



Acton Public/Acton-Boxborough Regional Joint School Committee Meeting

May 5, 2011

7:00 pm Joint SC Executive Session

7:30 Joint SC Open Meeting

at the R.J. Grey Junior High Library

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

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

**May 5, 2011
7:00 p.m. Joint Exec Session
7:30 p.m. Joint SC Meeting**

AGENDA

1.0 CALL TO ORDER – Joint School Committee

JT EXECUTIVE SESSION –to discuss strategy with respect to collective bargaining, AEA, OSA and AFSCME (approval and release of minutes) and to discuss strategy with respect to litigation

Joint School Committee meeting continues

2.0 CHAIRMAN'S INTRODUCTION

- Thank you to ABRHS School Committee student representatives
- Presentation of ABSAF Donation Check

3.0 APPROVAL of JOINT MINUTES and STATEMENT of WARRANT

- 3.1 Minutes of 3/24/11 Joint/AB SC meeting (*from last meeting*)
- 3.2 Minutes of 4/2/11 Joint SC meeting

4.0 PUBLIC PARTICIPATION

5.0 UNFINISHED BUSINESS

- 5.1 ALG Report –*Xuan Kong (oral)*
- 5.2 Acton FinCom Report – *Xuan Kong (oral)*
- 5.3 BLF Report – *Maria Neyland (oral)*
- 5.4 FY'11 and FY'12 Budget Update – *Steve Mills / Don Aicardi*
 - 5.4.1 Closing out FY'11 Budget and Superintendent's Purchasing Initiative
 - 5.4.2 5/5/11 Presentation Slides
- 5.5 Health Trust Report
 - 5.5.1 4/28/11 Meeting – *Don Aicardi*
 - 5.5.2 Health Insurance Open Enrollment – *Marie Altieri (addendum)*
- 5.6 Subcommittee Updates
 - 5.6.1 Policy – *Brigid Bieber*
 - 5.6.1.1 Bullying Prevention and Intervention Plan – revision accepted by DESE -. *Liza Huber (no vote needed)*
 - 5.6.1.2 Consider Need for New Policy re Use of School Buildings & Properties in Community Education – *Steve Mills*
 - 5.6.2 Long-Range Strategic Planning – *Steve Mills (oral)*
 - 5.6.3 Cost Savings Task Force – *Xuan Kong (oral)*
- 5.7 Class Size Task Force Update - *Amy Hedison (oral)*
- 5.8 Superintendent's Evaluation
 - 5.8.1 Process and Timeline, 5/7/11 due date for input
 - 5.8.2 Job Description, 2010-2011 Goals, Evaluation Form – *see 3/24/11 packet*
- 5.9 Regional MCAS AYP Update – *Liza Huber*
- 5.10 2011-2012 School Calendar revision – **VOTE** – *Steve Mills*

6.0 **NEW BUSINESS**

- 6.1 Recommendation to Approve ABRHS Cultural Exchange Trip to Spain 4/14 – 4/28/12 – **VOTE** – *Steve Mills*
- 6.2 Boxborough Town Meeting Plan – *Brigid Bieber (oral)*
- 6.3 Recommendation to Approve FY'12 TEC Bid – **VOTE** – *Don Aicardi*
- 6.4 Letter from Boxborough School Committee Regarding Regionalization – Brigid Bieber

7.0 **ISSUES FOR THE COMMITTEE**

- 7.1 School Committee Meeting Schedule, 2011-2012 – *Brigid Bieber*
- 7.2 Acton Boxborough Youth Soccer Field Development Proposal – *Steve Mills (oral)*

8.0 **FOR YOUR INFORMATION**

8.1 ABRHS

- 8.1.1 Discipline Reports – March 2011
- 8.1.2 Gifts from Adam Xiyi Miao, Lining Wu, Prakash and Sharda Jha to benefit the ABRHS Science Team's trip to the National Science Olympiad
- 8.1.3 Gifts from the following to benefit the Class of 2011's Community Service Day activities: Roche Brothers, Village Subaru (Santilli), Roopa and Vishnu Reddy, Joyce Contract Interiors, Dade Moeller & Assoc., Brookside Group, Inc., Acton Medical Associates, John Pullerits and Janet Weisenberger, and Wesson & Niro Eye Care

8.2 RJ Grey Junior High

- 8.2.1 Discipline Reports – March 2011 (*addendum*)

8.3 Pupil Services

- 8.3.1 ABRSD ELL Student Population, March and April 2011
- 8.3.2 On Team newsletter, April-May

8.4 Curriculum Update

See Budget materials

8.5 FY'11 Monthly ABRSD Financial Reports

8.6 Excess and Deficiency Notification for Acton-Boxborough

8.7 Dismissal Times for Last Day of School – June 21, 2011

8.8 All-Staff Retirement Party – June 9, 2011, 3:00-5:00, Wedgewood Pines Country Club, Stow

8.9 Correspondence from the Community

- 8.9.1 Public Records Request (M.G.L. Chapter 66, Section 10), 4/27/11, A. Nitschelm and C. Kadlec

- 8.9.2 Open Meeting Law Complaints (2), 4/27/11, A. Nitschelm and C. Kadlec

8.10 Enrollment Report – April 1, 2011

8.11 Superintendent's Health Advisory Meeting, April 28, 2011

8.12 Youth Risk Behavior Survey Presentation, May 11, 2011, *Dr. Carolyn Imperato*

9.0 **NEXT MEETINGS**

- May 9, Boxborough Town Meeting begins
- May 19, 7:30 pm APS SC Meeting at CONANT School
- June 2, 7:30 pm JT SC Meeting at RJGJHS Library (*new location*)

ADJOURN

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING
DRAFT MINUTES**

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

**March 24, 2011
7:00 p.m. Joint Exec Session
7:30 p.m. APS School Choice Public Hearing
7:40 p.m. Joint SC Meeting
followed by AB SC Meeting
followed by APS SC Meeting**

<i>Members present:</i>	Brigid Bieber, Mike Coppolino, Herman Kabakoff, Xuan Kong, Terry Lindgren, Sharon Smith McManus (7:05), Maria Neyland, John Petersen, Bruce Sabot (7:10)
<i>Members absent:</i>	none
<i>Others:</i>	Don Aicardi, Marie Altieri, Deb Bookis (7:30), Liza Huber (7:30), Steve Mills, Beth Petr

The Joint School Committee was called to order at 7:03 p.m. by Brigid Bieber and John Petersen, respective chairs.

JOINT EXECUTIVE SESSION

At 7:04 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, 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, OSA, and AFSCME and that the Open Meeting would reconvene at approximately 7:30 p.m..

At 7:04 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, 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, OSA, and AFSCME and that the Open Meeting would reconvene at approximately 7:30 p.m..

At 7:05 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 litigation.

YES (Bieber, Coppolino, Kabakoff, Kong, Lindgren, Neyland, Petersen)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the litigating position of the Board. She said the meeting was to discuss minutes regarding litigation and that the Open Meeting would reconvene at approximately 7:30 p.m.

At 7:05 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 litigation.

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

This was done after John Petersen declared that an open meeting may have a detrimental effect on the litigating position of the Board. He said the meeting was to discuss minutes regarding litigation 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.

The Acton-Boxborough School Committee was suspended and the APS SC meeting continued.

Acton Public School Committee Public Hearing: Participation in School Choice, 2011-2012

It was moved, seconded and unanimously,

VOTED: To approve the administration's recommendation that the Acton Public Schools will not accept any School Choice students in academic year 2011-2012 due to our large class sizes.

At 7:50 p.m. the Acton-Boxborough School Committee reconvened and the Joint School Committee meeting continued.

CHAIRMAN'S INTRODUCTION

Brigid Bieber stated that the Committee had just voted to approve executive session minutes and will vote on releasing them at their next meeting.

Brigid presented Sharon Smith McManus with an AB Chair and thanked her for her many years of service on the School Committees, PTSO and countless other committees and activities. Dr. Mills thanked Sharon for all of her invaluable help during his first year. Sharon thanked the Committee saying that the experience had been wonderful and she urged parents to get involved in their children's schools. John Petersen thanked Herman Kabakoff for serving the last nine months of Jonathan Chinitz's term. Herman was presented with a clock and thanked the Committee saying that this is his 18th year of serving on a board in this community, and this year has been a "real education". He thanked everyone who helped him get involved with the schools.

John Petersen reminded everyone to vote in the local election next week.

STATEMENT OF WARRANT

Warrant #11-019 dated 3/10/11 in the amount of \$1,441,664.47 and warrant #11-020 dated 3/24/11 in the amount of \$1,852,312.49 was signed by the ABRSC Chairperson and circulated to the AB Committee for signatures.

APPROVAL of JOINT MINUTES

Acton-Boxborough Regional School Committee

The minutes of 1/6/11 Joint/AB SC meeting, 1/22/11 Joint SC Saturday Budget meeting, 2/3/11 Joint/AB SC meeting with Finance Committees, 2/9/11 Joint SC Executive Session (Open Meeting section), 3/3/11 Joint/AB SC meeting, and 3/11/11 Joint SC meeting were unanimously approved as written.

Acton Public School Committee

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

The minutes of 1/6/11 Joint/AB SC meeting, 1/22/11 Joint SC Saturday Budget meeting, 2/3/11 Joint/AB SC meeting with Finance Committees, 2/9/11 Joint SC Executive Session (Open Meeting section), 3/3/11 Joint/AB SC meeting, and 3/11/11 Joint SC meeting were unanimously approved as written.

PUBLIC PARTICIPATION - none

UNFINISHED BUSINESS

5.1 Contract Negotiations Update

Brigid Bieber reported that an Agreement was reached with the AEA on 3/11/11. She apologized that the open part of the meeting that night was not able to be taped due to many conflicting activities. Brigid summarized the agreement and said that it was a lengthy process that achieved very important structural change. Don Aicardi ran through the financial impact.

Charlie Kadlec spoke from the audience. He asked if financial analysis had been done on the change from the ERI to the longevity agreement over the 10 years. John Petersen stated that many different types of analyses were done and that the community could be confident that the Subcommittee and School Committee did what they felt they needed to make informed and good decisions.

The executive session minutes for the negotiations will be released as soon as appropriately possible. Legal counsel is being consulted. An executive session is being planned prior to Acton Town Meeting to vote on releasing these minutes.

5.2. ALG Report

John reported that the ALG met on 3/9/11. He reported that on 3/8/11 the APS School Committee met and agreed to support the ALG plan as presented for FY12, but that they did not agree with the ALG number for FY13 and FY14. John and Xuan took back to the ALG that the increase should be 3.5% for FY13 and FY14. The APS School Committee believed that the ALG assumptions for FY12 and FY13 were low. One School Committee member was unhappy about this because the ALG was supposed to be a consensus.

5.3 Acton FinCom Report

Xuan reported on the recent FinCom meetings.

5.4 BLF Report

Maria Neyland reported that the BLF met on Tuesday and was presented information from the Long Range Strategy Planning Committee. BLF provided feedback. BLF is working on their deficit.

5.5 FY'11 and FY'12 Budget Update

Dr. Mills reported that the school budgets were supported by the Acton Finance Committee. At the next regularly scheduled School Committee meeting on May 5th, Dr. Mills will bring a proposed list of needs/recommended purchases above the level service budget for discussion and a vote by School Committee. This is based on the very real needs that were identified at Budget Saturday on 1/22/11. He believes there will be approximately \$400,000 of federal money available at the APS level and \$250,000 at the Region.

Don Aicardi said that the Chapter 70 money is not certain yet. The sense is that the numbers will come out late and may trend positively. Based on that trend, the Committee could use a more optimistic Chapter 70 number and move from 5% to 2%. This does not change the budget number, but would lower the assessment for Acton and Boxborough.

John Petersen moved:

That the Acton-Boxborough Regional School Committee adopt a more favorable posture and that the total appropriations 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 \$24,725,572, Boxborough \$6,177,519, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$6,494,689, Anticipated Charter School Aid in the amount of \$37,267, 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.

Herman Kabakoff seconded the motion.

Brigid stated that this motion assumes that the ABRSC endorses the ALG recommendation that the Chapter 70 recommendation be changed from 5% to 2%. Because the Regional School Committee had not discussed this yet, the Chair opened the discussion. She also asked, assuming this change is voted and approved, what happens if Chapter 70 aid comes in less. Don Aicardi said either expenditures would be reduced or more aid would be used. The Committee would have to revote on that decision. John Petersen said that to be clear, the School Committee's discussion needs to clearly reflect the Committee's views, not ALG's. There are people making very different assumptions. One member agreed that -2% is a reasonable assumption at this time. Another member disagreed and wants to stay with -5%. The Committee talked about the uncertainty of any financial predictions. Boxborough is still budgeting at 10%, not even 5%. A member advocated for sticking with the previously agreed upon plan and if the numbers come in better, then it can be spent.

Two members stated that ALG appears to be driving the Regional School Committee. It was asked what happens if the motion does not pass and it stays at 5%. Don said that that money would come in and flow to E&D. It was pointed out that four or five years ago, Chapter 70 funding did come in higher in May and it was used to hire more staff to address the 990 requirement. A member voiced concern about the future and the level of reserves. He felt this was a good opportunity to send some money back to the taxpayer. Another member said he would vote for this assessment because it does not change the budget, the same priorities exist in FY12. No one knows what the number will be.

Two Boxborough members were angry that the assessment amount planned to be used at the Acton Town Meeting was not the number that the School Committee voted on. They resented that the assumption could change without Boxborough's representation.

Another member stated that although he was torn about the assumptions, based on Dr. Mills' and others' recommendations, and that reserves are adequate, he supported the motion. Another member agreed with the Boxborough members that changing this number now is risky and it was important for the Regional School Committee to have the opportunity to discuss it. John Petersen referred to some census data that helped to convince him that lowering the assessment was important. One member concluded that he was upset with the attitude that an important budget number like this could be changed without regard to Boxborough, and that all members need to follow the regional agreement together.

The Acton-Boxborough Regional School Committee **VOTED** on the motion:

YES: Mike Coppelino, Herman Kabakoff, Xuan Kong, John Petersen

NO: Brigid Bieber, Terry Lindgren, Sharon McManus, Maria Neyland, Bruce Sabot,

Due to the Regional Agreement, Acton members receive two votes each, so the vote was 8 to 7 in favor of revising the assessment. The AB Budget Book for Town Meeting will reflect the new assessment.

5.6 Health Trust Report

John Petersen reported on the March 24th meeting.

5.7 Subcommittee Updates

5.7.1 Policy

5.7.1.1 Recommendation to Approve Revised Policy on Nonresident Tuition Rate (File: JFABA) – **SECOND READING**

Acton-Boxborough Regional School Committee

It was moved, seconded and unanimously

VOTED: to approve the revised policy on Nonresident Tuition Rate
(Terry Lindgren was out of the room.)

Acton Public School Committee

It was moved, seconded and unanimously

VOTED: to approve the revised policy on Nonresident Tuition Rate
New or revised policies take effect as soon as they are voted.

5.7.1.2 Recommendation to Approve Revised Policy on Field Trips (File: IJOA) - **SECOND READING**

Acton-Boxborough Regional School Committee

It was moved, seconded and unanimously,

VOTED: to approve the revised Policy on Field Trips (File: IJOA)

Acton Public School Committee

It was moved, seconded and unanimously,

VOTED: to approve the revised Policy on Field Trips (File: IJOA)

5.7.1.3 Bullying Prevention and Intervention Plan – revised 3/18/11

Liza Huber described how the Plan/Procedures were revised per the DESE request. An article in the Boston Globe mentioned all school systems that needed to make revisions. One of our changes was to specifically include that the principal is involved in our procedures. The revised Plan is now posted on our School Committee Policies website page.

5.7.2 Class Size – *see Task Force Update*

5.7.3 Long-Range Strategic Planning

Steve Mills reported that the Subcommittee is anxious to get their survey out in the public. Xuan is collecting stakeholder groups to be contacted. Let him know of any groups that should be included. A member asked how long range plans could be made with ALG's ability to change things. This will be included on the Committee's summer workshop agenda.

5.7.4 Cost Savings Task Force – Xuan Kong

Xuan reported that they continue to work on getting this report out by Town Meeting.

5.8 Class Size Task Force Update

Amy Hedison was thanked for submitting a number of good articles in this meeting's packet. This group had been incorrectly called a subcommittee and is now a task force.

NEW BUSINESS

6.1 Recommendation to Approve ABRHS Academic Decathlon Team overnight out of state field trip to National Championship in Charlotte, NC, 4/26/11 – 5/1/11

This approval is not needed due to the revised policy voted at this meeting.

6.2 Acton Town Meeting Plan

Because Brigid Bieber is from Boxborough, John Petersen will do the presentation. Comments should be sent to Brigid regarding the Regional presentation and to John for the APS presentation.

6.3 Recommendation to Approve ABRHS Science Olympiad Team overnight, out of state field trip to National Competition at the University of Wisconsin, 5/19/11 – 5/22/11

This approval is not needed due to the revised policy voted at this meeting.

ISSUES FOR THE COMMITTEE

7.1 School Committee Meeting Schedule, 2011-2012

Members should let Beth know of conflicts based on the draft meeting schedule.

7.2 Superintendent's Evaluation

The public is welcome to submit comments for the Superintendent's evaluation, in addition to the School Committees' input. Citizens may email John Petersen or Brigid Bieber.

7.3 Recent Showing of "Raced To Nowhere"

A member asked about the reaction to this 85 minute documentary about kids being unhealthily stressed out, competing against each other and developing disturbing behaviors. Dr. Mills was on the panel with a local pediatrician and ABRHS Counselor Todd Chicko. The inordinate amount of homework issue was a very hot topic. Some emails were sent to the School Committee about homework and Brigid welcomed feedback from the staff on the issue. Overriding courses and lack of sleep were also of concern. Dr. Mills said that he would not endorse a no homework policy because he respects how the schools make decisions collaboratively. Ten minutes per grade is the general homework rule in our schools. We must provide a world class education for those children that can do that. If they cannot do it, it is fine to step down a bit and still feel very good about that. An example from the parent of a child in Junior High was given where extraordinary homework was assigned to be done over February vacation. Dr. Mills disagreed with that. He stressed that a healthy balance is needed. A member asked why the School Committee was not asking for more counselors to help deal with this. Dr. Mills said that he would take responsibility for that and he agrees that we need more counselors and that the NEASC agreed. ABRHS Senior Michael Perry spoke from the audience. He said that now that he has gone through senior year, he sees how important it is to have access to your counselor. He said that appointments need to be made far in advance, and sometimes it was just not possible to get to see a counselor when you needed to. Mike was thanked for his valuable insight.

FOR YOUR INFORMATION

8.1 ABRHS

A Gift from Mr. and Mrs. Donald Meschisen to the Class of 2013 was recognized.

8.2 RJ Grey Junior High

Project Wellness was held on March 23rd. Dr. Mills attended and spoke very highly of the event.

8.6 Discussion of Special Education Parent Advisory Council's (PAC) Analysis of MCAS and Response to 2010 MCAS Analysis, AB Sped PAC Co-Chairs

Dr. Mills highlighted this report and thanked the Sped PAC and Liza Huber for addressing this issue. Bill Guthlein, author of the SpedPAC Report, spoke from the audience. He said that Dr. Mills made a comment that he has a laser like focus on educating kids and that we must use data to measure and assess progress. MCAS is one set of data that can be used. Bill encouraged the staff to use the Student Growth Model data as one more useful tool for educating children. He asked the Committee, "Do we educate our highest achievers, as well as our middle and lower achieving students? Are they all moving forward at the same level?" Bill said that these are questions that have to be addressed, and he hopes that this metric will become part of the ongoing discussion. John Petersen thanked Bill for a spectacular job of analyzing the data, but he also cautioned the use of data because it can be very difficult to know if data will have the desired effect. It is complicated to be responsive to data. There are restrictions. Another member asked Bill for questions that the data would answer in this report, he was not interested in solutions, but the questions that the data might answer.

8.7 Correspondence from the Community – the public was thanked for their valuable comments.

8.11 FY'10 ABRSD Auditor's Reports, Borgatti Harrison & Co.

Herman Kabakoff highlighted the "special initiatives" section of one of these reports saying that it put our schools in a very positive perspective for him. Brigid agreed, saying that we do have a district to be very proud of and many volunteers that commit so much and a community that expects a lot from the School Committee. It is a balancing act with taxpayers.

Xuan asked Don Aicardi for an update on our computer software and what his plans are for moving forward on the financial software. Don will respond at a future meeting.

Brigid offered another FYI, stating that Boxborough has been talking about their declining enrollment and how to deal with it. There will be forums soon to talk about: potential unionization (job sharing), regionalization with Acton, and opportunities to tuition students into the district. The public is welcome.

APS School Committee is suspended - AB SCHOOL COMMITTEE MEETING continued.

9.1 ABRSD Excess and Deficiency (E & D) Certification from MA DOR

Don Aicardi said that they have been answering questions from the DOR up thru this morning. They hope the E and D is wrapped up this week.

The Acton-Boxborough Regional School Committee adjourned at 9:53 p.m.

The ACTON PUBLIC SCHOOL COMMITTEE reconvened.

APPROVAL OF WARRANT

Warrant #201119 dated 3/22/11 in the amount of \$213,541.33 was signed by the APS Chairperson and circulated to the Committee for signatures.

APPROVAL OF MINUTES

The minutes of March 17, 2011 were unanimously approved as written. Terry Lindgren abstained because he did not attend the meeting.

KINDERGARTEN ENROLLMENT UPDATE

Dr. Mills began the discussion by stating that he made a mistake at the last APS School Committee meeting on 3/17/11. He thought that there was consensus that registration of 300 students was the agreed on number that determined 15 vs 16 Kindergarten sections. He understands now that last week was not the time to make that important decision. He should have considered the "Acton way" and let people process the information and weigh in prior to a decision. He respects this process.

261 children were registered for Kindergarten for 2011-2012, 6 are staff members, plus 15 extra that are expected to arrive before September, bringing the total to 282 children. This would represent 15 sections with 15-18 children in each. This would represent by far the smallest Kindergarten class over the past 20 years. Space for classrooms is another constraint when considering additional sections. It is also easier for parents to get their first choice with 15 vs 16 sections. This is a resource allocation issue. Moving from 16 to 15 sections frees up \$70,000 of recurring money because it lives on in the budget. He continues to recommend 15 sections and to buy permanently a math curriculum specialist with the savings. Many children will benefit from this specialist who will work under Deb Bookis and with the principals.

