

Acton Public and Acton-Boxborough Regional School Committees

Joint School Committee Meeting

June 2, 2011

**7:00 p.m. at the
R.J. Grey Junior High Library**

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

Library
R.J. Grey Junior High School

June 2, 2011
7:00 p.m. Joint School Committee Meeting

AGENDA

- 1.0 **CALL TO ORDER** – Joint School Committee
- 2.0 **SUPERINTENDENT'S INTRODUCTION**
 - 2.1 School Committee Annual Organizational Meeting (File: BDA)
 - 2.2 School Committee Officers (File: BDB)
 - 2.3 Election of School Committee Officers, 2011-12
 - 2.3.1 Chairperson
 - 2.3.2 Vice Chairperson
 - 2.3.3 Secretary
 - 2.4 Letter of Resignation
 - Replacement to be elected at APS Joint meeting with BOS June 6th, *Mike Coppolino*
- 3.0 **APPROVAL of MINUTES and STATEMENT of WARRANT**
 - 3.1 AB and Joint meeting of May 5, 2011 (*addendum*)
- 4.0 **SUPERINTENDENT'S EVALUATION**
 - 4.1 2010-2011 Evaluation (*brought to meeting*)
 - 4.2 Current Superintendent's Contract
 - 4.3 Possible **VOTE** to amend Superintendent's Contract
- 5.0 **PUBLIC PARTICIPATION**
- 6.0 **UNFINISHED BUSINESS**
 - 6.1 Acton Boxborough Youth Soccer Field Development Proposal – *Dave Wilson*
 - 6.2 Class Size Task Force Presentation - *Amy Hedison*
 - 6.2.1 Survey Results (*addendum*)
 - 6.2.2 Task Force proposal (*addendum*)
 - 6.3 Boxborough Report: Town Meeting and Election Results, *Brigid Bieber*
 - 6.4 ALG Report – *Xuan Kong (oral)*
 - 6.5 Acton FinCom Report – *Xuan Kong*
 - 6.5.1 Slides from 5/24/11 presentation to FinCom, Don Aicardi
 - 6.6 BLF Report – *Maria Neyland (oral)*
 - 6.7 FY'12 Budget Update – *Steve Mills / Don Aicardi*
 - 6.7.1 Possible **VOTE** to reallocate FY'12 funds to 2 FTE personnel (*addendum*)
 - 6.8 Health Trust Report
 - 6.8.1 5/26/11 Meeting – *John Petersen*
 - 6.9 Subcommittee Updates
 - 6.9.1 Policy – *Brigid Bieber*
 - 6.9.1.1 New Acton member for subcommittee – **VOTE**
 - 6.9.1.2 Prioritization of policies to be reviewed
 - 6.9.2 Long-Range Strategic Planning – *Steve Mills*
 - 6.9.3 Cost Savings Task Force – *Xuan Kong (oral)*
 - 6.10 2011-2012 School Calendar correction – **VOTE** – *Steve Mills (April 30, 2012 missing)*

- 6.11 Special Education Parents Advisory Council (SpedPAC) Update – *Mike Coppolino (verbal)*
- 6.12 Superintendent's Health Advisory Committee Report – *Mike Coppolino (verbal)*

7.0 **NEW BUSINESS**

- 7.1 Boxborough Regionalization Discussion – *Brigid Bieber*
 - 7.1.1 Slides from Boxborough School Committee meeting 4/14/11
 - 7.1.2 Agreement for a Regional School District for the Towns of Acton and Boxborough, approved 3/21/55, last amendment dated 10/5/98
- 7.2 2011-2012 School Committee Task Assignments (*confirm at summer meeting*)
 - 7.2.1 List from 2010-2011
- 7.3 ABRHS Handbook Changes – **VOTE** – Steve Mills
- 7.4 Recommendation to Approve ABRHS trip to France, 4/13/12 – 4/20/12 – **VOTE** – Steve Mills

8.0 **ISSUES FOR THE COMMITTEE**

- 8.1 APS and AB School Committee Meeting Schedule, 2011-2012 – *Brigid Bieber*
 - 8.1.1 Summer meeting date – Workshop included in meeting or separate
 - 8.1.2 Summer meeting agenda items

9.0 **FOR YOUR INFORMATION**

- 9.1 ABRHS
 - 9.1.1 Discipline Reports – May 2011 (*addendum*)
- 9.2 RJ Grey Junior High
 - 9.2.1 Discipline Reports – May 2011 (*addendum*)
- 9.3 Pupil Services
 - 9.3.1 ABRSD ELL Student Population, May 2011 (*addendum*)
- 9.4 Curriculum Update
 - 9.4.1 June 28 and 29th Annual Summer Leadership Institute Agenda
- 9.5 FY'11 Monthly ABRSD Financial Reports
- 9.6 All-Staff Retirement Party – June 9, 2011, 3:00-5:00, Wedgewood Pines Country Club, Stow
- 9.7 Correspondence from the Community
 - 9.7.1 Public Records Request (M.G.L. Chapter 66, Section 10), 4/27/11, A. Nitschelm and C. Kadlec
 - 9.7.2 Open Meeting Law Complaints (2), 4/27/11, A. Nitschelm and C. Kadlec
- 9.8 Enrollment Report – June 1, 2011 (*addendum*)
- 9.9 Youth Risk Behavior Survey Presentation, May 11, 2011, *Dr. Carolyn Imperato*
- 9.10 Open House Dates 2010-2011
- 9.11 Danny's Place Parent Letter

10.0 **NEXT MEETINGS**

- June 6, at 7:00 pm. Acton Public SC Joint meeting with Acton Board of Selectmen, Acton Town Hall
- June 16, 7:30 pm APS Meeting, Jr High Library
- July XXXX 6:00 p.m. JT SC Workshop, Boxborough Sargent Library, followed by AB Regional School Committee, followed by Joint meeting, followed by Acton School Committee meeting

ADJOURN

File: BDA

SCHOOL COMMITTEE ANNUAL ORGANIZATIONAL MEETING

The annual organization meeting for the Acton Public School Committee shall be held each year at the first meeting following the completion of the Acton annual town meeting. At this meeting, the Committee shall organize by electing one of its members as chairperson, another as vice-chairperson and a secretary who does not need to be a member. At this meeting, the Committee shall also fix the time for holding its regular meetings.

The annual organization meeting for the Acton-Boxborough Regional District School Committee shall be held each year at the first meeting following the completion of the Acton and Boxborough annual town meetings. At this meeting, the Committee shall organize by electing one of its members as chairpersons, another as vice-chairperson, and a secretary who does not need to be a member. At this meeting, the Committee shall also fix the time for holding its regular meetings.

APPROVED 12/2/10

Acton Public Schools and Acton-Boxborough Regional School District

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the chairperson will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairperson

The vice-chairperson of the Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

LEGAL REF.: M.G.L. 71:36

Acton Public Schools and Acton-Boxborough Regional School District

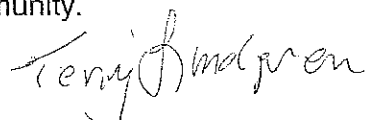
May 12, 2011

To the APS and ABRSD School Committees,

I regret that because of personal reasons I am resigning from the School Committees today.

I wish everyone the greatest success in this coming year. You have what are arguably the best faculty, central office, and staff in the Commonwealth. While you will face ongoing economic challenges, I am confident you will lead the Districts successfully through this coming year and into the next.

I thank you all for the opportunity I have had to work with you for the good of the community.

A handwritten signature in cursive script that reads "Terry Lindgren". The signature is written in dark ink and is positioned above the printed name.

Terry Lindgren

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

CONTRACT OF EMPLOYMENT

This contract made this 11th day of March, 2009 by and between the Acton School Committee and the Acton-Boxborough Regional School District Committee, hereinafter referred to as the "Committees" and Stephen Mills, hereinafter referred to as the "Superintendent."

WITNESSETH:

WHEREAS, the Committees desire to provide the Superintendent with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Committees believe generally improves the quality of its overall educational program; and,

WHEREAS, the Committees and the Superintendent believe that a written employment contract is necessary to describe their relationship and mutual obligations and to serve as the basis of effective communication between them as they fulfill their policy making and administrative functions in the operation of the education program of the schools; and,

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto mutually agree as follows:

I. EMPLOYMENT

The Committees hereby agree to employ Stephen Mills as Superintendent of the schools of The Acton Public School District and The Acton-Boxborough Regional School District for a period to commence as of August 1, 2009 and to end on June 30, 2012. On July 1, 2011 this contract shall be extended to June 30, 2014, and shall be extended by one year each July 1 thereafter, unless the Committees give notice to the Superintendent in writing by June 30, 2011, or any June 30 thereafter that the contract will not be extended.

JAM

II. LICENSURE

The Superintendent shall furnish and maintain throughout the term of this contract a valid and appropriate Massachusetts Department of Elementary and Secondary Education license qualifying him to act as Superintendent to Schools in public schools of the Commonwealth of Massachusetts.

III. RESPONSIBILITIES/DUTIES

The administration of school policy set by the Committees and the operation and management of the schools, and the direction of employees, shall be through the Superintendent, pursuant to M.G.L. c. 71, §59. The parties hereto agree that:

- (A) The Superintendent shall administer curriculum and instruction and decide all matters having to do with selection, appointment, assignment, transfer, promotion, organization, reorganization, reduction, or termination of personnel employed or to be employed by the "School Districts" consistent with State Law and contract obligations.
- (B) The administration of policy, the operation and management of the schools, including utilization of and regular accounting for funds appropriated for the school budget, and the direction of employees of the Committees shall be through the Superintendent. Duties and responsibilities therein shall be performed and discharged by him or by his staff under his direction.
- (C) The Superintendent and/or his designee(s) shall have the right to attend all regular and special meetings of the Committees and all Committee meetings thereof, and shall serve as advisor to said Committees and make recommendations on all matters affecting each "School District." The Superintendent shall be consulted and have the right to speak on all issues before the School Committees and have a seat at the Committees' tables.
- (D) Criticisms, complaints, and suggestions called to the attention of the Committees shall be promptly referred to the Superintendent in writing for study, disposition,

or recommendation as appropriate to facilitate the orderly administration of the Districts, ensure responsiveness to the public and fairness to the Superintendent.

- (E) The Committees shall make no agreement with any other employee group or individual that would unlawfully interfere with the Superintendent's carrying out statutory, managerial, administrative or supervisory responsibilities.
- (F) The Superintendent is assured that Committee rules, regulations, or policies, are not in conflict with the express terms of this Agreement. Where such conflict exists, this Agreement or state law shall supersede such policy.
- (G) The Committees shall not adopt any policy, by-law or regulation which unlawfully impairs or reduces the duties and authority specified above; and provided, further, that all additional duties and responsibilities prescribed by the Committees are consistent with those normally or reasonably associated with the position of Superintendent of Schools in the Commonwealth of Massachusetts. This provision shall continue in full force and effect during any period of suspension.
- (H) The Superintendent may undertake and engage in consultative work and speaking, writing, lecturing or other engagements of a professional nature as he sees fit, provided these engagements do not derogate from his duties as Superintendent.

IV. EVALUATION

The Committees shall evaluate the performance of the Superintendent in writing in accordance with a mutually agreed upon evaluation instrument.

- (A) In the event the Committees determine that the performance of the Superintendent is unsatisfactory, they shall describe in writing, in reasonable detail, their concerns.

- (B) In addition, the Superintendent shall meet with the Committees at least once each year, for the purpose of discussing his performance as well as the working relationship between the Committees and the Superintendent.

