppelino said that although a 3% raise for administrators is not a significant amount, he suggested that it be reduced. Secondly, he said that ERI is flawed in that the differential in the

payback does not make sense. Lastly, he stated that while most of our staff is superb, going forward some performance aspect will need to be looked at.

Terry Lindgren wants the 3% increase removed because a consistent message is essential. Brigid Bieber pointed out that these people received less than others two years ago and received nothing last year. On average she feels this is fair and wants to give Dr. Mills the discretion to give this group this raise. Maria Neyland agreed. Herman Kabakoff said that this is in effect a reduction to what is being moved and we can vote later on the 3% if we choose.

Herman asked that what to do with the extra money left over from last year's grant be put on the next meeting's agenda. He wants to discuss if it should go back to E&D, as well as what to do if we get additional money from the Governor. Maria Neyland emphasized that this budget number is only for level service. If there are additional funds, we need them for textbooks, technology, counselors and other things presented at the Saturday 1/22/11 Budget meeting.

Bill Mullin asked if FinCom members could comment. Brigid said they could. He asked what the School Committee thought the assessment should look like if the ALG plan changes, and specifically, should the additional revenue be split. Bill advocated for spending the EduJobs money this year and excess revenues above level service would be split based on an agreed upon level and use with some put toward tax relief. Maria Neyland said that this is a waterfall question in different words and the conversation should be at another meeting. She asked when the FinCom will vote so the School Committee can discuss and decide on this before then. To appear in the warrant, the Acton FinCom meeting on March 8 is the last chance. Mary Ann Ashton said that the FinCom has not had time to fully discuss this either, but they will.

Clint Seward said that we need to live within our means and stop the deficit spending. He disagrees with Bill Mullin and does agree with Steve Mills about saving the EdJobs money for the future.

The Chair asked for the VOTE on the motion.

Acton-Boxborough School Committee:

VOTED: *that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2011 through June 30, 2012 be set at \$39,021,769 and that member towns be assessed in accordance with the Education Reform Law and the terms of the Agreement and amendments thereto as follows: Acton \$25,307,490, Boxborough \$6,324,093, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$6,285,614, Anticipated Charter School Aid in the amount of \$37,268, Transportation Aid, Chapter 71, Section 16C in the amount of \$564,346, a transfer from E&D Reserves in the amount of \$502,300, and a transfer from the Junior High School Project Premium on Loan in the amount of \$658.*

(Yes: Bieber, Coppolino, Kabakoff, Petersen, Sabot
No: Lindgren Abstained: Kabakoff Absent: McManus)

Mary Ann Ashton adjourned the Acton Finance Committee.

Voting on the APS FY'12 budget was passed over until the next meeting.

APS WARRANT

APS Warrant #201115 dated 1/25/11 in the amount of \$136,203.67 was signed by the Chairperson and circulated to the Committee for signatures.

The APS meeting adjourned at 9:50 p.m. and the AB Regional SC meeting continued.

Materials for this meeting are posted on the schools' website at <http://ab.mec.edu/about/meetings.shtml>.

AB UNFINISHED BUSINESS

1. Health Trust Report
John Petersen updated the Committee.
2. Subcommittee Updates
 - 2.1. Policy – *Brigid Bieber*
 - 2.1.1 Recommendation to Approve New Policy on Admission of Exchange Students (File: JFABB) – **FIRST READING**
Maria Neyland explained the revision. The term “working knowledge” could be clarified in the procedures, not the policy. The accepting principal could decide if they have a working knowledge. One member wanted the number of students to be up to 4, another wanted no number in the policy so it would be left up to the principal.
 - 2.2. Class Size – no report
 - 2.3. Long-Range Strategic Planning – Steve Mills reported that it is a strong group that is working on the goals and values. A community survey will be coming out soon.

AB NEW BUSINESS

- 1 Recommendation to Accept Gift from AB Girls Basketball Boosters
It was moved, seconded and unanimously
VOTED: to accept with gratitude, a Gift of \$3,000 from the AB Girls Basketball Boosters for an assistant coach
- 2 Recommendation to Accept Gift from Enterprise Bank
It was moved, seconded and unanimously
VOTED: to accept with gratitude, a Gift of \$500 from Enterprise Bank for Community Service Day
- 3 Recommendation to Accept Gift from Cambridge Savings Bank
It was moved, seconded and unanimously
VOTED: to accept with gratitude, a Gift of \$500 from Cambridge Savings Bank for Community Service Day
- 4 Acceptance of 2011 Danny’s Place Lease
Dr. Mills met with the Danny’s Place Executive Board recently, including Mr. and Mrs. McCarthy, and expressed the districts’ gratitude for such a generous gift to the community. The annual rental lease fee has not changed. Herman Kabakoff advocated for not charging a fee at all. Although everyone agrees that it is a wonderful asset for our young people, there are costs incurred for things like utilities and janitorial services. The schools have felt that it is a fair partnership at that price. Herman publicly wanted to say that the DP Committee should make a case if this fee is onerous for them. John commented that this organization cannot be considered outside of all of the other great Community Education activities, so they have to be fair about charging. He urged the Administration to be sure that there is logic about how organizations like Danny’s Place are charged.
5. School Calendar / Superintendent’s Memo re Cancellations and Last Day
Dr. Mills recently put a memo out about how he decides on weather issues because there is a lot of time and careful effort that goes into making these decisions. DESE is very strict about the 180 days that schools have to be in session. At this time, we have had 5 snow days so the last day of school is scheduled for June 21, 2011.

AB FOR YOUR INFORMATION

- 8.1 ABRHS
 - 8.1.1. Discipline Report, January 2011
- 8.2 RJ Grey Junior High
 - 8.2.1. Discipline Report, January 2011
- 8.3 Pupil Services
 - 8.3.1. ABRSD ELL Student Population, January 2011
- 8.4 Curriculum Update
 - 8.4.1 Teacher-to-Teacher Initiative, Session I Feedback Sampling

- 8.4.2 Giant Traveling Map of Asia Coming to Acton and Boxborough Schools
 - 8.4.3 Mapping the Past – Free workshop for Educators and Map Lovers, 3/3/11
 - 8.4.4 McCarthy-Towne School Change in NCLB Accountability Status 1/27/11
 - 8.4.4.1 Letter to McT Families from D.Krane re Change in NCLB Status
 - 8.5 FY'11 Monthly ABRSD Financial Reports
 - 8.5.1. Budget Status Summary
 - 8.5.2. Budget Status Summary – Special Education
 - 8.6 Correspondence from the Community
 - 8.6.1 Snow Days and February Vacation
 - 8.6.2 Thank you from Acton Community Supper and Food Pantry
- Brigid Bieber distributed the following emails received the day of the meeting:
- 8.6.3. Follow Up on Calendar Issue
 - 8.6.4. Request for Feedback from the Acton 2020 Committee
 - 8.6.5. Budget Priorities
- 8.7 Enrollment Report/Class Size Numbers – January 1, 2011
 - 8.8 Donations from families to the SHS Community Service Fund
 - 8.9 FY'10 AB/APS Food Services Reports, *Kirsten Nelson (See 1/22/11 School Committee Meeting)*
 - 8.10 April Town Meeting Report (*See 1/22/11 School Committee Meeting*)
 - 8.11 2010 – 2011 District Profile (*See 1/22/11 School Committee Meeting*)
 - 8.12 RJGJHS Project Wellness, “Creating Connections” - March 23rd at Merrimack College
 - 8.13 Acton Community Access Television (ACAT) - New Executive Director

NEXT MEETINGS:

February 17 at 7:30 pm, APS SC Meeting at RJ Grey JH Library, Open Budget Hearing
March 3 at 7:30 pm, AB SC Meeting at RJ Grey JH Library

The AB meeting adjourned at 10:23 p.m.

Respectfully submitted,
Beth Petr

Documents Used: See agenda attached

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEES
MEETING**

**Acton Public School and Acton-Boxborough Regional School Committees Open Budget Hearing
with Acton & Boxborough Finance Committees**

**Library
R.J. Grey Junior High School**

**February 3, 2011
7:00 Joint Exec Session
7:30 pm Joint SC Meeting
followed by AB SC Meeting**

AGENDA with addendum

- 1.0 CALL TO ORDER – Joint School Committee
EXECUTIVE SESSION – to discuss strategy with respect to collective bargaining, AEA
- 2.0 CHAIRMAN’S INTRODUCTION
- 3.0 APPROVAL of MINUTES and STATEMENT of WARRANT
 - 3.1 Minutes of 1/6/11 and 1/22/11 (*next meeting*)
- 4.0 PUBLIC PARTICIPATION
- 5.0 **JOINT OPEN BUDGET HEARING with the Finance Committees**
(Please bring 1/22/11 Budget Binder, posted online at <http://ab.mec.edu/about/meetings.shtml>)
 - 5.1 ALG Report – *John Petersen/Xuan Kong*
 - 5.1.1 Meeting 1/13/11
 - 5.1.2 Meeting Agenda 1/31/11 including minutes of 1/13/11 (*addendum*)
 - 5.1.3 Updated Spreadsheets after 1/31/11 meeting (*addendum*)
 - 5.2 Acton FinCom Report – *Sharon McManus (oral)*
 - 5.3 BLF Report – *Maria Neyland (oral)*
 - 5.4 FY’11 and FY’12 Budget Update – *Steve Mills/ Don Aicardi*
 - 5.4.1 Governor’s FY’12 Budget Recommendation with Chapter 70 and cherry sheets
 - 5.4.2 Recommendation to Approve FY’12 ABRSD Budget and Assessments – **VOTE** – *Steve Mills (addendum)*
 - 5.4.3 Recommendation to Approve FY’12 APS Budget - **VOTE** – *Steve Mills (addendum)*

APS meeting is suspended, AB meeting continues.

- 6.0 AB UNFINISHED BUSINESS
 - 6.1 Health Trust Report – *John Petersen (oral)*
 - 6.2 Subcommittee Updates
 - 6.2.1. Policy – *Brigid Bieber (oral)*
 - 6.2.1.1 Recommendation to Approve New Policy on Admission of Exchange Students (File: JFABB) – **FIRST READING** – *Maria Neyland (revision in addendum)*
 - 6.2.2. Class Size – *Amy Hedison (oral)*
 - 6.2.3. Long-Range Planning – *Steve Mills (oral)*

7.0 AB NEW BUSINESS

- 7.1 Recommendation to Accept Gift from AB Girls Basketball Boosters for an assistant coach – **VOTE** – *Steve Mills*
- 7.2 Recommendation to Accept Gift from Enterprise Bank toward Community Service Day – **VOTE** – *Steve Mills*
- 7.3 Recommendation to Accept Gift from Cambridge Savings Bank toward Community Service Day – **VOTE** – *Steve Mills*
- 7.4 Acceptance of 2011 Danny's Place Lease – *Steve Mills*
- 7.5 School Calendar / Superintendent's Memo re Cancellations and Last Day - *Steve Mills*

8.0 AB FOR YOUR INFORMATION

8.1 ABRHS

- 8.1.1. Discipline Report, January 2011 (*addendum*)

8.2 RJ Grey Junior High

- 8.2.1. Discipline Report, January 2011 (*next meeting*)

8.3 Pupil Services

- 8.3.1. ABRSD ELL Student Population, January 2011 (*addendum*)

8.4 Curriculum Update

- 8.4.1 Teacher-to-Teacher Initiative, Session I Feedback Sampling
- 8.4.2 Giant Traveling Map of Asia Coming to Acton and Boxborough Schools
- 8.4.3 Mapping the Past – Free workshop for Educators and Map Lovers, 3/3/11
- 8.4.4 McCarthy-Towne School Change in NCLB Accountability Status 1/27/11
 - 8.4.4.1 Letter to McT Families from D.Krane re Change in NCLB Status (*addendum*)

8.5 FY'11 Monthly ABRSD Financial Reports

- 8.5.1. Budget Status Summary
- 8.5.2. Budget Status Summary – Special Education

8.6 Correspondence from the Community

- 8.6.1 Snow Days and February Vacation
- 8.6.2 Thank you from Acton Community Supper and Food Pantry

8.7 Enrollment Report/Class Size Numbers – January 1, 2011

8.8 Donations from families to the SHS Community Service Fund

8.9 FY'10 AB/APS Food Services Reports, *Kirsten Nelson (See 1/22/11 School Committee Meeting)*

8.10 April Town Meeting Report (*See 1/22/11 School Committee Meeting*)

8.11 2010 – 2011 District Profile (*See 1/22/11 School Committee Meeting*)

8.12 RJGJHS Project Wellness, "Creating Connections" - March 23rd at Merrimack College

8.13 Acton Community Access Television (ACAT) - New Executive Director (*addendum*)

9.0 NEXT MEETINGS:

- February 17 at 7:30 pm, APS SC Meeting at RJ Grey JH Library, Open Budget Hearing
- March 3 at 7:30 pm, AB SC Meeting at RJ Grey JH Library

10.0 ADJOURN

**ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL SCHOOL
COMMITTEE MEETINGS
DRAFT OPEN MINUTES**

Superintendent's Conference Room
Acton-Boxborough Regional High School

February 9, 2011
7:00 p.m. Joint School Committee Exec Session

Members present: Brigid Bieber, Michael Coppolino, Herman Kabakoff, Xuan Kong,
Maria Neyland, John Petersen, Bruce Sabot, Sharon McManus
Members absent: Terry Lindgren
Others: Don Aicardi, Marie Altieri, Steve Ledoux, Steve Mills, Beth Petr

The Joint School Committee Meeting was called to order at 7:09 pm. by Brigid Bieber and John Petersen, respective chairs.

At 7:09 p.m., it was moved, seconded and unanimously
VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into
Executive Session (Joint School Committee) to discuss strategy with respect to
collective bargaining.
YES (Bieber, Coppolino, Kabakoff, Kong, McManus, Neyland, Petersen, Sabot)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the bargaining position of the Board. She said the purpose of the executive session was to discuss contract negotiations with the AEA union and that the open meeting would reconvene for the sole purpose of adjourning.

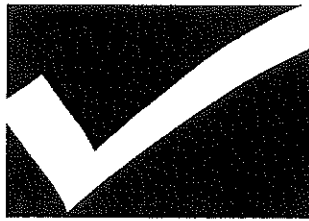
At 7:09 p.m., it was moved, seconded and unanimously
VOTED by role call: that the **Acton Public School Committee** go into Executive
Session (Joint School Committee) to discuss strategy with respect to collective
bargaining.
YES (Coppolino, Kabakoff, Kong, McManus, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board. He said the purpose of the executive session was to discuss contract negotiations with the AEA union and that the open meeting would reconvene for the sole purpose of adjourning..

JOINT EXECUTIVE SESSION

At 9:50 p.m. the Committees adjourned.

Respectfully submitted,
Beth Petr



Acton Leadership Group Meeting

March 02, 2011

7:15 AM

Town Hall, Faulkner Hearing Room

Bart Wendell Facilitating

----- Agenda Topics -----		
1. Approval of Minutes, January 31, 2011	General Discussion	
2. Budget Revenue Update FY 11 and FY 12	Steve Ledoux Steve Mills	
3. ALG Spreadsheet	General Discussion	<ul style="list-style-type: none">• Revenue Assumptions• Budget Assumptions• Reserve Use
4. Finance Committee, Contingency Planning	Mary Ann Ashton	
5. Update on Minuteman Tech	Dore' Hunter	
6. Adjourn		

Town of Acton Revenues

A. Revenues (GROSS)

Tax Levy (excluding debt exclusion)
 State Aid
 EdJobs (Acton share of APS & ABRSD for school use in FY13)
 Local Receipts
 Debt Exclusion
 SBAB Reimbursement
 Total Revenues (including debt)

FY10	FY11	FY12	FY13	FY14
Town Meeting	Recap			
\$60,193	\$62,108	\$64,420	\$66,420	\$68,522
\$12,458	\$12,010	\$11,365	\$12,030	\$12,632
\$0	\$0	\$0	\$726	\$0
\$4,210	\$3,788	\$3,806	\$3,876	\$3,973
\$3,036	\$3,098	\$3,073	\$3,034	\$2,929
\$1,009	\$1,009	\$1,009	\$1,009	\$1,009
\$80,906	\$82,012	\$83,673	\$87,095	\$89,063

Information imported from sheets within this document:
 Revenues-Tax Levy
 Revenues-State Aid
 Assesses no use of EdJobs for FY12-100% used in FY13
 Revenues-Local Receipts
 Debt Exclusion
 Debt Exclusion

B. Use of Reserves (TOTAL)

Debt Exclusion Debt Service
 APS School Debt Exclusion
 Public Safety Facility Debt Exclusion
 Municipal Debt Exclusion
 JHS/SHS Debt Exclusion
 SBAB Reimbursement-Parlier/Damon
 Total Debt Exclusion/SBAB

\$1,982	\$3,278	\$2,000	\$2,001	\$2,001
	\$619	\$611	\$615	\$614
	\$394	\$483	\$473	\$462
	\$492	\$378	\$244	\$244
	\$1,593	\$1,601	\$1,604	\$1,609
	\$1,009	\$1,009	\$1,009	\$1,009
	\$4,107	\$4,082	\$4,043	\$3,938

D. Available Town Revenues (NET) (A + B - C)

\$78,813 \$81,183 \$81,591 \$85,053 \$87,127

Revenue Increase/(Decrease) since last meeting?

\$1,225

Town of Acton Expenditures

FY11 ATM Article 13 (April 2010) & STM (June 2010)
 FY11 Action Municipal Capacity Not Utilized
 + Transfer to Acton Municipal for APS Debt
 + Transfer to Acton Municipal for COPS
 Total Municipal Allocation

\$24,276	\$24,545	\$25,136	\$25,688	\$25,798
	\$151	\$0	\$0	\$0
	(\$11)	\$309	\$309	\$309
	\$70	\$72	\$0	\$0
\$24,276	\$25,064	\$25,517	\$25,997	\$26,107

FY12 Dec 2010 Town Level Service Budget less \$2.481m in Debt Exclusion expenses zero colia Patrol and Dispatch

Acton Public Schools Allocation

- Transfer to Acton Municipal for APS Debt
 - Transfer to Acton Municipal for COPS
 Total APS Allocation

\$25,754	\$26,289	\$26,623	\$27,474	\$28,289
	(\$309)	(\$309)	(\$309)	(\$309)
	(\$70)	(\$72)	\$0	\$0
\$25,754	\$25,910	\$26,242	\$27,165	\$27,980

APS Level Service FY12 Budget recommended as of Jan. 2011 zero colia on Teachers

Town of Acton Portion of ABRSD Allocation

\$28,073	\$28,849	\$29,448	\$30,332	\$31,242
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ABRSD Level Service FY12 Budget recommended as of Jan. 2011 less \$1.60m in JHS/SHS Debt Exclusion \$29,182

Total Minuteman Allocation

\$711	\$608	\$777	\$800	\$824
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Non-Recurring Expenses from Special Town Meeting Votes
 Oct 25 2010 Coonette Land Purchase
 Oct 12 2010 Coonette Land Purchase
 June 14 2010 FY09-10 Fire
 Article 23 ATM Bridge Work
 Article 12 Police Sup Part Due

	\$170	\$0	\$0	\$0
	\$257	\$86	\$210	\$31

E. Town of Acton Expenditures (NET)

\$78,814 \$81,184 \$81,984 \$84,294 \$86,153

Expenditure Increase/(Decrease) since last meeting?

