

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

December 5 , 2013

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

December 5, 2013
7:00 p.m. Joint APSC/ABRSC/ABTSC

AGENDA

- 1. Call to Order – APSC, ABRSC and ABTSC (7:00)**
- 2. Chairmen’s Introduction**
- 3. Statement of Warrant and Approval of Minutes**
 1. Minutes of 10/3/13 meeting (APS, ABRSC, ABTSC) *(next meeting)*
 2. Minutes of 11/7/13 meeting (APS, ABRSC, ABTSC)
 3. Minutes of 11/21/13 meeting (APS, ABRSC, ABTSC) *(next meeting)*
- 4. Public Participation**
- 5. Student Enrollment Projections – Peter and Mary Ann Ashton, Innovation and Information Consultants, Inc. (7:05)**
- 6. FY15 Transportation – JD Head (7:20)**
- 7. ABTSC Blanchard School Principal Search Update – Marie Altieri (7:50)**
- 8. ABTSC Superintendent Search Update – Brigid Bieber (oral) (7:55)**
- 9. ABTSC FY15 Budget– Don Aicardi (7:55)**
- 10. ABTSC PreK – 12 Regionalization (8:10)**
 1. Transitional Administrative Team Weekly Meetings Update – Steve Mills *(oral)*
- 11. Elementary Class Size - Maria Neyland and Marie Altieri (8:15)**
(FIRST READ of revised policy File: IIBA at 12/12/13 meeting?)
 1. Class Size Policy Options
 2. Current Acton and Boxborough policies
 3. Study Material from Boxborough School Committee presentation on 3/10/11 (posted with 11/7/13 School Committee meeting materials)
 4. Class Size financial estimates (Section Planning), *revised 11/27/13*, Marie Altieri
- 12. Recommendation to Approve 2014-2015 All-Day Kindergarten Tuition – VOTE – Steve Mills (8:25)**
- 13. Lower Fields Report – Erin Bettez (8:30)**
- 14. APS/ABRSC/ABTSC Policy Update (8:40)**
 1. Prohibition of Harassment (Combining Files: ACAB, JBA, GBA) revision with form – **SECOND READING – VOTE** - Liza Huber

2. ABTSC/APSC/ABRSC Policies - Consent Agenda #2 – **FIRST READING** – *Maria Neyland* (incorporating Blanchard policies with APS/ABRSD, see separately posted document)
 - i. Section B: School Board Governance and Operations (*selected policies*)
 - ii. Section C: General School Administration (*selected policies*)

15. School Committee Member Reports (*oral*) (8:50)

1. Acton Leadership Group (ALG) – *Dennis Bruce*
2. Boxborough Leadership Forum (BLF) – *Maria Neyland*
3. Health Insurance Trust (HIT)– *Kim McOsker*
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*

16. FOR YOUR INFORMATION (8:55)

1. Acton-Boxborough Regional High School
 - i. Discipline Report, 11/30/13
2. R.J. Grey Junior High School
 - i. Discipline Reports, 11/1/13 and 12/1/13
3. Pupil Services
 - i. English Language Learner (ELL) Student Population 12/1/13
 - ii. On Team, December 2013
 - iii. AB Special Education Parent Advisory Council membership
 - iv. Early Childhood Parent/Guardian Forums
4. Monthly Enrollment 12/1/13
5. Updated FY14 School Committee Meeting listing (revised)
6. 2014-2015 Kindergarten Registration
7. Regionalization Update – November 2013
8. Letter to Boston College - Analysis of 2009 Changing Demographics survey
9. MassRecycle Award to ABRSD

ADJOURN (9:00)

NEXT MEETINGS:

- **December 12, 7:00 p.m. APSC/ABRSC/ABTSC meeting** (replaces meeting on December 19) followed by Boxborough School Committee, Blanchard Library in Boxborough
- Tuesday, January 7, 7:00 p.m. ABRSD/ABTSC meeting, Junior High Library
- Thursday, January 16, 7:30 p.m. APSC meeting, Junior High Library
- Saturday, January 25, 9:00 a.m. Public Interviews of Superintendent Finalists, Junior High Library
- Saturday, February 1, 9:00 a.m. ABRSD PreK- 12 BUDGET MEETING, Junior High Library

**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

November 7, 2013
7:00 p.m. Joint APSC/ABRSC Executive Session
7:15 p.m. APSC/ABRSC/ABTSC Meeting
8:30 p.m. APSC/ABRSC Meeting

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Kim McOsker (7:32 p.m.), Paul Murphy, Maria Neyland, Deanne O'Sullivan, Kristina Rychlik

Members Absent: none

Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr, approximately 50 parents and staff members

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

JOINT APSC and ABRSC EXECUTIVE SESSION

At 7:02 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, McOsker, 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.

At 7:02 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, McOsker, 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 Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy with respect to litigation.

(YES - Bieber, Brolin, Bruce, Coppolino, McOsker, Murphy, Neyland, O'Sullivan, Rychlik)

Maria Neyland declared that an open meeting may have a detrimental effect on the litigating position of the Board and the Committee would return to open session.

The Committees were polled to go out of Executive Session at 7:18 p.m.

JOINT BUSINESS MEETING

It was moved, seconded and approved to take two agenda items (Field Trip and PARCC Motion) out of order given the number of staff and public members in the audience.

20. Recommendation to Approve ABRHS Field Trip to Martinique, June 2014

Dr. Mills introduced the proposed trip. Staff was in the audience for questions. Brigid Bieber stated that she is a big proponent of international travel and it is a huge responsibility to take our students overseas like this. She thanked the staff.

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

VOTED: to approve the field trip to Martinique

1. Call to Order – ABTSC for Joint APSC/ABRSC/ABTSC meeting

2. Chairmen's Introduction

3. Statement of Warrant and Approval of Minutes

The minutes of the 10/3/13 meeting (APS, ABRSC, ABTSC) will be done at the next meeting. Minutes of the 10/9/13 meeting were approved by the ABTSC. Minutes of the 10/17/13 meeting were approved by the APSC, the ABRSC, and the ABTSC, with Michael Coppolino and Paul Murphy abstaining.

APS warrant #201409 dated 10/29/13 in the amount of \$225,874.73 was signed by the chair and circulated to the Committee for signatures.

ABRSD warrant #14-008 dated 10/17/13 in the amount of \$1,800,278.73, #14-008A dated 10/21/13 in the amount of \$4,634.62 and #14-009 dated 10/31/13 in the amount of \$2,082,008.31 were signed by the chair and circulated to the Committee for signatures.

4. Public Participation – none

Dr. Mills announced that Dr. JoAnn Campbell is the new ABRHS Principal after accepting the position as Interim Principal in July.

15. Recommendation to Approve Motion to Oppose Field-test Plans for PARCC and request Delay of Adoption from 2015 to 2016 – VOTE – Steve Mills

Dr. Mills explained the stress around this new testing requirement. He thanked Deborah Bookis for her help in making this motion possible, urging the DESE to put off the PARCC assessments for a year until they have more thoroughly tested it. AEA Vice President Karen Sonner thanked Dr. Mills and Deb Bookis for this effort, stating that the teachers and staff strongly support this statement. Mike Coppolino appreciates the effort as a teacher and a School Committee member.

ABRSC VOTE:

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

VOTED: to approve the motion to oppose field test plans for PARCC and request a delay of its adoption from 2015 to 2016 as proposed

ABTSC VOTE:

Dennis Bruce moved, Mary Brolin seconded and it was unanimously

VOTED: to approve the motion to oppose field test plans for PARCC and request a delay of its adoption from 2015 to 2016 as proposed

APSC VOTE:

Paul Murphy moved, Mike Coppolino seconded and it was unanimously

VOTED: to approve the motion to oppose field test plans for PARCC and request a delay of its adoption from 2015 to 2016 as proposed

The staff and people in the audience responded with loud applause.

5. Safety in Schools

Dr. Mills thanked Andrew Shen for a very smooth evacuation due to a recent bomb threat. All schools practice for these kinds of events. Because of how quickly word gets out now with cellphones, texts, etc. it is important to get accurate information out.

6. **ABTSC 2014-2015 School Calendar – VOTE**

1. Proposed 2014-2015 School Calendar Draft A – no school on Rosh Hashanah and Good Friday
2. Proposed 2014-2015 School Calendar Draft B
3. Statewide Legal and Other Holidays & Major Religious Observances-DESE
4. Calendar survey results follow up memo

Dr. Mills introduced the issues stating that this is a School Committee decision that is voted every year. It has been agreed to start after Labor Day next year due to how late the holiday falls. Dr. Mills feels it is possible to run the schools on these holidays based on the survey results. He recommends that school be held on Rosh Hashanah and Good Friday next year and that everyone pay close attention to the current school policy and procedures for observing religious holidays.

