

Acton Public, Acton-Boxborough Regional School Committees

February 7, 2013

**7:30 AB Regional School Committee Budget Hearing
Followed by JT AB/APS School Committee Meeting
Followed by AB Regional SC meeting
Followed by APS SC meeting
at the R.J. Grey Junior High Library**

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

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

**February 7, 2013
7:00 p.m. JT SC Executive Session
7:30 p.m. ABRSD Annual Budget Hearing
Followed by Joint School Committee meeting
Followed by AB Regional SC meeting
Followed by APS SC meeting**

AGENDA with addendum

JOINT SCHOOL COMMITTEE CALL TO ORDER

- 1.0 **JT SC EXECUTIVE SESSION** (7:00)
“Strategy with respect to collective bargaining”

APS SC is suspended. ABRSC continues.

- 2.0 **ABRSC CHAIRMAN’S INTRODUCTION**

- 3.0 **ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT FY14 OPEN BUDGET
HEARING** (7:30)

(Please bring 1/26/13 Budget Binder or laptop to view <http://ab.mec.edu/about/meetings.shtml>)

- 3.1 Recommendation to Approve FY14 ABRSD Budget and Assessments – **VOTE** – *Steve Mill, Don Aicardi (addendum)*

- 3.2 Presentation Slides 2/5/13 (*addendum*)

- 7.1 Regional School District Study Committee (RSDSC) Update – *Peter Ashton, Mac Reid (to be taken out of order)* (8:00)

- 7.1.1 Status Report from RSDSC Chairs Mac Reid and Peter Ashton

- 7.1.2 Community Input as of 2/5/13 (*addendum*)

APS SC reconvenes and JOINT SCHOOL COMMITTEE MEETING begins.

- 4.0 **APPROVAL of MINUTES and STATEMENT of WARRANT** (8:15)

- 4.1 Minutes of 1/8/13 Joint/AB School Committee meeting (*addendum*)

- 4.2 Minutes of 1/17/13 AB School Committee meeting

- 4.3 Minutes of 1/26/13 Joint/AB/APS SC Budget meetings

- 5.0 **PUBLIC PARTICIPATION**

- 6.0 **JOINT SCHOOL COMMITTEE BUSINESS**

- 6.1 Security Measures in Place in our Schools – *Steve Mills* (8:20)

- 6.1.1 Draft letter re Weapons ban – **VOTE** – *Xuan Kong*

- 6.1.2 Superintendent’s Safety Task Force Participants and Public Forums (*addendum*)

- 6.2 Acton Leadership Group (ALG) Report – *Xuan Kong, Kim McOsker* (8:25)

- 6.2.1 Materials for 1/31/13 meeting

- 6.2.2 Revised minutes of 1/10/13 meeting
- 6.3 Boxborough Leadership Forum (BLF) Report – *Maria Neyland (oral)*
- 6.4 Health Insurance Trust (HIT) Report – *Kim McOsker (oral)*
- 6.5 OPEB Task Force Update – *Dennis Bruce (oral)*
- 6.6 Acton FinCom Report - *Dennis Bruce (oral)*
- 6.7 Acton BOS Report - *Paul Murphy (oral)*
- 6.8 Policy Subcommittee Update (8:30)
 - 6.8.1 Mission and Vision/Values (File: AD-E) – **FIRST READING** – *Brigid Bieber*
 - 6.8.2 Prohibition of Harassment (combining Files: ACAB, JBA, GBA) – **FIRST READING** – *Liza Huber*
- 6.9 FY13 SMART Goals Update – *Steve Mills (8:40)*

APS SC is suspended. ABRSC continues.

7.0 ABRSC BUSINESS

- 7.1 Regional School District Study Committee (RSDSC) Update – *Peter Ashton, Mac Reid (to be considered after the ABRSD Budget Hearing)*
- 7.2 FY13 Second Quarter Budget Report – *Don Aicardi (8:45)*
- 7.3 Recommendation to Accept Additional Gift from ABSAF – **VOTE** – *Steve Mills (addendum) (8:55)*
- 7.4 Recommendation to Accept Gifts from Donors for Community Service Program Silent Auction – **VOTE** – *Steve Mills*

8.0 FOR YOUR INFORMATION (9:00)

- 8.1 AB Regional High School
 - 8.1.1 Discipline Report – January 2013
 - 8.1.2 Donations received for Health Education Program, ASHA, Community Service Program
- 8.2 RJ Grey Junior High School
 - 8.2.1 Discipline Report – January 2013
- 8.3 Pupil Services
 - 8.3.1 ELL Student Population, February 1, 2013
 - 8.3.2 Early Childhood Student Population Report, February 2, 2013 (*addendum*)
- 8.4 January 1 Enrollment Report
- 8.5 Local Election Update – Acton Election Day is March 26, 2013 (*oral*)
- 8.6 Community Correspondence (*addendum*)

9.0 NEXT MEETINGS

- February 14, 7:00 pm, APSC Meeting at RJGJHS Library (Open Budget Hearing)
- March 7, 7:30 pm, ABRSC Meeting at RJGJHS Library (Education Report – A. Shen)
- March 21, 7:00 pm, APSC Meeting at RJGJHS Library (Education Report – E. Kaufman)
- March 28, 7:00 pm, Joint SC Meeting at RJGJHS Library
- April 1, 7:00 pm, Acton Town Meeting begins in ABRHS Auditorium

ABRSC is adjourned and APS SC reconvenes.

10.0 ACTON PUBLIC SCHOOL COMMTEE BUSINESS (9:05)

- 10.1 APS FY14 Budget Update – *Steve Mills, Don Aicardi (see posted 1/26/13 materials)*
 - 10.1.1 Presentation Slides 2/5/13 (*addendum*)

APSC ADJOURNS (9:30)

3.1
(A)

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

TO: Acton-Boxborough Regional School Committee
FROM: Steve Mills, Superintendent
DATE: February 7, 2013
RE: Recommendation for FY'14 Acton-Boxborough Regional School District
Budget and Assessments

Recommendation for FY'14 Acton-Boxborough Regional School District Budget and Assessments

Attached is a copy of the Analysis of Assessments for FY'14. The Administration recommends that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2013 through June 30, 2014 be set at \$40,482,330 and that member towns be assessed in accordance with the Education Reform Law and the terms of the Agreement and amendments thereto as follows: Acton \$26,296,653, Boxborough \$5,785,747, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$6,725,844, Anticipated Charter School Aid in the amount of \$78,966, Transportation Aid, Chapter 71, Section 16C in the amount of \$624,462, a transfer from E&D Reserves in the amount of \$970,000, and a transfer from the Junior High School Project Premium on Loan in the amount of \$658.

CC: Donald Aicardi, Director of Finance
Marie Altieri, Director of Personnel

Table 6

ACTON-BOXBOROUGH RSD
Analysis of Assessments
Projected State Aid Numbers
School Year 2013-2014

	GROSS BUDGET 2013-2014	ACTON 81.61%	BOXBOROUGH 18.39%
INSIDE DEBT LIMIT:			
OPERATING BUDGET	\$35,849,821	\$29,257,039	\$6,592,782
REGULAR TRANSPORTATION	\$1,383,455	\$1,152,191	\$231,264
OPEB TRUST FUND CONTRIBUTION	\$376,000	\$306,854	\$69,146
LOWER FIELDS CONSTRUCTION	\$123,518	\$106,979	\$16,539
SPED TRANSPORTATION	\$852,759	\$695,937	\$156,822
TOTAL INSIDE DEBT LIMIT	\$38,585,552	\$31,518,998	\$7,066,554
OUTSIDE DEBT LIMIT:			
CONST DEBT SERVICE (JHS&SHS/OUTSIDE 2 1/2)			
JH CONSTRUCTION/RENOVATION	\$462,934	\$400,947	\$61,987
SH CONSTRUCTION/RENOVATION	\$1,433,844	\$1,241,852	\$191,992
TOTAL OUTSIDE DEBT LIMIT	\$1,896,778	\$1,642,799	\$253,979
GROSS BUDGET	\$40,482,330	\$33,161,797	\$7,320,532
DEFERRAL OF TEACHER SALARIES	\$0	\$0	\$0
TOTAL BUDGET INCLUDING DEFERRAL	\$40,482,330	\$33,161,797	\$7,320,532
OTHER FINANCING SOURCES:			
CHAPTER 70 BASE AID	\$7,251,545	\$5,917,986	\$1,333,559
CHOICE/CHARTER SCHOOL ASSESSMENT	(\$525,701)	(\$429,025)	(\$96,676)
CHARTER SCHOOL AID	\$78,966	\$64,444	\$14,522
REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet)	\$624,462	\$519,552	\$104,910
TRANSFER FROM PREMIUM ON LOAN-JHS	\$658	\$570	\$88
TRANSFER FROM OPEB TRUST FUND	\$0	\$0	\$0
TRANSFER FROM RESERVES (Excess & Deficiency)	\$970,000	\$791,617	\$178,383
TOTAL OTHER FINANCING SOURCES	\$8,399,930.00	\$6,865,145	\$1,534,785
ASSESSMENTS	\$32,082,400	\$26,296,653	\$5,785,747

*

Acton-Boxborough Regional School District FY'14 Budget Vote

School Committee Meeting
February 07, 2013

1

ABRSD FY'14 Proposed Budget (in thousands)

	AB
FY'13 Final	\$39,114
FY'14 Preliminary Budget	\$40,482
\$ Change from Final FY'13	\$1,367
% Change from Final FY'13	3.50%

2

ABRSD Proposed FY'14 Budget

FY'10 to FY'11 Annual increase?	3.72%
FY'11 to FY'12 Annual increase?	0.72%
FY'12 to FY'13 Annual increase?	1.59%*
FY'13 to FY'14 Annual increase?	3.50%

**Decreased by 1.23% by \$473,000 Federal EdJobs Grant*

ABRSD FY' 14 Proposed Budget

Based on: **current budget numbers** and
current state aid estimates; and
updated enrollment numbers

Town Assessments will increase from \$31,094,432 in FY'13 to \$32,082,400 in FY'14 (increase of **\$987,968**)

Figuring in: **regional agreement percentages ...**
 Acton 81.61%, Boxborough 18.39%

FY'14	<u>Acton</u>	<u>Boxborough</u>
Assessments:	\$26,296,653	\$5,785,747
	increase (4.4%)	decrease (-2.0%)

ABRSD FY'14 Proposed Investment Budget

Senior High: 2.0 FTE English Teachers (\$108k)
**LESS: \$30k reduction in 990 salary
 account** (LRSP Goals #1, 2, 3)

Bridges Program (\$134k)
 (LRSP Value #1; Goals #1, 2, 3)

Other: Professional Development (\$60k)
 (LRSP Goals #2, 3)

TOTAL: \$272k

5

ABRSD FY'14 Proposed Budget (Continued)

January 8, 2013 \$40,775,210
 (as proposed)

January 26, 2013 \$40,694,750
 (preliminary vote)

February 7, 2013 \$40,482,330
 (tonight's vote)

(\$292,880 lower than 1-8-13)

6

ABRSD FY'14 Proposed Budget (Continued)

We are proposing to authorize (right now instead of in May) \$122,000 spending for Electricity Equipment library lighting at the HS from capacity **within the ABRSD FY'13 budget**;

(Will be met by a \$125,000 match-in-kind by NStar)

Will allow FY'14 ABRSD HS Electricity Budget to be decreased by \$100,000

7

ABRSD FY'14 Proposed Budget (Continued)

Changes to FY'14 ABRSD Budget since January 8th:

Reduction in SH Electricity due to NSTAR HS Project	(\$100k)
Case Transportation & Tuition Finalized	(\$80k)
Reduction in FY'14 Professional Development Request	(\$60k)
4M to 3M Salary decrease for filling retiree positions	(\$12k)
Substitutes, Certified, Long Term	(\$20k)
Unemployment Compensation	(\$5k)
Health Insurance	(\$15k)

TOTAL **(\$292k)**

8

ABRSD Excess/Deficiency Balance: How will it be used in FY'14? (From January 8, 2013)

Based on assumption we will start the FY'14 budget process slightly below the E & D 5% Cap of **\$1.9m**

Start with 5% of FY13 Oper Budget: (\$1.9m):	5%
2% of Oper Budget Used for FY'14 budget (\$770k):	(2%)
1% Oper Budget FY'13 Year End Turnback (\$385k):	<u>1%</u>
ESTIMATED FY'13 Year End E & D Bal (\$1.5m):	4%

Due to our high level of reserves, and our close proximity to the 5% cap, we will continue to evaluate this throughout the budget season

9

ABRSD Excess/Deficiency Balance: How will it be used in FY'14?

Based on assumption we will start the FY'14 budget process slightly below the E & D 5% Cap of **\$1.9m**

Start with 5% of Oper Budget E & D balance:	(\$1.9m)
2.4% of Oper Budget Used for FY'14 budget:	(\$970k)
1% Oper Budget FY'13 Year End Turnback:	<u>(\$394k)</u>
ESTIMATED FY'13 Year End E & D Bal (3.3%)	(\$1.3m)

10

ABRSD Excess/Deficiency Balance

Three Things We Must Monitor:

- 1) Due to the increase in E&D to support FY'14, priority must be placed at the end of FY'13 on E&D replenishment;
- 2) As in the finalization of the FY'12 and FY'13 budgets, if cherry sheet aid comes in higher than estimated in the fall, will recommend again that the amount of E & D be lowered in order to improve fund balance for future fiscal years;
- 3) Administration has begun efforts to file for federal Municipal Medicaid revenue-will help replenish "E & D"

11

ABRSD FY' 14 Proposed Budget Motion

\$40,482,330

12

ABRSD FY'14 Proposed Budget Motion

Thank you.

13

ABRSD FY'14 Potential Budget Motion #1

\$40,465,059

(Decrease of \$17,271; Assumes
Decrease in Admin Salary Accounts;
Reduce from 2.5% to 1.5%)

14

ABRSD FY' 14 Potential Budget Motion #2

\$40,457,989

(Net Decrease of \$24,341; Assumes
Decrease of \$54,341 for one English
Teacher; then \$30,000 **increase** to High
School duties/990 salary account)

**ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETING Draft Minutes**

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

**Tuesday, January 8, 2013
7:30 p.m. Joint School Committee
followed by AB Regional School Committee Meeting**

<i>Members Present:</i>	Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Xuan Kong, Paul Murphy, Kim McOsker (8:50 p.m.), Maria Neyland, Deanne O'Sullivan
<i>Members Absent:</i>	None
<i>Others:</i>	Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

The Acton-Boxborough Regional School Committee was called to order by Chairperson Xuan Kong and the Acton Public School Committee was called to order by Vice-Chairperson Dennis Bruce at 7:35 p.m.

APPROVAL of MINUTES and STATEMENT of WARRANT

The minutes of the 12/6/12 Joint/AB School Committee meeting were approved by the ABRSC and APSC as written.

AB Warrant #13-013 dated 12/13/12 in the amount of \$1,658,031.90, #13-014 dated 12/27/12 in the amount of \$2,676,719.88 and #13-015 dated 1/10/13 in the amount of \$1,420,235.04 was signed by the Chairperson and circulated to the Committee for signatures.

APS Warrant # 201313 dated 12/24/12 in the amount of \$665,256.63 was signed by the Chair and circulated to the Committee for signatures.

PUBLIC PARTICIPATION - none

EDUCATION REPORT – Dr. Alixe Callen, Principal, AB Regional High School

Dr. Mills thanked Dr. Callen for the direction she is providing to the High School and how her decisions are supporting the Long Range Strategic Plan (LRSP). This is particularly true as people retire and she assesses her leadership team. In her presentation, Dr. Callen focused on one piece of the LRSP – increasing personalization in the school. The new Advisory Program has been popular with many students and staff members. Regarding student load she stated that we need to look beyond class size and at how many students each teacher has per day. She advocated for the need to build time into the day for students to conference with staff. The new counselor has reduced loads from 249 to 219 students per counselor but this is still very high compared to other communities. She thanked the Committee for providing increased hours for the drug/alcohol counselor. Other examples of popular things happening now are the Saturday Night activities and extended library hours. Restructuring the special education learning center has also increased personalized attention for students.

Dr. Callen's plan to restructure her leadership by creating two deans would allow some beginning administrators to take some of the more experienced administrators' tasks and make better use of their expertise. A committee member cautioned about how to present the addition of two English teachers to the public if enrollment is decreasing. The point was made that it takes significant time to give thoughtful feedback to students on written work and the High School has been understaffed in that area for a long time. A student rep spoke in strong support of the value of the Advisory Program.

JOINT SCHOOL COMMITTEE BUSINESS

6.1 Security Measures in Place in our Schools

Dr. Mills described the statement he read at the APS meeting on 12/20/12, now posted on the homepage. He is creating a new Security Task Force with a variety of staff and parents. Focused meetings will be held weekly and he hopes to report to the School Committee in March. One issue that will be discussed is that of locking school front doors. Xuan asked who wants to join the Task Force.

6.1.1 Draft letter requested by the APS School Committee

In reaction to last month's tragedy in CT, a draft letter calling for a ban on assault weapons was written by Michael Coppolino at the direction of the APS SC at their last meeting. While ABRSC members appreciated the idea, and there was broad agreement that they should put out a statement, they were not prepared to do so immediately. Dennis Bruce will work with Brigid Bieber on a revised draft for the next meeting. Members can send comments to them. Given that timing is important, it was agreed that if a revision is ready for 1/26/13, the Joint SC would discuss it then. Paul Murphy mentioned that Cory Atkins had a meeting on Jan 4 regarding school safety as a priority. David Linsky is chairing a meeting to address a bill about this issue and he could be a good resource.

6.2 Regional School District Study Committee (RSDSC) Update

6.2.1 Regional Assessment Method memo from X. Kong, 1/4/13

6.2.2 Educational Benefits memo from Superintendents, 1/4/13

6.2.3 Regional Assessment Formula proposal from J. Petersen, 12/30/12

6.2.4 Acton FinCom letter to APSC, 12/18/12

6.2.5 Outreach Opportunities

Peter Ashton reported that many things have happened recently. Presentations have been done at all of the PTSOs and many public groups. Mac Reid is keeping a record of all comments/questions received.

Concerns being heard include:

1. People in both towns need more information about the educational benefits, not just the financial benefits. The Superintendents' memo on this has been added to website.
2. There are many questions about loss of control. This means different things to different people.
3. School parents ask if PTO funding and school schedules will change. There is concern over a loss of "personal identity" of the 6 elementary schools.
4. Questions come up about specific financial impacts and benefits.

In December, the financial benefits calculation was reviewed with a focus on administration. It is now believed that the total financial benefits in the first year would be \$1 million, considerably more than initially thought. This is largely due to cost savings. The analysis has been updated so it starts regionalization when it actually would start, in FY15, not FY14. Legal counsel is now being used and is drafting a new agreement. These expenses will be paid for by a grant if it is received. Hopefully this draft will be completed by mid next week. Other legal issues have come up. The most significant involves the two methods of how assessments are formulated. We continue to use the alternative method. See memo dated 1/4/13 in packet from legal counsel summarizing the two methods.

The committee discussed John Petersen's memo dated 12/30/12 proposing a hybrid method for calculating assessments. This involves combining enrollment information and the relative property value of the two towns to get to an assessment. This idea was discussed at last week's RSDSC meeting. A subgroup will investigate this further, consistent with how other issues have been dealt with by the RSDSC. The RSDSC agreed with looking into this suggestion, although there is concern about staying on schedule for the April Town Meeting. John Petersen asked the DESE for a preliminary opinion if this method would be legal to use. DESE is considering it but it will take time. Final word will not come until after April 29th.