V. REGULAR COMPENSATION

Consistent with relevant provisions of Chapter 71 and Chapter 32 of the General Laws, 840 CMR 15.03 et seq. and 807 CMR 6.01 et seq., the Superintendent's regular compensation shall include, in consideration for services provided:

(A.) SALARY:

The Committees shall provide the following salary as part of the Superintendent's compensation:

1. Initial Salary
The Committees shall pay the Superintendent an annual salary of one-hundred-and-seventy-thousand dollars (\$170,000). The first year's salary will be prorated for the eleven months from August 1st, 2009 through June 30th, 2010.
2. At no time during the life of this agreement, or any extension hereof, shall the Superintendent's salary be reduced.
3. The Superintendent's salary, benefits and compensation shall be paid in equal installments in accordance with District practice unless otherwise agreed upon. At the Superintendent's discretion, a portion of his total salary may be paid into an annuity, as described in Paragraph V.B.3 (below). All sums, including but not limited to all salary or benefits due under any provision of this Article, due upon resignation, termination, or death shall be paid to the Superintendent or his estate in the pay period next following same or upon appointment of a fiduciary for the estate.

SEM

(B.) INSURANCE, FRINGE BENEFITS AND COMPENSATION FOR SERVICES

1. Medical/Life Related Insurances

a. Health

The Superintendent will be eligible for Health Insurance in accordance with applicable law.

b. Life Insurance

The Committees will provide the cost of life insurance for the Superintendent to cover 90% of his salary (rounded down to the nearest \$1,000).

c. Liability Insurance

The District will provide liability insurance for the Superintendent under the provisions of the policy currently covering Central Office Administrators.

2. Leaves of Absence

a. Sick Leave

The Superintendent will be credited with thirty (30) sick leave days plus his 2009-2010 allotment of eighteen (18) sick days when he commences his position on August 1st, 2009. He will receive an additional eighteen (18) sick days each July 1st thereafter. Accumulated and unused sick leave shall be carried over from year to year. No payment will be made for unused accumulated sick leave.

Sick leave may be taken when the Superintendent is prevented from working because of actual personal illness or injury, or because of a serious illness of or injury to a member of the Superintendent's "immediate family." "Immediate family shall be defined as the Superintendent's spouse, children, parents, siblings, or the parents or children of his spouse, or any other close family member who resides in the Superintendent's household.

[Handwritten signatures and initials]
#6/09

other close family member who resides in the Superintendent's household.

b. Extended Paid Sick Leave

When the Superintendent has served the districts for at least one (1) full school year, he shall have an extended sick leave account which may be utilized if he is prevented from working because of personal illness or injury. In order to be eligible to use extended paid sick leave during a period of absence due to personal illness or injury, the Superintendent must meet the following conditions:

(1) All of the Superintendent's accumulated sick leave must have been exhausted

(2) The Superintendent must furnish to the Committees a physician's certificate attesting that the illness or injury disables the Superintendent from working and is expected to continue for at least thirty (30) work days. Thereafter, the Superintendent may be required to furnish further medical certification. The Committees reserve the right to have its physician examine the Superintendent.

(3) The maximum number of days of extended paid sick leave in the Superintendent's account shall be based upon the number of full school years he has served for the Committee, as follows:

<u>Number of full school years</u> <u>of service for the Committees</u>	<u>Maximum number of days of</u> <u>extended paid sick leave</u>
At least 1 year but less than 5 years	45 days
At least 5 years but less than 10 years	90 days
At least 10	120 days

c. Bereavement Leave

The Superintendent shall ordinarily be entitled to three (3) consecutive days of leave without loss of pay for time necessarily and actually lost by reason of a death in the immediate household or immediate member. The members of the "immediate family" shall be the Superintendent's spouse and the parents, children or siblings of the Superintendent or his/ her spouse.

d. Personal Leave

The Superintendent will be granted five (5) days of personal leave each year. Personal leave is not carried over from year to year.

3. VACATION

- a. The Superintendent will be eligible for twenty (20) vacation days during the first ten (10) years of employment. His first year's allotment of twenty (20) days will be available for use at the beginning of his contract, on August 1st, 2009.
- b. The Superintendent can carry over no more than 40 vacation days from year to year.
- c. All accumulated vacation time will be paid to the Superintendent (or his estate) in the next pay period following resignation, retirement, termination or death at the then effective per diem rate of pay calculated based on the actual number of days in each year the Superintendent is required to work.
- d. Because the Superintendent's workday is flexible and frequently extends beyond normal working hours, reasonable time off during the day for personal reasons or emergencies will be allowed without loss of pay or deduction from personal or vacation leave.

VII. MEDICAL EXAMINATION

The Committees agree to bear the cost of a full annual physical examination of the Superintendent upon request by the Committees, and the Superintendent shall provide a summary by the examining physician of findings.

VIII. DISCHARGE

Where good cause exists, the Committees may discharge the Superintendent, thereby terminating this contract prior to the expiration date stated above, without further obligation by the Committees, provided the Superintendent has been informed, in

writing, of the basis for his proposed discharge and has been given an opportunity to be heard by the Committees in Executive Session prior to official action being taken. The Superintendent may be represented by counsel at such Executive Session who shall be entitled to speak on behalf of the Superintendent.

In lieu of discharge proceedings, the Committees may for any reason deemed sufficient by them elect to discharge the Superintendent and pay him within two weeks of such termination a lump sum equal to the amount of salary he would have earned over the remainder of the contract terms. This option, if exercised, is without recourse to either party and shall be conditional upon the Superintendent's execution of general release of claims.

IX. RESIGNATION

There shall be no penalty for release or resignation by the Superintendent from this contract, provided no resignation shall become effective until the close of any school year in which this contract is in effect or ninety (90) days notification from the Superintendent unless the Committees fixes a lesser period of time at which the resignation or release is to take effect.

X. SALARY DEDUCTIONS

This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, and other deductions, including annuity or insurance payments, authorized by the parties or required by law. This contract shall be deemed to have been entered into subject to all provisions of the laws of the Commonwealth of Massachusetts.

XI. ARBITRATION

A. Scope of Controversy

Any claim alleging the breach of this contract shall be settled and determined solely and exclusively by arbitration in accordance with the Labor Arbitration Rules of the American Arbitration Association and an award by an Arbitrator appointed pursuant to such rules shall be final and binding on the parties and may be entered into any court, tribunal or commission otherwise having jurisdiction thereof,

for enforcement pursuant to the provisions of M.G.L. c. 150C, then relative to the arbitration of labor disputes. The parties expressly waive any right to assert such claims in any other forum.

B. Arbitrator's Authority

Either party may invoke the arbitration provisions hereunder by filing a demand for arbitration with the American Arbitration Association and the other party.

In the case of a termination, if the arbitrator determines that the termination was not for good cause, his authority is limited to awarding the Superintendent monetary damages which may not exceed what the Superintendent would have been entitled to had his contract not been terminated prior to its expiration. In no case shall such award order or require the reinstatement of the Superintendent to his position.

XII. INDEMNIFICATION

- A. The Committees shall at all times indemnify and hold harmless the Superintendent to the maximum extent and in accordance with the terms of MGL c. 258. The Superintendent shall comply with all obligations to assist in any litigation instituted in which the statutory indemnification is applicable, provided, however, that upon cessation of the employment relationship the Superintendent shall be compensated for such assistance in any day or part thereof during which such assistance is rendered at his then effective per diem rate of pay or \$400.00, whichever is greater, subject to any applicable legal limits.
- B. This indemnification provision, Article XII, A. and B. shall survive expiration of this employment agreement or the cessation of the employment relationship by any means or cause.

XIII. ERRORS AND OMISSIONS INSURANCE

The Committees agree to maintain a policy or in the alternative to reimburse the Superintendent for annual premiums the Superintendent pays for the duration of the term of this agreement, for the Superintendent to be covered as a named insured under the professional liability insurance policy.

XIV. ENTIRE AGREEMENT

This contract embodies the whole agreement between the Committees and the Superintendent and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein. The contract may not be changed except in writing and signed by the party against whom enforcement thereof is sought.

XV. INVALIDITY

If any paragraph or part of this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement in quadruplicate on the day and year first written above.

Acton School Committee

By Heather Harer 3/11/09
Chairman, Heather Harer

Acton-Boxborough Regional School
District Committee

By Jonathan Chinitz
Chairman, Jonathan Chinitz

Stephen Mills
Stephen Mills, Superintendent

**Acton Finance Committee Meeting Report
May 10, 2011**

Finance Committee had elected officers: Chair: Bill Mullin, Vice Chair: Doug Tinda., Secretary: Pat Clifford.

Finance Committee chair distributed a memo emphasizing the need of "provide a complete analysis to support a given position." In the memo, the chair proposed finance committee to draft "White Paper" on various issues and to use them as guidebook and position statement (for FinComm). Issues include:

- Long-term financial strategy for the town of Acton
- Capital Planning Process
- Actuarial Accrued Liability
- Fixed Asset Management
- Legal Services Review
- Reserve Policy Review
- Metrics (What are the 10 most important metrics we should be tracking)
- Fiscal Impact Analysis
- Cost Savings Subcommittee

Estimated completion date is October before budget session starts.

Finance Committee also discussed their views/feedback on the Mission and Values from AB/APS Long-Range Strategy Planning. Naturally, their primary concern was the financial impact of actionable initiatives that will support the mission and values.

Mary Ann Ashton provided an update of FY11 school budget and the proposed use of budget capacity for textbook/technology purchases as discussed at May regional SC meeting. The chair indicated that it would be helpful for the superintendent to brief the finance committee at a later date.

Xuan Kong, PhD
5/11/11

Acton Public and Acton-Boxborough
Regional School Districts
FY'11 Year End Expenditure Initiative
May 24, 2011

Presentation to Acton Finance Committee
Dr. Stephen Mills

1

Introduction

Recent efforts to strengthen financial position:

- 1) Reduced \$970,000 from FY10 to FY'11
- 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

2

Tonight's Review (In Thousands)

	APS	ABRSD	K-12
FY10 Final Budget	\$25,754	\$36,858	\$62,612
FY11 Final Budget	\$25,910	\$38,228	\$64,139
FY10 to FY11 % Difference	.61%	3.72%	2.44%
FY11 Actual-EST*	\$25,493	\$38,020	\$63,514
Return to Free Cash/E & D-EST	\$417	\$208	\$625
Return in Excess of ALG Plan	\$167	\$58	\$225

*Includes "One-Time" Expenditures

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

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 FY'11 "One-Time Expenditures":	<u>(\$575k)</u>
Current FY'11 Year End Estimate	\$417k

5

FY'11 Year End Expenditure Initiative-APS

Item	Cost	Rationale
K Science	\$18,216	Years One and Two
1-2 Science	\$107,200	Years One and Two
3-5 Science	\$117,764	Years One and Two
Soc Stud/History	\$85,850	Years One and Two
Bullying/Soc Cur	\$10,000	Years One and Two
Math Materials	\$48,225	New state MA Frameworks
Reading Materials	\$40,675	Years One and Two
School Based Supplies	\$25,000	\$5,000 per elementary school
SmartBoards	\$123,000	Grades One and Two

6

Acton Free Cash Replenishment

ALG Annual Plan Assumes **\$250,000** Per
Year in "Free Cash" Replenishment for
the entire Acton local government
(includes APS)

Current Proposed APS Contribution to
replenish Town of Acton
"Free Cash": **\$417,000**

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

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 FY'11 "One-Time" Expenditures:	<u>(\$317k)</u>
 FY'11 Year End Turnback Estimate	 \$208k

9

FY'11 Year End Expenditure Initiative- ABRSD

Item	Cost	Rationale
English, Social Studies, Science, Math, Spanish	\$127,684	Senior High-Replacing outdated textbooks
English, Social Studies, Science, Math, Spanish	\$89,500	Junior High-Replacing outdated textbooks
SmartBoards	\$27,000	Additional 13 classrooms-SH
TV Studio Replacement Equipment	\$30,000	SH-Provides interactive media for classrooms
Field House Floor	\$30,000	SH-balance to come from Athletic Revolving Account & FY11 Facilities budget
30 Unit Netbook Mobile Lab	\$13,000	JH-30 count provides 1:1 student to computer ratio

ABRSD E & D Replenishment

ALG Annual Plan Assumes **\$150,000** Per
Year in "E & D" Replenishment for
the ABRSD

Current Proposed Contribution to
replenish ABRSD

"E & D": **\$208,000**

Summing Up

(In Thousands)

	APS	ABRSD	K-12
FY10 Final Budget	\$25,754	\$36,858	\$62,612
FY11 Final Budget	\$25,910	\$38,228	\$64,139
FY10 to FY11 % Difference	.61%	3.72%	2.44%
FY11 Actual-EST*	\$25,493	\$38,020	\$63,514
Return to Free Cash/E & D-EST	\$417	\$208	\$625
Return in Excess of ALG Plan	\$167	\$58	\$225

*Includes "One-Time" Expenditures

Wrap Up

Thank you for your support of the APS &
ABRSD FY'12 budgets.