There were a number of comments from School Committee members in support of Calendar A (no school on these two holidays) including:

- Our students test well, they don't need more classroom time.
- It is a fairly significant part of the population in support of the no school days and there has been very little public comment asking to have school on these days.
- The Committee always listens to public feedback and a lot has been received on this.
- The District can have more full school days without holding classes on these holidays. There are other ways to get more school days.

Maria Neyland has been an outspoken advocate of Calendar B for years. She very much believes in people's freedom to practice their faith but if the Superintendent says he can run the school on those holidays, she urged the Committee to listen to him and support B.

ABTSC VOTE:

Seeing the consensus, Dennis Bruce moved and Michael Coppolino seconded the **MOTION**: to adopt Calendar A for next year as put forth by Dr. Mills with no school on Rosh Hashanah and Good Friday.

Several members of the public spoke in support of Calendar A.

The motion was VOTED and approved –

YES: Bieber, Brolin, Coppolino, McOsker, Murphy, O'Sullivan, Rychlik

NO: Bruce, Neyland

7. **ABTSC Blanchard School Principal Search Update**

Marie Altieri reported that about 30 applications have been received. Eight candidates will be interviewed. It is hoped that finalists will be announced before Thanksgiving and an appointment will be made by winter break.

8. **ABRSD FY14 Financial Report – 1st Quarter**

Don Aicardi reported that this budget is very tight at this early time in the year. The ABRSD ended the first quarter of FY14 with a \$1,292. projected year end fund balance.

9. **ABTSC FY15 Budget Process**

Don Aicardi stated that this is the first FY'15 ABRSD Budget to be presented in a unified pre-K – Grade 12 format. Regional transportation revenues will increase significantly from FY14 as a result. Approximately \$400,000 in position-related reduction savings has been identified. Ground rules are now being established for the Administration to follow for the new budget deliberations.

Additional savings could be used to: decrease budgets, re-channel savings back into the budget to fix vulnerabilities and maintain level service, or re-direct toward unmet needs/programs, or a combination. A key question for the Transitional School Committee

will be, "If current school-based positions can be "re-allocated" to meet unmet district-wide needs, how will these positions be identified and what should be the context for how those positions should they be authorized?"

The process will be as transparent and simple as possible. The Committee discussed what level service means. Don assumes the budget will not be cut further next year. If that is not true, he needs to know asap. At the 12/5/13 meeting the Committee needs to come to agreement about items like preschool tuition, all day Kindergarten tuition, and other items that are different in the two towns' elementary schools. People were encouraged to talk to Don and Steve.

Mary Brolin noted that when the Committee discussed financial savings from regionalization, they planned on \$1 million, but they also planned on additional efficiencies that over the next 5 years would accrue to another million dollars. Most important to her is transparency and rationale. She urged the Committee to make conscious decisions about spending or not spending any savings and communicate that clearly to the communities.

Dennis Bruce emphasized that it was a long process to get to regionalization and at Acton Town Meeting part of what he said was that they expected targeted efficiencies and \$1 million dollars of anticipated savings. Dennis said the Committee was clear to the Selectmen and Finance Committee all along that regionalization would be an opportunity to look at the District as a whole and craft how people wanted it to be in the future. He asked that the School Committee be allowed to decide how money is spent using the same process as has been used every year. He requested that the slides on Budget Saturday show items "above and below the line" so the Committee fully understands the requests and the trade-offs. Dennis emphasized that the Superintendent's recommendations are certainly needed and requested, but he wants to let the School Committee decide on the final items that are funded.

10. ABTSC PreK – 12 Regionalization

Dr. Mills reported that the Transitional Administrative Team weekly meetings continue to be very productive. Erin Bettez's Community Education office may be able to help with the record keeping for the music lessons being held so successfully at Blanchard. This is one example of how structure in place in Acton/ABRSD can assist programs and services at Blanchard. A draft Intermunicipal Agreement with the Town of Acton has been created. This must be voted on by the AB Transitional School Committee and then the Acton Board of Selectmen but parts of it may require warrant articles. This will be similar with the Town of Boxborough. Vince Amoroso is in contact with Dr. Mills about this. The Committee requested that important information about regionalization continue to be kept updated on ab.mec.edu homepage. Deanne O'Sullivan reminded the Committee that monthly meetings with the PTSO Co-Chairs are being held. Kristina Rychlik is writing monthly updates for the newspapers.

11. APS/ABRSC/ABTSC Policy Update

1. Notice re District Policies for 2013-2014– FIRST READING

Brigid Bieber explained that the proposed notice states that policies approved between now and July 1, 2014 should be read to include the Acton Public Schools. There may be a few policies that this does not apply to, and that will be clearly spelled out on those few for this (FY14) school year.

2. Mission, Values and Goals (File: AD) revision and deletion of School District Goals and Objectives (File: ADA)– SECOND READING
A minor administrative change was requested.

ABTSC VOTE:

Mary Brolin moved, Paul Murphy seconded and it was unanimously,

VOTED: to approve Mission, Values and Goals, File: AD as amended.

ABRSC VOTE:

Mary Brolin moved, Paul Murphy seconded and it was unanimously,

VOTED: to approve Mission, Values and Goals, File: AD as amended.

APSC VOTE:

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

VOTED: to approve Mission, Values and Goals, File: AD as amended.

3. **Elementary Class Size** (File: IIBA) revision

Maria Neyland explained that this discussion would be at the 11/21/13 meeting. The policy subcommittee would then consider it and a **FIRST READING** of a proposed policy could be at the 12/7/13 meeting. At the last School Committee meeting, the most current Boxborough policy was not used. Acton and Boxborough's current policies are different. A paper copy of the extensive study done by Boxborough's School Committee is available from Beth. Marie Altieri will provide financial information for the 11/21/13 meeting showing the costs of different options.

4. **Nondiscrimination** (File: AC) revision – **FIRST READING**

Liza Huber outlined the DESE required changes since July 2012 including those around gender identity and veteran status. The District's attorney recommends a simplified policy as proposed. It was noted that the proposed policy should refer only to the ABRSD, not APS and ABRSD, given upcoming regionalization.

5. **ABTSC/APSC/ABRSC Policies - Consent Agenda #1 – FIRST READING**

- i. Section A: Foundations and Basic Commitments (*selected policies*)
- ii. Section B: School Board Governance and Operations (*selected policies*)

Maria Neyland reported that the Transitional policy subcommittee is reviewing all policies in an effort to incorporate Blanchard's policies with those of APS/ABRSD. After their review, each section is passed on to the Joint APSC/ABRSC policy subcommittee for review. After their review, they will group the simpler proposed policy revisions in a consent agenda and give to the Joint APSC/ABRSC/ABTSC for Readings and Approval Votes. More complicated policies will be submitted individually to the School Committees. The Consent Agenda proposed policies will be posted separately under the meeting materials for easier reference.

12. **Educational Values and Interests Survey, January 2010, Data Study**

Mike Coppolino said that after work was done on the results of this survey in 2010 some School Committee members felt that there was more information to be mined but it was a too large a task at the time. A Boston College professor contacted by Mike has offered to study the results further. Mike thanked Amy Bisiewicz for her help in gathering the data. The professor assured Mike that there would be complete confidentiality, in writing, and in the future. She asked what other information the School Committee wanted gleaned from the study. The point was made that the data is now 4 years old. A goal may be to redo the survey at some point but the original survey would be a data point. One member suggested that given all that is going on this year, this is a "nice to have". Another member suggested that it be analyzed now and think about implementing a new survey in a year or two. Mary Brolin requested that although the schools would not be identified, the School Committees should have first read on anything written.

ABTSC adjourned. The APS/ABRSC Joint meeting continued at 8:50 p.m .

13. APS/ABRSC MCAS Report

Deborah Bookis was complimented on an excellent presentation of the 2012 MCAS results. See slides.

14. APS/ABRSD Special Education Parents Advisory Council (Sped PAC) Report

Nancy Sherburne and Bill Guthlein presented on the Sped PAC organization and goals and APS and ABRSD MCAS highlights.

