



**Acton Public
School Committee Meeting
December 16, 2010
7:30 p.m.
at the
R.J. Grey Junior High Library**

ACTON PUBLIC SCHOOL COMMITTEE MEETING

Library
R.J. Grey Junior High School

December 16, 2010
7:30 p.m.
(Gates School chorus to sing at 7:15)

AGENDA

- 1.0 CALL TO ORDER
- 2.0 CHAIRPERSON'S INTRODUCTION
- 3.0 APPROVAL OF MINUTES of November 18, 2010 (addendum) and STATEMENT OF WARRANT
- 4.0 PUBLIC PARTICIPATION
- 5.0 EDUCATION REPORT – Enrollment Projections, *Marie Altieri*
 - 5.1 Recommendation for Numbers of Sections (*addendum*)
 - 5.2 Class Size Charts (*addendum*)
 - 5.3 12/2/10 AB SC Presentation Slides, *Peter and Mary Ann Ashton*
 - 5.4 Enrollment Projections – Acton, Boxborough and Region
 - 5.5 October 1 Enrollment Report
- 6.0 UNFINISHED BUSINESS
 - 6.1 ALG Report – *John Petersen/Xuan Kong*
 - a. Meeting packet 12/6/10
 - b. Draft minutes of 12/6/10
 - 6.2 Acton Finance Committee Report – *Xuan Kong (oral)*
 - 6.3 BOS Update – *Herman Kabakoff (oral)*
 - 6.4 FY'11 and FY'12 Budget Update – *Steve Mills/Don Aicardi*
 - a. FY'12 Operating Budget Assumptions/Key Decisions
 - 1. Discussion of numbers of elementary sections
 - 2. Personnel needs not yet included in FY12 Level Service Budget: (*addendum*)
 - K-6 Mathematics Assistants
 - K-6 Classroom Assistants (separate memo)
 - (1) K-6 ELA Coordinator/Literacy Coach
 - (1) K-6 Mathematics Coach / Specialist
 - (1) K-6 Certified Librarian / Media Specialist
 - 3. Professional Development
 - 4. Non-Union compensation (*see slides*)
 - 5. AEA compensation (*see slides*)
 - 6. Prepaid Expenses:ERI, Out-of-District Tuitions, other (*see slides*)
 - b. FY'12 Expenditure Issues
 - 1. Fee changes including school lunch (January packet), music (*oral*)
 - 2. Capital (*oral*)
 - 3. Technology (*addendum*)
 - 4. Textbook Replacement Plan (*addendum*)

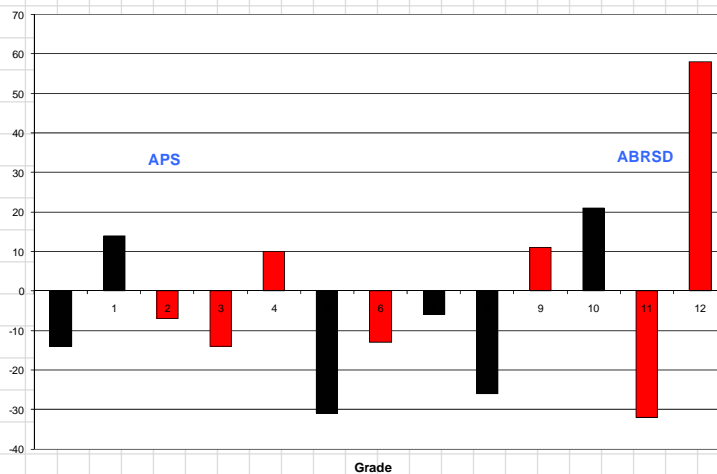
- c. FY'12 Revenue Issues (*see slides*)
 - 1. ARRA IDEA/Edu Jobs allocation
 - 2. Chapter 70 Update
 - 3. ALG Funding of APS Debt/COPS/\$96,000
 - d. Budget Timeline
 - e. FY' 12 Operating Budget Assumptions/Key Decisions and Revenue/Expenditure Assumptions
 - f. Presentation slides (*brought to meeting*)
- 6.5 Health Trust Report – *John Petersen*
 - a. 12/16/10 meeting (*oral*)
- 6.6 Subcommittee Updates (*oral*)
 - a. Class Size – *Terry Lindgren*
 - b. Long-Term Planning – *Xuan Kong*
 - c. Policy – *Sharon McManus*
- 6.7 Policy Revisions
 - a. Recommendation to Approve Revised School Committee Policy on the Kindergarten and First Grade Entrance (File: JEB) – **SECOND READING** – *Marie Altieri*
- 7.0 NEW BUSINESS
 - 7.1 Recommendation to Accept Gift from Raytheon for Scholarship Winner – **VOTE** – Steve Mills
- 8.0 FOR YOUR INFORMATION
 - 8.1 2011-2012 School Calendar
 - 8.2 ESL Student Enrollment Report – December 1
 - 8.3 FY'11 Monthly APS Financial Reports (*addendum*)
 - a. Budget Status Summary
 - b. Budget Status Summary - SPED
 - 8.4 December 1, 2010 Student Enrollment Numbers/Class Size Info
 - 8.5 Curriculum Update (*addendum*)
 - 8.6 Pupil Services – On Team, November 2010
 - 8.7 2011-2012 Kindergarten Registration Schedule
 - 8.8 Links to School Newsletters:
 - Acton Public School Preschool: <http://ab.mec.edu/Preschool/index.htm>
 - Conant Crier: <http://conant.ab.mec.edu/pto/newsletter.html>
 - Douglas Digest: <http://douglas.ab.mec.edu/index.html?pto/pto>
 - Gates Gazette: <http://gates.ab.mec.edu/gazette.html>
 - McCarthy-Towne Bulletin: <http://www.mctptso.org/bulletin/>
 - Merriam Community News: <http://merriam.ab.mec.edu/newsletters.html>
- 9.0 NEXT MEETINGS
 - January 6, 7:30 pm AB SC at R.J. Grey Junior High School
 - January 20, 7:30 pm AB SC at R.J. Grey Junior High School
- 10.0 ADJOURNMENT

Update on School Enrollment and Enrollment Projections 2010

Peter K. Ashton
Mary Ann Ashton
Innovation & Information Consultants, Inc.
Concord, MA

December 2, 2010

Change in Enrollment by Grade: APS and Region, 2010 vs. 2009



APS enrollment declined by 55 students from last year; Boxborough elementary down by 16 students

At Region, JHS decreased by 32 students and at HS increased by 55 students

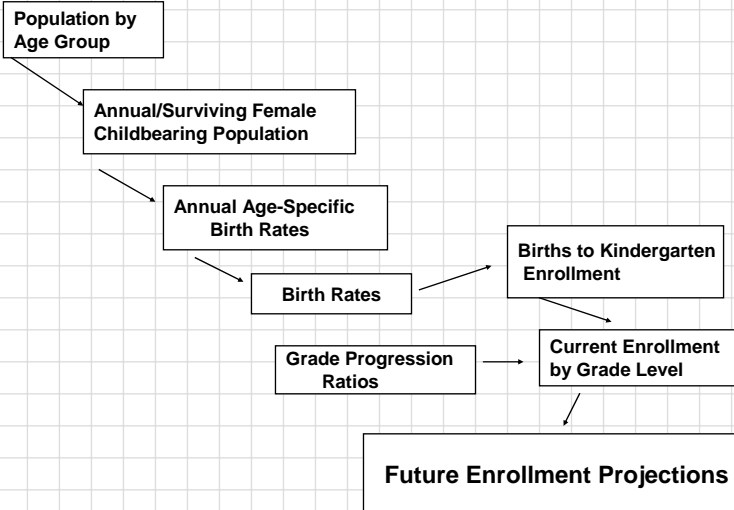
Enrollment Projections

- Determinants of enrollment:
 - population changes
 - birth rates
 - in/out migration
 - retention rates
 - household size
 - new home construction
 - economic conditions
 - school policies
- Using the model developed for MSBA
 - Slight change in the birth model component

What is the Cohort Survival Method

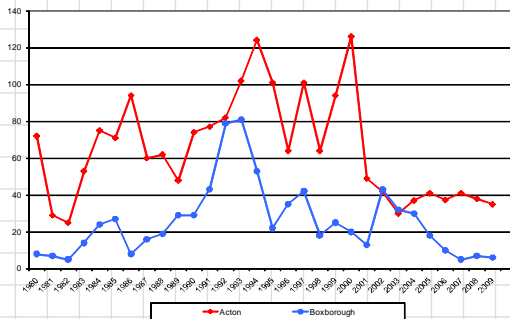
- Computes the ratio of children in one grade compared to the number who “survive” to the next grade
 - Starting point is birth to kindergarten ratio
 - based on relationship between kindergarten enrollments and live births five years earlier
 - Grade progression ratios follow the number of children who advance from one grade to the next
 - Relies on birth data and birth projections (“birth model”)
 - Captures effects of net migration, population changes, housing trends

Use of the Cohort Survival Method



Building Permits by Town

SF Building Permits:



- Number of permits in Acton has been declining for the last several years
- Boxborough housing permits have been declining since 2002

* 2006 is extrapolated based on 10 months

Other Development Considerations Chapter 40B Developments

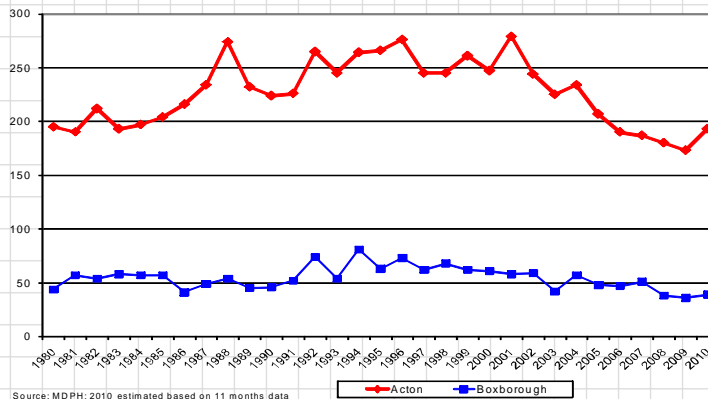
- Examined planned developments, including Chapter 40B projects
 - Researched many 40B projects in Massachusetts
 - Market units add very few students
 - Rental units add fewer students, especially 1 or 2 bedroom units
 - Affordable units add more, but still far below SF homes
 - Average “multiplier” is about 0.4 per unit
 - A 20 unit 40B adds 8 school age children on average
- Chapter 40B projects DO NOT add large number of school-age children

Other Development Considerations Single Family Housing

- Robbins Mill multiplier was again exactly on target (0.9 students per unit)
- This is lower than average SF multiplier in town (1.2 – 1.4 per home)
- Consistent with grade to grade ratios
- Housing turnover has slowed in last 8 years

Births in Acton and Boxborough

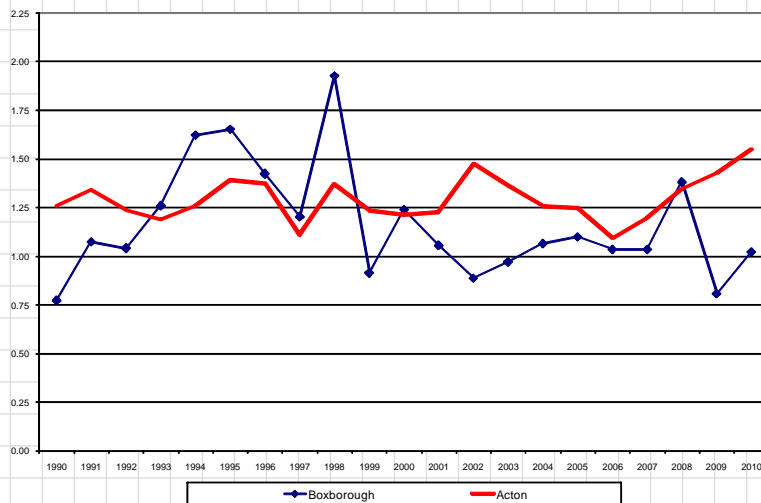
1980-2010



Source: MDPH; 2010 estimated based on 11 months data

- Acton and Boxborough births declining since 2002; slight uptick in 2010 in Acton
- Reflects larger demographic trend, lower turnover rates

