

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

June 24, 2014

7:00 p.m. Joint ABTSC/ABRSC/APSC Meeting

in the R.J. Grey Junior High Library

**JOINT ACTON PUBLIC (APSC) and ACTON-BOXBOROUGH REGIONAL (ABRSC)
and ACTON-BOXBOROUGH TRANSITIONAL SCHOOL COMMITTEE (ABTSC)
MEETINGS**

Library
R.J. Grey Junior High School

June 24, 2014
7:00 p.m. Joint ABTSC/ABRSC/APSC Meeting

AGENDA

1. **Call to Order ABTSC, ABRSC and APSC (7:00)**
2. **Chairmen's Introduction** – *Kristina Rychlik*
Thank you & Congratulations to Dr. Stephen Mills on his Retirement
3. **Approval of Minutes and Statement of Warrants**
 1. ABTSC/ABRSC/APSC Minutes of 5/1/14, 5/14/14, 5/22/14 and 6/5/14
4. **Public Participation**
5. **Discussion of PARCC* vs. MCAS** testing decision** – *Steve Mills, Deborah Bookis*
 1. ABTSC: Recommendation to approve MCAS administration for 2014-2015 school year – **VOTE** – *Steve Mills*
6. **Common Core Forum Update** (*parent sponsored*) – *Kristina Rychlik*
7. **ABTSC: Recommendation to approve changes to Acton-Boxborough Regional High School Handbook for FY15** – **VOTE** – *JoAnn Campbell*
(Handbook is found at <http://ab.mec.edu/abrhs/pdf/files/handbook.pdf>)
8. **Lower Fields Project Financial Report** – *Steve Mills, Erin Bettez*
9. **APS and ABRSD End of Year Financial Updates** – *Steve Mills*
10. **ABTSC: Recommendation to approve changes to non-union employees' benefit manual for FY15** – **VOTE** - *Marie Altieri*
11. **APSC: Recommendation to accept All Day Kindergarten Surplus donation from ABRSD to APS** – **VOTE** – *Steve Mills*
12. **ABTSC: Recommendation to accept gift to fund Smartboards in McCarthy-Towne kindergarten classrooms** – **VOTE** – *Steve Mills*
13. **ABRSD: Recommendation to accept Special Education Parent Advisory Council donation to ABRSD** – **VOTE** – *Steve Mills*
14. **ABTSC: Recommendation to accept gift from IBM to ABRSD** – **VOTE** – *Steve Mills*
15. **Regionalization Update** – *Steve Mills*
 1. Title Insurance on the school buildings (oral)

16. **Policy Subcommittee Update**
ABTSC/ABRSC/APSC Policies (*incorporating Blanchard policies, see separately posted document*)
1. Consent Agenda #6 – **SECOND READING - VOTE** – Maria Neyland
 2. Tobacco Use on School Property, File: ADC, GBED, JICG – **SECOND READING – VOTE** – Brigid Bieber
17. **Wellness Committee Year End Report** –Liza Huber
18. **School Committee Member Reports** (*oral*)
1. Acton Leadership Group (ALG) –Dennis Bruce
 2. Boxborough Leadership Forum (BLF) – Maria Neyland
 3. Health Insurance Trust (HIT) – Mary Brolin
 4. Other Post Employment Benefits (OPEB) Task Force– Dennis Bruce
 5. Acton Finance Committee - Dennis Bruce
 6. Acton Board of Selectmen - Paul Murphy
 7. Boxborough Finance Committee- Maria Neyland
 8. Boxborough Board of Selectmen – Maria Neyland
19. **Annual Superintendent’s Evaluation** – Maria Neyland
20. **FY15 School Committee Meetings** – Kristina Rychlik
1. Recommendation to Approve FY15 ABRSC Meeting Calendar – **VOTE**
21. **APSC: Recommendation to authorize ABRSC to approve previous APSC minutes** – **VOTE** – Steve Mills
22. **FOR YOUR INFORMATION**
1. An Open Letter to the People of Acton and Boxborough, Dr. Stephen Mills
 2. Acton-Boxborough Regional High School
 - a. Discipline Report, 6/20/14
 3. R.J. Grey Junior High School
Discipline Report
 4. Pupil Services
 - a. Early Childhood Student Population, 6/1/14
 - b. Monthly Report - English Language Learners Student Population, 6/1/14
 5. Monthly Enrollment, 6/1/14
 6. ABRSD Food Services: High School Cafeteria is open for breakfast/lunch from 9 – 11:30 until August 1st (students who receive free/reduced lunch are eligible for this discount through the summer hours)
 7. Energy Conservation “Green Team” Portfolios 2014, Kate Crosby
 8. “Schools Open” flyer
 9. Thank you to Special Education Parents Advisory Council Chair, Nancy Sherburne
 10. Common Core Information, Deborah Bookis, Director of Curriculum and Assessment
23. **ADJOURN**

NEXT MEETINGS:

- Thursday, July 24, Annual School Committee Workshop, 7:00 p.m. RJGJHS Library
- Monday, August 4, ABRSD School Committee Meeting, 7:00 p.m. RJGJHS Library
- Thursday, September 4, ABRSD School Committee Meeting, 7:30 p.m. RJGJHS Library

*Partnership for Assessment of Readiness for College and Careers

** Massachusetts Comprehensive Assessment System

**JOINT ACTON PUBLIC (APSC) and ACTON-BOXBOROUGH REGIONAL (ABRSC)
and ACTON-BOXBOROUGH TRANSITIONAL SCHOOL COMMITTEE (ABTSC)
MEETINGS Draft Minutes**

Library
R.J. Grey Junior High School

May 1, 2014
7:00 p.m. Joint ABTSC/ABRSC/APSC Meeting
8:00 p.m. ABTSC School Choice Public Hearing
Followed by ABRSC/APSC Executive Session

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Kim McOsker, Maria Neyland, Paul Murphy, Deanne O'Sullivan
Members Absent: Kristina Rychlik
Others: Marie Altieri (7:45), Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

JOINT APSC/ABRSC/ABTSC OPEN MEETING

1. The Acton-Boxborough Transitional and Regional School Committees were called to order at 7:01 p.m. by Chairperson Maria Neyland. The Acton Public School Committee was called to order at 7:01 p.m. by Chairperson Dennis Bruce.
2. **Chairmen's Introduction** – *Maria Neyland*
 - Welcome to new Acton School Committee member, Amy Krishnamurthy
 - Thank you to School Committee student representatives: Coco DeFrancesco, Jennie He, Josh Reinstrom and Raymond Yu
3. **Recommendation to Accept Acton Boxborough Student Activities Fund (ABSASF) Donation of \$75,000** – **ABTSC VOTE** – *Steve Mills*

Dr. Mills thanked the ABSAF group for their large annual contribution. He also thanked Marie Altieri and the School Committee for their continued support of ABSAF. It was moved, seconded and,

VOTED: to accept the ABSAF donation of \$75,000 for FY15 with gratitude.
4. **Approval of Minutes and Statement of Warrants**
 1. APS Warrants #201421 dated 4/15/14 in the amount of \$174,127.39 and #201422 dated 4/29/14 in the amount of \$108,452.25 were signed by the Chair and circulated to the Committee for signatures.
 2. ABRSD Warrants #14-021 dated 4/17/14 in the amount of \$2,070,168.79 and #14-022 dated 5/1/14 in the amount of \$1,465,341.64 was signed by the Chair and circulated to the Committee for signatures.
 3. The meeting minutes of 4/3/14, 3/20/14, 3/6/14, 2/1/14, 1/15/14 and 1/7/14 were approved by the ABRSC, ABTSC and the APSC. Amy Krishnamurthy abstained because she was not a member at the time.
5. **Public Participation**

Mary Ann Ashton spoke about the strong interest of the Acton Finance Committee to meet with the Selectmen and School Committee regarding capital planning for next year. They would like to get to know members before the serious budget discussions begin.

May is Lyme Disease Awareness month. Citizen Sandra Bogzani shared information. She is happy to address any groups and may be reached at sbonz@verizon.net. Liza Huber and Sandra will connect regarding having information in the schools.

Several parents from the McCarthy Towne School spoke about bad experiences that their families have had at the school (Adam White, Eric Hudson, Richard Trombetta and John Pierce). Maria Neyland was very clear with the speakers that they could not address individual children's issues or any staff personnel issues at the open meeting. She confirmed that the Committee had received emails from 3 of the 4 families and a thorough investigation was being done. Parent Hilary Dorner came in late and asked that a letter she had written in 2009 be shared again with the Committee.

6. FY14 Budget Update

Dr. Mills explained for Don Aicardi that budgets continue to be very tight. The track project is right on schedule. It has been a very expensive year for legal expenses due to negotiations, regionalization, and special education tuitions. No year end spending projects are expected.

7. ABTSC PreKindergarten – Grade 12 Regionalization Update

1. Town of Boxborough Intermunicipal Agreement (IMA) and Memorandum of Understanding (MOU) with the ABRSD
2. Boxborough Transfer Warrant Articles for 5/12/14 Town Meeting

Agreements have been reached with Boxborough on the IMA and MOU. The septic system and well are different from Acton so there are somewhat complicated easements. The documents will be ready for the May 22 School Committee meeting.

Brigid explained that a couple of old warrant articles still hold some money in Boxborough's revolving accounts. They are trying to finish the work before June 30, but if not, any money left under those 3 specific articles, that money will go back to the town of Boxborough.

8. Kindergarten Update

Marie Altieri reported that in some schools there is just not enough space to accommodate all the families who want All Day Kindergarten. She explained that historically class assignments have been done keeping class size the same in all the schools. She spoke about balancing two values – school choice vs class size and the Administration has always kept class sizes equal.

9. Long Range Strategic Plan Update (LRSP)

Steve Mills reported that the original LRSP was 2011 – 2016 and it set the budget for the next year. He is proud of reconvening the Committee and the work that has gone into it stating that it will be Glenn's responsibility to build out the plan once they are finished.

10. SMART (Specific, Measurable, Attainable, Relevant, Time-Bound) Goals Update

Dr. Mills reviewed this year's progress. He spoke about the LRSP, full regionalization with Boxborough, and that fact that all grade level meetings have been held and DDMs have been decided. He noted that JD Head's goal was not achieved and that it is ok not to accomplish everything. Dr. Mills looks forward to a presentation on the LRSP at the next meeting that will build on the success of the SMART goals.

11. ABRSD SCHOOL CHOICE PUBLIC HEARING (8:05)

Participation in School Choice 2014-2015

ABTSC VOTE

Brigid Bieber moved, Mike Coppolino seconded and it was unanimously,

VOTED: To approve the Administration's recommendation that the Acton-Boxborough Regional Schools participate in the State's School Choice program in academic year 2014-2015 by only accepting siblings of existing Acton-

Boxborough Regional School Choice students, and siblings of existing
Boxborough Public School Choice students.
The hearing was closed at 8:12 p.m.

12. Recommendation to Approve FY15 The Education Cooperative (TEC) Bid
ABTSC VOTE

Mary Brolin moved, Michael Coppolino seconded and it was unanimously,
VOTED: to approve the FY15 Education Cooperative (TEC) Bid as presented.
Dennis Bruce abstained due to the appearance of a potential conflict of interest.

13. Policy Subcommittee Update

1. ABTSC/ABRSC/APSC Policies – Consent Agenda #5 – **FIRST READING**
– *Maria Neyland (incorporating Blanchard policies)*

This group of policies is expected to be voted at the May 22 meeting.

14. School Committee Member Reports

1. Acton Leadership Group (ALG)
Dennis asked if there are updated revenue numbers from the State.
2. Boxborough Leadership Forum (BLF)
Brigid reported that they have been reviewing the Town Meeting warrant.
3. Health Insurance Trust (HIT)
Mary attended her first HIT meeting. Cash flow is looking better than anticipated.
4. Acton Finance Committee
Dennis reported that the Capital Plan was the big item of discussion.
5. Acton Board of Selectmen
Paul Murphy reported that the Town Manager announced at the meeting that Don Aicardi had accepted another position.

15. New Staff Fingerprinting Requirement

Marie Altieri reported that a new policy will be coming soon. Law was passed a year ago that everyone who works in schools and has unmonitored contact with children must be fingerprinted to check for national issues. CORI covers only Massachusetts. Employees have been notified. There is a cost. Dennis wondered if School Committee members should have security badges like the staff. Dr. Mills will look into this.

16. Recommendation to Approve Anonymous Gift to High School Nordic Ski Team –
ABTSC VOTE

Dennis Bruce moved, Mary Brolin seconded and it was unanimously,
VOTED to accept the anonymous gift to the ABRHS Nordic Ski Team.

17. Acton and Boxborough Local Election/Town Meeting Updates -Dennis Bruce & Maria
Neyland (July 1 addition of School Committee members per K-12 Regional Agreement)

1. Acton Town Meeting slides, 4/8/14
2. Statement read at Acton Town Meeting from the Regional Financial Oversight Committee

Maria asked Committee members who would like to sit at the table at Boxborough Town Meeting for the budget discussion to let her know.

18. Annual Superintendent's Evaluation

Maria asked Committee members to send evaluations to her by Monday.

19. School Committee Meetings

1. The May 15 APSC meeting is rescheduled to May 22 for
APSC/ABRSC/ABTSC

2. The Summer Workshop will be in July, and Business Meeting in August. The Committee agreed on twice monthly meetings starting in September on approximately the first and third Thursdays. Beth will survey the Committee.

3. The Committee discussed the election of FY15 ABRSC Officers and whether it would be at the June or July meeting. Policy BDA will be reviewed and a decision will be made at the May 22 meeting about how and when to decide.

Beth will survey the Committee for the last week of June to replace the June 19th meeting due to conflicts.

Dr. Mills noted that the DESE must be informed by June 30th whether the District will administer the PARCC or MCAS tests next year.

At 8:37 p.m. the ABTSC was adjourned.

20. JOINT ABRSC/APSC EXECUTIVE SESSION

At 8:37 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 – Bieber, Brodin, Bruce, Coppolino, McOskey, Murphy, Neyland, O’Sullivan,) Maria Neyland 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 solely to adjourn.

