



Acton Public and Acton-Boxborough Regional School Committees

Joint and Regional School Committee Meetings

December 2, 2010

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

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING

Library
R.J. Grey Junior High School

December 2, 2010
7:00 pm
Joint Executive Session to follow

AGENDA

- 1.0 CALL TO ORDER
- 2.0 CHAIRMAN'S INTRODUCTION
- 3.0 APPROVAL of MINUTES and STATEMENT of WARRANT
 - 3.1 Draft Minutes of November 4, 2010 (*addendum*)
 - 3.2 Memo re Procedure for School Committee Members' Warrant Questions
- 4.0 PUBLIC PARTICIPATION
- 5.0 EDUCATION REPORT
 - 5.1 Professional Staff Support Around Student Stress- *Stephen Hitzrot*

APS SC called to order - AB/APS JOINT MEETING begins

- 5.2 Enrollment Projections – *Marie Altieri (addendum)*
- 6.0 JT UNFINISHED BUSINESS
 - 6.1 Recommendation to Approve School Calendar, 2011-12 – **VOTE** - *Steve Mills*
 - a. 4 proposed Calendars – start before/after Labor Day, with/without Good Friday and Rosh Hashanah off
 - b. DESE list of holiday observances in MA
 - c. Superintendent's Recommendation
 - d. Parent/Staff Survey – ended 11/19/10
 - e. Survey results
 - i. Parents
 - ii. Staff
 - iii. Teachers only
 - 6.2 ALG/FinCom Report – *John Petersen/Xuan Kong*
 - a. Materials from 11-18-10 Meeting
 - i. Agenda
 - ii. Draft Budget Planning Calendars
 - iii. Draft Spreadsheet
 - iv. Draft Minutes
 - b. Acton FinCom POV
 - 6.3 BLF Report – *Maria Neyland*
 - 6.4 FY'11 and FY'12 Budget Update – *Steve Mills/ Don Aicardi*
 - a. FY'12 Operating Budget Assumptions/Key Decisions
 - b. FY'12 Revenue and Expenditures Assumptions
 - c. Revised Budget Timeline (*1/22 Saturday meeting and FinCom invited to attend regular 2/3/11 AB SC meeting*)
 - d. Powerpoint presentation – *Steve Mills (addendum)*
 - e. Possible Revote of Regional Assessment (*addendum*)
 - 6.5 Health Trust Report – *John Petersen (oral)*
 - 6.6 Subcommittee Updates
 - a. Policy – *Brigid Bieber (oral)*

- b. Class Size – *Terry Lindgren*
 - c. New Long Term Planning – *Xuan Kong*
- 6.7 Policy Revisions
 - a. Recommendation to Approve Revised School Committee Policy on Bullying Prevention and Intervention (File: JICFB), Exhibit (File: JICFB-E), Plan (File: JICFB-R) – **SECOND READING** – *Liza Huber*
 - b. Recommendation to Approve Revised School Committee Policy on the School Committee Annual Organizational Meeting (File: BDA) – **SECOND READING** – *Steve Mills*

APS SC is suspended. AB SC continues.

7.0 **AB NEW BUSINESS**

- 7.1 Recommendation to Approve ABRHS Trip to Italy, April vacation, 2012 – **VOTE** – *Steve Mills*
- 7.2 Recommendation to Accept Gift from the ABRHS Friends of Drama to the Proscenium Circus – **VOTE** – *Steve Mills*
- 7.3 Recommendation to Accept Gift from the Acton Boxborough Regional PTSO to the ABRHS – **VOTE** – *Steve Mills*

8.0 **AB FOR YOUR INFORMATION**

8.1 ABRHS

- a. Discipline Report, November 2010 (*addendum*)

8.2 RJ Grey Junior High

- a. Discipline Report, November 2010 (*addendum*)

8.3 Pupil Services

- a. ABRSD ELL Student Population, November 2010 (*addendum*)

8.4 Curriculum Update

- a. Preliminary Teacher-to-Teacher Update

8.5 FY'11 Monthly ABRSD Financial Reports (*addendum*)

- a. Budget Status Summary
- b. Budget Status Summary – Special Education

8.6 Winter Coaches

8.7 Correspondence from the Community

- a. “District School Calendar”, *Cassie Stewart*
- b. “Religious Holidays Should Not Be School Holidays”, *Richard DeFuria*
- c. “Please Keep NO SCHOOL on Holidays!”, *Igor Chernin*
- d. “Earmarked Federal Funds & Level Service Funding of our Schools in 2012”, *group of 10 parents*

9.0 **JOINT EXECUTIVE SESSION**

To discuss strategy with respect to collective bargaining, AEA union

10. **NEXT MEETINGS:**

December 16 - 7:30 pm, APS SC Meeting at RJ Grey JH Library
January 6 – 7:30 pm, AB SC Meeting at RJ Grey JH Library

11. **ADJOURN**

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

TO: Acton Public and Acton-Boxborough Regional School Committees
FROM: Steve Mills
DATE: 11/24/10
RE: Procedure for Warrant Questions

I have been asked to outline the procedure for handling School Committee members' questions regarding the warrants.

Don Aicardi will respond to questions about warrant items by phone or email within 24 hours of the question if he knows the answer and can respond immediately.

If the question takes some research or discussion with other staff members, Don will follow up and get back to you within 5-10 days. Obviously, if it is a time sensitive request, please let him know that and we will do our best to respond asap.

Aug.	M	T	W	T	F	Teachers' mtg. - Aug 29
Sept.	29	30	31	1	2	Schools Open - Aug 30
	5	6	7	8	9	No School - Sept. 2
	12	13	14	15	16	Labor Day - Sept. 5
	19	20	21	22	23	HS Early Dismissal - Sept. 23
	26	27	28	29	30	Rosh Hashanah - Sept 29
						School Days - 21
Oct.	M	T	W	T	F	
	3	4	5	6	7	Yom Kippur - Sat., Oct 8
	10	11	12	13	14	Columbus Day - Oct. 10
	17	18	19	20	21	Elem Early Dismissal - Oct 26
	24	25	26	27	28	School Days - 20
						31
Nov.	M	T	W	T	F	Prof. Day - Nov. 1 (no school/students)
		1	2	3	4	Elem Early Dismissal - Nov 2
	7	8	9	10	11	Veterans Day - Nov. 11
	14	15	16	17	18	Half Day - Nov. 23
	21	22	23	24	25	Thanksgiving Recess - Nov. 24-25
	28	29	30			School Days - 18
Dec.	M	T	W	T	F	
				1	2	Jr. High. Early Dis. - Dec. 15 & 20
	5	6	7	8	9	
	12	13	14	15	16	Winter Recess - Dec. 24 - Jan. 2
	19	20	21	22	23	School Days - 17
	26	27	28	29	30	

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.

Jan.	M	T	W	T	F	Schools Open - Jan. 3
	2	3	4	5	6	Jr. High Early Dis. - Jan. 5
	9	10	11	12	13	Martin Luther King Day - Jan. 16
	16	17	18	19	20	Kindergarten Change-over - Jan. 23
	23	24	25	26	27	School Days - 20
	30	31				
Feb.	M	T	W	T	F	
		1	2	3		Presidents' Day - Feb. 20
	6	7	8	9	10	Winter Recess - Feb. 20-24
	13	14	15	16	17	
	20	21	22	23	24	School Days - 16
	27	28	29			
Mar.	M	T	W	T	F	
				1	2	HS Early Dismissal - March 15
	5	6	7	8	9	School Days - 22
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
Apr.	M	T	W	T	F	
	2	3	4	5	6	Good Friday - April 6
	9	10	11	12	13	Spring Recess - April 16 - 20
	16	17	18	19	20	Patriots Day - April 16
	23	24	25	26	27	School Days - 14
May	M	T	W	T	F	
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31		Memorial Day - May 28
						School Days - 22
June	M	T	W	T	F	
					1	Graduation - June 1
	4	5	6	7	8	Last day - June 14 - 21
	11	12	13	14	15	(depending on snow days)
	18	19	20	21	22	School Days - 10
	25	26	27	28	29	Total Days = 180 - 185

Acton-Boxborough Regional School District

DRAFT #2 SCHOOL CALENDAR, 2011-2012

Bold Underlined Dates = No School Days

Proposed: 11/18/10
Before LD, No Holidays

Aug.	M	T	W	T	F	Teachers' mtg. - Aug 29
Sept.	29	30	31	1	2	Schools Open - Aug 30
	5	6	7	8	9	No School - Sept. 2
	12	13	14	15	16	Labor Day - Sept. 5
	19	20	21	22	23	HS Early Dismissal - Sept. 23
	26	27	28	29	30	
						School Days - 22
Oct.	M	T	W	T	F	
	3	4	5	6	7	
	10	11	12	13	14	Columbus Day - Oct. 10
	17	18	19	20	21	Elem Early Dismissal - Oct 26
	24	25	26	27	28	School Days - 20
						31
Nov.	M	T	W	T	F	Prof. Day - Nov. 1 (no school/students)
	1	2	3	4		Elem Early Dismissal - Nov 2
	7	8	9	10	11	Veterans Day - Nov. 11
	14	15	16	17	18	Half Day - Nov. 23
	21	22	23	24	25	Thanksgiving Recess - Nov. 24-25
	28	29	30			School Days - 18
Dec.	M	T	W	T	F	
	5	6	7	8	9	Jr. High. Early Dis. - Dec. 15 & 20
	12	13	14	15	16	Winter Recess - Dec. 24 - Jan. 2
	19	20	21	22	23	School Days - 17
	26	27	28	29	30	

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

Schools). Check postings as locations may change.

Jan.	M	T	W	T	F	Schools Open - Jan. 3
	2	3	4	5	6	Jr. High Early Dis. - Jan. 5
	9	10	11	12	13	Martin Luther King Day - Jan. 16
	16	17	18	19	20	Kindergarten Change-over - Jan. 23
	23	24	25	26	27	School Days - 20
	30	31				
Feb.	M	T	W	T	F	Presidents' Day - Feb. 20
		1	2	3		Winter Recess - Feb. 20-24
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	School Days - 16
	27	28	29			
Mar.	M	T	W	T	F	HS Early Dismissal - March 15
						School Days - 22
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
Apr.	M	T	W	T	F	Spring Recess - April 16 - 20
	2	3	4	5	6	Patriots Day - April 16
	9	10	11	12	13	School Days - 15
	16	17	18	19	20	
	23	24	25	26	27	
May	M	T	W	T	F	Memorial Day - May 28
						School Days - 22
	1	2	3	4		
	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 12 - 19
	4	5	6	7	8	(depending on snow days)
	11	12	13	14	15	School Days - 8
	18	19	20	21	22	Total Days = 180 - 185
	25	26	27	28	29	

Acton-Boxborough Regional School District

DRAFT #3 SCHOOL CALENDAR, 2011-2012

Bold Underlined Dates = No School Days

Proposed: 11/18/10
After LD, Holidays off

Sept.	M	T	W	T	F
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Labor Day – Sept 5
Teachers' mtg. – Sept 6
Schools Open – Sept 7
HS Early Dismissal – Sept. 23
Rosh Hashanah – Sept 29
School Days - 17

Oct.	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

Yom Kippur – Sat. Oct 8
Columbus Day - Oct. 10
Elem Early Dismissal – Oct 26
School Days - 20

Nov.	M	T	W	T	F
	1	2	3	4	
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

Prof. Day - Nov. 1 (no school/students)
Elem Early Dismissal – Nov 2
Veterans Day - Nov. 11
Half Day - Nov. 23
Thanksgiving Recess - Nov. 24-25
School Days - 18

Dec.	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Jr. High. Early Dis. - Dec. 15 & 20
Winter Recess - Dec. 24 - Jan. 2
School Days - 17

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

Schools). Check postings as locations may change.

Jan.	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

Schools Open - Jan. 3
Jr. High Early Dis. - Jan. 5
Martin Luther King Day - Jan. 16
Kindergarten Change-over - Jan. 23
School Days - 20

Feb.	M	T	W	T	F
		1	2	3	
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29		

Presidents' Day - Feb. 20
Winter Recess - Feb. 20-24
School Days - 16

Mar.	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

HS Early Dismissal - March 15
School Days - 22

Apr.	M	T	W	T	F
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27

Good Friday – April 6
Spring Recess - April 16 - 20
Patriots Day – April 16
School Days - 14

May	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

Memorial Day - May 28
School Days - 22

June	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29

Graduation - June 1
Last day - June 20 - 27
(depending on snow days)
School Days - 14
Total Days = 180 - 185

Acton-Boxborough Regional School District

DRAFT #4 SCHOOL CALENDAR, 2011-2012

Bold Underlined Dates = No School Days

Proposed 1/18/10
After LD, No Holidays

Sept. M T W T F
5 6 7 8 9
12 13 14 15 16
19 20 21 22 23
26 27 28 29 30

Labor Day - Sept 5
Teachers' mtg. - Sept 6
Schools Open - Sept 7
HS Early Dismissal - Sept. 23

School Days - 18

Oct. M T W T F
3 4 5 6 7
10 11 12 13 14
17 18 19 20 21
24 25 26 27 28
31

Columbus Day - Oct. 10
Elem Early Dismissal - Oct 26
School Days - 20

Nov. M T W T F
1 2 3 4
7 8 9 10 11
14 15 16 17 18
21 22 23 24 25
28 29 30

Prof. Day - Nov. 1 (no school/students)
Elem Early Dismissal - Nov 2
Veterans Day - Nov. 11
Half Day - Nov. 23
Thanksgiving Recess - Nov. 24-25
School Days - 18

Dec. M T W T F
5 6 7 8 9
12 13 14 15 16
19 20 21 22 23
26 27 28 29 30

Jr. High. Early Dis. - Dec. 15 & 20
Winter Recess - Dec. 24 - Jan. 2
School Days - 17

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Schools). Check postings as locations may change.

Jan. M T W T F
2 3 4 5 6
9 10 11 12 13
16 17 18 19 20
23 24 25 26 27
30 31

Schools Open - Jan. 3
Jr. High Early Dis. - Jan. 5
Martin Luther King Day - Jan. 16
Kindergarten Change-over - Jan. 23
School Days - 20

Feb. M T W T F
6 7 8 9 10
13 14 15 16 17
20 21 22 23 24
27 28 29

Presidents' Day - Feb. 20
Winter Recess - Feb. 20-24
School Days - 16

Mar. M T W T F
5 6 7 8 9
12 13 14 15 16
19 20 21 22 23
26 27 28 29 30

HS Early Dismissal - March 15
School Days - 22

Apr. M T W T F
2 3 4 5 6
9 10 11 12 13
16 17 18 19 20
23 24 25 26 27

Spring Recess - April 16 - 20
Patriots Day - April 16
School Days - 15

May M T W T F
7 8 9 10 11
14 15 16 17 18
21 22 23 24 25
28 29 30 31

Memorial Day - May 28
School Days - 22

June M T W T F
4 5 6 7 8
11 12 13 14 15
18 19 20 21 22
25 26 27 28 29

Graduation - June 1
Last day - June 18 - 25
(depending on snow days)
School Days - 12
Total Days = 180 - 185

November 2010						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



Holiday Observances in Massachusetts

(Statewide Legal Holidays are in Bold)

Notes: This list does not include all religious holidays observed by each faith. State and federal law require schools to make reasonable accommodation to the religious needs of students and employees in observance of holy days. For information on other religious holidays observed by members of religions represented in your school community, please contact local clergy.