Comparison of Birth to Kindergarten Ratios



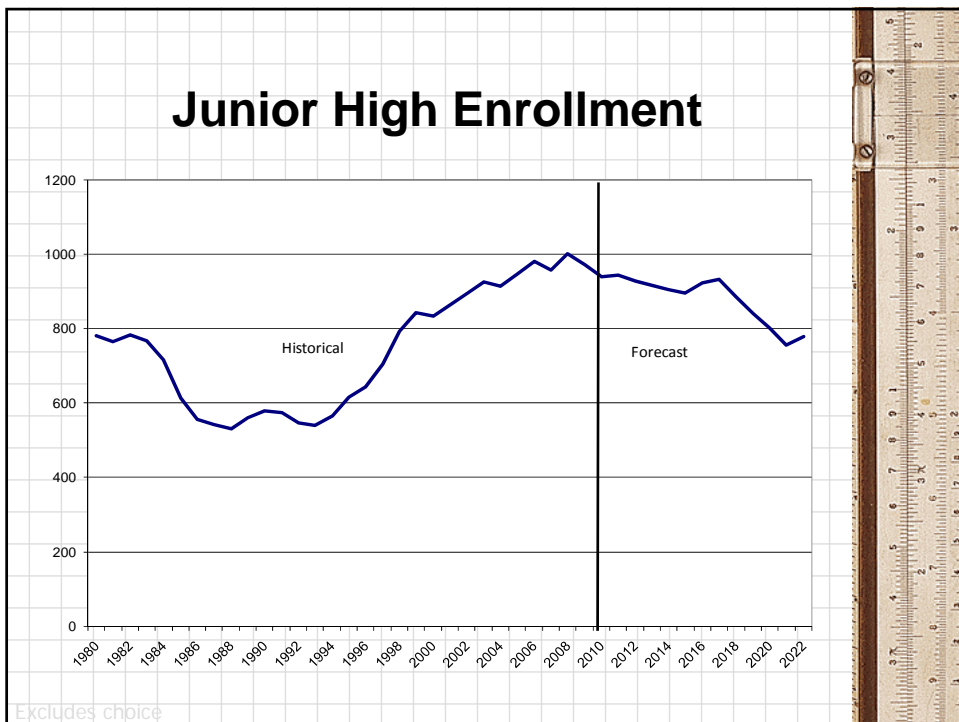
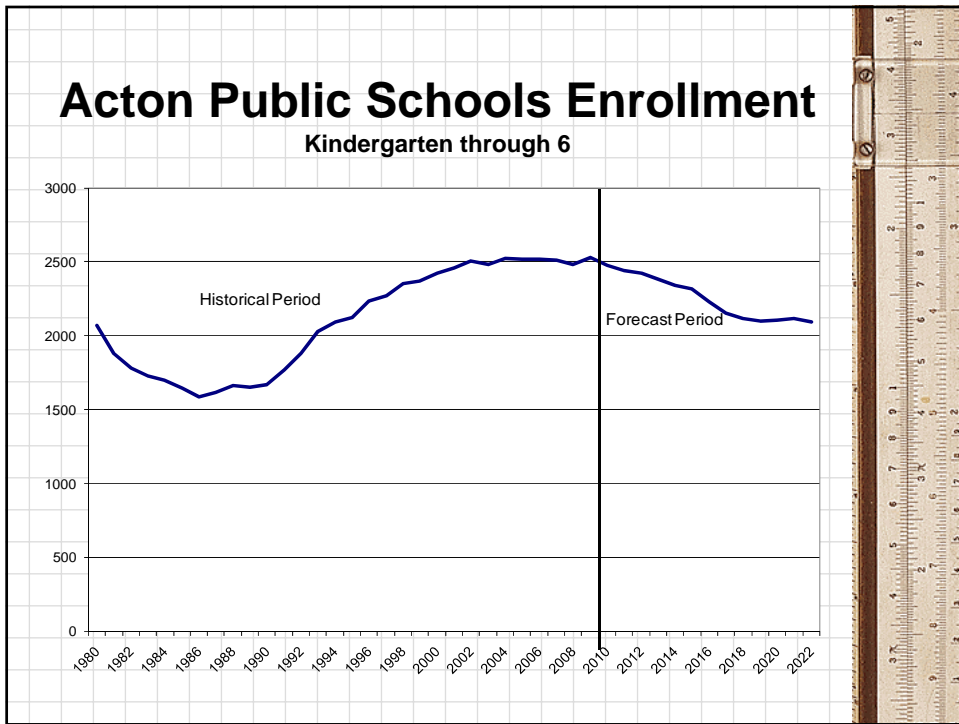
Steady recent increase in birth to K ratio in Acton; volatile in Boxborough

Enrollment Projections

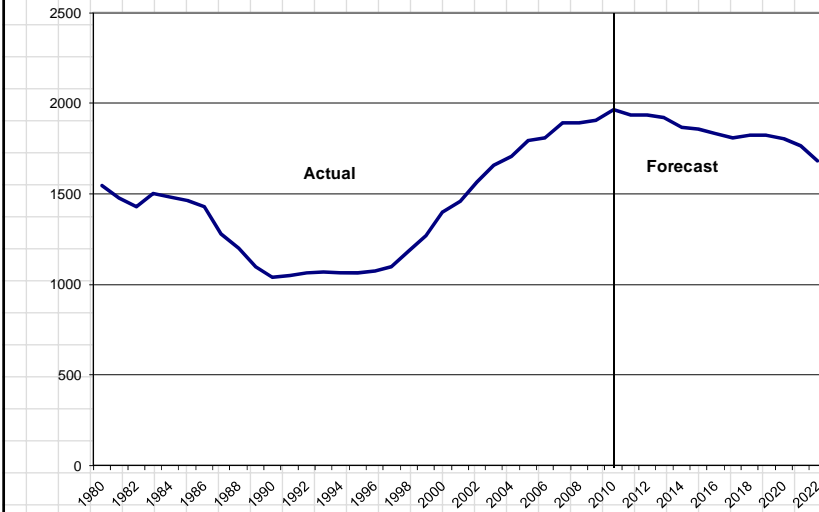
- Projections developed using “standard” model (excludes “choice”)
- Adjusted kindergarten projection to reflect recent trends
 - Only difference from MSBA model
- Grade to grade ratios are extremely stable
- Residential development clearly on the wane in both towns
- Turnover has also slowed
- Decline in enrollment may be greater than that projected

Enrollment Projections

- Declines in births and in-migration lead to decrease in enrollment over the next decade
 - APS drops gradually; big drops in 2016 and 2017 but based on birth projection rather than actual births
 - JHS drops starting in 2012 but levels off until 2018
 - SHS at peak this year; decline starts next year
- Total Acton enrollment drops 210 students over next five years (4.4%)
- Boxborough enrollment drops 20% over same period

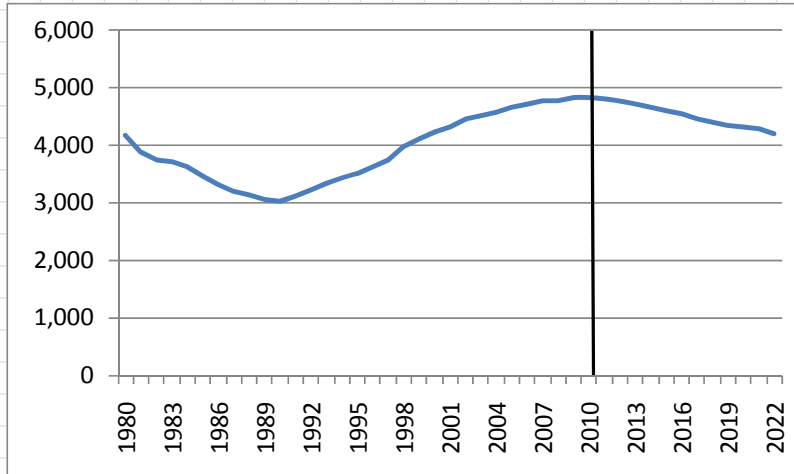


ABRHS Enrollment



Excludes choice

Acton Total Enrollment



Excludes choice

Revised Enrollment Projections - 12/10

PUBLIC SCHOOL ENROLLMENT PROJECTIONS									
Elementary School									
Acton, MA: 2001-2022									
Year	K-12	K	1	2	3	4	5	6	Total
2001*	4307	338	345	351	360	335	364	367	2460
2002*	4450	361	361	350	353	357	343	381	2506
2003*	4517	334	348	369	360	355	365	349	2480
2004*	4575	328	352	363	376	365	361	379	2524
2005*	4654	308	352	359	372	380	375	370	2516
2006*	4712	305	315	371	375	375	387	390	2518
2007*	4762	292	320	340	389	394	382	397	2514
2008*	4773	301	326	336	349	381	404	384	2481
2009*	4830	334	333	349	358	359	391	407	2531
2010*	4815	320	347	342	344	369	360	394	2476
2011	4791	288	341	366	354	351	376	366	2443
2012	4769	278	308	361	379	361	357	382	2425
2013	4718	268	297	325	373	386	367	363	2379
2014	4645	257	285	313	336	380	393	374	2339
2015	4605	287	274	301	324	343	387	400	2317
2016	4527	248	306	290	312	330	349	394	2229
2017	4449	254	265	323	300	318	336	355	2151
2018	4403	260	271	280	334	305	324	342	2117
2019	4346	266	278	286	289	341	311	329	2100
2020	4314	272	284	293	296	295	347	316	2104
2021	4268	268	290	300	303	302	300	353	2116
2022	4195	266	285	307	310	309	307	305	2090

PUBLIC SCHOOL ENROLLMENT PROJECTIONS				PUBLIC SCHOOL ENROLLMENT PROJECTIONS					
Junior High School				High School					
Acton, MA: 2001-2022				Acton, MA: 2001-2022					
Year	7	8	Total	Year	9	10	11	12	Total
2001*	335	333	668	2001*	323	324	276	256	1179
2002*	352	348	700	2002*	325	320	322	277	1244
2003*	375	354	729	2003*	343	328	315	322	1308
2004*	351	368	719	2004*	362	338	332	300	1332
2005*	391	351	742	2005*	368	361	341	326	1396
2006*	382	400	782	2006*	345	364	369	334	1412
2007*	395	381	776	2007*	391	345	366	370	1472
2008*	402	407	809	2008*	385	394	342	362	1483
2009*	393	402	795	2009*	402	382	383	337	1504
2010*	395	401	796	2010*	402	390	370	381	1543
2011	398	401	799	2011	398	399	387	366	1550
2012	370	404	774	2012	397	394	395	383	1570
2013	386	375	761	2013	400	394	391	392	1577
2014	367	392	759	2014	372	397	391	387	1548
2015	377	372	750	2015	388	369	394	387	1539
2016	404	383	787	2016	369	385	366	390	1511
2017	398	410	808	2017	380	366	382	363	1490
2018	359	403	762	2018	407	376	363	378	1525
2019	346	364	709	2019	400	403	373	360	1537
2020	333	351	683	2020	361	397	400	370	1527
2021	320	337	657	2021	348	358	394	396	1495
2022	357	324	681	2022	335	345	355	390	1424