Marie Altieri presented the current data. Today we have 267 students registered. This is the smallest number in a very long time. We now plan on 282. With 15 sections that would be 18.8 students per K class. She is confident in the 282 number based on the past. We have not had 16 Kindergarten sections every year.

Marie and Dr. Mills met with the principals and Deb Bookis twice this week and they agreed on funding 15 Kindergarten sections and reallocating the \$70,000 to a certified math specialist/coach. Damien Sugrue, Principal at Conant School, spoke for all of the Principals and said that after thoroughly discussing the issues, they all agreed that 15 sections is appropriate and that they support the new math specialist based on all of their prioritized needs lists.

The Committee discussed how the new math curriculum position would be structured. While the job description has not been written yet, this new staff member will be valuable to assist with the new common core standards and particularly algebra in the 6th grade. Because the current staff is not totally familiar with all the current math publishers, the new specialist will help choosing new texts. Some curriculum coordination between 6th grade and junior high will also be very valuable. A math curriculum specialist is also needed to work with the special educators. Deb Bookis said that the coaching model is very popular because it is ongoing professional development and more immediate assistance to the students.

Dr. Mills, Marie Altieri and the Principals were thanked for their hard work on this issue this week.

Terry Lindgren wants to address class size guidelines and make kindergarten 20 students. He proposed that the Committee reduce the Kindergarten numbers down to 20 students per class. The motion was not seconded. Another member stated that this was not something to vote on but to reflect.

Another member asked how the Committee will know if this is having any positive effect in our elementary schools. Deb said that she will be able to see it when she is talking to teachers. The teachers need the time and training to do these assessments. The new standards will be hard for teachers to fully address. Steve Mills said that some of the struggles in the Junior High math classes developed in the elementary schools math instruction. This is a good question for consideration. One member suggested that a good answer to how to measure success could come from the candidate. He thanked the parents who wrote and came to the meetings.

Herman Kabakoff moved that we establish 15 sections for the incoming kindergarteners this year. The motion was seconded. Sharon McManus made a friendly amendment that the Committee reallocate \$70,000 that is not being used to support a math specialist. Herman accepted the amendment.

John Petersen said that the School Committee has general budgetary responsibility, but once funding is allocated, the School Committees only give advice to the Superintendent. He offered a friendly amendment that the School Committee enthusiastically endorse the Superintendent's plan. The amendment was accepted. If agreeable to Dr. Mills and the staff, the APS SC is excited about 15 Kindergarten sections and that one hole is filled in the APS system.

It was pointed out that there are other needs in the system and it is the obligation of the School Committee to discuss and try to fill these needs. This includes the issue of instructional assistants and when we have the discussion in the spring about extra money, Dr. Mills will present a proposal to fund them.

John Petersen said that there is no plan right now to cap the PTSO donations. Mike Coppolino clarified that the point he was trying to make at the last meeting was that most districts do not pay for personnel out of PTO funds. He said that at some point, the Committee has to put a stake in the ground. The PTOS are clearly stressed trying to raise such a large amount of money every year. Xuan wants to discuss funding of the assistants in May.

NEXT MEETINGS

April 4, 6:00 pm, possible AB and APS SC Meeting, ABRHS rooms 102/104 E

May 5, 7:30 pm, AB SC Meeting, JH Library

May 19, 7:30 pm APS SC Meeting at CONANT School

The APS School Committee adjourned at 11:00 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: See agenda attached.

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

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

Library
R.J. Grey Junior High School

March 24, 2011
7:00 p.m. Joint Exec Session
7:30 p.m. APS School Choice Public Hearing
7:40 p.m. Joint SC Meeting
followed by AB SC Meeting
followed by APS SC Meeting

AGENDA with addendum

1.0 **CALL TO ORDER** – Joint School Committee

JT EXECUTIVE SESSION – to discuss strategy with respect to collective bargaining, AEA,
and to discuss strategy with respect to litigation

AB SC meeting is suspended and APS SC meeting continues

7:30 p.m. Acton Public School Committee Public Hearing

Participation in School Choice, 2011-2012 – **VOTE** – Steve Mills

***Motion:** To approve the administration's recommendation that the Acton Public
Schools will not accept any School Choice students in academic year 2011-
2012 due to our large class sizes.*

AB SC reconvenes and the Joint School Committee meeting continues

2.0 **CHAIRMAN'S INTRODUCTION**

3.0 **APPROVAL of JOINT MINUTES and STATEMENT of WARRANT** (7:40)

- 3.1 Minutes of 1/6/11 Joint/AB SC meeting (*from last meeting*)
- 3.2 Minutes of 1/22/11 Joint SC Saturday Budget meeting (*from last meeting*)
- 3.3 Minutes of 2/3/11 Joint/AB SC meeting with Finance Committees (*from last meeting*)
- 3.4 Minutes of 2/9/11 Joint SC Executive Session (Open Meeting section) (*from last meeting*)
- 3.5 Minutes of 3/3/11 Joint/AB SC meeting (*addendum*)
- 3.6 Minutes of 3/11/11 Joint SC meeting

4.0 **PUBLIC PARTICIPATION** (7:45)

5.0 **UNFINISHED BUSINESS** (7:50)

- 5.1 Contract Negotiations Update – Brigid Bieber
 - 5.1.1 Memorandum of Agreement
 - 5.1.2 Press Release
 - 5.1.3 Handouts from 3/11/11 (*addendum*)
- 5.2 ALG Report – John Petersen/Xuan Kong (8:10)
 - 5.2.1 Draft minutes of 3/9/11 (*addendum*)
- 5.3 Acton FinCom Report – Xuan Kong (*oral*) (8:15)
- 5.4 BLF Report – Maria Neyland (*oral*) (8:20)
- 5.5 FY'11 and FY'12 Budget Update – Steve Mills / Don Aicardi (8:25)

- 5.5.1 Revised Table 6 and Recommendation to Approve Revised FY'12
ABRSD Budget and Assessments – **VOTE** - *Steve Mills*
- 5.5.2 AB Acton Town Meeting Budget Book (*oral*)
- 5.5.3 APS Acton Town Meeting Budget Book (*addendum*)
- 5.5.4 Link to the Acton Town Meeting Warrant: www.acton-ma.gov/warrant
- 5.5.5 Memo from D. Aicardi re Chapter 70 assumption (*addendum*)
- 5.5.6 ALG Plan Review 3/8/11, *John Petersen* (*addendum*)
- 5.6 Health Trust Report – *John Petersen* (*oral*) (8:40)
- 5.7 Subcommittee Updates (8:45)
 - 5.7.1 Policy – *Brigid Bieber*
 - 5.7.1.1 Recommendation to Approve Revised Policy on
Nonresident Tuition Rate (File: JFABA) – **SECOND READING** –
VOTE - *Maria Neyland*
 - 5.7.1.2 Recommendation to Approve Revised Policy on Field
Trips (File: IJOA) – **SECOND READING** – **VOTE** - *Brigid
Bieber*
 - 5.7.1.3 Bullying Prevention and Intervention Plan –revised
3/18/11. *Liza Huber* (*addendum*)
 - 5.7.2 Class Size – *see Task Force Update*
 - 5.7.3 Long-Range Strategic Planning – *Steve Mills* (*oral*)
 - 5.7.4 Cost Savings Task Force – *Xuan Kong* (*oral*)
- 5.8 Class Size Task Force Update - *Amy Hedison* (*addendum*) (9:00)
 - 5.8.1 Memo from Amy Hedison
 - 5.8.2 Quote from Secretary Duncan's speech to the AEI, 12/10
 - 5.8.3 Class Size Reduction, Myths and Realities
 - 5.8.4 Class Size in Early Education, Nat'l Institute for Early Education Research
 - 5.8.5 Class Size Research, HEROS
- 6.0 **NEW BUSINESS** (9:10)
 - 6.1 Recommendation to Approve ABRHS Academic Decathlon Team overnight out of state
field trip to National Championship in Charlotte, NC, 4/26/11 – 5/1/11 – **VOTE** – *Steve
Mills*
 - 6.2 Acton Town Meeting Plan – *Brigid Bieber* (*oral*)
 - 6.3 Recommendation to Approve ABRHS Science Olympiad Team overnight, out of state field
trip to National Competition at the University of Wisconsin, 5/19/11 – 5/22/11 – **VOTE** –
Steve Mills (*addendum*)
- 7.0 **ISSUES FOR THE COMMITTEE** (9:15)
 - 7.1 School Committee Meeting Schedule, 2011-2012 (*addendum*)
 - 7.2 Superintendent's Evaluation
 - 7.2.1 Process and Timeline
 - 7.2.2 Job Description
 - 7.2.3 2010-2011 Goals
 - 7.2.4 Evaluation Form
- 8.0 **FOR YOUR INFORMATION** (9:20)
 - 8.1 ABRHS
 - 8.1.1 Gift from Mr. and Mrs. Donald Meschisen to the Class of 2013 (*addendum*)
 - 8.2 RJ Grey Junior High
 - 8.2.1 Project Wellness on March 23rd (*oral*)
 - 8.3 Pupil Services
 - 8.3.1 ABRSD ELL Student Population, February 2011
 - 8.3.2 Thank You from Ayer and Shirley School Districts

- 8.4 Curriculum Update (*next meeting*)
- 8.5 FY'11 Monthly ABRSD Financial Reports - *See last meeting packet*
- 8.6 Discussion of Special Education Parent Advisory Council's (PAC) Analysis of MCAS and
Response to 2010 MCAS Analysis, AB Sped PAC Co-Chairs (*addendum*)
- 8.7 Correspondence from the Community
 - 8.7.1 Budget Vote
 - 8.7.2 Classroom Assistant Hours (*addendum*)
 - 8.7.3 Possible Reduction of Kindergarten Classes (*addendum*)
 - 8.7.4 Class Size (*addendum*)
 - 8.7.5 Class Size Discussion (*addendum*)
 - 8.7.6 Question on Setting Limits of PTO Funds (*addendum*)
 - 8.7.7 Teacher Contract and Crossroads Settlement (*addendum*)
 - 8.7.8 Time Has Come to End Homework in Acton's k-8 Classrooms (*addendum*)
 - 8.7.9 Moving our Educational Philosophy into the 21st Century (*addendum*)
 - 8.7.10 Fundamentals for 21st Century Planning (*addendum*)
 - 8.7.11 Question about FY12 School Budgets (*addendum*)
 - 8.7.12 Concern re: Kindergarten Sections 2011-2012 (*addendum*)
 - 8.7.13 Kindergarten, not "kinder-jungle" (*addendum*)
 - 8.7.14 Executive Sessions and Minutes (*addendum*)
- 8.8 Enrollment Report/Class Size Numbers – March 1, 2011
- 8.9 March/April Lamplighter at <http://ab.mec.edu/about/publications>
- 8.10 2010-2011 NCLB Report Card at <http://ab.mec.edu/curriculum/reportcard>
- 8.11 FY'10 ABRSD Auditor's Reports, Borgatti Harrison & Co.
 - 8.11.1 Management Letter
 - 8.11.2 Basic Financial Statements
 - 8.11.3 Independent Auditor's Reports

9.0 **APS School Committee is suspended - AB SCHOOL COMMITTEE MEETING continues**
(9:30)

- 9.1 ABRSD Excess and Deficiency (E & D) Certification from MA DOR - *Don Aicardi (oral)*

10.0 **AB School Committee adjourns - ACTON PUBLIC SCHOOL COMMITTEE reconvenes**
(9:35)

- 10.1 Approval of Minutes of March 17, 2011 (*addendum*)
- 10.2 Kindergarten Enrollment Update, *Marie Altieri*
 - 10.2.1 Kindergarten Class Size History (*addendum*)
 - 10.2.2 Class of 2024, Enrollment by School (*addendum*)

11.0 **NEXT MEETINGS** (10:00):

- March 29, 9am – 2pm, *MASC Day on the Hill* at the State House, Boston
- April 4, 6:00 pm, possible AB and APS SC Meeting, ABRHS rooms 102/104 E
- April 4, 7:00 pm, Acton Town Meeting begins, ABRHS Auditorium
- May 5, 7:30 pm, AB SC Meeting, JH Library
- May 9, Boxborough Town Meeting begins
- May 19, 7:30 pm APS SC Meeting at CONANT School

12.0 **ADJOURN** (10:15)

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS Draft Minutes**

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

**April 2, 2011
9:30 a.m. Joint Executive Session**

Members present: Brigid Bieber, Mike Coppolino, Herman Kabakoff, Sharon Smith
McManus, John Petersen, Xuan Kong, Terry Lindgren
Members absent: Maria Neyland, Bruce Sabot
Others: Marie Altieri, Attorney Peter Ebb, Steve Mills, Beth Petr

The Joint School Committee was called to order at 9:40 a.m. by Brigid Bieber and John Petersen, respective chairs.

APPROVAL OF MINUTES

The minutes of 1/26/11 were approved by the Acton-Boxborough Regional School Committee, followed by the Acton Public School Committee.

Draft minutes of 3/24/11 were distributed and will be voted on at the next meeting. A discussion of whether or not names should be attributed to comments included in open minutes will be included in the July workshop agenda. Prior to that meeting, members should let the Secretary know if they wish to have their name included with a comment made in an open meeting.

At 9:46 a.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 AEA, OSA, AFSCME.

YES (Bieber, Coppolino, Kabakoff, Kong, Lindgren, McManus, 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 purpose of the executive session was to discuss minutes of the contract negotiations with the AEA, OSA, and AFSCME unions and that the open meeting would reconvene for the sole purpose of adjourning.

At 9:46 a.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 AEA, OSA, AFSCME.

YES (Coppolino, Kabakoff, Kong, Lindgren, 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 minutes of the contract negotiations with the AEA, OSA, and AFSCME unions and that the open meeting would reconvene for the sole purpose of adjourning.

At 9:47 a.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 litigation.

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

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the litigating position of the Board. She said the purpose of the executive session was to discuss minutes that included litigation and that the open meeting would reconvene for the sole purpose of adjourning.

At 9:47 a.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 litigation.

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

This was done after John Petersen declared that an open meeting may have a detrimental effect on the litigating position of the Board. He said the purpose of the executive session was to discuss minutes that included litigation and that the open meeting would reconvene for the sole purpose of adjourning.

JOINT EXECUTIVE SESSION

At 12:20 p.m. the Committees were polled to go out of executive session and adjourned.

The Committees thanked all involved in organizing the many sets of minutes used.

Respectfully submitted,
Beth Petr

List of documents used: Draft minutes of 1/26/11 and 3/24/11

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

TO: Members of the Acton-Boxborough Regional School Committee
FROM: Steve Mills
DATE: April 29, 2011
RE: Executive Summary of Enclosed Powerpoint on Closing Out the FY11 Budget and My Long Anticipated Purchase Initiative

This document's purpose is to summarize the very important subject of closing out the FY11 budget and proceeding with an overdue purchasing initiative. Enclosed please find a 40 slide presentation that gets into the detail of this executive summary. At next Thursday's Regional and Joint School Committee meeting, Finance Director Don Aicardi will present the financials for both districts and my staff will make the case for the Acton-Boxborough Regional Schools' purchasing initiative. The detail for the Acton Public Schools' purchasing initiative will be presented at the local meeting on May 19th. The cogent points in this very positive and exciting time for our school districts that have positioned us in such a strong financial place at this time include:

1. We have worked hard to reduce \$970,000 from the FY'10 to FY'11 budgets. (I am glad to provide the details again if you like.)
2. Successful completion (on your part) has been accomplished of three negotiated labor contracts that positioned us favorably due to health insurance concessions and very modest cost of living increases moving forward.
3. The Town of Acton and the ABRSD combined to commit \$2 million in reserves to get us to level service budgets.
4. One time, last time federal stimulus money of approximately \$300,000 for APS and \$370,000 for ABR was received and used. They have contributed to positive fund balances in both districts by the close of FY11.

(Numbers in this summary are approximate. Exact details are in the powerpoint.)

Because of the four points above and the real teamwork between the School Committees, my talented staff, other leadership groups in Acton and Boxborough, and our union cooperation, we are in a unique place relative to other school districts at this time. Therefore, I intend to spend \$575,000 in APS and \$317,000 in ABR on nonrecurring items such as technology and textbooks as we close out this year. As I have said many times, please keep in mind, due to tightening budgets, that this purchasing initiative really involves three years, FY10, 11 and 12.

I also feel a responsibility to work to replenish the Town of Acton and ABR reserves, given that they provided a combined \$2 million so that we could get to a level service budget for FY12. Contrary to what some may think, I believe that replenishing town reserves is a very pro-school thing to do as we move into the future. Therefore, I hope to replenish the APS Free Cash by \$400,000 and ABR E&D by \$200,000 by the close of FY11.

This powerpoint is in your packet today so that you fully understand it by next Thursday. Please feel free to come in or email me any thoughts or questions you have so that we will be better prepared for next Thursday evening. We will have a similar process for the May 19th APS meeting.

Acton Public and Acton-Boxborough
Regional School Districts
FY'11 Year End Expenditure Initiative
May 5, 2011

Superintendent's Introduction
Dr. Stephen Mills

Introduction

Recent efforts to strengthen financial position:

- 1) Reduced \$970,000 from FY10 to FY11
- 2) Three labor contracts ratified that will provide real structural change & savings
- 3) Thankful for \$2 million in reserves that were used to maintain “level service” to offset weakened state revenue picture
- 4) Preparing for the end of an era of federal grant assistance to help our districts

Introduction

In December 2010, it was noted that significant “FY’11 Budget Capacity” would be available, if necessary, to balance the FY’12 budget.

- What was the source of this capacity?
- Why did it occur?
- How much will we have?
- How did we eventually balance FY’12?
- Are there additional needs that could be addressed with this capacity?

FY'11 Year End Balances: How should they be used?

- A. Use some of the FY'11 balances to “pay forward” selected FY'12 expenses out of FY'11?
(Out-of-District Tuition) (assumed in FY'12 Budget(s))
- B. Purchase on a priority basis requests not included in the FY'12 level service budget? (example: technology & textbooks) (INTRODUCED TONIGHT)
- C. Leave FY'11 balances alone and allow them to flow into Free Cash (APS) and E & D (ABRSD) to replenish reserves? (INTRODUCED TONIGHT)
- D. Some combination of above?

Acton Public and Acton-Boxborough
Regional School Districts
FY'11 Year End Expenditure Initiative
May 5, 2011

FY'11 Year End Review
Don Aicardi, Finance Director

Review of FY'11 Year End Surpluses

- FY'11 Year End Fund Balances were reviewed for both districts.
- Due to bottom line approval at town meeting(s), individual line-items can be over-expended or under-expended as long as appropriation in totality is not exceeded.

Review of FY'11 Year End Surpluses

The three most important observations:

- a) Non-recurring revenues have created significant positive year end balances;
- b) FY'11 vacancy factor savings continue to be generated in both budgets;
- c) Continue to see positive (i.e. lower than budgeted) spending trends maintained from FY'10 in the utility accounts. The trend of decreased electricity usage has convinced us to review the FY'12 utility budgets to determine if other priority needs might be addressed.

FY'11 Year End Surpluses

Acton Public Schools

From Recurring Sources: \$419k

From Non-Recurring Sources: \$702k

Current FY'11 Year End Estimate: \$1.121m

Year End Balance As A Percentage

Created By Recurring Sources:

Represents 1.6% of \$25.9m budget

FY'11 Year End Surpluses

Acton Boxborough RSD

From Recurring Sources:	\$297k
From Non-Recurring Sources:	<u>\$471k</u>
Current FY'11 Year End Estimate:	\$768k

**Year End Balance As A Percentage
Created By Recurring Sources:
.8% of \$38.2m budget**



Reasons For Non-Recurring Surpluses

Review of FY'10 & FY'11 Non-Recurring Funding Sources (Updated)

Acton Boxborough RSD

Expended during FY'10; “frees up” capacity by the close of FY'11:

Scheduling of Early Retirement Incentive **\$100k**

Grants That Were Awarded After FY'11 Town Meeting(s);
“frees up” capacity by the close of FY'11:

FY'11 ARRA SFSF (Awarded August 2010; Was
Used for Health Insurance) **\$37k**

ARRA IDEA Grants (Awarded March 2010; Was
Used for SPED Assistants and Tuition) **\$334k**

TOTAL \$471k

Review of FY'10 & FY'11 Non-Recurring Funding Sources (Updated)

Acton Public Schools

Expended during FY'10; “frees up” capacity by the close of FY'11

Scheduling of Early Retirement Incentive	\$120k
--	--------

Prepayment Out-of-District Tuition (3 Months)	\$268k
---	--------

Grants That Were Awarded After FY'11 Town Meeting(s);
“frees up” capacity by the close of FY'11

FY'11 ARRA SFSF (Awarded August 2010; Was Used for Health Insurance)	\$28k
--	-------

ARRA IDEA Grants (Awarded March, 2010; Was Used for SPED Assistants and Tuition)	<u>\$286k</u>
--	---------------

TOTAL \$702k

Use Of Capacity To Balance FY'12

Did we use some of this FY'11 capacity to achieve “level service” budgets for FY'12?

Yes!

If so, how much?

Use of Capacity to Balance FY'12

In order to help balance FY'12 budgets for both districts, both budgets were balanced based on the assumption that a portion of FY'11 budget capacity could be tapped to achieve “level service.”

How much FY'11 “Budget Capacity” was utilized to balance FY'12?

ABRSD	\$244k
APS	\$128k

Use to Balance FY'12

Why did we decide to use a portion of each district's "FY'11 Budget Capacity" to balance FY'12?

1. It allowed us to reach our goal of "level service" (no desire to reduce staff or programs).
2. There was consensus to use \$2 million in reserves to help support the FY'12 budgets. If FY'11 capacity was not used, more reserves (higher than \$2 million) might have been needed to achieve "level service."
3. Uncertainty existed over FY'12 State Aid revenue picture.