School vacations are determined by School Districts, not the ESE. Contact the local School Administration Office for details. [View contact information](#) for Massachusetts Schools and Districts.

	2010-2011 School Yr.	2011-2012 School Yr.	2012-2013 School Yr.
Labor Day	Mon., Sept. 6	Mon., Sept. 5	Mon., Sept. 3
Rosh Hashanah*	Sept. 9-Sept. 10	Sept. 29-Sept. 30	Sept. 17-Sept. 18
Yom Kippur*	Sat., Sept. 18	Sat., Oct. 8	Wed., Sept. 26
Sukkot*	Thurs., Sept. 23	Thurs., Oct. 13	Mon., Oct. 1
Columbus Day	Mon., Oct. 11	Mon., Oct. 10	Mon., Oct. 8
Ramadan**	Aug. 11-Sept. 9	Aug. 1-Aug. 30	July 20-Aug., 18
Veterans' Day	Thurs., Nov. 11	Fri., Nov. 11	Sun., Nov. 11
Eid al-Fitr**	Fri., Sept. 10	Wed., Aug. 31	Aug., 19
Thanksgiving	Thurs., Nov. 25	Thurs., Nov. 24	Thurs., Nov. 22
Eid al-Adha**	Tues., Nov. 16	Sun., Nov. 6	Sat., Oct. 26
Chanukah*	Thurs., Dec. 2	Wed., Dec. 21	Sun., Dec. 9
Christmas Day	Sat., Dec. 25***	Sun., Dec. 25****	Tues., Dec. 25
Kwanzaa	Sun., Dec. 26	Mon., Dec. 26	Wed., Dec. 26
New Year's Day	Sat., Jan 1***	Sun., Jan. 1****	Tues., Jan. 1
Martin Luther King, Jr. Day	Mon., Jan. 17	Mon., Jan. 16	Mon., Jan. 21
Presidents' Day	Mon., Feb. 21	Mon., Feb. 20	Mon., Feb. 18
Ash Wednesday	Wed., March 9	Wed., Feb. 22	Wed., Feb. 13
Evacuation Day (Suffolk County only)	Thurs., Mar. 17	Sat., Mar. 17	Sun., Mar. 17
Palm Sunday	Sun., April 17	Sun., April 1	Sun., Mar. 24
Passover *	4/19-4/26	4/7-4/14	3/26-4/1
Good Friday	Fri., April 22	Fri., April 6	Fri., March 29
Easter	Sun., April 24	Sun., April 8	Sun., March 31

Orthodox Easter	Sun., April 24	Sun., April 15	Sun., May 5
Patriots' Day	Mon., April 18	Mon., April 16	Mon., April 15
Memorial Day	Mon., May 30	Mon., May 28	Mon., May 27
Shavuot*	Wed., June 8	Sun., May 27	Wed., May 15
Bunker Hill Day (Suffolk County only)	Fri., June 17	Sun., June 17	Mon., June 17
Independence Day	Mon., July 4	Wed., July 4	Thurs., July 4

* According to the Massachusetts Lawyers Diary and Manual, "In addition to dates noted, observant Jews celebrate the second, seventh and eighth days of Passover; the second, eighth and ninth days of Sukkot; and two days of Shavuot. All Jewish holidays begin at sundown, the evening prior to the day of the holiday."

**Due to the lunar calendar these are only approximate dates.

***Under G.L. c. 4, § 7, cl. 18, legal holidays that fall on a Saturday are observed on that day.

****Under G.L. c. 4, § 7, cl. 18, a legal holiday shall be observed the day following when said holiday shall occur on Sunday.

Massachusetts Department of
Elementary & Secondary Education

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

TO: Acton Public and Acton-Boxborough Regional School Committees
FROM: Steve Mills
DATE: 11/23/10
RE: 2011-2012 School Calendar

At the Regional School meeting on November 4, 2010, I was directed to conduct a survey of parents/guardians and staff regarding the school calendar. There were two significant issues of interest. One was the observance of religious holidays and the other was starting school before or after Labor Day. Enclosed please find a copy of the survey results.

In order to put the survey results in perspective, please keep in mind that there are approximately 5500 students in the two school systems. Therefore there are approximately 11,000 parents/guardians. Regarding the staff survey, approximately 420 staff members filled out the survey, including 220 teachers. Their results are as follows in approximate numbers:

- 1750 parents responded to the survey
- 200 parents said they would keep their child out of school for the 2 Jewish holidays
- 330 parents said they would keep their child out of school on Good Friday
- 200 parents would observe other holidays in the calendar, most notably the Indian tradition of Diwali when 80 parents responded that their child would not attend school
- 50 parents responded that they would keep their child out of school during Chinese New Year

Regarding starting before or after Labor Day, parents were amazingly evenly divided. About 52% responded that they would prefer starting after Labor Day, and 48 % before.

Regarding the staff survey,

- 43 staff members (25 of whom are teachers) said they would miss school due to the Jewish holidays
- 157 staff members (91 of whom are teachers) said they would miss school on Good Friday

The only major difference between the parents and staff was the start date question. The staff prefers to begin school before Labor Day by a 2-1 margin.

- 67% of the staff said they would prefer a before Labor Day start
- 33% of the staff prefers starting after Labor Day
- 78% of the staff choose before Labor Day as either their first or second choice when ranking the four options

Obviously you are welcome to analyze the results further and come to your own conclusions.

Being a life long educator, I believe the issue for the staff is not the start date of school, but the end date. Many hundreds of our High School students take Advance Placement courses and the nationally standardized culminating final AP exams are scheduled by the College Board during the first week in May. The course is over at that point. Also, DESE regulations require that I schedule the actual graduation ceremony not more than 10 days before the last day of school. Beginning after Labor Day, would require the graduation to be somewhere around June 11th or 12th rather than June 4th or 5th. If there is a late end date, many parents ask for special arrangements because their children leave for a variety of summer camps in mid June. From a purely logistical perspective, managing a school during the 3 religious holidays would be a challenge given the number of students and adults that would be absent.

Given all of the above information, I continue to recommend a school calendar that begins before Labor Day and includes no school on the 3 religious holidays of Good Friday, Rosh Hashanah and Yom Kippur.

Respectfully submitted,

Steve Mills

School Calendar Survey Parents[Exit this survey](#)

6.1. d

1. School Calendar Survey

Dear Parents,

The School Committee recognizes our increasingly diverse school population and would like feedback on whether it makes sense to continue to recognize certain religious holidays as "no school days" on the school calendar (Rosh Hashanah, Yom Kippur and Good Friday). In the past these religious holidays have been "no school days" due to a concern that we would have a significant number of staff and students absent due to their religious beliefs.

In addition, we would like to request feedback on having School start before Labor Day (and thus end earlier in June), or after Labor Day (and thus end later in June). State Law requires districts to schedule 180 school days plus five possible snow days, so each of these decisions affects how far into June school is scheduled.

Please complete this survey by Friday November 19th .
This survey is completely confidential. No names will be used.

Please fill out the survey once per family.

1. If school were held on Rosh Hashanah, would you keep your students out of school?:

☐ Yes

☐ No

2. If school were held on Yom Kippur, would you keep your students out of school?

☐ Yes

☐ No

3. If school were held on Good Friday, would you keep your students out of school?

☐ Yes

☐ No

4. Is there another traditional school day that your student would take off for religious reasons?

☐ Yes

☐ No

5. If yes, please specify the Religious Holiday

6. Would you prefer for school to start before Labor Day (Tuesday August 30), or after Labor Day (Wednesday September 7th)?

☐ Before Labor Day

☐ After Labor Day

7. Please rank the following four calendars in order of preference for 2011-2012 (Yom Kippur is on a Saturday in 2011). Please note: Starting before Labor Day would be August 30th. Also official end of school date may depend on the number of snow days.

	First Choice	Second Choice	Third Choice	Fourth Choice
Start Aug30, NO school on Rosh Hashanah & Good Fri, Last day June 14-21	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start Aug30, HAVE school on Rosh Hashanah & Good Fri, Last day June 12-19	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start Sept7, NO school on Rosh Hashanah & Good Fri, Last day June 20 -27	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start Sept 7, HAVE school on Rosh Hashanah & Good Fri, Last day June 18-25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Please check each school where one of your children is attending:


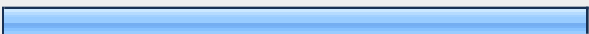
- ☐ ABRHS
- ☐ R.J. Grey
- ☐ Conant
- ☐ Douglas
- ☐ Gates
- ☐ McT
- ☐ Merriam

9. Comments:


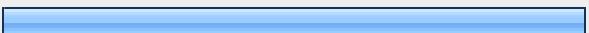
Done

School Calendar Survey Parents

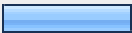
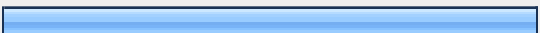
1. If school were held on Rosh Hashanah, would you keep your students out of school?:

	Response Percent	Response Count
Yes 	11.4%	202
No 	88.6%	1,571
<i>answered question</i>		1,773
<i>skipped question</i>		7



2. If school were held on Yom Kippur, would you keep your students out of school?

	Response Percent	Response Count
Yes 	11.8%	209
No 	88.2%	1,563
<i>answered question</i>		1,772
<i>skipped question</i>		8

3. If school were held on Good Friday, would you keep your students out of school?

	Response Percent	Response Count
Yes 	19.0%	335
No 	81.0%	1,431
<i>answered question</i>		1,766
<i>skipped question</i>		14



4. Is there another traditional school day that your student would take off for religious reasons?

	Response Percent	Response Count
Yes 	12.3%	215
No 	87.7%	1,529
<i>answered question</i>		1,744
<i>skipped question</i>		36

5. If yes, please specify the Religious Holiday

	Response Count
	229
<i>answered question</i>	229
<i>skipped question</i>	1,551




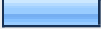



6. Would you prefer for school to start before Labor Day (Tuesday August 30), or after Labor Day (Wednesday September 7th)?

	Response Percent	Response Count
Before Labor Day 	48.1%	827
After Labor Day 	51.9%	891
<i>answered question</i>		1,718
<i>skipped question</i>		62

7. Please rank the following four calendars in order of preference for 2011-2012 (Yom Kippur is on a Saturday in 2011). Please note: Starting before Labor Day would be August 30th. Also official end of school date may depend on the number of snow days.

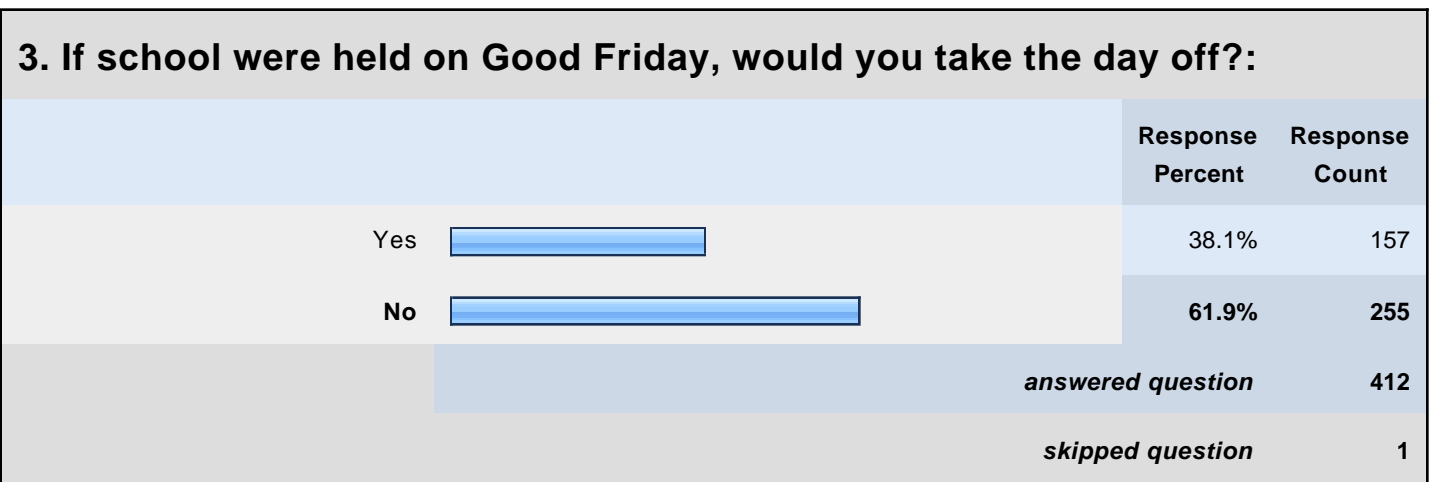
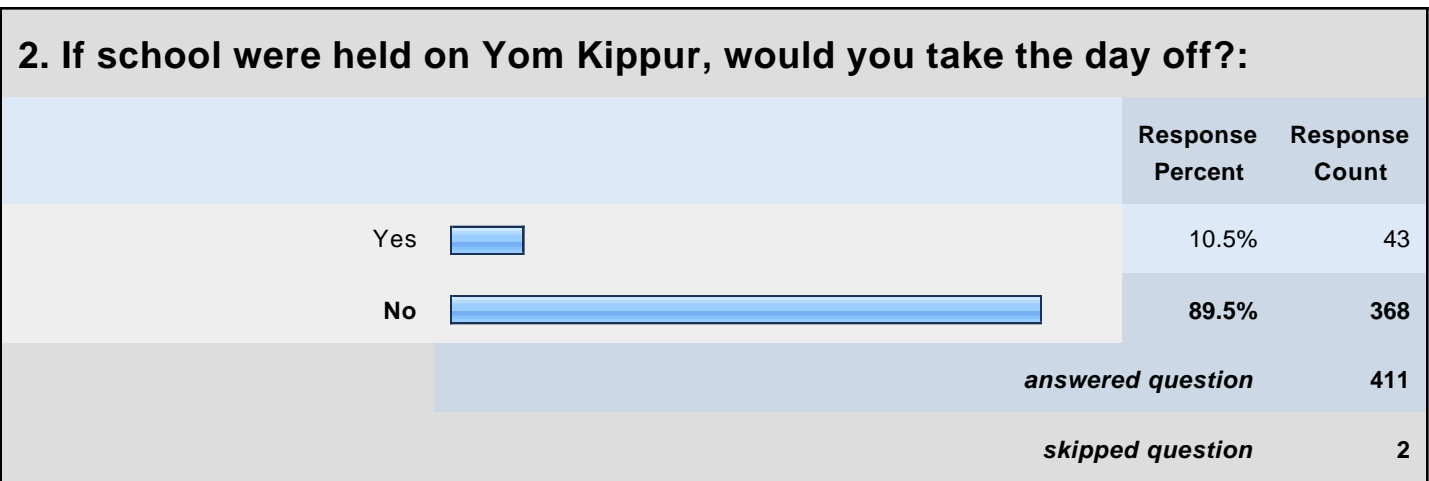
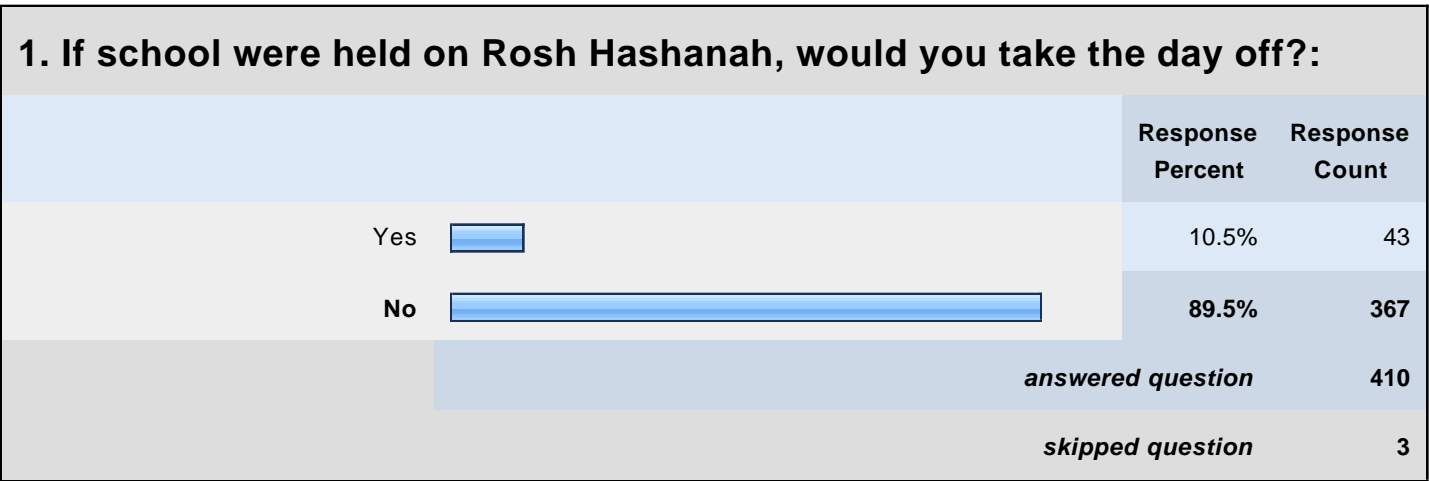
	First Choice	Second Choice	Third Choice	Fourth Choice	Rating Average	Response Count
Start Aug30,NO school on Rosh Hashanah & Good Fri,Last day June 14-21	21.4% (347)	28.1% (457)	23.8% (386)	26.7% (434)	2.56	1,624
Start Aug30,HAVE school on Rosh Hashanah & Good Fri.Last day June 12-19	32.2% (524)	27.0% (438)	24.3% (395)	16.5% (268)	2.25	1,625
Start Sept7,NO school on Rosh Hashanah & Good Fri.Last day June 20 -27	16.9% (271)	27.0% (433)	19.3% (309)	36.9% (592)	2.76	1,605
Start Sept 7, HAVE school on Rosh Hashanah & Good Fri. Last day June 18-25	36.6% (600)	19.9% (327)	28.4% (465)	15.1% (248)	2.22	1,640
answered question						1,755
skipped question						25