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

Acton Health Insurance Trust Report

John Petersen

The Trust met on May 26, 2011

- Election of Officers
 - Bob Evans (chair)
 - Tess Summers (secretary)
- Cash Flow Report (June) showed a favorable YTD variance of \$840K. For June there was a favorable variance of \$61K.
- John Murray provided Peter Savage with a list of comparable communities to Acton HIT. Peter will determine how these communities are insured (self, group, MIAA, GIC) and then the trustees will determine the final set of communities/plans to be analyzed to determine their cost-effectiveness relative to the Acton Health Insurance plans.
- The Trustees discussed the bills in the state legislature which would provide governmental entities to make health care plan modifications outside of collective bargaining (for example copays). There was a great deal of uncertainty about what the legislature will approve and whether or not the governor will sign the bill. The trustees expect to schedule a meeting in July if a bill passes to determine what, if any, immediate action is required.
- In the fall, the Trustees will consider inviting HPHC and Blue Cross to quote on providing all employees with HMO (eliminate one provider in FY 13). The Trustees will consider obtaining proposal from alternate providers (alternate offerings in FY 13).
- The Trustees discussed the annual calendar.
 - June – vote reinsurance
 - October – recommend rate increases for budgetary purposes
 - October – review annual audit
 - December – submit HIT report for Acton annual town report
 - February – hold two meetings to vote preliminary rates and affirm rates
 - May – elect officers

Next Meeting: June 16, 2011 at 9am

AB Regional and APS School Committees Policy Sub-Committee

Policies Completed in 2010-2011:

**Field Trips/Student Travel (IJOA and IJOC)
Admission of Exchange Students (JFABB)
Non-Resident Tuition
Bullying Prevention and Intervention (JICFB)
Kindergarten Entrance (JEB)
School Committee Annual Organizational Meeting (BDA)
Nondiscrimination (AC)**

Policies Requiring Review:

Corporate Sponsorship (almost completed. Sharon McManus has volunteered to complete this with the Committee as a Community volunteer)

**Facebook and Social Networking Websites (MASC UNDD)
Use of School Facilities/Community Education Program Offerings
Sports Teams
Teacher/Coaches gifts (Consistent with Ethics requirements)
Evaluate Drug/Alcohol violations vs. Other serious infractions
School Committee Use of E-mail
Student Travel/Cost-what about financial hardship
Assignment of Students from Other Schools to Classes (JCAC)**

APS/AB Long-Range Planning Background and Timeline

Steve Mills
Superintendent

Why Long-Range Planning?

- To define a shared vision of the community
- To focus on what the community values
- To identify resource needs from the community
- To enable community to work towards common goals

Long-Range Strategic Planning Public Forum (5/12/2011)

2

What Are the Key Ingredients?

- **Mission**
 - describes the school system's reason for being
- **Values**
 - represent the system's core beliefs
- **Goals**
 - are time-bounded and measurable outcomes that serve to identify essential elements that support the mission

Long-Range Strategic Planning Public Forum (5/12/2011)

3

Who Are the Key Players?

- Planning Steering Committee
- Community Organizations
- Elected and Appointed Boards
- General Public
- District Leadership Team
- Faculty and Staff
- Students and Parents

Long-Range Strategic Planning Public Forum (5/12/2011)

4

Planning Steering Committee

- Steve Mills, Superintendent of Schools
- Donald Aicardi, Deborah Bookis, and Alexandra Callen (District Leadership Representatives)
- Marc Lewis and Jennifer Pratt (Teacher Representatives)
- Mary Ann Ashton and John Fallon (Community Representatives)
- Xuan Kong and Bruce Sabot (School Committee Representatives)

Long-Range Strategic Planning Public Forum (5/12/2011)

5

Planning Process Timeline (1)

- Formed Steering Committee (Jan 2011)
- Reviewed mission and goals of all eight schools in the community (Feb)
- Surveyed planning documents and processes of other school districts (Mar)
- Proposed Mission and Values statements for the districts (Apr)
- Seeking community input (now)

Long-Range Strategic Planning Public Forum (5/12/2011)

6

Planning Process Timeline (2)

- Finalize Mission and Values (Jun/Jul)
- Draft a comprehensive set of goals by leadership team (summer)
- Partner with faculty and staff to refine long-range planning documents (Sep)
- Finalize goals and value statements (Nov)
- Incorporate planning priorities with FY13 budget

Long-Range Strategic Planning Public Forum (5/12/2011)

7

We Value Your Input

- Now ...
- And Throughout the Process
- Contact Steering Committee via
LRSPFeedback@mail.ab.mec.edu

Long-Range Strategic Planning Public Forum (5/12/2011)

8

Proposed Mission Statement

To prepare all students to achieve their full potential as life-long learners, critical thinkers, and productive contributors to our diverse community and global society

Long-Range Strategic Planning Public Forum (5/12/2011)

9

Proposed Value Statements

- An environment that promotes social development and emotional and physical well-being for the entire school community
- A world-class academic program that will prepare all students to achieve their potential
- A community that welcomes and respects the differences among us
- Diverse extracurricular opportunities accessible to all students that provide for student growth and connections within the schools and the broader community
- Technology, literacy and communication skills for life-long learning
- Decisions informed by evidence and multiple measures

Long-Range Strategic Planning Public Forum (5/12/2011)

10

Acton Public Schools

Acton-Boxborough Regional School District

SCHOOL CALENDAR, 2011-2012

Bold Underlined Dates = No School Days

Proposed 5/16/11

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

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.

6.10

EXPANDING A REGIONAL SCHOOL DISTRICT

Draft For April 14, 2011 School
Committee Meeting

Expanding a Regional School District-
What Does this Mean?

An existing regional school district that
adds additional grade levels from the
member towns

Preliminary Work

- Look to Regional Agreement – what do you need to do to amend it?
- ABRS Regional Agreement provides:
- Section 7. A.:
 - ...A proposal for amendment may be initiated by a single petition bearing the signature of at least 200 registered voters of the District or by a majority of the members of the [Regional School] Committee

Two Methods

Regional School Committee can vote to establish a Regional Study Committee (comprised of representatives from each town)

-OR-

Each member town, by vote at town meeting, decides to establish a regional planning committee. This committee is appointed by each town's moderators.

What does the Regional Study/Planning Committee Do?

- This committee would be charged with an in depth study to look at the reasons to expand the regional school district and what this expanded region would look like.
 - Educational benefits
 - Enrollment projections
 - Inventory of facilities
 - Admin. Structure
 - Financial considerations etc.
- THEN, ON TO THE DESE FOR REVIEW AND APPROVAL

Expanding a Regional School District- State Requirements

1. Regional School Committee submits written request to DESE for a “Reorganization Needs Conference”
2. Reorganization Needs Conference includes consideration of Long Range Educational Plan:
 - Educational benefits of reorganization
 - Current and projected enrollments

2. Reorganization Needs Conference includes consideration of Long Range Plan (cont.)

- inventory of educational facilities under the jurisdiction of current and proposed school committees (including any construction efficiencies)
- administrative structure (incl. existing and proposed org. charts)
- fiscal benefits
- geographical and physical characteristics
- resulting transportation economies

3. DESE Review of Long Range Education Plan
4. DESE Approval or request for additional information
5. Upon DESE approval, Regional School Committee drafts amendment to the Regional Agreement.
6. Amended Regional Agreement must be accepted by each town at Town Meeting

7. Regional School Committee submits Amended Agreement along with certified votes of each town to the Commissioner of Education for approval.
8. Once approved by the Commissioner, subject to the Agreement, transition to expanded Region begins.

TRANSITION TO EXPANDED REGION

- Transition planning period begins with election of Regional School Committee
- Planning period is no longer than remainder of fiscal year when RSC is elected plus one additional fiscal year
- During transition period, local SC continues to oversee and operate the schools in respective towns

Transition to Expanded Region

- Regional School Committee has non-operating status during planning period
- Regional School Committee can hire staff, enter into contracts and take other actions to prepare for orderly transition
- At end of planning period, responsibility transfers to Regional School Committee

TIMEFRAME

- Often takes 2 years in the “should we go ahead with this” phase
- Plan on 2 years once the Regional Study/Planning Committee is formed
- Collective bargaining agreements are time consuming to renegotiate (can be done by the new Regional Committee, but should be looked at as part of the study)

Timeframe (cont.)

- Very important to have a thorough process and very strong community outreach and education plan
- May be grant money available in Fiscal 12 budget to help offset planning costs
- Study process involves heavy lifting by Central Office, need to staff appropriately to support this
- Also important to include educators.

EDUCATIONAL BENEFIT SHOULD BE THE DRIVING
FORCE IN THIS EXERCISE

AGREEMENT
FOR A REGIONAL SCHOOL DISTRICT
FOR THE TOWNS OF
ACTON AND BOXBOROUGH, MASSACHUSETTS

(As approved March 21, 1955 and
As Amended on October 10, 1955,
October 1, 1956,
March 9, 1959,
December 27, 1973,
and October 5, 1998)

Certificate of the Secretary

I, the undersigned Secretary of Acton-Boxborough Regional School District having custody of its official records, hereby certify that this document represents the Agreement for a Regional School District for the Towns of Acton and Boxborough, Massachusetts as amended to date.

Witness my hand and the official seal of said Acton-Boxborough Regional School District this 6th day of October, 1998.



Secretary as aforesaid

Acton-Boxborough Regional School District

AGREEMENT

For a regional school district for the Towns of Acton and Boxborough, in the Commonwealth of Massachusetts, hereinafter referred to as member towns.

SECTION 1. MEMBERSHIP OF THE REGIONAL DISTRICT COMMITTEE

- A. The Regional District School Committee, hereinafter referred to as the "Committee," shall consist of nine members, six from the Town of Acton and three from the Town of Boxborough.
- B. At the annual town elections, the Town of Acton shall elect two (2) members of the Committee from the Town of Acton, and the Town of Boxborough shall elect one (1) member of the Committee from the Town of Boxborough. Each member so elected shall serve for a term of three (3) years or until a successor is elected and qualified.
- C. A majority of the members of the Committee, which majority shall include at least one (1) member from Boxborough, shall constitute a quorum for the transaction of business.
- D. The Committee shall have all the powers and duties conferred and imposed upon school committees by Massachusetts General Law and conferred and imposed upon it by this Agreement and any special laws.
- E. At the first regular meeting of the Committee following the latest town election to be held in each year, the Committee shall organize by choosing a Chairman from its own number, and by appointing a Secretary and a Treasurer who may be the same person, but who need not be members of the Committee. The Committee shall define the duties of all officers. The Committee shall appoint such other officers and agents as it deems advisable.
- F. On all matters coming before the Committee, each member from Boxborough shall cast one vote and each member from Acton shall cast a number of votes determined by dividing the population (as determined by the most recent town census) of Acton by twice the population of Boxborough and rounding the result to the nearest one-tenth.

