

# **Acton Public School Committee Meeting**

**May 16, 2013**

**7:00 p.m.**

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

## ACTON PUBLIC SCHOOL COMMITTEE MEETING

Library  
R.J. Grey Junior High School

May 16, 2013  
7:00 p.m.

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### AGENDA

1. CALL TO ORDER (7:00)
2. CHAIRMAN'S INTRODUCTION
3. APPROVAL OF MINUTES and STATEMENT OF WARRANT
  - 3.1 3/21/13 APS SC meeting
4. PUBLIC PARTICIPATION
5. EDUCATION REPORT - Damian Sugrue, Principal, Conant School (7:05)
6. SCHOOL COMMITTEE BUSINESS (7:20)
  - 6.1 School Committee Member Reports (*oral*)
    - 6.1.1 ALG Update – *Kim McOsker*
    - 6.1.2 Board of Selectmen and FinCom Update – *Dennis Bruce*
    - 6.1.3 Health Insurance Trust (HIT) Update – *Kim McOsker*
    - 6.1.4 OPEB Task Force Update – *Dennis Bruce*
  - 6.2 APS Food Services – *Kirsten Nelson*
    - 6.2.1 Recommendation to approve APS School Lunch Price Increase for FY14 – **VOTE**  
– *Kirsten Nelson*
    - 6.2.2 Healthier US School Challenge Award
  - 6.3 Douglas School Assistant Principal Update – *Marie Altieri (oral)*
  - 6.4 3<sup>rd</sup> Quarter FY13 Budget Report – *Steve Mills*
  - 6.5 Regionalization Update – *Dennis Bruce*

See materials posted at <http://ab.mec.edu>

    - 6.5.1 Public Presentations
  - 6.6 Kindergarten Registration Update – *Marie Altieri*
  - 6.8 Process for Naming Acton Public Preschool Program – *Liza Huber (addendum)*
    - 6.8.1 Naming of Facilities Policy, File: FF
7. FOR YOUR INFORMATION
  - 7.1 Pupil Services
    - 7.1.1 ELL Student Population Report
    - 7.1.2 Early Childhood Student Population Report
    - 7.1.3 Youth Risk Behavior Survey Presentation, May 22 at 7:00 pm, RJGJHS Library
  - 7.2 Monthly Enrollment – May 1, 2013
  - 7.3 Announcement re Merriam Principal
  - 7.4 All-Staff Retirement Party – June 13, 3:00-5:00, Wedgewood Pines Country Club, Stow
  - 7.5 Dismissal Times for Last Day of School – June 24, 2013
  - 7.6 Flyer for Dr. Zhao Community Presentation, July 23, 2013
  - 7.7 School Newsletters

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

NEXT MEETINGS:

- June 3, 7:00 pm, Special Town Meetings in Acton & Boxborough for Regionalization
- June 6, 7:30 pm, ABRSC meeting at RJGJHS Library
- June 20, 7:00 pm, APSC meeting at RJGJHS Library

ADJOURN

# Luther Conant School

80 Taylor Road  
Acton, MA 01720  
Phone: 978-266-2550 Fax: 978-266-2509  
Web: <http://conant.ab.mec.edu>

**To:** Dr. Stephen Mills

**From:** Damian Sugrue

**Date:** May 10, 2013

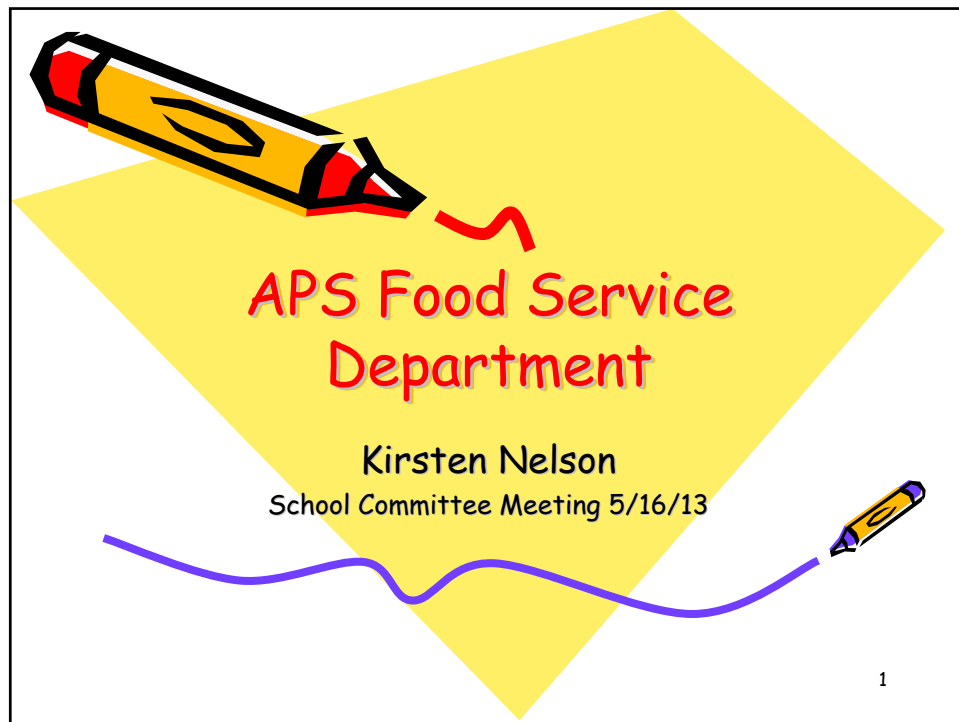
**Re:** School Committee Presentation of May 16

Memo

The Conant School's Education Report will inform the Committee of the yearlong writing alignment project conducted throughout this year. This project was a teacher driven initiative developed to fulfill three needs identified by the staff. With help from Deborah Bookis and an outside consultant, the staff and administration of the Conant School were able to develop narrative writing rubrics for grades K-6 that are aligned to the Common Core Curriculum Frameworks.

I will explain the process we have gone through to get where we are, describe future steps in developing rubrics for other required genres, describe future considerations for professional development, and explain plans to use these rubrics to inform instruction and show growth in writing.

I look forward to presenting this exciting, teacher driven initiative.