A long range education plan has to be done and submitted to DESE. Next meeting is Jan 23. The RSDSC hopes a new regional agreement will be ready for the next Joint School Committee meeting to discuss.

Mary Brolin and Mike Coppolino wanted to discuss the assessment memo because it would affect current budgets. Mary suggested that the Committees look at the budgets both ways so they know how the approaches specifically work out.

Maria Neyland expressed frustration that, “at the 11th hour” another method is being considered by the subcommittee. She is concerned about creating confusion for the public with this new proposal. Peter Ashton stated that the purpose of doing outreach has been to inform the public and take their input. The RSDSC feels that the public is now asking them to consider this proposal. He agreed that one of the proposals would change some of the numbers. Mary Brolin (a member of the RSDSC) added that there was a lot of concern about this new assessment approach and how long it may take to study it, but in the end the RSDSC decided to take a 2 week look and see if it merits further consideration. At that point, the RSDSC will decide whether to move forward with it or not.

Peter stated that once a new regional agreement proposal is created, he believes that the work of the RSDSC is over and it is the School Committee’s job to do the outreach and “sell it” for the Town Meetings. Brigid Bieber understands the reason to look at the new assessment method and take public feedback seriously but she is afraid that the Committee will get bogged down on one issue. She reminded that Committee that the Regional Agreement does get reviewed periodically. She doesn’t want the process to be derailed. Mike Coppolino disagreed saying that delaying a few months would be alright if it leads to a better agreement.

Peter envisions that by February, the RSDSC would present the Draft Regional Agreement that would be proposed. At that point, it is the Regional School Committee’s decision to accept, reject, or modify the proposal. If anything is modified, it must be reviewed again by legal counsel. Mary said that the DESE agreed to at least give the Committee initial feedback on the proposal prior to the Town Meetings.

Xuan announced the upcoming public forums and said that the Acton and Boxborough cable tv channels will be airing a tape of Peter Ashton explaining the issues.

6.3 Acton Leadership Group (ALG) Report

ALG will meet on 1/10/13.

6.4 Boxborough Leadership Forum (BLF) Report

Maria Neyland reported that BLF discussed the 5 articles for their Special Town Meeting on 1/7/13. All three municipal contracts for police/fire/dispatch failed. The BOS is going back to renegotiate.

6.5 Health Insurance Trust (HIT) Report

Kim McOsker reported that the December meeting was brief. They are still looking at an 8 – 10% rate increase and will vote in February. The next meeting is 1/24/13.

6.6 OPEB Task Force Update

Dennis Bruce reported that the State commission issued a draft report. Legislation is expected soon. Recommendations include looking at eligibility issues from age point of view, as well as changing the number of years from 10 to 20 years of service. Some exceptions could be made for retirees. There are other recommendations about funding but everyone is waiting for the final report to see the true effect on towns’ liability. The Task Force has not met but is talking to Segal since their numbers are the ones used. Paul Murphy stated that at Rep. Cory Atkins’ meeting there was concern that a funding requirement is not included in the draft.

6.7 Acton FinCom Report

Dennis Bruce reported that Fincom has not met recently. Kim McOsker is drafting a response to the FinCom letter in the packet for consideration at the 1/17/13 APS SC meeting. She will share it with the Boxborough members.

6.8 Acton BOS Report

Paul Murphy reported that the Town of Acton's Budget Saturday was last weekend. He would like to write to our elected officials to urge them to follow through with the proposed circuit breaker legislation. Maria Neyland would like to discuss this with the Boxborough School Committee and perhaps do a letter from all three school committees.

6.9 Policy Subcommittee Update

Brigid Bieber reported that updates are being made to the Sexual Harassment policy (File: ACAB) and it is being combined with two other policies. A First Reading is expected for the next Joint SC meeting. The policy subcommittee is also discussing cameras on school buses, videotaping on school property, as well as Facebook/Social Networking use. The Mission and Vision policy is being revised to incorporate the approved Long Range Strategic Plan.

APS SC adjourned at 9:10 p.m. ABRSC continued.

ABRSC BUSINESS

7.1 FY 14 Budget Update

Don Aicardi presented the FY14 ABRSD proposed preliminary budget. At \$40,775,000 this is a 4.24% increase from the Final FY13 Budget. Boxborough's decreasing enrollment is a trend that will continue for the next several years. Based on current level service numbers, current state aid estimates and updated enrollment numbers, Acton's FY14 assessment is estimated to increase 6.2% while Boxborough's assessment is estimated to decrease by .1%.

The preliminary ABRSD Investment Budget includes the addition of 2 ABRHS English teachers (less resulting \$30k reduction in 990 salary account), Bridges Program at ABRHS and \$120,000 in professional development. Dr. Mills commented that for 42 years the district has tried to get the High School English teachers to 4 sections and adding two teachers would do that. He received a very good report from the FUTURES Education audit that no efficiencies were found in special education at the Region, but they did identify a revenue source in Medicaid. Dr. Mills stressed that much more detail would be presented at Budget Saturday on 1/26/13.

Xuan asked what the absolute increase in ERI would be. Don will provide that at the next meeting. If MUNIS is held by the town of Acton, Xuan asked how this would impact the schools if full regionalization occurs. Don and Amy Bisiewicz said there are still costs either way. Several meetings have been held with the Town of Acton and the tech teams have discussed options with a consultant. Amy offered to bring the costs of various operating scenarios to Budget Saturday. Dennis asked if this wasn't part of the RSDSC work, to include those costs. Xuan said it was not because there would be costs either way if we regionalize or not.

Mary Brolin focused on the assessment methods. For Budget Saturday, she asked for each town's assessment amount under the statutory method. She stated that Acton might think it is best to vote down an assessment and then use the statutory method. This might mean we want to use the statutory method, and not the alternative method right from the beginning. Don will try to do these calculations for Budget Saturday.

Xuan suggested that for future presentations, one time expenses be separate from recurring expenses. There are really two concerns for both towns – Do we have the money to pay for it, and most importantly, is the budget sustainable (what is recurring)? Separating these expenses might help people understand and come to agreement.

Don asked the School Committees to email him their questions leading up to Budget Saturday. He also invited people to come in and meet with him.

7.2 Lower Fields Update

Dr. Mills said this is the quarterly update, as requested. Dennis stated that the financial snapshot is well laid out but he had some questions about construction. JD expects everything to be finished for the lax season and an “opening” event at that time. Everything should be finished in the next 8 – 10 weeks. Deanne O’Sullivan asked about field use - what is the percentage of rental? How often is it empty? Are they on track? JD said there is plenty of free time left and rentals are expected to go way above \$200,000.

7.3 Recommendation to Accept Gifts from the Friends of the Acton Libraries to the ABRHS and RJGJHS Libraries

Brigid Bieber moved, Mike Coppolino seconded and it was unanimously,
VOTED: to accept this gift with gratitude.

7.4 Recommendation to Accept Gift from IBM to the ABRHS Science Team and Computer Science Club

Paul Murphy moved, Mike Coppolino seconded and it was unanimously,
VOTED: to accept this gift with gratitude.

FOR YOUR INFORMATION

8.7 Acton Election Deadlines from Acton Town Clerk – Xuan highlighted this information.

NEXT MEETINGS

- January 17, 7:00 pm. APSC Meeting at RJGJHS Library
- January 26 (Saturday), 9:00 am – 3:00 pm Joint/APS/AB SC Budget Presentations, RJGJHS Library
- February 7, 7:30 pm, AB SC Meeting at RJGJHS Library (Open Budget Hearing)
- February 14, 7:00 pm, APSC Meeting at RJGJHS Library (Open Budget Hearing)

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

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING
Draft Minutes

Library
R.J. Grey Junior High School

January 17, 2013
8:45 p.m. AB Regional SC Meeting
(following Acton Public SC meeting)

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Xuan Kong, Paul Murphy, Kim McOsker, Maria Neyland, Deanne O'Sullivan
Members Absent: None
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

The Acton-Boxborough Regional School Committee was called to order by Chairperson Xuan Kong at 8:55 p.m.

Xuan stated that there does not appear to be a conflict between the current Regional Agreement and the state prescribed statutory method of calculating regional school assessments.

Xuan brought this issue to the attention of his Boxborough colleagues because he believed it was important to have a discussion about it before Budget Saturday when a preliminary vote had to be taken on the ABRSD FY14 budget. He emphasized that the discussion related to the FY14 budget, not the Regional School District Study Committee (RSDSC).

Xuan explained how assessments are calculated using the Enrollment/Alternative method and the Statutory method, ultimately showing how they come to the same assessment amount because of special language in our current agreement (see posted slides). He noted that the language (Section 5E) was added to the revised Acton-Boxborough Regional Agreement in 1998. The Committee appreciated Xuan's explanation.

Several members asked for a second opinion on which assessment method could be used for the ABRSD FY14 budget. This was in reaction to the 1/4/13 memo from Xuan to the Committee outlining Attorney Edward Lenox's advice that the FY14 budget placed before a district-wide meeting MUST be calculated using the statutory assessment method unless alternative method is accepted by both towns, which Atty Lenox then reversed via conference calls on 1/17/13. His reversal was based on historical information recently provided by John Fallon confirming the intent of the committee members who proposed the 1998 revisions.

Xuan confirmed that in 2001 Attorney Ropes and Gray wrote an opinion that the Regional Agreement supersedes the state regulations, due to the obvious intent of committee members of both Acton and Boxborough. New regulations were enacted in 2007, but Attorney Lenox consulted with Christine Lynch at DESE and she concurred with his opinion that because of how our local language was worded, both methods come to the same assessment amounts to member towns.

Kim McOsker questioned why Attorney Lenox, who was hired for the RSDSC, was consulted instead of the School Committee's own attorney, Myrick O'Connell. Dr. Mills explained that Attorney Lenox is an expert in regionalization and up until 12/19/12 he was responding to Xuan's RSDSC questions. Myrick O'Connell has now been asked for an opinion.

Committee members emphasized that the Regional Agreement was created by people from both towns working together for the good of the students. Both towns gave us different things that were important to them, in an effort to reach agreement. Some members expressed frustration over the developments of the past week. Brigid Bieber urged everyone to return to the mutual respect that both towns have had for each other for years.

Xuan explained that the assessment question was triggered by the RSDSC looking toward the future, but the Attorney's response was such that it could impact FY14. Xuan needed to know how a question at Town Meeting would be answered if someone asked about the statutory method, which led to the concerns. The two methods were discussed briefly at the 1/8/13 School Committee meeting. Budget Saturday needs to be about what the towns can afford for their schools, not how the cost is assessed.

Maria Neyland stated that 18 months ago the School Committee charged the RSDSC to look at expanding the region and also look at the regional agreement and suggest any changes. She feels they should have let the RSDSC do their work and on May 1st, after the Town Meeting decisions have been made, a conversation about the Agreement should take place.

Vince Amoroso, Boxborough Board of Selectman and representative on the RSDSC, offered a word of encouragement to all. He said that his family moved to the community in 1975 because it is a wonderful place to live and raise children. He has been impressed with all of the parent involvement and how education is valued. He said that since 1955 Acton and Boxborough have had a good relationship. In 1998 expansion was needed and citizens worked very hard to promise to each other that in good faith they would work together. Both sides made concessions and promises and it has worked out very well. He spoke in favor of the savings and future opportunities if full regionalization moves forward.

John Petersen spoke from the audience and agreed with Vince. He noted that the open meeting law can make it difficult for a governmental body to communicate on issues that evolve like this between meetings. In his opinion, discussion around the assessment formula is appropriate, important and valuable for all citizens to understand.

The ABRSC meeting was adjourned at 9:56 p.m.

Respectfully submitted,
Beth Petr

List of documents used: see agenda

ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEES
Draft Minutes

Library
R.J. Grey Junior High School

Saturday, January 26, 2013
8:30 a.m. Joint SC Executive Session*
9:00 a.m. – 1:50 p.m. Joint and ABR SC Budget Presentations
2:00 Acton Public SC Budget Presentations

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Xuan Kong, Paul Murphy, Kim McOsker, Maria Neyland, Deanne O'Sullivan
Members Absent: None
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

The Acton-Boxborough Regional School Committee was called to order by Chairperson Xuan Kong and the Acton Public School Committee was called to order by Chairperson Kim McOsker at 8:34 a.m.

JOINT SCHOOL COMMITTEE EXECUTIVE SESSION

At 8:35 a.m., it was moved, seconded and unanimously

VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

(YES – Bieber, Brolin, Bruce, Coppolino, Kong, McOsker, Murphy, Neyland, O'Sullivan)

Xuan Kong declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session after the executive session.

At 8:35 a.m., it was moved, seconded and unanimously

VOTED by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

(YES - Bruce, Coppolino, Kong, McOsker, Murphy, O'Sullivan)

Kim McOsker declared that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session after the executive session.

At 8:58 a.m., the Committees were polled and voted to go out of Joint Executive Session.

JOINT SCHOOL COMMITTEE APS AND ABRSD FY'14 BUDGET PRESENTATIONS

AB Warrant #13-016 dated 1/24/13 in the amount of \$2,868,218.15 was signed by the Chair and circulated to the Committee for signatures. APS Warrant #201315 dated 1/22/13 in the amount of \$88,815.46 was signed by the Chair and circulated to the Committee for signatures.

Xuan Kong stated that the ABRSC would vote a preliminary FY14 budget at the end of their meeting so it could be presented at the Budget Hearing on 2/7/13, per the Regional Agreement.

9:00 Superintendent's Introduction

Dr. Mills stated that the school budgets must be a statement of values, the product of teamwork and transparent. The proposals are consistent with the Long Range Strategic Plan and based on sound financial management in compliance with the Acton FinCom's Point-of-View document calling for reductions to match any additions. His FY14 investment budget calls for an increase of 2.2% for APS and

approximately 4% for ABRSD. No federal stimulus money made this budget more challenging. Specific additions proposed for FY14 are:

- APS – ½ time assistant principal at Douglas, counseling ,ELE support, professional learning
- ABRSD - 2 English teachers, bridges program, professional learning

The Futures Education audit suggested that some special education expenses could be reimbursed by Medicaid. This is being confirmed. These savings of potentially \$100,000 per district are not included in this budget. State budget numbers are also not confirmed yet. Dr. Mills concluded by asking for the Committees' support and acknowledging that a 5% or 6% increase in assessment for either Acton or Boxborough is not sustainable over time.

9:15 FY'14 School Budget Overview

Don Aicardi asked the Committees to support an ABRSD FY14 preliminary budget of \$40,775,000, a 4.24% increase from final FY13. He asked for support of the APS FY14 preliminary budget of \$27,130,000, a 2.14% increase from final FY13. Don cautioned that as budgets are being constructed more tightly each year, turnback potentiality (replenishing reserves at end of year) decreases. Concerns about reserve use, contracting local revenue, and cooling Chapter 70 increases have meant that budgets have grown much more slowly since FY09. OPEB liability will also play an increasingly important role.

9:35 Human Resources & Enrollment Update

Marie Altieri reported that all employee categories have existing employees' salaries going up 2.5% including steps (if any). Any new staff has been offset by reductions in staff in FTE. Where enrollment has decreased, staff has been reduced accordingly. She noted a large number of teacher retirements this year (16). Each salary has been reduced in the budget to an estimated replacement salary of Master's step 4 (\$54,341). She said that collective bargaining is in progress, but changes are not expected to this budget.

Acton Fincom member Bob Evans stated that the town of Acton has added an OPEB surcharge for new employees in their budget. He asked if the School Committees had committed to doing this for FY14 and if not, why not. Don Aicardi responded that the administration wants the budget process to progress a bit further to see if adding a surcharge makes sense. He does not feel comfortable adding one at this time. Mike Coppolino suggested that some information might be presented slightly differently given that the Acton Fincom gave the Committees input about the pluses and minuses of counting FTEs. They feel counting part time pieces is not really equivalent to adding a psychologist or English teacher. Regarding the upcoming drop in enrollment, Marie noted that one result will be that classes adhere to the School Committees' class size guidelines. Currently, we have many classes over those guidelines. Marie confirmed that nine full time support positions have been replaced with part time positions this year, saving the cost of health care benefits, at the Superintendent's direction.

9:50 Pupil Services

Liza Huber introduced some of her staff in attendance. She discussed her organization chart, Futures Education preliminary feedback and the FY13 spectrum of services for students.

When asked if some out-of-district students may return to our classrooms if Bridges is added at the High School, Liza replied yes, but it takes time to transition back and be sure each student can access the curriculum at the right level. For our specialized programs we have offered slots, where available, for tuition students from other communities. Mary Emmons added that while 20 students are expected in the program, it will be very comprehensive and may benefit other students who require higher level transition support for some of their needs. Liza said that currently students are being served in the learning center model at the High School although it is not very efficient and some coordination is missing.

In response to a question, Dr. Mills said that a contract with Futures was signed to pay a flat fee of \$12,500 to review special education services at the Region this year, and they found a possible revenue stream of

\$100,000. Herman Kabakoff suggested that a chart would be helpful showing the percent being spent on special education services.

Dennis Bruce emphasized how valuable all of the information was and requested that at least 5 – 10 minutes be built in for questions after each speaker, even if the day is extended, next year.

10:45 Professional Development / Curriculum

Deborah Bookis presented on the importance of and need for professional learning. She incorporated several video clips of real discussions between our staff illustrating a Critical Friends Group at the High School, math lesson study at the Jr High, and Readers' Notebooks at the elementary level.

When asked for more detail about the comparison between the Acton and state numbers, Deborah explained that the state does not provide strict guidelines about how to report professional development numbers. Across the years though, our districts have always been significantly low. Andrew Shen stated that the administration has always tried to imbed professional development time outside of team time. While in support of collaboration, Mike Coppolino suggested that it might be more cost effective to consider using some of the publicly available videos. Andrew replied that they have tried that as well.

Deanne O'Sullivan asked about the use of technology and specifically the ability to use websites. Deborah explained that hybrid models like moodle are used. Deanne also urged the teachers to use technology to communicate with parents and students more often. Stephanie Hoban explained that professional learning for the teachers is expanding, including summer classes that have waiting lists. She said that moving to abschools (a google app for education) allows the Districts to move beyond classroom teachers just using email. ABSchools provides a suite of applications for all teachers. Google docs is also a significant resource for collaboration and she expects to see explosive growth in that area.

Herman Kabakoff referred to last year's comment about the poor condition of many of our textbooks and asked for an update. Deborah said that a large purchase was done last year, resulting in all elementary schools now having level guided libraries. For the Junior High and High School, departments purchased some new books. They now have \$40,000 for textbooks a year to purchase texts on an as needed basis.

When asked how the additional \$120,000 will be used, Deborah replied that it will provide more time for teachers, but the Administration is not wedded to any one model yet. Leadership opportunities must be provided for teachers so they are trying to capitalize on our teachers' strengths, understanding that we must pay our teachers for their time. In addition, some experts are being brought in, such as those from Columbia University's Teachers' College.

Bill Guthlein asked if Thursday afternoons are for self directed teacher development in the elementary schools, as many parents believe. Deborah said that teachers contractually must stay until the end of the school day when students leave. If they stay later, they can take advantage of the opportunities offered, but there is no requirement to do that. Nancy Sherburne asked if there was any discussion of using the increased time and resources specifically for special education professional development for regular education staff. When Deborah answered yes, Nancy asked if perhaps it could be an annual mandatory training. Deborah said that making it mandatory was a challenge.

11:30 R.J. Grey Junior High School

Although the Junior High has no proposals or requests for FY14, Principal Andrew Shen shared his thoughts about possible future projects. He described the library re-design and emphasis on integrating technology, including a desire to replace a mobile lab and Learning Center desktops, where computers are 8 – 11 years old. He would also like to redesign the science labs for more educationally flexible use.

