

# **Acton Public, Acton-Boxborough Regional School Committees**

**September 6, 2012**

**7:00 p.m. Joint APS/AB School Committee Executive  
Session**

**7:30 Joint School Committee Open Meeting  
Followed by AB Regional School Committee 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**

**September 6, 2012  
7:00 p.m. Joint School Committee Executive Session  
7:30 p.m. Joint School Committee Open Meeting  
followed by AB Regional School Committee Meeting**

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**AGENDA**

**1.0 CALL TO ORDER**

**JOINT SCHOOL COMMITTEE EXECUTIVE SESSION**

– Strategy with respect to collective bargaining

**2.0 CHAIRMAN’S INTRODUCTION**

- 2.1 First Day of School Report – *Steve Mills*
  - 2.1.1 Welcome Back Letter to Staff from the Superintendent
- 2.2 Statement from Bruce Sabot, Boxborough member

**3.0 APPROVAL of MINUTES and STATEMENT of WARRANT**

- 3.1 Minutes of 8/1/12 Joint/AB/APS School Committee meeting

**4.0 PUBLIC PARTICIPATION**

**5.0 JOINT SCHOOL COMMITTEE BUSINESS**

- 5.1 ALG and Acton FinCom Reports –*Xuan Kong*
  - 5.1.1 ALG Draft Minutes of 8/9/12 meeting
  - 5.1.2 Suggested Calendar for Budget Planning for FY14 – DRAFT (ALG)
- 5.2 BLF and Boxborough Town Meeting Report – *Maria Neyland (oral)*
- 5.3 OPEB Task Force Update – *Dennis Bruce (oral)*
- 5.4 Negotiations Subcommittee Update on Legal Counsel – Possible **VOTE** – *Marie Altieri*
- 5.5 Regional School District Study Committee (RSDSC) Presentation –*Peter Ashton, Mac Reid*
  - 5.5.1 Recommendation to Authorize the Chairperson to request a Reorganization Needs Conference from the DESE for the purpose of expanding the Acton-Boxborough regional school district to include PreK to grade 6 – **VOTE** – *Mac Reid, Peter Ashton*
  - 5.5.2 Recommendation to Approve Legal Services for the RSDSC – **VOTE** – *Mac Reid, Peter Ashton*
- 5.6 Policy Subcommittee Update
  - 5.6.1 Gifts to and Solicitations by Staff, File: GBEC – **SECOND READING – VOTE** - *Brigid Bieber*
  - 5.6.2 Student Fees, File: JQ – **SECOND READING – VOTE** – *Maria Neyland*
- 5.7 Strategies for the Prevention and Intervention of Adolescent Substance Use, A Community-Wide Approach – *Alix Callen, Liza Huber, Steve Mills*
- 5.8 APS/ABRSD School Committee Proposed Budget Planning Timeline – *Xuan Kong*

***APS SC is adjourned. ABRSC continues.***

**6.0 ABRSC BUSINESS**

- 6.1 FY’13 Budget: Special Education Tuition Rates – **VOTE** – *Don Aicardi, Liza Huber*
- 6.2 Lower Fields Update – *Steve Mills (oral)*
- 6.3 Recommendation to Approve Field Trip to Norway – **VOTE** – *Steve Mills*
- 6.4 Recommendation to Accept Gift from Dan Rinaldi Heart Fund to football – **VOTE** – *S Mills*

7.0 **FOR YOUR INFORMATION**

7.1 ABRHS

7.1.1 Back to School Letter to Families

7.2 RJ Grey Junior High

7.2.1 Back to School Letter to Families

7.3 Pupil Services

7.3.1 On Team

7.3.2 Acton Public Preschool Open House: 9/27/12, 8:00 a.m. – 10:30 a.m.

7.3.3 Sixth Annual Pupil Services Workshop

7.4 Curriculum Update: Summer Professional Learning

7.5 Monthly Enrollment

7.6 Update on Energy and Resource Conservation Goals

7.7 Community Education Interaction catalogue at <http://comed.ab.mec.edu/>

7.8 Parent Communication Map

7.9 Fall Athletic Coaches

7.10 Discovery Museum Lease renewal

7.11 Bus Lease Follow-up Memo

7.12 For your calendars

8.0 **NEXT MEETINGS**

September 20, 7:00 pm, APS SC Meeting at RJGJHS Library

October 4, 7:30 pm, ABRSC Meeting at RJGJHS Library

**ADJOURN**



**ACTON PUBLIC SCHOOLS ❖ ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

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August 20, 2012

Stephen E. Mills, Ed.D.  
Superintendent of Schools

Dear Colleague:

***"It's STILL all about instruction..."***

It is very exciting for me to welcome you back as your Superintendent. I hope you all have spent time with your friends and families and have enjoyed the summer, as you prepare for the new school year.

This summer we had a very rewarding Leadership Conference which included all of our Principals, RDLs, BDLs, and Central Office Administrators. Two full days were spent talking about how we can ensure high quality instruction in every school, in every classroom, every day. This will continue to be our districts' theme and primary goal throughout the year. As I'm sure you are aware, a primary focus of the Leadership Institute was the new teacher evaluation process. Thank you to the Teacher Evaluation Task Force led by Marie Altieri during this past year. We must continue to work together to comply with changing state requirements. All of us are fundamentally committed to a new teacher evaluation process that is productive, meaningful and fair to all staff members. I truly appreciate the wonderful relationship that I have with the Acton Education Association.

As you also know, I am examining the effectiveness of the evaluation process for those who report directly to me, specifically the building principals and my central office staff. Last February, we administered a new electronic survey to all of you asking for your perspective and input regarding the effectiveness of leadership within your school and the district. I am happy to report that 87% of certified teachers responded. That wealth of valuable information informed my own supervision and evaluation of those staff who report directly to me. I will speak more about this on Monday morning, August 27<sup>th</sup>.

As always, faculty were busy this summer with curriculum R&D work. In addition to the assorted projects focused on updating a course here or a unit there, resources were concentrated on several district wide priorities. Ed Kaufman and David Krane ran a very successful protocol training in July and Chris Whitbeck and Kate Fitzmaurice ran another very effective protocol training in August.

Personnel matters kept us busy as well. To date, we have hired 22 new certified staff members. Most of the new hires are due to retirements and normal staff turnover. All of our new certified staff will participate in an orientation program before the start of school, and most of them will be involved in our mentoring program throughout the school year.

As you've heard me say before, our fundamental mission is to provide high quality instruction to 5500 students every day. Teachers actually deliver the product of our work and the rest of us support that delivery of high quality instruction. As Superintendent, and with support of the School Committees, we succeeded in approving investment budgets for the school districts for this year. Beginning this week each of our five elementary schools in Acton will have a full time art, music and PE teacher. Also, each



elementary school has approximately \$50,000 more than two years ago for classroom assistants. This relieves the pressure previously placed on the PTSOs to raise money privately for these support positions. The High School has two additional English teachers and an additional counselor to relieve student teacher ratios and student counselor ratios. This is all consistent with the Long Range Strategic Plan of the Districts and I again appreciate your support and that of the School Committees to this end.

On to a new school year! The schedule for the first day for all staff (**Monday, August 27**) is attached. The first day for K - 7<sup>th</sup> and 9<sup>th</sup> graders is **Tuesday, August 28**. Other students begin one day later. The Professional Staff Development Day is on **Tuesday, November 6**. The focus for this year will include discussions of high-quality instruction and imbedding formative assessment in our instruction.

I look forward to continuing our work together and am very pleased with my 2012-2013 Administrative Team. This group includes: Don Aicardi (Director of Finance), Marie Altieri (Director of Personnel), Amy Bisiewicz (Director of Educational Technology), Deborah Bookis (Director of Curriculum and Assessment), J.D. Head (Director of Facilities), Liza Huber (Director of Pupil Services), and Beth Petr (Assistant to the Superintendent). Our principals are also an important part of the Leadership Team: Alixe Callen (ABRHS), Damian Sugrue (Conant), Chris Whitbeck (Douglas), Lynne Newman (Gates), David Krane (McCarthy-Towne), and Ed Kaufman (Merriam). As you probably are aware, Craig Hardimon accepted the position of high school principal in Marlboro. I sincerely thank Craig for his 9 years of service to the students of RJGJHS. After a competitive process, I appointed Andrew Shen as the new principal of R. J. Grey Junior High. Jim Marcotte, who has been an assistant principal at ABRHS for the past 4 years, was the successful candidate for the Junior High assistant principal position vacated by Andrew. We welcome back Dr. JoAnn Campbell from Lexington High School as our new assistant principal at the High School where she previously worked. Together, our focus will be on serving our teaching staff to ensure high quality instruction in every school, in every classroom, every day.

All school districts continue to face very difficult financial times in the upcoming years and Acton and Acton-Boxborough are no exception. Leading us through these fiscal challenges while maintaining the high level of excellence this community has grown to expect from the schools continues to be a priority. Unlike most other school systems, the School Committees have supported investment budgets during this budget cycle. As I begin the budget preparation for FY14 with Don Aicardi and the School Committees, I will be advocating for more than a level service budget to address the changing and increasing needs of our student populations. This is consistent with the Long Range Strategic goals of the school systems.

Another important initiative for this year is that our two communities of Acton and Boxborough are seriously considering regionalizing K-12. As the year progresses, you will hear more about the development of this important issue.

Lastly, this district continues to become increasingly diverse in terms of the student population. This is an enormous asset and an opportunity as we strive to prepare our young people for the global marketplace. I look forward to hearing more about the many ways in which our schools are teaching how to respect and celebrate these differences among our students and their families. After much debate, the Long Range Strategic Planning steering committee prioritized our districts' values and the first one, ahead of academic achievement is the healthy, social, emotional, psychological development of all of our students. Let us all work together to implement this most fundamental value.

I hope to see you on Monday morning, August 27<sup>th</sup>, and wish you a wonderful school year.

Sincerely,



Stephen E. Mills, Ed.D.

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

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

**Wednesday, August 1, 2012  
7:00 p.m. Joint SC Meeting  
Followed by ABRSC Meeting  
Followed by APS Meeting  
Followed by JT SC Executive Session**

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*Members Present:* Brigid Bieber, Dennis Bruce, Michael Coppolino, Xuan Kong, Paul Murphy, Maria Neyland, Deanne O'Sullivan, Bruce Sabot  
*Members Absent:* Kim McOsker  
*Others:* Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

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ABRSC Chair, Xuan Kong and APSC Acting Chair, Dennis Bruce called the Joint School Committee meeting to order at 7:02 p.m.

**2.0 CHAIRMAN'S INTRODUCTION**

Xuan said a few words about the recent death of an AB graduate. On behalf of the Committee, he extended condolence to the student's family. He emphasized the need for collaboration between school, parents and community on student drug and alcohol abuse prevention and intervention. Mike Coppolino and Bruce Sabot spoke in support of the need for more public education for parents and students.

**3.0 APPROVAL of MINUTES and STATEMENT of WARRANT**

3.1. The AB Minutes of: 6/28/12 JT SC Workshop, 6/7/12 JT/AB SC Meeting, 2/2/12 JT/AB SC Meeting, 8/2/11 JT/AB SC Meeting, and 6/2/11 JT/AB SC Meeting were approved.

3.2 The APS Minutes of: 6/28/12 JT SC Workshop, 6/21/12 APS SC Meeting, 6/7/12 JT SC Meeting, 2/2/12 JT SC Meeting, 8/2/11 JT SC Meeting, and 6/2/11 JT SC Meeting were approved.

3.3 A revision to the Joint School Committee Negotiations Subcommittee meeting minutes of 1/24/11 was approved. This included the addition of a "List of Documents Used" and several clarifying sentences to the text.

AB Warrants #12-028 dated 6/30/12 in the amount of \$247,806.29, #12-029 dated 6/30/12 in the amount of \$4,876.69, #13-001 dated 7/2/12 in the amount of \$971,837.91, #13-002 dated 7/12/12 in the amount of \$566,055.40 and #13-003 dated 7/26/12 in the amount of \$1,392,531.96 were signed by the chair and circulated to the Committee for signatures.

APS Warrants #201227 dated 6/30/12 in the amount of \$107,884.68, #201301A dated 7/2/12 in the amount of \$85,701.28, #201301 dated 7/9/12 in the amount of \$58,433.50 and #201302 dated 7/24/12 in the amount of \$146,230.92 were signed by the chair and circulated to the committee for signatures.

**4.0 PUBLIC PARTICIPATION**

Michael Farquhar spoke from the audience in response to the recent teen death, urging the Committee and the schools to get tough on substance abuse.

**5.0 JOINT SCHOOL COMMITTEE BUSINESS**

5.1 Update on Regionalization Study Committee

Xuan updated the Committee on the three subcommittees' activities. Mac Reid attended the 7/30/12 Boxborough Board of Selectmen meeting. School Committee representation was a major topic of discussion. In response to being asked, Xuan will forward future public minutes to the School Committee

in an effort to keep them well informed. Steve Mills stated that there is no way to answer every single question in a revised Regional Agreement because it would just be too lengthy. Steve and his staff will spend time talking to Boxborough parents as questions come up. Mike Coppolino stressed the importance of getting the word out about the process to the public at large, given the tight timeframe leading up to the Spring Town Meetings. The public can leave comments on the RSDSC website. The PTSO news will be used frequently, as well as the Senior Centers. Any other suggestions should be sent to the chairs or emailed to the website.

## 5.2 ALG and Acton FinCom Report

### 5.2.1 ALG draft minutes of 6/20/12

### 5.2.2 Next ALG meeting is Aug 9 at 7:30 a.m.

ALG has not met recently but will meet Aug 9<sup>th</sup> at 7:30 AM.

Dennis Bruce reported on the recent FinCom meeting. Steve Noone updated the FinCom on the task force that Dennis is on. The OPEB group is preparing a white paper that will be forwarded to a town wide group charged with creating a plan. There is a sense from FinCom that the School Committee is pushing back on the FinCom's Long Range Financial Plan. The FinCom was updated on the Lower Fields progress.

## 5.3 BLF Report

Maria Neyland reported that the BLF met in June to recap. Next meeting is next Monday.

## 5.4 Health Insurance Trust Report

Dennis reported for Kim McOsker on the meetings of 6/29/12 and 7/19/12. Cash flow continues to look like the trust will end at approximately -\$500,000. Next meeting is Sept 20 when the HIT agreement will be reviewed with Attorney Stephen Anderson.

## 5.5 Policy Subcommittee Update

### 5.5.1 Student Fees, File: JQ – **FIRST READING**

Maria Neyland reported that the word "Activity" was proposed to be removed from this policy title because it covers more than just activities. It is also proposed that text be added that the School Committee will approve exacting a fee or charge, as well as changing one. Xuan would like a list of all of the fees currently being charged.

### 5.5.2 Gifts to and Solicitations by Staff, File: GBEC – **FIRST READING**

Brigid Bieber reported that this policy is an attempt to clarify the rules around individual and group gifts. Individual gift disclosures made by staff will go to the principal or HR. It was clarified that an employee (e.g. teacher) could receive multiple \$50 individual gifts but only one group gift of \$150.

## 5.6 Staffing Update

Marie Altieri reported that everyone is very excited about the new staff. As of 7/27/12, 21 new professional staff have been hired. Steve Mills said that the districts budget for candidates with Masters degree and four year relevant experience which allows us to hire the best candidates we can find. Many schools budget to hire at Bachelor level. This is a fundamental reason our districts have such great educational success. Xuan commented that the new staff's Educational Philosophies in the packet are refreshing and informative.

## 5.7 FY'12 and FY'13 Budget Update

Don Aicardi reported that the state budget news continues to be positive. For APS, \$360,000 will be returned to the Town of Acton for FY12. For ABRSD, \$269,000 will be returned to E&D for FY12. E&D balance will be at \$1.6 million, just under the cap. When the change in state aid is received, Table 6 will have to be re-voted, probably in September or October. Don said that while this is all good news for FY13, he is not sure what will happen in FY14.

## 5.8 Recommendation to Approve New Bus Lease – **VOTE** - Don Aicard, JD Head

Steve Mills thanked Don Aicardi and JD Head for their work on this lease. A question was asked about possible future regionalization and how it might affect this lease. Don responded that counsel would not consider the potential change in the District's configuration to be a problem. The details of the lease payments were discussed and clarified for the Committee. The Chair requested that at the next meeting, a more accurate description of the financing and residual value of this lease be provided for the School Committee and the public as an FYI.

**ABRSC VOTE:**

Bruce Sabot moved, Brigid Bieber seconded and it was unanimously

**VOTED:** to approve the new five-year lease for thirty buses with New England Transit as proposed.

**APS VOTE:**

Paul Murphy moved, Mike Coppolino seconded and it was unanimously

**VOTED:** to approve the new five-year lease for thirty buses with New England Transit as proposed.

*The Acton Public School Committee was suspended and the ABRSC continued at 8:15 p.m.*

**6.0 ABRSC BUSINESS**

**6.1 Update on Lower Fields Project – *Steve Mills***

**6.1.1 Recommendation to Accept Funds and in-kind contributions from The Friends of Lower Fields -**

Bruce Sabot moved, Brigid Bieber seconded, and it was unanimously,

**VOTED:**

Moved, that the Committee, accept the following amounts, from the following sources, to be paid to the District in one or more payments, to be expended for the purpose of completion of the construction of the Lower Fields athletic fields, and to be subject to the provisions of the Memorandum of Understanding including, without limitation, any rights which the payers may have to recover funds from user fees up to the amounts so paid.

Acton-Boxborough Youth Soccer: \$139,393



AB Girls Youth Lacrosse: \$8,000  
AB Boys Youth Lacrosse: \$15,000  
AB Pop Warner: \$2,500  
AB Soccer Boosters \$10,000

For a total contribution of \$174,893;

And further

Moved, that the Committee, accept the following, in-kind contributions, from the following sources, to be expended for the purpose of completion of the construction of the Lower Fields athletic fields, and to be subject to the provisions of the Memorandum of Understanding including, without limitation, any rights which the payers may have to recover funds from user fees up to the amounts so paid.