8. Please check each school where one of your children is attending:



		Response Percent	Response Count
ABRHS		37.9%	672
R.J. Grey		31.6%	561
Conant		14.3%	254
Douglas		14.4%	256
Gates		14.6%	258
McT		8.5%	150
Merriam		15.6%	277
answered question			1,773
skipped question			7

9. Comments:

	Response Count
	470
answered question	470
skipped question	1,310



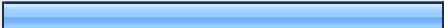
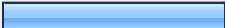
4. Is there another traditional school day that you would take off for religious reasons?

	Response Percent	Response Count
Yes 	6.3%	25
No 	93.7%	372
<i>answered question</i>		397
<i>skipped question</i>		16

5. If yes, please specify the Religious Holiday

	Response Count
	26
<i>answered question</i>	26
<i>skipped question</i>	387









6. Would you prefer for school to start before Labor Day (Tuesday August 30), or after Labor Day (Wednesday September 7th)?

	Response Percent	Response Count
Before Labor Day 	66.5%	264
After Labor Day 	33.5%	133
<i>answered question</i>		397
<i>skipped question</i>		16

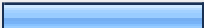
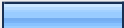







7. Please rank the following four calendars in order of preference for 2011-2012 (Yom Kippur is on a Saturday in 2011). Please note: Starting before Labor Day would be August 30th. Also official end of school date may depend on the number of snow days.

	First Choice	Second Choice	Third Choice	Fourth Choice	Rating Average	Response Count
Start Aug30,NO school on Rosh Hashanah & Good Fri,Last day June 14-21	43.6% (171)	33.9% (133)	16.1% (63)	6.4% (25)	1.85	392
Start Aug30,HAVE school on Rosh Hashanah & Good Fri.Last day June 12-19	31.8% (120)	35.0% (132)	17.5% (66)	15.6% (59)	2.17	377
Start Sept7,NO school on Rosh Hashanah & Good Fri.Last day June 20 -27	15.6% (61)	17.9% (70)	19.2% (75)	47.2% (184)	2.98	390
Start Sept 7, HAVE school on Rosh Hashanah & Good Fri. Last day June 18-25	15.6% (59)	13.2% (50)	44.4% (168)	26.7% (101)	2.82	378
answered question						411
skipped question						2

8. What is your position?

		Response Percent	Response Count
Teacher		53.8%	220
Counselor/Psychologist		5.6%	23
Nurse/Special Educator		4.6%	19
Administrator		6.4%	26
Special Ed Assistant		9.5%	39
Classroom Assistant		2.9%	12
Office/Custodial/Support Staff		10.3%	42
Other		6.8%	28
answered question			409
skipped question			4

9. What school/building are you located at?

		Response Percent	Response Count
ABRHS		30.0%	123
R.J. Grey		18.0%	74
Conant		10.5%	43
Douglas		6.1%	25
Gates		8.3%	34
McT		7.1%	29
Merriam		8.8%	36
Admin Building		5.9%	24
Multi-School/Central Office		5.4%	22
answered question			410
skipped question			3

10. Comments:

		Response Count
		88
	<i>answered question</i>	88
	<i>skipped question</i>	325

School Calendar Survey Staff



1. If school were held on Rosh Hashanah, would you take the day off?:

What is your position?		
	Teacher	Response Totals
Yes	11.8% (26)	11.8% (26)
No	88.2% (194)	88.2% (194)
answered question	220	220
skipped question		0

2. If school were held on Yom Kippur, would you take the day off?:

What is your position?		
	Teacher	Response Totals
Yes	11.4% (25)	11.4% (25)
No	88.6% (195)	88.6% (195)
answered question	220	220
skipped question		0

3. If school were held on Good Friday, would you take the day off?:

What is your position?

	Teacher	Response Totals
Yes	41.4% (91)	41.4% (91)
No	58.6% (129)	58.6% (129)
answered question	220	220
skipped question		0

4. Is there another traditional school day that you would take off for religious reasons?

What is your position?

	Teacher	Response Totals
Yes	5.2% (11)	5.2% (11)
No	94.8% (199)	94.8% (199)
answered question	210	210
skipped question		10

5. If yes, please specify the Religious Holiday

What is your position?

	Teacher	Response Count
	11 replies	11
answered question	11	11
	skipped question	209

6. Would you prefer for school to start before Labor Day (Tuesday August 30), or after Labor Day (Wednesday September 7th)?

What is your position?

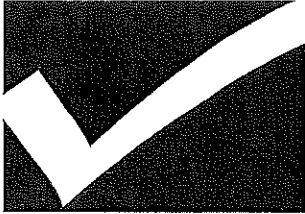
	Teacher	Response Totals
Before Labor Day	68.6% (144)	68.6% (144)
After Labor Day	31.4% (66)	31.4% (66)
answered question	210	210
	skipped question	10

7. Please rank the following four calendars in order of preference for 2011-2012 (Yom Kippur is on a Saturday in 2011). Please note: Starting before Labor Day would be August 30th. Also official end of school date may depend on the number of snow days.

What is your position?

	Teacher	Response Totals
Start Aug30,NO school on Rosh Hashanah & Good Fri,Last day June 14-21	First Choice 45.8% (97) Second Choice 31.1% (66) Third Choice 17.5% (37) Fourth Choice 5.7% (12)	
rating average	1.83 (212)	1.83 (212)
Start Aug30,HAVE school on Rosh Hashanah & Good Fri.Last day June 12-19	First Choice 29.4% (60) Second Choice 34.8% (71) Third Choice 17.6% (36) Fourth Choice 18.1% (37)	
rating average	2.25 (204)	2.25 (204)
Start Sept7,NO school on Rosh Hashanah & Good Fri.Last day June 20 -27	First Choice 17.2% (36) Second Choice 19.1% (40) Third Choice 17.2% (36)	

Start Sept 7, HAVE school on Rosh Hashanah & Good Fri. Last day June 18-25	Fourth Choice	46.4% (97)	
	rating average	2.93 (209)	2.93 (209)
	First Choice	12.8% (26)	
	Second Choice	13.8% (28)	
	Third Choice	46.3% (94)	
	Fourth Choice	27.1% (55)	
	rating average	2.88 (203)	2.88 (203)
	answered question	219	219
			skipped question 1



Acton Leadership Group Meeting

b.2.a.i.

November 18, 2010

7:15 AM

Town Hall, Faulkner Hearing Room

Bart Wendell Facilitating

----- Agenda Topics -----

----- Agenda Topics -----		
1. Approval of Minutes, October 28, 2010	General Discussion	
2. Budget Revenue Update FY 11 and FY 12	Steve Ledoux Steve Mills	
3. ALG Spreadsheet	General Discussion	
4. Split/Allocation	General Discussion	
5. Reserve Use Policy	General Discussion	
6. Waterfall Proposal	General Discussion	
6. Adjourn		

Suggested Calendar for Budget Planning for FY11 - DRAFT						
Issue	ALG Discussion	ALG Preliminary Consensus	Back to Boards	Final ALG Consensus	Confirmation by Boards	
Revenue projections	10/21/2009	10/21/2009	BOS - 11/2, 11/16; Fincom - 10/26, 2/10; SC - 11/5	11/18/2009	After 11/18/2009	
Override? No Override?	10/21/2009	10/21/2009	BOS - 11/2, 11/16; Fincom - 10/26, 2/10; SC - 11/5	11/18/2009	After 11/18/2009	
Split allocation - school debt and police	10/21/2009		BOS - 11/2, 11/16; Fincom - 10/26, 2/10; SC - 11/5			
Minuteman Capital funding source - year 1	11/18/2009	11/18/2009	BOS - 12/7; Fincom - 11/24, 12/8; SC - 11/19, 12/3	12/16/2009	After 12/16/2009	
	11/18/2009	11/18/2009	BOS - 12/7; Fincom - 11/24, 12/8; SC - 11/19, 12/3	12/16/2009	After 12/16/2009	
Any further work on split allocation?	12/16/2009		BOS - 12/21, 1/11; Fincom - 12/22, 1/12; SC - 12/17, 1/7			
	1/13/2009	1/13/2010	BOS - 1/25, 2/8; Fincom - 1/26, 2/9; SC - 1/21, 2/4	2/10/2010	After 2/10/2010	
Any further revision of revenues?	12/16/2009		BOS - 12/21, 1/11; Fincom - 12/22, 1/12; SC - 12/17, 1/7			
	1/13/2009	1/13/2010	BOS - 1/25, 2/8; Fincom - 1/26, 2/9; SC - 1/21, 2/4	2/10/2010	After 2/10/2010	
Assumptions for 3-year plan	11/18/2009	11/18/2009	BOS - 12/7; Fincom - 11/24, 12/8; SC - 11/19, 12/3			
	12/16/2009	12/16/2009	BOS - 12/21, 1/11; Fincom - 12/22, 1/12; SC - 12/17, 1/7	1/13/2010	After 1/13/2010	
Other Important Dates:						
Manager's Budget Due	12/27/2009		ALG Meeting Dates:			
Municipal Budget Saturday	1/9/2010		10/21/2009			
BOS Vote Budget	1/25/2010		11/18/2009			
BOS MUST Vote Budget for Fincom	2/4/2010		12/16/2009			
ABRSC Budget Hearing	2/4/2010		1/13/2010			
APS Budget Hearing	2/25/2010		2/10/2010			
Warrant to Printer This Week	3/1/2010		3/10/2010			
Post Warrant	3/16/2010					
Town Election	3/30/2010					
Town Meeting Begins	4/5/2010					

Revised ALG Calendar for Budget Planning for FY12 - Version #2						
Issue	ALG Discussion	ALG Preliminary Consensus	Back to Boards	Final ALG Consensus	Confirmation by Boards	
Revenue projections	10/28/2010	11/18/2010	BOS - 11/8, 11/22; Fincom - 11/9, 11/30; SC - 11/4, 11/18	12/2/2010	After 12/2/2010	
Override? No Override?	11/18/2010	11/18/2010	BOS - 11/22, 12/6; Fincom - 11/30, 12/14; SC - 12/2, 12/16	12/2/2010	After 12/2/2010	
Split allocation	11/18/2010	11/18/2010	BOS - 11/22, 12/6; Fincom - 11/30, 12/14; SC - 12/2, 12/16	12/2/2010	After 12/2/2010	
Turnbacks?	11/18/2010	11/18/2010	BOS - 11/22, 12/6; Fincom - 11/30, 12/14; SC - 12/2, 12/16	12/2/2010	After 12/2/2010	
Reserves use	11/18/2010	11/18/2010	BOS - 11/22, 12/6; Fincom - 11/30, 12/14; SC - 12/2, 12/16	12/2/2010	After 12/2/2010	
Minuteman Capital funding source - year 1				12/16/2009	After 12/16/2009	
Any further work on split allocation?	12/16/2010	12/16/2010	BOS - 12/20, 1/10; Fincom - 12/14, 1/11; SC - 12/18, 1/6	1/13/2011	After 1/13/2011	
	1/13/2011	1/13/2011	BOS - 1/24, 2/14; Fincom - 1/25, 2/8; SC - 1/20, 2/3	2/10/2011	After 2/10/2011	
Any further revision of revenues?	12/16/2010	12/16/2010	BOS - 12/20, 1/10; Fincom - 12/14, 1/11; SC - 12/18, 1/6	1/13/2011	After 1/13/2011	
	1/13/2011	1/13/2011	BOS - 1/24, 2/14; Fincom - 1/25, 2/8; SC - 1/20, 2/3	2/10/2011	After 2/10/2011	
Assumptions for 3-year plan	1/13/2011	1/13/2011	BOS - 1/24, 2/14; Fincom - 1/25, 2/8; SC - 1/20, 2/3	2/10/2011	After 2/10/2011	
	2/10/2011	2/10/2011	BOS - 2/14, 2/28; Fincom - 2/22, 3/1; SC - 2/17, 3/3	3/24/2011	After 3/24/2011	
Other Important Dates:						
Fincom Draft POV	11/9/2010		ALG Meeting Dates:			
ABRSC Mtg - Superintendent Budget	12/2/2010		10/28/2010			
Manager's Budget Due	12/20/2010		11/18/2010			
Municipal Budget Saturday	1/8/2011	?	12/2/2010			
AB/APS Budget Workshop	2/5/2011	?	12/16/2010			
BOS Vote Budget	1/24/2011		1/13/2011			
BOS must Vote Budget for Fincom	2/1/2011		1/27/2011			
ABRSC Budget Hearing	2/3/2011		2/10/2011			
APS Budget Hearing	2/17/2011		2/17/2011			
Warrant to Printer This Week	3/1/2011	?	3/24/2011			
Post Warrant	3/11/2011	?				
Town Election	3/29/2011					
Town Meeting Begins	4/4/2011					

