

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

January 7, 2014

7:30 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

Tuesday, January 7, 2014
7:30 p.m. Joint APSC/ABRSC/ABTSC

AGENDA

1. **Call to Order – APSC, ABRSC and ABTSC for Joint Open Meeting (7:30)**
2. **Chairmen’s Introduction**
3. **Statement of Warrant and Approval of Minutes**
 1. Minutes of 12/12/13 meeting (APS, ABRSC, ABTSC)
4. **Public Participation**
5. **Blanchard School Principal Announcement – Steve Mills (oral)**
6. **ABTSC Superintendent Search Update – Brigid Bieber (oral)**
7. **ABTSC FY15 Budget– Don Aicardi (7:45)**
8. **MCAS Schedule modification at the High School – Steve Mills (8:30)**
9. **APS/ABRSC/ABTSC Policy Update (8:35)**
 1. Elementary Class Size, File: IIBA – **SECOND READING – VOTE** -
Marie Altieri
 2. ABTSC/APSC/ABRSC Policies - Consent Agenda #3 – **FIRST READING**
– *Maria Neyland* (incorporating Blanchard policies with APS/ABRSD, see
separately posted document)
 - i. Section D: Fiscal Management (*selected policies*)
 - ii. Section E: Support Services (*selected policies*)
10. **Acton and Boxborough Local Elections – Dennis Bruce and Maria Neyland (8:50)**
Addition of School Committee members per PreK-12 Regional Agreement
11. **FOR YOUR INFORMATION**
 1. Acton Leadership Group: 12/12/13 and 11/7/13 draft minutes
 2. 2014-2015 Kindergarten Registration - REVISED location for 1/14/14 meeting
12. **ADJOURN (9:00)**

NEXT MEETINGS:

- **Change:WEDNESDAY, January 15, 7:30 p.m.** ABRSC/ABTSC/APSC meeting, Junior High Library
- Saturday, January 25, 9:00 a.m. ABTSC meeting, Public Interviews of Superintendent Finalists, Junior High Library
- Saturday, February 1, 9:00 a.m. ABTSC/ABRSC/APSC meeting, 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
Blanchard School, Boxborough

December 12, 2013
7:00 p.m. ABRSC Executive Session
7:05 p.m. Joint APSC/ABRSC/ABTSC Meeting

Members Present: Brigid Bieber, Mary Brolin, Dennis Bruce, Michael Coppolino, Kim McOsker, Paul Murphy, Maria Neyland, Deanne O’Sullivan (7:03 p.m.), Kristina Rychlik
Members Absent: none
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

The Acton-Boxborough Regional School Committee was called to order at 7:00 p.m. by Chairperson Maria Neyland.

1. ABRSC EXECUTIVE SESSION

At 7:01 p.m., it was moved, seconded and unanimously **VOTED** by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session to discuss strategy with respect to litigation.

(YES – Bieber, Brolin, Bruce, Coppolino, McOsker, Murphy, Neyland, 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.

At 7:05 p.m., the Committee was polled and voted to go out of Executive Session.

JOINT APSC/ABRSC/ABTSC OPEN MEETING

The ABTSC and APSC were called to order to begin the Joint Open Meeting at 7:05 p.m. by Maria Neyland and Dennis Bruce, respective chairs.

2. Chairmen’s Introduction

3. Statement of Warrant and Approval of Minutes

The minutes of the 10/3/13 meeting, the 11/21/13 meeting and the 12/5/13 meeting (APS, ABRSC, ABTSC) were approved as written by the ABRSC, followed by the ABTSC and APSC.

ABRSD warrant #14-012 dated 12/12/13 in the amount of \$1,966,444.44 was signed by the Chair and circulated to the Committee for signatures. APS warrant #201412 dated 12/10/13 in the amount of \$151,830.22 was signed by the Chair and circulated to the Committee for signatures.

4. Public Participation - none

5. ABTSC Superintendent Search Update

Brigid Bieber reported that the Committee is making good progress. Applications were due last week. The Committee met on 12/6/13 and will meet on 12/17/13.

6. ABTSC FY15 Budget

Don Aicardi presented an introduction to the FY15 ABRSD Budget with a focus on: “Chart of Accounts” development, ABRSD reserves review, the new ABRSD budget process and main

assumptions, "What's on the Horizon?" and the budget schedule. Dr. Mills has received budget requests for program expansion, capital needs and staff. In response to a question, he assured the Committee that they would be given the full list of "staff and stuff" that was generated for budget requests discussion. Don noted that the FY15 "Base Budget" (essentially level service) is included in the new Regional Agreement. More details will be provided at the upcoming meetings and as the state numbers are made public.

7. ABTSC Recommendation to Approve 2014-2015 Preschool Tuition

The Administration's recommendation is that preschool tuition remain as is for next year. Liza Huber mentioned the two forums being held for parents and stated that there are many more similarities than differences in the Acton and Boxborough programs.

ABTSC VOTE:

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

VOTED: to approve the 2014-2015 Preschool tuition as proposed, ("level fund" all three preschool options available to our Acton and Boxborough families, and provide parents/guardians a choice to enroll in any of the three program options)

Tuition for those students who are developing typically and serving as role models:

Acton Public Schools Half Day (11 hours/week) Tuition Rate:	\$3,530
Acton Public Schools Full Day (26 hours/week) Tuition Rate:	\$6,830
Blanchard Public School Full Day (20 hours/week) Tuition Rate:	\$5,000

For students with identified and significant special needs (Autism Spectrum Disorders) enrolled by other school districts, the rate of \$54,000 was previously recommended and accepted for this current 2013-2014 school year. As no openings are anticipated for FY15, a tuition rate is not recommended at this time.

8. APS/ABRSC/ABTSC Policy Update

1. Elementary Class Size, File: IIBA – **FIRST READING**

Marie reviewed the proposed policy based on the last meeting's discussions.

2. ABTSC/APSC/ABRSC Policies - Consent Agenda #2 – **SECOND 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*)

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

VOTED: that the **ABTSC** approve the Consent Agenda #3 policies as proposed

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

VOTED: that the **ABRSC** approve the Consent Agenda #3 policies as proposed

Paul Murphy moved, Kim McOsker seconded and it was unanimously,

VOTED: that the **APSC** approve the Consent Agenda #3 policies as proposed

9. FOR YOUR INFORMATION

The 2014-2015 Kindergarten Registration meeting on 1/14/14 has a revised location, in the Parker Damon Building cafeteria. It is exciting for families to now have a choice of six schools.

The three School Committees adjourned at 7:55 p.m.

NEXT MEETINGS:

- Tuesday, January 7, 7:30 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. FY'15 ABRSD PreK- 12 BUDGET MEETING, Junior High Library

Respectfully submitted,
Beth Petr

List of documents used: see agenda



Office of the Superintendent
Acton-Boxborough Regional School District
Acton, MA

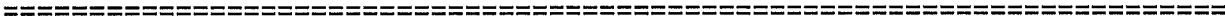
Statement Regarding the Appointment
of

Dana F. Labb

to the position of

Principal of the Blanchard Memorial School

December 18, 2013



Superintendent of Schools Stephen Mills is pleased to announce the appointment of Dana F. Labb to the position of Principal of the Blanchard Memorial School.

Mr. Labb has served as the Principal of the West Street Elementary School in Southbridge, MA since 2012. During that time, he led a reconfiguring of the school from grades 4 and 5 to a grades 1-5 neighborhood school of approximately 450 students. Prior to that position, he was the Assistant Principal at the Tantasqua Regional Junior High School in Fiskdale, MA for three years. Mr. Labb has also worked as a Behavior Specialist in Northborough, MA, a 7th grade Inclusion Specialist in Ashland, MA and a 6th grade IEP Manager and Resource Specialist Teacher in Los Angeles, CA. Mr. Labb served for six years in the Army prior to his teaching positions.

Mr. Labb received his B.A. in Communications from the University of Massachusetts at Amherst and and his M.Ed. in Moderate Disabilities from Cambridge College. He is certified as a Principal in Massachusetts.

Dana Labb has all of the qualifications that our Acton-Boxborough Regional School District would like to see in a principal. We welcome him to our school community.

Mr. Labb will assume his official duties on July 1, 2014.

TO: Acton-Boxborough Transitional School Committee members
FROM: Brigid Bieber, Chairperson, ABRSD Superintendent Search Committee
DATE: 1/7/14
RE: Superintendent Search Update and Community Forums

=====

Interviews for the Superintendent search have begun, and will continue through this week. Once we have identified a slate of candidates to advance to the School Committee, each finalist will be invited to visit for a day, and participate in a series of meetings and forums with members of the community. We appreciate that this is a busy time of year for everyone and appreciate your involvement. Please be sure your calendar is marked for the School Committee meeting on **Saturday, January 25th (9 a.m. in the Junior High Library)** when the School Committee will hold their public interviews of the finalists.

Because of the short turnaround that we expect between the naming of the finalists and when the visits will take place, I would like to publicize the schedule of dates and times reserved for these finalist visits. We have *tentatively* scheduled 4 days, though we may or may not need all of them. Once finalists have been selected and announced, we will publicize which candidate is scheduled for each day.