(\$478)

F. Total Town of Acton Projected Balance

(\$1) (\$1) (\$394) \$759 \$974

Total Town of Acton FY12 Projected Balance	(\$394)	(as of February 28, 2011)
Town of Acton Municipal Allocation of Remaining Deficit (30% assumed) <i>Shift of Acton Municipal Allocation of Remaining Deficit to APS</i> <i>Current Acton Municipal Share</i>	(\$118) \$96 <u>(\$22)</u>	
Acton Public Schools Allocation of Remaining Deficit (70% assumed) <i>Shift of Acton Municipal Allocation of Remaining Deficit to APS</i> <i>Current APS Municipal Share</i>	(\$276) (\$96) <u>(\$372)</u>	
Current Decreases Needed To Balance FY12:		
Town of Acton Municipal Allocation of Remaining Deficit Acton Public Schools Allocation of Remaining Deficit	(\$22) (\$372) <u>(\$394)</u>	

Summary - Changes from Previous Version dated 1/13/11

3/1/11 2:42 PM

Location of Change (Sheet)	Subject Title	Amount	Explanation of why assumption changed	Date of Change	Proposor
Revenues-Local Receipts	Motor Vehicle Excise Tax	(\$81)	Revised FY12 Estimates	19-Nov-10	John Murray
Revenues-Local Receipts	Fees	(\$63)	Revised FY12 Estimates	19-Nov-10	John Murray
Revenues-Local Receipts	Free Cash	\$864	To reflect consensus for use of FY12 Reserves from 11/18/10 meeting	19-Nov-10	ALG
Revenues-Local Receipts	NESWC	\$498	To reflect consensus for use of FY12 Reserves from 11/18/10 meeting	19-Nov-10	ALG
Revenues-Local Receipts	Regional E&D - Acton Share	\$638	To reflect consensus for use of FY12 Reserves from 11/18/10 meeting	19-Nov-10	ALG
Revenues-Tax Levy	Tax Levy Base	\$1,856			
Revenues-Tax Levy	FY12 2 1/2 Increase	(\$50)	To reflect final tax levy numbers from FY11 recap	7-Jan-11	Don Aicardi
Revenues-Tax Levy		(\$2)	To reflect final tax levy numbers from FY11 recap	7-Jan-11	Don Aicardi
Revenues-Tax Levy	New Growth	(\$52)			
Revenues-Tax Levy	Removal of Library and School Lunch Revenue-Acton	(\$75)	To Update FY12 & FY13 Estimates	18-Jan-11	John Murray
Revenues-Tax Levy	Removal of Library and School Lunch Revenue-AB	(\$28)	Since these are direct offsets off cherry sheet, they were removed	25-Jan-11	Don Aicardi
Revenues-Tax Levy	School Choice Receiving Tuition	\$11	Since these are direct offsets off cherry sheet, they were removed	25-Jan-11	Don Aicardi
Revenues-Tax Levy		(\$199)	Removed from state aid number-offset	25-Jan-11	Don Aicardi
Revenues-Tax Levy	State Aid (Both APS and Acton Portion of A/B)	\$1,100	To update assumption of 5% rather 10% cut in state aid	31-Jan-11	Don Aicardi
Revenues-Local Receipts	Motor Vehicle Excise Tax	\$125	Revised FY12 Estimates	1-Feb-11	John Murray
Revenues-Local Receipts	Revenue Increase/(Decrease) since last meeting?	\$1,225			
Summary	Town of Acton Municipal Allocation/COPS expenses	\$2	Revised FY12 Estimates	19-Nov-10	John Murray
Summary	Total Minuteman FY12 Assessment	(\$288)	To reflect consensus from 11/18/10 meeting	19-Nov-10	ALG
Summary	Town of Acton Municipal Allocation	(\$469)	Revised FY12 Estimates	19-Nov-10	John Murray
Summary	Budget Capacity for APS Debt Service	\$309	To add capacity to APS before subtracting for APS Debt Service	13-Dec-10	Don Aicardi
Summary	Budget Capacity for COPS	\$72	To add capacity to APS for COPS before subtracting	13-Dec-10	Don Aicardi
Summary	Additional Level Service requests added to APS & ABRSD	\$111	Review of Budget Accounts to produce level service	17-Dec-10	Don Aicardi
Summary	Health Insurance from 9% to 8%; new Estimates for HRI for APS & ABRSD	(\$104)	Review of Budget Accounts to produce level service	20-Dec-10	Don Aicardi
Summary	Reflects 3 year enrollment allocation percentage for operating budget; regular transportation, debt service, and E & D estimate for Acton	\$174		10-Jan-11	Don Aicardi
Summary	portion of current FY12 ABRSD Level Service budget	(\$131)	Review of Salary Accounts	11-Jan-11	Don Aicardi
Summary	Additional Changes in salary accounts	(\$79)	Reflection of Final CASE Assessment & other SPED adjustments	11-Jan-11	Don Aicardi
Summary	APS Finalization of CASE Assessment and Other SPED Adjustments/Corrections-NET	\$101	Reflection of Final CASE Assessment & other SPED adjustments & review of ABRSD salary accounts	11-Jan-11	Don Aicardi
Summary	Net increase:				
Summary	A/B Finalization of CASE Assessment and Other SPED Adjustments/Corrections & Additional Changes in salary accounts	\$453			
Summary	Current Preliminary MM FY12 Assessment	\$125	To reflect revised assessment	13-Jan-11	Don Aicardi
Summary	Current Health Insurance Numbers-APS	\$104	Updated actual & costs	14-Jan-11	Don Aicardi
Summary	Current Health Insurance Numbers-ABRHS-NET	\$165	Updated actual & costs	14-Jan-11	Don Aicardi
Summary	Current Preliminary MM FY12 Assessment	(\$2)	Updated	25-Jan-11	Don Aicardi
Summary	Health Insurance from 9% to 8%; new Estimates for Town of Acton Municipal	(\$30)	Updated	1-Feb-11	John Murray
Summary	Current Preliminary MM FY12 Assessment	\$8	Updated	7-Feb-11	Don Aicardi
Summary	Health Insurance from 8% to 3%; new Estimates for Town of Acton Municipal	(\$150)	Updated	24-Feb-11	John Murray
Summary	Health Insurance from 8% to 3%; new Estimates for APS	(\$132)	Updated	24-Feb-11	Don Aicardi
Summary	Health Insurance from 8% to 3%; new Estimates for ABRSD	(\$174)	Updated	24-Feb-11	Don Aicardi
Summary	Expense Increase/(Decrease) since last meeting?	(\$478)			
Location of Change (Sheet)	Subject Title	Amount	Explanation of why assumption changed	Date of Change	Proposor
Summary	Municipal Debt Exclusion	(\$6)	Minor change is due to refinancing of Town debt.	22-Nov-10	Steve Barrett

Revenues**Tax Levy**

	FY10	FY11	FY12	FY13	FY14
	Town Meeting	Recap			
Base	\$ 58,969	\$ 61,044	\$ 63,019	\$ 65,020	\$ 67,070
Unused Levy Capacity		(293)			
2 1/2%	\$ 1,474	\$ 1,526	\$ 1,575	\$ 1,625	\$ 1,677
New Growth	\$ 600	\$ 449	\$ 425	\$ 425	\$ 425
Prior Year Overlay Deficit		(6)			
Overlay	\$ (850)	\$ (612)	\$ (600)	\$ (650)	\$ (650)
Total Tax Levy (excluding debt exclusion)	\$ 60,193	\$ 62,108	\$ 64,420	\$ 66,420	\$ 68,522
Debt Exclusion	\$ 3,036	\$ 3,098	\$ 3,073	\$ 3,034	\$ 2,929
Total Tax Levy (including debt exclusion)	\$ 63,229	\$ 65,206	\$ 67,493	\$ 69,455	\$ 71,450

Debt Exclusion & SBAB Income

	FY10 Town Meeting	FY11 Recap	FY12	FY13	FY14
Debt on APS	\$607	\$619	\$611	\$615	\$614
Debt on JHS/SHS	\$1,516	\$1,593	\$1,601	\$1,604	\$1,609
Municipal Debt Incurred	\$412	\$394	\$378	\$343	\$244
Debt on PSF	\$501	\$492	\$483	\$473	\$462
Total Debt Exclusions	\$3,036	\$3,098	\$3,073	\$3,034	\$2,929
SBAB Reimbursement - Parker Damon	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009
Total Debt Exclusions + SBAB Reimb	\$4,045	\$4,107	\$4,082	\$4,043	\$3,938

Revenues	FY10	FY11	FY12	FY13	FY14
State Aid					
Cherry Sheet					
Regional Revenue (Acton Share)					
Total State Aid					
		Recap			
	Town Meeting				
	\$ 6,641	\$ 6,261	\$ 5,877	\$ 6,239	\$ 6,551
	\$ 5,817	\$ 5,749	\$ 5,488	\$ 5,791	\$ 6,081
	\$ 12,458	\$ 12,010	\$ 11,365	\$ 12,030	\$ 12,632

Account	FY09 Cherry Sheet	FY10 Cherry Sheet	FY11 Cherry Sheet	FY12 Cherry Sheet - EST
Chapter 70				
SFSF Stimulus	\$5,228,141	\$5,123,578	\$5,160,527	\$4,928,819
Subtotal Ed Aid	\$5,228,141	\$5,480,709	\$5,160,527	\$4,928,819
Charter Tuition Reimbursements	\$11,331	\$5,967	\$3,880	\$9.5
School Lunch	\$12,013	\$12,013	\$2,996	\$10,651
Lottery, Beano & Charity Games	\$1,484,039	\$0	\$0	\$0
General Fund Supplemental to Hold Harmless Lottery	\$227,222	\$0	\$0	\$0
Additional Assistance	\$29,696	\$0	\$0	\$0
Unrestricted General Government Aid	\$0	\$1,232,453	\$1,183,155	\$1,042,728
Police Career Incentive	\$118,000	\$18,748	\$9,245	\$9,705
Veterans Benefits	\$8,286	\$20,782	\$35,498	\$40,432
Exemptions: Vets. Blind, Surviving Spouses & Elderly	\$38,932	\$37,687	\$38,099	\$34,738
State Owned Land	\$62,997	\$56,752	\$51,904	\$49,127
Public Libraries	\$33,363	\$25,937	\$25,729	\$24,491
Subtotal-Other	\$2,025,879	\$1,410,339	\$1,357,506	\$1,211,882
Mosquito Control Projects	(\$52,897)	(\$53,264)	(\$52,842)	(\$55,130)
Air Pollution Districts	(\$6,571)	(\$6,601)	(\$6,749)	(\$7,189)
Metropolitan Area Planning Council	(\$6,034)	(\$6,159)	(\$6,270)	(\$6,590)
RMV Non-Renewal Surcharge	(\$8,320)	(\$9,740)	(\$8,860)	(\$14,810)
MBTA	(\$107,610)	(\$108,703)	(\$107,508)	(\$109,543)
Regional Transit	(\$22,908)	(\$23,481)	(\$24,068)	(\$25,163)
Special Education	\$0	(\$1,056)	\$0	\$0
School Choice Sending Tuition	(\$15,000)	(\$7,650)	(\$15,000)	(\$10,200)
Subtotal-Less Assessments	(\$219,840)	(\$225,654)	(\$221,297)	(\$228,626)
Library and School Lunch Direct Aid (Cherry Sheet Offsets)				(\$35,142)
Net Cherry Sheet-Town of Acron	\$7,034,180	\$6,665,394	\$6,261,011	\$5,876,933
Account-Boxborough				
Chapter 70				
Regional School Transportation	\$5,413,756	\$5,305,461	\$5,492,159	\$5,283,962
	\$622,353	\$488,864	\$479,959	\$443,011
Charter Tuition Reimbursements	\$113,901	\$63,297	\$87,963	\$29,743
Charter School Sending Tuition	(\$328,937)	(\$281,507)	(\$311,279)	(\$267,412)
School Choice Receiving Tuition				
Special Education				
School Choice Sending Tuition				(\$1,225)
Net Cherry Sheet-Acron Portion of Acron/Boxborough	\$5,821,053	\$5,576,115	\$5,748,802	\$5,488,079

Offset Items-Reserved for Direct Expenditure

Percentage of
Action Portion

Takes Governor's House | Proposal and Reduced by 5%

Takes Governor's House | Proposal and Reduced by 50%

Cherry Sheet Estimated Charge

	FY10	FY11	FY12	FY13	FY14
Town Meeting		Recap			
\$	2,730	\$ 2,515	\$ 2,640	\$ 2,705	\$ 2,773
\$	1,080	\$ 999	\$ 1,024	\$ 1,024	\$ 1,050
\$	-	\$ 84	\$ -	\$ -	\$ -
\$	400	\$ 190	\$ 143	\$ 146	\$ 150
\$	4,210	\$ 3,788	\$ 3,806	\$ 3,876	\$ 3,973

Revenues

Local Receipts

Excise Taxes
Fees
Miscellaneous Recurring
Investment Income
Total Local Receipts

FY12 Budget

	FY10 Budget	FY10 Recap	FY09 Recap	FY10 Budget	FY10 Recap	FY11 Recap	Oct	FY12 Projected
Motor Vehicle Excise		\$2,690,300	\$2,865,000	\$2,595,200	\$2,514,503	\$2,514,503	\$2,595,200	\$2,639,503
Penalties and Interest on Taxes and Excises		\$140,200	\$180,000	\$148,573	\$148,573	\$148,573	\$148,573	\$148,573
Payments In Lieu of Taxes		\$11,500	\$11,500	\$12,328	\$11,934	\$11,934	\$13,328	\$0
Other Charges For Services		\$115,800	\$125,000	\$23,779	\$23,779	\$23,779	\$23,779	\$23,779
Fees		\$338,100	\$360,000					\$0
Misc		\$0	\$0		\$37,050	\$0	\$754,782	\$0
Other Departmental Revenue		\$93,100	\$135,000	\$754,782	\$765,587	\$667,872		\$704,872
Licenses and Permits		\$177,700	\$200,000	\$146,811	\$146,812	\$146,812	\$146,811	\$146,811
Fines and Forfeits		\$127,600	\$160,000	\$1,086,273	\$1,133,735	\$998,971	\$1,087,273	\$1,024,035
Investment Income		\$723,700	\$360,750	\$142,658	\$190,210	\$190,210	\$142,658	\$142,658
Miscellaneous Recurring		\$0	\$0	\$0	\$0	\$83,919	\$0	\$0
Local Receipts-TOTAL		\$4,418,000	\$4,397,250	\$3,824,131	\$3,838,448	\$3,787,603	\$3,825,131	\$3,806,196

Reserves				
Net Position				
	FY10	FY11	FY12	FY14
Town Meeting				
\$	2,334 \$	2,600 \$	4,650 \$	3,901 \$
			(257)	
			(170)	
Free Cash				
Free Cash Oct. 12 STM Vote				
Free Cash Oct. 25 STM Vote				
Free Cash Nov. 30 STM Vote		38		
NESWC	4,469 \$	3,661 \$	2,435 \$	1,859 \$
Regional E&D	1,183 \$	1,063 \$	1,368 \$	1,092 \$
Total Reserve Position	7,986 \$	7,362 \$	8,027 \$	6,852 \$
				5,251

Revised Estimates from JM 11/19/10

Revised Estimates from JM 11/19/10
Revised from DA 1/10/11

Reserves				
Use of Reserves				
	FY10	FY11	FY12	FY14
Town Meeting				
\$1,142				
Recap				
\$1,722				
Free Cash				
\$808				
NESWC	\$455	\$999	\$576	\$999
Regional E&D - Action Share	\$355	\$426	\$426	\$576
Total Use of Reserves	\$1,952	\$3,278	\$2,000	\$2,001

22.82%

Reserves				
Assumption of Replenishment				
	FY10	FY11	FY12	FY14
Town Meeting				
\$250				
Free Cash				
Unused Warrant Articles, Land Titles				
NESWC	\$455	\$1,738	\$250	\$250
Regional E&D - Action Share	\$150	\$0	\$0	\$0
One-time change in Transportation		\$150	\$150	\$150
Total Assumption of Replenishment	\$855	\$2,616	\$400	\$400

	FY11	FY11 (+96)	FY12 FY11(96) Split	FY12 ALGPlan
L22				
L50				
L30+L31+L53:L57				
L22-L50				
Town Revenues	\$ 81,183	\$ 81,183	\$ 81,591	\$ 81,591
Minuteman	\$ (608)	\$ (608)	\$ (777)	\$ (777)
Special Items	\$ (893)	\$ (893)		
ALG Revenue	\$ 79,682	\$ 79,682	\$ 80,814	\$ 80,814
Revenue Split %				
Town Revenue	\$ 24,545	\$ 24,641	\$ 24,991	\$ 25,114
Town Expenditure	\$ 24,545	\$ 24,545	\$ 25,136	\$ 25,136
Town Balance	\$ -	\$ 96	\$ (145)	\$ (22)
		= 24641 / 79682	30.92%	
Revenue % (1 - Town%)				
School Revenue	\$ 55,137	\$ 55,041	\$ 55,823	\$ 55,699
School Expenditure	\$ 55,138	\$ 55,138	\$ 56,071	\$ 56,071
School Balance	\$ (1)	\$ (97)	\$ (248)	\$ (372)
		= 100% - 30.92%	69.08%	

February 25, 2011

Dear members of the Acton Leadership Group,

We have less than 10 days before the warrant will need to be finalized and go to print. To make our board discussions as productive as possible over the next week, Don Aicardi, John Murray and Mary Ann Ashton met yesterday to update the ALG workbook, especially focusing on tying out FY12 and developing projections for FY13 and FY14. Below are our assumptions about the three-year plan, but we need the input from the three boards (Fincom, Board of Selectmen, School Committees) for a final plan.