The 2013-2014 Sped PAC goals are to:

- Analyze and report on special education student 2013 MCAS performance.
- Propose revisions to School Committee Procedure BDFB-R to clarify its implementation of the PAC's legal mandate.
- Help to facilitate the smooth transition of students with special needs and their families as the Acton and Boxborough school districts fully regionalize in 2014.

Regarding MCAS results, Bill said that the PAC may not agree with all of the Administration's positions, but they have been dialoguing a lot to gain an understanding of the issues. Mike Coppolino thanked Bill and Nancy for spending so much time and effort on their analysis. Concern was expressed about several particular groups of students' MCAS scores and a question about whether it is comparing apples to apples. Deborah Bookis stated that for the ELA tests, teachers employed more opportunities for students to write with prompts and that led to improvement. This is the kind of activity that teachers will try to do more of. Maria Neyland thanked Bill and Nancy for all that they do to help students and families through their leadership of SpedPAC.

15. *Recommendation to Approve Motion to Oppose Field-test Plans for PARCC and request Delay of Adoption from 2015 to 2016 – VOTE

This was taken out of order earlier in the meeting.

16. School Committee Member Reports

1. Acton Leadership Group (ALG)

Dennis reported ALG met that day and discussed FinCom's Point of View (POV) and OPEB. There is a new spreadsheet being used. Next meeting is 12/12/13.

2. Acton Finance Committee

Dennis reported that the FinCom is requesting input from School Committee and BOS on their Point of View document found in the packet. This document describes what the Fincom would like to see the town of Acton adhere to for the upcoming year's budget. Dennis will attend FinCom on 11/12/13 to give them Committee feedback. Revenue, expenses and use of reserves outlined in the POV were discussed. Dennis asked the Committee to consider that for FY15 there is a recommendation that OPEB be \$1.1 million and for FY16 that go up to \$1.4 million. Kim pointed out that regarding OPEB numbers, it will not continue to go up \$300,000 every year but it is the sense of the working group that it will level off. Kristina Rychlik expressed concern regarding the last sentence under Level Service Budgeting that she sees as a blanket statement that FinCom is never open to additional hiring unless it is offset by expense reductions. Mike Coppolino said that the FinCom always makes this statement. Dennis asked if in the past, the School Committee has discussed what the Acton tax rate should be. Mike replied that FinCom has asked in the past, and School Committee should respond to them to let their opinions be known.

Dennis reported that according to BOS members who are on ALG, there was no consensus about the 2%. BOS member Katie Green spoke from the audience stating that looking out to FY18 and a 2% increase, reserves end up at 5% of the

budget and that alarms her. Right now reserves are at 10%, which is high. BOS would like to keep it at 6 - 8% but they are waiting to hear more from the Town Manager about his budget.

Maria Neyland is concerned that if Fincom wants a level service budget, how will the School Committee respond to them. She reminded Committee members that they have to be consistent. Brigid Bieber stated that her goal as a Regional School Committee member from Boxborough is to do budgeting for the Regional Schools. From the current position, it is to develop a level service budget for the students today, and then discuss any savings realized and spending priorities. This discussion must take place at the School Committee table and see where it leads members. She described this as the tension of the job School Committee members have to do and it comes first before expressing an opinion to either town's Finance Committee. Kim McOskey said that is the ALG opinion as well. Members are not in a position to make a statement until they have a better idea of what they are doing in their own roles. Mike agrees with Brigid. Paul Murphy echoed focusing on the budget and where we are. Additional feedback should be sent to Dennis before the FinCom meeting on 11/12/13.

3. Acton Board of Selectmen
Paul Murphy reported that the BOS approved a supporting letter for Senate Bill 228 with an amendment to include all regional schools not just vocational.

17. APS/ABRSC SMART Goals for FY14

As Superintendent, Dr. Mills is concerned about the School Committee's workload and planning agendas for all of the meetings with the regionalization transition. He proposed four simple SMART goals for this year. Comments can be sent by the next meeting.

The APSC adjourned at 9:57 p.m.

18. Recommendation to Accept Grant from ABR-PTSO to ABRHS – ABRSC VOTE

Brigid Bieber moved, Mary Brolin seconded and it was unanimously, **VOTED**: to accept the PTSO grant to ABRHS with gratitude.

19. Recommendation to Approve ABRHS Field Trip to Martinique, June 2014 – VOTE

This was taken out of order earlier in the meeting.

20. FOR YOUR INFORMATION

Dr. Mills highlighted a thank you from an ABRHS English Teacher for the School Committees' support for the additional English teachers at the High School this year.

The ABRSC adjourned at 10:01 p.m.

NEXT MEETINGS:

- November 14, 7:30 p.m. Boxborough School Committee meeting, Blanchard Library
- November 21, 7:00 p.m. AB Transitional School Committee followed by Acton Public School Committee meeting, Junior High Library
- December 5, 7:30 p.m. ABTSC, ABRSC, APSC meeting, Junior High Library
- December 19, 7:00 p.m. APSC meeting, Junior High Library

Respectfully submitted,
Beth Petr

List of Documents Used: see agenda

Revised Enrollment Projections - 11/13

PUBLIC SCHOOL ENROLLMENT PROJECTIONS									
Elementary School									
Acton, MA: 2003-2025									
Year	K-12	K	1	2	3	4	5	6	Total
2003*	4,517	334	348	369	360	355	365	349	2,480
2004*	4,575	328	352	363	376	365	361	379	2,524
2005*	4,654	308	352	359	372	380	375	370	2,516
2006*	4,712	305	315	371	375	375	387	390	2,518
2007*	4,762	292	320	340	389	394	382	397	2,514
2008*	4,773	301	326	336	349	381	404	384	2,481
2009*	4,830	334	333	349	358	359	391	407	2,531
2010*	4,815	320	347	342	344	369	360	394	2,476
2011*	4,760	294	333	354	351	351	369	361	2,413
2012*	4,768	267	312	348	382	354	354	382	2,399
2013*	4,713	281	302	316	365	375	355	358	2,352
2014	4,627	269	302	313	329	370	378	360	2,321
2015	4,557	268	290	313	325	334	373	383	2,285
2016	4,451	238	288	300	326	330	336	378	2,195
2017	4,344	230	256	298	312	330	333	341	2,100
2018	4,270	244	248	265	310	316	333	337	2,053
2019	4,191	257	262	256	276	315	319	337	2,022
2020	4,152	271	277	271	267	279	317	323	2,006
2021	4,127	284	291	286	283	271	282	321	2,018
2022	4,086	289	306	301	298	287	273	285	2,039
2023	4,047	293	310	316	314	302	289	276	2,101
2024	4,075	296	315	321	329	318	305	293	2,178
2025	4,112	301	319	326	335	334	321	309	2,243

PUBLIC SCHOOL ENROLLMENT PROJECTIONS			
Junior High School			
Acton, MA: 2003-2025			
Year	7	8	Total
2003*	375	354	729
2004*	351	368	719
2005*	391	351	742
2006*	382	400	782
2007*	395	381	776
2008*	402	407	809
2009*	393	402	795
2010*	395	401	796
2011*	391	408	799
2012*	375	396	771
2013*	389	376	765
2014	361	394	755
2015	363	366	729
2016	386	368	754
2017	381	392	773
2018	344	386	730
2019	340	348	688
2020	340	345	685
2021	326	345	671
2022	324	330	654
2023	279	329	607
2024	295	283	578
2025	311	299	611

PUBLIC SCHOOL ENROLLMENT PROJECTIONS					
High School					
Acton, MA: 2003-2025					
Year	9	10	11	12	Total
2003*	343	328	315	322	1308
2004*	362	338	332	300	1332
2005*	368	361	341	326	1396
2006*	345	364	369	334	1412
2007*	391	345	366	370	1472
2008*	385	394	342	362	1483
2009*	402	382	383	337	1504
2010*	402	390	370	381	1543
2011*	385	415	387	361	1548
2012*	408	392	419	379	1598
2013*	394	404	393	405	1596
2014	372	394	400	385	1551
2015	390	372	390	392	1543
2016	362	390	368	382	1502
2017	363	362	386	361	1472
2018	387	364	358	378	1487
2019	382	387	360	351	1480
2020	344	382	383	353	1462
2021	341	345	378	376	1439
2022	341	341	341	371	1393
2023	327	341	337	334	1339
2024	325	327	337	330	1319
2025	279	325	323	331	1258