Fincom Discussion of Recommendations for Budget Planning for FY12

Issue	ALG Discussion	ALG Preliminary Consensus
Revenue projections	10/28/2010	11/18/2010
Chapter 70 - Reduce 10% from FY11 level		
Other local aid - Reduce 20% from FY11 level		
Local receipts - 0% change from FY10 level		
New growth ~ \$600K		
Override? No Override?	11/18/2010	11/18/2010
Split allocation	11/18/2010	11/18/2010
Turnbacks?	11/18/2010	11/18/2010
Reserves use	11/18/2010	11/18/2010

Town of Acton Revenues		FY10	FY11	FY12	FY13
		Town Meeting	Town Meeting		
A. Revenues (GROSS)					
Tax Levy (excluding debt exclusion)		\$60,193	\$62,182	\$64,546	\$66,675
State Aid		\$12,458	\$12,092	\$10,479	\$10,479
Local Receipts		\$4,210	\$3,835	\$3,825	\$3,825
Debt Exclusion		\$3,036	\$3,098	\$3,071	\$3,020
SBAB Reimbursement		\$1,009	\$1,009	\$1,009	\$1,009
Total Revenues (including debt)		\$80,906	\$82,216	\$82,931	\$85,008
B. Use of Reserves (TOTAL)					
		\$1,952	\$2,219	\$0	\$0
C. Debt Exclusion Debt Service					
APS School Debt Exclusion				\$611	\$615
Public Safety Facility Debt Exclusion				\$483	\$473
Municipal Debt Exclusion				\$384	\$339
JHS/SHS Debt Exclusion				\$1,593	\$1,593
SBAB Reimbursement-Parker/Damon				\$1,009	\$1,009
Total Debt Exclusion/SBAB				\$4,080	\$4,029
D. Available Town Revenues (NET) (A + B - C)					
		\$78,813	\$80,328	\$78,851	\$80,979
Town of Acton Expenditures					
Town of Acton Municipal Allocation		\$24,276	\$24,545	\$25,689	\$26,867
+ Transfer to Muni for APS Debt			\$309	\$309	\$309
+ Transfer to Muni for COPS			\$70	\$70	\$70
Total Municipal Allocation		\$24,276	\$24,924	\$26,068	\$27,246
Acton Public Schools Allocation		\$25,754	\$26,289	\$26,712	\$27,726
- Transfer to Muni for APS Debt			(\$309)	(\$309)	(\$309)
- Transfer to Muni for COPS			(\$70)	(\$70)	(\$70)
Total APS Allocation		\$25,754	\$25,910	\$26,333	\$27,347
Town of Acton Portion of ABRSD Allocation		\$28,073	\$28,849	\$29,039	\$30,245
Total Minuteman Allocation		\$711	\$646	\$934	\$957
E. Town of Acton Expenditures (NET)					
		\$78,814	\$80,329	\$82,374	\$85,795
F. Total Town of Acton Projected Balance					
		(\$1)	(\$1)	(\$3,524)	(\$4,816)

Revenues**Tax Levy**

Base

FY11 Unused Levy Capacity

2 1/2%

New Growth

Overlay

Total Tax Levy (excluding debt exclusion)**Debt Exclusion****Total Tax Levy (including debt exclusion)**

	FY10	FY11	FY12	FY13
	Town Meeting	Town Meeting		
	\$ 58,969	\$ 61,043	\$ 62,782	\$ 65,146
			\$ 287	
	\$ 1,474	\$ 1,239	\$ 1,577	\$ 1,629
	\$ 600	\$ 500	\$ 500	\$ 500
	\$ (850)	\$ (600)	\$ (600)	\$ (600)
	\$ 60,193	\$ 62,182	\$ 64,546	\$ 66,675
	\$ 3,036	\$ 3,098	\$ 3,071	\$ 3,020
	\$ 63,229	\$ 65,280	\$ 67,617	\$ 69,695

Revenues

	FY10	FY11	FY12	FY13
Town Meeting		Town Meeting		
State Aid	6,641	6,320	5,142	5,142
Cherry Sheet	\$ 5,817	\$ 5,772	\$ 5,337	\$ 5,337
Regional Revenue (Acton Share)				
Total State Aid	\$ 12,458	\$ 12,092	\$ 10,479	\$ 10,479

	FY09 Cherry Sheet	FY10 Cherry Sheet	FY11 Cherry Sheet	FY12 Cherry Sheet	FY13 Cherry Sheet - EST
Acton					
Chapter 70	\$5,228,141	\$5,123,578	\$5,160,527	\$4,286,186	
SFSF Stimulus	\$0	\$357,131			
Subtotal Ed Aid	\$5,228,141	\$5,480,709	\$5,160,527	\$4,286,186	
Charter Tuition Reimbursements	\$11,331	\$5,967	\$3,880	\$3,104	
School Lunch	\$12,013	\$12,013	\$9,996	\$7,997	
Lottery, Beano & Charity Games	\$1,484,039	\$0	\$0	\$0	
General Fund Supplemental to Hold Harmless Lottery	\$227,222	\$0	\$0	\$0	
Additional Assistance	\$29,696	\$0	\$0	\$0	
Unrestricted General Government Aid	\$0	\$1,232,453	\$1,183,155	\$946,524	
Police Career Incentive	\$118,000	\$18,748	\$9,245	\$7,396	
Veterans Benefits	\$8,286	\$20,782	\$35,498	\$28,398	
Exemptions: Vets, Blind, Surviving Spouses & Elderly	\$38,932	\$37,687	\$38,099	\$30,479	
State Owned Land	\$82,997	\$56,752	\$51,904	\$41,523	
Public Libraries	\$33,363	\$25,937	\$25,729	\$20,583	
Subtotal-Other	\$2,025,879	\$1,410,339	\$1,357,508	\$1,086,005	
Mosquito Control Projects	(\$52,897)	(\$53,284)	(\$52,842)	(\$54,956)	
Air Pollution Districts	(\$6,571)	(\$6,601)	(\$6,749)	(\$7,019)	
Metropolitan Area Planning Council	(\$6,034)	(\$6,159)	(\$6,270)	(\$6,521)	
RMV Non-Renewal Surcharge	(\$8,820)	(\$9,740)	(\$8,860)	(\$9,214)	
MBTA	(\$107,610)	(\$108,703)	(\$107,508)	(\$111,808)	
Regional Transit	(\$22,908)	(\$23,481)	(\$24,068)	(\$25,031)	
Special Education	\$0	(\$1,056)	\$0	\$0	
School Choice Sending Tuition	(\$15,000)	(\$7,650)	(\$15,000)	(\$15,600)	
Subtotal-Less Assessments	(\$219,840)	(\$225,654)	(\$221,297)	(\$230,149)	
Net Cherry Sheet-Town of Acton	\$7,034,180	\$6,665,394	\$6,296,736	\$5,142,042	
Acton-Boxborough					
Chapter 70	\$5,413,736	\$5,305,461	\$5,476,216	\$4,941,371	
Regional School Transportation	\$622,953	\$488,884	\$480,849	\$432,764	
Charter Tuition Reimbursements	\$113,901	\$63,297	\$87,707	\$87,707	
Charter School Sending Tuition	(\$328,937)	(\$281,507)	(\$309,151)	(\$309,151)	
School Lunch	(\$13,419)	(\$14,845)	(\$12,909)	(\$12,909)	
School Choice Receiving Tuition	\$280,550	\$272,692	\$198,860	\$198,860	
Special Education	(\$12,163)	(\$129)			
School Choice Sending Tuition	(\$18,774)	(\$15,405)	(\$1,225)	(\$1,225)	
Net Cherry Sheet-Acton Portion of Acton/Boxborough	\$5,057,246	\$5,818,628	\$5,920,349	\$5,337,419	

Assumes FY12 foundation budget with 1.85% inflation factor, then 10% decrease

Assumes 20% decrease from final FY11 Cherry Sheet
Assumes 20% decrease from final FY11 Cherry Sheet
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Assumes 4% increase from final FY11 Cherry Sheet
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Assumes 4% increase from final FY11 Cherry Sheet

Acton
Portion

Assumes FY12 foundation budget with 1.85% inflation factor, then 10% decrease
Assumes 10% decrease

79%
81%

79%
79%

84%

79%

79%

7 of 10

Revenues**Local Receipts**

Excise Taxes

Fees

Investment Income

Total Local Receipts

	FY10	FY11	FY12	FY13
	Town Meeting	Town Meeting		
Excise Taxes	\$ 2,730	\$ 2,595	\$ 2,595	\$ 2,595
Fees	\$ 1,080	\$ 940	\$ 1,087	\$ 1,087
Investment Income	\$ 400	\$ 300	\$ 143	\$ 143
Total Local Receipts	\$ 4,210	\$ 3,835	\$ 3,825	\$ 3,825

	FY08 Recap	FY09 Recap	FY10 Budget	FY11 Budget	FY12 Budget
Motor Vehicle Excise	\$2,690,300	\$2,865,000	\$2,595,200	\$2,595,200	\$2,595,200
Fees	\$1,004,000	\$1,171,500	\$1,086,273	\$1,086,273	\$1,087,273
Investment Income	\$723,700	\$360,750	\$142,658	\$142,658	\$142,658
Miscellaneous Recurring	\$0	\$0	\$0	\$0	\$0
Local Receipts-TOTAL	\$4,418,000	\$4,397,250	\$3,824,131	\$3,824,131	\$3,825,131

Debt Exclusion & SBAB Income

	FY10 Town Meeting	FY11 Town Meeting	FY12	FY13
Debt on APS	\$607	\$619	\$611	\$615
Debt on JHS/SHS	\$1,516	\$1,593	\$1,593	\$1,593
Municipal Debt Incurred	\$412	\$394	\$384	\$339
Debt on PSF	\$501	\$492	\$483	\$473
Total Debt Exclusions	\$3,036	\$3,098	\$3,071	\$3,020
SBAB Reimbursement - Parker Damon	\$1,009	\$1,009	\$1,009	\$1,009
Total Debt Exclusions + SBAB Reimb	\$4,045	\$4,107	\$4,080	\$4,029

Reserves**Net Position**

	FY10	FY11	FY12	FY13
	Town Meeting	Town Meeting		
Free Cash	\$ 2,334	\$ 3,466	\$ 3,716	\$ 3,966
NESWC	\$ 4,469	\$ 3,661	\$ 3,661	\$ 3,661
Regional E&D - Acton Share	\$ 1,183	\$ 1,256	\$ 1,406	\$ 1,556
Total Reserve Position	\$ 7,986	\$ 8,383	\$ 8,783	\$ 9,183

Reserves**Use of Reserves**

	FY10	FY11	FY12	FY13
	Town Meeting	Town Meeting		
Free Cash	\$1,142	\$856		
NESWC	\$455	\$808		
Regional E&D - Acton Share	\$355	\$555		
Total Use of Reserves	\$1,952	\$2,219	\$0	\$0

Reserves**Assumption of Replenishment**

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

ALG Minutes, November 18, 2010 (Draft)

Present: Bart Wendell, facilitator; Lauren Rosenzweig-Morton, Mike Gowing, BoS; Mary Ann Ashton, Bill Mullin, FC; Xuan Kong, SC; Steve Mills, Don Aicardi, Steve Ledoux & John Murray, Staff. Absent: John Petersen.

Audience: Marie Altieri, school personnel; Ruth Kohls, LWV; Becky, Beacon; Dick Calandrella, Clint Seward, and Charles Kadlec, AVG.

Minutes were accepted

2. Budget & Revenue update FY 11 & 12

Steve Ledoux reported that there was nothing new for FY 11; they have started the process for the setting of the tax rate which will occur on Dec. 6; they are working on the tax recap sheet & looking at new growth numbers. It's a wait & see.

FY 12---looking to see what sort of state aid will be coming. He has to present the selectmen with the Town budget on Dec 20th.

Steve Mills reported that some (Michael Widmer of Mass Taxpayers Association) thinks that there will be 9c cuts in Jan. Widmer also suggested that superintendents work on the assumption that there will be a 10% cut in Ch 70 aid. Tom Scott, head of the Mass Superintendents association does not think there will be 9c cuts because of the recent increases in state tax revenues. Again, Mills is waiting to see what will happen & meanwhile working off the assumptions of the ALG spreadsheet.

3. ALG Spreadsheet

Extra Info: copies of the new spreadsheet prepared by Don Aicardi in cooperation with Mary Ann Ashton & John Murray

Members were walked through the new format. The first page is a compilation of all the rest of the back information. Page 2 charts the revenues from FY10 through the estimates for FY 12 & 13 Including debt exclusion. Page 3 charts state aid with break out for the various cheery sheet accounts and some pre-agreed ALG assumptions—such as FY 12 10% decrease in Ch 70 and 20% decrease in all the other line items. Page 4 is local receipts [the most dramatic is in investment income from a high of \$723,700 on the FY 08 recap to the FY 10, 11 & 12 of \$142,658] Page 5 is debt exclusion and SABA income. The last page is reserves.

Back to the front page: Don noted that the available revenue is \$78m. All the school administrators have asked for a "level service" budget; the teachers' salaries have been factored in but they are working on a \$0 COLA. All the numbers have to "be scrubbed"

The "balance "---without the use of any reserves—is a \$3.524m shortfall.

There was some concern that the number for Minuteman budget for FY 12 was higher (\$934K) than FY 11 (\$646K). This number has yet to be settled. A new town may join the district ---that will have an impact (decrease) on Acton's assessment. Mary Ann suggested that Minuteman assessment be made an agenda item for next meeting.

Bart: is there agreement that the minuteman number be reduced to \$646. ******It was agreed until more info is forthcoming**

There were all around praise for Don & the new spreadsheet format

Xuan asked about the timing for the recap sheet. Steve L said it would be ready for the Dec 6 budget meeting. Xuan wanted to know when the APS debt costs will have to be paid.