Excludes choice
* Actual data

Sources: Acton-Boxborough School System
Acton Town Clerk & Building Commissioner
Mass. Department of Public Health

NOTE: This scenario is a result of utilizing 5 year averages for the grade to grade ratios and 2 year average for birth to kindergarten ratio

Revised Enrollment Projections - 12/10

PUBLIC SCHOOL ENROLLMENT PROJECTIONS									
Elementary School									
Boxborough, MA: 2001-2022									
Year	K-12	K	1	2	3	4	5	6	Total
2001*	1109	77	83	85	105	94	89	100	633
2002*	1113	55	82	87	82	109	95	89	599
2003*	1146	66	68	91	87	86	108	95	601
2004*	1151	66	70	74	98	79	85	109	581
2005*	1152	67	74	67	75	96	84	88	551
2006*	1130	60	67	76	68	76	95	87	529
2007*	1134	61	71	76	78	73	83	95	537
2008*	1082	58	57	72	71	71	74	78	481
2009*	1083	46	61	67	69	81	79	79	482
2010*	1045	49	55	68	68	71	80	75	466
2011	1020	51	53	60	67	70	74	80	455
2012	974	54	54	57	60	70	73	74	441
2013	943	40	58	59	57	61	72	73	421
2014	896	38	43	63	59	59	64	72	398
2015	841	41	41	47	62	61	61	64	377
2016	836	50	44	45	47	65	63	61	374
2017	835	54	54	48	44	48	67	63	378
2018	828	59	58	59	47	46	50	67	386
2019	818	62	63	64	58	49	47	50	393
2020	841	66	67	69	63	60	51	47	423
2021	850	65	71	73	68	65	63	51	456
2022	853	63	70	78	72	70	68	62	484

PUBLIC SCHOOL ENROLLMENT PROJECTION				PUBLIC SCHOOL ENROLLMENT PROJECTIONS					
Junior High				High School					
Boxborough, MA: 2001-2022				Boxborough, MA: 2001-2022					
Year	7	8	Total	Year	9	10	11	12	Total
2001*	91	104	195	2001*	70	79	65	67	281
2002*	99	95	194	2002*	100	73	79	68	320
2003*	97	99	196	2003*	97	100	74	78	349
2004*	99	96	195	2004*	97	102	101	75	375
2005*	103	101	204	2005*	103	91	101	102	397
2006*	91	108	199	2006*	100	104	96	98	398
2007*	90	92	182	2007*	116	100	106	97	419
2008*	99	93	192	2008*	87	116	100	106	409
2009*	77	100	177	2009*	97	88	116	101	402
2010*	69	75	144	2010*	108	101	97	115	421
2011	75	70	145	2011	77	109	105	97	388
2012	79	76	155	2012	72	78	113	104	367
2013	73	81	154	2013	78	73	81	113	344
2014	72	74	147	2014	83	79	75	80	317
2015	72	74	145	2015	76	84	81	75	317
2016	63	73	136	2016	76	77	87	81	321
2017	61	64	125	2017	75	77	80	86	318
2018	63	62	124	2018	66	76	79	80	301
2019	67	64	130	2019	63	67	78	79	287
2020	50	68	117	2020	65	64	69	78	277
2021	47	50	97	2021	69	66	66	69	271
2022	50	48	98	2022	52	70	69	66	257

Excludes choice

* Actual data

NOTE: This scenario is a result of utilizing 5 year average for grade to grade ratios and kindergarten to birth ratio

Sources: Acton-Boxborough School System
Boxborough Town Clerk & Town Planner
Mass. Department of Public Health

Regional Enrollment				
Year	JHS Combined	SHS Combined	Region Total	Boxborough Share
2001*	863	1460	2323	20.5%
2002*	894	1564	2458	20.9%
2003*	925	1657	2582	21.1%
2004*	914	1707	2621	21.7%
2005*	946	1793	2739	21.9%
2006*	981	1810	2791	21.4%
2007*	958	1891	2849	21.1%
2008*	1001	1892	2893	20.8%
2009*	972	1906	2878	20.1%
2010*	940	1964	2904	19.5%
2011	943	1937	2881	18.5%
2012	929	1938	2866	18.2%
2013	915	1921	2837	17.6%
2014	906	1865	2771	16.8%
2015	895	1855	2750	16.8%
2016	923	1832	2755	16.6%
2017	933	1808	2741	16.2%
2018	886	1826	2712	15.7%
2019	840	1824	2664	15.7%
2020	800	1804	2605	15.1%
2021	755	1766	2521	14.6%
2022	779	1681	2460	14.4%

Oct-10

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

Levels	Sept. 1			Oct. 1			Nov. 1			Dec. 1			Jan. 1			Feb. 1			Mar. 1			Apr. 1			May 1			Jun 1					
	A	B(1)	C	A	B(1)	C	A	B(1)	C	A	B(1)	C	A	B(1)	C	A	B(1)	C	A	B(1)	C	A	B(1)	C	A	B(1)	C	A	B(1)	C	Tot		
K	318	48	8	326	320	49	8	328	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
1	347	54	7	354	347	55	6	353	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
2	344	69	2	346	342	68	2	344	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
3	343	68	2	345	344	68	2	346	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
4	370	71	5	375	369	71	5	374	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5	362	80	3	365	360	80	4	364	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
6	393	75	1	394	394	75	1	395	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
K-6 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
In D, Pre-sch.	40	7	0	40	41	7	0	41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
O.D. Pre-sch.	8	3	0	8	5	3	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
O.D. SPED K-6	13	4	0	13	13	4	0	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
A.P.S. Total	2538	479	28	2566	2535	480	28	2563	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	400	73	8	481	395	69	9	473	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
8	401	76	5	482	401	75	5	481	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
J.H.S. Total	801	149	13	963	796	144	14	954	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	416	110	3	529	402	108	4	514	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	394	100	6	500	390	101	6	497	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	381	93	6	480	370	97	8	475	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	385	117	12	514	381	115	12	508	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
P.G.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
H.S. Total	1576	420	27	2023	1543	421	30	1994	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total JHS & HS	2377	569	40	2986	2339	565	44	2948	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O.D. SPED 7-12	43	10	0	53	42	11	0	53	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Reg. Total	2420	579	40	3039	2381	576	44	3001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A.P.S. Total	2538	479	28	2566	2535	480	28	2563	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reg. Total	2420	579	40	3039	2381	576	44	3001	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	4958	579	68	5605	4916	576	72	5564	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

A = ACTION

B = BOXBOROUGH

C = Choice/Staff/Tuition In

NESDEC Correction 10/6/10 7th Sheet

Students other than Choice counted under column C:

Staff Students -

Tuition In Students -

Sped Tuition In Students

Pre-School = SPED

P.G. = Post Graduates

Ungr. = Ungraded

O.D. = SPED Out of District

In D. = In District

Distribution:

S. Mills

M. Altieri

D. Bookis

L. Huber

D. Alcardi

A. Bisewicz

K. Nelson

K. Trahan

C. Bates

All Principals (2)

Actual
Acton Public Schools
2010 - 2011
October 1, 2010

10/4/10
10:49 AM

Grade YOG	Conant			Total	Douglas			Total	Gates			Total	McCarthy-Towne			Total	Merriam			Total	#Sec	Avg. Size					
	Rm	CAD	CB	CC		DAD	DB	DC		GAD	GB	GC	2#		TAD	TB	TC		MB	MC	MC2	4#		8#			
K-23		21	20	21	62	21	21	19	61	21	21	20	62		Case +	22	22	20	64	21	20	20	21	82	328	16	20.5
	Rm 3	4	6	1#	3	4	5	1#	1	3	8	1#	Case +	113	311	312	[2] 1#	323	234	20	224	1#	6#				
Gr. 1-22		22	23	23	68	23	22	22	67	21	23	22	66		Case +	21	22	21	64	22	22	22	22	88	353	16	22.1
	Rm 5	7	8		6	7	8		5	6	10	1#	Case +	114	301	302	[1]		291	321	135	1#	2#				
Gr. 2-21		23	24	22	69	23	23	23	69	23	23	23	69		Case +	22	23	24	69		22	23	23	68	344	15	22.9
	Rm 9	10	17		9	10	11		7	9	17		Case +	212	213	314	[2] 1#		222	233	332	1#	7#				
Gr. 3-20		24	22	23	69	22	23	24	69	23	24	24	71		Case +	24	23	23	70		22	23	22	67	346	15	23.1
	Rm 18	19	20		12	13	14		18	19	20	1#		Case +	115	210	310	101		330	331	230	4#	5#			
Gr. 4-19		25	25	25	75	25	25	25	75	25	26	25	76		Case +	25	24	24	73		25	25	25	75	374	15	24.9
	Rm 14	15	16		19	20	21	1#	14	15	16		Case +	211	308	313	[4]		223	335	235	3#	4#				
Gr. 5-18		24	24	23	71	25	24	25	74	24	25	24	73			25	24	25	74		24	24	24	72	364	15	24.3
	Rm 11	12	13		15	16	17		11	12	13				112	214	215		333	324	232	335	1#	1#			
Gr. 6-17		25	25	24	74	25	24	25	74	24	25	24	73		Case +	25	25	25	75	24	25	25	25	99	395	16	24.7
Total Staff					1#				2#				5#	Case +	[12]	Average 23.7	498		24 Sec	Average	23.0	25	551	2504	108	23.2	
Total	21 Sec.	Average	23.2	488	21 Sec.	Average	23.3	489	21 Sec.	Average	23.3	490	21 Sec.	Average	23.1	486			24 Sec	Average	23.0	25	551	2504	108	23.2	
Range	20	25			19	25				20	26				19	25								19		20	

October 1, 2010
Column C Breakdown

<i>Grade</i>	<i>Staff Free</i>	<i>Choice</i>	<i>Tuition In</i>	<i>Sped Tuition</i>	<i>Total</i>
<i>K</i>	8	0	0	0	8
<i>1</i>	6	0	0	0	6
<i>2</i>	2	0	0	0	2
<i>3</i>	2	0	0	0	2
<i>4</i>	5	0	0	0	5
<i>5</i>	4	0	0	0	4
<i>6</i>	1	0	0	0	1
<i>APS Total</i>	28	0	0	0	28
<i>Out District</i>	0	0	0	0	0
<i>Total</i>	28	0	0	0	28
 <i>7</i>	 2	 7	 0	 0	 9
<i>8</i>	3	2	0	0	5
<i>Sub Total</i>	5	9	0	0	14
 <i>9</i>	 0	 4	 0	 0	 4
<i>10</i>	0	6	0	0	6
<i>11</i>	0	6	0	2	8
<i>12</i>	0	12	0	0	12
<i>UG</i>	0	0	0	0	0
<i>Sub Total</i>	0	28	0	2	30
<i>Out District</i>	0	0	0	0	0
<i>Region Total</i>	5	37	0	2	44
					0
<i>Grand Total</i>	33	37	0	2	72

Acton Public School and Blanchard School K-6

October 1, 2010

Grade	Acton	*Non - Residents Acton	Acton SchoolsTotal	Boxborough	*Non - Residents Boxborough	Boxborough SchoolsTotal
K	320	8	328	48	1	49
1	347	6	353	54	1	55
2	342	2	344	66	2	68
3	344	2	346	61	7	68
4	369	5	374	68	3	71
5	360	4	364	73	7	80
6	394	1	395	70	5	75
Ungraded	0	0	0	0	0	0
Post-Grads	0	0	0	0	0	0
Sped Out of District	13	0	13	4	0	4
Other	0	0	0	0	0	0
Total	2489	28	2517	444	26	470
Acton Enrollment	2489					
Boxborough Enrollment	444					
Total Acton /Boxborough	2933					
Acton %	84.86%					
Boxborough %	15.14%					
Total Percentage	100.00%					
Acton Preschool	46					
Boxborough Preschool	7					

*Non-Residents include Staff Children & School Choice

Acton-Boxborough Regional School District

October 1, 2010

Grade	Acton	Boxborough	*Non-Residents	Total
7	395	69	9	473
8	401	75	5	481
9	402	108	4	514
10	390	101	6	497
11	370	97	8	475
12	381	115	12	508
Ungraded	0	0	0	0
Post-Grads	0	0	0	0
Sped Out of District	42	11	0	53
Other	0	0	0	0
Total	2381	576	44	3001
Acton Enrollment	2381			
Boxborough Enrollment	576			
Total Acton / Boxborough	2957			
Acton %	80.52%			
Boxborough %	19.48%			
Total Percentage	100.00%			

*Non-Residents include: Choice, Staff Children and Sped Tuition-in

Three Year Comparison

Year -->	2008	2009	2010	Total of 3 Yrs	Avg. of 3 Yrs
Acton Enrollment	2336	2343	2381	7060	2353.33
Boxborough Enrollment	617	593	576	1786	595.33
Total	2953	2936	2957	8846	2948.67
Acton %	79.11%	79.80%	80.52%	239.43%	79.81%
Boxborough %	20.89%	20.20%	19.48%	60.57%	20.19%
Total	100.00%	100.00%	100.00%	300.00%	100.00%

NESDEC has been corrected.

