

**Acton Public  
School Committee Meeting**

**December 15, 2011**

**7:00 p.m.**

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

## ACTON PUBLIC SCHOOL COMMITTEE MEETING

Library  
R.J. Grey Junior High

December 15, 2011  
7:00 p.m.

### AGENDA with addendum

- 1.0 CALL TO ORDER
- 2.0 CHAIRPERSON'S INTRODUCTION
- 3.0 STATEMENT OF WARRANT
- 4.0 APPROVAL OF MINUTES
  - 4.1 APS SC October 20, 2011 (*addendum*)
  - 4.2 JT SC November 3, 2011
  - 4.3 APS SC November 17, 2011
- 5.0 PUBLIC PARTICIPATION
- 6.0 APS SCHOOL COMMITTEE BUSINESS
  - 6.1 Policy Updates (7:10)
    - 6.1.1 Approved Use of School Facilities Policy (File: KF) with revised procedures and fees (File: KF-R) – *Kim McOsker*
    - 6.1.2 Advertising in Schools (File: KHB) – **SECOND READING – VOTE** – *Marie Altieri*
      - 6.1.2.1 Proposed new policy (approved by ABRSD 12/1/11)
      - 6.1.2.2 Proposed procedures (File: KHB-R)
  - 6.2 2012-2013 School Calendar – **VOTE** – *Steve Mills (7:20)*
    - 6.2.1 Proposed calendar (approved by ABRSC 12/1/11)
    - 6.2.2 Calendar Survey Results Memo from last year
  - 6.3 Update on Health Insurance Plan Design Process – *Kim McOsker (oral) (7:40)*
  - 6.4 Acton Health Insurance Trust Report – *John Petersen (addendum) (7:50)*
  - 6.5 ALG Report – *Xuan Kong (7:55)*
    - 6.5.1 12/8/11 meeting materials
      - 6.5.1.1 Draft minutes of 12/8/11 meeting (*added 12/15/11*)
  - 6.6 Acton Finance Committee Report – *Xuan Kong (8:00)*
    - 6.6.1 Long Range Financial Forecast, 12/7/11
  - 6.7.a FY'13 Budget – *Steve Mills, Don Aicardi (8:10)*
    - 6.7.1. Proposed APS FY'13 Budget Schedule
    - 6.7.2 FY'13 Budget Assumptions/Key Decisions
    - 6.7.3 Presentation slides (*revised 12/15/11*)
  - 6.7.b New FY12 Special Education Preschool Class – *Liza Huber (addendum) (8:40)*
  - 6.8 Capital Budget FY'13 – *JD Head (addendum) (8:50)*
  - 6.9 Discussion of Potential Acton Public School Students Tuitioning to Blanchard School-S. Mills (8:55)
    - 6.9.1 Blanchard Memorial School, Seats Available 2012-2013
    - 6.9.2 Acton Public Schools, Class Size Projections – *Marie Altieri (addendum)*
    - 6.9.3 Blanchard Brochure
  - 6.10 New Ruling by AG: Remote Participation at Open Meetings – *Mike Coppolino (9:10)*
    - 6.10.1 Email from Assistant Town Manager re Board of Selectmen

Materials for this meeting are posted at <http://ab.mec.edu/about/meetings.shtml>

- 6.10.2 Amended Open Meeting Law Regulations from the Attorney General, 11/11/11
- 6.10.3 Email from Glenn Koocher, MASC Executive Director (*addendum*)
- 6.10.4 Regulations Promulgated by the Attorney General , Relative to Remote Participation at Public Meetings (edited for School Committees), G. Koocher (*addendum*)
- 6.10.5 Quick Guide to Remote Participation at School Committee Meetings, Glenn Koocher, 12/9/11 (*addendum*)
- 6.10.6 Acton Board of Selectmen scheduled to vote at their meeting 12/19/11 (*oral*)
- 6.11 Discussion of Start Time of APS School Committee meetings – *Mike Coppolino (9:25)*
- 6.12 Recommendation to Accept Gift to the APS Preschool – **VOTE** – *Steve Mills (addendum)(9:35)*

7.0 **FOR YOUR INFORMATION** (9:40)

- 7.1 ESL Student Enrollment Report – December 1
- 7.2 FY'12 Monthly APS Financial Reports (*addendum*)
- 7.3 Student Enrollment Numbers/Class Size Info – December 1 (*addendum*)
- 7.4 Professional Development Day 11/1/11
- 7.5 2012-2013 Kindergarten Registration Schedule (*revised 11/4/11 – Conant & Douglas switched evening meeting dates*)
- 7.6 2011-2012 School Systems Profile (*revised 12/15/11*)
- 7.7 Correspondence from the Community
- 7.8 School Newsletters
  - Conant Crier: <http://conant.ab.mec.edu/pto/newsletter.html>
  - Douglas Digest: <http://douglas.ab.mec.edu/pto/digest.html>
  - Gates Gazette: <http://gatesschoolpto.org/gazette>
  - McCarthy-Towne Bulletin: <http://www.mctptso.org/bulletin/>
  - Merriam Comm News: <http://www.merriampto.org/Merriam>
  - Acton Public School Preschool: <http://ab.mec.edu/Preschool/index.htm>

8.0 **NEXT MEETINGS**

- January 5, 7:30 pm ABRSC at R.J. Grey Junior High School Library
- January 19, 7:30 pm APSC at R.J. Grey Junior High School Library
- REVISED DATE:*** January 28, 9:00 am – 3:00 pm Joint SC Budget Saturday, RJGJHS Library

**ADJOURNMENT** (9:50)

4.1  
(A)

**ACTON PUBLIC SCHOOL COMMITTEE MEETING  
Draft Minutes**

**Cafeteria  
McCarthy-Towne School**

**October 20, 2011  
7:30 p.m.**

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*Members Present:* Dennis Bruce, Michael Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, John Petersen  
*Members Absent:* none  
*Others:* Don Aicardi, Marie Altieri, Deb Bookis, Liza Huber, Steve Mills, Beth Petr

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Chairman Michael Coppolino called the meeting to order at 7:30 p.m.

**STATEMENT OF WARRANT**

Warrant #201208 dated 10/18/11 in the amount of \$249,811.61 was signed by the Chairs and circulated to the Committee for signatures.

**APPROVAL OF MINUTES**

The minutes of the 9/15/11 APS SC Meeting were approved as written. Xuan Kong abstained because he was not at the meeting. The minutes of the 5/19/11 APS SC Meeting were approved as written. Dennis Bruce abstained because he was not a Committee member at the time of the meeting.

**PUBLIC PARTICIPATION** - none

**EDUCATION REPORT**

David Krane, Principal of the McCarthy-Towne School presented on their Block Scheduling Model and Use of the Math Assistant. The Block Schedule was adopted this year and allows for three 45 minute Instructional Block periods a week at each grade level, 1-6. Benefits include: No special education services pull-out during instructional block, promotes collaboration, and facilitates use of the math assistant. This new 19 hour assistant position supports mostly grades 3-6, although also provides remedial support for primary grades and some small group pull-out for enrichment and remediation. David introduced the District Math Coach, Jean Oviatt-Rothman, and said that half of the total district requests for support from the math coach come from McCarthy-Towne (11 of 22). He thanked Jean for being such a valuable resource.

When asked, "How will we know what the effect of these changes will be?" David said that they will help identify specific areas that kids tell us they need help with. John Petersen asked about a 360 review and how feedback will be integrated from it for the teacher evaluation process.

**SCHOOL COMMITTEE BUSINESS**

**6.1 MCAS Update**

Deborah Bookis reported on this year's spring 2011 MCAS performance and growth data, as well as action items and initiatives to address the goals. Acton Public Schools achieved a Performance Rating of "very high" for both English Language Arts and mathematics and the NCLB Accountability Status of "no status" for both. The District as a whole did not achieve AYP in ELA for 2011 as the 3-5 Grade Span missed its Performance Target. The cumulative 3 year growth data for the district was strong, in the third year of "Student Growth Percentiles". Areas requiring continued attention include: mathematics at grade four, open response questions, and the special education subgroup at grade six for mathematics. In the near future, attention will be needed for Science, Technology and Engineering, as determined by the release of the new state STE frameworks. See comprehensive report in packet.

The School Committee asked what communities we are comparing our results to. Deborah said those with similar socioeconomics and educational expectations, including those in the EDCO collaborative. A member asked why we might see great student growth percentiles in math but the same kids not making similar progress in ELA. Deborah said that ELA is tricky and it is the first year that students have open response questions. Math and ELA are different skill sets. Also the difference is not in the low range, but still in the higher range. Mike Coppolino said that the state considers any SGP of 40 and below to sometimes be of concern. Deborah emphasized that students are compared to their cohorts. Bill Guthlein spoke from the audience about SGP and how valuable looking at it by school can be. He encouraged the Administration to use this data and said that the SpedPAC will be bringing this to the administrators' attention.

## 6.2 Funding of Classroom Assistants

Dr. Mills began by stating that he thought he had a recommendation last week regarding funding of classroom assistants, or paraprofessionals, but he has listened to many opinions and now is back in the information gathering stage. No decisions will be made tonight and any decisions made will be for the next school year. He will eventually recommend some changes that may be difficult. The new Long Range Strategic Plan goals include increased adult interaction with students, including more funding for paraprofessionals, so this effort fits in with the plan.

Public dollars must be divided equally. Because Merriam has more students than the other schools, their numbers will look a little higher. Dr. Mills emphasized that everyone is very, very grateful for what parents donate to the schools through the PTOs and other programs. This review started with an effort to alleviate some of the pressure that the PTOs have been feeling to raise such large amounts of money every year. The recommendation that Douglas and Merriam share some of their profits with the other three schools is no longer a consideration due to legal restrictions. See slides. Although many of our programs have had great success, they have also created some troublesome issues for some of the schools. Private funding in public schools has become an issue.

The School Committee was asked for questions/comments:

John Petersen commented that the schools have struggled in Acton to balance the tax burden with the need to educate students and now it has pushed us in to a gray area of private funding of assistants. If assistants perform an important educational role, why are we not funding them from our public revenues? He also pointed out that the All Day Kindergarten (ADK) programs generate profit in each building. If each principal were allowed to price and manage his own ADK, it could work out that one school could have two ADK classes and end up with twice the profit. Would that be appropriate? What is public education and what does that mean? Each school runs on approximately \$5 million, so this about 2 – 3% of the schools' budgets and has become a significant concern with no easy answers. People were asked to stay focused on what public education is, and to determine what should really be offered in the schools.

Dennis Bruce said that assistant funding and all the effort/pressure that now goes into the PTO donations that create those funds was an issue during the last election cycle.

Xuan Kong said that in preparing for this meeting he read the minutes from the last meeting describing how Douglas students raising \$8500 to build a school. He too has been very involved in fundraising but his role tonight is not as a parent, it is as an elected School Committee member. He has responsibility for the wellbeing of 2000 students in Acton. He asked the members of the public that filled the cafeteria what the best decision he could make would be that would benefit the students.

Mike Coppolino read a statement describing the history of PTO fundraising. (Attachment A) He urged people to be a constructive part of the solution as they try to understand the situation and be respectful of all involved.

Many members of the public shared comments and asked questions.

A parent new to Merriam said one of the major reasons she is there is Merriam's commitment to staffing their assistants. She felt school choice was great because parents can choose another school if they felt pressure to raise these funds.

Kim McOsker said that the other schools have different issues. Some would like the district to take on more of the funding for the assistants so the PTOS could fund enrichment programs.

It was pointed out that in the Before/After School programs parents get a service for their money. There is no service received from a PTO donation.

Karen Sonner, teacher at Merriam and AEA Vice President, asked for clarification of the issues. Mike Coppolino said there is concern about the individual schools, as separate entities, administering their own programs versus the entire school administration running them. Dr. Mills and Marie Altieri have met extensively with the five elementary principals. They all realize that they are not private entities and that lack of success of one school may affect all the others.

Carol Leandro, former PTO chair and a Merriam teaching assistant, thanked the Committee for bringing this issue forward in a constructive way. She described it as "a dilemma with no perfect solution". The term "inequities between the schools" was disturbing her. She said there are differences in schools' PTO fundraising, and the success of their programs, due to many factors that are usually obvious to parents when they choose a school. Merriam makes some sacrifices to get an assistant in every classroom and as a result, doesn't have a special reading program or cultural program, or other asset that another school has. She urged the Committee to stop using the word "inequity", and focus on a school district goal to fund more paraprofessionals in different ways.

Michelle Caterina, Co-chair of McCarthy-Towne PTSO, said she does not feel pressure to raise tremendous amounts of money.

Questions were asked about how Community Education runs their Before/After School programs. Astrid Trostorff said that these issues are very complex and that a decision was made by the previous superintendent years ago that a McT program had to be run by Community Education.

Deanne O'Sullivan, Co-chair of the Douglas PTO, shared concerns about how the School Committee was proceeding. She felt that three schools have not been given the opportunity to fully fund themselves. She advocated for letting them try and if it doesn't work, then pooling resources could be considered. Douglas gave \$50,000 to be sure every classroom in the district got a smart board. In response to some accounting questions, Marie Altieri said that with the increased number of people hired, the Finance and HR departments of Central Office have also seen an increase in their staff time needed for this processing.

Mike Coppolino confirmed that there is no intention to dismantle any of the before/after school programs. How they are operated and administered and by whom, is what is being discussed. The key is that we are running a public school system, not a private business, and a large private pot of money is being set aside for services provided in this public venue.

Another McT PTSO member thanked the School Committee and Administration for the additional \$108,000 to fund assistants and said he does feel that it is a burden on the PTSO every year to raise this money. An Extended Day program would be an easier way to raise money going forward. He

urged the Committee to talk about a goal for each school to have a number of paraprofessionals so our students do have the increased adult/student contact and the schools can keep their individual flavor.

Heather Harer, former School Committee member, PTO Co-chair and current Douglas staff member, said this is not a small issue and has been discussed for years. The first issue has been addressed with the \$108,000 to reduce the stress on the PTOS. This is very positive and will be well spent. The second issue of before/after school programs is more difficult. In her opinion, the big question is that we have a model in two schools that is very successful, and is being run very efficiently and responsibly. Three other programs are under the Community Education umbrella and they generate significant income due to how long ago they were developed. If all programs go under the Community Ed umbrella, Douglas and Merriam have a lot to lose if the total is divided by five.

Chris Whitbeck, Principal of the Douglas School, explained that one reason why the balance in his account is so large is because eight years ago when he started in his position, Superintendent Bill Ryan required Chris to have all the funds for a year of the program in the bank for the next year. That is why \$136,000 shows uncommitted in his chart. He said that the Douglas program is an entity of the school system just like Community Education is. He disagreed with it being called "private". He is in full support of the additional money and keeping things at a certain level so other schools can catch up to some degree. He hopes that the funding levels of these two programs will be maintained.

Mike Coppolino reiterated that he welcomed all parents, PTOs, Staff, Administration and Principals to give input on these important issues and be part of the solution.

John Petersen raised the point that how the schools raise money and how they spend it are two different issues. In his opinion, the role of School Committee is to ask many questions to be sure everyone does their best thinking. The next step is a shift to the macro balancing resources of the community with needs of the schools. He asked that parents be aware of that same thing. When it comes to operation of the schools, if the right people have been hired, we have to let them do their job. The School Committee can't cherry pick items because it unbalances things. As this discussion continues, he requested that how money is raised versus spent be kept separate, and that the right people be allowed to decide.

6.3 Recommendation to Accept Gift from Conant School PTO

It was moved, seconded and unanimously

**VOTED:** to accept a gift of \$30,000 from the Conant School PTO to fund teaching assistants for the 2011 – 2012 school year. This will be combined with \$5,000 of unused PTO funds from the 2010 – 2011 school year for a total gift of \$35,000.

6.4 Recommendation to Accept Gift from Douglas School PTO

It was moved, seconded and unanimously

**VOTED:** to accept a gift of \$49,845.47 from the Douglas School PTO to be combined with \$8,196 from previous years to fund the staff outlined in their letter.

6.5 Recommendation to Accept Douglas at Dawn and Dusk Program Funding

It was moved, seconded and unanimously

**VOTED:** to accept a gift of \$131,872.00 from the Douglas at Dawn & Dusk Program to fund classroom assistants.

6.6 Recommendation to Accept Gift from Gates School PTO

It was moved, seconded and unanimously

**VOTED:** to accept a gift of \$44,829.74 from the Gates PTO to be combined with \$1,170.26 from the Gates PTO account for a total of \$46,000 to fund classroom assistants.

6.7 Recommendation to Accept Gift from McCarthy-Towne School PTSO

It was moved, seconded and unanimously

**VOTED:** to accept a gift of \$84,000. from the McCarthy-Towne School PTSO to be combined with \$15,547. from last year's donation for a total of \$99,547. to support staffing.

6.8 Recommendation to Accept Gift from Merriam School PTO and Merriam Mornings/After Hours Program Funding

Merriam PTSO co-chair, Neena Arora, respectfully asked that the School Committee hold their donation letter until the next meeting. In light of tonight's discussion, they would like to discuss their donation with their members. They have a PTO meeting on Nov 2.

It was moved, seconded and unanimously

**VOTED:** to table the Merriam donation letter

6.9 Policy Subcommittee Updates

6.9.1 Revised: Use of School Facilities (File: KF) – **FIRST READING**

6.9.1.1 Proposed Policy Revision

6.9.1.2 Current Policy

6.9.1.3 Draft Use of School Facilities Procedures & Fees (File: KF-R)

Kim McOsker presented the proposed policy. Mike asked what was meant by "Condo Associations" under the classifications in the procedures. It was also requested that the procedures be presented without the track changes at the next meeting.

6.9.2 New: Advertising in Schools (File: KHB) – **FIRST READING**

Marie Altieri said that this was mostly a regional issue. This is the new policy tied to corporate sponsorship. The majority of the language is in the procedures and feedback is welcome on both. Xuan asked if MASC had a policy on this. Theirs does not support it but Marie will get what Sharon McManus collected for the subcommittee. Xuan asked for a comparison and contrast of similar policies to be provided at the next meeting.

**FOR YOUR INFORMATION**

7.6 Food Service Update – Marie Altieri gave an update on the new payment system. 2200 kids now have online prepaid accounts. It is taking time for the lunch lines to move through, but it is slowly improving.

**NEXT MEETINGS:** November 3, 7:00 p.m. in the **ABRHS** Library, Joint APS/ABRSC/Acton Board of Selectmen Meeting followed by ABRSC Meeting to review the Segal Plan and discuss what may be done regarding health insurance  
November 17, 7:30 p.m. in the Merriam Library, APS SC Meeting

The Acton Public School Committee adjourned at 10:50 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used:

Attachment A: Statement read by Michael Coppolino  
Agenda attached



**Statement read by Michael Coppolino, Chairperson of the APS School Committee  
10/20/11 Meeting**

First off, I want to thank all of you for coming to our meeting tonight; the great attendance speaks volumes as to how interested you all are in your children's education. Though I have not replied personally to every email we received, I also want to thank everyone who emailed us with their concerns and suggestions.

I'd like to take a few minutes to provide some perspective on the topics of classroom assistants, PTO fundraising, and before and after school programs.

To be clear we won't be taking any votes this evening, other than to accept gifts from the 5 elementary schools for funds to be used for 2011-2012.

Classroom assistants were first introduced in certain elementary classes almost 20 years ago when Dr. Isa Zimmermann was Supt in order to mitigate the effects of large class sizes e.g. 27 or 28 students per class. Basic amounts of funding were provided in the operating budget and the SC, at that time, allowed PTOs to raise additional funds to be used only for non-certified staffing.

Approximately 10 years ago, Mary Ann Ashton and I met with the PTO chairs and reviewed their fund-raising activities including ice cream socials, auctions, donating hundreds of pounds of pennies..., etc and we were both appalled at the large amount of money that parents at various schools were generating in order to provide services everyone felt was beneficial to their children's education.

Fast forward to today; class sizes are dramatically lower, currently 22.9 as of Oct. 1, 2011, however classroom assistants are now engrained in the cultures of all our elementary schools, supported by District funds as well as PTO funding and for many schools more recently, revenues generated by before and after school programs. These are distinct, yet inter-related issues that we need to deal with, some over longer periods of time than others.

Change, as is often said, is inevitable, so instead of ignoring what has happened in the past this administration has chosen to do something about the inequities. Please understand that this has evolved over a long period of time.

And this is where you can help. Being part of the solution is far more valuable than being part of the problem. With guidance from the School Committee, Dr. Mills and his staff, including principals, PTOs and other interested parties will help craft a solution over the next month or two. As elected public officials, school committee members upon recommending budgets annually, have a fiduciary responsibility to the public at large, not only to parents of school-age children, but to every taxpayer in Acton.

We are here for the common good, in its fullest sense, so please understand that as we move this discussion forward.

I'd like to ask people to be respectful, as all the emails have been, and request that you limit your comments to 2 minutes. Also, if your opinion has already been expressed via email or here this evening, please refrain from repeating it, as I promise you we will be listening carefully and will review the tape if we have any uncertainty.

## ACTON PUBLIC SCHOOL COMMITTEE MEETING

Cafeteria  
McCarthy-Towne School

October 20, 2011  
7:30 p.m.

### AGENDA with addendum

1. CALL TO ORDER
  2. STATEMENT OF WARRANT
  3. APPROVAL OF MINUTES
    - 3.1 9/15/11 APS Meeting
    - 3.2 5/19/11 APS Meeting (addendum)
  4. PUBLIC PARTICIPATION
  5. EDUCATION REPORT - David Krane, Principal, McCarthy-Towne School (7:45)
  6. SCHOOL COMMITTEE BUSINESS
    - 6.1 MCAS Update – *Deb Bookis (8:00)*
    - 6.2 Funding of Classroom Assistants – *Steve Mills (8:15) (additional memo & chart in addendum)*
    - 6.3 Recommendation to Accept Gift from Conant School PTO – **VOTE** – *Steve Mills (9:15) (revision in addendum)*
    - 6.4 Recommendation to Accept Gift from Douglas School PTO – **VOTE** – *Steve Mills*
    - 6.5 Recommendation to Accept Douglas at Dawn and Dusk Program Funding – **VOTE** – *S. Mills*
    - 6.6 Recommendation to Accept Gift from Gates School PTO – **VOTE** – *Steve Mills*
    - 6.7 Recommendation to Accept Gift from McCarthy-Towne School PTO – **VOTE** – *Steve Mills*
    - 6.8 Recommendation to Accept Gift from Merriam School PTO and Merriam Mornings/After Hours Program Funding – **VOTE** – *Steve Mills*
    - 6.9 Policy Subcommittee Updates (9:30)
      - 6.9.1 Revised: Use of School Facilities (File: KF) – **FIRST READING** – *Kim McOsker*
        - 6.9.1.1 Proposed Policy Revision
        - 6.9.1.2 Current Policy
        - 6.9.1.3 Draft Use of School Facilities Procedures & Fees (File: KF-R)
      - 6.9.2 New: Advertising in Schools (File: KHB) – **FIRST READING** – *Marie Altieri*
  7. FOR YOUR INFORMATION (9:40)
    - 7.1 School Improvement Plans (revised): Conant, McCarthy-Towne
    - 7.2 Enrollment Report, October 2011
    - 7.3 ELL Student Population Report
    - 7.4 2012-2013 Kindergarten Registration Schedule (addendum)
    - 7.5 Monthly APS Object Summary and SPED Reports
    - 7.6 Food Service Update – *Marie Altieri (oral)*
    - 7.7 School Newsletters
      - Conant Crier: <http://conant.ab.mec.edu/pto/newsletter.html>
      - Douglas Digest: <http://douglas.ab.mec.edu/pto/digest.html>
      - Gates Gazette: <http://gatesschoolpto.org/gazette>
      - McCarthy-Towne Bulletin: <http://www.mctptso.org/bulletin/>
      - Merriam Comm News: <http://www.merriampto.org/Merriam>
      - Acton Public School Preschool: <http://ab.mec.edu/Preschool/index.htm>
    - 7.8 Community Correspondence (addendum)
  8. NEXT MEETINGS: November 3, 7:00 p.m. in the **ABRHS** Library, Joint APS/ABRSC/Acton Board of Selectmen Meeting followed by ABRSC Meeting ??  
November 17, 7:30 p.m. in the Merriam Library, APS SC Meeting
- ADJOURN (10:00)

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

**Auditorium**

**R.J. Grey Junior High**

**November 3, 2011**

**7:00 p.m. Joint Board of Selectmen, APS & ABRSC Meeting**

**8:00 p.m. Joint School Committee Meeting**

**AB Regional SC Meeting to follow**

*Members Present:*

Brigid Bieber, Dennis Bruce, Michael Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, Maria Neyland, John Petersen, Bruce Sabot

*Members Absent:*

none

*Others:*

Don Aicardi, Marie Altieri, Deborah Bookis, Attorney Peter Ebb, Liza Huber, Steve Mills, Beth Petr, Acton Board of Selectmen: Janet Adachi, David Clough, Pam Harting- Barratt, Mike Gowing, Acton Town Manager Steve Ledoux, Assistant Town Manager John Murray, Mary Ann Fleckner, Attorney Stephen Anderson, many members of the public

The Joint School Committee meeting was called to order at 7:05 p.m. by John Petersen and Mike Coppolino, respective chairs.

The Acton Board of Selectmen (BOS) meeting was called to order by Chair Mike Gowing. The rule of necessity was invoked due to Mr. Gowing and Ms. Adachi being the only members without a conflict of interest. BOS member John Sonner was absent.

**MUNICIPAL HEALTH CARE REFORM PRESENTATION**

Health Insurance Trust (HIT) chairperson, Bob Evans, began by stating that determining whether or not there are savings in redesigning health care for our employees is what tonight's discussion is about.

Chapter 69 refers to legislation signed in July providing governmental bodies with a new process to change health care plan design. In August, the HIT contracted with Segal to study and report on projected costs of various plans, which they did in October. The Acton Health Insurance Trustees made recommendations to the Boards last month. The Selectmen and School Committees are now determining how to proceed.

HIT conclusions:

1. The Acton BOS and AB Regional School Committee should enter into Ch 69 negotiations with their employees.
2. Modified plan designs could significantly reduce employer health insurance costs.
3. The Acton BOS and ABRSC should try to achieve common plan designs from multiple vendors.
4. The Acton BOS and ABRSC should not pursue entry into the GIC

The primary purpose of the meeting was for the HIT to formally present to the School Committees and Board of Selectmen. The Board of Selectmen plan to vote at their meeting on Monday night. The School Committee and BOS stressed that they were there to listen to the room full of mostly school staff members.

Many speakers shared their families' serious health stories and needs, and their concerns about increased costs and decreased options for health care. One staff member requested that the Boards, "Preserve our voice in this decisionmaking process, as we've always had in my 20 years of teaching here." Another staff member stated that the School has done a good job of explaining acceptance of the higher 25% copayments that they now pay. She asked what the Town has done to explain this to their staff. Steve Ledoux said that one union has agreed to take all of their employees off the most expensive plans and that many pay 15% right now.

Officials were asked to consider that while premiums may be lower, other expenses could be higher. They were also asked to consider the effect this change could have on homeowners and taxpayers of the town. The structure of multi-tier hospitals is very confusing. Urging the Boards to reject consideration of Chapter 69 and the GIC, one teacher said, "These decisions impact people. They're not just numbers on a spreadsheet."

Marc Lewis, President of the Acton Education Association, read a statement urging the Boards not to adopt Chapter 69 and send a clear message that this is not right for our communities. He received an enthusiastic standing ovation. (attachment A)

John Petersen and Mike Gowing thanked the public for the valuable input. The BOS will review the Cook Report and discuss the options at their meeting on Monday night.

**The Acton Board of Selectmen adjourned at 8:50 p.m. and the Joint School Committee meeting continued at 8:55 p.m.**

#### **STATEMENT OF WARRANT**

APS Warrant #201209 dated 11/1/11 in the amount of \$219,464.41 was signed by the Chair and circulated for signatures.

