

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

**October 17, 2013**

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

**7:15 p.m. AB Transitional (ABT) School Committee Meeting**

**8:00 p.m. Acton Public School Committee Meeting**

**8:15 p.m. APS Executive Session**

**in the R.J. Grey Junior High Library**

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

**Library**

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

**October 17, 2013**

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

**7:15 p.m. ABTSC Meeting**

**8:00 p.m. APSC Meeting**

**8:15 p.m. APSC Executive Session**

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**AGENDA**

1. **APSC and ABRSC CALL TO ORDER** (7:00)
2. **JOINT APSC and ABRSC EXECUTIVE SESSION**  
Strategy with respect to collective bargaining, Acton Education Association (AEA)
3. **APSC IS SUSPENDED. ABRSC IS ADJOURNED. ABTSC CALL TO ORDER** (7:15)
4. **Senate Bill SB228** - Nancy Banks, Acton Minuteman Tech School Committee rep  
(an act relative to regional school district capital project funding)
5. **Acton Finance Committee** - Pat Clifford (7:30)
  1. FinCom Point of View document (*addendum*)
6. **Acton-Boxborough Regional School District Superintendent Search** – Maria Neyland (7:45)
  1. Welcome to *Future Management Systems*  
Dr. Richard Warren, Senior Consultant, with Dr. Herbert Levine and President Lyle Kirtman
  2. Superintendents' Salary Review and Qualifications Desired (*addendum*)
  3. Charge to the Search Committee
7. **Enrollment Report** - Marie Altieri
  1. Enrollment Report, *October 1, 2013*
  2. Presentation slides (*addendum*)
8. **ABTSC ADJOURNS and APSC RECONVENES** (8:00)
9. **CHAIRMAN'S INTRODUCTION**
10. **STATEMENT of WARRANT**
11. **PUBLIC PARTICIPATION**
12. **APSC BUSINESS**
  1. Recommendation to Accept PTO Gifts to the Elementary Schools – **VOTES** – Steve Mills
    1. Gift Letters: Conant, Douglas, Gates, McCarthy-Towne, Merriam
    2. History of PTO Gifts FY'09 – FY'14
  2. Recommendation to Accept Donations from Community Education – **VOTE** – Steve Mills
  3. School Committee Member Reports (*oral*)

1. Acton Leadership Group (ALG) –*Dennis Bruce*
  - i. Agenda from 10/10/13 meeting
  - ii. Draft minutes from 9/12/13
2. Health Insurance Trust (HIT)– *Kim McOsker*
3. Other Post Employment Benefits (OPEB) Task Force– *Dennis Bruce*
4. Acton Finance Committee - *Dennis Bruce*
5. Acton Board of Selectmen - *Paul Murphy*

13. **APS EXECUTIVE SESSION** (8:15)  
Strategy with respect to litigation

14. **FOR YOUR INFORMATION**

1. Pupil Services
  1. English Language Learners (ELL) Student Population, 10/1/13
  2. Early Childhood Student Population, 10/1/13
2. School Improvement Plans 2013-2014
  1. Conant
  2. Douglas
  3. Gates
  4. McCarthy-Towne
  5. Merriam
3. School Newsletters
 

Blanchard PTF:	<a href="http://www.blanchardptf.org">http://www.blanchardptf.org</a>
Conant Crier:	<a href="http://conant.ab.mec.edu/pto/newsletter.html">http://conant.ab.mec.edu/pto/newsletter.html</a>
Douglas Digest:	<a href="http://douglas.ab.mec.edu/pto/digest.html">http://douglas.ab.mec.edu/pto/digest.html</a>
Gates Gazette:	<a href="http://gatesschoolpto.org/gazette">http://gatesschoolpto.org/gazette</a>
McCarthy-Towne Bulletin:	<a href="http://www.mctptso.org/bulletin/">http://www.mctptso.org/bulletin/</a>
Merriam Comm News:	<a href="http://www.merriampto.org/Merriam">http://www.merriampto.org/Merriam</a>
Carol P. Huebner Preschool:	<a href="http://ab.mec.edu/Preschool/index.htm">http://ab.mec.edu/Preschool/index.htm</a>

15. **NEXT MEETINGS**

- November 7, 7:00 p.m. APSC/ABRSC/ABTSC Meeting, R.J. Grey Junior High Library
- November 21, 7:00 p.m. APSC Meeting, R.J. Grey Junior High Library

**ADJOURN**

**LETTERS TO THE EDITOR**

**School bill needs support**

We would like to take a moment to introduce ourselves - Nancy Banks of Acton and Cheryl Mahoney of Boxborough.