Acton-Boxborough Youth Soccer: \$13,701 (Pre-Design and Design)

Acton-Boxborough Youth Soccer: \$6,413 (Design)

AB Girls Youth Lacrosse: \$2,000 (Design)

AB Boys Youth Lacrosse: \$4,000 (Design)

AB Pop Warner: \$500 (Design)

Acton-Boxborough Youth Soccer: \$25,607 (Soccer Goal Purchase)

For a total contribution of \$52,221.

Xuan recognized and thanked Dave Wilson for his significant contributions to this \$3 million project. Dennis asked Dave for a revenue update. Dave stated that the Project will come in on time and under budget, currently estimated at \$2.7 – 2.8 million. Xuan gratefully accepted the FOLF check for \$174,893.00.

#### 6.1.2 Recommendations to Approve Bids on Bonds

Finance Director Don Aicardi and District Treasurer Tess Summers presented on the bond bid acceptance. See slides 6.1. Vote motions were prepared by bond counsel, Mr. Rick Manley of Edwards Wildman. Because of the split in percentage of usage between public and private use of the fields, the bond sale was split proportionally between taxable and tax exempt bonds. Moody's ABRSD 2012 Bond Rating is Aa2, per press release 6.1.2.1.

##### 6.1.2.2 Recommendation to Approve and Confirm the Sale of Series A and Series B General Obligation School Bonds -

Bruce Sabot moved, Brigid Bieber seconded and it was unanimously,

**VOTED:** that the sale of the District's \$450,000 General Obligation School Bonds, Series A (Subject to Federal and State Income Taxation), dated August 8, 2012 (the "Series A Bonds"), to Roosevelt & Cross, Inc., at the price of \$465,255.00, and the District's \$1,050,000 General Obligation School Bonds, Series B of the District, dated August 8, 2012 (the "Series B Bonds") to Roosevelt & Cross, Inc., at the price of \$1,051,430.10, is hereby approved and confirmed. The Series A Bonds and the Series B Bonds (together, the "Bonds") shall each be payable on August 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

#### **\$450,000 General Obligation School Bonds, Series A** (Subject to Federal and Massachusetts Income Taxation)

		Interest			Interest
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<u>Year</u>	<u>Amount</u>	<u>Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Rate</u>
2013	\$90,000	3.00%	2016	\$90,000	3.00%
2014	90,000	3.00	2017	90,000	3.00
2015	90,000	3.00			

**\$1,050,000 General Obligation School Bonds, Series B**

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2018	\$105,000	2.00%	2023	\$105,000	2.00%
2019	105,000	2.00	2024	105,000	2.00
2020	105,000	2.00	2025	105,000	2.00
2021	105,000	2.00	2026	105,000	2.10
2022	105,000	2.00	2027	105,000	2.25

6.1.2.3 Recommendation to ratify, confirm, approve and adopt Notice of Sale and Official Statement -

Bruce Sabot moved, Dennis Bruce seconded and it was unanimously,

**VOTED:** that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 19, 2012, and a final Official Statement dated July 26, 2012 (the "Official Statement"), each in such form as may be approved by the District Treasurer, be and hereby are ratified, confirmed, approved and adopted.

6.1.2.4 Recommendation to Authorize the District Treasurer and Chairman of the Committee to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c-12 -

Bruce Sabot moved, Dennis Bruce seconded and it was unanimously,

**VOTED:** that the District Treasurer and the Chairman of the Committee be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the District, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

6.1.2.5 Recommendation to Authorize and Direct the District Treasurer to establish post issuance federal tax compliance procedures -

Bruce Sabot moved, Brigid Bieber seconded and it was unanimously,

**VOTED:** that we authorize and direct the District Treasurer to establish post issuance federal tax compliance procedures in such form as the District Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds.

6.1.2.6 Recommendation to Authorize the Chairman of the Committee, the District Secretary and the District Treasurer to take any and all actions to carry into effect the provisions of the foregoing votes -

Bruce Sabot moved, Brigid Bieber seconded and it was unanimously,

**VOTED**: that the Chairman of the Committee, the District Secretary and the District Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

6.1.3 Recommendation to Accept Gift of Scoreboard from Middlesex Savings Bank -

Maria Neyland moved, Brigid Bieber seconded and it was unanimously,

**VOTED**: to accept the gift of a scoreboard from Middlesex Savings Bank with great gratitude.

6.1.4 FYI: Concession Stand Bricks Fundraiser

Steve Mills described the Bricks Fundraiser. It was the sense of the Committee that it was a great idea.

6.2 Recommendation to Accept Donation to Academic Decathlon Team

Dennis Bruce moved, Brigid Bieber seconded and it was unanimously,

**VOTED**: to accept the \$1000 donation to the Academic Decathlon Team with gratitude.

*The Acton Public School Committee was reconvened and the Joint School Committee meeting continued at 8:45 p.m.*

7.0 **APS BUSINESS** - none

8.0 **FOR YOUR INFORMATION**

The Superintendent highlighted several items.

8.1.2 High School Discipline Report for June 2012

Last sentence of the first paragraph should say, "... while 0 students were suspended during June, 2011."

8.7 Medical Emergency Response Plan re Michael's Law of MA

Liza Huber will file this plan for both Districts by September 1<sup>st</sup> as required. Our policies will be reviewed after receiving input from the State.

8.8 Video Monitoring System on School Buses

JD Head reported that the 30 new leased buses are equipped with SEON video cameras. These will increase safety for both students and drivers. Parents will be notified about this via their schools. The Committee asked who would have access to the video and who would maintain them. JD stated that only he, his Transportation Manager, and his assistant would have access. JD said that using the video will be very valuable when confirming details of an incident.

9.0 **JOINT SCHOOL COMMITTEE EXECUTIVE SESSION**

At 9:00 p.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 (Bruce, Bieber, Coppolino, Kong, Murphy, Neyland, O'Sullivan, Sabot)

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 for the sole purpose of adjourning.

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, Murphy, O'Sullivan)

Dennis Bruce 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 for the sole purpose of adjourning.

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 conduct strategy sessions in preparation for negotiations with nonunion personnel.

YES (Bruce, Bieber, Coppolino, Kong, Murphy, Neyland, O'Sullivan, Sabot)

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 for the sole purpose of adjourning.

It was moved, seconded and unanimously

**VOTED** by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to conduct strategy sessions in preparation for negotiations with nonunion personnel.

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

Dennis Bruce 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 for the sole purpose of adjourning.

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 conduct strategy with respect to litigation.

YES (Bruce, Bieber, Coppolino, Kong, Murphy, Neyland, O'Sullivan, Sabot)

Xuan Kong declared that an open meeting may have a detrimental effect on the litigating position of the Board and the Committee would return to open session for the sole purpose of adjourning.

It was moved, seconded and unanimously

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

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

Dennis Bruce declared that an open meeting may have a detrimental effect on the litigating position of the Board and the Committee would return to open session for the sole purpose of adjourning.

At 9:28 p.m., the Committees were polled and voted to go out of Joint Executive Session.

#### **NEXT MEETINGS**

- AB Regional SC – Sept 6 at 7:30 p.m. in the RJGJHS Library
- Acton Public SC – Sept 20 at 7:00 p.m. in the RJGJHS Library

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,  
Beth Petr

#### **List of Documents Used:**

- See agenda
- Possible Proposed Motions

Discussion points - ALG Meeting August 9, 2012 – DRAFT

Present: Bart Wendell, facilitator; Pam Harting-Barrat, Janet Adachi (Board of Selectmen); Xuan Kong, Kim McOsker (School Committee); Mary Ann Ashton (FINCOM); Dr. Steve Mills, and Steve Barrett

Absent: Steve Ledoux, Don Aicardi

Audience: Dr. Bob Evans (FINCOM), Dick Callendrella, Charlie Kadlec & Bob Ingram (AVG)

Bart opened with discussion on quorum issue as “no substitutions” was his understanding.

Group allowed Town substitution for “Information Sharing purposes” only~ no decisions can be made/no consensus can be reached.

Agenda Item #1 – Approve Minutes of June 20, 2012

This will be discussed and voted at the September 2012 ALG meeting.

Agenda Item #2 – Update on FY12 Revenues/Expenses and FY13 Revenues

Dr. Mills discussed the strong financial position of the ABRSD and also commented on the strong reserve levels. FY12 was good year. The books are still being closed at APS but there will be FY12 budget turn-backs from both entities in the \$200k - \$300k range. The E& D position at the ABRSD is expected to be strong at 6-30-2012 certification.

Dr. Mills also discussed the ABRSD borrowing for Lower Fields project. Excellent rate received and tenants are already signed on to the project.



Steve Barrett discussed that although books still being closed, FY12 revenues would exceed budget. Excellent collection rate noted. Approx. \$600k of unbudgeted tax title monies received which will flow to free cash. Motor vehicle excise settling in at around \$2.55m versus budget of \$2.6m. Investment income flat and fees were trending above projections.

Pursuant to FY12 expenses, all entities would have budget turn backs and this would replenish free cash. FY13 state aid greater than projections. FY13 on track.

### Agenda Item #3 – Discussion of OPEB working Group

MaryAnn Ashton talked about the entities (FINCOM/APS/ABRSD/Town) having designated individuals. The new OPEB group has not started working yet.

Pam stated she was concerned about OPEB and hoped that there would be state intervention. She was optimistic about relief to Cities & Towns.

MaryAnn was hoping that ALG could provide new group some guidance? Her idea was that ALG should ask the new OPEB group for 2 or 3 proposals which include a \$ recommendation and a funding recommendation. She discussed the purpose behind this new OPEB group was to alleviate OPEB \$ and funding decisions from larger ALG.

Janet thought that we didn't have enough background information necessary to make decision.

Bart cautioned the group that they were coming close to a "decision" and that they had already agreed that this would be an "information sharing" meeting only due to substitution/quorum difficulties.

Xuan, speaking on behalf of ABRSD, discussed that the desire of the ALG was to get OPEB issue cleared and then on to budget. He told MaryAnn that she could share that the ABRSD wants to have options as to OPEB amount to fund and funding source.

Janet asked what the original FINCOM OPEB group looked at and MaryAnn discussed that and the various updates to the original "white paper" which included:

- Creation of OPEB Trust Fund
- Securing OPEB funding from April 2012 ATM
- Plan Design changes

All of this will be very helpful to the new OPEB group.

Janet thought we should wait for formal guidance at next month ALG meeting.

#### Regionalization

Xuan gave a comprehensive update on the K-6 Regionalization process. He discussed that there was a clear charter and 3 subgroups:

- Transitional/governance
- Infrastructure/asset management
- Operations

He further discussed a few of the many challenges that the subgroups encountered including:

- representation on the permanent committee.
- Need for transitional school committee
- Building ownership
- Existing debt obligations

It was noted that Dr. Evans' proposal had been received.

Pam noted that this is a very complex issue.

MaryAnn presented a suggested calendar for FY14 Budget planning that she and Xuan drafted. It will be refined at the September 2012 ALG meeting.

Agenda Items for meeting on Sept. 13, 2012

FY14 Calendar

OPEB working group

Regionalization update

FY12/FY13 Financial update

Quorum issue/substitutions

Under Citizen concerns Mr. Kadlec asked about the effect of full regionalization on OPEB and the need for the groups to communicate.

Dr. Evans asked whether there was a role for the HIT (Health Insurance Trust) and MaryAnn responded that her proposal includes HIT membership in the group as noted in June 2012 ALG meeting minutes.

Next Meeting: September 13<sup>th</sup> – 730AM in Room 204 (Faulkner Room)

# Suggested Calendar for Budget Planning for FY14 - DRAFT

Issue	ALG Discussion	ALG Preliminary Consensus	Back to Boards	Final ALG Consensus	Confirmation by Boards
Revenue projections	10/11/2012	11/8/2012	BOS - 10/15, 10/29, 11/5, 11/19; Fincom - 10/23, 11/13, 11/27; SC - 10/18, 11/1, 11/15	11/29/2012	After 11/29/2012
Override? No Override?	10/11/2012	11/8/2012	BOS - 10/15, 10/29, 11/5, 11/19; Fincom - 10/23, 11/13, 11/27; SC - 10/18, 11/1, 11/15	11/29/2012	After 11/29/2012
Split allocation	10/11/2012	11/8/2012	BOS - 10/15, 10/29, 11/5, 11/19; Fincom - 10/23, 11/13, 11/27; SC - 10/18, 11/1, 11/15	11/29/2012	After 11/29/2012
Impact of Fincom Long-Range Plan	10/11/2012	11/8/2012	BOS - 10/15, 10/29, 11/5, 11/19; Fincom - 10/23, 11/13, 11/27; SC - 10/18, 11/1, 11/15	11/29/2012	After 11/29/2012
OPEB Recommendation - initial presentation	11/8/2012	12/13/2012			
Capital plans?					
Minuteman - Capital plans?					
Any further work on split allocation?	12/13/2012	12/13/2012			
Any further revision of revenues?	1/10/2013 1/24/2013 2/14/2013	1/10/2013 1/24/2013 2/14/2013			
Assumptions for 3-year plan	1/10/2013 2/14/2013	1/10/2013 2/14/2013			

<b>Other Important Dates:</b>	<b>ALG Meeting Dates:</b>
Manager's Budget Due	August 9, 2012, 7:30 a.m.
Municipal Budget Saturday	September 13, 2012, 7:30 a.m.
AB/APS Budget Workshop	October 11, 2012, 7:30 a.m.
BOS Vote Budget	November 8, 2012, 7:30 a.m.
BOS MUST Vote Budget for Fincom	November 29, 2012, 7:30 a.m.
ABRSC Budget Hearing	December 13, 2012, 5:00 p.m.
APS Budget Hearing	January 10, 2013, 5:00 p.m.
Warrant to Printer This Week	January 24, 2013, 5:00 p.m.
Post Warrant	February 14, 2013, 5:00 p.m.
Town Election	February 28, 2013, 5:00 p.m.
Town Meeting Begins	March 14, 2013, 7:30 a.m.

## **Suggested Calendar for Budget Planning for FY14 - DRAFT**

### **BOS Meeting Dates:**

August 20  
September 10 and 24  
October 15 and 29  
November 5 and 19  
December 3 and 17  
January 7 and 28  
February 11 and 25  
March 11 and 25

### **SC Meeting Dates:**

September 6 (AB) and 20 (APS)  
October 4 (AB) and 18 (APS)  
November 1 (AB) and 15 (APS)  
December 6 (AB) and 20 (APS)  
January 8 (TUES)-(AB) and 17 (APS)  
February 7 (AB) and 14 (APS)  
March 7 (AB), 21 (APS), 28 (Joint)

### **Fincom Meeting Dates:**

September 11 and 25  
October 9 and 23  
November 13 and 27  
December 11  
January 8 and 29  
February 12 and 26  
March 5, 12 and 26



To: Regional School Committee  
 Fr: Regional School District Study Committee  
 Re: Issues, Discussions, and Preliminary Recommendations

August 30, 2012

Following is a list of the issues the Regional School District Study Committee has been analyzing, discussing, and bringing to a preliminary consensus. Our goal at this time is to share our deliberations to this point and get feedback from members of the Regional School Committee. Based on your feedback, our intent is to communicate with the citizens in Acton and Boxborough, both Boards of Selectmen, both Finance Committees, and any other interested groups.

Our Committee was divided into three groups with the goal of being efficient. These three sub-committees have continually provided feedback to the entire Committee. Each sub-committee was constructed to include originally appointed Committee members, members from the local elected committees, and the two Superintendents.

**Sub-group A - Construction/Capital/Ownership:** Vince Amoroso (Boxborough Board of Selectmen), Curt Bates (Boxborough Superintendent), Adria Cohen (Acton original Committee appointee), and Pam Harting-Barrat (Acton Board of Selectmen)

**Sub-group B - Operating Budgets/Assessments:** Peter Ashton (Acton original Committee appointee and Co-chair), Mary Brolin (Boxborough School Committee and original Committee appointee), Bob Evans (Acton Finance Committee), and Jim Ham (Boxborough Finance Committee)

**Sub-group C - Transitional Issues:** Kristin Hilberg (Boxborough original Committee appointee), Xuan Kong (Acton-Boxborough Regional School Committee and Acton original Committee appointee), Steve Mills (Acton-Boxborough/ Acton Public Superintendent), and Mac Reid (Boxborough original Committee appointee and Co-chair)

An overarching philosophy of the Regional School District Study Committee members is that the fewer changes in the current Regional Agreement the better. Toward that end, many of our preliminary recommendations are for no change in the current language.

We have divided the issues into those that we have come to a consensus on a preliminary recommendation and those issues which need more discussion. We look forward to your comments and suggestions.

### **Issues With Preliminary Recommendations**

**Issues:** Should the Region buy or lease all school Buildings? [The Region currently owns the two 7 - 12 buildings] If the Region will own the elementary buildings, should there be any buy-in regarding the building assets of each town?

**Discussion:** If the buildings were "owned" by the Region, the Towns (i.e., the municipal governments) would not be responsible for the maintenance, insurance, snow plowing, etc. for these buildings.

The Region owning the building would follow the same logic, experience, and precedents as for the Junior and Senior High Schools.

**Preliminary Recommendation:** The RSDSC recommends that the Region purchase the six elementary buildings for a nominal fee (\$1.00 each). [This includes the old Merriam School which is now the Administration Building.]

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**Issue:** What about current debt?

**Discussion:** Should the cost of service on the current debt be folded into a revised Region? During initial discussion the committee felt that cost of service on the current debt should remain with each Town as of the date of implementation of a new Regional Agreement. All new debt incurred after the date of implementation of the new Regional Agreement would be the responsibility of the Regional District. As the committee worked through other issues, however, it took on a philosophy that, if we are going to fully regionalize, then we should put everything in the region and treat it all the same. With this guiding principal, the committee concluded that we should include the cost of service on the current debt within the region. We will need to assess the current debt figures to understand the impact on both sides.

**Preliminary Recommendation:** The RSDSC recommends that cost of service on the current debt be included in the regional budget, but we need to conduct further assessment about the impact of this recommendation.

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**Issue:** Should there be a change in the process to authorize debt?

**Discussion:** There is no compelling reason to change the process to authorize debt.

**Preliminary Recommendation:** The RSDSC recommends no change in the process to authorize debt.

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**Issue:** Will there be any change in the capital assessment formula?