Excludes choice

* Actual data

Sources: Acton-Boxborough School System
Acton Town Clerk & Building Commissioner
Mass. Department of Public Health

NOTE: This scenario is a result of utilizing 5 year average for grade to grade ratios and for kindergarten to birth ratio

Revised Enrollment Projections - 11/13

PUBLIC SCHOOL ENROLLMENT PROJECTIONS									
Elementary School									
Boxborough, MA: 2003-2025									
Year	K-12	K	1	2	3	4	5	6	Total
2003*	1,146	66	68	91	87	86	108	95	601
2004*	1,151	66	70	74	98	79	85	109	581
2005*	1,152	67	74	67	75	96	84	88	551
2006*	1,126	60	67	76	68	76	95	87	529
2007*	1,102	54	70	69	72	68	76	95	504
2008*	1,078	58	57	72	71	70	72	77	477
2009*	1,030	45	59	60	66	74	74	73	451
2010*	1,005	48	54	66	61	68	73	70	440
2011*	952	51	49	53	66	60	72	77	428
2012*	897	43	52	51	53	63	65	72	399
2013*	858	35	43	53	55	57	69	64	376
2014	804	39	37	45	53	56	60	69	359
2015	774	38	41	38	45	54	59	60	336
2016	743	31	40	43	38	46	57	59	314
2017	713	33	33	42	43	39	48	57	295
2018	685	45	35	34	42	44	41	48	289
2019	665	47	47	36	34	42	46	41	294
2020	659	51	49	49	36	35	45	46	311
2021	651	54	54	52	49	37	37	45	327
2022	656	58	57	56	52	50	39	37	348
2023	665	60	61	59	56	53	53	39	381
2024	680	63	63	64	59	57	55	53	414
2025	705	64	66	66	64	60	60	55	436

PUBLIC SCHOOL ENROLLMENT PROJECTIONS			
Junior High School			
Boxborough, MA: 2003-2025			
Year	7	8	Total
2003*	97	99	196
2004*	99	96	195
2005*	103	101	204
2006*	91	108	199
2007*	87	92	179
2008*	99	93	192
2009*	77	100	177
2010*	69	75	144
2011*	71	71	142
2012*	74	72	146
2013*	72	78	150
2014	63	73	136
2015	68	64	132
2016	59	69	128
2017	58	60	118
2018	56	59	115
2019	48	57	105
2020	41	48	89
2021	45	41	87
2022	44	46	90
2023	36	45	81
2024	38	37	75
2025	52	39	91

PUBLIC SCHOOL ENROLLMENT PROJECTIONS					
High School					
Boxborough, MA: 2003-2025					
Year	9	10	11	12	Total
2003*	97	100	74	78	349
2004*	97	102	101	75	375
2005*	103	91	101	102	397
2006*	100	104	96	98	398
2007*	116	100	106	97	419
2008*	87	116	100	106	409
2009*	97	88	116	101	402
2010*	108	101	97	115	421
2011*	78	109	99	96	382
2012*	71	74	107	100	352
2013*	72	73	81	106	332
2014	81	73	75	81	309
2015	76	81	75	75	307
2016	66	76	84	75	301
2017	71	67	79	84	300
2018	62	72	69	78	281
2019	61	63	74	69	266
2020	59	61	65	74	259
2021	50	59	63	65	237
2022	43	50	61	63	218
2023	48	43	52	61	204
2024	46	48	44	52	190
2025	38	47	49	44	178

Excludes choice

* Actual data

NOTE: This scenario is a result of utilizing 5 year average for grade to grade ratios and 6 yr ratio for kindergarten to birth ratio
 Sources: Acton-Boxborough School System
 Boxborough Town Clerk
 Mass. Department of Public Health

**Regional Enrollment Acton/Boxborough
Elementary Schools**

Year	K-12 total	K	1	2	3	4	5	6	Total	Boxborough Share of K-6	Boxborough Share of Total Region
2003*	5663	400	416	460	447	441	473	444	3081		
2004*	5726	394	422	437	474	444	446	488	3105		
2005*	5806	375	426	426	447	476	459	458	3067		
2006*	5838	365	382	447	443	451	482	477	3047		
2007*	5864	346	390	409	461	462	458	492	3018		
2008*	5851	359	383	408	420	451	476	461	2958		
2009*	5860	379	392	409	424	433	465	480	2982		
2010*	5820	368	401	408	405	437	433	464	2916	15.09%	17.27%
2011*	5712	345	382	407	417	411	441	438	2841	15.07%	16.67%
2012*	5665	310	364	399	435	417	419	454	2798	14.26%	15.83%
2013*	5571	316	345	369	420	432	424	422	2728	13.78%	15.40%
2014	5431	308	339	357	382	426	438	429	2680	13.39%	14.81%
2015	5332	306	331	351	370	388	432	443	2621	12.81%	14.52%
2016	5194	269	328	342	364	376	393	437	2509	12.51%	14.30%
2017	5057	263	288	340	355	369	381	398	2394	12.30%	14.10%
2018	4955	289	282	299	352	360	374	385	2341	12.32%	13.82%
2019	4856	304	310	293	310	357	365	379	2317	12.70%	13.70%
2020	4812	322	326	321	303	314	362	369	2317	13.44%	13.70%
2021	4778	338	345	338	332	308	318	366	2345	13.94%	13.62%
2022	4742	347	362	357	350	337	312	322	2387	14.58%	13.83%
2023	4712	353	371	376	370	355	342	315	2482	15.34%	14.11%
2024	4754	359	378	385	389	375	360	346	2592	15.99%	14.29%
2025	4817	365	385	392	398	394	381	364	2679	16.26%	14.63%

JH & HS Regional Enrollment						
Year	JHS Boxborough	JHS Combined	SHS Boxborough	SHS Combined	Region Total	Boxborough Share
2003*	196	925	349	1657	2582	21.1%
2004*	195	914	375	1707	2621	21.7%
2005*	204	946	397	1793	2739	21.9%
2006*	199	981	398	1810	2791	21.4%
2007*	179	955	419	1891	2846	21.0%
2008*	192	1001	409	1892	2893	20.8%
2009*	177	972	402	1906	2878	20.1%
2010*	144	940	421	1964	2904	19.5%
2011*	142	941	382	1930	2871	18.3%
2012*	146	917	352	1950	2867	17.4%
2013*	150	915	332	1928	2843	17.0%
2014	136	892	309	1860	2752	16.2%
2015	132	861	307	1850	2711	16.2%
2016	128	882	301	1803	2685	16.0%
2017	118	891	300	1772	2663	15.7%
2018	115	845	281	1768	2613	15.2%
2019	105	793	266	1746	2539	14.6%
2020	89	774	259	1721	2495	13.9%
2021	87	757	237	1676	2433	13.3%
2022	90	745	218	1611	2355	13.1%
2023	81	688	204	1542	2230	12.7%
2024	75	653	190	1510	2162	12.3%
2025	91	702	178	1436	2138	12.6%

Update on School Enrollment Projections 2013

Peter K. Ashton
Mary Ann Ashton
Innovation & Information Consultants, Inc.
Concord, MA

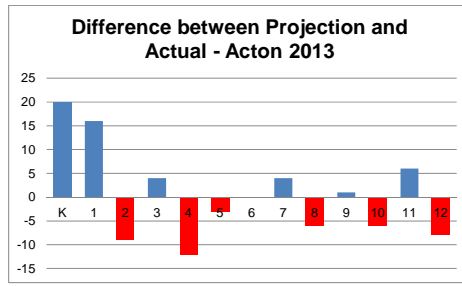
December 5, 2013

Enrollment Continues to Decline

- Enrollment this year is down in both towns
 - Acton elementary enrollment declined by 47 students (-2%) from last year
 - Boxborough elementary down by 23 students (-6%)
 - At current region, JHS decreased by 2 students and at HS decreased by 22 students
 - Net overall decline in enrollment = (84) (-1.7%)

Difference between Projection and Actual for 2013

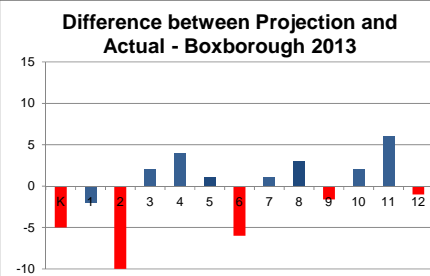
This is where we attempt to show how good we are at predicting the future. Of course this is only one year out, but overall we predicted correctly the total number of kids enrolled in Acton and Boxborough (5,571) – of course there are variations from grade to grade



Blue means we over predicted, red means we under predicted

3

Looking back 7 years we were only off by about 4% in predicting this year's total enrollment.