TASK: John Murray will have that information for the next meeting

Don noted that the Health costs are being carried at a 9% increase. The schools are working with the teachers to change split of the health care costs. This is still in the bargaining process. The SPED increase is 4%; there is an expectation that the utility cost will go down.

On the Town side, Steve L reported that the collective bargaining process is not yet finished but he is carrying a 9% increase for health care costs.

Bill asked about the solidity of the reserves' numbers. John answered that they were taken from the state certification information. Bill asked when the NESWC liability number was last reassessed. The number has been the same since 2006.

John noted that the state laws or the provisions of the NESWC contract had not changed. He said that Town had a letter from Counsel stating the amount being carried (\$1m) was correct. John will make the letter available to Bill.

There was some question as to the exact percentage increase in the Town's overall budget. Some saw the numbers as being a 4% while others stated it was 2.4%

John noted that there has been new legislation regarding the care of autistic children. These unknown costs have not been factored into the 9% increase.

Mr. Kadlec asked that the number for the NESWC liability be "made visible" on the lines for reserves. He suggested that it have a line of its own.

To keep track of the expected changes that will occur to the spreadsheet---there will be tabs after the after assumptions/summaries that will indicate any & all changes.

6. Waterfall—Bill asked that this item be taken out of order because he had to leave early

Lauren noted that there has been considerable discussion as to exactly what was covered by the waterfall vote of last year. Her solution: since the working budget had a 10% cut in Ch. 70 funds and the actual cuts were in the 4-5% region leaving a delta of \$1.2m; using the waterfall provisions, \$700k was allocated to the schools; \$300 to the town. The money was used to restore budget cuts. This left @ \$200K---(now rounded up to \$290K) for taxpayer relief. Using the split--\$203 comes from the schools; \$87K from the town. The town will change the numbers on the recap sheet and the schools need to vote to lower their assessment by the \$203k resulting in the money being returned to the taxpayers.

Bart asked if everyone understood.

Bill said he did not. He said that the "incremental revenues that came to the Town were on the order of \$2.9m & that is the sum that should be returned. He listed: Ch 70--\$126m; 400k in transportation; \$412k in IDEA & \$698K in Ed Jobs---these are the sums that should be subject to the waterfall process. He noted that all the boards voted to support the waterfall policy---it was public policy & needed to be implemented.

Lauren said her vote was for the excess in Ch 70 funds---at the time the policy was being crafted & voted---no one knew anything about the other possible one-time revenues.

Bart: how do the others see the policy?

Bill: I don't want to go back to sophistry & nuance but I thought the policy was to deal with incremental revenues---not just Ch. 70

Xuan: I believe the waterfall helped us avoid staff cuts at ABR—we have long discussed "transportation" catch up costs—it is not new found money. I too want to help the taxpayers---I am one—the Fed Jobs program was not contemplated last March---we did not know about it

Bart: are you agreeing with Bill that the \$2.9m needs to be kept in?

Xuan: No. Perhaps the waterfall should be spread over two fiscal years.

Mary Ann: there is a misperception---it was voted to distribute the funds if they came in greater than was being planned. They did. And we stated that we would use "up to \$500K for taxpayer

relief." The feeling on the FC is that everyone has gotten what they wanted except for the taxpayer. I like Lauren's plan—I hope the \$288k is available—I hope it gets to be \$500K. Lauren has taken the middle ground. It requires the SC to revote their assessment

The discussion continued as to exactly what revenues were subject to the waterfall. Bill held out on his position that it should be the incremental revenues. Others limited it to the excess coming in from Ch. 70

Bart warned that the correct perception regarding the waterfall policy is subject to the reality of each individual. He noted that such a procedural disagreement could/would mar the working of the ALG & do more harm than good. It is always better to agree. You need to think about the agreement on what was said last year; what are the facts of the disagreement and will doing the waterfall this year risk future conflict.

Xuan noted that the SC had votes & if there was to be a change---in assessment there needed to be another vote. \Part of the discussion centered around the precise amount that would be left if the "excess" of Ch 70 money was the sole source for the waterfall-taxpayer-return.

Lauren noted that the present amount was at least \$285k & she suspected that once numbers "were scrubbed" the amount would increase.

Don noted that he was new at this process but that things did look different from October meeting & the election did relieve some of the severity of what could have been a real crisis. There is a legal deadline for the addition of funds to E&D and their being reported. He has already missed that deadline so holding up the vote for another week or so should not make that much difference---it will just put Acton further back on the list for certification.

Xuan noted that the next SC meeting was the evening of the 2nd, the same date as the ALG in the morning.

Bart: if this is a satisfactory agreement—what's the next step?

Lauren: the regional SC has to vote---can't they hold an emergency meeting?

J. Murray : if we follow Dr. Mills' use of reserves for the schools to get level services, that will mean a 48% decrease for the Town---we need to be careful where we spend the one time reserves---we need to look at the long term....

******It was agreed that everyone would go back to their respective boards**

However, the next ALG meeting is Dec 2--& if the SC has not voted by then, the ALG meeting would be pointless. Xuan suggested that Dr. Mills contact the regional school committee chair to see if the E&D can be reconsidered and the ALG be postponed until Friday Dec. 3rd.

J. Murray: what if the SC says no? The recap sheets are due out the 6th we need to get the budget for the BoS by the 16th.

*****It was agreed that Dr. Mills will find out if the chair of the regional SC will agree to another discussion of E&D, if yes the ALG will meet on the Friday, Dec 3rd.**

TASK: inform members of any change in date

4. Split allocation

MA suggested that the split would remain the same---30/70 for budgeting purposes now. The goal is the budget for level services. This is reflected in the spreadsheet. There will be more discussion this at later meetings & it was added to the agenda.

5. Reserve use policy

Mary Ann reported that the FC point of view document has an upper limit of \$2m for the use of reserves.

Lauren noted that the Towns' level service budget required the use of \$3.2-\$3.5m

Steve L: from my perspective using \$2m in reserves --I will assume 30% of the deficit---that will have definite ramifications on the services provided.

J. Murray at last year's March 24th minutes show that people were very unhappy with the extent of the cuts which made the budgets well below the level service.

Xuan: I appreciate the FC's guidelines for the use of reserves---we will look at what we have & the SC will come up with a level service which is greater than the \$2m—if that is the case, we will come in with that.

Lauren: I'd be more comfortable with the \$2m level if I could be certain that we would have level services---I'm not sure we do.

Bart: should the \$2m be the starting point?

S. Mills: each year at some point we do give back money to free cash---we should build in the expectation that we will replenish free cash.

J. Murray: we put in [on the spreadsheet budgets] reserves for level services---perhaps we cannot afford it—it's rough numbers at this point---people do not agree with the 2% increase—why are we talking about reductions that will result in reducing level services/

Steve L: we will use the \$2m & see what sort of budget numbers we get.

Bart: so it's agreed to use the \$2m now and as the process develops---change it down the road? (this was agreed)




The usual agenda items will be added for the next session. The new addition will be the Minuteman budget

TASK: MAKE SURE EVERYONE KNOWS IF THE NEXT MEETING WILL BE DEC. 2 OR DEC 3rd. this info can be transmitted by email





Adjourned 9AM


Ann Chang



6. Z.
(A)

From:  <MABAshton@aol.com> Wednesday, November 10, 2010 6:06:24 PM  

Subject: Draft Fincom Point of View for FY12

To:  <bos@acton-ma.gov>  <apsc@acton-ma.gov>  <sledoux@acton-ma.gov>
 <smills@mail.ab.mec.edu>

Cc:  <fincom@acton-ma.gov>

Attachments:  Attach0.html 7K
 FirstDraftofFinComPointofViewfor201211.10.10.docx 86K

Dear Members of the School Committees and Board of Selectmen, Town Manager Ledoux, and Superintendent Mills,

Last night the Finance Committee discussed the attached draft of our Point of View for the FY12 budget and voted in favor of the following motion:

That the Finance Committee adopt the....First Draft Point of View with Respect to Budget Planning for FY2012 (the "FY 2012 Point of View") and, further, that the FY2012 Point of View be transmitted to all relevant interested parties, as determined by the Chair, with an invitation to comment.

Through our discussion, we concurred that the complete document represents a breadth of opinions on the budget that are held by the Finance Committee members. We'd welcome your response to our Point of View before our next meeting on Tuesday, November 30, when we expect to finalize and distribute more broadly to the public.

In the past, the POV has focused on the current year (FY12) and contemplated the potential revenues, requirements of the bottom line budgets, and appropriate use of reserves. This year, however, the unresolved funding for the Waterfall Proposal agreed to as part of the FY11 budgets has overshadowed this clarity. As a result, we have incorporated language to resolve the issue as part of the construct of the FY12 budgets in order to insure taxpayers that their interests are represented fairly.

To be precise, \$500,000 of tax relief is the target to fulfill promises to the voters at Town Meeting which were implicit in the plans we presented and the budgets that were approved. I would be remiss if I did not underscore the growing disappointment among my colleagues with the handling of the Waterfall proposal. As one of our members stated last night, "Everyone has received what they expected from the Waterfall except the taxpayer."

We will look forward to hearing your discussion at your next meetings and welcome questions you have in the meantime.

Mary Ann Ashton
Chair, Acton Finance Committee

Town of Acton Finance Committee

FY2012 Finance Committee Point of View with Respect to the 2012 Budget Planning Process

Background

Intent

- ❑ This memorandum is intended to describe the Town of Acton Finance Committee's Point of View with respect to planning for the FY2012 Town and School Budgets.
- ❑ As with prior FinCom Points of View, we invite comments back from the relevant operating boards and administrators.

The Overall Economy

- ❑ While the economy is technically not in a recession, growth is anemic. The current macro-economic climate is trending neutrally at a low performance level.
- ❑ Despite the technicality of not being in a recession, financial pressure on households is intense, arising from multiple sources such as high unemployment, long unemployment, foreclosures, reduced incomes, reduced hours of income generating activity, declining home values, sharply increasing health care costs, continuing rapid growth in college expenses and flat-level funding of Social Security, to name just a few.
- ❑ Jobs are the number one issue. For the last three months, the national unemployment rate has been 9.6%. The last time the rate was below 9% was April 2009, 17 months ago. The recovery, while in progress, will be much slower than we have seen with other recessions.
- ❑ There are some positive signs, if a bit hidden. Consumer confidence is low but has bounced off the bottom and is choppily trending up. Consumer debt has declined over the last two years, as households perform the heavy lifting of aligning debt levels with reduced incomes.
- ❑ Also, inflation is not a major factor in our current deliberations, and deflation is being attacked right now by an aggressive Federal Reserve program of purchasing securities.
- ❑ Given the recent political events on the national stage, it is highly unlikely that the same forms of "stimulus" that bolstered state and local revenues over the last two years will continue.
- ❑ Although the national economy is experiencing signs of recovery, local governments will continue to lag behind by 12 to 18 months and will be the last sector to emerge from recession.

State of Massachusetts Fiscal Picture

- ❑ Overall, the picture has improved from last year, but budget pressures remain intense.
- ❑ The size of the budget deficit at the State level for FY2012 is commonly targeted to be in the range of \$2 billion.
- ❑ The latest results on the referenda were mixed, with the elimination of the sales tax on alcohol (approximately \$125 million per year) being approved, but the reduction in the overall sales tax (approximately \$2 billion per year) being rejected.
- ❑ Some recent month over month DoR reports have showed better than anticipated results, which is exactly the opposite of last year at this time.
- ❑ Pressure on all Cherry Sheet revenues will be intense as the State attempts to maintain Chapter 70 school aid at current levels. The utilization of any remaining federal stimulus monies at the local level will not completely offset this pressure, especially in special education and transportation.
- ❑ Historically, when the state budget is strained, municipal finances are disrupted.
- ❑ (Please see at the end of this POV an up to date chart, entitled "Change in GDP vs. Change in State Aid" for some historical perspective.)

A Comment on FY2011

Last year, during a time of great volatility in state revenue projections, the Finance Committee proposed a policy now known as the Waterfall, which the Board of Selectmen and School Committees voted to approve and was used as part of the presentation at Town Meeting.

To our great good fortune, revenues came in far in excess of expectations. The Waterfall policy must be implemented this year to provide taxpayer relief as all Boards agreed last spring. Ample revenue sources are in place and must be allocated properly prior to the setting of the tax rate in December. If for some reason, the Waterfall policy does not get implemented, despite the availability of funds, the remaining amount calculated and due for property tax relief should be taken off the top before allocations according to the split.

Point of View with Respect to Acton's FY 2012 Budget

Current Reserves Assumptions

The following assumptions with respect to reserves were used in creating this document.

Reserve	Amounts from FY2011 POV (for Reference Only)	Approximate Amount for FY2012
Free Cash	\$2.3 million	\$4.7 million
NESWC Fund Balance	\$4.3 million	\$2.4 million
NESWC Environmental Damages Fund	N/A (not broken out separately)	\$1.0 million
E&D	\$1.0 million	\$1.44 million (Acton's share, including additional transportation aid for FY2011)
Overlay Undeclared Surplus	\$1.275 million	\$0
Allocation of Free Cash from October Special Town Meeting	N/A	(\$0.316) million
Total Reserves	\$8.875 million	\$9.224 million

There are some other atypical sources of restricted funds that should be noted:

Additional Source of Funds	Approximate Amount
ARRA Federal Grant	\$540k (Acton's share)
EduJobs Grant	\$698k (Acton's share)
Total Additional Sources of Funds	\$1.238 million

The Health Insurance Trust remains in strong shape. The latest report is as follows:

1. On a modified cash-flow basis, FY2011 continues to be a good year.
2. The trust is running a positive variance of \$500,923.
3. A draft audit for FY2010 showed a small operating loss, modestly exceeded by investment income, resulting in a slight increase in net assets to \$2.96 million.
4. Exclusive of Incurred but Not Recorded (IBNR) expenditures, the trust has over 20% net assets as a proportion of expenses.

The Current State of Acton Finance

- ❑ The financial management of the Town and Schools is well respected, as manifested by the AAA bond rating from Standard & Poor's Ratings Service.
- ❑ The Town of Acton's overall financial position is strong, due to prudent cost and expenditure controls.
 - The slate of major capital investments occurred in the late 90's and early 00's, so major infrastructure is in good condition and capacity is adequate for expected future needs.
 - The continuing investment via Community Preservation Act funding is a relief valve for what otherwise might increase pressure for capital investment.
- ❑ With respect to the balance sheet, Acton is in strong shape with substantial reserves. Balance sheet sources of cash, such as free cash, E&D and NESWC fund balances continue to provide latitude with respect to financial decisions, although, with an expected deficit of \$2.0 billion in state revenues and an expected halt to federal stimulus supports, this latitude is and will be under pressure.
- ❑ It is worth noting that the school system has received extraordinary cash inflows since our POV of last year (\$'s are all Acton's share):

○ Chapter 70 funding increase over initial budget:	+\$1,216k
○ One time adjustment of Transportation Aid	+\$ 491k
○ ARRA Federal Grant	+\$ 541k
○ EduJobs Grant	<u>+\$ 698k</u>
○ Total School Revenues Above Expectations	+\$2,946k
- ❑ With respect to the income statement:
 - Revenue from property taxes remains steady with no major delinquency trends appearing.
 - With respect to Fees collected, we are aware of no material change in trend.
 - Cost and spending control is a continuous focus. Each operating entity is managing budgets very conservatively.
 - The FinCom has confidence that the administrations of the operating entities understand the magnitude of the current fiscal problems and will vigorously take the appropriate actions related thereto.