October 1, 2010 Comparison of Enrollment Projections

	ALL STUDENTS*	NESDEC	ONLY A & A/B
<i>Levels</i>	<i>Actual</i>	<i>Projection</i>	<i>APS & A/B ACTUAL</i>
K	328	274	320
1	353	364	347
2	344	355	342
3	346	365	344
4	374	365	369
5	364	367	360
6	395	396	394
<i>A.P.S. Total</i>	2504	2486	2476
7	473	489	464
8	481	475	476
<i>J.H.S. Total</i>	954	964	940
9	514	501	510
10	497	499	491
11	475	467	467
12	508	497	496
<i>H.S. Total</i>	1994	1964	1964
<i>Reg. Total</i>	2948	2928	2904
<i>Grand Total</i>	5452	5414	5380

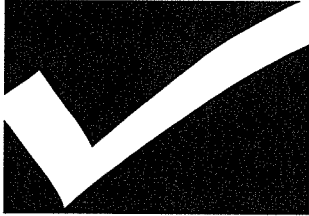
*Includes Choice, staff students and tuitioned in students

Count Comparison 2008-2010

Oct 1, 2008										Oct 1, 2009					Oct 1, 2010					Oct 1, 2010 (-) Oct 1, 2009			Difference
Levels	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Tot	A	B (1)	C	Total			
K	301	60	3	304	334	46	6	340	320	49	8	328	-14	3	2	-12							
1	326	64	2	328	333	61	3	336	347	55	6	353	14	-6	3	17							
2	336	75	5	341	349	67	2	351	342	68	2	344	-7	1	0	-7							
3	349	78	2	351	358	69	5	363	344	68	2	346	-14	-1	-3	-17							
4	381	76	1	382	359	81	2	361	369	71	5	374	10	-10	3	13							
5	404	80	0	404	391	79	1	392	360	60	4	364	-31	-19	3	-28							
6	384	80	2	386	407	79	1	408	394	75	1	395	-13	-4	0	-13							
K-6 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
In D.Pre-sch.	38	6	0	38	49	4	0	49	41	7	0	41	-8	3	0	-8							
O.D. Pre-sch.	8	0	0	8	9	4	0	9	5	3	0	5	-4	-1	0	-4							
O.D. SPED K-6	17	4	0	17	14	5	0	14	13	4	0	13	-1	-1	0	-1							
A.P.S. Total	2544	523	15	2559	2603	495	20	2623	2535	495	28	2563	-68	0	8	-60							
7	402	99	2	503	393	77	5	475	395	69	9	473	2	-8	4	-2							
8	407	93	0	500	402	100	2	504	401	75	5	481	-1	-25	3	-23							
J.H.S. Total	809	192	2	1003	795	177	7	979	796	144	14	954	1	-33	7	-25							
9	385	87	6	478	402	97	6	505	402	108	4	514	0	11	-2	9							
10	394	116	11	521	382	88	7	477	390	101	6	497	8	13	-1	20							
11	342	100	23	465	383	116	13	512	370	97	8	475	-13	-19	-5	-37							
12	362	106	27	495	337	101	21	459	381	115	12	508	44	14	-9	49							
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
P.G.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
H.S. Total	1483	409	67	1959	1504	402	47	1953	1543	421	30	1994	39	19	-17	41							
Total JHS & HS	2292	601	69	2962	2299	579	54	2932	2339	565	44	2948	40	-14	-10	16							
O.D. SPED 7-12	44	16	0	60	44	14	0	58	42	11	0	53	-2	-3	0	-5							
Reg. Total	2336	617	69	3022	2343	593	54	2990	2381	576	44	3001	38	-17	-10	11							
A.P.S. Total	2544	523	15	2559	2603	495	20	2623	2535	495	28	2563	-68	0	8	-60							
Reg. Total	2336	617	69	3022	2343	593	54	2990	2381	576	44	3001	38	-17	-10	11							
Grand Total	4880	617	84	5581	4946	593	74	5613	4916	576	72	5564	-30	-17	-2	-49							

Enrollment by Race October 1, 2010

School	Percent							Total
	Low Income	Asian/Pacific Islander	African-American	Caucasian	Hispanic	American Indian	Minority	
Conant	10	232	2	248	6	0	240	488
Douglas	13	138	6	335	10	0	154	489
Gates	11	170	5	313	1	1	177	490
McCarthy-Towne	15	62	12	394	18	0	92	486
Merriam	16	147	6	387	10	1	164	551
Total	65	749	31	1677	45	2	827	2504
% of Total APS	2.60%	29.91%	1.24%	66.97%	1.80%	0.08%	33.03%	
JHS	30	221	8	696	26	3	258	954
SHS	44	451	16	1474	53	0	520	1994
Total	74	672	24	2170	79	3	778	2948
% of Total A/B	2.51%	22.80%	0.81%	73.61%	2.68%	0.10%	26.39%	
Grand Total	139	1421	55	3847	124	5	1605	5452
% of Grand Total	2.55%	26.06%	1.01%	70.56%	2.27%	0.09%	29.44%	



Acton Leadership Group Meeting

DECEMBER 06, 2010

7:15 AM

Town Hall, Faulkner Hearing Room

Bart Wendell Facilitating

----- Agenda Topics -----		
1. Approval of Minutes, Dec 18, 2010	General Discussion	
2. Budget Revenue Update FY 11 and FY 12	Steve Ledoux Steve Mills	
3. ALG Spreadsheet	General Discussion	
4. Waterfall & Results of AB School Committee Meeting	John Petersen/General Discussion	
5. Revised Calendar ALG Decisions	General Discussion	
6. Update on Minuteman Tech	Dore' Hunter	
7. Adjourn		

#1
12/06/10

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 is the sum we should be basing our discussions upon. 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

45
12/02/10

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 4				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
 ABRSC Mtg - Superintendent Budget 12/2/2010
 Manager's Budget Due 12/20/2010
 Municipal Budget Saturday 1/8/2011 ?
 AB/APS Budget Workshop 2/5/2011 ?
 BOS Vote Budget 1/24/2011
 BOS must Vote Budget for Fincom 2/1/2011
 ABRSC Budget Hearing 2/3/2011
 APS Budget Hearing 2/17/2011
 Warrant to Printer This Week 3/1/2011 ?
 Post Warrant 3/11/2011 ?
 Town Election 3/29/2011
 Town Meeting Begins 4/4/2011

ALG Meeting Dates:

10/28/2010
 11/18/2010
 12/2/2010
 12/16/2010
 1/13/2011
 1/27/2011
 2/10/2011
 2/17/2011
 3/24/2011



Municipal Lunch
November 17, 2010



Meeting Purpose

1. Review FY11 Critical Measures
2. Update on Feasibility Phase I Deliverables
3. FY12 Outlook

Mission Statement

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment.

Minuteman is committed to preparing all students for success.



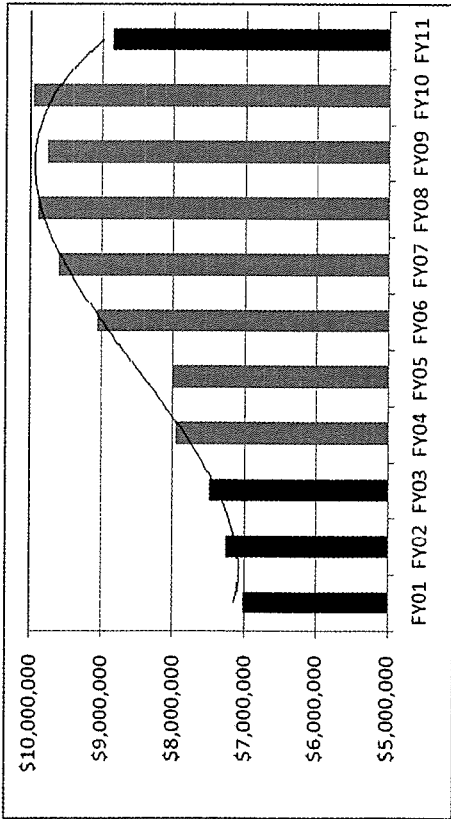
Budgets to Right Size

Fiscal Year	Total Budget Overall Increase	Dollars of Salary Expended/Proposed
2011	\$16,238,679 -7.19%	\$9,267,603
2010	\$17,496,001 2.91%	\$10,362,328
2009	\$17,001,622 1.53%	\$10,426,158
2008	\$16,745,769 3.76%	\$10,243,691