AB Warrant #12-009 dated 10/20/11 in the amount of \$1,765,892.64 and warrant #12-010 dated 11/3/11 in the amount of \$1,762,340.32 were signed by the Chair and circulated for signatures.

#### **APPROVAL OF JOINT and ABRSC MINUTES**

The minutes of October 6, 2011 and September 1, 2011 will be reviewed at the next meeting.

#### **PUBLIC PARTICIPATION** - none

#### **JOINT SCHOOL COMMITTEE BUSINESS**

##### **7.2 Possible Acton-Boxborough Regional School Committee VOTE on adopting Chapter 69 with respect to municipal health care reform**

The School Committees agreed that no vote would be taken at the meeting on Chapter 69 due to the requirement that unions be given written prior notice. The Chair asked what additional information was needed. A member asked if the discussion and vote would happen as part of negotiations and if so, in executive session. John Petersen said that it clearly could relate to future negotiations. Another member asked why there was such urgency for such a complicated issue. John said that it started with a decision that the HIT performance should be benchmarked to be sure the trust was doing a good job. The sense of timing relates to what the BOS decides to do next week. If the BOS adopts Chapter 69, the School Committee might be in a position of trying to decide what to do if APS staff benefits will differ from those of ABRSD staff.

Mike Coppolino, chair of APSC, asked if legal advice has been sought regarding whether or not the current union contracts, which do not differentiate between ABRSD and APSD employees,

would prevail. It was also clarified that many people appeared to think that a vote for Chapter 69 meant a move to GIC, that is not true. John Petersen said that no matter what process is used, he does not think the Boards will end up in the GIC. It was the sense of the Committee that the message was given that they want to keep APS and AB staff with the same benefits.

Our community is as far along as any community can be right now in this discussion. This is a very new legislative environment. Just because a Board adopts Chapter 69, does not mean action needs to be taken, or the process cannot be stopped midway. Xuan reiterated that this is emergency legislation that created this discussion, and it is out of our negotiation cycle. He advocated for the need to have a candid conversation about implications now and in the future about what cost savings are expected next year for health care. He feels it is appropriate to enter executive session to discuss this in greater detail. The Committee does not want to be forced into anything, especially without all of the information needed to be well informed.

Once Chapter 69 is adopted, a very clear timeline starts. If it is proven that 5% savings is there, the entity can consider moving into GIC. John thinks the only requirement is that a report be filed on June 30. Marc Lewis said there is a 30 day requirement for an initial meeting with the PEC and negotiations begin 30 days later.

Xuan prefers to put a stake in the ground that the School Committee accept what the HIT recommends and not allow the HIT to enter the GIC. He feels that it is in the Committee's best interest to engage in the process to influence the final plan design change.

A motion was suggested that the SC ask the BOS not to make any decisions until more information is available, or without coming back to the SC first. Mike Coppolino reminded the Committee that they did ask the BOS to delay their decision a month ago.

#### **Acton-Boxborough Regional School Committee VOTE**

It was moved, seconded and

**VOTED:** The Acton-Boxborough Regional School Committee recognizes that health care reform is a very important issue and there is still a lot of unclear information around the question of adopting Chapter 69. We believe that it is not prudent to move forward without clear information and we respectfully request that the Acton Board of Selectmen seriously consider not beginning the process of adopting Chapter 69 at their meeting on Monday night.

(Yes: Bieber, Bruce, Coppolino, McOske, Murphy, Neyland, Petersen, Sabot Abstained: Kong)

This motion was not considered by the Acton Public School Committee.

#### **Acton-Boxborough Regional School Committee VOTE**

It was moved, seconded and unanimously

**VOTED:** that the School Committees request that a joint meeting of the Acton Board of Selectmen and the two School Committees be scheduled for discussion of Municipal Health Care Reform.

#### **Acton Public School Committee VOTE**

It was moved, seconded and unanimously

**VOTED:** that the School Committees request that a joint meeting of the Acton Board of Selectmen and the two School Committees be scheduled for discussion of Municipal Health Care Reform.

The School Committees agreed not to consider a motion concerning the merits of entering the GIC at this time.

#### **7.1 Long Range Strategic Plan Update**

The steering committee will meet once more to finalize the document after this month's input.

After much discussion, the subcommittee decided to leave the values prioritized. It was emphasized that schools educate the whole child; academics are not top priority. While these values go hand in hand, the subcommittee concluded that it is more primary to develop young people completely. Dr. Mills welcomed discussion of that view.

Mike Coppolino is concerned about the order of priorities. He questioned how the school can try to "take credit for making kids whole" and minimize the power of family and friends. Brigid Bieber asked if it was intentional that "community" was used instead of "students". It was pointed out that it was deliberate because the plan pertains to everyone. Dr Mills agreed that it could be confusing and that the strategies really are mostly about the students.

More detail was suggested for Goal 4. Technology is an enormously complicated area where many experts disagree. Dennis Bruce hopes that the goal is to make teachers be as effective as possible, not just to move away from paper. It was agreed that technology must be done in a thoughtful and deliberate way, with appropriate professional development for the staff. Dr. Mills stated that he is the lead for Goal 5 because Finances involve every aspect of our operation - people, technology and professional development. At the last meeting the subcommittee decided to move away from the 2% above level service number and refer to it as an investment budget.

The School Committees will be asked to vote on the Long Range Strategic Plan at their December meetings.

**The Acton Public School Committee adjourned at 10:10 p.m. and the Acton Boxborough Regional School Committee continued.**

#### **AB SCHOOL COMMITTEE BUSINESS**

##### **8.1 Lower Fields Project Update**

Acton Town Manager, Steve Ledoux, asked Dr. Mills to present to the Board of Selectmen next Monday on the Lower Fields Project. JD Head provided the operating expense report. Dave Wilson will go before the Community Preservation Commission with the FOLF application on November 14.

##### **8.2 Regional School District Study Committee Update**

Xuan Kong reported that the RSDSC has met twice, on Oct 19 and Nov 1. Peter Ashton and Mac Reid were elected co-chairs. Peter presented enrollment projections for Acton, Boxborough, and Acton-Boxborough school districts. The same projections will be presented at the next School Committee meetings. Data points to declining enrollment in all three districts. The subcommittee also discussed what issues to study, and grouped them into categories: Operational, Demographics, Educational Impact, Financial, and Governance Structure of the Regional Agreement including political impact. The SC was asked for input on this. Nov 16 is their next meeting. They plan to come to the School Committees, Boards of Selectmen and Finance Committees to present initial findings before coming to the two Town Meetings to ask about continuing their work.

### 8.3 ALG Report

ALG has not met recently but will meet next week. Revenue projections and the new E&D number will be shared with ALG for the budgets.

### 8.4 BLF Report

Maria Neyland reported that there is concern from BLF and the Boxborough FinCom about the \$200,000 for the Lower Fields Project.

### 8.5 Budget

#### 8.5.1 FY'12 First Quarter Financial Status Report

Don Aicardi presented the First Quarter FY12 Budget Report and Highlights. Highlight 8 is significant because the "circuit breaker" reimbursement was assumed to remain at 40% but actually came in at 65%. This resulted in a \$434,000 increase from the estimate used in the FY12 budget. Don also said that downloading information directly from the MUNIS program to excel sheets for routine distribution to staff has proved very valuable. John Petersen thanked Don for a great report and the new system.

#### 8.5.2 FY'13

Starting with the December meetings, Don will be framing the FY'13 budgets. More information will be known than last year at this time because labor costs are set now. Don was thanked for the end of the year projections that he presented so early into the year.

### 8.6 Policy Subcommittee Update

#### 8.6.1 Use of School Facilities

##### 8.6.1.1 Revised Policy (approved 10/6/11)

##### 8.6.1.2 Draft Use of School Facilities Procedures & Fees (File: KF-R)

The policy subcommittee met tonight with representatives from the Acton Chinese Language School for their feedback. Erin Bettez will follow up with Steve Mills. ACLS would like to be considered for a long term lease.

Grouping of the condo associations was questioned. Some past decisions were based on who was looking for space at the time the chart was originally created. This is being reviewed. Condo associations are not for profit and they ask for space to meet and discuss their organization, not for events. Xuan reiterated his comments about the boy scouts and girl scouts being classified as class one. Brigid pointed out that they do not rent classrooms, but a hallway so they are not charged regular amounts. He also is concerned about liability insurance. It should be ABRSD, not the town of Acton. Project Graduation poses an issue because the procedures say that no activities can go beyond 11:00 p.m. The subcommittee and Erin will consider all of these comments.

#### 8.6.2 Advertising in Schools (File: KHB) – **FIRST READING** – *Brigid Bieber*

##### 8.6.2.1 Proposed new policy and procedures

##### 8.6.2.2 Examples from other communities

There are not many examples of this policy found in other communities, or in MASC. The subcommittee wrestled with the approval process for advertising. The procedures should not handcuff the people who will solicit for this funding. The subcommittee also wants to avoid the SC having to approve each request, and taking that extra time, but instead tried to use the Superintendent's office to approve donations.

The committee was asked if they are comfortable with the approval coming from the Superintendent's office. Dennis asked if SC creates the policy, doesn't the Superintendent always

handle approval. Xuan asked that it be considered as accepting a gift. The School Committee already has a policy to approve gifts. Brigid would like to adopt the new policy and procedures but she would like the Superintendent to periodically give SC a report of what is being asked for and coming in for advertising. Several members agreed with Brigid about having the Superintendent make the approval decisions and giving an annual review for SC. It was asked if the SC wanted to consider a dollar amount limit that would require SC approval. Another factor to consider is how long the advertising would be viable/alive. Xuan asked for a number that might require SC approval. Steve Mills suggested over \$10,000. Maria asked for SC to see some of the information being given out now. The Committee will consider this issue at the second reading next month.

#### **8.7 Preliminary proposed 2012-2013 School Calendar**

This will be considered at the next meeting. Professional Development Day will be Election Day.

#### **8.8 Recommendation to Accept Gift from AB Basketball Boosters**

It was moved, seconded and unanimously,

**VOTED:** to accept the gift of \$3500 for an assistant coach for the boys' Varsity Basketball team from the AB Basketball Boosters, with gratitude

#### **8.9 Recommendation to Accept Gift from the Class of 2011**

It was moved, seconded and unanimously,

**VOTED:** to accept the gift of \$2000, with gratitude, from the Class of 2011 to the SHS Library.

### **FOR YOUR INFORMATION**

#### **9.7 Waiver for JH students to participate in Varsity and JV Wrestling**

The Committee prefers to have the School Committee vote prior to the Chair signing or acting on a request, unless it is a time sensitive emergency. Brigid asked if the SC could be told at the start of the year what sports might need a waiver.

It was moved, seconded and unanimously,

**VOTED:** to authorize the chairperson to sign MIAA waivers for this academic year.

The Committee asked that addendums be received sooner and reorganized for the final posted packet by Wednesday night before each meeting. It was pointed out that sometimes presentation slides are intentionally not included in the packet, but are included as handouts at a meeting.

Steve Mills and his Administrative team were thanked for opening the High School this week for hot dinners and showers for members of the public affected by the storm. The efforts were very much appreciated and a great chance to build community.

### **NEXT MEETINGS:**

November 17 - 7:30 p.m. APS SC Meeting at Merriam School Library

December 1 - 7:30 p.m. AB SC Meeting at RJG Jr High Library

The meeting was adjourned at 11:18 p.m.

Respectfully submitted,  
Beth Petr

List of documents used: Attachment A - Statement read by Marc Lewis, Agenda attached,



**Statement by Marc Lewis, AEA President**

Joint Meeting of Acton Public School Committee, Acton-Boxborough Regional School  
Committee, and Acton Board of Selectmen  
November 3, 2011

I came here tonight with a prepared statement. But I must say at the outset, that I am really sad right now. Sad that my friends and colleagues felt compelled to stand before you and the public and share some of the most personal and intimate aspects of their lives. I am so sad that we are here today.

I arrived here this evening troubled that this meeting was even taking place, because this is exactly the type of gathering that proponents of the Municipal Health Care Reform legislation assured those who questioned it would not take place.

Mr. Clough asked an excellent question earlier – “Was this legislation designed for a place like Acton?” As Ms. Adachi read to us at the beginning of this meeting, when summarizing the legislation, this law was meant to be utilized by a public authority during an “*emergency*.” “*Emergency*” was the word she read.

This legislation was never intended to simply provide public authorities the opportunity to make health insurance plan design changes at their whim. That power – and tremendous power it is – was meant to be used only when a community was in dire financial shape and when traditional bargaining was not successful in achieving a town’s needs. Neither of those conditions is true here in Acton. We are all grateful that prudent decisions, made at the bargaining table, by government bodies, and by the public, have averted the financial disaster people once feared. I’ve been encouraged by meetings where it’s been reported that we are in much better financial shape than had been predicted.

More importantly, we have demonstrated, time and time again, that collective bargaining – when predicated on a relationship of mutual respect and trust – results in contracts that are fair to both employees and taxpayers. When we began our negotiations two years ago, school committee members told us again and again, and again and again, and then once more, that the towns needed us to make changes to our health insurance benefit, that concessions were required. We were presented with charts and graphs, videos and spreadsheets, and passionate pleas, arguing that two fundamental changes were needed: our members on the indemnity plan were asked to pay 50% of their health insurance premiums, up from the 15% they were paying – a difference of thousands of dollars per person, and the rest of us were asked to pay 10% more of our premiums...in addition to concessions in other aspects of our contract.

We argued, we got mad, we all grew frustrated, at times it was tense and unpleasant, and there were days when I left feeling hopeless that a resolution was possible. But we all persevered, together, elected officials and union leaders, and collectively met our civic obligations. It took time, there may have been some wounds and bruises along the way, but we emerged from the table with a contract that mirrored the school committee’s health insurance proposal.

We agreed to exactly what the school committees said the Towns needed. Traditional bargaining, in good faith, with people with whom you’ve spent the time to build relationships, works.

I have been president of this union for the past eight years, and I do not think that a day or two has gone by when I've not had some conversation with the superintendent or director of personnel and administrative services. Steve, Marie, other members of our leadership team, and I, have worked hard to build and nurture a relationship of honest and open communication, where we anticipate problems before they materialize, solve them together, work in partnership, continually, on our shared goals and interests. We do this because we know it is best for all of us, and most importantly, best for the children and young adults we serve. We have never once filed a grievance, not one, and we are incredibly proud of that fact. We, as a union, have shown, time and time again, that we are honest and trusted partners.

That's why I find this contemplation of Chapter 69 so offensive. Let's be clear about what adopting Chapter 69 is and is not. It is not the beginning of a conversation. It is not just a means to look at options. It does not, simply, provide an opportunity, to sit down with all of your unions simultaneously. Each of those aims can be accomplished without adopting Chapter 69. Do not be fooled by those whose goal is to dismantle public employee unions. That might be politically popular in some places, but that is not us.

What Chapter 69 does, plain and simple, is empower employers to make unilateral changes to health insurance – changes that have ALWAYS been agreed to at the bargaining table through collective bargaining – a covenant that exists between employer and employee. Chapter 69 silences the voices of workers and says to those in this community who teach your children, protect your streets, homes, businesses, resources and lives that their voices do not matter, that on such a vital aspect of our employment and lives, we are no longer welcomed at the table.

It is very easy to say that entering into Chapter 69 will simply allow you to make minor changes to our plan designs, that the aim or goal is not to enter the GIC. But once that door is open there is simply no guarantee what path will be selected. What is guaranteed is that we lose the promise that we'll be part of that decision. And even if you, those sitting up there today, were not to choose to go down a certain path, future iterations of your bodies, bodies that change every year, could make a very different choice. What you do could give future officials we don't yet know the authority to do the very thing you say you will not.

Don't misunderstand me. Chapter 69 is needed in some places. This is not one of those communities. Chapter 69 is the nuclear option. When a sledgehammer is given to someone, he or she doesn't use it when a chisel would suffice. Adopting Chapter 69 represents the failure of government officials – the failure to perform one of the most important jobs entrusted to you by the public – to negotiate fair and responsible contracts with your employees. Reject this incredibly insulting attempt to silence and marginalize those who educate our community's children and send the very clear message that this is not how we conduct the people's business here in Boxborough in Acton. We are so much better than that.

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

**Auditorium**

**R.J. Grey Junior High**

**November 3, 2011**

**7:00 p.m. Joint Board of Selectmen, APS & ABRSC Meeting**

**8:00 p.m. Joint School Committee Meeting**

**AB Regional SC Meeting to follow**

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**AGENDA with addendum**

**1.0 JT APS/AB SC CALL TO ORDER (with Acton Board of Selectmen)**

**2.0 CHAIRMAN'S INTRODUCTION**

**3.0 MUNICIPAL HEALTH CARE REFORM PRESENTATION**

See separate agenda

BOS ADJOURNS, JOINT SC BUSINESS BEGINS (8:00)

**4.0 STATEMENT OF WARRANT**

**5.0 APPROVAL OF JOINT and ABRSC MINUTES**

5.1 Joint SC October 6, 2011 (*next meeting*)

5.2 AB SC September 1, 2011 (*next meeting*)

**6.0 PUBLIC PARTICIPATION**

**7.0 JOINT SCHOOL COMMITTEE BUSINESS**

7.1 Long Range Strategic Plan Update - Draft dated 9/28/11 (8:05)

7.2 Possible Acton-Boxborough Regional School Committee **VOTE** on adopting Chapter 69 with respect to municipal health care reform (9:00)

APS SC ADJOURNS, AB SC MEETING CONTINUES

**8.0 AB SCHOOL COMMITTEE BUSINESS (9:05)**

8.1 Lower Fields Project Update – *Steve Mills, JD Head*

8.1.1 Operating Expenses (*addendum*)

8.2 Regional School District Study Committee Update – *Xuan Kong (oral)*

8.3 ALG Report – *Xuan Kong (oral)*

8.4 BLF Report – *Maria Neyland (oral)*

8.5 Budget – *Don Alcardi (9:20)*

8.5.1 FY'12 First Quarter Financial Status Report

8.5.1.1 Memo and chart

8.5.1.2 Presentation Slides (*addendum*)

8.5.2 FY'13 (*oral*)

8.6 Policy Subcommittee Update (9:40)

- 8.6.1 Use of School Facilities - *Brigid Bieber*
  - 8.6.1.1 Revised Policy (approved 10/6/11)
  - 8.6.1.2 Draft Use of School Facilities Procedures & Fees (File: KF-R)
- 8.6.2 Advertising in Schools (File: KHB) – **FIRST READING** – *Brigid Bieber*
  - 8.6.2.1 Proposed new policy and procedures
  - 8.6.2.2 Examples from other communities (*addendum*)
- 8.7 Preliminary proposed 2012-2013 School Calendar (*next meeting*) (9:50)
- 8.8 Recommendation to Accept Gift from AB Basketball Boosters – **VOTE** – *Steve Mills*
- 8.9 Recommendation to Accept Gift from the Class of 2011 – **VOTE** – *Steve Mills*

**9.0 FOR YOUR INFORMATION (10:00)**

- 9.1 ABRHS Info
  - 9.1.1 Discipline Report (*addendum*)
  - 9.1.2 The Spectrum (*distributed at meeting*)
- 9.2 RJ Grey Junior High Info
  - 9.2.1 Discipline Report (*addendum*)
- 9.3 ABRSD ELL Student Population, November 2011 (*addendum*)
- 9.4 Monthly ABRSD Object Summary and SPED Financial Reports (*addendum*)
- 9.5 November 1 Enrollment Report (*addendum*)
- 9.6 NSTAR funding of Energy Consultant position (*addendum*)
- 9.7 Waiver for JH students to participate in Varsity and JV Wrestling
- 9.8 Minute Van Student Ridership
- 9.9 Correspondence from the Community

**NEXT MEETINGS:**

November 17 - 7:30 p.m. APS SC Meeting at Merriam School Library  
 December 2 - 7:30 p.m. AB SC Meeting at RJG Jr High Library

**ADJOURNMENT (10:15)**

**JOINT ACTON BOARD of SELECTMEN, ACTON PUBLIC and ACTON-  
BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING**

**Auditorium  
R.J. Grey Junior High**

**November 3, 2011  
7:00 pm Joint Board of Selectmen, APS & ABRSC Meeting  
8:00 p.m. Joint School Committee Meeting  
AB Regional SC Meeting to follow**

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**AGENDA**

**1.0 JT APS/AB SC CALL TO ORDER (with Acton Board of Selectmen)**

**2.0 CHAIRMAN'S INTRODUCTION**

**3.0 MUNICIPAL HEALTH CARE REFORM PRESENTATION**

Bob Evans, Chairman of the Health Insurance Trust

3.1 Discussion of Segal Report by Joint School Committee and Acton BOS

3.1.1 Final Segal Report

3.1.2 Email from Bob Evans to Acton BOS, JT School Committee, and Acton  
Finance Committee dated 10/27/11

3.1.3 Memo from J. Petersen to School Committees dated 10/2/11

3.1.4 Chapter 69 Legislation

3.1.5 New Regulations 801 CMR 52.00 Municipal Health Insurance

3.1.6 Health Insurance Update Presentation to Staff, Marie Altieri, 11/1/11

3.1.7 Cook & Co. Report from the Acton Board of Selectmen, 10/31/11

3.1.8 Municipal Health Care Reform Presentation slides, Bob Evans, 11/3/11

**ADJOURNMENT of Acton Board of Selectmen**

Joint School Committee continues at 8:00.

# **ACTON PUBLIC SCHOOL COMMITTEE MEETING Draft Minutes**

**Library**  
**Merriam School**

**November 17, 2011**  
**7:00 p.m.**

*Members Present:* Dennis Bruce, Michael Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, John Petersen  
*Members Absent:* none  
*Others:* Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr, Acton Board of Selectmen Chair, Mike Gowing (7:05 – 7:30 p.m.)

The Acton Public School Committee meeting was called to order at 7:02 p.m. by Chair Michael Coppolino.

## **STATEMENT OF WARRANT**

Warrant #201210 dated November 15, 2011 in the amount of \$182,727.18 was signed by the chair and circulated for signatures.

## **CHAIRPERSON'S INTRODUCTION**

Acton Board of Selectmen (BOS) Chair, Mike Gowing, gave an update on Health Insurance Reform. He took a look at what the surrounding communities are doing regarding the new Chapter 69 legislation and said that all of the information is on the Town website. The BOS meets Monday night at 6:30 p.m. The BOS will discuss and decide by 7:00 whether or not to approve Chapter 69.

John Petersen emphasized the importance of having a unified plan design, the same for union and non-union. He also encouraged the BOS to find a way to include the Health Insurance Trust in the investigation to be sure the Trust is represented in the discussion. Since half of the employees affected are Acton Public School District members, he also asked for them to be represented.

Mike Gowing stated that "Acton is in dire straits." He said there is a \$100 million liability in pensions, including \$40 million for the Town and \$60 million for the Schools. Mike Coppolino responded that this issue would be addressed later in the meeting, and in his opinion it is not \$100 million. (Note: Mike Gowing's reference was to the liability described in the Segal report of Oct 18, 2011, "Acton-Boxborough Regional School District and Town of Acton *Actuarial Valuation and Review of Other Postemployment Benefits (OPEB) as of December 31, 2010*". For the period of the next 30 years, the unfunded accrued actuarial liability (UAAL) for the ABRSD is estimated to be \$44 million, for the Town of Acton which includes the Acton Public Schools, \$57 million.) John Petersen pointed out that this \$100 million estimate is a projection over a 30 year time frame, and it is extremely difficult to accurately project over that long a period.

AEA President, Marc Lewis felt Mike Gowing's statement was not accurate because pensioners pay for 95% of the pensions. He said that pensions are matched but not by the taxpayers. Mike Gowing said that the BOS is looking at every option possible to save costs.

## **APPROVAL OF MINUTES**

The minutes from the APS SC meeting on October 20, 2011 will be reviewed at the next meeting.

## **PUBLIC PARTICIPATION** - none

## **REPORTS**

### **6.1 ENROLLMENT REPORT**

Peter Ashton presented the annual Update on School Enrollment Projections 2011, (Report by Peter K. Ashton & Mary Ann Ashton, Innovation & Information Consultants, Inc.). Enrollment as predicted is declining. Enrollment this year is down significantly from last year and more than projected. The number of single family building permits in Acton has been declining for the last several years with a slight increase in the last two years. Boxborough housing permits have been declining since 2002. Turnover of housing has also slowed. Total Acton enrollment is projected to drop 315 students over the next five years (6.6% decline). Total Boxborough enrollment is projected to drop 161 students over the same period (16% decline). See slides.

Marie Altieri commented that we exceeded the 2004 enrollment peak 2 years ago and were at a plateau from 2002 – 2009. Last year the district dropped 60 students and this year it dropped another 60. That is significant and means that kindergarten has gone from 340 students last year to 300 students this year and 6<sup>th</sup> grades have gone from 400 students to 360 this year and 320 next year. Hopefully this will help lower our class sizes, although chapter 70 aid will decline when enrollment declines. Marie reported that our schools' diversity continues to grow. 24% of our Junior High and High School students and 31% of our Elementary School students are Asian as of 10/1/11.

### **6.2 EDUCATION REPORT**

Ed Kaufman, Merriam School Principal, introduced his classroom teacher, Mary Ann Ayers and her assistant Carol Leandro. Together, they gave a wonderful presentation about Merriam's project based learning philosophy. They emphasized that this type of strong community encourages risk taking that leads to learning. Assistants are important/essential to creating a classroom environment that allows that to happen. Getting kids actively involved helps move them up to higher levels of learning. Students take ownership of their education and this supports life long learning. See slides.

A committee member commented that when people can freely chose and engage in activities, they learn best and are happy. This is the beauty of Acton's school choice, that families can find what is best for their children. Ed concluded that all five of our elementary schools are wonderful and the five principals and staff all try to make sure that all students are well attended to according to their learning styles. He reminded the committee that parents chose a school for their family not necessarily for one child.

## **APS SCHOOL COMMITTEE BUSINESS**

### **7.1 Update on Municipal Health Care Reform**

John Petersen reported on the process for the APSC to consider a health insurance plan design change, including the Board of Selectmen meeting on Monday night. He acknowledged that people are worried about this process but encouraged them to look beyond the first year because health care is long term. Time must be taken to formulate a plan that has merit for all the groups involved, without missing any important deadlines. Mike Coppelino said that the sense of the committee is that there not be a rush to judgment. The mere volume of people that will be affected makes it essential that the right decision be made. This was communicated to Mike Gowing, Chair of the Acton Board of Selectmen, in a letter from John Petersen dated 11/4/11 (see packet).

### **7.2 Long Range Strategic Plan Update**

Steve Mills hopes that the Committee will vote on the Long Range Strategic Plan (LRSP) next month. His first budget presentation for FY13 will also be done at that meeting. The LRSP document lays out the work of our districts for the next 3 or 4 years. Once it is voted, the Superintendent will bring it to every meeting to remind people of the Plan.

It was stated that it is difficult to measure social and emotional growth. When asked if there is a curriculum connection to that as well, Deborah Bookis said that this is seen in the way we involve parents and families in our schools, JD Head's work to make our facilities safe, and how every teacher creates a welcoming culture for learning.

Dr. Mills stated that the values were prioritized by the Steering committee. The discussion of the first and second ones has been much reviewed. Our High School principal strongly agrees about the importance of the top value being about social and emotional wellbeing. A family's job is to teach social and emotional skills, but it is also a job of the schools, not just teaching academic skills. Mike Coppolino asked that the demographics survey done several years ago be reviewed. He also suggested that a regular parent/staff survey be considered, as well as a post-high school survey. Alixe Callen is gathering data from the Class of 2007 now that they have graduated from college. As the Long Range Strategic Plan was being developed, it was agreed to use any existing surveys, including the Youth Risk Behavior Survey.