For revenues, we have assumed the following:

State aid – for FY13, we have assumed the level proposed by the Governor for FY12 (therefore approximately a 5 percent increase over the FY12 level in the ALG plan); for FY14, we have assumed a 5 percent increase over that level.

Local receipts – for motor vehicle excise taxes, we have assumed a 2.5 percent increase in FY13 and FY14; for fees, we have assumed level-funding for FY13 and a 2.5 percent increase for FY14; for interest, we have assumed a 2.5 percent increase for FY13 and FY14.

For reserves, we have assumed the following:

Continue the practice of the last several years of using \$2 million in reserves for both FY13 and FY14.

For expenses, we have assumed expense increases of 3 percent for both FY13 and FY14.

Our thoughts are intended to spark your discussions with your boards, and we'll look forward to continuing to work toward a consensus document in time for the Annual Town Meeting Warrant.

Thank you!

Mary Ann, Don and John

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Town of Acton Revenues	FY10	FY11	FY12	FY13	FY14							
			Town Meeting	Recap										
1														
2														
3		A. Revenues (GROSS)												
4		Tax Levy (excluding debt exclusion)	\$60,193	\$62,108	\$64,420	\$66,420	\$68,522							
5		State Aid	\$12,438	\$12,010	\$11,365	\$12,030	\$12,632							
6		EdJobs (Acton share of APS & ABRSD for school use in FY13)	\$0	\$0	\$0	\$726	\$0							
7		Local Receipts	\$4,210	\$3,788	\$3,806	\$3,876	\$3,973							
8		Debt Exclusion	\$3,036	\$3,098	\$3,073	\$3,034	\$2,929							
9		SBAB Reimbursement	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009							
10		Total Revenues (including debt)	\$80,906	\$82,012	\$83,673	\$87,095	\$89,063							
11														
12		B. Use of Reserves (TOTAL)												
13			\$1,952	\$1,278	\$2,000	\$2,001	\$2,001							
14		C. Debt Exclusion Debt Service												
15		APS School Debt Exclusion												
16		Public Safety Facility Debt Exclusion		\$619	\$611	\$615	\$614							
17		Municipal Debt Exclusion		\$394	\$483	\$473	\$462							
18		JHS/SHS Debt Exclusion		\$492	\$378	\$343	\$244							
19		SBAB Reimbursement-Parker/Danon		\$1,593	\$1,601	\$1,604	\$1,609							
20		Total Debt Exclusion/STAB		\$4,107	\$4,082	\$4,043	\$3,938							
21														
22		D. Available Town Revenues (NET) (A + B - C)	\$78,813	\$81,183	\$81,591	\$85,053	\$87,127							
23														
24														
25														
26		Town of Acton Expenditures												
27														
28			\$24,276	\$24,545	\$25,136	\$25,688	\$25,798							
29		FY11 ATM Article 13 (April 2010) & STM (June 2010)		\$151	\$0	\$0	\$0							
30		FY11 Acton Municipal Capacity Not Utilized												
31		+ Transfer to Acton Municipal for APS Debt		\$209	\$309	\$509	\$309							
32		+ Transfer to Acton Municipal for COPS		\$70	\$72	\$0	\$0							
33		Total Municipal Allocation	\$24,276	\$25,064	\$25,517	\$25,997	\$26,107							
34														
35														
36				FY11 to FY12?	1.81%									
37														
38		Acton Public Schools Allocation	\$25,754	\$26,289	\$26,623	\$27,474	\$28,289							
39		- Transfer to Acton Municipal for APS Debt												
40		- Transfer to Acton Municipal for COPS												
41		Total APS Allocation	\$25,754	\$26,910	\$26,242	\$27,165	\$27,980							
42														
43														
44				FY11 to FY12?	1.25%									
45														
46		Town of Acton Portion of ABRSD Allocation	\$28,073	\$28,849	\$29,448	\$30,332	\$31,242							
47														
48				FY11 to FY12?	2.08%									
49														
50		Total Minuteman Allocation	\$711	\$608	\$777	\$800	\$824							
51														
52		Non-Recurring Expenses from Special Town Meeting Votes												
53		Oct 25 2010 Caquette Land Purchase		\$170	\$0	\$0	\$0							
54		Oct 12 2010 Caquette Land Purchase		\$257										
55		June 14 2010 FY09-10 Fire		\$86										
56		Article 23 ATM Bridge Work		\$210										
57		Article 12 Police Sup Post Due		\$31										
58														
59		E. Town of Acton Expenditures (NET)	\$78,814	\$81,184	\$81,984	\$84,294	\$86,153							
60														
61														
62														
63														
64														
65		F. Total Town of Acton Projected Balance	(\$1)	(\$1)	(\$394)	\$759	\$974							
66														
67														
68														

	A	B	C	D	E	F
1						
2						
3						
4						
5	Total Town of Acton FY12 Projected Balance		(\$394)		(as of February 28, 2011)	
6						
7						
8						
9	Town of Acton Municipal Allocation of Remaining Deficit (30% assumed)		(\$118)			
10	Shift of Acton Municipal Allocation of Remaining Deficit to APS		\$96			
11	Current Acton Municipal Share		(\$22)			
12						
13	Acton Public Schools Allocation of Remaining Deficit (70% assumed)				(\$276)	
14	Shift of Acton Municipal Allocation of Remaining Deficit to APS				(\$96)	
15	Current APS Municipal Share				(\$372)	
16						
17						
18	Current Decreases Needed To Balance FY12:					
19						
20	Town of Acton Municipal Allocation of Remaining Deficit		(\$22)			
21	Acton Public Schools Allocation of Remaining Deficit		(\$372)			
22			(\$394)			
23						
24						
25						
26						

	A	B	C	D	E	F
1	Revenues	FY10	FY11	FY12	FY13	FY14
2	Tax Levy	Town Meeting	Recap			
3	Base	\$ 58,969	\$ 61,044	\$ 63,019	\$ 65,020	\$ 67,070
4	Unused Levy Capacity		(293)			
5	2 1/2%	\$ 1,474	\$ 1,526	\$ 1,575	\$ 1,625	\$ 1,677
6	New Growth	\$ 600	\$ 449	\$ 425	\$ 425	\$ 425
7	Prior Year Overlay Deficit		\$ (6)			
8	Overlay	\$ (850)	\$ (612)	\$ (600)	\$ (650)	\$ (650)
9	Total Tax Levy (excluding debt exclusion)	\$ 60,193	\$ 62,108	\$ 64,420	\$ 66,420	\$ 68,522
10						
11	Debt Exclusion	\$ 3,036	\$ 3,098	\$ 3,073	\$ 3,034	\$ 2,929
12	Total Tax Levy (including debt exclusion)	\$ 63,229	\$ 65,206	\$ 67,493	\$ 69,455	\$ 71,450
13						
14						
15						
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	A	B	C	D	E	F
1	Debt Exclusion & SBAB Income	FY10	FY11	FY12	FY13	FY14
2		Town Meeting	Recap			
3	Debt on APS	\$607	\$619	\$611	\$615	\$614
4	Debt on JHS/SHS	\$1,516	\$1,593	\$1,601	\$1,604	\$1,609
5	Municipal Debt Incurred	\$412	\$394	\$378	\$343	\$244
6	Debt on PSF	\$501	\$492	\$483	\$473	\$462
7	Total Debt Exclusions	\$3,036	\$3,098	\$3,073	\$3,034	\$2,929
8						
9	SBAB Reimbursement - Parker Damon	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009
10						
11	Total Debt Exclusions + SBAB Reimb	\$4,045	\$4,107	\$4,082	\$4,043	\$3,938
12						
13						

	A	B	C	D	E	F	G	I
1	Revenues	FY10	FY11	FY12	FY13	FY14		
2	State Aid	Town Meeting	Recap					
3	Cherry Sheet	\$ 6,641	\$ 6,261	\$ 5,877	\$ 6,239	\$ 6,551		
4	Regional Revenue (Acton Share)	\$ 5,817	\$ 5,749	\$ 5,488	\$ 5,791	\$ 6,081		
5	Total State Aid	\$ 12,458	\$ 12,010	\$ 11,365	\$ 12,030	\$ 12,632	\$ 1,100	
6								
7								
8								
9		FY09 Cherry Sheet	FY10 Cherry Sheet	FY11 Cherry Sheet	FY12 Cherry Sheet - EST			
10	Acton							
11	Chapter 70	\$5,228,141	\$5,123,578	\$5,160,527	\$4,928,819			Takes Governor's House 1 Proposal and Reduced by 5%
12	SFSF Stimulus	\$0	\$357,131					
13	Subtotal Ed Aid	\$5,228,141	\$5,480,709	\$5,160,527	\$4,928,819			
14								
15	Charter Tuition Reimbursements	\$11,331	\$5,967	\$3,880	\$9.5			Assumes 5% decrease from Governor's House 1
16	School Lunch	\$12,013	\$12,013	\$9,996	\$10,651			Assumes 5% decrease from Governor's House 1
17	Lottery, Beano & Charity Games	\$1,484,039	\$0	\$0	\$0			Assumes 5% decrease from Governor's House 1
18	General Fund Supplemental to Hold Harmless Lottery	\$227,222	\$0	\$0	\$0			Assumes 5% decrease from Governor's House 1
19	Additional Assistance	\$29,696	\$0	\$0	\$0			Assumes 5% decrease from Governor's House 1
20	Unrestricted General Government Aid	\$0	\$1,232,453	\$1,183,155	\$1,042,728			Assumes 5% decrease from Governor's House 1
21	Police Career Incentive	\$118,000	\$18,748	\$9,245	\$9,705			Assumes 5% decrease from Governor's House 1
22	Veterans Benefits	\$8,286	\$20,782	\$35,498	\$40,432			Assumes 5% decrease from Governor's House 1
23	Exemptions: Vets, Blind, Surviving Spouses & Elderly	\$38,932	\$37,687	\$38,099	\$34,738			Assumes 5% decrease from Governor's House 1
24	State Owned Land	\$62,997	\$36,752	\$51,904	\$49,127			Assumes 5% decrease from Governor's House 1
25	Public Libraries	\$33,363	\$25,937	\$25,729	\$24,491			Assumes 5% decrease from Governor's House 1
26	Subtotal-Other	\$1,025,879	\$1,410,339	\$1,357,506	\$1,211,882			
27								
28	Mosquito Control Projects	(\$52,897)	(\$53,264)	(\$52,842)	(\$55,130)			Assumes 2% decrease from final FY11 Cherry Sheet
29	Air Pollution Districts	(\$6,571)	(\$6,601)	(\$6,749)	(\$7,189)			Assumes 2% decrease from final FY11 Cherry Sheet
30	Metropolitan Area Planning Council	(\$6,034)	(\$6,159)	(\$6,270)	(\$6,590)			Assumes 2% decrease from final FY11 Cherry Sheet
31	RMV Non-Renewal Surcharge	(\$8,820)	(\$9,740)	(\$8,860)	(\$14,810)			Assumes 2% decrease from final FY11 Cherry Sheet
32	MBTA	(\$107,610)	(\$108,703)	(\$107,508)	(\$109,543)			Assumes 2% decrease from final FY11 Cherry Sheet
33	Regional Transit	(\$22,908)	(\$23,481)	(\$24,068)	(\$25,163)			Assumes 2% decrease from final FY11 Cherry Sheet
34	Special Education	\$0	(\$1,056)	\$0	\$0			Assumes 2% decrease from final FY11 Cherry Sheet
35	School Choice Sending Tuition	(\$15,000)	(\$7,650)	(\$15,000)	(\$10,200)			Assumes 2% decrease from final FY11 Cherry Sheet
36	Subtotal-Less Assessments	(\$219,840)	(\$225,654)	(\$221,297)	(\$228,626)			Assumes 2% decrease from final FY11 Cherry Sheet
37								
38	Library and School Lunch Direct Aid (Cherry Sheet Offsets)							Offset Items Reserved for Direct Expenditure
39								
40	Net Cherry Sheet-Town of Acton	\$7,034,180	\$6,665,394	\$6,261,011	\$5,876,933			
41								
42	Acton/Buxborough						Percentage of Acton Portion	
43	Chapter 70	\$5,413,736	\$5,305,461	\$5,492,159	\$5,283,962		79.81%	Takes Governor's House 1 Proposal and Reduced by 5%
44	Regional School Transportation	\$622,353	\$488,864	\$479,959	\$443,011		81%	Takes Governor's House 1 Proposal and Reduced by 5%
45								
46	Charter Tuition Reimbursements	\$113,901	\$63,297	\$87,963	\$29,743		79.81%	Takes Governor's House 1 Proposal and Reduced by 5%
47	Charter School Sending Tuition	(\$328,937)	(\$281,307)	(\$311,279)	(\$267,412)		79.81%	Takes Governor's House 1 Proposal and Reduced by 5%
48								
49	School Choice Receiving Tuition							
50	Special Education							
51	School Choice Sending Tuition				(\$1,225)		79.81%	Cherry Sheet Estimated Change
52								
53	Net Cherry Sheet-Acton Portion of Acton/Buxborough	\$5,821,053	\$5,576,115	\$5,748,802	\$5,488,079			
54								

	A	B	C	D	E	F	G	H	I	J	K
1	Revenues										
2	Local Receipts										
3	Excise Taxes										
4	Fees	\$ 2,730	\$ 2,515	\$ 2,640	\$ 2,705	\$ 2,773					
5	Miscellaneous Recurring	\$ 1,080	\$ 999	\$ 1,024	\$ 1,024	\$ 1,050					
6	Investment Income	\$ -	\$ 84	\$ -	\$ -	\$ -					
7	Total Local Receipts	\$ 4,210	\$ 3,788	\$ 3,806	\$ 3,876	\$ 3,973					
8											
9											
10											
11											
12											
13											
14	Motor Vehicle Excise		\$2,690,300		\$2,865,000	\$2,595,200	\$2,514,503		\$2,514,503	\$2,595,200	\$2,639,503
15											
16	Penalties and Interest on Taxes and Excises		\$140,200		\$180,000	\$148,573	\$148,573		\$148,573	\$148,573	\$148,573
17	Payments In Lieu of Taxes		\$11,500		\$11,500	\$12,328	\$11,934		\$11,934	\$13,328	\$0
18	Other Charges For Services		\$115,800		\$125,000	\$23,779	\$23,779		\$23,779	\$23,779	\$23,779
19	Fees		\$338,100		\$360,000						\$0
20	Misc		\$0		\$0		\$37,050		\$0		\$0
21	Other Departmental Revenue		\$93,100		\$135,000	\$754,782	\$765,587		\$667,872	\$754,782	\$704,872
22	Licenses and Permits		\$177,700		\$200,000						
23	Fines and Forfeits		\$127,600		\$160,000	\$146,811	\$146,812		\$146,812	\$146,811	\$146,811
24	Fees		\$1,004,000		\$1,171,500	\$1,086,273	\$1,133,735		\$988,971	\$1,087,273	\$1,024,035
25											
26	Investment Income		\$723,700		\$960,750	\$142,658	\$190,210		\$190,210	\$142,658	\$142,658
27											
28	Miscellaneous Recurring		\$0		\$0	\$0	\$0		\$83,919	\$0	\$0
29											
30	Local Receipts-TOTAL		\$4,418,000		\$4,397,250	\$3,824,131	\$3,838,448		\$3,787,503	\$3,825,131	\$3,805,195
31											
32											
33											
34											
35											

	A	B	C	D	E	F	G	H	I	J	K	L
1	Reserves	FY10	FY11	FY12	FY13	FY14						
2	Net Position	Town Meeting										
3	Free Cash	\$ 2,334	\$ 2,600	\$ 4,630	\$ 3,901	\$ 3,152						
4	Free Cash Oct. 12 STM Vote			(257)								
5	Free Cash Oct. 25 STM Vote			(170)								
6	Free Cash Nov. 30 STM Vote		38									
7	NESWC	\$ 4,469	\$ 3,661	\$ 2,435	\$ 1,859	\$ 1,283						
8	Regional E&D	\$ 1,183	\$ 1,063	\$ 1,388	\$ 1,092	\$ 816						
9	Total Reserve Position	\$ 7,986	\$ 7,362	\$ 8,027	\$ 6,852	\$ 5,251						
10												
11												
12	Reserves	FY10	FY11	FY12	FY13	FY14						
13	Free Cash	Town Meeting	Recap									
14	Free Cash	\$1,142	\$1,722	\$999	\$999	\$999						
15	NESWC	\$455	\$808	\$576	\$576	\$576						
16	Regional E&D - Acton Share	\$355	\$748	\$426	\$426	\$426						
17	Total Use of Reserves	\$1,952	\$3,278	\$2,000	\$2,001	\$2,001						
18												
19			22.82%									
20												
21												
22												
23	Reserves	FY10	FY11	FY12	FY13	FY14						
24	Assumption of Replenishment	Town Meeting	Town Meeting									
25	Free Cash	\$250	\$250	\$250	\$250	\$250						
26	Unused Warrant Articles, Land Titles		\$1,738									
27	NESWC	\$455	\$0	\$0	\$0	\$0						
28	Regional E&D - Acton Share	\$150	\$150	\$150	\$150	\$150						
29	One-time change in Transportation		\$478									
30	Total Assumption of Replenishment	\$855	\$2,616	\$400	\$400	\$400						
31												
32												
33												
34												

	A	B	C	D	E	F	G
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Table 6

ACTON-BOXBOROUGH RSD

Analysis of Assessments

Projected State Aid Numbers

School Year 2011-2012

GROSS BUDGET

ACTON

BOXBOROUGH

2011-2012

79.81%

20.19%

INSIDE DEBT LIMIT:

OPERATING BUDGET

REGULAR TRANSPORTATION

SPED TRANSPORTATION

TOTAL INSIDE DEBT LIMIT

OUTSIDE DEBT LIMIT:

CONST DEBT SERVICE (JHS&SHS/OUTSIDE 2 1/2)

JH CONSTRUCTION/RENOVATION

SH CONSTRUCTION/RENOVATION

TOTAL OUTSIDE DEBT LIMIT

GROSS BUDGET

DEFERRAL OF TEACHER SALARIES

TOTAL BUDGET INCLUDING DEFERRAL

OTHER FINANCING SOURCES:

CHAPTER 70 BASE AID

CHOICE/CHARTER SCHOOL ASSESSMENT

CHARTER SCHOOL AID

REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet)

TRANSFER FROM PREMIUM ON LOAN-JHS

TRANSFER FROM RESERVES (E&D)

TOTAL OTHER FINANCING SOURCES

ASSESSMENTS

*Premium must be used to reduce debt service costs.