**Discussion:** There is no compelling reason to make a change in the capital assessment formula.

**Preliminary Recommendation:** The RSDSC recommends no change in the capital assessment formula.

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**Issue:** Will the assessments continue to be based on a three-year rolling enrollment average?

**Discussion:** There is no compelling reason to change assessments continuing to be based on a three-year rolling enrollment average.

**Preliminary Recommendation:** The RSDSC recommends no change in assessments continuing to be based on a three-year rolling enrollment average.

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**Issue:** Will there be any change in the operating budget assessment allocation formula (currently apportioned to each town on the basis of a three-year rolling enrollment average)?

**Discussion:** The RSDSC does not see any reason to change the operating budget assessment allocation formula, which is apportioned to each town on the basis of a three-year rolling enrollment average. One proposal that was discussed for the division of costs and revenues was that each town would pay for its own students' pre-K-6 expenses.

**Preliminary Recommendation:** The RSDSC recommends no change in the operating budget assessment allocation formula, thus the region would continue to assess member towns based on a three-year rolling enrollment average.

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**Issue:** Should there be a guarantee that all pre-school to grade 6 students can attend an elementary school in her/his hometown?

**Discussion:** The RSDSC believes that parents/guardians should be guaranteed that their children could attend the elementary in a home school with a sunset clause of five years from the date of the legal beginning of a revised Region. This guarantee would extend to siblings and any students who had already started in a specific elementary school. Regional Agreement language should state the possibility of placement in an elementary school in the opposite town for specific special educational reasons. Any lottery would give first preference to Boxborough students in Boxborough and Acton students in Acton.

**Preliminary Recommendation:** The RSDSC recommends a guarantee of elementary school placement in one's hometown if requested for a period of the first five years of a new Region. Sibling preference would be guaranteed indefinitely as long as the older sibling is still in that school. Specific language should allow exceptions for special educational purposes.

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**Issue:** Should the Regional Agreement language indicate the location of any new building?

**Discussion:** The current Regional Agreement language stipulates that all regional buildings shall be in Acton or Boxborough.

**Preliminary Recommendation:** The RSDSC recommends no change in the Regional Agreement language regarding Regional school placement.

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**Issue:** Should there be a guarantee that there would always be at least one elementary school in each community?

**Discussion:** Section 4 of the current A-B Regional Agreement states, "The Regional District's schools shall be located in the towns of Acton or Boxborough or both."

**Preliminary Recommendation:** The RSCSC recommends that the revised Regional Agreement should substitute "and" for "or" between "Acton" and "Boxborough" and delete "or both." The revised language should read, "The Regional District's schools shall be located in the towns of Acton and Boxborough." Also include, "Each community will be guaranteed at least one school."

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**Issue:** Does Section 9 ("Withdrawal of Member Towns" need to be revised?

**Discussion:** A town can withdraw if it pays any indebtedness and each town gets a 2/3 vote at a town meeting.

**Preliminary Recommendation:** The RSDSC recommends no change to the "withdrawal" language in the current Regional Agreement.

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**Issue:** Section 12 ("Annual Report") of the current Regional Agreement needs to be re-examined to see if it is still relevant.

**Discussion:** The current Regional Agreement language states, "The Committee shall on or before July 10 of each year submit an annual report to each of the member towns, containing a detailed financial statement, and a statement showing the method of computing the annual charges assessed against each town, together with such additional information relating to the operation and maintenance of the regional school as may be deemed necessary by the Committee or by the selectmen of any member town, and each member town shall include said report in its annual report."

**Preliminary Recommendation:** The RSDSC recommends that the language in Section 12 ("Annual Report") of the current Regional Agreement should remain unchanged with the exception of changing the delivery date of July 10 to October 1.

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**Issue:** Can Section 13 (lease of Blanchard Auditorium) and Exhibit A (references to the use of the Blanchard Auditorium) be deleted?

**Discussion:** Section 13 of the current Regional Agreement can be eliminated, as the Region now owns the Blanchard Auditorium.

**Preliminary Recommendation:** The RSCSC recommends deleting Section 13 of the current Regional Agreement, as it is no longer relevant.

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**Issue:** Should the operating costs of Acton and Boxborough elementary schools be separated to allow one town to contribute supplemental funds for specific



services? [i.e., special budgetary consideration for special programs; e.g., music, ESL, special education, tutors, curricula, etc.]

**Discussion:** The consensus of the RSDSC is that the preK-12 Region should begin to operate as a unified region as soon as possible. Additionally, our initial research indicates that DESE requires that all students be treated the same and, thus, would not support an approach that allowed for differential operational funding across schools.

**Preliminary Recommendation:** The RSDSC recommends no special operating costs for individual schools be built into the regional agreement.

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**Issue:** How will transportation costs be assessed/allocated?

**Discussion:** The two options discussed included assessing each town for actual costs (current process) or assessing each town on a student ratio like the operating budget. After discussion, the original preliminary recommendation was no change in the current process to assess transportation costs. Further discussion, which has influenced several issues, has given more weight to making a revised Region as much of a total entity as possible. That would include using the preK-12 three-year rolling enrollment percentages for the transportation costs, similar to the operating budget, capital costs, and construction costs.

**Specific Issues to be Resolved:**

- Do transportation costs get allocated as actual costs to each Town?
- Do transportation costs get allocated region-wide by enrollment percentages on a three-year rolling enrollment average, the way we treat the operating costs?
- If transportation costs get allocated by enrollment, will it be based on preK-12 enrollment for all schools or on preK-6 enrollment for the elementary schools and 7-12 enrollment for the secondary schools?
- Do state transportation reimbursement monies reduce the assessment of the Town which generated the monies?

**Preliminary Recommendation:** The RSDSC recommends allocating transportation costs region-wide by enrollment percentages using a three-year rolling enrollment average, the way we treat the operating costs.

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### **Issues Without Preliminary Recommendations**

**Issues:** Is each town responsible for pre-K to grade 6 construction/renovation costs OR will financial responsibility be based on a percentage of each town's students in that building? Will grades 7 - 12 construction/renovation costs be based on student enrollment in all grades or in grades 7 - 12? Does Boxborough receive a 5% discount in construction/renovation costs?

**Discussion:** The initial recommendation was that financial responsibility for preK-6 construction/renovation costs should be based upon each town paying for its own buildings. It would be based on the percent of students in that building from each town. Further discussion produced the following:

- Grades pre-K - 6: treating construction/renovation costs as a regional issue and allocating costs to each town according to the percentage of the three-year rolling average of student population for each town based upon the October 1<sup>st</sup> enrollment data, with no 5% discount for Boxborough; and
- Grades 7 - 12: (keep the current formula) a percentage of the three-year rolling average of student population based upon the October 1<sup>st</sup> enrollment data - Boxborough pays 5% less.

For grades 7 - 12, other discussions discussed were:

- Either town gets a 5% discount on construction costs for construction in the other town.
- Include a grandfather clause for existing debt and eliminating Boxborough's 5% discount going forward.

**Preliminary Recommendation:** Contingent on the final recommendation for grades 7-12, the committee's preliminary recommendation for construction/renovation costs for grades preK-6 is to treat construction/renovation costs as a regional issue and allocate costs to each town according to the percentage of the three-year rolling average of student population for each town based upon the October 1<sup>st</sup> enrollment data (with no 5% discount for Boxborough). The committee needs more discussion before making a recommendation on grades 7-12.

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**Issue:** How will potential savings/benefits be shared?

**Discussion:** The discussion continues regarding how the potential savings/benefits should be shared. The “sharing” here focuses on shared savings between the two towns.

**Specific Issues to be Resolved:**

- Shared between the two Towns? Options discussed:
  - 80% Acton & 20% Boxborough for three years
  - 50% Acton & 50% Boxborough for three years
  - FY15 – 80% Acton & 20% Boxborough → FY16 – 67% Acton & 33% Boxborough → FY17 – 50% Acton & 50% Boxborough

Committee members recognize that in the financial model all savings accrue to Boxborough and Acton actually incurs costs. The final recommendation will obviously share the savings in some reasonable way.

**Preliminary Recommendation:** The RSDSC is looking for additional input from the Regional School Committee, community members and elected boards, as well as, engaging in more discussion prior to making a recommendation.

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**Issues:** How will the Transitional Regional School Committee be elected and for what time period?

**Discussion:** The Transitional Regional School Committee will be operational shortly after both communities vote to approve a preK -12 region.

This Transitional Committee will end on a June 30 the day before a newly elected Regional School Committee becomes responsible the day the newly revised Region becomes operational on a July 1<sup>st</sup>. [If a new Regional Agreement is passed in both towns, the new region would probably begin on July 1, 2014.]

We need to do some research on how the Transitional School Committee has to be configured. DESE has some rules about this.

Suggestion: list the tasks of the Transitional Regional School Committee: e.g., first fiscal year regional budget; hire administration; negotiate all personnel contracts; develop revised health insurance plan; develop policy manual; etc.

Bob Evans addressed this issue in his memo to the Study Committee related to School Committee representation.

**Specific Issues to be Resolved:**

- What are the rules for establishing a Transitional School Committee according to the law and DESE regulations?
- Once the rules are known, how will this happen?

**Recommendation:** The RSDSC is waiting to understand the rules to establish a Transitional Regional School Committee before making a recommendation.

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**Issues:** What should be the make-up of the Regional School Committee? Which of the five options concerning the members of the regional school district committee and its voting, from MGL, Chapter 71: Section 14E, should we use, and what should the specifics of that option be?

**Discussion:** This has created a great deal of discussion by the Study Committee. The Study Committee agreed to focus on the two general concepts put forth by two of our members. One option would require a district-wide election (i.e., Acton and Boxborough members voting on candidates from both communities) with a designated number of School Committee members elected from each town, each with one vote. The other option allows members of each community to vote only for candidates from their community, but School Committee members would have a weighted vote. [Acton 4 to Boxborough 1]

The discussion also includes the “persuasion power” issue in addition to the “voting power” issue. “Persuasion power” would give Boxborough more bodies on the School Committee than the 4 : 1 population ratio, although Acton would have the same 4 : 1 voting power.

One suggestion would require at least one positive vote from a school committee member from each town in addition to the majority (or whatever necessary) vote. Part of the discussion has included what is a minimum number of school committee members necessary to fill sub-committee work and to get all the work done that is necessary. Responses to this have been in the range of eight to ten.

The current Regional Agreement requires a majority vote of the school committee members from both Towns to approve the “preliminary” budget. There has been discussion regarding whether or not this concept could be extended to the “final” regional budget.

Sub-group C voted for the following Regional School Committee make-up in descending priority order:

1. 5 Acton & 3 Boxborough members – each Acton vote = 2.4 [12 Acton & 3 Boxborough votes = 15 total votes] ← satisfies one-man-one-vote requirement; i.e., Acton 4 X Boxborough in population

2. 5 Acton & 4 Boxborough members – each Acton vote = 3.2 [16 Acton & 4 Boxborough votes = 20 total votes] ← also satisfies one-man-one-vote requirement; i.e., Acton 4 X Boxborough in population

**Preliminary Recommendation:** The RSDSC needs more discussion before making a recommendation on this issue.

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**Issues Recommended to be Addressed by the Regional School Committee**  
**[Prior to any votes on a revised Regional Agreement]**

**Issue:** How will elementary students' bussing be affected?

**Issue:** Will there be a policy of accepting external funding to offset operating budget expenses (e.g. fundraising for classroom assistants)?

**Issue:** Will all six elementary schools have a shortened day every Thursday?

**Issue:** How will the start times of all six elementary schools be affected? Will the times change every year?

**Issue:** What about religious holidays?

**Issue:** Should the Regional School Committee have authority to balance classes between towns? Should there be specific language regarding exceptions for special needs children? Should there be language to allow voluntary pre-kindergarten to grade 6 movement between towns? If parents choose to send their children to a school in the other town, will parents be responsible for transportation? If a Boxborough student goes to an Acton elementary school, will that student have equal rights to the lottery system?

**Issue:** How will A-B's Community Education and similar programs in Boxborough be merged and how will each town share in available funds?

**Issue:** How will the Regional School Committee handle the distribution of current technology and equipment in each elementary school?

**Issue:** If the Regional District owns each school building, will this impact parent/community member accessibility related to the use of this building?



**Issue:** What are the issues related to staff employment?

**Issue:** How would OPEB be handled to insure consistency in funding between the member entities and the proposed new preK - 12 Region?

**Issue:** How should the savings due to full regionalization be shared between the Region and the taxpayers? Options discussed:

- 100% to the Taxpayers in the two Towns
- FY15 - 75% Taxpayers & 25% Region → FY16 - 50% Taxpayers & 50% Region → FY17 - 25% Taxpayers & 75% Region

The committee concluded that this is not a regional agreement issue but something that needs to be considered carefully by the Regional School Committee and the Boards of Selectmen and Finance Committees of each town. The committee feels strongly that for the Regional School Committee to keep the confidence of both communities a significant portion, if not all, of the funds should flow back to the taxpayers.

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#### Other Issues

**Issue:** The Regional School Study Committee recommends that the votes on a revised Regional Agreement take place in both towns on the same date and time.

**Issue:** The Regional School Study Committee voted that a quorum of this committee be six of the ten voting members.

**Issue:** How would a state regionalization grant be used? financial consultant; legal consultant; cost of special town meetings to vote on new Regional Agreement.

**Issue:** Questions for Chris Lynch - DESE

- How can she help us applying for a regional grant?
- Can we use regional grant money to pay for special town meetings held specifically to vote on revised Regional Agreement?
- Is there a difference in the law/rules between starting a new region from scratch vs. amending an existing Regional Agreement as we are doing?
- Because we are amending a current Regional Agreement, can one entity be absorbed into the current regional health insurance plan?
- What are the specific requirements of developing a Transitional Regional School Committee?

- We may need her advice on our recommendation of the make-up of the regular regional school committee.

**Issue:** Next steps – recommendations to Regional School Committee on Thursday, September 6 and then begin meeting with Boards of Selectmen and Finance Committees soon thereafter, as well as, sharing information with members of the community and reaching out to staff and unions.

**Issue:** The Regional School District Study Committee recommends that legal support for this effort be contracted to an attorney/firm not represented by either community or any of the three school districts. Peter and Mac will meet with Ed Lenox (Murphy, Hesse, Toomey, and Lehane) to interview him for this position. They will have a recommendation for the 8/30 Regional School District Study Committee and the 9/6 Regional School Committee meeting.

*Acton-Boxborough Regional School District Study Committee: Revised August 30, 2012*

Regional School District Study Committee Update

MGL 603 CMR 41.02 Reorganization Procedures, states:

"For an existing regional school district expanding its grade level structure or enlarging its membership, the Regional School Committee shall submit the written request for the Reorganization Needs Conference."

To: Acton-Boxborough Regional School Committee  
Fr: Mac Reid, Co-chair Regional School District Study Committee  
Re: Recommendation for Legal Services  
August 31, 2012

In the process to develop a revised Acton-Boxborough Regional Schools' Regional Agreement, it became clear to our committee that legal assistance would be necessary. Whatever language is put before the voters next spring needs to be understandable, legal, and acceptable to the Department of Elementary and Secondary Education. Our committee wants to work with someone who understands regional school issues and who has worked recently with developing new or revised regional agreements.

Toward this end, Co-chair, Peter Ashton, and I interviewed Edward Lenox on Thursday, August 30 at the Acton-Boxborough Regional High School. We were both impressed with his knowledge of regional school issues and his recent experience developing the regional agreement for the new Ayer-Shirley Regional School District and the new Monomoy Regional School District (Chatham and Harwich). Mr. Lenox was instrumental in the development of the regional agreements of those two new regions.

Additionally, Mr. Lenox presented Peter and me with some information from the Mass General Laws which we had overlooked in this process and needs to be completed. Chair Xuan Kong will discuss this with the School Committee.

In addition to this interview, I worked with Ed Lenox for the five years I was the Superintendent of Schools in Shirley. A time came to hire an attorney to represent the Transitional Regional School Committee in Ayer-Shirley and the Regional Planning Committee there to develop the new regional agreement. After interviewing several candidates, Mr. Lenox was hired. In those five years, both with specific school issues and regional agreement issues, all involved found Mr. Lenox to be knowledgeable, helpful, responsive, and personable.

Peter Ashton and I recommended him to the Regional School District Study Committee at our August 30 meeting. Our committee voted unanimously to recommend him to the Regional School Committee. I confirmed with his office that his hourly fee will be \$225 per hour. This is a very typical number for current legal service.

Therefore, the Regional School District Study Committee recommends that Mr. Edward Lenox of Murphy, Hesse, Toomey, and Lehan, be authorized to work directly with the Study Committee in the development of a revised Regional Agreement for the Acton-Boxborough Regional School District.

A sub-committee of our committee will be working with Superintendent Steve Mills and his staff to produce a grant application to DESE. If accepted, we believe that the cost of Mr. Lenox's services can be covered in this grant. We obviously cannot guarantee that.

Thank you for your attention to this matter.

**Edward F. Lenox** - Mr. Lenox works primarily with employers in the public sector, acting as both labor counsel and general counsel to scores of governmental bodies, including school systems, municipalities, and housing authorities. He is a past-President of the Massachusetts Council of School Attorneys, and he is Past Chairman of the Massachusetts Bar Association's Public Sector Labor Law Committee. He has handled innumerable labor disputes and has represented employers before all courts of the Commonwealth, as well as in arbitrations and administrative hearings before such agencies as the Labor Relations Commission, the Civil Service Commission, the Massachusetts Commission Against Discrimination, the Board of Conciliation and the American Arbitration Association. In his representation of school systems, Mr. Lenox has handled several high-profile cases with constitutional implications, including one involving the rights of a transgender student and another which became the seminal home education case in Massachusetts. Mr. Lenox is a graduate of the College of Holy Cross, with a masters degree from the University of Rhode Island and a juris doctorate from Suffolk University Law School.

**GIFTS TO AND SOLICITATIONS BY STAFF**

*Draft 8/31/12*

Deleted: 7/26

State Ethics Laws limit the gifts that staff, teachers and coaches are allowed to accept. We do not want staff, teachers or coaches to be put into a position where they cannot or should not accept gifts of value from well-intended, grateful families.