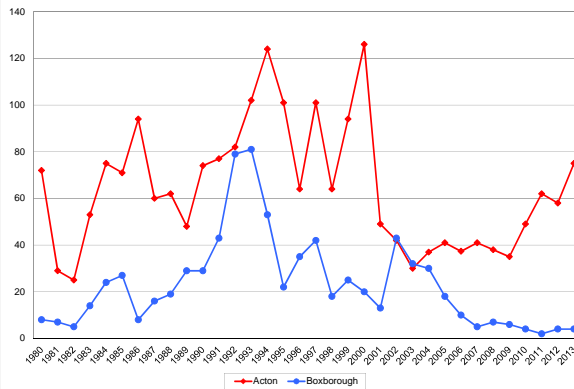
What is the Cohort Survival Method?

- Computes the ratio of children in one grade compared to the number who “survive” to the next grade
 - Starting point is birth to kindergarten ratio
 - based on relationship between kindergarten enrollments and live births five years earlier
 - Grade progression ratios follow the number of children who advance from one grade to the next
 - Relies on birth data and birth projections
 - Captures effects of net migration, population changes, retention rates, housing trends
 - Assumes history is a reasonable predictor of the future
- Use 5 year average of historical trends

4

Building Permits by Town

SF Building Permits:

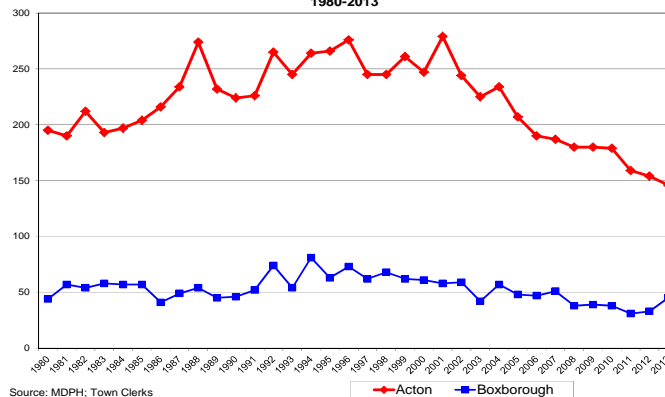


- The number of single family permits in Acton is increasing again after a decade long decline
- Boxborough housing permits have been declining since 2002

5

Births in Acton and Boxborough

Births in Acton and Boxborough
1980-2013

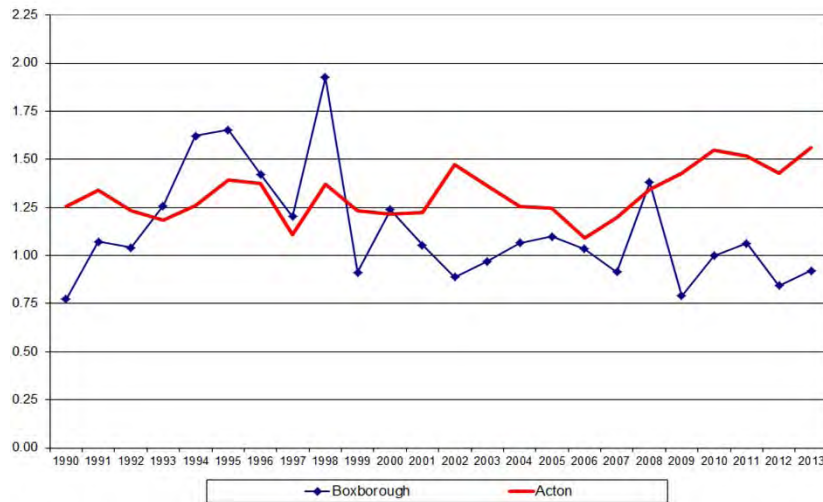


Source: MDPH; Town Clerks

- Acton and Boxborough births declining since 2002; slight increase in Boxborough
- Reflects a state-wide trend

6

Comparison of Birth to Kindergarten Ratios



7

Most volatile of the predictors of enrollment; spreads out by third grade

Enrollment Projections

- Projections developed using “standard” model (excludes “choice”)
- Residential development on the wane in both towns
- Turnover has slowed, but picking up as housing market recovers
- Enrollment continues to decline for next 6 years at elementary and for the foreseeable future at grades 7 through 12
- Birth projections have been revised which suggest continued low enrollment in Boxborough
 - Increase doesn’t begin until 2019
 - Total region enrollment declines through 2023, then starts upward climb again

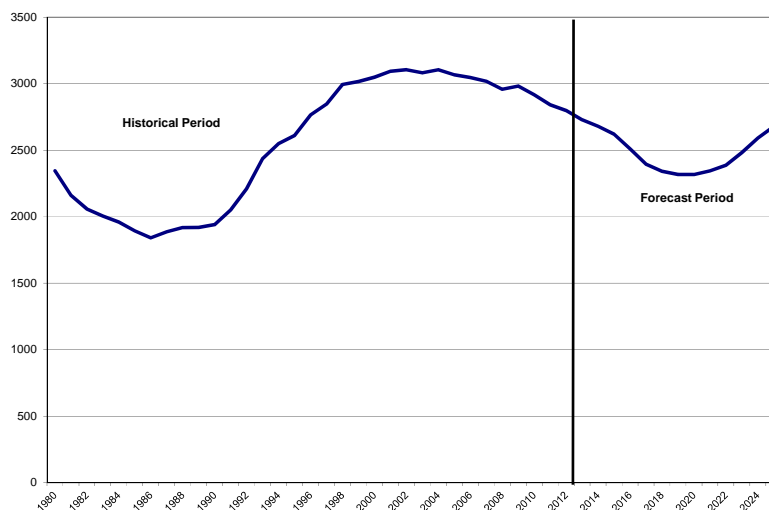
8

Enrollment Projections

- Decline in births and low new construction lead to decrease in enrollment over the next decade
 - Regional elementary enrollment drops by about 400 students between now and 2020; then increases back almost to today's level by 2025.
 - JHS/SHS both continue to drop; total decline is 700 students between now and 2025.
- Acton's share of total regional enrollment continues to increase until 2021, then Boxborough's share slowly increases but remains at about 15% by 2025