On each day, the finalist will visit some schools, meet with Principals and members of the Superintendent's leadership team, and then participate in open forums with school staff, and Acton and Boxborough community members. Participants will be asked to complete a simple feedback form that will be shared with members of the School Committee. Below is the schedule for the open forums:

Visit A - Thursday, January 16

Visit B - Tuesday, January 21

Visit C - Wednesday, January 22

Visit D - Thursday, January 23

For each visit, the Acton and Boxborough community public forum will be held from **7:00-8:00 PM in the Junior High Library**. Please don't hesitate to contact me if you have questions during this very important process.

Acton-Boxborough Regional School District

School Committee Meeting
January 7, 2014

1

ABRSD FY'15 Operating Budget

Superintendent's Introduction

2

ABRSD FY'15 Operating Budget

This Year's Priorities:

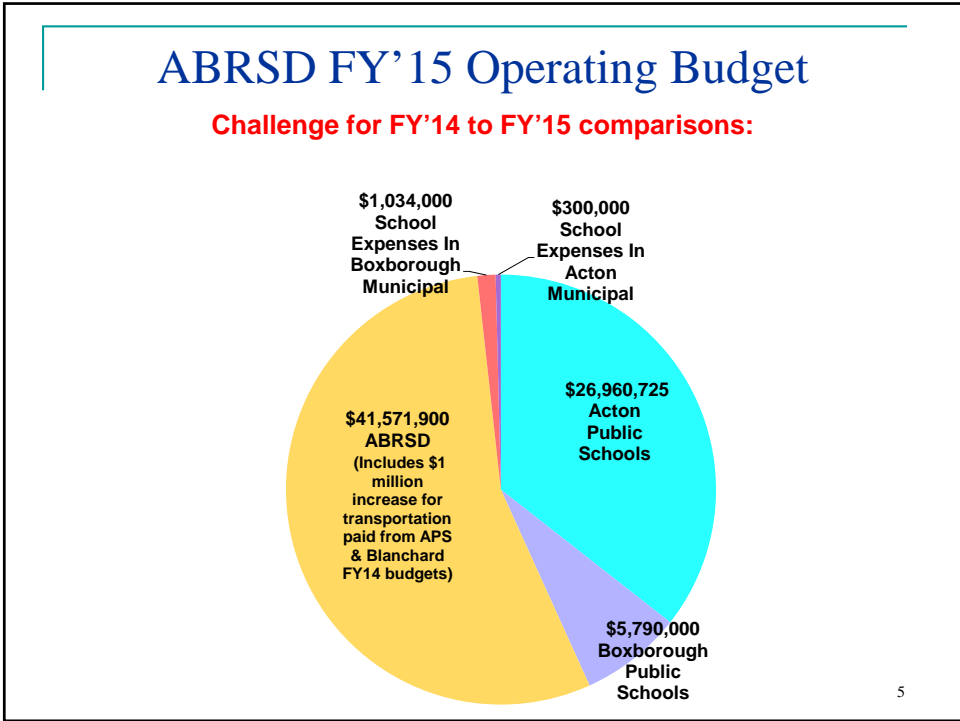
- 1) Develop Unified Pre-K to 12 Budget
- 2) Meet The Growing State and Federal Requirements for School Leadership
- 3) Meeting The Needs of Increasing Numbers of Our At-Risk Students

3

ABRSD FY'15 Operating Budget

ABRSD FY'15 Budget

4



ABRSD FY'15 Operating Budget (in thousands)

	AB
FY'14 Final (Constructed)	\$75,326
FY'15 Preliminary Budget	\$77,068
\$ Change from Final FY'14	\$1,742
% Change from Final FY'14	2.31%

6

ABRSD FY'15 Operating Budget

Reminder:

For the most accurate presentation of the annual FY14 to FY15 increase,
The FY14 base should be lowered by \$1,089,570 to account for the change in regional transportation for a “truer presentation” of the annual increase

7

ABRSD FY'15 Operating Budget

FY14 “Final” to FY15 Preliminary % Increase:
2.31%

FY14 “Adjusted/Lowered” (i.e. \$1,089,570 in RT taken out)
to FY15 Preliminary
% Increase:
3.81%

8

ABRSD FY'15 Operating Budget

Effect on FY15 Towns'
Assessments of new Regional
Agreement
From Appendix A

9

ABRSD FY'15 Operating Budget

When appropriated, the FY14 base was actually in
five different places

Then, the decision to accelerate regional transportation
expenses in FY14 changed things again

We have to put the pieces together
To create a "FY14 Base" in a way that makes a FY14 to
FY15 comparison make sense-the formats have to be
aligned

10

ABRSD FY'15 Operating Budget

	Acton FY14	Boxborough FY14
School Expenses in Town Budgets (EST)	\$300,000	\$1,034,000
Elementary Budgets	\$26,960,725	\$5,798,321
ABRSD Assessments	\$26,459,873	\$5,822,527
Transp. Adjustment	<u>(\$889,198)</u>	<u>(\$200,372)</u>
FY14 TOTAL	\$52,831,400	\$12,454,476

11

ABRSD FY'15 Operating Budget

	Acton FY15	Boxborough FY15
FY14 TOTAL	\$52,831,400	\$12,454,476
FY15 Actual (Pre-Shift)	<u>\$52,134,327</u>	<u>\$ 9,899,520</u>
FY14 to FY15 Variance	(\$ 697,073)	(\$ 2,554,956)
FY15 Actual (Post-Shift)	\$51,131,875	\$10,901,972
FY14 to FY15 Variance	(\$ 1,699,525)	(\$ 1,552,504)

12

ABRSD FY'15 Operating Budget

Comparison to Regional Agreement ABRSD FY'15 "Base" Budget

13

ABRSD FY'15 Operating Budget

Estimated FY15 "Base Budget" from Appendix A in Regional Agreement (After Funding Sources Applied):

Boxborough & Acton combined \$62,885,811

Current FY15 "Base Budget" (After Funding Sources Applied):

Boxborough & Acton combined
\$62,033,847

Current Variance: \$851,964 Under

14

ABRSD FY'15 Operating Budget

One Example of Regionalization Complexity:

Some Trains Are Leaving The Station....
Some Trains Are Entering The Station....

15

ABRSD FY'15 Operating Budget

Complex Process for FY'15:

1. APS Retiree HI shift to Acton Municipal	(\$588k)
2. Middlesex Retirement Assessments Clarified	(\$148k)
3. Workers Compensation	+\$210k
4. Property & Liability	+ <u>\$61k</u>
NET FY15 ABRSD Budgetary Effect	(\$465k)

16

ABRSD FY'15 Operating Budget

How We Built The FY15 Budget

17

Introductory FY'15 Budget Presentation

- A. **GOAL:** Establish Level Service Base
- B. Additions required to maintain level service (Under Review) \$188k
- C. **(Vacancy Factor)** Applied to select accounts **(\$425k)**
- D. **(Regionalization Staff Savings)** **(\$416k)**

18

Introductory FY' 15 Budget Presentation

E. Retiree HI shift to Acton Municipal / Middlesex Retire / Work Comp / Prop & Casualty	NET (\$465k)
F. (Regionalization Efficiencies)	(\$73k)
G. (3 FTEs/HI Enrollment Decline)	(\$211k)
H. (2.9 FTEs/HI Reduced)	(\$255k)

19

Introductory FY' 15 Budget Presentation

I. Other Budget Adjustments:	NET \$385k
<i>Highlights:</i>	
"Revised" CASE Tuition Assess - NET	\$148K
<i>(Amount higher than initial FY15 estimate)</i>	
CASE Transportation EST	(\$114k)
Health Insurance Adjustments	\$224k
Miscellaneous "Adjustments"	\$125k
J. Proposed Realignment of Staff (from reductions in G and H)	\$567k

20

ABRSD FY'15 Operating Budget

D. Regionalization Staff Savings

Superintendent Salary Cut	(\$164,625)
Business Manager Salary Cut	(\$92,244)
Business Office Secretary Salary Cut	(\$22,846)
Sped Secretary Salary Cut	(\$22,845)
Contracted Services Cut	(\$35,000)
Assistant Principal Cut (.5 FTE)	
& Principal Addition – Reduction & Increase, net:	\$61,453
Clerk/Receptionist Cut	(\$36,424)
Tech Support Salaries - Data Entry Position Cut	(\$25,000)
Teacher – Art	\$7,872
Teacher - Phys Ed Cut	(\$47,623)
Cafeteria Manager Cut	(\$39,172)
	(\$416,454)

21

Introductory FY'15 Budget Presentation

G. 3 FTEs/Hi Positions Reduced-Enrollment Decline (\$211,130)

■ Grade One Blanchard Elementary School	\$50,123
■ Grade Six Blanchard Elementary School	\$59,614
■ Grade Two Gates Elementary School	\$52,982
■ Health Insurance Savings	\$48,411

H. 2.9 FTEs/Hi Positions Reduced (\$255,242)

■ SPED Chairperson Blanchard Elementary	\$52,199
■ Curriculum Specialist Blanchard Elementary	\$77,491
■ Speech & Language Blanchard Elementary	\$52,550
■ Support Position ABRHS	\$24,892
■ Health Insurance Savings	\$48,411