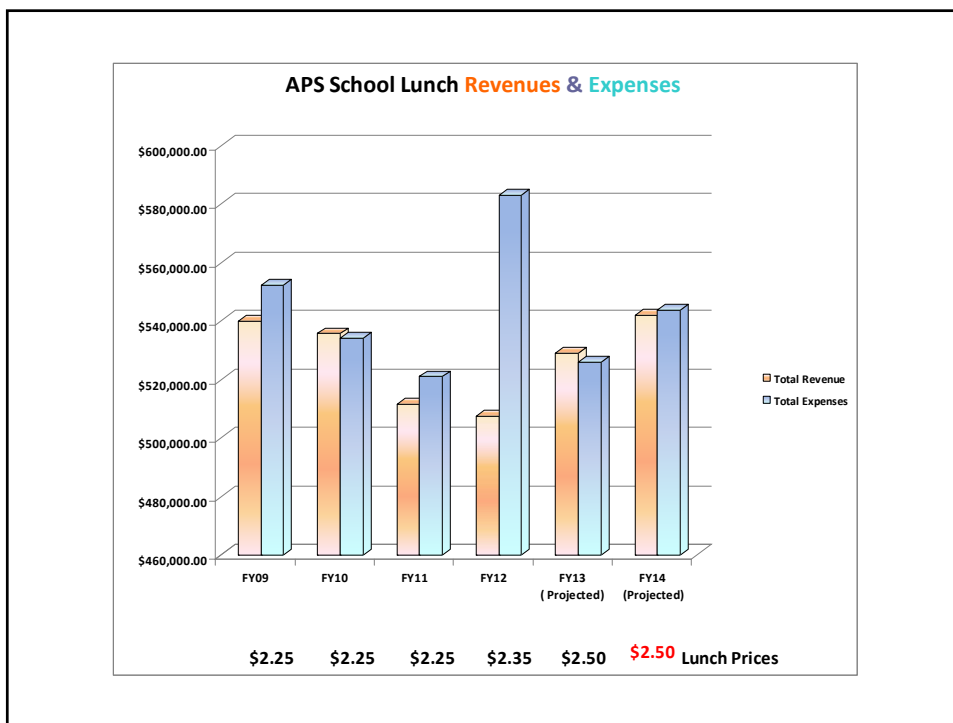


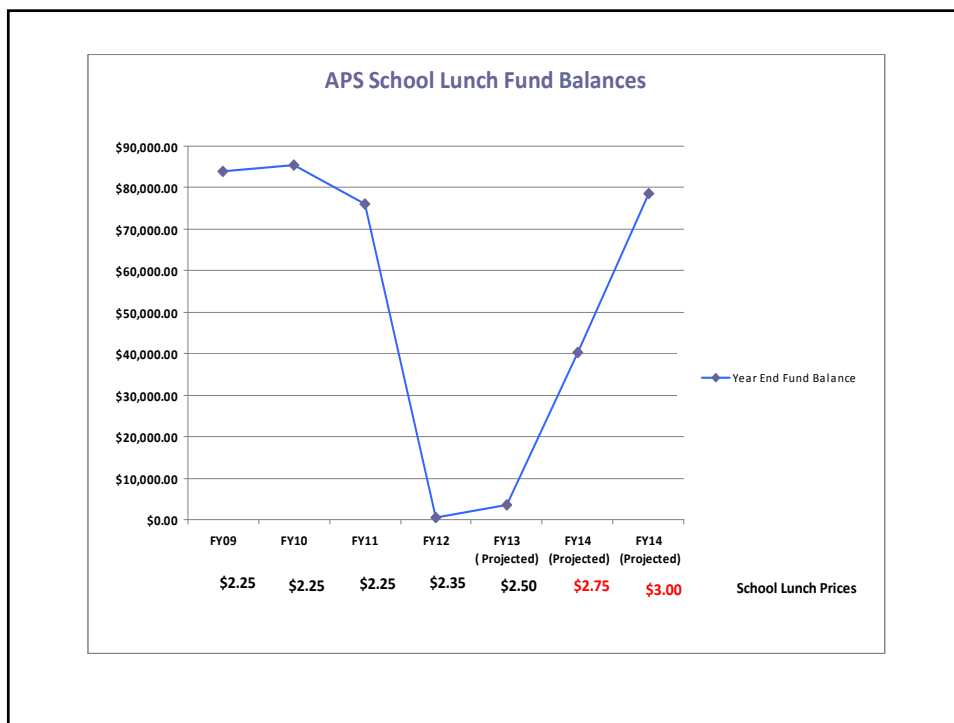
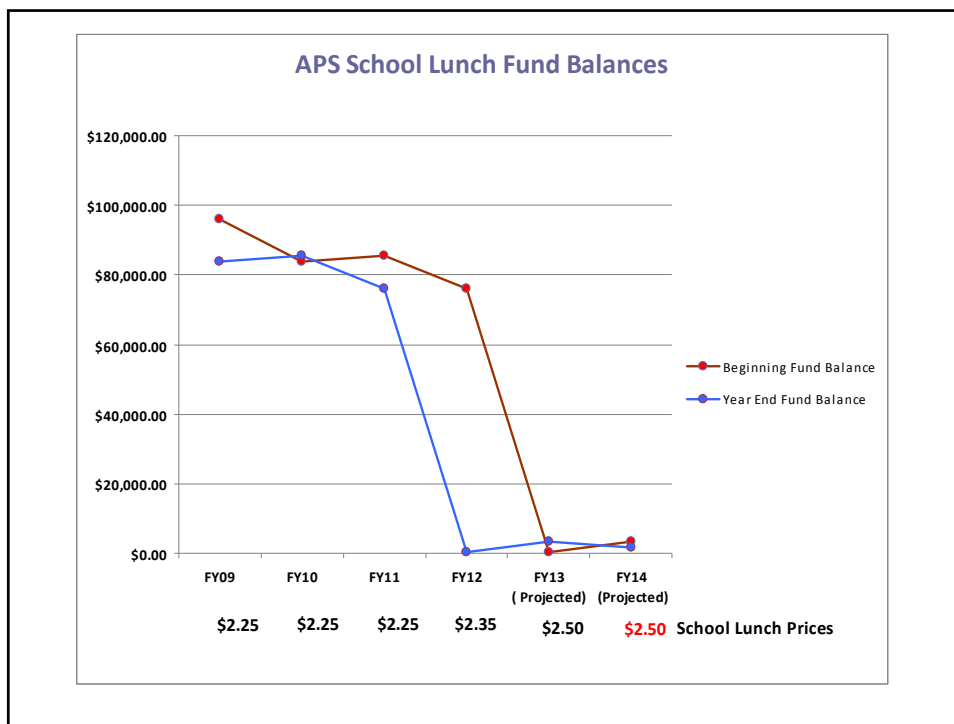
## Accomplishments

- Point of Sale/Parent on Line: to date twenty four thousand payments received using the on line system. Success!
- Applied for and received the \$.06 performance based funding for all schools
- Proud recipient of the Healthier US School Challenge Award for all 5 elementary schools.
- Farm to School Program



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## The Lunch Price Law

The new law requires that the paid lunch revenue  
(Including the charge to students and the paid reimbursement)  
At a minimum be equal to the Free Lunch Reimbursement

Free Lunch Reimbursement	\$2.92
Paid Lunch Reimbursement	<u>-.27</u>
	\$2.65

Minimum must be charged to students for a Paid Lunch

*\$2.65 must be charged to students for a school lunch...*



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- *Current pricing is: \$2.50*
- *We would like to recommend a price increase from \$2.50-\$2.75*
- *This brings us into compliance with regulations.*
- *Stabilizes our revenue and expenses.*



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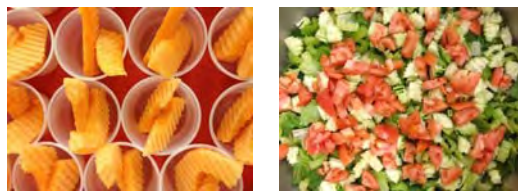
## School Lunch Price Averages within TEC (28 districts)

- Current lunch price: Acton Public Schools \$2.50
- The average Elementary Lunch cost is \$2.79



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## Student Choices



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## It takes a partnership

- Students
  - Parents
  - Teachers/Faculty
  - Food Service Department Staff
  - Finance Department
- **A well fed child is ready to learn!**



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Thank you! It is a pleasure to serve  
Your children each and every day.