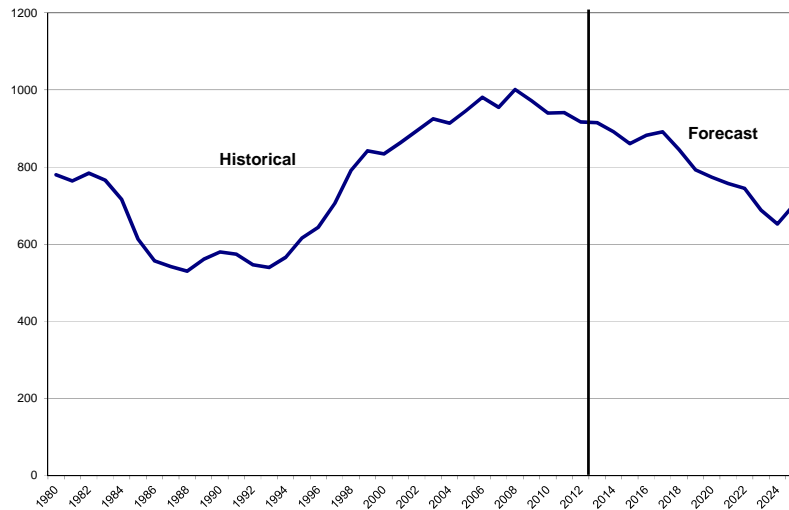
9

Regional K-6 Enrollment



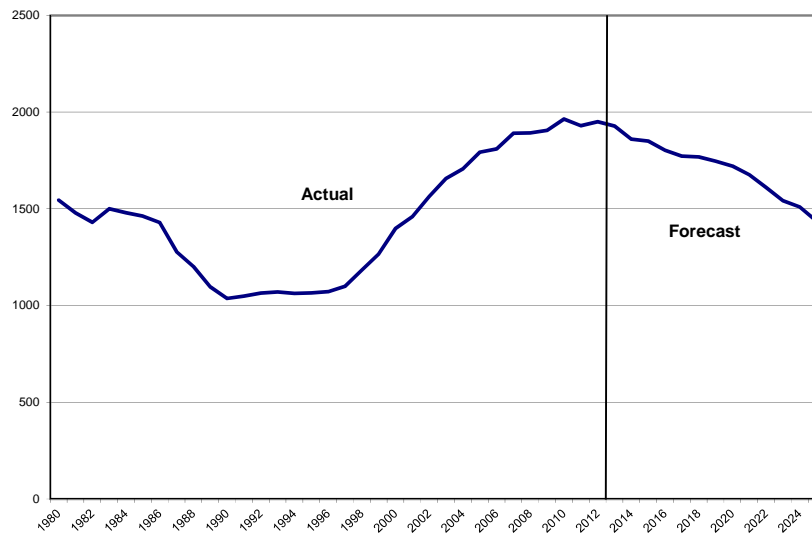
10

Junior High Enrollment



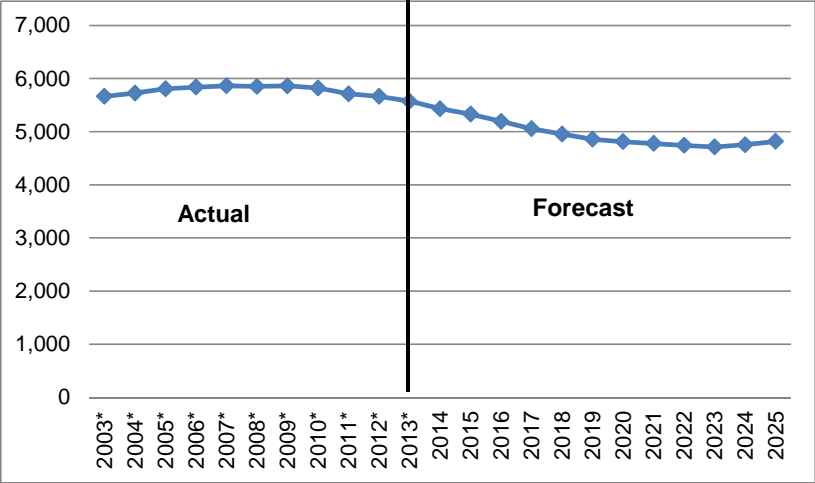
11

ABRHS Enrollment



12

Total Regional Enrollment





ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

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

*** MEMO ***

TO: Dr. Stephen Mills, Superintendent

FROM: J.D. Head, Director of Facilities and Transportation

RE: Regional School Transportation 2014 – 2015 School year

DATE: 12/3/13

As you recall at the October 3rd meeting I presented my early findings as it relates to regular education student transportation for the coming 2014 – 2015 school year. Over the past eight weeks I have looked in great detail at the logistics and expenses related to a new system that would incorporate all six ABRSD elementary schools running on one specific schedule concurrently. We would accomplish this by utilizing 5 buses for Blanchard, 6 buses for Conant, 13 buses for Merriam and McTowne, and 13 buses for Gates and Douglas. Our costs to create this system would increase by an estimated \$160,846, which is about a 6% increase over our current expenses of \$2,630,068.

Please refer back to the slides from the October 3, 2013 School Committee meeting, specifically the pros and cons associated with going in this direction, as they remain the same. I personally believe that moving to a single tiered system would better serve the new ABRSD. However, the financial implications cannot be ignored and I am not convinced that we would be able to deliver a service our constituents expect if we do not address some of the operational concerns that are not currently covered in the \$160,846 expense increase. For example, our consultants and our departmental leadership team do not believe we can support this proposed operation with our current resources (one mechanic, completely unsatisfactory garage and parking, as well as office support staff). We did not include necessary expense increases to address these concerns. If we were to completely resolve these concerns today we would present a budget that would include an additional \$120K in operational support staff as well as a one-time capital expenditure north of \$300K.

Based on our due diligence over the past eight weeks, I believe the most responsible recommendation to the Committee would be to not jump blindly into this single tier operation on September 3, 2014. My recommendation would be to experience the nuisances of our operation for a year running the expanded region and incorporate that experience into a recommendation for the next budget cycle.

I am currently examining what a two-tiered elementary system would look like and I will come to Thursday night's School Committee meeting prepared to discuss these findings.

Personnel Office

Acton Public Schools ♦ Acton Boxborough Regional Schools
16 Charter Road
Acton, MA 01720

DATE: November 25, 2013
TO: Dr. Stephen Mills, Superintendent Acton-Boxborough Regional School District
Dr. Curtis Bates, Superintendent/Principal Boxborough Public School District
FROM: Marie Altieri, Director of Personnel and Administrative Services
SUBJECT: Blanchard Memorial School Principal Finalists

I am pleased to present you with four finalists for the position of Principal of the Blanchard Memorial Elementary School for the 2014-2015 school year. The search committee reviewed 35 applications, selected eight candidates to interview, and determined four finalists from the candidates interviewed. Each finalist will spend a day visiting Blanchard in December. Superintendent Mills will announce his appointment by the end of December.

Karen Dwyer-Tower

Assistant Principal, Blanchard Memorial School

Boxborough, MA

Dr. Tower has been the Assistant Principal of the Blanchard Memorial School for three years. Prior to that, she was a Literacy Specialist for twenty years, including eight years in the Chelmsford Public Schools. Dr. Tower received her Ed.D. in Literacy, Language, and Cultural Studies from Boston University in 2007. She also has a Master's of Education in Reading and Language from Harvard University and a Bachelor's of Arts in English from Tufts University.

Angela Kimble Principal, North Street Elementary School

Tewksbury, MA

Ms. Kimble has served as the Principal of the North Street Elementary School in Tewksbury for the last five years. Prior to that, she was the Assistant Principal in Pepperell for eight years. Her nine years of teaching experience includes grades three through six and sixth grade math. Angela has a Master's in Educational Administration from the University of Massachusetts, Lowell and a Bachelor's of Arts in Elementary Education from The College of Santa Fe and a second Bachelor's of Arts in History from Texas A&M University.

Priscilla Kotyk

Assistant Principal, Gates and Conant Elementary Schools

Acton, MA

Dr. Kotyk has been the Assistant Principal shared between the Gates and Conant Elementary Schools in Acton for four years. Priscilla has worked for the Acton Public Schools and the Acton-Boxborough Regional Schools for over twenty years, serving as the Director of Technology Integration and Instruction and various Technology Teaching positions. Early in her career Priscilla taught Special Education for many years in Maine and New York. Priscilla received her Doctor of Philosophy in Educational Studies from Lesley University, where she also has received a Bachelor's and Master's of Education.

Dana Labb Principal, West Street Elementary School

Southbridge, MA

Mr. Labb has served as the Principal of the West Street Elementary School in Southbridge for two years. Prior to that, he was the Assistant Principal of Tantasqua Jr. High School. He has seven years of experience as a Special Educator and a Behavior Specialist. Dana has a Master's of Arts in Special Education from Cambridge College and a Bachelor's Degree in Communications from the University of Massachusetts at Amherst. Dana served for four years in the Army 1/181 Infantry Division rising to the rank of Sergeant.

Blanchard Principal Finalist Site Visit Schedule December, 2013

The four finalists for the Blanchard Principal Visit will each be scheduled to visit for a day.

Days scheduled for visits:

Wednesday December 4 Karen Dwyer-Tower

Monday December 9 Angela Kimble

Tuesday December 10 Priscilla Kotyk

Thursday December 12 Dana Labb

Daily Schedule:

8:00 – 8:30 Faculty Meeting – Introductions

8:45 – 9:30 Interview at Blanchard with Dr. Mills and Dr. Bates

Move to Central Office

9:45 – 10:15 Meet with Principals

10:15 – 10:45 Meet with Central Office

Move back to Blanchard

11:10 – 1:20 Lunch and casual conversation in the Blanchard Faculty Room

1:20 – 2:00 Visit Classrooms

2:00 – 2:45 Parent Forum

3:00 End Time

Acton-Boxborough Regional
School District
Introductory FY'15 Budget Presentation

Transitional Regional School Committee
Meeting
December 5, 2013

1

Introductory FY'15 Budget Presentation

Time to start the conversation about the new
K-12 ABRSD FY15 Budget

2

Introductory FY'15 Budget Presentation

TONIGHT'S FOCUS:
New Version of "Table 6"