22

ABRSD FY'15 Operating Budget

Proposed Additional Staff/Program Requests

23

ABRSD FY'15 Operating Budget

J. Proposed Additional Staff - Realignment for FY15:

Three (3.0) FTE Assistant Principals (would now achieve fulltime APs at now six (6) elementary schools	\$271k
One (1.0) FTE Third SPED Coordinator for Grades 6-8	\$95k
0.5 FTE School Psychologist High School	\$35k
0.6 FTE School Psychologist (Merriam/McT)	\$42k
0.4 FTE School SPED Educator (Merriam)	\$21k
0.4 FTE Speech/Language Chairperson	\$28k
Health Insurance related to new positions included in FY15 budget	\$75k

Details/Justifications will be presented on "Budget Saturday," February 1, 2014

TOTAL: \$567k

24

ABRSD FY'15 Operating Budget Realignment of Staff for FY15

Positions Reduced		Positions Added	
3 Classroom Teachers	\$ 162,269	3 Asst. Principals	\$ 271,000
0.8 Speech/Lang Specialist*	\$ 52,550	1 Gr 6-8 SpEd Coord	\$ 95,000
0.6 SpEd Chairperson	\$ 52,199	0.6 Psych Merriam/McT	\$ 42,000
0.5 HS Support Person	\$ 24,892	0.5 Psych ABRHS	\$ 35,000
1.0 Curriculum Specialist	\$ 77,491	0.4 SpEd Tchr Merriam	\$ 21,000
Boxborough Efficiencies	\$ 73,000	0.4 Speech/Lang Chair	\$ 28,000
Health Insurance Savings	\$ 96,822	Health Insurance	\$ 75,000
5.9 FTE	\$539,223	5.9 FTE	\$567,000

*0.4 FTE of this reduction is being re-allocated to new 0.4 FTE Speech/Lang Chairperson.

ABRSD FY'15 Operating Budget

New FY15 Proposal:

\$110,100 in FY15 anticipated SH/JH energy savings
\$45,100 in FY15 anticipated preK-6 energy savings
have been already taken out of FY15 budget

Savings placed in brand new accounts for FY15:
\$110,100 in Capital Outlay-Buildings
\$45,100 in Outlay/Replacement Equipment-Buildings

\$155,200 Will be shown separately on Table 6

ABRSD FY'15 Operating Budget

- 2.5% total salary increase estimated for all employees including steps, lanes, longevity and Supermax for teachers
- Health Insurance: HMO 75/25%, Indemnity 50/50%
- Health Insurance estimate 10% rate increase due to a combination of market rates and recent claims history (still under consideration by Health Insurance Trust)
- Circuit Breaker reimbursement assumed at 72%
- Updated all ABRSD debt service

27

ABRSD FY'15 Operating Budget

What is the amount of "E & D" that we are using for the ABRSD FY'15 budget?

28

**Acton Boxborough Regional School District
Use of E & D (Reserves, in thousands)**

FY	E & D	FY	E & D
FY'98	\$0	FY'07	\$284
FY'99	\$99	FY'08	\$359
FY'00	\$100	FY'09	\$650
FY'01	\$230	FY'10	\$450
FY'02	\$330	FY'11	\$924
FY'03	\$300	FY'12	\$318
FY'04	\$45	FY'13	\$519
FY'05	\$500	FY'14	\$729
FY'06	\$398	FY'15	\$300 TBD

**Acton Boxborough Regional School District
Excess & Deficiency Balance FY'98 to FY'14**

FY	E & D	FY	E & D
FY'98	\$391,959	FY'06	\$632,349
FY'99	\$460,077	FY'07	\$1,415,970*
FY'00	\$803,026	FY'08	\$1,231,767*
FY'01	\$427,861	FY'09	\$1,545,953
FY'02	\$467,258	FY'10	\$1,711,823
FY'03	\$767,772	FY'11	\$1,925,118**
FY'04	\$605,464	FY'12	\$1,892,740
FY'05	\$805,557	FY'13	\$1,492,363 EST
		FY'14	\$1,100,000 EST

ABRSD FY'15 Operating Budget

Welcome to The New Irony:

Estimated FY14 Year End Balance of E & D:
\$1,100,000 (current estimate)

Estimated FY15 Year End Balance of OPEB Trust:
\$1,142,000 (If \$506k proposed from FY15 budget
were to be approved)

31

ABRSD FY'15 Operating Budget

Biggest Changes in Percentages?	FY'14 to FY'15
■ Principals (Increase due to 3.0 APs being requested)	20.81%
■ Athletics, Coaching and Athletic Supplies	9.68% and 60.48%
■ Health Insurance, Active (currently assuming 10% increase)	9.55%
■ Health Insurance, Retirees (shift to Acton Municipal)	(32.15%)
■ OPEB Trust Contribution	34.57%
■ Capital Outlay Increase and Utilities Decrease	31.53% and (9.67%)
■ SPED Tuition (new assessment formula???)	28.89%
■ Property/Casualty Insurance	178.66%
■ Unemployment Insurance	100%
■ Workers Compensation	167%
■ Middlesex Retirement Assessment for non-teachers	.39%

32

ABRSD FY' 15 Operating Budget

Because of how the \$1 million in transportation was handled in FY14, be cautious of FY14 to FY15 "Percentage" comparisons in two places:

Support Staff
Student Transportation

33

ABRSD FY' 15 Operating Budget

Additional Highlighted Details:

Salaries, Athletics-05 +\$31k shifted from Athletic Special Revenue
Other, Athletic Supplies-36 +\$35k shifted from Athletic Special Revenue

FY10 Athletic Special Revenue Balance: \$98,010

FY11 Athletic Special Revenue Balance: \$11,994

FY12 Athletic Special Revenue Balance: \$2,223

FY13 Athletic Special Revenue Balance: \$0

Adjustments made at the close of FY12 and FY13 to balance SRA
Expenses had to be moved into ABRSD general fund from SRA

34

ABRSD FY'15 Operating Budget

Additional Highlighted Details:

Other Sped Tuition-41

CASE Tuition Assessment is being "combined" for first time-
"Three" numbers into "one"

In December, 2013,
A change in the traditional "Two year" time lag methodology is being
proposed by CASE collaborative

FY14 to FY15 "budget to budget" for CASE tuition comparison:
+\$547,000

Still under review - will be carefully monitored

35

ABRSD FY'15 Operating Budget

What will we be monitoring in the next
few months for the ABRSD?

36

FY' 15 ABRSD Budget Items To Be Closely Monitored In Coming Months

- Chapter 70: "Guess" based on DESE's estimate from last year; first real number will be part of Governor's proposed FY'15
- Current Assumption: State Aid based on final FY'14 Cherry Sheet
- Another first: Regional Bonus Aid - what should we count on?
- Regional Transportation Revenue (**based on FY'14 expenditures - working with DESE. 500k increase?**)
- Circuit Breaker Reimbursement? (currently estimated at **72%**)
- Health Insurance Trust/Rates for FY'15 (currently at **10%**)? If HIT trust votes lower increase, budget could be lowered or funds directed to meet another need
- FY15 CASE "preliminary assessments" for Tuition are now in - still under review due to change in methodology; FY15 CASE Transportation assessments are in

37

Current Unaddressed Needs

38

**ABRSD Highlighted Personnel Requests Not
Included In FY'15 Budget**

	<u>Total Cost</u>
Curriculum Specialist (2 nd ELA Coordinator)	\$ 77,481
Increase Elementary School Psychologists	\$ 50,000
Increase Hours Regional Treasurer	\$ 60,000
2.0 FTEs Elementary Special Educators (Plus HI)	\$138,000
25 Hour Elementary School Technology Schools	\$ 75,000

**Non-Level Service FY' 15 Highlighted Budget Requests
– ABRSD Small Capital & Technology Needs
*not included in budget***

	<u>Total Cost</u>
Blanchard School Math Program	\$60,000
Conant Stone Area Removal	\$10,000
Increase Learning Materials Line Item	\$22,800
Douglas School Art Room Smart Board	\$4,000
Increase Elementary Schools Supply Accounts	\$60,000
High School Sidewalk Repair	\$50,000
Gates Gambrel Shed Purchase	\$5,000
Musical Instrument Purchase Backlog	\$15,000

Non-Level Service FY' 15 Highlighted Budget Requests
 – ABRSD Small Capital & Technology Needs
not included in budget

	<u>Total Cost</u>
Gates Smart Board Music Room	\$4,000
Conant Main Front Office Refurbishment	\$10,000
Increase JH Textbook Purchase Line Item	\$7,000
High School Language Lab Software	\$24,644
SPED Technology: Desktops, Chromebooks, Ipads	\$15,940
High School Lower Gym Bleachers Repairs	\$10,000

Non-Level Service FY' 15 Highlighted Budget Requests
 – ABRSD Small Capital & Technology Needs
not included in budget

	<u>Total Cost</u>
Blanchard School Window Replacement	\$180,000
Blanchard School Suppression Chamber Waterproofing	\$25,000
Blanchard School Driveway Repair	\$10,000
Blanchard School Parking Lot	\$80,000
Blanchard School Driveway & Lot	\$20,000
Blanchard School HVAC/Pneumatic Offices	\$16,000

School Committee FY' 15 Budget Schedule

Upcoming Schedule and
Material To Cover

43

School Committee FY' 15 Budget Schedule

January 15, 2014

Publication of new Budget Detail & Format
Review of New Account Structures
ALG & BLF Updates
OPEB Liability Update