SECTION 2. TYPE OF REGIONAL DISTRICT SCHOOL

- A. The Regional School District shall consist of school grades seven through twelve, inclusive.
- B. The Committee may establish and maintain state-aided vocational education, in accordance with the provisions of Chapter 74 of the General Laws, and acts amendatory thereto or dependent thereon by amendment to this agreement.

SECTION 3. SCHOOL ATTENDANCE

- A. Residents of the member towns may attend the Regional District Schools under the same regulations as would apply to a local school system.
- B. Students residing outside the District may attend the Regional District Schools upon approval of the Committee and payment of tuition established in the manner provided by law.
- C. Students wishing to attend vocational schools may do so in the manner provided by law.

SECTION 4. LOCATION OF THE REGIONAL DISTRICT SCHOOLS

- A. The Regional District's schools shall be located in the towns of Acton or Boxborough or both.

SECTION 5. APPORTIONMENT AND PAYMENT OF COSTS INCURRED BY THE DISTRICT

- A. For the purpose of apportioning assessments levied by the District against Acton and Boxborough, costs shall be divided into three categories: construction costs, capital costs and operating costs.
 - 1. "Construction costs" shall include the costs of creating or acquiring new and/or additional educational, administrative or other permanent or temporary District building space and/or substantial renovation of existing permanent or temporary District building space or sites therefore, including but not limited to costs of plans, original

equipment and furnishings, architect's fees, consultant's fees, site work, and start up operations, and also the payment of principal of and interest on bonds or other financial obligations issued by the Regional School District to finance construction costs. The intent is to include such costs as would be part of an approved school project which are or would have been eligible for a school building assistance grant for a capital construction project, major reconstruction project and/or emergency reconstruction project as those terms are defined in the School Building Assistance Program established by St. 1987, c. 746, s. 2, as amended (M.G.L. c. 70, App. s. 1-1 through s. 1-21) and the Department of Education, School Construction Regulations, Title 603, Chapter 38 of the Massachusetts Code of Regulations.

2. "Capital costs" shall include all costs for equipment and/or extraordinary expenses which are not "construction costs" as defined in the preceding subsection, and are not "operating costs" as defined in the following subsection, whether financed by the issuance of bonds, or other financial obligations, or paid for out of a single annual assessment to the member towns. In the event such costs are financed by the issuance of bonds or other financial obligations, the periodic payments of the necessary interest, as well as the repayment of principal, shall be included in "capital costs."
 3. "Operating costs" shall include salaries and benefits paid to personnel; pension costs; periodic lease payments for building space owned by others which may be used for Regional School District activities; payments for contracted services; costs of ordinary maintenance and repairs of the District's buildings, grounds and equipment; payments for materials and supplies; costs of textbooks and learning materials; utility expenses; costs of recruitment, evaluation, training and administration of personnel; necessary insurances; and other costs related to the provision of organized instruction to students; including interest on temporary notes issued by the District in anticipation of revenue, but excluding transportation expenses as provided in Section 6.
- B. The construction, capital and operating costs of the District and payments of principal of and interest on its bonds, notes and other obligations, net of Federal and/or State financial aid and any other income received by the District, shall be apportioned between Acton and Boxborough towns as set out below.
- C. Providing such is not contrary to applicable law, each member town's share of capital and operating costs for each fiscal year shall be determined by computing, to the nearest 1/100 of 1%, the ratio which the sum of its pupil

enrollments in the Regional School District on October 1 of the three years next preceding the start of such fiscal year bears to the sum of the pupil enrollments in the Regional School District of all member towns on October 1 of the same three years. These ratios shall be known as the base percentages.

- D. Providing such is not contrary to applicable law, Boxborough's share of construction costs for each fiscal year shall be its base percentage minus five percentage points. Acton shall pay the remainder of such construction costs.
- E. In the event that some provision of applicable law requires some different apportionment of the costs of construction or capital or operating the District than is provided in this section of the Agreement, then insofar as is practical and allowed by the applicable law, in good faith the member towns shall apportion those costs, the division of which is not otherwise controlled by the applicable law, so as to exactly or as nearly as practical achieve the same overall apportionment of total costs in each fiscal year as would otherwise have been achieved by the formulas specified in Section 5, subsections C and D above.
- F. In the event that (an) additional town(s) is (are) admitted into the Region under the provisions of Section 8, the formulas in Section 5, subsections C, D and E will be renegotiated.

SECTION 6. TRANSPORTATION

- A. School transportation shall be provided by the Regional School District. Notwithstanding any other provisions of this agreement, the net cost of school transportation for each member town shall be separately determined each year and added to the other expenses and costs apportioned to and paid by the respective member towns under this agreement. As used in this Section 6, the words "net cost of school transportation" shall be deemed to mean the total cost to the district of transporting pupils from a member town to a District School for a calendar year (1) less any moneys or other credits received or to be received by the District in the preceding calendar year for transporting pupils from such member town and whether received or to be received from the Commonwealth of Massachusetts by way of reimbursement or otherwise or from any other source; and (2) adjusted to reflect any overpayment or underpayment by such member town for any preceding calendar year.

SECTION 7. AMENDMENTS

- A. This agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall materially or adversely affect the rights of the holders of any bonds or notes or other indebtedness of the District then outstanding, or the rights of the District to procure the means for payment thereof, provided that nothing in this section shall prevent the admission of a new town or towns to the District. A proposal for amendment may be initiated by a single petition bearing the signatures of at least 200 registered voters of the District or by a majority of the members of the Committee.
- B. Said petition shall also contain, at the end thereof, a certification by the town clerks of the respective member towns as to the number of signatures on the petition which appear to be names of registered voters from that town; such certification to be prima facie evidence thereof. Any such proposal for amendment shall be presented to the secretary of the Committee who shall mail or deliver a notice in writing to the Board of Selectmen of each of the member towns that a proposal to amend this agreement has been received and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The selectmen in each member town shall include, in the warrant for the next annual or a special town meeting called for the purpose, an article stating the proposal or the substance thereof. Such amendment shall take effect upon its acceptance by a majority of voters present and voting in each of the member towns. Said vote shall be by ballot.
- C. Recognizing that over time circumstances often change, and intending that this Agreement should continue to serve the best interests of the member Towns, the School Committee should, at five year intervals, review the need to establish an ad hoc study group composed of knowledgeable persons to study this Agreement and report to the Committee as to whether or not any changes to this Agreement might be beneficial, in light of the then prevailing conditions. The Committee shall give any such ad hoc study group's report due consideration, but may exercise its discretion as to whether or not it will implement any of the group's recommendations.

SECTION 8. ADMISSION OF ADDITIONAL TOWNS

- A. By an amendment of this agreement adopted under and in accordance with Section 7 above, any other town or towns may be admitted to the Regional School District upon adoption as therein provided of such amendment and upon acceptance by the town or towns seeking admission of the agreement as so amended and also upon compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment.
- B. Upon admission of such town or towns, the total construction costs plus the cost of any subsequent capital acquisitions and improvements, reduced by an appropriate depreciation allowance, shall be reapportioned to all towns in the District including the newly admitted town (or towns) in a reasonable manner. The newly admitted town shall then assume liability of its entire share of the cost to be paid to the District over the remaining term of any funded debt issued to pay such construction costs or subsequent capital acquisitions or improvements. If no such funded debt exists, the newly admitted town (or towns) shall finance its share independently of the District and pay the same directly to each member town according to the proportion such towns had originally paid to the District.

SECTION 9. WITHDRAWAL OF MEMBER TOWNS

- A. Any member town may petition to withdraw from the Regional School District under terms stipulated in Section 7 of this agreement provided (1) that the town seeking to withdraw has paid over to the Regional School District any operating costs and non-debt financed capital or construction costs for which it became liable as a member of the District, and (2) that said town shall remain liable to the District for its share of the indebtedness of the District, other than temporary indebtedness incurred in anticipation of revenue, outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as though the town had not withdrawn from the District, except that such liability shall be reduced by any amount which such town has paid over at the time of withdrawal and which has been applied to the payment of such indebtedness and interest or which has been deposited for the purpose as provided in Section 9 C.
- B. Said petitioning town shall cease to be a member town if the proposed amendment is accepted by the petitioning town and each of the other member towns by a two-thirds (2/3) majority vote at an annual or special town meeting.

- C. Money received by the District from a withdrawing town for payment of funded indebtedness and interest thereon shall be used for only such purpose and until so used shall be deposited in trust in the name of the District with a Massachusetts bank or trust company.

SECTION 10. NOTICE OF DEBT AUTHORIZATION

Notice of any debt authorization shall be given to the member towns in accordance with the applicable law, or within ten days of the relevant vote of the Committee, whichever is less. Thereinafter, notwithstanding any provision of applicable law, as has been the Region's practice for many years, such debt shall not actually be incurred until the amount of the proposed debt has been specifically approved by a two-thirds vote at the next annual or special town meeting in each member town.

SECTION 11. BUDGET

- A. The Committee should annually, at least 20 days prior to the date on which the final budget is adopted, prepare a preliminary budget. A preliminary budget shall include the amounts necessary to be raised to maintain and operate the Regional District Schools during the ensuing fiscal period, and include the amount required for payment of debt and interest incurred by the District which will be due in said fiscal period. All non-recurring expenditures shall be itemized. This preliminary budget shall be itemized in such further detail as the Committee may deem advisable. From the total of said budget, there shall be deducted any surplus receipts for the preceding fiscal period over the costs and expenses for that fiscal period, excepting those receipts which were reserved for that fiscal period. The preliminary budget shall be approved by a majority of the members of the Committee from each member town.
- B. Copies of said preliminary budget shall be prepared by the Committee, and promptly made available to the Finance Committee of each member town.
- C. The Committee shall hold a budget hearing annually. Thereafter, the Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31 (provided

that said budget need not be adopted earlier than February 1). The final budget shall be adopted pursuant to applicable provisions of law.

- D. Within ten days, or such lesser period as provided by law from the date on which the final annual budget is adopted by the Committee, the Treasurer of the Committee shall certify to the Treasurer of each member town and inform the Chairmen of the Board of Selectmen and the Finance Committee of each member town of its share of the budget to become due in the ensuing fiscal period, as well as any other information required by law.
- E. Each member town shall seasonably bring the Committee's final budget before an annual or special town meeting and thereafter pay its proportionate share of the annual construction, capital and operating costs to the Regional School District in equal monthly amounts and on the fifteenth of each month, unless the District Treasurer, after due consultation with the member Towns' Treasurers, determines that there is good cause to select a different day of the month for any particular fiscal year. If either Acton or Boxborough should fail to approve any Regional budget submitted to its respective meetings, any further proceedings will be as provided by law.

SECTION 12. ANNUAL REPORT

The Committee shall on or before July 10 of each year submit an annual report to each of the member towns, containing a detailed financial statement, and a statement showing the method of computing the annual charges assessed against each town, together with such additional information relating to the operation and maintenance of the regional school as may be deemed necessary by the Committee or by the selectmen of any member town, and each member town shall include said report in its annual report.

SECTION 13. LEASE OF BUILDING

The District is authorized to lease the Blanchard Auditorium from the town of Acton under the terms substantially as set forth in the attached Exhibit A.

This agreement shall take effect on July 1, 1999 and shall continue in effect from year to year thereafter, unless either party notifies the other prior to the first day of July in any calendar year of its intention to terminate this agreement at the expiration of the following one-year period.

IN WITNESS WHEREOF the parties hereto have caused these presents to be signed, sealed and delivered by the officers of each hereunto duly authorized this day of
6th of October, 1998.

IN WITNESS WHEREOF, this agreement has been executed, approved and accepted as of the 6th day of October, 1998.