Dennis Bruce asked why it is not until years 4 and 5 that it is stated what students will do with the technology purchased in years 1 – 3 (goal 4). One of the challenges is that curriculum has to dictate the technology plan and infrastructure must be in place. Xuan Kong asked for a more proactive action plan in goal 5 because financial resources must exist to achieve the values. He suggested that some wording be added about what will be achieved at the end of these 5 years of the Long Range Strategic Plan.

#### 7.3 Update on Meetings with the PTO Co-Chairs and Principals re Before/After School Programs

Steve Mills reported on his recent meeting with the elementary school PTO co-chairs and principals regarding their before/after school programs. He stated that, "The miracle of Acton is that we preserve the uniqueness of each of the schools. The schools are remarkably different, not better, not worse, just different." He is on a data gathering mission right now and will be very clear when any decisions are being made so all involved will be aware. He will probably bring recommendations to the School Committee in February. Mike Coppolino thanked all of the parents for their input.

#### 7.4 ALG Report

Xuan Kong reported on the 11/10/11 ALG meeting. The next meeting is 12/8/11.

ALG members were asked to get input from their boards on:

1. What is appropriate level of reserve use?

The School Committee felt that the projected use of \$2 million is adequate.

2. Tax Levy Capacity \$239K - Should we "catch up" and tax to the max?

The sense of the committee was that with reserves being at a decent level, it would not be prudent to tax higher, especially with assumptions being made very early in the fiscal year.

3. OPEB (Other Post-Employment Benefits) - What should be our plan of action?

It was suggested that the committee read the report in FYI and comment next month at the Joint AB SC meeting. A difference in this report is that the health insurance inflation is at 6 or 7 % and then it drops. This is a different health insurance projection from a different report by the same group. John Petersen suggested that the Committee should take some action about establishing an OPEB account but it will take time to sort through the details and it is too early to specify numbers. Don Aicardi agreed saying that it is very complicated but that members need to start reading the material. An OPEB account would be set up by the Town as another reserve account set up to pay the pension liabilities.

#### 7.5 Acton Finance Committee Report

Xuan Kong reported that FinCom met Nov 8 and took a vote that Ch 69 be invoked to start the process, acknowledging that there are many questions and clearer information was needed for all. Fincom



unanimously recommended to the BOS and the school districts that they approve Chapter 69 and then have a 45 day period before anything was implemented so information could be distributed and discussion could take place. John Petersen asked what the role of the various bodies with respect to each other is. While well intended, he disagreed with the fincom motion specifying approval of Chapter 69 and a timeframe.

#### 7.6 Health Trust Report

Cash flow is currently negative. Trustees voted to stay at 4%. The Segal Report was reviewed at the last HIT meeting. Looking at the assumptions is very important when reading these reports. HIT recommends that the groups review plans, but not necessarily via Chapter 69. They voted not to use GIC. All of the Health Insurance information is posted on the website.

#### 7.7 Budget Update

Don Aicardi presented the FY'12 First Quarter Financial Status Report. APSD ended the first quarter with a \$246,725 projected year end fund balance. Highlights included:

- Health Insurance is one of the most complex issues in the budget.
- Circuit breaker reimbursement estimated to be 40%, ended up at 65%.
- Support staff and Teaching salaries are combined and projected to be a deficit, although health insurance savings are expected to offset this
- Lowering salary accounts by factoring in retirements/staff changes, has reduced salary surpluses so far this year.
- Lowering salary accounts utilizing vacancy factor savings has successfully lowered the annual deficit in the substitute account.
- Utility savings have already been anticipated by re-allocating \$92,000 towards the hiring of the two positions last June.

The 2<sup>nd</sup> Quarter Report will be done in February, 2012. The 3<sup>rd</sup> Quarter Report will be in May. Don wants to do a facilities study by an outside consultant to stay on top of these needs. Xuan asked to be kept informed about this as facilities is important to the Regionalization Study Committee. Don was complimented on his work and the new quarterly reporting system. A question was asked about the financial software and technology used by the Central Office. Currently, MUNIS, Powerschool and Filemaker Pro are being used. Steve Mills explained Budget Saturday and said that the Committee should make a decision on the proposed date of January 21, 2012 next month.

#### 7.8 Policy Updates

7.8.1 Revised: Use of School Facilities (File: KF) – **SECOND READING** – *Kim McOsker*

7.8.1.1 Proposed Policy Revision (approved 10/6/11 by ABRSC)

Xuan Kong moved and it was seconded and unanimously

**VOTED:** that the proposed Use of School Facilities policy be approved

7.8.1.2 Draft Use of School Facilities Procedures & Fees (File: KF-R)

Suggestions made at the last meeting will be incorporated and the committee will review these procedures at their next meeting.

7.8.2 New: Advertising in Schools (File: KHB) – **SECOND READING** – *Marie Altieri*

7.8.2.1 Proposed new policy and procedures

It was agreed that the policy subcommittee will meet before the 12/1/11 SC meeting and the School Committee will consider this policy and procedures at their December meeting.

#### 7.9 2012-2013 School Calendar

7.9.1 Proposed Calendar dated 11/14/11 – **FIRST READING**

If Labor Day is Sept 5 or later, then the Committee could decide to start before or after Labor Day. Last year's survey said that 2/3 of the teachers prefer starting before Labor Day. Their

Materials for this meeting are posted at <http://ab.mec.edu/about/meetings.shtml>

contract was changed to say that if Labor Day is before Sept 3, they can start either before or after. It is the School Committees' choice. It was suggested that a list of all holidays be added to the calendar to increase awareness in our community. Because Principals send lists and reminders to their families about many holidays, it was decided to let the schools continue this on their own.

**7.10 Recommendation to Accept Gifts to the Merriam School**

It was moved, seconded and unanimously

**VOTED**: to accept a gift of \$88,000 from the Merriam School PTO to fund salaries for classroom assistants (grades 1-6) for 18 hours per week from Sept 2011-2012.

It was moved, seconded and unanimously

**VOTED**: to accept a gift of \$92,776 from the Merriam Mornings/After Hours Program to fund costs associated with their programs.

**7.11 Recommendation to Accept Gift from the Friends of the Acton Libraries**

It was moved, seconded and unanimously

**VOTED**: to accept a gift of \$12,000 from the Friends of the Acton Libraries to the five elementary school libraries.

**FOR YOUR INFORMATION**

Hot showers and meals were offered to local residents during last months' snow storm and were very much appreciated by the community.

**NEXT MEETINGS**

December 15, 7:30 pm APS SC at R.J. Grey Junior High School Library

December 1, 7:30 pm ABR SC at R.J. Grey Junior High School Library JT at 7:00

The meeting was adjourned at 10:56 p.m.

Respectfully submitted,  
Beth Petr

List of Documents Used:

See agenda attached

Long Range Strategic Plan Goal 4 - Revision to addendum draft 11/17/11

## ACTON PUBLIC SCHOOL COMMITTEE MEETING

Library  
Merriam School

November 17, 2011  
7:00 p.m.

### AGENDA with Addendum

- 1.0 CALL TO ORDER
- 2.0 CHAIRPERSON'S INTRODUCTION (7:00)
  - 2.1 Update from Mike Gowing, Board of Selectmen Chair, re Health Insurance Reform Ch 69
- 3.0 STATEMENT OF WARRANT
- 4.0 APPROVAL OF MINUTES
  - 4.1 APS SC October 20, 2011 (*next meeting*)
- 5.0 PUBLIC PARTICIPATION
- 6.0 REPORTS (7:15)
  - 6.1 ENROLLMENT – *Peter Ashton, Innovation & Information Consultants, Inc. (addendum)*
    - 6.1.1 Update on School Enrollment Projections 2011, Peter K. Ashton & Mary Ann Ashton, Innovation & Information Consultants, Inc. (IIC)
    - 6.1.2 2011 Enrollment Projections, IIC
    - 6.1.3 Oct 1, 2011 Monthly Enrollment Report, APS/ABRS
  - 6.2 EDUCATION - *Ed Kaufman, Merriam School Principal* (7:45)  
*with Mary Ann Ayers and Carol Leandro*
- 7.0 APS SCHOOL COMMITTEE BUSINESS
  - 7.1 Update on Municipal Health Care Reform – *John Petersen* (8:00)  
APSC to consider a Design Change Process
    - 7.1.1 Letter from John Petersen, Chair ABRSC, to Mike Gowing, Chair Acton BOS
  - 7.2 Long Range Strategic Plan Update – *Steve Mills, draft dated 11/16/11* (8:15)
  - 7.3 Update on Meetings with the PTO Co-Chairs and Principals re Before/After School Programs – *Steve Mills (oral)* (8:45)
  - 7.4 ALG Report – *Xuan Kong* (8:55)
    - 7.4.1 11/10/11 meeting materials with draft minutes
  - 7.5 Acton Finance Committee Report – *Xuan Kong (oral)* (9:05)
  - 7.6 Health Trust Report – *John Petersen (oral)*
  - 7.7 Budget Update – *Don Aicardi* (9:10)
    - 7.7.1 FY'12 First Quarter Financial Status Report
      - 7.7.1.1 Memo and Chart
      - 7.7.1.2 Presentation Slides
    - 7.7.2 FY'13 Update
  - 7.8 Policy Updates (9:25)
    - 7.8.1 Revised: Use of School Facilities (File: KF) – **SECOND READING** – *Kim McOsker*
      - 7.8.1.1 Proposed Policy Revision (approved 10/6/11 by ABRSC)
      - 7.8.1.2 Draft Use of School Facilities Procedures & Fees (File: KF-R)
    - 7.8.2 New: Advertising in Schools (File: KHB) – **SECOND READING** – *Marie Altieri*
      - 7.8.2.1 Proposed new policy and procedures
      - 7.8.2.2 Examples from other communities

- 7.9 2012-2013 School Calendar – *Steve Mills* (9:35)  
7.9.1 Proposed Calendar dated 11/14/11 – **FIRST READING**  
7.9.2 DESE list of holiday observances in MA  
7.10 Recommendation to Accept Gift from Merriam School PTO and Merriam Mornings/After Hours Program Funding – **VOTE** – *Steve Mills* (9:45)  
7.11 Recommendation to Accept \$12,000 Gift from the Friends of the Acton Libraries – **VOTE** – *Steve Mills* (addendum)

8.0 **FOR YOUR INFORMATION** (9:50)

- 8.1 ESL Student Enrollment Report – November 1  
8.2 FY'12 Monthly APS Financial Reports (addendum)  
8.3 Student Enrollment Numbers/Class Size Info – November 1 (addendum)  
8.4 Dismissal Schedule for November 23<sup>rd</sup>  
8.5 Actuarial Valuation and Review of Other Postemployment Benefits (OPEB) as of 12/31/10 Report dated 10/18/11, The Segal Group, Inc.  
8.6 Correspondence from the Community (additional in addendum)  
8.7 School Newsletters

Conant Crier:	<a href="http://conant.ab.mec.edu/pto/newsletter.html">http://conant.ab.mec.edu/pto/newsletter.html</a>
Douglas Digest:	<a href="http://douglas.ab.mec.edu/pto/digest.html">http://douglas.ab.mec.edu/pto/digest.html</a>
Gates Gazette:	<a href="http://gatesschoolpto.org/gazette">http://gatesschoolpto.org/gazette</a>
McCarthy-Towne Bulletin:	<a href="http://www.mctptso.org/bulletin/">http://www.mctptso.org/bulletin/</a>
Merriam Comm News:	<a href="http://www.merriampto.org/Merriam">http://www.merriampto.org/Merriam</a>
Acton Public School Preschool:	<a href="http://ab.mec.edu/Preschool/index.htm">http://ab.mec.edu/Preschool/index.htm</a>

9.0 **NEXT MEETINGS**

December 15, 7:30 pm APS SC at R.J. Grey Junior High School Library  
December 1, 7:30 pm ABR SC at R.J. Grey Junior High School Library

**ADJOURNMENT** (10:00)

File: KF

## **USE OF SCHOOL FACILITIES**

The Acton-Boxborough Regional and Acton Public School Districts are the caretakers of the Districts' properties and facilities for the towns of Acton and Boxborough. The School Committees are pleased to have public facilities enjoyed by Acton and Boxborough community members when the property is not in use by the schools.

The Superintendent's office, through Community Education, shall schedule and manage the use of the Districts' properties according to the procedures attached to this policy as they may be amended from time to time.

*approved by ABRSC 10/6/11, APSC 11/17/11*

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

## USE OF SCHOOL FACILITIES PROCEDURES

Revised 12/7/11

A variety of school facilities are available for rental by school and community groups and individuals. Acton-Boxborough Community Education will schedule all school facilities week days after 5:00 p.m., on weekends and holidays. Facility usage at other times is based on availability and is at the discretion of the building principal. Applications for facility rental should be made no later than *two weeks* in advance of the requested date. Applications for facility rental may be obtained at the Community Education Office in the Administration Building, 15 Charter Road in Acton. The phone number is (978) 266-2525. The application can be downloaded from the A-B Community Ed. website: <http://comed.ab.mec.edu>.

**All in-school groups will have until July 31st to make requests for the next school year. As of August 1st, non-school groups may request rentals on a first come, first served basis.** Rentals of school district grass fields occur two times per year. Tennis Court rentals occur once per year. Please see page 5 for more information.

***Please note: School activities supersede all non-school rentals. Renters may be bumped at the last minute if the school needs a space that has been rented. Every effort will be made to find the user a similar space or reschedule the event for another date.***

### CLASSIFICATIONS

Rental fees are based on user classification as follows:

#### **CLASS 1 - School Sponsored Groups**

- Events authorized and signed by a school faculty member
- Events for varsity sports and parent booster groups
- Community Education programs
- Recognized School related organizations, such as ABSAF, SADD, etc.

Class 1 users do not pay rental fees, only costs of personnel who work at the event (custodian, A/V, kitchen staff).

#### **CLASS 2 - Community Service Organizations**

This class represents Acton-Boxborough groups/individuals whose main purpose is social, educational, cultural or recreational and NOT business related. Examples include social clubs and youth and adult sport groups. Scout groups are charged \$10 a year for regular weekly meetings but assessed Class 2 fees for special events such as a Pinewood Derby.

**FEES:** Rental fees will be charged for all events, in accordance with the district's published fees. A deposit is required at the time of application and is non-refundable unless the request for school facilities

is denied. Class 2 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

### **CLASS 3 - Events for Personal or Commercial Benefit of an Organization or Individual**

Groups in this category include condominium associations, businesses, private tutors and all others utilizing the buildings for personal or commercial benefit.

**FEES:** Rental fees will be charged for all events, in accordance with the district's published fees. A deposit is required at the time of application and is non-refundable unless the request for school facilities is denied. Class 2 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

### **FREQUENT USER DISCOUNT**

Rental fees of users who rent school facilities 15-25 times per school year will be reduced by 10%.

Rental fees of users who rent school facilities 26+ times per school year will be reduced by 20%.

There are no discounts for personnel costs (custodial/kitchen/AV) associated with rentals.

### **FACILITY USE AND REGULATION**

#### **IMPORTANT NOTICES:**

**PARKER DAMON BUILDING and ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL:** You may not bring latex products of any kind into these buildings (e.g. latex balloons or gloves).

**RAYMOND J. GREY JUNIOR HIGH:** You may not bring citrus products of any kind into this building.

*In order to reduce the risk of allergic reactions, users are asked to not bring any of the following into the school buildings: peanuts, tree nuts, milk, dairy products, eggs, soy, wheat, fish and shellfish.*

#### **SUPERVISION**

The applicant is held responsible for the preservation of order and the protection of school property. When attendance or other conditions require the use of police, firemen or parking attendants, the user shall assume full responsibility for their assignments and pay for their services.

In the case of large events (i.e. ones that use more than 50% of a school building) the district may require that a **Senior School District Administrator** be present to ensure that the facility is well managed, organizers and attendees have a positive and safe experience, and the facility is left in appropriate condition for a smooth transition to school activities to follow. Costs for this Senior Administrator will be charged to the user. If the event is a school function, such as an Ice Cream Social, and a Senior Administrator will be present, he or she may volunteer to oversee the event and no charges will be assessed.

## RESTRICTIONS

Renting groups shall be responsible for enforcing the following restrictions:

- a. Smoking:** Smoking is NOT permitted in any school building or on school grounds.
- b. Intoxicants:** Alcoholic beverages are forbidden on school property at all times.
- c. Food or Beverage:** Food or beverage may not be served in any area outside the cafeteria. Groups of 25 or more serving food in the cafeteria will be required to have a custodian. Community Education, in consultation with Facilities staff, will make the final determination as to the need for a custodian. Groups serving food must obtain a temporary food service permit from the Board of Health. Groups utilizing the kitchen for any reason other than using the sink to draw water, must have a kitchen supervisor.
- d. Care of Property/Decorations:** The renting organization shall be liable for any damages to school property occurring at the time of rental and as a result of the rental. Plans for mounting decorations must be approved in advance by the building principal. Tape may be used as long as it does not damage school property and that it is removed by the user at the completion of the activity. No scenery or props belonging to the users may be stored in school buildings. Wax is not to be applied to floors. Furniture or equipment may not be removed and should be replaced to its original location at the completion of the activity.
- e. Fire Prevention:** All local and state fire safety regulations will be observed. No open flames may be used. All materials used for decorations must be approved in advanced by school officials and the fire chief. Electric fixtures, line extensions, equipment, and appliances may be connected under the direct supervision of a custodian only.
- f. Use of Facilities:** Rental use will be limited to the facilities and equipment specified in the usage agreement and will, under no circumstances, extend to other rooms, areas or use of equipment. Groups using the school facilities will not be permitted to promote or manage any form of chance, gambling, lotteries, raffles, bingo or other unlawful activities. Groups of children or minors shall NOT have access or use of facilities unless accompanied by an adult supervisor. The school system will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school property to all political parties. School building will not be available for private functions such as birthday parties, family events, celebrations, individual recitals, dinners, etc.
- g. Keys:** Keys will not be issued to any group/individual. A custodian will be assigned (minimum 3 hours) to open and secure the building when the building is not usually open.
- h. Concessions:** The right of concession and sale of food and drink remains with the school and control rests with school officials. Organizations using the school cafeteria and kitchen facilities for the service or sale of food to the general public must receive a temporary food service permit from the Acton Board of Health.
- i. Dances:** Dances will be limited to the High School lower gym and to the school cafeterias. Proper footwear must be used for all activities in the gym.



*All programs, performances and usage of the school buildings must conclude before 11:00 p.m. Events which would end later than 11:00 p.m. (e.g. Project Graduation) may occur at the discretion of the Superintendent and the Community Education Director.*

### **LIABILITY FOR INJURY AND RECOVERY OF DAMAGES**

The user agrees to save and hold harmless the Acton Public Schools and/or the Acton-Boxborough Regional School District and agrees to assume responsibility for all liabilities arising from incident to the use, it being understood and agreed that the School District assumes no obligations respecting the use of such premises. Depending upon the size and scope of a particular event, the renter(s) will be required to provide a Certificate of Insurance affording the following coverages:

- General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Acton-Boxborough Regional School District and/or The Town of Acton should be named as an Additional Insured Party.
- Workers' Compensation Insurance as required by law.
- Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Acton-Boxborough Regional School District and/or The Town of Acton should be named as an Additional Insured Party.

### **USE OF CAFETERIA/KITCHEN**

Groups using the kitchen areas for anything more than the acquisition of water must employ a kitchen manager at the rate of \$40/hour. Kitchen equipment will not be available for use by renting groups.

### **USE OF GYMNASIUMS**

Groups/individuals renting the gymnasiums must wear sneakers and conduct athletic activities in a safe and supervised manner. Due to liability issues, gyms will not be rented to individuals for children's birthday parties.

### **USE OF THE SWIMMING POOL**

The High School pool may be rented to a group of 15 to 50 people. One currently certified lifeguard will be required for each group of 15-25 people. Two lifeguards will be required for groups of 26-50 people. The names(s) and certification(s) (CPR, first aid and lifeguard training) of the lifeguard(s) must be submitted with the application. A custodian will be required for any group using the High School pool.

## **USE OF GRASS FIELDS**

Field requests are submitted to Community Ed. in January for spring and summer use and in July for fall use.

## **USE OF ED LEARY FIELD**

All requests for Ed Leary Field usage must be approved by the Community Education Director. All approved evening events must conclude by 10:00 p.m. and the sound system turned off. Stadium lights must be turned off by 10:30 p.m. and the parking lot cleared at that time. There is a \$30/hour charge for the lights. An event may go beyond that time in the event of overtime.

## **USE OF TENNIS COURTS**

Given the heavy use of district courts by our schools and members of the Acton-Boxborough community, a limited number of rental hours are available. These hours occur for 10 weeks in the spring (from April through mid-June) and the fall (September through mid-November). The schedule of available hours will be posted on the A-B Community Ed. website (<http://comed.ab.mec.edu>). Interested parties should submit a request for use of tennis courts to Community Education by January 15.

## **USE OF AUDIO VISUAL EQUIPMENT**

Renting groups should indicate the need for audiovisual equipment on the application form. For events to be held at Acton-Boxborough Regional High School, call Brendan Hearn at (978) 264-4700 x3425. For events to be held at Raymond J. Grey Junior High, call Jeanne Goulet at (978) 264-4700 x 3395.

## **CANCELLATION OF EVENTS**

In the event that school is canceled due to inclement weather or other emergencies, outside rentals will also be canceled. Renters will be notified by the Community Education office if this has occurred,

## **SPECIAL EVENTS**

Occasionally, requests for large group activities or activities of an unusual nature may necessitate specific precautionary measures before permission is granted. In order to protect the health and safety of participants as well as protect school property, activities where attendance is expected to exceed 500 are required to hire a police officer. Proof of adequate insurance may also be required. The following procedure will be followed before the use of facility request is approved where extenuating circumstances would cause danger to persons or property:

a. A representative of the renting group will submit an application to Community Education. A meeting may be necessary to clarify the request.

b. The reservation is contingent upon:

1. Written approval from the Acton Board of Selectmen that the police and fire protection will be adequate.

2. The Superintendent is satisfied that the insurance coverage is adequate.
3. The School Committee approves with a majority vote.

The use of school facilities is a privilege. Acton-Boxborough Community Education, Acton Public Schools and the Acton-Boxborough Regional School Committees reserve the right to deny or restrict usage of the school facilities.

#### **PAYMENT OF FEES**

Class 2 and Class 3 users will pay a deposit at the time of application. All other costs are billed to the user after the event. Checks should be made payable to: **"Acton-Boxborough Community Education"** and sent to:

Acton-Boxborough Community Education  
Administration Building  
15 Charter Road  
Acton, MA 01720

**Use of Facilities Fees  
As of 12/7/11**

Class	Deposit	Classroom	Gym or cafeteria (no kitchen)	Conf. Rm or Library	Ed Leary Field	Tennis Courts	HS Pool	Custodian	Kitchen Staff	A/V Staff	A/V Equip.	Senior Administrator
1	NONE	No fee	No fee	No fee	No fee	No fee	No fee	\$40/hr/ Mon-Sat \$50/hr Sun/Holiday	\$40/hr supervisor \$35/hr staffer	\$30/hr supervisor \$15/hr student	No Fee	\$75/hour
2	\$25	\$25/use	\$50/use	\$50/use	\$200/use plus \$30/hr lights	\$8/use	\$50/use	Same as above	Same as above	Same as above	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use	\$75/hour

Use of Facilities Fees  
As of 12/7/11

Class	Deposit	Classroom	Any Cafeteria (no kitchen)	Elementary Library	Elementary Gym	Elementary Kitchen	JH/HS Library	JH Gym	JH/HS Auditorium	JH/HS Kitchen	Senior Administrator
3	\$50	\$25/hr	\$75/hr	\$50/hr	\$100/hour	\$75/hr	\$75/hr	\$100/hr	\$200/hr (+ \$300 deposit)	\$40/hr supervisor \$35/hr staffer	\$75/hour
Class	HS Lower Gym	HS Upper Gym	Tennis Courts	HS Pool	Ed Leary Field	Custodian	Kitchen Staff	A/V Staff	A/V Equip.		
3	\$100/hr	\$150/hr	\$12/hr	\$100/hr	\$250/hr plus \$30/hr lights	\$40/hr/ Mon-Sat \$50/hr Sun/Holiday	\$40/hr supervisor \$35/hr staffer	\$30/hr supervisor \$15/hr student	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use		

File: KHB

**ADVERTISING IN SCHOOLS**

School-business relationships based on sound principles and community input can contribute to high quality education. However, the school districts must also protect the welfare of students and the integrity of the learning environment. Therefore, when working together, schools and businesses must ensure that educational values are not distorted in the process.

The School Committees will allow limited advertising consistent with the criteria and procedures set forth in the Advertising in Schools Procedures KHB-R. Final approval for specific advertising will be the responsibility of the Superintendent.

*Approved by ABRSC 12/1/11 Proposed draft 9/30/11*

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

## ADVERTISING IN SCHOOLS PROCEDURES

The School Committee has a policy KHB which allows advertising in schools and on school properties on a limited basis. Such advertising must meet the criteria outlined below.

- a. Advertising is permitted in connection with courses of study which have specific lessons related to advertising. It will be up to each school to decide whether the lessons related to advertising are appropriate.
- b. Advertising is permitted in such supplementary classroom and library materials as newspapers, magazines, television, the Internet, and similar media where they are used in a class such as current events, or where they serve as an appropriate research tool.
- c. Paid advertising is permitted in yearbooks, school newspapers, theatrical productions, and event programs as long as such advertising meets the criteria listed below.
- d. Paid advertising is permitted on athletic fields, scoreboards, tennis courts, the swimming pool, auditoriums and gyms as long as such advertising meets the criteria listed below.

Advertising must meet the following criteria:

1. **Consistency with District and School Academic Standards and Goals.** All corporate support or activity shall be consistent with State, District, and school academic standards and goals. Commercial involvement must also be structured to meet identified educational needs, not commercial motives.
2. **Advertising shall not be used as part of the curriculum.** Advertising shall not be included as part of the curriculum, in classrooms or other specific academic settings, unless it is a specific lesson about advertising or in supplemental curricular materials such as magazines, newspapers or the internet.
3. **Consistency with District Policies and Age-Appropriateness.** All corporate support or activity must be consistent with District policies, prohibiting discrimination on the basis of race, color, national origin, gender, age, religion, sexual orientation, veteran status, limited English proficient, handicap, or homeless, and must be age-appropriate for the students involved.
4. **Certain Corporate Support or Activity Prohibited.** No corporate support or activity will be permitted in the District or in the schools that:
  - a. Promotes the use of illicit drugs, alcohol, tobacco, or firearms.
  - b. Promotes hostility, violence or disorder

- c. Attacks or demeans any ethnic, racial, or religious group.
- d. Is libelous.
- e. Promotes any specific religion.
- f. Promotes or opposes any particular political view, candidate or ballot question.
- g. Inhibits the functioning of any school.

**5. Advertising Materials and Placement.** To ensure uniformity, the Superintendent or his designee, will be responsible for producing and placing all advertising material.

The Superintendent will report at least once a year to the School Committee on all advertising in the schools.



Acton Public Schools  
Acton-Boxborough Regional School District  
**DRAFT SCHOOL CALENDAR, 2012-2013**  
**Bold Underlined Dates = No School Days**

**DRAFT 11/14/11**  
ABRSD approved 12/1/11

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

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.

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 website postings as locations may change.