When families, students and others wish to express personal appreciation to a teacher or other staff member, including coaches, the School Committees urge them to find modes of expression that do not involve personal gifts.

**Individual Gifts**

Gifts from individual families to staff may not exceed \$50 in value for the school year. Public school employees are required to disclose gifts received from individual students, parents, and guardians that are not class gifts.

**Group Gifts to Staff**

A public school department employee is allowed to accept a personal gift or several gifts during the school year, from a class or a team, with a total value of up to \$150, if the gift is identified only as being from the class/team, and the identity of givers and amounts given are not identified to the recipient. Group gifts are exempt from disclosure because the givers are not identified to the recipient. Under no circumstances should a group gift to a staff member exceed \$150 total per school year.

**Gifts to the Classroom or the School**

Parents may also give gifts to the classroom or the school in accordance with the rules of the school district.

In keep with this policy, no employee of the School Districts will accept a personal gift from a business concern supplying, or with an interest in supplying, goods, materials, equipment or services to the school system. This restriction does not relate to the acceptance of gifts for the school system, nor to the acceptance of small and clearly identifiable advertising and promotional materials.

**Solicitations**

In spirit, the School Committees support the many worthwhile charitable drives that take place in the community and are gratified when school employees give them their support. However, the direct solicitation of funds by staff members or students must be held at a minimum.

The solicitation of funds for the United Way will be permitted on an annual basis.

LEGAL REF: M.G.L. 268A; 930 CMR 5.07, et al.

CROSS REFS: KHA, Public Solicitations in the Schools  
JP, Student Donations and Gifts

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

**STUDENT FEES  
(DRAFT 8/30/12)****Deleted: , FINES, AND CHARGES**

The School Committees recognize the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge (or a charge thereto) only upon School Committees' approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who qualify for free/reduced lunch program are exempt from paying fees. However, such students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in the Districts.

Any fee or charge due to any school in the Districts and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the Districts and not to a particular school.

**ACTIVITIES FEE PROCEDURES**  
**DRAFT 8-30-12**

Any student participating in an interscholastic athletic activity during the school year will be assessed a basic fee of \$205 per sport per athletic season (three athletic seasons per academic year). A \$200 additional fee per athletic season is charged for each of the following sports: ice hockey, alpine ski, and gymnastics. There is a family maximum of \$820 per year. Only the basic fee counts towards the family cap calculation.

Deleted: 2005-06

Deleted: 160

Deleted: 660

Any student participating in the high school band during the school year will be assessed a fee of \$90, with a family maximum of \$200.

Deleted: 2005-06

Deleted: 75

Any student participating in the following high school activities during the school year will be assessed a fee of \$50 per activity, with a family maximum of \$200:

Deleted: 2005-06

- Academic Decathlon
- Speech and Debate Club
- Math Team
- Science Team
- Envirothon.
- Quiz Bowl
- Ocean Bowl

Parking tags for seniors only cost \$200.00 for the school year.

Any student participating in elementary band during the school year will be assessed a fee of \$165.

Deleted: The total maximum family cap for Acton-Boxborough students participating in the above activities during the 2005-06 school year shall be \$660.1

The fees may change from time to time. No student will be denied the opportunity to participate in an activity because of financial inability to pay this fee.

Deleted: 2005-06

Deleted: 155

Deleted: by vote of the School Committee

**Payment and Collection**

1. Payment in full must be received immediately after the establishment of the final rosters for athletic teams.
2. Payments may be made in cash or by checks, payable to Acton-Boxborough Regional Schools. The Athletic Director will be responsible for collecting the fees.

Deleted: and no student will be allowed to compete until the money is received

**Waivers and Refunds**

1. The approval and administration of financial hardship cases will be the responsibility of the building Principal.
2. No refunds will be made for voluntary or involuntary withdrawal from an activity. Fee payments are not transferable from one activity to another. Refunds under extraordinary circumstances may be made at the discretion of the Principal.
3. Students who qualify for free/reduced lunch are exempt from paying fees.

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



### Participation

1. Payment of an Activities Fee permits the student to become a member of a sports team, if the student has been selected for the team. It does not entitle or guarantee the participant a minimum playing time in scrimmages or games on athletic teams.

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

# Strategies for the Prevention & Intervention of Adolescent Substance Use

*A Community-wide Discussion*

Dr. Stephen Mills, Superintendent  
Dr. Alixe Callen, ABRHS Principal  
Liza Huber, Director of Pupil Services

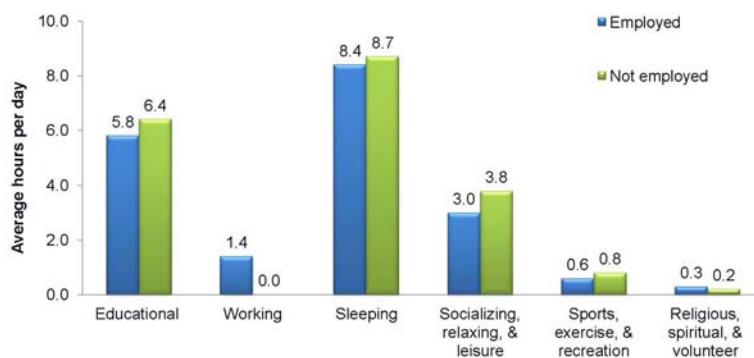
September 6, 2012

## Our Core Values

*Long-Range Strategic Plan*

- **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.

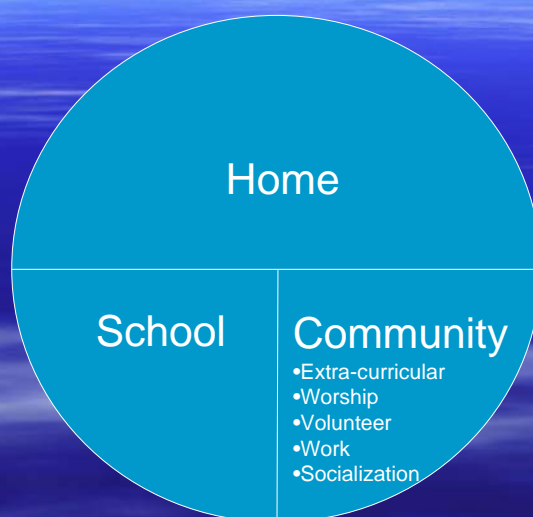
### Average hours per weekday spent by high school students in various activities



NOTE: Data include individuals ages 15 to 19 who were enrolled in high school. Data include non-holiday weekdays during the months of Jan.- May and Sept.- Dec. and are averages for 2006-10.

SOURCE: Bureau of Labor Statistics, American Time Use Survey

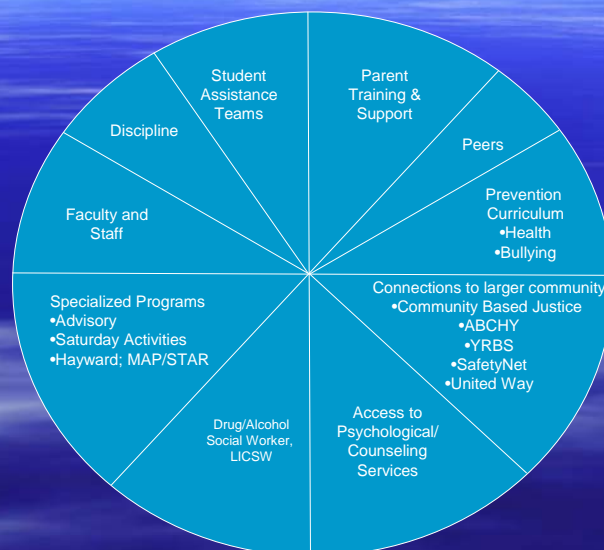
### Strategies for Intervention



## Health & Risk Factors of Our Youth

- Alcohol Use
- Drug Use (marijuana & illicit drugs)
- Mental Health
- Suicide

## What Does School Provide?



## Strategies for Prevention

### Home/School Community Partnerships

- Memorandum of Understanding (MOU)
  - 2 (two) School Resource Officers (SROs)
- Participation in monthly Community Based Justice (CBJ) Meetings
- Bi-Annual Participation in Youth Risk Behavior Survey (2012 Results available by September 30<sup>th</sup>)
- Acton-Boxborough Coalition for Healthy Youth (ABCHY)
- United Way
- Safety Net

## Strategies for Prevention

### Clinical Supports

- Counselor/Psychologist in all schools
  - Elementary Schools (1 counselor per school, 2 shared psychologists)
  - RJ Grey (4 counselors, 2 psychologists)
  - ABRHS (12 counselors, 4 psychologists, .2, Drug/Alcohol Counselor)
- Stress Reduction (Grades 7-12)

## Strategies for Prevention

### **Educational Initiatives and Practices**

- Health Education Curriculums (Grades K-10)
- Social Curriculums in all schools
  - Bully-Proofing Your School
  - Steps to Respect
  - Open Circle
  - Second Step
- ABRHS Advisory Program

## Strategies for Prevention

### **Social**

- Access to healthy social events
  - Saturday Night Activities
  - Multiple dances, sporting events, performances
- Supervision
  - Breathalyzer
  - Administrative and Police presence
- Follow-up on community-based incidents
  - Education
  - Counseling
  - Consequences for athletics and student activities



## Strategies for Prevention

### **Discipline**

- Video Monitoring on Buses
- Breathalyzer
- 2011-2012
  - 35 suspensions for drug offenses, 8 for alcohol
  - 2 expulsions
- Anonymous Reporting Mechanisms
- Upgrade of External Cameras

## In the Works *For Immediate Action*

- Community Forum featuring Chris Herren
- Specialized Training for Teachers
- More Saturday Night Activities
- Advisory Program
- Grade 11 Health & Physical Education Class

# Going Forward

## *Short Term & Long Range Goals*

### **Examine Resources**

- Town Positions
- School Positions
- SROs

### **Expand Interagency Collaboration**

- Police, fire, schools, social worker

### **Ideas under consideration**

- Drug dogs
- Reduction of Student Privileges
- Expand chemical health contracts beyond athletics and student activities
- Increase campus security (Monitors)



Month	AB School Committee	Town of Acton	Town of Boxborough
September 2012	Adopting Planning Timeline		
October 2012	FY13 District Improvement Plan (DIP) Initiatives with Budget Impact [Long-range strategic plan; current SIP; on-going programs] Historical Budget Review [Past FYs actual spending, cost drivers, and significant changes] Input to ALG on Revenue Projection	10/11: ALG Revenue Projection (Prelim)	Budget workshop to discuss preliminary FY14 budget
November 2012	Discussion on Budget Priorities Long-Range Financial Planning Mode/Projection [including sensitivity analysis] OPEB Report	11/8: ALG OPEB Recommendation (Prelim) 11/8: ALG Long-Range Financial Model 11/29: ALG consensus on revenue assumption and split, OPEB, 12/17: Town manager budget due	11/23: All town budgets due to FinCom for input to Financial Model
December 2012	Student Fee Changes Revolving Account Reviews		
January 2013	School Budget Presentation & Public Hearing/State Aid		Meeting with FinCom to discuss budget details
February 2013	SC Budget Discussions and Prioritization IPS and OOD Tuition Settings	2/1: BOS votes town budget	
March 2013	Refine and Finalize Budget	3/1: Warrant to printer	Final Blanchard budget
April 2013		4/1: Acton Town Meeting	
May 2013			Boxborough Town Meeting

**TO:** Dr. Stephen Mills

**FR:** Liza Huber

**CC:** Don Aicardi

**DATE:** September 6, 2012

**RE:** Acton-Boxborough Regional School District -- Special Education Program Tuition Rates

I am recommending the following tuition rates, listed below, for Acton-Boxborough Regional School District Special Education programs for the upcoming 2012-2013 School Year.

These tuitions are charged to public school districts which tuition Special Education students into our programs. Incidentally, the Occupational Development Program (ODP) has two potential openings at this time; the Connections program has one potential opening.

**Acton-Boxborough Regional High School:**

Occupational Development Programs (ODP)	\$28,758 (+793.00)
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**Raymond J. Grey Junior High Schools:**

Connections	\$27,803 (+\$585.00)
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**Trends:**

	FY07	FY08	FY09	FY10	FY11	FY12	FY13 <i>Proposed</i>
ODP	\$21,312	\$27,027	\$27,965	\$27,965	\$27,965	\$27,965	\$28,758
Connections	N/A	N/A	\$27,218	\$27,218	\$27,218	\$27,218	\$27,803

In formulating a rationale for the tuition rates above, the following options were considered:

Option #1: To reasonably calculate and predict costs of tuitions by modeling out-of-district (OOD) tuitions which are generally increased annually by 3.47%.

Option #2: To calculate actual value, i.e., to determine the number of FTEs and benefits, divided by the number of enrolled students and consider the degree of severity of the disability.

Option #3: To combine the above options by using a formula and actual value and adding a range to the formula to compensate for increases (or decreases) in budgeting.

Each option has a unique perspective in arriving at costs:

Option #1 increases the tuitions by 3.47% as a good predictor of costs. That said, this percentage yearly increase does not account for any economic uptick or for the type, frequency [number of students who are multi-involved in the same classroom], or severity of disability. It is the type, frequency and severity of the disability that often times influences educational programming.

Option #2 calculates these two Acton-Boxborough programs and current tuitions after a review of all expenses related to these programs have been determined which included the appropriate proportional salary costs of professional staff, paraprofessional staff, nursing and administration; summer program expenses, referral to specialist contracted service expenses, staff expenses for human resources, physical overhead, proportional health costs, and proportional cost of payroll accounts and payable services.

Option #3 predicts costs for “actual value”, which includes accountability, assignment of students to programs, and reliability of actual budget expenditure, and offers a more accurate description of expenditures, but must be done yearly without knowing future student populations in upcoming fiscal years.

In the aforementioned options, all have distinct advantages and disadvantages but option #2 will provide the most precise method for determining tuition rates at this time, with small increases in both the ODP and Connections tuition rates for FY '13.

Moreover, historically we have asked the School Committee to approve tuitions for SCE and CLASS, but these programs are at maximum load and consequently, we do not anticipate any openings for students from other school systems. On the other hand, we have received several calls from other districts to inquire about enrollment into the completed Hayward Center. If these inquiries shift into actual requests, we may be able to incorporate a limited number of other districts' students into our program and request the School Committee's approval for such a rate for January 2013.

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

**OVERNIGHT, INTERNATIONAL and/or OUT-OF-STATE**  
**FIELD TRIP PERMISSION FORM**

**Submit for Superintendent and School Committee approval**

The first step in this process is to meet with Blake Lochrie-our International Field Trip Coordinator to go over initial details.

Please file at least four (4) weeks in advance for 1-3 day trips

Please file at least three (3) months in advance trips longer than 3 days and/or trips with per student cost greater than \$500.00

**Please TYPE or use COMPUTER FORM**

- Name of Teacher(s): Patricia Garrison
- School: Acton-Boxborough Regional High School
- # of Students going: 8-12 # of Chaperones (gender): 2 women; 2 men

Names of Chaperones: Patricia Garrison; Jess Janus; Steve Vicik, James Clark

- Date(s) of Trip: 2/15/2013- 2/24/2013 School Time Involved: none
- Purpose of Trip/Destination:
  - Learn about the history of Norway, its ski culture, and how skiing ties in with its history. Learn some Norwegian and meet local people.
  - Learn about the Winter Olympics history(museum in Lillehammer).
  - Learn about the cultural and military history of Oslo, as capital of Norway.
  - Learn about famous artists and the Vikings (Viking Museum; Edvard Munch Museum and others)
  - Ski in Nordseter/Lillehammer, Norway for 4 days.
  - Visit/ sightsee in Lillehammer, sight of the 1994 Olympics.
  - Visit/ sightsee/ museum visit in Oslo.
  - Show respect for the Norwegian culture, food, customs....behave your best and obey the Coach and chaperones about group rules.

• Have you taken this trip before? Yes, with family and another group of club skiers.. I have visited Norway many times and already have these connections. Two of my three sons have lived in Norway.

• Any special arrangements required (such as extra insurance, ADA accommodations)? If necessary.

• Cost per Student: (Please describe how the cost is determined.) Approximately \$2,500. Flight; condo costs; food costs while living in the condos; hotel costs; train costs; a scholarship buffer for students who have difficulty making the payment.

• Who will pay for the trip? Parents of the students and chaperones.

• Has any fundraising been done? no If so, what? \_\_\_\_\_

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• Are any parents driving? Only to Logan Airport. They will complete the necessary transportation forms if they are driving any child other than their own.

If so, have appropriate insurance forms been filled out? yes

• Have you followed the procedure outlined in Policy IJOA? yes

• Other comments: Please see attached of itinerary for trip.

☒ Approved ☐ Not Approved

  
Department Leader

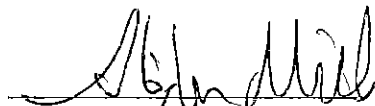
8/29/12  
Date

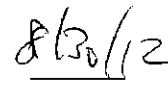
☒ Approved ☐ Not Approved

  
Principal

8/29/12  
Date

☒ Approved ☐ Not Approved

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Date

☐ Approved ☐ Not Approved

\_\_\_\_\_  
School Committee

\_\_\_\_\_  
Date

*Revised 11/15/06*

## Norway 2013

### 9 days in Norway Cultural and Ski Trip to the birthplace of Nordic Skiing and Home of Strong Viking Culture

#### Introduction to Norway (Norge)

##### Hei! (Hello)

Welcome to an informational meeting for a trip to Norway during the February vacation of 2013. With the School Committee's, Drs. Callen's, and Mills' approval, we will take a great excursion from Logan Airport on the night of February 15 and return Sunday afternoon a week later. This trip is a ski/cultural learning experience that is not like many others. We rent condos in Nordseter, a small village on the outskirts of Lillehammer, an Olympic venue. We ski most days (we bring our equipment on Icelandair) and tour one day. We ski Olympic trails, learn to appreciate how our sport – Nordic ski racing- is so appreciated as the most important sport in the country where it all began, and learn about history in old Oslo, a beautiful capital of Scandinavia. After skiing for a few days and skiing on the famous trail (Birkebeiner) that was created to save the future king of Norway when he was a baby.....we take a train to Oslo and stay at the Grand Hotel. The Grand is understated and beautiful. It is in the center of safe Oslo where we will take excursions for two days. On the list of 'to do' are: visit the Viking Museum; a choice between the Edvard Munch Museum or the National Art Museum; take a tour of the ancient fortress used to fight the Danes centuries ago; visit the famous outdoor sculpture garden... Vigelandsparken in Oslo.