At 8:37 p.m., it was moved, seconded and unanimously **VOTED** by role call: that the **Acton-Boxborough Transitional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

(YES – Bieber, Brodin, Bruce, Coppolino, McOskey, Murphy, Neyland, O’Sullivan) Maria Neyland 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 solely to adjourn.

At 8:37 p.m., it was moved, seconded and unanimously **VOTED** by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

(YES – Bruce, Coppolino, McOskey, 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 solely to adjourn.

The School Committees returned to Open Session at 9:32 p.m.

Both committees adjourned at 9:33 p.m.

Respectfully submitted,
Beth Petr

List of documents used: see agenda

**JOINT ACTON PUBLIC (APSC) and ACTON-BOXBOROUGH TRANSITIONAL
SCHOOL COMMITTEE (ABTSC) MEETING Draft Open Minutes**

Library
R.J. Grey Junior High School

May 14, 2014
7:00 p.m. Joint ABTSC/APSC Executive Session
8:00 p.m. Joint ABRSC/APSC Executive Session

Members Present: Brigid Bieber (7:20 p.m.), Mary Brolin, Dennis Bruce, Michael Coppolino, Amy Krishnamurthy, Maria Neyland, Paul Murphy, Deanne O'Sullivan, Kristina Rychlik
Members Absent: none
Others: Maya Minkin, Marie Altieri, Liza Huber, Steve Mills, Beth Petr, School Attorney Colby Brunt

The Acton-Boxborough Transitional School Committee and Acton Public School Committee were called to order at 7:02 p.m. by Maria Neyland and Dennis Bruce, respective Chairs.

JOINT ABTSC/APSC EXECUTIVE SESSION

At 7:02 p.m., it was moved, seconded and unanimously **VOTED** by role call: that the **Acton-Boxborough Transitional School Committee** go into Executive Session (Joint School Committee) to discuss complaints brought against a staff member.
(YES – Brolin, Bruce, Coppolino, Krishnamurthy, Murphy, Neyland, O'Sullivan, Rychlik)
Maria Neyland stated that the Committee would return to open session only to adjourn.

At 7:03 p.m., it was moved, seconded and unanimously **VOTED** by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss complaints brought against a staff member.
(YES – Bruce, Coppolino, Krishnamurthy, Murphy, O'Sullivan, Rychlik)
Dennis Bruce stated that the Committee would return to open session.

At 8:44 p.m. the ABTSC and APSC polled to go out of Executive Session and returned to Open Session.

The ABTSC adjourned at 8:45 p.m.

The APSC continued. See separate agenda.

Respectfully submitted,
Beth Petr

**JOINT ACTON PUBLIC (APSC) and ACTON-BOXBOROUGH REGIONAL SCHOOL
COMMITTEE (ABRSC) MEETING Draft Open Minutes**

Library
R.J. Grey Junior High School

May 14, 2014
8:00 p.m. Joint ABRSC/APSC Executive Session
(followed Joint ABRSC/APSC Exec Session)

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Amy Krishnamurthy, Maria Neyland, Paul Murphy, Deanne O'Sullivan, Kristina Rychlik

Members Absent: none

Others: Maya Minkin, Marie Altieri, Steve Mills, Beth Petr

The Acton Public School Committee was already in order due to the previous meeting. The Acton-Boxborough Regional School Committee was called to order at 8:50 p.m. by Chairperson Maria Neyland.

JOINT ABRSC/APSC EXECUTIVE SESSION

At 8:50 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 – Bieber, Brolin, Bruce, Coppolino, Krishnamurthy, Murphy, Neyland, O'Sullivan, Rychlik)

Maria Neyland stated that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session only to adjourn.

At 8:50 p.m., it was moved, seconded and unanimously **VOTED** by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to collective bargaining.

(YES – Bruce, Coppolino, Krishnamurthy, Murphy, O'Sullivan, Rychlik)

Dennis Bruce stated that an open meeting may have a detrimental effect on the bargaining position of the Board and the Committee would return to open session only to adjourn.

At 9:08 p.m. the ABRSC and APSC polled to go out of Executive Session and adjourned.

Respectfully submitted,
Beth Petr

**JOINT ACTON PUBLIC (APSC) and ACTON-BOXBOROUGH REGIONAL (ABRSC)
and ACTON-BOXBOROUGH TRANSITIONAL SCHOOL COMMITTEE (ABTSC)
MEETINGS Draft Minutes**

Library

R.J. Grey Junior High School

May 22, 2014

7:00 p.m. Joint ABTSC/ABRSC/APSC Executive Session

7:30 p.m. ABTSC/ABRSC/APSC Open Meeting

Members Present: Brigid Bieber, Mary Brolin (7:45 p.m.), Dennis Bruce, Michael Coppolino, Amy Krishnamurthy, Maria Neyland, Paul Murphy, Deanne O'Sullivan, Kristina Rychlik

Members Absent: none

Others: Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr, members of the AEA and staff

The Acton-Boxborough Regional and Transitional School Committees were called to order at 7:02 p.m. by Chairperson Maria Neyland. The Acton Public School Committee was called to order at 7:02 p.m. by Chairperson Dennis Bruce.

JOINT ABRSC/ABTSC/APSC EXECUTIVE SESSION

At 7:03 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 – Bieber, Bruce, Coppolino, Krishnamurthy, Murphy, Neyland, O'Sullivan, Rychlik)

Maria Neyland 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.

At 7:03 p.m., it was moved, seconded and unanimously

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

(YES – Bieber, Bruce, Coppolino, Krishnamurthy, Murphy, Neyland, O'Sullivan, Rychlik)

Maria Neyland 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.

At 7:03 p.m., it was moved, seconded and unanimously

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

(YES – Bruce, Coppolino, Krishnamurthy, Murphy, O'Sullivan, Rychlik)

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.

The School Committees returned to Open Session at 7:35 p.m.

JOINT ABTSC/ABRSC/APSC OPEN MEETING

Brigid Bieber recognized Blanchard teacher, Jason Dimen, who was just named a finalist for MA STEM Teacher of the Year. Mr. Dimen has been teaching for 12 years, including the last eight as a sixth grade science teacher at Blanchard. He is a member of the Blanchard School Science Committee and past president of the Boxborough Teachers Association. His students have been

finalists in the state's Siemen's Solve for Tomorrow STEM competition. His "Parent University" taps into local parents working in STEM careers to teach lessons in his classroom that reinforce the message that the engineering design process and scientific method are used daily by science professionals.

1. Chairmen's Introduction – Maria Neyland

Dennis Bruce read a statement from the School Committees regarding several McCarthy-Towne School parents' comments made at 5/1/14 School Committee meeting. Dr. Mills spoke as well in complete support of Principal David Krane and his leadership of the school.

2. Approval of Minutes and Statement of Warrants

The minutes of the ABTSC/ABRSC/APSC meetings of 5/1/14 and 5/14/14 will be done at the next meeting. AB warrant #14-023 dated 5/15/14 in the amount of \$1,933,469.01 and APS warrant #201423 dated 5/13/14 in the amount of \$882,336.54 were signed by the chair and circulated to the Committee for signatures.

3. Public Participation

Tracy Smith spoke as an involved McCarthy-Towne School parent about her family's love of their school and what a safe and enriching environment it is. Parent Paul Malchodi requested that JD Head consider removing the fence in lane 6 on the track because he feels it has been moved back far so the bleachers are not useable.

4. Negotiations Update

1. **Possible VOTE on FY'14 Acton Education Association (AEA) Collective Bargaining Agreement – APSC/ABRSC VOTE**
2. **Possible VOTE on FY'15 – FY'17 Acton Education Association (AEA) Collective Bargaining Agreement – ABTSC/ABRSC VOTE** *(Both agreements were brought to the meeting)*

Marie Altieri presented the proposed Collective Bargaining Agreement with the Acton Education Association (AEA), a process that began in August 2012. Joining Marie on the Negotiations Subcommittee were School Committee members Maria Neyland, Dennis Bruce and Kim McOsker. Two agreements are proposed – a one year agreement and a three year agreement, that would end on June 30, 2017. See slides for detail. (Mary Brolin arrived at 7:45 p.m.)

Marie noted that the FY14 and FY15 costs are fully covered by the budgets that were recently voted. The AEA has changed their name to the ABEA (Acton Boxborough Education Association) for FY15.

Allen Nitschelm had emailed the School Committees asking that the ratification vote be delayed for public review because he feels it is a process and transparency issue. Due to the restrictions of collective bargaining, the School Committees are not able to do this. Mike Coppolino stated that the school's attorney has advised that to give this time between the votes would break confidentiality. School Committee members are voted in by the public and they appoint a negotiating team to do this work. Marie Altieri answered a number of specific questions asked by Mr. Nitschelm about the agreements.

As required, Acton Town Manager Steve Ledoux has been kept up to date with the negotiation process. He has been on vacation and was invited to send a designee to the meeting but he did not choose to do that. Marie stated that Mr. Ledoux is well aware of the contract terms and is supportive of it.

ABRSC VOTE

Brigid Bieber moved, Mary Brolin seconded and it was unanimously,

VOTED: that the Acton-Boxborough Regional School Committee ratify the one year Memorandum of Agreement with the Acton Education Association for FY'14 effective September 1, 2013 through June 30, 2014.

APSC VOTE

Paul Murphy moved, Michael Coppolino seconded and it was unanimously,

VOTED: that the Acton Public School Committee ratify the one year Memorandum of Agreement with the Acton Education Association for FY'14 effective September 1, 2013 through June 30, 2014.

ABRSC VOTE

Mary Brolin moved, Brigid Bieber seconded and it was unanimously,

VOTED: that the Acton-Boxborough Regional School Committee ratify the three year Memorandum of Agreement with the Acton-Boxborough Education Association for FY'15 through FY'17, effective July 1, 2014 through June 30, 2017.

ABTSC VOTE

Dennis Bruce moved, Michael Coppolino seconded and it was unanimously,

VOTED: that the Acton-Boxborough Transitional School Committee ratify the three year Memorandum of Agreement with the Acton-Boxborough Education Association for FY'15 through FY'17, effective July 1, 2014 through June 30, 2017.

5. Recommendation to Approve FY15 Food Service lunch prices

Kirsten Nelson brought samples of the new "smoothie" drinks being offered by Food Services. They are very popular. A new Gateway/Medicaid program has led to 6.75% of our students now being eligible to receive free or reduced lunch. She explained that due to the Paid Lunch Equity, our average lunch prices must be at least \$2.65.

ABTSC VOTE

Mary Brolin moved, Mike Coppolino seconded and it was unanimously,

VOTED: to approve the FY'15 ABRSD lunch at \$2.75 with tiered pricing to \$3.00 at the Junior High (Smoothie Lunch) and with tiered pricing to \$3.75 at the High School (Premium Lunch).

6. Recommendation to Approve Clare Jeannotte as FY15 Interim ABRSD Finance Director and Business Manager- VOTE

Due to the lateness of learning of Don Aicardi's resignation, Dr. Mills recommended that Clare Jeannotte be appointed as an interim for next year.

ABTSC VOTE

Brigid Bieber moved, Mike Coppolino seconded, and it was unanimously,

VOTED: to approve Clare Jeannotte as FY15 Interim ABRSD Finance Director and Business Manager effective 7/1/14 – 6/30/15.

Mary Brolin and Brigid Bieber stated that Clare has been outstanding at the Blanchard School. Clare thanked the Committee and looks forward to working in the District. She has spoken with Glenn Brand about this and he is in support.

7. Policy Subcommittee Update

ABTSC/ABRSC/APSC Policies (*incorporating Blanchard policies, see separately posted document*)

1. Consent Agenda #5 – SECOND READING

ABTSC VOTE

Brigid Bieber moved, Paul Murphy seconded and it was unanimously,

VOTED: to approve the Policy Consent Agenda #5 as proposed.

ABRSC VOTE

Paul Murphy moved, Mary Brolin seconded and it was unanimously,
VOTED: to approve the Policy Consent Agenda #5 as proposed.

APSC VOTE

Paul Murphy moved, Mike Coppolino seconded and it was unanimously,
VOTED: to approve the Policy Consent Agenda #5 as proposed.

2. Consent Agenda #6 – **FIRST READING** (*postponed to next meeting*)

8. Regionalization Update

1. ABRSD and the Town of Boxborough Intermunicipal Agreement (IMA) –
ABTSC VOTE
2. ABRSD and the Town of Boxborough Memorandum of Understanding (MOU) – **ABTSC VOTE**

Dr. Mills reported that the IMA and MOU are ready to sign with the Town of Boxborough. Their Board of Selectmen signed at a meeting that morning. Maria Neyland explained that regarding the IMA, there are only a few items that are different from Acton's IMA (from 5/20/14 email from Atty Brian Falk):

- Acton: 5 schools, plus one strip of land near Gates E.S.
- Boxborough: 1 school
- Acton: Utility and roadway easements for MacPherson and Hart Fields
Boxborough: Easements for shared septic system and District's right to draw from the Hagar well.
- Acton: Town Meeting vote for land transfers, as custody of several properties retained by Acton were transferred from APS to Board of Selectmen.
- Boxborough: No Town Meeting vote needed to transfer land.
- Acton: Pre-closing approvals may include special permits, variances, etc (but not likely).
- Boxborough: Pre-closing approvals do not specifically include special permits, variances, etc., although they would be required of Boxborough if deemed necessary.
- Acton: Dispute resolution limited to specific performance of the property sales.
- Boxborough: Dispute resolution has broader options available to both parties, due to the septic and well easements.
- Acton: IMA requires compliance with Uniform Procurement Act (requested by Acton).
- Boxborough: IMA silent on compliance with Uniform Procurement Act (transaction is exempt, so Boxborough did not request).

The only difference in the MOUs is that 300 school chairs are used for Boxborough's annual Fifer's Day.