We are the respective Acton and Boxborough representatives on the Minuteman District School Committee and we are reaching out to urge residents to support Senate Bill 228, an act relative to regional school district capital project funding that was described in an article in The Beacon ["Lawmaker seeks building funds," published in the Sept. 19-25, 2013 edition of The Beacon.]

Acton and Boxborough and many of our neighboring communities maintain some form of regional school districts.

This bill would increase the reimbursement money that the state provides for school building projects in regional and vocational school districts.

The Minuteman Vocational and Technical High School has a pending MSBA building project so this legislation is of particular interest.

However, Bill 228 is also of significant importance to the Acton - Boxborough community; in general, as we have a fully incorporated regional school district that will be launched in June of next year.

Bill 228 would increase the Massachusetts School Building reimbursement amounts by 10 percent for regional school districts, such as A-B and 20 percent for regional

vocational facilities like Minuteman, affecting our town budgets for years to come.

This additional funding would enable Minuteman to construct a state-of-the-art facility that would enhance the high quality education programs Minuteman District already provides to the Acton and Boxborough communities.

Minuteman also provides outreach classes at the R.J. Grey Junior High School, Post-Graduate and Adult certification programs and also supports local projects in our communities.

The support of Bill 228 will be an investment in our community. However, time is of the essence.

The Joint Committee on Education has scheduled a hearing on Bill 228 for Thursday, Oct. 24, and we need to have supporters' voices heard. Please reach out to our legislators as soon as possible:

- **State Sen. Jamie Eldridge,**  
James.Eldridge@masenate.gov  
State House, Room 413-A  
Boston, MA 02133  
Phone 617-722-1120
  - **Rep. Jennifer E. Benson,**  
Jennifer.Benson@mahouse.gov  
State House, Room 236  
Boston, MA 02133  
617-722-2430
  - **Rep. Cory Atkins,**  
Cory.Atkins@mahouse.gov  
State House, Room 195  
Boston, MA 02133  
617-722-2015
- Nancy Banks, Acton and Cheryl Mahoney, Boxborough, Minuteman School Committee

Oct-13

**MONTHLY ENROLLMENT**  
**ACTON PUBLIC SCHOOLS**  
**ACTON-BOXBOROUGH REGIONAL SCHOOLS**  
**2013-2014 ACADEMIC YEAR**

Levels	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1				Feb. 1				Mar. 1				Apr. 1				May 1				Jun 1			
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot
K	281	39	7	288	281	39	7	288				0				0				0				0				0				0				0				0
1	302	51	6	308	302	51	6	308				0				0				0				0				0				0				0				0
2	316	60	6	322	316	60	6	322				0				0				0				0				0				0				0				0
3	366	59	8	374	365	59	9	374				0				0				0				0				0				0				0				0
4	373	57	7	380	375	57	7	382				0				0				0				0				0				0				0				0
5	355	71	2	357	355	71	2	357				0				0				0				0				0				0				0				0
6	358	71	2	360	358	69	2	360				0				0				0				0				0				0				0				0
In D, Pre-sch. Clrm	55	22	0	55	41	22	0	41				0				0				0				0				0				0				0				0
In D, Pre-sch. Itnt	0	2	0	0	8	2	0	8				0				0				0				0				0				0				0				0
OOD Pre-sch	2	2	0	2	0	2	0	0				0				0				0				0				0				0				0				0
O.D. SPED K-6	22	7	0	22	24	7	0	24				0				0				0				0				0				0				0				0
A.P.S. Total	2430	441	38	2468	2425	439	39	2464	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	391	71	7	469	389	72	7	468				0				0				0				0				0				0				0				0
8	374	77	9	460	376	78	9	463				0				0				0				0				0				0				0				0
J.H.S. Total	765	148	16	929	765	150	16	931	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	398	71	9	478	394	72	9	475				0				0				0				0				0				0				0				0
10	403	72	9	484	404	73	9	486				0				0				0				0				0				0				0				0
11	396	78	8	482	393	81	8	482				0				0				0				0				0				0				0				0
12	411	108	5	524	405	106	6	517				0				0				0				0				0				0				0				0
-9-12 Ungr.	0	0	0	0	0	0	0	0				0				0				0				0				0				0				0				0
P.G.	0	0	0	0	0	0	0	0				0				0				0				0				0				0				0				0
H.S. Total	1608	329	31	1968	1596	332	32	1960	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total JHS & HS	2373	477	47	2897	2361	482	48	2891	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O.D. SPED 7-12	43	8	0	51	43	8	1	52				0				0				0				0				0				0				0				0
Reg. Total	2416	485	47	2948	2404	490	49	2943	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A.P.S. Total	2430	441	38	2468	2425	439	39	2464	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reg. Total	2416	485	47	2948	2404	490	49	2943	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	4846	485	85	5416	4829	490	88	5407	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