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

6.2.1

6.2.2  
12/2/10 &  
meeting

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

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

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

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

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

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

Regarding the staff survey,

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

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

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

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

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

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

Respectfully submitted,

Steve Mills

## Acton Health Insurance Trust Report

John Petersen

The Trust met on November 22<sup>nd</sup>, 2011

- Draft Audit Findings for FY11
  - Expenses were \$14.4 million; revenues were \$15.1 million.
  - The trust increased unrestricted assets by \$0.65 million to \$3.6 million as of July 31<sup>st</sup>, 2011.
  - Unrestricted assets are over 25% of the annual expense of the Trust.
- Cook & Co. FY12 Cash Flow Report (Dec, mid-year, cash flow report) shows that the trust has a negative cash flow of \$0.35 million ytd, -2% (this is net of amounts that are due from reinsurance).
- The HIT is preparing a submission for the Town of Acton annual report.
- The trust scheduled a special meeting to discuss the roll of the HIT in the informal town and school union/BOS/ABRSC collaborative process of modifying health insurance plan design

The Trust held a special meeting on November 30<sup>th</sup>, 2011 primarily for the purpose of discussing the role of the health insurance trust in the collaborative discussions between the Board of Selectmen and the town employees regarding health insurance plan design. Bob Evans prepared a statement summarizing the role of the Trust. The statement was read at the Regional School Committee Meeting and is included in the packet for this meeting of the APSC.

I attended the December 5<sup>th</sup> board meeting of the Minuteman Nashoba Health Group to listen to their discussion of rates for their new plans.

Next Meeting: December 22<sup>nd</sup>, 2011 at 8 a.m.



# Acton Leadership Group Meeting

December 08, 2011

5:00PM

Town Hall, Faulkner Hearing Room

Bart Wendell Facilitating

----- Agenda Topics -----		
		<u>Comments</u>
1. Call to Order	Bart Wendell	
2. Approval of Minutes of 11/10/2011	General Discussion	
3. Update on FY12 Revenue	Steve Ledoux/Steve Mills	
4. Review of ALG Spreadsheet a) Review Revenue and Expense Projections b) Reserve Use Discussion c) OPEB Discussion d) Tax to Max Discussion	Don Aicardi/General Discussion	
5. Update on Gant Chart	Mike Gowing	
6. Update on Minuteman Tech	Doré Hunter	
7. Adjourn		

**PLEASE NOTE THE CHANGE OF TIME FROM 7:30 a.m. TO 5:00 p.m.**

# 2  
12/8/11

**Acton Leadership Group**  
**November 10, 2011 – 7:30 AM**  
**Acton Town Hall**

**Present:** John Murray, Don Aicardi, Doug Tindal, Dore Hunter, Xuan Kong, Mike Gowing, Steve Ledoux, Pam Harting-Barrat; Pat Clifford  
Bart Wendell, Jo-Ann Berry

**Audience:** Pat Clifford, Janet Adachi, Clint Seward, Charlie Kadlec, Mary Ann Ashton, Bob Ingram, Allen Nitschelm

**Call to order: 7:30AM**

**Approval of Minutes:** approved with spelling correction in Paulina Knibbe's name

**Mediator Discussion:** Bart cannot make meetings at this hour. For to health reasons he needs to simplify his schedule. It was decided to keep meetings on the same dates as scheduled but to change the time to 5:00PM. This will work for those who will have to come from work in other towns as well as for Bart.

**Discussion of no substitution rule:** The last meeting did not have quorum due to absence of regular finance committee members. Chairman Bill Mullin is working to adjust his schedule but in the meantime the fincom would rather have clerk and vice chair represent them, providing continuity. This would be a long term position to provide continuity and two representatives. All others agreed that this was a good solution, especially since each meeting is progressively compressed as the budget development process works toward town meeting. If Mullin can adjust his schedule soon he will attend, but otherwise it will be fincom clerk Pat Clifford.

**Update on FY12 Revenue:** Steve Ledoux reported that a supplemental budget passed by legislature, gives Acton about \$85K in local aid as one time revenue. Otherwise things are going as planned except for weather events: Irene and snow storm. There are struggles with nursing service which may need a cash infusion this year with the hope to at least have it limp along until annual town meeting. Will be discussing and developing policy on what the level of support will be for nursing service going forward.

**ALG Spreadsheet:**

Don Aicardi & John Murray: review of memo

Ch 70 assumptions: seeing enrollment drops, inflation factor 2.5% (assumed), end of January before number released from state, Patrick administration has always fully funded Ch70 and the, general consensus among school finance people is to assume full funding, based on this history. Skepticism is on cherry sheet numbers which rely on lottery and sales tax revenue.

Reserve balance sheet revamped – don't forecast Free Cash (FC) or the region's Excess & Deficiency (E&D), stay with certified amounts. FC and E&D go to 0 on July 1 until recertified. Regional schools

believe they have hit 5% limit (pre-audit) and the excess must be returned to towns by law. Once E&D submittal has been made to DOR, the district will be directed to return overage to towns. The method will be to charge less on bills to towns and that will go into free cash calculation – Acton portion estimated at \$250,000. Spreadsheet artificially overestimates availability E&D. Flow from E&D will not be in FC in FY12. What is the timeline? DOR can't say when certification will be complete – early next year is best guess. \$2.2M is gross amt DOR will certify and they will say that the limit is \$1.9M. Once we have certified balances section D on the spreadsheet will be revised. Prefer to reflect certified amount. Brief discussion of presentation vs math concerns. It will be noted on sheet that the excess is removed.

FY11 numbers will be adjusted when we get the audit. FY12 numbers will be adjusted when recap complete. Debt is decreasing.

Schools have received level service numbers from departments at approximately 3.1% increase. Long range planning is almost complete and looking at investments not done in last few years for an additional 2% increase. Working on scrubbing level service number to try to get it down and try to fund some elements of long range plan investments. For now, carrying 5% increase with \$2.6M to balance FY13. No split yet calculated.

Are we taxing to the limit? Currently tax relief is coming from reserves, which are in good position. Should untaxed capability be added back? Will we be taxing to the limit?

Does committee agree with expense levels?

Kong feels comfortable with revenue assumptions and that expenses need to be above level service with the assumption that 2% is approx where school committee is looking to increase for investment. Gowing noted that the selectmen won't see manager's budget proposal until December. He is comfortable with way we are proceeding, but number may change due to the items noted: fuel costs, utilities, paving costs, nursing service, and there are several capital projects that are being considered. Clifford and Tindal feel that there is too much use of reserves. The finance committee has not discussed taxing to the levy limit, but it is doubtful that there will be a unanimous vote. Other Post Employment Benefits (OPEB) needs to be funded at some level (\$2M?). Gowing agreed and added that any "found" money should be put into unfunded liability, i.e. \$85K from state aid. That will come at cost of capital which will need to be addressed.

Members need to go back to boards on reserves, OPEB, tax to max with response to ALG for next time.

**Update on regional district school study committee** to explore full regionalization with Boxborough. Full regionalization will need to have costs savings, positive impact on education, and with one administration instead of 3, an understanding of what the savings would be. Just started process. The group plans to present at both town meetings in the spring. With positive votes will proceed to draft regional agreement, if either town votes against the process will stop. If both towns agree could potentially start as one district in Fall 2013.

Discussion of Gantt Chart: Send any comments or questions to Mike Gowing.

Dore Hunter: update on Minuteman building process: on agenda for this week's meeting vote to establish a stabilization fund, school building committee formed and starting to work, looking toward inviting other towns to join district.

Doug Tindal reported votes of Fincom to recommend adoption of Ch 69, and to include 45 day discussion period at the start of the process to allow everyone to understand.

**Adjournment: 9:03**

**Next meeting at December 8 at 5:00PM**

Respectfully submitted,

Jo-Ann Berry





**MINUTEMAN**  
A REVOLUTION IN LEARNING

#6  
12/8/11

November 29, 2011

Dear Town Official:

The Minuteman School Committee would like to express its gratitude to the sixteen member towns of the Minuteman Regional School District for their ongoing support of the high school and the programs it offers. The students served by the school obtain not only job training and valuable certifications, but the academic skills that will allow them to attend college if that is their choice. We are fortunate to have sixteen member towns that all appreciate the need for the school to undertake a major capital project in the near future, both to modernize the educational space and to proactively repair the facility to forestall a cascading failure scenario that would be very costly for the towns. We have heard on several occasions that we have unanimous support for the need to renovate our facilities and campus to meet the future needs of our students. The School Committee appreciates this and thanks you all.

The Minuteman School Committee and several advisory groups have been studying the capital apportionment section of the existing Regional Agreement since November of 2008. All sixteen member towns must agree on any changes, according to the existing Regional Agreement that governs the district.

In January 2010, the School Committee appointed a Regional Agreement Task Force to make recommendations on changes to the Regional Agreement that would benefit the current member districts and the education of current and future students. This Task Force of highly respected and qualified representatives from most of the member towns made several recommendations for changing the Regional Agreement, including a review of dozens of models for the apportionment of capital costs. The task of developing such a model is Herculean and requires the collaboration of many well-informed and skilled people. They proposed a solution in November of 2010 which unfortunately did not gain universal acceptance by the member towns.

The Task Force then brought forward another model, approved by the School Committee as "Model B." The School Committee accepted Model B as a practical solution to the capital apportionment on June 14, 2011, learning shortly thereafter that Model B was not acceptable to some of the member towns.

Subsequently, the Superintendent engaged the town managers and town administrators from many of the member towns to advise him as to possible alternative solutions that would be acceptable to all of the member town meetings. The town managers joined in the effort to find acceptable modifications to the capital apportionment model and have demonstrated exemplary service to their communities and to the District. We count ourselves very fortunate to have such dedicated friends of Minuteman working along with us. The School Committee thanks them for their service and their advice to Superintendent Bouquillon.

Based on the work of the Town Managers, the Superintendent recommended "Model E" to the School Committee as a potential capital apportionment solution. In deliberations at the School Committee meeting on November 15, 2011, it became clear that this most recent proposal for revising the capital apportionment section of the Regional Agreement will not yet be accepted by all the member towns. Based on this, the School Committee has taken no action on Model E. The School Committee will continue to work under the existing Regional Agreement until changes can be agreed to by the 16 towns.

In addition, the District is exploring the possibility of expanding to include more member communities, including the possibility of adding a city. There are unknown Regional Agreement modifications that might be required should a city wish to join.

The School Committee recommends the following approach to bringing the situation regarding the Regional Agreement to a resolution:

- 1) Continue to operate under the existing Regional Agreement which is still in force, unless all 16 member towns agree to change it.
- 2) The District has studied the Regional Agreement without finding a way to change it at this time. The District will continue to review possible changes to the Agreement that can gain support in each and every one of the member town meetings, communicating with all sixteen member town governments when new models appear to be viable candidates.
- 3) Look for ways to add members to the Region, especially cities and towns that already send students to Minuteman.
- 4) Explore ways for the Commonwealth to allow the Minuteman district to receive greater MSBA reimbursement for out-of-district students.
- 5) Explore ways for the out-of-district cities and towns to pay their portion of the capital costs of a capital project.

The School Committee feels that it is time for the Minuteman Building Committee to start and complete the work on the MSBA Feasibility Study, which will provide some needed answers on the scope of the project, and at the same time for the School Committee to continue researching an acceptable solution to the capital apportionment section of the Regional Agreement. Both reports will be brought to the member Towns for their acceptance at their Town Meetings hopefully within a year or two. The only way this can happen is for all of us to be fully engaged in the process and continue to work openly together.

The School Committee is excited about this direction and we look forward to your support and involvement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alice DeLuca', with a long horizontal flourish extending to the right.

Alice DeLuca, Chair  
Minuteman District School Committee

CC: Selectmen  
Town Managers  
Finance Committee Chairs  
MM School Committee

**Town of Acton Multi-Year Plan**  
Prepared for Annual Town Meeting by the Acton Leadership Group

12/7/2011

Town of Acton Revenues					
	FY11 Based On Recap	FY12	FY13	FY14	FY15
<b>A. Revenues (GROSS)</b>					
Tax Levy (excluding debt exclusion)	\$62,108	\$63,622	\$66,420	\$68,522	\$70,676
State Aid	\$12,010	\$12,160	\$12,600	\$13,230	\$13,891
EdJobs (Acton share of APS & ABRSD for school use in FY13)	\$0	\$0	\$745	\$0	\$0
Local Receipts	\$3,788	\$3,980	\$3,980	\$4,080	\$4,182
Debt Exclusion	\$3,098	\$3,073	\$3,034	\$2,928	\$2,902
SBAB Reimbursement	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009
Total Revenues (including debt)	\$82,012	\$83,844	\$87,788	\$89,768	\$92,660
<b>B. Debt Exclusion Debt Service</b>					
APS School Debt Exclusion	\$619	\$611	\$615	\$614	\$616
Public Safety Facility Debt Exclusion	\$394	\$483	\$473	\$462	\$451
Municipal Debt Exclusion	\$492	\$378	\$343	\$244	\$230
JHS/SHS Debt Exclusion	\$1,593	\$1,601	\$1,604	\$1,608	\$1,605
SBAB Reimbursement-Parker/Damon	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009
Total Debt Exclusion/SBAB	\$4,107	\$4,082	\$4,043	\$3,937	\$3,911
<b>C. Available Town Revenues (NET) (A - B)</b>	<b>\$77,905</b>	<b>\$79,762</b>	<b>\$83,745</b>	<b>\$85,831</b>	<b>\$88,749</b>
Town of Acton Expenditures					
Town of Acton Municipal Budget	\$24,545	\$25,061	\$25,936	\$28,136	\$29,619
Nursing Enterprise Fund Tax Subsidy	\$0	\$0	\$600	\$0	\$0
Transportation Enterprise Fund Tax Subsidy	\$0	\$75	\$246	\$0	\$0
FY11 ATM Article 13 (April 2010) & STM (June 2010)	\$151	\$0	\$0	\$0	\$0
FY11 Acton Municipal Capacity Not Utilized	(\$11)	\$0	\$0	\$0	\$0
+ Transfer to Acton Municipal for APS Debt	\$309	\$309	\$203	\$198	\$132
+ Transfer to Acton Municipal for COPS	\$70	\$72	\$0	\$0	\$0
Total Municipal Allocation	\$25,064	\$25,517	\$26,985	\$28,334	\$29,751
Percentage change year-to-year		1.81%	5.75%	5.00%	5.00%
Acton Public Schools Allocation	\$26,289	\$26,495	\$27,479	\$28,442	\$29,940
- Transfer to Acton Municipal for APS Debt	(\$309)	(\$309)	(\$203)	(\$198)	(\$132)
- Transfer to Acton Municipal for COPS	(\$70)	(\$72)	\$0	\$0	\$0
Total APS Allocation	\$25,910	\$26,114	\$27,276	\$28,640	\$30,072
Percentage change year-to-year		0.79%	4.45%	5.00%	5.00%
Town of Acton Portion of ABRSD Allocation	\$28,849	\$29,207	\$31,096	\$32,650	\$34,283
Percentage change year-to-year		1.24%	6.47%	5.00%	5.00%
Total Minuteman Allocation	\$608	\$777	\$812	\$849	\$887
Percentage change year-to-year		27.80%	4.50%	4.50%	4.50%
Non-Recurring Expenses from Special Town Meeting Votes		\$0	\$0	\$0	\$0
Oct 25 2010 Caouette Land Purchase	\$170				
Oct 12 2010 Caouette Land Purchase	\$257				
June 14 2010 FY09-10 Fire	\$86				
Article 23 ATM Bridge Work	\$210				
Article 12 Police Sup Past Due	\$31				
<b>D. Town of Acton Expenditures (NET)</b>	<b>\$81,184</b>	<b>\$81,615</b>	<b>\$86,169</b>	<b>\$90,473</b>	<b>\$94,993</b>
<b>E. Subtotal Town of Acton Projected Balance</b>	<b>(\$3,279)</b>	<b>(\$1,853)</b>	<b>(\$2,424)</b>	<b>(\$4,642)</b>	<b>(\$6,243)</b>
<b>F. Use of Reserves (TOTAL)</b>	<b>\$3,278</b>	<b>\$1,853</b>	<b>\$1,892</b>	<b>\$2,052</b>	<b>\$2,052</b>
<b>G. Total Town of Acton Projected Balance</b>	<b>(\$1)</b>	<b>(\$0)</b>	<b>(\$532)</b>	<b>(\$2,590)</b>	<b>(\$4,191)</b>

Town of Acton - Tax Impact					
	FY11 Recap	FY12	FY13	FY14	FY15
Existing Valuation ('000s)	\$3,640,774	\$3,640,774	\$3,664,283	\$3,687,253	\$3,687,253
New Growth value ('000s)		\$23,509	\$22,969	\$22,354	\$22,354
Total Valuation ('000s)	\$3,640,774	\$3,664,283	\$3,687,253	\$3,709,606	\$3,709,606
Tax Rate	\$18.08	\$18.50	\$19.01	\$19.44	\$19.44
SF Value	\$500,492	\$500,492	\$500,492	\$500,492	\$500,492
SF Tax Bill	\$9,048	\$9,261	\$9,516	\$9,728	\$9,728
% Change	3.16%	2.35%	2.76%	2.23%	2.23%
\$ Change	\$277.08	\$212.66	\$255.18	\$211.93	\$211.93

Highly volatile numbers  
Subject to change

Updated ALG September 8, 2011

8 of 14

# Summary - Changes from Previous Version dated 7/20/11

12/7/11 6:00 PM

Location of Change (Sheet)	Subject Title	Amount	Explanation of why assumption changed	Date of Change	Proposer
Revenues-Local Receipts	Motor Vehicle Excise Tax	(\$40)	Revised FY12 Estimates Based on final FY11 estimates	20-Jul-11	John Murray
Revenues-Local Receipts	Fees	\$186	Revised FY12 Estimates Based on final FY11 estimates	20-Jul-11	John Murray
Revenues-Local Receipts	Investment Income	(\$20)	Revised FY12 Estimates Based on final FY11 estimates	20-Jul-11	John Murray
		<b>7/20/2011 Meeting</b>			
		<b>\$126</b>			
Acton FY12 Cherry Sheet-Revenues	Chapter 70	\$104	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Revenues	Charter Tuition Reimbursements	(\$0)	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Revenues	School Lunch	\$1	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Revenues	Unrestricted General Government Aid	\$110	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Revenues	Police Career Incentive	(\$10)	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Revenues	Veterans Benefits	\$2	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Revenues	Exemptions: Vets, Blind, Surviving Spouses & Elderly	\$2	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Revenues	State Owned Land	\$5	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Revenues	Public Libraries	\$1	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
		<b>7/20/2011 Meeting</b>			
		<b>\$214</b>			
Acton FY12 Cherry Sheet-Charges	Mosquito Control Projects	\$1	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Charges	Air Pollution Districts	\$0	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Charges	Metropolitan Area Planning Council	\$0	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Charges	RMV Non-Renewal Surcharge	\$0	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Charges	MBTA	\$2	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Charges	Regional Transit	\$0	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Charges	School Choice Sending Tuition	(\$5)	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
Acton FY12 Cherry Sheet-Charges	Library and School Lunch Direct Aid (Cherry Sheet Offsets)	(\$2)	Reflecting Final Acton FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
		<b>7/20/2011 Meeting</b>			
		<b>(\$2)</b>			
ABRSD FY12 Cherry Sheet-Revenues	Chapter 70	\$111	Reflecting Final ABRSD FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
ABRSD FY12 Cherry Sheet-Revenues	Regional School Transportation	\$70	Reflecting Final ABRSD FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
ABRSD FY12 Cherry Sheet-Revenues	Charter Tuition Reimbursements	\$4	Reflecting Final ABRSD FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
ABRSD FY12 Cherry Sheet-Revenues	Charter School Sending Tuition	(\$14)	Reflecting Final ABRSD FY12 Cherry Sheets (released July 11, 2011)	20-Jul-11	Don Aicardi
		<b>7/20/2011 Meeting</b>			
		<b>\$172</b>			
	Revenues Increase/(Decrease) since last meeting?	\$510			
ABRSD FY13 Cherry Sheet-Revenues	Chapter 70	\$61.9	Reflects % Change for Acton Portion of AB Revenue from 79.81% to 80.67%	11/22/2011	Don Aicardi
ABRSD FY13 Cherry Sheet-Revenues	Charter Tuition Reimbursements	\$0.4	Reflects % Change for Acton Portion of AB Revenue from 79.81% to 80.67%	11/22/2011	Don Aicardi
ABRSD FY13 Cherry Sheet-Revenues	Charter School Sending Tuition	(\$3.0)	Reflects % Change for Acton Portion of AB Revenue from 79.81% to 80.67%	11/22/2011	Don Aicardi
Town of Acton Municipal Budget	+ Transfer to Acton Municipal for APS Debt	(\$106.0)	Reflects drop in APS Debt After FY12	11/22/2011	Don Aicardi
Acton Public Schools Allocation	+ Transfer to Acton Municipal for APS Debt	\$106.0	Reflects drop in APS Debt After FY12	11/22/2011	Don Aicardi
Town of Acton Portion of ABRSD Allocation	Acton Portion of APS	\$418.0	Reflects % Change for Acton Portion of AB Expenditures from 79.81% to 80.67%	11/22/2011	Don Aicardi
Reserves	Acton Portion of Certified E&D	\$6	Reflects % Change for Acton Portion of AB Revenue from 79.81% to 80.67%	11/22/2011	Don Aicardi
Acton FY13 Cherry Sheet-Revenues	Chapter 70	\$213	Reflects change in Foundation Budget formula for Inflation Factor from 2.5% to 3.6%	12/2/2011	Don Aicardi
ABRSD FY13 Cherry Sheet-Revenues	Chapter 70	\$100	Reflects change in Foundation Budget formula for Inflation Factor from 2.5% to 3.6%	12/2/2011	Don Aicardi
ABRSD & APS FY13 Federal Grants	EdJobs	\$19	Reflects final EdJobs number due to additional \$2.9 million made available	12/5/2011	Don Aicardi

12/7/11

**Revenues****Tax Levy**

Base	\$ 61,044	\$ 63,019	\$ 65,020	\$ 67,070	\$ 69,172
Used Levy Capacity	(293)	(798)			
2 1/2%	\$ 1,526	\$ 1,575	\$ 1,625	\$ 1,677	\$ 1,729
New Growth	\$ 449	\$ 425	\$ 425	\$ 425	\$ 425
Prior Year Overlay Deficit	\$ (6)				
Overlay	\$ (612)	\$ (600)	\$ (650)	\$ (650)	\$ (650)
<b>Total Tax Levy (excluding debt exclusion)</b>	<b>\$ 62,108</b>	<b>\$ 63,622</b>	<b>\$ 66,420</b>	<b>\$ 68,522</b>	<b>\$ 70,676</b>
<b>Debt Exclusion</b>	<b>\$ 3,098</b>	<b>\$ 3,073</b>	<b>\$ 3,034</b>	<b>\$ 2,928</b>	<b>\$ 2,902</b>
<b>Total Tax Levy (including debt exclusion)</b>	<b>\$ 65,206</b>	<b>\$ 66,695</b>	<b>\$ 69,455</b>	<b>\$ 71,450</b>	<b>\$ 73,578</b>

**Tax Impact**

	FY11 Recap	FY12	FY13	FY14	FY15
Existing Valuation ('000s)	\$ 3,640,774	\$ 3,640,774	\$ 3,664,283	\$ 3,687,425	\$ 3,709,780
New Growth value ('000s)		\$ 23,509	\$ 23,142	\$ 22,355	\$ 21,868
Total Valuation ('000s)	\$ 3,640,774	\$ 3,664,283	\$ 3,687,425	\$ 3,709,780	\$ 3,731,647
Tax Rate	\$ 18.08	\$ 18.37	\$ 19.01	\$ 19.43	\$ 19.89
		1.59%	3.52%	2.23%	2.35%
SF Value	\$ 500,492	\$ 500,492	\$ 500,492	\$ 500,492	\$ 500,492
SF Tax Bill	\$ 9,048	\$ 9,192	\$ 9,515	\$ 9,727	\$ 9,956
% Change		1.59%	3.52%	2.23%	2.35%
\$ Change		\$ 144	\$ 324	\$ 212	\$ 229

12/7/11

**Debt Exclusion & SBAB Income**

Debt on APS  
 \* on JHS/SHS  
 Principal Debt Incurred  
 Debt on PSF  
**Total Debt Exclusions**

**SBAB Reimbursement - Parker Damon**

**Total Debt Exclusions + SBAB Reimb**

FY11 Recap	FY12	FY13	FY14	FY15
\$619	\$611	\$615	\$614	\$616
\$1,593	\$1,601	\$1,604	\$1,608	\$1,605
\$394	\$378	\$343	\$244	\$230
\$492	\$483	\$473	\$462	\$451
<b>\$3,098</b>	<b>\$3,073</b>	<b>\$3,034</b>	<b>\$2,928</b>	<b>\$2,902</b>
<b>\$1,009</b>	<b>\$1,009</b>	<b>\$1,009</b>	<b>\$1,009</b>	<b>\$1,009</b>
<b>\$4,107</b>	<b>\$4,082</b>	<b>\$4,043</b>	<b>\$3,937</b>	<b>\$3,911</b>

\$2,481

# Revenues

## State Aid

Cherry Sheet

Regional Revenue (Acton Share)

Total State Aid

	FY10 Recap	FY12	FY13	FY14	FY15
\$	6,261	\$ 6,275	\$ 6,448	\$ 6,770	\$ 7,109
\$	5,749	\$ 5,885	\$ 6,152	\$ 6,460	\$ 6,783
\$	12,010	\$ 12,160	\$ 12,600	\$ 13,230	\$ 13,891

Assumes Full Fo

5%

\$258,167

	FY09 Cherry Sheet	FY10 Cherry Sheet	FY11 Cherry Sheet	FY12 Cherry Sheet FINAL	FY13 Estimate
Acton					
Chapter 70	\$5,228,141	\$5,123,578	\$5,160,527	\$5,188,231	\$5,446,398
SFSF Stimulus	\$0	\$357,131			\$0
Subtotal Ed Aid	\$5,228,141	\$5,480,709	\$5,160,527	\$5,188,231	\$5,446,398
Charter Tuition Reimbursements	\$11,331	\$5,967	\$3,880	\$9	\$9
School Lunch	\$12,013	\$12,013	\$9,996	\$11,212	\$11,212
Lottery, Beano & Charity Games	\$1,484,039	\$0	\$0	\$0	\$0
General Fund Supplemental to Hold Harmless Lottery	\$227,222	\$0	\$0	\$0	\$0
Additional Assistance	\$29,696	\$0	\$0	\$0	\$0
Unrestricted General Government Aid	\$0	\$1,232,453	\$1,183,155	\$1,097,608	\$1,097,608
Unrestricted General Government Aid-Supplemental	\$0	\$0	\$0	\$85,547	\$0
Police Career Incentive	\$118,000	\$18,748	\$9,245	\$0	\$0
Veterans Benefits	\$8,286	\$20,782	\$35,498	\$42,560	\$42,560
Exemptions: Vets, Blind, Surviving Spouses & Elderly	\$38,932	\$37,687	\$38,099	\$36,566	\$36,566
State Owned Land	\$62,997	\$56,752	\$51,904	\$53,760	\$53,760
Public Libraries	\$33,363	\$25,937	\$25,729	\$25,780	\$25,780
Subtotal-Other	\$2,025,879	\$1,410,339	\$1,357,506	\$1,353,042	\$1,267,495
Mosquito Control Projects	(\$52,897)	(\$53,264)	(\$52,842)	(\$54,053)	(\$54,053)
Air Pollution Districts	(\$6,571)	(\$6,601)	(\$6,749)	(\$7,048)	(\$7,048)
Metropolitan Area Planning Council	(\$6,034)	(\$6,159)	(\$6,270)	(\$6,461)	(\$6,461)
RMV Non-Renewal Surcharge	(\$8,820)	(\$9,740)	(\$8,860)	(\$14,520)	(\$14,520)
MBTA	(\$107,610)	(\$108,703)	(\$107,508)	(\$107,395)	(\$107,395)
Regional Transit	(\$22,908)	(\$23,481)	(\$24,068)	(\$24,670)	(\$24,670)
Special Education	\$0	(\$1,056)	\$0	\$0	\$0
School Choice Sending Tuition	(\$15,000)	(\$7,650)	(\$15,000)	(\$15,000)	(\$15,000)
Subtotal-Less Assessments	(\$219,840)	(\$225,654)	(\$221,297)	(\$229,147)	(\$229,147)
Library and School Lunch Direct Aid (Cherry Sheet Offsets)			(\$35,725)	(\$36,992)	(\$36,992)
Net Cherry Sheet-Town of Acton	\$7,034,180	\$6,665,394	\$6,261,011	\$6,275,134	\$6,447,754
Acton-Boxborough					
Chapter 70	\$5,413,736	\$5,305,461	\$5,492,159	\$5,622,000	\$5,888,910
Regional School Transportation	\$622,353	\$488,864	\$479,959	\$513,212	\$513,212
Charter Tuition Reimbursements	\$113,901	\$63,297	\$87,963	\$34,542	\$34,542
Charter School Sending Tuition	(\$328,937)	(\$281,507)	(\$311,279)	(\$284,542)	(\$284,542)
School Choice Sending Tuition					
Net Cherry Sheet-Acton Portion of Acton/Boxborough	\$5,821,053	\$5,576,115	\$5,748,802	\$5,885,212	\$6,152,122

\$172,620

Percentage of  
Acton Portion  
80.67%  
81.0%  
80.67%  
80.67%

\$266,910



Revenues	FY11 Recap	FY12	FY13	FY14	FY15
Local Receipts					
Excise Taxes	\$ 2,515	\$ 2,600	\$ 2,600	\$ 2,665	\$ 2,732
Fees	\$ 999	\$ 1,210	\$ 1,210	\$ 1,240	\$ 1,272
Miscellaneous Non-Recurring	\$ 84	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 190	\$ 170	\$ 170	\$ 174	\$ 179
Total Local Receipts	\$ 3,788	\$ 3,980	\$ 3,980	\$ 4,080	\$ 4,182

9/7/2011  
Preliminary  
FY11 Actual

Variance to  
FY12 Projected?