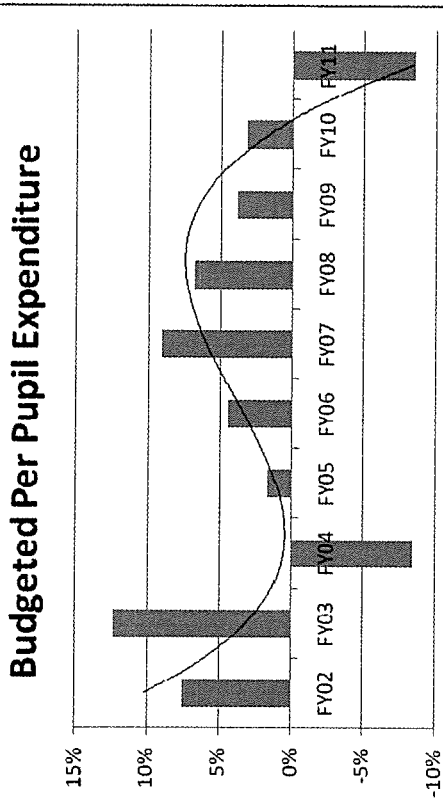


12/06/10 #6

Assessments to Member Towns



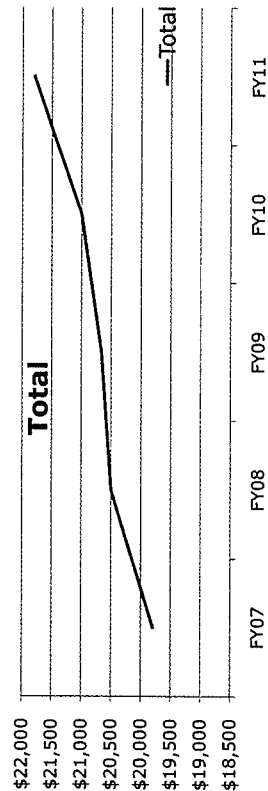
Trend: Per Pupil Expenditure



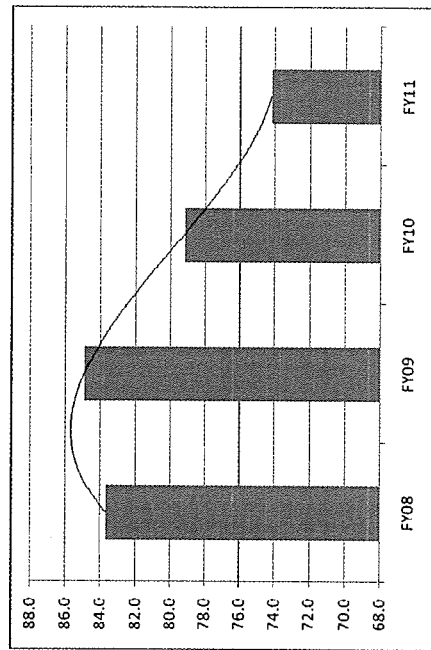
Trend: Non-Member Tuition

	FY07	FY08	FY09	FY10	FY11	FY12
Tuition	15,547	16,250	16,415	16,500	16,800	17,500
	4,250	4,250	4,250	4,500	5,000	5,500
Total	19,797.00	20,500.00	20,665.00	21,000.00	21,800.00	23,000

PLUS TRANSPORTATION Average: \$3,100/per pupil

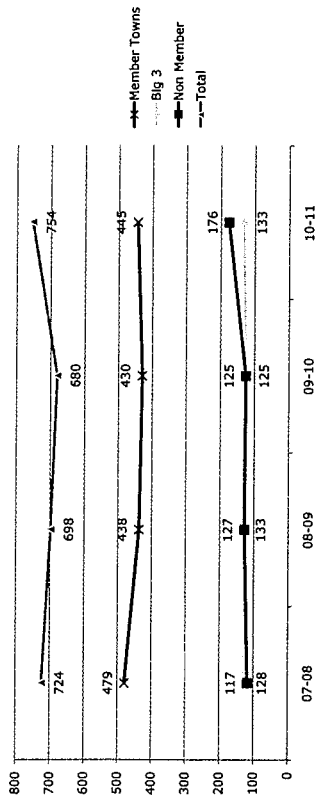


Trend: Professional Staffing



Enrollment Exceeded Projections

	06-07	07-08	08-09	09-10	10-11
Member Towns	479	479	438	430	445
Big 3	120	128	133	125	133
Non Member	125	117	127	125	176
Total	724	724	698	680	754



**Big 3* represent: Waltham, Watertown, and Medford



"Phase I" MM Feasibility Study

1. Enrollment Study and Projections
2. Completion of the Strategic Plan
3. Revision of our District Agreement



Enrollment Study

- NESDEC contractor
- Includes Core Demographic Study
- Potential New Members
- Post Graduates
- Non College Attendees from Members
- Impact of Programs on Enrollment
- December 10th Delivery Target



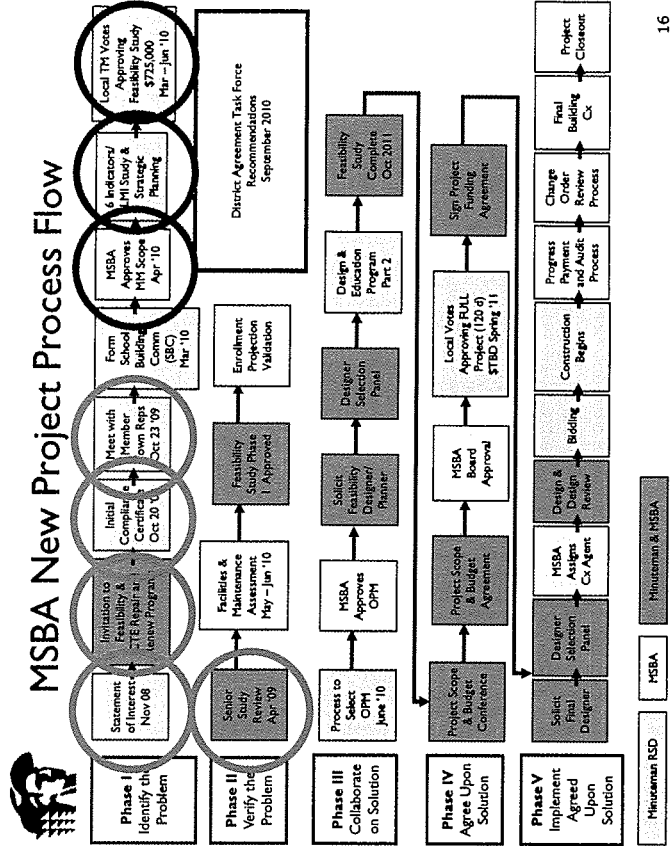
Strategic Planning

Trade & Engineering	Human & Commercial Services	Bio-Sciences	Business & Information Technology	Agriculture & Transportation	Performing & Technical Theater Arts
Drafting / CAD	Cosmetology / Barbering	Bio Technology / Bio Medical Sciences	Biotechnology	Automotive	Performance
Carpentry	Medical Careers / Emergency Med Tech	Bio Manufacturing	Computer Programming	Auto Collision Repair	Videographer/ Multi Media Production
Plumbing	Early Childhood Education	Pre-Engineering	Commercial & Graphic Arts	Environmental Technology	Sound & Light Engineering
Electrical	Culinary Arts / Hospitality	Electro-Mechanical / Robotics	Business, Finance & Marketing	Horticulture & Landscaping Tech	Set Design & Construction
Telecommunication	Criminal Justice	Animal Sciences		Animal Sciences	
HVAC					
Welding/Metal Fab					



DRAFT FINAL REPORT

Review models



12/06/10 #10

REGIONAL AGREEMENT TASK FORCE



Report to the Minuteman Regional Vocational School District Committee

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success.

Regional Agreement Task Force

OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL COMMITTEE

EXECUTIVE SUMMARY

The Regional Agreement Task Force (RATF) was formed in January 2010 by the Minuteman Regional Vocational and Technical School Committee (SC) as an independent body authorized to review and provide recommendations to the District Agreement. This report outlines the process, recommendations and suggests strategies for communicating to the community at large.

ENVIRONMENTAL SCAN

The District Goal is to renovate our existing structure in order to create a “state of the art” career and technical education (CTE) center that provides all of our learners (high school, post-grads, adults, area workforce) with relevant academic and technical training in a safe and healthy environment. Our existing and planned educational programming is delivered by an active professional learning community that values self-discipline, instills confidence, demonstrates leadership and strives for success. Renovation will give us the capacity to serve our 16 member towns and provide workforce development programming to serve the high tech industrial corridor of Route 128. Minuteman will finally harmonize the public interface of our facilities with the educational programming associations we have developed in the community.

ROLE OF THE REGIONAL AGREEMENT TASKFORCE

The charge of the RATF was to examine the Regional Agreement and its impact on member and non-member enrollment, the current membership and associated capital and operating contribution requirements, and to review options for representation available within Massachusetts General Law. In addition the regional Agreement was reviewed in light of supporting the addition of new communities. The process for amending the Regional Agreement was reviewed and critical communication strategies outlined.

Members

Allan Tosti/Arlington
Patricia Walrath/Stow
Henry Hall/Belmont
Thornton Ash/Carlisle
Peter Gossels/Wayland
Norman Cohen/Lexington
Orlando Pacheco/Lancaster

Advisory Members

Jeff Stulin/Minuteman School Committee, Needham
Ford Spalding/Minuteman School Committee, Dover
John Fallon/Boxborough
Dave Tobin/Consultant
Camie Lamica/Director of Business and Operations
Dr. Edward Bouquillon/Superintendent-Director. Minuteman

PROCESS OVERVIEW

Commencing March 2010, The Regional Agreement Task Force met on a monthly basis. In accordance with Open Meeting Law, all meetings were posted with District Town Clerks and all documents are available to the public. The Regional Agreement Task Force was appointed by the Minuteman School Committee to consider and make recommendations regarding amendments to the District Agreement. The RATF during its meetings, studied a multitude of financial models based upon the best economic information available at the time. As recommendations were formulated the impact on all communities were considered carefully. As needed, a variety of consultants were engaged to provide legal, financial, and political advice.

Upon an affirmative vote from the School Committee, Minuteman will submit an Article corresponding to recommendations from this report to the 16 member towns to include on corresponding town warrants during Town Meeting season.

At the conclusion of this process, a summary of the RATF recommendations and copy of the final District Agreement must be submitted to the Massachusetts School Building Authority (MSBA) no later than July 1, 2011 in order for the Feasibility Study Agreement to move forward. This will allow for outlining of the scope, budget, and schedule for the study, and the hiring of consultants and an Owner's Project Manager.

REVIEWED AND ACTION RECOMMENDED

Change in Apportionment of Capital Costs

The RATF recommends that capital costs be apportioned to the member towns annually for the ensuing fiscal year in the following manner. Each member town shall be assessed three percent of the total budgeted capital costs for the year of apportionment. The remaining budgeted capital costs shall be apportioned among member towns based on each town's pupil enrollment in Minuteman as of October 1 of the preceding fiscal year, a three-year rolling average formula would be implemented. The current 5 pupil minimum enrollment apportionment would remain.

Change in the Annual Operating Assessment

The RATF recommends that beginning in Fiscal Year 2013, all operating costs shall be apportioned to the member towns in the following manner. Each member town shall be assessed based on the ratio of each member town's respective annual average pupil enrollment at Minuteman as of October 1 of the preceding fiscal year and that the three year rolling average for pupil enrollment shall be used. A 5 pupil minimum enrollment apportionment is also recommended.

Costs to Post-Graduate Students

The RATF recommended and the Minuteman School Committee voted in September of 2010 to implement tuition for in-district Post-Graduate students. Member Post Graduate tuition rates will be set based upon the previous year's operational costs of the program. Individual member post graduate students will be charged 25% of the average program operating cost in Fiscal Year 2012 and 50% of the average program cost in Fiscal Year 2013. The impact of these tuition increases will be analyzed prior to considering future post graduate tuition increases.

REVIEWED AND NO ACTION RECOMMENDED

Options for School Committee Representation

The RATF discussed and explored options as related to changing the current voting structure of the School Committee. The RATF considered and discussed the five options offered under Chapter 71 of the General Law. Impediments to full participation were identified should the voting structure change. Other concerns included the differences in town size, the likely disincentive for smaller towns to participate, difficulty in attracting new members, and garnering consensus from 16 towns. The Task Force concluded that recommendations previously made regarding assessment and budget issues were sufficient to address issues of proportionality among existing members.

Opportunities for New and Existing Membership

The RATF explored ideas regarding the addition and withdrawal of member towns and possibly cities as part of a discussion involving amending the District Agreement, enrollment at Minuteman, and Chapter 71, Section 16(d) of General Laws dealing with a vocational school district's ability to incur debt. The Task Force concluded that revisions to the current agreement could delay the addition of new members and could act as a disincentive; therefore, it was recommended that no action be taken to change the current process for withdrawal of membership, which requires unanimous consent from all members.