We always stay together in groups with a chaperone as a leader. There is some flexibility about activities as long as it is approved by Coach/or the chaperones after a discussion with Coach. We have some important aspects of the trip that must be adhered to (see attached behavioral contract) and we must learn to speak some Norwegian. Therefore, you must return after each day, and while we all eat dinner together, you will tell us who you met and what you conversed about. It is a chance to meet someone new and try a different language. Most Norwegians speak English very well, but it is important for us to try to speak their language since we are in their country.

Behaviorally, it is most important that we behave well. We need to be respectful of their culture, obey their rules, and be great teenage ambassadors of America. The places we stay should be impressed with us and impressed with how we take care of their property.

There will be an initial meeting at the beginning of October for prospective students and parents. The total cost for each student is \$2,500. Chaperones usually pay less. This total amount covers the cost of the flight, all trains, food at the condos, condo rentals, and hotel room stays. The extra is at least 3 nights of dinner (cost varies but expect to pay between \$30-\$50 per person), museum entry (\$10), cabs in Lillehammer (\$100) and spending for any tourist items. Skiing is free, so there is no ski cost at all. See attached detailed itinerary.

If you are interested in learning further about this trip, please email me at [pgxcnordic@gmail.com](mailto:pgxcnordic@gmail.com) or text/call me at 978-844-3695.

Coach Patricia Garrison

**Norway, 2013**  
**February 15– February 24, 2013**

**Goals:**

Learn about the history of Norway, its ski culture, and how skiing ties in with its history.  
Learn about the Winter Olympics history(museum in Lillehammer).  
Learn about the cultural and military history of Oslo, as capital of Norway.\  
Learn about famous artists and the Vikings (Viking Museum; Edvard Munch Museum)  
Ski in Nordseter/Lillehammer, Norway for 4 days.  
Visit/ sightsee in Lillehammer, sight of the 1994 Olympics.  
Visit/ sightsee/ museum visit in Oslo.  
Show respect for the Norwegian culture, food, customs....behave your best and obey the Coach and Chaperones about group rules.  
Rule sheet will be signed by parents and skiers at a meeting prior to leaving US.

**Preparation:**

Passports  
Ski equipment [skis boots, poles]  
Clothing: winter clothing. Nice shirt and jeans for eating out. No heels unless you want cold wet feet.  
Medical information  
Extra money for purchases/ dinners out/ emergencies  
    Extra costs: 2 dinners out in Lillehammer.  
                    1 or 2 dinners out in Oslo.  
                    Cabs from Lillehammer to Nordseter and back (4 x: about \$20)  
                    Money for museums (to be determined at a group rate, prior to leaving)  
                    Any food for snack; clothes; tourist artifacts.

**Airline:**

**Icelandair**  
Dep. Logan Feb. 15; depart Rejkavik; ; arrive Oslo Feb. 16  
Train to Lillehammer  
    Stay in Lillehammer from Feb. 15 – Feb. 21  
Feb. 21: train from Lillehammer to Oslo.  
    Stay in Oslo from Feb. 21 - Feb. 24.

**Icelandair**  
Sunday, February 24, 2013  
Dep. Oslo; depart Rejkavik; arrive Boston.

**Costs Covered by the \$2500**

Flight  
Trains to Lillehammer from airport; from Lillehammer to Oslo; from Oslo to airport.  
Condominiums in Nordseter  
    Food in Nordseter for 3 meals a day other than the 2 nights out.  
Hotel in Oslo at the Grand Hotel (very historic and next to Parliament)

**Extra costs borne by the traveler separately; not covered in \$2500**

Dinners out...at least 1 in Lillehammer; 2 in Oslo. Figure between \$30-50 per dinner per person  
Cabs: Figure \$100 total.

**Deadlines:**

If possible, submit payment prior to November 1.  
Total \$2500. The cost will vary depending upon uncontrolled variables like flight and food costs.



**Itinerary:**

**Lv.** Boston Friday night.

**Arrive:** Norway Saturday morning.

**Train from airport to Lillehammer.** Get taxis to Nordseter, about 15 km from Lillehammer.

Nordseter is a quiet ski village surrounded by and intertwined with ski trails from Lillehammer, Susjeon, other towns in the area.

**Day 1-5:** We ski every day except one, when we take a bus into Lillehammer and sightsee and shop. That day, we go to the Olympic Bob Sled run for skiers to take a run. There are restrictions...heart, neck, back, etc.

**Train from Lillehammer to Oslo..Day 6.** Settle into hotel at end of day and find a restaurant.

**Day 7:** Museums; sightsee. Munch Museum; Viking Ship Museum; City Hall; Old Fort.

**Day 8:** Tour Oslo and train to the Holmenkollen to ski.

**Day 9:** Train to Airport and flight home to Boston. Usually arrive 6ish. (pm)

**Chaperones:**

Leader: Patricia Garrison

Jess Janus

Steve Vicik

James Clark

Cost: Chaperones pay a % of the cost of the trip...at least 1/2.

**Phones:**

Will provide phone #'s prior to leaving.

**Communication:**

Will bring a laptop and try to write news every day or every other day.

**Rules:**

- 1- Treating everyone respectfully within the group and as a group toward everyone else.
- 2- Staying with the group at all times unless you talk with Coach first, especially when skiing, stay with the group. When it snows, you have difficulty seeing directions in the treeless environment.
- 3- leaving the condo or hotel without permission.

Groups or individuals are not allowed to leave the hotel to shop alone. We are a group and it is a group trip. It is planned tightly so we can take advantage of what Norway has to offer in those two areas of Lillehammer and Oslo. You may not leave the hotel at all without it being a trip planned by me. I try to reserve rooms in the best places, so you must behave accordingly. Be quiet in the hallways, be polite to the staff, eat in the dining room as if your grandmother were sitting next to you. This is where we can show Norwegians and other Europeans how polite, nice, intelligent and great American teenagers are!

**Behavior Contract**  
**Norway Ski Trip**  
**February 15, 2013 – February 24, 2013**

**To ensure everyone has a safe experience, certain guidelines must be clearly understood and committed to.**

\_\_\_\_\_ There will be absolutely no consumption of alcohol or illegal drugs by any students.

\_\_\_\_\_ There will be absolutely no sexual contact.

\_\_\_\_\_ Bring your passport and a copy of passport. It is recommended to have your American dollars already exchanged for Norwegian Kroner. If desired, you can use a debit card. If you bring your phones, make sure you contact your phone co. about the trip and any costs that are attached while staying in a foreign country.

\_\_\_\_\_ Breaking any of the above guidelines will lead to a student being sent home as soon as possible at the parent's expense.

**While the above considerations are obvious, there are other safety and comfort concerns everyone should be aware of and expect to follow so we can all have the best trip possible. These include:**

\_\_\_\_\_ No one may venture out on his or her own. The chaperones must know where everyone is at all times.

\_\_\_\_\_ Everyone is expected to join the group every day unless you are not feeling well. Communicate with Coach Garrison or Assistant Coach Jess to let us know the situation.

\_\_\_\_\_ Everyone will respect each other's need for rest in the condos. There will be a lights out policy.

**Very Important**

**Culturally and Socially:**

- Respect is very important while in Norway. Behave well, be polite, and obey the rules of the ski area. When in each city (Lillehammer or Oslo), stay with the group, behave well, and represent the U.S. in a calm, mature manner.

**Safety-wise:**

- Always ski with a partner. NEVER ski alone.

## Memo

To: Steve Mills  
From: Steve Desy  
RE: Acceptance of a gift, Coach 's salary  
Date: August 28, 2012

The Dan Rinaldi Heart Award Fund has offered to fund a coach's salary (\$5785) for the football program. This is the ninth year that Kolleen Oldenburg will have funded this position.

I recommend acceptance of this gift.

**ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL**  
36 Charter Road, Acton, Massachusetts 01720

*Together we promote respect for self, others, and learning.*

Alixé Callen, Ed.D.  
PRINCIPAL

**IMPORTANT INFORMATION FROM THE HIGH SCHOOL PRINCIPAL**

August 2012

Dear Parents and Students,

Welcome to the 2012-2013 school year! I hope that you are enjoying a relaxing and fun-filled summer. We here at the high school have been working hard to prepare for the students' return. There are lots of wonderful things on tap for this year and we are excited to get going.

As was the case last year, the first day of school (August 28<sup>th</sup>) will be dedicated to freshman orientation, with only freshman students reporting to school. We received a very positive response when we initiated this program two years ago and look forward to providing this year's incoming students with the same comprehensive introduction to the school. Upperclassmen should report to school the following day (August 29<sup>th</sup>).

We also want to make sure that our incoming parents feel supported and well-oriented to life at the high school. Accordingly, we will host a new parent orientation (for the parents/guardians of incoming 9<sup>th</sup> graders and other new students) at 7:00 on Thursday, September 6<sup>th</sup> in the auditorium. We hope that you will be able to join us.

While there will be lots of smaller changes here at the high school in the coming year, we do have a couple of big changes to report.

- As you may have heard, Jim Marcotte – who was an assistant principal here for the past four years – has moved to the junior high. In his place, Dr. JoAnn Campbell will be returning to ABRHS. Dr. Campbell served as an assistant principal here from 2005 until 2008. We are ecstatic to welcome her back.
- The big change that we are looking forward to this year will be the introduction of our new advisory program. As you will see on the schedules, every student has been assigned to an advisory group, led by a teacher or staff member here at the school. If the room is unrecognizable, we will post a key on the first day. Those advisory groups will meet twice every six day

cycle. The goal is to personalize the school and to provide every student with a little bit more support. On a personal and selfish level, I'm delighted to see this program get going as it will give me an opportunity to connect with a small group of students each week.

The rest of this letter contains lots of practical information about the start of school. As we progress through the year, I will continue to be in touch via e-mail when issues and topics come up that I feel are important to share with you. I do not send a regularly timed message, choosing instead to be in touch as relevant topics arise. Please note, however, that the PTSO sends out a "Weekly Chatter" every Sunday morning, which contains up-to-date information about our calendar, events, and school policies. Please make sure to note your preferences concerning email communication on the School/PTSO Permission page on the PowerSchool Parent Portal.

### **First Day of School**

This year school begins for freshmen with a whole day (7:23-2:18) on Tuesday, August 28<sup>th</sup>. As this is the official opening day for the district, buses will run and lunch will be served (students planning to buy lunch should bring money). Students in grades 10-12 will report on Wednesday, August 29<sup>th</sup>. We will begin the day on the 29<sup>th</sup> with advisory (noted on student schedules), to which all students should report by 7:23.

### **Student Schedules**

Student schedules will be available online through the PowerSchool Parent Portal on Wednesday, August 1<sup>st</sup> at 12:00 noon. In order to access a student's schedule, parents/guardians will need to complete their child's Emergency Information and School/PTSO permission pages. The PowerSchool log-in information was listed at the bottom of the letter that went out with the year end report cards. Once you have submitted the Emergency Information page and completed the PTSO/School Permission page, you will gain access to your student's schedule. You may continue to use PowerSchool to track your child's attendance and stored historical grades throughout the school year. If you have any questions, please contact Jeanne Potter by email: [jpotter@abschools.org](mailto:jpotter@abschools.org).

Most schedules contain information regarding lockers. Please do not be concerned if a student's schedule is lacking this information. If that is the case, we will provide that information to the student on the first day of school. Seniors who do not plan to use their lockers for the 2012-2013 school year should see Mrs. Haras in room 117N or Mrs. DeRome in the Administration Office over the summer or at the beginning of the school year.

### **Schedule Appeals**

While we have put much work and thought into student schedules and are confident that they will be well received by students and families, we know from experience

that some of you will have concerns. Because we have limited staff available in the summer, please use the following procedures to report any issues.

- At this time, we will no longer accept requests for level changes to a higher-level course. If there are extenuating circumstances, students should contact the department leader. Such requests will not be otherwise entertained.
- For those students with other scheduling issues, we are introducing a new process which we believe will allow us to provide much better support to students. Should a student find an error in their schedule, wish to add or drop a non-leveled elective, or need to schedule a meeting with the Appeals Board on Tuesday, August 21<sup>st</sup> (for consideration of a schedule shift or teacher change), please click on the following link:

<http://ab.mec.edu/abrhs/counseling/summerhours.shtml>.

There is a link embedded on that page which contains an electronic form for scheduling concerns. Students should follow the instructions on this form and submit their requests to the Counseling Center.

- Any students with serious concerns who are unable to make it to Appeals Day (August 21<sup>st</sup>) should send (or hand-deliver to the Counseling Center) a letter outlining their concerns. The letter should be addressed to the Appeals Board c/o Mr. Larry Dorey Acton-Boxborough Regional High School, 36 Charter Road, Acton, MA 01720. Letters of Appeal should not be sent by email. The deadline to submit a letter of appeal is Wednesday, August 15<sup>th</sup>.
- As students are reviewing their schedules, please note that all students must be scheduled for a lunch period each day; lunch is served periods 4, 5, 6, and 7.

### **Bus Schedules**

Bus schedules will be on our website in August and will also be published in *The Beacon* in late August.

### **Fall Sports and Activities**

Most fall sports practices will begin on August 23<sup>rd</sup> with football beginning on August 20<sup>th</sup>. Please check our website: <http://ab.mec.edu/abrhs/> for the starting time for each sport. Students trying out for a team must have proof (green form) of a current physical examination on file with the nurses before tryouts. The athletic fee is \$205 per sport per season with an \$820 family cap. Waivers are available for cases of financial hardship.

*Band camp* begins August 13th (Monday-Thursday, 9:00 a.m. – 9:00 p.m.; Friday, 9:00 a.m. to 3:00 p.m.). *Chorus camp* will be held on Tuesday, August 21<sup>st</sup> 9:00 a.m. – 2:00 p.m.

**Student IDs/School Pictures**

Student pictures will be taken on September 4 and September 5. Students will be assigned to one of the two photo days by English class. Every student will be provided with an ID card. In addition, families may choose to purchase packages of these photographs. Parents will receive information in the mail from the photography company regarding picture ordering procedures. If you have any questions, the phone number for Lifetouch Studio is (800) 426-9533.

**Senior Portraits**

To have a senior picture included in the yearbook, each student must have his/her senior portrait taken by Lifetouch Studio. Lifetouch will be on campus August 14-17 and October 15-19. If you do not have an appointment scheduled, please contact Lifetouch at 1-800-426-9533 x135.

**Senior Privileges**

Seniors who have not yet applied for privileges and wish to do so may pick up application forms from the Main Office beginning the week of August 20<sup>th</sup>. Completed forms should be returned to the appropriate Assistant Principal (Mr. Dorey, Mrs. Atwater-Rhodes or Dr. Campbell). After the application is processed, students will be scheduled for a meeting with Dr. Callen, who will provide final approval for all privilege requests. If you have any questions about privileges, please contact Lani DeRome in the administration office ([lderome@abschools.org](mailto:lderome@abschools.org)).

**Lunch Letter**

Please make sure to read the letter from the Director of Food Services which is also linked.

**Parking**

Parking on campus will be available for seniors only, at a cost of \$200 for the year. The first day to purchase parking stickers is Tuesday, August 28<sup>th</sup> (freshman orientation day) between the hours of 7:00 a.m. and 2:30 p.m. Stickers will be sold in Room 201 (by the upper gymnasium entrance). If you wish to begin this process over the summer, you may pick up a parent sign off/registration card from Lani DeRome in the administration office (147S) any Tuesday, Wednesday or Thursday between the hours of 8:00 a.m. and 3:00 p.m. Parking stickers can also be purchased during school hours after school starts. Any incoming senior who owes a parking fine from junior year will not be issued a parking sticker until the fine is paid.

Juniors are still welcome to park in the last row of the junior high lot on a first-come, first-served basis. Additional parking for juniors out at the new lower turf fields will become available later this year.

During school hours parents and visitors are welcome to park in the designated visitor parking spaces at the high school. Please do not park in any numbered parking space as all of these spaces have been assigned to faculty and staff. The high school campus has specific drop off and pick up areas for parents, students and buses and the direction of traffic flow changes in the morning and the afternoon. We

ask that all visitors please follow the direction of the high school campus monitors. The campus monitors are available to answer your questions and direct you through our campus.

### **Absences**

Parents are to notify the Main Office of all student absences. Please call (978-264-3323) on the day of the absence. If parent notification is not received, the absence will be recorded as unexcused. An unexcused absence will be defined as a truancy. Details pertaining to consequences for student truancy will be discussed with students in advisory on the first day of school. As was the case last year, parents can review their child's daily attendance records on the PowerSchool Parent Portal. In order to receive access, you will be required to update your child's emergency contact information and the PTSO permissions first. In accordance with school policy, each student is granted an opportunity to earn full credit for any course as long as his/her total absences (excused and unexcused) do not exceed 20 days per full year course, 10 days per semester course, or 5 days per semester course meeting on alternate days.

### **Dismissals**

If a student needs to be released early, he/she must bring a note signed by a parent or legal guardian to the Main Office prior to third period on the day of the dismissal. In the event of an absolute emergency, parents may call the Main Office to have their child dismissed on that day. Students returning to school must check in at the Main Office when they arrive. Students leaving campus without following the proper dismissal procedures will be considered truant from any class missed. Notes excusing trancies due to the student's failure to follow the dismissal policy will not be accepted. Upperclassmen with privileges are expected to follow the same dismissal procedures whenever they are going to miss class.

Parents: If you have an emergency during the school day and need to contact your son or daughter, please call the Counseling Center at **978-264-4700 ext. 3430** or leave the message in person at the school store (located right next to the Main Office). Messages will be delivered to students in classrooms by our A-B Express student delivery service during selected periods during the day.