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## Please Vote

- Motion to set the price of Type A Lunches for the Acton Public Schools to \$2.75 effective July 1, 2013.



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6.2

## Lunch Price Comparison 12.13

	ELEMENTARY AVERAGE \$2.79	TEACHER AVERAGE \$4.05
Acton	\$2.50	
Ashland	\$2.25	\$4.00
Ashland Proposed	\$2.50	
Bedford	\$2.25	\$3.25
Belmont	\$2.50	
Burlington	\$2.75	
Canton	\$2.25	\$3.25
Concord	\$3.00	\$4.25
Dedham	\$2.50	\$3.75
Dedham Proposed	\$2.75	\$4.50
Dover Sherborn	\$2.50	\$3.55
Dover Sherborn Proposed	\$2.75	\$4.00
Holliston	\$2.75	
Hopedale	\$2.75	\$3.25
Lincoln	\$3.00	\$4.00
Littleton	\$2.85	\$3.75
Mansfield	\$2.50	\$3.50
Mansfield Proposed	\$2.75	
Maynard	\$2.75	
Needham	\$2.30	\$4.00
Newton	\$3.00	\$4.00
Norwood	\$2.00	
Shrewsbury	\$3.00	\$4.00
Uxbridge	\$2.75	\$3.50
Uxbridge Proposed	\$3.00	\$3.75
Walpole	\$3.00	
Wayland	\$2.75	\$4.00
Wellesley	\$3.10	
Weston	\$2.25	
Westwood	\$2.75	\$4.00
<b>TOTAL</b>	\$79.75	\$72.30
<b>TOTAL MINUS DUPLICATES</b>	\$67.00	\$60.75
<b>AVERAGE</b>	<b>\$2.79</b>	<b>\$4.05</b>

6.2.2



MAY 03 2013

**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

Northeast Region

10 Causeway St.  
Room 501  
Boston, MA 02222

Stephen Mills  
Superintendent of Schools  
Acton Public Schools  
16 Charter Road  
Acton, MA 01720

Dear Superintendent Mills:

It gives me great pleasure to inform you that four of your district's schools, C.T. Douglas School, Luther Conant School, McCarthy-Towne School, and Merriam School have been awarded the USDA's *HealthierUS* School Challenge (HUSSC) Bronze award; additionally, Paul P. Gates School has been awarded the USDA's *HealthierUS* School Challenge (HUSSC) Silver award.

The HUSSC awards are a way for the USDA to recognize schools that have created healthier school environments through improvements in the quality of food while providing both nutrition and physical education to promote healthy lifestyles. The HUSSC is a key component in Michelle Obama's "Let's Move!" campaign and has also helped prepare schools to implement the meal pattern changes developed by USDA for nation-wide implementation starting SY 2012-2013. Your schools join a select group of only 5% of schools throughout America that are certified as HUSSC schools. If you plan to have an award ceremony to celebrate your accomplishment, please let us know the date(s). An award planning package is included to help you with your planning. As part of your award, you will receive banners, plaques and \$500 for each of the bronze-level schools and \$1,000 for the silver-level school for the schools' food service accounts.

Please express my congratulations to Food Service Director Kirsten Nelson and her staff, as well as to the administrations at C.T. Douglas School, Luther Conant School, McCarthy-Towne School, Merriam School, and Paul P. Gates School for their great initiative and hard work!

Sincerely,

A large, stylized handwritten signature in black ink, which appears to read "James C. Arena-DeRosa".

James C. Arena-DeRosa  
Northeast Regional Administrator  
USDA-Food and Nutrition Service

Enclosure

cc: Katie Millet (MA DOESE)  
Linda Fisher (MA DOESE)  
Tyreese Thomas (MA DOESE)  
Kirsten Nelson (Food Service Director)  
Dr. Christopher Whitbeck (C.T. Douglas School Principal)  
Dr. Damian J. Sugrue (Luther Conant School Principal)  
David Kane (McCarthy-Towne School Principal)  
Edward Kaufman (Merriam School Principal)  
Lynne Newman (Paul P. Gates School Principal)

Acton Public Schools  
FY'13 Third Quarter Report &  
Fiscal Year End Preview  
May 16, 2013

Superintendent  
Dr. Stephen Mills

1

## Introduction

We are thankful for the support for the  
Acton Public Schools' FY'14 Budget

2

## APS FY'13 3rd Quarter Report

### FY'13 Update

## APS FY'13 3rd Quarter Report

### Highlight #1:

Teacher salary accounts are projected to end FY'13 with a balance of \$172k.

- \$100,000 in anticipated 'vacancy factor' savings were applied to this account before the school year began.

**NOTE:** Based on historical trends, the vacancy factor for teachers accounts was increased from \$100k to \$225k in the FY'14 budget.



## APS FY'13 3rd Quarter Report

### Highlight #2:

The APS health insurance budget is projected to end FY'13 with a balance of \$178k.

The FY'13 Health Insurance budget was completed just as all the changes from the municipal health insurance reform were being finalized.

Lower than anticipated expenses from migration, timing of new hires, employees moving off health insurance

## APS FY'13 3rd Quarter Report

### Highlight #3:

SPED Tuition accounts, in total, are currently projected to be \$29k under budget by the close of FY'13.

## APS FY'13 3rd Quarter Report

### Highlight #4:

Utility accounts are projected to have a positive fund balance of \$123k by the fiscal close.

## APS FY'13 Projected Year End Balance

Current FY'13 Year End Estimate:      \$324k

**Year End Balance As A Percentage:**  
**1.22% of \$26.5m budget**

**FY'13 Positive Year End Balances:  
How should they be used?**

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**Looking forward to the June 20th  
meeting:**

**What are our goals?  
What would we like the APSC to weigh  
during the next several weeks?**

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**FY'13 Year End Balances:  
How should they be used?**

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- A. Purchase on a priority basis requests not included in the FY'14 budget?
- B. Allow unexpended APS balances to become part of the certification of municipal free cash?

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## Objective A



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## FY'13 Year End Expenditures That We Are Weighing

Some of the non-personnel needs that are being weighed were considered during the FY'14 internal budget process **BUT**

were not included in the FY'14 "investment budget."