Overall FY2012 Budget Planning

- ❑ The focus for FY2012 must be on control of labor costs.
- ❑ The operating entities should target a 0% increase in the FY2012 budget over the FY2011 budget, exclusive of health insurance costs.
- ❑ To be more specific, the operating entities should target a 0% increase in total labor costs, exclusive of health insurance costs. For purposes of this note, labor costs include the costs of built in increases in compensation, such as steps and lanes and retirement bonuses.
- ❑ To achieve this objective, the operating entities must negotiate labor agreements that result in 0% increase in compensation costs. The efforts to increase the share employees pay for health insurance is a positive trend that must continue.
- ❑ The operating entities should continue strict hiring restrictions, not pay any bonuses, and allow attrition to reduce headcount where appropriate.
- ❑ It must be acknowledged that service level reductions, including layoffs, will be necessary to meet this goal.
- ❑ There is no need for an operating override and no other override (capital or debt exclusion) is on the horizon.
- ❑ Capital plans should focus on maintaining existing assets and, if essential, should be funded within Proposition 2 ½ limits, unless the dollar cost of the essential need is simply too large.
- ❑ No more than \$2 million in reserves should be allocated to plug the revenue gap in the budget. Prudently this will leave approximately \$7.2 million in the primary reserves of Free Cash, E&D and NESWC Fund Balance accounts.

As noted above, if for some reason the Waterfall policy does not get implemented, despite the availability of funds, the remaining amount calculated and due for property tax relief should be taken off the top before allocations according to the split.

Driver Expectations

- ❑ Labor Costs. Labor costs comprise more than three quarters of our total budget.
 - From 2007 to 2010, compensation costs have escalated rapidly; in part because of rapidly escalating health insurance costs and in part due to collective bargaining agreements which were made when economic times were better.
 - For example, a typical teacher with a Masters Degree plus 15 years of experience saw their salary increase 24% from 2007 to 2010 which is an average of about 8 % per year. Health Insurance costs escalated at about that same rate. A typical Police/ Fire dispatcher saw their salary increase by 6.5% over the same period which is about 2.2% per year. However they too would have seen health insurance costs increase at the 8% per year level driving up the total compensation costs.
 - The continuing increases in labor costs that have occurred over the last several years are unsustainable.
 - The straight facts are that our current employees will need to make a choice about whether there will be reductions in force or lower overall compensation.
 - The operating entities should target a 0% increase in total compensation, exclusive of health insurance costs.
- ❑ Morale and the Future. We must acknowledge the extraordinary work, effort, spirit and competence of our employees. Our Town's success in all dimensions would not occur without their capabilities and steady work. The Great Recession and the constant drumbeat for lower compensation levels wear on our employees. We must recognize their discomfort and work to ensure that they understand the reasons for these tight budgets. Further, in the future, as in the past, staff must be encouraged to believe that the citizens of the Town of Acton will be ready to support very competitive compensation levels when the circumstances change again, as surely they will.
- ❑ Personnel. Growth in personnel for both major operating entities should be tied into the settlements of labor negotiations. With limited dollars available for labor costs, any increase in individual compensation will need to be offset by changes in other elements, such as headcount.
- ❑ Benefits adjustment. Of course, benefits are a component of overall compensation. Broadly speaking, the benefits supplied to our employees are more favorable than in other communities to which we benchmark. Something has to give. The most notable area is with respect to Health Care reimbursement. The levels that the Town and Schools pay for employee health care must be reduced. Early Retirement Incentive for all employees should be examined and reduced, as this item is significantly mis-aligned with the compensation structures of the tax paying citizenry and other benchmarked communities.
- ❑ Chapter 70 funding is volatile. At this time, local aid allocated via the Chapter 70 formula should be budgeted at a level of 10% lower in FY2012 than for FY2011. This number is a placeholder at this time, pending better information.
- ❑ Health insurance expense. The Trustees of the Health Insurance Trust believe that underlying health inflation is running at about 9%. We do not have any information to contradict this assumption about costs, although the Trust itself is in strong financial position. This could be an area of savings as certainty increases.
- ❑ Utilities Expense. Utility costs should be level funded or reduced through energy efficiencies. Grant monies that become available should be focused on these goals.

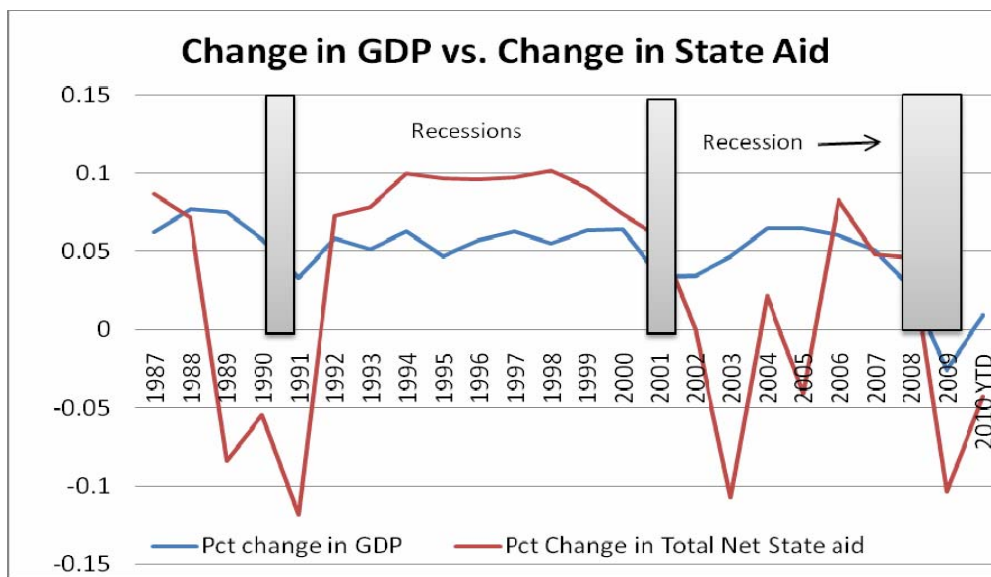
Revenue Split

- ❑ Any unfulfilled obligations for FY2011 tax relief, pursuant to the FY2011 Waterfall policy should be deducted from revenues allocated to the schools and designated to FY2012 tax relief.

- ❑ Else, the revenue split in place should be maintained.
- ❑ As a lagging and nagging general principle, the “Town” side of the revenue split should increase over time. The Finance Committee should take on this critical issue and make recommendations to the operating entities.

Citizen Expectations with respect to Taxes and Services

- ❑ Revenue from property taxes is our most stable source. At this time, it is not prudent to consider a taxation level below the 2 ½% trigger point.
- ❑ The tax relief components of the Waterfall public policy should be implemented.
- ❑ It is very likely that taxpayers will face increased difficulty in paying taxes, so all abatement programs must be actively advertised.
- ❑ Similarly, other Town and School services that can provide support for vulnerable citizens, including transportation and health services, should be highlighted and marketed aggressively.
- ❑ Citizens should be prepared to experience service reductions in the short term as the policies of the operating entities engage. Similarly, all citizens should be aware that the capacity to respond to requests not contemplated in the annual budget will be limited in order to preserve flexibility necessary to accommodate the changing economic picture.



Acton Public Schools
Acton-Boxborough Regional School District
Acton, MA 01720

APS/ABRSD FY'12 Operating Budget Assumptions/Key Decisions

=====

The following budget assumptions/key decisions are not listed in priority order.

1. Work with both towns to determine the revenues (e.g., state, local, including reserves, etc.) that will be available for the FY'12 operating budget(s), including fluctuating circuit breaker reimbursement.
2. Conduct negotiations with remaining collective bargaining unit to produce fiscally responsible settlements.
3. Coordinate with the Town of Acton/health insurance trust the FY'12 health insurance premiums/rates as early as possible.
4. Determine whether the APS Capital Plan (e.g., continuation of Phase II – Roof replacement) should go forward and, if so, what funding mechanism (e.g., debt inside Proposition 2 1/2, debt exclusion override, one-time revenue, etc.) should be used. Maximize any opportunities for SBAB reimbursement.
5. Key decisions that need to be resolved:
 - Decide on the appropriate number of sections at elementary grade levels.
 - Review/determine elementary (K-6) classroom assistant staffing levels.
 - Review/determine appropriate staffing levels at Senior and Junior High Schools.
 - Review/determine K-12 staffing (e.g., counselors, nurses, custodians, monitors, etc.) needs.
 - Review/determine funding for textbook replacement (K-12).
 - Review/recommend any CPA requests for funding.
 - Review/determine ELL staffing as recommended in the Coordinated Program Review.
 - Review staffing requirements for SPED subgroups based on AYP performance.
6. Determine if existing user fees should be increased and new fees instituted.
7. Develop level service and reduction proposed budgets to meet changing revenues and to understand and explain reduced educational services and programs.
8. Discuss use of both town-wide reserves and school reserves in supporting both the FY12 budget and future budgets. Discuss use of year end balances towards current and future fiscal policy.
9. Discuss the assumptions for FY12 of whether COPS expenses should be/will be a town expense or included in the school budgets.
10. Discuss and articulate underlying philosophical assumptions regarding all budget reductions (e.g. programs, class size, etc.)

10/29/10

Discussion of FY12 Revenue and Expenditure Assumptions
Acton Public Schools
Acton-Boxborough Regional School District

- 1) **Estimated FY12 Chapter 70 Estimate** **Foundation Budget, then 10% reduction**
- 2) **Estimated FY12 Cherry Sheet Revenue** **20% decrease in FY12**
- 3) **Estimated FY12 Town Income Level** **Level funded at FY10 Level**
- 4) **Estimated FY12 Town Expenses** **2.4% increase in FY12**
 - a) assumes level service
 - b) based on collective bargaining agreements
 - c) assumes 9% increase in health insurance rates
- 5) **Estimated FY12 Minuteman Assessment**
- 6) **Estimated FY12 APS Expenses** **Preliminary 3.7% increase**
 - a) assumes level service
 - b) based on collective bargaining agreements
 - c) assumes 9% increase in health insurance rates and FY12 increase from ARRA
 - d) assumes 4% growth in SPED tuition
 - e) assumes 5% decrease in energy (due to conservation and low natural gas market)
- 6) **Estimated FY12 A/B Expenses** **Preliminary 1.3% increase**
 - a) assumes level service
 - b) based on collective bargaining agreements
 - c) assumes 9% increase in health insurance rates
 - d) assumes 4% growth in SPED tuition
 - e) assumes 5% decrease in energy (due to conservation and natural gas market)
- 7) **Reserve Accounts**
 - a) **Certified Free Cash \$4.6 million**
 - b) **NESWC Balance \$2.4 million**
 - c) **Regional E & D \$1.2 million**
- 8) **Other**
 - a) **One Time Regional E & D FY11 Transportation Aid**
 - b) **ARRA Federal Grant Turnbacks from AB & APS \$620k**
 - c) **Federal grant (Ed Jobs) \$776k for APS and A/B combined**

Office of the Superintendent
Acton Public Schools
Acton-Boxborough Regional School District
Acton, MA 01720

Proposed FY'12 Budget Schedule for the Schools
(revised 11/24/10)

-
- 10/7/10 AB Regional School Committee meeting, Draft Budget Schedule distributed
- 10/15/10 Budget packets (appropriated and revolving budgets) distributed to all administrators, including budget schedule.
- 10/29/10 All completed budgets turned in to Central Office
Preliminary budgets entered into computer
Central Office meetings with administrators about budget
-
- 11/04/10 AB School Committee meeting discussion of Assumptions and Key Decisions
- 11/18/10 APS School Committee meeting discussion of Assumptions and Key Decisions
-
- 12/2/10 APS/AB/possible Joint School Committees' budget discussion continues
- 12/16/10 APS School Committee budget discussion continues
- 12/31/10 Acton Town Meeting warrant closes
-
- 1/6/11 Presentation of preliminary budgets to APS and AB Regional School Committees
(overview/issues)
- 1/20/11 Discussion of preliminary budget with APS School Committee
- 1/22/11 Joint School Committee Saturday All-Day Session with presentations by school leaders, Town Boards and the public are welcome**
-
- 2/3/11 AB Regional School Committee budget hearing (required by law) with Acton and Boxborough Finance Committees - *Possible Budget Vote***
- 2/17/11 APS School Committee budget hearing (required by law) - *Possible Budget Vote*
Possible Joint School Committee meeting if vote needed on Regional budget/assessments
(2/18/11 is deadline to vote according to Regional Agreement)
-

cont.

3/3/11 AB SC Meeting

3/? Public Hearing for Acton Budgets (coordinated by Finance Committee)

3/17/11 APS School Committee Meeting

? Boxborough warrant goes to printer

3/24/11 Joint Acton/Acton-Boxborough SC Meetings

3/29/11 Acton Town Election

4/4/11 Acton Town Meeting begins

5/9/11 Boxborough Town Meeting begins

5/16/11 Boxborough Town Election

Class Size - Solution Analysis

- Basic Assumptions
 - Based on the literature, the optimal class size is 15 students per teacher
 - Given current economic conditions, there is neither the will nor the funds to hire and sustain sufficient staff to achieve the above goal
 - Space limitations create certain barriers to significantly reducing class size

Class Size – Solution Analysis

- Reducing class size will require “out-of-the-box” thinking
- It is important to get input from as many stakeholders as possible:
 - Teachers
 - Administrators
 - Staff
 - Students
 - Parents
 - Other school districts

Class Size – Solution Analysis

- Preliminary Plan of Action
 - Meet with principals of seven schools (two already completed)
 - Meet with teachers
 - Teacher forum? Suggestion box?
 - Parent forums
 - Student forums
 - PTSO's
- Prepare preliminary compilation of suggestions

Acton Public Schools and Acton-Boxborough Regional School District

File: JICFB

BULLYING PREVENTION AND INTERVENTION POLICY

The Acton Public Schools and the Acton-Boxborough Regional School District (hereinafter referred to as "The District") recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide and maintain safe learning and working environments for all students and all employees. It is the conviction of educators that all students have the right to participate confidently and fully in learning activities, both in and out of school, and contribute meaningfully to society by learning in a community culture where individual and developmental differences are acknowledged, appreciated and respected.