	FY08 Recap	FY09 Recap	FY10 Recap	FY11 Recap	
Motor Vehicle Excise	\$2,690,300	\$2,865,000	\$2,514,503	\$2,514,503	\$2,599,394
Penalties and Interest on Taxes and Excises	\$140,200	\$180,000	\$148,573	\$148,573	
Payments In Lieu of Taxes	\$11,500	\$11,500	\$11,934	\$11,934	
Other Charges For Services	\$115,800	\$125,000	\$23,779	\$23,779	
Fees	\$338,100	\$360,000			
Misc	\$0	\$0	\$37,050	\$0	
Other Departmental Revenue	\$93,100	\$135,000	\$765,587	\$667,872	
Licenses and Permits	\$177,700	\$200,000			
Fines and Forfeits	\$127,600	\$160,000	\$146,812	\$146,812	
Fees	\$1,004,000	\$1,171,500	\$1,133,735	\$998,971	\$1,210,243
Investment Income	\$723,700	\$360,750	\$190,210	\$190,210	\$170,652
Miscellaneous Non-Recurring	\$0	\$0	\$0	\$83,919	\$718,435
Local Receipts-TOTAL	\$4,418,000	\$4,397,250	\$3,838,448	\$3,787,603	\$4,698,724

FY12 Projected	FY13 Projected
\$2,600,000	\$2,600,000
\$148,573	\$148,573
\$0	\$0
\$23,779	\$23,779
\$0	\$0
\$0	\$0
\$891,080	\$891,080
\$146,811	\$146,811
\$1,210,243	\$1,210,243
\$170,000	\$170,000
\$0	\$0
\$3,980,243	\$3,980,243

\$0

\$0

\$0

\$0

### A. Beginning Reserve Position

Certified Free Cash From Last Fully Completed Fiscal Year  
Free Cash Voted Oct. 12, 2011 STM Vote  
Free Cash Voted Oct. 25, 2011 STM Vote  
Free Cash Voted Nov. 30, 2011 STM Vote

	For FY12 Use (thru June 30, 2010 close)	For FY13 Use (generated thru FY11 close)	For FY14 Use Estimated	For FY15 Use Estimated
	\$4,650 (\$257) (\$170)	\$5,933	\$5,555	\$4,893
<b>Subtotal Certified Free Cash</b>	<b>\$4,224</b>	<b>\$5,933</b>	<b>\$5,555</b>	<b>\$4,893</b>
NESWC Available Balance	\$2,435	\$1,859	\$1,468	\$943
Action Portion of Certified E&D from Last Fully Completed Fiscal Year	\$1,366	\$1,507	\$1,197	\$882
<b>Total- Beginning Reserve Position</b>	<b>\$8,025</b>	<b>\$9,300</b>	<b>\$8,220</b>	<b>\$6,718</b>

### B. Actual Annual Use Of Reserves Used In Budget

Certified Free Cash  
ANTICIPATED-Certified Free Cash for Nursing Enterprise at April, 2012 Town Meeting  
NESWC  
Action Portion of Certified E&D

	FY12 Budget-FINAL	FY13 TBD	FY14 Estimated	FY15 Estimated
	\$1,000 \$0 \$576 \$277	\$680 \$200 \$391 \$621	\$912 \$0 \$525 \$615	\$912 \$0 \$525 \$615
<b>Total- Actual Annual Use of Reserves Used In Budget</b>	<b>\$1,853</b>	<b>\$1,892</b>	<b>\$2,052</b>	<b>\$2,052</b>
Annual Percentage Of Reserves Used to Support Annual Budget?	2.27%	2.20%	2.27%	2.16%

### C. Assumption of Reserve Replenishment Generated In Prior Fiscal Year

Townwide Fiscal Year Turnbacks & Excess Revenues  
Town Savings from Reducing Action Portion for ABRSD By Close of FY12 (5% Cap)  
Unused Warrant Articles, Land Titles  
NESWC  
Anticipation of Returning Action Portion of ABRSD E & D By Close of FY12 (over 5% Cap)  
ABRSD Fiscal Year Turnbacks-Action Portion

	(thru June 30, 2011 close)	(thru June 30, 2012 close)	(thru June 30, 2013 close)	(thru June 30, 2014 close)
	\$2,709 \$0 \$0 \$0 (\$253) \$672	\$250 \$252 \$0 \$0 \$0 \$311	\$250 \$0 \$0 \$0 \$0 \$300	\$250 \$0 \$0 \$0 \$0 \$300
<b>Total- Assumption of Reserve Replenishment</b>	<b>\$3,128</b>	<b>\$813</b>	<b>\$550</b>	<b>\$550</b>

### D. Year End Available Balance (A Minus B Plus C)

Free Cash  
NESWC  
DOR Certified E&D Available Balance-Action Portion  
Total-Year End Available Balance

	Thru Close of FY11; (Available for FY13)	Thru Close of FY12; (Available for FY14)	Thru Close of FY13; (Available for FY15)	Thru Close of FY14; (Available for FY16)
	\$5,933 \$1,859 \$1,507	\$5,555 \$1,468 \$1,197	\$4,893 \$943 \$882	\$4,231 \$418 \$567
<b>Total-Year End Available Balance</b>	<b>\$9,300</b>	<b>\$8,220</b>	<b>\$6,718</b>	<b>\$5,216</b>
Projected Year End Available Balance As A Percentage of Annual Budget?	7.87%	9.78%	7.76%	

## ALG Minutes 12/08/11 draft

Present: Bart Wendell, facilitator; Mike Gowing, Pam Harting-Barat, BoS; John Petersen, Xuan Kong, SC; Doug Tindal, Pat Clifford, FC; Dore Hunter, MMT; Steve Ledoux, John Murray, Steve Mills and Don Aicardi, staff.

Audience: Kim McCosker, SC, Steve Noone, Clint Seward, FC; Allen Nitschelm, Richard Calandrella & Chas. Kadlec, AVG.

1. Minutes of 11/10/11 were accepted with one minor typo correction and the addition of OPEB, after Ch.69.

### 3. Update of FY 12 revenue

Steve M: In the past the schools have used the federal stimulus money to pay forward bills. This has worked and allowed the schools to return money to reserves. With the current trending of the budgets things will be much tighter and there will not be the \$4-500k so they will not be paying bills forward. Last week AB was \$300k to the good and APS a bit less.

Steve L: Take our information from the spreadsheet. Rep. Cory Atkins told him to expect a 10% cut in local aid. He has not heard this information from any other source.

Mike suggested people look at the report from the Mass Taxpayers Association

Bart: Any Comments?

John P asked if it was difficult to get into the budget hearings at the Gardner Auditorium (State House) He was told that they are usually packed & to get there early.

Pat C: Asked if the 10% number included school aid. No one knew.

### 4. Review of ALG spreadsheet –Don & John M

a. review of revenue & expense projections b. Reserve use discussion c. OPEB discussion d. Tax to the max discussion

Extra info: Town of Acton multi-year plan (ALG plan) & percentage change detail for municipal budget.

Don explained that he & John M. have worked together on the plan. He started to delineate the changes from last meeting.

As requested: the reconciliation of the debt shift from APS to the town \$390k---was carried forward for FY 13, 14 & 15

The APS number is not hard---it will come for the Jan. sheet---estimate for level service will be @ \$150k which is a 4% increase

Acton's portion of AB has changed due to the changes in enrollment averages. The shift has lowered Boxboro's portion, Acton has to assume a \$300k increase. The APS numbers are in flux & are being "scrubbed"

Municipal---detail sheet: John M: a 3.5% increase; approximately \$600k for nursing service---\$200k for this year, \$400k for FY 13

Transportation enterprise fund: tax subsidy is going away cost will go from \$75k to \$246k; it all adds up to 5.75%---less than level service. Not included is the \$ 700k request for four patrol officers; capital bonding could ease the situation. The two big drivers are nursing service and transportation. Reserves will be \$200k higher for nursing service.

Don: Districts have opportunity for \$3m in Ed Jobs money. Reserves for APS/AB is \$19k higher

Page 3 Full tax to capacity---\$798k under

JM: DOR did not certify values---BOS vote on classification was not held

SL: The DOR has certified only 140 or the 350 towns

Pat will we try to capture the unused levy capacity?

JM The anticipation is to go to the full limit as well as unused capacity

Don (back to school revenues) We are showing an \$85k supplemental from lotteries--- do not count on it in FY 13. For Ch. 70 we are assuming that the Gov. will fully fund at the Foundation amount for APS/AB—inflation factor is important. Roger Hatch (DOE) confirmed that inflation will go from the 2.5% we are now using to 3.6%

Reserve page: Town Meeting votes were used; using anticipated free cash —also includes the \$200k for Nursing Service; beginning reserve position \$9.3; use \$1.892m; replenishment \$813k---leaving \$8,220m

Took \$253k to return to Boxboro

Bart: any questions about reserve use? There were general kudos for the work done by Don & John M

Don asked about the need for a Minuteman Tech line & it was agreed to add one to the spreadsheet. The assessment for Acton is @\$30k.

Pat: asked that the amount of the HIT reserve be indicated---as it acts as a subsidy for all budgets

#### b. Reserve Use

Xuan—APS is “comfortable with \$2m use of reserves rather than the \$1m suggested by the FC)—there is a lot of catching up to do. OPEB is a big liability APS has no concrete position

JP: OPEB is on the agenda, I do hope the FC has finished their analysis, then we can figure out what needs to be done [take it back to boards]

Doug T.FC feels that the question of sustainability [of the budgets] needs to be discussed. We are really dealing with free cash/E&D---NESWC is ½ gone—reserves are more like a “slush fund.” How much money do we reliably have every year that we can call reserves? The FC thinks we need to slow down and deal with some of the big number problems. How much is enough for OPEB--\$5m /year? Will the State [come to the rescue] and restructure the problem. Can we afford to take \$5m from an \$80m budget? The FC has said that doing nothing is wrong; fund in the short term; find a number [amount] we can live with now & escalate that as we come out of the recession. The FC is “politically cognizable” that \$500k is 1/10 of what we need but it is wrong to do nothing. Our message is to slow down [in spending] & think about sustainability of the budget---the real problems will come next year.

JP: question: use of reserves or net use of reserves—will the \$500k come from the \$1m?

DT: the whole is \$1.5m---I don’t want to get down into the weeds there are lots of things the FC thinks are out of control.

Bart: Is the question \$2m or \$1.5m use of reserves?

There was a discussion about the level of reserve use.

\*\*\*\*It was agreed that ALG members would discuss the levels with their boards as well as the OPEB liability. It was also agreed that somewhere OPEB should be added to the spreadsheet on its own back page and become an action item on future ALG agendas.

JP suggested that the Town follow Bob Evan’s (of FC) suggestion & invest the money in accounts where there was a decent rate of return.

Pat. C said that trust funds were statutorily defined and they were limited to where the money could be placed

Steve L suggested that there might need to be some PR about the OPEB well before Town meeting so that voters know about the situation & it does not come as a surprise.

John P. Noted that the report for the OPEB liability had inflation at 10% where in fact it was 3%.

Bart noted the hour & asked what should be done in the last 20 minutes Bart suggested Tax to the Max & polled those at the table.

Steve M. wanted \$2m in reserve use not \$1.5—(tax to the max)

Pat the FC is OK with \$2.5 increase but not with recapturing the \$293k—we can recapture at a later time.

JP The schools have no position on OPEB so it could be \$0---but we do have uses for the additional capacity

JM: the plan with current expenses is \$2.4m in the hole. Because we budgeted for less in local aid than came in we expect \$5-\$800k of untaxed capacity

Xuan: for the past three years we have kept the budgets at level service. We have used the reserves based on the FC's recommendations. There are structural deficiencies that need to be addressed. I know how much it will cost but for the sake of the kid's education, we need to spend the money. OPEB has been accumulating for many years---trying to offset the costs by cutting current services---I am not sure that this is the best use of the tax money. Use an override to fund OPEB.

Doug: I agree with the sentiment ---every year we don't fund retirement from the money for current use we are just putting the costs on the future kid. The number is so big because we failed to fund it in the past.

Bart: are we going to need extra meetings? ---there was no agreement

Xuan: AB study committee wants to put a place holder on the warrant to get the sense of the Town meeting about regionalizing the lower schools. ---that was agreed

John M: Good news---Acton has been on Moody's watch list for a possible down grade. Yesterday they came back with the AAA rating.

Bart: Next meeting Jan 12 at 5 PM

There was unhappiness from the audience that for the second time, there was not a public comment period.

Bart apologized but said time ran out.

# **Long Range Financial Forecast**

**December 7, 2011**

Subcommittee  
Mary Ann Ashton  
Clint Seward  
Doug Tindal  
Steve Noone

1

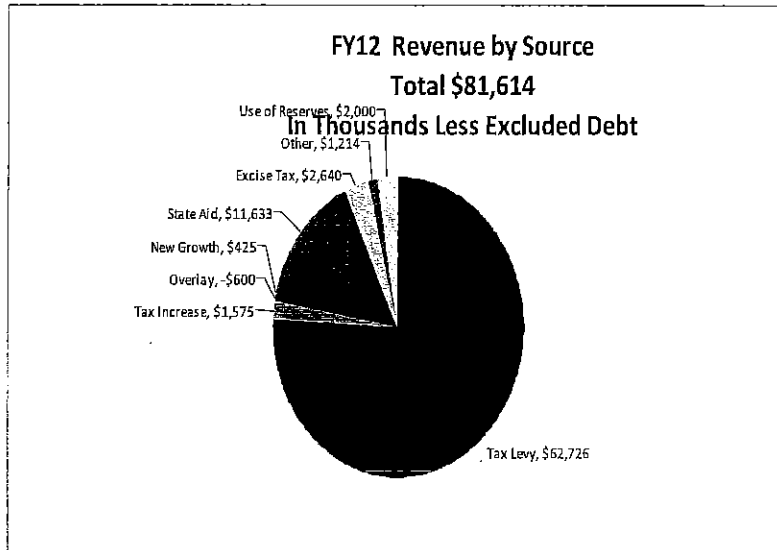
## **Description of the Issue**

- Our taxes represent the price of a basket of assets and services that are desired by the taxpayer, so our long-range planning should look at two things:
  - How do the costs of that basket behave over time?
  - Does the service level need to be adjusted?

Our work has produced a spreadsheet tool that can be used to model changes in future revenues and expenses. This tool, if adopted by the Finance Committee and the operating entities, will provide a means to evaluate choices that will be presented to Acton voters this year and in the future about how much revenue needs to be raised, how it could be spent, and how to best use our reserves prudently to close gaps between revenues and expenses.

2

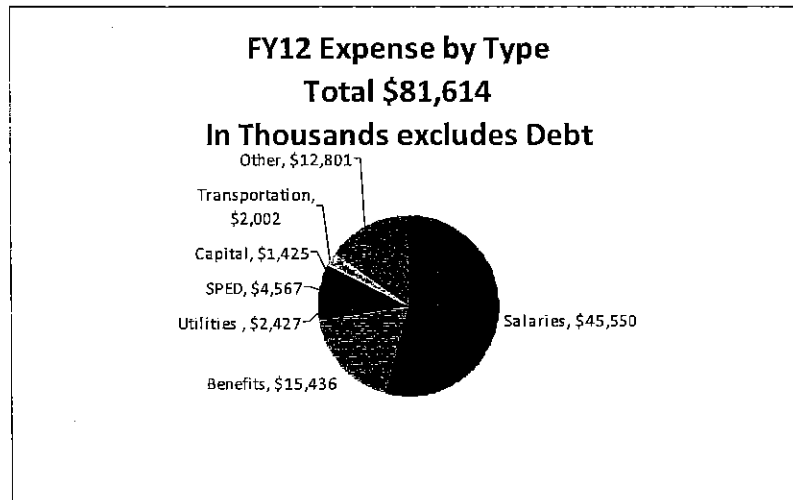
## Overview of Revenues



## Predictability of Revenues

- Volatility
  - More than three-quarters of our revenue comes from the tax levy. While tax revenue can vary year-to-year, the changes are not large and quite predictable. We generally assume taxes will go up by 2½ percent.
  - Another 2 percent of total revenue comes from the Proposition 2½ percent increase on the previous year's base, which is a highly predictable number.
  - Reserves, new growth, and excise tax account for another 6 percent and we have a good history for predicting those. **All together the predictable and not terribly volatile items total 85 percent of our revenue.**
- State Aid
  - We spend a great deal of time trying to predict state aid, which accounts for 14 percent of our revenue. With the exception of 2008-2009 (when the Chapter 70 formula was changed), state aid has gradually increased over the last 30 years, with three periods of decline. More importantly for the past 20 years that pattern has been plus or minus 10 percent in terms of volatility.
  - Since state aid is 14 percent of the total **our potential error for total revenues is plus or minus 1.4 percent.**

## Overview of Expense



## Predictability of Expenses

- Salaries of union personnel are defined by collective bargaining agreements which typically last three years
- Health Insurance costs escalate every year but our opportunity to alter plan design (deductibles, copays, cost sharing) only occurs every three years as new collective bargaining agreements are negotiated.
- Capital spending for long lived assets occurs on a hit or miss basis as opposed to a planned replacement program



## Overview of Reserve Use

- The use of reserves (free cash and Regional Excess and Deficiency) has been trending upward. The routine practice of using reserves to plug the gap between revenues and expenses is possibly an indication that our current basket of services cost more than we are charging for it.
- Using reserves to cover recurring or operating costs has a place in the fiscal management of the town and schools. Since FY08 we have been using reserves to plug the gap between revenue and expense at a rate of about \$2 million per year.
- Limitations
  - First, there is a finite amount of reserves and this approach simply postpones the problem.
  - Second, it tends to minimize the size of the problem we are dealing with and thus we look for expedient measures to close the gap while all but ignoring longer term potentially more significant solutions.
  - Third, there are other uses for reserves other than smoothing budget gaps, such as major capital asset repairs or replacements, unanticipated major repair projects, or unfunded liabilities for post employment benefits.

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## Overview of Service Metrics

- A better approach to planning is to begin by reviewing our needs and validate that those are still the services and levels of service desired by the taxpayers.
- Then the next step would be to estimate the cost of those needs. Much of the information exists now but it is not integrated in a plan to be understood by boards and Town Meeting members.
- A thoughtful review of the current types of services and service levels will allow us to plan for expansions or contractions of services based on the needs of Acton's residents.
- In our model we've provided ways to analyze the cost of future services and future service levels and envision how these fit into the available revenues or assess what additional revenues would be required to provide for these services.

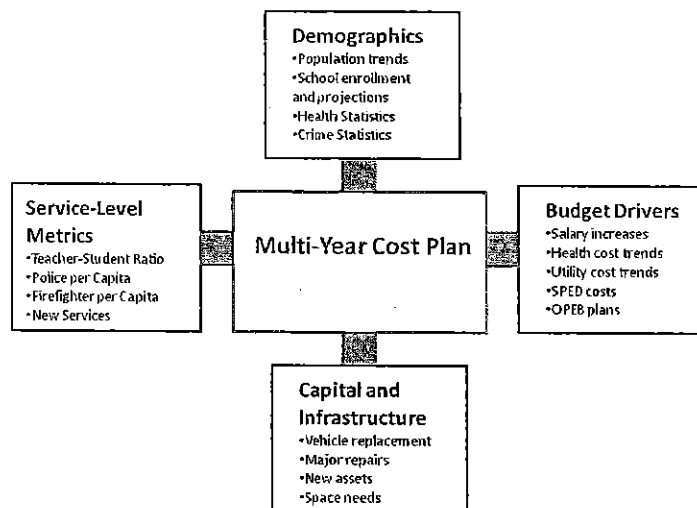
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## Overview of Long Range Fiscal Planning Model

- The Long Range Financial Forecast offers a tool to portray Acton's finances as they may evolve over the next five years, given a specific set of assumptions.
- This is intended to be a tool to generate a discussion among citizens, town staff, elected officials, and volunteers as to what do we need to be doing as the years go by to keep Acton on a solid financial footing.
- The Long Range Financial Forecast is a series of interlocking spreadsheets that project all of the financial revenue sources, expenses, and other financial issues for Acton based in part on our historic performance in various categories of income and expense.
- The spreadsheet format is similar to the ALG three-year spreadsheet, but differs significantly in that it attempts to predict expenses by analyzing specific categories of expenses. The model also adds several items that may need to be analyzed for their long-term effects

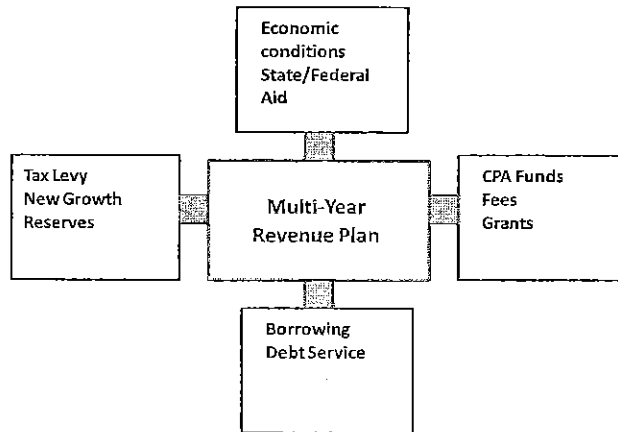
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## Cost Planning Module



10

## Revenue Planning Module



11

## Analysis

- The Long Range Financial Forecast modeled three different scenarios for the next five years
- The first scenario is described as a "Favorable Scenario" where costs are contained and no significant new services or service levels are required.
- The second scenario is the "Most Likely Scenario" and essentially continues our current policies and fiscal commitments into the next five years.
- The third scenario is the "Unfavorable Scenario" from a fiscal point of view, which assumes that costs will be higher than anticipated either because of inflation, increased labor costs, or increased services

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### Assumptions Used for Three Illustrative Scenarios

Expenses	Favorable	Most Likely	Unfavorable
<b>Salaries</b>			
Salaries - Police	2.5%	3.0%	4.0%
Salaries - Fire	2.5%	3.0%	4.0%
Salaries - Other Municipal	2.5%	3.0%	4.0%
Salaries - Teaching	4.0%	5.0%	6.0%
Salaries - Other Education	2.5%	3.0%	4.0%
Health Insurance	7.0%	8.0%	9.0%
Fringes Other (incl Pension)	2.5%	3.0%	4.0%
Capital and One-Time Expenses	2.0%	3.0%	4.0%
Included Debt Service			
SPED Tuition & Transportation	8.0%	10.0%	12.0%
Other Student Transportation	3.0%	5.0%	7.0%
Utilities, Gas & Diesel	2.0%	3.0%	4.0%
All Other	1.0%	2.0%	3.0%
 OPEB - initial funding	 \$500	 \$2.0 million	 \$5.0 million
<b>Revenues</b>			
State aid	2.5%	5.0%	2.5%
Excise taxes	1.5%	2.5%	1.5%
Fees	2.0%	2.5%	2.0%

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## Results

- Our analysis demonstrates that over the next few years Acton may continue to face a period of continuing financial uncertainty.
- Sources of Uncertainty
  - Economy
  - Reserves for plugging the gap
  - Other Post Employment Benefit Funding decisions
  - Capital Projects or land acquisition

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## Scenarios

	FY12	FY13	FY14	FY15	FY16	FY17
<b>Favorable</b>						
Revenues	81,839	84,413	86,551	89,005	91,276	94,116
Expenses	81,614	84,662	87,857	91,208	94,724	98,415
OPEB	0	250	500	750	1,000	1,500
Difference	225	(499)	(1,806)	(2,953)	(4,448)	(5,799)
<b>Most Likely</b>						
Revenues	81,839	84,735	87,219	90,043	92,709	95,972
Expenses	81,614	85,409	89,424	93,674	98,174	102,942
OPEB	0	1,000	2,000	2,000	2,000	2,000
Difference	225	(1,675)	(4,205)	(5,631)	(7,464)	(8,970)
<b>Unfavorable</b>						
Revenues	81,839	84,413	86,551	89,005	91,276	94,116
Expenses	81,614	86,285	91,274	96,605	102,307	108,408
OPEB	0	2,500	5,000	5,000	5,000	5,000
Difference	225	(4,373)	(9,723)	(12,600)	(16,031)	(19,292)

\*Excluded debt not included in analysis.

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## Recommendations

- We recommend that the Long Range Financial Forecast be adopted by the Finance Committee, the Board of Selectmen, and the School Committees as a tool to model decisions for long-range planning.
- The Finance Committee will maintain and distribute the Long Range Financial Forecast annually. Wherever possible and available, the Long Range Financial Forecast should use the same assumptions about revenues and expenses as used in the Acton Leadership Group three-year plan

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

**Proposed FY'13 Budget Schedule for the Schools**

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9/23/11 Budget packets (appropriated and revolving budgets) distributed to all administrators, including budget schedule.