I hereby certify that the above Regional Agreement as amended, was approved by vote of the Town of Acton held on October 5, 1998

By Catherine Belkin
Town Clerk, Acton

I hereby certify that the above Regional Agreement as amended, was approved by vote of the Town of Boxborough held on October 5, 1998

By Margaret B. Richardson
Town Clerk, Boxborough

Acton-Boxborough Regional
School Committee

Cheryl Levine

hus N. Stutz

Will J. Coy

Michael J. Scoula

Pamela Harting-Larrat

John Lind

Margaret D. Ashton

William V. Ray

John B. Loomis

EXHIBIT A.

IN CONSIDERATION OF the mutual promises and agreements contained herein, the Inhabitants of the Town of Acton (licensor), hereinafter referred to as the Town, hereby grant to the Acton-Boxborough Regional School District (licensee), hereinafter referred to as the District, the right, license and privilege of occupying and using for school purposes, including gymnastics, athletic exercise and assembly, ingress, egress and parking of vehicles, all the space, including the area of land surrounding the building constituting the so-called Blanchard Auditorium-Gymnasium in said Acton. In consideration of this, the Region will allow the Town to use appropriate space within Regional facilities for Town Meetings, Town Elections and such other activities as may reasonably be required by the Town.

The District agrees to operate and maintain the premises, and to pay all costs of such operation and maintenance, including water, heat, electricity and gas, and janitorial services. The District will maintain the building and grounds in good order and condition at all times, reasonable wear and tear excepted, and will pay all costs of maintenance and repair, except the costs of capital and construction (as those terms are defined in the Regional Agreement), which will be paid by the Town of Acton. The parties will consult with each other with respect to the need for such capital and construction expenditures.

The District agrees that it will make reasonable provision for sharing the use of the building and surrounding area with the school children of Acton other than those included in the schools of the District.

The District shall have the privilege of allowing such organizations, whether directly or indirectly connected with school activities, to occupy and use the building and its surrounding land area and may make such charge for such use as is reasonable and proper. The District further agrees that it will, if the same does not interfere with the school work of either the District or the Town, allow civic or educational organizations of the Town of Acton or the Town of Boxborough the use of said building and grounds either with reasonable charge or gratuitously as said District may determine. The members of the Regional School District Committee elected or appointed by the Town of Acton shall be responsible for scheduling use of the building and surrounding grounds by all persons and organizations other than the District.

The Town agrees that it will maintain and pay for property insurance on the premises. The District agrees that it will hold the Town harmless against any loss or damage to the premises caused by use of the premises by it or by any group or organization it permits to use the premises and that it will defend and hold harmless the Town against any claims for bodily injuries arising out of the negligence of it or its employees or its failure to maintain the premises in a safe condition.

This agreement shall take effect on July 1, 1999 and shall continue in effect from year to year thereafter, unless either party notifies the other prior to the first day of July in any calendar year of its intention to terminate this agreement at the expiration of the following one-year period.

IN WITNESS WHEREOF the parties have caused these presents to be signed, sealed and delivered by the officers of each hereunto duly authorized this 6th day of October, 1998.

By the Acton Board of Selectmen

[Signature]
Norm Z. Krotz
Nancy J. Tapscott
[Signature]
[Signature]

Acton-Boxborough Regional
School Committee

Cheryl Leume
Margaret D. Ashton
Will J. Cap...
William V. Ray
John B. Zuck
Les N. Stuntz
Michael A. Scanlon
[Signature]
Ronnie Harting-Lorral

Acton/Acton-Boxborough Regional School Committees

2010-2011 Committee Assignments

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

8/26/10

NEW: Long Range S. Plan

To: Dr. Stephen Mills
 Acton-Boxborough Regional School Committee
 From: Alixe Callen
 Date: May 26, 2011
 Re: Changes to the 2011- 2012 ABRHS Student Handbook

It is my pleasure to present the following amendments to the ABRHS Student Handbook. Our handbook committee, convened by Assistant Principal Susan Atwater-Rhodes and comprised of students, teachers, counselors and administrators, has recommended the following changes. I support these changes wholeheartedly, particularly given the committee's representative and collaborative nature.

If you wish to view the context of these changes, please note that the 2010-2011 Student Handbook is available online (<http://ab.mec.edu/abrhs/pdffiles/handbook.pdf>). Those sections added or significantly changed are summarized below.

Technology

Acceptable Use Policy for Computers, Internet, and Other Technology (pp.29,30)

ABRHS recognizes that learning powered by technology can improve teaching and learning, personalize instruction, and equip students with 21st century skills. As a result, all students receive personal network and e-mail accounts providing access to the school network and Internet. This Acceptable Use Policy is designed to help you use these resources responsibly while allowing the district to maintain a reliable and robust network for all users. Your cooperation and adherence to these guidelines and policies is a condition of continued access to the school's technology resources.

Email

All students will be issued an email account to be used for the purpose of communicating with teachers, administrators, counselors, librarians, school staff members and peers. It is important to note that Internet and email messages are public communication and not considered private. Further, use of this service must be in full compliance with the Acton Public Schools/Acton-Boxborough Regional School District Anti-Bullying Policy, which amongst other things, prohibits bullying through the use of any district and/or non-district technology resource/service where such bullying creates a hostile environment or infringes upon the rights of the victim at his/her school. Remember, all electronic mail messages and other use of electronic resources by the students are property of Acton-Boxborough Regional School District and may be disclosed to law enforcement, where appropriate, without prior consent of the sender or the receiver. Students are responsible for checking their school email account daily. If a student does not have access to school computers during the school day and does not have the necessary technology to do so at home, he or she is responsible for notifying an administrator or counselor so that accommodations can be made.

Personally-owned Equipment

- Students who need to access a document or presentation for use in class are encouraged to use their district-issued email account. For larger projects, students can also use a CD or a USB drive. Personally-owned USB key drives must be taken to the library for review and approval before using them in school. The library also has USB drives that can be checked out.
- After school use of personal equipment in the school requires permission of the teacher/advisor and of the Department of Educational Technology.
- No personally owned equipment is to be connected to the school system's network. Peer to peer wireless communication is also prohibited, which includes tethering to personal cell phones.
- While iPods and other MP3 players are allowed in school as listening devices, these devices and other handheld devices may not be connected to school computers. Further, access to the Internet from any personal equipment (Internet-enabled phones) is prohibited on school grounds.

Etiquette/Online Safety/Plagiarism

1. • Students online communications are expected to avoid use of profane language and other offensive means of communication. Be mindful of your digital footprint, understanding that anyone may conduct online "searches" of you. Poor judgment could negatively impact future opportunities.

Accountability

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

PowerSchool Access (p. 4)

Parents and guardians have access to attendance, historical grades, student schedules and course registration through the web-based PowerSchool Parent Portal at: <https://absis.ab.mec.edu/public>

Other Changes

The Scheduling Process (p.12)

The scheduling process is designed to involve students to the fullest extent possible. Students are given much control over their course loads and planning, however, Massachusetts state mandate requires all students to be scheduled for 990 hours of instruction each year. Students may schedule these hours with a combination of academic

courses, directed studies, and designated co-curricular offerings. The process begins in early February when the Program of Studies is published on-line through the ABRHS website. Students review course offerings independently during the month. They decide what electives they would like to select as well as reviewing prerequisites and expectations for leveled courses. A student's current teachers will recommend appropriate levels for the next year before students fill out their requests on-line through the Powerschool Parent Portal in early March (mid-March for rising 9th graders). On-line courses and Work Study require an equivalent free period during the regular school day. A master schedule showing teachers, classes and periods is formulated as soon as possible.

AB Express (p. 1)

The school store is open from 7:00 am to 3:00 pm as both a store and a communication center. Parents needing to get a message to a student can call 978-264-4700 ext. 3484. Packages for students can be dropped off at the School Store counter in the lobby. An AB Express form (available at the counter) should be filled out to leave with the package. School Store volunteers deliver AB Express messages to classrooms during the school day.

After Hours (p. 1)

The school does not provide supervision for students after school hours unless they are participating in a school-sponsored activity or event. Therefore, when the school day is over and after school obligations and activities are completed, students are not to loiter in the high school or on high school grounds. If a student needs to stay after school for a later activity we ask that they wait in either the Student Center West or the front lobby.

Library (pp 1-2)

Access from Directed Study

Students who are scheduled for directed study are generally not allowed to come to the library during those periods. Subject-area teachers may provide occasional passes from study for their students who are participating in scheduled library research. Students should present this pass to their study teacher, and then give the pass to a library staff member when they arrive in the library. Study hall teachers are not allowed to write a pass for students to the library.

Technology Access and Use

The library has twenty-seven desktop computers, three printers, one color printer, a copy machine and document scanner for student use. When classes are not scheduled, the library computer lab directly adjacent is open for student use as well. There is no charge for printing in black and white or for making copies when documents are course related. There is a small charge for the color printer to offset cost of ink.

The district computers and network are provided as educational tools for students, staff and the community. Class and course work related use of this equipment takes priority and all non educational use, including exploring web resources of personal interest is dependent on availability of computers, network capacity and library staff approval. Games are not allowed on library computers.

Library Conference Rooms

To encourage quiet study, students are to use alternative locations when working or meeting in groups larger than five.

There are two conference rooms located in the library which are generally off limits to student groups. However, students who wish to study for common assessments in groups larger than five may request to use a conference room provided it is not scheduled for use by a faculty or administrative group. Each student in the group must sign in to the log book located in each conference room, and are reminded that all library guidelines apply to conference rooms as well.

School Store (p. 3)

The school store is open from 7:00 am to 3:00 pm. Students may sign up to work in the school store through the course selection process. They will receive 990 credit and Community Service credits for hours worked. Students, faculty/staff and parents can purchase snacks, drinks, school supplies, gifts, clothing and many other items. Photo supplies, agenda books, calculus answer books, and chemistry supplies are sold in the store all year long. Visit the School Store or the link, under Quick Links on the school website. <http://ab.mec.edu/abrhs/pdf/files/schoolstore.pdf>

School Committee representatives (p. 8)

Each year up to five students are appointed from the student body by the Principal to serve as student representatives to the Acton-Boxborough Regional School Committee. Students may be from any class. Student representatives are expected to attend the monthly school committee meetings and to help the school committee by bringing the students' point of view to the issues discussed.

School Council representatives (p. 8)

Each year up to three students are appointed from the student body by the Principal to serve as student representatives to the ABRHS School Council, a committee comprised of administration, faculty, parents, students and community representatives. The School Council, which meets monthly, is charged with reviewing schools goals and budgets and works with the principal to examine school programs and activities.

Seniors, End of the Year Activities

Seniors should be aware that if they are suspended during the final weeks of school or as a result of their behavior at any end of the year event, they may be prohibited from attending any or all of the end of the year events (the Prom, Community Service Day, Awards Ceremonies, Project Graduation and/or Graduation Exercises). Please note that this rule extends to underclassmen who are suspended and who intended to go to the prom as a date of a senior.

Sequential Subjects (p. 11)

Each advanced course in sequential subject areas such as math and world language may be taken only if the preceding course in the sequence is passed with a final grade of C- or better. If you received a D+ or lower in a course you have several options:

- Make up the course in summer school at Acton-Boxborough or in one of the surrounding communities or study independently and complete all course outline work. Your final grade from summer school or independent study will be added to your transcript. However, please be aware that it does not remove the original grade and is not calculated into your GPA, nor will you receive additional credit. If this grade is a C- or better, you may advance in the sequence. Before taking the make-up final you must present all course work assigned in the summer school course or independent study.
- You may repeat the course. This allows you to advance in the sequence, and you will receive additional credit; however, the second grade will not contribute to your weighted or unweighted GPA. Drop from the course sequence.

Incomplete Grades (p. 15)

Incompletes for quarter grades, mid-year exams or final examinations may be granted for students experiencing unusual circumstances of a physical or mental health related nature. Identification and approval is coordinated through the student's counselor. Incompletes require students to coordinate make up of incomplete work with their individual counselors/teachers. All work must be completed and a grade entered for the term at least two weeks prior to the close of the following quarter.