Bullying behaviors are persistent, pervasive or chronic which intimidate and/or intentionally harm or threaten to harm someone who is perceived as weaker and vulnerable. Specifically, bullying is defined as the act of one or more individuals intimidating one or more persons through electronic, written, verbal, physical acts, either direct or indirect, mental and/or visual, when such intentional behavior substantially interferes with a student's education, threatens the overall educational environment, and/or substantially disrupts the operation of the school. These behaviors include maliciously teasing, taunting, name-calling, sexual remarks, stealing or damaging an individual's possessions, spreading rumors, or encouraging others to reject or exclude someone. This intentional behavior includes but is not limited to harassment, intimidation, and bullying based upon race, color, national origin, limited-English-proficient, gender, age, religion, sexual orientation, veteran status, handicap, homeless, gender identity, pregnancy, marital status, physical appearance, or mental, physical or sensory disability. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is witness to or has reliable information about bullying is prohibited. This prohibition shall apply to all District employees, contractors, volunteers, parents/guardians, and students, including conduct between/among all parties.

The School Committees expect administrators and supervisors to make clear to students and staff that bullying behaviors (as defined above) in the school building, on school grounds, on the bus or school-sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

Furthermore, the Districts will immediately investigate allegations of bullying, including cyberbullying, intimidation, and/or harassment. The Principal of each building, or his/her designee, will be responsible for responding to all complaints by students alleging harassment, including bullying, in accordance with harassment. If it is determined that bullying has occurred, the District will take appropriate action to end the bullying and ensure that it is not repeated. In this regard, schools will remain sensitive to the confidentiality of all parties, but may not be able to preserve fully the confidential nature of the allegation.

All schools in Acton and Acton-Boxborough will include a Bullying Prevention and Intervention Plan that is proactive and educational, in keeping with the guidelines published by the Department of Elementary and Secondary Education. The district is committed to supporting each school in their adoption of a school-based bullying prevention and intervention program by providing the necessary funding, training and staff time. Each school is directed to develop or adopt a research based bullying prevention program and/or curriculum that include the major components listed in the Bullying Prevention and Intervention Plan. Additionally, bullying prevention and intervention will include school based teams responsible for the systematic tracking, monitoring and evaluation of the school based

Bullying Prevention and Intervention Plan with special emphasis on analyzing incidents for systemic intervention at the school building level and the school system at large.

Each Team will:

- Consist of members of the already existing Crisis Intervention Team appointed by the Principal representing the following constituents: Building Principal or Assistant Principal, Teacher representatives, Counselor/Psychologist/SPED.
- Additional collaboration from Pupil Services administration and/or School Nurse.
- Meet a minimum of two times during the school year.
- By October 1st of each year:
 - Distribute Policy and procedures to all students, parents, faculty and staff (student handbook, annual written notice, website, employee handbook, etc.)
 - Notify the Superintendent of Schools in writing of their school's compliance with this Policy and submit a copy of the bullying prevention and intervention procedures adopted for each school.
- Yearly, monitor and review the effectiveness of the Bullying Prevention and Intervention Procedures.
- By June of each year, provide a brief annual summary to the Superintendent of Schools regarding the implementation of the Bullying Prevention and Intervention Policy with recommendations for building based enhancements/improvements.

The Superintendent or designated representative has operational responsibility for the Districts' implementation of the Bullying Prevention and Intervention Policy.

LEGAL REFS.: M.G.L. c. 71, §370

File: JBA, ADA

CROSS REFS.: AC, Nondiscrimination
ACAB, Sexual Harassment
JICFA-E, Hazing

Acton Public Schools and Acton-Boxborough Regional School District

File: JICFB-E

BULLYING PREVENTION AND INTERVENTION POLICY

Exhibit of Definitions

Aggressor

A student who engages in bullying, cyber-bullying, or retaliation

Bullying

The repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (1) causes physical or emotional harm to the target or damage to the target's property; (2) places the target in reasonable fear of harm to himself or of damage to his/her property; (3) creates a hostile environment at school for the target; (4) infringes on the rights of the target at school; or (5) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this definition, bullying shall also include cyber-bullying.

Cyberbullying

Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, telephones, cell phones, computers, and the internet. It further includes, but is not limited to, email, instant messages, text messages, and Internet postings.

M.G.L. c. 71, 370 further defines cyber bullying as "any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (1) the creation of a web page or blog in which the creator assumes the identity of another person or (2) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (1) to (5), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (1) to (5), inclusive, of the definition of bullying."

Hostile environment

A situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Retaliation

Any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff

This includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target

A student against whom bullying, cyberbullying, or retaliation has been perpetrated.

LEGAL REFS.: M.G.L. c.71, 370

Acton Public Schools and Acton-Boxborough Regional School District

File: JICFB-R

BULLYING PREVENTION AND INTERVENTION PLAN

Bullying behaviors are persistent, pervasive or chronic which intimidate and/or intentionally harm or threaten to harm someone who is perceived as weaker and vulnerable. Specifically, bullying is defined as the act of one or more individuals intimidating one or more persons through electronic, written, verbal, physical acts, either direct or indirect, mental and/or visual, when such intentional behavior substantially interferes with a student's education, threatens the overall educational environment, and/or substantially disrupts the operation of the school. These behaviors include maliciously teasing, taunting, name-calling, sexual remarks, stealing or damaging an individual's possessions, spreading rumors, or encouraging others to reject or exclude someone. This intentional behavior includes but is not limited to harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical or sensory disability. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is witness to or has reliable information about bullying is prohibited. This prohibition shall apply to all District employees, contractors, volunteers, parents/guardians, and students, including conduct between/among all parties.

Peer conflict involves disagreement and oppositional interactions which are situational, immediate, and developmentally appropriate. These latter behaviors, with adult guidance and modeling, assist in developing new skills in social competency, learning personal boundaries and conflict resolution strategies.

All schools in Acton and Acton-Boxborough will include a bullying prevention and intervention plan that is proactive and educational. Major components include:

- Development of a community culture that publicly communicates that bullying is unacceptable in any form.
- Commitment to a pro-social, research based curriculum and/or program that promotes positive peer relations.
- Commitment to addressing the needs of the victim concurrently with the on-going investigation and response to the bully.
- Annual discussion of the Bullying Prevention and Intervention Policy with students (no later than October 1st of each year).
- Adequate supervision of students to address bullying prevention and intervention.
- Ongoing training and support of teachers and school staff in the use of proactive and effective strategies for responding to bullying and supporting bystanders and targets.
- Systematic review of the overall bullying prevention and intervention approaches used by each school.

As used in the Bullying Prevention and Intervention Policy, bullying can be any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:

- A. Placing a student, school volunteer or school employee in reasonable fear of harm to his or her emotional or physical well-being or damage to his or her property,

- B. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the victim,
- C. Interfering with a student, school volunteer or school employee having a safe environment that is necessary to facilitate educational achievement, opportunities or benefits,
- D. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school employee, or school volunteer,
- E. Infringing on the rights of the other student, school volunteer or school employee at school, or
- F. Materially and substantially disrupting the education process or the orderly operation of a school.

Reporting Requirements:

A culture of openness is considered the most effective means for countering this behavior. It is the responsibility of each member of the school community: students, staff and parents to report instances of bullying or suspicions of bullying, with the understanding that such reports will be listened to and taken seriously.

- A. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration. This includes custodians, cafeteria workers, recess and bus monitors.
- B. Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether or not bullying has occurred.
- C. If an incident of bullying or retaliation involves students from more than one school district, commonwealth charter school, or non-public school, a school administrator shall promptly notify the appropriate administrator of the other school or district so that both may take appropriate action.
- D. All confirmed bullying incidents must be reported to parents and guardians and must be documented. In addition the administrator must be aware that some acts of bullying may also be a crime and required to be reported to law enforcement.

Investigative procedures:

Each school is required to investigate in a timely manner and determine whether or not bullying has occurred. This requires a determination as to the nature of the incident (bullying v. peer conflict). Once determined, an investigation and outreach to the victim and family shall occur **concurrently** with a commitment to addressing the needs of the victim, identifying and educating bystanders, and providing formative/educational consequences for bullies. Steps to be taken should include:

- A. Determine the nature, chronicity, and severity of the presenting situation.
- B. Identify bully(s), victim(s), and bystanders
- C. Provide a safety and comfort plan for the victim(s).
- D. Identify whether or not the bullying has occurred on or off campus.

- E. Immediately inform bullies/cyberbullies about the consequences for bullying or cyberbullying in or out of school.
- F. Have conversations with all parties.
- G. Inform parents, guardians and all relevant adults of initial investigation; notice of confidentiality.
- H. Establish a timetable for following up with parents, especially parents of victims
- I. Collection and documentation of data.

Non-Classroom Supervision:

Each school must supervise non-classroom areas. The review and exchange of information regarding non-classroom areas are important to:

- A. Determine “hot spots” that bullying may more likely occur.
- B. Consider ways of keeping certain groups or students apart during transitions, or building positive collaborations between older and younger students.
- C. Consider adult density in “hot spots” if necessary.

Consequences from Findings:

Consequences for bullying should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences should be disagreeable or uncomfortable but should not involve revenge or hostile punishment.

Consequences should take into consideration:

- A. Nature, severity, and chronicity of the behavioral impact on the victim
- B. Degree of physical, psychological, social harm on the victim
- C. Student’s age, development and degree of maturity
- D. Surrounding circumstances and context in which the incident(s) occurred
- E. Prior disciplinary history and continuing patterns of behavior
- F. Relationship between and among the parties involved
- G. Context in which the alleged incident(s) occurred

The appropriate range of consequences, subject to due process where appropriate, is as follows:

- A. Verbal reprimand
- B. Temporary removal from the classroom
- C. Loss of privileges, including before and after school activities
- D. Time-out
- E. Notice to parent
- F. Supervised break times
- G. Detention
- H. In-school suspension
- I. Out-of-school suspension
- J. Reassignment of seats in lunch, bus, class, etc.
- K. Reassignment of classes
- L. Referral to an outside agency
- M. Reassignment to another school or another mode of transportation

- N. Expulsion
- O. Report to law enforcement

In addition, formative activities will be given, which may include:

- A. Reparation to the victim (recognizing that direct apology may be contraindicated)
- B. Completion of curricular based assignment(s)
- C. Meeting with Civil Rights Coordinator
- D. Completion of community service designed to help the perpetrator understand and respect differences; written report required by the perpetrator
- E. Therapeutic support for both perpetrators and victims

Ongoing Professional Development

In general, professional development opportunities will establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Specifically, the District will provide an annual school-based bullying prevention and intervention training each year for all employees to help them identify and respond to bullying, teasing and harassment. Continual on-going coaching for administrators will be provided to enhance the skill set of teachers and staff as well. The content of such professional development will include:

- A. developmentally appropriate strategies to prevent bullying incidents;
- B. developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
- C. information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witness to the bullying;
- D. research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- E. information on the incidence and nature of cyber-bullying; and
- F. internet safety issues as they relate to cyber-bullying.

In addition, schools are encouraged to offer education to parents about bullying prevention.

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.

Deleted: on
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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.

Deleted: on
Deleted: Thursday of the first month

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(s): **Blake Lochrie**
- School: **ABRHS**
- # of Students going: **~ 30** # of Chaperones (gender): **One per six students, M&F**

Names of Chaperones: **Blake Lochrie, others to be named as trip is filled**

- Date(s) of Trip: **April vacation, 2012** School Time Involved: **Probably one day**
- Purpose of Trip/Destination: **Cultural exposure & experience. This trip will involve inter-discipline opportunities in literature, art and history. We are going to Italy: Rome, Pompeii, Florence and Venice. Please see attached brochure for trip specifics.**
- Have you taken this trip before? **Not this particular trip. 3 others with this company**
- Any special arrangements required (such as extra insurance, ADA accommodations)? **No**
- Cost per Student: (Please describe how the cost is determined.) **\$3,952. Per company charge**
- Who will pay for the trip? **Students, families**
- Has any fundraising been done? **No** If so, what? _____
- Are any parents driving? **No**
- 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 is one of the most respected companies in this business. The teacher named above has run three European trips with them in the past few years and we, the students who joined us, and their parents have had nothing but positive experiences with every aspect of the trips. We stay in quality hotels in safe parts of every city we visit. Activities are closely managed from departure until return.

 X Approved Not Approved


Department Leader

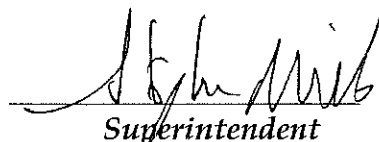
11/5/10
Date

 ✓ Approved Not Approved


Principal

11/8/10
Date

 ✓ Approved Not Approved


Superintendent

11/10/10
Date

 Approved Not Approved

School Committee

Date

Revised 11/15/06

Tour Details

Apr 12 - Apr 20, 2012

Group Leader

Mr. Blake Lochrie

Group ID

67951

Depart From

Boston



tour cost

Group Fees

Registration Fee	\$95
Program Fee ¹	\$3317
Estimated Departure Fees ²	\$500
Weekend Surcharge	\$40

Total Group Fees \$3952

¹ Valid through 12/31/10 with \$195 deposit.

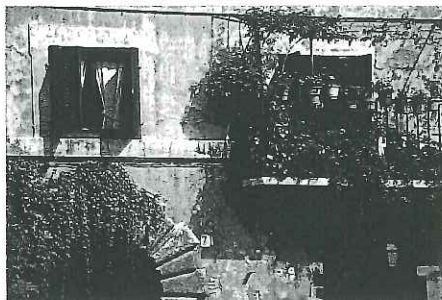
² Subject to change.

Additional Fees (as applicable)

Adult Surcharge	\$95
Single Room Supplement	\$560
Double Room Supplement	\$280
Ultimate Protection Plan	\$225
Comprehensive Protection Plan	\$180

highlights

- ✓ Colosseum, Forum and Palatine
- ✓ Rome Sightseeing with Headsets
- ✓ Vatican Museums
- ✓ Pizza Basics and Gelato Tasting
- ✓ Rome Culture Quest
- ✓ Renaissance Florence
- ✓ Michelangelo's David
- ✓ Venice: City of Canals



Insider's Italy

APR 12, 2012: OVERNIGHT FLIGHT Depart from the USA.