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## FY'13 Year End Expenditures

### We Have Already Committed To:

Item	Cost	Rationale
Safety/Security Equipment	\$90,000	Committed to pay for APS's portion of Safety Task Force recommendations outlined at April 10, 2013 meeting

## FY'13 Year End Expenditures That We Are Weighing

Item	Cost	Rationale
Reading & Writing Units of Study	\$15,000	Due to newly published state "frameworks," investments should be made in all five elementary schools (Current FY'13 APS Learning Materials Account is \$7,200)
Gates School	\$9,000	Last two rooms at Gates with carpet-will be healthier and easier to maintain with tile floor

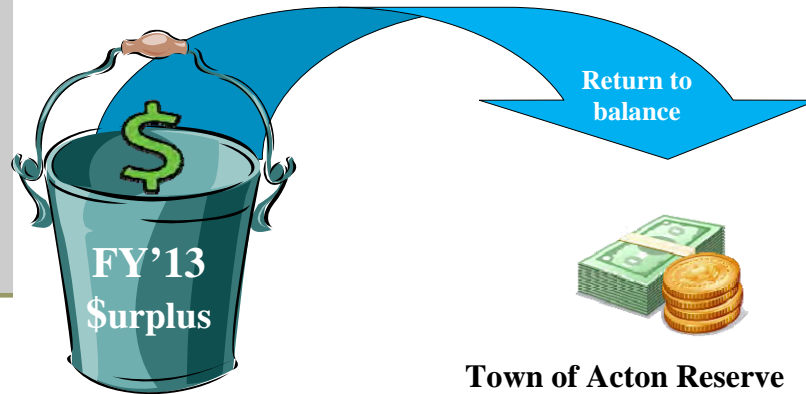
## FY'13 Year End Expenditures That We Are Weighing

Item	Cost	Rationale
Desk and Chair Replacement (Primary and next tier classrooms- Gates)	\$60,000	Discussion with Principal during FY14 budget deliberations unveiled need to begin to address condition of classroom equipment
Desk and Chair Replacement (Primary and next tier classrooms- Douglas)	\$80,000	Discussion with Principal during FY14 budget deliberations unveiled need to begin to address condition of classroom equipment
Conant	\$28,000	Cafeteria tables, chairs, chair dolly
<b>TOTAL</b>	<b>\$192,000</b>	

## FY'13 Year End Expenditures That We Are Weighing

Item	Cost	Rationale
	\$90,000	Already Committed
	\$192,000	Under Serious Consideration
<b>TOTAL</b>	<b>\$282,000</b>	<b>FY'14 Year End Expenditures</b>

## Objective B



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## Reserves Replenishment (from Budget Saturday, January, 2013)

Both school systems have benefited from the use of reserves to help support education.

Because of that support, the replenishment of reserves is a pro-education decision.

APS (After YE Spending)	
FY'11	\$498k
FY'12	\$360k
FY'13	\$???

## Objective B

### REMINDER:

The final version of the Town of Acton's FY'14 ALG plan once again assumed that **\$250k** would be generated at the close of FY'13 from Fiscal Year Turnbacks & Excess Revenues for the entire municipal budget (**municipal and schools together**)

**CURRENT APS ESTIMATE (Early May): \$324k**

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## 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*

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## FY'13 Positive Year End Fund Balance

**ALG FY'13 Townwide Turnback Est.      \$250k**

**Current Estimate APS Turnback Without  
Year End Spending Approval      \$324K**

**If \$282,000 in proposed spending moved  
forward in its entirety, what would the APS  
FY'13 turnback be?**

**Current Estimate:      \$42k**

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## Looking Forward to June 20<sup>th</sup> Meeting

- FY'13 Purchase Requisition targeted “cut-off” date: **May 17, 2013**. Getting past that date will help us to fine tune our potential year end balance.
- No vote is “required” to transfer funds; but, consistent with the desire of the SC to review any significant year end spending proposals, I will be presenting spending recommendations for your input and affirmation.
- Continue to review all items over the next month

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## FY'14 APS Budget Status

### Continuing to monitor:

1) Finalization of FY'14 State Revenue:

Used Governor's Budget (H2) as framework for Town of Acton FY'14 budget, then made adjustments slightly downward from there- we now have House of Rep FY'14 budget detail

*Chapter 70-now \$111 million statewide below Governor's proposal*

*Circuit Breaker-now \$8.0 million statewide over Governor's Acton-approximately \$64k higher than ALG financial document (Chapter 70 slightly up, Unrestricted General Government Aid slightly up)*

2) Senate FY'14 Budget – expected mid-May?

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## Wrap Up

Thank you for your support of the APS FY'14 budget.

The recommended spending initiative plan for the APS District will be presented at the June 20, 2013 meeting.

I am happy to answer any questions that you may have.

6.4

## ACTON PUBLIC SCHOOLS FY13 BUDGET STATUS REPORT

	<b>FY13 Budget Original</b>	<b>FY13 Budget Adjustments</b>	<b>FY13 Budget Current</b>	<b>FY13 Year End Projected Expenses</b>	<b>% Committed</b>	<b>FY13 Year End Projected Balance</b>
Salaries, Teaching 01	\$12,797,558	(\$2,000)	\$12,795,558	\$12,623,464	98.7%	\$172,094
Salaries, Principals 02	\$744,462	\$0	\$744,462	\$737,321	99.0%	\$7,141
Salaries, Central Administration 03	\$487,778	\$2,500	\$490,278	\$486,390	99.2%	\$3,888
Salaries, Support Staff 04	\$3,492,084	\$1,398	\$3,493,482	\$3,539,132	101.3%	(\$45,650)
Salaries, Buildings 06	\$279,280	\$0	\$279,280	\$292,664	104.8%	(\$13,384)
Salaries, Custodial 07	\$677,601	\$0	\$677,601	\$655,491	96.7%	\$22,110
Salaries, Home Instruction 08	\$1,019	\$0	\$1,019	\$0	0.0%	\$1,019
Salaries, Substitute 09	\$378,005	(\$12,662)	\$365,343	\$360,608	98.7%	\$4,735
Fringes, Course Reimbursement 10	\$13,000	\$0	\$13,000	\$13,000	100.0%	\$0
Fringes, Health Insurance 11	\$3,027,606	\$0	\$3,027,606	\$2,849,451	94.1%	\$178,155
Instructional Supplies 16	\$243,347	\$1,949	\$245,296	\$245,577	100.1%	(\$281)
Instructional Textbooks 17	\$95,170	\$139	\$95,309	\$94,399	99.0%	\$910
Instructional, Library 18	\$16,625	(\$701)	\$15,924	\$16,000	100.5%	(\$76)
Other, Capital Outlay 19	\$285,797	(\$2,449)	\$283,348	\$346,399	122.3%	(\$63,051)
Other, Maintenance Buildings 23	\$194,864	\$0	\$194,864	\$218,880	112.3%	(\$24,016)
Other, Maintenance Outlays 24	\$105,943	\$701	\$106,644	\$107,226	100.5%	(\$582)
Other, Legal Service 26	\$38,000	\$0	\$38,000	\$44,128	116.1%	(\$6,128)
Other, Admin Supplies 27	\$212,569	\$11,125	\$223,694	\$241,713	108.1%	(\$18,019)
Other, Custodial Supplies 29	\$46,700	\$0	\$46,700	\$49,816	106.7%	(\$3,116)
Other, Sped Transportation 30	\$468,959	\$0	\$468,959	\$468,959	100.0%	\$0
Other, Student Transportation 31	\$347,436	\$0	\$347,436	\$381,288	109.7%	(\$33,852)
Other, Travel 32	\$14,197	\$0	\$14,197	\$24,839	175.0%	(\$10,642)
Other, Sped Tuition/ 33	\$1,782,682	\$0	\$1,782,682	\$1,753,332	98.4%	\$29,350
Other, Utilities 34	\$811,421	\$0	\$811,421	\$687,445	84.7%	\$123,976
<b>GRAND TOTAL</b>	<b>\$26,562,103</b>	<b>\$0</b>	<b>\$26,562,103</b>	<b>\$26,237,524</b>	<b>98.8%</b>	<b>\$324,579</b>