	A	B	C	D	E	F
1	Allocation of Revenues		FY11	FY12	Variance	%
2	Net Position					Change
3						
4	Summary of Municipal Allocation					
5		Municipal Budget	\$24,545	\$25,136		
6		STM Votes	\$151	\$0		
7		SBAB	\$1,009	\$1,009		
8		APS Debt	\$619	\$611		
9		Municipal Debt	\$394	\$378		
10		PSF Debt	\$492	\$483		
11		APS Debt Transfer in	\$309	\$309		
12		COPS in School Transfer in	\$70	\$72		
13		Total Operating Budget	\$27,589	\$27,998	\$409	1.5%
14						
15	Breakout of APS Allocation					
16		Operating Budget	\$26,289	\$26,623		
17		Less APS Debt Transfers out	(\$309)	(\$309)		
18		Less COPS in School Transfers out	(\$70)	(\$72)		
19		Net Operating Budget	\$25,910	\$26,242	\$332	1.3%
20						
21	Breakout of ABRSD Allocation					
22		Operating Budget	\$28,849	\$29,448		
23		Debt	\$1,593	\$1,601		
24		Total Budget	\$30,442	\$31,049		
25		Less Regional Revenue	(\$5,749)	(\$5,490)		
26		Less E&D	(\$748)	(\$426)		
27		Net Operating Budget	\$23,945	\$25,133	\$1,188	5.0%
28						
29	Breakout of Minuteman Allocation					
30		Operating Budget	\$608	\$777		
31		Capital & Subsidy	\$0	\$0		
32		Total Operating Budget	\$608	\$777	\$169	27.8%
33						
34						
35	Allocation of Revenues	FY10	FY11	FY12	FY13	
36		Town Meeting	Town Meeting			
37	Municipal	30.7	30.56			
38	Schools	69.3	69.44			
39						
40						
41	Check of Totals					
42	All Budget		\$78,052	\$80,151		
43	Reserves Used		\$3,278	\$2,000		
44	Total Spending		\$81,330	\$82,151		
45						
46	ALG Target		\$81,184	\$81,984		
47						
48	Difference		\$146.26	\$166.14		

#4

Maryjane Kenney

From: MABAshton@aol.com
Sent: Friday, February 25, 2011 9:32 AM
To: Maryjane Kenney
Cc: Steve Ledoux
Subject: Re: Meeting March 3, 2011
Attachments: Fincom Thoughts on Contingency Planning.docx

Hello Maryjane,

Please add an agenda item after the FY12 budget discussion for "Fincom Contingency Planning thoughts." I've attached a document that Fincom discussed at our meeting on February 8.

Dore also asked me if I would send to you the Minuteman materials that were distributed at our last meeting, so I will scan those and send later today.

Thank you so much for helping us get organized!
Mary Ann

In a message dated 2/24/2011 10:39:53 A.M. Eastern Standard Time, mkenney@acton-ma.gov writes:

This is a reminder of the upcoming ALG Meeting on Thursday March 3, 2011 at 7:15 AM in Room 204 of Town Hall. Please submit Agenda items for consideration. Thank you

=

Budgetary Contingency Planning

The budgetary plan for FY12, following the Acton Leadership Group meeting on January 31, 2011 makes the following assumptions:

- Property taxes increase 2.5 percent for FY12, and additionally the untaxed capacity of \$293,000 remaining from FY11 is taxed as well.
- State aid is projected to be 5 percent less than what was proposed by Governor Patrick in House 1. This is still an increase of \$1.127 million more than what has been assumed previously.
- Motor vehicle excise taxes are now projected to be \$125,000 more than what was previously assumed.
- Schools and town are presenting "level service budgets" for approval. The year-to-year budget increases from FY11 to FY12 in the proposed budgets are as follows: municipal 2.41 percent; APS 1.79 percent; and AB (Acton's share) 2.68 percent.
- The plan assumes the use of \$2 million in reserves (unspecified from Free Cash, NESWC, and regional E&D).
- With these assumptions, there is a gap between projected revenues and projected expenses of \$842,000.

Because the projections for revenue continue to change, and might be expected to stay fluid through Acton's Annual Town Meeting, the Finance Committee should recommend to the operating entities how the gap should be closed, and what might happen should revenues turn out to be more than anticipated.

Closing the Gap

- Level-service budgets should continue to be scrutinized for any additional savings, including future decisions of the Health Insurance Trust with respect to rates, as well as any operational savings.
- Any additional state aid that becomes available should be applied to closing the gap.
- In the absence of additional state aid, the Finance Committee concurs with the recommendation of the superintendent presented at the February 3 joint budget meeting:
 - Apply the budget capacity in the schools (created through previous cost reductions and ARRA grants) as follows: \$590K + \$96K = \$686K
 - Request the BOS to solve the remaining problem of \$156K
- Reserve the EdJobs grants to APS and AB (\$775,000) for use in FY13, and specify these on the ALG plan as a revenue source for FY13.

If Additional Revenues Materialize

- As stated above, any additional state aid that becomes available should be applied to closing the gap.

- If additional state aid is sufficient, do not tax the \$293,000 that was untaxed in FY11.
- Budgetary capacity in FY11 (estimated by schools at \$1.107 million – see slide 31 from 2/3/2011 presentation) as well as any similar capacity in the municipal budget from FY11 should be discussed by all three boards (Finance Committee, Board of Selectmen, and School Committees) before spending. Thoughtful consideration should be given to plan for equal shares of this capacity to be allocated for (1) careful spending on necessary but non-recurring items; (2) replenishment of reserves; and (3) consideration of taxpayer in form of taxation relief.

Town of Acton Revenues		FY10	FY11	FY12	FY13
	Town Meeting	Recap			
A. Revenues (GROSS)					
Tax Levy (excluding debt exclusion)	\$60,193	\$62,108	\$64,420	\$66,470	
State Aid	\$12,458	\$12,010	\$11,365	\$11,365	
Local Receipts	\$4,210	\$3,788	\$3,806	\$3,806	
Debt Exclusion	\$3,036	\$3,098	\$3,073	\$3,023	
SBAB Reimbursement	\$1,009	\$1,009	\$1,009	\$1,009	
Total Revenues (including debt)	\$80,906	\$82,012	\$83,673	\$85,674	
B. Use of Reserves (TOTAL)					
	\$1,952	\$3,278	\$2,000	\$2,001	
C. Debt Exclusion Debt Service					
APS School Debt Exclusion		\$619	\$611	\$615	
Public Safety Facility Debt Exclusion		\$394	\$483	\$473	
Municipal Debt Exclusion		\$492	\$378	\$339	
JHS/SHS Debt Exclusion		\$1,593	\$1,601	\$1,593	
SBAB Reimbursement-Parker/Damon		\$1,009	\$1,009	\$1,009	
Total Debt Exclusion/SBAB		\$4,107	\$4,082	\$4,029	
D. Available Town Revenues (NET) (A + B - C)					
	\$78,813	\$81,183	\$81,591	\$83,646	

Town of Acton Expenditures				
Town of Acton Municipal Allocation	\$24,276	\$24,545	\$25,286	\$26,273
FY11 ATM Article 13 (April 2010) & STM (June 2010)		\$151	\$0	\$0
FY11 Acton Municipal Capacity Not Utilized		(\$11)		
+ Transfer to Acton Municipal for APS Debt		\$309	\$309	\$309
+ Transfer to Acton Municipal for COPS		\$70	\$72	\$74
Total Municipal Allocation	\$24,276	\$25,064	\$25,667	\$26,656
		FY11 to FY12?	2.41 %	
Acton Public Schools Allocation	\$25,754	\$26,289	\$26,755	\$27,726
- Transfer to Acton Municipal for APS Debt		(\$309)	(\$309)	(\$309)
- Transfer to Acton Municipal for COPS		(\$70)	(\$72)	(\$74)
Total APS Allocation	\$25,754	\$25,910	\$26,374	\$27,343
		FY11 to FY12?	1.79 %	
Town of Acton Portion of ABRSD Allocation	\$28,073	\$28,849	\$29,622	\$30,245
		FY11 to FY12?	2.68 %	
Total Minuteman Allocation	\$711	\$608	\$769	\$646
Non-Recurring Expenses from Special Town Meeting Votes			\$0	\$0
Oct 25 2010 Caouette Land Purchase		\$170		
Oct 12 2010 Caouette Land Purchase		\$257		
June 14 2010 FY09-10 Fire		\$86		
Article 23 ATM Bridge Work		\$210		
Article 12 Police Sup Past Due		\$31		
E. Town of Acton Expenditures (NET)	\$78,814	\$81,184	\$82,432	\$84,890

F. Total Town of Acton Projected Balance	(\$1)	(\$1)	(\$842)	(\$1,244)
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70% Schools	\$589
30% Town	\$252
	\$842

Town of Acton Revenues

A. Revenues (GROSS)

	FY10	FY11	FY12	FY13	FY14
Town Meeting		Recap			
Tax Levy (excluding debt exclusion)	\$60,193	\$62,108	\$64,420	\$66,420	\$68,522
State Aid	\$12,458	\$12,010	\$11,365	\$12,030	\$12,632
EdJobs (Acton share of APS & ABRSD for school use in FY13)	\$0	\$0	\$0	\$726	\$0
Local Receipts	\$4,210	\$3,788	\$3,806	\$3,876	\$3,973
Debt Exclusion	\$3,036	\$3,098	\$3,073	\$3,034	\$2,929
SBAB Reimbursement	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009
Total Revenues (including debt)	\$80,906	\$82,012	\$83,673	\$87,095	\$89,063

Information imported from sheets within this document:

Revenues-Tax Levy
Revenues-State Aid
Assumes no use of EdJobs for FY12-100% used in FY13
Revenues-Local Receipts
Debt Exclusion
Debt Exclusion

B. Use of Reserves (TOTAL)

	FY10	FY11	FY12	FY13	FY14
Reserves	\$1,952	\$3,278	\$2,000	\$2,001	\$2,001

C. Debt Exclusion Debt Service

APS School Debt Exclusion	\$619	\$611	\$615	\$615	\$614
Public Safety Facility Debt Exclusion	\$394	\$483	\$473	\$473	\$462
Municipal Debt Exclusion	\$492	\$378	\$343	\$343	\$244
JHS/SHS Debt Exclusion	\$1,593	\$1,601	\$1,604	\$1,609	\$1,609
SBAB Reimbursement-Parker/Damon	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009
Total Debt Exclusion/SBAB	\$4,107	\$4,082	\$4,043	\$4,043	\$3,938

D. Available Town Revenues (NET) (A + B - C)

	FY10	FY11	FY12	FY13	FY14
	\$78,813	\$81,183	\$81,591	\$85,053	\$87,127

Revenue Increase/(Decrease) since last meeting?

\$1,225

Town of Acton Expenditures

FY11 ATM Article 13 (April 2010) & STM (June 2010)	\$24,276	\$24,545	\$25,136	\$25,688	\$25,798
FY11 Acton Municipal Capacity Not Utilized		\$151	\$0	\$0	\$0
+ Transfer to Acton Municipal for APS Debt		(\$11)	\$309	\$309	\$309
+ Transfer to Acton Municipal for COPS		\$70	\$72	\$0	\$0
Total Municipal Allocation	\$24,276	\$25,064	\$25,517	\$25,997	\$26,107

FY12 Dec 2010 Town Level Service Budget less \$2,481m in Debt Exclusion expenses
zero cota Patrol and Dispatch

Acton Public Schools Allocation

- Transfer to Acton Municipal for APS Debt	\$25,754	\$26,289	\$26,495	\$27,474	\$28,289
- Transfer to Acton Municipal for COPS		(\$309)	(\$309)	(\$309)	(\$309)
Total APS Allocation	\$25,754	\$25,910	\$26,114	\$27,165	\$27,980

APS Level Service FY12 Budget recommended as of Jan. 2011
zero cota on Teachers

Town of Acton Portion of ABRSD Allocation

	FY10	FY11	FY12	FY13	FY14
	\$28,073	\$28,849	\$29,206	\$30,082	\$30,985

ABRSD Level Service FY12 Budget recommended as of Jan. 2011 less \$1,60m in JHS/SHS Debt Exclusion
\$29,182

Total Minuteman Allocation

	FY10	FY11	FY12	FY13	FY14
	\$711	\$608	\$777	\$800	\$824

Non-Recurring Expenses From Special Town Meeting Votes					
Oct 25 2010 Cassette Land Purchase		\$170	\$0	\$0	\$0
Oct 12 2010 Cassette Land Purchase		\$257	\$86	\$210	\$31
June 14 2010 FY09-10 Fire		\$86	\$210	\$31	
Article 23 ATM Bridge Work		\$31			
Article 12 Police Sup Past Due					

E. Town of Acton Expenditures (NET)

	FY10	FY11	FY12	FY13	FY14
	\$78,814	\$81,184	\$81,614	\$84,045	\$85,896

Expenditure Increase/(Decrease) since last meeting?

(\$848)

F. Total Town of Acton Projected Balance

	FY10	FY11	FY12	FY13	FY14
	(\$1)	(\$1)	(\$23)	\$1,008	\$1,231

Summary - Changes from Previous Version dated 1/13/11

3/3/11 3:24 PM

Location of Change (Sheet)	Subject Title	Amount	Explanation of why assumption changed	Date of Change	Proposer
Revenues-Local Receipts	Motor Vehicle Excise Tax	(\$81)	Revised FY12 Estimates	19-Nov-10	John Murray
Revenues-Local Receipts	Fees	(\$63)	Revised FY12 Estimates	19-Nov-10	John Murray
Reserves	Free Cash	\$864	To reflect consensus for use of FY12 Reserves from 11/18/10 meeting	19-Nov-10	ALG
Reserves	NESWC	\$498	To reflect consensus for use of FY12 Reserves from 11/18/10 meeting	19-Nov-10	ALG
Reserves	Regional E&D - Acton Share	\$638	To reflect consensus for use of FY12 Reserves from 11/18/10 meeting	19-Nov-10	ALG
		<u>12/3/2010 Meeting</u>			
		\$1,856			
Revenues-Tax Levy	Tax Levy Base	(\$50)	To reflect final tax levy numbers from FY11 recap	7-Jan-11	Don Aicardi
Revenues-Tax Levy	FY12 2 1/2 Increase	(\$2)	To reflect final tax levy numbers from FY11 recap	7-Jan-11	Don Aicardi
		<u>1/13/2011 Meeting</u>			
		(\$52)			
Revenues-Tax Levy	New Growth	(\$75)	To Update FY12 & FY13 Estimates	18-Jan-11	John Murray
Revenues-Tax Levy	Removal of Library and School Lunch Revenue-Acton	(\$28)	Since these are direct offsets off cherry sheet, they were removed	25-Jan-11	Don Aicardi
Revenues-Tax Levy	Removal of Library and School Lunch Revenue-AB	\$11	Since these are direct offsets off cherry sheet, they were removed	25-Jan-11	Don Aicardi
Revenues-Tax Levy	School Choice Receiving Tuition	(\$199)	Removed from state aid number-offset	25-Jan-11	Don Aicardi
		<u>1/31/2011 Meeting</u>			
		(\$291)			
Revenues-Tax Levy	State Aid (Both APS and Acton Portion of A/B)	\$1,100	To update assumption of 5% rather 10% cut in state aid	31-Jan-11	Don Aicardi
Revenues-Local Receipts	Motor Vehicle Excise Tax	\$125	Revised FY12 Estimates	1-Feb-11	John Murray
		<u>Revenue Increase/(Decrease) since last meeting?</u>			
		<u>\$1,225</u>			
Summary	Town of Acton Municipal Allocation/COPS expenses	\$2	Revised FY12 Estimates	19-Nov-10	John Murray
Summary	Total Minuteman FY12 Assessment	(\$288)	To reflect consensus from 11/18/10 meeting	19-Nov-10	ALG
Summary	Town of Acton Municipal Allocation	(\$469)	Revised FY12 Estimates	19-Nov-10	John Murray
		<u>12/3/2010 Meeting</u>			
		(\$755)			
Summary	Budget Capacity for APS Debt Service	\$309	To add capacity to APS before subtracting for APS Debt Service	13-Dec-10	Don Aicardi
Summary	Budget Capacity for COPS	\$72	To add capacity to APS for COPS before subtracting	13-Dec-10	Don Aicardi
Summary	Additional Level Service requests added to APS & ABRSD	\$111	Review of Budget Accounts to produce level service	17-Dec-10	Don Aicardi
Summary	Health Insurance from 9% to 8%, new Estimates for ERI for APS & ABRSD	(\$104)	Review of Budget Accounts to produce level service	20-Dec-10	Don Aicardi
Summary	Reflects 3 year enrollment allocation percentage for operating budget; regular transportation, debt service, and E & D estimate for Acton				
Summary	portion of current FY12 ABRSD Level Service budget	\$174		10-Jan-11	Don Aicardi
Summary	Additional Changes in salary accounts	(\$131)		11-Jan-11	Don Aicardi
Summary	APS Finalization of CASE Assessment and Other SPED Adjustments/Corrections-NET	(\$79)	Reflection of Final CASE Assessment & other SPED adjustments	11-Jan-11	Don Aicardi
Summary	Net increase:	\$101	Reflection of Final CASE Assessment & other SPED adjustments & review of ABRSD salary accounts	11-Jan-11	Don Aicardi
Summary	A/B Finalization of CASE Assessment and Other SPED Adjustments/Corrections & Additional Changes in salary accounts				
		<u>1/13/2011 Meeting</u>			
		\$453			
Summary	Current Preliminary MM FY12 Assessment	\$125	To reflect revised assessment	13-Jan-11	Don Aicardi
Summary	Current Health Insurance Numbers-APS	\$104	Updated actual & costs	14-Jan-11	Don Aicardi
Summary	Current Health Insurance Numbers-ABRHS-NET	\$165	Updated actual & costs	14-Jan-11	Don Aicardi
Summary	Current Preliminary MM FY12 Assessment	(\$2)	Updated	25-Jan-11	Don Aicardi
		<u>1/31/2011 Meeting</u>			
		\$392			
Summary	Health Insurance from 9% to 8%, new Estimates for Town of Acton Municipal	(\$30)	Updated	1-Feb-11	John Murray
Summary	Current Preliminary MM FY12 Assessment	\$8	Updated	7-Feb-11	Don Aicardi
Summary	Health Insurance from 8% to 3%, new Estimates for Town of Acton Municipal	(\$150)	Updated	24-Feb-11	John Murray
Summary	Health Insurance from 8% to 3%, new Estimates for APS	(\$132)	Updated	24-Feb-11	Don Aicardi
Summary	Health Insurance from 8% to 3%, new Estimates for ABRSD (NET)	(\$174)	Updated	24-Feb-11	Don Aicardi
Summary	Sped Tuition Acceleration into FY11-APS & ABRSD	(\$371)	Updated	2-Mar-11	Don Aicardi
		<u>Expense Increase/(Decrease) since last meeting?</u>			
		(\$849)			
Location of Change (Sheet)	Subject Title	Amount	Explanation of why assumption changed	Date of Change	Proposer
Summary	Municipal Debt Exclusion	(\$6)	Minor change is due to refinancing of Town debt.	22-Nov-10	Steve Barrett