A = ACTON  
 B = BOXBOROUGH  
 C = Choice/Staff/Tuition In

Pre-School = SPED  
 P.G. = Post Graduates  
 Ungr. = Ungraded  
 O.D. = SPED Out of District

In D. = In District

Distribution:

S. Mills  
 M. Altieri  
 D. Bookis  
 L. Huber  
 D. Aicardi  
 A. Bisewicz  
 K. Nelson  
 E. Weiner  
 R. Cvitkovich

C. Bates

All Principals (2)

Students other than Choice counted under column C:  
 Staff Students -  
 Tuition In Students -  
 Sped Tuition In Students

Actual  
Acton Public Schools  
2013-2014  
October 1, 2013

Grade YOG	Conant			Total	Douglas			Total	Gates			Total	McCarthy-Towne				Total	Merriam				Total	# Sec.	Avg. Size
Rm	CAD	CAM	CPM	2#	DAD1	DAD2	DAM	2#	GAD	GAM	1#	Case +	TAD1	TAD2	TAM	[1]3#	MAD	MAM	MPM	1#	7#			
K-26	20	21	21	62	20	21	20	61	21	20	41		22	21	21	64	20	20	21	61	288	14	20.6	
Rm 3	4	5	1#		3	4	5	2#	3	5			310	311	312	[1]2#	133	231	334	1#	6#			
Gr. 1-25	21	22	22	65	22	22	23	67	22	22	44	Case +	23	22	23	68	22	22	21	65	308	14	22.0	
Rm 6	7	8			6	7	8		6	8	10	3#	301	302	303	[1]1#	224	234	323	2#	6#			
Gr. 2-24	22	21	20	63	22	20	22	64	21	21	21	63	Case +	23	21	22	66	22	22	22	66	322	15	21.5
Rm 9	10	20			9	10	11		17	7	9	3#	313	314	315	[4]2#	230	324	330	331	4#	9#		
Gr. 3-23	24	24	23	71	23	24	23	70	23	23	24	70	Case +	24	25	26	75	24	24	23	71	374	16	23.4
Rm 17	18	19	1#		12	13	14	2#	18	19	20	1#	213	214	215	[3]3#	233	321	322	332		7#		
Gr. 4-22	24	24	24	72	25	24	23	72	25	23	24	72	Case +	26	23	24	73	24	24	24	96	382	16	23.9
Rm 14	15	16			19	20	21		13	15	16	1#	210	211	212	[3]	135	232	333	1#	2#			
Gr. 5-21	24	24	24	72	23	25	25	73	23	24	24	71	Case +	24	27	24	75	23	23	23	69	357	15	23.8
Rm 11	12	13			15	16	17		11	12	14		113	114	115	1#	223	235	335	1#	2#			
Gr. 6-20	23	24	24	71	24	23	24	71	24	24	24	72		24	24	25	73	25	24	24	73	360	15	24.0
Total Staff				4#				4#				9#				12#					10#	39#		
												Case +	[13]	Average	23.8	499								
Total	21 Sec.	Average	22.7	476	21 Sec.	Average	22.8	478	19 Sec.	Average	22.8	433	21 Sec.	Average	23.0	482	23 Sec.	Average	22.7	522	2391	105	22.8	
Range	20	24			20	25			20	25			21	25			20	25			20	25		