3

Introductory FY'15 Budget Presentation

Outlined in new Regional Agreement
June, 2013

Detail in Appendix A

4

Introductory FY'15 Budget Presentation

- Thanks to Boxborough Treasurer Margaret Dennehy, Acton Treasurer Stephen Barrett, Regional Treasurer Tess Summers
- Thanks to Clare Jeannotte, Boxborough Public Schools
- Special Thanks to members of the Regionalization Study Committee: Peter Ashton, Mary Brolin, Xuan Kong, and Mac Reid

5

Introductory FY'15 Budget Presentation

Review of New "Table 6" Spreadsheet

6

Introductory FY'15 Budget Presentation

Both FY'15 Towns' Assessments

1. will be sent to Boxborough Town Accountant for
Boxborough budget process;
2. spreadsheet for Acton Leadership Group for
Acton budget process
(Acton Town Treasurer and School Finance Director
act as staff)

7

Introductory FY'15 Budget Presentation

Next FY15 Budget Presentation:
December 19, 2013

Coming Attractions

- New "Chart of Accounts"
- Budget Process review
 - Budget Schedule
 - Budget Assumptions
- Major Budget Challenges

8

Class Size Policy Options

Recommended Number of Students per Classroom

Grades	Option 1 Acton Policy	Option 2 Boxborough Policy	Option 3	Option 4	Grade by Grade Increase
K	22	20	20	18	
1	22	20	22	20	
2	22	22	22	22	
3	22	22	22	22	
4	25	22	24	22	
5	25	24	24	24	
6	25	24	24	24	

November 15, 2013

File: IIBA

current policy

ELEMENTARY CLASS SIZE

The School Committee has a commitment to provide the highest quality education for our children. The Committee recognizes that appropriate class sizes are a necessary part of the growth and development of the individual student. Therefore, the size of elementary classes, particularly in grades Kindergarten - 3, should be 22 or lower wherever possible, with classes larger than 25 viewed as undesirable in any grade. Attainment of the desirable maximum number of pupils per teacher shall, however, be dependent on the practicalities with which the Committee must deal.

The Superintendent of Schools is delegated the responsibility to develop and promulgate the administrative procedures required to implement this policy.

ELEMENTARY CLASS SIZE

There will be an effort to maintain classes within the maximum ranges stated in the policy for grades K-3 (22) and 4-6 (25) through not assigning transfer or new students to schools where the average per class is at or above the maximum class sizes. If the average minimum number in a grade level is exceeded per grade for the number of classes assigned to that school (22 K-3, 25 4-6) the Superintendent shall report this and make his/her recommendation to the School Committee.

Class enrollments will be shared monthly with the Administrative Council, and if any member of the Council has a concern about enrollments at the time or a concern about projected enrollments, the issue of a recommended course of action will be put on the agenda for discussion. If there appears to be a change in enrollment which will affect staffing or the number of sections assigned to a school, a meeting will be held with the elementary principals to discuss the situation and recommend a course of action to the Superintendent which is educationally desirable and administratively feasible.

ELEMENTARY CLASS SIZE

The School Committee has a commitment to provide the highest quality education for our children. The Committee recognizes that desirable class sizes are a necessary part of the growth and development of the individual student. Therefore, the desirable number of students per class should be as follows, whenever possible:

Grades K-1: 20 students

Grades 2, 3, & 4: 22 students

Grades 5 & 6: 24 students

Attainment of the desirable maximum number of pupils per teacher shall, however, be dependent on the practicalities with which the Committee must deal.

The Superintendent/Curriculum Director is delegated the responsibility to develop and promulgate the administrative procedures required to implement this policy.



Approved by the Boxborough School Committee: 4/12/11

Section Planning														
	Option 1: Acton Policy			Option 2: Boxborough Policy				Option 3			Option 4			
	K-3 = 22; 4-6 = 25			K-1=20; 2-4=22; 5-6=24				K = 20; 1-3 = 22; 4-6 = 24			K=18; 1=20; 2-4=22; 5-6 = 24			
	Acton	Box	Total	Acton	Box	Total	Cost	Acton	Box	Total	Acton	Box	Total	Cost
FY '14	105	21	126	105	21	126		105	21	126	105	21	126	
FY'15	104	19	123	105	20	125	\$140,000	104	19	123	107	20	127	\$280,000
FY '16	103	19	122	106	20	126	\$280,000	103	19	122	107	20	127	\$350,000
FY '17	100	19	119	105	20	125	\$420,000	100	19	119	106	21	127	\$560,000
FY '18	96	19	115	103	20	123	\$560,000	96	19	115	104	21	125	\$700,000
FY'19	95	19	114	103	21	124	\$700,000	95	19	114	104	21	125	\$770,000
FY '20	95	19	114	103	21	124	\$700,000	95	19	114	104	21	125	\$770,000

*Options 1 and 3 cost the same due to declining enrollment; Option 2 and 4 costs are estimated

Nov 18, 2013

Combined Acton and Boxborough Section Planning

Acton Enrollment

2013-2014							2014-2015					
		Oct 1 Actual	Staff	Total Enrolled Oct 1	Sections	Class Size			Staff	Total Project Oct 1	Sectns	Class Size
K	261	281	7	288	14	20.6	K	272	6	278	14	19.9
1	286	302	6	308	14	22.0	1	302	7	309	14	22.1
2	325	316	6	322	15	21.5	2	313	6	319	14	22.8
3	361	365	9	374	16	23.4	3	329	8	337	15	22.5
4	387	375	7	382	16	23.9	4	370	8	378	16	23.6
5	358	355	2	357	15	23.8	5	378	8	386	16	24.1
6	358	358	2	360	15	24.0	6	360	2	362	15	24.1
	2336	2352	39	2391	105	22.8		2324	45	2369	104	22.8

Boxborough Enrollment

2013-2014							2014-2015					
	Oct 1 Proj	Oct 1 Actual	Choice	Total Enrolled Oct 1	Sections	Class Size		Oct 1 Proj	Choice	Total Project Oct 1		Class Size
K	40	35	4	39	2	19.5	K	40	0	40	2	20.0
1	45	43	8	51	3	17.0	1	39	4	43	2	21.5
2	63	53	7	60	3	20.0	2	46	8	54	3	18.0
3	53	55	4	59	3	19.7	3	54	7	61	3	20.3
4	53	57	0	57	3	19.0	4	57	4	61	3	20.3
5	68	69	2	71	3	23.7	5	58	3	61	3	20.3
6	70	64	5	69	4	17.3	6	70	2	72	3	24.0
	392	376	30	406	21	19.3		364	28	392	19	20.6

Combined Acton and Boxborough Enrollment

2013-2014							2014-2015					
		Oct 1 Actual	Staff	Total Enrolled Oct 1	Sections	Class Size		Oct 1 Proj	Choice / Staff	Total Project Oct 1	Sectns	Class Size
K		316	11	327	16	20.4	K	312	6	318	16	19.9
1		345	14	359	17	21.1	1	341	11	352	16	22.0
2		369	13	382	18	21.2	2	359	14	373	17	21.9
3		420	13	433	19	22.8	3	383	15	398	18	22.1
4		432	7	439	19	23.1	4	427	12	439	19	23.1
5		424	4	428	18	23.8	5	436	11	447	19	23.5
6		422	7	429	19	22.6	6	430	4	434	18	24.1
		2728	69	2797	126	22.2		2688	73	2761	123	22.4

Updated November 27, 2013

Additional Section Planning Information

K-1 Increases in Acton

	New Students	Sections	Students Per classroom
FY '10	32	15	2.3
FY '11	13	16	.9
FY '12	13	16	.8
FY '13	19	15	1.2
FY '14	35	14	2.3

Cost of Adding Sections:

To go from 14 classrooms in Acton to 15 or 2 classrooms in Boxborough to 3:

Costs \$70k per year and \$500k over seven years.

To go from 14 classrooms at each grade level in Acton to 15 classrooms at each grade level in Acton

Costs \$500k per year

November 18, 2013

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

TO: Superintendent Stephen Mills

FROM: Erin Bettez, Director of ABRSD Community Education

RE: All-Day Kindergarten (ADK) Tuition Recommendation for 2014-2015 School Year

DATE: December 1, 2013

Following up on our recent meeting, this memo confirms that after considering expenses (salaries/supplies), possible class sizes, and the growing trend in scholarship needs we are recommending an All-Day Kindergarten tuition of \$4,000 for FY15.