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Revenues**Tax Levy**

	FY10	FY11	FY12	FY13	FY14
	Town Meeting	Recap			
Base	\$ 58,969	\$ 61,044	\$ 63,019	\$ 65,020	\$ 67,070
Unused Levy Capacity		(293)			
2 1/2%	\$ 1,474	\$ 1,526	\$ 1,575	\$ 1,625	\$ 1,677
New Growth	\$ 600	\$ 449	\$ 425	\$ 425	\$ 425
Prior Year Overlay Deficit		\$ (6)			
Overlay	\$ (850)	\$ (612)	\$ (600)	\$ (650)	\$ (650)
Total Tax Levy (excluding debt exclusion)	\$ 60,193	\$ 62,108	\$ 64,420	\$ 66,420	\$ 68,522
Debt Exclusion	\$ 3,036	\$ 3,098	\$ 3,073	\$ 3,034	\$ 2,929
Total Tax Levy (including debt exclusion)	\$ 63,229	\$ 65,206	\$ 67,493	\$ 69,455	\$ 71,450

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Debt Exclusion & SBAB Income

	FY10 Town Meeting	FY11 Recap	FY12	FY13	FY14
Debt on APS	\$607	\$619	\$611	\$615	\$614
Debt on JHS/SHS	\$1,516	\$1,593	\$1,601	\$1,604	\$1,609
Municipal Debt Incurred	\$412	\$394	\$378	\$343	\$244
Debt on PSF	\$501	\$492	\$483	\$473	\$462
Total Debt Exclusions	\$3,036	\$3,098	\$3,073	\$3,034	\$2,929
SBAB Reimbursement - Parker Damon	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009
Total Debt Exclusions + SBAB Reimb	\$4,045	\$4,107	\$4,082	\$4,043	\$3,938

4 of 7 3/3/11

	FY10	FY11	FY12	FY13	FY14
Revenues					
Local Receipts					
Excise Taxes	Town Meeting	Recap			
Fees	\$ 2,730	\$ 2,515	\$ 2,640	\$ 2,705	\$ 2,773
Miscellaneous Recurring	\$ 1,080	\$ 999	\$ 1,024	\$ 1,024	\$ 1,050
Investment Income	\$ -	\$ 84	\$ -	\$ -	\$ -
Total Local Receipts	\$ 400	\$ 190	\$ 143	\$ 146	\$ 150
	\$ 4,210	\$ 3,788	\$ 3,806	\$ 3,876	\$ 3,973

Motor Vehicle Excise	FY08 Recap	FY09 Recap	FY10 Budget	FY10 Recap	FY11 Recap	FY12 Budget Oct	FY12 Projected
Penalties and Interest on Taxes and Excises	\$2,690,300	\$2,865,000	\$2,595,200	\$2,514,503	\$2,514,503	\$2,595,200	\$2,639,503
Payments In Lieu of Taxes	\$140,200	\$180,000	\$148,573	\$148,573	\$148,573	\$148,573	\$148,573
Other Charges For Services	\$11,500	\$11,500	\$12,328	\$11,934	\$11,934	\$13,328	\$0
Fees	\$115,800	\$125,000	\$23,779	\$23,779	\$23,779	\$23,779	\$23,779
Misc	\$338,100	\$360,000			\$0		\$0
Other Departmental Revenue	\$0	\$0		\$37,050	\$0		\$0
Licenses and Permits	\$93,100	\$135,000	\$754,782	\$765,587	\$667,872	\$754,782	\$704,872
Fines and Forfeits	\$177,700	\$200,000			\$146,812		\$146,811
Fees	\$127,600	\$160,000	\$146,811	\$146,812	\$146,812	\$146,811	\$1,024,035
Investment Income	\$1,004,000	\$1,171,500	\$1,086,273	\$1,133,735	\$998,971	\$1,087,273	\$1,024,035
Miscellaneous Recurring	\$723,700	\$360,750	\$142,658	\$190,210	\$190,210	\$142,658	\$142,658
	\$0	\$0	\$0	\$0	\$83,919	\$0	\$0
Local Receipts-TOTAL	\$4,418,000	\$4,397,250	\$3,824,131	\$3,838,448	\$3,787,603	\$3,825,131	\$3,806,196

6 of 7 3/3/11

Revised Estimates from JM 11/19/10

Revised Estimates from JM 11/19/10
Revised from DA 1/10/11

	FY10	FY11	FY12	FY13	FY14
Reserves					
Net Position					
Free Cash	2,334 \$	2,600 \$	4,650 \$	3,901 \$	3,152
Free Cash Oct. 12 STM Vote			(257)		
Free Cash Oct. 25 STM Vote			(170)		
Free Cash Nov. 30 STM Vote		38			
NESWC	4,469 \$	3,661 \$	2,435 \$	1,859 \$	1,283
Regional E&D	1,183 \$	1,063 \$	1,368 \$	1,092 \$	816
Total Reserve Position	7,986 \$	7,362 \$	8,027 \$	6,852 \$	5,251

	FY10	FY11	FY12	FY13	FY14
Reserves					
Use of Reserves					
Free Cash	1,142	Recap	999	999	999
NESWC	455	\$808	\$576	\$576	\$576
Regional E&D - Acton Share	355	\$748	\$426	\$426	\$426
Total Use of Reserves	\$1,952	\$3,278	\$2,000	\$2,001	\$2,001
		22.82%			

	FY10	FY11	FY12	FY13	FY14
Reserves					
Assumption of Replenishment					
Free Cash	250	Town Meeting	250	250	250
Unused Warrant Articles, Land Titles		\$1,738			
NESWC	455	\$0	\$0	\$0	\$0
Regional E&D - Acton Share	150	\$150	\$150	\$150	\$150
One-time change in Transportation		\$478			
Total Assumption of Replenishment	\$855	\$2,616	\$400	\$400	\$400

6.4.1.
A

Office of the Superintendent
Acton Public Schools
Acton-Boxborough Regional School District
(978) 264-4700 x 3211
<http://ab.mec.edu>

TO: Acton-Boxborough Regional School Committee
FROM: Steve Mills, Superintendent
DATE: March 3, 2011
RE: Recommendation for FY'12 Acton-Boxborough Regional School District
Budget and Assessments

**Recommendation for FY'12 Acton-Boxborough Regional School District Budget
and Assessments**

Attached is a copy of the Analysis of Assessments for FY'12. The Administration recommends that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2011 through June 30, 2012 be set at \$38,502,351 and that member towns be assessed in accordance with the Education Reform Law and the terms of the Agreement and amendments thereto as follows: Acton \$24,891,337, Boxborough \$6,220,828, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$6,285,614, Anticipated Charter School Aid in the amount of \$37,268, Transportation Aid, Chapter 71, Section 16C in the amount of \$564,346, a transfer from E&D Reserves in the amount of \$502,300, and a transfer from the Junior High School Project Premium on Loan in the amount of \$658.

CC: Donald Aicardi, Director of Finance
Marie Altieri, Director of Personnel

Table 6
ACTON-BOXBOROUGH RSD
 Analysis of Assessments
 Projected State Aid Numbers
 School Year 2011-2012

	GROSS BUDGET 2011-2012	ACTON 79.81%	BOXBOROUGH 20.19%
INSIDE DEBT LIMIT:			
OPERATING BUDGET	\$34,479,015	\$27,517,702	\$6,961,313
REGULAR TRANSPORTATION	\$1,370,300	\$1,077,710	\$292,590
SPED TRANSPORTATION	\$765,052	\$610,588	\$154,464
TOTAL INSIDE DEBT LIMIT	\$36,614,367	\$29,206,000	\$7,408,367
OUTSIDE DEBT LIMIT:			
CONST DEBT SERVICE (JHS&SHS/OUTSIDE 2 1/2)			
JH CONSTRUCTION/RENOVATION	\$459,340	\$389,566	\$69,774
SH CONSTRUCTION/RENOVATION	\$1,428,644	\$1,211,633	\$217,011
TOTAL OUTSIDE DEBT LIMIT	\$1,887,984	\$1,601,199	\$286,785
GROSS BUDGET	\$38,502,351	\$30,807,199	\$7,695,152
DEFERRAL OF TEACHER SALARIES	\$0	\$0	\$0
TOTAL BUDGET INCLUDING DEFERRAL	\$38,502,351	\$30,807,199	\$7,695,152
OTHER FINANCING SOURCES:			
CHAPTER 70 BASE AID	\$6,620,676	\$5,283,962	\$1,336,715
CHOICE/CHARTER SCHOOL ASSESSMENT	(\$335,061)	(\$267,412)	(\$67,649)
CHARTER SCHOOL AID	\$37,268	\$29,743	\$7,524
REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet)	\$564,346	\$443,011	\$121,334
TRANSFER FROM PREMIUM ON LOAN-JHS	\$658	\$558	\$100
TRANSFER FROM RESERVES (E&D)	\$502,300	\$426,001	\$76,299
TOTAL OTHER FINANCING SOURCES	\$7,390,186	\$5,915,863	\$1,474,324
ASSESSMENTS	\$31,112,165	\$24,891,337	\$6,220,828

*Premium must be used to reduce debt service costs.

6.5.1
(A)

Acton Health Insurance Trust Report

John Petersen

The Trust met on February 10, 2011

- Cash Flow Report (Jul-Feb) showed a favorable variance of \$763K (+8%ytd)
- The Health Insurance Trust FY10 audit report was approved
- The trustees determined that reserves should be maintained between 15-25% of annual expenses
- Trustees considered various factors contributing to rate changes for FY12
 - Favorable performance YTD, reserve levels
 - Health Care Inflation
 - Migration from MHP and PPO
 - Changed Federal requirements
 - No co-pays allowed for preventative care
 - family plan coverage extended to adults under 26

The trustees set preliminary rates as follows:

Preliminary Health Insurance Rates by Plan for 2012 – As voted 10 Feb 2011

Town & School Rates - \$/month, % increase re 2010

	MHP		Blue Care Elect		Net Blue		HPHC	
Individual	1309	8.0%	1096	4.5%	653	4.5%	653	2.9%
Family	3067	12.0%	2580	7.5%	1544	6.5%	1544	4.3%
Ratio	2.34		2.35		2.36		2.36	

Ratio is family rate to individual rate

1. The rate proposal below continues to move family/individual rate ratios to align with general actuarial experience.
 2. The same rate was voted for both Net Blue and HPHC
 3. The average rate increase for MHP is about 10% (unfavorable ytd experience)
 4. The average rate increase for the HMO's and PPO is about 5%
 5. Town and School rates were unified (Copays will be reviewed at 24 Feb meeting to determine if the town rate should be lower than the school rate)
 6. Medex rate unchanged at \$425/month. Cook & Co to present proposal harmonizing drug co-pays with other plans and adjusting rates at 24 Feb meeting
- The trustees will vote final rates at our meeting on February 24th.
 - Next Trust Meeting Thursday February 24th at 8am RJ Grey CO conference room

Acton Health Insurance Trust Bonus Report

John Petersen

The Trust met on February 24, 2011

- Cash Flow Report (March) showed a favorable variance of \$236K (for March alone)
- Mr. Murray proposed that rates for MHP be substantially increased based on the recent experience of our group in this plan. Mr. Petersen argued that we should not set rates on small pools and we should treat our insured population as a single pool (with rate differences based on differences in the expected cost of comparable treatment in each plan). The trustees voted not to change the MHP rate relative to other plan rates.
- Mr. Petersen proposed that the favorable variance from March be used to reduce rates (rather than to do nothing and allow an additional increase in the projected Trust reserve). The trustees voted to reduce rates by approximately \$220K (1.5%).

Summary of Rate Changes voted 24 Feb:

1. All plan rates (MHP, PPO, NetBlue, HPHC) were reduced about 1.5%
2. HMO, Town and School rates were split based on the difference in copays, town rates are approximately 2% lower than school rates.
3. Medex rate was reduced based on change to copay (copays adjusted to be comparable to HMO plans).

NONRESIDENT TUITION CHARGES

Eligibility for enrollment in the Acton Public Schools or the Acton-Boxborough Regional Schools is governed by Massachusetts General Laws, Chapter 76. Except as provided for in collective bargaining agreements, the School Choice Law, the McKinney-Vento Homeless Act, the Admission of Exchange Students Policy, or tuition students as provided below, the Acton Public Schools will only admit students who reside in the town of Acton, and the Acton-Boxborough Regional Schools will only admit students who reside in the towns of Acton or Boxborough.

Residence is generally defined as sleeping in the town of Acton or Boxborough (in a residence also occupied by the student's parent or legal guardian) for at least four (4) nights per week. Families enrolling students will be required to show proof of residency. Students enrolled in the Acton Public Schools or the Acton-Boxborough Regional Schools are required to maintain residency and may be asked for verification of residency. Students who are no longer residents will be asked to withdraw from the school district.

The Superintendent may make arrangements with a neighboring community for an Acton or Boxborough student to attend school in that community or for a student from another community to attend school in Acton or Acton-Boxborough providing the student requires special education pursuant to Mass Gen Laws chapter 71B (Chapter 766) and/or related federal laws. The committee shall set the rate for tuition for special education programs each year in the spring upon the recommendation of the Superintendent. The tuition set for special education programs shall be based on the actual costs of the specific special education program.

If any other students from outside Acton or Boxborough wish to enroll on a tuition basis, the School Committee must approve such application on a space available basis. The committee shall set the rate for tuition each year in the spring upon the recommendation of the Superintendent. The tuition set pursuant to this policy shall be the average expense per pupil (including in such average both regular education costs and special education costs) for the Acton Public School District and the Acton-Boxborough Regional School District, respectively.

Legal References:

Mass. Gen.Laws, c. 76, s 6

Mass. Gen.Laws, c. 76, s 12

Mass. Gen.Laws, c. 76, s 12A

Mass. Gen.Laws, c. 76, s 12B

Mass. Gen.Laws, c. 71, s 6A

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act)

Personnel Office
Acton Public Schools
Acton-Boxborough Regional Schools

TO: Policy Subcommittee

DATE: February 25, 2011

FROM: Marie Altieri

SUBJECT: Tuition Policy

Peter Ebb reviewed the policy subcommittee's draft Nonresident Tuition Policy and the associated legal language. He is comfortable the a tuition rate which is the average of regular ed per pupil costs and special ed per pupil costs meets the requirements for out of state and in-state tuition students as outlined in MGL.

Payment of Tuition for Non-resident Children

Chapter 76: Section 6. If a child resides temporarily in a town other than the legal residence of his parent or guardian for the special purpose of their attending school, the child may attend school with the authorization of the school committee of said town, and the said town may recover tuition from the parent or guardian, unless under section twelve of chapter seventy-six, such tuition is payable by a town. Tuition payable by the parent or guardian shall, for the period of attendance, be computed at the regular rate established by the school committee for non-resident pupils, but in no case exceeding the average expense per pupil in such school for said period. The school committee of the town in which a child is temporarily residing for the special purpose of their attending school may waive all or part of the tuition charge for such child.

Students from Outside the State

Chapter 71: Section 6A. Any city, town, or regional school district, acting through its school committee, may, if the school committee finds it has adequate space, accept in any of its schools, including vocational schools, any pupil who resides outside the commonwealth and may contract with the parent or guardian of the pupil, or, if the school committee of the city or town where the child resides, is authorized by law to so contract, with such school committee, for the admission of the pupil into its school system and for a tuition charge which shall in no case be less than the average expense per pupil in such school for the period of attendance. The school committee may vote to waive all or part of such tuition charge.

STUDENT FIELD TRIP POLICY

The Acton Public and Acton-Boxborough Regional Schools seek to provide students with rich opportunities for learning both inside and outside the schools. Our location in the greater Boston region puts us in close proximity to excellent educational and cultural resources, and the use of those resources is desirable when enrichments to formal learning are sought. Excursions away from the school building during the school hours may flow naturally from curriculum topics being explored in the classroom. Field trips may also stem from the need to reinforce ideas of cooperation and productive community living.

International, long-distance and overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Attendance on school-sponsored trips which are not part of required class activities is not a student's right, but a privilege. No student may attend such a trip if, in the determination of the principal or his/her designee, the student's behavior has been so inappropriate as to be deemed disruptive to the planned trip. All rules and regulations as specified in the Acton Public and Acton-Boxborough Regional Schools Students' Handbook will be in effect throughout any school trip.

For the purpose of this policy, a field trip is defined as a school sponsored activity, involving individual students or groups of students, who are travelling off school grounds during school hours, or as part of a school-sponsored event outside of school hours. All field trips and student travel opportunities should be appropriate for the grade level.

The following student travel is not classified as a field trip:

- Regular competitive /performing art group events, i.e., band performance at away athletic events, state competitions, etc.;
- Routine athletic team events;
- Routine student activities.

These trips are excluded from field trip definition because their activities are within the scope and core of that specific group.

This policy applies to all student trips which have received approval in accordance with this policy including:

1. Day trips are defined as trips that occur during regular school hours, or trips that extend beyond normal school hours during the day but do not begin prior to 6 a.m. or extend beyond 11 p.m.;

2. Out-of- state or overnight trips are defined as trips that involve travel prior to 6 a.m. or after 11 p.m., trips which involve an overnight stay of at least one night or trips that involve travel out of state;

3. International trips are defined as travel to any country outside of the United States.*

(*must have prior School Committee approval)

Any questions pertaining to the school field trip policy should be directed to the Office of the Superintendent.