FY'11 Year End Surpluses

Acton Public Schools

From Recurring Sources:	\$419k
From Non-Recurring Sources:	\$702k
Less: Amount To Balance FY'12	<u>(\$128k)</u>
Current FY'11 Year End Estimate	\$993k

FY'11 Year End Surpluses

Acton-Boxborough RSD

From Recurring Sources:	\$297k
From Non-Recurring Sources:	\$471k
Less: Amount To Balance FY'12	<u>(\$244k)</u>
Current FY'11 Year End Estimate	\$525k

FY'11 Year End Balances:

What are the goals for using this capacity?

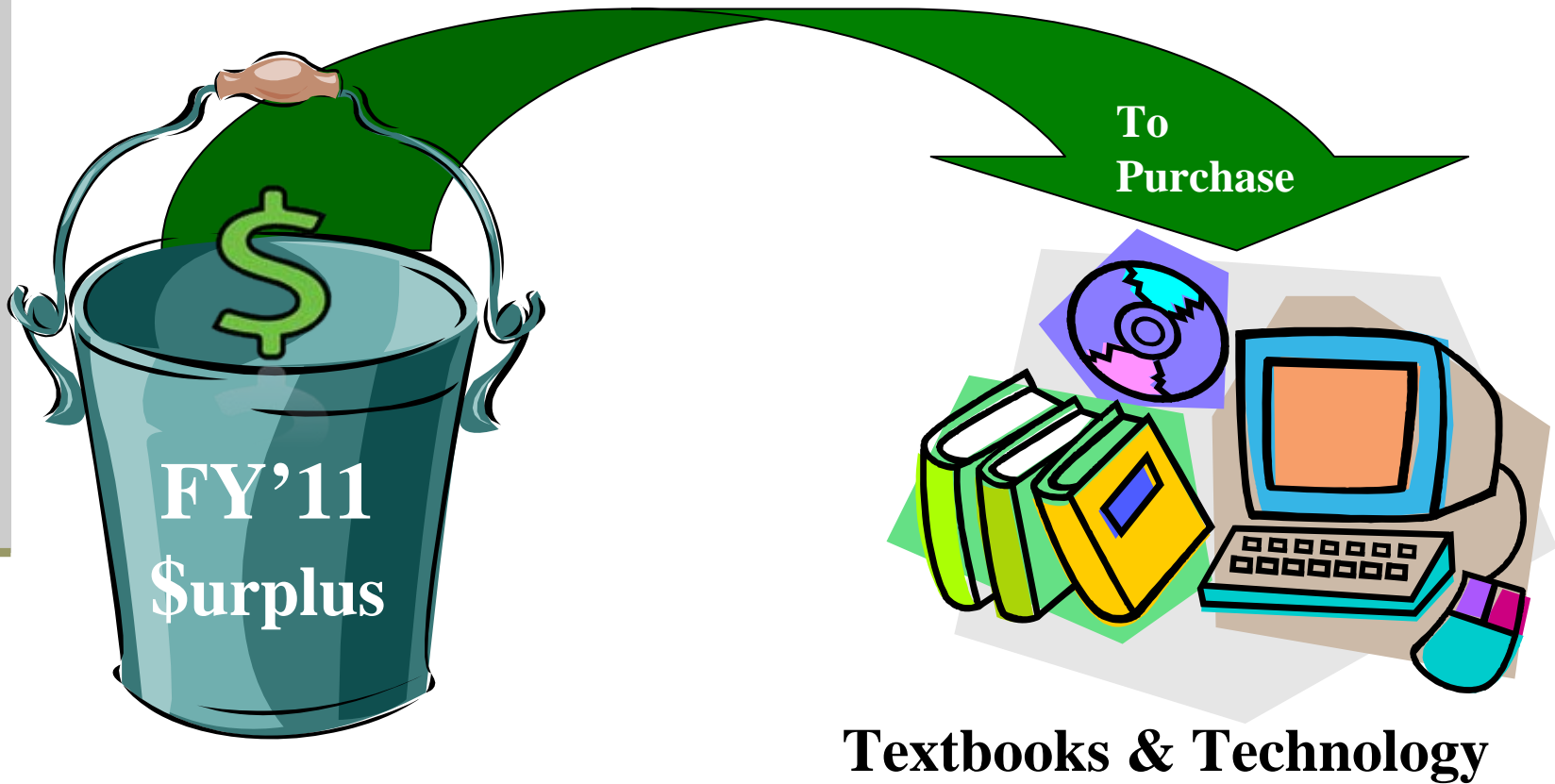
Highlights To Remember

- Level Service FY'12 Budgets now in place for both districts - thanks for the support!
- The majority of the non-personnel needs that will be requested tonight were outlined on January 22nd (FY'12 Budget Review Day).
Reminder: these requests were not included in the FY'12 “level service” budgets.

Highlights To Remember

- No formal vote is required tonight.
- All expenditure requests will follow the normal procurement process and will be paid from FY'11 funds; none would be paid using FY'12 funds.

Tonight's Proposal: Option B



TONIGHT'S PROPOSALS - Option B

To purchase non-personnel needs:

1. not included in the FY'12 level service budget
2. from balance of FY'11 “budget capacity” from non-recurring revenue.

FY'11 Year End Surpluses

Acton Public Schools

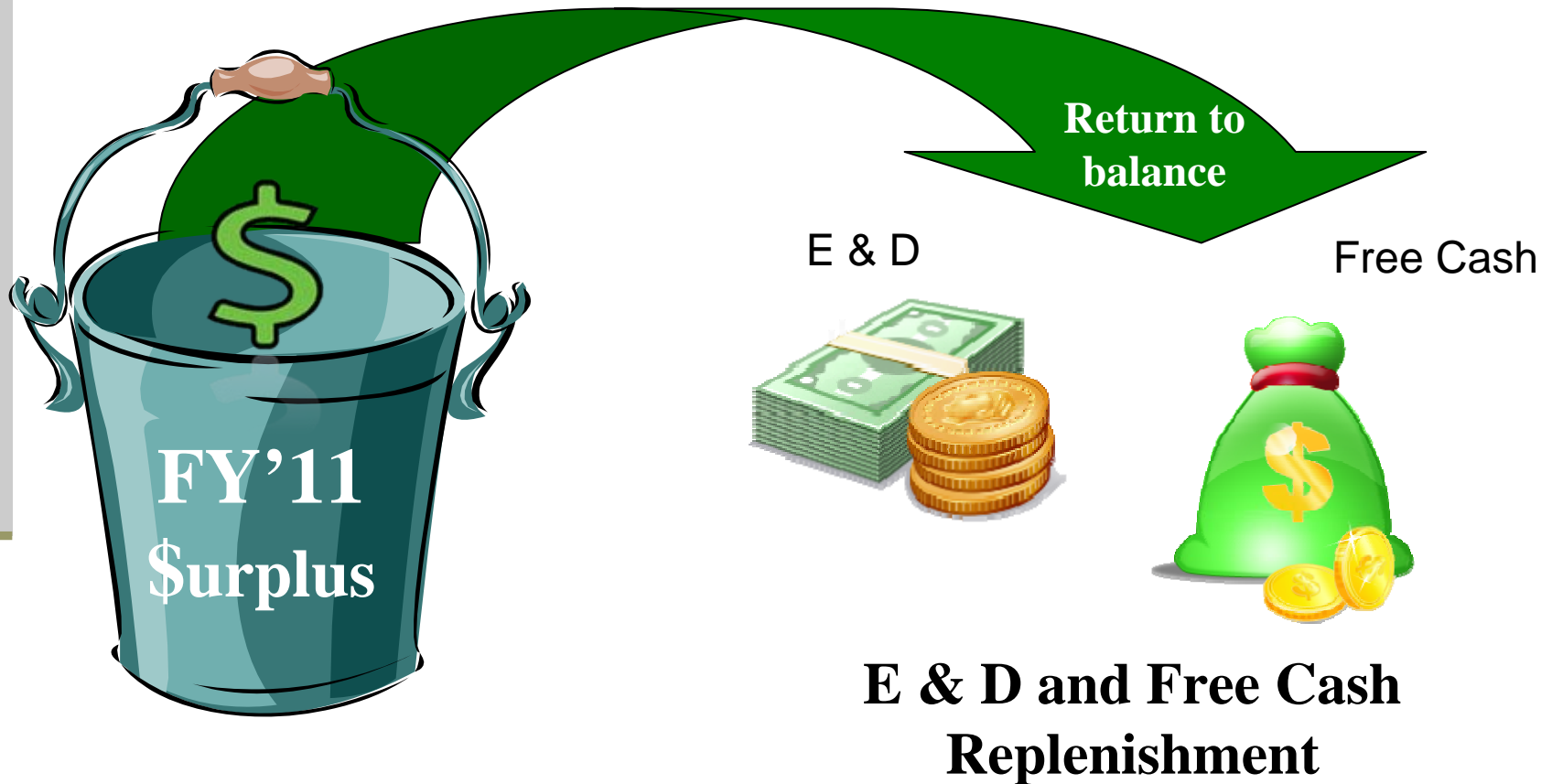
From Recurring Sources:	\$419k
From Non-Recurring Sources:	\$702k
Less Amount Used To Balance FY'12:	(\$128k)
Less Proposed Expenditures:	<u>(\$575k)</u>
FY'11 Year End Turnback Estimate	\$417k

FY'11 Year End Surpluses

Acton-Boxborough RSD

From Recurring Sources:	\$297k
From Non-Recurring Sources:	\$471k
Less Amount Used To Balance FY'12:	(\$244k)
Less Proposed Expenditures:	<u>(\$317k)</u>
 FY11 Year End Turnback Estimate	 \$208k

Tonight's Proposal: Option C



TONIGHT'S PROPOSALS - Option C

Once spending initiative proposals have been committed, allow the remaining FY'11 balances to flow into Free Cash (APS) and E & D (ABRSD) to be re-certified by the Department of Revenue.

TURNBACK ESTIMATES:

\$417k for APS

\$208k for ABRSD

REMINDER: \$2 million in existing reserves were used to support both FY'12 budgets: \$1.5m from Free Cash/NESWC and \$500k from E & D

Acton-Boxborough Regional School District FY'11 Year End Expenditure Initiative May 5, 2011

Prepared By:
Amy Bisiewicz, Deborah Bookis, J.D. Head, Alixe Callen,
Craig Hardimon

FY'11 Year End Expenditure Initiative- ABRSD (Senior High)

Item	Cost	Rationale
English – Trade Paperbacks	\$5,000	<ul style="list-style-type: none">■ Need for additional copies of paperback texts■ Promote life-long reading
Social Studies – AE Psychology Text Replacement	\$16,000	<ul style="list-style-type: none">■ Current text (2 editions) published in 1988 and 1993■ Current text does not reflect recent findings in field■ Need for electronic support materials
Science – CP Earth Science Text Replacement	\$12,000	<ul style="list-style-type: none">■ Current text 10 years old, does not reflect current findings in this dynamic and changing field■ Need for electronic support materials
Math – Additional Calculus	\$10,000	<ul style="list-style-type: none">■ Increased number of students enrolling in calculus■ New AE Calculus course being introduced next year

FY'11 Year End Expenditure Initiative- ABRSD (Senior High)

Item	Cost	Rationale
TV Studio	\$30,000	<ul style="list-style-type: none">■ Communications courses enroll average of 140 students per year■ Supports projects across the curriculum■ Vocational opportunity – ODP students■ Ability to tape and broadcast (internally and externally) special school and community events
13 SMARTBoards	\$27,000	<ul style="list-style-type: none">■ Provides interactive media for classrooms■ The “industry standard”■ Allows full use of electronic curricular materials
World Language - Spanish I, II, III	\$84,684	<ul style="list-style-type: none">■ Current text is outdated and creates outdated/offensive impressions of other cultures■ Current text contains grammatical errors which cause student confusion■ Need for electronic support materials
New Field House Floor	\$30,000	<ul style="list-style-type: none">■ Total Cost \$110,000: \$20k from Athletic revolving, \$60k from current FY11 Facilities budget; \$30k requested from one-time funds

FY'11 Year End Expenditure Initiative- ABRSD (Junior High)

Item	Cost	Rationale
Science	\$6,500	<ul style="list-style-type: none">• Current text (science Plus) activity based but lacks actual content• Requires teacher supplementation• New text provides better content readings and related activities
English	\$5,500	<ul style="list-style-type: none">■ Outdated titles■ Contemporary literature is no longer contemporary■ Reading selections lack breadth integral to effective development of the quality of literacy expected in these times

FY'11 Year End Expenditure Initiative- ABRSD (Junior High)

Item	Cost	Rationale
World Language (Spanish)	\$40,000	<ul style="list-style-type: none">• Outdated• Many grammatical errors which cause student confusion• Create outdated/offensive impressions of other cultures• Supplemental materials outdated (cassettes, records, etc)• No on-line component
Math	\$32,000	<ul style="list-style-type: none">■ No on-line component■ AE text 12 years old■ Honors text 9 years old■ Current texts do not reflect changes in standards■ New series will allow better alignment with high school

FY'11 Year End Expenditure Initiative- ABRSD (Junior High)

Item	Cost	Rationale
Social Studies	\$5,500	<ul style="list-style-type: none">• The study of the immigrant experience does not currently reflect the 21st century• Maps, videos, and current events materials are not up to date• Accuracy for many materials is dated and therefore questionable
30 Unit Netbook Mobile Lab	\$13,000	<ul style="list-style-type: none">■ Increase classroom-based technology integration■ 30 count provides 1:1 student to computer ration■ Current mobile lab have 20 units, students need to share a computer and not every student is able to work individually■ Provide greater availability of technology■ Provides resource to implement Google Apps for education (cloud computing)■ Improves transitions from school & home

FY'11 Year End Expenditure Initiative- ABRSD

- Total ABRSD Expenditure Initiative:

\$102k Junior High

\$215k Senior High

\$317k TOTAL

- Total ABRSD Revenues:

\$228k from FY11 from Non-Recurring
Sources

\$89k from FY11 Budget

\$317k TOTAL

FY'12 ABRSD Budget Status

Continuing to monitor:

- 1) Boxborough Town Meeting next week
- 2) Finalization of FY'12 State Revenue
- 3) Finalization of FY'12 Circuit Breaker Reimbursement
- 4) Positive Utility Trends From FY'10 & FY'11
- 5) Post Open Enrollment Health Insurance Changes

Acton-Boxborough Regional School District FY'12 Potential Changes

May 5, 2011

Dr. Stephen Mills

Potential Changes To FY'12 ABRSD Budget

FY'12 ABRSD Budget Will Be Considered by
Boxborough Town Meeting on May 9, 2011

Our current plan is to:

- a) Continue to review final FY12 revenues;
- b) Review changes in existing FY'12 expenditures;
- c) If possible, make recommendations to alter FY'12 budget to address unmet needs;
- d) **For June discussion:** potentially adding FTEs within existing FY12 budget

Potential Changes To FY12 ABRSD Budget

(Revised from January, 2011 Presentations)

OPTIONS BEING WEIGHED FOR JUNE DISCUSSION

For Junior High:

1.0 FTE “Student Support” Position	\$68,000
(Reading/SPED Teacher)	

For Senior High:

1.0 FTE “Student Support” Position	\$70,000
(Counselor/School Psychologist/SPED Teacher)	

Potential Changes To FY'12 ABRSD Budget

May: Review non-personnel spending proposals originating from the FY'11 budget & receive feedback on how to address unmet needs through potential FY12 budget revisions

June: Recommend changes to the FY'12 ABRSD budget to re-allocate budget capacity already approved for other unmet needs

Superintendent Wrap Up

Thank you for your support of the ABRSD FY12 budget.

We are happy to answer any questions that you may have.

Reminder

The recommended spending initiative plan for the Acton Public Schools will be presented at the May 19th meeting.

ACTON-BOXBORO RSD

ESTIMATED FY11 YEAR END CAPACITY
CREATED BY NON-RECURRING SOURCES

\$228,163

ESTIMATED FY11 YEAR END CAPACITY
CREATED BY RECURRING SOURCES

\$89,021

\$317,184

Funding Requests:

World Language: 7th and 8th Grade Spanish	<i>Junior High</i>	\$40,000
Science: 7th Grade Sets of Biology	<i>Junior High</i>	\$6,500
Social Studies Textbooks	<i>Junior High</i>	\$5,500
English Textbooks	<i>Junior High</i>	\$5,500
English Textbooks	<i>Senior High</i>	\$5,000
AE Psychology Replacement	<i>Senior High</i>	\$16,000
CP Earth Science Replacement	<i>Senior High</i>	\$12,000
New Calculus Textbooks	<i>Senior High</i>	\$10,000
New Field House Floor (Partial Funding)	<i>Senior High</i>	\$30,000
TV Studio (Basic Setup)	<i>Senior High</i>	\$30,000
SMART Boards (13 More Classrooms)	<i>Senior High</i>	\$27,000
Spanish I, II and III Replacement	<i>Senior High</i>	\$84,684
Mathematics: 8th Grade Honors and AE Textbooks	<i>Junior High</i>	\$32,000
Netbook Mobile Lab	<i>Junior High</i>	\$13,000

TOTAL \$317,184

Acton Health Insurance Trust Report

John Petersen

The Trust met on April 28, 2011

- Cash Flow Report (May) showed a favorable YTD variance of \$793K. For May alone there was an unfavorable variance of \$273K.
- Ruth Cvitkovich reported that the schools have seen a significant migration out of MHP (more than 80 enrollees in the current FY, less than 20 for the upcoming year). Final enrollment numbers and expected impact on Trust revenue will be reviewed at the May meeting.
- Trustees discussed the Mass Taxpayers report comparing the cost of GIC insurance to various municipal policies. It was noted that the deductibles associated with the GIC plan make the GIC appear more cost effective than it is in actuality. John Murray will provide Peter Savage with a list of comparable communities to Acton HIT. At the next meeting, the trustees will determine the format for the comparison of the various plans including the GIC.
- The Trustees discussed the house bill which would provide unilateral authority to make health care plan modifications outside of collective bargaining (for example copays). There was consensus that if such authority became available, the trustees would not make plan changes for the upcoming fiscal year. However, over the longer term, the trustees would use such authority to unify all our plan offerings (all copays, deductibles the same for all plans).

Next Meeting: May 19, 2011

**ACTON PUBLIC SCHOOLS ❖ ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

Administration Building, 15 Charter Road, Acton, MA 01720-2995 Phone: 978-264-4700 Fax: 978-264-3341

April 7, 2011

Pupil Services

School Committee Members:

I am happy to report that the Department of Elementary and Secondary Education (DESE) has approved the Bullying Prevention and Intervention Plan. As I reported at the March 24th meeting, our school had to complete specific and detailed requirements to meet the State requirements and offered a timetable for completion. Consequently, our prevention and intervention plan is approved and more robust.

The key to success of any plan or procedures is how we crafted the document. We had a multi-leveled and multi-involved task force, which included several meetings, discussions, review of literature and reaching out to the faculty, staff, parents and students for their input and advice. In a sense, this document became part of our school fabric and we owned it. That ownership is the most critical aspect of our work. Our goal has been, and is, to ensure a safe environment that is built on respect and tolerance for differences. The Bullying Prevention and Intervention Plan is simply one aspect of our district goals to create a safe atmosphere for student learning and achievement in each of our school's unique culture.

I want to thank the School Committee, the administration and its principals, the faculty, staff, students, home and especially the Task Force who spent endless hours in discussing, crafting, and reaching out to others to create a document that is owned by all, reflects the rights and obligations of civil rights, examines our school culture, and addresses our curriculum in areas of bullying and retaliation.

Thank you for the support and trust that you gave me during this process to move our schools forward in meeting the District's goals.

**Acton Public Schools
Acton-Boxborough Regional School District**

SUPERINTENDENT EVALUATION PROCESS - March 24, 2011

The Administrative Contract of Employment between the Superintendent of Schools and the School Committees states that the Superintendent will be evaluated on an annual basis. A written summary evaluation report will be distributed to all 2010-11 Committee members and the Superintendent. The Committees and Superintendent will meet within 30 days after the completion of the written report to discuss the evaluation.

The Committees and the Superintendent will meet in open session for the purpose of evaluating the Superintendent in the performance of his duties and responsibilities on behalf of the Acton Public and Acton-Boxborough Regional School Districts. This evaluation will be based upon the Superintendent's job description, the goals and objectives set for the year in which the evaluation occurs, and in accordance with the procedures established by the Committees for this purpose.

This discussion will be conducted with due regard for the value of praise and constructive criticism as tools for professional growth and improvement. All parties recognize the continuing need for mutual trust and understanding between the Committees and the Superintendent.

To meet the School Committees' contractual obligation to evaluate the Superintendent annually, an evaluation timetable will be promulgated jointly by the then current chairs of the Acton Public and Acton-Boxborough Regional Committee and distributed at the February meeting of the Regional Committee. Attachment 1 is the draft schedule for 2011.

The evaluation process will be managed by the chairs then current as of the February meeting of the Regional Committee. Participants will include Committee members as of that meeting.

At June Joint School Committee meeting:

School Committees vote summary evaluation and annual salary, effective July 1.

At July Joint School Committee workshop:

School Committees discuss Committee and system-wide goals for the coming school year.

At October School Committee meetings:

Superintendent presents the goals for the current school year to each Committee for acceptance.

At February School Committee meetings:

Superintendent presents an interim report on the status of the current year's goals

Attachment 1- Draft Schedule - Superintendent's Evaluation Timetable for 2011

1. February 2011 School Committee meetings
 - Superintendent presents an interim report on the status of the current year's goals.
2. March 24, 2011 Joint School Committee meeting
 - The following evaluation documents are distributed to Committee members:
 - a. Superintendent Evaluation Process document (including evaluation timetable)
 - b. Form to be used for the annual evaluation of the Superintendent of Schools
 - c. Superintendent's job description
 - d. Status report on the current year's goals and objectives
 - e. Copy of previous year's evaluation (if applicable)
 - The chairs issue a general public request for input on Superintendent's performance
3. May 5, 2011 Regional School Committee meeting
 - The Superintendent reports on the status of the current year's goals.
 - The following evaluation document is distributed to Committee members:
 - a. Updated status report on the current year's goals and objectives
 - The chairs issue another general public request for input on Superintendent's performance
4. May 12, 2011
 - Completed evaluations are returned to outgoing Committee chairpersons and the School Committee secretary. Outgoing chairs will then draft a summary evaluation report.
 - Public input received.
5. May 19, 2011
 - Draft summary evaluation is returned to School Committee members for their comments and suggestions.
6. May 27, 2011
 - Evaluation summary is finalized by the outgoing Committee chairpersons based upon comments received.
7. June 2, 2011 Regional/Local/Joint School Committee meeting
 - Superintendent's summary evaluation is presented and voted.
 - Superintendent's salary is voted.