APR 13, 2012: ROME Arrive in the Italian capital city of Rome and visit perhaps its most famous landmark, the Colosseum. Discover how this monument evoked a passion from spectators during the ancient gladiatorial games that is still felt by Romans today. While in the area, you can also explore the ruins of the Roman Forum and Palatine Hill (time permitting). In the afternoon visit a gelateria in the heart of the city for a tour and tasting. Get a behind-the-scenes look at gelato production before sampling the gelateria's many flavors to find your favorite (time permitting) (D)

APR 14, 2012: ROME Today's sightseeing tour introduces you to every phase of Rome's legendary history with a panoramic drive of the city. In addition, your local guide accompanies you through the incomparable Vatican Museums, including Michelangelo's Sistine Chapel, and continues to St. Peter's Basilica, giving commentary via personal headsets. In the evening a professional Pizzaiolo will teach you the traditional Roman Pizza Basics—how to lay out the dough of a perfect pie. Then dine on authentic brick oven pizza for dinner before searching for clues as you further explore Rome by way of a Culture Quest. (B,D)

APR 15, 2012: ROME Take a journey to the ancient city of Pompeii. In 79 AD, nearby Mount Vesuvius erupted and covered Pompeii in 23 feet of ash, preserving the city just as it was nearly 2,000 years ago. Return to Rome for an evening stroll to the Piazza Navona, Travi Fountain and/or Spanish Steps. (B,D)

APR 16, 2012: FLORENCE Travel north today to Tuscany and its magnificent capital, Florence. An afternoon sightseeing tour with a local guide and headsets shows you the splendid Duomo, Ghiberti's famous Baptistery Doors, Santa Croce and the Piazza della Signoria—the political center of Florence. Also, enjoy a timed entrance to the Accademia to see Michelangelo's David. (B,D)

APR 17, 2012: FLORENCE This morning, gain a sense of the pride and passion Italians have for their artistic heritage as you learn about one of the most important art forms of the Renaissance during a Fresco painting lesson with a local expert. The afternoon will provide a chance to get more acquainted with this great city. (B,D)

APR 18, 2012: VENICE This morning, travel to the Queen of the Adriatic, Venice. An afternoon Culture Quest will introduce you to this unique city and give you an insider's perspective of the route between St. Mark's and the Rialto Bridge. (B,D)

APR 19, 2012: VENICE Consisting of an archipelago carved by nearly 150 canals into 118 different islands, the incomparable city of Venice contains a wealth of sights. Ride along the Grand Canal and listen for the sounds of singing Gondoliers as you cross under the Rialto Bridge. See the Basilica of St. Mark and the Bridge of Sighs, which connected the old prisons of Venice to the

304

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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.

Insider's Italy (continued)

interrogation rooms of the Doge's Palace. A visit to this gothic Palazzo Ducale, once the home of the Doge, or "Duke", of Venice is included. (B,D)

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

This is a preliminary itinerary for your group.

Learning Objectives

- ✓ Students will compare different forms of creative expression—music, painting, sculpture, cuisine and architecture—to understand how each both inspires and represents the Italian culture.
- ✓ Students will compare and contrast the several styles of architecture utilized in Florence's most important buildings.
- ✓ Students will gain an overview of contemporary Italian society, learning to understand the North-South divide and the effect of regionalism on the current political landscape.



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.

October 28, 2010

To Dr. Alixe Callen:

Pleased be advised that the Acton-Boxborough Regional High School Friends of Drama ("FOD") plans to make the following contributions to Acton-Boxborough Regional High School Proscenium Circus ("PC") for the academic year 2010-2011, in excess of \$500 to any one party::

Andrea Southwick (Choreographer) - \$1,000
Bus Transportation - \$2,175
Ledgeview Printing (programs) - \$5,800
Costume Closet Capital Expense - \$600
Black Box Theatre - \$3,600

The amounts listed above are estimates, and may be revised, by the FOD Board of Directors, subject to fund raising.

Please be advised that all payment in excess of \$500 will be paid to PC, with PC, in turn, providing payments to the parties identified.

If you have any questions or concerns, please do not hesitate to let me know.

Sincerely,

Gary T. Samperi
Friends of Drama, Treasurer
40 Inches Brook Lane
Boxborough, MA 01719
978-263-9928 home
508-596-4057 cell



To: Stephen Mills
cc: Kay Steeves
From: Alixe Callen
Date: November 5, 2010
Subject: Gift from ABRPTSO

Please accept a donation in the amount of \$6,000 from the ABRPTSO, which will be used to support our enrichment program.

This donation will be deposited into the SHS PTSO Gift account (Fund 3307).

Thank you.

Teacher-to-Teacher 2010-2011

The teacher-to-teacher initiative provides our educators an opportunity to visit their colleagues in order to form new questions or insights related to teaching and learning, enhance the collective understanding of instruction, and learn about our district from a new perspective.

Preliminary Feedback

“Thank you for the opportunity to do the teacher-to-teacher observations. I spent the day at the middle school in Needham, and it was very useful to see some of the different strategies and teaching styles. All of their teachers have Smart Boards, so it was very interesting to see how they are incorporating it into their classes and the wide variety of activities they are able to do in the class.”

“It was so great to see for myself, and learn about the many potential uses of a SmartBoard in a primary classroom.”

“I just want to let you know personally that I think the T to T is such a fabulous idea. I've already visited another teacher and another teacher visited me today. It was very, very helpful.”

“Thanks _____ for showing me group work and your classroom mgmt. style! Loved it!”

“I came away invigorated and with lots of ideas!”

“I was talking with a teacher today and she said that she thinks Teacher to Teacher is the most valuable initiative since she started here 7 years ago! I agree!”

“My visit to the Jr. High was wonderful. I was in awe of the curriculum, the instruction and the calmness in the hallway. Thank you for this opportunity!”

“It was a great opportunity to see how other music teachers present the curriculum.”

Teacher-to-Teacher Session I Stats

Number of teachers who offered to open their classrooms: **137**

Number of teachers expressing interest to use half-day substitute: **176**

To date teachers who have scheduled a visit: **82**

To date teachers who will visit an “out of district” school: **19**

Winter Athletic Coaches
2010-11

Rick Kilpatrick	Varsity Boys Basketball
Patrick Grucela	JV Boys Basketball
Tony Ammendolia	9 th Grade Boys Basketball

Kimberly Landry	Varsity Girls Basketball
Elizabeth Marcotte	JV Girls Basketball
Henry Morris	9 th Grade Girls Basketball

Bill Maver	8 th Grade Boys Basketball
Jon Duclos	8 th Grade Girls Basketball
Shelly Fowler	7 th Grade Girls Basketball
TBD	7 th Grade Boys Basketball

Julie Erickson	Varsity Cheerleading
Amanda Cence	JHS Cheerleading

Eric Meninger	Alpine Skiing
Nate Barr	.6 Assistant Alpine Ski
Pat Garrison	Nordic Skiing

Susan DiLorenzo	Varsity Gymnastics
Kara McNamara	Assistant Gymnastics

Dan Goldner	Varsity Girls Indoor Track
Brian Crossman	Varsity Boys Indoor Track
Stephen Hitzrot	.5 Assistant Indoor Track
Lisa Owen	.5 Assistant Indoor Track
Karen Mackin	.5 Assistant Indoor Track
Kerrin Stewart	.5 Assistant Indoor Track

Jeff Johnson
Lisa Cummings

Boys Varsity Swimming
Assistant Swim Coach

Eric Desmond
Adam Dowling




Varsity Wrestling
Asst. Wrestling

Brian Fontas
Jeff Vaughan
Bob Lavin
Matt Rodgers
Marc Currier


Varsity Girls Hockey
Asst. Girls Hockey
Varsity Boys Hockey
Asst. Boys Hockey
JV Boys Hockey


November 15, 2010


S.7.a.

From:  Brigid Bieber <[redacted]> Tue, Nov 09, 2010 4:24:25 PM  

Subject: Re: District School Calendar Opinion

To:  Cassie <cassie_stewa[redacted]>

Cc:  ABRSC <abrsc@acton-ma.gov>

Attachments:  Attach0.html 11K

Dear Ms. Stewart:

Thank you for taking the time to write to the School Committee. We appreciate your input. With respect to the School calendar, we are required to vote on the calendar every year, and we have had discussions around this issue for the past several years. Several members of the Committee have expressed concern that as a public school district, it does not make sense for certain religious holidays to be recognized as "no school days", when other religious holidays are not recognized in this way.

Historically, certain of the Jewish holidays and Good Friday have been "no school days" precisely for the reason you mentioned in your letter- namely, the absenteeism expected on those days both for teaching staff and students would make it impractical to hold school. As our school population has become more diverse over time, we believe it makes sense for us to validate the assumptions used in the past regarding those particular holidays.

With respect to the before or after Labor Day question, I believe it was about 5 years ago that the School Committee surveyed the community. At that time, it is my understanding that the community was split about 50/50 on the question.

We do plan on doing a survey before we vote on the final calendar for the next school year.

I hope this answers your questions and again, I thank you for your feedback.

Brigid Bieber
Chair, ABRSD

On Nov 9, 2010, at 2:17 PM, Cassie wrote:

Dear AB Regional School Committee,

I wanted to give some personal feedback about the District School Calendar discussion held by the School Committee this past Thursday, November 4th, 2010.

My family has become a supporter of the school calendar beginning before Labor Day (on the years when Labor Day falls in the second week of September) for several reasons. First, my children enjoy getting out of school earlier in June compared to the school years when they have been dismissed later in June. Second, my husband and I see that our children lose their academic focus during the final quarter of school which seems to correlate with the nice weather. Third, the first few days of school, typically a Tuesday, Wednesday, Thursday, provide a great opportunity for teachers and students to meet each other and lay the foundation for expectations. The orientations for new students to school, 7th graders and 9th graders and newcomers, take place on the Tuesday so in fact the majority of the students have only two days of school. In the first few days, a lot of busy paperwork gets done and a focus on getting to know each other is the priority without a lot of homework pressures. Fourth, (on a more personal level), our big family vacation time happens in June when school is dismissed. We travel a greater distance because time allows for this more so than on Labor Day weekend. Fifth, when the school year begins before Labor Day, the Labor Day weekend holiday provides a very appreciated, brief respite from school and chance to enjoy the "last days of summer". I believe my children then begin school with a better focus as they are expecting school work to begin as the "busy" work is already done.

I feel the issue of whether school should begin before or after Labor Day was addressed a few years back. (I can't remember the exact year). Unless there has been a great outpouring from the community: parents; teachers; or administration or unless there is documentation that this change will benefit our school communities, I'm not sure why this topic came to be addressed by the School Committee other than perhaps, it was expressed as a personal opinion by a school committee member. If I am wrong, please feel free to correct me.

Regarding the religious holidays, I am in support of keeping the holidays as they stand on

the District Calendar. It is not beneficial to have school days when a significant number of students or teachers are not present. In addition, one thing that sets Acton apart from other communities is our ethnic, cultural and religious diversity. Recognition of these holidays and the opportunity to talk about the religious days that we do not have off from school is an education which makes our children curious, caring and more accepting people in our community and world.

Before making a decision to change the calendar, I would hope you would question why you are addressing these topics and express this clearly at the next School Committee meeting. If you do decide it is worthwhile to consider making any changes to the calendar, I hope you will survey your following communities: parent, teacher, and school administration prior to making any changes.

Thank you for considering my points and thank you for giving your time and effort serving on the School Committee,

Cassie Stewart

-

Acton MA 01720

Parent to an 11th, 9th, 6th, and 3rd grader.

8.7.b.

Printed by: Beth Petr


Monday, November 15, 2010 10:20:51 AM

Title: Religious holidays should not be school holidays : APS-ABRSD

Page 1 of 1

From:  R DeFuria < > Monday, November 15, 2010 11:19:27 AM  

Subject: Religious holidays should not be school holidays

To:  <abrsc@acton-ma.gov>

Attachments:  Attach0.html

3K

Hello, AB School Committee,

I support removing the following religious holidays from the school schedule: Good Friday, Rosh Hashanah, Yom Kippur.

Thank you.

Sincerely,
Richard DeFuria
Acton, MA

--

RDeFuria

8.7.c.



Printed by: **Beth Petr**

Thursday, November 18, 2010 3:10:52 PM

Title: **Please keep NO SCHOOL on Holidays! : APS-ABRSD**

Page 1 of 3

From:  Igor Chernin <ichernin@comcast.net>

Thu, Nov 18, 2010 4:08:49 PM  

Subject: Please keep NO SCHOOL on Holidays!

To:  <abrsc@acton-ma.gov>

Cc:  'Igor Chernin' <ichernin@comcast.net>

Attachments:  Attach0.html

8K

Dear School Committee:

Please keep NO SCHOOL on Holidays due to the cultural and historical traditions!

P.S. Also, in the light of the recent ugly anti-Semitic graffiti, I found the timing of this survey is HIGHLY inappropriate. Would the School Committee consider to having a school on the Christmas Day as the reaction to Christians-hated incidents?!

Best Regards,

-Igor Chernin

ichernin@comcast.net

AB Regional School Committee
Finance Committee
Board of Selectman

Nov. 15, 2010

Re: Earmarked Federal funds & Level Service Funding of our Schools in 2012

Dear School and Town Committee members,

We are writing to you today to encourage you to keep federally earmarked funds for education separate from town funds so they can be used for the purposes for which they were intended. Specifically we are referring to the IDEA funds for special education and the Ed Jobs funds for staff, which Dr. Mills has prudently set aside for educational expenses in the coming year(s).

We are aware that there is a strong desire by certain town boards to consider these ARRA funds as Chapter 70 funds – which they are not – and co-mingle them with town funds for inclusion in the waterfall distribution model. We would respectfully submit to you that that would be an inappropriate use of these federally earmarked funds. The ARRA IDEA grant monies from the Federal government were explicitly distributed to states (and towns) for the following purpose:

To “improve student achievement through school improvement and reform.” At least 50% of these funds should be spent on “strategic investments” that will “provide ongoing benefits and/or cost savings beyond the expiration of ARRA funding.” (MA DESE March 19, 2009 Update on ARRA of 2009)

The ARRA Ed Jobs grant money is being distributed to states for the following specific purpose:

“A local education agency must use its funds only for compensation and benefits and other expenses, such as support services, necessary to retain existing employees, to recall or rehire former employees, and to hire new employees, in order to provide early childhood, elementary, or secondary educational and related services.” (Illinois State Board of Education Sept. 9, 2010)

Neither of these purpose statements allows for these ARRA funds to be folded back into town funds for tax relief or any other endeavor. We presume it would be considered illegal to use these federal monies for something other than their explicitly stated purpose. However regardless of the legality, we would suggest that it would simply be the wrong thing to do for both our schools and our town.

While we firmly believe the waterfall model was created with good intentions, we question the wisdom of the current effort to return funds to taxpayers at a time when our town and school funding is so uncertain. By all projections FY’12 will be more difficult financially than FY’10 or ’11. It is essential that we **level service fund** our schools in the coming year, which will require a 3-4% increase in the school budgets over last year. Anything less than level service funding will result in significant teacher layoffs, unacceptably large class sizes, and we fear, a rapid demise of our high quality schools. This in turn will directly impact property values and the health of our community as a whole. We encourage all of the town boards to come together in support of level service funding for our schools in the coming year to preserve our town’s investment in the schools and to support our teachers and students.

We would also suggest that in regards to providing taxpayer relief, when taxpayers were recently given the option to reduce the state income tax level with Ballot Question 3, the resounding response across the state was **not at the expense of essential town and school services**. We would respectfully submit to the town boards that taxpayers in Acton likely share this sentiment. While we all wish we had the funds to provide general taxpayer relief, the reality is we simply don’t have that luxury at this time without “robbing Peter to pay Paul.” We hope you will join us in supporting a level service budget for our schools in the coming year.

Respectfully submitted,

Nancy Sherburne
Karl Brace

William Guthlein
Pat Bickmer

Heather Stouch
Daniel Stouch

Valerie Ryan
Cynthia Overman

Kalyani Krishnan
T.S. Sriram