Purpose of Field Trips

Staff members will work within the following guidelines in their selection of appropriate field trips.

a) Field trips that are integral to a specific curriculum unit

These field trips include a focused visit to locations such as a museum, a theatre production, the seashore, an historical location or government building.

b) Field trips that build group identity

These field trips might include an Outward Bound day trip or camping trip experience with an overnight commitment. Community building trips reinforce relationships in an existing group of students; they might also prepare students for a significant transition into a new structure or community (e.g. students entering grades 7 and 9). The context of such field trips is to help children work collaboratively, make decisions, evaluate success and prepare for the future.

c) Field trips that enrich general curriculum goals

These field trips might include visits to foreign countries for drama or festivals or language immersion; visits to governmental bodies, such as United Nations, would be viewed as extra opportunities for those students who are interested in participating on a voluntary basis.

d) Field trips that celebrate or culminate group work

These field trips might include a trip at the end of a school year for 8th grade students to mark the completion of their junior high school years.

e) Field trips that meet the mission and goals of student activity groups

These field trips include travel to special events or to provide service to community organizations.

Students who attend field trips must be given a reasonable and adequate opportunity to complete assignments for other classes. Communication about school trips should occur

between faculty members. Communication between school and family should be regular and ongoing.

There is to be no solicitation for privately run trips by teachers, students or other school personnel. Under no circumstances is school property or school time to be utilized in the promotion, advertisement or discussion of any privately planned and organized non-school sponsored trips. PTOs may opt to publish information about such trips in their newsletters or post information on the PTO bulletin boards.

The School Committee will only review for approval international school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

DRAFT

FIELD TRIP PROCEDURES

The following procedures must be followed prior to any field trip. In addition to the following points, all appropriate forms must be completed prior to the event.

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited, except under emergency circumstances as determined by the trip leader. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers and vehicles. C. O. R. I. checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of “conditional” or “unsatisfactory”. FMCSA ratings are available at <http://www.saferysys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor’s qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered “optional school programs” and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour of service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers and unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

4. Chaperones

The building Principal will ensure that the number and gender of chaperones for any field trip is appropriate in light of the purpose and location of the trip and the grade level and gender of the participants.

Authorization for field trips

1. Day Trips

Day field trips must be approved by the building principal. Application for approval must be submitted a minimum of two weeks in advance. No day trip will be approved unless its purpose meets the criteria outlined in the policy.

For day trip approval, there can be no planned:

- Overnight travel involved;
- Bus or automobile travel occurring between the hours of 11:00 p.m. and 6:00 a.m.;
- Trip requiring more than one driver per vehicle.

2. Out-of State or Overnight Trips or International Trips

Field trips involving out-of-state or overnight arrangements and/or international travel must be approved by both the building principal and the superintendent of schools prior to the distribution of any informational materials to students and parents. No trip will be approved unless its purpose meets the criteria outlined in the policy. Applications for approval must be submitted:

- Before the trip is announced to students;
- One month in advance for a one (1), two (2) or three (3) day trip;
- Three (3) months in advance if the cost of the trip is greater than \$500 or if the trip is longer than three (3) days.

For approval, there can be no planned;

- Automobile or bus travel occurring between 11:00 p.m. and 6:00 a.m.;
- Trip requiring more than one driver per vehicle

Overnight or International field trips will require the sending school schedule an informational meeting with parents prior to the trip.

The trip coordinator of overnight or international fieldtrips must file accurate itineraries and appropriate telephone numbers including hotel numbers and cell phone numbers of trip leaders with the school office.

3. Ethics Requirements

Massachusetts ethics laws pursuant to MGL Chapter 26A, Section 19 require staff members to disclose participation in any field trips where the value of the trip is \$50 or more. The attached travel disclosure form must be filled out by the staff member and approved by the building principal as the appointing authority.

DRAFT

**DISCLOSURE OF FINANCIAL INTEREST BY *MUNICIPAL EMPLOYEE*
AND DETERMINATION BY *APPOINTING AUTHORITY*
AS REQUIRED BY G. L.c. .268A, §19**

DISCLOSURE

To obtain an exemption pursuant to G.L. c. 268A, §19, municipal employees must submit a disclosure to their appointing official of the nature and circumstances of the particular matter and the financial interest.

Name:	
Title or Position:	
Agency/Department:	
Particular Matter Involved (Attach additional pages if necessary):	
Financial Interest Involved (Attach additional pages if necessary):	
Employee Signature:	
Date:	

DETERMINATION

As appointing official, as required by G.L. c. 268A, §19(b)(1), I have reviewed the matter and the financial interest described above and have determined that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.

Name and Title of Appointing Authority:	
Signature of Appointing Authority:	
Date:	
Comments (Attach additional pages if necessary):	

FIELD TRIP APPROVAL * PROCESS

Type of trip	Building Principal Approval	Superintendent Approval	School Comm	
Day trip	2 weeks prior to trip	Not Required	Not Required	
Out of State	1 month in advance of travel	1 month in advance of travel	Not Required	
Overnight				
1, 2 or 3 night	1 month in advance of travel and before announced to students	1 month in advance of travel and before announced to students. No fundraising should be done until this approval is granted.	Not Required	
More than 3 night	3 months in advance of travel and before announced to students	3 months in advance of travel and before announced to students	Not Required	
Cost more than \$500	3 months in advance of travel and before announced to students	3 months in advance of travel and before announced to students	Not Required	
International	3 months in advance of travel and before announced to students	3 months in advance of travel and before announced to students	3 months in advance	
<p>*No trip should be submitted for approval until all preparations for the trip have been completed, including, but not limited to, all logistical details involving transportation, accomodation arrangements and fundraising efforts planned. Approval of Superintendent is required before fundraising efforts are undertaken.</p>				

S.M.A.R.T. Goals 2010-2011

(Voted 11/4/10) 2/28/11

Mid year update: 2/11
Final Update: 6/11

- S**pecific
- M**easurable
- A**ttainable
- R**elated to Student Academic Outcomes
- T**ime-bound

Goal #1. District-wide: Supporting High Quality Instruction in every school, every classroom, every day					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress – February 2011
All schools in Acton and Acton-Boxborough provide learning environments in which students are empowered to apply what they’ve learned, to think critically, to communicate their ideas and to assess their learning. These skills and the content standards are taught through a variety of instructional materials and strategies. To those ends, we are committed to assessing the alignment of standards, articulating effective instructional	<div>a. Implement the priority “next steps” of the Leadership Institute, “<i>It’s All About Instruction</i>” and the ways in which leadership supports effective instruction.</div> <div>b. Convene a <i>Teaching and Learning Committee</i> representative of the grades and departments K-12.</div> <div>c. Assess the current status of literacy in the district; (standards, curriculum, assessments,</div>	By June 2011	Superintendent, Director of Curriculum and Assessment	<div>1. The successful completion of the priority next steps of the Leadership Institute</div> <div>2. A written District Literacy Plan to be implemented and evaluated in the following two school years. Plan written and finalized by June 2011.</div> <div>3. Documented and shared updates to our K-12 ELA benchmarks</div> <div>4. A summary of the evaluation of and</div>	<div>1. “It’s All About Instruction” message is established, First session of T-to-T Initiatives is complete, Second session implemented, Grades 1-6 using Benchmark Reading Assessment and Running Records, K-2 using formative math assessment,</div>

practices, and providing our staff with a vibrant professional development program. In addition, developing a district-wide curricular plan creates an opportunity for coordinated intra- and inter- district efforts and curricular discussions.	<p>instructional practices, family and community involvement)</p> <p>d. Develop a Literacy Plan to be implemented the following academic year.</p> <p>e. Align ELA curricular standards with common core standards and identify what students will know and be able to do at the end of each grade level</p> <p>f. Begin process to identify power standards and areas that need additional resources and/or professional development based on research of instructional practices</p> <p>g. Evaluate the structure and offerings of our professional development program to determine if it meets the needs of the districts', schools', and staffs' goals.</p>			recommendations for the professional development program. Summary to be written by June 2011.	<p>Conversations taking place at JH and HS, Administrators/BDLs/RDLs are getting into the classrooms, Identification of video clips of instruction in progress, Task Force identified to work on Teacher Eval and processes.</p> <p>2. Committee of 21 educators has begun work on District Literacy Plan, considering the Practices of the District following DESE protocol</p> <p>3. Committee of K-12 teachers, led by Matt McDowell, reviewed summer work of ELA Curriculum Sub-committee and created template that is being completed for each grade.</p> <p>4. Committee of K-12 teachers and admin, led by Eileen Sullivan, met and discussed adult learning, created a survey for the district using The National Staff Development Council information</p>
Goal #2. District-wide: Bullying Prevention and Intervention					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress – February 2011
Bullying Prevention and Intervention Task Force members agree that all schools in Acton and Boxborough must include a bullying prevention approach that is proactive and educational. Moreover, research indicates that creating a supportive school climate is the most important step in preventing incidences of bullying, teasing, and harassment. This approach includes five specific components: a commitment to a pro-social curriculum and/or program that promotes positive peer relationships, annual discussion of the Bullying Prevention and Intervention Policy with students and staff, adequate supervision of students to address bullying prevention and intervention, on-going	<p>a. Continue to provide training for school staff, with regards to promoting safe schools and recognizing the signs of harassment and bullying and promoting a concurrent response for the perpetrator, victim and bystanders.</p> <p>b. Continue to provide training for school staff regarding internet safety.</p> <p>c. Community Symposium in partnership with outside agencies (CAFY, ABCHY, etc.) focused on bullying prevention.</p> <p>d. Develop a multifaceted and systemic approach that includes:</p> <p>(1) Developing a common language for recognizing harassment and bullying issues/incidents.</p> <p>(2) Educating and empowering students</p>	By January 2011	Superintendent, Building Principals, Director of Pupil Services	<p>1. Operationalize procedures for recognizing, investigating, reporting, and responding to bullying issues and incidents; development of record keeping procedures for effective intervention and responses to incidents of bullying, teasing, and harassment; document reductions in bullying incidents. Document written by June 2011.*</p> <p>2. Document reductions of violations of internet improprieties. *</p> <p>3. List common definitions and language and prevention activities.</p> <p>*Since no previous data has been systematically collected, we will establish a baseline during</p>	<p>In response to the new bullying prevention and intervention law, the District has developed and adopted a bullying prevention and intervention Plan. Bullying prevention initiatives have been operationalized to ensure a safe and supportive learning environment for students including:</p> <ul style="list-style-type: none"> Annual training for all school staff School based training for students addressing specific bullying prevention approaches

training and support of teachers and school staff in the use of proactive and effective strategies for responding to bullying, and supporting bystanders and victims, and finally, systematic evaluation of the overall bullying prevention and intervention approaches used by the school. The school committee is now reviewing a revised bullying prevention policy and related procedures that include methods for responding to the bully/perpetrator, the victim/target and any bystanders/observers.	(3) while involving them in prevention activities through specific programming and training. Involving parents/guardians in anti-harassment and bullying efforts.			school year 2010-2011, and future outcomes, 2011-2012, etc. will be measured against the 2010-2011 baseline.	<ul style="list-style-type: none"> • Reporting, responding and documenting of bullying and cyber bullying incidents • Purchasing pro-social research based curriculum for all schools • Promoting safety through prevention strategies including but not limited to professional development, age-appropriate curricula and in-school support services. • Communication and collaboration with families through parent forums, workshops, and mailings
Goal #3. Pupil Services (with a focus on Achievement)					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress – February 2011
Pupil Services places the highest value on student achievement and respects that each child has a unique set of skills for learning. That said, the community must have its administrators and faculty committed to the principle of high standards for achievement and engage students in dynamic, creative ways to encourage a thirst for learning. Pupil Services sets achievement as that top priority, creates an environment that is conducive to learning, executes the integrated Commonwealth's frameworks and standards, delivers solid instruction and measures and evaluates that growth across curriculum lines.	<ol style="list-style-type: none"> Evaluate student needs through Child Study Team and Student Assistance Team monitoring. Create an environment for more integration into regular education classes. Enhance efforts for regular education initiatives including professional development on differentiated instruction, literacy development, and strategies for learning. Examine and highlight "pull aside" models within regular education (separating regular education students by skill and providing small group, short term tutorials) that are connected to the curriculum being taught. Examine and highlight "pull out" models within special education (a special education model for small group instruction outside the classroom) with an earlier return to the regular education classroom. Develop opportunities for teachers to define, share and redirect learning strategies (focused; intentional). 	By June 2011	Superintendent, Director of Pupil Services	<p>What effect did the aforementioned strategies have on achievement?</p> <ol style="list-style-type: none"> 1. Randomly observe the child study teams to ensure that student needs and subsequent subscribed learning strategies are rapid, efficient, and effective. 2. Examine two factors: the number of students affected by the CST and number of referrals to special education and the number of student IEPs that shifted to more integration during school year 10-11, including out-of-district. These reports will be written by June 2011. 3. In developing the needs of the professional and support staff, focused development on learning strategies for literacy and math is emphasized. A compilation of focused (intentional) workshops that target students' needs will be documented. This report will be written by June 2011. 4. Teacher input from special and regular education teachers and the success of students' performance will be documented through a random sampling of those who 	<p>Through child centered approaches and preventative work, a positive decline is evident in the percentages of students receiving special education services; 17.7% in FY08 to 15.9% in FY11 and 15.7% in FY07 to 14.9% in FY11. Pupil Services took the following action steps:</p> <ul style="list-style-type: none"> • Establishing a close school-home partnership • Ensuring open dialogue between parent/guardian and the school • Retraining our child study teams for better efficacy and efficiency • Increasing collaboration with building principals so that all students have <u>equal opportunity</u> to learn • Implementing our action plans from the Special Education

				participated in these models. 5. See above. 6. Summarize and document efforts and results from co-planning opportunities for teachers, including specialists and clinicians.	Fiscal Drivers Task Force, December 2008. • Successfully completed and received excellent ratings from the DESE Coordinated Program Reviews of both Districts
Goal #4. Review and Refine the District's Financial Plan to Meet Federal, State and local funding sources, while meeting the needs of all students.					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress – February 2011
The community places a high value on the preservation of an excellent education for its students and highly involved citizenry. In light of the current economic picture, identifying new sources of revenue, reviewing personnel needs and costs, as well as actively engaging in community forums and discussions will be required to manage what can only be described as a fiscal crisis for our schools. State revenues will be volatile as we proceed with budgetary planning and we anticipate that 9c cuts within the current fiscal year will impact FY12 projections.	a. Define budget assumptions for FY12. Prepare budget calendar. b. Identify specific FY12 budget projections. c. Re-evaluate school choice opportunities. d. Continue an active partnership with the Acton Leadership Group (ALG) and the Boxborough Leadership Forum (BLF). e. Facilitate a process that seeks input from the community, district staff and faculty, Board of Selectmen, and the Finance Committees of Acton and Boxborough. f. Identify long-range needs and develop a rational capital management program. g. Monitor and evaluate use of ARRA funds, Chapter 70 and IDEA related.	Ongoing through the fiscal year	Superintendent, Director of Finance	1. Prioritize personnel needs and costs as well as curriculum/program needs. 2. Consider structural re-organization and/or cost cutting or cost savings options for district personnel and programs 3. Reduce the price per therm of natural gas by 5% for budget savings. 4. Visit each school to learn how to maximize dollars in order to meet instructional goals. 5. Prepare balanced budgets for approval by both town meetings that promote instructional goals. 6. Perform monthly review of budget status throughout the fiscal year and report to School Committee on a regular basis.	1. January 2011 2. January 2011 3. Reduced the supply cost of NG by 31% for FY12 to FY14 4. August 2010 5. Spring 2011 6. 1st Report , Spring 2011
Goal #5. Supporting Faculty and Staff					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress – February 2011
We actively promote collaborative relationships among staff and administration and the community. In addition, we are committed to initiating working partnerships with the Town, the business community, neighboring school districts, and	a. Ensure that the faculty and staff are of high quality and are mentored, supervised and supported to perform at the highest professional level. b. Continue to develop a strong and experienced	By June 2011	Superintendent, Director of Personnel	1. Continue to maintain 100% highly qualified professional teaching staff as determined by the DESE through NCLB. 2. The successful completion of contract negotiations, resulting in contracts for 2010-	1. The DESE EPIMS submission for October 1 staff showed 100% highly qualified staff for APS and AB. The state has increased the EPIMS