ABRSC VOTE

Brigid Bieber moved, Mike Coppolino seconded and it was unanimously,
VOTED:

1. To approve that certain Intermunicipal Agreement (the "Agreement") between the Acton-Boxborough Regional School District (the "District") and the Town of Boxborough (the "Town"), with its Exhibits, in the form presented to the Committee at its May 22, 2014 meeting.

2. To authorize the Chair of the Committee to execute the Agreement on behalf of the Committee.
3. To approve that certain Memorandum of Understanding (the "MOU") between the District and the Town in the form presented to the Committee at its May 22, 2014 meeting.
4. To authorize the Chair of the Committee to execute the MOU on behalf of the Committee.
5. To authorize the Superintendent of Schools to take all actions on behalf of the Committee that are reasonably necessary, in the judgment of the Superintendent of Schools, to complete the acquisition of property and the conveyance of various easements in accordance with the Agreement, including without limitation executing all deeds, easements, a bill of sale, assignments of contracts, closing forms, closing documents, and settlement statements.

ABTSC VOTE

Dennis Bruce moved, Paul Murphy seconded and it was unanimously,

VOTED:

1. To approve that certain Intermunicipal Agreement (the "Agreement") between the Acton-Boxborough Regional School District (the "District") and the Town of Boxborough (the "Town"), with its Exhibits, in the form presented to the Committee at its May 22, 2014 meeting.
2. To authorize the Chair of the Committee to execute the Agreement on behalf of the Committee.
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4. To authorize the Chair of the Committee to execute the MOU on behalf of the Committee.
5. To authorize the Superintendent of Schools to take all actions on behalf of the Committee that are reasonably necessary, in the judgment of the Superintendent of Schools, to complete the acquisition of property and the conveyance of various easements in accordance with the Agreement, including without limitation executing all deeds, easements, a bill of sale, assignments of contracts, closing forms, closing documents, and settlement statements.

Maria thanked Vince Amoroso, Boxborough BOS Chairman for meeting this morning to make this happen.

13. School Committee Member Reports

Dennis Bruce will attend the next Acton Finance Committee meeting to explain the new teachers' contract.

14. Annual Superintendent's Evaluation

Maria Neyland will do Dr. Mills' review at the next meeting.

15. Boxborough Local Election/Town Meeting Update

Maria Neyland reported on the successful Boxborough Town Meeting and that Kathleen Neville will be the new School Committee member from Boxborough starting July 1st.

16. School Committee Meetings

The Summer Workshop will be Thursday, July 24th at 6:30 p.m with business starting at 7:00 p.m. in the Jr High Library. The date of the August Business meeting is not set yet. The proposed FY15 ABRSC Meeting Calendar will be discussed at the next meeting. It appeared that the start time will be 7:30 p.m.

Kristina Rychlik submitted a memo suggesting a new structure of School Committee officers for FY15 given that it is the first year of full regionalization. Several members thanked Kristina for her thoughtful suggestions and said that next year will still be a transition year so having an Acton vice-chair and a Boxborough vice-chair would be a good way to be responsive to the two town's needs. It was the sense of the Committee that this could be tried for next year and then the Committee could decide whether to change their policy or not. It was agreed that at the next meeting, the Committee would vote on suspending their policy BDA (School Committee Annual Organizational Meeting), and then vote on FY15 School Committee leadership.

17. FOR YOUR INFORMATION

After 3 ½ years, Dr. Mills announced that the Massachusetts Supreme Judicial Court has decided in favor of the APS/ABRSD regarding the "Pledge of Allegiance" case issuing their opinion on 5/9/14. Dr. Mills stated that \$65,000 has been spent on legal fees by the School District. He noted that there is a similar case going on right now in New Jersey.

NEXT MEETINGS:

- June 5, 7:00 p.m. ABRSC/ABTSC/APSC meeting, Junior High Library
- ~~June 19, 7:30 p.m. APSC meeting, Junior High Library~~ – ***CHANGED to Tuesday, June 24 at 7:00 p.m. in the Junior High Library, APSC/ABRSC/ABTSC meeting***

The three School Committees adjourned at 9:05 p.m.

Respectfully submitted,
Beth Petr

List of Documents used: see agenda

**JOINT ACTON PUBLIC (APSC) and ACTON-BOXBOROUGH REGIONAL (ABRSC)
and ACTON-BOXBOROUGH TRANSITIONAL SCHOOL COMMITTEE (ABTSC)
MEETINGS Draft Minutes**

Library
R.J. Grey Junior High School

June 5, 2014
7:00 p.m. ABTSC/ABRSC Open Meeting
8:00 p.m. Joint ABTSC/ABRSC/APSC Open Meeting

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce (absent from 7:12 – 8:02 p.m.), Michael Coppolino, Maria Neyland, Paul Murphy, Kristina Rychlik
Members Absent: Amy Krishnamurthy, Deanne O'Sullivan
Others: Marie Altieri, Deb Bookis, Steve Mills, Maya Minkin, Katie Neville, Beth Petr, Officer Scott Howe

1. Call to Order – Joint ABRSC/ABTSC Meeting

Dr. Mills called the ABTSC and ABRSC to order at 7:02 p.m.

2. Election of Acton-Boxborough Regional School Committee Officers for 2014-2015

(Note: APSC and its Chair is in place until June 30, 2014)

ABRSC VOTE

Brigid Bieber moved, Paul Murphy seconded and it was unanimously,

VOTED: to suspend Policy BDA, *School Committee Annual Organizational Meeting* for the 2014-2015 school year. (2/3 vote required)

ABTSC VOTE

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

VOTED: to suspend Policy BDA, *School Committee Annual Organizational Meeting* for the 2014-2015 school year. (2/3 vote required)

ABRSC VOTE

Brigid Bieber moved, Mary Brolin seconded and it was unanimously,

VOTED: to elect one Chairperson, one Secretary and one Acton Vice-Chairperson and one Boxborough Vice-Chairperson as outlined in the memo dated 5/15/14 found in the packet.

This structure will be tried for the upcoming year and then evaluated to see if having a consistent vice chair between the School Committee and the two towns' boards is helpful. The Vice chairs will be the primary conduit between the towns and the School Committee.

ABTSC VOTE

Brigid Bieber moved, Paul Murphy seconded and it was unanimously,

VOTED: to elect one Chairperson, one Secretary and one Acton Vice-Chairperson and one Boxborough Vice-Chairperson as outlined in the memo dated 5/15/14 found in the packet.

ABRSC and ABTSC VOTES

Dr. Mills asked for nominations for officers of the FY15 Acton-Boxborough Regional School Committee.

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

VOTED: that Kristina Rychlik serve as the FY15 ABRSC Chairperson

Mike Coppolino moved, Paul Murphy seconded and it was unanimously,

VOTED: that Dennis Bruce serve as the FY15 ABRSC Acton Vice-Chairperson

Mary Brolin moved, Mike Coppolino seconded and it was unanimously,

VOTED: that Brigid Bieber serve as the FY15 ABRSC Boxborough Vice-Chairperson

Paul Murphy moved, Brigid Bieber seconded and it was unanimously.

VOTED: that Beth Petr serve as the FY15 ABRSC Secretary

(Dennis Bruce left at 7:12 p.m.)

3. Chairmen's Introduction

Kristina Rychlik thanked the Committee for voting her in as the new chair.

4. Approval of Minutes and Statement of AB Warrants

1. Minutes of 5/1/14, 5/14/14 and 5/22/14 will be done at the next meeting.
2. AB warrant #14-023 dated 5/15/14 in the amount of \$1,933,469.01 and #14-024 dated 5/29/14 in the amount of \$2,022,100.98 were signed by the Chair and circulated to the Committee for signatures.

5. Public Participation

Kristina spoke about how other Committees handle public participation and the need to balance public input with getting business done within legal requirements.

Teacher Martha Bethel spoke about the importance of Thursday afternoon planning and professional development time. She encouraged School Committee members to come in and observe teachers in the classrooms more often. With the exception of one, School Committee members all have children currently in our schools and many volunteer in the classrooms. Parent Orissa Lawrence asked why Thursday afternoons are being added to the calendar. Kristina Rychlik responded that this issue is not black and white, but very complex. The district must be sure to continue to be in compliance and this new schedule gives a cushion and will provide more instructional time for our students.

Parent Corinne Hogseth invited all to a Common Core Forum that she is hosting on June 16th. She feels families are just hearing about this, even though the School Committee and Administration have been out in front of the issue. She had a number of questions that Dr. Mills and Deborah Bookis will address. When asked what would happen if our schools refused to participate, Dr. Mills stated that our Chapter 70 state funding could be withheld.

6. Presentation: Long Range Strategic Plan 2011 – 2016 Update

Dr. Mills stated that the Long Range Strategic Plan could be considered one of the most important documents in the school. "If you don't know where you are trying to go, how will you know if you get there?" Many people have given input and have come and gone from the planning committee to get to the new document. It was noted that Goal #5 regarding facilities and a capital plan has been added.

Dr. Mills concluded with Goal 6 regarding the development and implementation of strategic budgets that aim for continuous improvement over time. He called for continued collaboration with the towns' leadership to develop funding strategies to meet goals and the examination of funding reallocations to prioritize services for students. He thanked

Mary Ann Ashton for her guidance especially with school finances over the past few years. He thanked the Finance committees for supporting the school budgets every year. Dr. Mills highlighted all of the assets that the District has now that they did not have five years ago. He is proud to leave the District with the new staff outlined in the memo and he introduced the following who were in the audience: Blanchard School Principal Dana Labb, full time assistant principals Abigail Dressler, Jenna Larrenaga, Priscilla Kotyk, Julian Schneider, Matt McDowell and Karen Tower. Jean Oviat-Rothman and Sharon Ryan were introduced as the respective K-6 Science and Literacy/Social Studies Curriculum Specialist/Coaches. Deborah Bookis will be the point person for this document in the coming year. Dr. Mills stated that he will hand this Plan to incoming Superintendent Glenn Brand for next year.

7. Recommendation to Approve Revised FY15 School

Marie Altieri explained the FY15 Calendar changes now that the AEA contract has been ratified. The early release dates are now identified and a second professional learning day is added on January 16, 2015. The proposed snow day is the Tuesday after MLK day, January 20, 2015. The Jr High staff feels that early releases are better for instruction so late starts have not been scheduled this year. The late starts at the High School when MCAS tests are administered will continue, however those dates will not be known until the fall. (Dennis returned at 8:02 p.m.)

ABTSC VOTE

Brigid Bieber moved, Mike Coppolino seconded and it was unanimously, **VOTED**: to approve the calendar as proposed.

A parent spoke from the audience asking why Thursday afternoons have been changed. She asked if it is because we are comparing ourselves to other Districts. She noted that eliminating early release on Thursday afternoons for Acton elementary schools will cost the PTOs especially Merriam because they pay for the assistants and a "micro economy" has grown around Thursday afternoons. Kristina thanked her stating that the Committee's task is to be sure students have the instructional time that they need. She noted how complicated the issue is and that many aspects were considered when this decision was made.

8. Policy Subcommittee Update

ABTSC/ABRSC-Policies (*incorporating Blanchard policies, see separately posted document*)

1. Consent Agenda #6 – **FIRST READING** – Maria Neyland
2. Tobacco Use on School Property, File: ADC,GBED, JICG – **FIRST READING**
Mary Brolin thanked the subcommittee for including a restriction on electronic cigarettes in this policy. The language came from the High School handbook.

9. Call to Order APSC

At 8:11 p.m. Dennis Bruce called the APSC to order.

JOINT ABRSC/ABTSC/APSC MEETING

APS Warrant

APS warrant #201424 dated 5/27/14 in the amount of \$214,944.25 was signed by the Chair and circulated to the Committee for signatures.

Kristina Rychlik thanked the FY14 School Committee officers for a very busy year: Maria Neyland (ABRSC and ABTSC Chairperson), Dennis Bruce (APSC Chairperson) and Beth Petr (Secretary).

10. Lower Fields Quarterly Report

Dr. Mills thanked the Friends of the Lower Fields group (FOLF) for their tremendous efforts this year. This project will be a revenue generator eventually. He noted that three sink holes developed this spring that could have been dangerous. JD Head addressed them but it could be foreshadowing. JD said it was a contractor problem and he is taking care of it. Future needs of the area include: more lighting and attention to how pedestrians are walking through. Sufficient handicap parking is being worked on. Goal pockets are a community need. Dennis Bruce asked about the finances. He noted that FOLF projects to bring in approximately \$254,000 by July 1, 2014. Last year was \$218,000. The Committee asked for an income statement on the project for the next meeting so the Town can be shown that financially it is a success.

13. AB Track update

JD Head reported that the AB track project is going along very well. The issue about changing the surface of the "D-zone" has been resolved because the main community fundraising partners have announced that they will continue their efforts to raise the additional \$45,000 needed. The Committee thanked them for their continued generosity. JD stated that the project should be completed finished by mid to late July. Coach Feit, who was in the audience, stated that this will be a "showcase track".

14. Regionalization Update – Steve Mills

1. Notice to APS and BPS families that ownership of their school records are being transferred from the Towns to the ABRSD

Dr. Mills explained that nothing will change with students' records, however because the ABRSD will now be the owner, families should be notified.

APSC VOTE

Mike Coppolino moved, Paul Murphy seconded and it was unanimously,

VOTED: to let APS families know that ownership of their school records are being transferred from the Towns to the ABRSD

Dr. Mills will instruct the principals to let their elementary school parents know about this. Boxborough School Committee will vote the same at their June 11th meeting.

15. Safety Task Force End of Year Report

Steve Mills gave an update. Youth Officer Keith Campbell explained the ALICE method at one of the meetings and how valuable it has been in some communities. Research is showing that running and evacuating could be more effective than locking down when a school is in crisis. He asked that next year's meeting dates for this group be publicized in the fall. Mary Brolin noted that Boxborough has implemented ALICE in their school and the Boxborough library staff is being trained. Glenn Brand chaired Sharon's task force and they have implemented it there.

16. Wellness Committee End of Year Report – to be done at next meeting

17. School Committee Member Reports

1. Acton Finance Committee - Dennis Bruce attended the 5/27/14 meeting and presented on the ratified Teachers' contract. They asked for a financial update and Dennis will do that on 6/24/14. They have been informed that there will be no year end spending projects by the schools.