Attorney General's Open Meeting Law Guide

http://www.mass.gov/?pageID=cagoterminal&L=3&L0=Home&L1=Government&L2=The+Open+Meeting+Law&sid=Cago&b=terminalcontent&f=government_oml_guidebook&csid=Cago#Executive

The Open Meeting Law requires public bodies to create and approve minutes in a timely manner. The law requires that existing minutes be made available to the public within 10 days upon request, whether they have been approved or remain in draft form. Materials or other exhibits used by the public body in an open meeting are also to be made available to the public within 10 days upon request.

There are two exemptions to the open session records disclosure requirement:

- 1) materials (other than those that were created by members of the public body for the purpose of the evaluation) used in a performance evaluation of an individual bearing on his professional competence, and
- 2) materials (other than any resume submitted by an applicant which is always subject to disclosure) used in deliberations about employment or appointment of individuals, including applications and supporting materials.

Documents created by members of the public body for the purpose of performing an evaluation are subject to disclosure. This applies to both individual evaluations and evaluation compilations, provided the documents were created by members of the public body for the purpose of the evaluation.

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

TO: Acton Public and Acton-Boxborough Regional School Committees
FROM: Steve Mills
DATE: 4/27/11
RE: MCAS AYP Update

I am pleased to report that the Department of Elementary and Secondary Education (DESE) has reconsidered our formal appeal regarding the regional school district's 2010 NCLB Accountability Status. As previously reported, our district did not make Adequate Yearly Progress (AYP) in English language arts (ELA) and mathematics for the special education group at the high school grade span, due to a clerical error in administrative reporting by one of our out-of-district schools.

Working closely with Mr. Kenneth Klau, DESE Division for Accountability, Partnerships and Assistance, the reporting error has been corrected and the district has been reverted to the positive No Status category. Mr. Klau has indicated that this change will be made prior to 2011 AYP reporting.

Our top priority for all students is achievement and we are all aware that MCAS is one way of measuring success for our students, the classroom and the school. While MCAS testing should never be the sole means for evaluation, we acknowledge that this data continues to offer helpful information in decision making in adjustments to our curriculum.

Thank you.

To: Acton-Boxborough Regional School Committee
 From: Deborah Bookis, Marie Altieri, Craig Hardimon, JD Head and Alixe Callen
 Date: April 28, 2011
 Re: School Calendar 2011-2012

As you know, we have been working to determine how best to build additional professional development time into our calendar and schedule. While there are lots of efforts underway, one proposal we have is to adjust the school calendar to provide some "late start" days for R.J. Grey Junior High School and Acton-Boxborough Regional High School. Currently, the junior high school has three early release days for students and the high school has two. Under the proposed plan, the high school would have one early release day and three late-start days for building based professional development and the junior high would have three early release days for conferences and two late-start days for building based professional development.

Late start days are preferable to early release days for a few reasons. One, they allow teachers the opportunity to work together when they are "fresh." Two, they provide students with the chance to garner additional sleep, which will assist with stress management. Three, they decrease the amount of time teenagers may spend unsupervised in the community on early release days.

We have researched the impact this would have on the bus schedules. We would need to add one additional hour of payment for bus drivers over the course of the year, which would result in an overall cost increase of \$1,044.

In addition, elementary school teachers and principals have asked to move one of the two fall conference early release days from Wednesday November 2 to Tuesday November 15. The original date of November 2 would mean that the students are off all day November 1 for Professional Development Day, followed by two half days. Also, both conference half days were scheduled on Wednesdays. By moving it to a Tuesday we will have more continuity of instruction for classes that happen only on Wednesdays.

Specifically, we propose the following schedule:

ABRHS

September 23rd - Late Start (HS only)
 January 5th - Early Release (JHS and HS)
 February 9th - Late Start (JHS and HS)
 March 8th - Late Start (JHS and HS)

RJ Grey

December 15th - Early Release (JHS only)
 December 20th - Early Release (JHS only)
 January 5th - Early Release (JHS and HS)
 February 9th - Late Start (JHS and HS)
 March 8th - Late Start (JHS and HS)

Elementary

October 26th - Early Release Conference Day
 November 15th - Early Release Conference Day

Attached you will see the originally approved calendar, and a new calendar for your approval.

Acton Public Schools

Acton-Boxborough Regional School District

SCHOOL CALENDAR, 2011-2012

Bold Underlined Dates = No School Days

APPROVED 12/2/10

Aug.	M	T	W	T	F	Teachers' mtg. - Aug 29	Jan.	M	T	W	T	F	Schools Open - Jan. 3
Sept.	29	30	31	1	2	Schools Open - Aug 30		2	3	4	5	6	Jr. High Early Dis. - Jan. 5
	5	6	7	8	9	No School - Sept. 2		9	10	11	12	13	Marlin Luther King Day - Jan. 16
	12	13	14	15	16	Labor Day - Sept. 5		<u>16</u>	17	18	19	20	Kindergarten Change-over - Jan. 23
	19	20	21	22	23	HS Early Dismissal - Sept. 23		23	24	25	26	27	School Days - 20
	26	27	28	<u>29</u>	30	Rosh Hashanah - Sept 29		30	31				
						School Days - 21	Feb.	M	T	W	T	F	
Oct.	M	T	W	T	F								
	3	4	5	6	7	Yom Kippur - Sat., Oct 8		6	7	8	9	10	Presidents' Day - Feb. 20
	<u>10</u>	11	12	13	14	Columbus Day - Oct. 10		13	14	15	16	17	Winter Recess - Feb. 20 -24
	17	18	19	20	21	Elem Early Dismissal - Oct 26		<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	School Days - 16
	24	25	26	27	28	School Days - 20		27	28	29			
	31						Mar.	M	T	W	T	F	
Nov.	M	T	W	T	F	Prof. Day - Nov. 1 (no school/students)							
	1	2	3	4		Elem Early Dismissal - Nov 2		5	6	7	8	9	HS Early Dismissal - March 15
	7	8	9	10	<u>11</u>	Veterans Day - Nov. 11		12	13	14	15	16	School Days - 22
	14	15	16	17	18	Half Day - Nov. 23		19	20	21	22	23	
	21	22	23	<u>24</u>	<u>25</u>	Thanksgiving Recess - Nov. 24-25		26	27	28	29	30	
	28	29	30			School Days - 18							
Dec.	M	T	W	T	F		Apr.	M	T	W	T	F	
				1	2			2	3	4	5	6	Good Friday - April 6
	5	6	7	8	9	Jr. High. Early Dis. - Dec. 15 & 20		9	10	11	12	13	Spring Recess - April 16 - 20
	12	13	14	15	16			<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	Patriots Day - April 16
	19	20	21	22	23	Winter Recess - Dec. 24 - Jan. 2		23	24	25	26	27	School Days - 14
	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	School Days - 17	May	M	T	W	T	F	
								7	8	9	10	11	Memorial Day - May 28
								14	15	16	17	18	School Days - 22
								21	22	23	24	25	
								<u>28</u>	29	30	31		
							June	M	T	W	T	F	
								4	5	6	7	8	Graduation - June 1
								11	12	13	14	15	Last day - June 14 - 21
								18	19	20	21	22	(depending on snow days)
								25	26	27	28	29	School Days - 10
													Total Days = 180 - 185

No School and Delayed Opening Announcements air on: <http://ab.mec.edu>

TV Channels 4, 5, & 7 and radio stations WBZ, WEIM

Delayed Opening - delayed starting time.

NO SCHOOL SIGNALS: 2-2-2-2 6:30 AM - No School ABRSD, 7-12, ALL DAY;

2-2-2-2; 7:00 AM - No School ALL Schools ALL DAY;

1-1-1-1 7:15 AM - No School APS, K-6, ALL DAY

School Committee Meetings:

A-B Regional - 1st Thursday, JHS Library - 7:30 PM;

APS Local - 3rd Thursday, JHS Library - 7:30 PM (exceptions: Oct.-Mar. @ Elem.

Schools). Check postings as locations may change.

6.1

To: Superintendent Dr. Stephen Mills and Members of the School Committee
From: Claire Dix, RDL World Language Department; Carrie DeBlois, Spanish teacher
and Suzanne Hogarty, Spanish teacher

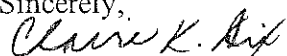
Dear Dr. Mills,

The other Spanish teachers at the high school and I are excited about the opportunity we have to offer a Spanish exchange next school year (2011-2012) with the Ramon Pignatelli Instituto de Educación Secundaria in Zaragoza, Spain. This is a wonderful educational opportunity for our students to spend two weeks living with a family in the city of Zaragoza, attending a Spanish high school, which is similar in size to AB, and visiting many tourist sites they have studied about in Spain. They, then, will host a student from that family for two weeks. There are many linguistic advantages to an exchange since it is understood that our students are there to improve their language skills and knowledge of another culture. They will have ample time in the evenings and on the weekends as well as during the day in school and while on excursions to practice Spanish. Cultural understanding and appreciation is developed not only through viewing the major cultural sites but through the everyday living in a familial context. Finally, participating in an exchange provides an economic advantage in that we will save money which would otherwise be spent for lodging and food. The proposed dates for our travel correspond to our April 2012 school vacation and the week after. The tentative plan now is: Ramon Pignatelli School to ABRHS: October 4-18 ; ABRHS to Spain: April 14-28. The Spaniards can come only in mid-October. In our case we have planned that our students miss as little time as possible. We plan to leave on the Saturday evening right before the vacation begins and we will return two weeks later. This means that our students will miss five days of classes.

We are currently working with Carousel Tours, with whom we arranged our 2010-2011 Spanish Exchange to Santiago de Compostela. At this point we are hoping to establish the best prices for airfare. The host families, on both sides, will provide all meals, including bag lunches for excursions, and costs associated with activities during the homestay. In addition to their airfare, and included in the total figure, are the costs for transportation, food and sight-seeing costs associated with the trip, in addition to personal expenses for snacks and souvenirs. Participating students cover the costs of the trip for chaperones from their school who bear the responsibilities of taking a group to a foreign country. With inflation, and the exchange rate at that time, this cost may vary somewhat. Keeping this in mind, we anticipate an overall cost of approximately \$2400-2600. At this time we are thinking of limiting our number of participants to 24. All chaperones speak fluent Spanish.

We hope that this trip meets with your approval.

Sincerely,



Claire K. Dix, Chairperson; Carrie DeBlois and Suzanne Hogarty
World Language Department A.B.R.H.S.

Acton Public Schools
Acton-Boxborough Regional School District
Acton, MA

OVERNIGHT, INTERNATIONAL and/or OUT-OF-STATE
FIELD TRIP PERMISSION FORM




Submit for Superintendent and School Committee approval

Please file at least four (4) weeks in advance for 1-3 day trips


Please file at least three (3) months in advance trips longer than 3 days and/or trips with per student cost greater than \$500.00




- Name of Teacher(s): Carrie DeBlois, Claire Dix, Suzanne Hogarty
- School: ABRHS
- # of Students going: Approx 24 # of Chaperones (gender): 3 (female)
Names of Chaperones: Carrie DeBlois, Claire Dix, Suzanne Hogarty
- Date(s) of Trip: April 14-20, 2012 School Time Involved: April 9-13, 2012
- Purpose of Trip/Destination: Cultural exchange to Zaragoza, Spain
- Have you taken this trip before? Yes, but not to Zaragoza
- Any special arrangements required (such as extra insurance, ADA accommodations)? No
- Cost per Student: (Please describe how the cost is determined.) \$2300-2500 (flights, housing, meals, transportation)
- Who will pay for the trip? Students + their families
- Has any fundraising been done? No If so, what? _____
- Are any parents driving? No If so, have appropriate insurance forms been filled out? _____
- Have you followed the procedure outlined in Policy IJOA? Yes
- Other comments:

<input checked="" type="checkbox"/> Approved <u>[Signature]</u> Principal	Not Approved	<u>4/7/11</u> Date
<input checked="" type="checkbox"/> Approved <u>[Signature]</u> Superintendent	Not Approved	<u>4/12/11</u> Date
____ Approved	____ Not Approved	____ Date
____ School Committee		____ Date

From:  "Sue Boswell, Carousel Tours" <hostandgo@charter.net> 3/28/2011 11:10:31 ...  

Subject: Re: Fwd: zaragoza

To:  Claire Dix

Attachments:  Attach0.html 3K
 AVI coverage summary.pdf 120K
 Travelers Insurance Informational Flyer.pdf 60K

Hi Claire -

All applications are now online: www.carousel-tours.com/applications.html

This is for hosting and traveling, as well as the chaperone applications. They can be completed at any time for the trip or hosting.

As to the insurance, we have the medical (summary attached). We provide links for trip cancellation insurance, and can include this in a quote if requested - but generally do not include the trip cancellation insurance, only international medical.

On 3/28/2011 11:06 AM, Claire Dix wrote:

Sue,

Can you send me as soon as you can the information regarding insurance protection that you have students take for this type of trip?

Also, can you send me the fomrs that you are using now: the initial application and whatever other forms you use?

thanks,
Claire

--

Sue Boswell

Carousel Student Tours, Inc
tel 978-835-0133

fax 508-564-4878

hostandgo@charter.net

www.carousel-tours.com

Travel Insurance

I. Carousel Student Tours, Inc. purchases comprehensive traveler's health insurance for international travelers. The plan includes medical and emergency medical evacuation coverage.

Below is brief summary of coverage:

- Illness or accidental injury
- Emergency dental treatment
- Transportation costs
- Luggage
- Third party liability

The insurance is activated once the group arrives at their destination.

II. Trip cancellation insurance provides the best protection for the investment that you have made for the trip. Trip cancellation insurance must be purchased individually. We highly recommend that you purchase this type of insurance and consider options for insurance with a "cancel for any reason" clause. Please note that most insurance companies require that you purchase cancellation insurance within 15 days of your initial deposit.

Two useful websites to purchase traveler's insurance are:



worldtravelcenter.com
Or call: 866-979-6753



insuremytrip.com
Or call: 800-487-4722

If you have any questions, please contact our office.



Carousel Student Tours, Inc.

PO Box 1404, Pocasset, MA 02559 tel : 508-563-9332 fax: 508-564-4878
Visit us at www.carousel-tours.com

PARTICIPANT TRAVEL INSURANCE COVERAGE SUMMARY

Coverage		Maximum Compensation	
A. Illness or Accidental Injury			
Cost of treatment		UNLIMITED	
- treatment and care		3 TO 6 MONTHS	3 MONTHS
STAY DURATION	OVER 6 MONTHS		
- psychological / psychiatric illness	US\$ 550.00	US\$ 275.00	Not covered
- physiotherapy / chiropractic	US\$ 400.00	US\$ 200.00	US\$ 200.00
B. Dental			
STAY DURATION	OVER 6 MONTHS	3 TO 6 MONTHS	3 MONTHS
- emergency dental treatment	US\$ 800.00	US\$ 400.00	US\$ 200.00
- dental treatment necessitated by accident		US\$ 600.00 per tooth for dental orthodontics whatever the stay duration	
C. Transportation Costs			
- ambulance in connection with treatment		UNLIMITED	
- medical evacuation to home country		UNLIMITED	
- repatriation of remains		UNLIMITED	
- family members traveling to the stricken or a seriously ill participant, including the cost of lodging		US\$ 2,000.00 / US\$ 4,000.00 maximum (1 person if hospitalized over 3 days) (2 persons if hospitalized over 7 days)	
D. Death Resulting From Accidental Injury		US\$ 15,000.00	
E. Disability Resulting from Accident		US\$ 75,000.00 maximum	
F. Emergency Return Transportation		UNLIMITED	
- in case of an accidental death or life-threatening illness / accident of the mother/father, the de jure or de facto spouse or of a sibling		UNLIMITED	
- travel expenses to visit the home country (see details p.15)		UNLIMITED	
- *return ticket to host country		UNLIMITED	
<i>(*) This coverage is granted only to participants enrolled in an academic study program of at least 8 months</i>			
G. Luggage		US\$ 3,000.00 maximum	
- personal effects including «theft prone» property (jewelry, cameras, MP3, etc...)		US\$ 1,000.00 maximum	
		US\$ 500.00 maximum per item	
H. Third Party Liability			
- personal injury		US\$ 1,000,000.00 maximum	
- damage to property (coverage may vary according to type of damage)		US\$ 500,000.00 maximum	
- legal expenses		included in H	
I. Assault		included in A & E above	
J. Disfigurement compensation		US\$ 17,000.00 maximum	

Note:

* Certain limitations and exclusions apply to the coverage outlined here; refer to individual sections of the Security Passport for further details.

** Any number of medical bills for an individual illness or accident may be submitted with each claim submission.

*** All benefits have been quoted in US \$ and have been converted from € based on 1 US\$=0.70€. These amounts may vary in accordance with fluctuations in the rates of exchange throughout the term of coverage.

**** In the USA, if you use a medical provider participating in the network, you do not need to make a payment to the provider at the time service is rendered. Call the Emergency Center to be referred to the nearest provider.

NO DEDUCTIBLE, NO CO-PAY, ALL THE ABOVE BENEFITS INCLUDED IN THE POLICY

Visits in and around Zaragoza

1. Teruel and Albaraccin. Guided visits. <http://www.albarracin.org/>
2. Dinopolis. Museo Paleontologico de Teruel.
<http://www.dinopolis.com/escolares.pdf>
3. Days out in Zaragoza. Foro Romano, La Basilica del Pilar, la Seo. Parque Expo del Agua.
4. Monasterio de Piedra, Calatalud. <http://www.monasteriopiedra.com/>
5. Monasterio de Veruela, Moncayo. <http://www.aragonesasi.com/veruela.php>
6. Castillo de Loarre. <http://www.castillodeloarre.com/>
7. Las Cinco Villas.
http://www.sosdelreycatolico.com/web/entorno/entorno_intro.asp
8. Fuendetodos. Casa Natal de Goya. Goya museum.
9. Muel. Famous for its ceramics.
10. Day trips by high speed train to Barcelona and / or Madrid. The train takes 1 hour 20 minutes.

Madrid: Palacio Real, Parque del Retiro, Museo del Prado, Plaza Mayor, Puerta del Sol etc.

Barcelona: Gaudi- Sagrada Familia, Puerto Olimpico, Paseo de Gracias (Gaudi architect), Picasso Museum, Rambla etc.

12. Bilbao (very long trip 4 – 5 hrs by coach) visit the Guggenheim Museum.

Madrid Itinerary

April 25: Leave Zaragoza in the morning (9am). Arrive in Madrid in early afternoon (Aprox 1 pm). Check into hotel (Hostal Don Diego in Barrio Salamanca – Same hostel where we stayed in April 2009). Have bus bring us to El Retiro. Students will have lunch there (bag lunch from families in Zaragoza), walk around, take rowboats out. Stay in Retiro until 3:30-4pm. Walk to Prado. Visit Prado (WITH TOUR GUIDE FROM THE MUSEUM) from 4:30-6/6:30. Walk to Sol. Free time (60-90 minutes) for students to explore area. Meet again at 8:30. Go to dinner at La Cervecería Alemana in Plaza Santa Ana. Go back to hostel and settle in for the night.

April 26 – Leave hostel at 9am. Take metro to Sol. Walk from Sol to Plaza Mayor. 30 mins (+/-) to explore Plaza and do some shopping. Visit the Mercado de San Miguel (just outside Plaza Mayor), if time. Walk to & visit la Catedral de la Almudena el Palacio Nacional (WITH GUIDE, IF POSSIBLE). Go to Casa Mingo for lunch (we can walk there if we have time – it's 2.2 km – Aprox 1 mile – from the palacio nacional). Reservation at 2:30/3pm? After lunch: Visit La Real Ermita de San Antonio de la Florida (final resting place of Goya, as well as being know as “Madrid's Cistine Chapel”. Hours of operation: Tuesday- Friday, 10am-2pm and 4pm-8pm. Saturday/Sunday: 10am-2pm. Closed on Mondays and holidays.) Walk to Plaza de España (1.4 km from Casa Mingo). Explore area. Free time? Visit Ópera (go into buildings, see architecture). Dinner: La Pallea Real (C/ Arrieta, 2, 28013 Madrid, Spain (34 915 42 09 42). Go back to hostel and settle in for the night.

April 27 – Take metro to Atocha. Talk about train station and the terrorist attack in 2004. Visit La Reina Sofia Art Museum (WITH GUIDE FROM THE MUSEUM). Visit for 1-1.5 hour. Visit the Real Jardín Botánico. Walk along the Paseo del Prado towards the Plaza de Cibeles. Walk up la Calle de Alcalá to Sol. Have lunch at El Museo de Jamón (Carrera de San Jerónimo, 1 Madrid, Spain 28014). After lunch, free time (1 ½ - 2 hrs?) in Sol to shop, go back to Plaza Mayor, and explore area.

Ideas for the afternoon:

1. Take metro to Las Ventas Bull Ring (easy to get there from Sol – stay on red line). Visit Museum there and see bull ring.
2. Visit the Debod Temple & take a ride on the Teleférico (both in the Ópera area)
3. Walking Tour (of a particular area?) – but we'll basically be on “walking tours” every day that we're in Madrid

- We probably have time to ride the Teleférico, visit the Debod Temple and go to Las Ventas, if we wanted (Ópera is also on the red line, so it would be easy to get from there to Las Ventas)

Dinner: Restaurante El Buey – There are 2 locations: Plaza de la Marina Española, 1, Madrid - 915 413 041 (which is in the Ópera area) or Calle General Diaz Porlier, 9, 28001 Madrid, España (which is less than 1 km from the hotel). Depending on where we decide to end our day, either could work into our plans.