11:40 Acton-Boxborough Regional High School

Principal Alixe Callen talked about the changing nature of education where "Teaching is the unit of measurement." has been replaced with "Learning is the unit of measurement." Further differentiated

instruction is needed and the Common Core requires reading/writing across the curriculum. These are areas where the High School currently feels understaffed. Some initiatives with no budget impact have been implemented to increase personalization between students and staff, but she has two requests that are in the FY14 budget: Two new English teachers and the Bridges program for students with autism spectrum disorders with high cognition. Alixe also presented a list of unfunded capital needs.

Alixé stated that adding the 2 English teachers would get that department to where it should be. Mike Coppolino feels success can be measured by SGP data. He hopes there is some accountability in the future. Alixe agreed but emphasized that the discussion is about individual kids and looking for commonality. When asked, Alixe said she cannot get to 4 sections by adding only one English teacher. Two additional are needed for students to conference sufficiently and to realize the directed study goal for teachers including \$30,000 in savings. Xuan stated that section per teacher is an administrative decision and the School Committee decides how much funding to allocate to the English department. The Committee discussed how sections are planned and how other districts handle it, including requiring teachers to do duties beyond their teaching sections.

The Committee discussed the effect of future enrollment on teaching load. Alixe emphasized that many sections are small in size, and the planning is incredibly complex so it's not possible to use a straight calculation. Alixe said that student load is being addressed now, but class size still needs to be addressed.

Paul Murphy is relieved to see that two teachers are requested, keeping in mind safety issues. He questioned calling this an investment budget, given that it is really only putting the schools on par with other communities. Deanne O'Sullivan agreed saying that bringing in more teachers increases student – teacher interaction, a key point “no matter what literature you read”. It also reduces some pressure and stress on the students. Regarding the lower SGP scores for English, (44 compared to 73 for Math) she noted that English is required for any subject and it affects every other curriculum. Dr. Mills said that the English scores are lower for English because English teachers need more time to work directly with students and 4 sections are needed to do this sufficiently.

A lunch break was taken.

12:45 Facilities and Transportation

JD Head highlighted the schools' dramatic drop in energy consumption, approximately 2 years ahead of the planned “Green Community” schedule. Student involvement has been very enthusiastic. Because the Energy Advisor position was originally funded by grants, the Committee asked JD to explain the position's value added. JD summarized that for every \$1 of salary, \$4 of savings was generated. Although these savings may not continue at this rate in future years, the position is clearly valuable. JD would like to do as many as possible of the capital projects on his list if there is money left at end of year.

1:00 Educational Technology

Stephanie Hoban presented for Amy Bisiewicz. She emphasized the Long Range Strategic Plan and how Access, Use and Understanding are considered for each year's progress. Year 2 is this year.

1:15 A-B Community Education

Dr. Mills introduced Erin Bettez saying that Community Education is an amazing program started by Bill Ryan that contributed \$400,000 back to the schools and community in FY12. The Lower Fields project is the current focus. Draft advertising plans are in progress, as well as plans for concessions. FOLF is working on a March tournament. An RFP has been put out for online registration.

1:30 ABRSC Budget Discussion and VOTE on Preliminary FY'14 Budget

Don Aicardi explained the preliminary budget vote process as outlined in the current Regional Agreement. Dennis Bruce moved, and Maria Neyland seconded the motion:

recommends that the total appropriation for the Acton-Boxborough Regional School District for the fiscal year of July 1, 2013 through June 30, 2014 be set at \$40,694,750 and that member towns be assessed in accordance with the Education Reform Law and the terms of the Agreement and amendments thereto as follows: Acton \$26,633,228, Boxborough \$5,861,591, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$6,725,844, Anticipated Charter School Aid in the amount of \$78,966, Transportation Aid, Chapter 71, Section 16C in the amount of \$624,462, a transfer from E&D Reserves in the amount of \$770,000, and a transfer from the Junior High School Project Premium on Loan in the amount of \$658.

Mike Coppolino asked if this was the time to recommend changes to the budget or wait until the next meeting. Xuan said the next meeting. Mike has not run the numbers for his suggestions yet. He feels the reduction in terms of class load is sufficient to justify adding one English teacher, but not two. He thinks a 2 ½% increase for administrative staff salary is too much right now and advocated for a 1 ½ % increase. Several members spoke in support of adding the two teachers. Maria Neyland stated that although members must take into account taxpayers and the community, the teachers and administration are saying this is a real need. She supports them. Dennis Bruce stated that the day's information presented is invaluable but he'd like more time for questions. He is conflicted about adding two English teachers, although the SGP number bothers him. He asked if head count ever goes down.

Dr. Mills will consider redesigning Budget Saturday next year to give more time after each section for questions if that is what the Committees would like. Lowering headcount would be a service reduction. Over the next years, there will be pressure to lower staffing due to the numbers. He said that the 5.7% increase for Acton includes OPEB. The increase would be 4.2% without OPEB. Dr. Mills agreed to run the numbers as suggested by Mike Coppolino.

Acton-Boxborough Regional School Committee VOTE:

The motion to accept the preliminary FY14 ABRSD budget was unanimously approved.

Xuan informed the School Committees that the two Regionalization School District Study Committee Chairs would come to the Feb 7 ABRSC meeting to explain why the Subcommittee has voted to not continue their effort.

1:45 Joint SC Discussion re Assault Weapon Statement

Dennis Bruce worked with Brigid Bieber on the draft letter. The Committee discussed to whom the letter should be sent and how that would affect the wording. Posting the letter and asking for the public to join in signing it was discussed. Comments should be sent to Dennis and Brigid. A vote will be taken at the Feb 7th meeting.

AB Regional School Committee adjourned at 2:13 p.m. APS SC Meeting continued at 2:20 p.m.

ACTON PUBLIC SCHOOLS FY14 BUDGET PRESENTATION

Dr. Mills introduced his APS team: Liza Huber – Director of Pupil Services, Damian Sugrue – Conant Principal, Christopher Whitbeck – Douglas Principal, Lynne Newman – Gates Principal, David Krane – McCarthy-Towne Principal, Edward Kaufman – Merriam Principal, Priscilla Kotyk – Assistant Principal, Matthew McDowell – Assistant Principal, and Suzanne Szwarczewicz-ELE k-12 Chairperson.

The proposed APS FY14 Investment Budget includes the addition of .6 FTE ELE Teacher and 1.0 FTE School Psychologist for Conant/Gates/Douglas schools, at a cost of \$94,574 plus \$14,000 for health insurance. It also includes a request for .5 FTE Assistant Principal at Douglas for \$43,000.

Liza described how current services are provided by a 1.0 psychologist shared between McCarthy-Towne and Merriam following the regional model. An additional 1.0 psychologist is shared between Conant/Douglas/Gates but there is no direct work with students. With the additional psychologist, all of these professionals would be providing direct service to students. These services are sometimes paid through contracted services. Nancy Sherburne stated that the SpedPAC supports the proposed budgets and programs at Douglas and Gates are their biggest concerns K-6. She spoke about how difficult it is for these children and families to have to switch school for later grades when services are no longer offered.

Lynne Newman spoke for all of the principals about the value of the Assistant Principals. Dr. Mills emphasized that full time Assistant Principals are needed in the next few years.

Tracey Smith, PTSO Co-chair at McCarthy-Towne School read a statement in support of continued funding of classroom assistants. She noted that the third installment of this funding is not in the proposed FY14 budget, as originally planned. She disagreed with Dr. Mills' comment in the Beacon that funding pressure has been relieved by the first two installments. While she supports the ELE and Douglas Assistant Principal additions, with some grades having as many 27 students per class, the need to fundraise and the pressure on PTOs remains. Dr. Mills thanked Ms. Smith for speaking up, and said that adding \$108,000 to the proposed budget for the February meeting could be an option for the Committee to consider.

The Acton Public School Committee adjourned at 3:30 p.m.

Respectfully submitted,
Beth Petr

List of documents used: see agenda

ABRSD FY14 Budget Hearing is Thursday, 2/7/13 at 7:30 pm in R.J. Grey Junior High Library.

APS FY14 Budget Hearing is Thursday, 2/14/13 at 7:00 pm in R.J. Grey Junior High Library.

Proposed Resolution:

That the Acton Boxborough Regional and Acton Public School Committees hereby approve the following letter and direct the Chair of each Committee to send this letter to [specify what offices should get it]; and further that the Secretary to the Committees is hereby asked to post this letter to the District Web site and invite those who wish to join as signers....

Dear Mr. President (add Senators, Reps both at national and state):

We are writing to you on behalf of the Acton-Boxborough Regional and Acton Public School Committees to urge you to take action on an issue that prevents thousands of young people from living lives of promise; gun safety.

Our focus is on education. That being said, we are also parents. We represent many different political parties and religious beliefs. As a group, we do not oppose gun ownership or the second amendment. However, after the horrific tragedy at Sandy Hook Elementary School on December 14th, 2012 where young children and adults were needlessly gunned down in the blink of an eye by high powered firearms, we believe it impossible for anyone to conclude that the status quo is acceptable.

As educators and parents we come together to ask you, our elected officials, to act collectively on behalf of our children by enacting rational gun safety measures including:

- Ensuring the safety of our communities by opposing legislation allowing guns on our campuses and in our classrooms,
- Ending the gun show loophole, which allows for the purchase of guns from unlicensed sellers without a background check,
- Reinstating the ban on military style semi-automatic assault weapons along with high capacity ammunitions magazines, and finding a way to get these items off the street,
- Requiring consumer safety standards for all guns, such as safety locks, access prevention and regulations to identify, prevent and correct manufacturing defects,
- Require mental health screening as part of the permitting process for firearm ownership, and finally
- Rationalizing these regulations so that there is parity among states to avoid illegal firearms crossing state lines.

| In addition to gun safety measures, we ask that serious and continuing consideration be given to the assessment of comprehensive mental health and societal issues in the United States that certainly have contributed to the numerous mass killings that our nation has endured in recent years.

The time has come for action to be taken on rational gun safety legislation. We hereby request our nation's policy leaders take thoughtful and urgent action to help prevent future tragedies from occurring.

Sincerely,

[]

DRAFT

| DRAFT 2/1/13

Deleted: 1/25

6.12
(A)

Safety Task Force Participants

2012-2013 School Year

Stephen Mills
Liza Huber
JD Head
Andrew Shen
Damian Sugrue
Susan Atwater-Rhodes
Matt McDowell
Erin Bettez
Keith Campbell
Deanne O'Sullivan
Cassie Stewart
Claudine Sahagian
Jeff Poulton
Christine Phillips
Louisa Latham

Superintendent
Director of Pupil Services
Director of Facilities & Transportation
RJG Principal
Conant Principal
ABRHS Assistant Principal
APS Assistant Principal
Community Ed Director
ABRSD School Resource Officer
School Committee
Parent
Parent
Parent
Parent/PTSO
RJG Librarian

Safety Task Force

Parent/Guardian Input Wanted

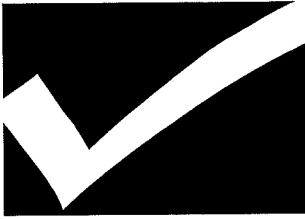
The Acton and Acton-Boxborough Schools are committed to the safety and security of students, faculty, staff and visitors on the Acton-Boxborough campus.

In order to support that commitment a Safety Task Force has been established that will thoroughly review emergency management practices, prevention, preparedness, and response.

There are two opportunities for parent/guardian input:

- Wednesday, March 6, 2013, 9:00AM to 10:30AM, Congregation Beth Elohim, 133 Prospect Street, Acton
- Friday, March 8, 2013 12Noon to 1:30PM, Congregation Beth Elohim, 133 Prospect Street, Acton

Please come share your ideas, knowledge and concerns during one of these important forums.



Acton Leadership Group Meeting

January 31, 2013

5:00PM

Town Hall, Faulkner Hearing Room 204

Bart Wendell Facilitating

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

			<u>Comments</u>
1. Approve Minutes of January 10, 2013	General Discussion		
2. Update of FY13 Revenues and Expenses	Steve Mills Steve Ledoux		
3. Review of Updated ALG Spreadsheet	Don Aicardi Steve Barrett		
4. Discussion on Use of Reserves	ALL		
5. Update on Regionalization	Xuan Kong		
6. Long Range Financial Forecast	Mary Ann Ashton		
7. Public Comment			
8. Next Meeting – February 14 at 5:00 p.m.			

Town of Acton Multi-Year Financial Model

Prepared for Annual Town Meeting by Board of Selectmen, School Committee and Finance Committee

2/1/2013

Town of Acton Revenues	FY13 Recap	FY14	FY15	FY16
A. Revenues (GROSS)				
Tax Levy (excluding debt exclusion)	\$66,567	\$68,795	\$71,056	\$73,374
State Aid	\$12,672	\$12,805	\$13,445	\$14,117
Local Receipts	\$3,599	\$3,821	\$3,916	\$4,014
Debt Exclusion	\$3,051	\$2,962	\$2,936	\$2,907
SBAB Reimbursement	\$1,009	\$1,009	\$1,009	\$1,009
Total Revenues (including debt)	\$86,899	\$89,391	\$92,362	\$95,421
B. Debt Exclusion Debt Service				
APS School Debt Exclusion	\$615	\$614	\$616	\$617
Public Safety Facility Debt Exclusion	\$473	\$462	\$451	\$434
Municipal Debt Exclusion	\$343	\$244	\$230	\$222
JHS/SHS Debt Exclusion	\$1,620	\$1,642	\$1,639	\$1,633
SBAB Reimbursement-Parker/Damon	\$1,009	\$1,009	\$1,009	\$1,009
Total Debt Exclusion/SBAB	\$4,060	\$3,971	\$3,945	\$3,916
C. Available Town Revenues (NET) (A - B)	\$82,839	\$85,420	\$88,417	\$91,505
Town of Acton Expenditures				
Total Acton Municipal Allocation	\$26,878	\$27,843	\$29,304	\$30,681
Percentage change year-to-year	5.33%	3.59%	5.24%	4.70%
Acton Public Schools Allocation	\$26,765	\$27,350	\$28,377	\$29,835
- Transfer to Acton Municipal for APS Debt	(\$203)	(\$198)	(\$132)	(\$100)
- Transfer to Acton Municipal for COPS	\$0	\$0	\$0	\$0
Total APS Allocation	\$26,562	\$27,152	\$28,509	\$29,935
Percentage change year-to-year	1.72%	2.22%	5.00%	5.00%
Town of Acton Portion of ABRSD Allocation	\$30,061	\$31,692	\$33,277	\$34,941
Percentage change year-to-year	2.92%	5.43%	5.00%	5.00%
Total Minuteman Allocation	\$826	\$690	\$721	\$754
Annual Minuteman Allocation	\$802			
Acton Share of Trade Hall Remediation Project	\$24			
Percentage change year-to-year	6.33%	-16.45%	4.50%	4.50%
Health Insurance Design Changes (Mun & APS & ABRSD)	\$0	\$0	(\$1,040)	(\$1,040)
D. Town of Acton Expenditures (NET)	\$84,328	\$87,378	\$90,771	\$95,270
E. Subtotal Town of Acton Projected Balance	(\$1,489)	(\$1,958)	(\$2,354)	(\$3,766)
F. Appropriation of Reserves (TOTAL)	\$1,529	\$2,065	\$2,052	\$2,006
G. Total Town of Acton Projected Balance	\$40	\$108	(\$302)	(\$1,760)
Town of Acton - Tax Impact				
Existing Valuation ('000s)	\$3,615,192	\$3,615,192	\$3,642,201	\$0
New Growth value ('000s)	\$0	\$27,008	\$26,409	\$0
Total Valuation ('000s)	\$3,615,192	\$3,642,201	\$3,668,609	\$0

Highly volatile numbers
Subject to change

Updated ALG 2/1/2013

Town of Acton Multi-Year Financials Model
 Prepared for Annual Town Meeting by Board of Selectmen, School Committee and Finance Committee

Tax Rate		\$20.35	\$0.00
SF Value	\$500,492	\$0	\$0
SF Tax Bill	\$9,729	\$10,183	0.00%
% Change	4.79%	2.35%	\$0.00
\$ Change	\$444.69	\$233.35	

Summary

2/1/13 1:26 PM

Location of Change (Sheet)	Subject Title	Amount	Explanation of why assumption changed	Date of Change	Proposer
Front Page Roll Up Front Page Roll Up	Health Insurance Design Changes (TBD) Reduction-Removed Town of Acton Portion of ABRSD OPEB Contribution	\$952 (\$267) \$685	Assumption of Reduction Technical Correction-Now Correctly Subtracts Acton Portion of ABRSD OPEB	2-Nov-12 2-Nov-12	Don Alcardi Don Alcardi
Revenues-State Aid	Acton Public Schools-FY14 Chapter 70 estimate	\$519	Received new information on inflation factor from Roger Hatch from DESE on November 9, 2012; per ALG request updated FY14 estimate	9-Nov-12	Don Alcardi
Revenues-State Aid	Charter School Sending Tuition	\$30 \$1,234	Reconciliation to current DRAFT Table 6 for FY14 ABRSD Budget	20-Nov-12	Don Alcardi
Town of Acton Portion of ABRSD Allocation Other Post Employment Benefits (OPEB) Trust Contribution	FY14 Budget FY14 Budget	(\$32) \$100	To Reflect upcoming recommendation of OPEB Task Force To Reflect upcoming recommendation of OPEB Task Force	11-Dec-12 11-Dec-12	Don Alcardi Don Alcardi
Front Page Roll Up Front Page Roll Up Front Page Roll Up Front Page Roll Up	Town of Acton Municipal Budget Acton Public Schools Allocation Town of Acton Portion of ABRSD Allocation Town of Acton OPEB Contribution Total Minuteman Allocation	\$451 \$752 (\$393) \$62 \$74 \$946	To reflect recommended FY14 Budget submission To reflect recommended FY14 Budget submission To reflect recommended FY14 Budget submission To reflect recommended FY14 Budget submission To reflect change in estimated FY14 assessment per Jan. 7, 2013 e-mail	18-Dec-12 8-Jan-13 8-Jan-13 18-Dec-12 8-Jan-13	Steve Barrett Don Alcardi Don Alcardi Steve Barrett Don Alcardi
Front Page Roll Up Front Page Roll Up Front Page Roll Up Front Page Roll Up	Town of Acton Portion of ABRSD Allocation Acton Public Schools Total Minuteman Allocation Reflect change in FY13 Prop 2 1/2 Base & FY14 Revised New Growth To reflect Governor Patrick's proposed FY14 State Budget	\$66 (\$14) \$74 \$296 \$320 \$742	Reflect FY14 final numbers for CASE Tuition and transportation costs Reflect FY14 final numbers for CASE Tuition and transportation costs To reflect change in estimated FY14 assessment per Jan. 24, 2013 e-mail Revised FY13 Tax Levy numbers to tie to FY13 recap & revised FY14 New Gr Tied all state Aid numbers to reflect Governor Patrick's Proposed FY14 Budget	11-Jan-13 11-Jan-13 24-Jan-13 11-Jan-13 25-Jan-13	Don Alcardi Don Alcardi Don Alcardi Steve Barrett Don Alcardi

Revenues Increase/(Decrease) since last meeting?