18. **Annual Superintendent's Evaluation** – *Maria Neyland will do at next meeting*
19. **School Committee Meetings**
1. Summer Workshop –Thur, July 24 6:30 pm business starts at 7:00, JH library
 2. Business Meeting – Monday, August 4 7:00 pm in the JH library
 3. Proposed FY15 ABRSC Meeting Calendar, 7:30 p.m. start time in JH library
20. **MCAS/PARCC Options**
- Dr. Mills reported that he and Glenn Brand have been discussing this topic. A decision about which tests to administer next year must be submitted to DESE by June 30, if a District wants to be assured of their request. They feel strongly about not over-testing kids. Next year is still a test year and Dr. Mills feels it would be beneficial to do PARCC next year so administrators can experience it before it counts. One decision can be made for grades 3-8 and one for the High School. Maria Neyland read the MASC legal opinion stating that School Committees should vote on this with a recommendation from the superintendent. This was mailed to all School Committee members. Dr. Mills is not sure the Committee needs to vote. He will get a legal opinion for the next meeting.
- Maria suggested this be a topic for the July School Committee workshop or a forum in the fall so parents can learn more. The Committee agreed that something in the fall would be beneficial.
21. **FOR YOUR INFORMATION**
1. Steve Mills thanked Marc Lewis for being the AEA President for so many years and he congratulated Karen Sonner for being the new AEA president.

The School Committees adjourned at 9:15 p.m.

NEXT MEETINGS:

- June 19, 7:00 p.m. APSC meeting, Junior High Library – ***CHANGED to Tuesday, June 24 at 7:00 p.m. in the Junior High Library, APSC/ABRSC/ABTSC meeting***
- July 24, 7:00 p.m. ABRSD Annual Workshop, Junior High Library

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

MCAS or PARCC for 2014-2015

DESE Timeline and Guidelines

- Districts interested in choice 'guarantee' must submit decision (PARCC or MCAS for grades 3-8) for spring 2015 by June 30, 2014.
- A separate decision can be made for grades 9 and 11.
- Grade 10 will continue to take MCAS as a graduation requirement in 2014-2015.
- These decisions are binding.

Our Decision-Making Process

- On May 19 we attended a conference sponsored by the Massachusetts Association of School Superintendents to learn more about the parameters regarding the decision.
- On May 28 we met with the district leadership team to share the information we learned.
- We shared the changes in DESE's parameters . . . decisions made by June 30 are binding . . . with the district leadership team.
- We met again on June 19th for a lengthy discussion during which the benefits and challenges of both assessments were discussed. A recommendation and rationale were decided.

Acton-Boxborough Regional School District Recommendation

- Grades 9 and 11 - no testing
- Grade 10 - MCAS (per State requirement)
- Grades 3-8 - MCAS

Rationale

- The decision is consistent with our message that the initiatives from DESE have been implemented too quickly (see November 7, 2013 Joint School Committee PARCC motion).
- Preserve instructional consistency as much as possible. PARCC testing sessions create more disruptions to school schedules than do MCAS testing sessions.
- Pearson will have time to correct any testing “issues” or DESE will provide an augmented MCAS test for the 2015-2016 school year.

- The technology (infrastructure and devices) we will have implemented through a multi-year technology plan for *student learning purposes* will be sufficient to accommodate any future online assessments.
- Students will have opportunities next year to learn and practice online skills.
- Until the vote by the Board of Elementary and Secondary Education in the fall of 2015, there is uncertainty that PARCC will be implemented especially given recent public opposition and pressure.



ACTON PUBLIC SCHOOLS ♦ ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

16 Charter Road Acton, MA 01720-2995 Phone: 978-264-4700 x3206 Fax: 978-264-3340 Email: smills@abschools.org

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

November 13, 2013

Maura O. Banta, Chairperson,
and members of the Massachusetts Board of Elementary and Secondary Education
boe@doe.mass.edu

Matthew H. Malone, Ph.D., Secretary of Education
MMalone@doe.mass.edu

Mitchell D. Chester, Ed.D. Commissioner of Elementary and Secondary Education
MChester@doe.mass.edu

Senator James B. Eldridge
James.Eldridge@masenate.gov

Representative Jennifer E. Benson
Jennifer.Benson@mahouse.gov

Representative Cory Atkins
Cory.Atkins@mahouse.gov

Dear Ms. Banta and members of the Board, Secretary Malone, Commissioner Chester, Senator Eldridge, Representative Benson and Representative Atkins,

At the November 7, 2013 Joint School Committee Meeting, Dr. Stephen Mills, Superintendent of Schools, and Deborah Bookis, Director of Curriculum and Assessment, suggested that the School Committees of the Acton Public Schools and the Acton-Boxborough Regional School District consider voicing their concern regarding the upcoming vote by the Board of Elementary and Secondary Education on the new Partnership for Assessment of Readiness for College and Careers (PARCC) assessments.

The Administration and the School Committees are particularly troubled that the Board will vote to field test this new assessment before a thorough analysis has been completed, including its comparison to MCAS, its effect on School and District Accountability Ratings, and its impact on the Educator Evaluation Process.

The following motion was unanimously approved by the Acton Public School Committee, the Acton-Boxborough Regional School Committee and the Acton-Boxborough Transitional School Committee on November 7, 2013:

WHEREAS: the School Committees of the Acton Public Schools and the Acton-Boxborough Regional School District question the reliability, validity, and equivalency of the PARCC assessment when compared to MCAS.

WHEREAS: the School Committees of the Acton Public Schools and the Acton-Boxborough Regional School District question why the State has not also pursued its option to make changes

to MCAS to be fully aligned with the MA 2010 standards, in case PARCC does not meet expectations.

-DESE MASS Drive-in Conference, October 2013 slide 10

WHEREAS: the School Committees of the Acton Public Schools and the Acton-Boxborough Regional School District have not been fully apprised as to "all indications to date that PARCC will provide a better assessment system than MCAS."

-DESE MASS Drive-in Conference, October 2013 slide 12

WHEREAS: the School Committees of the Acton Public Schools and the Acton-Boxborough Regional School District have not been fully apprised as to the criteria and analysis that will be used to determine if PARCC is "as comprehensive and rigorous as our current assessment system (MCAS)."

-2010 Memorandum of Agreement signed by Governor Patrick, Secretary Reville, and Commissioner Chester

WHEREAS: the School Committees of the Acton Public Schools and the Acton-Boxborough Regional School District question why DESE did not request feedback from districts about accountability options before agreeing to field test PARCC and has yet to adequately reconcile this issue.

-Requesting input October-November 2013, DESE MASS Drive-in Conference, October 2013 slide 19

WHEREAS: the School Committees of the Acton Public Schools and the Acton-Boxborough Regional School District have serious concerns as to how student exemptions from MCAS this year will impact educator evaluations, as DESE has not informed districts how it will use PARCC to calculate a reliable growth score.

-DESE MASS Drive-in Conference, October 2013 slides 34-36

NOW, THEREFORE: the School Committees of the Acton Public Schools and the Acton Boxborough Regional School District voice their opposition to the field-test plans for PARCC and request that the Massachusetts Board of Elementary and Secondary Education delay the decision to field test PARCC this year and to delay the decision to adopt PARCC for one year from 2015 to 2016.

Respectfully submitted,



Beth Petr

Secretary to the Acton Public and Acton-Boxborough School Committees

Cc: Stephen E. Mills, Ed.D. Superintendent of Schools
Deborah Bookis, Director of Curriculum and Assessment
Marc Lewis, President, Acton Education Association (AEA)
Members of the Acton Public School Committee, Acton-Boxborough Regional School Committee and the Acton-Boxborough Transitional School Committee:
Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Kim McOsker, Paul Murphy, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik

Attachment: Letter from Marc Lewis, AEA President, 11/8/13

AEA

Acton Education Association

PO Box 2354 · Acton, MA 01720

November 8, 2013

Dear Superintendent Mills and School Committee members,

Thank you very much for proposing and unanimously adopting the motion at last night's school committee meeting concerning the new Partnership for Assessment of Readiness for College and Careers (PARCC) assessments.

For each of the reasons cited in the motion, we are proud to stand beside you and proudly echo the sentiment so powerfully and eloquently expressed last night.

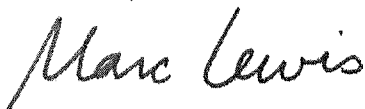
When school districts as respected as ours make such a public statement, it sends a very powerful message to the Department and Board of Elementary and Secondary Education and to your colleagues around the Commonwealth. I hope that the action you took last night will provide others the motivation and courage to pass similar motions. Perhaps the power of those numbers will have the influence we desire.

As you may know, Deborah Bookis and I met last year with Senator Eldridge and Representative Benson to discuss these very concerns, and they expressed their support for our position. The actions you took last evening will certainly serve to embolden their advocacy and hopefully encourage them to seek a legislative remedy if that proves to be necessary.

Many of the recent actions and decisions from our state's educational leaders have been troubling. It is appalling that the state has decided to release to the public school-by-school educator evaluation ratings. Further, those ratings are going to be divided by educators with and without Professional Teacher Status. We can only imagine the unnecessary damage that will come from such a shortsighted decision and how especially troubling this will be for a district like ours with school choice. I look forward to our working together in the near future to address this issue as well.

On behalf of my over 30 colleagues who came out last night to demonstrate their support and gratitude, and our entire membership, I thank you for your leadership and for passing such a powerful and important motion.

Sincerely,



Marc Lewis
AEA President

CC: Marie Altieri, Deborah Bookis, principals

Common Core Adoption Time Line

July 21, 2010,

Massachusetts Board of Elementary and Secondary Education voted to adopt the Common Core State Standards (CCSS) to replace the 2001 Massachusetts English Language Arts Curriculum Framework and the 2000 Massachusetts Mathematics Curriculum Framework and their 2004 Supplements.

December 21, 2010

Massachusetts Curriculum Frameworks that were approved by the Board of Elementary and Secondary Education (100% of the Common Core and 15% additional standards.)

Spring 2011

Frameworks arrived as hard copies to all schools and districts and were posted on DESE's site

School Years 2011-12, 2012-13, 2013-14

DESE's three-year implementation time line

Who Created the CCSS?

The National Governor's Association and the Council of Chief State School Officers facilitated the development of the CCSS. They created a works group and a feedback group for each discipline (math and ELA). The list of names and affiliations can be found on the National Governors Association Website:

http://www.nga.org/cms/home/news-room/news-releases/page_2009/col2-content/main-content-list/title_common-core-state-standards-development-work-group-and-feedback-group-announced.html

Who voted to adopt it?

On July 21, 2010, The Massachusetts Board of Elementary and Secondary Education voted to adopt the Common Core State Standards (CCSS) to replace the 2001 Massachusetts English Language Arts Curriculum Framework and the 2000 Massachusetts Mathematics Curriculum Framework and their 2004 Supplements.

How will affect MA teaching standards?

- There is more in common than not between Massachusetts academic standards and the proposed Common Core; and both sets of standards are high;

- There is substantial alignment in math (96%) and English (74%) and the standards are comparable with regard to whether these are clear and measurable;
- In math, the two sets of standards reflect a comparable level of rigor;
- In English, the Common Core tends to have a heavier emphasis on standards that focus on strategic thinking, and those begin in earlier grades.

ELA

- Three types of writing starting in the primary grades
- Reading, writing and speaking grounded in evidence from text
- Focus on text complexity and academic vocabulary
- Balance of literature and informational text

Mathematics

- More emphasis on conceptual understanding of key concepts (e.g. place value, ratios) and on procedural skills and fluency.
- Use math flexibly to apply math in context.

Who will be collecting data about my child and why?

DESE informed superintendents that student data will continue to be handled as it always has in MA for MCAS . . . with a private vendor and adhering strictly to FERPA and privacy laws.

Proposed changes for the ABRHS 2014-2015 Student Handbook

7.0

Campus Support Staff (*Changing the term "monitors" to Campus Support Staff*)

The Campus Support Staff is a team of paraprofessionals whose role is to provide an adult presence in large gathering areas, hallways and the immediate school grounds. The primary function is to help ensure that students are safe and making safe choices. In addition, they provide support to the administration during emergency situations.

Student Handbook violations or any other incidents of concern that are observed by Campus Support Staff are reported to the administration for follow-up.

Library

Reading and Study

Students choose to come to the library to seek assistance, research, study or read. The library is maintained as a quiet study area at all times, including before and after school. The library has a vast collection of young adult materials and students are welcome to suggest titles for future purchases. Kindle reading tablets are also available for student checkout and students may request books they want to read. Please ask at the circulation desk for more information. A detailed explanation of the student circulation policy can be found on the library website.

Hours:

Monday through Thursday

7:00AM to 5:00 PM

Friday

7:00AM to 2:30 PM

The library will be closed on the following dates for staff professional development:

October 2, February 5, April 2

Access during Periods Four through Seven (4-7):

In order to reduce the disruption of students entering and exiting during the lunch periods, students who use the library during this time must enter within the first 10 minutes of the period and are required to notify the supervising teacher should they need to leave temporarily.

Students who arrive after the 10 minute deadline because of a meeting with a teacher, guidance counselor or assistant principal will be admitted with a signed pass. In addition, students who do not have other free periods during the day may register with the supervising teacher by providing a copy of their class schedule. These students will be permitted to enter after the first 10 minutes of the period. There are two quick print computers available for students to print during lunch periods.

Library Access from Directed Study

21st century learning requires access to the Internet and computers for word processing and creating presentations. Although space in the library is limited, 9th graders may ask their content area teachers for a pass to the library when necessary in that class to utilize library resources. 9th graders must bring their pass to the head librarian by 7:30 am on the day they want to use the pass. Due to space constraints there is a limit of 8 students per study hall period who may access the library, so there is not a guarantee that the space will allow for all students with passes. Students who do not have access to a computer at home

should speak with the librarian, their dean or counselor to receive an exemption from these guidelines. Study hall teachers are not allowed to write a pass for students to the library.