February 1, 2014

FY15 "Budget Saturday" Presentations
Preliminary Budget Vote

44

Introductory FY'15 Budget Presentation

- 12/5/13 ABRSD Transitional School Committee's introductory budget discussion
- 12/12/13 ABRSD Transitional School Committee budget discussion continues
- 12/31/13 Acton Town Meeting warrant closes**
- 1/7/14 Beginning of budget review by AB Transitional Regional School Committee (overview/issues)
- 1/16/14 Continue discussion of preliminary budget with AB Transitional Regional School Committee
- 2/1/14 **Transitional School Committee Saturday All-Day Session with presentations by school leaders; Selectmen / Finance Committee / public at large all encouraged to attend (preliminary vote)**
- 2/6/14 AB Transitional Regional School Committee budget hearing (required by law) - *Possible Budget Vote & Acton and Boxborough Finance Committees / Review / Comments to School*
- 2/13/14 Possible AB Transitional School Committee meeting if vote needed on Regional budget/assessments

ABRSD Budget Presentation by Department for Public Input

Saturday, February 1, 2014
9 a.m. – 3 p.m.
R.J. Grey Junior High Library

Staff Presentations
School Committee Questions
Public Input

Table 6
 ACTON-BOXBOROUGH RSD
 Analysis of Assessments
 Projected State Aid Numbers
 School Year 2014-2015

	GROSS BUDGET	ACTON	BOXBOROUGH	
	2014-2015	83.97%	16.03%	K to 12
EXPENDITURES INSIDE DEBT LIMIT:		82.46%	17.54%	7 to 12
OPERATING BUDGET	\$74,394,157	\$62,468,774	\$11,925,383	
OPEB TRUST FUND CONTRIBUTION	\$506,000	\$424,888	\$81,112	
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$120,818	\$105,667	\$15,151	
CAPITAL OUTLAY - BUILDINGS	\$155,200	\$130,321	\$24,879	
TOTAL INSIDE DEBT LIMIT	\$75,176,175	\$63,129,651	\$12,046,524	
EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION):				
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2)	\$462,028	\$404,090	\$57,938	
SH CONSTRUCTION/RENOVATION	\$1,429,919	\$1,250,607	\$179,312	
	\$1,891,947	\$1,654,697	\$237,250	
GROSS BUDGET-Subtotal	\$77,068,122	\$64,784,348	\$12,283,774	
EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY ACTON OR BOXBOROUGH):				
BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	\$397,800	\$334,033	\$63,767	
SBAB REIMBURSEMENT BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	(\$284,092)	(\$238,552)	(\$45,540)	
TWIN SCHOOLS (Authorized FY03)	\$1,533,700	\$1,287,847	\$245,852	
SBAB REIMBURSEMENT TWIN SCHOOLS (Authorized FY03)	(\$922,673)	(\$774,769)	(\$147,904)	
TOTAL OUTSIDE DEBT LIMIT	\$724,735	\$608,560	\$116,175	
SCHOOL RELATED DEBT SERVICE AUTHORIZED BY BOXBOROUGH TOWN MEETING:				
COMBINATION: (REPLACEMENT OF PORTION OF BLANCHARD MEMORIAL ROOF (Authorized FY 12)	\$2,325	\$1,952	\$373	
REPLACEMENT OF WINDOWS BLANCHARD MEMORIAL ROOF (Authorized FY13)	\$0	\$0	\$0	
SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL (Authorized FY13)	\$0	\$0	\$0	
TOTAL TOWN OF BOXBOROUGH SCHOOL DEBT SERVICE	\$2,325	\$1,952	\$373	
SCHOOL RELATED DEBT SERVICE AUTHORIZED BY ACTON TOWN MEETING:				
SCHOOL REPAIR (Authorized FY05)	\$31,195	\$26,195	\$5,001	
CONANT SCHOOL (Authorized FY10)	\$24,501	\$20,574	\$3,928	
SCHOOL FACILITIES (Authorized FY10)	\$76,755	\$64,451	\$12,304	
DOUGLAS ROOF (Authorized FY09)	\$24,913	\$20,919	\$3,993	
TOWN OF ACTON SCHOOL DEBT SERVICE	\$157,364	\$132,139	\$25,225	
CREDIT FOR SCHOOL RELATED DEBT SERVICE TO BE PAID FROM MUNICIPAL BUDGETS	(\$884,424)	(\$768,391)	(\$116,033)	
GROSS BUDGET-TOTAL	\$77,068,121	\$64,758,607	\$12,309,515	
OTHER FINANCING SOURCES:				
CHAPTER 70 BASE AID	\$13,823,444	\$11,607,546	\$2,215,898	
CHOICE/CHARTER SCHOOL ASSESSMENT	(\$560,241)	(\$470,434)	(\$89,807)	
CHARTER SCHOOL AID	\$85,208	\$71,549	\$13,659	
REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet)	\$1,246,205	\$1,046,438	\$199,767	
REGIONAL BONUS AID	\$139,000	\$116,718	\$22,282	
TRANSFER FROM PREMIUM ON LOAN-JHS	\$658	\$553	\$105	
TRANSFER FROM OPEB TRUST FUND	\$0	\$0	\$0	
TRANSFER FROM RESERVES (Excess & Deficiency)	\$300,000	\$251,910	\$48,090	
TOTAL OTHER FINANCING SOURCES	\$15,034,274	\$12,624,280	\$2,409,994	
TOWN ASSESSMENTS	\$62,033,847	\$52,134,327	\$9,899,520	

Calculation of Final Assessments Per Appendix A to Revised Regional Agreement - FY15

Description	Total	ACTON	BOXBOROUGH	Steps
Project Total Benefit Amount	\$1,873,119			1
Base Budgets	\$62,885,811	\$51,788,675	\$11,097,136	2
Benefit Percentage Shares		80%	20%	3
Share of Benefits	\$1,873,119	\$1,498,495	\$374,624	4a
Reduce Base Budgets By Benefit Shares	\$61,012,692	\$50,290,180	\$10,722,512	4b
Recalculated Assessment Percentages Based On Benefit Shares Applied To Base Budget	100.00%	82.43%	17.57%	4c
Input Table 6 Result From FY15 Actual Budget	\$62,033,847	\$52,134,327	\$9,899,520	4d
Assessment Percentages With Actual Budget		84.04%	15.96%	4d
Shift In Percentage Shares		1.62%	-1.62%	4d
Final Assessment	\$62,033,847	\$51,131,875	\$10,901,972	4d
Actual Assessment Percentages With Actual Budget		82.43%	17.57%	

1-7-14

	FY13 Actual Expenses + Encumbrances	FY14 Total Budget	FY15 Recommended Budget	% Increase FY14 to FY15
Salaries, Teaching - 01	\$31,208,505	\$32,063,073	\$32,233,264	0.53%
Salaries, Principals - 02	\$1,686,471	\$1,750,532	\$2,114,867	20.81%
Salaries, Central Administration - 03	\$1,182,859	\$1,307,911	\$1,056,483	-19.22%
Salaries, Support Staff - 04	\$7,997,336	\$8,548,424	\$8,551,103	0.03%
Salaries, Athletics - 05	\$451,409	\$465,852	\$510,933	9.68%
Salaries, Buildings - 06	\$554,819	\$562,115	\$540,492	-3.85%
Salaries, Custodial - 07	\$1,488,074	\$1,625,618	\$1,661,730	2.22%
Salaries, Home Instruction - 08	\$23,477	\$17,044	\$17,044	0.00%
Salaries, Miscellaneous Pupil Services - 09	\$1,385,253	\$1,400,661	\$1,422,496	1.56%
Salaries, Subs Miscellaneous - 11	\$165,024	\$186,229	\$186,093	-0.07%
Salaries, Subs Instructional - 12	\$514,568	\$534,565	\$545,116	1.97%
Salaries, Overtime - 13	\$253,294	\$244,621	\$262,855	7.45%
Stipends, Curriculum/Instruction - 14	\$124,736	\$145,173	\$155,525	7.13%
Fringe, Course Reimbursement - 15	\$32,023	\$41,000	\$41,000	0.00%
Fringe, Health Insurance - 16	\$5,693,215	\$7,050,494	\$7,724,159	9.55%
Fringe, Health Insurance, Retiree - 17	\$1,239,093	\$1,314,727	\$892,043	-32.15%
Fringe, Life/Disability Insurance - 18	\$39,713	\$30,920	\$31,020	0.32%
Fringe, Unemployment Insurance - 19	\$26,530	\$25,000	\$50,000	100.00%
Fringe, Workers Compensation - 20	\$131,448	\$127,000	\$339,446	167.28%
Fringe, Middlesex County Retirement System - 21	\$1,203,916	\$1,366,653	\$1,371,953	0.39%
Fringe, Medicare - 22	\$693,760	\$756,308	\$817,453	8.08%
Contributions, OPEB Trust Fund - 23	\$236,000	\$376,000	\$506,000	34.57%
Instruction Supplies - 24	\$826,577	\$848,243	\$822,909	-2.99%
Instruction Textbooks - 25	\$363,521	\$283,388	\$340,613	20.19%
Instructional, Library - 26	\$58,489	\$57,924	\$58,924	1.73%
Other, Capital Outlay - 27	\$780,503	\$499,711	\$657,251	31.53%
Other, Debt Service - 29	\$1,911,175	\$2,020,296	\$2,012,765	-0.37%
Other, Property/Casualty - 30	\$35,098	\$35,500	\$98,924	178.66%
Other, Maint Buildings/Grounds - 31	\$822,346	\$525,377	\$540,248	2.83%
Other, Maintenance Equipment - 32	\$156,214	\$219,733	\$211,406	-3.79%
Other, Legal Service - 34	\$162,430	\$105,000	\$128,650	22.52%
Other, Admin Supplies - 35	\$1,065,370	\$884,681	\$774,056	-12.50%
Other, Athletic Supplies - 36	\$84,162	\$57,868	\$92,868	60.48%
Other, Custodial Supplies - 37	\$142,652	\$144,843	\$145,984	0.79%
Other, Sped Transportation - 38	\$1,470,099	\$1,454,538	\$1,340,411	-7.85%
Other, Student Transportation - 39	\$1,116,777	\$1,699,743	\$1,245,134	-26.75%
Other, Travel, Conferences - 40	\$72,264	\$56,289	\$57,246	1.70%
Other, Sped Tuition - 41	\$4,257,174	\$4,145,625	\$5,343,410	28.89%
Other, Utilities - 42	\$1,661,684	\$1,915,781	\$1,730,472	-9.67%
Other, Telephone - 43	\$134,776	\$144,444	\$148,585	2.87%
Other, Sewer - 44	\$281,434	\$287,191	\$287,191	0.00%
GRAND TOTAL	\$71,734,269	\$75,326,095	\$77,068,122	2.31%