<p>organizations. Within this partnership, we view the classroom as the heart of the school system. To provide an appropriate learning environment in the classroom, we are committed to recruiting and retaining outstanding teachers, and providing those teachers with supervisory and evaluation procedures that are collegial, supportive and accountable.</p>	<p>leadership team amidst significant retirements over the last three years.</p> <ul style="list-style-type: none"> c. Complete Negotiations with the Acton Education Association, Office Support Association and AFSCME; d. Support high quality instruction in every classroom, every period of every day. e. Reduce duplication of work/systems through improved automation of electronic programs. 			<p>2013 that fit within available revenues.</p> <ul style="list-style-type: none"> 3. Ongoing support and mentoring of five new administrators that were hired and began new roles in the summer of 2010. 4. Support high quality instruction by increasing opportunities for administrators and teachers to observe instruction, including walk -throughs, peer observations and informal observations. 5. Facilitate a complete review and update of the districts' teacher evaluation tool through an inclusive process. Create this document during 2011. 6. Continue to automate personnel functions including the rollout of Munis Employee Self-Service. Review and update systems to consolidate personnel and finance functions wherever possible. 	<p>submissions to three times per year and included student course schedules for each teacher.</p> <ul style="list-style-type: none"> 2. The OSA and AFSCME contracts changes have been implemented. Contracts have been updated, signed and distributed. A complete revision of OSA job descriptions has been completed and distributed. The administration and School Committee continues to work to complete AEA negotiations. 3. In collaboration with the Curriculum and Pupil Services offices, teachers have been given the opportunity to spend two half days or one full day observing other teachers in various aspects of their craft through the "teacher to teacher" initiative. Feedback has been very positive. 4. The "Evaluation Process Review Task Force" has been formed and will begin to look at evaluation systems to make recommendations. Kim Marshall, a renowned educator who has developed one such evaluation process came to AB and presented several ideas related to evaluation. Over 40 staff members (administrators and teachers) attended the session. This work will continue over the next year. 5. More pieces of Munis' Employee Self Service has been rolled out, including staff members having access to W-2 and payroll information. Munis is being upgraded which will allow for more pieces of Employee Self Service to be implemented. Finance and Personnel continue to work very closely to find efficiencies wherever possible.
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Goal #6. Establish a supporting role for the Facilities Department to integrate into curriculum development and outstanding instruction.					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress – February 2011
Utilize the Facilities Department and resources to continue to and become more integrated in the Districts' over arching goal of supporting high level instruction, excellence in curriculum development, and a complete high level educational experience for all stakeholders.	<ul style="list-style-type: none"> a. Establishment of an official energy conservation and education curriculum supporting all schools and grade levels using grant funding to get the program off the ground. b. Make the Director of Facilities available minimally once per academic year to each school building in a basic substitute capacity. To better familiarize the department with the issues facing teachers in the school buildings and to better understand the level of instruction we currently deliver. Also, this gives the teacher being substituted for the availability to take part in their own professional development opportunities. 	To be completed by June 2011	Superintendent, Director of Facilities	<ul style="list-style-type: none"> 1. Reduction in overall district energy consumption by 3% across APS / ABRSD from established baseline. 2. By June 2011 substituting by the Director of Facilities should have occurred in seven of seven district school buildings. 	<ul style="list-style-type: none"> 1. We will easily meet our 3% energy reduction goal. Mid-year trends show we are consuming 12 % less than this time period last year. Of this 12%, 3% can be tied to solar production and 8% can be tied to the energy conservation and education program (Power Down) as well as mechanical projects completed over the summer and into fall. 2. To date I have logged 38 hours in various classrooms throughout both districts, through substitute teaching, covering teacher professional development, and giving energy lectures to 6th grade classes. The goal was to log the equivalent of one school day in each school building (49 hours total), to better understand this year's focus of "It's All About Instruction"..
Goal #7. Leverage technology to effectively support educational and operational goals.					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress – February 2011
The district recognizes and values the importance of technology in our schools and administrative offices. The Educational Technology (EdTECH) department will build the foundation, vision, and district capacity needed to leverage the power of technology as a tool to enhance instruction, engage student learning, improve operational efficiencies, and inform decision	<ul style="list-style-type: none"> a. Unite the TII and IT departments under one umbrella, the Educational Technology department with a focus on cultivating a learning culture. Educational Technology staff will define workflow processes inclusive of operational and academic tasks. The team will create an internal knowledgebase 	By June 2011	Director of Technology	<ul style="list-style-type: none"> 1. Completion of 3-5 Year Educational Technology Plan 2. Assess end-user satisfaction of the educational technology department through online end-of-year survey. 3. Uptime of services to be above 95% 	<ul style="list-style-type: none"> 1. Technology Plan drafted and presented to School Committee (Nov 2010) and submitted to DESE 2. Not applicable 3. Uptime Performance Metrics (July 19, 2010- Feb 17, 2011)

making.	<p>accessible to all members.</p> <p>b. Support high quality instruction in every classroom, every period of every day. Educational Technology leadership will meet with constituents of the learning community by attending monthly site visits to schools and be accessible to teachers. All Educational Technology staff will be encouraged to participate in appropriate technology meetings.</p> <p>c. Provide high quality, service-oriented technology support to schools and central offices.</p> <p>d. Maintain infrastructure to ensure delivery and maximum uptime of services with an eye towards cost-efficiencies. Participate in community task-force initiatives.</p>				<ul style="list-style-type: none"> Servers Availability = 99.52% Overall Network = 99.88% Internet Availability = 99.86% Network Services Avail = 99.89%
Goal #8. Community Education: Improve Use of Facilities Reservation Process					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress – February 2011
Our school buildings are a valuable resource for the greater community. Community Ed. processes more than two thousand requests for space each school year including a significant number from non-school groups. The current process requires all requests to be submitted on paper. It is inefficient and time-consuming for users, for Community Ed, and for school district staff.	<p>a. Explore online reservation system options.</p> <p>b. Seek system that allows approved permits to be circulated electronically, reducing paper.</p>	FY11 with roll out of new process for 11-12 school year	Director of Community Education, CE staffer overseeing Use of Facilities	<p>1. Use of Facilities space reservation process is done online.</p>	<p>1. Two-day onsite training held with an ActiveNet consultant to help us work through initial issues/set-up to allow outside users to request space electronically.</p> <p>2. Working on punch list of additional items and hope to begin testing the system in April. A variety of potential users (within the district as well as outside) will be asked to try it out and provide feedback/concerns so we can make adjustments.</p> <p>3. Goal remains to have the new system in place for the 2011-2012 school year.</p>

<p>Goal #9. The successful attainment of AYP for the special education subgroup in mathematics at RJ Grey Junior High School</p>					
Statement of Purpose	Strategies	Timeline: Date task will be completed	Lead Parties	Measurable Outcomes	Progress – February 2011
<p>While RJ Grey Junior High met its AYP targets in the participation, performance and attendance categories for the aggregate, it did not meet the AYP target for improvement in the sub-group category for special education in mathematics. Because we are concerned about and committed to improving the performance gap that has been identified between this sub-group and the aggregate, we will use an analysis of the data, curriculum, instructional strategies and personnel to develop and implement a comprehensive plan to shrink this gap.</p>	<p>In addition to the five steps taken in 2009– 2010, we will implement the following curricular and instructional changes:</p> <ul style="list-style-type: none"> a. Add a certified math teacher to co-teach Math Fundamental classes. b. Offer a Math Support class for a particular sub-group of students (during the school day). c. Implement the change of sequence of the math curriculum to cover required MCAS topics in a timely manner. d. Allocate time within Learning Centers to practice and reinforce MCAS topics and strategies. e. Follow a calendar, day-by-day, of all MCAS topics to be covered. f. Address the behavioral supports needed for an identified group of students with emotional and attentional challenges g. Schedule bi-weekly administrative meetings (including regular and special education staff) to monitor programming and progress for identified student at risk; both regular and special education. h. Offer targeted professional development to enhance the use of math related strategies across settings 	<p>School Year 2010-2011</p>	<p>Stephen Mills Craig Hardimon</p>	<p>Despite having a myriad of instructional needs, the special education subgroup at RJ Grey continues to demonstrate increased proficiency level on the spring mathematics 2011 MCAS test. In order to make AYP in 2011, the special education subgroup's goal is to achieve the subgroup's target range of 71.1-76.1.</p>	<p>The Turnaround Team identified and implemented a series of initiatives to continue our efforts to prepare students for the upcoming MCAS exams in Math. With specific attention paid to our special education subgroup, the following action-steps have been taken:</p> <ul style="list-style-type: none"> ▪ Development of a “mock” MCAS math exam to assess student strengths and weaknesses regarding common exam question types. ▪ Administering the mock MCAS math exam to ALL special education students, which also allowed us to gage whether students not originally being monitored should be included in our efforts moving forward. ▪ Scoring and reviewing the mock MCAS math exam and identifying trends and patterns related to students who shared specific disabilities and challenges (i.e. performance of students with anxiety, with social/emotional difficulty, etc.). ▪ Reviewing the mock MCAS math exam results and explore appropriate supports and remediation programs to support varied needs. Identified different models of tutoring support and incentives. ▪ Began the process of identifying specific strategies

					and measure to implement during the actual administering of the MCAS exam (optimal grouping and testing environments, new accommodations for individual students)
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6.8.1. (A)
Attachment A.
SC Workshop Mins
7/28/10

Acton/Acton-Boxborough Regional School Committees
2010-2011 Committee Assignments

ALG	John/Xuan
BLF	Brigid/Maria
BOS LIAISON	Herman
EDCO	
Board	Steve/Xuan
Public Policy	Brigid
New School Comm.	Herman
School Comm. Leadership	Brigid
FIN COM LIAISON	Sharon/Xuan
HEALTH INSURANCE TRUST	John
HEALTH SAC (Supt's. Advisory Council) LIAISON	Mike
LEGISLATIVE ISSUES/BALLOT INITIATIVE	John
POLICY SUBCOMMITTEE	Brigid/Sharon/Maria
PTSO LIAISON	Xuan
SPED PAC LIAISON	Mike
WARRANT SIGNATURES	Brigid/Xuan/Sharon Alternates: John/Maria Mike/Sharon
NEW: CORPORATE SPONSORSHIP	
NEW: CLASS SIZE SUBCOMMITTEE	Terry
NEW: NEGOTIATIONS SUBCOMMITTEE	Terry/John/Brigid
NEW: COST SAVINGS TASK FORCE SUBCOMMITTEE	Xuan

8/26/10

7.6
(A)

To: Stephen Mills
cc: Shannon Dandridge
Kate Hermon
From: Alixe Callen
Subject: Donation from The Madison Group
Date: March 1, 2011

The Madison Group has donated \$500 towards the cost of the alternative program's trip to Merrowvista in Tuftonboro, NH.

We would appreciate it if you and the School Committee would approve the donation.

The check will be deposited in Fund 3305 – SHS Gifts.

Thank you.

Roster of Spring Coaches 2011

Patrick Grucela	Varsity Baseball	Head Coach
Garrett McCarthy	Junior Varsity Baseball	Coach
Tony Ammendolia	Freshman Baseball	Coach
Bill Maver	Junior High School Baseball	Head Coach
Patrick Ammendolia	Varsity Boys Lacrosse	Head Coach
Jonathan LeSage	Junior Varsity Boys Lacrosse	Coach
Paul LeSage	Freshman Boys Lacrosse	Coach
Scott Biron	Varsity Girls Lacrosse	Head Coach
Mae Shoemaker	Junior Varsity Girls Lacrosse	Coach
Chris Clinton	Freshman Girls Lacrosse	Coach
Mary Matthews	Varsity Girls Softball	Head Coach
Elizabeth Grams	Junior Varsity Softball	Coach
Shelly Fowler	.5 Junior High School Softball	Co-Coach
Laura Sikalis	.5 Junior High School Softball	Co-Coach
Kevin Curley	Boys Varsity Tennis	Head Coach
Mary Wynne-White	Junior Varsity Boys Tennis	Coach
Mike Gardner	Girls Varsity Tennis	Head Coach
Tara Spaulding	.5 Junior Varsity Girls Tennis	Coach
Jill Flavin	.5 Junior Varsity Girls Tennis	Coach
Brian Crossman	Varsity Boys Track	Head Coach
Stephen Hitzrot	.5 Asst. Coach	Coach
Karen Mackin	.5 Asst. Coach	Coach
Dan Goldner	Varsity Girls Track	Head Coach
Kerrin Stewart	.5 Asst. Coach	Coach
Lisa Owens	.5 Asst. Coach	Coach
Ryan Steege	Junior High School Track	Head Coach
Mary Price Maddox	Junior High School Track	Head Coach
Bruce Oetinger	Asst. Junior High School Track	Coach
Elizabeth Muff	Asst. Junior High School Track	Coach

8.1.4

(A)

To: Stephen Mills
cc: Kate Hermon
From: Alixe Callen
Subject: Donation from Lion's Club
Date: February 28, 2011

The Acton Lion's Club has donated \$400 towards the cost of the alternative program's trip to Merrowvista in Tuftonboro, NH.

We would appreciate it if you would approve this donation.

The check will be deposited in Fund 3305 – SHS Gifts.

Thank you.

R.J. Grey Junior High School

To: Steve Mills
 From: Allison Warren and Andrew Shen
 Re: Discipline Report for February 2011
 Date: March 2, 2011

There were 10 discipline referrals/concerns (including requests from teachers for assistance) reported to the Administration during the month of February. There were 9 suspensions this past month, compared to 3 last year during the same period.

	<u>Feb-07</u>	<u>Feb-08</u>	<u>Feb-09</u>	<u>Feb-10</u>	<u>Feb-11</u>
<i>Total Discipline Referrals Reported</i>	56	49	42	28	10

	<u>Feb-07</u>	<u>Feb-08</u>	<u>Feb-09</u>	<u>Feb-10</u>	<u>Feb-11</u>
Total Suspensions	1	2	3	9	1
Alcohol Use					
Defacing property/vandalism					
Drug-related incident					
Fighting				1	
Harassment (non-sexual)			2	4	
Inappropriate/disruptive/disrespectful behavior				1	
Physical aggression	1	1			1
Sexual harassment		1			
Stealing					
Threatening	1		1	3	

	<u>Feb-07</u>	<u>Feb-08</u>	<u>Feb-09</u>	<u>Feb-10</u>	<u>Feb-11</u>
Total Other Infractions	55	47	39	19	9
abusive language/profanity		1			
alcohol use/possession					
bus discipline			1		1
Academic Integrity					2
class/school truancies	4	3	3	4	1
computer violation			1		
disruptive behavior (classroom, cafeteria, hallway)	38	23	17	9	1
harassment (non-sexual)/bullying/teasing	2	6	1	1	

non-compliance with school rules	6	1	1	1	
out of school issue			4		
physical aggression		5	1	1	1
sexual harassment	1	2	1	1	
stealing					
threatening	1	2			
uncooperative/disrespectful behavior	3	4	4	2	3

The referrals/concerns generally were quickly resolved and no further intervention was required.



February/March 2011

Dear Parent/Guardian,

I want to begin by thanking our families who support our schools – by volunteering, by fundraising, by partnering. Crafting our dollars to create, maintain and sustain our educational programs for our students with special needs is a daunting task and an awesome responsibility. As your advocate, I cannot do it alone. It takes teamwork and your on-going support; I am ever grateful.

This OnTeam issue is my attempt to give each parent a transparent view of the budget as presented to the school committee. First and foremost, Pupil Services represents you and your children in developing the best programs for them where they will succeed and, because of this success in school, will have better future options. Second, in this economic downturn, we must look at every dollar and connect it to a program which ultimately is connected to your child. That said, we must look broader as we merge these two points, programs and costs. We are obliged by regulation to provide services in the least restrictive setting, meaning the classroom, and our vision is consistent with that theory. We want your children to be self-sufficient, competitive with the outside world, feel good about their accomplishments and themselves, and contribute to society. Each student is important to us and can make a difference in this society. In order to reach that goal, we want children to learn in the regular education classes with support as the best environment to reach that goal. For some, more support is needed and we have developed programs accordingly. But, if we keep our students segregated until graduation or for a great deal of their education, both family and school have failed as children/students will not be prepared for the outside world.

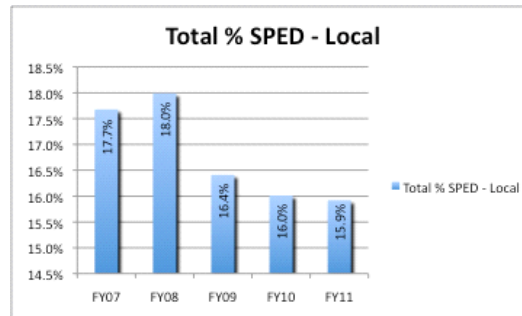
This vision is an important one for each child's self-sufficiency. We are determined to make sure that every child learns solid skills that will be the pre-requisite to higher learning of tasks and consequently, have ample opportunity to stretch thinking and exercise his/her knowledge (academic, social, behavioral). This means providing programs and supporting regular education (inclusion) and shifting more support to that endeavor. But, we are squeezed by the budget process, similar to any household. We think, we ask advice (from parents), we reorganize, re-align, and develop programs. It's the same kind of thinking you do to maintain the quality of your household during these critically tough financial times. Our efforts are tireless in reducing high cost programs (out-of district) when the student is ready for more integration and the full development of self-sufficiency. As students learn, develop more skills, apply these skills, we want them to become more responsible for learning and decisions throughout life.

With these aforementioned statements, I presented to the school committee, my view on how we get there.....

Our goal in this budgetary process is meeting the budget guidelines for survival/sustainability and at the same time providing an exemplary education. Both parents and schools know that the goal is high achievement for every child – not mediocrity. Our school and finance committees, school district staff and administrators work endless hours balancing these mutual goals of the school and home community and we are united in this process. Our goal in this budgetary process is to meet budget guidelines while continuing to provide an exemplary education.

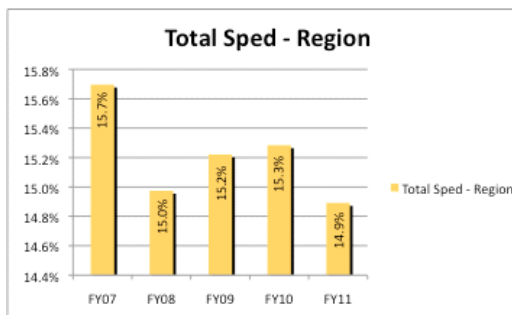
Enrollment Data - APS

	FY07	FY08	FY09	FY10	FY11
Total Students	2602	2585	2559	2623	2563
Total SPED	460	465	420	420	408
Total In-District SPED	436	438	396	397	385
Total OOD	24	27	24	23	23
Total % SPED	17.7	18.0	16.4	16.0	15.9



Enrollment Data - ABRHS

	FY07	FY08	FY09	FY10	FY11
Total Students	2956	2925	3022	2990	2948
Total SPED	464	438	460	457	439
Total In-District SPED	396	367	395	398	384
Total OOD	68	71	65	59	55
Total % SPED	15.7	15.0	15.2	15.3	14.9



As always, since special education is governed by regulatory requirements, change cannot happen immediately. Our initial steps centered around establishing a close school-home partnership, and ensuring open dialogue between parent/guardian and the school. Once established, we built on this positive tone and retrained our child study teams for better efficacy and efficiency, collaborated with our building principals so that all students have equal opportunity to learn, and implemented our action plans from the Special Education Fiscal Drivers Task Force, December 2008.

Strategies and interventions paid off as you will see the decrease in our Special Education numbers post interventions: 17.7% in FY08 to 15.9% in FY11 and 15.7% in FY07 to 14.9% in FY11. But, the real success was observing our regular education teachers supporting our students in their classes.

While our trends indicate that we are on solid footing, I am of the opinion that to radically change these percentages is to continue our efforts to improve individualized learning in regular education. Individualized coaching and support for at-risk students is an essential element of reducing referrals for special education and this is why I view the regular education initiatives of math and literacy coaches and/or math assistants for our most at-risk students as essential as well as the funding of professional development, and instructional supports that will improve individualized learning in regular education. Specifically, I envision that these coaches and/or assistants would help with skill development, reinforcement, and strategy building that lead to the success of our students who struggle in these areas. We must not only reach our special education students but those who remain on the risk continuum – without intervention these students may become Special Education eligible.

When I stepped into my new position in July 2006, the percentages in special education seemed excessively high and the slides above show a positive decline through child centered approaches and preventative work.

Careful coordination and collaboration among the private day, pupil services, and the individual elementary schools are a high priority. At Acton Public Schools, there has been a 23% reduction in private day out-of-district placements. This decrease is directly due to our initiatives of identifying students and carefully re-aligning resources at the elementary level to incorporate these students under the strong leadership of building principals and the Pupil Services leadership team. This initiative gave and will continue to foster opportunities for students to learn in their own community (school).

Over the last two fiscal years, we have been able to reduce our need for private day placements by close to 8% by returning students to our specialized programs at the region. That said, in order to give every student the maximum opportunity to achieve, we must have continuity of program to make transitions smooth and curriculum seamless, while at the same time reducing costs by planning ahead, monitoring growth, and measuring outcomes. Our goal? Meet our legal requirement to include students in in-district programs, establish programs that are seamless, move towards less restrictive and costly settings, and reduce costs by efficient models in program development. When a student returns to an in-district program and both student and parent guardian are happy with placement because the student is learning in the home community, we know we passed that litmus test! That's the real test.