\$742

**Total New Growth Applied
To Levy Limit**

2003	\$894,804
2004	\$765,029
2005	\$608,354
2006	\$813,524
2007	\$799,227
2008	\$800,951
2009	\$1,035,019
2010	\$600,747
2011	\$449,706
2012	\$402,053
2013	\$616,949

Debt Exclusion & SBAB Income

	FY12 Recap	FY12 Recap	FY13 Recap	FY14	FY15	FY16
Debt on APS	\$512	\$511	\$515	\$514	\$515	\$517
Debt on JHS/SHS	\$1,593	\$1,601	\$1,620	\$1,642	\$1,639	\$1,633
Municipal Debt Incurred	\$394	\$378	\$343	\$244	\$230	\$222
Debt on PSF	\$492	\$483	\$473	\$462	\$451	\$434
Total Debt Exclusions	\$3,098	\$3,073	\$3,051	\$2,962	\$2,936	\$2,907
SBAB Reimbursement - Parker Damon	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009	\$1,009
Total Debt Exclusions + SBAB Reimb	\$4,107	\$4,082	\$4,060	\$3,971	\$3,945	\$3,916

6 of 11

Revenues

State Aid

Cherry Sheet

Regional Revenue (Acton Share)

Total State Aid

	FY11 Recap	FY12 Recap	FY13 Recap	FY14	FY15	FY16
\$	6,261	\$ 6,190	\$ 6,571	\$ 6,732	\$ 7,068	\$ 7,422
\$	5,749	\$ 5,900	\$ 6,101	\$ 6,073	\$ 6,377	\$ 6,695
\$	12,010	\$ 12,089	\$ 12,672	\$ 12,805	\$ 13,445	\$ 14,117

Acton	FY08 Cherry Sheet	FY09 Cherry Sheet	FY10 Cherry Sheet	FY11 Cherry Sheet	FY12 Cherry Sheet	FY13 Cherry Sheet	FY14 FINAL	FY14 Estimate	Variance-FY13 Final vs. FY14 Estimate
Chapter 70	\$4,283,795	\$5,228,141	\$5,123,578	\$5,160,527	\$5,188,231	\$5,188,231	\$5,537,500	\$5,607,114	1%
SFSF Stimulus	\$0	\$0	\$357,131	\$0	\$0	\$0	\$0	\$0	
Subtotal Ed Aid	\$5,228,141	\$5,228,141	\$5,480,709	\$5,160,527	\$5,188,231	\$5,188,231	\$5,537,500	\$5,607,114	\$69,614
Charter Tuition Reimbursements	\$11,295	\$11,331	\$5,967	\$3,880	\$9	\$9	\$9,145	\$3,225	
School Lunch	\$0	\$12,013	\$12,013	\$9,996	\$11,212	\$11,212	\$10,872	\$9,854	
Lottery, Beano & Charity Games	\$1,711,261	\$1,484,039	\$0	\$0	\$0	\$0	\$0	\$0	
General Fund Supplemental to Hold Harmless Lottery	\$0	\$227,222	\$0	\$0	\$0	\$0	\$0	\$0	
Additional Assistance	\$29,696	\$29,696	\$0	\$0	\$0	\$0	\$0	\$0	
Unrestricted General Government Aid	\$0	\$0	\$1,232,453	\$1,183,155	\$1,097,608	\$1,183,155	\$1,183,155	\$1,183,155	
Annual Formula Local Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,676	
Unrestricted General Government Aid-Supplemental	\$110,765	\$118,000	\$18,748	\$9,245	\$0	\$0	\$0	\$0	
Police Career Incentive	\$13,056	\$8,286	\$20,782	\$35,498	\$42,560	\$42,560	\$43,479	\$62,818	
Veterans Benefits	\$38,060	\$38,932	\$37,687	\$38,099	\$36,566	\$36,566	\$37,564	\$37,845	
Exemptions: Vets, Blind, Surviving Spouses & Elderly	\$38,754	\$62,997	\$56,752	\$51,904	\$53,777	\$53,777	\$53,777	\$53,816	
State Owned Land	\$32,105	\$33,363	\$25,937	\$25,729	\$25,780	\$25,780	\$26,691	\$26,486	
Public Libraries	\$2,025,879	\$2,025,879	\$1,410,339	\$1,357,506	\$1,267,495	\$1,364,683	\$1,435,875	\$1,435,875	\$71,192
Subtotal-Other									
Mosquito Control Projects	(\$51,685)	(\$52,897)	(\$53,264)	(\$52,842)	(\$54,053)	(\$57,881)	(\$60,495)	(\$60,495)	
Air Pollution Districts	(\$6,425)	(\$6,571)	(\$6,601)	(\$6,749)	(\$7,048)	(\$7,354)	(\$7,603)	(\$7,603)	
Metropolitan Area Planning Council	(\$5,954)	(\$6,034)	(\$6,159)	(\$6,270)	(\$6,461)	(\$6,907)	(\$7,079)	(\$7,079)	
RMV Non-Renewal Surcharge	(\$7,320)	(\$8,820)	(\$9,740)	(\$8,860)	(\$14,520)	(\$8,100)	(\$10,080)	(\$10,080)	
MBTA	(\$108,251)	(\$107,610)	(\$108,703)	(\$107,508)	(\$107,395)	(\$73,959)	(\$73,380)	(\$73,380)	
Regional Transit	(\$22,908)	(\$22,908)	(\$23,481)	(\$24,068)	(\$24,670)	(\$68,565)	(\$70,280)	(\$70,280)	
Special Education	\$0	\$0	(\$1,056)	\$0	\$0	\$0	\$0	\$0	
Charter School Sending Tuition	(\$8,900)	(\$15,000)	(\$7,650)	(\$15,000)	(\$15,000)	(\$12,083)	(\$11,604)	(\$11,604)	
School Choice Sending Tuition	(\$219,840)	(\$219,840)	(\$225,654)	(\$221,297)	(\$229,147)	(\$293,309)	(\$34,505)	(\$275,026)	\$18,283
Subtotal-Less Assessments									
Library and School Lunch Direct Aid (Cherry Sheet Offsets)	\$7,034,180	\$7,034,180	\$6,665,594	\$6,261,011	\$6,189,587	\$6,571,311	\$6,731,623	\$6,731,623	\$1,223
Net Cherry Sheet-Town of Acton									\$160,312
Acton-Boxborough									
Chapter 70	\$5,413,736	\$5,413,736	\$5,305,461	\$5,492,159	\$5,622,000	\$5,747,029	\$5,917,986	\$5,917,986	\$170,957
Regional School Transportation	\$622,353	\$622,353	\$488,864	\$479,959	\$527,151	\$613,339	\$519,552	\$519,552	(\$93,786)
Charter Tuition Reimbursements	\$113,901	\$113,901	\$63,297	\$87,963	\$34,945	\$87,556	\$64,444	\$64,444	(\$23,112)
School Choice & Charter School Sending Tuition & Special Education	(\$328,937)	(\$328,937)	(\$281,507)	(\$311,279)	(\$284,542)	(\$347,077)	(\$429,025)	(\$429,025)	(\$81,948)
Net Cherry Sheet-Acton Portion of Acton/Boxborough									(\$27,889)

Percentage of
Acton Portion
81.61%
83.20%
81.61%
81.61%

	FY11 Recap	FY12 Recap	FY13 Recap	FY14	FY15	FY16
Revenues						
Local Receipts						
Excise Taxes	\$ 2,515	\$ 2,600	\$ 2,500	\$ 2,600	\$ 2,665	\$ 2,732
Fees	\$ 999	\$ 1,101	\$ 1,029	\$ 1,101	\$ 1,128	\$ 1,157
Miscellaneous Non-Recurring	\$ 84	\$ 86	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 190	\$ 120	\$ 70	\$ 120	\$ 123	\$ 126
Total Local Receipts	\$ 3,788	\$ 3,906	\$ 3,599	\$ 3,821	\$ 3,916	\$ 4,014

	FY08 Recap	FY09 Recap	FY10 Recap	FY11 Recap	FY12 Recap	FY13 Recap	FY13 Budget Assumption	FY14 Projected
Motor Vehicle Excise	\$2,690,300	\$2,865,000	\$2,514,503	\$2,514,503	\$2,600,000	\$2,500,000	\$2,620,000	\$2,600,000
Penalties and Interest on Taxes and Excises	\$140,200	\$180,000	\$148,573	\$148,573	\$106,500	\$148,573	\$148,573	\$106,500
Payments In Lieu of Taxes	\$11,500	\$11,500	\$11,934	\$11,934	\$11,800	\$11,800	\$14,000	\$11,800
Other Charges For Services	\$115,800	\$125,000	\$23,779	\$23,779	\$19,800	\$19,800	\$19,779	\$19,779
Fees	\$338,100	\$360,000	\$0	\$0	\$0	\$0	\$0	\$0
Misc	\$0	\$0	\$37,050	\$0	\$0	\$0	\$0	\$0
Other Departmental Revenue	\$93,100	\$135,000	\$765,587	\$667,872	\$900,600	\$899,080	\$899,080	\$900,600
Licenses and Permits	\$177,700	\$200,000	\$146,812	\$146,812	\$62,100	\$61,500	\$146,811	\$62,100
Fines and Forfeits	\$127,600	\$160,000	\$146,812	\$146,812	\$62,100	\$61,500	\$146,811	\$62,100
Fees	\$1,004,000	\$1,171,500	\$1,133,735	\$998,971	\$1,100,800	\$1,029,200	\$1,228,243	\$1,100,779
Investment Income	\$723,700	\$360,750	\$190,210	\$190,210	\$120,000	\$70,000	\$170,000	\$120,000
Miscellaneous Non-Recurring	\$0	\$0	\$0	\$83,919	\$85,547	\$0	\$0	\$0
Local Receipts-TOTAL	\$4,418,000	\$4,397,250	\$3,838,448	\$3,787,603	\$3,906,347	\$3,599,200	\$4,018,243	\$3,820,779

FY12 to FY13
FY13 to FY13
FY14 to FY13

(\$419,043)

\$221,579

8 of 11

	TOTAL	Free Cash	NESWC
FY03	\$2,166	\$1,925	\$0
FY04	\$1,236	\$1,201	\$0
FY05	\$2,744	\$2,348	\$0
FY06	\$314	\$0	\$0
FY07	\$360	\$137	\$0
FY08	\$1,875	\$1,594	\$0
FY09	\$1,711	\$450	\$750
FY10	\$1,952	\$1,142	\$455
FY11	\$3,278	\$1,722	\$808
FY12	\$1,853	\$1,000	\$576
FY13	\$1,221	\$411	\$391
FY14 Tentative	\$2,065	\$912	\$525
	\$20,775	\$12,842	\$3,505
		62%	17%

FY03
FY04
FY05
FY06
FY07
FY08
FY09
FY10
FY11
FY12
FY13
FY14 Tentative

Summary of Municipal Allocation

	FY12 FINAL	FY13 FINAL	FY14 IN PROGRESS	Variance	% Change
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Municipal Budget	\$25,061	\$25,959	\$26,863		
STM Votes	\$0	\$0	\$0		
SBAB	\$1,009	\$1,009	\$1,009		
APS Debt	\$611	\$615	\$614		
Municipal Debt	\$378	\$343	\$244		
PSF Debt	\$483	\$473	\$462		
Nursing Enterprise Tax Subsidy	\$0	\$200	\$135		
Transportation Enterprise Tax Subsidy	\$75	\$206	\$215		
APS Debt Transfer in	\$309	\$203	\$198		
Town of Acton OPEB	\$0	\$310	\$432		
COPS in School Transfer in	\$72	\$0	\$0		
Total Operating Budget	\$27,998	\$29,318	\$30,172	\$854	2.9%

Breakout of APS Allocation

Operating Budget	\$26,495	\$26,765	\$27,350		
Less APS Debt Transfers out	(\$309)	(\$203)	(\$198)		
Less COPS in School Transfers out	(\$72)	\$0	\$0		
Net Operating Budget	\$26,114	\$26,562	\$27,152	\$589	2.2%

Breakout of ABRSD Allocation

Operating Budget	\$29,207	\$30,061	\$31,692		
Debt	\$1,601	\$1,620	\$1,643		
Total Budget	\$30,808	\$31,681	\$33,335		
Less Regional Revenue	(\$5,805)	(\$5,867)	(\$6,011)		
Less E&D	(\$277)	(\$621)	(\$628)		
Net Operating Budget	\$24,726	\$25,193	\$26,696	\$1,503	6.0%

ABRSD:
Go To Table Six, Action
column, for Gross Expe
THEN SUBTRACT Outsi
the Debt Limit expense

Breakout of Minuteman Allocation

Operating Budget	\$777	\$802	\$690		
Capital & Subsidy	\$0	\$24	\$0		
Total Operating Budget	\$777	\$826	\$690	-\$136	-16.5%

Allocation of Revenues

	FY12 FINAL	FY13 BUDGET	FY14 IN PROGRESS
Municipal	35.2%	35.8%	35.6%
Schools	64.8%	64.2%	64.4%
	100.0%	100.0%	100.0%

Check of Totals

Budget Expenses (from numbers on this page linked to ALG page)

	\$79,615	\$81,900	\$84,710
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ALG Total Revenues

Less Regional Revenues Used To Support Budget
Less E&D Used To Support Budget
ALG Spending Supported By Reserve Use

	\$83,845	\$86,899	\$89,391
	(\$5,805)	(\$5,867)	(\$6,011)
	(\$277)	(\$621)	(\$628)
	\$1,853	\$1,529	\$2,065
	\$79,615	\$81,939	\$84,817

Difference

	\$0	\$40	\$107
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DOUBLECHECK TO FRONT

	\$40	\$108
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Other Post Employment Benefits (OPEB) Trust Contribution

Town of Acton

Town of Acton Portion of ABRSD Contribution

Total OPEB Trust Contributions

FY13 Retap	FY14	FY15	FY16
\$310	\$432	\$559	\$559
\$190	\$306	\$341	\$341
\$500	\$738	\$900	\$900

ALG Minutes, Jan. 10, 2013

Revised 1/26/13

Present: Bart Wendell, facilitator; Pam Harting-Barrat & Janet Adachi, BoS; Doug Tindal & Mary Ann Ashton, FC; Xuan Kong & Kim McOsker, SC; Steve Ledoux, Steve Mills, Steve Barrett, & Don Aicardi, staff.

Audience: Brian McMullen, Bd of Assessors; Pat Clifford, FinCom; John Petersen, Charlie Kadlec, Dick Calandrella & Bob Ingram.

1. Minutes were accepted

2. Update of FY 13

Steve M: financially things seem to be OK. He described the crowd that heard the anti drug program by Chris Herren, the auditorium was filled & there were ancillary rooms & consoles to listen to the inspirational talk... The Facebook "was on fire" today talking about the message. He said that there was a drug problem and they added a drug and alcohol counselor at 18/hours/week.

The lower-fields project is "great" It was thought that \$200k would be generated the first year---they have reached that amount in the first four months. Working with FOLF (Friends of Lower Fields) is exactly the kind of thing we should do---creative thinking has resulted in a new source of needed revenue in addition to making the fields usable.

Mills said that he was in a meeting with area superintendents when the Newtown shooting took place. There was an immediate discussion about school safety. He has appointed JD Head to a committee of principals, parents and police to look into the safety of Acton's schools. They will come out with a position statement. Many schools lock their doors. All the elementary schools do lock doors except for the front doors. It is estimated that it would cost between \$5-7,000 to retrofit all the front doors and add buzzers. That is not counting the costs associated with having someone opening the door. It would be impossible to lock the 24 doors at the HS---it is an open campus. These changes could have an impact on FY 14. He is very happy with the police officers---Patricia Sullivan & Keith Campbell.

3. Review of ALG Spreadsheet

Don: FY 14 Col. Shows the preliminary budgets; everything is based on a 5% increase; he has put in the numbers for APS & AB—the Acton portion; deficit is \$1.6M; for the town the OPEB is changes since the money is part of the municipal budget---that is a \$946k change. The recap has been approved by the state.

There have been discussions with Steve B & Brian McMullen to reconcile the FY 13 New Growth and what can be expected for FY 14.

Steve B: there is a disconnect on the net number for our share of the deficit. If the revenues do not change we have taken our share of the cut and the rest is the responsibility of the schools. The basis is the 35.8% split.

Xuan: Looking at AB revenues---the \$634k is not a “magic number”....

Doug: Municipal has taken an extra round of cuts---it is our perception that the schools have not. The town came back from “the Hill” confronted with the deficit & took their fair share. It is our understanding that they [municipal] has been through two rounds of cuts.

Kim: what are the specifics of the cuts?

Steve B: \$1M has been taken from the Town Manager’s budget. In our world when a capital project is rejected---that’s a cut. The \$432k from OPEB has been put in the [operating] budget---part is APS it could be divided but it has to be paid by the Town. There are no other changes in the outlay for APS.

Xuan: I think it’s a good idea for APS debt to be part of the APS operating budget. The APS OPEB accounting for this year will be a “mark on the ground” for the accounting if the regionalization goes forward.

Mary Ann: That’s a great suggestion---but we should put it aside for now & focus on where we are in the budget process.

Where we are

MA: there is a mismatch in the cycle. There are differences in approach and the review with the FC. The BoS got the town budget in December & there was the Saturday review where we went through the budget in detail---that is not to say that there is not more work to be done.

The SC has done the preliminary work & not yet looked deeper. We need to get both budgets at the same point. We have a lot of work to do in the next two months, we cannot walk away and just split the \$634k into three ways.

Bart: given that what is the suggestion for the next step.

MA: the discussion of reserves is at a different place from our last meeting

Doug: the next step, aside from the reserves, we need to let the schools crawl through the process with their budget.

MA: specifics: drop the FY12 column---that will reduce several of the lines. I do not understand, unless there is a compelling reason, why the Town of Acton Expenditures are broken out into four sub categories

Steve L: those are the “lightning rods” from last year---they are the budget drivers

MA: Bob Evans [FC member] suggested that we should be clear about what each budget pays for retiree’s health care expenses and those costs should be part of what we consider for OPEB. There are health costs for retirees in every budget. We ought to do an OPEB sheet in detail

Bart: is there any disagreement for the OPEB break-out?

Xuan: that would make the information public making it clear that: we also have a pay-as-you-go component that needs to be saved for the future.

There were voices of agreement

Don: I created a tab for OPEB on the front, now you want me to break-out retiree health costs and include them on the OPEB tab?

MA: not on the OPEB tab but on the OPEB sheet—it is a new concept that we have retiree health care costs that are folded into the budgets

Don: that would make the numbers for AB in two places and now I will have to insure a match of three of numbers

SB: we can work with Brian McMullen to get the numbers in place.

Bart: is there agreement?

Xuan asked Don to put the changes into the APS budget presentation to start the process.

Doug: the difference between the two years is that the first it was pegged at \$500k and now its \$800k. We have just been throwing darts—it's good to have an OPEB separate sheet.

Pam: there is talk at the state level of bonding OPEB---could the money we have already allocated to OPEB be included in a bond issue?

SB: we will be held for the bond liability---later we will be able to subtract [what we have paid] from the future liability

Pam: once the allocation is gone---it should be carried on the separate OPEB page

Janet: the page needs to show the pay-as-you-go and the increase that OPEB takes of the budget.

Members agreed that the separate sheet would be of interest in not only keeping track of what is being budgeted but also any future bonding allocations.

It was also agreed that there needed to be a more general explanation of OPEB for the Town Meeting members.

Bart: was pleased with the agreement---the next issue was to take the subdivisions from under the Municipal budget line from the front page. This information will be included on back sheets. This was also agreed to.

Bart: shall we remove FY 12 col.? This suggestion was also accepted.

4. Reserves

Janet: the FC said the limit was \$1.5M; the town budget is based on \$2M---deficit of \$600k

Doug: that is the sense of the FC---there has been no formal vote---but there has been no change in the sentiment of the FC. Some of the members are even more conservative & don't want to use any reserves.