MOVING FORWARD

Communication Strategies

Regional school agreements are complex and the RATF recognizes that communicating these recommendations is essential as the School Committee moves forward with the Massachusetts School Building Authority. The proposed amendment to the District Agreement is to be included in one article and moved in its entirety. As a whole, the recommendations provide advantages and disadvantages to be considered collectively.

Enrollment Issues

The RATF discussed the importance of enrollment issues at Minuteman as related to new and existing district members, relationships with other vocational school districts, and the Massachusetts School Building Authority's Feasibility Study Agreement. As of October 1, 2010 enrollments have increased significantly in the freshman class from member communities. While this is an encouraging sign, the full Enrollment Study will continue to inform the District and its members as the study is completed this Fall. The RATF agrees to review and comment on the enrollment study being conducted for Minuteman.

DRAFT ARTICLE LANGUAGE

Article: To see if the Town will vote to approve the following amendment to the regional school District Agreement governing the operations of the Minuteman Regional Vocational and Technical School District:

The Agreement with Respect to the Establishment of the Minuteman Regional Vocational and Technical School District adopted June 18, 1970, as amended and supplemented to the date hereof (the "Agreement") is hereby amended as follows:

Section 1. Section IV(D) of the Agreement is amended in its entirety to read as follows:

(D) Apportionment of Capital Costs

Capital costs shall be apportioned to the member towns annually for the ensuing fiscal year in the following manner. Each member town shall be assessed three percent of total budgeted capital costs for the year of apportionment. The remaining budgeted capital costs not apportioned in accordance with the preceding sentence shall be apportioned among the member towns by computing the ratio which each member town's average pupil enrollment in the regional district school on October 1 of each of the three the fiscal years next preceding the fiscal year for which the apportionment is determined bears to the total average pupil enrollment from all the member towns on the said date, provided, however, that no member town have an enrollment for purposes of this computation of less than 5 pupils. For the purpose of this subsection, in computing this apportionment the "persons" referred to in subsection IV(F) shall not be included. Capital costs represented by debt service shall be apportioned as a capital cost of the fiscal year in which the debt service falls due.

Section 2. Section IV (E) of the Agreement is amended in its entirety to read as follows:

(E) Apportionment of Operating Costs

All operating costs shall be apportioned to the member towns on the basis of the ratio that each member town's respective annual average pupil enrollment in the regional district school as of October 1 of each of the three fiscal years preceding the fiscal year of apportionment bears to total average pupil enrollment in the regional district school over the same such period of time, provided, however, that no member town have an enrollment for purposes of this computation of less than 5 pupils.

Section 3. Section IV (H) of the Agreement is amended in its entirety to read as follows:

(H) Apportionment of Costs to New Member Towns

Except as otherwise provided in this subsection, capital costs and operating costs shall be apportioned in accordance with subsections IV(D), (E), and (F) to towns admitted to the District pursuant to the provisions of section VIII. In the first fiscal year in which the admission of a new member town is effective, the town shall pay as its share of the capital costs and operating costs for such fiscal year, an amount equal to what the member town would pay if the pupils from the town enrolled in the regional district school were tuition pupils. After the first fiscal year in which the admission of a new member town is effective, the town's share of capital costs and operating costs shall be determined in accordance with section IV of this Agreement, except that until such new member town has been a member of the district for three fiscal years, its share of operating costs shall be determined on the basis of actual pupil enrollment, rather than on a three year average basis.

Section 4. The balance of the Agreement shall remain unchanged.

ATTACHMENTS

Included are the Agendas and Minutes of all Regional Agreement Task Force meetings held to date.

DRAFT



New England School Development Council

28 Lord Road, Marlborough, MA 01752 • Tel: 508-481-9444 • www.nesdec.org

PROPOSAL FOR A DEMOGRAPHIC ANALYSIS AND ENROLLMENT PROJECTION REPORT

A. Nature of the Work

NESDEC proposes to develop a demographic study for the Minuteman Career and Technical High School in order to assist in future planning.

B. Scope of Services

NESDEC would:

1. For the sixteen member communities of Minuteman Career and Technical High School (Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston), as well as Watertown, Medford and Waltham gather and analyze federal census data (and updated estimates) on factors relevant to growth, household size and age composition.
2. Gather and review live birth data from the Massachusetts Department of Public Health as well as from local municipal offices.
3. Interview (face-to-face and/or by telephone) selected municipal officials, selected regional planning staff, selected realtors/developers, and other appropriate individuals in order to gather data on growth within the communities as measured by housing, zoning, as well as data on factors which tend to limit or encourage growth.

4. Analyze relevant public school and non-public school enrollment data for the past ten years, as available.
5. Prepare an analysis of the factors impacting past and future enrollment.
6. Prepare a ten-year enrollment projection on a grade-by-grade and grade combination basis.
7. Comment on Grade 9 admissions and the likely possibilities for future enrollment trends, (where appropriate, incorporate data from other Massachusetts vocational technical schools).
8. Prepare an analysis of the enrollment projections including a discussion of the modified cohort survival methodology used in their preparation.
9. Outline the assumptions upon which the enrollment forecast is based.
10. To the extent data/information is available, report on the number (or percent) of member town high school graduates not going to college.
11. Using contacts/sources established by the district and to the extent information/data is available, comment on post graduate enrollment trends in member and non-member towns.
12. Comment on what might be considered the perceived barriers hindering some students from enrolling in Minuteman Career and Technical High School (i.e. local guidance practices, access, attitudes, perceptions, etc.)
13. Discuss the anticipated impact on enrollment at Minuteman Career and Technical High School of adding programs such as: Performing and Technical Theatre, Criminal Justice/Bio-Security, and Animal Science.

C. Conduct of the Report

1. NESDEC would provide the staff for the preparation of the report. The Superintendent would take such action as appropriate to facilitate the work, including making the necessary arrangements to provide access to municipal and school reports/records and making the arrangements for meetings with municipal personnel and other residents/service providers as appropriate (especially for non-member communities).

ALG Minutes December 6, 2110 (Draft)

Present: Bart Wendell, facilitator; Lauren Rosenzweig Morton, Mike Gowing (BoS); Xuan Kong, John Petersen (SC); Mary Ann Ashton (FC); Dore Hunter, (MMT); Steve Ledoux, John Murray, Steve Mills and Don Aicardi, staff. Absent: Bill Mullin.

Audience: Marie Altieri, school personnel; Ruth Kohls, LWV; Bob Ingram, Dick Calandrella, Clint Seward, and Charlie Kadlec, AVG.

Minutes accepted.

Budget Revenue Update FY 11 & 12

Steve Ledoux---nothing new from last meeting.

Steve Mills: the SC got the first iteration of the budget last Thursday. "I have been very frugal with the federal stimulus money,"—prepaying bills this year. He noted that there has been a lot of push back from parents and teachers on the FY11 budget. We have unmet needs---SPED; Technology; counselors.

In APS there is a need for math specialists & some reading specialists. He estimated the needs at \$300-\$350k for both districts. The current needs for the region include technology updates and new current textbooks. There is a joint SC/FC meeting scheduled for Feb 5

Plans include to "pay forward again to mitigate deficit & return some to reserves & free cash." The plan is A. buy what is needed B. pay [bills] forward C... add to reserves D. combination of one or more of these. \$150k is fir reserves; level service budget that is a 2.5% increase.

Mary Ann: FC has yet to talk as a group on how to handle turn backs---we need to move to FY 12 & see how we all feel about turn backs—it has to be a public process.

3. Spreadsheet

Extra info: spreadsheet from Don

Don noted that the front pages reflected the info changes from those in the back. Pg 2 revenue increase box---\$81K drop in MVE tax; \$63k drop in fees plus the assumption of using \$2m in reserves (from free cash, E&D & NESWC) gives the total of \$1,858k in the revenue increase/decrease box from last meeting.

Other changes: COPS \$70-\$72k expenditure; MM Tech assessment drop \$288k; municipal allocation \$469k (FY12 estimates); reallocation of \$96k from APS to Town; giving a \$757k drop in expense. That means deficit will drop from \$3.5m to \$2.9m.

Xuan: tracking the changes is an implied position-----not positive that is so. Ex. \$96K transfer [from schools to town]—when do you make the split calculation. If added back the town is 30.29% otherwise 30.5%

Mary Ann: Agree—right now expense side of the spreads sheet are estimates ---not really allocations. We know that the \$96k transfer belongs on the municipal side.

J Petersen: if we focus on \$40k discussion and not the big deltas of the budget---everything in the past is fixed we have not examined the budget---COPS/ \$96k falls into the fringes rather than the center I'd rather see COPS in town budget. By focusing on selected issues --we fail to strike a balance between the two [school & town]

Bart: Is silence a sign of agreement?

Lauren: I think what we have done is fair in the revenue numbers & the split. COPS in schools is part of a past agreement—the philosophy of whether to have the program is another discussion. But it needs to be decided because of what we have to do with the police budget.

Xuan: APS decided this year to continue COPS I agree in principal about the small amounts but this is where we are--- 90% in agreement 10%v left is where the ALG becomes the referee.

The discussion proceeded on trying to determine the optimum level of money that should be discussed.

Bart: We agree with John P. on openness & when he thinks we have descended into the weeds--he'll say so

Mr. Kadlec asked that the actual be added as a spreadsheet column

FY 10 is still unaudited.

Mr. Kadlec asked for the inclusion of FY 09

Mary Ann: we have not talked about adding prior years ---this is a planning document. I am not sure of the mechanism to do that.

Bart: (to Mr. Kadlec) it will be discussed [by those who develop the spreadsheet]

S. Mills: the budget has been using the assumptions for next year and not those of the current contract which has 85/15 for medical and no COLA

4. Waterfall

J.P: ABR meeting elected to use additional E&D to flow to the recap sheet. The discussion centered on the increase of the use of reserves. We are near the state legal limits [for the size of E&D as a percent of overall budget]—80% is taxpayers money—so we should not hold more than we need right now. We do have clear needs---the increase in reserve use is approx. \$150k.

Lauren thanked the SC for their decision to honor the waterfall. In the future the [waterfall] decision needs to be based on assumptions of the total budget. We have learned a lesson for FY 12.

J. Murray—reminder: the BoS does not set the tax rate---Town Meeting does. We had \$120k in “excess revenues”---some want to turn back more. The regional school budget can be amended at Town Meeting.

Mary Ann: we appreciate the Region’s help in honoring what we said last spring

5. Revised calendar

Extra info: calendar---meetings added: municipal budget session Jan. 8. Mary Ann said she thought the ALG was on track for all the decisions that needed to be made---she wants work done on the 3-year plan assumptions

6. Minuteman—Dore

Extra Info: budget done by staff; draft regional agreement changes

Public hearing on MM budget is Jan. 18

Dore suggested that if anyone had questions about the budget they contact the superintendent who was willing to visit individual communities for budget discussions. The MMSC will see the budget on Jan 4 & will vote on Jan 18th

There was discussion about the addition of another community to the region. Dore said he did not know which community was being considered & if the addition could be made in time to impact the FY 12 budget.

Steve L has heard that the addition was to be a city which would require an act of the legislature---so forecasting a date for the regional expansion was difficult.

Mary Ann: the number [for MM] being carried in the ALG plan is \$35k lower than FY 11---for the moment \$663k is being carried forward.

There may be three Town meeting articles: regional assessment; regional agreement changes; new number.

Bart asked if the Dec 16th ALG meeting was necessary.

It was agreed to meet next on Jan 13th.

Adjourned 8:30 AM

Ann Chang

Effective Use of Teacher Assistants

While teachers should provide most to all core instruction, classroom teacher assistants have a very important role in students' learning. They work *with* teachers to provide meaningful learning experiences for all students by working with the whole class, small groups and individual students. Some of these roles include instructional support, modeling, guiding discussion, promoting positive behavior, observing and assessing student work and interactions, and managing classroom resources.