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10/7/11 All completed "level service" budgets turned in to Central Office

10/28/11 All completed requests for program expansion/additional staff/small capital budgets turned in to Central Office

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11/03/11 AB Regional School Committee meeting, Draft Budget Schedule distributed

11/17/11 APS School Committee meeting, Draft Budget Schedule distributed

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12/1/11 APS/AB/possible Joint School Committees' budget discussion begins

12/15/11 APS School Committee budget discussion begins

12/31/11 Acton Town Meeting warrant closes

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1/5/12 Presentation of preliminary budgets to APS and AB Regional School Committees (overview/issues)

1/19/12 Continue discussion of preliminary budget with APS School Committee

1/21/12 All-Day Saturday Budget Meeting Joint School Committee meeting with presentations by school leaders (Selectmen / Finance Committee / public at large encouraged to attend)

1/25/12 Governor's FY13 State Budget ("House 1") unveiled to Great and General Court

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2/2/12 AB Regional School Committee budget hearing (required by law) - *Possible Budget Vote*

2/16/12 APS School Committee budget hearing (required by law) - *Possible Budget Vote*  
 Possible Joint School Committee meeting if vote needed on Regional budget/assessments  
 (2/17/12 is deadline to vote according to Regional Agreement)

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*cont.*

3/1/12 AB SC Meeting

3/15/12 APS School Committee Meeting

3/22/12 Public Hearing for Acton Budgets (coordinated with Finance Committee)

TBD Boxborough warrant goes to printer

3/22/12 Joint Acton/Acton-Boxborough SC Meetings

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4/2/12 Acton Town Meeting begins

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5/14/12 Boxborough Town Meeting begins

6.7.2

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

**APS/ABRSD FY'13 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'13 operating budget(s), including circuit breaker reimbursement.
2. Coordinate with the Town of Acton/health insurance trust the FY'13 health insurance premiums/rates this fall.
3. Develop plan on how best to use federal EdJobs grant in FY13 that does not harm either district in FY14.
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 annual textbook replacement
  - Review/determine funding for annual support for professional development for teachers and staff
  - Review/determine funding for annual support for building principals expenses
  - Review/determine ELL staffing as recommended in the Coordinated Program Review.
  - Review staffing requirements for SPED subgroups based on AYP performance.
6. Determine how the Long Range plan will affect the preparation of the FY13 budget.
7. Develop level service budget and then review program expansion/additional staff/small capital requests during November & December for potential inclusion in FY13 budget in January, 2012.
8. Discuss use of both town-wide reserves and school reserves in supporting both the FY13 budget and future budgets.
9. Discuss use of year end balances towards current and future fiscal policy.
10. Discuss and articulate underlying philosophical assumptions regarding all budget reductions (e.g. programs, class size, etc.)



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# Acton Public Schools

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School Committee Meeting  
December 15, 2011

1

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## APS/ABRSD FY'13 Operating Budget

### Superintendent's Introduction

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2

## Introduction

The Public School Budget Must Be:

- a) A Statement of Values
- b) The Product of Teamwork
- c) Transparent

3

## Introduction

1. Long-Range Strategic Plan
2. Investment Budget
3. Sound Financial Management

4

## APS/ABRSD FY'13 Operating Budget

### FY'13 Financial Overview: What's On The Horizon?

5

## APS/ABRSD FY'13 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'13 operating budget(s), including circuit breaker reimbursement.
2. Coordinate with the Health Insurance Trust on the FY'13 health insurance premiums/rates this fall.
3. Develop plan on how best to use federal EdJobs grant in FY'13 with an eye on how it will affect both districts in FY'14.
4. Examine our current ABRSD & APS capital budget needs and weigh whether any projects 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. Discuss Drop off in APS debt for FY'13. Potential SBAB/Green Program reimbursement? **NOTE: December 31, 2011 deadline for articles**

6

## APS/ABRSD FY'13 Operating Budget Assumptions/Key Decisions (cont.)

### 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., central office, curriculum, counselors, nurses, custodians, monitors, etc.) needs.
- Review/determine funding for textbook replacement, professional development, supporting building principals (K-12).
- Review/recommend any CPA requests for funding.
- Review/determine ELL staffing as recommended in the Coordinated Program Review.

7

## APS/ABRSD FY'13 Operating Budget Assumptions/Key Decisions (cont.)

6. Determine how Long Range Strategic Plan will influence the development of the FY'13 budget.
7. Develop "investment budget."
8. Discuss use of both town-wide reserves and school reserves in supporting both the FY'13 budget and future budgets.
9. Discuss the effect of tightening budgets on annual year end balances.
10. Discuss and articulate underlying philosophical assumptions regarding all budget decisions (e.g. programs, class size, etc.)

8

## Review of Reserves FY'11 to FY'12

Before we begin our discussion of FY'13,  
what is the current status of our reserves?

9

## Review of Reserves FY'11 to FY'12

Certified Free Cash Balance (Nov. 2010)	\$4.22m
NESWC Balance (Nov. 2010)	\$2.43m
Excess & Deficiency (ABRSD)	
(Nov. 2010)	<u>\$1.7m</u>

The combined reserve balance before  
we started the FY'12 budget season was:  
**\$8.3m**

10

### Review of Reserves FY'11 to FY'12

Reserves Actually Used For FY'12 Budget Cycle:

Free Cash (FY'12 Budget)	\$1.0m
NESWC (FY'12 Budget)	\$576k
Excess & Deficiency - ABRSD (FINAL FY'12 Budget Oct. 2010)	<u>\$314k</u>

The FINAL actual amount of reserves used  
to balance the FY'12 budget(s) was: **\$1.8m**

The Original FY'12 Plan Used \$2.0m

11

### Review of Reserves FY'11 to FY'12

Fiscal Year 2011 Turnbacks and Higher Than  
Anticipated Revenues:

Acton Public Schools	\$498k
Acton Municipal	\$1.3m
Acton Municipal Higher Than Budgeted Local Receipts (Most in Non-Recurring)	<u>\$911k</u>

Town of Acton - TOTAL **\$2.7m**

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### Review of Reserves FY'11 to FY'12

Fiscal Year 2011 Turnbacks and Higher Than Anticipated Revenues (continued):

Acton Boxborough Regional Schools      \$841k

LESS:

Amount over 5% Cap to be Returned to  
Acton & Boxborough      (\$313k)

FY'11 Year End NET Addition to E & D:      \$527k

13

### Review of Reserves FY'11 to FY'12

Beginning Balance of Reserves (Nov. 2010)      \$8.3m

Less Reserves Used for FY'12 Budget      (\$1.8m)

Town of Acton FY'11 Turnbacks  
& Higher Than Anticipated Revenues      \$2.7m

Acton/Boxborough Regional Schools FY'11  
Net Turnback      \$527k

**ESTIMATED - Reserves Available  
for FY'13      \$9.7m**

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## Review of Total Reserves

Beginning Balance of Reserves  
Entering FY'12: \$8.3m

**ESTIMATED:** Beginning Balance of  
Reserves Entering FY'13: \$9.7m\*

\*DOR certified Free Cash, Friday, December 2,  
2011; E&D by February, 2012

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## Review of ABRSD Reserves

Beginning Balance of ABRSD E & D at Beginning  
of FY'12 Budget Season: \$1.7m

**ESTIMATED:** Beginning Balance of ABRSD E & D  
Entering FY'13 Budget Season: \$1.9m\*

\*DOR to certify E&D by February, 2012

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## Review of Reserves FY'11 to FY'12

Three Recent Decisions That We Have Made To Help Replenish Our Reserves:

1. FY'11 Close - APS Turned Back \$498k
2. FY'11 Close - ABRSD Turned Back \$841k
3. ABRSD Approved Revised Table 6 that:
  - \*Lowered Use of E & D from \$502k to \$314k by Using Higher than Budgeted State Aid *AND*
  - \*Ensured \$313k (over 5% cap) will flow back to Acton & Boxborough by the end of FY'12 (for availability for FY'14)

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## ABRSD/APS Level Service Estimate

First Step: What do the level service budgets look like right now?

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### APS Level Service Estimate (in thousands)

	<b>APS</b>
FY'12 Final	\$26,113
FY'13 Level Service Requests	\$26,972
\$ Change from Final FY'12	\$859
% Change from Final FY'12	3.3%

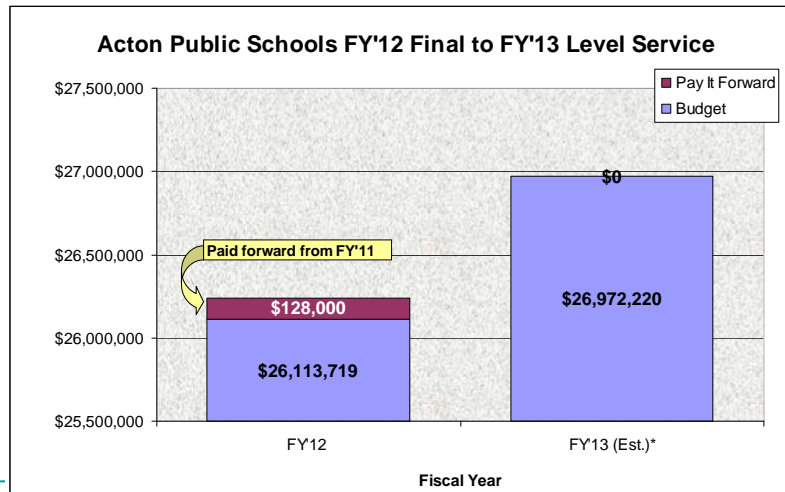
19

### Current FY'13 APS Level Service Estimate

- Using rates from collective bargaining agreements
- 3% COLA estimated for Administrators
- Health Insurance: HMO 75/25%, Indemnity 50%/50%
- Moves current FY'12 staff forward into FY'13
- Accounts for any loss in grants used to support FY'12 Budget (IDEA, Title 2A)
- Health Insurance estimate 4% rate increase (recommended by Health Insurance Trust)
- Continuing “realistic” budgeting to reflect actual trends and to improve analysis
- Assumes no SPED tuition shift forward from FY'13 to FY'12 – assuming full freight in FY'13 (reminder: \$128k was shifted from FY'12 to FY'11)

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## Current FY'13 APS Level Service Estimate (Continued)



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## Current FY'13 APS Level Service Estimate (Continued)

FY'12 Budget to FY'13 Level Service  
Increase 3.3%

FY'12 Budget to FY'13 Level Service  
Increase (with "Pay It Forward from FY'12  
to FY'11") Added back to FY'12 base 2.8%

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## Current FY'13 APS Level Service Estimate (Continued)

- \$108k Classroom Assistants approved in June, 2010 in FY'13 budget included as part of level service
- Medicare FY'13 estimated increase by 8.5%
- Circuit Breaker reimbursement assumed at final FY'12 level of 65% (from \$347k to \$459k)
- Assumes continuing trends of lower energy usage (while hopeful for electricity savings derived from new price)
- CASE Tuition Assessment-down (\$18k) from FY'12
- CASE Transp Assessment-down (\$41k) from FY'12
- Finance Director salary now split between APS & AB (finance support to be charged to Comm Ed TBD)
- New Solid Waste contract trend (Recycling) (\$20k)

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## Example of FY'13 APS Level Service

### Health Insurance from FY'12 to FY'13:

Employee Health Insurance Reimbursement -  
FY'12 (\$1,200/\$600) to FY'13 (\$600/\$300):

(\$113k) savings

FY'12 Budget to FY'13 Post-Open Enrollment  
Estimate Due to Plan Migration:

(\$67k) savings

Current FY'13 Rate Increase (4%):

\$112k increase

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## The Foundation Budget

### FY'13 Chapter 70 Estimates

25

## The Foundation Budget

Each district's Foundation Budget is updated annually to reflect:

- A. Inflation Factor (Last year's was estimated at 1.85%; current FY'13 estimate is 3.6%)
- B. Changes in Foundation Enrollment
- C. Wage Adjustment Factor (23 zones in state)
- D. Municipal Revenue Growth Factor (MRGF) is also calculated for local contribution

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## The Foundation Budget

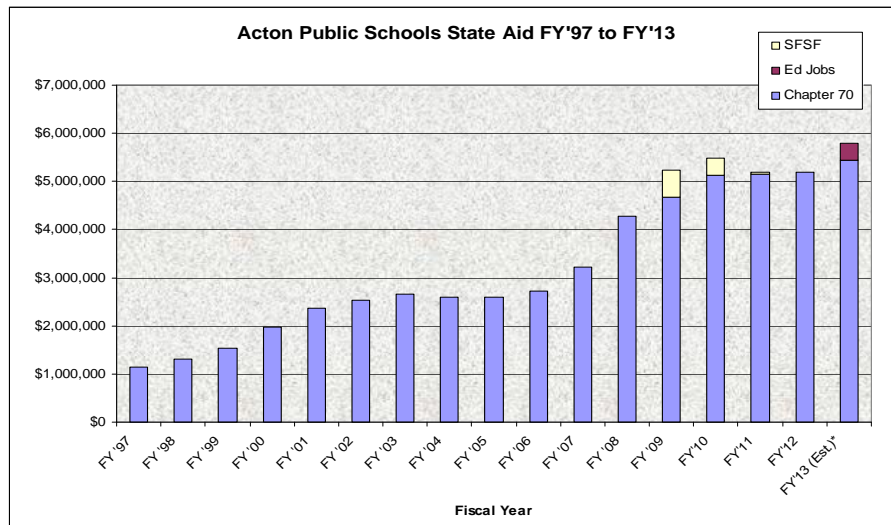
Based on October 1, 2011 data, we are assuming:

**36** Foundation Enrollment **Decrease** for APS

**\$258k** APS Chapter 70 Increase FY'12 to FY'13  
(Increased from two weeks ago due to updated,  
FY13 inflation factor now estimated at 3.6%)

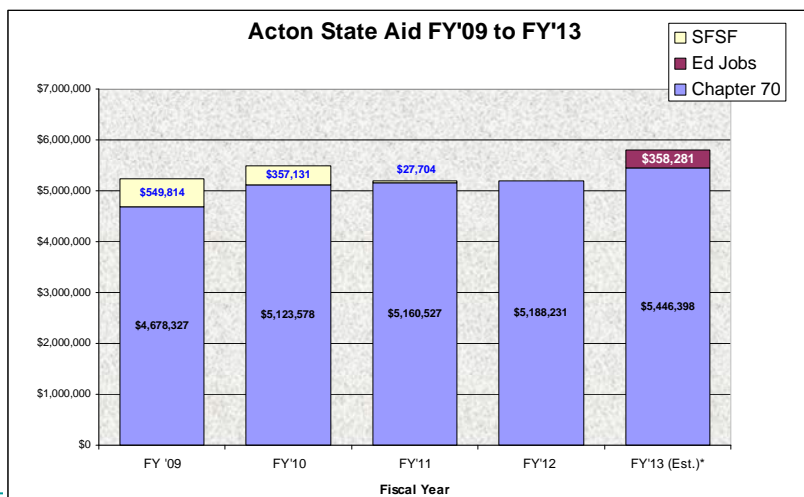
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## The Foundation Budget



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## The Foundation Budget



29

What are some other important elements that we should review tonight?

30

## Remaining Grant Balances: How will they be used for both districts in FY'13?

### Ed Jobs (Federal Grant)

\$358k for APS (new amount) - must be obligated by  
the end of September 2012 for expenses directly  
related to the classroom  
(was awarded August 2010)

Current recommendation:

100% Use for FY'13 Budget

Ideally: would use this in a way that does not create a  
revenue hole in FY'14 budget

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## APS Level Service Estimate - REVISITED

Current FY'13 Level Service Increase From  
FY'12 to FY'13 3.3%

Assuming that \$358k from federal EdJobs grant  
is used to decrease the FY'13 level service  
budget allocation (Allocation Moved Off-Budget  
for FY'13 only)

1.9%

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## APS FY'13 "Investment Budget"

Where do things stand for the APS  
FY'13 "Investment Budget"?

We have received **\$2.203 million** in new staff  
requests, capital items, and program  
expansions

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## APS "Investment Budget" FY'13 Estimate

Current APS Level Service	3.3%
---------------------------	------

<b>Example: Recommendations</b>	<b><u>2.0%</u></b>
---------------------------------	--------------------

ESTIMATE - FY'13 APS	5.3%
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**Example: 2% increase would add \$522k**

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## APS FY'13 "Investment Budget"

1/5/12 FY'13 Preliminary APS Budget to be  
Presented to School Committee

1/28/12 "Budget Saturday"

35

## FY'13 APS Budget Items

What will we be monitoring over the  
next several months for both school  
districts?

36

## FY'13 APS Budget Items To Be Closely Monitored In Coming Months

- Chapter 70: Assuming full Foundation Budget
- Current Assumption: State Aid based on final FY'12 Cherry Sheet and final FY'12 Local Receipts Circuit Breaker Reimbursement? (**APS \$459k**) (currently estimated at FY'12 rate of 65%)
- Health Insurance Trust/Rates for FY'13 (currently at **4%**)?
- Energy Savings-Decreasing Usage & Electricity Price Savings?
- Health Insurance Budgetary Savings From Possible Plan Design Changes? (no changes from plan design incorporated at this time)
- Final Reserves Number Used To Support APS Budget?
- How are we integrating our Community Ed & School Nutrition budgets?
- Weighing Establishment of OPEB Fund for Town of Acton: if created, how to create and to annually fund? How will that effect available town revenues for FY13 and into the future?
- "Untangling The Wires" Effect on existing Classroom Assistant Funding?

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## School Committee FY'13 Budget Schedule

### Upcoming Schedule

38

## Balance of School Committee FY'13 Budget Schedule

### 12/31/11 Acton Town Meeting warrant closes-Potential Capital Articles?

- |         |  |
|---------|--|
| 1/5/12  | Presentation of preliminary budgets to APS and AB Regional School Committees (overview/issues)   |
| 1/19/12 | Discussion of preliminary budget with APS School Committee   |
| 1/28/12 | Joint School Committee Saturday All-Day Session with presentations by school leaders; Selectmen / Finance Committee / public at large all encouraged to attend   |
| 2/2/12  | AB Regional School Committee budget hearing (required by law) - <i>Possible Budget Vote</i> & Acton and Boxborough Finance Committees / Review / Comments to School  |
| 2/16/12 | APS School Committee budget hearing (required by law) - <i>Possible Budget Vote</i><br>Possible Joint School Committee meeting if vote needed on Regional budget/assessments (2/18/11 is deadline to vote according to Regional Agreement) |

39

## Balance of School Committee FY'13 Budget Schedule

- |         |   |
|---------|---|
| 3/1/12  | AB SC Meeting   |
| 3/22/12 | Public Hearing for Acton Budgets (coordinated by Finance Committee) |
| 3/15/12 | APS School Committee Meeting  |
| TBD     | Boxborough warrant goes to printer                                  |
| 3/22/12 | Joint Acton/Acton-Boxborough SC Meetings                            |
| 4/2/12  | Acton Town Meeting begins   |
| 5/14/12 | Boxborough Town Meeting begins                                      |

40

6.7. b  
(A)

To: Liza Huber, Director of Pupil Services  
From: Carol Huebner, Early Childhood Coordinator  
Re: APS Preschool Expansion  
Date: December 13, 2011

### **Introductions**

The Acton Public Schools Preschool is a well established and inviting early childhood program that serves children, ages 3 to 5 years old. Children who are developing typically and those with identified special education needs both learn side by side. The curriculum is based on developmentally appropriate practices and the MA Early Learning Guidelines encouraging the growth of each child at his or her own pace.

### **Referral**

Referrals come to the Acton Public Schools from Early Intervention when children are 2.6 years old. Minute Man Early Intervention in Concord, a regional program, provides services to young children, ages birth to 3, who are developmentally at risk. Each year when making budget projects in November (i.e. 2010) for the following fiscal year we do so based on our best projections from previous referrals. It may be as late as January (i.e. 2012) of a given school year before all referrals are made. In recent years on average APS has received 18 referrals each year and have been able to accommodate students who require services within our current early childhood programs.

From September 1, 2010 to June 30, 2011 21 referrals were received.  
From June 30 to November 1 an additional 11 referrals have been received.

It should also be noted that in-district Preschool Screening further impacts student referral and enrollment.

### **Expansion**

Preschool Students with special needs are enrolled throughout the school year. With the current five class structure, we have been able to meet enrollment demands each year with classes reaching capacity in April or May.

**This year, given the current class sizes, classes were full by November 21.**

We project at least 7 of the students referred since June 30 and who are currently in the Initial Evaluation process will need to receive services. This includes enrollment in an Integrated Preschool class and three of those seven will also require additional hours of ABA based instruction. This brings us to the need for an additional three year old group with room for expansion to provide services for a range of student needs, including ABA support.

**Students will enroll beginning on December 5th.** As there is no space available at the Administration Building for expansion this year, the proposal is to share space with an existing three year old group at the Acton Children's School for the remainder of this school year. Space will be available at the Administration Building for next school year, FY13.

6.8  
(A)



ACTON PUBLIC SCHOOLS  
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

J.D. Head  
*Director of Facilities  
and Transportation*

December 13, 2011

TO: Dr. Stephen Mills, Acton Public School Committee, Acton-Boxborough Regional  
School Committee  
FROM: JD Head  
RE: **Capital Budget FY'13**

=====

The deadline to submit a place holder for special warrant articles for Town Meeting this spring is December 31, 2011. The last capital request we made was at the April 2009 Town Meeting for the Douglas Roof replacement. This was aligned with a previously voted capital plan that was suspended in an effort to ease the pressure accumulating from the rising economic crisis, as well as, keeping with commitments to level service municipal budgets in FY'10, 11, and 12.

As we discuss FY'13 and the possibility of investment budgets, we need to come to a collective decision to continue the suspended capital plan in FY'13 or continue to table the plan for another year.

Looking at the three roof projects (Admin Building, Conant, and Gates) that remain from the suspended capital plan, the greatest need is at the Administration Building. The ongoing roofing maintenance costs at Conant and Gates have been relatively manageable. In that we have spent \$2,500 on Gates and \$1,700 at Conant on roof repairs over the previous three fiscal years. In comparison we have spent approximately \$33,000 in repairs at the Admin Building over the same time period. That said, a good portion of the Admin expenditures came this past summer in an attempt to stop the bleeding and buy significant time.

Considering only these three capital projects, I would feel comfortable tabling the plan for an additional fiscal year. I believe we have significant educational initiatives that are on the table for FY'13, as well as unknowns with other financial liabilities like OPEB and possible reductions in State aid associated with the continued economic crisis. Additionally, we will benefit from the completion of a facilities study that we hope to have completed by this coming spring. This study will either bring other priorities to light or reinforce our need to complete the original voted capital plan. Please contact me with any questions or concerns.

Sincerely,

  
JD Head

**Seats Available for 2012-2013  
Blanchard Memorial School, Boxborough**

<b>Grade Level</b>	<b>Current est. enrollment for 2012-13</b>	<b>Seats available</b>	<b>Est. Total enrollment</b>
<b>Kindergarten</b>	unknown	unknown	unknown
<b>Grade One</b>	19, 19, 20	none	19, 19, 20
<b>Grade Two</b>	17, 17, 17	3 seats	18, 18, 18
<b>Grade Three</b>	18, 18, 18	3 seats	19, 19, 19
<b>Grade Four</b>	21, 22, 23	none	22, 22, 22
<b>Grade Five</b>	16, 16, 17, 17	10 seats	19, 19, 19, 19
<b>Grade Six</b>	25, 25, 25	none	25, 25, 25
<b>If we do not eliminate a section of Grade 6</b>			
	18, 19, 19, 19	5 seats	20, 20, 20, 20

**This would allow 21 students from APS to enroll.**

APS SC  
12/9/11

Acton Public Schools  
Class Size Projections  
2012-2013

	Number of Students	Number of Sections	Average Class Size	Range
Kindergarten	287	15	19.1	19
Grade One	322	15	21.5	21-22
Grade Two	357	16	22.3	22-23
Grade Three	372	16	23.3	23-24
Grade Four	361	15	24.1	24
Grade Five	358	15	23.9	24
Grade Six	378	15	25.2	25-26



# BOXBOROUGH SCHOOL DISTRICT

## Blanchard Memorial School, Boxborough



## Overview of the District

### Town & School Population

Boxborough population: Approx. 475

Blanchard Memorial School: Approx. students in grades Pre-K to 6 with 100 full and part-time staff

Boxborough is part of the Acton-Boxborough Regional School District for grades 7-12. Students attend R. J. Grey Junior High School in grades 7 and 8 and then Acton-Boxborough Regional High School in grades 9-12.

### Mission Statement

The Blanchard Memorial School strives to be an educational environment where children are challenged to grow academically, emotionally, physically, and socially. It is the endeavor of the school to nurture and respect each individual such that enrichment is achieved through the discovery of positive aspects within the pupil and throughout society. The goal is to provide each child with the values, knowledge, decisiveness, and skills needed to achieve full potential in a technologically advanced world.

### History

At the start, the public schools of Boxborough were one-room schoolhouses situated on four sites in town. In 1949, Blanchard Memorial School was built as a gift from Arthur F. Blanchard, a direct descendant of Boxborough's Minuteman Luther Blanchard. The property for the school was donated by the Boxborough Grange. As the town grew, so did Blanchard Memorial School with wings added on in 1959, 1967 and 1975. A complete renovation and expansion of the facility was completed in January, 1997. Blanchard Memorial School is now a 75,000 sq. ft. facility, containing over 40 rooms. Schoolhouse #2 is still maintained in its original form and is visited by students as part of an annual tradition.

The Blanchard Family Trust includes scholarships to selected graduates of Blanchard when they enter college.

## Vision Statement

### Leadership

The Blanchard Memorial School recognizes the importance of a talented leadership team that embodies the qualities necessary to administer a truly effective school. These qualities include:

- Ability to publicly promote community support for our school by communicating the significance of our mission, vision, values, and yearly goals.
- Ability to provide meaningful feedback in our evaluation and supervision system.
- Ability to provide curriculum leadership in the forms of expertise and collaboration.
- Ability to actively problem-solve involving members of the Blanchard Learning Community.

### Staff

*The Blanchard Memorial School recognizes that the quality of the faculty and support staff directly correlates to the superior performance of the school. The faculty will exhibit exemplary performance outcomes in the stated standard area of teaching which include:*

- Curriculum planning and assessment
- Teaching all students/instruction
- Family and community engagement
- Professional culture

### Curriculum and Instruction

*The Blanchard Memorial School provides a diverse and balanced curriculum. This curriculum includes a core that specifies the knowledge and skills that all students are to attain. Blanchard designs its curriculum and*

*instruction to enable all students to acquire these outcomes.*

- *Curriculum and instruction are guided by specific, clearly stated, challenging goals for each grade level and course.*
- *The scope (depth and breadth) and sequence (order or flow) of the curriculum are aligned from grade to grade and subject to subject so that teachers understand the relationship of their teaching assignment to the rest of the curriculum.*
- *The academic progress of each student is closely monitored, and support is provided for those who require additional assistance.*
- *Instructional strategies recognize individual learning styles, result in students who are actively engaged for the full class period, and promote independent learning.*
- *Systematic processes of evaluative analysis, goal setting, and implementation are in place to demonstrate Blanchard's commitment to continuous improvement.*

### **School Climate**

The Blanchard Memorial School believes that an exemplary school exhibits support, teamwork, a positive attitude, personal responsibility and mutual respect. These (STARR) behaviors are expected of all members of our learning community.

### **Community Support**

The Blanchard Memorial School operates on the premise that home and school form an intrinsic bond that produces the necessary supportive atmosphere for student success. Parents and community members must feel sincerely welcomed into our educational family. Teachers feel that it is only with strong family and community support that educators can be truly successful. The exemplary school must be seen as a valuable community resource that provides unique learning space and risk-taking opportunities for young and mature alike. Our doors remain open to all in Boxborough.

### **Core Values**

***Blanchard values a safe and caring community.***

For Blanchard, this means:

- Students feel safe on school property.
- Administration and town safety officers review safety plans yearly.
- All community members honor Support, Teamwork, Attitude, Respect, Responsibility (STARR) Guidelines.
- The school handbook publicizes school behavior guidelines.
- Adults hope to recognize students who exhibit caring behaviors.
- Blanchard encourages community service projects.
- Blanchard encourages cross-grade student relationships/experiences.
- Parents feel welcome to actively participate in the Blanchard community.

***Blanchard values an active learning environment where all community members can learn and succeed.***

For Blanchard, this means:

- Teachers are invested in professional development opportunities.
- Blanchard's staff is invested in student achievement in all areas; social, emotional, cognitive, and physical.
- Blanchard teachers believe that all students can learn and succeed.
- Administration provides many and varied opportunities for teachers to be life long learners.
- Collegiality is valued at Blanchard.
- Risk taking is a valued behavior supported by students and staff.

***Blanchard values high expectations.***

For Blanchard, this means:

- Students are challenged to meet high, but attainable, individual goals.
- Curriculum expectations are clearly articulated for parents.
- Teachers and parents work together as a team focused on students' best interests.
- Curriculum updating and review efforts are ongoing yearly.
- The school budget supports renewal and replacement needs for the curriculum.