There was a moment of silence

Xuan: the town has done their budget, the schools have not---the schools could find some items that are not a priority or all that important. Last year we got more state aid than expected and we returned it back to replenish reserves— it is not prudent to not use the reserves. We need the reserves to balance the budgets.

Doug: I don't see any basis for moving off the \$1.5M

SB: I hear what you are saying we built the budget and now we have to roll back the reserve use \$1.2M on \$8M of spending --still that's 89-90% of the budget---that will not be a plan for turn backs

Doug: we are tapping into the parking fund for police cruisers---that will free up money from the budget. The town budget has grown 1.89% nearly 2%. Money once spent from the general fund is now being paid from enterprise funds

SB. The transfer/recycle fund will pay @ \$200k for equipment; 100% of the parking fees will pay for cruisers---this will not be sustainable

Pam: the BoS has not voted the budget but it was built on \$2M of reserves. We will have to go back to the A list & see what can be dropped

Bart: have we figured out where we are in the process & what still needs to be hammered out?

Doug: there are the differences in the process between the town & schools means that the schools have not yet gone through the second level of cuts. The FC views the use of \$2M as premature and more crunching needs to be done. Right now the FC is staying with the \$1.5M

Pam: Cory Atkins has said that we can expect a 5% decrease in local aid from the governor's budget. We need to wait until we have those figures

MA: I think we have done what we can for now. We do need to see the Governor's budget---I'm interested in those volatile areas like the circuit breaker & regional transportation numbers.

SB the Charter says the BoS has to vote the budget 60 days before Town meeting--that's Feb 1. We need to know by Jan 28th the magnitude of free cash & whether we can "eat the delta"

Steve M: we are scrubbing numbers; as I understand it we can expect a \$900k cut.

It's difficult for me—I know things are going to change; reserves are up from two years ago; \$360k went into OPEB; we have already cut \$600k in services.

5. Regionalization

Xuan reported that they are working with teachers groups in the financial models. They have found more savings in the administration/central office. They are working on the three-year rolling averages & educational benefits.

6. OPEB

SB: there have been no meetings---they are looking at possible changes in the law; one will change the vesting period from 10 to 20 years; that change is now being reviewed; there will be a 16% surcharge for every new hire; there is a consideration of having an OPEB component in all the fees.

MA: a one point the state committee was putting out information all the time---now it seems when they are nearly finished, that info flow has stopped.

7. Public

Mr. Kadlec made suggestions for changes in the spreadsheet---making it landscape; noting that sections A&B do not change start at section C & shorten the # of rows; do not drop FY 12---“show us the actuals”---that will have the benefit of showing us the increase in the budget.

The actual use of reserves has been 0---you will penalize the turn backs. One use of reserves that you have not considered is to reduce the levy.

Next Meeting---Jan 31: 5PM

Agenda item: five-year future look for SC & FC

6:25 PM

Ann Chang

6.8.1
Current Policy
(No change needed)

File: AD

EDUCATIONAL PHILOSOPHY

In today's society our children are continuously excited by new and challenging stimuli; adaptability to change therefore becomes a paramount objective of learning.

The mastery of basic skills is essential to our children as they prepare to function as responsible individuals. Children must also know how to direct their own learning by mastering the skills of independent inquiry, because circumstances do not enable us to predict with certainty just what today's children will need to know when they become tomorrow's adults. The optimum learning environment should be sought so that all children can develop physically and emotionally and acquire the information, academic skills, critical judgment, and creativity needed to lead to a better understanding of themselves, each other, and the world around them.

The school systems must continually strive to create, implement, and improve programs that are compatible with appropriate curricula and provide opportunities for innovation in teaching and learning. If this is accomplished, children will then come to realize more fully their own potential as individuals and be better prepared to appreciate and act responsibly in the society in which they live.

MISSION, VISION, BELIEF STATEMENTS

Mission:

Students and staff are a learning community participating in a global society.

Vision:

Members of the school communities work to help every child succeed.

Evidence of this success is visible throughout the schools and the community.

Students and staff:

- are curious, active and responsible participants in the learning process
- feel challenged to be lifelong learners and risk-takers
- use time and space flexibly
- respect themselves, each other, and property
- use advanced technology to discover, create and communicate
- contribute to the greater communities

The schools:

- are safe, inviting and well-equipped
- are stimulating learning environments
- are hubs for community activity

We believe that:

- it is the responsibility of schools to help students acquire knowledge and learn skills
- it is the responsibility of schools to help students develop curiosity and the attitude to be a continuous learner
- everyone in our learning community must have an opportunity to learn in a way that honors his or her diversity and fosters self-esteem
- the school communities must provide different learning environments to suit students' needs and interests
- each school must be an engaging and productive environment
- each school must be attractive, clean and safe
- the communities should/provide for and support their schools
- everyone's future depends on our students' learning to be responsible, respectful, knowledgeable and reflective citizens

proposed 2/7/13

File: AD-E1

MISSION AND VALUES

Draft: 2/1/13

Mission

The Mission of the Districts is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

Values

As a community, we value:

- An environment that promotes social development and emotional and physical well-being for the entire school community.
- An excellent academic program that prepares all students to achieve their individual potential.
- Diverse extracurricular opportunities accessible to all students that provide for student growth.
- A community that welcomes and respects the differences among us.
- Literacy, communication and technology skills for life long learning.
- Educational policy and resource decisions informed by research and evidence.

In support of the Districts' mission and values, the District has developed a Long Range Strategic Plan . This LRSP, as updated from time to time, is found as exhibit AD-E2 to policy AD.

Long Range Strategic Plan
Acton Public Schools
Acton-Boxborough Regional Schools

This plan was spearheaded by a committee of stakeholders (educators, parents, citizens of Acton and Boxborough, and school committee members) between the fall of 2010 and the fall of 2011. Significant effort was made to collect input and feedback from the larger school community.

The ultimate plan lays out the districts' mission and values, as defined by our larger community, as well as a series of goals intended to help the districts meet those ideals. Over the next five years, the districts will strive to meet these goals in order to fully prepare our students to be life-long learners, critical thinkers, and productive citizens.

Mission

To prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

Values

As a community, we value:

- An environment that promotes social development and emotional and physical well-being for the entire school community.
- An excellent academic program that prepares all students to achieve their individual potential.
- Diverse extracurricular opportunities accessible to all students that provide for student growth.
- A community that welcomes and respects the differences among us.
- Literacy, communication and technology skills for life long learning.
- Educational policy and resource decisions informed by research and evidence.

Goal 1

Meet the diverse needs of all students by promoting social development and emotional and physical well being through increased student-adult and student-student interactions

Values Addressed: 1, 2, 3, 4, 5, 6

Strategies:

- Provide students with increased counseling services.
- Create an advisory program at the secondary level that provides every student with a one-on-one relationship with an adult.
- Fully implement social and emotional curricula at the elementary schools.
- Partner with community organizations to expand extra-curricular and intramural offerings for all students.
- Increase communication about community offerings for youth by expanding school and district websites.
- Examine and determine appropriate staffing and funding to provide diverse opportunities for all students.
- Provide increased opportunities for safe and fun activities for adolescent students during off-school hours.
- Maximize use of facilities and grounds to provide additional space for activities.
- Broaden and improve supervision of elementary students during unstructured time (e.g. bus, recess).

Measurable Outcomes:

Year 1

- Determine baseline numbers of student participation in community-based and school-based extracurricular activities.
- Use existing Senior Survey to document baseline satisfaction with school climate.
- Inventory and publish on website community-based opportunities for students.
- Through budgeting process, advocate for additional counseling personnel at the secondary level.
- Develop plan and conduct staff training for implementation of advisory program at the high school in fall 2012.
- Conduct feasibility study of lower fields for expansion of space, including cost.

Year 2

- Implement advisory program at the high school.
- Identify, through building-based approaches, areas of concern in unstructured time at the elementary level.
- Partner with the community to offer additional extra-curricular opportunities for students during after-school and unstructured time.
- Create a matrix of the social/emotional curricula at the elementary schools detailing progress towards full implementation, as defined by each school.

Years 3-5

- Use existing Senior Survey to document satisfaction with school climate after introduction of initiatives.
- Collect data regarding effectiveness of increased after-school activities for students.
- Re-allocate resources to meet school-determined needs regarding unstructured time.

Approved 12/1/11

- Determine creative approaches to meet counseling needs of students

Connection of Goal to Value:

At the core of students' educational experiences are the relationships they form with adults and with each other. As a school district, it is our responsibility to provide the time and resources to ensure that each student has the opportunity to develop those relationships and be provided with a variety of activities to encourage their overall academic, social, and emotional development.

Goal 2

Prepare students by providing them with the knowledge, and intellectual and reflective skills they will need to thrive in an increasingly complex world.

Values Addressed: 1, 2, 4, 5, 6

Strategies:

- Review and articulate what all students should know and be able to do at each grade level.
- Determine classroom-based authentic assessments of student learning.
- Create opportunities for students to monitor their own progress.
- Expand learning approaches by creatively leveraging resources from students' families and local communities.
- Promote the development of a deep and multifaceted understanding of global issues.

Measurable Outcomes:

Year 1

- Communicate to the school community the learning goals specific to disciplines, courses, and grades.
- Develop and/or identify tools to assess students' progress towards learning goals.
- Review present internship program and make recommendations for continued growth of the program to enrich student's learning experience outside classrooms.

Year 2

- Implement assessment tools to inform educators about the progress of individual students.
- Explore possibilities for students to monitor their own progress.
- Broaden internship opportunities for high school students.
- Develop international exchange activities accessible to all students from in-classroom internet-based activities to international field trips.

Year 3

- Assemble expert panels (external to immediate school community) to provide critical feedback to students.
- Review current family and community involvement and recommend activities that continue to build and sustain a comprehensive program of partnerships.
- Refine curriculum to promote better understanding of ourselves and others.

Year 4 and 5

- Implement activities that engage families in nurturing emotional intelligence of students.

- Enable student-led activities to address matters related to ethical global issues.

Connection of Goal to Values:

By achieving this goal, we will provide students with a learning environment that promotes emotional, social and intellectual development. With well-articulated learning goals and authentic assessment of progress, we can realize our value of promoting academic excellence that allows all students to achieve their individual potentials. Refining curriculum to promote better understanding of ourselves and others will further strengthen recognize and honor the differences among us. Partnership with local community and participation in international exchange programs afford our students first-hand knowledge and experience of today's workplace and global society.

Goal 3

Hire and retain high-quality educators and provide supervision, evaluation, and a systemic, focused plan for professional growth that improves student experiences

Values Addressed: 1, 2, 5, 6

Strategies:

- Attract and retain the staff most capable of meeting the needs of our learners.
- Adopt and implement a new educator evaluation system, which provides all educators with valuable feedback to improve practice.
- Create structures for faculty to work together to understand student learning and growth in light of teacher practice.
- Revise professional development program to align with other district goals.

Measurable Outcomes:

Year 1

- Ensure that 100% of our educators are determined to be highly qualified by the Massachusetts Department of Elementary and Secondary Education.
- Develop rubrics, timelines, and process for teacher and administrator evaluations consistent with Massachusetts Standards for Educator Evaluation.
- Survey staff about the efficacy of principals and administrators. Continue to evaluate administrators annually.
- Identify reasons for teachers leaving and other trends by reviewing five year list of teacher retention rates.
- Develop tools to measure student growth over time in each department/grade level.
- Explore new structures for teachers to meet and collaborate.

Years 2-5

- Ensure that 100% of our educators are determined to be highly qualified by the Massachusetts Department of Elementary and Secondary Education.
- Maintain 95% or better teacher retention rate (excluding retirements).
- Implement new evaluation system in all schools and departments.
- Incorporate multiple measures of student growth over time into teachers' evaluations.
- Supervisors will see all professional staff in classrooms several times throughout the year.

- Develop individual professional development plans and goals based on system goals and self-reflection for each teacher and administrator.
- Every educator will belong to a collaborative group that meets regularly to review student work and discuss instructional practices.
- Survey faculty to provide data about teacher satisfaction, work load and the efficacy of the new evaluation system and the professional development program.

Connection of Goal to Value:

Hiring and retaining high quality educators will contribute to an environment that promotes social, emotional, and physical well-being, an excellent academic program, literacy and critical thinking skills and researched based decision making about the allocation of resources. A valuable teacher evaluation system and professional development opportunities that provide growth for educators lead to high quality instruction.

Goal 4

Create a teaching and learning environment in which all students use information, technology, and communication tools in sophisticated ways to enhance learning

Values Addressed: 1, 2, 5, 6

Strategies:

- Develop a plan that would allow each student access to technology when educationally appropriate.
- Investigate and address issues that may constrain the participation of students who are economically disadvantaged, students with special needs, english language learners, or those with other issues.
- Integrate technology learning goals with academic goals across the curriculum.
- Identify staffing levels to provide appropriate technical and instructional support for students and teachers.
- Provide training for teachers to incorporate online interaction into their curricula.

Measurable Outcomes:

Year 1

- Issue students district-owned email accounts at the High School to enhance communication amongst peers and teachers while giving students the opportunity to learn and utilize a professional email account
- Pilot "Google Apps for Education" at the High School to explore the benefits of the online communication/collaboration platform
- Complete network assessment to identify elements that are in need of an upgrade or replacement to fulfill service and growth needs
- Begin planning process to update district website and online technology resources
- Create student-led Technology Help Desk to provide more support for teachers and students using technology and equip students with life skills in technical support, troubleshooting, and listening to others

- Implement ongoing technology-related professional development that builds capacity for technical skills and provides teachers with opportunities to practice, share ideas, and discuss technology in meaningful ways
- Create set of K-12 technology learning goals that support the Massachusetts Technology Literacy and Information Fluency Standards and Benchmarks and communicate to the school community
- Pilot new help desk ticketing system to track and manage support metrics, resolve performance issues of the current proprietary system, and provide exceptional customer support

Year 2

- Enter into a 4 year lease of MacBook Pro laptops to provide Acton Public School teachers with a powerful and familiar instructional tool that features new educational components and applications.
- Implement Storage Area Network (SAN) and cloud data storage to begin consolidation of aging hardware platforms, meet storage demands of our end-users, and reduce hardware and operating costs
- Implement new help desk ticketing system district-wide
- Release new district website
- Explore equitable and consistent technologies in the classroom that support K-12 technology learning goals
- Identify issues with students, teachers, and administration that may need to be addressed through policy measures
- Continue technology-based professional development program for teachers aligned with common learning goals for students

Year 3

- Upgrade wireless infrastructure at High School/Junior High to meet projected demands
- Execute server virtualization to further reduce operation and hardware costs and improve disaster recovery
- Implement assessment tools to inform educators about the progress of individual students technology skills
- Develop policies that ensure equitable access to technology to all students

Year 4-5

- Implement plan that allows all students access to technology when they need it
- Ensure a sustainable professional development plan for teachers that can meet K-12 technology learning goals
- Utilize faculty and student surveys to assess their experiences in technology use

Connection of Goal to Value:

In order to fully achieve their potential in the 21st century, all students must have multiple opportunities to develop technological skills.

Goal 5

Adequately resource the two districts with investment budgets that grow beyond level service each of the next four fiscal years to achieve all long-range strategic goals

Value Addressed: 6

Strategies:

- Examine the costs and benefits associated with regionalization.
- Determine and operationalize staffing required to meet long-range goals.
- Collaborate with town leadership to develop funding strategy to meet goals.
- Examine how funds might be better re-allocated to increase services for students.
- In accordance with Goal 1, state specifically personnel needs and determine cost implications in each fiscal budget for FY13, FY14, FY15 and FY16.
- In accordance with Goal 2, determine curriculum, instruction and assessment goals and cost implications in each fiscal budget for FY13, FY14, FY15 and FY16.
- In accordance with Goal 3, determine evaluation, supervision, and professional development goals for all employees and associated costs with this goal in each fiscal budget for FY13, FY14, FY15 and FY16.
- In accordance with Goal 4, detail costs associated with providing a technology enhanced teaching and learning environment in each fiscal budget for FY13, FY14, FY15 and FY16.

Measurable Outcomes:

- Calculate investment growth number and add to budgets for fiscal years 2013-2016.
- Accept biannual report of regionalization study committee.
- Report to School Committee biannually on collaboration with town leadership groups for consensus on investment budget solution.
- Perform external audits every other year to determine additional efficiencies in operations.

Connection of Goal to Value:

Educational practices and policies must be determined based on the best available research and evidence. However, in these economic times, decisions and policies are often stifled by budgetary considerations. Careful planning, in combination with ongoing measurement of outcomes, allows for educational programming that reflects best practices.

Combining Files: ACAB, JBA, GBA**PROHIBITION OF HARASSMENT****First Reading - February 7, 2013**

The Acton and Acton-Boxborough Regional Schools (collectively referred to as “the Schools”) are committed to maintaining a school environment where all individuals are treated with dignity and respect. Therefore, the Schools will take appropriate action to:

- Prevent and/or otherwise respond to any unlawful discrimination or harassment of any of its employees or students, and
- Provide a process by which individuals can bring any concerns about unlawful discrimination or harassment to the Schools’ attention for resolution.

The Schools will not tolerate harassment of their employees or students because of race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, genetic information, ancestry or military status. Harassment based on such protected characteristics is unlawful and is absolutely prohibited. Our policy prohibits such harassment by administrators, certified and support personnel, students, vendors, and other individuals in school or at school-related events.

Definition of Harassment

Harassment includes verbal or physical conduct which may offend, denigrate, or belittle any person because of, or due to, any of the characteristics described above. Such conduct includes pictures, jokes, comments, innuendoes, slurs, derogatory remarks based on a protected characteristic or any other behavior which creates an environment that is intimidating, hostile, or offensive to anyone.

It is unlawful to retaliate against, or punish, any individual who files a complaint of harassment or discrimination, or who cooperates in an investigation of such a complaint. The Schools will not tolerate any such retaliation, and individuals who engage in retaliation will be subject to termination/expulsion or other sanctions determined by the School Administration and/or School Committee, subject to applicable school system policies and procedures, as well as applicable contractual requirements.

Definition of Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. In Massachusetts, the definition of sexual harassment is as follows:

Sexual harassment is any unwelcome sexual conduct, including sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Submission to, acceptance of, or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or education or a basis for employment decisions affecting an employee or for educational, disciplinary, or other decisions affecting a student; or
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance, education or participation in extracurricular activities by creating an intimidating, hostile, humiliating, or offensive work or school environment.

While it is not possible to list all of the actions that would be considered sexual harassment, some examples are:

- Unwelcome sexual advances, whether or not they involve physical touching; sexual assault, or coerced sexual acts;
- Requests for sexual favors in exchange for actual or promised job benefits such as a favorable review, salary increases, promotions, increased benefits, or continued employment or for actual or promised education related benefits such as higher grades or favorable references.
- Sexual gestures; suggestive or sexually insulting comments, epithets, or jokes; written or verbal references about sexual conduct;
- Displaying sexually suggestive objects, pictures, or cartoons.
- Demonstrating supervisory or educational favoritism toward certain individuals over others based on a sexual relationship.

Complaints

An **employee** who believes that s/he has been harassed should notify immediately:

Director of Personnel
Acton Public Schools/Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
978-264-4700

If an employee does not wish to discuss the issue with the Director of Personnel or feels that s/he is not addressing the problem in an effective manner, the employee should contact:

Superintendent of Schools
Acton Public Schools/Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
978-264-4700

A **student** who believes that s/he has been harassed should notify immediately a teacher, counselor, or administrator who in turn will notify the building principal. As an alternative, a student may report directly to the building principal.

All employees of the Schools must respond to suspected harassment and to complaints by students of harassment by notifying the building principal. Employees are expected to take every report of harassment seriously.