Pregnant/Parenting Students (p. 20)

Pregnant and parenting students have a right to equal educational opportunities and their rights are fully protected by a federal law known as Title IX. The Acton Public Schools and the Acton-Boxborough Regional School District encourage any students who may be pregnant or who are parenting a child to inform their school counselor, the school nurse, or another appropriate school official, who will assist them and who will help ensure that they have full access to the same academic and extracurricular programs available to all students.

Should a physician deem it inadvisable for a pregnant student to attend school for an extended period of time, all services granted to home bound students under School Committee policies shall be made available.

Medical Reentry Meetings (p. 25)

Medical reentry meetings are held in order to support a student's transition back to school after an extended absence. If a student is out of school beyond a week due to a physical or emotional medical condition that upon return to the school setting necessitates services such as mobility support, counseling, schedule changes, or other services or accommodations, the student's counselor will schedule a Medical Reentry Meeting. A parent or guardian must attend the meeting along with the student and must come prepared with medical documentation that indicates the child is able to return to school. Documents provided from medical personnel should also identify any services that would be helpful for the student upon reentry and may include discharge summaries and/or evaluations. School faculty and staff from nursing, counseling, and administration will meet with the student and his or her parent or guardian to create a plan to help to ease the transition back to the school setting. A Medical Reentry Meeting must be held prior to the student's return, as this is the best means by which to come up with a plan for a safe and effective transition back to school. A follow-up meeting may or may not be scheduled.

Tardiness (p. 25)

School starts at 7:23 A.M. If students come to school later than that, they must sign in at the Main Office and receive a pass for their first class. The attendance record will be marked as "t", tardy. Students arriving late to school in excess of three days per term will be referred to their assistant principal. Students chronically late to school will be subject to disciplinary procedures, including but not limited to detention.

If a student is late to class for any period during the day without a pass the teacher will record a "u", unexcused tardy, in the attendance. Three unexcused tardies per term in a class will result in a three point deduction to the term grade for that class. Teachers may also assign detention to students who are tardy unexcused to class.

Change of Address and Other Pertinent Information (p. 33)

You must contact the Counseling Department immediately for any change in address or custody/guardianship. For changes to other contact information, please update the Emergency Information section of the PowerSchool Parent Portal (see PowerSchool Access).

Residency (p. 34)

Students are required to live in Acton or Boxborough in order to attend ABRHS. Exceptions are made through School Choice, homelessness, and special circumstance as approved by the Superintendent. All students are expected to maintain accurate home address information through the registrar.

*Athletics***2. Sports-Related Head Injury & Concussions (p. 7)**

The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) adhere to a new law regarding sports-related head injuries and concussions. The law requires:

- Athletes and their parents to inform their coaches about prior head injuries at the beginning of the season.
- If a student athlete becomes unconscious during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for "return to play."
- That student athletes and their parents (as well as coaches, athletic directors, school nurses and physicians and others) learn about the consequences of head injuries and concussions through training programs and written materials.

Student athletes and their parents should contact the Athletic Director or their coaches for more information.

5. Only One School Sport Per Season is Permitted (p. 7)

A student-athlete shall participate in only one MIAA interscholastic sport in any defined MIAA sport season (Fall, Winter, or Spring), including tournaments and/or championships in that season. For the purposes of this rule only, a student-athlete officially becomes a member of his/her team for the sport season on the date of that school's first regular season contest in that sport.

Policy Updates:

NOTICE OF NONDISCRIMINATION *Revised 10/21/10* (p. 19)

Acton Public Schools and Acton-Boxborough Regional School District

BULLYING PREVENTION AND INTERVENTION POLICY

BULLYING PREVENTION AND INTERVENTION PLAN

Appendix X (pp.51 – 58)

The 2011 – 2012 Handbook Review Committee included:

Susan Atwater-Rhodes, Administration, School Council

Janet Maxwell, matheteacher

Matt Wirzbürger, teacher

Cheryl Simmons, Special Education

Kate Herman, Alternative Program Department Leader

Diane Cileno, Librarian

Kirsten Kunz, Administration

Daniel Hoadley, Senior

Michelle Higgins, Senior

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

The first step in this process is to meet with Blake Lochrie-our International Field Trip Coordinator to go over initial details.

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

Please TYPE or use COMPUTER FORM

- Name of Teacher: **Patricia Braunegg**
- School: **ABRHS**
- # of Students going: **TBD** # of Chaperones (gender): **1 (female); more will be recruited as needed.**
Name of Chaperone: **Patricia Braunegg**
- Date(s) of Trip: **4/13/12 (evening)-4/20/12** School Time Involved: **none**
- Purpose of Trip/Destination: **To further students' knowledge of the language, history, and culture of France/Paris, Dordogne Valley, Provence**
- Have you taken this trip before? **Not this particular trip. The teacher/chaperone has run student trips to Canada, and has traveled extensively in France.**
- Any special arrangements required (such as extra insurance, ADA accommodations)?
Not at this time.
- Cost per Student: (Please describe how the cost is determined.) **Please see attached. Cost is determined by company providing the trip.**
- Who will pay for the trip? **Students and their families.**
- Has any fundraising been done? **Not yet. I hope to fundraise with students, based on their interest and availability.**
- Are any parents driving? **No.**

If so, have appropriate insurance forms been filled out? N/A

• Have you followed the procedure outlined in Policy IJOA? Yes.

• Other comments:

This trip will be managed by the professional educational trip provider, ACIS. This company has over 30 years experience, and comes recommended by fellow teachers. ACIS has been extremely helpful, responsive, informative and flexible in assisting with the initial planning of this trip.

☒ Approved ☐ Not Approved

Claire Dief
Department Leader

5/5/2011
Date

P.S. Given the price w/ the amount of time abroad, it would be nice if a fundraising project could be organized

☒ Approved ☐ Not Approved

Al Waller
Principal

5/24/11
Date

☐ Approved ☐ Not Approved

Superintendent

Date

☐ Approved ☐ Not Approved

School Committee

Date

Estimated cost per Student (based on a group of 20 students):

program fee	\$3099.00
registration fee	95.00
departure fee	529.00
weekend surcharge	80.00
round-trip bus, ABRHS-Logan Airport	15.00
	(estimated maximum)
tips	
guide (\$5.00/student/7 days)	35.00
bus driver (\$3.00/student/4 days)	12.00
lunch	90.00
	(estimated maximum)
Total:	\$3955.00

Tour Details

Apr 13 - Apr 20, 2012

Group Leader

Ms. Patricia Bravnegg

Group ID

112714

Depart From

Boston

tour cost

Group Fees

Registration Fee	\$95
Program Fee ¹	\$3099
Estimated Departure Fees ²	\$529
Weekend Surcharge	\$80

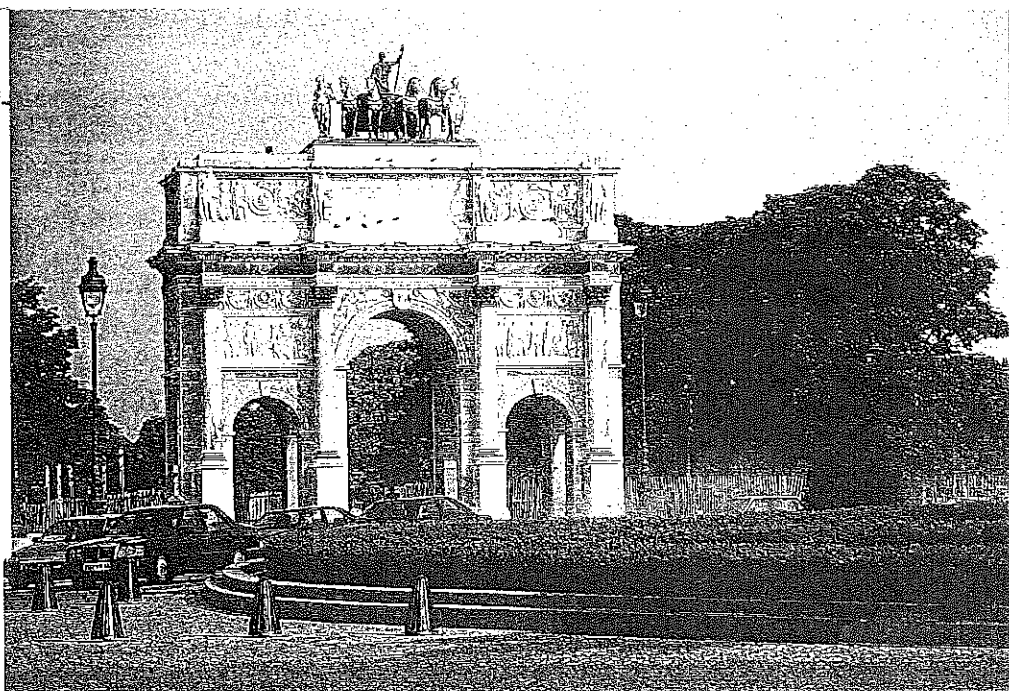
Total Group Fees \$3803

¹ Valid through 12/01/11 with \$195 deposit.

² Subject to change.

Additional Fees (as applicable)

Adult Surcharge	\$95
Single Room Supplement	\$480
Double Room Supplement	\$240
Ultimate Protection Plan	\$200
Comprehensive Protection Plan	\$160



A-B Tour de France

APR 13, 2012: OVERNIGHT FLIGHT Depart from the USA.

APR 14, 2012: PARIS Bienvenue! Paris greets you today. You have a carnet of Métro tickets to help you explore the city. Discover your café du quartier and try your first café crème! Tonight enjoy a boat ride along the Seine. (D)

APR 15, 2012: PARIS Board the bus with your local guide this morning for a tour of the city. You'll see all the sights you've read about: the Arc de Triomphe, the Place de la Concorde, and many others. Explore the ornate façade of Notre Dame before going inside and enjoying the hush of its beautiful interior. This afternoon, spend a few hours visiting the many splendors of the Louvre, equipped with an ACIS Walking Tour. This evening, explore charming Montmartre by way of a Paris Culture Quest. (B,D)

APR 16, 2012: DORDOGNE VALLEY Baguettes are a staple breakfast food for Parisians. Learn how to make these delectable loaves come to be during a hands-on bread-making demonstration at an Ecole Boulangerie. Next travel on the high-speed TGV to the southern city of Bordeaux. This afternoon drive to the Dordogne, a picturesque region of France named after the river that runs through it. Discover local cuisine as you shop for traditional ingredients of the region's best dishes during the Dordogne Valley Food Challenge. (B,D)

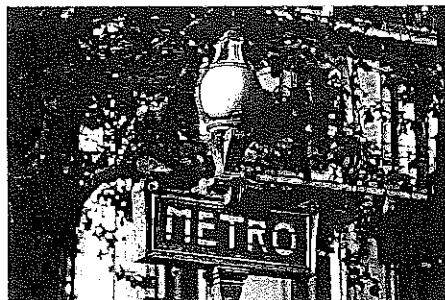
APR 17, 2012: DORDOGNE VALLEY Enjoy a day exploring French history in the Dordogne Valley. Visit the pilgrimage site of Rocamadour, an extraordinary village built into a cliffside. Step back into the Renaissance as you visit Sarlat-la-Canéda, a town so well-preserved you will feel transported back in time. Continue to Lascaux II, a near-exact replica of the most renowned Paleolithic cave site in France. (B,D)

APR 18, 2012: PROVENCE Depart this morning for Avignon. Once you arrive in Provence, you will view the Pont du Gard, a Roman aqueduct preserved in almost perfect condition. Continue through lovely countryside to Avignon home of the imposing Papal Palace. (B,D)

APR 19, 2012: PARIS This morning you will board the TGV and return to Paris! This afternoon you will climb Paris' most famous landmark the Eiffel Tower, where you can view the entire city from above. Tonight share a farewell dinner at a Parisian classic, Le Train Bleu. (B,D)

APR 20, 2012: DEPARTURE Depart for the USA. (B)

This is a preliminary itinerary for your group.