The restaurant offers a menu for groups (see this website: <http://diaz-porlier.restauranteelbuey.com/grupos-y-eventos/menus-para-grupos/>). My friend who has eaten at this restaurant numerous times suggests that we get 2-3 first plates for every 4-5 students. The specialty of the house is the lomo de buey – which is what the 2nd plate is for the group menu. If we have any vegetarians (which we did last year), there is a pretty extensive non-group menu, (<http://diaz-porlier.restauranteelbuey.com/nuestra-cocina/a-la-carta/>) so we can order something off of that for the vegetarians. Dessert is included in the group menu. After dinner – back to hotel, go to bed, get rested for our flight home

April 28 – Leave for Boston.

Donald Aicardi
Director of Finance
Acton Public Schools
Acton-Boxborough Regional Schools
978-264-4700 X 3205

DATE: April 27, 2011
TO: Stephen Mills
FROM: Donald Aicardi
RE: FY'12 TEC Bid Recommendation

On January 21, 2011, classroom and office supply estimates for the Acton Public Schools and the Acton-Boxborough Regional School District were sent to The Education Cooperative (TEC) in Dedham. TEC compiles estimates from all member districts and does the bidding. On April 25, 2011, awards were made to the following companies:

Art Supply Wholesale
Blanco, G.A. & Sons, Inc.
Blick Art Materials
Cascade School Supplies
W. B. Mason
National Art & School Supply
Office Depot
Quill Corporation
Rasix Computer Center, Inc.
Riso, Inc.
Sheffield Pottery, Inc.
Skandacor Direct, Inc.
Standard Stationary
Tree House

The administration recommends that we accept these vendors for the TEC bid.



Boxborough Public School District

BLANCHARD MEMORIAL SCHOOL
493 MASSACHUSETTS AVENUE
BOXBOROUGH, MASSACHUSETTS 01719
Tel. 978-263-4569
Fax: 978-263-0477

DR. CURTIS A. BATES
Superintendent/Principal/Curriculum Director

DAVID A. COOK, Director of Pupil Services/Asst. Principal
CLARE JEANNOTTE, Business Manager

April 12, 2011

John Petersen
Chair, Acton Public School Committee
District Central Office
16 Charter Road
Acton, MA 01720

Brigid Bieber
Chair, Acton Boxborough Regional School Committee
District Central Office
16 Charter Road
Acton, MA 01720

Dear Mr. Petersen and Ms. Bieber:

I am writing on behalf of the Boxborough School Committee. About one year ago we contacted your committees to let you know that the Boxborough School Committee was engaged in a process of exploring ways to change our administrative structure for the Boxborough School District as a way to save costs but preserve the educational integrity of our district. At that time, a Feasibility Sub-committee recommended that we assess two new structural models and compare them to the existing model we had. The two new models were job sharing selected positions within the central office with another district and regionalizing with Acton from kindergarten through 12th grade, thus expanding the existing region. At that time, your committee agreed to support us as we explored the regionalization option.

For the past year, we have had subcommittees exploring these two options. We would like to thank administrators in the Acton Public Schools and Acton/Boxborough Regional School District for their support in this process. Recently, the subcommittees presented their preliminary findings to the Boxborough School Committee. We also held community forums to share the information and will present the information at our Annual Town Meeting in May.

At this time, I am reaching out to you to see if the Acton Public School and the Acton/Boxborough Regional School Committees are willing to work with us further as we better understand the potential for the regionalization option. Your support is important as we move forward since this type of change would not be possible without your collaboration.

I would like to point out that we have not made any decisions. At our Annual Town Meeting we will take a sense of the meeting vote to see if town residents are interested in us exploring both job sharing and regionalization further. As you know, regionalization is a complex process. Before we can move forward in deciding if this is the right strategy for the Boxborough School District, we would need much more in-depth information. Thus, your support and collaboration are critical.

I would be happy to discuss this at one of your meetings with you and your committees. Additionally, if you have any questions for me, I can be reached by phone at 987-828-2387 (cell) or by e-mail at mbrolin@boxboroughschool.org.

Thank you for your time and consideration of this matter.

Sincerely,

Mary F. Brolin
Chair, Boxborough School Committee

7.1

**ACTON and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS**
2011-2012

Meetings are held in the Junior High School Library unless otherwise indicated.

Acton-Boxborough Regional School Committee meetings are held on the first Thursday of the month;

Acton Public School Committee meetings are held on the third Thursday.

Meetings start at 7:30 p.m., unless otherwise noted and are posted online at <http://ab.mec.edu/about/meetings>.

July 27 (Wed)	Joint School Committee Workshop - 6 pm, Sargent Library, Boxborough, followed by Acton-Boxborough Regional Meeting, followed by Acton Public School Committee Meeting
September 1	Acton-Boxborough Regional School Committee
September 15	Acton School Committee @ DOUGLAS
October 6	Acton-Boxborough Regional School Committee Meeting
October 20	Acton School Committee @ MCCARTHY-TOWNE
November 3	Acton-Boxborough Regional School Committee @ ABRHS
November 17	Acton School Committee @ MERRIAM
December 1	Acton-Boxborough Regional School Committee
December 15	Acton School Committee
January 5, 2012	Acton-Boxborough Regional School Committee
January 19	Acton School Committee
February 2	Acton-Boxborough Regional School Committee (open budget hearing-required by law)
February 16	Acton School Committee (open budget hearing-required by law)
March 1	Acton-Boxborough Regional School Committee
March 15	Acton School Committee @ GATES
March 22	Joint Meeting (serves as April mtgs.)
May 3	Acton-Boxborough Regional School Committee
May 17	Acton School Committee @ CONANT
June 7	Acton-Boxborough Regional School Committee
June 21	Acton School Committee

To: Stephen Mills
 From: Larry Dorey
 Re: Discipline Report for March
 Date: April 1, 2011

There were 52 discipline referrals to the administration during the month of March. This total is up from 42 last year. 15 students were suspended this month, while 6 students were suspended during March, 2010.

Suspensions

Referral	2007	2008	2009	2010	2011
Abusive/Obscene Language			1		2
Alcohol Use	17			1	5
Computer Use	1				
Disrespectful	1			2	
Fighting			2	1	2
Harassment	4				
Leaving School Grounds		3			
Marijuana Use					4
Physical Aggression				1	
Possession of a Weapon	1		1	1	
Stealing		1			
Truancy Issues	1	1			
Weapons					2
Total	25	5	4	6	15

A list of all infractions for the month of March appears on the backside of this page.

c: Alixe Callen

Other Infractions

Infraction	2007	2008	2009	2010	2011
Abusive/Obscene Language	3		2		2
Academic Intg.		4	6	5	1
Alcohol use	17			1	5
C.H. Alcohol		6	5		
CH Drugs	1		1		
Computer use Violation	1				3
Disrespectful	1	2	2		
Disruptive/Uncoop Behav.	7	4	5	10	1
Drug Related				1	
Fighting			2		2
Forgery/Cheating	2	2			
Harassment	2		4	6	
Leaving School Grounds		15	4	7	12
Marijuana Use					4
Non Compliance w/school rules		3	2		1
Other		1	3	3	1
Out of school issue	1		8		2
Physical Aggression				5	
Parking Violations				2	2
Possession of a weapon	2			1	
Sexual Harassment	1				
Smoking on School Grounds			2		
Stealing		1			
Tardy		1			1
Teasing	1				1
Threatening	1				
Truancy	5	3	2		12
Vandalism	1				
Weapons	1		1	1	2
Total	46	42	48	42	52

To: Stephen Mills
cc: Brian Dempsey
From: Alixe Callen
Date: April 15, 2011
Subject: Donation

Prakash and Sharda Jha have donated \$100 to support the Science Team's participation in the National Science Olympiad in Wisconsin.

We would appreciate it if you would approve their donation.

Thank you.

To: Stephen Mills
cc: Brian Dempsey
From: Alixe Callen
Date: April 25, 2011
Subject: Donation

Adam Xiyi Miao and Lining Wu have donated \$50 to support the Science Team's participation in the National Science Olympiad in Wisconsin.

We would appreciate it if you would approve their donation.

Thank you.

To: Stephen Mills
cc: Kay Steeves
From: Alixe Callen
Date: April 5, 2011
Subject: Community Service Day Donations

The following have made donations to benefit the Class of 2011's Community Service Day activities:

Village Subaru (Santilli)	\$250
Roopa and Vishnu Reddy	\$250
Joyce Contract Interiors	\$250
Dade Moeller & Assoc.	\$250
Brookeside Group, Inc.	\$250
Acton Medical Associates	\$ 50
John Pullerits and Janet Weisenberger	\$ 50
Wesson & Niro Eye Care	\$ 50

We would appreciate it if you would approve these donations, which will be deposited into Fund 3328 – SHS Community Service Gifts.

Thank you.

To: Stephen Mills
From: Alixe Callen
Cc: Kay Steeves
Subject: Donation Received
Date: April 25, 2011

Roche Brothers supermarket has donated \$250.00 to support Community Service Day, which will be held in May 2011.

We would appreciate it if you could approve this donation.

Thank you.

ELL STUDENT POPULATION
Acton-Boxborough Regional School District
April 1, 2011

Category	Final Total as of 3/1/2011	Additions	Subtractions	Current Total as of 4/1/2011
RJG JHS	7	0	0	7
ABRHS	10	0	0	10
ABRSD TOTALS	17	0	0	17



Dear Parents and Guardians,

On April 8th our fifth annual parent workshop, **Social Action and Interaction – *Where does my child fit in?*** drew quite a crowd. From the verbal feedback we received from parents and guardians, this workshop was a remarkable success and gave helpful tips about social interactions and harmony.

As I reflected on this workshop, I felt that I had come away with some valuable information that I can use as a parent, as an educator, and as an adult. I thought it might be helpful to share them with you as I describe the workshop and the presenters. I always look for your feedback, your thoughts on this workshop, and what you feel is your take away message.

⇒ ***Integrating lives, culture and language in the Information Age***

Onyen Yong, an Assistant District Attorney and Director of Information Technology for the Middlesex County District Attorney's Office, described the world of technology today. Comparatively, this age of cell phones, lack of regulations, and the social medium for our children is relatively young and sometimes is feared (by us). This social medium includes instant messaging, social networking, chat rooms, webcams, interactive games, cell phones {texting, sexting, video}, You Tube, Webkinz, etc. We all know and have experienced that students have their own language that appears to be a "secret code". Yet, as a monitoring aid, we can learn that language by going to Google to help us interpret the "kid code".

We should not fear this age; we need to embrace it. When your child is playing, you monitor. When your adolescent goes out with friends, you monitor. When your child is on the Internet, you do the same – monitor. Assistant District Attorney Yong gave us some examples of sending photos on a camera phone and webcams. Webcams can be disabled. For example, SpectorPro for \$99 is a program that records everything, even keystrokes. It's a resource, but it is essential that you only put it on a computer that you yourself own.

I took away several messages: Internet safety, including cyber-bullying, is not a parent problem, a school problem, or a law enforcement problem, in and of themselves. As parents, we are responsible for our children's safety. We set rules and logical consequences to behaviors. We work as a team.

Indeed, the Information Age is exploding; imagine the generations that will follow us – how the challenges and assets of technology will affect their lives. We do our best; we embrace our fears; we learn with our children. The computer age has changed our lives, our culture and language.

⇒ ***Emphasizing the positives – addressing the pockets of challenges***

The aforementioned workshop helped me to conceptualize the next workshop: Social Thinking. **Pamela Ely** is the Chief Executive Officer/Owner of the Ely Center.

Pamela Ely shared with us an interesting slide on the essential skills of social communication. *All of her slides are available in hard copy. Please feel free to pick up your copy at the Pupil Services Office.*

BUBBLE THOUGHTS

A bubble thought can be a thought that is off topic, and therefore, not expected within a particular conversation, or it can be a thought that is mean, unkind, or simply a “red alert” topic (i.e. someone’s age, weight, or other topic that is personal in nature).

Would this be “expected?”

Would this be nice to say?

Is this an on-topic question, comment, or compliment?

ASD Training/Ely Center 2005

In the schools, we emphasize these social interactions in our curriculum by capitalizing on the application of executive functioning and social language

processing, always being sensitive to the child's sensory deficits. It makes me think how we apply Pamela's thoughts to application and practice. Even the smallest step counts – find one friend; find one special interest. In our school based friendship groups, described below in the next section, we use the same principles illustrated in Pamela's slide.



THE FRIENDSHIP GAME

Underlying any interaction with another or other individuals, is the Friendship Game. When one plays the friendship game, he/she will:





- Be nice
- Cheer each other on
- Give positives
- Stay w/group
- Take turns
- Think about others
- Help each other

ASD Training/Ely Center 2005 | 29

⇒ *Empowering children for a life long journey*

With these issues in mind, knowing about the issues of the Internet, the explosion of the Information Age and the pockets of challenges that exist among some of our students who present with social difficulties, especially in the areas of sensory, executive functioning and language processing, our last speaker, **Carol Wintle** hit home with her discussion about empowering children to help stop bullying at school. Carol has almost four decades of experience as a Bullying Prevention and Conflict Resolution Specialist, Child and Family Behavioral Health Clinician and consultant, teacher, trainer, and author of Empowering Children to Help Stop Bullying at School.

Students who get bullied are kids who may (but not always) have these characteristics:

- Have special needs
- Are not considered as the “cool kids”
- May be shy and quiet and usually are not assertive
- May have passive behaviors in their talk or actions
- May have few or no friends
- May be physically weaker (usually for boys)
- May be less attractive (usually for girls)

Although not all special education students are vulnerable, some are.

Preschoolers have an innate ability to tell their peers to stop when their peers' behaviors are inappropriate. This self-advocacy seems to disappear, as students get older and more sensitive (and subject) to peer pressure. Older students need role-playing and words to deal with bullying.

Students who typically bully are desperately seeking nurturance, need discipline, and profit from assertiveness training (they don't know how to behave differently). Carol Wintle shared with us that the school environment is a common place for bullying to occur. One child usually initiates it but others join in. Statistics show that

peers are present in 85% of all bullying incidents, but someone only intervenes 10% of the time. When a bystander intervenes, it is *effective within seconds*. Peer actions are the most powerful way to stop bullying.

It gave me opportunity to think through how we are helping children in our schools. Coordinated by the school psychologist, we customize our friendship groups that offer a mixed group of students who have similar skills, the opportunity to bond (make a new friend{s}) and develop new strategies for their social interactions (for example, taking turns, initiating conversations, how to compliment the other person, how to include others, etc.). This type of setting is important in learning and reinforcing social pragmatics. The school psychologist works with the classroom teacher and other specialists to add students to the group who would act as role models. This “modeling up” is salient in the reinforcement and teaching of social skills.

Our schools emphasize the school home partnership. This dyad facilitates the opportunity for the parent/guardian and teacher/specialist to brainstorm who may be a good friend for your child. Then, the parent/guardian may seize the opportunity to invite the new friend(s) to events, not just home. It’s manageable since interactions are easier because the focus is on the event, not each other at the home setting.

Talk (talk sensitively, patiently, and openly in a trusting relationship), explaining the rules (taking turns, being respectful, manners at the table, doing chores, etc.), using body language along with eye contact (turning away, saying “no”, etc.) are all ways to enhance social interactions. It’s a challenges, a 24/7 job for parents, but the schools are your partners – we are open for discussion and offer our help for all students, both in general and special education.

Bullying, cyber-bullying, and social thinking (taking the perspective of another) are the identified issues in this workshop. It gave us a moment to reflect on some of the challenges for social action and interaction with a few thoughts from our speakers as well as a few take away messages. I always try to take away one or two of these messages to add to my “tool box” as a parent, educator, and adult. Thank you for taking the same opportunity.

Liza

Liza Huber
Director of Pupil Services



Co-Chair: Nancy Sherburne (978) 635-0968 nsherburne@mindspring.com
Co-Chair: Bill Guthlein (978) 263-0610 william.guthlein@verizon.net
AB SpEd PAC Website <http://www.abspedpac.org>

8.5.

04/29/2011 13:54 | ACTON / BOXBOROUGH REGIONAL SCHOOLS
dkelly | FY11 OBJECT SUMMARY

| PG 1
| glytdbud

APRIL 29, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED

1000 GENERAL FUND							

01 SALARIES, TEACHING	15,863,388	-5,650	15,857,738	10,406,310.96	4,766,911.14	684,515.90	95.7%
02 SALARIES, PRINCIPALS	719,582	0	719,582	573,640.89	140,705.62	5,235.49	99.3%
03 SALARIES, CNTRL ADMN	424,885	0	424,885	361,966.73	83,599.52	-20,681.25	104.9%
04 SALARIES, SUPP STAFF	2,637,878	0	2,637,878	1,926,592.68	559,299.08	151,986.24	94.2%
05 SALARIES, ATHLETICS	411,494	0	411,494	330,291.02	64,947.48	16,255.50	96.0%
06 SALARIES, BUILDINGS	272,837	0	272,837	273,948.00	40,791.54	-41,902.54	115.4%
07 SALARIES, CUSTODIAL	765,337	0	765,337	597,335.74	131,557.23	36,444.03	95.2%
08 SALARIES, HOME INSTR	7,133	0	7,133	11,293.00	.00	-4,160.00	158.3%
09 SALARIES, SUBS	204,393	-9,500	194,893	202,382.69	1,620.43	-9,110.12	104.7%
10 FRINGES, COURSE REIM	28,000	0	28,000	16,028.00	500.00	11,472.00	59.0%
11 FRINGES, HLTH INSUR	5,639,686	0	5,639,686	5,108,609.28	.00	531,076.72	90.6%
12 FRINGES, OTHR EE INS	25,810	0	25,810	15,697.49	.00	10,112.51	60.8%
13 FRINGES, UNEMPLYMNT	27,000	0	27,000	83,960.64	.00	-56,960.64	311.0%
14 FRINGES, WORKRS COMP	96,300	0	96,300	83,746.15	.00	12,553.85	87.0%
15 FRINGES, PENSION	842,449	0	842,449	842,449.00	.00	.00	100.0%
16 INSTRUCT SUPPLIES	242,761	-1,700	241,061	172,675.99	12,856.60	55,528.41	77.0%
17 INSTRUCT TEXTBOOKS	123,931	0	123,931	62,912.45	11,831.77	49,186.78	60.3%
18 INSTRUCTIONAL, LBY	28,873	0	28,873	25,549.79	3,285.37	37.84	99.9%
19 OTHER, CAP OUTLAY	305,113	1,700	306,813	189,149.95	9,229.33	108,433.72	64.7%
21 OTHER, DEBT SERVICE	1,892,293	0	1,892,293	1,796,730.65	95,560.63	1.72	100.0%
22 OTHER, PROP/CASUALTY	96,062	0	96,062	80,585.85	.00	15,476.15	83.9%
23 OTHER, MAINT BLDG/GR	344,694	0	344,694	278,049.33	17,604.74	49,039.93	85.8%
24 OTHER, MAINT EQUIP	196,048	0	196,048	176,292.49	4,715.39	15,040.12	92.3%
26 OTHER, LEGAL SERVICE	129,776	0	129,776	96,951.79	11,565.41	21,258.80	83.6%
27 OTHER, ADMIN SUPP	569,615	15,150	584,765	331,881.50	67,760.18	185,123.32	68.3%
28 OTHER, ATHLETIC SUPP	62,885	0	62,885	56,980.60	59.17	5,845.23	90.7%
29 OTHER, CUSTODL SUPP	62,859	0	62,859	62,277.63	7,435.56	-6,854.19	110.9%
30 OTHER, SPED TRANSP	583,635	0	583,635	701,525.90	31,784.95	-149,675.85	125.6%
31 OTHER, STUDENT TRANS	626,628	0	626,628	461,502.39	96,757.09	68,368.52	89.1%
32 OTHER, TRAVEL	23,934	0	23,934	17,630.83	1,500.00	4,803.17	79.9%
33 OTHER, SPED TUITION/	3,301,333	0	3,301,333	2,346,296.62	1,058,513.99	-103,477.61	103.1%
34 OTHER, UTILITIES	1,422,403	0	1,422,403	996,133.04	55.34	426,214.62	70.0%
35 OTHER, SEWER	249,395	0	249,395	197,524.91	18,074.97	33,795.12	86.4%
TOTAL GENERAL FUND	38,228,410	0	38,228,410	28,884,903.98	7,238,522.53	2,104,983.49	94.5%
GRAND TOTAL	38,228,410	0	38,228,410	28,884,903.98	7,238,522.53	2,104,983.49	94.5%

** END OF REPORT - Generated by Denise Kelly **

NOTE: The following will be reclassified from Appropriated once monies are received and processed:
ARRA SPED IDEA \$ 9,168
Circuit Breaker Reimbursment \$177,941