5/10/2013

PreK - Grade 12 REGIONALIZATION PRESENTATIONS

Date	Day	Group	Time	Where
14-May	Tues	League of Women Voters Forum	7:30 PM	Acton Town Hall
20-May	Mon	Boxborough Council on Aging	10:30 AM	Boxborough Town Hall
21-May	Tues	Acton Council on Aging	12:15 PM	Senior Center
28-May	Tues	Merriam School PTO	7:30 PM	Parker Damon Building

6.5.1

# Special Town Meetings in Acton & Boxborough Monday, June 3, 2013



## PreK – Grade 12 School Regionalization VOTE

### WHY EXPAND OUR REGION?

#### EDUCATIONAL BENEFITS

- **Increased “In District” School Choice Options**
- **Gradual Leveling of Class Sizes**  
*Smaller class sizes for Acton, retaining sections for Boxborough, with a target average class sizes of 21*
- **Increased Classroom Space**  
*An Increase to In-House Special Education Programs = Less Out of District Services*
- **More Full Day Kindergarten Classes**
- **Increased Professional Learning**
- **More Educational resources, Less Administration**

#### FINANCIAL BENEFITS

- **\$1,000,000 in cost saving and increased revenues identified**  
*split 80% (Acton) 20% (Boxborough)*
- **Additional savings potential from Boxborough efficiencies**
- **Additional savings that will occur when 3 districts consolidate**  
*Example: Currently the three districts file 300 state reports a year, new single district will only file 100 per year*

Please check the school website [www.ab.mec.edu](http://www.ab.mec.edu) for the most up to date information including public forums where you can learn more.

6.6

Personnel Office  
Acton Public Schools  
Acton-Boxborough Regional Schools

TO: Acton Public School Committee  
DATE: May 9, 2013  
FROM: Marie Altieri  
SUBJECT: Kindergarten Enrollments for 2013-2014

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The lottery was held on April 24<sup>th</sup>. We have 273 kindergarteners who will be placed in fourteen classrooms with an average class size of 19.5. Twenty-Three families did not receive their first choice schools. Fifteen of those families are on the waitlist for Douglas, six are on the waitlist for Gates and two are on the waitlist for Merriam. The projection for this class was 268 students, so we are slightly above that right now. These numbers will fluctuate between now and October 1 when we register official enrollment numbers.

### **All Day Kindergarten**

The percentage of families requesting All Day K has grown from 50% in recent years to 60% last year and 66% this year. We have worked very hard to try to accommodate as many all day requests as possible. We are running two All Day Kindergartens at Douglas and McCarthy-Towne next year, for a total of seven All Day K's. We are also running a special Community Ed Extended Day Half Day Kindergarten Program at Conant, as well as the Community Ed Extended Day program at the Administration Building. After registration but before the lottery we sent a letter to all of the incoming kindergarten families telling them how many families selected each school, and we told them that we would run a second all day kindergarten at McCarthy-Towne if we had a few more students enroll, and we gave them a chance to change their school requests to McCarthy-Towne. We have just enough students to run a second all day K at McCarthy-Towne. While we have enough students to run a second All Day K at Merriam and possibly Conant, we do not have space in those buildings. Below is a list of the number of students who are still on waitlists for all day kindergarten. There is room for all students who have enrolled in Community Ed Extended Day Half Day Kindergarten.

#### **All Day K Waitlists:**

Conant	14
McT	0
Merriam	21
Douglas	5
Gates	7

### **Demographics**

Lastly, as you know, we are watching the percentage of Asian students who are enrolling at Conant. This year's Kindergarten at Conant was 70% Asian, with an overall K-6 Asian student enrollment of 56%. The enrollment for next year's Kindergarten is 61% Asian. We will give you a K-6 update in our October enrollment report. We will be working on this with Dr. Zhao this summer at the leadership conference and a community forum.

## **Class Sizes**

As we discuss decreasing enrollments and corresponding class sizes, it is important for the committee to be aware of the changes that have taken place and the impact. On the next page is a chart of the changes:

### **2013-2014 Enrollment Projections**

Grade	Students	Sections	Class Size
K	273	14	19.5
1	292	14	20.9
2	333	14	22.2
3	369	15	23.1
4	395	16	24.7
5	360	16	24.0
6	360	16	24.0

Overall projected class size for 2013-2014 is 22.7

As the enrollment has dropped we have decreased from 16 classrooms at a grade level to 15 and now 14. We have also dropped class size from an average of 24 per grade to an average of 21 per grade. As you can see, we have dropped from 360 students at a grade level to below students at a grade level. It takes longer for the overall K-6 class size to drop because we still have larger classes in the upper elementary grades. Our overall K-6 class size will decrease from 23 this year to 22.7 next year. The attached spreadsheets show the history and projections.



# APS Class Sizes

	FY '09	FY '10	FY '11	FY '12	FY '13	FY '14	FY '15	FY '16	FY '17	FY '18	FY '19
APS	2496	2551	2504	2448	2438	2377	2343	2298	2185	2085	2032
Secti ons	108	108	108	107	106	105	104	103	100	96	95
Class Size	23.1	23.6	23.2	22.9	23.0	22.6	22.5	22.3	21.9	21.7	21.4



# APS Enrollment and Class Size History and Projections FY '09 - FY '20

2008-2009										2009-2010										2010-2011									
Grade	Oct 1	Staff	Total Oct 1	Sections	Class Sizes		Oct 1	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Chnge		Oct 1	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Chnge										
K	301	3	304	15	20.3	K	334	6	340	16	21.3	36	K	320	8	328	16	20.5	-12										
1	326	2	328	15	21.9	1	333	3	336	15	22.4	8	1	347	6	353	16	22.1	17										
2	336	5	341	15	22.7	2	349	2	351	15	23.4	10	2	342	2	344	15	22.9	-7										
3	349	2	351	15	23.4	3	358	5	363	15	24.2	12	3	344	2	346	15	23.1	-17										
4	381	1	382	16	23.9	4	359	2	361	15	24.1	-21	4	369	5	374	15	24.9	13										
5	404	0	404	16	25.3	5	391	1	392	16	24.5	-12	5	360	4	364	15	24.3	-28										
6	384	2	386	16	24.1	6	407	1	408	16	25.5	22	6	394	1	395	16	24.7	-13										
Totals	2481	15	2496	108	23.1		2531	20	2551	108	23.6	70		2476	28	2504	108	23.2	-47										