* Map prices may reflect your final itinerary.

acis

www.acis.com

1-877-795-0813

TRAVEL CHANGES LIVES

acis ACIS is the premier educational travel company sponsoring student trips worldwide. Since 1978 we've been changing lives through travel by helping students discover the best of the world and the best of themselves.

educational excellence

Since 1978, ACIS has offered trips delivering unparalleled learning experiences.

- ✓ Our tour managers are highly-trained, multilingual guides and educators, experts on the countries they work in.
- ✓ Because different students absorb information in different ways, our trips include both structured activities designed to engage multiple learning styles and unplanned time for spontaneous, experiential learning.

top of the line services

We offer a first-rate experience from beginning to end. With ACIS expect:

- ✓ Three- and four-star hotels in convenient locations.
- ✓ Meals mixing both native and familiar cuisines.
- ✓ Professional sightseeing tours.
- ✓ Air-conditioned touring buses.
- ✓ Four-berth couchettes for overnight trains.
- ✓ Exclusive Eurostar service for all London-to-Paris travel.

safety and security

With ACIS, you never travel alone.

- ✓ A 24-hour Emergency Hotline for instant response in case of emergencies.
- ✓ An extensive overseas office network.
- ✓ Constant monitoring of global developments and travel conditions.

Additional Information

Refer to ACIS' Terms & Conditions for additional fees and information. Optional excursions are priced on full group participation. ACIS provides Basic Protection coverage, but we recommend that participants purchase the Comprehensive or Ultimate Protection Plan designed specifically for your travel needs.

Notes from ACIS

*An additional fuel surcharge may be added if additional fees are assessed by airlines. Adult travelers age 24 and older should add in the Adult Surcharge and Double or Single Room Supplement to calculate their Total Group Fee.

Automatic Payments plan available. Automatic Payments makes planning your trip budget easy because your payments are spread out evenly, giving you more time to pay. You choose a payment frequency (every 2 weeks, every 4 weeks, monthly, or quarterly) and your payments are automatically deducted from your checking or savings account.

Automatic Payments are available for all registered participants in My Account:
www.acis.com/accounts.

Passports

Passports are required for all ACIS trips traveling abroad. You are responsible for obtaining your own passport so please don't delay! Visit your post office or a local office of the federal government for an application form. Note that some countries require that passports be valid for six months after you return to the United States. Please be sure that yours is up to date.

We recommend visiting the internet site: www.travel.state.gov/passport/. This is a very informative site, with answers to many passport and visa questions. It also allows you to print an application form to obtain a passport.

ACIS Protection Plans Summary (continued)

Your ACIS Registration Fee includes Basic Protection coverage, of which certain portions are underwritten by The Insurance Company of the State of Pennsylvania (Travel Assist) under policy GLB9111595. This protection is automatically in force during your ACIS tour.

Plan Type	Health Protection <small>Includes 24 hour medical assistance, consultation, monitoring and emergency evacuation where deemed necessary by Travel Assist.</small>	Medical/Job Loss Cancellation <small>Medical and other cancellation reasons as stated below.</small>	Medical Interruption <small>Medical and other interruption reasons as stated below.</small>	Baggage Delay/Loss	Travel Delay Protection
Ultimate Protection Plan	Coverage up to \$50,000. No deductible. Travel Assist will pay up to \$1,500 for an immediate family member to travel to the trip destination in the event that a participant under age 24 is hospitalized for more than 48 hours or more than 1 week if age 24 or older.	For all participants: Full refund except for the \$95 Registration Fee plus the price of the Ultimate Protection Plan.	Up to \$1,500 toward the cost of a one-way economy ticket to the United States.	If bags are lost or delayed for more than 24 hours on your outbound journey, ACIS will pay \$50 for emergency purposes. If bags are stolen or lost, up to \$1,000 total will be reimbursed by Travel Assist if a signed police or airline report accompanies the claim. (Of this, up to \$200 reserved for loss of photographic or electronic equipment.) No deductible applies.	If your trip is delayed 12 or more hours, up to \$500 traveling expenses (\$100 per day) will be reimbursed by Travel Assist.
Comprehensive Protection Plan	Coverage up to \$30,000. No deductible. Travel Assist will pay up to \$1,000 for an immediate family member to travel to the trip destination in the event that a participant under age 24 is hospitalized for more than 48 hours or more than 1 week if age 24 or older.	For all participants: Full refund except for the \$95 Registration Fee plus the price of the Comprehensive Protection Plan.	Up to \$1,000 toward the cost of a one-way economy ticket to the United States.	If bags are lost or delayed for more than 36 hours on your outbound journey, ACIS will pay \$50 for emergency purposes. If bags are stolen or lost, up to \$500 total will be reimbursed by Travel Assist if a signed police or airline report accompanies the claim. (Of this, up to \$100 reserved for loss of photographic or electronic equipment.) No deductible applies.	If your trip is delayed 12 or more hours, up to \$500 traveling expenses (\$100 per day) will be reimbursed by Travel Assist.
Basic Protection Plan	Coverage up to \$15,000 \$200 deductible.	65 days or more prior to departure: See "Refund Policies" chart on page 8. Less than 65 days prior to departure: Full refund except for \$750 plus the \$95 Registration Fee.	Up to \$250 toward the cost of a one-way economy ticket to the United States.	No coverage is included.	If your trip is delayed 12 or more hours, up to \$300 traveling expenses (\$100 per day) will be reimbursed by Travel Assist.

A total of \$495 (\$95 Registration Fee plus \$400 in program fees), plus the cost of the Protection Plan must be received in order to activate your plan.

Participants are automatically billed for Ultimate Protection Plan coverage if no plan is chosen on their registration form.

ACIS Protection Plans are updated each August for the following travel year. Once finalized, participants will receive a *Health and Program Cancellation/Interruption Coverage* booklet that outlines the specific coverages in place for their tour.

Program Cancellation and Program Interruption

The cancellation and program interruption policies apply only to persons who cancel due to a listed insured reason and notify ACIS in writing. Accepted insured cancellation and program interruptions are limited to the following circumstances:

1. If you or a member of your immediate family (spouse, domestic partner, child, parent, grandparent, sibling or legal guardian) are seriously injured, become ill or die.
2. If an adult participant or either parent/legal guardian of a student participant is laid-off (which must be documented with the appropriate forms from the Social Security Administration), notification must be made to ACIS within seven days of job termination for this benefit to be in force. Program cancellations only.

Travel Assist pays up to \$400 for a covered trip cancellation for Basic, Comprehensive and Ultimate Protection Plans. The balance is refunded by ACIS as part of the "Refund Protection Plan," outlined in the Protection Plan brochure sent to participants upon enrollment.

If, in the event a group leader cancels a scheduled trip because he/she or a member of his/her immediate family (spouse, domestic partner, child, parent, grandparent, sibling or legal guardian) becomes seriously ill, injured or dies, and no replacement can be found, requiring all participants assigned to such group leader to cancel their trip, payment will not exceed \$4,800 in total for all participants assigned to such group leader.

Travel Accident Protection

Travel Assist provides \$25,000 coverage for accidental death and lower amounts for other accidents. The maximum aggregate total payable under this policy for all ACIS participants is \$1,000,000, and benefits may be reduced if this maximum is exceeded.

Travel Security Clause—Non U.S. Destination Trips

As part of the Basic Protection Plan provided by ACIS, a group's itinerary can be modified at no cost to participants if: 1) The U.S. Department of State states there has been a terrorist attack against U.S. interests and 2) the U.S. Department of State issues an official Travel Warning that Americans should not travel to any country visited on the itinerary and 3) the official Travel Warning is issued or in effect within 90 days prior to departure.

Travel Security Clause—U.S. Destination Trips

As part of the Basic Protection Plan provided by ACIS, a group's itinerary can be modified at no cost to participants if the U.S. Department of State states there has been a terrorist attack against U.S. interests within 90 days prior to departure and within 50 miles of a city being visited.

**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

“It’s *Still* All About Instruction”
Annual Summer Leadership Institute
Acton Public Schools and Acton-Boxborough Regional School District
June 28th and 29th, 2011

Day One-ABRHS Library

8:30 **Breakfast**
9:00 **Superintendent’s Welcome**
9:20 **Opening Activity #1: What I learned From Leadership**
9:40 **Last Year’s Outcomes**
10:00 **Formative Assessment & Planning for Professional Development Day**
12:00 **Lunch**
12:45 **Update from Evaluation Task Force Committee**
1:45 **Kim Marshall-Feedback to Teachers**
4:00 **End Time**

Day Two-ABRHS Library

8:30 **Breakfast**
9:00 **Activity #2: Respond to blog**
9:20 **Collaborative Learning Team Protocols: Looking at Student Work for Instruction**
11:30 **Lunch**
12:15 **School-Based Professional Development**
1:45 **Break**
2:00 **Update on Long-Range Strategic Plan**
2:15 **How Can Leadership Support Teaching and Learning?**
3:30 **Sharing Circle**
4:00 **End Time**

9.5

05/27/2011 10:17 |ACTON / BOXBOROUGH REGIONAL SCHOOLS
dkelly |FY11 OBJECT SUMMARY

|PG 1
|glytdbud

MAY 27, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ 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	11,602,638.69	3,601,420.77	653,678.54	95.9%
02 SALARIES, PRINCIPALS	719,582	0	719,582	628,819.59	85,526.92	5,235.49	99.3%
03 SALARIES, CNTRL ADMN	424,885	0	424,885	394,260.57	51,305.67	-20,681.24	104.9%
04 SALARIES, SUPP STAFF	2,637,878	0	2,637,878	2,125,957.32	362,371.05	149,549.63	94.3%
05 SALARIES, ATHLETICS	411,494	0	411,494	355,742.66	39,495.84	16,255.50	96.0%
06 SALARIES, BUILDINGS	272,837	0	272,837	297,235.43	24,524.82	-48,923.25	117.9%
07 SALARIES, CUSTODIAL	765,337	0	765,337	654,630.27	79,625.34	31,081.39	95.9%
08 SALARIES, HOME INSTR	7,133	0	7,133	11,293.00	.00	-4,160.00	158.3%
09 SALARIES, SUBS	204,393	-12,000	192,393	219,744.91	1,331.01	-28,682.92	114.9%
10 FRINGES, COURSE REIM	28,000	0	28,000	16,766.00	2,100.00	9,134.00	67.4%
11 FRINGES, HLTH INSUR	5,639,686	0	5,639,686	5,546,492.03	.00	93,193.97	98.1%
12 FRINGES, OTHR EE INS	25,810	0	25,810	18,235.02	.00	7,574.98	70.7%
13 FRINGES, UNEMPLMNT	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	-4,200	238,561	186,455.90	31,314.49	20,790.61	91.3%
17 INSTRUCT TEXTBOOKS	123,931	0	123,931	65,911.43	149,863.59	-91,844.02	174.1%
18 INSTRUCTIONAL, LBY	28,873	0	28,873	28,310.46	468.67	93.87	99.7%
19 OTHER, CAP OUTLAY	305,113	4,200	309,313	200,182.01	136,238.41	-27,107.42	108.8%
21 OTHER, DEBT SERVICE	1,892,293	0	1,892,293	1,892,291.28	.00	1.72	100.0%
22 OTHER, PROP/CASUALTY	96,062	0	96,062	33,351.85	.00	62,710.15	34.7%
23 OTHER, MAINT BLDG/GR	344,694	0	344,694	306,371.92	10,467.88	27,854.20	91.9%
24 OTHER, MAINT EQUIP	196,048	0	196,048	190,968.65	21,328.48	-16,249.13	108.3%
26 OTHER, LEGAL SERVICE	129,776	0	129,776	100,653.67	7,863.53	21,258.80	83.6%
27 OTHER, ADMIN SUPP	569,615	17,650	587,265	359,653.48	68,577.28	159,034.24	72.9%
28 OTHER, ATHLETIC SUPP	62,885	0	62,885	58,340.15	1,721.15	2,823.70	95.5%
29 OTHER, CUSTODL SUPP	62,859	0	62,859	63,161.93	13,860.46	-14,163.39	122.5%
30 OTHER, SPED TRANSP	583,635	0	583,635	704,031.03	5,519.82	-125,915.85	121.6%
31 OTHER, STUDENT TRANS	626,628	0	626,628	583,667.39	55,462.15	-12,501.54	102.0%
32 OTHER, TRAVEL	23,934	0	23,934	19,478.42	3,049.00	1,406.58	94.1%
33 OTHER, SPED TUITION/	3,301,333	0	3,301,333	2,653,505.99	613,204.76	34,622.25	99.0%
34 OTHER, UTILITIES	1,422,403	0	1,422,403	1,096,463.64	33.01	325,906.35	77.1%
35 OTHER, SEWER	249,395	0	249,395	203,549.90	12,049.98	33,795.12	86.4%
TOTAL GENERAL FUND	38,228,410	0	38,228,410	31,628,320.38	5,378,724.08	1,221,365.54	96.8%
GRAND TOTAL	38,228,410	0	38,228,410	31,628,320.38	5,378,724.08	1,221,365.54	96.8%