04/29/2011 13:53 |ACTON / BOXBOROUGH REGIONAL SCHOOLS
dkelly |FY11 SPED PROGRAMS

|PG 1
|glytdbud

APRIL 29, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED

1000 GENERAL FUND							

07 SPECIAL EDUCATION							

05040701 51404 SPED DIRECTOR	46,504	0	46,504	37,464.00	9,098.46	-58.46	100.1%
05040702 51502 PUPIL SVC SECRETARY	50,518	0	50,518	40,481.52	9,535.14	501.34	99.0%
05050701 52430 SPED TRANSPORTATION	565,205	0	565,205	665,205.00	.00	-100,000.00	117.7%
05050701 52476 SPED TRNS MEDICAL A	0	0	0	8,640.00	23,760.00	-32,400.00	100.0%
05050702 51502 SPED SECRETARY	1,499	0	1,499	3,595.74	.00	-2,096.74	239.9%
05050703 52402 SPED TRAVEL	1,559	0	1,559	2,724.47	.00	-1,165.47	174.8%
05050703 52406 SPED POSTAGE	5,325	0	5,325	5,050.47	282.09	-7.56	100.1%
05050703 52410 SPED DUES AND FEES	298	0	298	357.16	.00	-59.16	119.9%
05050704 51630 SPED SUMMER ASST	1,426	0	1,426	19,962.90	.00	-18,536.90	1399.9%
05050705 51424 SPED HOME INSTR	7,133	0	7,133	11,293.00	.00	-4,160.00	158.3%
05050706 51409 TEACHER REFERRAL PR	0	0	0	80,624.38	7,485.28	-88,109.66	100.0%
05050706 52443 REFER TO SPECIALIST	196,862	-10,000	186,862	124,875.03	102,827.76	-40,840.79	121.9%
05050707 52409 SPED CONFERENCES	358	0	358	665.00	.00	-307.00	185.8%
05050708 54301 SPED OFFICE SUPPLIB	1,586	0	1,586	2,581.66	54.98	-1,050.64	166.2%
05050709 58708 O/L INSTRUCT EQUIP	12,102	0	12,102	18,937.85	130.00	-6,965.85	157.6%
05050710 52413 SPED MEDICAL SVCS	968	0	968	522.72	445.28	.00	100.0%
05050711 52484 SPED INDEP EVALUATI	3,873	0	3,873	.00	.00	3,873.00	.0%
05050713 52426 SPED PRIVATE DAY TU	3,301,467	-465,639	2,835,828	471,542.86	583,153.19	1,781,131.95	37.2%
05050713 52428 SPED RESIDENTIAL TU	0	0	0	639,324.06	291,972.51	-931,296.57	100.0%
05050713 52488 CIRCUIT BREAKER TUI	-643,580	465,639	-177,941	.00	.00	-177,941.00	.0%
05050714 52425 CASE SPED COLLAB TU	638,859	0	638,859	732,645.00	.00	-93,786.00	114.7%
05050715 52401 SPED LEGAL SERVICES	59,776	0	59,776	29,434.59	11,565.41	18,776.00	68.6%
05050716 52470 SPED OFF EQUIP MNT	968	0	968	990.31	.00	-22.31	102.3%
05050717 52471 SPED COPY EQUIP MNT	3,873	0	3,873	4,528.12	338.58	-993.70	125.7%
05050718 51618 BUS MONITOR	4,850	0	4,850	.00	.00	4,850.00	.0%
05050718 51646 SPED MEDICAL AIDE	18,430	0	18,430	27,680.90	8,024.95	-17,275.85	193.7%
05050719 52443 HOME TUTOR C/S	42,479	0	42,479	16,194.57	3,356.23	22,928.20	46.0%
14040701 51411 SPED CHAIRPERSON	90,246	0	90,246	74,022.90	17,976.99	-1,753.89	101.9%
14040702 51409 SPED OUT OF DISTR S	63,242	0	63,242	50,884.05	12,357.45	.50	100.0%
14040702 51416 OCCUPATIONAL THERAP	60,045	0	60,045	46,391.94	13,622.80	30.26	99.9%
14040702 51417 PHYSICAL THERAPIST	30,934	0	30,934	20,225.75	10,707.85	.40	100.0%
14050701 51433 SPED SUMMER PROG SP	72,750	0	72,750	25,916.51	.00	46,833.49	35.6%
14050702 52443 SPED ADAPTIVE PHYS	12,130	0	12,130	.00	.00	12,130.00	.0%
14050702 52483 SPED SPEC CONTR SVC	0	0	0	.00	495.00	-495.00	100.0%
14050703 52425 SPED OTHER COLLAB T	0	0	0	496,801.70	182,893.29	-679,694.99	100.0%
14050704 52402 OUT OF DISTRICT CAR	485	0	485	.00	.00	485.00	.0%
14050704 52407 TRANSLATION	0	10,000	10,000	4,874.34	3,300.66	1,825.00	81.8%

04/29/2011 13:53 | ACTON / BOXBOROUGH REGIONAL SCHOOLS
dkelly | FY11 SPED PROGRAMS

| PG 2
| glytdbud

APRIL 29, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
14050705 51602 SPED ADAPTIVE PHYS	116	0	116	.00	.00	116.00	.0%
TOTAL SPECIAL EDUCATION	4,652,286	0	4,652,286	3,664,438.50	1,293,383.90	-305,536.40	106.6%
28 SPECIAL EDUCATION/JH/SH							
14052801 58708 INSTRUCTIONAL EQUIP	86	0	86	.00	.00	86.00	.0%
15042801 51425 PSYCHOLOGIST	218,706	0	218,706	152,196.92	80,574.85	-14,065.77	106.4%
15042802 51408 SPED TEACHER	579,899	0	579,899	376,511.03	169,941.01	33,446.96	94.2%
15042803 51409 SPEECH/LANG TEACHER	82,647	0	82,647	66,904.69	15,742.31	.00	100.0%
15042804 51624 SPED EDUCATION ASST	175,944	0	175,944	53,305.80	18,581.18	104,057.02	40.9%
15052801 52417 SPED EVAL AND TRAIN	660	0	660	.00	.00	660.00	.0%
15052802 54305 SPED TEXTBOOKS	1,269	0	1,269	398.56	.00	870.44	31.4%
15052802 54334 SPEECH TEXTS	494	0	494	.00	.00	494.00	.0%
15052803 54302 SPED EDUCATIONAL SU	1,254	0	1,254	1,625.25	.00	-371.25	129.6%
16042801 51425 PSYCHOLOGIST	158,081	0	158,081	115,166.50	42,914.50	.00	100.0%
16042802 51408 SPED TEACHER	431,342	0	431,342	276,933.22	146,905.00	7,503.78	98.3%
16042803 51408 SPEECH/LANG TEACHER	109,302	0	109,302	75,832.58	33,469.62	-.20	100.0%
16042804 51624 SPED EDUCATION ASST	147,746	0	147,746	64,880.23	22,818.17	60,047.60	59.4%
16052801 54305 SPED TEXTBOOKS	1,325	0	1,325	480.36	.00	844.64	36.3%
16052801 54334 SPEECH TEXTBOOKS	497	0	497	762.97	.00	-265.97	153.5%
16052802 54302 SPED EDUC SUPPLIES	1,098	0	1,098	1,312.76	.00	-214.76	119.6%
TOTAL SPECIAL EDUCATION/JH/SH	1,910,350	0	1,910,350	1,186,310.87	530,946.64	193,092.49	89.9%
TOTAL GENERAL FUND	6,562,636	0	6,562,636	4,850,749.37	1,824,330.54	-112,443.91	101.7%
TOTAL EXPENSES	6,562,636	0	6,562,636	4,850,749.37	1,824,330.54	-112,443.91	
GRAND TOTAL	6,562,636	0	6,562,636	4,850,749.37	1,824,330.54	-112,443.91	101.7%

** END OF REPORT - Generated by Denise Kelly **

NOTE: The following will be reclassified from Appropriated once monies are received and processed:
ARRA SPED IDEA \$ 9,168
Circuit Breaker Reimbursement \$177,941

From: [REDACTED] recapdata@dor.state.ma.us

Friday, March 25, 2011 10:27:09 AM [REDACTED]

Subject: Excess and Deficiency Notification for Acton Boxborough

To: [REDACTED] bryan@mail.ab.mec.edu [REDACTED] Tess Summers

Attachments: [REDACTED] Attach0.html

3K

Massachusetts Department of Revenue Division of Local Services*Navjeet K Bal, Commissioner**Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs*

Friday, March 25, 2011

Sharon Summers
Business Manager
Acton Boxborough

Re: EXCESS AND DEFICIENCY - Acton Boxborough

Based upon the unaudited balance sheet submitted, I hereby certify that the amount of excess and deficiency or "E & D" as of July 1, 2010 for Acton Boxborough is:

General Fund	\$ 1,714,317
--------------	--------------

This certification is in accordance with the provisions of G. L. Chapter 71, §16B½, as amended. The unencumbered funds certified above in excess of five percent of the operating budget and budgeted capital costs for the succeeding fiscal year, must be applied to reduce the current fiscal year's assessment. For your district, this excess amount equals \$ 0.

This certification letter will also be e-mailed to the school superintendent, the board of selectmen in each member town and the city council in each member city immediately upon approval, provided an e-mail address is reported in DLS' Local Officials Directory. Please forward to other officials that you deem appropriate.

Sincerely,
Gerard D. Perry
Director of Accounts

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

TO: All Staff
FROM: Steve Mills
ON: April 26, 2011
RE: **DISMISSAL TIMES FOR LAST DAY OF SCHOOL - JUNE 21, 2011**

Dismissal times for Tuesday, June 21, 2011:

10:45 a.m. - Raymond J. Grey Junior High School

10:55 a.m. - Acton-Boxborough Regional High School

12:15 p.m. - Douglas and Gates Schools

1:00 p.m. - Conant, McCarthy-Towne, Merriam Schools

On Tuesday, June 21, elementary schools will follow the regular Thursday dismissal schedule.

On Tuesday, June 21, Junior High students will be attending an assembly at the High School and will be dismissed from the High School at 10:45 a.m. High School students will be dismissed on June 21 at 10:55 a.m. Buses will transport Junior High and High School students at this time.

In addition, please note that High School students will be dismissed at 10:55 a.m. after final examinations on June 16 through June 21.

Buses will be provided to transport High School students home at 10:55 a.m. on June 16 through June 21.

Lunch will not be available from the High School Cafeteria starting Thursday, June 16. High School students will need to make a request at the High School Office and lunch(es) will be sent down from the Junior High School.

Finally, it is expected that on June 21, the full range of services normally available to students shall continue to be available.

April 27, 2011

Mr. John Petersen, Acton Public School Committee
Ms. Brigid Bieber, Acton-Boxborough Regional School Committee
36 Charter Rd.
Acton, MA 01720

DOCUMENT REQUEST : This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10).

Dear Ms. Bieber and Mr. Petersen,

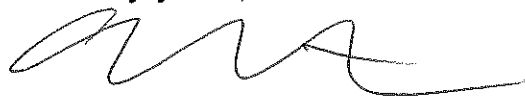
We are requesting that we be provided copies of all email communications between Acton Public School Committee or Acton-Boxborough Regional School Committee members and any other individual or group that relate to the AEA contract negotiation, between approximately January 1, 2009 and the present.

This request includes any private email accounts used by School Committee members for public business. Attached are examples of emails circulated to and from individual's private email accounts to show that members of the School Committee routinely use these to communicate School Committee business.

One set of documents would be sufficient. We prefer to receive electronic copies of the requested documents. If you expect the costs to exceed \$ 50.00, please provide a detailed fee estimate.

As you may be aware, the Public Records Law requires you to provide us with a written response within 10 calendar days. If you cannot comply with our request, you are statutorily required to provide an explanation in writing.

Cordially yours,



Allen Nitschelm
9 Marian Rd.
Acton MA 01720

Charles Kadlec
19 Paul Revere Rd.
Acton, MA 01720

Attachments: Copies of emails showing personal email accounts to conduct SC business.

From: Terry Lindgren <terence.lindgren@gmail.com>
Subject: **questions for this afternoon at 4:15**
Date: February 23, 2010 12:28:01 PM EST
To: Peter Montalbano <PMontalbano@mail.ab.mec.edu>
Cc: John Petersen <john.s.petersen@verizon.net>, Brigid Bieber <brigid.bieber@yahoo.com>, Marie Altieri <maltieri@mail.ab.mec.edu>

Please carefully talk through your proposal expressing the goal of the proposal and explaining the assumptions behind each piece of the proposal. Of specific interest is the answer to the question of why it is appropriate to assume that one should expect an increase every year.

Some specific questions for after you talk through the proposal are:

1. What is the AEA calculated difference in total compensation at the beginning of FY14 in AEA proposal as compared to NSC expressed as \$/median teacher? What percentage in salary growth does this represent over the 3 yr contract?
2. What is AEA calculated difference in 3yr total contract cost AEA vs NSC (assuming no change in employment, retirees replaced)?
3. Point of clarification: How would AEA like Supermax to appear in contract, provide sample table? We want to make sure we're talking about the same thing.
4. Why did the AEA propose no change to ERI?
5. Please explain whether you believe this proposal will support an argument in favor of an override at the end of the contract period. If the answer is yes, please explain how/why you think so.

thanks,
t

9-29
10

From: Terry Lindgren <terence.lindgren@gmail.com>
Subject: **Re: tomorrow morning**
Date: September 28, 2010 7:03:34 PM EDT
To: Terry Lindgren <terence.lindgren@gmail.com>
Cc: Brigid Bieber <brigid.bieber@yahoo.com>
1 Attachment, 42.7 KB

AEA starting ...cx (42.7 KB)

On Sep 28, 2010, at 7:02 PM, Terry Lindgren wrote:

Here is where I think the discussion on where the proposal is sits at this moment in time. I am neither for nor against this; but I think it reflects at least some of the thought in the NSC. What I hope is that that thought might be clarified to a degree that this simple table can be filled in unambiguously.

thank you all,

On Sep 28, 2010, at 12:00 PM, Brigid Bieber wrote:

Hello- I sent a note around last week, but no one responded for tomorrow morning, (although Beth did post a meeting for us).

So, are we on or not? Terry, assuming we meet, did you have something you were writing up to share with the group? Not sure how we left that.

Thanks everybody- Brigid

April 27, 2011

Mr. John Petersen, Acton Public School Committee
Ms. Brigid Bieber, Acton-Boxborough Regional School Committee
36 Charter Rd.
Acton, MA 01720

APR 28 2011 4:10:51

OPEN MEETING LAW COMPLAINT

Dear Ms. Bieber and Mr. Petersen,

On March 22-24, 2011, we requested copies of all minutes and exhibits from the School Committee's Executive Sessions related to recent contract negotiations with the school unions. This would cover a period of time roughly 1/1/09 to the present. This would include minutes and exhibits from the Executive Sessions of all subcommittees that dealt with these subject matters.

On April 16, 2011, we were given approx. 800 pages of documents in response to our request. It was stated to us on April 18 that this represented all materials that would be released. No list of missing materials or exhibits was provided as requested, although it was acknowledged that there were over a dozen missing documents and several redactions from what was provided.

We believe that the denial of all the missing Executive Session Records and Minutes, including sections of minutes that have been redacted, is contrary to the requirements of the Open Meeting Law, and we thus appeal their denial.

This should include, but not be limited to, the following records:

1. School Committee Executive Session Meeting of 3/4/10;
School Committee Executive Session Meeting of 5/3/10;
School Committee Executive Session Meeting of 7/28/10;
School Committee Executive Session Meeting of 3/11/11;

And any other School Committee Executive Session minutes not provided;

2. The School Committee's Negotiating Subcommittee Executive Session Meeting of 10/28/09;
The School Committee's Negotiating Subcommittee Executive Session Meeting of 11/25/09;
The School Committee's Negotiating Subcommittee Executive Session Meeting of 12/23/09;
The School Committee's Negotiating Subcommittee Executive Session Meeting of 1/13/10;
The School Committee's Negotiating Subcommittee Executive Session Meeting of 2/17/10;
The School Committee's Negotiating Subcommittee Executive Session Meeting of 3/3/10;

And any other School Committee's Negotiating Subcommittee's Executive Session minutes not provided (a total of approx. 10 sets were estimated to be withheld by B. Bieber email of 4/18/11 – See Exhibit D)

3. The following records were supplied with portions redacted. We challenge the validity of the redaction of these records and request that clean, non-redacted copies be provided for the following documents:

School Committee meeting of 6/3/10 (see Exhibit C)
School Committee meeting of 1/26/11 (see Exhibit C)
School Committee handout of 2/4/11 or 2/9/11 (spreadsheet, column totals under “# change FY11-13” and “% change FY11-13” whited out.) (See Exhibit K)

And any other records which have been redacted.

4. We would like to appeal any documents that have been withheld. According to B. Bieber's email of 4/18/11 (Exhibit D), approx. 5 such documents have been withheld.

1. GROUNDS FOR FIRST COMPLAINT – MINUTES THAT HAVE BEEN WITHHELD

In Ms. Bieber's email dated 4/18/11 (Exhibit D), she said that records were being withheld because of “attorney-client privilege[d].” However, since the scope of our request only included information related to the union negotiations, **and these negotiations have been completed**, there is no longer a valid reason to withhold any of this information, including legal advice to the School Committee from its

attorneys. Otherwise, the minutes could be withheld indefinitely under this pretext, which is contrary to the spirit and the letter of the Open Meeting Law.

Furthermore, given the Acton Public School Committee's and Acton-Boxborough Regional School Committee's recent Open Meeting Law violations (see Middlesex District Attorney's finding on April 13, 2010 of five separate Open Meeting Law violations by the Committees- See Exhibit E), the Committees should err on the side of transparency.

Furthermore, based on the minutes that have been provided to date, we do not believe that the schools have received confidential legal advice that are reflected in the minutes.

First, several minutes with the attorney present have been released. Having the attorney attend the meeting evidently does not automatically result in the minutes being withheld.

Second, several sets of minutes with redactions have not had the attorney present at the meeting (see Exhibit C.) How can one claim attorney-client privilege when the attorney is not even present?

Third, most sets of minutes are sparsely detailed. If the attorney is giving specific legal advice, he can do so in a confidential memorandum that does not need to be disclosed. When two- or three-hour meetings are reported in four sentences, we doubt any confidential legal advice is being reported.

And if there is specific confidential legal advice, the School Committee can argue for the redaction of that specific section. Withholding entire sets of minutes from release is clearly unwarranted.

We believe that the School Committees' citation of attorney-client privilege is an excuse. It was stated publicly (and one set of minutes confirms (3/24/11—see Exhibit B)) that the schools believe documents may be withheld because of "future contract negotiations." We believe this is the real reason the School Committee wishes to withhold these minutes.

This excuse could be used to withhold all minutes, however, since anything done today will affect tomorrow. At the March 24, 2011 School Committee meeting, Mr. Petersen opined that this argument could prevent the minutes' release "in perpetuity."

The reality is that new contract negotiations will not start for at least a year and new contracts will not take effect until July, 2013. Future School Committees are not bound by any decisions made now, and therefore we challenge this as a valid reason to withhold these documents.

Based on the changing excuses for not releasing these minutes, and the School Committee's recent history of violations, we ask that all materials be released as originally requested.

2. GROUNDS FOR SECOND COMPLAINT – LACK OF DETAIL OF SPECIFIC MINUTES

The minutes that were provided to us are often lacking in the detail necessary under the law. In some cases, it is impossible to determine what has transpired during the meeting, who was actually present, who expressed what opinion, or even whether a quorum of members was present to conduct negotiations. In several cases, two- or three-hour discussions are summarized in just a few sentences. This deprives the public from knowing what really transpired at these meetings.

We refer you to the Open Meeting Law (OML) briefing on the Acton Town website. On page 30, it specifically states that all minutes must contain a "Summary of matters discussed." It is not OML compliant to include in minutes a statement such as "A lively discussion was engaged in by those present" without summarizing who said what, as occurred on 2/23/10, for example (see below and Exhibit H).

We submit that the following minutes (or meetings) suffer from these deficiencies and request the original meeting notes for these meetings be provided. These are required under the public documents law to be kept for at least 3 years so long as they differ substantially from the approved minutes.

Alternatively, the Committees could revise the minutes to make them much more descriptive.

If the minutes are not going to be revised and the original notes taken for the minutes are unavailable or will not be released, please let us know as soon as possible so we may submit a timely appeal to the Attorney General's office.

A. School Committee Minutes:

11/4/10 "One NSC member stated..." Which NSC member? (See Exhibit F)
12/2/10: "A member asked..." Which member?
1/22/11 "Two members stated..." Which members?
1/26/11 "A member said..." Which member?

B. Negotiations Subcommittee Minutes:

11/13/09 "They retired to another room and discussed the presentation." What was discussed specifically? (See Exhibit G)
12/2/09 "...retired to a different room to discuss how best to respond to the various items on the AEA list." What was discussed specifically?
1/19/10 "retired to a different room" twice during this meeting. What was discussed specifically?
2/23/10 "A lively discussion was engaged in by those present." No details to this particular meeting (3 hour meeting). "A lively discussion" is not a meaningful summary of the substance of the meeting. The list of attendees is incomplete. (See Exhibit H)
3/2/10 "A lively discussion..." Again, no details have been provided. The list of attendees is incomplete.
3/8/10 The list of attendees is incomplete. (See Exhibit I)
3/25/10 The list of attendees is incomplete.
4/4/10 "Terry discussed a different possible proposal for the AEA." The details are insufficient to determine the substance of the proposal..
4/28/10 Mark Lewis "read a statement from the AEA." No details have been provided on the statement that was read. "Retired to another room..." Again, there are no details about what was discussed. The list of attendees is incomplete.
5/13/10 Only one NSC member present. Is this meeting legal with just one member present and no quorum? (See Exhibit J)
8/6/10 Is there a quorum present for this meeting? Is this a legal meeting of the subcommittee?
1/24/11 There is not enough detail about what transpired during this 3 ½ hour meeting (only 4 sentences.) (See Exhibit G)

C. School Committee and Subcommittee Exhibits related to financial data

We are very concerned about the long-term cost of these approved contracts. We have publicly requested this financial information and were publicly assured by Chairman John Petersen (March 24, 2011) that such financial analysis was "of course" done before the School Committee approved the AEA contract. Mr.

Petersen stated that "multiple analyses" were reviewed by the Committees and that "several" documents were available to the Negotiating Subcommittee or the School Committee as a whole.

However, we have found very little financial analysis to review in the materials provided to us so far. There were a few pages from member Xuan Kong with his analysis, but nothing substantive, nothing forecasting all future costs together (including items such as salaries and COLAs), and very little, if any, discussion of future costs in the minutes.

Most importantly, we saw no analysis of the long-term financial cost of the contracts **as approved**. Most of the documents provided were part of the negotiations and subject to change.

We specifically request the release of all financial data that has been withheld and request that the meeting minutes be amended to include details on this subject.

We specifically request the release of the long-term financial cost of the approved AEA contract, or if no such analysis was done, that the Committees correct their public statements to the contrary.

Cordially yours,



Allen Nitschelm
9 Marian Rd.
Acton

Charles Kadlec
19 Paul Revere Rd.
Acton

Attachments:

EXHIBIT A: Open Meeting Law Complaint Form;

EXHIBIT B: Copy of minutes citing "future negotiations" as reason to withhold (3/24/11);

EXHIBIT C: Copies of minutes redacted (6/3/10, 1/26/11) with no Attorney

present;

EXHIBIT D: Copy of B. Bieber email of April 18, 2011;

EXHIBIT E: Middlesex District Attorney's finding of five OML violations, May 13, 2010;

EXHIBIT F: Sample copy of minutes (11/4/10) not identifying speaker;

EXHIBIT G: Sample copies of minutes (11/13/09, 1/24/11) with not enough Specificity;

EXHIBIT H: Sample copy of minutes (2/23/10) talking about "lively discussion;"

EXHIBIT I: Sample copy of minutes not listing all attendees (3/8/10);

EXHIBIT J: Sample copy of minutes without a quorum (5/13/10).