I know this letter contains a lot of information. We do not expect you to remember everything! Please note that all of the information contained here is available on our school website: <http://ab.mec.edu/abrhs/>. Links are also provided to both the PTSO and the Counseling Department websites. We encourage you to check all of those sites regularly for information about school happenings, upcoming events, school policies, etc.

Again, I hope that you are enjoying your summer. We look forward to seeing you soon.

Sincerely,



Alixe Callen, Ed.D.





Raymond J. Grey Junior High School  
16 Charter Road, Acton, Massachusetts 01720  
Andrew Shen, Principal

Acton-Boxborough Regional School District  
(978) 264-4700 x 3303 FAX (978) 264-3343  
James Marcotte, Assistant Principal  
Allison Warren, Assistant Principal

August, 2012

Dear Families,

On behalf of our staff, I want to welcome both new and returning families to the RJ Grey community for the 2012-2013 school year. As many of you know, this year will be my first as Principal of RJ Grey, after having served as an Assistant Principal for the past four years. Like many of our students, I am looking forward to the new challenges and opportunities that will come before each of us; and like many of our students, there is also some nervous energy traveling through my veins, leading to occasional moments of frenzied behavior. If your child begins acting similarly as we get closer to the start of school, hopefully you are supporting them with the same level of patience my wife is exhibiting towards me.

Along with providing some time for recreation, the summer months give us all a chance to regroup and re-energize. I would imagine that as we near the start of school, some of your children will think about their hopes for this year and what they want to be different, the same, or better than last year. Rest assured, our teachers, and our school as a whole, goes through a similar reflection process. Our teachers spend time developing new units of study, incorporating new materials into their curriculum, and work on their individual goals as educators. As a school, there are programs and practices that we will continue and also build upon, as well as features of our school that we decide to adjust or change - all with the goal of maintaining a supportive and challenging learning environment for our students. This year, for example, our anti-bullying and teasing curriculum will be enhanced by performances from a professional acting group, as well as theatrical performance by our own students. In many classrooms, technology will be integrated in ways that encourage more collaboration between, and amongst, students and teachers. There's nothing quite like the excitement and possibilities that come with new beginnings, and we look forward to connecting (and re-connecting) with you and your children in just a few short weeks.

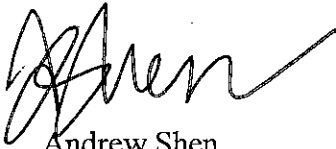
Stapled to this letter is an overview of the start of the school year, reminders and tips, and ways to stay informed about RJG-related activities. Additionally, you will find several enclosed documents that provide you with important information pertaining to the 2012-2013 school year. Specifically:

- An Emergency Card Letter
- An RJG Sports Brochure
- A team-specific supply list (team assignments released on PowerSchool on August 17<sup>th</sup>)
- A document titled, "Getting Organized for the First Day of School"
- A PTSO volunteer form
- The RJG Parent Communication Guide
- An information sheet about Food Services and point-of-sale accounts
- Danny's Place Information Letter
- Statement regarding Family Educational Rights and Privacy Act (FERPA)

I hope to meet many of you at our Back-To-School Night on Thursday, September 27th at 7PM for parents/guardians of both 7th and 8th grade students. You will receive more information about this event in a few weeks. In the meantime, please do me a favor and introduce yourself to me (or re-connect if we already know each other) should you find yourself at the junior high school before Back-To-School Night.

I hope everyone is enjoying the last few weeks of summer, and we look forward to seeing all of you soon.

Regards,

A handwritten signature in black ink, appearing to read 'Andrew Shen', with a stylized, flowing script.

Andrew Shen  
*Principal*  
R.J. Grey Junior High

## **First Day(s) of School**

**For seventh graders, the first day of school is Tuesday, August 28<sup>th</sup>.** Students should report to the following areas by 7:30AM where they will meet with their team teachers and other member of their team:

7 Blue - Front Gym  
7 Gold - Cafeteria  
7 Green - Library  
7 Red - Homerooms

After a series of team building activities, students will be divided into their homerooms and will proceed with the school day. Students may bring their own lunch or purchase lunch at our outdoor cookout, where I will be cooking burgers, hot dogs, and a vegetarian option. After lunch we will hold an assembly where we will officially welcome everyone to RJ Grey, and begin the school year with some words of encouragement and a preview of we hope will be a part of their RJ Grey experience.

All **8<sup>th</sup> grade students new to the Acton-Boxborough District** are invited to participate in an orientation program on **Tuesday, August 28<sup>th</sup>** beginning at 12:30 PM and ending at 2:06 PM, so that students may ride home on their regular bus. Students are invited to gather in the lobby where they will be directed to a meeting location.

**The first day of school for all other grade eight students is Wednesday, August 29<sup>th</sup>.** 8<sup>th</sup> graders should report to the auditorium by 7:30 AM on Wednesday morning for a short program before proceeding to their homeroom.

## **Communication - At and With RJ Grey**

A practice that will continue at RJ Grey this year will be scheduling monthly “drop in” hours with the Principal, where you are welcome and encouraged to visit and share thoughts and questions that you might have about RJ Grey. To be sure, any sensitive issues that are specific to your child would best be discussed in a different setting. These drop-in hours are intended to provide a forum for dialogue of a more general nature (i.e. you’d like to learn more about why we utilize the team model, want to know about some of our work integrating technology into the classroom, or want to share with me thoughts about a particular topic).

When Craig Hardimon was Principal, he created a weekly newsletter called “Grey Matters” - which is a clever title in so many different ways for the school principal’s weekly correspondence with the RJ Grey community. If you wish to receive my weekly *Grey Matters* postings, as well as receive the daily announcements and other school information (i.e. sports practice cancellations, reminders about upcoming events, etc.), please visit our website (<http://ab.mec.edu/rjweb/index.html>), click on the link “*Sign up for RJ Grey emails*”, and complete the registration form. Please note that parents and guardians who already completed this new registration form in the spring or earlier this summer do not need to repeat this process.

If you do not have e-mail but wish to receive this newsletter, just send a note to my office either with your child or at the address above. Copies of *Grey Matters* can also be found on our website.

***Staff and faculty at RJ Grey can be reached through email or leaving a voicemail.*** The current format for our email is first initial, last name, followed by our server address <mail.ab.mec.edu>. For example, my address is ashen@mail.ab.mec.edu. During the first month of school, the District will be transitioning to a new email system and the server address will change (to: @abschools.org), though emails sent to <mail.ab.mec.edu> will be forwarded to the new system during this transition. Teachers can be reached through voicemail by calling our main number (978)264-4700 and asking for the teacher’s voice mail. Teachers do their best to respond to inquiries in a timely manner, and will get back to you within 24 hours.

## **Team Assignments**

As you can imagine, scheduling a school with over 950 students is a complex process of checks and balances and a significant portion of the summer is spent building these teams in order to balance them by:

1. sending school
2. gender
3. race
4. world language choices
5. special education and ELL services
6. math levels

Given those and a number of other variables, it is virtually impossible to build the schedule around individual team requests. Accordingly, we cannot promise to meet the numerous parent and guardian placement requests we receive. With that said, we have built the teams in a manner which will ensure that every student has the opportunity to maintain old friendships and develop new ones throughout the school year.

On Friday, August 17th, at approximately 3PM, we will post the team assignments on our website: <http://ab.mec.edu/rjweb/index.html> . In order to access this information, we will ask that you first complete your child's emergency card information and answer some additional school permission related questions, including specific PTO permissions. Please note that we will no longer be posting team assignments on the school door. Should you be unable to access the web, please feel free to come to our Main Office the following week when we will assist you in entering the on-line emergency card information and permissions forms after which we will give you your child's team assignment.

**In summary, to complete the emergency card, and to access your son/daughter's team assignment on-line, please mark your calendars that the parent portal will open on August 17th at 3PM.**

## **Absentee Line, Cell Phones, Building Access, Drop Off/Pick Up**

Regarding some basic school procedures, if your child will be absent from or late to school, please call the absence line at (978)264-4700 ex: 3333 **before 7:30AM** and state your child's:

1. name
2. team
3. and, briefly, the reason for the absence or tardy arrival.

If you need to call during school hours (7:30-3:30), please call extension 3304 to leave a message with a member of our office staff.

Our office staff will compare the messages with our homeroom attendance. Students who are marked absent in homeroom but for whom we did not receive a call will be marked as "unexcused" and will generate a call home. Please assist us in this process and remember to call the school if your child will be absent.

The video, camera, and real-time text capabilities of cell phones presents the difficult challenge of ensuring continued high standards of academic integrity and class management. The purpose of the school day is to ensure that students have access to the teaching and learning experiences that are at the core of the school's mission. In order to maintain the focus on this experience, student cell phones or other personally owned devices used for communication and entertainment are not allowed during the school day. We appreciate that students wish to have cell phones available before and after school. Students who choose to bring cell phones to school **MUST keep their phones in their lockers** (and turned off) from 7:30am to 2:06pm. This means that even having a turned-off cell phone in your pocket is a violation of school rules.

To maintain student safety and building security, the doors to the front lobby are the only public entrance to school during the school day (visitors are asked to check-in at the Main Office upon arrival). All other doors will be locked during the school day.

Along a similar topic, I want to remind everyone of our student drop-off/pick-up procedures:

1. The front entrance loop is for buses only between 7:00AM – 7:45AM and 1:45PM – 2:30PM. Other vehicles are not to enter the loop during these times.
2. Student drop off and pick-up is allowed at the bottom of the steps in the lower parking lot only. *This lot is located east of the building, behind the tennis courts, just off Charter Road. Please pay particular attention for students entering and/or exiting cars when driving through this area.*
3. Parents are asked to enter and exit the parking lot via Charter Road, not Mass. Avenue (Route 111). *Driving through the campus during bus drop off and pick-up interferes with the buses and causes unnecessary traffic problems.*
4. Students are not to be dropped off in front of the Blanchard gym or in the parking lot on the west side of the building. *Again, doing so interferes with our school buses and causes unnecessary traffic problems.*
5. Parent parking is only allowed in the lower lot and in the visitor spaces off the front loop. *Please note that these visitor spaces are for short term parking only.*
6. Cars are not to be parked – momentarily or otherwise – in the front loop area except in a visitor's space.
7. Cars should also not park in the lot behind the gymnasium, or be used as a drop-off area.
8. Lastly, please remember not to pass the buses.



Dear Parents and Guardians,

Summer is a time for family recreation and hopefully some measure of relaxation. You have all worked hard with our schools in our mutual mission of educating and fostering exemplary values of responsibility, caring, respect and solid citizenship for all children. Thank you.

Many families have taken the opportunity to experience new adventures, to vacation here or abroad, or to learn new things by reading, experiential learning, developing new skills through self-learning, or by participating in summer programs, designed for socialization and/or academic achievement ~ to name a few examples.

There is excitement in learning new strategies and with your guidance and support, comes a whole new set of personal characteristics, which are not only learned but cultivated. Perseverance, determination, and the ability to feel good about self, both in body and in spirit, are characteristics that accompany the learning process, despite any disability. We learn at our own rate, we individually focus through our own unique learning style and talents, and we store what we learned in our own way.

As I watched the Summer Olympics in London, I read an intriguing account of a young man who defied all odds, Oscar Pistorius, a South African, who was born without a fibula in both of his legs. It caused me to ask a lot of questions about our learners, i.e., what are those characteristics that reinforce the emotional make-up of a learner who has a disability? And, what lessons can we learn from this situation and apply it to all learners?

When I read his story in the New York Times (January 18, 2012), I was fascinated by one of the sentences in the article:

His story raises all kinds of philosophical questions having to do with how we come into this world – our mix of advantages and disadvantages based on where we are born and what set of physical, mental and emotional resources we are endowed with.

Oscar had a disability that affected his motor skills but his mother was supportive yet determined to have him enter the world of competition with his head held high, with a strong sense of purpose, and a temperament that carried him through trials, both in his personal life and his training life as an athlete. Again, in this article, it was remarkable to reflect on mother's wisdom:

His mother ..... turned to her older son and said, "you put your shoes on." Then she turned to Oscar: "And you put your legs on. And that's the last I want to hear of it."

I wonder how this gentle but firm approach set the stage for his development, emotionally and socially. Despite the perception (unfair advantage) and legal battles that faced him on whether artificial limbs enhanced his ability, he never gave up in believing in himself. Oscar now runs on Flex-Foot Cheetahs and is often nicknamed the “Blade Runner”. Most recently in the Summer Olympics, he competed in the individual 400m (meters) as South Africa’s only entrant, and the 4x400 relay team as well.

This self-confidence did not come easily to him as Oscar is physically different, but now is readily accepted by his peers as well as himself. Was it that self-confidence? Was it the influence of family? Was it his temperament? Was it his teachers and personal trainers? I think it was a combination of all of the above. As Kim Masters (<http://blogs.metro.co.uk/author/kimmasters>) 8/7/12, said succinctly:

For me, he is a symbol of everything we can do and everything we dream of doing.

For us, the lessons learned are clear. You, as wonderfully dedicated mothers, fathers and guardians support your children from infancy. As students, they come to our schools anticipating that learning will be exciting. Through the home- school partnership, your children are optimally integrated into the regular classrooms where they have peer models and teachers who strive to teach, encourage, and design strategies for academic, social and behavioral goals. The schools are committed to differentiate teaching for each learner and provide a learning environment so that each child’s contribution is appreciated, respected, and encouraged.

I hope that the same stamina that Oscar Pistorius demonstrated throughout his childhood and Summer Olympics’ training is the same determination that our children have throughout their learning experiences in Acton and Acton-Boxborough. Our schools are here to help our children thrive as lifelong learners, and I am passionate about capitalizing on the outstanding work you have done at home and building on your child’s summer experiences.

Welcome to the 2012-2013 school year.

Sincerely,

*Liza*

Liza Huber  
Director of Pupil Services



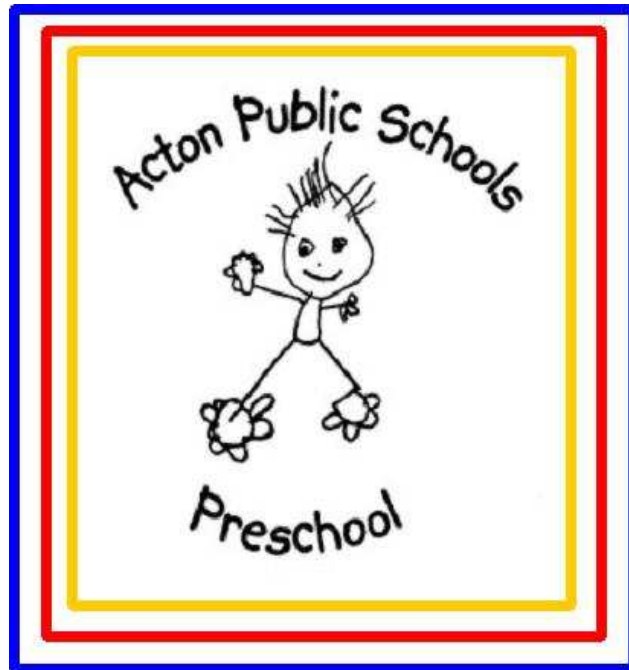
Co-Chair: Nancy Sherburne (978) 635-0968 [nsherburne@mindspring.com](mailto:nsherburne@mindspring.com)  
Co-Chair: Bill Guthlein (978) 263-0610 [william.guthlein@verizon.net](mailto:william.guthlein@verizon.net)  
AB SpEd PAC Website <http://www.abspedpac.org>



Kim Masters (<http://blogs.metro.co.uk/author/kimmasters>) August 17, 2012, said succinctly:

For me, he is a symbol of everything we can do and everything we dream of doing.





## **The Acton Public Schools Preschool**

Invites you to our

### **Open House**

***This has been rescheduled to  
October 18, 2012***

**Please drop in anytime between 8:00 AM – 10:30 AM  
for light refreshments and a tour of our programs**

**Administration Building  
15 Charter Road**

**Please contact Julie Towell, Pupil Services Liaison with any questions**

**[julietowell@abschools.org](mailto:julietowell@abschools.org) 978 264 4700 ext. 3267**

*Back By Popular Demand!*

## **The Acton and Acton-Boxborough Schools**

Invite you to participate in our  
Sixth Annual Pupil Services Workshop

# **Social Thinking and Interaction**

*Infusing Social Thinking Skills Across All Settings Through A Language Processing Perspective*

***Pamela Ely, MS. CCC-SLP***

Director/Owner the Ely Center, Newton, MA

Pamela is a consultant/specialist who interfaces with several school systems, including Acton and Acton-Boxborough, in the use of various diagnostic protocols and treatment techniques for identifying and facilitating language processing and social-communication issues for all students.

This is a Professional Learning opportunity for parents/guardians, educational professionals & community members.

**Wednesday October 17, 2012**

**10:00 AM - 12:00 PM Workshop at Congregation Beth Elohim (Prospect St. Acton)**

**1:00- 2:00 PM Hands On Follow-up Session at Congregation Beth Elohim**

**7:00 PM - 9:00 PM Repeat of morning workshop at R.J. Grey JH Auditorium**

There is no charge for this workshop and you can register for an individual session or all three

Please register with Julie Towell, Pupil Services Liaison, at [jtowell@abschools.org](mailto:jtowell@abschools.org) or call 978 264 4700 ext. 3267



**Office of the Director of Curriculum and Assessment**

Acton Public Schools

Acton-Boxborough Regional School District

(978) 264-4700 x 3213

<http://ab.mec.edu/curriculum/curriculum.shtml>

TO: Dr. Stephen Mills, Superintendent  
 FROM: Deborah Bookis, Director of Curriculum and Assessment  
 DATE: August 28, 2012  
 RE: Summer Professional Learning

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Our campus was very busy with many professional learning opportunities taking place throughout the summer. Below are some highlights.

**Reading Workshop led by Kathy Collins**

Kathy Collins worked with Lucy Calkins at Columbia Teachers College in the Writing Project and the Reading Project and continues to teach at Columbia's Summer Institutes.

This past year, Sharon Ryan, APS Reading Specialist at McCarthy-Towne, facilitated a Book Study for Kathy's book, entitled *Growing Readers*. Much to everyone's delight, Kathy made a special visit during the book discussion.