Technology Access and Use

The library has twenty-two desktop computers, 7 laptops, 7 chromebooks, 26 kindles, three printers, one color printer, two copy machines and a document scanner for student use. When classes are not scheduled, the library computer lab directly adjacent is open for student use as well. There is no charge for printing in black and white or for making copies when documents are course related. There is a small charge for the color printer to offset cost of ink. Students must sign out the laptops and chromebooks, and plug them in when they are done so they remain charged for the next user. Although access to the Internet is not yet available, students may use personal computers in the library. All Acceptable Use Policy (AUP) guidelines for computer use apply to student owned devices.

The district computers and network are provided as educational tools for students, staff and the community. Class and course work related use of this equipment takes priority and all non-educational use, including exploring web resources of personal interest is dependent on availability of computers, network capacity and library staff approval. Games are not allowed on library computers.

Library Writing Center

The Writing Center, located in the library, is open every day during school hours, and after school Mon-Thurs. Tutors are available to assist with writing assignments from any area of the curriculum, and at any stage in the writing process, from brainstorming to final revisions. Tutors will listen to students' questions and concerns about their writing and work with them to address them. Students may schedule an appointment by signing up at the Writing Center, or dropping in if there is a tutor available. Students should come with a copy of the assignment and any work they have done so far on the assignment (notes, research, rough draft etc.) If you are interested in becoming a student tutor, please contact Mrs. McDonald in the library.

Student Support Team

The Student Support Team (SST) is available for staff who would like to refer a student who appears to be struggling in areas of social, emotional and/or academic life. Problems might include failure to meet academic requirements, alcohol or drug abuse, severe depression, child abuse, eating disorders and school phobia, among others. The Team's role is to develop an understanding of the nature of the problem and to make appropriate recommendations. It is not punitive.

Led by the Counseling Chairperson, the team consists of a school psychologist, school nurse, school counselors, Special Education representative, Chairperson of Alternative Programs, STAR program director, Dean of Students and Associate Principal. Teachers are encouraged to share any and all student concerns with counselors who will refer the student to SST. All inquiries, reports and referrals will be kept strictly confidential.

As mandated by federal and state Special Education Regulations, a student experiencing significant academic difficulty or significant attendance issues may be brought to the attention of the Student Support Team as part of a pre-referral process. A parent is entitled under the law to refer his/her child directly for a special education eligibility evaluation. School staff recommend that students experiencing difficulty be discussed first within the Student Support Team in order to respond quickly to concerns and gather relevant data.

All chemical health violations and school related drug and alcohol offenses are referred to the Team by the administration. In addition, special educators, administrators, and counselors may present referrals to the Student Support Team without the student's prior knowledge.

Student Finances Related to Fundraising

Every student activity fundraiser must have prior approval from the Dean of Students and Superintendent. All money collected by student organizations must be turned in to the faculty advisor on the day it is collected. The advisor, in turn, will deposit funds in the office and obtain a receipt for his/her records. A financial report must be filed with the Dean of Students after every function.

COURSE REQUIREMENTS

All ABRHS students must meet the following minimum requirements to graduate and receive an Acton-Boxborough Regional High School diploma:

Passing grades in:

- Four years of English
 - Three years of social studies (two of which must be U.S. History I and U.S. History II)
 - Two years of science (one of which must be biology)
 - Two years of mathematics
 - Fitness for Living (1 year alternate days). Integrated health and physical education classes.
 - Three semesters of physical education over the next three years (10, 11 & 12)
 - Academic elective requirement - one additional year of English, social studies, math or science, or a third year of a world language.
 - Arts Requirements: Starting with the Class of 2016 students will be required to earn 2.5 credits from Performing Arts, Visual Arts, Communication or Industrial Technology.
-

Incomplete Grades

A grade of Incomplete ("I") for quarter grades, mid-year exams or final examinations may be granted for students experiencing unusual circumstances of a physical or mental health related nature. Identification and approval is coordinated through the student's counselor. Incompletes require students to coordinate make up of incomplete work with their individual counselors/teachers. All work must be completed and a grade entered for the quarter at least two weeks prior to the close of the following quarter.

Medical Exemptions

Students absent for more than twenty days of classroom instruction during a single quarter due to medical or mental health reasons, such as a hospitalization, may be eligible for a medical exemption in the grading process.

Students approved for a medical exemption will not be granted credit for the quarter. A grade of "M" will appear on the student's report card. Medical exemptions may only be granted once in a calendar school year for any single subject. Final exams and midyear exams do not fall under the medical exemption policy.

Students who miss instruction for an extended period of time due to a medical reason are encouraged to make up school work, and time extensions may be granted through an Incomplete ("I").

Approval of Medical ("M") and Incomplete ("I") requests will be granted by the Associate Principal with input from the student's team, including dean, teacher(s), school counselor, school nurse, and medical professionals.

Test Postponement *(Test Postponement Policy has not changed; wording is more succinct.)*

If you have four or more of the following assessments - test, announced quiz, paper, individual project or presentation or formal lab report - due or taking place on the same day, including at least one test or announced quiz, you may request a test postponement. Please note that if you have four or more assessments on one day, but none is a test or an announced quiz, you cannot request a formal test postponement.

Assignments other than tests and quizzes have significant preparation time in advance; therefore, the test postponement policy does not pertain. You can, and are encouraged to, discuss any concern and/or stress related to these assessments with your teacher(s).

Once you realize that you may need to postpone an assessment, you should inform your teachers that you have multiple assessments scheduled for one day. Student-teacher discussions may resolve the situation without having to use the policy. It would also be helpful to discuss how much stress you are feeling in relation to each assessment, so that your teachers can help you better manage the stress.

Once the determination is made that you will need to postpone a test or a quiz, you, the student, must email the following information to all teachers involved, your counselor, and your Dean at least 24 hours before scheduled assessments.

- Your full name
- The date you plan to postpone a test or quiz
- A list of assessments due or taking place on that date (Be sure to include the teacher's name, the subject, and the type of assessment.)
- The test(s) or quiz(zes) you plan to postpone.
- The date on which you plan to make up the test(s) or quiz(zes) that you are postponing (This must be by the end of the following day.)
- A request that teachers "reply all" to your message confirming that you have the identified assessments due or taking place in their classes.

Tardiness

School starts at 7:23 A.M. If students come to school at any time after that, they must sign in at the Main Office and receive a pass to enter their next class. When students sign in at the front office, students who are late without a parent/guardian note will be marked "U" (unexcused absence) at the attendance office. A "T" (excused tardy) will be recorded if the lateness is excused.

It is the teacher's responsibility to keep track of the number of unexcused absences ("U") and deduct points from the student's term grade. Three unexcused tardies per term in a class equal a three point deduction from the term grade for that class. Teachers and Main Office staff will also refer students who are chronically tardy, excused or unexcused, to the appropriate Dean of Students.

Senior Class Dues

Each member of the senior class participating in graduation exercises will be required to pay class dues. A payment plan can be arranged as necessary. Please see your counselor or Dean of Students for additional information or to set up a payment plan.

Guests

On certain occasions, it is appropriate to have a guest at school. In order to have a guest during the academic day, students must obtain permission in advance from an administrator. Students should pick up the Visitors Procedures Form from their Dean. This must be completed and approved in advance. If approved, guests must sign in at the Main Office and wear a visitor's pass while in the building. Students are not to bring guests during testing periods or any day prior to a holiday or vacation.

APPENDIX 9 ACADEMIC INTEGRITY PROCEDURE

Academic integrity is integral to a successful academic experience and important for two reasons. First, independent and original scholarship ensures that students derive the most from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and depreciates the achievements of the entire educational community.*

In accordance with our mission statement, the Acton-Boxborough Regional High School believes in the academic, social, and ethical well-being of our students. We expect our students to submit original work and to document sources appropriately. Attempted academic dishonesty, even if unsuccessful, will be treated as an academic infraction. While most students do adhere to the ethical practices discussed herein, the following procedure was developed in an effort to foster, teach, and encourage appropriate ethical behavior for all students.

I. Definitions of Academic Integrity Infractions

- A. **Cheating:** An act or attempted act by which a student deceives, acts dishonestly, or misrepresents work that he/she has produced on an academic exercise; or attempts to, or assists another to misrepresent his/her work.

Cheating *includes but is not limited to* the following examples:

1. Providing or receiving information about all or part of an exam, including answers (e.g., telling or texting someone in a subsequent period what was on your exam, or being told this information);
2. Copying from others;
3. Collaborating on a test, quiz, homework assignment, or project with others without authorization;
4. Using unauthorized materials to complete an exam or assignment;
5. Programming of notes, formulas, or other aids into a programmable calculator, electronic dictionary, or other electronic device without prior authorization;
6. Using a communication device such as a cell phone, pager, PDA, or electronic translator to obtain or share unauthorized information before, during, or after an exam;
7. Using online resources such as websites or e-mail while completing an online exam or in-class writing assignment without the permission of the teacher;
8. Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own;
9. Taking an exam for another student or permitting someone else to take a test for you;
10. Allowing others to do research, writing, or completion of an assignment; e.g.,
 - a. Using the services of a commercial term paper company,
 - b. Using the services of another person (family member, tutor, content expert, native speaker, etc.) inappropriately, without acknowledgement;

11. Submitting substantial portions of the same academic work for credit in more than one course without consulting the second teacher;
12. Using invented information or the falsification of research or other findings;
13. Submitting a paper or other academic exercise of false or fictitious data, or deliberately and knowingly distorting the true nature, origin, or function of such data;
14. Changing, altering, or being an accessory to the changing, or altering of a grade or an answer on a graded test or assignment;
15. Gaining or providing unauthorized access to examination materials;

B. **Plagiarism:** The inclusion of another's words, ideas, data, or artistic productions as one's own work. This covers unpublished as well as published sources.

Plagiarism includes but is not limited to the following examples:

1. Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment of the source;
2. Utilizing another person's ideas, opinions, theory, or structure without acknowledgment of the source;
3. Using resources on a task that is to be completed without resources;
4. Listing sources in a bibliography not used in the academic exercise;
5. Submitting as your own any academic exercises prepared totally or in part by another, when collaboration is permitted; (The acceptable terms of the collaboration and expectations for each student in the collaborative group will be determined by the teacher.)

II. CONSEQUENCES OF ACADEMIC INTEGRITY INFRACTIONS

Teachers are expected to report all Academic Integrity infractions to their Department Leader and the Dean so that appropriate follow up may be done. ABRHS is piloting this method of capturing Academic Integrity infraction data for consistency in reporting and consequences for infractions.

Range of consequences include:

- A verbal warning to the student and a written warning from Dean;
- A grade reduction on the assignment or assessment; a written warning or violation form submitted to the Dean (teacher will notify parent/guardian);
- A grade of zero (0) for the assignment or assessment with no opportunity to make up the work in any way, including extra credit work; a violation form submitted to the Dean; teacher will notify parent/guardian;
- Student may forfeit membership to the National Honor Society.

III. STEPS FOR STUDENTS TO SUBMIT AN APPEAL

- A. If a student denies the charge or questions the consequence(s) of the Academic Integrity infraction, the student may request an appeal with the Administration. The due process rights of students will be ensured.
- B. The student must follow the steps below:
 1. The student must complete a letter of appeal explaining the circumstances surrounding the infraction/ incident.
 2. The student must submit the appeal form to the Associate Principal within two (2) weeks of receiving an infraction notification. If the student chooses not to submit a written letter of appeal within two (2) weeks, the student forfeits the opportunity to appeal.

3. After the appeal is reviewed by the Associate Principal, the student will be called to meet. The student may be accompanied by parent/guardian or school counselor.
 4. After the hearing, the Associate Principal will determine if the conduct warrants an infraction, and if the infraction requires the filing of a warning or a violation. If the Associate Principal finds in the favor of the student, the infraction will be removed from the file, and there will be no record of the infraction on the student's temporary record.
 5. The decision of the Associate Principal may be appealed to the Principal within five (5) school days.
-

Student Rights: Due Process Procedures (*Changes per Liza Huber*)

IN-SCHOOL SUSPENSION FOR LESS THAN 10 CUMULATIVE DAYS DURING A SCHOOL YEAR

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.
3. The administrator will send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page [].

PROCEDURES FOR SHORT-TERM, OUT-OF-SCHOOL SUSPENSIONS (10 CUMULATIVE DAYS OR LESS IN A SCHOOL YEAR)

Except in the case of an Emergency Removal as provided on page [], prior to imposing a short-term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H

AND 37H ½, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

2. Efforts to Involve Parent: The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

The parent or guardian shall be requested to attend a readmission conference with the principal or designee upon the student's return to school. At the principal's discretion, the conference may be held by telephone. Expectations for the student's reentry to school shall be outlined at this conference.

PROCEDURES FOR LONG -TERM SUSPENSION

Except in the case of an Emergency Removal provided on page [], prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in Section C above, plus the following:

- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

- 1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- 2. Set out the key facts and conclusions reached;
- 3. Identify the length and effective date of the suspension, as well as a date of return to school;
- 4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
- 5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:
 - a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

- b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

EXCEPTION FOR EMERGENCY REMOVAL

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
 - Provide written notice to the student and parent as provided in Section C or D above, as applicable;
 - Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
 - Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

APPEAL TO THE SUPERINTENDENT

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.

- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

EDUCATIONAL OPPORTUNITY

Students serving a suspension shall be given the opportunity to make up any missed work and earn credit for missed work (tests and quizzes) while on suspension.

Additionally, any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Discipline of Special Needs Students

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible Acton and Acton-Boxborough students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

In general, Acton and Acton-Boxborough special education students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many instances, the student's special education Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent(s) to a new Individualized Educational Program. The Team also must conduct a functional behavioral assessment and develop or revise a behavioral plan for the student.

In the event a student possesses uses, sells or solicits a substance or possesses a weapon, or seriously injures an individual at school or a school function, a school may place a student in an interim alternative

education setting for up to 45 days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent(s)/guardian(s) disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students can be obtained from the Director of Pupil Services who can be reached at 978-264-4700, ext. 3265.