EXHIBIT K: Spreadsheets with whiteouts (2/9/11)

cc: Ms. Eva Szkaradek, Acton Town Clerk



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Allen Last Name: Nitschelm

Address: 9 Marian Rd.

City: Acton State: MA Zip Code: 01720

Phone Number: +1 (978) 266-2456 Ext.

Email: allen@thehomesteader.com

Organization or Media Affiliation (if any): Acton Forum

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☐ Individual ☐ Organization ☒ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Acton School Committee, Acton-Boxborough Regional School Committee

Specific person(s), if any, you allege committed the violation: none

Date of alleged violation: 4/16/2011

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

See attached.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

See attached.

Review, sign, and submit your complaint**Read this important notice and sign your complaint.**

Under most circumstances your complaint will be considered a public record and be available to any member of the public upon request.

I understand that when I submit this complaint the Attorney General's Office cannot give me legal advice and cannot act as my personal lawyer.

I certify that the information contained on this form is true to the best of my knowledge.

Signed: 

Date: 4/25/2011

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:

ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING
EXECUTIVE SESSION MINUTES (approved and released 4/2/11)

Superintendent's Conference Room
R.J. Grey Junior High School

March 24, 2011
7:00 p.m. Joint Exec Session
7:30 p.m. APS School Choice Public Hearing
7:40 p.m. Joint SC Meeting
followed by AB SC Meeting
followed by APS SC Meeting

Members Present: Brigid Bieber, Mike Coppolino, Herman Kabakoff, Xuan Kong, Terry Lindgren, Sharon McManus (7:05), Maria Neyland, John Petersen, Bruce Sabot (7:10)
Members Absent: none
Others: Marie Altieri, Don Aicardi, Steve Mills, Beth Petr

JT EXECUTIVE SESSION -- to discuss strategy with respect to collective bargaining, AEA, and to discuss strategy with respect to litigation

The Joint Executive Session was called to order at 7:07 p.m.

The Committee had received draft purple copies of the Joint School Committee Executive Session Negotiations meetings from 3/11/11 – 5/3/10. Some corrections were given to Beth prior to the meeting. Green copies were distributed with these changes. The Committee reviewed and discussed all of the minutes. Terry Lindgren advocated for more detail in the minutes of 2/9/11, first paragraph at the top of page 2. He said that it contained zero information and was not a summary.

Acton-Boxborough Regional School Committee

It was moved, seconded and unanimously

VOTED: to accept the executive session minutes for meetings on 3/11/11, 3/3/11, 2/9/11, 2/3/11, 1/26/11, 1/22/11, 1/6/11, 12/2/10, 11/4/10, 10/7/10, 9/15/10, 9/2/10, 7/28/10, 6/3/10, 5/6/10 and 5/3/10 as amended.
(YES: Bieber, Coppolino, Kabakoff, Kong, Lindgren, McManus, Neyland, Petersen, Sabot)

Acton Public School Committee

It was moved, seconded and unanimously

VOTED: to accept the executive session minutes for meetings between 3/11/11, 3/3/11, 2/9/11, 2/3/11, 1/26/11, 1/22/11, 1/6/11, 12/2/10, 11/4/10, 10/7/10, 9/15/10, 9/2/10, 7/28/10, 6/3/10, 5/6/10 and 5/3/10 as amended.
(YES: Coppolino, Kabakoff, Kong, Lindgren, McManus, Petersen)

The Committee began discussing which of the minutes were ready to be released. The Committee agreed that Peter Ebb's expertise is needed to decide which minutes contain sensitive information pertaining to future negotiations and therefore should be held. The Committee also began discussing which of the meeting exhibits would be appropriate to release right away. Peter Ebb told Brigid that some may be releasable and some may not at this time, again due to sensitive information regarding future negotiations.

*
*

The Committee agreed that another meeting is needed to discuss and vote on releasing the minutes.

**ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING
EXECUTIVE SESSION MINUTES (approved 3/25/11, released 4/2/11)**

**Superintendent's Conference Room
R.J. Grey Junior High School**

**June 3, 2010
6:30 pm Joint Executive Session
7:30 pm Joint Open Meeting
Followed by AB Regional Meeting
Followed by JT ES Continued**

Members Present: Brigid Bieber, Jonathan Chinitz, Mike Coppolino, Xuan Kong, Terry Lindgren, Sharon Smith McManus, Maria Neyland, John Petersen, Bruce Sabot (6:43 p.m.)

Members Absent:

Others: Marie Altieri, Liza Huber, Steve Mills, Beth Petr (7:30 p.m.)

JOINT EXECUTIVE SESSION – To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the governmental body.

The Joint Executive Session was called to order at 6:35 p.m.

Stephen Mills described the impact of potentially moving non-union employees to 75% health insurance. The committees discussed the pros and cons of changing health insurance in the union and non-union contracts. One committee member stated that a one time check to only teachers taking health insurance makes sense. A permanent salary increase of \$2250 for all teachers, including those not even taking health insurance, is much more expensive and doesn't make sense. It was suggested that teachers be changed to receive a one time \$1800 check for the first year; \$1200 for the second year and \$600 for the third year. There was agreement among committee members that consistency among the groups would be positive.

The Committee was asked if they agreed to go ahead with a change to non-union health insurance change in light of the teacher's negotiations. One member stated that he felt they had decided a long time ago that all employees needed to be moved to 75%. He felt it needs to be done, given the current fiscal crisis.

Sharon McManus observed that the consensus was that this issue needed to be talked about at the open meeting.

At 7:30 p.m. the Committee was polled to go out of Executive Session.
(Marie Altieri took these executive session minutes.)

At 10:25 p.m. the Committees entered Executive Session to continue the discussion of strategy related to contract negotiations.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

At 11:30 p.m. the Committee voted to go out of Executive Session and adjourn.

Respectfully submitted,

Beth Petr

List of Documents Used: School Committee Comprehensive Off-The-Record Economic
Proposal to the AEA, 6/16/10

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING**
EXECUTIVE SESSION MINUTES (approved 3/25/11, released 4/2/11)

Superintendent's Conference Room
R.J. Grey Junior High School

January 26, 2011
6:00 p.m. Joint Executive Session

<i>Members Present:</i>	Brigid Bieber, Herman Kabakoff, Xuan Kong, Sharon McManus, Maria Neyland (at 6:10), John Petersen
<i>Members Absent:</i>	Mike Coppolino, Terry Lindgren, Bruce Sabot
<i>Others:</i>	Don Aicardi, Marie Altieri, Steve Mills, Beth Petr

JOINT EXECUTIVE SESSION – to discuss strategy with respect to collective bargaining, AEA

The Joint Executive Session was called to order at 6:08 p.m.

Brigid Bieber summarized the mediation session held on 1/24/11. The health insurances changes appear to be generally accepted. The one time health insurance payments were not included in the proposal. Discussion of ERI continues (see handout). The ERI incentive would expire June 30, 2021. The Subcommittee felt that this was good movement on the AEA's part.

The Negotiations Subcommittee responded with a counterproposal. The mediation session was attended by Terry Lindgren, John Petersen, Brigid Bieber, Marie Altieri, Peter Ebb, Don Aicardi and John Murray. They tried to make it clear that the NSC was very appreciative of the AEA's movement but there were still issues to negotiate. The timing of changing or eliminating ERI is difficult.

The Committee reviewed the Costs of Proposals dated Jan 24, 2011. The NSC struggled with one-time vs recurring expenses and that the ERI would last for 10 years. Two big issues to consider are 1. What are we comfortable with as a run rate going into FY 14? 2. What happens if we do not address ERI? The Committee discussed what kind of overall budget increase are we proposing for just the teachers and how would that be viewed at the Town Meetings. It was emphasized that the Agreement needs to be looked at in total, not as separate parts.

[REDACTED] The AEA feels their salaries tend to lag after they've been here a long time compared to other towns. A Committee member said that we should make our contracts look a little more like other towns' so they can be compared more easily. It was acknowledged that it is difficult to come up with a transitional plan. A member said that buying out of ERI now, will cost a lot more than expected so the end may need to be more spread out in order to pay for it.

The next mediation date is March 1. An executive session will be held next week to continue the discussion. At 7:00 p.m. the Committees were polled to go out of executive session.

Respectfully submitted,
Beth Petr

List of Documents Used: Costs of Proposals 1/24/11
 AEA Proposal 1/24/11
 School Committee Negotiations Subcommittee, Updated
 Package to AEA, Mediation January 24, 2011

Ex. D.

Allen Nitschelm

From: "Brigid Bieber" <brigid.bieber@yahoo.com>
To: <allen@thehomesteader.com>
Cc: "John Petersen" <jpetersen@mail.ab.mec.edu>; "Brigid Bieber" <b Bieber@mail.ab.mec.edu>; "Stow Inc Laboratories" <stomail@stolab.com>; "Stephen Mills" <smills@mail.ab.mec.edu>; "Beth Petr" <bpetr@mail.ab.mec.edu>
Sent: Monday, April 18, 2011 5:44 PM
Subject: Re: Executive Session documents
 Dear Mr. Nitschelm:

All of the minutes requested in your letter of April 24 (via e-mail) that have been released have been made available to you. I know that Beth spent a considerable amount of time compiling and copying everything for you last week and I presume that is the large package you received on Saturday (along with any other minutes previously given to you). Beth is on vacation this week, but I know she had planned to copy everything for you last week...if she told you you had everything, then I am sure you do as she is very thorough. *

Any documents that have not been released relating to negotiations with the AEA are being held because they are attorney-client privileged documents. I do not have a list of the items being withheld, as everything is at school. My recollection is that out of approximately 113 meetings that the negotiating sub-committee had, approximately 10 sets of minutes are being held, and I believe there are approximately 5 documents being held. With respect to the minutes of the executive sessions of the school committee, the vast majority of those minutes have been released as well. *

Thank you,

Brigid O. Bieber
 ABRSD Chairperson

On Apr 18, 2011, at 10:33 AM, allen@thehomesteader.com wrote:

Hello John and Brigid,

I am in receipt of your large package of documents related to the School Committee's negotiations with the AEA and other unions that I received on Saturday 4/16/11.

Please confirm if this contains all the information requested that you have agreed to release, or if there are still minutes or documents that have not yet been released. If there are documents being withheld, please list these minutes and/or documents.

14 of 28

4/25/2011

EX-D.

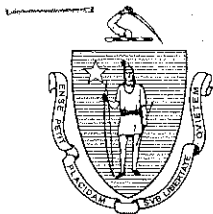
Thanks,

Allen Nitschelm
9 Marian Rd.
Acton

cc: Charlie Kadlec, Stephen Mills

15 of 28

4/25/2011



The Commonwealth of Massachusetts

MIDDLESEX DISTRICT ATTORNEY
15 COMMONWEALTH AVENUE WOBURN, MA 01801
WWW.MIDDLESEXDA.COM

GERARD T. LEONE, JR.
DISTRICT ATTORNEY

April 13, 2010

TEL: 781-897-8300
FAX: 781-897-8301

EXECUTIVE

- ADMINISTRATION
- COMMUNICATIONS
- INTERVENTION & PREVENTION PROGRAMS
- PUBLIC POLICY
- LEGISLATION
- VICTIM WITNESS BUREAU

TRIAL TEAMS

- CAMBRIDGE REGION SUPERIOR COURT
- MALDEN REGION SUPERIOR COURT
- WOBURN DISTRICT COURT

SPECIALTY UNITS

- APPEALS & TRAINING BUREAU
- CYBER PROTECTION PROGRAM
- FAMILY PROTECTION BUREAU
- CHILD ABUSE UNIT
- DOMESTIC VIOLENCE UNIT
- ELDER/DISABLED UNIT
- PUBLIC PROTECTION, ANTI-TERRORISM, CORRUPTION & TECHNOLOGY (PACT)

STATE POLICE DETECTIVES

- COMPUTER FORENSICS
- HOMICIDE
- PACT

REGIONAL OFFICES

- CAMBRIDGE
- FRAMINGHAM
- LOWELL

DISTRICT COURT OFFICES

- AYER
- CAMBRIDGE
- CONCORD
- FRAMINGHAM
- LOWELL
- MALDEN
- MARLBOROUGH
- NATICK
- NEWTON
- SOMERVILLE
- WALTHAM
- WOBURN



Peter L. Ebb, Esq.
Miriam J. Achtenberg, Esq.
Ropes & Gray LLP
One International Place
Boston, Massachusetts 02110-2624

Re: Open Meeting Law: Acton, Acton Boxborough Regional School Committees

Dear Attorneys Ebb and Achtenberg:

As you know, this office received complaints from Mr. Allen Nitschelm and Mr. Charles Kadlec, dated July 3, 2009 and August 14, 2009, alleging that the Acton Public School Committee ("Committee") and the Acton Boxborough Regional School Committee ("Regional Committee"), as well as the Administrators' Benefits Subcommittee ("Subcommittee"), violated the Open Meeting Law, G. L. c. 39, §§ 23A-23C, by convening in executive session for an improper purpose.

This office appreciates the full cooperation we received from each of the Committees in responding to our inquiry. Based on the information this office reviewed, we conclude that the Committee, Regional Committee and Subcommittee violated the Open Meeting Law when they met in executive session under exemption (3).

In the summer of 2008, the Committee and Regional Committee appointed a joint subcommittee to consider and recommend changes to the Administrators' Benefits Manual ("Manual"). On March 5, 2009, the Regional Committee met in open session and discussed the changes to the Manual proposed by this initial subcommittee. Specifically, modifications to vacation time, longevity bonuses and professional development were discussed. During the open session, the Regional Committee decided that the Subcommittee should continue to discuss appropriate changes to the Manual and invite various administrators to meet and work with them. See Minutes of 3/5/09.

The Subcommittee met in executive session on March 30, 2009, April 13, 2009, May 15, 2009 and May 22, 2009. Each executive session was entered "to conduct strategy sessions in preparation for negotiations with non-union personnel." During the March 30th executive session, the Subcommittee, which now allowed six school administrators to be involved, discussed its role in reviewing the Manual. During the April 13th executive session, the Subcommittee reviewed each section of the Manual to determine whether it needed substantial change, "minor tweaking" or no change.

On May 7, 2009, the Committee and Regional Committee met jointly in open session and discussed possible changes to the Manual and the Subcommittee process. Specifically, the Committees proposed changes to Article 3.3 (retirement bonuses) and voted to amend that section. The Committees further agreed that the Subcommittee should continue its review of the Manual and provide additional recommendations at a future open meeting.

The Subcommittee returned to executive session on May 15th where it discussed those sections of the Manual that provided for vacation days, longevity incentive, course reimbursement, sick days and health insurance. In its final executive session on May 22nd, the Subcommittee discussed Articles 3.2 (longevity) and 3.3 (retirement bonuses) of the Manual.

The Committee and Regional Committee met jointly in executive session on May 28, 2009, May 29, 2009, June 4, 2009 and June 15, 2009. Each executive session was entered "to conduct strategy sessions in preparation for negotiations with non-union personnel." In its joint executive session on May 28, 2009, the Committee and Regional Committee discussed and made changes to Article 1.1, Article 2.4, Article 2.6, Article 3.3, Article 7.1, and Article 13. The next night the Committee and Regional Committee continued its discussion of the Manual focusing on Articles 3.2, 3.3 and 10.2.1. During the final two joint executive sessions, the Committee and Regional Committee made final changes to each Article previously discussed.

On June 18, 2009, the Committee and Regional Committee met jointly in open session. The Committees fully discussed each article of the Manual that was the subject of discussion in the previous executive sessions. The discussion regarding modifications to the Manual lasted for almost two hours. The Committees then voted and approved each modification.

The Open Meeting Law was enacted "to eliminate much of the secrecy surrounding the deliberations and decisions on which public policy is based." Ghiglione v. School Committee of Southbridge, 376 Mass. 70, 72 (1978). The Law is intended "to advance democracy by providing broad access to governmental decision-making." Bartell v. Wellesley Housing Authority, 28 Mass. App. Ct. 306, 308-309 (1990). The Open Meeting Law requires that all meetings of a governmental body be open to the public unless they fall within one of the exceptions permitting an executive session. G.L. c. 39, § 23B.

The Open Meeting Law permits a governmental body to enter executive session to "conduct strategy sessions in preparation for negotiations with nonunion personnel." G.L. c. 39, § 23B (3). Here, the Subcommittee was tasked only with reviewing the Manual and recommending changes to the Committee and Regional Committee. There is no indication that the Subcommittee was authorized to conduct negotiations with either the administrators or teachers. The Committee and Regional Committee would conduct contract negotiations with administrators and teachers. Even though later contract negotiations may address provisions in the Manual, the specific discussions held in these executive sessions were not strategy sessions in preparation for negotiations with nonunion personnel, and thus not a proper subject for an executive session. The fact that both the Committee and Regional Committee met jointly in open session on May 7, 2009 and substantively discussed certain sections of the Manual contradicts the Committees' argument that an open discussion of the changes to the Manual might have an adverse affect on future bargaining positions. Furthermore, the involvement of various school administrators in a session of the Subcommittee prompts the same conclusion.

Although this office finds that the Committee, Regional Committee and Subcommittee violated the Open Meeting Law by improperly meeting in executive session, no further remedial action is necessary at this time since the Committee and Regional Committee fully discussed each article that was modified in the Manual during its June 18th open session and all executive session minutes have been released.

Finally, the two complaints also allege that 1) the Subcommittee failed to follow statutory procedure for convening in executive session; 2) Maria Neyland, a member of the Subcommittee, spoke with each member of the Committee and Regional Committee in advance of their June 18, 2009 open meeting; 3) the Committee and Regional Committee failed to include on the agenda for the June 18th joint open meeting that the Committees would discuss the Manual; and 4) the Committees did not allow for public input of the proposed changes to the Manual.

First, prior to each executive session, the Subcommittee convened in a properly posted open session, the members then voted to go into closed session, and the purpose of the executive session was announced. The Subcommittee followed statutory procedure for convening in executive session. Although the procedure was correct, the executive session should not have been held, as explained previously. Second, Ms. Neyland states that her only contact with other committee members outside of regularly posted meetings consisted of providing copies of her proposed changes to the Manual, and that she expressly avoided any discussion or deliberation of her proposal during those contacts. Merely providing materials in advance of a meeting so as to allow committee members to review the materials before discussion does not violate the Open Meeting Law. Third, the Open Meeting Law requires that notice of meetings be posted and filed with the clerk forty-eight hours prior to the meeting. G.L. c. 39, § 23B. The Open Meeting Law does not require the meeting notice to include an agenda of the meeting. Fourth, the Open Meeting Law requires that members of the public be given the opportunity to attend meetings but specifies that no person may address a meeting of the governmental body without permission of the presiding officer, and that all persons shall be silent at the request of the presiding officer. See G.L. c. 39, § 23C. The Committees' decision not to provide time for public input is not a violation of the Open Meeting Law.

This office appreciates your assistance with the resolution of this matter. Please feel free to contact this office should you have any questions regarding this matter or the Open Meeting Law in general.

Sincerely,



KerryAnne Kilcoyne
Assistant District Attorney
(781) 897-6825

cc: Mr. Allen Nitschelm
Mr. Charles Kadlec

ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS
EXECUTIVE SESSSION MINUTES (approved 3/25/11, released 4/2/11)

Library Conference Room
AB Regional High School

November 4, 2010
10:25 p.m.
Joint SC Executive Session

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

JOINT EXECUTIVE SESSION - to discuss strategy with respect to collective bargaining,
AEA

The Joint Executive Session was called to order at 10:25 p.m.

On October 13, 2010, the Negotiations Subcommittee (including Attorney Peter Ebb and Acton Town Manager Steve Ledoux) met with the mediator and the AEA representatives. They went over the history of negotiations with the mediator and gave her the proposal that the School Committee had agreed on. She delivered it to the AEA. She met with the AEA, directed them to come back with a response, then returned to the Subcommittee. The next mediation dates in November are being confirmed. The mediator confirmed that the two groups could still talk to each other without her.

X

One NSC member stated that it is important to bring clarity of the AEA contract's impact on the budget by deciding now what the plans are for the Administrators and other non-union staffing, so those numbers are fixed. This is 54 people. There should be a clear budget assumption now, not necessarily the implementation. The Committee discussed doing FY12 now but not FY13.

It was agreed that the drivers for the budgets over the next 3 years are the COLA and ERI for the teachers. This must be solved. A member asked for a benchmark for the FY11, FY12, and FY13 teachers' proposals.

The purpose of this session was to give an update on the mediation. It was agreed that due to the late hour, another executive session would be scheduled prior to 11/22/10 to discuss the proposal. It was also agreed to approve executive session minutes in a more timely manner.

At 10:50 p.m., the Committees polled to go out of executive session.

~~Respectfully submitted,~~
Beth Petr

List of Documents Used: COLA Data Table, Terry Lindgren

Executive Session Minutes of the Negotiating Sub-Committee
Meeting November 13, 2009
ABRHS
[Science Lab]

Marie Altieri, Brigid O. Bieber, Terry Lindgren and John Petersen were present at the Executive Session. Peter Ebb of Ropes & Gray was also present. In addition, the following members of the Acton Educational Association were present: Peter Montalbano, Marc Lewis, Catherine Seuss, Bill Noeth, David McClung, Genevieve Hammond, Joyce Kelly, Elizabeth Broadwater, Barbara Raffa, Robin Kynoch, Pam Cranna, Peter Broggi, Ann Kress and Jason Mathes, MTA Regional Service Consultant.

Terry Lindgren thanked all for attending and made some opening remarks. Peter Montalbano and Brigid Bieber each circulated drafts of Proposed Ground Rules for Negotiation. Discussion about the Proposed Ground Rules ensued after which everyone agreed that Mr. Montalbano and Ms. Bieber would work together to merge the two versions of the Proposed Ground Rules and report back at the next meeting.

Mr. Lindgren then introduced a video prepared by Mr. Peter Ashton discussing the economic climate and a slide presentation prepared by the Contract Negotiating Sub-Committee.