1-7-14

To: Stephen Mills, Superintendent of Schools.
Cc: Deborah Bookis, Director for Curriculum and Assessment
JoAnn Campbell, Principal
From: Steven Martin, Dean of Students
Date: November 1, 2013

RE: MCAS Testing Schedule Modification for 2013-2014 School Year

The purpose of this memorandum is to communicate the rationale for a "late-start" MCAS testing proposal for the high stakes ninth and tenth grade MCAS. In addition to the assortment of factors that can contribute to a school's performance on an MCAS, one factor that is important to consider is the testing environment. In short, a late-start MCAS schedule would provide an uninterrupted testing window for our students who are testing in MCAS subjects in 9th and 10th grades. By creating a testing environment that supports, reinforces, and protects our students, students will be able to work to their utmost capacity on these assessments and outperform their peers.

The Proposal:

Any student participating in the MCAS will arrive at our normal school start time (7:23 a.m.), whereas all other students who are not participating would arrive at a time after the majority of students have completed their assessments. Since there are seven separate testing days for the students in the high school, I would ask the school start at 10:03 for just five of the dates.

Those dates would be:

- ELA March 18th, 19th, and 21st
- Math May 13th and 14th

This would require additional morning bus routes to help our students arrive to school. ABRHS does do this on certain late start days. In this year's case we would see these days on February 10th, 2014 and April 8th, 2014. In some circumstances, this could be accomplished by having the transportation department re-run their high school route following the elementary run. The logistics of this will need to be fine-tuned with our Transportation Director.

Rationale:

As part of my entry process I have reviewed the protocols and procedures for the coordination of MCAS, and met with those people responsible for scheduling and administering MCAS. I then compared them to the expectations and recommendations outlined in the Principal's Administration Manual (PAM) from the DESE. The best protocol along with the increased expectations placed on all schools relative to test security and test administrator preparation, make it increasingly difficult to effectively support students as they participate in the MCAS. I believe that one powerful way to overcome this challenge is to provide a suitable testing environment that mirrors the high stakes expectations the DESE has placed on our students, faculty members, and school district. A late start-testing schedule is an effective remedy.

- **Other Schools are doing it.**

As a former MCAS administrator, I have been intimately involved in the organization, scheduling, and implementation of the MCAS. In a review of other like districts (i.e., those that are similar in enrollment and/or achievement), the following high schools are revealed to have a late-start schedule: Burlington, Cambridge, Chelmsford, Haverhill, Hudson, Leominster, Lexington, Lincoln-Sudbury, Milford, Marlborough, Newton South, and Revere. The following high schools are considering or would like to implement a late-start schedule: Natick, Bridgewater-Raynham, and Andover.

- **It supports our students with accommodations**

We currently have 87 students who are on educational plans in 10th grade alone, who will receive accommodations on the MCAS administration in the spring. This is significantly more than last year where the numbers topped out at 55. Although a detailed analysis of their accommodations has yet to be completed, the majority of students on IEPs typically have accommodations that include oral support, written support, small group, clarification of instruction, familiar test administrator, and graphic organizers. These general accommodations typically are provided to 70% of our students on IEPs. In years past, because of the lack of availability of classroom space in the high school, and the requirements of special educators to support other students during the testing window, these accommodations were provided in a larger setting. In addition, school bells, and other student and faculty traffic throughout the school space prevents students from using their time effectively in this environment. When late-starts are included, all classrooms are available and all faculty are available to provide effective space and individualized support to these students.

- **The standards for test administrators (proctors) are higher now**

In this past two years, the DESE required three important changes take place to the proctoring process. First, all proctors need to be trained and sign-off on a formal training process to administer the MCAS. Second, all proctors in accommodated classrooms needed to sign off on a non-disclosure agreement to protect the integrity of the MCAS questions. Third, due to security breaches with electronic devices, the DESE eliminated all breaks in the MCAS schedule and recommended increased supervision. This can be accomplished best with continuity of effective proctors. Fourth, as a result of our lack of access to teachers who are available due to the rotating schedule, teaching schedules, and contractual language, we have been using substitute teachers to proctor our students. The DESE has made it quite clear in the TAM, "To the extent possible, test administrators should be licensed classroom teachers working in the school. When necessary, other educational professionals, such as administrators employed by the school, may be authorized to serve as test administrators. Individuals **prohibited** from being test administrators include anyone not employed by the district and anyone who is not an educational professional." In the past, our dearth of available teachers has forced us to use substitute teachers, which is a violation of DESE policies. As a result of the normal teaching schedule during this time, our 458 students tested last year were divided into 15 classrooms. The average class size in each classroom was 31 students. In these 15 classrooms, we used 45 different proctors. This means that a typical classroom would have three separate proctors assigned on a rotation (each period the test was given). This compromises test security, increases disruptions to the testing environment, and decreases the relative importance and continuity of the testing process. In addition, teachers are less apt to be invested in the proctoring process when they are thinking about arriving on time for the next class they are scheduled to teach. In a late-start environment, proctors can be assigned in teams of two for the entire block of time to increase test security, accountability, and an effective testing environment.

- **It provides an effective learning environment for our test takers and our other students.**

With our current schedule, our special education teachers are removed from supporting other students on their caseloads to support students who are testing. As a result, non-testing students will lack the effective individualized instruction during the testing period. In addition, by shutting down a wing of the school to accommodate students taking an MCAS, the normally scheduled classes are cancelled as we do not have other open space in the school for them to meet. Since ABRHS classrooms are set up with varying levels of technology and other resources, finding suitable replacement classrooms for each of what will be 21 classes this year, over three periods, over five days, meaning that at minimum 315 classes will not meet. As we currently have a small percentage of rooms that are going unused during the school day, the cancelling of classes creates an unnecessary administrative burden to support a less than effective learning environment for our students. Teachers who teach in the classrooms that are used are the proctors for these tests. This proposal will ensure that instruction is offered to all students on MCAS testing days as all of their classes will meet based on the late arrival schedule. This proposal will also maintain equity in the distribution of faculty support as all teachers will proctor an MCAS exam.

Conclusion

From this analysis, it is clear that a late-start schedule will provide solutions for a number of our challenges regarding our students successfully participating in the MCAS. It will create some challenges as well with regarding to busing and potentially with students being unsupervised at home for a longer period of time. This may create a burden on parents. However, given that high school students are 14 years and older and are more likely to sleep later, I anticipate that students will wake up later as if it were a two-hour delayed schedule.

I look forward to the opportunity to discuss this proposal with you further. Please let me know of any questions I might answer, or a time that I might be able to meet with you.

ELEMENTARY CLASS SIZE

(First Reading 12/12/13)

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 1, 2, & 3, & 4: 22 students

Grades 4, 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 on:

To: ABRSC Policy Committee
From: Kristina Rychlik
Date: Friday, December 13, 2013

Hello to members of the ABRSC Policy Committee:

At last night's meeting, Maria suggested that comments on revisions to our Class Size policy be sent to you. Mine follow. I've included thoughts I had prepared for last night, as well as information I shared at our December 5th meeting, which Paul was unable to attend. Many thanks to all of you, Kristina

~~~~~

At our last meeting, Dr. Mills told us that option #2 is educationally best for our children, no question about it. I can certainly respect that option 3 may be best for next year, given other demands and a tight budget, but not as our policy moving forward. Herein lies my discontent with the entire process surrounding this policy revision.

I think this compromised policy was budget-driven, when really, I believe that class size guidelines should be discussed and debated based on what is best educationally for kids. I still feel we should choose the right guidelines, and then address our budget priorities separately. In no way do I feel this absolutely has to be our #1 priority for next year, as I've stated previously.

If we choose this compromised policy, I fear that we are:

1. Ignoring all of the work done by class size subcommittees in both Acton and Boxborough,
2. Ignoring our own administration's and staff's recommendations about what is best for the children,
3. Forgetting what we told voters last spring, in our forum presentations and presentations to town boards, the LWV forum as well as our widely distributed our one pager (please see attached pages)

Let's remember that all options presented save money or are cost neutral over time (option 4) when compared to this year. And let's also remember how difficult it is to get something back once it is cut; over the next 6 years, we will end up with 10 fewer classrooms in option 3 than in option 2. And there are still parents waiting for certified librarians to return...