1

493 Massachusetts Avenue  
Boxborough, MA 01719  
Tel: 978-263-4569  
Fax: 978-263-0477  
[www.boxboroughschool.org](http://www.boxboroughschool.org)

From: John Murray <jmurray@acton-ma.gov>

Mon, Dec 05, 2011 1:09:23 PM

Subject: Remote Participation

To: All Department Heads <DH@acton-ma.gov>

All Boards and Committees <AllBoardsandCommittees@acton.local>

Attachments: Attach0.html

5K

There is a rumor the Attorney General has allowed members of local Boards and Committees to participate remotely in public meetings. ***This is false.***

On Nov 11, 2011, the AG issued amended Open Meeting Law Regulations (940 CMR 29.00) including among other changes, the rules allowing Remote Participation. Until a vote of the Board of Selectmen authorizing remote participation, ***"Remote Participation" is prohibited.***

The AG Regulations state

**"Local Public Bodies.** The Chief Executive Officer, as defined in M.G.L. c. 4, sec. 7, sub-section Fifth B, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality."

Sub-section Fifth B states:

"Chief executive officer, when used in connection with the operation of municipal governments shall include the mayor in a city and the board of selectmen in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter."

Our Charter defines "Chief executive officer" as the Board of Selectmen

6.10.2

The Official Website of the Attorney General of Massachusetts

**Attorney General Martha Coakley**[Home](#) [Government Resources](#) [Open Meeting Law](#)**940 CMR 29.00****Open Meetings**[29.01 Purpose, Scope and Other General Provisions](#)[29.02 Definitions](#)[29.03 Notice Posting Requirements](#)[29.04 Certification](#)[29.05 Complaints](#)[29.06 Investigation](#)[29.07 Resolution](#)[29.08 Advisory Opinions](#)[29.09 Other Enforcement Actions](#)[29.10 Remote Participation](#)**29.01: Purpose, Scope and Other General Provisions**

- (1) **Authority** . The Attorney General promulgates 940 CMR 29.00, relating to the Open Meeting Law, pursuant to M.G.L. c. 30A, sec. 25 (a) and (b).
- (2) **Purpose** . The purpose of 940 CMR 29.00 is to interpret, enforce and effectuate the purposes of the Open Meeting Law, M.G.L. c. 30A, sec. 18-25.
- (3) **Severability** . If any provision of 940 CMR 29.00 or the application of such provision to any person, public body, or circumstances shall be held invalid, the validity of the remainder of 940 CMR 29.00 and the applicability of such provision to other persons, public bodies, or circumstances shall not be affected thereby
- (4) **Mailing** . All complaints, notices (except meeting notices) and other materials that must be sent to another party shall be sent by one of the following means: first class mail, email, hand delivery, or by any other means at least as expeditious as first class mail.

[To Top](#)**29.02: Definitions**

As used in 940 CMR 29.00, the following terms shall, unless the context clearly requires otherwise, have the following meanings:

Commission means the Open Meeting Law Advisory Commission, as defined by G.L. c. 30A, sec. 19(c).

District Public Body means a public body with jurisdiction that extends to two or more municipalities.

Emergency means a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

Intentional Violation means an act or omission by a public body, or a member of a public body, that knowingly violates M.G.L. c. 30A, sec. 18-25. Conduct in violation of M.G.L. c. 30A, sec. 18-25, shall be considered evidence of an

1 of 4

## **29.09: Other Enforcement Actions**

Nothing in ~~940 CMR 29.06~~ or ~~29.07~~ shall limit the Attorney General's authority to file a civil action to enforce M.G.L. c. 30A, sec 18-25 M.G.L. c. 30A, sec. 18-25 pursuant to M.G.L. c. 30A, sec. 23(f).

To Top

## **29.10: Remote Participation**

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating these regulations, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, sec. 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, sec. 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of these

2 of 4

regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

(a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;

(b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d);

(c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, sec. 23D.

(5) Permissible Reasons for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

(a) Personal illness;

(b) Personal disability;

(c) Emergency;

(d) Military service; or

(e) Geographic distance.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted.

Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

(i) telephone, internet, or satellite enabled audio or video conferencing;

(ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the

3 of 4

meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22.

(8) Effect on Bylaws or Policies. These regulations do not prohibit any municipality or public body from adopting bylaws or policies that prohibit or further restrict the use of remote participation by public bodies within its jurisdiction.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

To Top

From: "Glenn Koocher" <gkoocher@masc.org>

Fri, Dec 09, 2011 11:28:59 AM

Subject: RE: Remote Participation

To: "Michael Coppolino" <copp@verizon.net>

Attachments: Attach0.html

7K

For the regional school committee, it is up to the regional school committee as a legal, independent municipality for purposes of the law. For Acton School Committee alone, it would require the approval and acceptance of remote participation by the board of selectmen, and then the school committee could elect whether or not to do it.

GK

**From:** Michael Coppolino [<mailto:copp@verizon.net>]

**Sent:** Friday, December 09, 2011 6:31 AM

**To:** Glenn Koocher

**Cc:** Beth Petr (Work); MJC (@McDevitt)

**Subject:** Remote Participation

Hi Glenn,

Is the decision to allow remote participation up to the local SC, separate and apart from the Board of Selectmen, or do they make the decision for the Town, including us?



**Regulations Promulgated by the Attorney General  
Relative to Remote Participation at Public Meetings**

**940 CMR 29.10: Remote Participation (Edited for School Committees)**

- (1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating these regulations, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.
- (2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:
- (a) Local Public Bodies (including City and Town School Committees). The Chief Executive Officer, as defined in M.G.L. c. 4, sec. 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.
  - (c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent
- (3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.
- (4) Minimum Requirements for Remote Participation.
- (a) Members of a public body who participate remotely and **all persons present at the meeting location shall be clearly audible to each other**;
  - (b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d); *(MASC Note: Your regional school committee should designate who may convene the meeting in the absence of the chair or vice chair.)*
  - (c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, sec. 23D.

(5) Permissible Reasons for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

- (a) Personal illness;
- (b) Personal disability;
- (c) Emergency;
- (d) Military service; or
- (e) Geographic distance.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

(i) **telephone, internet, or satellite enabled audio or video conferencing;**

(ii) **any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.**

(b) **When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.**

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) **The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.**

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22.

(8) Effect on Bylaws or Policies. These regulations do not prohibit any municipality or public body from adopting bylaws or policies that prohibit or further restrict the use of remote participation by public bodies within its jurisdiction.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

Glenn Koehler  
12/9/11

## QUICK GUIDE TO REMOTE PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

6.10.5

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Rationale:	The purpose is to allow people with a legitimate reason for being absent to participate. All members are encouraged to attend all meetings in person.
Authorization/Revocation	City Council, Town Meeting, or Regional School Committee must authorize and may, subsequently, revoke the general use of remote participation.
Requirements:	<p>All remote participants must be able to hear everyone else present at the meeting. This includes witnesses at public comment period and others who may speak.</p> <p>Remote participants must be considered "present" for the record and for the purpose of determining a majority for voting purposes.</p> <p>A live quorum of the board must be present at the meeting site.</p> <p>The chair, or the person authorized to chair the meeting in the absence of the chair must be physically present.</p>
Reasons	The presiding officer must determine that physical attendance is unreasonably difficult because of personal illness, personal disability, emergency, military service, or geographic distance.
Permitted Technology:	<p>TTY Service, Video Relay, or Other form of Adaptive Telecommunications.</p> <p>Telephone, Internet or Satellite enabled audio or video conferencing.</p> <p>Any Other technology that allows all persons present at the meeting to be heard clearly by one another</p> <p>If video technology is used, remote participant(s) must be visible to all.</p>
Technical Difficulties	<p>When difficulties arise, the person chairing the meeting gets to decide how to deal with technical problems.</p> <p>Chair is encouraged to suspend the meeting while reasonable efforts are made to correct the problem that interferes with remote participant's ability to hear or be heard by all present.</p> <p>If remote person is disconnected, the fact and time of the disconnection must be noted in the minutes.</p>
Cost of Remote Participation	Subject to local policy.
Procedure:	<ol style="list-style-type: none"><li>1. Member notifies chair of desire to participate remotely and gives reason.</li><li>2. Chair announces name of remote participants and enters name in minutes.</li><li>3. All votes taken must be by roll call.</li><li>4. If executive session, participant must attest that no one else is listening unless authorized by a "simple majority."</li><li>5. All documents used at meeting should be distributed to remote participants and, if used during the meeting, made part of record and listed in minutes.</li></ol>

Glenn Koocher  
12/9/11

TO: Dr. Stephen Mills, Superintendent of Schools  
FROM: Carol Huebner, Early Childhood Coordinator  
Re: Gift to APS Preschool  
Date: December 13, 2011

The APS Preschool has received a generous gift of an iPad 2 from Mr. Mark Licari. The device will be used in our preschool program for students on the Autism Spectrum in order to reinforce language and pre-academic skill acquisition.

**MONTHLY REPORTING OF  
ELL STUDENT POPULATION**

Acton Public Schools

December 1, 2011

Category	Total as of 11/1/2011	Additions	Subtractions	Total as of 12/1/2011
Conant	27	0	0	27
Douglas	28	0	0	28
Gates	4	0	0	4
McCarthy-Towne	22	0	0	22
Merriam	26	+2	0	28
<b>APS TOTAL</b>	<b>107</b>	<b>+2</b>	<b>0</b>	<b>109</b>

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12/13/2011 13:23 | TOWN OF ACTON / ACTON PUBLIC SCHOOLS  
dkelly | FY12 YTD BUDGET SUMMARY BY CHARACTER

| PG 1  
| glytdbud

DECEMBER 13, 2011

FOR 2012 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
-----							
1005 GENERAL FUND SCHOOL							
-----							
01 SALARIES, TEACHING	12,058,520	49,100	12,117,620	3,908,872.97	8,141,407.73	67,339.30	99.4%
02 SALARIES, PRINCIPALS	722,790	0	722,790	332,303.40	390,456.60	30.00	100.0%
03 SALARIES, CENTRAL AD	409,758	0	409,758	194,422.90	227,518.97	-12,183.87	103.0%
04 SALARIES, SUPP STAFF	3,058,357	96,900	3,155,257	1,133,736.81	2,026,199.92	-4,679.73	100.1%
06 SALARIES, BUILDINGS	254,609	0	254,609	144,506.64	119,660.48	-9,558.12	103.8%
07 SALARIES, CUSTODIAL	636,492	0	636,492	268,186.18	292,265.33	76,040.49	88.1%
08 SALARIES, HOME INSTR	1,019	0	1,019	.00	.00	1,019.00	.0%
09 SALARIES, SUBSTITUTE	375,375	0	375,375	123,592.60	6,566.68	245,215.72	34.7%
10 FRINGES, COURSE REIM	17,000	0	17,000	8,044.00	.00	8,956.00	47.3%
11 FRINGES, HEALTH INSU	3,697,937	-29,000	3,668,937	1,757,200.71	.00	1,911,736.29	47.9%
16 INSTRUCTIONAL SUPPLI	243,860	500	244,360	127,960.32	22,162.58	94,237.10	61.4%
17 INSTRUCTIONAL TEXTBO	81,613	0	81,613	43,936.49	6,745.14	30,931.37	62.1%
18 INSTRUCTIONAL, LIBRA	16,425	0	16,425	5,822.92	2,118.28	8,483.80	48.3%
19 OTHER, CAPITAL OUTLA	272,850	-5,500	267,350	188,408.74	5,259.70	73,681.56	72.4%
OTHER, MAINTENANCE B	212,003	0	212,003	110,070.89	6,256.90	95,675.21	54.9%
OTHER, MAINTENANCE O	93,828	0	93,828	47,335.36	13,513.13	32,979.51	64.9%
26 OTHER, LEGAL SERVICE	58,000	0	58,000	15,005.00	5,625.00	37,370.00	35.6%
27 OTHER, ADMIN SUPPLIE	197,464	5,000	202,464	86,341.06	20,876.63	95,246.31	53.0%
29 OTHER, CUSTODIAL SUP	46,700	0	46,700	50,131.13	1,092.07	-4,523.20	109.7%
30 OTHER, SPED TRANSPOR	510,715	0	510,715	255,357.50	255,357.50	.00	100.0%
31 OTHER, STUDENT TRANS	349,236	0	349,236	215,678.84	7,998.82	125,558.34	64.0%
32 OTHER, TRAVEL	14,638	0	14,638	8,375.43	125.00	6,137.57	58.1%
33 OTHER, SPED TUITION/	1,920,318	-25,000	1,895,318	509,711.19	1,033,316.74	352,290.07	81.4%
34 OTHER, UTILITIES	854,212	-92,000	762,212	234,803.90	21,723.15	505,684.95	33.7%
TOTAL GENERAL FUND SCHOOL	26,113,719	0	26,113,719	9,769,804.98	12,606,246.35	3,737,667.67	85.7%
GRAND TOTAL	26,113,719	0	26,113,719	9,769,804.98	12,606,246.35	3,737,667.67	85.7%

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

DECEMBER 13, 2011

FOR 2012 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
-----							
1005 GENERAL FUND SCHOOL							
-----							
05 SW SPECIAL EDUCATION							
-----							
05010501 52401 SPED LEGAL SERVICES	38,000	0	38,000	4,375.00	5,625.00	28,000.00	26.3%
11040501 51502 PS SECRETARY	71,443	0	71,443	32,515.32	38,781.82	145.86	99.8%
14040501 51411 SPED CHAIRPERSON	94,760	0	94,760	43,567.80	51,192.20	.00	100.0%
14040524 51419 COORDINATOR	27,917	0	27,917	12,835.20	15,081.30	.50	100.0%
14050503 51433 SUMMER PROGRAM STIP	65,000	-25,893	39,107	30,231.10	.00	8,875.44	77.3%
14050504 51615 SUMMER SPED ASST	65,000	22,218	87,218	87,218.46	.00	.00	100.0%
14050505 52468 TRANSLATION	10,000	0	10,000	3,540.50	6,459.50	.00	100.0%
14050509 54305 SPED TEXTBOOKS	2,371	0	2,371	1,159.25	1,281.00	-69.25	102.9%*
14050510 54302 OCCUPATIONAL THERAP	822	0	822	501.93	319.00	1.07	99.9%
14050511 52409 IN SERVICE CONFEREN	1,152	0	1,152	2,181.50	200.00	-1,229.50	206.7%*
14050518 52427 PUBLIC TUITION	0	0	0	4,300.00	.00	-4,300.00	100.0%*
050520 51409 REFERRAL TO SPECIAL	30,000	0	30,000	9,997.56	.00	20,002.44	33.3%
050521 52443 SPED REFERRAL TO SP	104,586	25,000	129,586	51,187.83	87,025.40	-8,627.23	106.7%*
14050521 52452 SUMMER PROGRAM, CS	25,000	-25,000	0	.00	.00	.00	.0%
14050522 52462 PS SEC 504 CONTR SV	996	0	996	.00	.00	996.00	.0%
TOTAL SW SPECIAL EDUCATION	537,047	-3,675	533,372	283,611.45	205,965.22	43,795.33	91.8%
18 SPECIAL EDUCATION							
-----							
05051801 52416 SPED INDEP EVALUATI	4,840	0	4,840	761.50	.00	4,078.50	15.7%
05051802 52404 SPED PERIODICALS/SU	780	0	780	.00	618.10	161.90	79.2%
05051802 52406 SPED POSTAGE	2,614	0	2,614	2,159.97	454.03	.00	100.0%
05051802 52407 SPED INSVC CONFEREN	341	0	341	341.00	.00	.00	100.0%
05051802 52408 SPED TRAVEL - LOCAL	176	0	176	72.31	.00	103.69	41.1%
05051802 52410 SPED DUES & FEES	296	0	296	376.00	185.00	-265.00	189.5%*
05051802 52455 SPED MNT COPY EQUIP	3,371	0	3,371	721.93	1,953.07	696.00	79.4%
05051802 52456 SPED MNT OFFICE EQU	275	0	275	.00	.00	275.00	.0%
05051803 54301 SPED OFFICE SUPPLIE	3,402	0	3,402	3,331.22	546.76	-475.98	114.0%*
05051804 58708 SPED OUTLAY EQUIP	20,715	0	20,715	6,348.61	.00	14,366.39	30.6%
05051805 52424 MEDICAID SERVICES	1,040	0	1,040	.00	.00	1,040.00	.0%
05051806 52413 SPED MEDICAL SERVIC	2,421	0	2,421	1,097.48	.00	1,323.52	45.3%
05051807 52425 SPED TUITION - CASE	375,715	0	375,715	16,000.00	.00	359,715.00	4.3%
05051808 52426 SPED TUITION PRIVAT	1,052,704	0	1,052,704	135,651.56	638,608.27	278,444.17	73.5%
05051808 52465 CIRCUIT BREAKER TUI	-347,500	0	-347,500	.00	.00	-347,500.00	.0%*



DECEMBER 13, 2011

FOR 2012 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
05051810 52430 CO: SPED CASE TRANS	510,715	0	510,715	255,357.50	255,357.50	.00	100.0%
06041801 51408 SPED TEACHER	298,055	0	298,055	91,621.20	206,147.80	286.00	99.9%
06041802 51418 SPEECH TEACHER	79,581	0	79,581	24,486.40	55,094.58	.02	100.0%
06041803 51624 SPED EDUCATION ASST	186,499	0	186,499	62,153.99	127,980.05	-3,635.04	101.9%*
06051801 54305 RES TEXTBOOKS	521	0	521	734.74	.00	-213.74	141.0%*
06051802 54332 EDUC NEEDS SUPPLIES	575	0	575	443.56	.00	131.44	77.1%
06051802 54333 SPEECH SUPPLIES	429	0	429	227.85	.00	201.15	53.1%
07041801 51408 SPED TEACHER	163,901	0	163,901	56,171.60	107,728.40	1.00	100.0%
07041802 51418 SPEECH TEACHER	95,315	0	95,315	29,327.68	65,987.32	.00	100.0%
07041803 51624 SPED EDUCATION ASST	87,754	0	87,754	18,705.80	56,844.81	12,203.39	86.1%
07051801 54305 RES TEXTBOOKS	521	0	521	539.10	.00	-18.10	103.5%*
07051801 54334 EDUC NEEDS TEXTS	330	0	330	619.85	.00	-289.85	187.8%*
07051802 54332 EDUC NEEDS SUPPLIES	575	0	575	45.80	338.80	190.40	66.9%
07051802 54333 SPEECH SUPPLIES	423	0	423	330.20	.00	92.80	78.1%
08041801 51408 SPED TEACHER	211,774	0	211,774	65,480.00	147,329.94	-1,035.94	100.5%*
08041802 51418 SPEECH TEACHER	53,341	0	53,341	16,763.04	37,716.96	-1,139.00	102.1%*
08041803 51624 SPED EDUCATION ASST	114,614	0	114,614	48,662.39	95,763.03	-29,811.42	126.0%*
08051801 54305 RES TEXTBOOKS	521	0	521	1,093.06	.00	-572.06	209.8%*
08051802 54332 EDUC NEEDS SUPPLIES	479	0	479	347.90	.00	131.10	72.6%
08051802 54333 SPEECH SUPPLIES	429	0	429	.00	.00	429.00	.0%
09041801 51408 SPED TEACHER	276,769	0	276,769	86,160.00	193,859.96	-3,250.96	101.2%*
09041802 51418 SPEECH TEACHER	89,745	0	89,745	28,684.40	61,060.60	.00	100.0%
09041803 51624 SPED EDUCATION ASST	94,024	0	94,024	34,554.55	66,441.97	-6,972.52	107.4%*
09051801 54334 EDUC NEEDS TEXTS	622	0	622	622.38	.00	-.38	100.1%*
09051802 54330 RESOURCE SUPPLIES	479	0	479	474.80	18.91	-14.71	103.1%*
09051802 54333 SPEECH SUPPLIES	429	0	429	436.56	.00	-7.56	101.8%*
10041801 51408 SPED TEACHER	306,797	0	306,797	94,399.04	212,397.96	.00	100.0%
10041802 51418 SPEECH TEACHER	79,357	0	79,357	24,417.52	54,939.48	.00	100.0%
10041803 51624 SPED EDUCATION ASST	217,561	0	217,561	75,279.26	156,144.19	-13,862.45	106.4%*
10051801 54334 EDUC NEEDS TEXTS	622	0	622	673.06	.00	-51.06	108.2%*
10051802 54332 EDUC NEEDS SUPPLIES	571	0	571	587.65	.00	-16.65	102.9%*
10051802 54333 SPEECH SUPPLIES	429	0	429	433.15	.00	-4.15	101.0%*
14041801 51416 SPED OCCUP THERAPIS	219,597	0	219,597	68,788.93	150,335.87	472.20	99.8%
14041801 51417 PHYSICAL THERAPIST	78,784	0	78,784	24,241.52	54,543.48	-1.00	100.0%*
14051801 51407 HOME INSTRUCT TEACH	1,019	0	1,019	.00	.00	1,019.00	.0%
14051803 54338 SPED EDUC SUPPLIES	3,104	0	3,104	3,179.85	262.00	-337.85	110.9%*
TOTAL SPECIAL EDUCATION	4,297,451	0	4,297,451	1,282,905.91	2,748,658.84	265,886.25	93.8%

51 AUTISTIC SERVICES

14045101 51436 AUTISTIC COORDINATO	72,100	0	72,100	33,149.40	38,950.60	.00	100.0%
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dkelly

TOWN OF ACTON / ACTON PUBLIC SCHOOLS  
FY12 YTD SPED BUDGET REPORT

DECEMBER 13, 2011

PG 3  
glytdbud

FOR 2012 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
14045102 51616 TRAINER	576,416	0	576,416	180,830.47	340,676.57	54,908.96	90.5%
14055103 52463 AUTISTIC CONTRACT S	1,106	0	1,106	.00	.00	1,106.00	.0%
TOTAL AUTISTIC SERVICES	649,622	0	649,622	213,979.87	379,627.17	56,014.96	91.4%
TOTAL GENERAL FUND SCHOOL	5,484,120	-3,675	5,480,445	1,780,497.23	3,334,251.23	365,696.54	93.3%
TOTAL EXPENSES	5,484,120	-3,675	5,480,445	1,780,497.23	3,334,251.23	365,696.54	
GRAND TOTAL	5,484,120	-3,675	5,480,445	1,780,497.23	3,334,251.23	365,696.54	93.3%

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

**MONTHLY ENROLLMENT**  
**ACTON PUBLIC SCHOOLS**  
**ACTON-BOXBOROUGH REGIONAL SCHOOLS**  
**2011-2012 ACADEMIC YEAR**

Levels	Sept. 1			Oct. 1			Nov. 1			Dec. 1			Jan. 1			Feb. 1			Mar. 1			Apr. 1			May 1			Jun 1		
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot		
K	297	59	5	302	294	59	7	301	293	58	7	300	292	58	7	299														
1	333	53	5	338	333	53	8	341	334	51	8	342	334	52	8	342														
2	355	54	7	362	354	54	7	361	355	54	7	362	355	54	7	362														
3	351	68	2	353	351	68	2	353	352	67	2	354	353	66	2	355														
4	351	66	2	353	351	66	2	353	355	66	2	357	354	66	2	356														
5	370	75	5	375	369	75	5	374	371	75	5	376	372	75	5	377														
6	359	85	4	363	361	84	4	365	361	84	4	365	362	84	4	366														
K-6 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0														
In D.Pre-sch.	37	8	0	37	38	8	0	38	42	8	0	42	46	8	0	46														
O.D. Pre-sch.	2	0	0	2	2	3	0	2	2	3	0	2	2	3	0	2														
O.D. SPED K-6	12	4	0	12	13	4	0	13	13	4	0	13	13	4	0	13														
A.P.S. Total	2467	472	30	2497	2466	474	35	2501	2478	470	35	2513	2483	470	35	2518														
7	391	71	7	469	391	71	7	469	390	71	7	468	390	72	7	469														
8	404	71	9	484	408	71	9	488	409	71	9	489	409	71	9	489														
J.H.S. Total	795	142	16	953	799	142	16	957	799	142	16	957	799	143	16	958														
9	394	77	8	479	385	78	8	471	388	78	8	474	388	78	7	473														
10	414	108	3	525	415	109	3	527	415	109	3	527	416	109	3	528														
11	387	100	7	494	387	99	7	493	386	99	7	492	386	99	7	492														
12	362	94	9	465	361	96	7	464	362	96	7	465	362	96	7	465														
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	1557	379	27	1963	1548	382	25	1955	1551	382	25	1958	1552	382	24	1958														
Total JHS & HS	2362	521	43	2916	2347	524	41	2912	2350	524	41	2915	2351	525	40	2916														
O.D. SPED 7-12	44	13	0	57	44	12	0	56	43	12	0	55	43	12	0	55														
Reg. Total	2396	534	43	2973	2391	536	41	2968	2393	536	41	2970	2394	537	40	2971														
A.P.S. Total	2467	472	30	2497	2466	474	35	2501	2478	470	35	2513	2483	470	35	2518														
Reg. Total	2396	534	43	2973	2391	536	41	2968	2393	536	41	2970	2394	537	40	2971														
Grand Total	4863	534	73	5470	4857	536	76	5469	4871	536	76	5483	4877	537	75	5489														

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

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

Distribution:  
 S. Mills  
 M. Altheri  
 D. Bookis  
 L. Huber

D. Aicardi  
 A. Bisewicz  
 K. Nelson  
 E. Weiner

C. Bates  
 All Principals (2)

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

# Staff Children

Case 1 /

CAD, DAD, GAD, TAD, and MAD - ALL DAY PROGRAMS

Annual

Acton Public Schools

2011 - 2012

December 1, 2011

12/1/2011  
1:35 PM

Grade Yo	Conant			Total	Douglas			Total	Gates			Total	McCarthy-Towne			Total	Merriam			Total	#Sec.	Avg. S
	CAD	CB	CC		DAD	DB	DC		GAD	GB	GC		TAD	TB	TC		MAD	MB	MC			
													Case +	21	20	18	59				7#	
K-24	20	20	20	60	21	20	19	60	20	21	19	60	20	20	18	58	20	20	21	61	299	15
	Rm 3	4	5		3	4	5		1	3	8	2#	113	311	312		135	231	321	334	4#	8#
													Case +	22	21	22	65					
Gr. 1-2	22	21	21	64	22	22	22	66	21	21	21	63	21	21	21	63	21	21	22	22	86	342
	Rm 6	7	8	1#	6	7	8	1#	5	6	10	1#	114	301	302		224	234	322	323	1#	7#
													Case +	22	24	25	71					
Gr. 2-2	23	23	23	69	23	22	23	68	23	22	23	68	22	22	23	67	22	23	23	22	90	362
	Rm 9	10	17		9	10	11		7	9	17	1#	212	213	314		230	330	331	1#	2#	
													Case +	23	24	24	73					
Gr. 3-2	24	23	23	70	24	24	23	71	23	24	24	71	23	24	24	71	24	24	24	72	355	
	Rm 18	19	20		12	13	14		18	19	20		115	210	310		222	233	332	1#	2#	
													Case +	27	24	23	74					
Gr. 4-2	24	23	23	70	24	23	24	71	24	24	24	72	24	23	23	70	24	24	25	73	356	
	Rm 14	15	16		19	20	21		14	15	16	1#	211	303	313		232	324	333	4#	5#	
													Case +	27	25	27	79					
Gr. 5-1	25	25	25	75	25	25	25	75	25	25	26	76	25	25	25	75	25	25	26	76	377	
	Rm 11	12	13		15	16	17	1#	11	12	13		112	214	215		223	235	335	3#	4#	
Gr. 6-1	24	25	24	73	24	25	24	73	25	24	24	73	25	25	25	75	24	24	24	72	366	
Total Staff				1#				2#				7#	Case+ 117	Averm 23.6	496	8#				17#	35#	
Total	21 Sec Averm 22.9	22.9	24.1	481	21 Sec Averm 23.6	23.6	484	21 Sec Averm 23.0	23.0	483	21 Sec Averm 22.8	479	21 Sec Averm 22.8	22.8	25	479	23 Sec Averm 23.0	23.0	26	26	530	2457
Range	20	25			19	25			19	26			18	25			20	26			18	26

## How Can Learning Goals Help You Give Feedback To Kids?

Common Language between students, students, students and teacher

Clarity – Focus on conversation, place to start conversing

Keeps you specific and purposeful in feedback

Keeps a focus on what is important

Provides a clear focus and influences how I talk to them

Learning goals make feedback more specific and meaningful, and students more aware of expectations and choices.