# APS Enrollment and Class Size History and Projections FY '09 - FY '20

2011-2012										2012-2013						2013-2014					
	Oct 1	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Change		Oct 1	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Change		Oct 1	Proj	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Change
K	294	7	301	15	20.1	-27	K	267	6	273	14	19.5	-28	K	261	7	268	14	19.1	-5	
1	333	8	341	16	21.3	-12	1	312	8	320	15	21.3	-21	1	286	6	292	14	20.9	-28	
2	353	8	361	16	22.6	17	2	348	8	356	16	22.3	-5	2	325	8	333	15	22.2	-23	
3	351	2	353	15	23.5	7	3	382	8	390	16	24.4	37	3	361	8	369	16	23.1	-21	
4	351	2	353	15	23.5	-21	4	354	2	356	15	23.7	3	4	387	8	395	16	24.7	39	
5	369	5	374	15	24.9	10	5	354	2	356	15	23.7	-18	5	358	2	360	15	24.0	4	
6	361	4	365	15	24.3	-30	6	382	5	387	15	25.8	22	6	358	2	360	15	24.0	-27	
	2412	36	2448	107	22.9	-56		2399	39	2438	106	23.0	-10		2336	41	2377	105	22.6	-61	

# APS Enrollment and Class Size History and Projections FY '09 - FY '20

2014-2015										2015-2016						2016-2017					
	Oct 1 Proj	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Chnge		Oct 1 Proj	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Chnge		Oct 1 Proj	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Chnge	
K	261	6	267	14	19.1	-1	K	258	6	264	14	18.9	-3	K	231	6	237	13	18.2	-27	
1	280	7	287	14	20.5	-5	1	280	6	286	14	20.4	-1	1	277	6	283	14	20.2	-3	
2	299	6	305	14	21.8	-28	2	292	7	299	14	21.4	-6	2	292	6	298	14	21.3	-1	
3	337	8	345	15	23.0	-24	3	310	6	316	14	22.6	-29	3	303	7	310	14	22.1	-6	
4	366	8	374	16	23.4	-21	4	342	8	350	15	23.3	-24	4	314	6	320	14	22.9	-30	
5	392	8	400	16	25.0	40	5	370	8	378	16	23.6	-22	5	346	8	354	15	23.6	-24	
6	363	2	365	15	24.3	5	6	397	8	405	16	25.3	40	6	375	8	383	16	23.9	-22	
	2298	45	2343	104	22.5	-34		2249	49	2298	103	22.3	-45		2138	47	2185	100	21.9	-113	



# APS Enrollment and Class Size History and Projections FY '09 - FY '20

2017-2018							2018-2019							2019-2020						
	Oct 1 Proj	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Chnge		Oct 1 Proj	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Chnge		Oct 1 Proj	Staff	Total Enrolled Oct 1	Sections	Class Size	Year to Year Chnge
K	225	6	231	12	19.3	-6	K	251	6	257	14	18.4	26	K	260	6	266	14	19.0	9
1	248	6	254	13	19.5	-29	1	241	6	247	12	20.6	-7	1	269	6	275	14	19.6	28
2	289	6	295	14	21.1	-3	2	258	6	264	13	20.3	-31	2	252	6	258	12	21.5	-6
3	303	6	309	14	22.1	-1	3	300	6	306	14	21.9	-3	3	268	6	274	13	21.1	-32
4	307	7	314	14	22.4	-6	4	307	6	313	14	22.4	-1	4	304	6	310	14	22.1	-3
5	318	6	324	14	23.1	-30	5	311	7	318	14	22.7	-6	5	311	6	317	14	22.6	-1
6	350	8	358	15	23.9	-25	6	321	6	327	14	23.4	-31	6	315	7	322	14	23.0	-5
	2040	45	2085	96	21.7	-100		1989	43	2032	95	21.4	-53		1979	43	2022	95	21.3	-10

1-26-13  
SofS

File: FF

## NAMING SCHOOL FACILITIES

The School Committees of Acton and Acton-Boxborough believe naming a school facility is a matter of significant importance, one that deserves the most thoughtful attention of the School Committee and the Administration, and one that is indeed an unusual occurrence or event. Further, the Committee should not be influenced in its decision by personal prejudice, favoritism, political pressure or temporary popularity.

In the naming of public school facilities, if the name of a person is to be used, the following criteria will be applied in the selection of a person(s) to be so honored.

1. A person, living or dead, for whom a public school facility may be named must have made significant contributions to education of the youth of the Acton or Acton-Boxborough Regional Schools. Evidence of such contributions may include, but are not limited to the following:
  - Unusually effective and dedicated service to or on behalf of the youth in the Acton or Acton-Boxborough Regional Schools
  - Persistent efforts to sustain a high quality system of public education for all youth and to improve programs and services for these young people.
  - Demonstrated understanding of the essential nature of public education in the furthering of our democratic form of government and the free enterprise system.
2. The nominee must otherwise be worthy of the honor of having a school facility named for her/him. Evidence of such attributes could include, but may not be limited to the following:
  - Superior levels of performance in strengthening and supporting Acton and Acton-Boxborough Regional Schools
  - Community service
  - Effective citizenship
  - Seminal ideas or research
  - Excellent character and general reputation

The Superintendent shall prepare procedures for the naming of school which are consistent with this policy.

## NAMING SCHOOL FACILITIES

1. The appropriate School Committee will announce the process to be used for naming a school facility (new or existing).
2. That School Committee will announce the deadline for submission to the Screening Committee of nominations of names of a new or existing facility.
3. The process will include the acceptance of nominations from the following groups:
  - a. the community at large
  - b. officials of the towns
  - c. the staff of the school to be named or renamed
  - d. other interested staff
  - e. the current and former students in the school system
4. In the case of an unusual building, e.g. a building which houses two school programs, or a section of a larger facility, the School Committee will determine how many names are needed. Nominations will be accepted from the list in #3 above. Nominations may come in the form of email or letters to the Superintendent or School Committee.
5. The School Committee may set aside some time during selected meetings to accept nominations.
6. Nominations will be submitted with answers to the following questions:
  - a. What is the reason you are suggesting the person/name? (See the criteria in the policy statement.)
  - b. Why is this a good name for the facility?
  - c. What is the biographical/other information about this person which will assist in making a decision?
7. The School Committee will establish a Screening Committee of nine representatives of the various interest groups in the community. The role of the Screening Committee is to review and evaluate all the suggested names and recommend three for the School Committee to choose from.