We invited Kathy back to APS to provide an overview of the Reading Workshop on two separate occasions: June 28 and 29 for educators of grades K-2 and July 12 and 13 for grades 3-6. She discussed the following topics:

- Overview of Balanced Literacy Framework – What is the context in which reading workshop is most successful?
- Scanning the Environment – What are the classroom conditions necessary for children to thrive in reading workshop?
- Close-up on Reading Workshop – What are some common structures, management tricks, and helpful tips that enable reading workshops to run smoothly?
- Focus on Best Practices for Instruction – What are research-based techniques for teaching in an effective, efficient, differentiated way?
- Mini-lessons – How can we make whole group instruction helpful to ALL learners?
- Conferring – How can we make the most of our one-to-one time with readers AND get to as many readers as possible?
- Small Group Instruction – What are some kinds of small group instruction and WHEN do they fit into reading time?
- Read Aloud with Accountable Talk – Why is this component of balanced literacy so vital to reading workshop, and how can we make the most of it?
- Talk and Comprehension – How can we get even our youngest learners to talk well and think deeply about their books?
- Reading Partnerships – How do we set up partnerships in our classrooms that support readers and improve engagement?

Over 55 educators participated, including classroom teachers, special educators, reading specialists, classroom assistants, assistant principals, and principals.

Next summer, July 8-11, we plan (it's tentative until we can sign a contract, but we've reserved the dates) to bring Columbia Teacher's College to Acton to facilitate a Growing Readers Home Grown Institute. We are also hopeful that Kathy will be one of the facilitators.

Below are quotes from educators articulating how Kathy's workshop will impact their teaching of reading:

- *I understand how all the components of a Balanced Literacy Program fit together. I'll be spending the summer reorganizing my Literacy block.*
- *I learned how to balance guided reading and conferring with individual students*
- *Now I know how to group students and teach them how to have deeper conversations about their books.*
- *I will definitely try strategy groups in addition to guided reading.*
- *I have a better approach to meeting with more students in a day.*
- *I learned how to involve students in developing reading logs that are meaningful.*

### **Research and Development**

This summer, over 80 educators worked collaboratively on over 37 Research and Development Projects to create curriculum from creating *Differentiated Reading Units to Support Guided Reading to Developing Resources to Teach Website Evaluation and Citation* and *Redesigning AP Biology to Meet the New College Board Frameworks*.

Research and Development (R&D) projects are intended to substantively advance current practice. All approved proposals incorporated the following components and thoroughly addressed the embedded questions:

- What problem or need in current practice does this proposal address? How will the R & D rectify this problem?
- How does the proposal incorporate new thinking?
- With whom and how will the product be shared?
- What will be produced?
- What measures will be used to evaluate the success of the project?

### **Protocols**

Protocols are structured ways (procedures and criteria) to work and communicate that promote adult growth and are directly linked to student learning. They promote meaningful and efficient communication, problem solving and learning. Protocols provide time for active listening and reflection so that all voices in the group are heard and honored.

This summer, two 3-day workshops were held for 28 staff members. Four of our own educators and administrators, those who were trained last fall during a five-day training session, led these sessions.

### **Conflict Resolution**

A three-day training was held for staff members interested in expanding their skills in addressing various types of conflicts. Managing conflicts and disagreements and having difficult conversations are an important component of our work as educators. The goal of this training was to develop strategies, tools, and language to help participants engage successfully in different situations. Metropolitan Mediation Services (MMS), an organization that has offered mediation services in the Greater Boston area since 1984, facilitated the training. MMS provides mediation services to businesses, government agencies, schools, courts, social service agencies, and individuals from Greater Boston neighborhoods and families. They also provide conflict resolution training to business people, attorneys, judges, mental health professionals, and educators, among many others.

**Lion Training (no, not that kind!)**

All APS educators received training on the new “Lion” operating system when they were given their new MacBooks. In addition, the EdTech Department offered a workshop on Google sites.

**6 Traits Writing**

The 6 Traits is a writing model that provides a shared vocabulary and vision for developing the qualities of good writing. By using a common language for writing assessment, teachers provide students with clear, accurate and usable feedback. This model can be used with any and all writing programs that are presently used in the districts. It is also applicable to every content area and grade level.

A three-day workshop was held for educators K-12 by the same consultant, Penny Clare, who has worked with the district for six years. In this summer’s workshop, she incorporated the new Massachusetts English Language Arts Frameworks.

**Summer Leadership Institute**

Over 50 educators and administrators spent two days learning about the new Massachusetts Educator Evaluation Process and Acton/Acton-Boxborough’s 2012-2013 pilot. The first day focused on building a reflective learning community, self-reflection, unpacking the new rubrics, and the nuts and bolts of the pilot including timelines and forms. The second day focused on goal setting, calibrating the rubrics, and giving and receiving feedback. The Institute concluded with a planning session for implementing the new process in all schools.

# Staff Children  
Case [ ]

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

Actual  
Acton Public Schools  
2012 - 2013  
September 1, 2012

8/30/12  
2:25 PM

Grade YOG	Conant			Total	Douglas			Total	Gates			Total	McCarthy-Towne			Total	Merriam				Total	#Sec.	Avg. Siz
	Rm	CAD	CB	CC	2#	DAD	DBD	DC		GAD	GB		TAD	TB	TC		AMAD	MB	MC	1#	6#		
K-25		22	18	18	58	20	20	21	61	20	20	40	20	18	17	55	20	18	19	57	271	14	19.4
	Rm 3	4	5			3	4	5		1	3	8	113	311	312	[2]12#	231	321	334	3#	7#		
													Case +	22	21	23							
Gr. 1-24		21	22	22	65	21	21	22	64	20	21	63	21	21	22	64	21	21	21	63	319	15	21.3
	Rm 6	7	8			6	7	8		5	6	10	114	301	302	[4]12#	224	234	322	4#	8#		
													Case +	22	25	25							
Gr. 2-23		22	22	22	66	22	22	23	67	22	22	67	22	23	23	68	22	22	23	90	358	16	22.4
	Rm 9	10	17	1#		9	10	11	1#	7	9	17	212	213	314	[2]13#	230	330	331	1#	7#		
													Case +	26	24	25							
Gr. 3-22		24	25	25	74	24	25	25	74	25	25	75	24	24	25	73	23	23	24	94	390	16	24.4
	Rm 18	19	20			12	13	14		18	19	20	115	210	310	[4]1#	222	233	332	1#	2#		
													Case +	26	25	24							
Gr. 4-21		23	24	24	70	24	24	24	72	24	24	72	23	24	24	71	24	24	24	72	357	15	23.8
	Rm 14	15	16			19	20	21		14	15	16	211	303	313	[4]1#	232	324	333	1#	2#		
													Case +	25	23	26							
Gr. 5-20		24	24	24	72	24	24	24	72	23	23	70	23	23	24	70	24	24	24	72	356	15	23.7
	Rm 11	12	13			15	16	17		11	12	13	112	214	215		223	235	335	4#	5#		
Gr. 6-19		26	26	27	79	25	25	25	75	25	26	77	26	26	26	78	26	26	26	78	387	15	25.8
Total Staff					3#				1#			7#				11#				15#	37#		
													Case +	[17]	Average 23.6	496							
Total	21 Sec.	Average	23.0		484	21 Sec.	Average	23.1	485	20 Sec.	Average	23.2	21 Sec.	Average	22.8	479	23 Sec.	Average	22.9	526	2438	106	23.0
Range	18	27				20	25			20	26		17	26			18	26				17	27

Grade level totals correct  
Distribution by Room not complete

7.5

***Facilities and Transportation Department***  
Acton Public Schools  
Acton-Boxborough Regional School District  
(978) 264-4700 x 3225  
*http://ab.mec.edu*

TO: Superintendent Stephen Mills  
FROM: Kate Crosby, Energy Advisor  
DATE: August 31, 2012  
RE: Update on energy and resource conservation goals

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On behalf of the Facilities department, I am pleased to report good news as we wrap up the data for FY2012 energy consumption at ABRSD/APS. Energy consumption continues to decrease as we pursue efficiencies in equipment and engage faculty, staff and students by raising awareness through our Power Down initiative.

Electricity consumption has decreased by -16.8% over the past three years, including a remarkable drop of -10.2% in the past year. These gains have been achieved through the wide support for the energy conservation program among members of our school community.

Natural gas consumption has decreased dramatically as well, in part because it is responsive to the warm weather that we experienced over the past winter. Consumption is down -26.9% over the past three years, with a -21.7% decrease in the past year. (We would certainly expect consumption to rise in the coming year if we have a more typical New England winter.)

The solar arrays continue to provide a source of clean electricity for our schools, and contributed 4.8% of the electricity consumed in FY2012 at less than half the price per kWh of the electricity purchased through NSTAR. This figure is above and beyond the energy conservation successes noted above.

In addition, I am happy to report that the Massachusetts Department of Energy Resources has selected the behavior-focused Power Down Project at ABRSD/APS as the first subject for a series of case studies they will be publishing on their website. The case study featuring ABRSD/APS is attached, and can also be found at [www.mass.gov/eea/docs/doer/green-communities/pubs-reports/gc-case-study-acton-boxborough.pdf](http://www.mass.gov/eea/docs/doer/green-communities/pubs-reports/gc-case-study-acton-boxborough.pdf)

In closing, I'll note that the recycling program begun in the high school cafeteria last year has been extended to RJ Grey Junior High cafeteria this year. Early results are promising: in the first days of school, recycling from the Junior High cafeteria has been boosted to 7 bags per day (from less than ¼ bag per day) and trash has been reduced to 5 bags per day (from the usual 24 bags per day previously generated).

# Acton Public Schools/Acton-Boxborough Regional School District



## CASE STUDY

### BACKGROUND

Recipients of several recent energy awards, the Acton Public Schools (APS) and Acton-Boxborough Regional School District (ABRSD) set off down the road of clean energy leadership in September 2010, when the newly-designated Green Community of Acton opted to use \$25,000 of its \$150,794 Green Communities grant to seed a school-based behavioral modification program aimed at cutting energy waste in the district's seven schools. The grant financed the salary of a part-time energy advisor, and leveraged additional support from NSTAR. Based on its success, the "[Power Down](#)" Initiative was added as a permanent part of the ABRSD annual budget beginning in July 2012, and Energy Advisor Kate Crosby became a full-time member of the school district's staff.

### ACTIONS

"Power Down" is a concerted effort to encourage all K-12 students, faculty, and staff to think—and act—smarter about energy use. Project components include:

- ♦ Student use of Kill-a-Watt meters to measure electricity consumption in classrooms and offices;
- ♦ "Power Down Fridays," during which students fan out around school buildings to hang green door tags on classrooms and offices reminding faculty and staff to turn off electronics before weekends and holiday periods, and then follow up with assessments and feedback;
- ♦ Student delivery and installation of power strips to make it easier for staff members to power down equipment;
- ♦ Original student artwork created around light switch plates, reminding everyone to turn out the lights when a room is empty.

Related projects include system-wide energy usage tracking to identify savings opportunities and an exterior lighting retrofit.

The Acton Public Schools and Acton-Boxborough Regional School District comprise five elementary schools, as well as the middle and high schools.  
<http://ab.mec.edu>

### Acton Public Schools/Acton-Boxborough Regional School District At-a-Glance:

Population (approx.)

- ♦ Acton: 21,230
- ♦ Boxborough: 5,200

Student Enrollment (2011)

- ♦ Acton Public: 2,501
- ♦ Acton-Boxborough: (2,968)

### RESULTS

- ♦ Helped the ABRSD/APS schools to reduce their collective electricity consumption by 13 percent over the last two years, while providing an immeasurable impact on the environmental awareness of Acton-Boxborough students and, through them, the community at large
- ♦ Resulted in greater than \$70,000 in savings to the district in the first year alone (FY 2011)—a nearly three-to-one return on DOER's Green Communities grant investment
- ♦ Cut high school electricity consumption by 5.5 percent in FY 2011, with FY 2012 savings projected at 14.5 percent. This represents a cost savings of \$77,000 for FY 2012 electricity for the high school alone (savings achieved through "Power Down" and behavioral changes; no mechanical projects or capital investments)
- ♦ Received three awards in 2012: a Secretary's Award for Excellence in Energy and Environmental Education from the Massachusetts Executive Office of Energy and Environmental Affairs; a Green Flag award—only the fourth to be awarded in the United States (Green Flag is an international schools sustainability program hosted in the US by the National Wildlife Federation through Eco-Schools USA); and a national award from the National Energy Education Development Project (NEED)

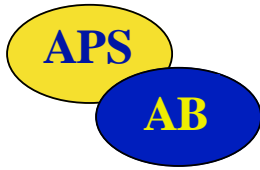
### RECOMMENDATIONS

"It's possible for any school to find these savings," says ABRSD Energy Advisor Kate Crosby.

She and APS/ABRSD Director of Facilities & Transportation JD Head point to the value of engaging the entire school community in order to gain support for and maximize the effectiveness of a behavioral-based energy conservation project. Particularly important players for the "Power Down" project included school principals, key faculty supporters, and custodians, who partnered with students to keep the initiative going on a daily basis. Building enthusiasm among students is also critical, since they not only carried out many of the activities, but will also carry these lessons forward.

Says Crosby: "A big payoff here is engaging students. They take this learning home and it impacts what happens residentially, and they also take it forward as future policy-makers."





ACTON PUBLIC SCHOOLS  
ACTON-BOXBOROUGH REGIONAL SCHOOLS  
16 Charter Road, Acton, MA 01720  
<http://ab.mec.edu/>

Telephone: (978) 264-4700  
Fax: (978) 264-3340

## PARENT COMMUNICATION MAP

2012-2013

Dear Acton and Acton-Boxborough Parents/Guardians,

The school districts always seek to promote good communication – with parents/guardians, the civic and business community, the Town, and within and among the schools themselves. This *Parent Communication Map* is a tool that facilitates good communication.

While some types of communication – for example, congratulations – engender little or no confusion, other categories can sometimes lead to unnecessary misunderstanding, conflict, or frustration. The purpose of the "map" is to prevent some of the more avoidable communication problems. Also, there is a wealth of information on the website that may provide the answers without any further effort.

We expect that the *parent communication map* will help parents to obtain assistance when they have questions, comments or concerns about the educational program or some aspect of their children's school experience. The map indicates where parents should begin with various kinds of queries, concerns or ideas. Many issues can be addressed through this initial contact. In the "referral" column, the map also lays out the next step parents may take if their problem is not resolved or their question cannot be answered through the initial contact. The structure of the map is grounded in one underlying principle: If the solution to a problem is achieved at the level closest to that problem, the result will be more effective and lasting.

The Acton Public Schools and the Acton-Boxborough Regional School District are two distinct entities. This *communication map* indicates how you should pursue questions or concerns within each of these two distinct organizational structures. If you know the name of the person you are supposed to contact, you may call (978) 264-4700 and connect to that individual through our automated telephone system, or you may call your school directly.

We would like to emphasize the importance of the map structure when it comes to classroom inquiries. At fall open houses and back-to-school nights, or even earlier via memo or other communication, your children's teachers will provide you with information about how to contact them. Please bring to the teacher first any question related to classroom issues. Supervisors and administrators are willing to listen to questions and concerns related to classroom issues, but if you haven't spoken to the teacher yet, they will ask you to begin there. Most problems can be resolved when parents take this initial step. Teachers are interested in the concerns of parents and want to address those concerns in an open and professional manner.

If you have any suggestions after you have "road tested" our map, please don't hesitate to share them with us. Thank you.

I wish you well in the upcoming school year.

Sincerely,

Stephen E. Mills, Superintendent  
August 2012

### **ELEMENTARY SCHOOLS**

<b>NATURE OF CONCERN</b>	<b>CATEGORY</b>	<b>INITIAL CONTACT</b>	<b>REFERRAL</b>
<b>Policy</b>	Schoolwide	Principal	Superintendent
<b>Student Registration</b>	School Registration and Placement	Registrar	Director of Personnel and Admin. Services
	Classroom Placement	Principal	Superintendent
<b>Student Records</b>	Content/Availability	Principal	Director of Pupil Services
<b>Transfers</b>	Within School District (Not Out of District)	Principal/Registrar	Director of Personnel and Admin. Services
<b>Transportation</b>	Busing/Crossing Guards	Principal	Director of Facilities and Transportation
<b>Teaching/Instruction</b>	Performance	Teacher	Principal
<b>Student Progress</b>	Academic Progress	Teacher	Principal
	Social Development	Teacher/Counselor	Principal
<b>Discipline</b>	Classroom	Teacher	Principal
	Lunchroom	Teacher	Principal
	Playground/Recess	Teacher	Principal
<b>Curriculum</b>	Content	Teacher	Principal/Specialist/Department Head
	Content/Policy	Special Subject Teacher	Specialist/Director of Curriculum and Assessment
	Policy	Teacher	Principal/Director of Curriculum and Assessment
<b>Special Learning Needs</b>	Regular Education/ Special Needs	Counselor/Special Educator	Counseling Chairperson/Coordinator of Special Education/ Director of Pupil Services
	APS Preschool Screening	Coordinator of Early Childhood	Director of Pupil Services
	Transportation	Special Educator	Early Childhood Coordinator/ Coordinator of Special Education/ Director of Pupil Services
<b>Counseling</b>	Kindergarten Screening	Kindergarten Teacher	Principal/Director of Pupil Services
	Program/Performance	Counselor	Principal/Counseling Chairperson/ Director of Pupil Services
<b>Instrumental Music</b>	In-school Lessons	Instrumental Music Specialist	Director of Music
<b>Extended Day Opportunities</b>	Programs	Community Education	Community Education Director/ Superintendent
	Registration Information		
<b>Private Tutoring</b>	Referrals	On-line Tutoring Database <a href="http://ab.mec.edu/">http://ab.mec.edu/</a>	Director of Curriculum and Assessment
<b>Health</b>	Medical Issues	School Nurse	Chairperson of Nursing/ Director of Pupil Services
<b>On-line Emergency Card</b>	School-related	Principal	Information Management Specialist

## **SECONDARY SCHOOLS**

<b>NATURE OF CONCERN</b>	<b>CATEGORY</b>	<b>INITIAL CONTACT</b>	<b>REFERRAL</b>
<b>Student Registration</b>	School-related	Registrar in School Counseling Office	Principal
<b>Policy</b>	School-related	Principal	Superintendent
<b>Administrative Decision</b>	School-related	Principal	
<b>Discipline</b>	School-related (including attendance and tardiness)	Assistant Principal	Principal
<b>Transportation</b>	Regular	Assistant Principal	Director of Facilities and Transportation
	Special Needs	Counselor/Special Educator	Coordinator of Special Education/ Director of Pupil Services
<b>Personal or school-related issues that may impact educational performance</b>	Counseling	Counselor or Assistant Principal	Counseling Department Chairperson/ Director of Pupil Services Assistant Principal/Principal
<b>Student Records</b>	Content/Availability	Counselor	Counseling Chairperson Coordinator of Special Education Director of Pupil Services
<b>Student Progress</b>	Classroom issues: grades/academic concerns; pupil/teacher relationships	Classroom Teacher	Counselor/Department Leader Assistant Principal/Principal
<b>Scheduling</b>	Placement/programs: schedules, placement, college/postgraduate admissions, career planning	Counselor	Counseling Department Chairperson/ Director of Pupil Services Assistant Principal/Principal
<b>Special Learning Needs</b>	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chairperson/ Coordinator of Special Education/ Director of Pupil Services
<b>Curriculum: course content</b> <b>Placement: policy information and advice</b> <b>Approval for credit</b>	Departmental	RDL (Regional Department Leader) BDL (Building Department Leader)	Director of Curriculum and Assessment
<b>Health</b>	Medical Issues	School Nurse	Chairperson of Nursing/ Director of Pupil Services
<b>Athletics</b>	Schedules	Coach	Athletic Director
	Team Activities		
<b>Curriculum and Instruction</b>	Systemwide	Director of Curriculum and Assessment	Superintendent
<b>Private Tutoring</b>	Referrals	On-line Tutoring Database <a href="http://ab.mec.edu/">http://ab.mec.edu/</a>	Director of Curriculum and Assessment
<b>Home/Hospital Programming</b>	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chairperson/ Director of Pupil Services Assistant Principal/Principal

<b>On-line Emergency Card</b>	School-related	Principal	Information Management Specialist
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Any concern should be directed first to the teacher, counselor or principal, using the charts provided inside. Should further information and assistance be needed, the following directory may be used. Call (978) 264-4700 to reach all departments.