Classroom assistants (CAs), when used in the classroom in supplementary roles supported by specific district and school structures and strategies, also contribute to the success of interventions. Current research indicates that focused intervention programs, when taught by trained CAs, have significant impact on student learning as long as the following structures and strategies are in place:

- Professional Development and training
 - Appropriate PD includes training in: roles and responsibilities (including confidentiality, special education law, inclusive practices, and working with other adults), learner characteristics, cultural diversity, data collection, behavioral strategies, instructional strategies and health-related issues and procedures
 - CAs should take part in PD with teacher “as a team”
- Teacher and assistant collaborative practices
 - All CAs should have an opportunity to receive ongoing feedback from the teacher; regular daily, weekly and monthly meetings should be held for this purpose and to discuss individual students
 - CAs should also be included in evaluation systems so that they set goals related to school and system-wide objectives
 - CAs impact should be monitored by reviewing student progress
- Leadership and management of the building (clear systems for managing PD, communication, identification of student needs, monitoring CAs impact)

In addition, an analysis of Marzano's (*Classroom Instruction That Works-Research-based Strategies for Increasing Student Achievement*, ASCD 2001) nine strategies for increasing achievement indicates that these strategies **are closely aligned with the kind of instructional activities CAs support in the classroom**. The nine strategies are:

- Identifying similarities and differences
- Summarizing and note-taking
- Reinforcing effort and providing recognition
- Homework and practice
- Nonlinguistic representations (maps, charts, diagrams, etc.)
- Cooperative Learning
- Setting objectives and providing feedback
- Generating and testing hypotheses
- Questions, cues and organizers

Professional Development

“Professional Development” covers a wide-range of learning opportunities for teachers, assistants, administrators and specialists. These include:

- The Mentoring Program
- Research and Development projects, including supplies
- Attendance at conferences and out-of-district workshops and courses
- “In-house” created and offered courses, workshops, institutes, study groups and committees
- Membership in professional organizations that offer opportunities for collaboration, learning and expert presentations
- Memberships to journals, online publications and periodicals
- Availability of professional books and opportunities to read and discuss with colleagues
- Teacher-to-Teacher Initiative
- Release time for district-wide grade level meetings in the elementary schools
- Release time for common planning time and assessment analysis
- Consultants who provide PD for individual schools and the district

This year, though the use of the appropriated budget, as well as the Title IIA and Title IV Grants we are able to provide Professional Development offerings that support the district-wide goal of high-quality instruction. These include the new Teacher-to- Teacher Initiative, which provides all certified staff the opportunity to observe a colleague during the school day. Already, the participation in and feedback from this initiative have been positive, informing us that we should continue with its implementation.

Historically, the Title Grants have decreased each year, and this coming school year will see the end of the ARRA IDEA Grant that helped fund the Teacher-To Teacher Initiative. Accordingly, in order to continue providing a level-serviced PD Program, additional money will be needed in the appropriated budget. In addition, we also need to plan for future PD offerings based on the needs of the teachers, the schools and the district. These include common curriculum planning time for all teachers, the time to analyze common formative assessments, and to collaboratively plan for instruction.

It is also vital that principals and assistant principals have opportunities to meet with grade level teams to learn about curriculum unit planning and ways in which teams are working with student assessments. Assistant principals in the building play a critical role in allowing this to happen by ensuring that an administrator is always available should an emergency arise. Conversely, the principal provides the same coverage for the assistant principal to play an intricate role in curriculum planning and assessment.

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

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**

Class Size - Situation Analysis

- Research indicates that the optimal class size is 15 students.
- Given current economic conditions, there is neither the will nor the funds to hire and sustain sufficient staff to achieve the above goal
- Significantly, NEASC evaluation held that "five of the seven standards that the schools are held to . . . have recommendations to improve class size."
- Space limitations create certain barriers to reducing class size *per se*

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
 - Meet with teachers
 - Teacher forum? Suggestion box?
 - Parent forums
 - Student forums
 - PTSO's
- Prepare compilation of input
- Develop and present proposals

KINDERGARTEN ENTRANCE POLICY
(proposed changes 10/27/10)

Deleted: AND FIRST GRADE

The policy and procedures are designed to reduce the age span and therefore, normally, the developmental span in a classroom in order to enable instruction more suitably tailored to the children in the class.

Children reaching the age of five on or before September 1 are eligible and expected to be enrolled in Kindergarten in September of that calendar year.

If a parent feels the child is not ready to enter Kindergarten or first grade at the age appropriate time, the parent must make formal written request to the Superintendent of Schools by March 1 of the same calendar year which will be reviewed by a standing review committee of staff. That review procedure may include testing by the school system at the parent's expense.

Children reaching the age of 6 by September 1 are eligible and must be enrolled in school by September of that calendar year.

Deleted: We want to take this opportunity to remind parents of young children that the policy of the School Committee about entrance to Kindergarten has a corollary at grade one.¶

Deleted: The district will allow early admission to Kindergarten/grade 1, but only in exceptional circumstances, when a child's development is highly accelerated and s/he can succeed in all aspects of schooling at a very young age.¶

Deleted: Parents may apply for early admission if their child turns 5 years of age on or before January 1 of that school year.¶



11 Charter Road, Acton, MA 01720 (978) 264-4700, Ext. 3751

December 9, 2010

Dear Members of the School Committee:

Please accept this gift of \$1000 to Merriam School from Raytheon Company. Aidan Pavao, a former Merriam student who now attends the junior high, received a MathMovesU Middle School Scholarship award sponsored by Raytheon, and Merriam School was the recipient of a matching grant. We congratulate Aidan on his tremendous accomplishment and ask that the School Committee accept this generous donation.

Sincerely,

Ed Kaufman

Merriam School Principal

Acton Public Schools
Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2011-2012
Bold Underlined Dates = No School Days

APPROVED 12/2/10

Aug.	M	T	W	T	F
Sept.	29	30	31	1	<u>2</u>
	<u>5</u>	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	<u>29</u>	30

Teachers' mtg. – Aug 29
Schools Open – Aug 30
No School - Sept. 2
Labor Day - Sept. 5
HS Early Dismissal - Sept. 23
Rosh Hashanah – Sept 29
School Days - 21

Oct.	M	T	W	T	F
	3	4	5	6	7
	<u>10</u>	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
		<u>1</u>	2	3	4
	7	8	9	10	<u>11</u>
	14	15	16	17	18
	21	22	23	<u>24</u>	<u>25</u>
	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
	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>

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

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
	<u>2</u>	3	4	5	6
	9	10	11	12	13
	<u>16</u>	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
	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
	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	<u>6</u>
	9	10	11	12	13
	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
	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
	<u>28</u>	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 14 - 21
(depending on snow days)
School Days - 10
Total Days = 180 - 185

**MONTHLY REPORTING OF
ELL STUDENT POPULATION**

Acton Public Schools

December 1, 2010

Category	Total as of 11/1/2010	Additions	Subtractions	Total as of 12/1/2010
Conant	25	+3	0	28
Douglas	23	0	0	23
McCarthy-Towne	19	0	0	19
Merriam	31	+2	0	33
APS TOTAL	98	+5	0	103

Grade YO	Conant			Douglas			Gates			McCarthy-Towne				Merriam				Total	#Sec.	Avg. S.						
	Rm	CAD	CB	CC	Total	DAD	DB	DC	Total	GAD	GB	GC	2H	Total	TAD	TB	TC				[3]2#	MAD	MB	MC	MC2	4#
K-23	Rm	21	21	21	63	3	4	5	1#	21	20	21	62	Case +	21	21	21	64	21	21	21	20	83	332	16	20.8
	Rm	3	4	6	1#	3	4	5	1#	1	3	8	1#	Case +	113	311	312	[2]2#	323	334	20	224	1#	6#		
Gr. 1-2	Rm	22	23	23	68	22	22	22	66	21	23	22	66	Case +	22	25	22	69	22	22	22	22	88	355	16	22.2
	Rm	5	7	8		6	7	8		5	6	10	1#	Case +	114	301	302	[1]	231	321	135	1#	2#	2#		
Gr. 2-2	Rm	23	24	22	69	23	24	24	71	24	23	23	70	Case +	21	25	24	70	23	23	24	70	349	15	23.3	
	Rm	9	10	17		9	10	11		7	9	17		Case +	212	213	314	[2]1#	222	233	332	1#	2#	2#		
Gr. 3-2	Rm	24	23	22	69	22	23	24	69	23	23	24	70	Case +	24	23	23	70	23	23	22	68	346	15	23.1	
	Rm	18	19	20		12	13	14		18	19	20	1#	Case +	115	210	310	[0]	330	331	230	4#	5#			
Gr. 4-1	Rm	25	25	25	75	25	25	25	75	25	26	25	76	Case +	25	24	25	74	25	25	25	75	375	15	25.0	
	Rm	14	15	16		19	20	21	1#	14	15	16		Case +	211	303	313	[4]	223	335	235	3#	4#			
Gr. 5-1	Rm	24	24	24	72	25	24	25	74	24	25	24	73	Case +	25	26	27	78	24	24	24	72	365	15	24.3	
	Rm	11	12	13		15	16	17		11	12	13		Case +	112	214	215		333	324	232	335	1#	1#		
Gr. 6-1	Rm	25	25	24	74	25	24	25	74	24	24	24	72	Case +	25	25	25	75	25	24	24	25	98	393	16	24.6
	Total Staff				1#				2#				5#	Case +	[12]	Avera	23.9	502					15#	28#		
Total	21 Sec	Avera	23.3	490	21 Sec	Avera	23.4	492	21 Sec	Avera	23.3	489	21 Sec	Avera	23.3	490	21 Sec	Avera	23.1	554	21 Sec	Avera	23.1	2515	108	23.3
	Range	21	25		21	25		21	25	20	26		20	26	20	25		20	25	20	25		20	20	26	