Will help me pay attention to a few specific things in their work

Make feedback more objective and less subjective

Will help me curb my “rambling on.”

They give clear guidelines as to what learners need to focus on to be more successful in given challenges.

To give clear expectations

Clarity – make expectations clear to kids and make them clear for me too

Frame the feedback in a kid friendly way

Gives structure and format to feedback

To ensure most important/essential feedback is given

I will have a better idea of what to say

Feedback is key to learning

Will help me remember and be more conscious of what we’re all doing and why

Helps with focus and gives you something specific to go back to with students. You can show them/explain to them the goal and let them know how they met or failed to meet it.

## **Why is it Important to Give Kids Feedback?**

To continue a dialogue between artist/teacher & artist/student – 2 artists discussing.....

To validate their thoughts and ideas

To validate their thoughts, ideas, work....and make it meaningful

Feedback should be based on unit/lesson, artist goals. Once it has a framework context it can be provided to help artists grow on many levels.

“Hearing” feedback without being defensive is a skill that will benefit students later in life even outside of the art world.

Learning occurs through social interaction.

Your involvement gives me encouragement.

Show improvement/progress

To continue the process of artmaking further than might have been previously anticipated

So they know you (an adult) care

Refocus when working helps them reflect and better understand why they are doing what they are doing

So they understand how they can become more successful

To elevate/expand the level of discussion surrounding art

So that they can learn by example/modeling to give feedback to others

So that they get a sense of perspective on what you/others see and observe in their work

So that they understand art as a collaborative (not solitary) process

To give them the opportunity to push their work, develop their skills and reach their goals

To create an interactive experience of give and take

To help them be more reflective and self aware

Will give them a chance to respond and be heard

To learn and grow to elicit questions

So they know where to stand in reference to what they are expected to do

Clarification for them that they are successfully meeting expectations

Builds self confidence

**ACTON PUBLIC SCHOOLS**  
**2012-2013 KINDERGARTEN REGISTRATION SCHEDULE**

The following are important dates for parents/guardians of children who will be entering Kindergarten in September, 2012 (5 years old on or before September 1, 2012). See also: <http://ab.mec.edu/sturegister.shtml>

**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 10, 2012 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 18; January 27, January 31, February 6.  
 Please call individual schools after January 3, 2012 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: 8:45 - 10:00 a.m. and 12:30 - 2:00 p.m.

Tour hours for Douglas & Gates: 9:30 - 10:45 a.m. and 11:00 - 12:15 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 17: 9:00 a.m. - 12:00 noon and 7:00 - 9:00 p.m.**

**Wednesday, January 18: 9:00 a.m. - 12:00 noon**

**PARENT INFORMATION EVENING MEETINGS\***

Tuesday, January 24, 7:00 p.m. @ McCarthy-Towne - Cafetorium

Tuesday, January 31, 7:00 p.m. @ Gates - Cafetorium

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

Tuesday, February 28, 7:00 p.m. @ Conant - Cafetorium

Tuesday, March 6, 7:00 p.m. @ Douglas - 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 13: 9:00 a.m. - 12:00 noon and 7:00 - 9:00 p.m.**

**Wednesday, March 14: 9:00 a.m. - 12:00 noon**

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

**Tuesday, January 10, 2012 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 27 - March 7 by mail or walk-in. Lottery will be held on Monday, March 12, 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 (\$450) due.

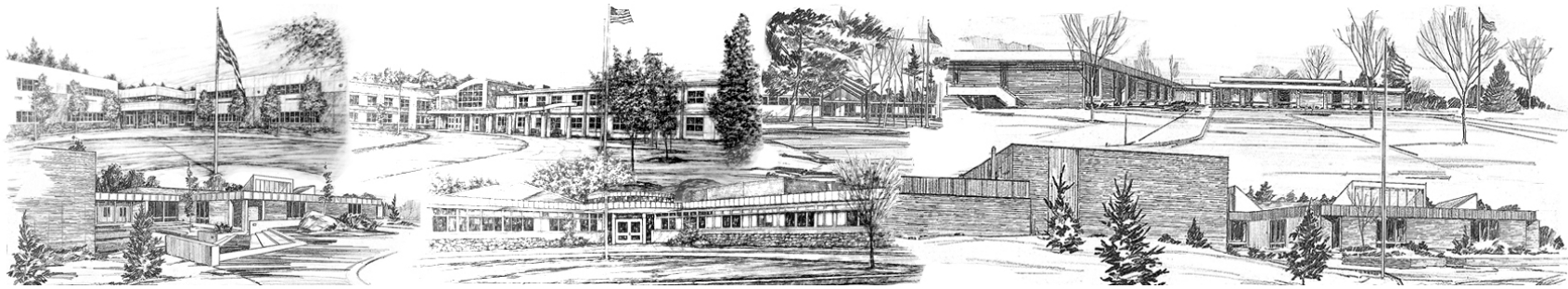
May 31 - Parent-released/teacher-completed Pre-K Assessment Form due at Registrar's Office, R.J. Grey Junior High

July 1 - (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 1/1/12) due at school nurse's office.

August 1 - September tuition for children registered in All-Day K (\$450) due at the Community Ed. Office.

11/04/11



ACTON PUBLIC SCHOOLS  
 ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
 ACTON, MA 01720  
 978-264-4700  
 Website address: http://ab.mec.edu

SCHOOL SYSTEMS' PROFILE - 2011-2012

<b>Kind of Communities:</b> residential suburbs near Routes 2 and 495 <b>Population:</b> Acton - approx. 21,234    Boxborough - approx. 5,174				<b>Total Student Enrollment</b> (October 1, 2011): Acton Public: 2,501    Acton-Boxborough: 2,968 (includes APS School Choice: 0 and A-B School Choice: 34)
<b>ELEMENTARY SCHOOLS</b>				
<u>School</u>	<u>Grade</u>	<u>Principal</u>	<u>Enrollment*</u>	<u>Specialty Programs**</u>
Conant	K-6	Damian Sugrue	481	Nature Program, Student Council, Connections Program, Before/ After School Program
Douglas	K-6	Christopher Whitbeck	483	Nature Program, Before/ After-School Enrichment Program, Japanese & Chinese Language (K-4)
Gates	K-6	Lynne Newman	484	Nature Program, School Chorus, Student Council, Before/ After-School Program
McCarthy-Towne	K-6	David Krane	476	Integrated Curriculum Program, SLOYD, CASE classes, Before/ After School Enrichment Program
Merriam	K-6	Ed Kaufman	524	Project-based Curriculum, Looping classes, Before/ After School Enrichment Program
* <i>Enrollment</i> does not include SPED PreSchool: 41, and SPED Out-of-District Placements: 18				** <i>In all schools:</i> All-Day Kindergarten, Computer Lab, Classroom Assistants, ELL, Fee-based Instrumental Music (gr. 5-6), School-Business Partnership, Community Service Learning

<b>JUNIOR AND SENIOR HIGH SCHOOLS</b>				
* <i>Enrollment</i> does not include SPED Out-of-District Placements, gr. 7-12: 58				
<u>School</u>	<u>Grade</u>	<u>Principal</u>	<u>Enrollment*</u>	<u>Extracurricular Programs</u>
R.J. Grey Junior High	7-8	Craig Hardimon	957	Ambassadors, Anime Club, Art, Climate, Creative Writing, Drama, French, Interscholastic and Intramural Sports
7 <sup>th</sup> grade teams of 105-110 students with five teachers 8 <sup>th</sup> grade teams of 120-125 students with five teachers Integrated Curriculum				Jazz Band, Library Support, Math Counts, School Store, Select Choir, Ski Club, Speech & Debate, Student Council, Technology & Engineering, Theater Production, Yearbook, Yoga Club
Acton-Boxborough Regional High School received a Blue Ribbon School award from the U.S. Department of Education in November, 2009				
<u>School</u>	<u>Grade</u>	<u>Principal</u>	<u>Enrollment*</u>	<u>Extracurricular Programs</u>
A-B Reg. High School	9-12	Alexandra Callen	1,955	Academic Teams, (including Decathlon, Math, Science, Speech & Debate), Proscenium Circus (drama), Honor Societies, Publications, Student Government, Interscholastic Athletics, Community Service, AB Human Rights, Peer Leadership Group, SADD, Common Ground, WHAB radio station, Recycling Team, Outdoor Club
<b>Awards received by students</b> Scholastic Art Awards (state & national), Band, Academic Decathlon 2010 (State Champs - 19 yrs.), Science Olympiad (State Champs - 2005, 2006), Girls' Swim/Diving (State Champs - 13 yrs.), Boys' Swim/Diving (State Champs - 9 yrs.), Football - State Record of 52 consec. Wins - 5 Superbowl titles, Girls' Soccer (State Champs - Fall 2007), Field Hockey (State Champs - Fall 2007, 2009), Girls' Tennis (State Champs - Spring 2008), Boys' Track (NE4x800 & State Champs 2010)				<i>Career Exploration Programs:</i> Job Shadowing, Senior Internships, Work Study, Career Speakers

INSTRUCTIONAL PROGRAMS

<u>Elementary</u>	<u>Junior High</u>	<u>High School</u>
Language Arts	Art, Band, Chorus, English	English
Mathematics	Health, Drama	Industrial Technology
Science/Health Education	Computer Literacy	Mathematics
Social Studies	Life Skills, Mathematics	Performing Arts
Art	Minuteman Tech. Lab, Music	Physical Education/Health
Music	Physical Education, Science	Science
Physical Education	Social Studies	Social Studies
Library Skills/Media Center	Study Skills	Visual Arts
Technology	World Languages	World Languages
	plus other mini-courses	Communication

SUPPORT PROGRAMS

<u>Elementary</u>	<u>Junior High</u>	<u>High School</u>
Special Education Services	Special Education Services	Special Education Services
Counseling/Psychology/Health Services	Counseling/Psychology/Health Services	Counseling/Psychology/Health Services
Child Study Team, RLL (Reading/	Academic Support Center: Reading	Academic Support Center
Language Art/Literacy Specialist)	ELL, Academic Support	ELL, Student Assistance Team
Crisis Team, ELL	Child Study Team, Crisis Team	Safety Committee

SYSTEM RESOURCES

Approximately 88.2% of instructional staff holds a Master's. or higher degree. Staff represents more than 3,853 years of teaching in Acton/AB.			
<u>Classroom teacher-pupil ratio/range:*</u>	<u>Per Pupil Expenditure:**</u>		
<u>Level</u>	<u>Range</u>	2009-10	\$11,246 (Acton)
Elementary	1:18 - 1:26	2009-10	\$13,110 (Acton-Boxborough)
Junior High	1:14 - 1:28	*** <i>Per Pupil, All Funds/Total Expend. Per Pupil (from the Dept. of Ed.)</i>	
High School	1:5 - 1:56	<u>Average Teacher salary:</u>	
*Does not include special subject teachers		2011-12 for A-B: \$72,989	2011-12 for Acton : \$73,996



ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL  
 GRADUATING CLASS OF 2011

Size of Class:			SAT Reasoning Test Profile - Average Scores						
			A-B			National			
			Cr*	Math	Wr**	Cr*	Math	Wr**	
Percentage attending:			2011	610	645	622	497	514	489
4-yr. college		93%	2010	615	648	625	501	516	492
2-yr. college/other post-sec. ed.	5%		2009	611	643	611	501	515	493
Total continuing education	98%		* Cr = Critical Reading			** Wr = Writing			
Employment/Other	2%								
TOTAL CLASS	100%		Last year, 93% of the seniors at A-B took SATs as compared to 47% nationally and 89% in MA.						

SAT Subject Test Scores, 2011

Subject	Number of Students	Mean Score	Subject	Number of Students	Mean Score
(Range is 200-800)			(Range is 200-800)		
Biology E	132	709	Mathematics Level I	82	674
Biology M	23	728	Mathematics Level II	108	749
Chemistry	86	690	Spanish	29	696
English Literature	55	630	US History	103	698
French	15	661	World History	4	750

Advanced Placement Test Scores - 2010

	Test Scores*	No. of Scores	National Merit Scholarships
451 ABRHS juniors & seniors took 928 exams in Biology, Calculus, Chemistry, Chinese, Computer Science, Economics, English Literature & Composition, Environmental Science, European History, French Language, German Language, Japanese Language, Physics, Psychology, Spanish Language, Statistics, U.S. Government & Politics, and U.S. History.	5	516	(Class of 2011)
	4	295	Semi-Finalists - 12
	3	86	Letters of Commendation - 54
	2	25	
	1	6	
			* Scores of 3-4 qualify students for advanced placement in some colleges

MCAS Test Scores, Spring 2011

combined “Proficient” & “Above Proficient” level percentages\*

	Eng./L.A/Reading	Math	Science
Grade 3	83%	84%	----
Grade 4	72%	71%	----
Grade 5	87%	83%	73%
Grade 6	90%	87%	----
Grade 7	94%	90%	----
Grade 8	96%	81%	71%
Grade 10	96%	95%	95%

\*This measure is used because “Proficient” & “Above Proficient” levels are the goals for performance.

SPECIAL FEATURES OF SCHOOL SYSTEMS

- Administrators and School Committees set and regularly review mission, vision, short and long-range goals. Administrators attend Leadership Conference annually.
- Staff continuously pursue professional development.
- Open enrollment at elementary level (choice of school)
- Teaming at R.J. Grey Junior High School
- All seven schools are networked to each other and to the Internet; staff use current technology in management and instruction.
- Staff evaluate programs regularly; the districts support curriculum renewal through a research and development program.
- Community members actively participate in and support school programs, serve on advisory committees and task forces.
- Staff supervise a full range of extracurricular activities for students (*see listings on reverse side*).
- School-Business Community Partnerships include working relationships with area businesses, institutions of higher education and the Middlesex West Chamber of Commerce.
- Local foundation for athletics/extracurricular activities: ABSAF (Acton-Boxborough Student Activities Fund)
- Last year, the schools received approximately \$1.3 million in grants and other resources.
- Schools work with town(s) in Acton Leadership Group, Boxborough Leadership Forum and Acton 2020 (planning process).
- Acton-Boxborough Community Education is an asset to the school districts, offering a wide variety of programs for children and adults.

SCHOOL SCHEDULE AND HOURS

180 school days scheduled

Elementary Schools	
Conant, McCarthy-Towne	8:30 a.m. - 2:45 p.m.
Merriam	
Thursdays	12:15 p.m. dismissal
Douglas & Gates	9:15 a.m. - 3:30 p.m.
Thursdays	1:00 p.m. dismissal
Secondary Schools	
A-B Regional High School	7:23 a.m. - 2:18 p.m.
R.J. Grey Junior High School	7:30 a.m. - 2:06 p.m.

BUSING DISTANCE

(Busing provided by the school system)

Level	
grades K-3	No minimum (all transported)
grades 4-6	Over 1 mile
grades 7-12	Over 2 miles

CENTRAL ADMINISTRATION



Stephen E. Mills, *Superintendent*  
 Deborah Bookis, *Director of Curriculum & Assessment*  
 Marie Altieri, *Director of Personnel/Admin. Svcs.*  
 Elizabeth Huber, *Director of Pupil Services*  
 Donald Aicardi, *Director of Finance*

ACTON SCHOOL COMMITTEE


Dennis Bruce  
 Michael Coppolino, *APS Chairperson*  
 Xuan Kong  
 Kim McOsker  
 Paul Murphy  
 John Petersen, *AB Chairperson*






A-B SCHOOL COMMITTEE


*All Acton members plus the following Boxborough members:*  
 Brigid Bieber  
 Maria Neyland  
 Bruce Sabot

From:  "Allen Nitschelm" <allen@thehomesteader.com> Fri, Dec 02, 2011 11:36:24 AM 

Subject: OPEB obligation needs to be taken seriously

To:  jpetersen@mail.ab.mec.edu

Cc:  APS School Committee  "ABRSC" <abrsc@acton-ma.gov>  
 <bos@acton-ma.gov>  <ALG@acton-ma.gov>  <fincom@acton-ma.gov>

Attachments:  Attach0.html 4K

Dear John,

I watched most of the SC meeting last night and was greatly interested in the brief discussion of the OPEB liability and your reaction to the Segal report.

You stated, essentially, that no one can predict what will happen 30 years from now, and that the decision of when to fund this obligation and how much to fund it will be a discussion that should take place over several years. You did not seem overly concerned about this issue.

At the BOS meeting when the changes to the health insurance plan were discussed, many employees in the audience seemed to feel that Acton's finances were fine, that there was no "emergency," and that the town could afford to continue spending at the same order of magnitude as it has in the past. Comments like yours reinforce and perpetuate this myth.

Philosophical differences aside, lets just talk numbers. If the Segal report requested funding to a third party (say the Segal company itself) in order to protect the town against this unfunded liability, then you would be right and I would share your concern. The future is too uncertain to "spend" money in this way and at this time.

**But that is not at all what we are talking about.** We are talking about "self insurance." It is being fiscally responsible to set aside money against a potential future liability. The amount that has been calculated to be set aside by our consultant is an additional \$5 million per year. We would not be spending this money, but saving it.

If we set aside \$5 million per year and we later determine that the predictions were wrong and we saved too much, that is great news. Think of how we have benefitted from our NESWC fund. This is a good example of advance planning for a future unknown scenario which turned out to be false. We are now grateful for this "found pot of money." There is no real downside in this scenario. In this case (as in the NESWC case), we need to take prudent action based on our best information.



Let's say instead that the predictions are true (or worse, the obligations are higher than estimated). Then any further delay increases our potential costs significantly.

Since these are health-care costs, let's say they increase at 5% a year, a historically low number. If we do not fully fund this obligation immediately, our approx. \$5 million obligation


(as of 2010) would grow about \$250,000 a year, every year. So waiting just four years would mean a \$6 million annual contribution would be needed in FY2014.




I strongly urge you and our town boards to take this obligation seriously and stop sending mixed signals to our employees that everything is fine, we really don't need to worry about this now, that 30 years is too long to accurately estimate costs, etc. These false expectations only set us up for more costs and more painful decisions later on.


Allen Nitschelm  
Acton Forum


From:  Allen Nitschelm <allen@thehomesteader.com> 12/6/2011 5:40:43 PM 

Subject: OPEB update

To:  <fincom@acton-ma.gov>

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

Bcc:  **Beth Petr**

Attachments:  Attach0.html 6K

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Dear FinCom members,

I watched your meeting of 11/29/11 and have several points to make.

1. The OPEB annual obligation shortfall as described by John Murray at your meeting is about \$8 million, not \$5 million (\$10.7 million obligation with \$2.1 million currently being paid). There were several erroneous references to the \$5 million figure as the total annual unfunded liability for FY10 during your meeting. Obviously, this is a very important difference. These amounts are listed in the Segal report on page 17 (Chart 3) under 2010 for both town and region.

2. Your committee's obligation to Town Meeting and taxpayers is clear: ask that the funding recommendation of the Segal Report be honored. Anything less will increase Acton's long-term cost. If Town Meeting chooses instead to fund at a lower level than you recommend, you should, at the very least, make it clear how many millions of extra future dollars are estimated to be needed to make up the difference. Every year's delay has a cost: tell taxpayers what it costs for the town to do (virtually) nothing for another year, or what happens if we only fund this at a 25% or 50% level for a few years. And, again, your advice should be to fully fund this at recommended levels (unless you believe the Segal report to be grossly inaccurate.)

I would refer you to look carefully at the charts on page 12 and 13 of the report. While I have heard a \$100 million obligation is on the books, the report seems to state that the real cumulative future obligation over 30 years is \$195 Million for the regional schools and \$225 million for the town, or a total of **\$420 million**. Perhaps the present value of this is \$100 million if we begin fully funding it now, but further delays could make this current obligation grow very quickly.

Just so you understand, by taking little or inadequate action, you are passing this cost onto future taxpayers. These are costs that have been incurred and must be paid. The annual obligation will continue to increase faster than our revenues until it will start to crowd out other expenses in future budgets like salaries and capital needs. This will force emergency tax hikes or cuts in personnel. By careful fiscal planning now we can eliminate these future problems while not passing the expenses onto our children.

3. You can easily fund at least half of the shortfall now by earmarking reserves, keeping the reserve balance above the 3% DOR recommendation while making sure the extra reserves are set aside. But the only long-term funding solution is to achieve savings in personnel or increase taxes. The long-term funding solution the town chooses should be started in FY12. Remember, we are already two years behind (the report is of Dec. 31, 2010), and some town leaders seem to believe we can take another couple of years to sort this out. That would not be fiscally responsible.

4. Operating entities that continue to award raises, bonuses, and generous benefits need to understand that this costs money, not just in the current year's budget, but in future years as well. It seems that some of our town leaders have not gotten this message clearly, even though the first unfunded liability report was done in 2007, and the economy has been in recession for several years. It is FinCom's job to first educate the other town leaders and then educate the public.


For example, we have heard our operating entities talk about "level service" budgets. I would change this immediately to "level funded" budgets until the OPEB obligation is fully funded.

Your decision to recommend a \$500,000 initial downpayment is woefully insufficient. According to John Murray, the town manager's budget had a \$1 million earmark for this obligation in last year's budget cycle but it got removed in the budget process. Had we built a \$1 million payment into last year's budget, we would have taken the right step and this year's problem would still be substantial, but \$1 million less.

I have also heard that the Middlesex Pension system has a significant unfunded liability but the town is currently paying \$2 million per year towards it (plus \$900,000 in current payments), which is fully realizing that obligation. We should do no less with the OPEB liability. But since OPEB's liability is larger than Middlesex's, the need for action is greater, not less.

**The message of this email is to take stronger action immediately**, not wait another year and then start negotiating about ramping up. You should strongly recommend earmarking some reserves now, significantly cutting back on spending, and making sure that labor costs begin to fall in line with economic reality. This message needs to be sent to Town Meeting as well, not to mention town employees. That is your duty as our fiscal watchdogs, and it is not something that the operating entities will willingly embrace.

Allen Nitschelm  
Acton Forum

**From:** John Murray <jmurray@acton-ma.gov> Thu, Dec 08, 2011 3:17:18 PM   
**Subject:** RE: Acton's New Budget Reality ... It Ain't Pretty. New Acton Forum Article  
**To:** Clint Seward <cseward@verizon.net>  
Finance Committee <FinCom@acton-ma.go...  
Acton Leadership Group <ALG@acton-ma.gov>  
Board of Selectmen <BOS@acton-ma.gov>  
Acton-Boxborough Regional School Committee <abrsc@acton-ma.gov>  
Acton Public School Committee <apsc@acton-ma.gov>  
**Cc:** M Patch <Patrick.Clark@patch.com>  
**Bcc:** **Beth Petr**  
**Attachments:** Attach0.html 14K

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Clint,

In your article you cite the following:

"The Assistant Town Manager listened to this Fincom debate and summarized the meeting as follows: Acton has been saying for the last three years that we need to hang on to all of our staff and services until the economy gets better. But now we see that things will not get much better and we are being told to adjust our budgets accordingly to meet the new reality"

While the excerpt is fairly accurate the article lacks the proper context. The context was:

FinCom members were speaking about rolling out its vision and model. FinCom was also forecasting possible reactions from the BoS and School Committees. What I said was -- I believe the FinCom needed to take a step back because the current shared vision was to just hold on until things get better. While not spoken, my reference was to hold on to current service levels.

My advice to FinCom was to socialize its new vision before reviewing the components of its spreadsheet. I also stated the Town Manager's budget was due on December 19 and was based on the prior shared vision. I also believe there was consensus on the FinCom that the Town Manager's Budget Request could be reconfigured to the new version at this late date.

Just for the record, I did not take a pro or con position with respect to FinCom's new vision.

John

**Next** Clint Seward [<mailto:cseward@verizon.net>]

**Sent:** Thursday, December 08, 2011 12:52 PM

**To:** Finance Committee; Acton Leadership Group; Board of Selectmen; Acton-Boxborough Regional School Committee; Acton Public School Committee

**Cc:** M Patch

**Subject:** Acton's New Budget Reality ... It Ain't Pretty. New Acton Forum Article

## Acton's New Budget Reality ... It Ain't Pretty

By Clint Seward for Acton Forum, December 8, 2011

Acton's Finance Committee took Acton's first step toward facing Acton's new budget reality in its meeting last Wednesday. The consensus is that the Great Recession may be technically over, but we have not returned to a growing economy that supports the continuing growth of town and school budgets to the levels of recent years. Adding to this reality is the \$100M liability that must be addressed to pay for past promises for post-retirement benefits for employees that Acton needs to address.

In terms of expenses, everyone is asking for more money in the budgets. There are many great ideas surfacing on how to improve Acton. The schools want additional investment to improve our already best in the state schools. Acton 2020 has an excellent list of ways Acton could invest money. The Board of Selectmen established a building committee for a new \$7M community/senior center. The police want four more patrol officers. A new North Acton fire station is being discussed. Open space purchases continue to be a priority. The list is long and growing.

In terms of revenue, no source is going to begin to cover Acton's spending requests. State aid is holding steady at about \$12M, with a planned 3.6% increase for inflation, but state aid supports just 14% of the budget. Federal funding has ended after helping over the past three years with about \$1M each year and there is no prospect that it will be renewed. Local receipts from fees are flat. Taxpayers will be asked for the 2 ½% tax increase again, even though Taxpayers are under pressure from the economy, inflation, and housing market softness.

Adding to the budget pressures is Acton's \$100M unfunded liability that must be addressed and it will eventually require about \$4.7M per year on a budget of about \$86M, about a 5.5% hit on the budgets. The impact of this on already tight budgets will be brutal.

The Finance Committee recognized months ago that Acton is no longer able to continue with comfortable budget increases every year as has been Acton's expectation. Fincom's new Long Term Forecast Committee presented a first comprehensive look at a five year forecast and discussed it at Wednesday's meeting. It considered three scenarios: a most favorable (everything works in our favor); a most likely (business as usual); and a least favorable. Briefly, it shows a doom and gloom outlook in all three cases unless action is taken by all Acton boards (see attached three scenarios).

The Assistant Town Manager listened to this Fincom debate and summarized the meeting as follows: Acton has been saying for the last three years that we need to hang on to all of our staff and services until the economy gets better. But now we see that things will not get much better and we are being told to adjust our budgets accordingly to meet the new reality.

This is the new reality. Acton wants to make many new investments, but the resources to do so are simply not there. Acton wants to hang on to its present level of staffing and services, but the resources to do so are simply not there. Since no outside source will come to the rescue, Acton has to adjust by itself to this new reality. It has to be done, but it will not be easy.

One member of the audience asked Fincom if an override has been discussed. The answer is that no one has discussed an override, and it is very unlikely that it will be discussed. It is not likely to be an option, given the new reality of this economy, and of Acton's tax rate which is presently one of the highest in Massachusetts.



The discussion of Acton's new budget reality has begun. This will continue for five years at least, until spending is in line with the new realities. All citizens need to stay informed and to go to April Town Meeting to hear the various options and to vote on the solutions.

<http://www.actonforum.com/story/acton%E2%80%99s-new-budget-reality-%E2%80%A6-it-ain%E2%80%99t-pretty>