~~~~~

Comments I shared at our Dec. 5th meeting:

Class size thoughts

- I reviewed the Acton Class Size Task Force information presented in June 2011, which included a preliminary review of class size recommendations like Boxborough, Weston and Lincoln studies, a survey, interviews with building principals and others.
- Lots of information gathered, but the main themes were:
 - A focus on ways to mitigate the negative effects of large class sizes, largely because there was neither the physical space nor financial commitment to actually lower class sizes at any level
 - A terrific amount of parent support for our teachers and their hard work and dedication
 - *A good deal of skepticism that there would be meaningful change as a result of the analysis, yet some meaningful things did happen at all levels*
- APS recommendations included:
 - 2 modulars for Gates (not done)
 - District funded FT assistants (not done but Dr. Mills has significantly increased funding in this regard)
 - Math and reading specialists in each elementary school (done)
 - More screening and support at K-2 (not sure)
- RJG recommendations included:
 - 5th full team (not done, in fact half team has been cut)
 - Additional SPED center (think done)
 - A reading specialist (unsure if done)
 - Consider other spaces for Administration's office space (unsure if done)
- ABRHS recommendations included:
 - At least one more counselor (done)
 - Creation of homeroom time (Advisory/done)
 - Floating schedule/added time (unsure if done)
 - Regular office hours for every teacher (unsure if done)
 - Second ASE center (unsure)

- Now we have the chance to do more to address this issue; with the projected enrollment declines, and the additional space capacity gained through Regionalization, this is an opportunity we were unable to take advantage of until now.
- I'd like to be clear, that all four options presented actually provide cost SAVINGS over the "base case" of today; I've run the numbers and savings vary greatly, but by FY '20, Options 1-3 all provide savings and Option 4 is COST NEUTRAL over that time. (Please see attached spreadsheet)
- In my mind, setting a class size policy is just that, a policy, and figuring the number of sections is a procedure, the "how to" tasks for meeting, or trying to meet, the policy. So I'd like to decide on the best class sizes for our kids now that we are able to meet them without building or buying more space. I am not saying we need to meet them next year by any means
- Oil change analogy
 - One could decide to stretch out their oil changes from the recommended 5000 miles to 7500 miles; everything might be fine, but over time it might not; it's ok for someone to decide to do that but they should then be prepared for the consequences. But what is not ok is to petition your automaker to change the recommended oil change interval, just because you cannot or will not commit your money to the recommended maintenance schedule.
 - We need to agree on what the best class sizes are for the children, teachers, staff and administrators in our towns and then work to make it happen now that we theoretically can.
 - The differences in numbers between the sizes of some of these class size options look small, but I sense can be truly meaningful; I have spent a good deal of time with three different K classes, and think having four fewer kids in a K class would make a big difference. Even 2 fewer at grade 1 or 2, when many kids struggle in many ways with early reading skills, might also make a big difference. But I am not an educator so I don't know that from any professional experience.

	Total Number of	BASE CASE	Option 1 Total Number of Classrooms	Cost Savings	Option 2 Total Number of Classrooms	Cost Savings	Option 3 Total Number of Classrooms	Cost Savings	Option 4 Total Number of Classrooms	Cost Savings/Ad d'l. Cost*
FY '14	126			\$ -		\$ -		\$ -		\$ -
FY '15			123	\$210,000	125	\$70,000	123	\$210,000	127	-\$70,000
FY '16			122	\$280,000	126	\$0	122	\$280,000	127	-\$70,000
FY '17			119	\$490,000	125	\$70,000	119	\$490,000	127	-\$70,000
FY '18			115	\$770,000	123	\$210,000	115	\$770,000	125	\$70,000
FY '19			114	\$840,000	124	\$140,000	114	\$840,000	125	\$70,000
FY '20			114	\$840,000	124	\$140,000	114	\$840,000	125	\$70,000

**the three years in grey are projected to cost more for the first three years, then provide cost savings the following three years.*

(Kristina Rychlik's analysis, using assumption of classroom per year cost of \$70,000)

Text from SC presentation at LWV forum: (sorry for formatting issue, I only have PDF version of that presentation)

Educational Benefits

- Increased School Choice Options for All
 - Blanchard becomes part of in-district “school choice”
 - Acton would increase their options to six schools
 - Gradual Leveling of Class Size
 - Smaller class size for Acton
 - Retaining Sections for Boxborough
 - Less Reliance on Out-of-District Choice Students
 - More Education & Less Administration
 - More opportunities to develop cost-savings initiatives
- AB Region Expansion LWV Acton (05/14/2013) 7

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



PreK – Grade 12 School Regionalization VOTE

WHY EXPAND OUR REGION?

EDUCATIONAL BENEFITS

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

FINANCIAL BENEFITS

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

Please check the school website www.ab.mec.edu for the most up to date information including public forums where you can learn more.

Text from SC presentation used at other forums

Educational Benefits

- **Increased Choice Options for Both Towns**
 - *For the first time Boxborough would be part of in-district "school choice"*
 - *Acton would increase their options to six schools*
- **Gradual Leveling of Class Size**
 - *Smaller class size for Acton,*
 - *Retaining Sections for Boxborough*
 - *Less Reliance on Out-of-District Choice Students*
- **Classroom Space Increases**
 - *Allows for more space for Specials (i.e. Art in a Classroom not in hallways)*
 - *An Increase to In-House Special Education Programs = Less Out of District Services*
- **Increased Full-Day Kindergarten Options**
- **Increased Professional Learning opportunities**

Comparison of Class Size Vs Peer Communities (State Average = 18.3)

Grade	Towns Considered "Peer Communities" for Superintendent Search Parameters													Other School Districts		Concord (Policy)	
	Acton	AB	BOXBORO	Bedford (Policy)	Bedford	Canton ⁽¹⁾	Dedham ⁽²⁾	Hingham ⁽¹⁾	Milton ⁽¹⁾	Westborough	Westwood ⁽¹⁾	Wilmington ⁽¹⁾	Winchester ⁽¹⁾	Westford ⁽¹⁾	Sudbury		
K				23													17
1				23													21
2				23													21
3	22.9	21.0	19.1	25	15.3	19.9	16.9	19.3	18.8	16.6	19.3	18.3	19.4	17.5	19.9		21
4				25													21
5				25													21
6				--													21
7-12	--	--	--	--													28/30

Notes

- ⁽¹⁾ If a specific policy or guideline could not be found on the website, then only the average class size based on 2012-2013 DOE report was included.
- ⁽²⁾ Does not specify a number for any given grade (see below for policy language).

Bedford <http://z2policy.ctspublish.com/masc/Z2Browser2.html?showset=bedfordset>
 Canton <http://www.cantonsdk12.org/district41-1/images/pdf/district-pdf-forms/Policy-Master-january-2012-active-links-without-extra-index.pdf>
 Dedham http://www.dedham.k12.ma.us/pages/Dedham_Public_Schools/Admin/School_Committee/Policies/School_Committee_Policies/policies/I--_INSTRUCTIONAL_PROGRAM
 The School Committee believes that class size has a direct correlation to student and teacher success. Class size decision should follow from assumptions made about education. Class size decisions should be made on the basis of:
 1. Students' age and relative ability level
 2. Degree of individual contact required by the subject or activity
 3. Physical plant - teaching areas, space limitations, etc.
 4. Safety requirements
 5. Limitations in support equipment such as laboratory equipment
 6. Scheduling problems
 7. Economics
 8. Teacher variable

Hingham <http://hinghamschools.com/>
 Milton http://www.milton.k12.wi.us/district/index.php?option=com_content&view=article&id=145&Itemid=311
 Westborough <http://z2policy.ctspublish.com/masc/Z2Browser2.html?showset=westboroughset>
 Westwood <http://z2policy.ctspublish.com/masc/Z2Browser2.html?showset=westwoodset>
 Wilmington http://www.wilmington.k12.ma.us/SCHOOL_COMMITTEE_POLICY_MANUAL.pdf
 Winchester http://www.winchester.k12.ma.us/pages/WInchester_Public_Schools/1738677567953779090/Policies

Other Towns
 Westford <http://www.westfordk12.us/Pages/sc/policy>
 Sudbury http://www.sudbury.k12.ma.us/index.php?option=com_moofaq&view=category&id=58&Itemid=309

Note on DOE Class Size Data

Figures are based on district reported and certified data from three collection sources: SIMS, SCS, and EPIMS.
Total # of Classes: Number of classes is based on classes that could be linked between SIMS, EPIMS, and SCS by School, Course, Section, and Term. The class must have a class count greater than 1 (one) and have students in the class who have a SCS enrollment status of enrolled, completed, or incomplete.
Average Class Size: Average Class Size is calculated by dividing the total number of students in classes by the total number of classes. Students taking multiple classes will be included in multiple class size averages.
Number of Students: This figure is de-duplicated count of students at the subject, district, and school levels.
 source: SIMS, SCS, EPIMS
 data as of: October 1, and June 1 (June 1 data will be cumulative)

Paul Murphy
 1-7-14
 *This includes K-12
 Districts, not only K-6

Acton-Boxborough Regional School District

AGREEMENT

This Agreement is intended to establish a pre-school through grade 12 regional school district for the Towns of Acton and Boxborough, in the Commonwealth of Massachusetts, hereinafter referred to as member towns.