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

Levels	Sept. 1			Oct. 1			Nov. 1			Dec. 1			Jan. 1			Feb. 1			Mar. 1			Apr. 1			May 1			Jun 1		
	A	B	Tot	A	B	Tot	A	B	Tot	A	B	Tot	A	B	Tot	A	B	Tot	A	B	Tot	A	B	Tot	A	B	Tot	A	B	Tot
K	318	48	8	326	320	49	8	328	325	49	8	332	324	51	8	332	324	51	8	332	324	51	8	332	324	51	8	332	324	51
1	347	54	7	354	347	55	6	353	347	54	6	350	347	54	6	350	347	54	6	350	347	54	6	350	347	54	6	350	347	54
2	344	69	2	346	342	68	2	344	346	68	2	348	347	67	2	349	347	67	2	349	347	67	2	349	347	67	2	349	347	67
3	343	68	2	345	344	68	2	346	342	68	2	344	344	68	2	346	344	68	2	346	344	68	2	346	344	68	2	346	344	68
4	370	71	5	375	369	71	5	374	370	71	5	375	370	71	5	375	370	71	5	375	370	71	5	375	370	71	5	375	370	71
5	362	80	3	365	360	80	4	364	364	82	4	368	361	82	4	365	361	82	4	365	361	82	4	365	361	82	4	365	361	82
6	393	75	1	394	394	75	1	395	394	76	1	395	392	76	1	393	392	76	1	393	392	76	1	393	392	76	1	393	392	76
K-e Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
In D. Pre-sch.	40	7	0	40	41	7	0	41	44	7	0	44	48	7	0	48	48	7	0	48	48	7	0	48	48	7	0	48	48	7
O.D. Pre-sch.	8	3	0	8	5	3	0	5	1	3	0	1	3	1	3	0	1	3	1	3	1	3	0	1	3	1	3	0	1	3
O.D. SPED K-6	13	4	0	13	13	4	0	13	20	4	0	20	20	4	0	20	20	4	0	20	20	4	0	20	20	4	0	20	20	4
A.P.S. Total	2538	479	28	2566	2535	480	28	2563	2553	482	28	2581	2556	483	28	2584	2556	483	28	2584	2556	483	28	2584	2556	483	28	2584	2556	483
7	400	73	8	481	395	69	9	473	397	70	9	476	396	70	9	475	396	70	9	475	396	70	9	475	396	70	9	475	396	70
8	401	76	5	482	401	75	5	481	401	75	5	481	400	75	5	480	400	75	5	480	400	75	5	480	400	75	5	480	400	75
J.H.S. Total	801	149	13	963	796	144	14	954	798	145	14	957	796	145	14	955	796	145	14	955	796	145	14	955	796	145	14	955	796	145
9	416	110	3	529	402	108	4	514	404	108	4	516	406	108	4	518	406	108	4	518	406	108	4	518	406	108	4	518	406	108
10	394	100	6	500	390	101	6	497	392	101	6	499	391	100	6	497	391	100	6	497	391	100	6	497	391	100	6	497	391	100
11	381	93	6	480	370	97	8	475	370	97	8	475	370	96	8	474	370	96	8	474	370	96	8	474	370	96	8	474	370	96
12	385	117	12	514	381	115	12	508	381	115	12	508	381	115	12	508	381	115	12	508	381	115	12	508	381	115	12	508	381	115
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P.G.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.S. Total	1576	420	27	2023	1543	421	30	1994	1547	421	30	1998	1548	419	30	1997	1548	419	30	1997	1548	419	30	1997	1548	419	30	1997	1548	419
Total JHS & HS	2377	569	40	2986	2339	565	44	2948	2345	566	44	2955	2344	564	44	2952	2344	564	44	2952	2344	564	44	2952	2344	564	44	2952	2344	564
O.D. SPED 7-12	43	10	0	53	42	11	0	53	41	10	0	51	40	11	0	51	40	11	0	51	40	11	0	51	40	11	0	51	40	11
Reg. Total	2420	579	40	3039	2381	576	44	3001	2386	576	44	3006	2384	575	44	3003	2384	575	44	3003	2384	575	44	3003	2384	575	44	3003	2384	575
A.P.S. Total	2538	479	28	2566	2535	480	28	2563	2553	482	28	2581	2556	483	28	2584	2556	483	28	2584	2556	483	28	2584	2556	483	28	2584	2556	483
Reg. Total	2420	579	40	3039	2381	576	44	3001	2386	576	44	3006	2384	575	44	3003	2384	575	44	3003	2384	575	44	3003	2384	575	44	3003	2384	575
Grand Total	4958	579	68	5605	4916	576	72	5564	4939	576	72	5587	4940	575	72	5587	4940	575	72	5587	4940	575	72	5587	4940	575	72	5587	4940	575

All Principals (2)

C. Bates

D. Aicardi

S. Mills

Distribution:

In D. = In District

Pre-School = SPED
P.G. = Post Graduates
Ungr. = Ungraded
O.D. = SPED Out of DistrictA = ACTON
B = BOXBOROUGH
C = Choice/Staff/Tuition In

NESDEC Correction 10/6/10 7th Sheet

Students other than Choice counted under column C:

Staff Students -

Tuition In Students -

Sped Tuition in Students



November 2010

Dear Parents and Guardians,

The holiday season is upon us, which always presents itself as a good time to reflect and think about partnerships. There are many different journeys through the Pupil Services matrix of paths. Everyday is different with a new challenge, a higher expectation, or a different way of reaching a child. I am thankful for the many wonderful ways we travel together.

In thinking about our journey together, I often think about helping children, yours and mine, to grow in the principle of independence. In order to be independent, we recognize that it is a long process, over a lifetime, of learning and risk taking with supportive feedback and encouragement from school and home. This pursuit of independence requires self-determination as well.

The reality is that in order to move children from one stage of development to another, there must be opportunities to grow and some stress to move from one stage to another. *{In our next issue, we will address the interplay between academic achievement and stress management; when it interferes with normal functioning and the management, achieving balance, etc.}* Ultimately, we want children to act and behave autonomously with a minimum of support and our educational interventions reflect this approach. Specifically, we engineer the environment to assist the learning process but at the same time, require students to think through options and choices in learning. This leads to self-regulated behaviors in which the process ideally becomes an automatic one in which the student evaluates his/her own actions as well as the impact on others.

But, how do we get to these building blocks for this level of confidence and self-advocacy? Your partnership helps us shape how and when our interventions and teaching enhance this growth. We give our students opportunity to practice their skills by helping them think through choices, identify challenges, and explore options. We ask them to take some risks in a safe environment. But, these skills take time, planning from the schools and home, and much patience from all of us.

And, there is a social context to this process. At home and at school, we provide social networks for students in which students practice social skills to reach a level of mastery. In special education, we give a higher priority to these social skills whether it is in an inclusive classroom or a more restrictive type classroom. As a student tests out his/her social skills by initiating (risking) an answer, taking a turn, working cooperatively with a partner, or in a small group, guided instruction from

the schools and home often makes this a teachable moment and reinforces these skills that lead to independency.

Schools provide modifications and accommodations for these students, based upon their unique and learned skills, but the additional challenge is for those students to create their **own** toolbox of skills, especially those in self-advocacy. With support from the schools and home, students will have the opportunity to frequently use their skills, practice them, and become more comfortable with them, with established benchmarks at each developmental level.

So, how do high expectations fit in?

First and foremost, there must be high expectations from the school as well as home. The “we can” attitude is important to reach the additional rung of the ladder – the more we **reasonably** expect the more the student may attempt to learn and achieve. For the home, the responsibilities become even more evident as the home answers several questions within its own family context:

- ◆ How do I define success for my child?
- ◆ What skills are needed to meet the definition of success?
- ◆ How do I complement the school’s role in helping my child make sound decisions – academically and behaviorally?
- ◆ Can I or should I offer choices to my children to encourage independency and self-determination?
- ◆ How can I partner with the school in helping the family with some of these ideas?
- ◆ How do my intrinsic values and culture influence these goals and expectations?

In helping students in this life-long journey, support is given from the schools by a solid and seamless service delivery in both regular and special education in which self-advocacy, choices, student independency are encouraged and intentionally taught.

I was at a Kinko’s recently and observed these concepts in real time. I saw a 4 year old toddler playing with a toy soldier that he had brought into the store. While his mother was busy with the clerk, he placed, in an exploratory fashion, his toy on top of, along side of, and finally into a glass container that had all kinds of display items in it. Once he dropped the toy soldier into the display, he could not retrieve it and he turned to his mother in great distress saying that he lost his toy and that he was responsible for losing it. As he kept repeating the statement, with tears rolling down his face, it reminded me that at a younger age, play is an important way of learning. But, now, play for this youngster means more; play is how he learns about risk and the consequence of his actions. And at this tender age, he also learned that he was responsible for his play actions! Later on, as he grows, he will learn that he is

responsible for actions whether it is play or homework. And, as that child learns, he will recognize that doing his best is important and how that applies to later life through experiences learned from the home and school. The child, now a long-life learner, acquires skills in advocacy and is better able to feel good about self over time.

So, Thanksgiving and the season that follows for sharing and giving are great periods of time to say thank you for partnering with us in educating your children as we both want them to have a landscape in which they can practice, safely and with guidance, through this maze of growing up. The outcome is to have our children become effective and self-determined adults who can contribute to society.

Happy Thanksgiving,

Liza



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

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

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

ACTON PUBLIC SCHOOLS
2011-2012 KINDERGARTEN REGISTRATION SCHEDULE

The following are important dates for parents/guardians of children who will be entering Kindergarten in September 2011 (**5 years old on or before September 1, 2011**).

GENERAL MEETING*

Our Superintendent, Director of Curriculum and Assessment, Director of Personnel, Director of Pupil Services, Principals, Registrar, Kindergarten staff and School Nurse will be on hand to answer questions.

Tuesday, January 11, 2011 at 7:00 p.m., R.J. Grey Junior High Auditorium
immediately followed at 8:15 by K-6 Before and After School Programs Overview

SCHOOL TOURS

All schools will be open for tours on the following dates: January 19; January 25, February 2, February 7. Please call individual schools after January 3, 2011 to reserve tour times. You may reserve more than one tour per day. If school is canceled or delayed on a tour day, parents should call to reschedule.

Tour hours for Conant, McCarthy-Towne & Merriam: 9:30 - 10:45 a.m. and 11:00 - 12:15 p.m.

Tour hours for Douglas & Gates: 8:45 - 10:00 a.m. and 12:30 - 2:00 p.m.

Please do not bring young children with you on the tour.

EARLY REGISTRATION for SIBLINGS and WALKERS

Families who are eligible, or who believe they may be eligible for priority admission status (siblings of current students, walkers), are urged to register early. Both sessions will be at the Central Office located in the R.J. Grey Junior High School

You must bring a copy of your child's birth certificate/passport, most recent physical examination & immunization record.

Tuesday, January 18: 9:00 a.m. - 12:00 noon and 7:00 - 9:00 p.m.

Wednesday, January 19: 9:00 a.m. - 12:00 noon

PARENT INFORMATION EVENING MEETINGS*

Tuesday, January 25, 7:00 p.m. @ Gates - Cafetorium

Tuesday, February 1, 7:00 p.m. @ Merriam - Cafetorium

Tuesday, February 8, 7:00 p.m. @ Douglas - Cafetorium

Tuesday, February 15, 7:00 p.m. @ McCarthy-Towne - Cafetorium

Tuesday, March 1, 7:00 p.m. @ Conant - Cafetorium

* *In case of snow, ANY postponed evening meeting will be held the next evening (Wednesday)*

KINDERGARTEN REGISTRATION

You must bring a copy of your child's birth certificate/passport, most recent physical examination & immunization record.

Both sessions will be at the Central Office located in the R.J. Grey Junior High School.

Tuesday, March 15: 9:00 a.m. - 12:00 noon and 7:00 - 9:00 p.m.

Wednesday, March 16: 9:00 a.m. - 12:00 noon

INFORMATION SESSION for K-6 BEFORE and AFTER SCHOOL CHILDCARE PROGRAMS

Tuesday, January 11, 2011 at 8:15 p.m., R.J. Grey Junior High School Auditorium

If you are interested in K-6 before and after school childcare programs, representatives from Community Education Extended

Day and school-based before and after school programs will be available to describe their programs, enrollment process, fee structure, etc. following the General Meeting that begins at 7:00 (see above).

REGISTRATION PROCESS for COMMUNITY ED EXTENDED DAY PROGRAM, K-6

Registration forms for new families will be accepted February 21 - March 4 by mail or walk-in. Lottery will be held on Monday, March 7, at 10:00 a.m. at the Community Education Office, Administration Building, 15 Charter Rd., Acton

OTHER IMPORTANT DATES

Late April - School Placement & All-Day Kindergarten Lotteries held (as necessary). Notification letters sent out.

May 13 - All Day K non-refundable deposit (\$430) due.

May 31 - Parent-released/teacher-completed Pre-K Assessment Form due at Registrar's Office, R.J. Grey Junior High

July 5 - (*Approx. date*) Schools assign students to either AM or PM sessions and notify Transportation Office.

July 31 - Children's medical forms (complete immunization history, physical exam completed after 1/1/10) due at school nurse's office.

August 1 - September tuition for children registered in All-Day K (\$430) due at the Community Ed. Office. 11/3/10