A **student** may also file a complaint alleging harassment by contacting:

Director of Pupil Services
Acton Public Schools/Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
978-264-4700 x3265

If a student does not wish to discuss the issue with other school staff or feels that the staff is not addressing the problem in an effective manner, the student should contact:

Superintendent of Schools
Acton Public Schools/Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
978-264-4700

The Director of Pupil Services and the Director of Personnel as listed above are also available to provide information about this policy and the Acton-Boxborough Regional School District's complaint process.

Investigation, Corrective Action & Closure of a Complaint

The Schools will investigate promptly every complaint of harassment, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. The Director of Pupil Services and/or the Director of Personnel will coordinate the investigation. Typical steps in an investigation include separate interviews with those involved, putting statements from each party in writing, identifying and questioning witnesses, and other appropriate actions. The Schools will conduct the investigation with as much confidentiality and privacy for the parties as possible without compromising the thoroughness of the investigation. The Schools will caution all participants in the investigation

to limit discussions to those staff directly involved in the investigation and to treat the matter as confidential. Individuals are expected to cooperate fully in any investigation. Failure to do so may result in disciplinary action up to and including termination/expulsion.

The Schools will endeavor to complete the investigation within thirty (30) school days of receiving the complaint, unless the nature of the investigation or exigent circumstances dictate otherwise, in which case the investigation will be completed as quickly as practicable. Also, if the respondent is subject to a collective bargaining agreement that sets forth a specific time line for notice and/or investigation of a complaint, such time line will be followed.

If the Schools determine that harassment or retaliation for complaining of harassment or participating in a harassment investigation has occurred, the Schools will take appropriate action promptly to stop the offending conduct and ensure that it is not repeated. Depending on the severity of the incident (s), such corrective action may include counseling, training, a verbal or written warning, suspension, or termination/expulsion.

In certain cases, harassment and, in particular, sexual harassment of a student may constitute child abuse under Massachusetts law. The Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse.

When the Schools have completed their investigation, school personnel will, to the extent appropriate, inform the person filing the complaint of the results of that investigation and will file a report with Liza Huber, Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

It should be noted that while this policy sets forth the goal of the Schools in promoting a work and educational environment that is free of harassment based upon race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, genetic information, ancestry or military status, the policy is not designed or intended to limit the authority of school officials to discipline or take remedial action for conduct which is deemed unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

State and Federal Agencies

The Schools urge all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that we can address them. If either party to the complaint is dissatisfied with the results or progress of the Schools' investigation, they may discuss this directly with the Superintendent of Schools.

The state agency responsible for enforcing laws that prohibit harassment in the workplace is the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Suite 601, Boston, MA 02108-1518; telephone (617) 994-6000; TTY Users (617) 994-6196. The time frame for filing a complaint with the MCAD is 300 days from the date of the most recent incident of alleged harassment. The state agency responsible for insuring that Massachusetts public schools do not discriminate on the basis of protected characteristics is the Massachusetts Department of Elementary and Secondary Education (DESE), 75 Pleasant Street, Malden, MA

02148-4906; telephone (781) 338-3300; TTY Users (800) 439-2370. The MA DESE's Program Quality Assurance Services (PQA) accepts complaints when the alleged violation occurred no more than one year before PQA received the written complaint.

The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces federal laws prohibiting employment discrimination. The deadline for filing a complaint with the EEOC is within 300 days from the day of the alleged discrimination. The EEOC is located at JFK Federal Bldg., 475 Government Center, Boston, MA 02203; (617) 565-3200 or (800) 669-4000; TTY Users (800) 669-6820. The US Department of Education's Office for Civil Rights (OCR) is a federal agency that enforces five federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in programs or activities that receive federal financial assistance from the US Department of Education. In most cases, a complaint must be filed with OCR within 180 calendar days of the date of the alleged discrimination. OCR is located on the 8th Floor, 5 Post Office Square, Boston, MA 02109-3921; telephone (617) 289-0111, fax (617) 289-0150.

References:

Mass. Gen. Laws. Ch. 151B
Mass. Gen. Laws Ch. 76, s. 5/Chapter 622
Title VI of the Civil Rights Act of 1964
Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Age Discrimination in Employment Act of 1967
Americans with Disabilities Act of 1990
Section 504 of the Rehabilitation Act of 1973

Goal #1: Refine learning goals and continue identification of common assessments to gauge student learning
Relevance to LRSP: Goal #2
Statement of Purpose: The Districts are committed to preparing students by providing them with the knowledge, and intellectual and reflective skills they will need to thrive in an increasingly complex world.
Strategies: <ol style="list-style-type: none"> 1. APS K-6 ELA and Literacy Task Force to examine and modify criteria of learning goals for vertical alignment 2. Reflect on learning goals and criteria in ELA, social studies and science as the new MA Frameworks are implemented; make changes where needed 3. Reflect on learning goals and criteria in mathematics as new MA mathematics Frameworks are implemented; make changes where needed 4. Use feedback from Principals, Directors and Department Leaders to determine next steps towards supporting educators' use of learning goals and common assessments 5. Identify Literacy assessments used at APS according to learning goals
Measurable Outcomes: <ol style="list-style-type: none"> 1. Learning goals for all regional disciplines (except for electives) completed 2. Learning goals for elementary ELA and Literacy and mathematics completed 3. All learning goals posted on District website 4. APS student growth in reading documented through Benchmark Assessments
Timeline (Dates tasks will be completed): By June 2013
Lead Parties: Superintendent, Director of Curriculum and Assessment
Progress Report (February) Through district-wide grade level meetings and department meetings, and working with an ELA consultant at APS, the learning goals have been refined in ELA. Further work with the APS mathematics specialist/coach has resulted in the alignment of the new Framework and our mathematics learning goals. Work has begun to ensure that the new Frameworks are embedded in the writing rubrics. APS Reading Benchmark Assessments were administered in the fall and in January. Feedback from Principals and Department Leaders is helping to inform summer Professional Learning and R&D work.
Progress Report (June)

Goal #2: Pupil Services - Program Development and Fiscal Accountability
Relevance to LRSP: Goal #1, #5
Statement of Purpose: To continue to enhance special education programs and service delivery through program review and analysis that will inform both short and long term strategic improvement planning and achieve efficiency and transparency
Strategies: <ol style="list-style-type: none"> 1. To contract with Futures Education, an external auditing agency to examine practices in Special Education and determine effectiveness and efficiency 2. Futures Education will examine and audit four areas of Special Education: <ul style="list-style-type: none"> • Transportation services • Related services (speech and language, occupational, and physical therapies) • Assignment and utilization of para professional personnel • Counseling and psychological services
Measurable Outcomes: <ol style="list-style-type: none"> 1. Assure fiscal efficiency in the delivery of all Special Education services 2. Identify \$150,000 of efficiency in the Regional School District 3. Spend that \$150,000 to build out a much needed Special Education program at the High School to be included in the FY14 budget
Timeline (Dates tasks will be completed): Regional School District - Nov/Dec 2012 APS - Mar/April 2013
Lead Parties: Superintendent, Director of Pupil Services,
Progress Report (February) Futures Education has completed its regional audit and concluded that our special education programs are efficient and effective. They also identified a future revenue source through Medicaid reimbursement totaling approximately 100,000 dollars per district. Their final report is due within a month and they will conduct a similar audit at A.P.S.
Progress Report (June)

Goal #3: Review and Refine the District's Financial Plan to Meet Federal, State and local funding sources, while supporting the districts' education needs.**Relevance to LRSP: Goal #5**

Statement of Purpose: The community places a high value on the preservation of an excellent education for its students and highly involved citizenry. In light of the current economic picture, identifying new sources of revenue, reviewing personnel needs and costs, as well as actively engaging in community forums and discussions will be required to manage a challenging era for our school systems.

Strategies:

1. Define budget assumptions for FY14. Prepare budget calendar.
2. Identify specific FY14 budget projections.
3. Re-evaluate school choice opportunities.
4. Continue an active partnership with the Acton Leadership Group (ALG) and the Boxborough Leadership Forum (BLF).
5. Facilitate a process that seeks input from the community, district staff and faculty, Board of Selectmen, and the Finance Committees of Acton and Boxborough.
6. Identify long-range needs and develop a rational capital management program.
7. Monitor and evaluate use of reserves, Chapter 70 and special revenue funds

Measurable Outcomes:

1. Prioritize personnel needs and costs as well as curriculum/program needs.
2. Visit each school to learn how to maximize dollars in order to meet instructional goals.
3. Prepare balanced budgets for approval by both town meetings that promote instructional goals.
4. Perform quarterly reviews of budget status throughout the fiscal year.
5. Prepare a five year review of APS and ABRSD spending; and then a five year projection of spending –with information that can assist long-term financial planning for both Acton and Boxborough.
6. Review and prepare for both school committees a presentation of the status and amount of all special revenue accounts.
7. Integrate the new financial analyst into the Finance staff; continue to review all staff responsibilities throughout the fiscal year.

Timeline (Dates tasks will be completed):

Ongoing through the fiscal year

Lead Parties:

Superintendent, Director of Finance

Progress Report (February)

Preliminary vote approved the regional FY14 budget. A 4.1% increase in the regional budget and a 2.2% increase in the APS budget have been submitted. The budgets comply with the Acton fincom point of view document which calls for no net increase in personnel and an OPEB commitment. At this time, we have achieved balance with the ALG spreadsheet and have an investment budget.

A presentation was done at the December regional meeting on special revenue accounts.

The finance director also presented a 5 year retrospective on school spending and a 5 year prospective preparing for the future.

Progress Report (June)

Goal #4A: Pilot new educator evaluation system in preparation for full implementation September 2013
Relevance to LRSP: Goal #3
Statement of Purpose: To prepare the districts for full implementation of Massachusetts Educator Evaluation in Fall 2013, a pilot implementation will be carried out by evaluating 40% of APS/AB teachers in academic year 2012 -13. This experience and feedback gained through this pilot will allow an effective full implementation with all teachers in September 2013.
Strategies: <ol style="list-style-type: none"> 1. Continue work with Educator Evaluation task force for pilot and full implementation. 2. Develop and facilitate in depth trainings for evaluators and teachers for each phase of the process including Summer 2012 Leadership Conference, October late starts and November PD Day. 3. Gather feedback from evaluators and teachers in March and April to refine full implementation strategies and processes. 4. Facilitate negotiation of contract language changes for full implementation of teacher evaluation. 5. Explore, purchase, and implement software tool to maintain documents related to teacher evaluation
Measurable Outcomes: <ol style="list-style-type: none"> 1. Successfully train evaluators and teachers so that educators are able to set goals and evaluators are completing a minimum of seven observations, follow up conversations and written summary for all teachers in pilot. 2. Evaluators will complete summative evaluations by March 31, 2013. 3. Full implementation plan will be developed and refined based on feedback from evaluators and teachers. 4. Technology solution will be implemented by November 30 that will help support evaluators and teachers in maintaining forms and all communication related to evaluation. 5. Successfully negotiate new contract language for full implementation of new educator evaluation system.
Timeline (Dates tasks will be completed): By August 2013
Lead Parties: Superintendent, Director of Personnel, Director of Curriculum and Assessment
Progress Report (February) Evaluators and teachers have been successfully trained, goals have been set and approximately 50% of the observations have been completed. Evaluators are meeting with pilot teachers and completing a mid-cycle review by February 15. The summative deadline has been extended to May 1, 2013 to allow more time for observations and evidence gathering. A technological management tool has been implemented and tailored to include our district specific forms and process. We are engaged in the process of negotiating follow on language.
Progress Report (June)

Goal #4B: Support School Committee in negotiation of employee contracts
Relevance to LRSP: Goal #3
Statement of Purpose: Negotiate contract language for September 2013 full implementation.
Strategies: <ol style="list-style-type: none">1. Work with School Committee negotiations subcommittee to meet Committee's goals by negotiating new contracts with AEA, OSA and AFSCME.2. Facilitate School Committee interviews and selection of labor counsel that is high quality and cost effective.
Measurable Outcomes: <ol style="list-style-type: none">1. Labor counsel will be selected and an agreement made by September 15, 2012.2. Follow on agreements that will fit into existing budgetary constraints will be completed with AEA, OSA and AFSCME prior to the expiration of current agreements.
Timeline (Dates tasks will be completed): By August 2013
Lead Parties: Superintendent, Director of Personnel, Director of Curriculum and Assessment
Progress Report (February) The School Committee and administration interviewed and selected a new attorney to serve as Labor Counsel for the districts. The School Committee, working with the new attorney and the administration, has developed a proposal and they have begun to work through it with the AEA.
Progress Report (June)

Goal #5: Implement new online platform, ABSchools**Relevance to LRSP:** Goal #4

Statement of Purpose: The district recognizes that learning powered by technology can help to transform education by supporting the delivery of engaging and meaningful learning experiences to our students. Implementation of ABSchools, a Google Apps for Education suite of online tools, supports this message by striving to build a community culture that embraces innovation and collaboration within our rigorous teaching and learning environment and administrative workforce.

Strategies:

1. Sign 3 year contract with Google to complete creation of private Google domain
2. Setup SysCloudSoft to provide local backup of all Google data for archival and FOIA purposes
3. Complete account creation of all students and teachers/staff, automate with Active Directory schema
4. Design effective professional learning opportunities for all staff members to understand how these tools can be used for both educational and administrative purposes.

Measurable Outcomes:

1. 100% of staff will utilize ABSchools
2. 100% of Acton-Boxborough students will have access to ABSchools

Timeline (Dates tasks will be completed):

By June 2013

Lead Parties:

Director of Technology

Progress Report (February)

Employees from both districts have successfully been migrated from First Class onto ABSchools as their sole email communication platform. Professional learning opportunities included having an ABSchools task force at each building for a continuous two weeks prior to deadline to meet needs of all staff members. Data from First Class is in the process of being archived and stored. Also at this time, 100% of the student accounts have been created. Reports indicate that 96% of all high school students are using ABSchools and have logged in to the system consistently throughout the school year. At the junior high, 68% of 7th grade students and 71% of 8th grade students have accessed ABSchools during the month of January. The department continues to work with teachers and administration at R.J. Grey to continue roll-out to all students.

Progress Report (June)

MEMORANDUM

February 1, 2013

TO: Acton-Boxborough Regional School Committee

FROM: Mac Reid and Peter Ashton, Co-Chairs of Regional School District Study Committee (RSDSC)

SUBJ: Status Report of the Committee

As you are aware the Regional School District Study Committee (RSDSC) has been meeting and discussing our outreach efforts and the proposed framework for full regionalization of grades pre-K through 12 for many months now. Through these outreach efforts, as well as meetings with various stakeholders during the last several months, it has become clear that several issues have arisen that lead the RSDSC to recommend to the Regional School Committee that we discontinue our efforts to revise the agreement to expand the region. We will however, be making certain recommendations regarding some relatively minor changes to the regional agreement. As Co-Chairs, we are very disappointed with the result and frustrated that we could not deliver an agreement that would be acceptable in both towns, but a number of factors led the committee to vote unanimously to make this recommendation. We will outline these reasons and be prepared to answer questions at your meeting on February 7th.

Since we reached agreement on a framework for full regionalization in early October, the committee has reached out to both communities in an attempt to obtain feedback on the proposed agreement as well as to gauge community support for the proposal. The following concerns were expressed.

1. Both the Acton Finance Committee and the Acton Board of Selectmen expressed opposition to the proposal, indicating that they did not believe the agreement was "fair" to Acton from a financial standpoint. Concerns were raised regarding the formula for sharing of the benefits, the "modest" level of actual cost savings, the limitations of the sunset provision, the continuing 5% construction cost "premium/discount" at the existing region, the potential for loss of control over budgetary and other decisions such as OPEB, and the lack of any demonstrable educational benefits. Given that both Boards were likely to recommend a "no" vote on the agreement in its current form at the Special Town Meeting, it was not believed to have a very great chance of passing in Acton.
2. In light of these perceived deficiencies and opposition from two important Boards in Acton, there was also a clear lack of a compelling motivation from Acton's standpoint to regionalize at this point in time. While it was recognized that Boxborough's enrollment had declined and this was a strong motivator for

Boxborough, the projection of a similar decline in Acton's enrollment did not engage or concern Acton stakeholders sufficiently to lobby for full regionalization. In our various meetings with different groups in Acton, rarely was there an expression of strong support for regionalization, even among the parental community nor even from Acton School Committee members. Although we believed that we had quelled concerns regarding PTO funding, school choice and the like, certain parents remained opposed to the idea (or at the very least silent) raising concerns about impact on property values and failing to see the educational reasons for regionalizing. Typically for a major proposal such as full regionalization to pass at Town Meeting in Acton, one would expect either (1) all three Boards to support the measure, or (2) a strong constituency of citizens to champion the proposal and garner widespread support in face of Board opposition. Neither of these existed which made the prospect of passage in Acton extremely unlikely.

3. Fairly late in the outreach process, a proposal was brought forward to change the method by which the assessment would be calculated. This proposal by an Acton resident and former school committee member sought to compute the assessment on a hybrid basis, combining elements of both an enrollment based-formula and a formula based in part on property values. The justification for this approach was to lend greater stability to the assessment formula in light of changing enrollment and recognize that school costs have both a fixed and a variable component. Boxborough committee members clearly rejected this approach, although some Acton committee members expressed support for it as did some Acton School Committee members.
4. The recent confusion that arose around the applicability or not of the statutory method including questions regarding the legal opinion and potential impacts on Boxborough created a lot of political concern in Boxborough about moving forward with an expanded region, which was evident at your most recent School Committee meeting. Unfortunately, this created some distrust among members of the committee and led Boxborough members at the last meeting to focus on how the current assessment formula has worked to Acton's advantage for the past 30 years which was a position that was not shared by Acton members.

As a result of these concerns and issues, it became clear that we no longer had consensus among the committee members regarding the framework we had previously agreed to and that moving forward with full regionalization did not make sense at this point in time. Therefore, the committee members discussed whether it made sense to continue on and after considerable debate in which all members of the committee spoke, it was moved and voted unanimously that the committee would recommend to the Regional School Committee that we discontinue our efforts to revise the agreement to expand the region and call off the Special Town Meetings scheduled for the end of

April. Unless there is movement from members of the Regional Study Committee members in the very near future, we will stand on this recommendation.

The committee recognizes that it also has a charge to review the current agreement to see if any changes should be made, and we will be making certain recommendations regarding some relatively minor changes to the regional agreement and will present those to the committee in March. We believe these can be handled at the regular town meetings in both towns.



7.1.2

Send to: [unclear] [unclear] (A)

Fw: Regionalization proposal

From:

Sent: Friday, February 01, 2013 1:16 PM

To: 'abrsc@acton-ma.gov'

Subject: Regionalization proposal

Dear Regional School Committee Members:

I urge you to follow through with the planned special town meetings so that citizens of both towns are able to voice their opinions and vote on this extremely important decision.

Although initially I was against a regional school district, as I became educated about the issues at forums hosted by the regional study committee, I became convinced that this is an opportunity for both towns to save money and keep our regional standards high. Three school districts is inefficient and creates many areas of overlap. It is especially important for Boxborough, whose alternative options include adding 60 choice students, which affects the region as a whole.

The work the committee has done is outstanding, and I thank them. It cannot have been easy to come up with a proposal that would satisfy both towns.

I do not feel that the community forums are an accurate gauge of community support. I know many people who felt educated about the issue and did not attend a community forum because they had already formed an opinion. When I voted last May to support further exploration by the regional school committee, I expected to be able to vote on this at town meeting.

Please allow voters the opportunity to choose one way or the other.

Thank you for your consideration.