Discipline of Students Subject to Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act provides eligible students some of the same procedural rights and protections as does IDEA. Additional information regarding the procedural protections for students eligible for services under laws providing for services for students with disabilities can be obtained from the Director of Pupil Services who can be reached at 978-264-4700, extension 3265.

Discipline of Students Not Yet Determined Eligible for Special Education

The IDEA protections summarized under the Discipline of Special Needs Students also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the students were eligible for IEPs before the conduct that precipitated the disciplinary action occurred.

The IDEA provides that a school district is "deemed to have knowledge" if: (1) the child's parent/guardian had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent/guardian had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not "deemed to have knowledge" if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by the school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

Additional information regarding the procedural protections for special education students can be obtained from the Director of Pupil Services who can be reached at 978-264-4700, extension 3265.

Acton-Boxborough Community Education***** MEMO *****

TO: Stephen Mills

FROM: Erin Bettez

RE: Lower Fields Financial Update

DATE: June 18, 2014

This memo will summarize the financial status of the Lower Fields project.

As of June 2014, the \$1M loan taken out by Acton Boxborough Youth Soccer is being repaid on time in monthly installments. The balance owed on the loan is \$948,755 (as of 6/14) with a projected pay off date of August 2019. The loan is a ten year loan due in 2022, but at the current pace a conservative estimate projects an earlier pay off.

Rental Revenues for FY13 totaled \$221,646.59. As noted in the recent update, these have increased during FY14 to a projected total of \$249,743.50.

Per the Memorandum of Understanding governing the Lower Fields project, FOLF uses rental revenues to support the following items, as funds are available to do so:

1. Make payments on the bank loan.
2. Cover its share of operating expenses (up to \$20,000 payable to the ABRSD each year). Paid and current through June 2014.
3. Fund a contingency fund up to \$115,000. (Fully Reserved)
4. Off-set ABRSD's bond costs up to \$25K per year.
5. Reimburse youth programs for their capital contributions to the facility.

At this time, FOLF is current through item #3 and has additional revenues available. Though the MOU laid out priorities, the district may decide that other uses take precedence. One option is to use funds to pay down the principal on the loan, resulting in lower financing fees and an earlier turnover of the fields to the district. Another route would be to use monies to address a few key capital items raised at the first annual meeting of the Lower Fields Committee. These were identified as priorities for the district, FOLF and users of the fields and include:

- Fence pockets to be added so soccer and lacrosse nets can be moved away from the playing surfaces when not in use (estimated cost \$15-25k). This would be split 50/50 by FOLF and the ABRSD. JD Head is taking the lead here and should have more information later in the summer.

- Lighting for the new auxiliary parking lot and the access road from the high school and improved pedestrian access from the back lot to the fields. JD Head is also evaluating costs/options for this item.

Notably, a third item identified at the annual meeting is complete. The district purchased a grooming machine that will groom the new turfs as well as Leary Field. This machine cost \$15K and will pay for itself in 1.5 years.

The next annual meeting of the Lower Fields Committee will be in early fall. That committee consists of several district employees (e.g. the Superintendent, the Finance Director, the Director of Facilities, the Community Ed. Director, the Athletic Director, and our Head Groundskeeper), leaders of youth sports leagues (Pop Warner, AB Lax, AB Youth Soccer, and AB Girls Lax) and representatives from FOLF. This committee is charged with overseeing the operations and governance of the facility. It would certainly be within the purview of the Lower Fields Committee to formally approve redirecting FOLF revenues from the priorities laid out in the MOU to other identified needs.

FOLF
May 2014
Report

Paid Rental Income	Deposit Date	Payment Type	Amount
New England Premiership- Fall 13	7/9/2013	Rental	\$ 11,000.00
PASA- State Cup Game 4/22	7/5/2013	Rental	\$ 188.00
MA Premier Soccer- Fall 13	7/16/2013	Rental	\$ 22,800.00
PASA- Schedule C Spring	7/5/2013	retnal	\$ 250.00
Bolts- Addendum F (Balance)	8/31/2013	Rental	\$ 9,140.00
ABYS Schedule E- Fall 2013 Additions	8/16/2013	Rental	\$ 4,875.00
ABYS Schedule G- June 6th	8/16/2013	Rental	\$ 188.00
Royal Lax- Fall '13	9/12/2013	Rental	\$ 3,500.00
OTHS- Wilson	8/30/2013	Rental	\$ 1,500.00
AB Pop Warner User Fee	9/15/2013	FOLF User Fee	\$ 862.50
MA Premier Soccer- Winter 14	9/20/2013	Rental	\$ 16,450.00
MA Premier Soccer- Tournaments (Nov)	9/20/2013	Rental	\$ 4,300.00
MPS Summer Additions (6/17/13)	9/20/2013	Rental	\$ 1,050.00
Bolts- Addendum G (Balance)	10/26/2013	Rental	\$ 1,725.00
Bolts- Schedule H	10/26/2013	rental	\$ 460.00
Starts FC- Labor Day 2013- Maintenance	10/10/2013	Rental	\$ 318.00
Stars FC- Fall Winter	11/2/2013	Rental	\$ 5,910.00
Stars FC- Winter (Addendum E 10% Downpayment)	12/4/2013	Rental	\$ 2,000.00
ABYS Addendum H	12/6/2013	Rental	\$ 990.00
MPS Addendums (5/11/13)	9/20/2013	Rental	\$ 500.00
OTHS- Wilson	12/5/2013	Rental	\$ 1,200.00
Pickup Soccer Contribution	1/17/2014	Rental	\$ 850.00
Pickup Soccer Contribution	12/28/2013	Rental	\$ 500.00
Bolts- Schedule H (balance)	12/26/2013	Rental	\$ 5,000.00
Stars FC- Spring	12/26/2014	Rental	\$ 16,575.00
New England Premiership	1/2/2014	Rental	\$ 14,740.00
ABYS Schedule E- Winter 2014 Additions	Due 10/1/2013	Rental	\$ 5,783.00
ABYS Schedule E- Spring 2014 Additions	Due 1/1/2014	Rental	\$ 4,313.00
NEFC- March Tournaments 2x Weekends	3/22/2014	Rental	\$ 8,192.00
ABYS 040 Soccer	4/2/2014	rental	\$ 206.00
Prime Time Lacrosse- Summer '14	4/18/2014	Rental	\$ 1,200.00
ABYS- Manchester United Clinics	4/18/2014	Rental	\$ 4,093.00
AB Girls Lax Spring User Fee	4/18/2014	FOLF User Fee	\$ 2,325.00

ABYS Spring User Fee	4/18/2014 FOLF User Fee	\$ 17,460.00
Scorpion Soccer Club- Scorpion Bowl Tournament	5/9/2014 Rental	\$ 5,460.00
AB Boys Lax Spring User Fee	4/18/2014 FOLF User Fee	\$ 3,180.00
ABYS Fall User Fee	9/15/2013 FOLF User Fee	\$ 18,615.00
Bolts- Schedule I	5/5/2014 Rental	\$ 195.00
Starts FC- Labor Day 2013	7/2/2013 Rental	\$ 6,250.00
Total Revenue		\$ 204,143.50

Future Rental Income

MPS Thanksgiving Difference	Due 11/10/13	Rental	\$ 1,060.00
MA Premier Soccer- Spring 14	Due 1/1/2014	Rental	\$ 20,000.00
Royal Lax- Summer '14	Due 4/1/2014	Rental	\$ 7,740.00
MA Premier Soccer- Summer 14	Due 4/1/2014	Rental	\$ 16,800.00
Total Rental Contracts Due			\$ 45,600.00
Total Projected Usage Revenue			\$ 249,743.50

		Expenses Fiscal YTD	\$ 187,054.05
Expenses to date	Description	Date	Amount
Great American Insurance	D&O Insurance	7/1/2013	\$ 1,024.00
Middlesex Savings Bank Loan- June 13	Loan	8/1/2013	\$ 11,484.07
Middlesex Savings Bank Loan- July 13	Loan	8/22/2013	\$ 11,484.07
Middlesex Savings Bank Loan- August 13	Loan	9/25/2013	\$ 11,484.07
Middlesex Savings Bank Loan- Oct 13	Loan	11/2/2013	\$ 11,484.07
Middlesex Savings Bank Load- Nov 13	Loan	12/3/2013	\$ 11,484.07
Middlesex Savings Bank Loan- Dec 13	Loan	12/26/2013	\$ 11,484.07
Middlesex Savings Bank Loan- Jan 14	Loan	12/25/2014	\$ 11,474.07
Middlesex Savings Bank Loan- Feb 14	Loan	2/24/2014	\$ 66,797.00
Middlesex Savings Bank Loan- Mar 14	Loan	4/2/2014	\$ 11,484.07
Middlesex Savings Bank Loan- Apr 14	Loan	4/18/2014	\$ 11,484.07
Middlesex Savings Bank Loan- May 14	Loan	5/20/2014	\$ 11,484.07
Gallant Insurance- Liability Insurance	Loan	9/10/2013	\$ 1,777.36
Brickmarkers International - 2nd (Final) Shipment	Fundraising	9/25/2013	\$ 1,404.00
Christian Haaberstat- Soccer.com Reimbursment	Equipment	9/14/2013	\$ 153.99
Internal Revenue Service	Late Filing Fee	9/14/2013	\$ 390.00
AB Com Ed- Maintenance	Custodial Fee	11/4/2013	\$ 318.00
Commonwealth of MA FOLF	Annual Report Fee	10/7/2013	\$ 15.00
Christian Haaberstat- Small (No Beverages) signs	Equipment	12/12/2013	\$ 204.00

United Waste Services

Custodial Fee

12/26/1931

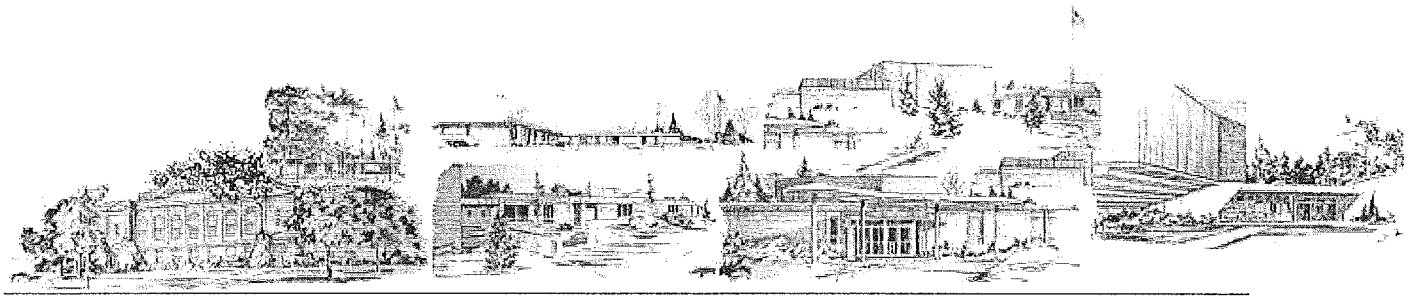
\$140

FY 2012-2013 net expenses to date

\$ 187,054.05

**FOLF Member Funds Capital Contribution (Made in 2012
Calendar Year and Repayable after loan)**

ABGYL	8,000
ABYL (Boys)	15,000
PopWarner	2,500
ABYS	165,000
AB Soccer Boosters	10,000
Total	200,500



Acton Public Schools ☞ Acton-Boxborough Regional School District
16 Charter Road Acton, MA 01720 Phone: 978-264-4700 Ext. 3205 Fax: 978-264-3340
E-mail: daicardi@abschools.org

Donald Aicardi
Finance Director

TO: Superintendent Stephen Mills
FROM: Don Aicardi, Director of Finance *DA*
RE: FY14 Status Report-4th Quarter
DATE: June 16, 2014

A. Summary

I am happy to report that the Acton Public School District is currently projected to end Fiscal Year 2014 with a \$53,027 projected year end fund balance.

B. Context. Due to concerns with the amount of reserves being used to support annual budgets in Acton, it has been a deliberate strategy to ensure that a portion of appropriated funds be returned to the Town of Acton's coffers at year end. The District has been fortunate to be able to address capital and non-capital requests that were not included in the budget at every year end, while simultaneously returning unused capacity in order to help replenish reserves. The APS school district returned \$498k in at the close of FY11, \$360k at the close of FY12, and \$190k at the close of FY13-a clear diminishing trend due to the increasing tightness of those authorized budgets. As Dr. Mills mentioned all year long, projected spending trends this fiscal year did not allow for any year end spending requests-and a very small contribution to assist in the replenishment of the Town's reserves.

C. Review of FY14 Budget-Highlights

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

1. Salaries, Teaching. (+\$22k) It appears that the teacher accounts will be in the positive by approximately \$22,000 at fiscal year end. It is important to remember that \$225,000 in 'anticipated vacancy factor' savings were applied to these accounts before the school year began, which artificially lowered this positive balance. Also, any expenses related to the recent one-year collective bargaining agreement with the Teachers union has been incorporated within these numbers-it was paid out during June once approved by the School Committee.

2. Fringes, Health Insurance (-\$117k) This account has been difficult to budget traditionally due to the fluidity of the open enrollment period, the timing of when rates are actually finalized,

and the timing of new hires. Even so, this complex account has often led to considerable surpluses by the close of the fiscal year. Just like in the ABRSD, we are not seeing the same amount of surpluses this year. First, the budget estimated the larger accounts at a 9% increase; the larger accounts actually increased by 10%. Second, we are seeing a shift in the counts estimated for retirees from HMOs to Medex. Third, due to traditional surpluses in this account, a vacancy calculation was applied to these accounts.

3. Salaries, Substitute (+\$17k) These accounts were traditionally overspent based on the assumption that sufficient vacancy factor savings from other salary accounts would offset any deficit. In order to more accurately budget for these expenses, these accounts were increased in FY12 and maintained at that level for FY13 and FY14. Due to these efforts, the amount budgeted seems appropriate for FY14.