**MONTHLY REPORTING OF  
ELL STUDENT POPULATION**

Acton Public Schools  
May 1, 2013

Category	Total as of 4/1/2013	Additions	Subtractions	Total as of 5/1/2013
Conant	39	+1	0	40
Douglas	24	0	0	24
Gates	14	0	0	14
McCarthy-Towne	34	0	0	34
Merriam	23	0	0	23
<b>APS TOTAL</b>	<b>134</b>	<b>+1</b>	<b>0</b>	<b>135</b>

# EARLY CHILDHOOD STUDENT POPULATION MONTHLY REPORTING & PROJECTIONS

Acton Public Schools

May 1, 2013

	March 1, 2012	Additions March 2013	Final Total As of March 1, 2013	April 1, 2012	Additions/ Subtractions April 2013	Final Total As of April 1, 2013	May 1, 2012	Additions/ Subtractions May 2013	Final Total As of May 1, 2013	<b>End of Year Projection**</b>
<i>SPED</i> 3-Year Olds (In-District)	21	+2	23	23	+1/-1	23	23	+3	26	28
<i>SPED</i> 4-Year Old (In-District)	16	0	16	16	0	16	16	+1	17	18
SPED 3-Year Old <i>Tuition in From Boxborough</i>	1	0	1	1	0	1	1	0	1	1
SPED 4-Year Old <i>Tuition in From Boxborough</i>	1	0	1	1	0	1	1	0	1	1
<b>SPED Student In Class TOTAL</b>	<b>39</b>	<b>+2</b>	<b>41</b>	<b>41</b>	<b>+1/-1</b>	<b>41</b>	<b>41</b>	<b>+4</b>	<b>45</b>	<b>48</b>
Itinerant	9	+3	12	12	+1	13	13	+4	17	10
OOD Preschool	3	0	3	3	0	3	3	-1	2	3
<b>SPED TOTAL</b>	<b>51</b>	<b>+5</b>	<b>56</b>	<b>56</b>	<b>+2/-1</b>	<b>57</b>	<b>57</b>	<b>+4/-1</b>	<b>60</b>	<b>61</b>
<i>*TYPICAL</i> 3-year old (In-District)	21	0	21	21	-1	20	20	0	20	24
<i>*TYPICAL</i> 4-Year Olds (In-District)	27	0	27	27	-1	26	26	0	26	27
<b>TOTAL</b>	<b>99</b>	<b>+5</b>	<b>104</b>	<b>104</b>	<b>-1</b>	<b>103</b>	<b>103</b>	<b>+4/-1</b>	<b>106</b>	<b>112</b>

\*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

5/6/13



# Acton and Acton-Boxborough Schools

*present*

## **You**th **R**isk **B**ehavior **S**urvey

### 2012 Results

#### Panel Presentation, Analysis, and Discussion

The Department of Education requires towns to engage in local Needs Assessments to assist in identifying targets for health education curriculum and discussion. In collaboration with Emerson Hospital, the Acton and Acton-Boxborough Schools and 9 surrounding school districts administered the survey in March 2012 to 10,580 students in grades 6, 8, and 9 through 12. The YRBS collected information regarding students' alcohol and drug use, sexual activity, emotional and personal safety, stress levels and other at-risk behaviors.



Wednesday May 22, 2013

7:00 PM

R.J. Grey Junior High School Library

There will be a presentation of the results by Jim Byrne a statistician at  
Northeast Health Resources and panelists will include:

Liza Huber, Director of Pupil Services; Dr. Jessica Rubinstein, Pediatrician; Todd  
Chicko, ABRSD Counseling Chairperson; MaryClare Stevens, R. J. Grey School  
Psychologist; Keith Campbell, School Resource Officer.

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

Levels	Sept. 1			Oct. 1			Nov. 1			Dec. 1			Jan. 1			Feb. 1			Mar. 1			Apr. 1			May 1			Jun 1				
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot
K	265	43	6	271	267	43	6	273	269	43	6	275	272	43	6	278	272	44	6	278	272	44	6	278	275	44	6	281	275	44	6	281
1	312	59	7	319	312	59	8	320	310	59	8	318	312	59	8	320	317	59	8	327	318	59	8	326	318	59	8	326	320	60	8	328
2	350	54	8	358	348	54	8	356	348	54	8	356	352	54	8	360	353	54	8	361	353	54	8	361	357	54	8	365	358	54	8	366
3	383	53	7	390	382	53	8	390	392	53	8	400	381	53	8	389	382	53	8	390	384	54	8	392	381	54	8	389	382	54	8	390
4	355	65	2	357	354	65	2	356	354	65	2	356	354	65	2	356	359	65	2	361	359	65	2	361	359	65	2	361	359	65	2	361
5	354	68	2	356	354	70	2	356	354	70	2	356	355	70	2	357	355	69	2	357	355	69	2	357	355	69	2	357	355	69	2	357
6	382	76	5	387	382	75	5	387	383	75	5	388	382	75	5	387	382	75	5	387	382	75	5	387	382	75	5	387	382	75	5	387
1 D.Pre-sch. Clr	30	0	2	32	30	0	2	32	32	0	2	34	33	0	2	35	35	0	2	38	37	0	2	39	37	0	2	39	39	0	2	41
In D.Pre-sch. ltr	7	5	0	7	7	5	0	7	11	5	0	11	11	5	0	11	9	5	0	9	9	5	0	9	10	5	0	10	17	5	0	17
OOD Pre-sch	3	2	0	3	3	2	0	3	3	2	0	3	3	2	0	3	3	2	0	3	3	2	0	3	3	2	0	3	3	2	0	3
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	20	7	0	20	20	7	0	20	22	7	0	22
A.P.S. Total	2461	432	39	2500	2459	433	41	2500	2476	433	41	2517	2475	433	41	2516	2489	433	41	2530	2492	433	41	2533	2490	434	41	2531	2497	800	41	2538
7	377	74	11	460	375	74	11	460	375	74	10	460	374	74	11	459	376	74	10	460	377	75	10	462	376	75	9	460	374	75	5	454
8	396	71	7	474	396	72	7	475	396	72	7	475	397	72	7	476	395	72	7	474	395	71	7	473	394	71	7	472	393	71	5	469
J.H.S. Total	773	145	18	936	771	146	18	935	771	146	18	935	771	146	18	935	771	146	17	934	772	146	17	935	769	146	10	925	767	146	10	923
9	413	71	12	496	408	71	12	491	407	71	11	489	406	71	11	488	407	71	11	489	406	71	11	488	406	71	11	488	405	71	11	487
10	397	75	7	479	392	74	7	473	393	74	7	474	393	74	7	474	394	74	7	475	394	73	7	474	395	73	7	475	396	73	7	476
11	420	106	4	530	419	107	4	530	417	107	4	528	418	106	4	528	418	106	3	527	417	106	4	527	417	106	3	526	418	105	3	526
12	381	100	7	488	379	100	7	486	376	101	7	484	376	101	7	484	377	101	6	484	377	101	6	484	377	101	6	484	377	101	6	484
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P.G.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.S. Total	1611	352	30	1993	1598	352	30	1980	1593	353	29	1975	1593	352	29	1974	1596	352	27	1975	1594	351	28	1973	1595	351	27	1973	1594	350	27	1973
Total JHS & HS	2384	497	48	2929	2369	498	48	2915	2364	499	47	2910	2364	498	47	2909	2367	498	44	2909	2366	497	45	2908	2365	497	43	2905	2363	496	37	2896
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	42	8	0	50	43	8	0	51	45	8	0	53
Reg. Total	2429	506	48	2983	2414	507	48	2969	2408	508	47	2963	2406	506	47	2959	2408	506	44	2958	2408	505	45	2958	2408	505	43	2956	2406	504	37	2947
A.P.S. Total	2461	432	39	2500	2459	433	41	2500	2476	433	41	2517	2475	433	41	2516	2489	433	41	2530	2492	433	41	2533	2490	434	41	2531	2497	800	41	2538
Reg. Total	2429	506	48	2983	2414	507	48	2969	2408	508	47	2963	2406	506	47	2959	2408	506	44	2958	2408	505	45	2958	2408	505	43	2956	2406	504	37	2947
Grand Total	4890	506	87	5483	4873	507	89	5469	4884	508	88	5480	4881	506	88	5475	4897	506	85	5488	4900	505	86	5491	4898	505	84	5487	4903	504	78	5502