1 of 9



Regionalization proposal

1 message

Fri, Feb 1, 2013 at 1:15 PM

To: abrsc@acton-ma.gov

Dear Regional School Committee Members:

I urge you to follow through with the planned special town meetings so that citizens of both towns are able to voice their opinions and vote on this extremely important decision.

Although initially I was against a regional school district, as I became educated about the issues at forums hosted by the regional study committee, I became convinced that this is an opportunity for both towns to save money and keep our regional standards high. Three school districts is inefficient and creates many areas of overlap. It is especially important for Boxborough, whose alternative options include adding 60 choice students, which affects the region as a whole.

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Please allow voters the opportunity to choose one way or the other.

Thank you for your consideration.



Deborah Petr <dpetr@abashools.org>

Keep the vote official

Fri, Feb 1, 2013 at 1:53 PM

To: "abrsc@acton-ma.gov" <abrsc@acton-ma.gov>

Dear AB Regional School Committee:

First, let me thank you for all you do!

Thank you for running the community forums to educate town voters. Please do not forgo a town vote because of forum attendee comments. The forum attendees are not representative of AB voters. Many, many people made up their minds and did not attend any forums because they already knew how they would vote in Spring. AB voters have a right to express themselves at the planned special town meetings and officially vote there at town meeting, not to vote unofficially at a community forum.

The committees have done an amazing job and we're so grateful for all the time and effort folks have devoted to researching this issue.

Thank you,



Belh Petr <bpetr@acton-ma.gov>

Regionalization K-12

Mon, Feb 4, 2013 at 1:26 PM

To: "abrsc@acton-ma.gov" <abrsc@acton-ma.gov>

Hi,

I am a resident of Boxborough and I was very disappointed to hear that the Regionalization of the schools is not going to be up for vote by the residents of Boxborough and Acton in April. I feel very strongly about regionalization and would like for the issue to be brought up to vote by town residents. Please do your best to make sure that we have an opportunity to vote in this matter.

Sincerely,



Beth Peir <bp@acton-ma.gov>

K-12 Regional School System Agreement

Mon, Feb 4, 2013 at 10:12 PM

To: abrsc@acton-ma.gov

To the AB Regional School Committee,

After reading about the impasse (the subcommittee recommendation) in the effort to regionalize the Acton and Boxborough School districts at the K-7 levels through a new regionalization agreement, I'd like to add my voice in urging the School Committee to continue working toward a K-12 regional agreement. There are ultimate advantages to all of the students and parents in the system(s), which we need to pursue. Don't let the immediate complications cloud the bigger picture.



Bob Petr <bpetr@abcschools.org>

Don't give up on regionalization

Mon, Feb 4, 2013 at 9:14 PM

To: "abrsc@acton-ma.gov" <abrsc@acton-ma.gov>

Dear Regional School Committee Members:

Please do not give up yet on the regionalization plan.

A plan that can take advantage of the economies of scale to save upwards of \$1 million a year makes sense to me.

I also see the educational benefits. As an employment lawyer, I know about the cost of doing business and I see little value added when we have to prepare three school budgets, three reports to the state (for every type of report), three payrolls and negotiate two separate teacher contracts, all the educate the same number of our children for our future. Our focus is on the kids and reducing these administrative activities will free up resources to put the focus where it belong . . . on our students.

Acton and Boxborough both need to give a little to make this happen.

Good luck and please don't give up.

Thanks.



Acton-Barnstable Regional Schools

AB K-12 Regionalization

Tue, Feb 5, 2013 at 10:39 AM

To: "abrsc@acton-ma.gov" <abrsc@acton-ma.gov>

Dear Committee:

While I understand that there are difficulties with regionalization, there are many compelling reasons to forge ahead with a plan. I encourage you to continue to pursue a solution between the towns for regionalization of K-12.

Best,



Please continue discussions to work towards full regionalization

Tue, Feb 5, 2013 at 12:03 PM

To: abrsc@acton-ma.gov

Dear Acton School Committee and Acton members of the Acton Boxborough Regional School Committee,

I understand that the committee studying full regionalization has come back with a recommendation that the regionalization effort not proceed. I hope that each of you, as stewards of the interests of Acton, will thank them warmly for their work, and then ask them to go back to the negotiating table to try harder to reach an agreement which can get the support of all of the relevant governing bodies, as well as both Town Meetings. There are many times in a negotiation process where one or both parties needs to come face-to-face with their "best alternative to a negotiated agreement", and discover that it is worse for them than what they hope to achieve in a negotiation. This is one of those moments. For Acton's part, it is clear that there are significant savings to be gained through full regionalization, and therefore it should be possible for sufficient savings to accrue to Acton for this to be a worthwhile negotiation. These savings are to be found both in reduced headcount and also in productivity gains of the staff. As the entity paying the majority of the overall costs, it is clearly in Acton's interest to pursue those savings aggressively.

Moreover, it is becoming clear that there are some structural issues with the current regional agreement which work against the interests of Acton, and this negotiation is a fine way to educate all parties to those impacts and to seek ways to mitigate them.

While I do not know the parties involved on the Boxborough side, I have to believe that they will see the inescapable logic of declining enrollment as meriting renewed discussions. And I hope they will also see the need to continue talking, to preserve the benefits of our continuing relationship at the secondary school level.

I strongly urge you to request the study committee to continue to work on the issue so that we can have a mutually satisfactory agreement to put forward to our next regular Town Meeting. If there can be no such report at the next regular Town Meeting, I trust and expect that you will be prepared to discuss in that Town Meeting the future you foresee for our current regional agreement with Boxborough. I know there will be many in the audience who will expect a much more comprehensive presentation on the future of our agreement with Boxborough, given the difficulties in the relationship that this full regionalization discussion has highlighted.

Thank you, as always, for your work on behalf of everyone in Acton,



Beth Petr <bpetr@abschools.org>

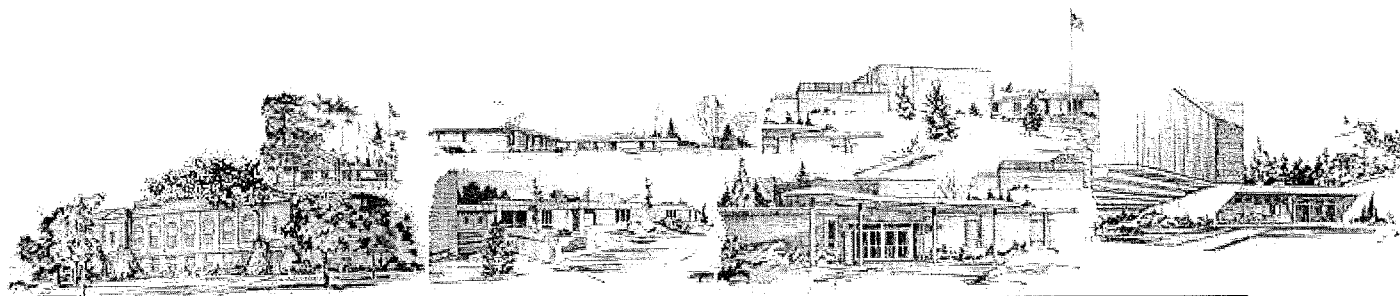
AB regionalization

Tue, Feb 5, 2013 at 7:22 PM

To: abrsc@acton-ma.gov

I'm writing to encourage you to please give a few more months of time to consider the regionalization issues before putting it on a final "backburner." I applaud the work done by the regional study committee to address dozens of issues. I understand that there has been difficulty on a few issues, but it appears as if the benefits make it worthy of a bit more effort. Please, consider postponing special joint town meeting in April, but spend a few months of additional work to see if we can get to an approvable agreement.

Best regards,



Acton Public Schools \oplus Acton-Boxborough Regional School District
16 Charter Road Acton, MA 01720 Phone: 978-264-4700 Ext. 3205 Fax: 978-264-3340
E-mail: daicardi@mail.ab.mec.edu

Donald Aicardi
Finance Director

TO: Superintendent Stephen Mills
FROM: Don Aicardi, Director of Finance *GA*
RE: FY13 Status Report-2nd Quarter
DATE: February 7, 2013

A. Summary

I am happy to report that the Acton-Boxborough School District ended the second quarter of Fiscal Year 2013 with a \$335,836 projected year end fund balance.

B. Review of FY13 Budget-Highlights

I would like to highlight the most interesting observations for the regional school committee:

1. Salaries, Teaching. (+\$108K) It is important to note that there was \$100,000 in 'anticipated vacancy factor' savings applied to this account even before the school year began. These accounts continue to generate salary savings; so far, that decision has broken our way.

2. Fringes, Health Insurance (+\$124k) The FY13 ABRSD health insurance budget was completed in time to assimilate all of the changes from the municipal health insurance reform that were so well chronicled all of last year. To date, this small surplus stems from normal health insurance migration savings as employees switched post open enrollment last May, plus savings from the timing of new hires. We continue to evaluate the amount of employees actually charging to health insurance versus the assumptions used last spring.

3. Fringes, Unemployment (+\$27K) and Fringes, Worker's Compensation (-\$41K) Due to the unpredictable nature of unemployment compensation, the FY13 Unemployment Compensation budget was slightly increased. Right now, the second quarter estimate continues to show a surplus at year end. On the other hand, for the second year in a row, the Workers Compensation number has proven to be problematic, showing an estimate of a \$41k deficit at year end. This annual assessment, paid early in the fiscal year, even after factoring in adjustments and credits for participation in MIIA (Massachusetts Interlocal Insurance Association), paying early, and other rewards/credits for history, has exceeded the budget for the second year in the row. Based on this recent history, we made adjustments to the FY14 budget.

4. Salaries Substitute (+\$53K) Substitute salaries expenses continue to trend favorably as we progress throughout FY13.

5. Salaries Support Staff (+\$52K) The second quarter projection now successfully incorporates a reclass of salary expense from the operating budget to the IDEA grant as anticipated; this lead to a surplus now being projected by the end of the fiscal year.

6. Salaries Custodial (+\$41K) This surplus is due to vacancies in the SH Custodian salary account that occurred throughout the year.

7. Other, Debt Service (+\$133K) This projected year end surplus is based entirely on lower than anticipated debt service (principal & interest) expenses related to the new Lower Fields project. The budget related to the Lower Fields project migrated from an assumed "one-time only" amount in FY13 expense to the need to actually issue debt for that project over the course of the FY13 budget deliberations. When the financial plan projected expenses for debt service for Lower Fields last spring, it assumed that principal and interest expenses would begin in FY13. In actuality, once the debt was issued in late summer, the final debt service schedule for the Lower Fields for FY13 included only interest this fiscal year; the first principal payment will be made beginning one year later in FY14.

C. Conclusion. I am happy to answer any questions that you might have. Thank you.

ACTON/BOXBORO REGIONAL PUBLIC SCHOOLS FY13 BUDGET STATUS REPORT

	FY13 Budget Original	FY13 Budget Adjustments	FY13 Budget Current	FY13 Year End Projected Expenses	% Committed	FY13 Year End Projected Balance
Salaries, Teaching 01	\$16,848,363	\$5,400	\$16,844,903	\$16,736,734	99.4%	\$108,169
Salaries, Principals 02	\$779,757	\$0	\$779,757	\$783,503	100.5%	(\$3,746)
Salaries, Central Administration 03	\$512,387	\$0	\$512,387	\$511,400	99.8%	\$987
Salaries, Support Staff 04	\$3,198,994	\$11,752	\$3,210,746	\$3,158,217	98.4%	\$52,529
Salaries, Athletics 05	\$461,749	\$0	\$461,749	\$453,036	98.1%	\$8,713
Salaries, Buildings 06	\$359,280	\$50,000	\$409,280	\$422,607	103.3%	(\$13,327)
Salaries, Custodial 07	\$834,397	\$0	\$834,397	\$793,098	95.1%	\$41,299
Salaries, Home Instruction 08	\$16,000	\$0	\$16,000	\$13,396	83.7%	\$2,604
Salaries, Substitute 09	\$273,822	(\$12,400)	\$261,422	\$208,223	79.7%	\$53,199
Fringes, Course Reimbursement 10	\$28,000	\$0	\$28,000	\$28,000	100.0%	\$0
Fringes, Health Insurance 11	\$4,464,834	\$0	\$4,464,834	\$4,340,530	97.2%	\$124,304
Fringes, Other Ins 12	\$21,460	\$0	\$21,460	\$21,460	100.0%	\$0
Fringes, Unemployment 13	\$40,000	\$0	\$40,000	\$13,242	33.1%	\$26,758
Fringes, Workers Comp 14	\$90,000	\$0	\$90,000	\$131,448	146.1%	(\$41,448)
Fringes, Pensions 15	\$968,434	\$0	\$968,434	\$968,434	100.0%	\$0
Instructional Supplies 16	\$262,740	\$1,088	\$263,828	\$265,931	100.8%	(\$2,103)
Instructional Textbooks 17	\$178,718	\$5,000	\$183,718	\$189,259	103.0%	(\$5,541)
Instructional, Library 18	\$29,724	\$0	\$29,724	\$29,724	100.0%	\$0
Other, Capital Outlay 19	\$317,107	\$0	\$317,107	\$380,302	119.9%	(\$63,195)
Other, Prop/Casualty 22	\$35,000	\$0	\$35,000	\$35,000	100.0%	\$0
Other, Maintenance Buildings 23	\$335,970	\$0	\$335,970	\$342,011	101.8%	(\$6,041)
Other, Maintenance Outlays 24	\$197,542	(\$2,500)	\$195,042	\$211,847	108.6%	(\$16,805)
Other, Legal Service 26	\$80,000	\$0	\$80,000	\$80,000	100.0%	\$0
Other, Admin Supplies 27	\$571,949	(\$7,840)	\$572,969	\$624,254	109.0%	(\$51,285)
Other, Athletic Support 28	\$59,913	\$0	\$59,913	\$68,898	115.0%	(\$8,985)
Other, Custodial Support 29	\$72,409	\$0	\$72,409	\$72,409	100.0%	\$0
Other, Sped Transportation 30	\$865,301	\$0	\$865,301	\$859,649	99.3%	\$5,652
Other, Student Transportation 31	\$559,055	\$0	\$559,055	\$78,732	103.5%	(\$19,677)
Other, Travel 32	\$25,863	(\$500)	\$25,363	\$27,375	107.9%	(\$2,012)
Other, Sped Tuition 33	\$3,123,826	\$0	\$3,123,826	\$3,096,667	99.1%	\$27,159
Other, Utilities 34	\$1,242,738	(\$50,000)	\$1,192,738	\$1,204,969	101.0%	(\$12,231)
Other, Sewer 35	\$218,300	\$0	\$218,300	\$220,485	101.0%	(\$2,185)
Other, Debt Service 21	\$2,041,172	\$0	\$2,041,172	\$1,908,127	93.5%	\$133,045
GRAND TOTAL	\$39,114,804	\$0	\$39,114,804	\$38,778,967	99.1%	\$335,837

7.3
A

Acton Boxborough Student Activities Fund (ABSAF)

February 5, 2013

Acton Boxborough Regional School District
District Central Office
16 Charter Road
Acton, MA 01720

Attention: Dr. Stephen Mills
Superintendent of Schools

Re: ABSAF Donation to the Acton Boxborough Regional School District

Dear Dr. Mills,

It is with great pleasure that the Acton Boxborough Student Activities Fund (ABSAF) is making an additional donation in the amount of \$17,000 to the Acton Boxborough Regional School District to be used for student athletic and activity expenses for the 2012 – 2013 school year. This donation is made only through the generous support of our donors from the Acton and Boxborough communities who have supported and contributed to ABSAF. ABSAF believes that extracurricular activities help to develop well-rounded students with healthy self-esteem.

This donation is in addition to the \$54,945 donated by ABSAF on November 1, 2012, bringing ABSAF's total donation during the 2012 – 2013 academic calendar year to \$71,945.

Our 2012-2013 fundraising drive has been successful. While we continue to await a favorable disposition to our pending non-profit status with the Internal Revenue Service, we remain optimistic about future support of student activities in the regional schools. We will keep you apprised through Marie Alteri, who serves as the administration's liaison on our board.

Sincerely,



Justin Goodwin
President

7.4

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 Charter Rd.
Acton, MA 01720

To: Stephen Mills
From: Alixe Callen
cc: Melissa Dempsey
Date: January 24, 2013
Subject: Donations from Various Contributors

Please accept the following donations, valued in the total amount of \$1,497.00, which will be used in a silent auction fundraiser that will support our Community Service program.

The funds from the silent auction fundraiser will be deposited into Fund 3328, SHS Community Service Gift.

Entertainment/Recreation

Two tickets to this year's ABRHS Musical, Legally Blonde - performances Feb. 1 - 9

Donated by Proscenium Circus
Value: \$36 Minimum bid: \$20

**Two tickets to the January 30 Celtics game (balcony seats) and
\$50 gift certificate to Sports Grille Boston, 124 Canal Street**

Donated by Mark Scheier of Scheier Katin & Epstein, PC
Value: \$110 Minimum bid: \$80

**Two tickets to opening night performance of Theatre III production of
"Little Shop of Horrors" on Friday, April 12**

Donated by Theatre III
Value: \$50 Minimum bid: \$40

**Two Community Spirit Tickets to Wachusett Mountain Ski Area
Limited Lift Tickets Valid For 2 Seasons**

Donated by Wachusett Mountain Ski Area
Value: \$104 Minimum bid: \$60

Two lift tickets to Nashoba Valley Ski Area

Donated by Nashoba Valley
Value: \$96 Minimum bid: \$60

Student services

Two hours of design services (to create a custom thank you or greeting card)

Donated by AB senior Margaret Gao
Value: \$50 Minimum bid: \$30

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL

36 Charter Rd.

Acton, MA 01720

Four hours of student time to do house or car cleaning, pet/baby sitting, dog washing or walking, or tutoring

Donated by AB junior Larissa Nadoo

Value: \$50 Minimum bid: \$30

Nail Art Design Session for four people

Donated by AB freshman Suzi Reip

Value: \$60 Minimum bid: \$30

Eight hours of student help for yard clean up or similar tasks (4 students for 2 hours)

Donated by Kristen Pantano and a team juniors

Value: \$80 Minimum bid: \$ 65

20 hours of student help for yard clean up or similar tasks (10 students for 2 hours)

Donated by Caroline Defrancesco and a team juniors

Value: \$200 Minimum bid: \$100

Artwork by ABRHS senior

Donated by Kathy Lu

Two Dozen Homemade Cupcakes

Donated by sophomore Jillian Carr

Value: \$36.00 Minimum Bid: \$20.00

Professional services

Landscape architectural design consultation (1 hour)

Donated by Kim Ahern Landscape Architects

Value: \$150 Minimum bid: \$75

Architectural consultation for a house addition (1½ hour)

Donated by Nancy Dickinson of Dickinson Design, Architects, Acton

Value: \$75 Minimum bid: \$60

Home decorating consultation (2 hours)

Donated by Your Home & Color Coach, Barbara Meglis

Value: \$150 Minimum bid: \$100

Other

\$50 certificate for Community Education class(es)

Donated by AB Community Education

Value: \$50 Minimum bid: \$25

Family Membership to The Discovery Museums

Donated by The Discovery Museums

Value: \$125 Minimum bid: \$100

Indian Dinner for Six prepared especially for you

Donated by Rekha Gopalan and Sowmya Suneel

Value: \$75 Minimum bid: \$50

To: Stephen Mills
 From: Larry Dorey
 Re: Discipline Report for January, 2013
 Date: 1/31/2013

There were 28 discipline referrals to the administration during the month of January, 2013. This total is down from 45 last year. 5 students were suspended this month, while there were 18 students suspended during January, 2012

Suspensions for January, 2013

Infraction	2009	2010	2011	2012	2013
Abusive/Obscene Language		1	1		
Alcohol Use					2
Disruptive/Uncooperative Behavior		3		1	
Drug Paraphernalia		2	1		
Drug Use (other)				2	
Marijuana Possession				3	
Marijuana Sale			1	2	
Marijuana Use		2	3	5	
Fighting			2	2	
Leaving School Grounds				1	
Other		2			
Sexual Harassment					1
Stealing			1		
Threatening				2	2
Total	0	10	9	18	5

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

c: Alixe Callen

Other Infractions for January, 2013

Infraction	2009	2010	2011	2012	2013
Abusive/Obscene Language		1	3		
Academic Integrity	1	2	5		1
Alcohol Use					2
Bus Discipline Issue					1
C.H. Alcohol		1			2
C.H. Drugs			2		
C.H. Smoking			1		
Computer use Violation	1				
Disrespectful				1	
Disruptive/Uncooperative Behavior	11	7	2	5	2
Drug Paraphernalia		2	1		
Drug Use (other)				2	
Fighting			2	2	
Harassment		6	1	6	
Leaving School Grounds	7	5		6	
Marijuana Possession				3	
Marijuana Sale				2	
Marijuana Use		2	3	5	
Non Compliance w/school rules		1		2	
Other	2	5		3	2
Out of School Issue	4	3	1		1
Parking Violation		3	1	1	1
Physical Aggression				1	
Sale of Drugs			1		
Sexual Harassment					1
Stealing			1		
Tardy			2		4
Teasing		1	2		
Threatening		1		2	2
Truancy		2	5	4	9
Vandalism	1				
Total	27	42	33	45	28

8.1.2

To: Stephen Mills
cc: Melissa Dempsey
From: Alixe Callen
Date: January 24, 2013
Subject: Donation

Please accept donations from Xinhua Shi and Xiaojun Qin (\$25.00), Amalendu and Amrita Datta (\$25.00), Mary and Roger Lemos (\$329.00) and from an anonymous donor (\$27.00) for gifts totaling \$406.00 which will support our Community Service Program.