Reducing costs in the out-of-district placements is not an exercise of simply reducing numbers per se. Rather, it is a several year attempt in working with families and students about their children's academic, behavioral and social needs behind the scenes, and the development of programs in our schools that can meet those needs. This is our legal mandate, namely, to include students in the least restrictive settings and I thank my Pupil Services leadership team for their tireless effort, the teachers for implementing the standards for inclusive education and the parents/guardians who support this integration. But, both the letter of the law and the spirit of the regulations stir us into different waters. Specifically, we must make every reasonable attempt to integrate our students into inclusive settings, from out-of-district placements to less restrictive settings. Integration into the regular classroom, with support when necessary, is our goal to meet the requirement. That's easy in theory, but in practice it becomes a monumental task. In order to give every student the appropriate opportunity to achieve, we must have continuity of programming to make transitions smooth and curriculum seamless, while at the same time reducing costs by planning ahead, monitoring growth, and measuring outcomes.

In these situations, Special Education Teams must consider: child and adolescent development, the level of severity with regard to behavior and general safety, emotional fragility, medical care, as it relates to educational needs. Consequently, there are identified students who more likely fit the criteria for an out-of-district program with highly specialized services, in an environment that can meet their various educational needs.

Circuit Breaker Trends

	FY08 75%	FY09 72%	FY10 42%	FY11 40%	FY12 Projections
APS	\$430,759	\$633,041	\$321,575	\$347,500	\$347,500
AB	\$1,014,271	\$1,063,183	\$643,580	\$711,761	\$711,761
TOTALS	\$1,445,030	\$1,696,224	\$965,155 (43.1% Lost Revenue)	\$1,059,261	\$1,059,261

The Department of Secondary and Elementary Education (DESE) traditionally has offered a unique formula for extraordinary costs and relief. But, as the economy has taken a downturn, so has the formula. This erosion has set a substantial burden on the schools in revenue as the reimbursement has gone from 75% in FY08 to 42% in FY10. At the present time, we anticipate a 40% reimbursement for FY11, but those anticipated monies have not been encumbered by the Commonwealth; the figures are not “actual” received monies as yet. The Commonwealth may in fact adjust these figures up or down by the end of this fiscal year.

Due to budgetary constraints in previous years, we re-aligned resources which had a positive effect on reducing out-of-district placements for specific types of disabilities. To fully capture this reduction, the Connections program at the junior high was created in collaboration with our parents/guardians as a continuation of a successful elementary program. These junior high Connections students are moving to the high school level and need similar programming that supports their individualized needs. We anticipate that the program will receive readjustments/re-alignments every year with more integrative services and inclusion in the regular education classroom, extra curricular activities and/or work setting. Our commitment is that we want these students to be integrated into school classrooms, work programs, extra curricular and society as a whole.

Moreover, if we consider adding a learning center teacher to the junior and senior high schools, we will have an opportunity to further re-align our programs (lowering caseload; adding support to our specialized programs) and enhance our instructional opportunities to students.

More specifically, the majority of students who are assisted in their learning through specialized instruction are supported with in-district programs, preschool through age 22 (PK-22). Most students attend regular education classes with additional specialized support: academic support and instruction,

speech and language services, occupational and/or physical therapy, mobility and/or vision services, and counseling/psychological services. For some ~ a preschooler, an older elementary child or adolescent ~ a more specialized in-district program is needed.

As we work to meet the majority of our students' needs in-district, individual initiatives have a positive effect on program development and budget building if these individual efforts are tied to a vision and systemic goals and interventions. For our purposes, we analyze data, at the student level, to all students we are examining. We monitor the themes and trends based upon the interpretation of the data. We take into consideration a decision-making matrix which includes data, the students, the school-home connections, the goals of the school district, psychological factors that may influence the goals, etc. to name a few indicators beyond data. These internal and external factors influence the building of programs and the realignment of services, enhanced by our initiation of action plans to reduce costs. We cannot look at any issue in isolation; multiple factors in decision making makes us more responsive to the ever-changing needs of students and families.

As part of my annual goals, I have established several action plans to maintain the quality of programs while at the same time realigning them to ensure that the programs not only meet the needs of students but also are cost effective. These action plans, created from the Special Education Financial Task Force outcomes, are readily available on our website <http://ab.mec.edu/about/aboutpdf/SPED-FTF-II-FinalReportDec08.pdf>. We are continually assessing the out-of-district placements with parents/guardians and students and discussing transitional plans for their return to a less intensive setting, either involving our collaborative programs in CASE or our home district schools with support.

The Pupil Services Department, with your support and involvement, will continue to provide quality services for our children with determination, commitment, and a sense of practicality. Our action plans and goals, merged into the district goals, have emphasized using funds creatively, evaluating programs and services more comprehensively, and realigning programs as needed to continue to meet the ever changing world of Special Education and the needs of each individual child. Every child is unique and is guaranteed the opportunity to learn in our schools. With your support, we will help families to reach that goal.

Sincerely,

Liza Huber

Director of Pupil Services



Co-Chair: Nancy Sherburne (978) 635-0968 nsherburne@mindspring.com

Co-Chair: Bill Guthlein (978) 263-0610 guthw@aol.com

AB SpEd PAC Website <http://www.abspedpac.org>

Emails Sent to the School Committee

3/2/11

Great job. I agree with FinComm. Any extra monies should go back to the Town.

Not sure who paid for numerous after hour removal of snow from the ABRHS parking lots Friday night Feb 18th. There were large, new semis and front loaders at 8:00 to 10:00 pm. Can only imagine the bill. My opinion, let the snow melt by itself. I happen to follow one huge semi through Acton. Have no idea where they took the snow. Was that a good use of our \$ during these so very tough times?

Respectfully,
Sue C. Muller

3/2/11

To the School Committee,

I am an Acton resident with three children in the A-B public schools. The quality of their education has been high, and I appreciate the hard work of the School Committee, the administration, and the teachers in making that possible.

Funds allocated to the schools should be spent by the schools. If there is any money allocated for the schools that was not spent this year, I strongly encourage you to leave that money for the schools. Also, as town budgets remain pressured, I strongly encourage that you not look to cutting school budgets to relieve the pressure.

Thank you for the excellent job you do, and for your dedication to A-B.

Regards,
Andrew Rodwin

3/2/11

I think the schools should be able to keep money not spent, whether it was budgeted or sourced from the Federal Government education funding.

Thanks,
Steven Underwood

3/2/11

Hi Can't come to the Regional School meeting but just wanted to tell you that my vote is for the school to keep whatever money has been allocated them. Lots of luck:)

Sincerely,
Michelle Christensen

3/2/11

To whom it may concern,

As taxpayers in Acton for the past 20 years with two children who have gone through the Acton-Boxborough school system, we are absolutely in favor of keeping the allocated funds within our school system for the coming 2011-2012 year. As it is, parents in Acton pay considerable amounts in extra fees for sports, and the many other extra-curricular activities that add to the richness of our childrens' educations; which have considerable influence regarding acceptance to colleges.

Please count us as a KEEP THE FUNDS vote!

Thank you very much!

Sincerely,
The Dallmus Family

3/2/11

Hello Acton-Boxborough school committee,

We are unable to attend the school committee meeting tomorrow night. We want you to know that we think the schools should be able to keep the money, which was either budgeted for the schools and approved at Town Meeting, or comes from the Federal Government's funding for education.

We moved to Acton this year because of the schools. We want to make sure that they have whatever funds are necessary to provide the education that Acton is known for.

Sincerely,
Melissa and Kevin Spurr

3/2/11

Is it appropriate to use the PTO mailing lists (collected by the schools) to "lobby" parents to support one particular viewpoint about the allocation of funds?

Just wondering...

Allen Nitschelm

3/2/11

Schools should without a doubt KEEP the monies they have and that money should be directed toward NON special needs academic classes, college prep courses and academic guidance!

Kathy Stein

3/2/11

Dear members of the AB Regional School Committee,

I strongly support the schools retaining all of the funds budgeted for the schools and approved at Town Meeting. Further, all funding from the federal government which was intended for education should be used only for education.

I'd like to urge the school committee to hold firm on the funding and not yield to pressure from the Finance Committee to turn over school funding to the town.

Thank you for your service on the school committee.

Respectfully,
Greg Little

3/2/11

Please allow the AB Regional Schools to keep monies allocated, but not yet spent, that were originally budgeted and approved by town meeting and/or federally funded for education.

*Respectfully submitted,
Robyn Harding*

8.6.3.
A

Wednesday, March 02, 2011 2:32:14 PM

Title: RE: Budget is on School Web site : APS-ABRSD

From: John Petersen <john.s.petersen@verizon.net>

3/2/2011 1:41:30 PM

Subject: RE: Budget is on School Web site

To: 'Rob Schieni' <
<brsc@acton-ma.gov>

Attachments: Attach0.html

8K

Rob,

The best overview (as well as details) is on the SC portion of the school web site:
<http://ab.mec.edu/about/meetings.shtml>

You can follow the links associated with our 22 Jan meeting:

- **January 22** [[AB/JT Budget Presentation Agenda](#)]
- **Approved Minutes** [[Joint](#) | [APS](#)]
- Download School Committee Budget Binder:

[Budget Presentation Binder \(1 of 2\)](#)[Budget Presentation Binder \(2 of 2\)](#)

[Budget Presentation Slides \(1 of 2\)](#)[Budget Presentation Slides \(2 of 2\)](#)

Since Jan 22 there have been important changes to estimated state aid (Chapter 70) as well as expenses (Health Insurance Costs).

I appreciate your taking the time to review our budget.

Best regards,

John Petersen

From: Rob Schieni |

Sent: Wednesday, March 02, 2011 1:17 PM

To: brsc@acton-ma.gov

Subject: Budget

Where can I see the proposed budget?

Thank you,

Rob Schieni

8.6.4.
(A)

APS & AB Regional School Committees
Finance Committee
Board of Selectman

March 1, 2011

Re: School Budget Feedback

Dear School Committee and Town Board members,

After reflecting on the recent budget discussions at both the last APS and Regional School Committee meetings I would like to share my thoughts about several current topics of debate. I am troubled by the opinion of some Board members that unspent school funds, including Federal education grant monies, should be returned to the town as free cash and/or taxpayer relief, which suggests these funds are somehow in excess of what is currently needed for the day-to-day operation of our schools. Nothing could be farther from the truth. Anyone who attended the Saturday Budget Workshop and heard each principal present a list of essential unmet needs *not included in the proposed budgets* knows that these monies are not excess funds. Our current school budgets do not meet all of the basic operating needs of our schools. Our textbooks are out of date, our class sizes are some of the largest in the state, our schools have aging roofs and boilers that need to be replaced, our PTOs are funding some of the teaching staff. As a taxpayer I don't understand how we can responsibly recommend returning any of these educational grant monies to the town coffers at this time. I think we need to keep prudently reserved school funds in the school budget so that Dr. Mills, at his discretion, can meet some of these unfunded essential needs in our schools.

As you're well aware public schools face a host of unfunded and/or under-funded federal mandates. The Federal education grant monies districts received over the last two years were an effort to increase that funding and help towns maintain as well as invest in education in the midst of a severe economic recession. For the most part those grant monies were simply used to retain teachers as opposed to investing in or improving schools as the grants had originally intended. Dr. Mills and his staff prudently held some of those ARRA and Ed Job grant monies aside to help us weather what was anticipated to be a very difficult 2012. In addition, they cut nearly a million dollars out of the school operating budget over the last year to help see the town through what was anticipated to be a very difficult time. Some staff positions were eliminated in those cuts while some open positions were not filled to keep our operating costs down. There is no question that Dr. Mills and his staff have been fiscally conservative and responsible with our tax dollars. When making these difficult budget decisions Dr. Mills made it clear he was operating on the assumption that the schools and town needed to cut programs and services wherever possible to just get us through the coming year in one piece. However, the financial landscape has changed significantly in recent months. More state aid than originally anticipated appears to be forthcoming. It seems reasonable that as a town we should adjust our school budgets to better align with the current fiscal reality instead of holding peoples feet to the fire to maintain budget commitments made a year ago when the financial picture looked quite different than it does today. Dr. Mills has been very honest about the fact that had he known the financial picture was going to be as positive as it is today, he and his staff would have prepared a very different budget proposal for 2012 than they did. I'm not sure the Town Boards have really heard this message.

The current fiscal reality is that our town holds close to the maximum amount of reserves allowed by law. Given that situation is it right to continue to delay the purchase of essential school needs when educational grant monies are available in Dr. Mill's current budget to meet some of those needs? Is it right to be considering returning those educational funds to taxpayers when many basic needs continue to go unmet in our schools and money has not been allocated to meet those needs in the recently approved 2012 school budgets? Is it right to use Federally earmarked education funds for taxpayer relief? I think it would be irresponsible of us to do so because we have a responsibility to our children and to the taxpayers to maintain a healthy, well run, quality school system. It seems to me we should only consider returning funds to taxpayers after all of our fundamental school and town needs have been met. I would respectfully submit that many fundamental school needs have not been met at this time.

I would argue that while we're certainly not out of the woods yet, the brightening financial picture gives us the opportunity to let out a *small* collective sigh of relief and say, "Dr. Mills, we deeply appreciate that you were willing to sacrifice so much to help our town weather this storm. However, now that the economic situation is brighter than any of us could have hoped, we think it's appropriate for you to invest those prudently reserved Federal grant funds where they are most needed (and where they were intended to be used) to meet current fundamental needs in our school systems that have gone unmet for years." It is my sincere hope that we will continue to ask Dr. Mills to manage the educational funds currently in his possession, which he has so wisely overseen for the past two years. He and his staff know best whether those educational funds should be held in reserve for the schools or invested strategically to meet current unfunded needs.

Going forward from this point I hope we will encourage our school administrators to propose school budgets that include all of the districts' fundamental educational needs in a fiscally responsible manner. Because in the coming years we desperately need to start shoring up the foundation of our schools that many consecutive years of program, staff and service cuts have eroded. It is time to create a plan that eliminates the inequities in the funding of our elementary schools and removes the burden of classroom assistants' salaries from our PTOs' shoulders. It is time to invest in additional math and classroom assistants to help moderate the challenges of large class sizes. It is time to provide our teaching staff with the quality professional development they need and deserve. It is time to invest in the design of identified, quality in-district special education programs to reduce our long-term out-of-district placement costs and help as many of our students stay connected to their home community as possible. I hope that public conversations about how to do this will begin now so that we have a plan of action in place before the next budget cycle begins.

Thank you for considering my feedback on these important decisions. Know that I deeply appreciate how committed all of our School and Town Boards are to our community. I hope you will continue to work closely together to find creative solutions that are in the best interests of our children, our taxpayers and our community as a whole. Thank you for all of the time and energy you give selflessly to these important tasks.



Very sincerely,

Nancy Sherburne

8.6.5.
A

From:  ann sussman

>

Thu, Mar 03, 2011 11:57:00 AM  

Subject: re: concerns about School/Town planning

To:  <abrsc@acton-ma.gov>

Dear School Committee -

I was dismayed to learn that the School Committee meeting tonight was Scheduled at the SAME TIME as the Acton2020 meeting to get citizen input on the town's new master plan. Parents are being asked to be in 2 important places at the same time.

As I town, we are in a very week position if we do not integrate our town/school/residential growth planning.

One could make the argument, pretty easily I think, that Acton's school population today can not be supported by the Town's current tax base. Further, one could also make the argument, I think, that Acton's underfunded schools are a direct consequence of policies encouraging residential growth implemented in town planning 15 years ago.




I hope to make your meeting tonight.



Sincerely,

Ann Sussman

8.6.6.

(A)

From:  Kristan Smith-Park
Subject: For Tonight's Meeting
To:  <apsc@acton-ma.gov>
Cc:  "O'Sullivan, Deanne"

Thu, Mar 03, 2011 1:08:50 PM  

Attachments:  Attach0.html 2K
 sc letter from Douglas PTO Chairs.doc 55K

Dear School Committee,

As you re--vote the local budget this evening, we would like to remind you of a letter the Douglas PTO sent to you last year, and which is still very valid today. We encourage you to remember the private monies and time that are continually donated to the school system to meet the needs of our diverse school population. We encourage the School Committee to take stock of the state of our schools and respond accordingly by spending available monies on unmet needs and by increasing the town's financial support for teaching assistants.

Sincerely,

Kristan Smith-Park and Deanne O'Sullivan

Douglas Elementary School PTO co-chairs 2010-2011



CT DOUGLAS PTO

21 Elm Street
Acton, MA 01720

CT Douglas School Phone: 978-266-2560



Dear School Committee Members,

The PTO at the Douglas Elementary School is invested in ensuring that our children receive the excellent quality of education that Acton is known for. In order for this to happen, it is imperative that the school system strive to meet class size recommendations set by the School Committee. As you consider the budget elements for the coming year, we urge the School Committee to continue to focus on reducing the average class size in each grade and not to lose sight of the teaching assistant line item in the budget process.

The Douglas PTO uses the majority of our budget to fund teaching assistant hours. Each Acton elementary school chooses to fund assistant hours unique to their school depending on the PTO's philosophy, class size and available funds. In most cases, the total number of assistant hours provided by each school over recent years has remained stable or increased, but the balance between the contributions the appropriated budget makes compared to what each PTO funds, has changed considerably over the years. Each elementary school PTO is now providing a relatively larger portion of the assistant hours used than ever before. In addition, the cost of supplying those hours rises every year due to personnel associated costs. The task of supplying assistant hours in order to help maintain the quality of each child's educational experience falls increasingly on parent organizations, and this is of great concern to the Douglas PTO.

We hope that you will consider these concerns when making important budget decisions that will affect the future of the Acton Schools and we are grateful that we can rely on the School Committee to advocate for the needs of our students at the Town level.

We appreciate that the School Committee has worked to reduce class sizes in some grades in recent years. We request that the School Committee continue to focus their attention and budgets towards reducing the class-size pressures of teaching an increasingly diverse student population, thereby ensuring the excellent standard of education that is a hallmark of the Acton Public School and Acton-Boxborough Regional School System.

Respectfully submitted,

Cheryl Witty and Kristan Smith-Park
Douglas PTO Co-Chairs 2009-2010
Kristan Smith-Park and Deanne O'Sullivan
Douglas PTO Co-Chairs 2010-2011