SECTION 1. MEMBERSHIP OF THE REGIONAL DISTRICT COMMITTEE

- A. The Regional District School Committee, hereinafter referred to as the "Committee," or "the Regional School Committee," shall consist of eleven (11) members, seven (7) residing in the Town of Acton and four (4) residing in the Town of Boxborough. The weight of voting is as established in paragraph G below.
- B. At the annual town elections in 2014, in addition to electing two members of the Regional School Committee consistent with the Regional Agreement which is expiring on June 30, 2014, the Town of Acton, in order to achieve the configuration of Committee members established in paragraph A of this Section, will also elect a third member, whose term of office will begin on July 1, 2014. At the annual town elections in 2014, in addition to electing one member of the Regional School Committee consistent with the Regional Agreement which is expiring on June 30, 2014, the Town of Boxborough, in order to achieve the configuration of Committee members established in paragraph A of this Section, will also elect a second member, whose term of office will begin on July 1, 2014.
- C. At the annual town elections beginning in 2015, the Town of Acton shall elect two (2) or three (3) members of the Committee from the Town of Acton (whichever number is necessary to complete Acton's complement of seven committee members), and the Town of Boxborough shall elect one (1) or two (2) member(s) of the Committee from the Town of Boxborough (whichever number is necessary to complete Boxborough's complement of four committee members). Each member so elected shall serve for a term of three (3) years or until a successor is elected and qualified.
- D. No fewer than four (4) members from Acton and no fewer than two (2) members from Boxborough must be present in order to constitute a quorum for the transaction of business.
- E. The Committee shall have all the powers and duties conferred and imposed upon school committees by Massachusetts General Law and conferred and imposed upon it by this Agreement and any special laws.

Running for Office in Boxborough

Boxborough 2014 Town Election Calendar

Date of Election: Monday, May 19, 2014

Qualifications: Any registered voter residing in Boxborough may run for office.

Nomination Papers: Nomination Papers for town office are available from the Town Clerk starting **January 13, 2014**. Candidates must appear in person to take out papers or else provide a written request specifically stating the office he/she is interested in running for. Candidates must collect a **minimum of 25** signatures of voters registered in Boxborough to get on the ballot.

Nomination Paper Filing Deadline: The deadline for submitting completed nomination papers to the Town Clerk's office for certification is **Monday, March 24, 2014, at 5pm**.

Campaign Finance Reporting: Candidates and their committees, if any, are required by state law to file periodic campaign finance reports with the town clerk. These reports must be filed whether or not any money has been raised or expended during the reporting period. The clerk will provide you with the forms and the schedule for filing.

Elected Offices on the 2014 Town Ballot:

Town Moderator	One-year term (1 position)
Selectman	Three-year term (2 positions)
Regional School Committee	Three-year term, effective 5/19/2014 (1 position) Three-year term, effective 7/1/2014 (1 position)
Planning Board	Three-year term (2 positions)
Library Trustees	Three-year term (2 positions)
Board of Health	Three-year term (1 position)

LEAGUE OF WOMEN VOTERS - ACTON AREA

"HOW TO RUN FOR LOCAL OFFICE"

ACTON ANNUAL TOWN ELECTION APRIL 1, 2014

PROCEDURES FOR RUNNING FOR LOCAL OFFICE

Qualifications

Any registered voter residing in the town of Acton may run for local office.

Nomination Papers

Nomination papers are available now through February 7, 2014 at the Town Clerk's Office at the Acton Town Hall (978-929-6620). The Clerk's office asks that a candidate submit, in writing, a request for nomination papers. The papers will be prepared by the Town Clerk. Candidates for office must gather the signatures of 50 registered Acton voters. Signatures must be legible and should not differ substantially from the way the names appear on the voting list.

No voter may sign more petitions for an office than there are vacancies. The Town Clerk will disqualify the signatures that exceed this limit.

The deadline for submitting completed nomination papers to the Board of Registrars at the Town Clerk's Office in Town Hall is February 11, 2014. It is suggested that each candidate collect more than the required signatures in the event of disqualification of any signature by the Board of Registrars. The deadline for withdrawing nomination papers is February 27, 2014.

Campaign Finance Reporting

Candidates and their committees, if any, are required by state law to file periodic campaign finance reports with the Town Clerk. These reports must be filed whether or not money has been raised or expended during the reporting period and whether or not the candidate is elected. Report forms may be obtained at the office of the Town Clerk and reports are due by the close of business according to a specific schedule.

OTHER CAMPAIGN RESOURCES

Available from Acton Memorial Library:

Golden, Catherine. The Campaign Manager: Running and Winning Local Elections. Oak Street Press, 1996.

Grey, Judge Lawrence. How to Win a Local Election: a Step-by-Step Guide. M. Evans and Company, 1994.

Lansing, Jewel. 101 Campaign Tips for Women Candidates and their Staffs. R & B Publishers, 1991.

Available from League of Women Voters Acton Area:

League of Women Voters of Massachusetts. Ready.. get set... go!: A Candidate's Guide. LWVM, 1984.

DRAFT ALG Minutes, December 12, 2013

Present: Bart Wendell, facilitator; Mike Gowing & Janet Adachi, BoS; Steve Noone & Pat Clifford, FC; Dennis Bruce & Kim McOsker, SC; Steve Ledoux, Steve Mills, Steve Barrett, Brian McMullin & Don Aicardi, Staff.

Extra Information: Multi-year financial model;

Meeting called to order at 5:30 pm

1. Minutes of Nov 7, 2013. Approved

2. Update on FY 13 Revenue and expenditures & FY 14 revenues

- a. FY 13 – No update
- b. FY 14.

- i. Steve Ledoux / Brian McMullin. BoS has approved the FY14 tax rate. New Growth is up substantially above projections. As a result, the tax rate is lower than it would otherwise need to be. The amount of taxes that will be generated for FY14 will be approximately \$441K less than was projected at Town Meeting. This is good news for the taxpayers of Acton.

Pat Clifford – does this version of the ALG plan reflect this news ? Answer: no.

- ii. Steve Mills. No update on FY13/FY14 school finances

3. Review of Spreadsheet

- a. Steve Barrett.

- i. New growth numbers changes will be incorporated in next update.
- ii. Regionalization of APS will cause changes in how certain expenses are funded and thus in the spreadsheet as we work out how to deal with co-mingled expenses and assets
 - 1. APS Retire Health Expenses. This expense has traditionally been funded in the school budget. After regionalization, it will need to be funded in the town budget. This is an increase of approximately \$588K in town expense (approximately 2% of town budget). Town Boards need to reach an agreement on how this will be funded.
 - 2. OPEB Contributions. The town has begun putting money into a trust fund for OPEB liabilities. Approximately 60% will eventually go to APS retirees. How is this responsibility shared between the town and the region ?
 - 3. Workers Comp
 - 4. Middlesex Retirement. Currently the town covers town employees and APS non-teacher staff.

5. Health Insurance Trust. New drug program for retirees will change costs. Need to work out the allocation of costs (not a new cost but a change in allocation).
 6. Possibly other things...
- iii. FY15 is where the complexity happens. Some funding mechanism needs to be created that will take into account the net change in financial responsibility (some may go each way).
 1. Adhoc agreement ?
 2. Change in the split ?
 3. One time allocation ?
 4. in the draft IMA ?
 - iv. Kim – will bring these issues to the next SC meeting
- b. Don Aicardi.
 - i. Table 6 has been updated. The allocation of chapter 70 funds for the next 3 years will shift to allocate more funds to Acton. The 3-year average will be 83.7%
 - ii. OPEB amount has been changed by \$8K. Tentative E & D is \$300K for the region (this is less than last year).
4. Public Comment
 - a. None
 5. Next Meeting: Cancel the Jan 9th meeting. Next ALG meeting is Jan 23rd

Meeting adjourned at 6:15 p.m.

Paulina Knibbe

Next meeting Jan 23rd at 5:30 pm

ALG Minutes, November 7, 2013

Present: Bart Wendell, facilitator; Mike Gowing & Janet Adachi, BoS; Steve Noone & Pat Clifford, FC; Dennis Bruce & Kim McOsker, SC; Steve Ledoux, Steve Mills, Steve Barrett & Don Aicardi, Staff.

Audience: Bob Ingram

Extra Information: Multi-year financial model; free cash approval; advance refunding for Parker Damon debt

Minutes accepted

2. Update on FY 13 Revenue and expenditures & FY 14 revenues

Steve M: The ¼ numbers are in and "this is the tightest budget I've seen in my years as a superintendent" The unplanned for track project has taken \$150k out of the AB budget and there is an increase in the legal costs. The IMA (Intra Municipal Agreement---between Acton and Boxboro for the regionalization) has cost approximately \$5-\$6 k in legal fees [@v \$225/hr]. There will be no money for year-end spending.

Steve L: the FY 14 revenues stabilized but we have had to expand the legal costs for the IMA because we are working with the real estate people to get proper transfer of properties. Steve also noted that the selectmen had voted to file an injunction against W.R. Grace and the EPA for turning off the filtering system that is designed to clean the water of the Acton well. There will be a hearing on Friday. This action will have implications of the FY 15 legal budget.