This amount is an increase for Boxborough families, who have been paying \$3,500 per year, and a decrease for Acton families, who have been paying \$4,500. It is understood that the Boxborough program tuition was expected to increase next year, even if regionalization was not successful.

cc: Dr. Curtis Bates
Clare Jeannotte
Don Aicardi
Marie Altieri

Lower Fields
Income Generated (gross)

FY13 \$222,034.59

FY14 to date: \$237,357.50

ABRSC Meeting 12/5/13

1

Reservations/Bookings

Both fields nearly fully booked
Fall 2013 and Spring 2014

- **Weekday Evenings 6-9 PM**
- **Saturdays 7 AM-9 PM**
- **Sundays 9 AM-8 PM**

ABRSC Meeting 12/5/13

2

Short-Term Wish List

- **Grooming Machine**
- **Lighting of new rear Parking Lot**
- **Fence pockets to “park” nets**

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

TO: ABRSD School Committee

FROM: Erin Bettez

RE: Lower Fields Committee Annual Meeting

DATE: October 25, 2013

On October 4, 2013, the Lower Fields Committee (established in the Memorandum of Understanding that governs the Lower Fields) convened for its first annual meeting. In attendance were: Steve Mills, Don Aicardi, JD Head, Steve Desy, Denise Kelly, Erin Bettez, Bobby Glenn (representing the school district); Anne-Marie Sweeney (Pop Warner Rep.), Brian Cotter (AB Lax Rep.), Chris Habersaat (ABYS President), Jen Orcutt (AB Girls Lax President), Tim Kelly (FOLF Treasurer), Dave Wilson and Chip Orcutt (FOLF). The Lower Fields Committee oversees the operations and governance of the facility and reviews financial reports submitted to the ABRSD by FOLF.

JD Head provided a construction update:

- Auxiliary lot is paved, to be striped shortly. There are currently no plans to plow it during the winter. The additional spots mean we now have enough spaces to require five handicapped spots. JD is working on this with the Town. Despite the additional parking, many people continue to park illegally and receive tickets. One suggestion made was to have a monitor there to direct people to the lots at the high school.
- The Town of Acton is planning to issue an RFP for work on the skate park.
- NSTAR still needs to remove a pole at the main entrance to the field.
- Cameras are installed and working – we are looking at options to improve picture quality.
- GC has submitted a final invoice to be paid once credits are reflected.
- Bricks purchased by donors are on site (with a second shipment en route) and will be installed this fall by a boy as his Eagle Scout project.
- Signage is in process.

Erin Bettez reported on Operations:

- Community Ed. is paying for facilities OT clean up on both Saturday and Sunday as the level of use requires cleaning both nights.

- Snack shack is open every weekend and Comm. Ed. is experimenting with weekday afternoons during school games and weekday evenings to see which timeslots are profitable.
- Comm. Ed. has sold 4 signs to advertisers (New London Style Pizza, Achieve Physical Therapy, Prestigious Tree and Gallant Insurance – each a two year contract) and is looking to increase this number.

Dave Wilson provided an update from FOLF regarding rentals:

- The fields are fully booked for the fall season through the second week of November.. Late evenings in Spring 2014 are almost full with the same or more reservations in total than during the first year. There are tournaments booked for Thanksgiving Weekend as well as in February and March.
- FOLF is looking at online scheduling systems as they are currently booked now by Dave Scheuer who does it as a volunteer and it is a lot of work.

Tim Kelly provided a financial update from FOLF:

- FY13 final rental income (gross): \$222,034.59
- FY14 rental income to date: \$205,492.50
- Based upon the amount of time booked, a maximum yearly rental income in the \$200-\$240K range is likely. Available hours tend to be in the hottest part of summer when the turf is less desirable as it is hotter than a grass field and other turf facilities continue to be built in the region, adding new options for renters.
- FOLF is building up its reserve account and should be able to contribute to maintenance and the bond payment as per the MOU.

Soccer nets that are not being used are parked along the fence and just beyond the field boundary lines. Their proximity to the field of play poses a potential safety hazard and kids have run right into them. Many coaches/parents/renters have complained. The best solution is to create pockets in the fence where unused nets can be parked. Bobby Glenn has priced additional fencing required and is getting a price for composite decking on which the nets would sit as the best location for the pockets is along the route 2 side where we need to be cognizant of wetlands/setbacks. Initial cost estimate is \$15K total.

Committee noted the need for lighting in the new auxiliary parking lot and along the access road from the baseball field. Users are encouraged to use these areas but the walk from each area to the fields is extremely dark. JD is looking into options, with the new rear lot as first priority.

Wish List

1. *Grooming Machine* – all turf fields require regular grooming to remove debris and ensure that infill materials are distributed at a constant depth. Grooming prevents compaction and ensures proper porosity. We groom Leary Field and now the new turf fields two times per year at a cost of \$1,750 per grooming (or \$10,500 annually). A

grooming machine costs \$15,000 and would therefore pay for itself in 1.5 years. This seems like a prudent investment.

2. *More sand bags* – users are taking the ones that hold the netting and putting them on the goals, leaving gaps between the fields.
3. *Player Benches* - no good solution yet as permanent ones affect safety/usability of turf and non-permanent ones tend to disappear.
4. *Sound System* - all agreed this is a “nice to have” once safety items are addressed.
5. *Stands* - also a “nice to have” though not clear where these could go and if portable ones would suffice versus permanent/in-place.

Miscellaneous

AB Lax is looking into buying wheels that attach to the lacrosse nets so they can be moved more easily and less likely damage the turf.

Combining Files: ACAB, JBA, GBA

PROHIBITION OF HARASSMENT

Previously voted on March 7, 2013

DRAFT – First Reading 11/21/13 *Second Reading 12/5/13*

The Acton-Boxborough Regional School District is committed to maintaining a school environment where all individuals are treated with dignity and respect. Therefore, the District will take appropriate action to:

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

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

The School/District will not tolerate harassment of their employees or students because of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, employment policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through the schools.

Definition of Harassment

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

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

Definition of Sexual Harassment

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

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

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

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

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

Complaints

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

Director of Personnel
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
978-264-4700 x3209

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

Superintendent of Schools
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
978-264-4700 x3206

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

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

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

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

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

Superintendent of Schools
Acton-Boxborough Regional School District
16 Charter Road
Acton, MA 01720
978-264-4700 x3206

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

Investigation, Corrective Action & Closure of a Complaint

The Schools will investigate promptly every complaint of harassment, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements. The Director of Pupil Services and/or the Director of Personnel will coordinate the investigation. Typical steps in an investigation include separate interviews with those involved, putting statements from each party in writing, identifying and

questioning witnesses, and other appropriate actions. The Schools will conduct the investigation with as much confidentiality and privacy for the parties as possible without compromising the thoroughness of the investigation. The Schools will caution all participants in the investigation to limit discussions to those staff directly involved in the investigation and to treat the matter as confidential. Individuals are expected to cooperate fully in any investigation. Failure to do so may result in disciplinary action up to and including termination/expulsion.

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

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

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

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

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

State and Federal Agencies

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

The state agency responsible for enforcing laws that prohibit harassment in the workplace is the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Suite 601, Boston, MA 02108-1518; telephone (617) 994-6000; TTY Users (617) 994-6196. The time frame for filing a complaint with the MCAD is 300 days from the date of the most recent incident of alleged harassment. The state agency responsible for insuring that Massachusetts

public schools do not discriminate on the basis of protected characteristics is the Massachusetts Department of Elementary and Secondary Education (DESE), 75 Pleasant Street, Malden, MA 02148-4906; telephone (781) 338-3300; TTY Users (800) 439-2370. The MA DESE's Program Quality Assurance Services (PQA) accepts complaints when the alleged violation occurred no more than one year before PQA received the written complaint.

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

References:

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

Approved:

**The Acton-Boxborough Regional School District
HARASSMENT BASED ON PROTECTED CHARACTERISTICS
COMPLAINT FORM**

Date Complaint Received: _____ (If written complaint, please attach copy.)

Date of Incident: _____

Description of Incident: (Attach additional pages, if necessary)

Complainant and any Identified Persons Involved in Incident were:

- given a complete explanation and copy of Policy Prohibiting Harassment & Grievance Procedures
Yes _____ No _____
- informed the Coordinator for Title IX/Section 504/Chapter 622's name and office location
Yes _____ No _____
- cautioned to limit discussions to those staff directly involved in the investigation and to treat the matter as confidential
Yes _____ No _____
- offered counseling in school
Yes _____ No _____
- informed that any retaliation should be reported immediately, will not be tolerated and will be a matter for disciplinary action.
Yes _____ No _____