### **ELEMENTARY CONTACTS**

#### **LEVEL I – SYSTEMWIDE SPECIALISTS**

Curriculum Specialists: Jean Oviatt-Rothman, Math;  
Eileen Sullivan, Science, Social Studies, Health

#### **SPECIAL SUBJECTS**

Reading Specialists: Amy Barrett, Kerry Cusick,  
Noel Powers, Renee Luttati, Sharon Ryan  
Art Teachers: Melissa Hayes, Celia Knight, Anne Kress,  
Heidi Kupferman, Beth Warner  
Music Teachers: Peter Broggi, Jillian Gilfoil, Chris Porth,  
Kerrin Stewart, Kim Ward  
Physical Education Teachers: William Chan, Nicole Embry,  
David James, Mary O'Brien, Jill Reed  
Special Education Staff: Check with each building

#### **LEVEL II – PRINCIPALS**

Conant School: Damian Sugrue  
Douglas School: Christopher Whitbeck  
Gates School: Lynne Newman  
McCarthy-Towne School: David Krane  
Merriam School: Ed Kaufman

#### **PROGRAM MANAGERS**

Elementary Principals: See above  
Title I Coordinator: Deborah Bookis, Director of Curriculum  
and Assessment  
Special Needs/ESL: Lynne Laramie, Coordinator of  
Pupil Services  
Counseling/Psychological Services: Ginny Conway,  
Chairperson  
Preschool Services: Carol Huebner, Early Childhood Coordinator  
ELE Services: Suzanne Szwarczewicz, Chairperson  
Nursing Services: Diane Spring, Elementary Chairperson  
Health Education: Eileen Sullivan  
World Languages: Claire Dix, RDL, ABRHS  
Visual Arts: Diana Woodruff, Director  
Music: Mark Hickey, Director  
Physical Education: David James, Chairperson  
Out-of-District Coordinator: Matthew Kidder

### **SECONDARY CONTACTS**

#### **LEVEL I – SYSTEMWIDE SPECIALISTS**

##### **Regional Department Leaders located at the High School**

English Language Arts RDL: Dianne Telicki  
Math RDL: Bill Noeth  
Science RDL: David Palmer  
Social Studies RDL: Pam Lynn  
World Languages RDL: Claire Dix  
Alternative Programs RDL: Beth Baker

##### **Junior High Department Leaders (JHDL)**

English Language Arts Contact Person: Melanie Scalice  
Math: Philip Stameris  
Science: Mary-Frances Doiron  
Social Studies: Lynne Bover  
World Languages: Robin Crown

#### **LEVEL II – PROGRAM MANAGERS**

High School Principal: Alixe Callen  
High School Assistant Principal: Susan Atwater-Rhodes  
High School Assistant Principal: JoAnn Campbell  
High School Assistant Principal: Larry Dorey  
Junior High School Principal: Andrew Shen  
Junior High School Asst. Principal: Jim Marcotte  
Junior High School Asst. Principal: Allison Warren  
Title I Coordinator: Deborah Bookis, Director of Curriculum  
and Assessment  
Special Needs/ESL/Academic Support: Mary Emmons,  
Coordinator of Pupil Services  
Counseling/Psychological Services: Todd Chicko, Chairperson  
Nursing Services: Diana McNicholas, Secondary Chairperson  
Visual Arts: Diana Woodruff, Director  
Music/Performing Arts: Mark Hickey, Director  
Athletics: Steve Desy, Director  
Summer School: Chris Clinton, Director  
Physical/Health Education: David James, Chairperson  
Out-of-District Coordinator: Matthew Kidder

### **LEVEL III – CENTRAL AND SYSTEMWIDE OFFICES**

Deborah Bookis, Director of Curriculum and Assessment  
Marie Altieri, Director of Personnel/Administrative Services  
Liza Huber, Director of Pupil Services  
Donald Aicardi, Director of Finance  
Amy Bisiewicz, Director of Educational Technology

Kirsten Nelson, Coordinator of Food Services  
John D. Head, Director of Transportation and Facilities  
Erin Bettez, Director of Community Education  
Marty Finnegan, CASE Transportation Administrator

Stephen E. Mills, Superintendent of Schools  
email address: [smills@abschools.org](mailto:smills@abschools.org)



**2012**  
**Fall Coaches**

Julie Erickson	Cheerleading	4	Head Cheer
Jessica Sands	JV Cheerleading		Asst. Cheer
Lisa Owens	Cross Country	4	Head Girls XC
Craig Andrews	Cross Country	4	Head Boys XC
Mae Shoemaker	Varsity Field Hockey	4	Head FH
Emily Cunningham	JV Field Hockey	4	Asst. FH
Mary Mathews	Freshman Field Hockey	4	Asst. FH
Bill Maver	Varsity Football	4	Head Football
Brian Maver	Asst. Football	4	Asst. Football
Bruce Oetinger	Asst. Football	4	Asst. Football
John Flannery	Asst. Football	4	Asst. Football
Tim Bassett	Asst. Football Coach	4	Asst. Football
Mike Tobin	Freshman Football	4	Asst. Football
John Carco	Golf	4	Head Golf
Karen Mackin	JHS X-Country	3	JHS XC
Elizabeth Muff	Asst. JHS X-Country	4	JHS Asst. XC
TBA	Asst. JHS X-Country		JHS Asst. XC
Laura Sikalis	7 <sup>th</sup> Grade Field Hockey	4	JHS Asst
Eileen Flannery	8 <sup>th</sup> Grade Field Hockey	4	JHS FH
Ray Kallagher	8 <sup>th</sup> Grade Boys Soccer	4	Head Coach
Jon Duclos	8 <sup>th</sup> Grade Girls Soccer	4	JHS Soccer
Peter Cavanaugh	7 <sup>th</sup> Grade Boys Soccer	4	JHS Soccer
Tom Sandock	7 <sup>th</sup> Grade Girls Soccer	4	JHS Asst Soccer
David Baumritter	Varsity Boys Soccer	4	Var. Soccer
Kirk Marshall	Freshman Boys Soccer	4	Asst. Soccer
Tony Ammendolia	JV Boys Soccer	4	Asst. Soccer
Lee Billiard	Varsity Girls Soccer	4	Head Soccer
Mikayla Smith	JV Girls Soccer	4	JHS Asst. Soc
Chris Clinton	Freshman Girls Soccer	4	Asst. Soccer
Jeff Johnson	Girls Swim	4	Head Swim
Lisa Cummings	Asst. Swim Coach	4	Asst. Swim
TBA	Diving Coach	4	Asst. Swim
Mark Starr	Volleyball	4	Head Volleyball
Darren Gwin	Asst. Volleyball	3	Asst. Volleyball



**2012  
Fall Coaches**

**Volunteers**

**Football:**

Ray Gallant  
Keith Maver  
Mark Smith  
Mike Morris

**Volleyball:**

Bob Hofeldt

**Soccer:**

Ru Sweeney

August 20, 2012

## LICENSE AGREEMENT

This Agreement is dated as of **July 1, 2012** by and between **Acton Boxborough Regional School District** ("Licensor") with an address at 16 Charter Road, Acton, Massachusetts, 01720, and **The Discovery Museum** ("Licensee") with an address at 177 Main Street, Acton Massachusetts, 01720.

1. License. In consideration of Licensee providing the Acton Public Schools with a minimum of 16 outreach programs, Licensor licenses to Licensee the exclusive, except with access to the closet, right to occupy and use the Premises consisting of the use of a separately demised, secured portion of the cafeteria located in the former Florence A. Merriam Elementary School building located on Charter Road in Acton, Massachusetts (the "Premises"), as well as the non-exclusive right to use the entrances, corridors and other common areas not otherwise leased to access the Premises, all in accordance with the terms of this Agreement. Licensee will be given a building and a room key to allow 24-hour access, 7 days a week to the Premises.

2. Term. The term of this Agreement shall commence on July 1, 2012 and shall terminate on July 31, 2013, unless earlier terminated by Licensor as provided herein.

3. Use. Licensee shall only use the Premises for general office use, storage set-up, and distribution of its outreach kits and programs and for no other purposes.

4. Insurance. Licensee shall obtain and provide Licensor with evidence of a liability insurance policy in the amount of \$1,000,000 and which shall otherwise be satisfactory to Licensee. Licensee acknowledges that Licensor is not responsible for any theft or damage of Licensee's personal property and equipment and Licensee agrees to insure the same in appropriate amounts.

5. Services. Licensor is not responsible for providing Licensee with any telephone or internet service. Licensor shall provide, at no cost to Licensee, electricity, HVAC and water to the Premises.

6. No Alterations; Maintain Premises; and Granting Rights to Use. Licensee may not alter, add to, or improve the Premises. Notwithstanding the foregoing, Licensee may install a temporary, moveable, internal ramp to access the Premises, provided that Licensee removes the temporary ramp when Licensee is not using the Premises. Licensee shall maintain the Premises in good order and repair and return the same in such condition at the end of the term of this Agreement. Licensee may not assign, transfer or otherwise encumber any rights granted to Licensee hereunder, all of which rights are personal and restricted to Licensee and Licensee may not grant any right to use the Premises to anyone without Licensor's prior written consent. Any attempted transfer of any of Licensee's rights under this Agreement without such consent shall be void and shall result in the automatic termination of this Agreement.

7. Indemnity; Limited Liability of Licensor. Licensee agrees to defend, indemnify and hold Licensor harmless from and against all claims, liabilities and expenses (including attorneys' fees) arising from (i) any use or activity of Licensee (including Licensee's guests and invitees) resulting in injury or death to any person or damage to any property and (ii) any breach or default of Licensee under this Agreement. Licensor's liability to Licensee under this Agreement shall in all events be limited to its interest in the Premises leased by Licensor, except for the gross negligence, if any, of the Licensor.

8. Access. Licensor shall have the right to enter the Premises as necessary for repairs and maintenance, and for other reasons. Licensor shall endeavor to notify Licensee orally in advance of such entry if reasonably possible.

9. Broker. Licensee represents and warrants that it has not dealt with any broker in connection with this Agreement and agrees to indemnify and hold Licensor harmless for any commissions due to any broker with whom Licensee has dealt.

10. Compliance with Law. Licensee agrees to comply with all laws applicable to Licensee and its use of the Premises. Licensee shall comply with all directions given to Licensee by Licensor.

11. Default. Upon any default or breach of this Agreement by Licensee, Licensor shall be entitled to revoke the license granted hereunder, terminate this Agreement, evict Licensee, to recover damages (including attorneys' fees) for losses suffered by Licensor as a result of such default, including costs of collection and enforcement of Licensor's rights (including attorney's fees) under this Agreement, and to take any or all other actions allowed at law or in equity, any such actions and the exercise of such remedies being cumulative and not exclusive one of any other.

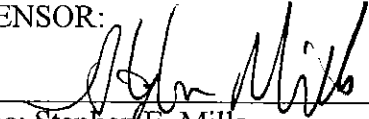
12. Parking. Licensor reserves the right to restrict and designate Licensee's parking privileges. Licensee will have access to parking closest to the room for short periods of time (fifteen minutes) for the purposes of loading and unloading vehicles.

13. Effectiveness. The effectiveness of this Agreement is expressly conditioned on the Acton School Committee's consent hereto.

14. Acknowledgement. Licensee hereby expressly acknowledges that: (i) this Agreement merely grants a limited license to use a portion of the Premises; (ii) does not convey a possessory interest in any of the Premises, and (iii) may be revoked by Licensor, in its sole discretion, at any time, upon providing Licensee with sixty (60) days prior written notice. Upon termination the obligations of both parties shall cease, except for the indemnity in paragraph #7.

This Agreement is agreed to as of the date first written above.

LICENSOR:

By:   
Name: Stephen E. Mills  
Title: Superintendent

LICENSEE:

By: \_\_\_\_\_  
Name: Neil H. Gordon  
Title: Executive Director

The Acton-Boxborough Regional School Committee hereby consents and agrees to this License:

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE

By: \_\_\_\_\_  
Name: Xuan Kong  
Title: Chairperson

7.11

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

TO: Acton Public and Acton-Boxborough Regional School Committees  
FROM: Steve Mills  
DATE: 9/6/2012  
CC: J.D. Head, Director of Facilities; Don Aicardi, Director of Finance  
RE: Update on Bus Lease

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On August 1, 2012, after deliberating, a new five-year lease was approved by the Acton-Boxborough Regional School Committee for the leasing of buses. As the Committee knows from the FY13 budget presentations, funds to pay for the first year of this lease have been included in both FY13 budgets which have been approved by both the Acton and Boxborough Town Meetings.

As part of the debate, the schedule that we received from the leasing company for the next five years of payment was included as part of the packet backup in order to spell out all future payments. As part of normal procedure, an option to purchase the buses, if the school district desired, at the end of the five year lease, was included on that schedule per normal operating procedure. That payment, if invoked, would be for \$868,734.67. However, the Administration, just as we did at the end of this lease that just concluded, has no plans to purchase these particular buses at the end of this five year lease; another new five year lease will, in all likelihood, be bid and finalized at that time.

In retrospect, since we used the actual payment schedule that we received from the leasing company in the packet, we should have made the committee aware of this in the cover memo. We are sorry if this caused any confusion before the vote that evening. We will make sure to keep that in mind for future presentations on leases to both school committees.

Thank you.

## SCHOOLS OPEN

**Tuesday, August 28, 2012\***

\* With the exception of  
8<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> graders, who start on Wednesday, August 29th

### Acton-Boxborough Regional Schools

**HIGH SCHOOL** 7:23 a.m. - 2:18 p.m.

**JUNIOR HIGH** 7:30 a.m. - 2:06 p.m.

### Acton Public Schools

#### DOUGLAS & GATES

8:30 a.m. - 2:45 p.m.

(Thursdays - 12:15 p.m. dismissal)

#### **Kindergarten**

AM Session (M,T,W,F) - 8:30 a.m. - 11:15 a.m.

(Thursday schedule - 8:30 a.m. - 12:15 p.m.)

PM Session - 12 noon - 2:45 p.m.

(No PM session on Thursdays)

### CONANT, McCARTHY-TOWNE, MERRIAM

9:15 a.m. - 3:30 p.m.

(Thursdays - 1:00 p.m. dismissal)

#### **Kindergarten**

AM Session (M,T,W,F) - 9:15 a.m. - 12 noon

(Thursday schedule - 9:15 a.m. - 1:00 p.m.)

PM Session - 12:45 p.m. - 3:30 p.m.

(No PM session on Thursdays)

Acton School Lunch Price: \$2.50

Acton-Boxborough School Lunch Price: \$2.35

Milk only: \$ .50

#### **\*\*\*Direct Phone Numbers \*\*\***

**Conant:** 978-266-2550

**Douglas:** 978-266-2560

**Gates:** 978-266-2570

**McCarthy-Towne:** 978-264-3377 **Merriam:** 978-264-3371 **Other Schools:** 978-264-4700

6/13/12

## **Open House Dates - Fall 2012** 8/15/12

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**CONANT - Sept. 18, 7-8 pm, gr. 4-6**  
**Sept. 19, 7-8 pm, gr. K-3**

**DOUGLAS - Sept. 12**

6-6:45 pm - Grades 3 & 4

7-7:45 pm - Grades 5 & 6

**Sept. 19**

6-6:45 pm - All Kindergartens

7-7:45 pm - Grades 1 & 2

**GATES - Sept. 18**

7:00-7:45 pm - Grades 2, 3 & 4

**Sept. 19**

6:00-6:45 pm - Kindergarten, Grade 1

7:00-7:45 pm - Grades 5 & 6

**McTOWNE - Sept. 19, 6:00 p.m.**

**MERRIAM - Sept. 11, 7:00 p.m.**

**JUNIOR HIGH - Sept. 27, 7:00 p.m.**

**HIGH SCHOOL - October 3, 6:50 p.m.**