All Principals (2)

C. Bates

D. Aicardi

S. Mills

Distribution:

In D. = In District

Pre-School = SPED

A = ACTON

B = BOXBOROUGH

C = Choice/Staff/Tuition In

P.G. = Post Graduates

Ungr. = Ungraded

O.D. = SPED Out of District

A. Bisewicz

M. Altieri

D. Bookis

L. Huber

K. Nelson

E. Weiner

R. Cvitkovich

7.2

Students other than Choice counted under column C:

Staff Students -

Tuition In Students -

Sped Tuition in Students

5/8/2013  
11:07 AM

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

Grade YO	Conant			Douglas		Total		Gates		Total		McCarthy-Towne			Total		Merriam			Total		#Sec.	Avg. S.		
	Rm	CAD	CB	CC	2#	Total	DAD	DBD	DC	I#	Total	GAD	GB	TAD	TB	TC	UJ2#	MAD	MB	MC	J#			6#	
K-25														Case +	22	20	20	62							
		22	18	19	59	20	20	20	60	19	21	40			21	20	20	61	20	20	21	61	281	14	20.1
Rm	3	4	5		3	4	5			1	3	8	3#		113	311	312	[11]#	224	234	323	3#	8#		
Gr. 1-2														Case +	22	22	22	66							
		22	23	23	68	21	22	22	65	21	22	22	65		22	22	21	65	21	22	22	65	328	15	21.9
Rm	5	7	8		6	7	8			10	5	6	2#		114	301	302	[3]2#	133	135	231	334	4#	8#	
Gr. 2-2														Case +	23	23	26	72							
		23	23	23	69	22	23	23	68	22	22	24	68		23	23	23	69	22	22	23	25	92	16	22.9
Rm	10	17	9	1#	9	10	11	2#	17	7	9	1#			212	213	314	[5]3#	233	321	322	332	1#	8#	
Gr. 3-2														Case +	26	27	25	78							
		24	24	25	73	24	25	25	74	25	25	24	74		24	24	25	73	24	24	24	96	390	16	24.4
Rm	18	19	20		12	13	14		18	19	20	1#			115	210	310	[2]1	230	330	331	1#	2#		
Gr. 4-2														Case +	24	26	24	74							
		23	24	24	71	23	25	24	72	24	24	25	73		24	24	24	72	25	24	24	73	361	15	24.1
Rm	14	15	16		19	20	21		14	15	16				211	303	313	[2]1#	223	235	335	1#	2#		
Gr. 5-2														Case +	26	24	24	74							
		24	24	25	73	23	24	24	71	23	24	24	71		24	24	24	72	23	23	24	70	357	15	23.8
Rm	11	12	13		15	16	17		11	12	13	1#			112	214	215		232	324	333	4#	5#		
Gr. 6-1															26	26	26	78	25	26	26	77	387	15	25.8
		26	26	27	79	26	24	26	76	25	26	26	77		26	26	26	78	25	26	26	77	387	15	25.8
Total Staff					3#					3#			8#		Case +	[14]	Average	24.1	507			15#	39#		
Total																									
		21 Sec. Average	23.4		492	21 Sec. Average	23.1		486	20 Sec. Average	23.4		468		21 Sec. Average	23.3		490	23 Sec. Average	23.2		534	2470	106	23.3
Range		18	27			20	26			19	26			20	26				20	26			18	27	

Grade level totals correct  
Distribution by Room not complete

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

TO: Acton Public School Committee  
FROM: Steve Mills  
DATE: 5/10/13  
RE: Merriam School Principal

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I am pleased to report that Ed Kaufman will be staying on as Principal of the Merriam School. We look forward to Ed's continued leadership of the Merriam community.

*Office of the Superintendent*  
Acton Public Schools  
Acton-Boxborough Regional Schools  
978-264-4700, x 3206  
<http://ab.mec.edu>

TO: All Staff  
FROM: Steve Mills  
ON: April 30, 2013  
RE: **DISMISSAL TIMES FOR LAST DAY OF SCHOOL - JUNE 24, 2013**

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Dismissal times for Monday, June 24, 2013:

**10:45 a.m. - Raymond J. Grey Junior High School**

**10:55 a.m. - Acton-Boxborough Regional High School**

**12:15 p.m. - Douglas and Gates Schools**

**1:00 p.m. - Conant, McCarthy-Towne, Merriam Schools**

On Monday, June 24, elementary schools will follow the regular Thursday dismissal schedule.

The Junior High will have its end of year assembly on Friday, June 21. The Junior High will have a half-day of school on Monday, June 24 and will remain at the Junior High until 10:45 dismissal. High School students will be dismissed on June 24 at 10:55 a.m. Buses will transport Junior High and High School students from their respective schools at dismissal time on June 24.

In addition, please note that High School students will be dismissed at 10:55 a.m. after final examinations on June 18 through June 21.

Buses will be provided to transport High School students home at 10:55 a.m. on June 18 through June 21.

Lunch will not be available from the High School Cafeteria starting Tuesday, June 18. High School students will need to make a request at the High School Office and lunch(es) will be sent down from the Junior High School.



Please Join Us for

## An Evening with Dr. Yong Zhao

July 23, 2013 at 7:00 p.m.

The Acton Public Schools and the Acton-Boxborough Regional School District, along with the Acton Chinese Language School, welcome Dr. Yong Zhao on July 23, 2013 at 7:00 p.m. to the High School auditorium. Please join our school administration and staff as we hear Dr. Zhao's presentation on the complexities of today's American education system and where it stands within global education.

### About Dr. Zhao . . .

An internationally known scholar, author, and speaker, Dr. Zhao has established himself as one of the most compelling voices in education today with an emphasis on developing students to be creative, resourceful thinkers with an entrepreneurial spirit. He argues that our country's current focus on standardized learning and testing is counter-productive to developing the skills, strategies, levels of engagement, and attitudes students will need for our ever-changing world. Currently a Presidential Chair and Associate Dean for Global Education at the College of Education at the University of Oregon, Dr. Zhao is also a full professor in the Department of Educational Measurement, Policy, and Leadership and a fellow of the International Academy of Education. Author of *World Class Learners: Educating Creative and Entrepreneurial Students* and *Catching Up or Leading the Way: American Education in the Age of Globalization*, Dr. Zhao's books are available online at the Amazon bookstore. These books are also available at the Acton Memorial and Sargent Libraries.

### How to register . . .

Please join us as Dr. Zhao shares his research and perspectives on developing the skills and strategies necessary for students to be successful in meeting the demands of a global society. If you plan on joining us, please let us know so that we can better accommodate the general public. Admission is free and seating is first come, first served; however, overflow spaces will be made available based on these attendance predictions. Visit the school districts' website at <http://ab.mec.edu> and click on the "General Admission" link under "News and Events."