After watching the video and viewing the slides a discussion ensued. Mr. Lindgren referenced the slide regarding Values and asked the AEA to consider adding items they felt were important to this slide.

Ms. Altieri, Ms. Bieber, Mr. Lindgren, Mr. Petersen and Mr. Ebb retired to another room and discussed the presentation. *

Mr. Lindgren polled the voting members of the Sub-Committee to return to open session at 5:29 P.M. : Bieber-yes, Lindgren- yes, Petersen-yes.

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

Executive Session Minutes of the Negotiating Sub-Committee ("NSC") Mediation
Meeting January 24, 2011 4:00 PM X
High School- Conference Room

Present for the NSC: Brigid Bieber, John Petersen, Terry Lindgren, Marie Altieri, John Murray (town of Acton) Peter Ebb (Counsel)
Mediator: Heather Bevilacqua

The AEA presented the NSC with a proposal. The NSC discussed the elements of the proposal and made a counter-offer to the AEA. The AEA was disappointed in the counter offer. The NSC continued to discuss the strategy of the counter-offer. *

Brigid Bieber polled the voting members of the NSC to return to open session at 7:30 P.M.: Bieber-yes, Petersen-yes. *
=

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

Executive Session Minutes of the Negotiating Sub-Committee ("NSC")
Meeting February 23, 2010
ABRHS- Room 115N

Marie Altieri, Brigid O. Bieber, Terry Lindgren and John Petersen were present at the Executive Session. Peter Ebb of Ropes & Gray was also present. In addition, the following members of the AEA were present: Peter Montalbano, Marc Lewis and others.

Mr. Montalbano asked that the meeting schedule be changed to reflect March 16, 2010 instead of March 15, 2010. All in attendance agreed.

The AEA responded to the questions submitted by the Negotiating Subcommittee. The AEA explained the financial proposals it delivered to Mr. Lindgren previously and responded to several questions. The AEA expressed its belief that its proposal was generous and unprecedented.

A lively discussion was engaged in by those present.

*

Ms. Altieri, Ms. Bieber, Mr. Lindgren, Mr. Petersen and Mr. Ebb retired to another room and discussed the presentation.

Mr. Lindgren polled the voting members of the Sub-Committee to return to open session at 7:09 P.M.: Bieber-yes, Petersen-yes, Lindgren-yes.

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

Executive Session Minutes of the Negotiating Sub-Committee ("NSC")
Meeting March 8, 2010 4:00 PM
RJ Grey- Conference Room

Present for the NSC: Brigid Bieber, John Petersen, Terry Lindgren, Marie Altieri, Peter Ebb

Present for the AEA: Marc Lewis, Peter Montalbano, Jason Mathes (AEA MTA Rep),
other members of the AEA negotiating group. *

The NSC discussed specific language issues regarding sick and adoption leave. The NSC proposed limiting using sick leave only to care for immediate family members. AEA responded that they did not want to give up a contractual right where they did not view any problem.

J. Petersen discussed insurance rates.

Terry Lindgren reported that the NSC would agree to moving the nurses fully to the salary schedule. He reported that the NSC did not want to change any contract language with respect to the Special Educators, but that the administration would work to address any issues that had been raised.

Peter Ebb summarized the financial proposal for the AEA. There was no further discussion.

Brigid Bieber polled the voting members of the NSC to return to open session at 6:00 P.M.: Bieber-yes, Petersen-yes, Lindgren-yes.

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

Minutes of the Negotiating Sub-Committee- AFSCME
Meeting May 13, 2010 3:30 PM
Jr High Conference Room

Present for NSC: Brigid Bieber Marie Altieri

[not a member - A.N.] *

- * The Members polled to go into executive session to enter into negotiations with AFSCME. (Unanimous)

Lisa Field represented AFSCME at their invitation. The members of the AFSCME negotiating team were also present.

Those present discussed ground rules for the negotiations. B. Bieber then introduced the video made by Peter Ashton and the group watched the video. A discussion ensued about the negotiations and Lisa Field agreed to bring a list of requests to the next meeting.

- * The NSC polled to go out of executive session. (Unanimous) *

The Sub-Committee returned to open session and after motion made and seconded, the meeting was adjourned at 4:30 P.M.

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

15

Ex. K #2
Handover
7/9/11
1 of 3

Confidential - Live Session
Teachers' Salaries and Health (in Thousands)

As long as we don't settle, current contract in effect: Health 85/15; Steps; No COLA all 3 years; No change to ERI					\$ Change FY '11 - FY '13		% Change FY '11 - FY '13	
	FY '11	FY '12	FY '13					
Salary	\$26,482	\$27,282	\$27,129					
Steps	\$626	\$605	\$605					
Lanes	\$103	\$115	\$115					
ERI	\$611	\$305	\$400					
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)					
Vacancy Factor	\$0	(\$140)	\$0					
Total Salaries	\$27,916	\$27,434	\$28,049		\$133		0.48%	
Health Insurance (85-15)	\$4,491	\$4,625	\$4,949		\$457		10.18%	
Total Salaries Plus Health	\$32,407	\$32,059	\$32,998		\$590		1.82%	
Year to Year % Change		-1.08%	2.93%					
NSC Proposal to AEA (January 24, 2011)								
Salary	\$26,482	\$27,282	\$27,409					
Steps	\$626	\$605	\$605					
Lanes	\$103	\$115	\$115					
ERI	\$611	\$305	\$400					
NEW: Longevity (\$500/\$1,000/\$1,500)*	\$0							
NEW: COLA \$750; \$750	\$0							
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)					
Vacancy Factor	\$0	(\$140)	\$0					
Total Salaries	\$27,916	\$27,859	\$28,758		\$842		3.02%	
Health Insurance (75-25) with MHP/PP0 50%/50%	\$4,491	\$3,788	\$4,053		(\$438)		-9.75%	
Total Salaries Plus Health Ongoing	\$32,407	\$31,647	\$32,811		\$404		1.25%	
One Time Checks	\$0	\$319	\$164					
Total Salaries, Health plus one time	\$32,407	\$31,966	\$32,975		\$568		1.75%	
Year to Year % Change			3.16%					
Current Budget vs. Proposal		\$93	\$23		\$116			

*If longevity proposal were changed to \$1,000/\$1,500/\$2,000?

*If longevity proposal were changed to \$1,500/\$2,000/\$2,500?

\$2 (\$154)

(\$5) (\$166)

34

25 of 28

6 of 9

2.043
2-1-11

EX-K-2013

Confidential Executive Session

Teachers' Salaries and Health (In Thousands)

As long as we don't settle, current contract in effect; Health 85/15; Steps; No COLA all 3 years; No change to ERI

	FY '11	FY '12	FY '13	\$ Change FY '11 - FY '13	% Change FY '11 - FY '13
Salary	\$26,482	\$27,282	\$27,129		
Steps	\$626	\$605	\$605		
Lanes	\$103	\$115	\$115		
ERI	\$611	\$305	\$400		
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)		
Vacancy Factor	\$0	(\$140)	\$0		
Total Salaries	\$27,916	\$27,434	\$28,049	\$133	0.48%
Health Insurance (85-15)	\$4,491	\$4,625	\$4,949	\$457	10.18%
Total Salaries Plus Health	\$32,407	\$32,059	\$32,998	\$590	1.82%
Year to Year % Change		-1.08%	2.93%		

AEA Feb 2 2011 Proposal to SC

Salary	\$26,482	\$27,282	\$27,409		
Steps	\$626	\$605	\$605		
Lanes	\$103	\$115	\$115		
ERI	\$611	\$305	\$400		
NEW: Longevity	\$0		\$325		
NEW: COLA \$750, \$1000	\$0		\$373		
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)		
Vacancy Factor	\$0	(\$140)	\$0		
Total Salaries	\$27,916	\$28,026	\$29,028	\$1,112	3.98%
Health Insurance (75-25) with MHP/PPO 50%/50%	\$4,491	\$3,788	\$4,053	(\$438)	-9.75%
Total Salaries Plus Health Ongoing	\$32,407	\$31,814	\$33,081	\$674	2.08%
One Time Checks	\$0	\$319	\$164		
Total Salaries, Health plus one time	\$32,407	\$32,133	\$33,244	\$837	2.58%
Year to Year % Change			3.46%		
Current Budget vs. Proposal		(\$74)	(\$247)	(\$321)	

CONFIDENTIAL

26 of 28

35

7019

Teachers' Salaries and Health (In Thousands)

As long as we don't settle, current contract in effect: Health 85/15; Steps; No COLA all 3 years; No change to ERI				
	FY '11	FY '12	FY '13	% Change FY '11 - FY '13
Salary	\$26,482	\$27,282	\$27,129	
Steps	\$626	\$605	\$605	
Lanes	\$103	\$115	\$115	
ERI	\$611	\$305	\$400	
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)	
Vacancy Factor	\$0	(\$140)	\$0	
Total Salaries	\$27,916	\$27,434	\$28,049	0.48%
Health Insurance (85-15)	\$4,491	\$4,625	\$4,949	10.18%
Total Salaries Plus Health	\$32,407	\$32,059	\$32,998	1.82%
Year to Year % Change		-1.08%	2.93%	
NSC Proposal to AEA (January 24, 2011)				
Salary	\$26,482	\$27,282	\$27,409	
Steps	\$626	\$605	\$605	
Lanes	\$103	\$115	\$115	
ERI	\$611	\$305	\$400	
NEW: Longevity (\$500/\$1,000/\$1,500)*	\$0	\$1,149	\$1,149	
NEW: COLA \$750; \$750	\$0	\$2,800	\$2,800	
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)	
Vacancy Factor	\$0	(\$140)	\$0	
Total Salaries	\$27,916	\$27,859	\$28,758	3.02%
Health Insurance (75-25) with MHP/PPO 50%/50%	\$4,491	\$3,788	\$4,053	-9.75%
Total Salaries Plus Health Ongoing	\$32,407	\$31,647	\$32,811	1.25%
One Time Checks	\$0	\$319	\$164	
Total Salaries, Health plus one time	\$32,407	\$31,966	\$32,975	1.75%
Year to Year % Change			3.16%	
Current Budget vs. Proposal		\$93	\$23	

*If longevity proposal were changed to \$1,000/\$1,500/\$2,000?

(\$154)

*If longevity proposal were changed to \$1,500/\$2,000/\$2,500?

(\$5)

(\$166)

EX-K

#2 Handon

2/9/11

lot

201
2-9-11

Ex. K 2013

*

Confidential Executive Session
Teachers' Salaries and Health (In Thousands)

As long as we don't settle, current contract in effect: Health 85/15; Steps; No COLA all 3 years; No change to ERI				
	FY '11	FY '12	FY '13	% Change FY '11 - FY '13
Salary	\$26,482	\$27,282	\$27,129	
Steps	\$626	\$605	\$605	
Lanes	\$103	\$115	\$115	
ERI	\$611	\$305	\$400	
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)	
Vacancy Factor	\$0	(\$140)	\$0	
Total Salaries	\$27,916	\$27,434	\$28,049	0.48%
Health Insurance (85-15)	\$4,491	\$4,625	\$4,949	10.18%
Total Salaries Plus Health	\$32,407	\$32,059	\$32,998	1.82%
Year to Year % Change		-1.08%	2.93%	

AEA Feb 2 2011 Proposal to SC

Salary	\$26,482	\$27,282	\$27,409	
Steps	\$626	\$605	\$605	
Lanes	\$103	\$115	\$115	
ERI	\$611	\$305	\$400	
NEW: Longevity	\$0	\$312	\$325	
NEW: COLA \$750; \$1000	\$0	\$280	\$373	
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)	
Vacancy Factor	\$0	(\$140)	\$0	
Total Salaries	\$27,916	\$28,026	\$29,028	3.98%
Health Insurance (75-25) with MHP/PPO 50%/50%	\$4,491	\$3,788	\$4,053	-9.75%
Total Salaries Plus Health Ongoing	\$32,407	\$31,814	\$33,081	2.08%
One Time Checks	\$0	\$319	\$164	
Total Salaries, Health plus one time	\$32,407	\$32,133	\$33,244	2.58%
Year to Year % Change			3.46%	
Current Budget vs. Proposal		(\$74)	(\$247)	

35

28 of 28
42

MONTHLY ENROLLMENT
ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOLS
2010-2011 ACADEMIC YEAR

Levels	Sept. 1		Oct. 1		Nov. 1		Dec. 1		Jan. 1		Feb. 1		Mar. 1		Apr. 1		May 1		Jun 1	
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot
K	318	48	8	374	320	49	8	377	325	49	8	382	328	50	9	387	332	51	10	392
1	347	54	7	408	354	55	6	415	361	56	5	422	368	57	4	433	375	58	3	436
2	344	69	2	415	342	68	2	412	340	67	2	409	338	66	2	406	336	65	2	403
3	343	68	2	413	344	68	2	414	346	68	2	416	348	69	2	419	350	70	2	422
4	370	71	5	446	369	71	5	445	370	71	5	446	371	72	5	448	372	73	5	450
5	362	80	3	445	360	80	4	444	358	80	4	442	356	80	4	440	354	80	4	438
6	393	75	1	469	394	75	1	470	395	76	1	472	396	76	1	473	397	77	1	475
K-6 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
In D/Presch.	40	7	0	47	41	7	0	48	42	7	0	49	43	7	0	50	44	7	0	51
O.D. Pre-sch.	8	3	0	11	5	3	0	8	1	3	0	4	1	3	0	4	2	3	0	5
O.D. SPED K-6	13	4	0	17	13	4	0	17	20	4	0	24	20	4	0	24	20	4	0	24
A.P.S. Total	2538	479	28	3245	2535	480	28	3243	2553	482	28	3263	2553	482	28	3263	2556	483	28	3287
7	400	73	8	481	395	69	9	473	397	70	9	476	399	71	9	481	401	72	10	483
8	401	76	5	482	401	75	5	481	401	75	5	481	401	75	5	481	402	76	5	483
J.H.S. Total	801	149	13	963	796	144	14	954	798	145	14	957	799	146	14	963	800	147	14	967
9	416	110	3	529	402	108	4	514	404	108	4	516	406	108	4	518	408	108	4	520
10	394	100	6	500	390	101	6	497	392	101	6	499	394	101	6	497	396	100	6	492
11	381	93	6	480	370	97	8	475	370	97	8	475	370	96	8	474	368	96	6	470
12	385	117	12	514	381	115	12	508	381	115	12	508	381	115	12	508	382	114	12	508
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P.G.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.S. Total	1576	420	27	2023	1543	421	30	1994	1547	421	30	1997	1548	419	30	1997	1544	418	28	1990
Total JHS & HS	2377	569	40	2986	2339	565	44	2948	2345	566	44	2955	2344	564	44	2948	2340	564	42	2946
O.D. SPED 7-12	43	10	0	53	42	11	0	53	41	10	0	51	40	11	0	51	38	11	0	49
Reg. Total	2420	579	40	3039	2381	576	44	3001	2386	576	44	3006	2384	575	44	3003	2378	575	42	2995
A.P.S. Total	2538	479	28	3245	2535	480	28	3243	2553	482	28	3263	2553	482	28	3263	2556	483	28	3287
Reg. Total	2420	579	40	3039	2381	576	44	3001	2386	576	44	3006	2384	575	44	3003	2378	575	42	2995
Grand Total	4958	579	68	5605	4916	576	72	5564	4939	576	72	5587	4936	577	70	5583	4941	575	70	5586

A = ACTON
 B = BOXBOROUGH
 C = Choice/Staff/Tuition In

Pre-School = SPED
 P.G. = Post Graduates
 Ungr. = Ungraded
 O.D. = SPED Out of District

NESDEC Correction 10/6/10 7th Sheet

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

S. Mills
 M. Altieri
 D. Bookis
 L. Huber

C. Bates

All Principals (2)

SUPERINTENDENT'S ADVISORY COUNCIL FOR HEALTH
(Health SAC)

April 28, 2011

7:30 p.m.

R.J. Grey Junior High School Library

AGENDA

1. Welcome/Introductions – *Steve Mills*
2. Health Curriculum Initiatives/Updates
 - *Acton Public Schools (APS)*
 - √ P.E. Nights Overview and Updates– *Mary O'Brien, Dave James*
 - √ Health Updates – *Eileen Sullivan*
 - *Acton-Boxborough Schools (RJGrey/ABRHS)*
 - √ Curriculum Updates –*Eileen Flannery/Deb Rimpas*
 - √ Health Fair - *Eileen Flannery*
 - √ Project Wellness – *Jan Couch/Chris Renzi*
 - √ Stress Committee - *Liza Huber*
 - *Districtwide - APS and AB*
 - √ Youth Risk Behavior Survey (YRBS) Presentation, May 11 – *Carolyn Imperato*
 - √ Health / P.E. Department Leader – *Deb Bookis*
3. Policy Updates – *Liza Huber*
 - Wellness
 - Bullying Prevention and Intervention
4. Community Updates
 - Acton Boxborough Coalition for Youth (ABCHY) – *Jan Stewart*
 - Race to Nowhere – *Jan Stewart/Chris Renzi/Jan Couch*
5. School Physicians
 - Dr. Christopher Cooper (APS)
 - Dr. Jessica Rubinstein (ABRSD)
6. Public Participation

Emerson Youth Risk Behavior Survey 2010 Acton and Acton-Boxborough

The 2010 Emerson Hospital Youth Risk Behavior Survey was administered to 2,659 area students in grades 6, 8, and 9-12 Acton and Acton-Boxborough throughout the day on March 10, 2010. No students were exempted from the survey by their parents requests. Students in 6th grade piloted completing the survey via a web-based site.

Safety trends: Driving and cell phone usage

Massachusetts' new distracted driving law prohibits driver from texting while behind the wheel and bans use of all cell phones by drivers under age 18. The bans took effect Oct. 1, 2010. Although surveyed before the legislation became law, nearly one-third of high-school respondents reported having driven a car while using a cell phone to talk or text at least once during the previous 30 days preceding the survey. Among those most likely to drive, 47.1% of 11th graders and 70.9% of 12th graders report having done so. There was very little variation by gender.

Bullying trends

In the wake of two recent and high-profile suicides in Springfield and South Hadley, Massachusetts enacted an anti-bullying law.

Looking at bullying trends locally, 14.9% of all high school respondents report having been bullied in school during the 12 months prior to the survey. The reported incidence of this experience decreased each year by grade (grade 9 – 19.4%, grade 10 – 17.3%, grade 11 – 11.8%, grade 12 – 10.0%). Males reported being bullied in school slightly more frequently than females, and 2.8% of all respondents reported that they resisted being bullied in school with physical force. In a new question on the survey, 15.8% of high-schoolers report having been threatened, humiliated, or experienced hostile behaviors from others through electronic communication during the previous 12 months. There was little variation by grade and no variation by gender. 10.5% of all high school respondents report bullying someone else electronically.

More than one third of sixth grade respondents and 20.4% of eighth grade respondents report having been bullied in school during the 12 months prior to the survey. Among all respondents, 1.6% of sixth graders and 4.1% of eighth graders report having resisted being bullied with physical force. 17.7% of sixth grade respondents and 17% of eighth grade respondents report having been threatened, humiliated, or experienced hostile behaviors from others through electronic communication in any form during the previous 12 months. This experience of cyber-bullying did not

vary by gender. Further, 8.6% of sixth graders and 13.8% of eighth graders report bullying someone else electronically.

Sexual behavior trends: Results show little change

The Emerson Hospital Youth Risk Behavior Survey also monitors sexual behavior among area teens. Comparative data reflect relatively little change over time in the number of students reporting that they ever had sexual intercourse. Of both eighth-graders and high-school students surveyed in the aggregate between 2000 and 2010, the percentages who reported that they ever had sexual intercourse varied only a few percentage points in a 10-year period.

New questions on oral sex were added to the Emerson Hospital Youth Risk Behavior Survey in 2006. Of AB eighth graders surveyed in 2010, 11.1% report having ever participated in oral sex. Nearly one-third (32.3%) of high school respondents report having ever participated in oral sex. While sexual activity statistics remain steady, the survey data show that 43.6% of high school respondents, 31.8% of eighth grade respondents, and 23.5% of sixth grade students report having ever talked about AIDS or HIV infection with their parents or other adults in their family. This represents a downward trend in all three grade categories in the number of students having candid conversations about HIV/AIDS with their parents.

Role of gender in risky behavior

The role of gender in risk behaviors varied widely.

Female respondents were more likely to:

- experience dating violence
- injure themselves on purpose
- indicate that they are currently trying to lose weight
- go without eating for 24 hours or more
- sleep an average of seven or fewer hours each night

Male respondents were more likely to:

- gamble
- offer/sell/give illegal drugs on school property
- recently used marijuana
- engage in binge drinking in the past month
- smoke cigars or cigarillos in the past month
- ever tried cigarette smoking

- carry a weapon on school property
- ride with an impaired driver

Males and females engaged in certain risk behaviors at similar rates, including:

- experiencing cyber-bullying
- attempting suicide
- taking diet pills/powders/liquids without a doctor's advice
- eating breakfast on fewer than five days during the previous week
- engaging in recent sexual intercourse

About the survey

The 2010 Emerson Hospital Youth Risk Behavior Survey, which is funded by Emerson Hospital as part of its community benefits program, was coordinated by Northeast Health Resources of Haverhill, Mass., a data collection and consulting firm specializing in teen surveys conducted in Massachusetts.

The survey was administered on a voluntary basis in March 2010 to more than 8,500 public school students in grades 6, 8 and 9 through 12 in seven school systems. These include Acton and Acton-Boxborough Regional Schools, Boxborough (grade 6 only), Concord and Concord-Carlisle Regional Schools, Groton-Dunstable Regional Schools, the Littleton Public Schools, the Maynard Public Schools, and the Westford Public Schools. Students replied to 62 questions in grade 6, 89 questions in grade 8, and 111 questions in high school.

The data is provided to health coordinators and top public school administrators and is used to set school health and health promotion goals, and support modifications of school health curricula or other programs.

The complete Emerson Hospital Youth Risk Behavior Survey report will be available on Emerson Hospital's Web site at www.emersonhospital.org.

Emerson YRBS Acton and Acton-Boxborough Results Presentation

Wednesday, May 11, 2011 at 7:00 p.m. in the junior high auditorium