4. Legal Services (-\$1k) The projected year end deficit that has been projected all year long is still holding up-the final legal bills will soon be received by the close of the fiscal year.

5. Other, Utilities (+\$216k) This projection is very close to what the district spent on utilities last fiscal year. The efforts of our students and staff towards reducing expenses continues to bear fruit. This positive numbers has held up all year long-and has helped to alleviate stress in other accounts. All energy accounts will be consolidated next year in the new expanded regional school district; however, they were reduced in order to fund the new capital project account. Because of that decision, energy surpluses should be much lower next fiscal year.

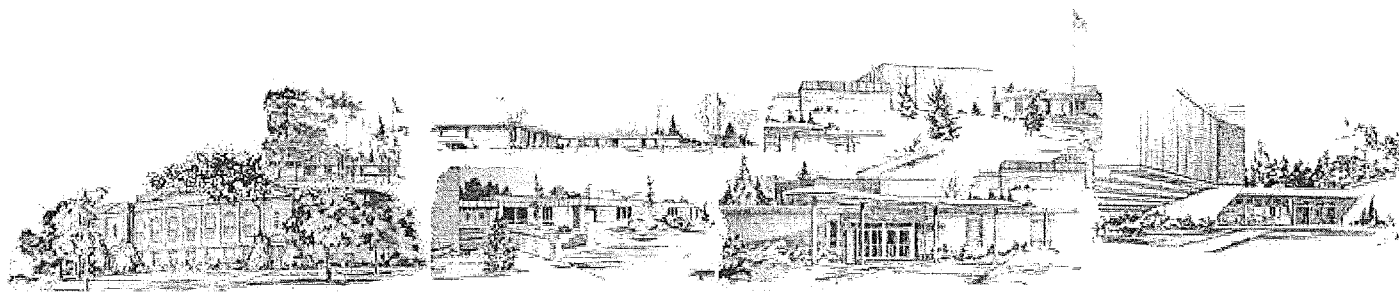
6. Other, SPED Tuition (\$-101K) This year end deficit is lower than previous estimates from previous quarterly reports-but still speak to the complexity of these accounts.

The FY14 APS budget will continue to evolve well into mid-June-and we expect these numbers to change. This is the best estimate we can come up with at this time.

ACTON PUBLIC SCHOOLS

FY14 BUDGET STATUS REPORT

	FY14 Budget Original	FY14 Budget Adjustments	FY14 Budget Current	FY14 Year End Projected Expenses	% Committed	FY14 Year End Projected Balance
Salaries, Teaching 01	\$12,612,183	(\$3,100)	\$12,609,083	\$12,586,677	99.8%	\$22,406
Salaries, Principals 02	\$798,755	\$0	\$798,755	\$799,717	100.1%	(\$962)
Salaries, Central Administration 03	\$496,000	(\$31,046)	\$464,954	\$468,923	100.9%	(\$3,969)
Salaries, Support Staff 04	\$3,721,850	(\$471,054)	\$3,250,796	\$3,248,024	99.9%	\$2,772
Salaries, Buildings 06	\$286,031	(\$32,245)	\$253,786	\$267,108	105.2%	(\$13,322)
Salaries, Custodial 07	\$685,598	\$0	\$685,598	\$668,855	97.6%	\$16,743
Salaries, Home Instruction 08	\$1,044	\$0	\$1,044	\$2,566	245.8%	(\$1,522)
Salaries, Substitute 09	\$320,453	(\$8,900)	\$311,553	\$294,140	94.4%	\$17,413
Fringes, Course Reimbursement 10	\$13,000	\$0	\$13,000	\$14,173	109.0%	(\$1,173)
Fringes, Health Insurance 11	\$3,366,501	\$0	\$3,366,501	\$3,483,506	103.5%	(\$117,005)
Instructional Supplies 16	\$243,347	\$10,358	\$253,705	\$259,900	102.4%	(\$6,195)
Instructional Textbooks 17	\$95,170	(\$1,450)	\$93,720	\$84,132	89.8%	\$9,588
Instructional, Library 18	\$16,625	\$0	\$16,625	\$16,717	100.6%	(\$92)
Other, Capital Outlay 19	\$285,797	\$4,851	\$290,648	\$325,361	111.9%	(\$34,713)
Other, Maintenance Buildings 23	\$194,864	\$0	\$194,864	\$210,883	108.2%	(\$16,019)
Other, Maintenance Outlays 24	\$105,943	\$271	\$106,214	\$103,504	97.4%	\$2,710
Other, Legal Service 26	\$35,000	\$0	\$35,000	\$36,022	102.9%	(\$1,022)
Other, Admin Supplies 27	\$231,960	\$880	\$232,840	\$239,261	102.8%	(\$6,421)
Other, Custodial Supplies 29	\$46,700	\$0	\$46,700	\$62,583	134.0%	(\$15,883)
Other, Sped Transportation 30	\$462,712	\$0	\$462,712	\$462,712	100.0%	\$0
Other, Student Transportation 31	\$375,521	(\$344,573)	\$30,948	\$40,720	131.6%	(\$9,772)
Other, Travel 32	\$14,197	\$3,106	\$17,303	\$31,720	183.3%	(\$14,417)
Other, Sped Tuition/ 33	\$1,764,053	(\$8,723)	\$1,755,330	\$1,856,721	105.8%	(\$101,391)
Other, Utilities 34	\$787,421	\$0	\$787,421	\$571,289	72.6%	\$216,132
Other, ABRSD Transportation Assessment 56	\$0	\$881,624	\$881,624	\$772,183	87.6%	\$109,441
Other, 57	\$0	\$0	\$0	\$300	#DIV/0!	(\$300)
GRAND TOTAL	\$26,960,725	(\$1)	\$26,960,724	\$26,907,697	99.8%	\$53,027



Acton Public Schools ☒ Acton-Boxborough Regional School District
16 Charter Road Acton, MA 01720 Phone: 978-264-4700 Ext. 3205 Fax: 978-264-3340
E-mail: daicardi@abschools.org

Donald Aicardi
Finance Director

TO: Superintendent Stephen Mills
FROM: Don Aicardi, Director of Finance *DA*
RE: FY14 Status Report-4th Quarter
DATE: June 16, 2014

A. Summary

My current projections show that the Acton-Boxborough School District will end Fiscal Year 2014 with a \$40,910, projected year end fund balance.

B. Context. Due to concerns with the amount of regional reserves being used to support the annual regional budgets in Acton-Boxborough, it has been a deliberate strategy to ensure that a portion of appropriated funds be returned to the calculation of the Region's Excess & Deficiency account (E & D) at year end. The Regional District has been fortunate to be able to address capital and non-capital requests that were not included in the budget at every year end, while simultaneously returning unused capacity in order to help replenish reserves. The ABRSD school district returned \$660k in at the close of FY11, \$269k at the close of FY12, and \$237k at the close of FY13-a clear diminishing trend due to the increasing tightness of those authorized budgets. As Dr. Mills mentioned all year long, projected spending trends this fiscal year did not allow for any year end spending requests-and a very small contribution to assist in the replenishment of the Region's E & D reserves.

Even after efforts by the regional school committee to replenish reserves and use less reserves to support the next year's budget once final state aid numbers are available, the trend of the diminishing balance of the region's Excess & Deficiency accounts is projected to continue. The Regional School District was certified by the Department of Revenue at \$1,925,118 by the close of FY11, \$1,892,740 at the close of FY12, and \$1,492,363 at the close of FY13. Our current project estimate for E & D by the close of FY14, once all revenue accounts, unused prior year encumbrances, and year end spending turnbacks have been calculated, should be in the \$1.0 million to \$1.1 million range.

I would recommend, in the event that FY15 State Aid, when released by the state in early July, comes in higher than estimated when the budgets were approved last spring, the Regional

School Committee once again use that revenue to lower the amount of E & D used to support the FY15 budget. As they have the last three years, that decision will help put the new, expanded region on a firmer, more sustainable financial path.

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

C. Review of FY14 Budget-Highlights

1. Salaries, Teaching. (\$+218K) The current estimate projects a \$218k positive fund balance. It is important to note that there was \$200,000 in 'anticipated vacancy factor' savings applied to these accounts before the school year began; without that, this surplus would have been even higher. Also, any expenses related to the recent one-year collective bargaining agreement with the Teachers union has been incorporated within these numbers-it was paid out during June once approved by the Transitional Regional School Committee

2. Salaries, Buildings (\$-92k) Higher than anticipated Overtime Costs and Summer Grounds & Buildings expenditures have this account projected to be in deficit. After examining unfavorable final FY13 expenses and current FY14 trends, these accounts were adjusted in the new, expanded FY15 budget to make sure that these accounts do not turn into a larger liability.

3. Fringes, Health Insurance (\$+103k) This account has been difficult to budget traditionally due to the fluidity of the open enrollment period, the timing of when rates are actually finalized, and the timing of new hires.

4. Fringes, Unemployment (+\$4K) and Fringes, Worker's Compensation (\$-23K) These accounts are notoriously difficult to predict. The Workers Compensation number has proven to be problematic, showing an estimate of a \$23k deficit at year end. This annual assessment, paid early in the fiscal year, even after factoring in adjustments and credits for participation in MIIA (Massachusetts Interlocal Insurance Association), paying early, and other rewards/credits for history, has exceeded the budget for the third year in a row.

5. Other, Capital Outlay (-\$64K), Other Maintenance Buildings (-\$161k) and Other, Utilities (+109k) As anticipated, this projected year end deficit is related to the upcoming contribution to the Track repair project as authorized by the Regional School Committee last summer. As anticipated, deficits in those two accounts are being offset by a projected surplus in the energy accounts by the close of FY14.

6. Legal Services (-\$146K) This projected year end deficit is due to collective bargaining negotiations, ongoing legal expenses related to implementing regionalization, the "Pledge of Allegiance" legal case and other assorted legal cases.

7. Other Admin Supplies (-\$68k) This projected deficit at fiscal year end accounts for expenses related to the recently concluded Superintendent search as well as expenses related to the design of the new Chart of Accounts.

8. Athletic Expenses (\$-34k) Actual athletic expenses straddle two different financial entities: special revenue accounts related to athletics and the ABRSD general operating budget. We have been forced to reclass expenses from the athletic revolving fund into the ABRSD general fund at the end of last two fiscal years because there wasn't enough money in the athletic special revenue account to pay for the expenses charged there. Currently, I am forecasting \$34,000 in expenses would have to be re-classed from special revenue accounts into the operating budget at fiscal year end if the current trends hold. The FY15 ABRSD Budget approved by the Regional School Committee did increase funding by \$35,000 which will definitely help next year's financial situation.

9. Other, Student Transportation (-\$32K) Last year's high gasoline costs proved to have an adverse effect that emerged in the 3rd and 4th quarters of FY13. Based on those trends, the gasoline accounts were an issue by the close of FY14. Based on these trends, these accounts were increased as part of the upcoming FY15 budget.

10. Salaries, Miscellaneous Pupil Services (-\$42K) These accounts are projected to be in deficit by fiscal year end due to higher than budgeted sped teacher referral salary expenses, summer salary program expenses, and higher than budgeted translation expenses.

The FY14 ABRSD budget will continue to evolve well into mid-June-and we expect these numbers to change. This is the best estimate we can come up with at this time.

ACTON/BOXBOROUGH REGIONAL PUBLIC SCHOOLS FY14 BUDGET STATUS REPORT

6/16/2014

	FY14 Budget Original	FY14 Budget Adjustments	FY14 Budget Current	FY14 Year End Projected Expenses	% Committed	FY14 Year End Projected Balance
Salaries, Teaching 01	\$16,546,046	(\$25,330)	\$16,520,716	\$16,301,797	98.7%	\$218,919
Salaries, Principals 02	\$852,194	\$0	\$852,194	\$841,996	98.8%	\$10,198
Salaries, Central Administration 03	\$558,042	\$0	\$558,042	\$578,252	103.6%	(\$20,210)
Salaries, Support Staff 04	\$4,066,711	\$37,626	\$4,104,337	\$3,935,644	95.9%	\$168,693
Salaries, Athletics 05	\$470,054	\$0	\$470,054	\$466,276	99.2%	\$3,778
Salaries, Buildings 06	\$366,893	\$0	\$366,893	\$459,396	125.2%	(\$92,503)
Salaries, Custodial 07	\$766,643	\$0	\$766,643	\$763,818	99.6%	\$2,825
Salaries, Home Instruction 08	\$16,000	(\$1,044)	\$14,956	\$18,991	127.0%	(\$4,035)
Salaries, Miscellaneous Pupil Services 09	\$387,225	\$4,174	\$391,399	\$434,317	111.0%	(\$42,918)
Salaries, Subs Miscellaneous 11	\$70,891	\$5,749	\$76,640	\$60,710	79.2%	\$15,930
Salaries, Subs Instructional 12	\$206,158	\$0	\$206,158	\$199,217	96.6%	\$6,941
Salaries, Overtime 13	\$139,941	\$0	\$139,941	\$138,230	98.8%	\$1,711
Stipends, Curriculum/Instruction 14	\$80,973	\$3,000	\$83,973	\$87,813	104.6%	(\$3,840)
Fringe, Course Reimbursement 15	\$28,000	\$0	\$28,000	\$31,151	111.3%	(\$3,151)
Fringe, Health Insurance 16	\$3,883,727	\$0	\$3,883,727	\$3,780,139	97.3%	\$103,588
Fringe, Health Insurance, Retiree 17	\$766,702	\$0	\$766,702	\$732,266	95.5%	\$34,436
Fringe, Life/Disability Insurance 18	\$10,360	\$0	\$10,360	\$20,115	194.2%	(\$9,755)
Fringe, Unemployment Insurance 19	\$15,000	\$0	\$15,000	\$10,355	69.0%	\$4,645
Fringe, Workers Compensation 20	\$127,000	\$0	\$127,000	\$150,568	118.6%	(\$23,568)
Fringe, Middlesex County Retirement System 21	\$1,098,204	\$0	\$1,098,204	\$1,098,530	100.0%	(\$326)
Fringe, Medicare 22	\$369,287	\$0	\$369,287	\$367,351	99.5%	\$1,936
Contributions, OPEB Trust Fund 23	\$376,000	\$0	\$376,000	\$376,000	100.0%	\$0
Instruction Supplies 24	\$292,567	\$8,016	\$300,583	\$300,573	100.0%	\$10
Instruction Textbooks 25	\$177,718	\$0	\$177,718	\$162,841	91.6%	\$14,877
Instructional, Library 26	\$38,299	(\$2,200)	\$36,099	\$39,910	110.6%	(\$3,811)
Other, Capital Outlay 27	\$316,107	\$737	\$316,844	\$380,869	120.2%	(\$64,025)
Other, Debt Service 29	\$2,020,296	\$0	\$2,020,296	\$1,946,528	96.3%	\$73,768
Other, Property/Casualty 30	\$35,000	\$0	\$35,000	\$36,882	105.4%	(\$1,882)
Other, Maint Buildings/Grounds 31	\$302,226	\$216	\$302,442	\$464,171	153.5%	(\$161,729)
Other, Maintenance Equipment 32	\$147,299	\$0	\$147,299	\$121,485	82.5%	\$25,814
Other, Legal Service 34	\$70,000	\$14,174	\$84,174	\$230,970	274.4%	(\$146,796)
Other, Admin Supplies 35	\$514,632	\$17,605	\$532,237	\$600,489	112.8%	(\$68,252)
Other, Athletic Supplies 36	\$53,666	\$0	\$53,666	\$87,694	163.4%	(\$34,028)
Other, Custodial Supplies 37	\$72,409	\$0	\$72,409	\$77,730	107.3%	(\$5,321)
Other, Sped Transportation 38	\$852,759	\$18,059	\$870,818	\$903,360	103.7%	(\$32,542)
Other, Student Transportation 39	\$1,077,206	\$38,738	\$1,115,944	\$1,132,069	101.4%	(\$16,125)
Other, Travel, Conferences 40	\$25,863	\$1,689	\$27,552	\$56,106	203.6%	(\$28,554)
Other, Sped Tuition 41	\$2,929,626	(\$45,310)	\$2,884,316	\$2,872,015	99.6%	\$12,301
Other, Utilities 42	\$1,064,738	\$0	\$1,064,738	\$954,912	89.7%	\$109,826
Other, Telephone 43	\$85,239	\$0	\$85,239	\$85,230	100.0%	\$9
Other, Sewer 44	\$218,300	\$0	\$218,300	\$224,225	102.7%	(\$5,925)
GRAND TOTAL	\$41,571,900	\$0	\$41,571,900	\$41,530,990	99.9%	\$40,910