The funds will be deposited into Fund 3328, SHS Community Service Gifts.

Thank you.

To: Stephen Mills
cc: Wioletta Pawlowska
From: Alixe Callen
Date: January 24, 2013
Subject: Donation

Please accept a donation from David Bouchard in the amount of \$181.54 which will support ASHA.

The funds will be deposited into the ASHA/Student Activities fund.

Thank you.

To: Stephen Mills
cc: Thomas Kamataris
From: Alixe Callen
Date: January 16, 2013
Subject: Donation

Please accept a donation from the *Melanoma Education Foundation* of a facial scanner valued at the amount of \$300.00 which will support our Health Education program.

Thank you.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL
36 Charter Rd.
Acton, MA 01720

8.1.2
(A)

To: Stephen Mills
From: Alixe Callen
cc: Melissa Dempsey
Date: January 30, 2013
Subject: Donation

Please accept a donation from the Kyung Ae Kim in the amount of \$50.00 which will support the Community Service Program.

The funds will be deposited into Fund 3328, SHS Community Service Gifts.

Thank you.

R.J. Grey Junior High School

To: Steve Mills
 From: Allison Warren and Jim Marcotte
 Re: Discipline Report for January 2013
 Date: February 1, 2013

There were 24 discipline referrals/concerns (including requests from teachers for assistance) reported to the Administration during the month of January. There were 2 suspensions this past month..

	<u>Jan-09</u>	<u>Jan-10</u>	<u>Jan-11</u>	<u>Jan-12</u>	<u>Jan-13</u>
<i>Total Discipline Referrals Reported</i>	<i>20</i>	<i>37</i>	<i>11</i>	<i>16</i>	<i>24</i>

	<u>Jan-09</u>	<u>Jan-10</u>	<u>Jan-11</u>	<u>Jan-12</u>	<u>Jan-13</u>
Total Suspensions	1	7	2	2	2
Alcohol Use					
Defacing property/vandalism			1		
Drug-related incident		1	1		
fighting		1			
harassment (non-sexual)				1	1
inappropriate/disruptive/disrespectful behavior		3		1	
physical aggression	1				
sexual harassment		1			
stealing					
threatening		1			1

	<u>Jan-09</u>	<u>Jan-10</u>	<u>Jan-11</u>	<u>Jan-12</u>	<u>Jan-13</u>
Total Other Infractions	19	30	9	14	22
abusive language/profanity		1		2	
alcohol use/possession					
bus discipline				1	5
Academic Integrity					
class/school truancies	1	4		1	
computer violation					
disruptive behavior (classroom, cafeteria, hallway)	10	10	7	6	2
harassment (non-sexual)/bullying/teasing		4		3	9
non-compliance with school rules	7	10	1	1	6
out of school issue					
physical aggression	1	1	1		
sexual harassment					

The referrals/concerns generally were quickly resolved and no further intervention was required.

ELL STUDENT POPULATION
Acton-Boxborough Regional School District
February 1, 2013

Category	Total as of 1/1/2013	Additions	Subtractions	Current Total as of 2/1/2013
RJG JHS	9	0	0	9
ABRHS	6	+2	0	8
ABRSD TOTALS	15	+2	0	17

EARLY CHILDHOOD STUDENT POPULATION MONTHLY REPORTING & PROJECTIONS

Acton Public Schools

February 1, 2013

	January 1, 2013	Additions January 2013	Final Total As of January 31, 2013	February 1, 2013	Additions February 2013	Final Total As of February 28, 2013	End of Year Projection **
<i>SPED</i> 3-Year Olds (In-District)	20	0	20	20	+1	21	28
<i>SPED</i> 4-Year Old (In-District)	15	+1	16	16	0	16	18
<i>SPED</i> 3-Year Old <i>Tuition in From</i> <i>Boxborough</i>	1	0	1	1	0	1	1
<i>SPED</i> 4-Year Old <i>Tuition in From</i> <i>Boxborough</i>	1	0	1	1	0	1	1
SPED Student In Class TOTAL	37	+1	38	38	+1	39	48
Itinerant	11	-2	9	9	0	9	10
OOD Preschool	3	0	3	3	0	3	3
SPED TOTAL	51	-2	50	50	+1	+1	61
<i>*TYPICAL</i> 3-year old (In-District)	20	+1	21	21	0	21	24
<i>*TYPICAL</i> 4-Year Olds (In-District)	27	0	27	27	0	27	27
TOTAL	98	0	98	98	+1	99	112

*The school district must ensure that programs are available for eligible students 3 and 4 years of age. The programs must developmentally appropriate and located in a setting that includes student with and without disabilities (State Requirement 603 CMR 28.06 (7) and Federal Requirement 34 CFR 300.101 (b); 300.124(b); 300.323(b))

**Projections may be impacted by move-ins and/or Department of Public Health referrals

2/5/13

8.3.2
A

MONTHLY ENROLLMENT
ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOLS
2012-2013 ACADEMIC YEAR

Jan-13

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	265	43	6	271	267	43	6	273	269	43	6	275	272	43	6	278	273	43	6	279	0	0	0	0	0	0	0	0	0	
1	312	59	7	319	312	59	8	320	310	59	8	318	312	59	8	320	317	59	8	325	0	0	0	0	0	0	0	0	0	
2	350	54	8	358	348	54	8	356	348	54	8	356	352	54	8	360	352	54	8	360	0	0	0	0	0	0	0	0	0	
3	383	53	7	390	382	53	8	390	392	53	8	400	381	53	8	389	382	53	8	390	0	0	0	0	0	0	0	0	0	
4	355	65	2	357	354	65	2	356	354	65	2	356	354	65	2	356	359	65	2	361	0	0	0	0	0	0	0	0	0	
5	354	68	2	356	354	70	2	356	354	70	2	356	355	70	2	357	355	70	2	357	0	0	0	0	0	0	0	0	0	
6	382	76	5	387	382	75	5	387	383	75	5	388	382	75	5	387	382	75	5	387	0	0	0	0	0	0	0	0	0	
7 D.Pre-sch. Ctr	30	0	2	32	30	0	2	32	32	0	2	34	33	0	2	35	35	0	2	37	0	0	0	0	0	0	0	0	0	
7 In D.Pre-sch. ltr	7	5	0	7	7	5	0	7	11	5	0	11	11	5	0	11	11	5	0	11	0	0	0	0	0	0	0	0	0	
OOD Pre-sch	3	2	0	3	3	2	0	3	3	2	0	3	3	2	0	3	3	2	0	3	0	0	0	0	0	0	0	0	0	
O.D. SPED K-6	20	7	0	20	20	7	0	20	20	7	0	20	20	7	0	20	20	7	0	20	0	0	0	0	0	0	0	0	0	
A.P.S. Total	2461	432	39	2500	2459	433	41	2500	2476	433	41	2517	2475	433	41	2516	2489	433	41	2530	0	0	0	0	0	0	0	0	0	
7	377	74	11	462	375	74	11	460	375	74	11	460	374	74	11	459	376	74	10	460	0	0	0	0	0	0	0	0	0	
8	396	71	7	474	396	72	7	475	396	72	7	475	397	72	7	476	395	72	7	474	0	0	0	0	0	0	0	0	0	
J.H.S. Total	773	145	18	936	771	146	18	935	771	146	18	935	771	146	18	935	771	146	17	934	0	0	0	0	0	0	0	0	0	
9	413	71	12	496	408	71	12	491	407	71	11	489	406	71	11	488	407	71	11	489	0	0	0	0	0	0	0	0	0	
10	397	75	7	479	392	74	7	473	393	74	7	474	393	74	7	474	394	74	7	475	0	0	0	0	0	0	0	0	0	
11	420	106	4	530	419	107	4	530	417	107	4	528	418	106	4	528	418	106	3	527	0	0	0	0	0	0	0	0	0	
12	381	100	7	488	379	100	7	486	376	101	7	484	376	101	7	484	377	101	6	484	0	0	0	0	0	0	0	0	0	
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
P.G.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
H.S. Total	1611	352	30	1993	1598	352	30	1980	1593	353	29	1975	1593	352	29	1974	1596	352	27	1975	0	0	0	0	0	0	0	0	0	
Total JHS & HS	2384	497	48	2929	2369	498	48	2915	2364	499	47	2910	2364	498	47	2909	2367	498	44	2909	0	0	0	0	0	0	0	0	0	
O.D. SPED 7-12	45	9	0	54	45	9	0	54	44	9	0	53	42	8	0	50	41	8	0	49	0	0	0	0	0	0	0	0	0	
Reg. Total	2429	506	48	2983	2414	507	48	2969	2408	508	47	2963	2406	506	47	2959	2408	506	44	2958	0	0	0	0	0	0	0	0	0	
A.P.S. Total	2461	432	39	2500	2459	433	41	2500	2476	433	41	2517	2475	433	41	2516	2489	433	41	2530	0	0	0	0	0	0	0	0	0	
Reg. Total	2429	506	48	2983	2414	507	48	2969	2408	508	47	2963	2406	506	47	2959	2408	506	44	2958	0	0	0	0	0	0	0	0	0	
Grand Total	4890	506	87	5483	4873	507	89	5469	4884	508	88	5480	4881	506	88	5475	4897	506	85	5488	0	0	0	0	0	0	0	0	0	

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

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

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

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

C. Bates
 All Principals (2)

Distribution:

In D. = In District

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

8.4



Fwd: The oxymoron of Acton's "investment budget" for the school year 2013-14

From: Amy Hedison <amyhedison@actonma.org>

Date: Tue, Feb 5, 2013 at 9:01 AM

Subject: The oxymoron of Acton's "investment budget" for the school year 2013-14

To: smills@abschools.org, apsc@acton-ma.gov, abrsc@acton-ma.gov

To the School Committees and Dr. Mills:

With all due respect to your efforts - - and with true appreciation for your dedication and hard work - - I find it both shocking and disheartening that you can present the current budgets to the community and call them "investment budgets". How can increases of 4% and 2% (roughly) be considered an investment in anything, particularly since those increases are obtained partially by cuts in other areas of the budgets?

When will the School Committee and the Administration decide that it is time to do the right thing for our children's education, and ultimately for everyone in this town, and truly invest in our schools by reducing the student load of our teachers and providing at least close to state-of-the-art facilities and technology for our student communities? Your responsibility is to the students of Acton and Boxborough, not to the Acton FinComm, which is neither an elected nor a legislative body, and whose sole purpose seems to be to turn Acton into the municipal equivalent of a mutual fund.

We have been listening to the dire predictions of the FinComm for years, and yet every year, our reserves grow. The Massachusetts Department of Revenue suggests that towns hold between 5-10% of their operating budgets in reserves. Acton holds, based on reserves of \$11 million, over 12% and yet continues to hoard cash. Why doesn't the Administration and the SC have the courage to stand up to this excessive frugality and put forth a budget that truly invests in our schools? Let the Town decide if that is the budget it wants, and if not, *then* the Administration and SC can come up with a smaller budget.

At the Regional level, we need more adults - teachers and counselors in particular. The AP French class has 32 students, and the AP Spanish class a similar number. How does one learn a language in a class that large? We keep talking about declining enrollment, but it certainly is not happening in the junior high or the high school. And while we were glad to get an additional counselor, why can't we hire another? These people provide invaluable support to all the students, not just the seniors, but they are still so overburdened that mistakes are made, forms are not filled out, and students' college applications are jeopardized.

On the APS level, the fact that the Administration is unwilling to meet its commitment to fund assistants - and "take the pressure off the PTO's" - is shameful, although not unexpected. This is exactly why no PTO is willing to cede the funding of assistants to the schools, even though funding staff is exactly where that line item should be. And, particularly given the relative small amount - in fact, according to Dr. Mills, "\$150,000 is a rounding error" (this said in response to a question about the interest payments needed for the turfing of the fields), what possible rationale is there for not funding this third year of assistants, as originally promised?

The examples go on and on, but ultimately it boils down to the basic issue of doing what is right by our children. Doing "more with less" is nothing to be proud of when it means overburdened teachers, crowded classrooms and not enough adult interaction - on all levels - for our students, despite the valiant and truly amazing work done by everyone in every school building we have. At this point we have an entire generation of children who are now graduating from the high school who have known nothing but overcrowded classrooms, insufficient supplies and insufficiently resourced teachers. Don't let this happen to another generation: let the town decide at Town Meeting if a budget is too big (which is how the system is supposed to work) - - - but please stop making the assumption that we, the adults of Acton, are unwilling to vote the funds necessary to truly educate our children. Sincerely,

Amy Hedison

Acton Public School FY'14 Budget Review

School Committee Meeting
February 7, 2013

1

APS FY'14 Budget

APS FY'14 Budget

2

APS FY'14 Budget (in thousands)

	APS
FY'13 Final	\$26,562
FY'14 Budget	\$26,961
\$ Change from Final FY'13	\$398
% Change from Final FY'13	1.5%

3

APS FY'14 Budget

FY'10 to FY'11 Annual increase?	0.61%
FY'11 to FY'12 Annual increase?	0.78%
FY'12 to FY'13 Annual increase?	1.72%*
FY'13 to FY'14 Annual increase?	1.50%

**Decreased 1.37% by \$358,000 Federal EdJobs Grant*

4

APS FY'14 Budget

FY'14 Investment Budget

5

APS FY'14 Investment Budget

Over \$700k in requests received

Staff: .5 FTE Assistant Principal Douglas School (\$43k)
(LRSP Goals #1, 2, 3)
 .6 FTE ELE Teacher (\$32k) *(LRSP Goals #1, 2)*
 1.0 FTE Psychologist (\$62k) *(LRSP Goal #1)*

Other: Professional Development (\$47k)
(LRSP Goals #2, 3)

TOTAL: \$184k

6

APS FY'14 Budget

Direction for FY'14:

1. Calculate Level Service with an eye on all possible savings;
2. Investment Budget linked to Long Range Strategic Plan;
3. Continue to refine numbers throughout the budget season.

7

APS FY'14 Budget (Continued)

November 2012: **\$27,735k** **4.4%**

- * Salary Savings from Retirements (assumed 4M for replacements)
- * ERI Increase due to Retirements
- * Staffing Reductions (2.12 FTE)
(.62 Bus Driver & 1.5 Teachers at Gates)
- * Misc. Salary Adjustments & Corrections

These calculations were performed before level service estimate released to APSSC

December 2012: **\$27,355k** **2.9%**

8

APS FY' 14 Budget (Continued)

November 2012: **\$27,735k** **4.4%**

- * Salary Savings from Retirements
(assumed 4M for replacements)
- * ERI Increase due to Retirements
- * Staffing Reductions (2.12 FTE)
(.62 Bus Driver & 1.5 Teachers at Gates)
- * Misc. Salary Adjustments & Corrections

Calculations performed before release to APSSC

December 2012: **\$27,355k** **2.9%**

9

APS FY' 14 Budget (Continued)

November 2012: **\$27,735k** **4.4%**

December 2012: **\$27,355k** **2.9%**

2.9% increase sent to APSSC Dec. 20, 2012

- Investment Budget Staffing Requests (increase)
- Increase Vacancy Factor (decrease)
- Health Insurance Adjustments (decrease)
- Other Adjustments (decrease)

January 2013: **\$27,131k** **2.14%**

10

APS FY' 14 Budget (Continued)

November 2012:	\$27,735k	4.4%
December 2012:	\$27,355k	2.9%
January 2013:	\$27,131k	2.14%

More Staffing Adjustments
Reduction to Investment Budget
Other Budget Reductions

February 2013: **\$26,961k** **1.5%**

February Reduction to Budget: **\$171k**

11

APS FY' 14 Budget (Continued)

November 2012:	\$27,735k	4.4%
December 2012:	\$27,355k	2.9%
January 2013:	\$27,131k	2.14%

More Staffing Adjustments
Reduction in Investment Budget
Other Budget Reductions

February 2013: **\$26,961k** **1.5%**

Reduction to Budget: **\$171k**

12

APS FY' 14 Budget (Continued)



November 2012:	\$27,735k	4.4%
December 2012:	\$27,355k	2.9%
January 2013:	\$27,131k	2.14%
February 2013:	\$26,961k	1.5%

FY14 APS budget has been reduced from the original November version by **\$773k**, from **4.4%** to **1.5%**.

13

APS FY' 14 Budget (Continued)

Changes to FY'14 APS Budget since January 8th:

Pay portion of FY'14 ERI Payment from FY'13 Capacity	(\$50k)
Case Transportation & Tuition Finalized	\$21k
Reduction in FY'14 Professional Development request	(\$47k)
Referral to Specialists decrease (made possible due to Psychologist addition)	(\$20k)
4M to 3M Salary decrease for retiree positions	(\$20k)
Substitutes, Certified, Long Term	(\$30k)
Unemployment Compensation	(\$5k)
Other Substitutes	(\$5k)
Health Insurance	(\$15k)
TOTAL	(\$171k)

14

APS FY'14 Budget

Acton Leadership Group
prepares Town of Acton
Financial Allocation Document

15

APS FY'14 Budget

ALG Spreadsheet (Deficit)/Surplus:

October 16, 2012	(\$1,235k)
November 7, 2012	(\$967k)
November 27, 2012	(\$1,516k)
December 13, 2012	(\$1,579k)
January 10, 2013	(\$634k)
January 31, 2013	\$108k
February 14, 2013	\$0k

FY' 14 Budget

Use of Reserves

17

Use of Acton Reserves From FY'11 Actual to FY'14 Proposed

FY'11 for <u>Operating</u> Budget:	\$2.5m
FY'12 for <u>Operating</u> Budget:	\$1.8m
FY'13 for <u>Operating</u> Budget:	\$1.2m
FY'14 for <u>Operating</u> Budget (Current):	\$1.69m

18

APS FY'14 Budget Currently Proposed

\$26,960,725