Pat: What did we budget for the IMA? Ans: nothing

Kim: we used a grant last year---are there any grants available for this year

Steve M: last year we had a \$28k planning grant. There are no grants available.

Pat: "Is the Acton Water District joining us in this injunction?"

Steve L: no

Janet: the AWD's opinion is opposite from ours.

Steve L; Friday will be key---we are going before Judge Whitlock who is a "tough judge"

3. Final Consensus

A. Revenue projections for FY 15 (using multi-year financial model)

Steve B: the consensus in is that we tax to the 2.5% and that assumption is embedded in the data. When we set the tax rate we know there will be changes in the new growth numbers and state aid. New

growth is estimated at a \$100k increase (\$525k-\$625). The audit for the town is now underway but I do not see any substantial changes from the model.

Bart: Do we have a consensus on taxing to the full extent?

Pat: the FC is against we see a need to give relief to the taxpayers. In our POV we have the tax to only 2%

Janet: The BoS did not have a consensus there was just "muted support"

Kim: the SC is discussing it tonight. What is the savings for the taxpayer?

Steve B: about \$350k

Bart: that will be \$40-\$45.00 per parcel

Mike: this will be a reassessment year—the assessments will increase and there will be new requests for abatements. We only need enough to run the town---no more

Pat: the BoS meeting ran beyond my bedtime---there is no tape beyond the CVS meeting—are the minutes ready?

Bart: at this point the BoS started the discussion but has not finished; the SC will discuss it tonight---so for this piece more information is needed before we can have a consensus.

1. State aid numbers

Steve N: did they all go down?

Don: we really don't have good numbers in November. We are getting the new number for the region from Roger Hatch—aspects of Ch.70 are based on population and our population is going down. Some of the numbers remain flat; for the region we will not know the numbers until the state budget at the end of Jan.

Bart: do we have a consensus on present state aid numbers?---yes

2. Local receipts

Steve B: there is an expected increase in MVR (motor vehicle registrations) and the \$100k of new growth—these will be adjusted on the model. There was agreement to accept

B. Split

Steve B: The split is no longer a big deal. At present it is 65.8% and 34.2%

It was agree to let it rest

C. OPEB

Steve B: right now we have a base from last year of \$1.1m

Steve N: the status report essentially says we have \$1.1M for this year and \$1.4M for next. The rationale is in the report (sent by email to committee members)

Janet: the BoS is in agreement with the report and the \$1.1M and are "favorably disposed to the OPEB" committee

Mike: the FC POV has adjustments for the OPEB numbers.

Steve N: the expense will stabilize at some point

Dennis: the SC will have the OPEB discussion tonight

Bart: are the figures different from \$1.1m; \$1.4m and \$1.7 m? So for the third year there is not an agreement from the BoS?

Pat: the OPEB task force is a creature of the ALG. The FC does not have an inside track and we have not adopted or embraced the numbers---the POV was written before the OPEB report. This is still under discussion on the FC and how we will use the reserves to go from the \$900k to the \$1.1m.

Bart: so is there anything else?

D. Overlay Reserve

SB: The Assessors met last night and we will have more on the reserve position before the next ALG. We have to look back at the abatements that are in court. Brian [Mc Mullin—assistant assessor & finance director] will prepare a paper for the next ALG.

Bart: so that will be postponed and added to the next agenda.

E. Use of Reserves

SB: we have a \$2.176 baseline from last year town meeting. It is not settled in the FY 15 budget

SN: we do not have a consensus on taxing to the max so we cannot have a consensus on the use of reserves.

Pat: the number from last year was an accommodation at Town Meeting we were carrying a \$1.5m-\$1.7m during the ALG process. Right now the FC is thinking of a \$2m limit including the costs for OPEB

Kim: I do not think we can decide on this until we have the budget numbers. We need to know the unused levy capacity.

Pat: there will be no unused levy

Bart: when do you think you will be ready to discuss?

Dennis: Jan

Bart: we need to have OPEB on the next agenda and the assessors work paper; the use of reserves held off until the Jan meeting

4. Free cash and E&D---extra info from DOR

SB: free cash is \$7.4m the DOR is suggesting the sewer enterprise fund can be put in free cash....

Bart are there concerns?

Don: the pre audited E&D is "Just a tick" under \$1.5m. We will get the certified numbers in Feb. or March but right now I'm comfortable with the \$1.5m

Pat: the FC see the free cash & E&D "north of \$9m. And we see the need for taxpayer relief when the reserves are approaching \$10m.

5. FC's POV integrated with the LRP

Dennis and Janet said they were still working on this issue and they hoped the ALG will use it for Town Meeting.

This is unfinished at present.

6. Global cash flow summary

Pat: this is a FC project—the idea being to look in various places for revenue in both the town and school budgets. There may be many sources that are outside the ALG plan. We will talk about better use of this money and this will add to the \$10m of reserves.

Kim: where is this money?

Steve N: this is an information exercise. We did find money in unspent warrant articles.

7. Next meeting

After discussion of the various meeting times for the schools and selectmen it was decided that a second meeting in November was not necessary.

It was agreed to meet on December 12th at 5:30. The meetings after that will be Jan. 9th and 23rd.

8. Joint Boards with Boxboro

Steve Mills suggested that the boards of both towns needed to meet for introductions and to become conversant with the financial issues in each town.

Pat: said she thought that this would be a very good idea. And thought the FC would agree.

Janet said she thought her board would agree to such a meeting

9. Public Comment

There was no public comment

Adjourned 8:27

Ann Chang

Next Meeting December 12 at 5:30 pm

ACTON-BOXBOROUGH REGIONAL SCHOOLS
2014-2015 KINDERGARTEN REGISTRATION SCHEDULE

The following are important dates for parents/guardians of children who will be entering Kindergarten in September, 2014 (5 years old on or before September 1, 2014). See also: <http://ab.mec.edu/sturegister.shtml>

GENERAL MEETING*

Our Superintendent, Director of Curriculum and Assessment, Director of Personnel, Director of Pupil Services, Principals, Registrar, Kindergarten staff and School Nurse will be on hand to answer questions.

Tuesday, January 14, 2014 at 7:00 p.m., Parker Damon Building Cafeteria

SCHOOL TOURS

All schools will be open for tours on the following dates: January 24; January 28, February 3, February 5 (Snowdate February 11). Please call individual schools after January 2, 2014 to reserve tour times. You may reserve more than one tour per day.

If school is canceled or delayed on a tour day, parents should call to reschedule.

Tour hours for Conant, McCarthy-Towne & Merriam: 8:45 - 10:00 a.m. and 12:30 - 2:00 p.m.

Tour hours for Blanchard, Douglas & Gates: 9:30 - 10:45 a.m. and 11:00 - 12:15 p.m.

Please do not bring young children with you on the tour.

EARLY REGISTRATION for SIBLINGS and WALKERS

Families who are eligible, or who believe they may be eligible for priority admission status (siblings of current students, walkers), are urged to register early. Both sessions will be at the Central Office located in the R.J. Grey Junior High School

You must bring a copy of your child's birth certificate/passport, most recent physical examination & immunization record, proof of residency such as an electric bill, lease, driver's license, etc.

Tuesday, January 21: 9:00 a.m. - 12:00 noon and 7:00 - 9:00 p.m.

Wednesday, January 22: 9:00 a.m. - 12:00 noon

PARENT INFORMATION EVENING MEETINGS*

Tuesday, January 21, 7:00 p.m. @ Douglas - Cafetorium

Tuesday, January 28, 7:00 p.m. @ McCarthy-Towne - Cafetorium

Tuesday, February 4, 7:00 p.m. @ Merriam - Cafetorium

Tuesday, February 11, 7:00 p.m. @ Blanchard - Cafetorium

Tuesday, February 25, 7:00 p.m. @ Gates - Cafetorium

Tuesday, March 4, 7:00 p.m. @ Conant - Cafetorium

** In case of snow, ANY postponed evening meeting will be held the next evening (Wednesday)*

KINDERGARTEN REGISTRATION

You must bring a copy of your child's birth certificate/passport, most recent physical examination & immunization record, proof of residency such as an electric bill, lease, driver's license, etc. Both sessions will be at the Central Office located in the R.J. Grey Junior High School.

Tuesday, March 11: 9:00 a.m. - 12:00 noon and 7:00 - 9:00 p.m.

Wednesday, March 12: 9:00 a.m. - 12:00 noon

REGISTRATION PROCESS for COMMUNITY ED EXTENDED DAY PROGRAM, K-6

Registration forms for new families will be accepted February 28 - March 7 by mail or walk-in. Lottery will be held on Monday, March 10, at 10:00 a.m. at the Community Education Office, Administration Building, 15 Charter Rd., Acton

OTHER IMPORTANT DATES

Late April -School Placement & All-Day Kindergarten Lotteries held (as necessary). Notification letters sent out.

May 15 - All Day K non-refundable deposit (\$400) due.

May 31 - Parent-released/teacher-completed Pre-K Assessment Form due at Registrar's Office, R.J. Grey Junior High

July 1 - (*Approx. date*) Schools assign students to either AM or PM sessions and notify Transportation Office.

July 31 - Children's medical forms (complete immunization history, physical exam completed after 1/1/14) due at school nurse's office.

August 1 - September tuition for children registered in All-Day K (\$400) due at the Community Ed. Office.

01/07/14