7 of 7

Personnel Office
Acton Public Schools
Acton-Boxborough Regional Schools

TO: Acton-Boxborough Transitional School Committee
DATE: June 19, 2014
FROM: Marie Altieri
SUBJECT: Approval of Benefits Manuals

We have completed our annual update to the three non-union Benefits Manuals. The 2014-2015 manuals are all posted on the AB Human Resources Website:

1. Administrator <http://ab.mec.edu/hr/hrpdf/2014-2015-admin-salary-benefits.pdf>
2. Salaried Staff <http://ab.mec.edu/hr/hrpdf/2014-2015-admin-salary-benefits.pdf>
3. Support Staff <http://ab.mec.edu/hr/hrpdf/2014-2015-admin-salary-benefits.pdf>

We made a few changes to each of these manuals:

1. Any references to Acton Public Schools have been eliminated.
2. Any references to a 182 day school year have been changed to 183.
3. We have added the following language to the Personal Day language to match new language in the teachers' contract:
" Personal days may not be used for recreation or to extend a vacation or long weekend. If an employee requests a personal day connected to a vacation, holiday, or a long weekend or more than one personal day in a row, the purpose of the personal day must be provided to the Supervisor. Requests for personal days must be submitted as far as possible in advance. Approval of personal days shall be within the discretion of the appropriate Principal and the Superintendent or designee."

While non-union benefits manuals are an administrative function, Article 1 of the Administrator's Benefits manual says that any changes require the approval of the school committee. We ask for your approval at the June 24, 2014 meeting.

Acton-Boxborough Community Education

*** MEMO ***

TO: Steve Mills

FROM: Erin Bettez 

RE: ADK Surplus

DATE: June 12, 2014

Enclosed please find a check in the amount of \$83,456.11 made payable to the Acton Public Schools. The check is being sent to support the school facilities that serve our All Day Kindergarten students.

McCarthy-Towne School
11 Charter Road, Acton, Massachusetts 01720
Telephone: 978 -264-3377, FAX: 978-264-4098

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

June 4, 2014

Dear Dr. Mills,

The McCarthy-Towne School has been presented with a gift of \$3289.50 to go into the McCarthy-Towne Technology Fund and be used to fund the installation of two Smartboards into our Kindergarten classrooms.

Please present this gift to the School Committee for their approval at the next School Committee meeting.

Sincerely yours,



David Krane
Principal
McCarthy-Towne School

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

TO: Acton-Boxborough Transitional School Committee
FROM: Steve Mills
DATE: 6/20/14
RE: Gift from IBM

The Acton-Boxborough Regional School District has been presented with a gift of \$2,000. from IBM Corporation for the benefit of our schools.

Please vote to accept this generous donation with gratitude.

Thank you.

TO: Acton Public School Committee members
Acton-Boxborough Regional School Committee members
Acton-Boxborough Transitional School Committee members
FROM: Beth Petr, Secretary to the School Committees
DATE: 6/5/14 FIRST READ and 6/24/14 SECOND READ
RE: PreK – Grade 12 ABRSD policies for FY15 – Consent Agenda #6

The following policies have been reviewed by the Transitional Policy Subcommittee as well as the Joint APSC/ABRSC Policy Subcommittee and are submitted for a First Reading at the 6/5/14 School Committee meetings:

1. Student Health Services and Requirements, File: JLC
 - a. Procedures to be reviewed
2. Physical Examination of Students, File: JLCA
3. Immunization Procedures Related to New Students, File: JLCBA
4. Communicable Diseases, File: JLCC
5. Students in Crisis, File: JLDDB
 - a. Procedures to be reviewed
6. Playground Safety, File: JLIF
 - a. Procedures to be reviewed
7. Student Records, File: JRA
 - a. Exhibit to be reviewed, File: JRA-E
8. School/Parent Relations Goals, File: KBA
9. Public Complaints, File: KE
- ~~10. Use of School Facilities, File: KF-- to be reviewed~~
 - ~~a. Procedures, File: KF-R~~
11. Use of School Facilities During Local Disasters, File: KFBA
 - a. Procedures to be reviewed
12. Public Solicitations in the Schools, File: KHA
13. Advertising in Schools, File: KHB
 - a. Procedures, File: KHB-R
14. Distribution of Materials, File: KHBA
 - a. Procedures to be reviewed
15. District Wellness, File: ADF
 - a. Procedures, File: ADF-R

Current APS/ABRSD policies are found at <http://ab.mec.edu/about/policies.shtml>. Blanchard School policies are found at <http://www.boxboroughschool.org/node/82>.

16.7

File: ADC
GBED
JICG

TOBACCO USE ON SCHOOL PROPERTY
First Reading 6/5/14

As mandated by State Law, the Acton-Boxborough Regional School District is a smoke free environment. The District prohibits the use of any tobacco products or electronic cigarettes within the school buildings, the school facilities, on the school grounds, or on school buses by any individual, including students, staff members or visitors.

LEGAL REFS.: M.G.L. 71:37H

The Acton-Boxborough Regional School District
School Wellness Advisory Committee
End of Year Report
June, 2014

The Acton-Boxborough Regional School District is committed to providing a school environment that enhances the learning and development of lifelong wellness practices. To that end, Wellness committee members for the 2013 - 2014 school year, appointed by the Superintendent, represented the following constituents:

Julie Towell	School Wellness Advisory Committee Chairperson
Liza Huber	Director of Pupil Services
Deb Bookis	Director of Curriculum and Instruction
Eileen Sullivan	Curriculum Specialist Acton Public Schools
Todd Chicko	A-B Counseling/Psychological Service Chairperson
Diane Spring	APS Nurse Leader
Gail Walsh	School Counselor
Diana McNicholas	A-B Nurse Leader
Maurin O'Grady	Acton Boxborough Regional High School Dean of Students
Deanne O'Sullivan	Parent/School Committee Representative
Marissa Chiauzzi	Acton Boxborough Regional High School Student
Kathy Daniel	School Nurse
Anne Doble	Grade 3 and 4 Classroom Teacher
Laura Ducharme	Community Social Worker
Eileen Flannery	Physical Education Teacher
Emily Glode	Acton Boxborough Regional High School Student
Robert Guilmette	Physical Education Teacher
David James	Physical Education Teacher
Cindy McCarthy	Board of Directors, Danny's Place
Kirsten Nelson	Director of Food Services
Lynne Newman	Principal of Gates School
Deb Rimpas	Health Education Teacher
Jessica Rubinstein	School Physician/Chief of Pediatrics Emerson Hospital

The Committee met four times during the 2013-2014 school year (November 12, January 14, March 11, May 13) and developed an **Action Plan**:

- To review the Wellness Policy and Procedures and Life Threatening Allergy Policy and Procedures.
- To review a proposed additional health section to High School Health Curriculum
- To develop Food Services Advisories in the form of educational videos
- To pursue the possibility of developing outdoor fitness/walking courses across the campus

Assessment of Accomplishments:

Wellness Procedures and Life Threatening Allergy Policy and Procedures

Sub Committee Members:

Liza Huber, Diane Spring, Diana McNicholas, Maurin O'Grady, Deanne O'Sullivan

The Wellness Procedures and Life Threatening Allergy Policy and Procedures documents were obtained from the Superintendent's office in an editable format and were uploaded to Google drive for commentary by the assigned sub-committee members. The edits overall were minor: i.e. reflecting such changes as updating the names to that of our newly unified school district, reflecting that the training is now an on-line one, clarifying those staff mandated to have training .

The revised documents were submitted to the Policy Sub-committee of the School Committee for review and have been approved (6-6-14).

Review proposed additional section to the High School Health Curriculum

Pursue the possibility of developing outdoor fitness/walking courses

Sub Committee Members:

David James, Deb Bookis, Eileen Flannery, Todd Chicko, Eileen Sullivan, Lynne Newman

Larry Dorey met with the Physical Education and Health Departments at the high school to obtain input regarding the essential elements of a junior/senior level health course to be integrated into future P.E. classes and the Advisory program. They also considered the use of an outside consultant to teach the essential components. The P.E. Department believes that an additional FTE needs to be added to the budget to teach this course, however, given the priorities and timing of the district budget, it was not pursued this year.

Regarding developing outdoor fitness/walking courses as part of the district's curriculum, grant funding through the Carol M. White Physical Education Grant Program was not available. If funds are available for the next fiscal year, a comprehensive Physical Education grant application will be pursued. Outdoor fitness courses will need to be developed in ways that are accessible to participants with physical disabilities, so the cost for this project is anticipated to be quite high.

Nutrition Education & Promotion

Sub Committee Members:

Kirsten Nelson, Cindy McCarthy, Laura Ducharme, Jessica Rubinstein, Lynne Newman, Deb Rimpas

It is difficult to offer one more event for families to add to their already overloaded schedules. Students have been involved in the planning process and the implementation of videos that are displayed on the school district's website and Acton Cable; In a 7th grade health class, the assignment was to research and produce a short commercial that either promotes the importance of breakfast or the importance of a healthy snack throughout the day. The students were enthusiastic! The students went to the High School studio where they taped their commercial. The finished project is on the website for families to view at their convenience. The commercials are aired on cable television. This was a fun project that is more beneficial and exciting with student input.

The following videos are a future goal:

- Create a commercial with 6th grade students on the importance of sleep and adjusting to the early morning start time at the Junior High.
- Provide a Tabatas Video for teachers or families to use at any time to increase exercise during short intervals of time.
- A video of the school gardens to demonstrate how teachers use the garden as part of their everyday learning and to show how the school cafeterias reap the benefits of what is harvested.

In terms of community engagement, outreach expanded through open house nights in the fall. Food Service Managers were available to answer questions throughout the evening. We added a suggestion box to the Food Service website. There were sample lunches on display for parents to see. Free and reduced lunch applications were available and Laura Ducharme, the Town Social Worker was available to speak with families at some of the open house nights.

Resources were shared with the community as follows:

- The John Stalker Institute A list is the best guideline to use for Competitive Foods in Schools.
- The link to the A list is: <http://www.johnstalkerinstitute.org/alist/>
- Massachusetts School Nutrition Standards for Competitive Foods and Beverages:
- The link to the MA School Nutrition Standards for Competitive Foods and Beverages is: <http://www.mass.gov/eohhs/docs/dph/regs/105cmr225-nutrition-standards.pdf>
- Mass Action for Healthy Kids:
- <http://www.actionforhealthykids.org/in-your-state/massachusetts/welcome>

For the 2014 – 2015 school year, goals for the Acton Boxborough Regional School District include:

Goal # 1: To continue addressing increasing services related to poverty and homelessness as it impacts student's daily living and school attendance/functioning.

Strategies:

- Research whether there is a need for breakfast in all elementary schools
- Examine increased partnership with community supports
- Address fiscal requirements that best meet the new challenges of our student body

Goal # 2: To continue addressing issues of health and nutrition across all school buildings.

Strategies:

- Consider "Check it Out" curriculum regarding breast and testicular cancers
- Consider the developmental needs of our student body in nutritional decision making
- Consider new Danny's Place structures

20.

Acton-Boxborough Regional School Committee meetings are usually held on the first and third Thursdays of the month, at 7:30 p.m. in the R.J. Grey Junior High School Library
Materials are usually posted at <http://ab.mec.edu/about/meetings> the Friday night prior to each meeting.

June 4
June 18

Note: Acton Town Meeting begins April 6. Boxborough Town Meeting begins May 11.
6/12/14 <http://ab.mec.edu/about/schoolcommittee>