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

Note: The following will be reclassified from Appropriated once monies are received and processed:
Circuit Breaker Reimbursement \$177,941

05/27/2011 10:14 |ACTON / BOXBOROUGH REGIONAL SCHOOLS
dkelly |FY11 SPED PROGRAMS

|PG 1
|glytdbud

MAY 27, 2011

FOR 2011 99

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

1000 GENERAL FUND								

07 SPECIAL EDUCATION								

05040701 51404 SPED DIRECTOR	46,504	0	46,504	41,032.00	5,530.46	-58.46	100.1%	
05040702 51502 PUPIL SVC SECRETARY	50,518	0	50,518	44,285.20	5,731.47	501.33	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	.00	-8,640.00	100.0%	
05050702 51502 SPED SECRETARY	1,499	0	1,499	4,025.40	.00	-2,526.40	268.5%	
05050703 52402 SPED TRAVEL	1,559	0	1,559	2,860.75	.00	-1,301.75	183.5%	
05050703 52406 SPED POSTAGE	5,325	0	5,325	6,371.78	3,960.78	-5,007.56	194.0%	
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	90,140.55	5,432.96	-95,573.51	100.0%	
05050706 52443 REFER TO SPECIALIST	196,862	-10,000	186,862	143,575.44	99,972.35	-56,685.79	130.3%	
05050707 52409 SPED CONFERENCES	358	0	358	665.00	.00	-307.00	185.8%	
05050708 54301 SPED OFFICE SUPPLIE	1,586	0	1,586	2,576.72	54.98	-1,045.70	165.9%	
05050709 58708 O/L INSTRUCT EQUIP	12,102	0	12,102	19,070.85	933.90	-7,902.75	165.3%	
05050710 52413 SPED MEDICAL SVCS	968	0	968	696.96	271.04	.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	593,876.22	333,152.48	1,908,799.30	32.7%	
05050713 52428 SPED RESIDENTIAL TU	0	0	0	751,733.60	130,353.60	-882,087.20	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	33,136.47	7,863.53	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	4,657.58	-5,312.70	237.2%	
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	30,186.03	5,519.82	-17,275.85	193.7%	
05050719 52443 HOME TUTOR C/S	42,479	0	42,479	18,279.35	6,271.45	17,928.20	57.8%	
14040701 51411 SPED CHAIRPERSON	90,246	0	90,246	81,072.70	10,927.19	-1,753.89	101.9%	
14040702 51409 SPED OUT OF DISTR S	63,242	0	63,242	55,730.15	7,511.35	.50	100.0%	
14040702 51416 OCCUPATIONAL THERAP	60,045	0	60,045	51,587.18	8,427.56	30.26	99.9%	
14040702 51417 PHYSICAL THERAPIST	30,934	0	30,934	22,605.25	8,328.35	.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	568,428.17	149,203.68	-717,631.85	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%	

05/27/2011 10:14 |ACTON / BOXBOROUGH REGIONAL SCHOOLS
dkelly |FY11 SPED PROGRAMS

|PG 2
|glytdbud

MAY 27, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	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	4,036,348.11	797,900.19	-181,962.30	103.9%
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	170,102.44	62,669.32	-14,065.76	106.4%
15042802 51408 SPED TEACHER	579,899	0	579,899	422,427.49	124,024.54	33,446.97	94.2%
15042803 51409 SPEECH/LANG TEACHER	82,647	0	82,647	74,775.83	7,871.17	.00	100.0%
15042804 51624 SPED EDUCATION ASST	175,944	0	175,944	58,875.47	13,011.51	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	128,715.50	29,365.50	.00	100.0%
16042802 51408 SPED TEACHER	431,342	0	431,342	309,578.82	114,259.40	7,503.78	98.3%
16042803 51408 SPEECH/LANG TEACHER	109,302	0	109,302	84,754.06	24,548.14	-1.20	100.0%
16042804 51624 SPED EDUCATION ASST	147,746	0	147,746	71,711.66	15,986.74	60,047.60	59.4%
16052801 54305 SPED TEXTBOOKS	1,325	0	1,325	480.36	93.08	751.56	43.3%
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	1,325,521.17	391,829.40	192,999.43	89.9%
TOTAL GENERAL FUND	6,562,636	0	6,562,636	5,361,869.28	1,189,729.59	11,037.13	99.8%
TOTAL EXPENSES	6,562,636	0	6,562,636	5,361,869.28	1,189,729.59	11,037.13	
GRAND TOTAL	6,562,636	0	6,562,636	5,361,869.28	1,189,729.59	11,037.13	99.8%

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

Note: The following will be reclassified from Appropriated once monies are received and processed:
Circuit Breaker Reimbursement \$177,941

Please join us for the

Retirement Celebration

in honor of
the following Acton and Acton-Boxborough
staff members

Peggy Flaherty-Berko
Carolyn Brewer
Ellen Dornemann
Judith Fishman
Jill Groener
Kathleen McKenna-Erb
Carolyn Murphy
Susan Probolus
John Spellman
Ronald Vogel

Judi Bowes
Richard Bushey
Sandra Egnatz
Teresa Gorman
Joan Lenington*
Kristina Morgan
Lynda Nadolny
Dana Roessel
Debra Truesdell
Jane Zimmerman

*unable to attend
on

Thursday, June 9, 2011

3:00 - 5:00 p.m.

at the

Wedgewood Pines Country Club

Stow, MA

(Directions: www.wedgewoodpines.com)

**Please tear off and return to
Beth Petr, Superintendent's Office, by Friday, May 27.**

I plan to attend and have enclosed \$10
(for food & gifts)

Checks: "Acton-Boxborough Regional Schools"

(No need to respond if you are unable to join us, although
you are still welcome to contribute to the gifts!)

Your Name _____

(Please print!)

Open House Dates - Fall 2011 5/19/11

=====

CONANT - Sept. 12, 7-8 pm, gr. K-3
Sept. 14, 7-8 pm, gr. 4-6

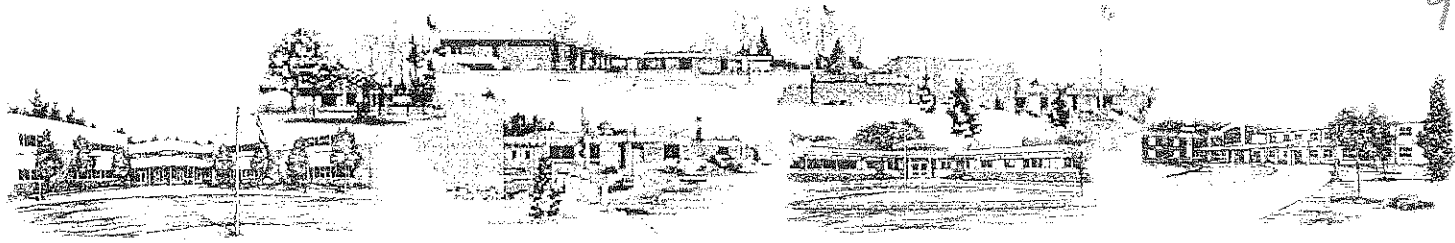
DOUGLAS - Sept. 14
6-6:45 pm - A.M./All-Day Kindergarten
7-7:45 pm - Grades 3 & 4
8-8:45 pm - Grades 5 & 6
Sept. 21
6-6:45 pm - P.M. Kindergarten
7-7:45 pm - Grades 1 & 2

GATES - Sept. 20
6:00-6:45 pm - A.M. K, Grades 3 & 4
7:00-7:45 pm - P.M. and All Day K
Sept. 21
6:00-6:45 pm - Grades 5 & 6
7:00-7:45 pm - Grades 1 & 2

McTOWNE - Sept. 19
6:00-6:30 pm - A.M./All-Day Kindergarten
6:15-6:45 pm - Grades 1 & 2, CASE rm 203
6:30-7:00 pm - Grades 3 & 4, CASE rm 204
6:45-7:15 pm - PM K, Grades 5 & 6

MERRIAM - Sept. 13, 7:00 p.m.

HIGH SCHOOL - Sept. 22, 6:50 p.m.
JUNIOR HIGH - Sept. 26, 7:00 p.m.



ACTON PUBLIC SCHOOLS ❖ ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

16 Charter Road Acton, MA 01720-2995 Phone: 978-264-4700 x3211 Fax: 978-264-3340 Email: smills@mail.ab.mec.edu

May 6, 2011

Stephen E. Mills, Ed.D.
Superintendent of Schools

Dear parents/guardians,

Danny's Place provides a unique opportunity for our students in grades 6 through 12 to relax in a designated area after school and select classes and workshops based upon their age or grade and personal interests. The staff at Danny's Place is committed in helping with issues of growing up in the adolescent years so that your children can make appropriate choices now and in the future.

But, in order to fulfill its mission, Danny's Place is a drop-in center and consequently, students are free to come and go on a given day as they choose. The Danny's Place staff offers no authority over the students except to restrict their access to Danny's Place and monitor their behavior while in the Center (membership or visit fee is required). Through their compassion and enthusiasm along with volunteers (parents, 11th and 12th grade students and senior citizens), Danny's Place is a vibrant and safe place for students, if they remain there. Since this part of the school building has been leased to this outside organization, the schools have no line of authority except when acts are maliciously done or disrespectful.

Careful coordination and collaboration are maintained and sustained between Danny's Place and the schools, not only in terms of the lease of property but also in brainstorming about preventing potential problems. Since Danny's Place is a drop-in center and students have freedom to leave, we are researching the advisability of placing flood lights in the back of Danny's Place, keying the bathrooms so that one student at a time receives the key and returns it before another student uses the facility, and reinforcing in our schools the themes of respect for each other and building trust.

Basically, like many other after school activities, Danny's Place cannot supervise any activity once your child chooses to leave Danny's Place. The District has leased Danny's Place the premises and cannot supervise the after school program which is not sponsored by our schools, however, we will take action for egregious behaviors as any adult would.

It may be helpful to discuss these issues with your child as your child participates in these programs. Share with them the issue of respect for younger children, children their own age, parents and other adults who may be in the vicinity of Danny's Place. As they want to be treated with respect and dignity, they have an opportunity to show the same. We encourage you to talk to your children about their experiences at Danny's Place and school – even if they do not say much – and listen to their feedback.

Sincerely,

Stephen Mills, Superintendent of Schools

Liza Huber, Director of Pupil Services

Jon Kerr, Danny's Place Youth Director