ALL DAY K - CAD, DAD1, DAD2, GAD, TAD1, TAD2, and MAD

# Staff Children  
Case [ ]  
CAD, DAD, DBD, GAD, TAD, and MAD  
- ALL DAY PROGRAMS

Actual  
Boxborough Public Schools  
2013 - 2014  
October 1, 2013

10/8/2013  
12:12 PM

Grade YOG	Blanchard				Total	Total BPS	Choice Munc Agrmt	#Sec.	Avg. Size	Total APS	Staff/Munc Agrmt	#Sec.	Avg. Size	APS & BPS Combined	Total Choice/Staff	#Sec.	Avg. Size
<i>Rm</i>			276	218													
<b>K-26</b>			<b>19</b>	<b>20</b>	<b>39</b>	<b>39</b>	4	2	19.5	<b>288</b>	7	14	20.6	<b>327</b>	11	16	20.4
<i>Rm</i>	211	213	215														
<b>Gr. 1-25</b>		<b>18</b>	<b>16</b>	<b>17</b>	<b>51</b>	<b>51</b>	8	3	17.0	<b>308</b>	6	14	22.0	<b>359</b>	14	17	21.1
<i>Rm</i>	219	221	227														
<b>Gr. 2-24</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>60</b>	<b>60</b>	7	3	20.0	<b>322</b>	6	15	21.5	<b>382</b>	13	18	21.2
<i>Rm</i>	226	229	231														
<b>Gr. 3-23</b>		<b>19</b>	<b>20</b>	<b>20</b>	<b>59</b>	<b>59</b>	4	3	19.7	<b>374</b>	9	16	23.4	<b>433</b>	13	19	22.8
<i>Rm</i>	243	245	247														
<b>Gr. 4-22</b>		<b>19</b>	<b>19</b>	<b>19</b>	<b>57</b>	<b>57</b>	0	3	19.0	<b>382</b>	7	16	23.9	<b>439</b>	7	19	23.1
<i>Rm</i>	118	128	130														
<b>Gr. 5-21</b>		<b>24</b>	<b>24</b>	<b>23</b>	<b>71</b>	<b>71</b>	2	3	23.7	<b>357</b>	2	15	23.8	<b>428</b>	4	18	23.8
<i>Rm</i>	108	110	112	114													
<b>Gr. 6-20</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>69</b>	<b>69</b>	5	4	17.3	<b>360</b>	2	15	24.0	<b>429</b>	7	19	22.6
				3#													
<b>Total</b>	<i>21 Sec</i>	<i>Average</i>	19.3		<b>406</b>	<b>406</b>	30	21	19.3	<b>2391</b>	39	105	22.7	<b>2797</b>	69	126	22.1
<i>Range</i>	16	24						16	24	<i>Range</i>	20	25	39		0	69	

Grade level totals correct  
Distribution by Room not complete

**October 1, 2013**  
**Column C Breakdown**

<i>Grade</i>	<i>Staff Free</i>	<i>Choice</i>	<i>Tuition In</i>	<i>Sped Tuition</i>	<i>Municipal Agreement</i>	<i>Total</i>
<i>K</i>	7	0	0	0	0	7
<i>1</i>	6	0	0	0	0	6
<i>2</i>	6	0	0	0	0	6
<i>3</i>	8	0	0	0	1	9
<i>4</i>	7	0	0	0	0	7
<i>5</i>	2	0	0	0	0	2
<i>6</i>	2	0	0	0	0	2
<i>APS Total</i>	38	0	0	0	0	38
<i>Out District</i>	0	0	0	0	0	0
<i>Total</i>	38	0	0	0	1	39
<i>7</i>	0	7	0	0	0	7
<i>8</i>	0	9	0	0	0	9
<i>Sub Total</i>	0	16	0	0	0	16
<i>9</i>	0	8	0	1	0	9
<i>10</i>	0	9	0	0	0	9
<i>11</i>	0	8	0	0	0	8
<i>12</i>	0	6	0	0	0	6
<i>UG</i>	0	0	0	0	0	0
<i>Sub Total</i>	0	31	0	1	0	32
<i>Out District</i>	0	0	0	1	0	1
<i>Region Total</i>	0	47	0	2	0	49
<i>Grand Total</i>	38	47	0	2	1	88



# Acton-Boxborough Regional School District

October 1, 2013

Grade	Acton	Boxborough	*Non-Residents	Total
7	389	72	7	468
8	376	78	9	463
9	394	72	9	475
10	404	73	9	486
11	393	81	8	482
12	405	106	6	517
Ungraded	0	0	0	0
Post-Grads	0	0	0	0
Sped Out of District	43	8	1	52
Other	0	0	0	0
<b>Total</b>	<b>2404</b>	<b>490</b>	<b>49</b>	<b>2943</b>
Acton Enrollment	2404			
Boxborough Enrollment	490			
Total Acton /Boxborough	2894			
Acton %	83.07%			
Boxborough %	16.93%			
Total Percentage	100.00%			

\*Non-Residents include: Choice, Staff Children and Sped Tuition-in

Acton Public School and Blanchard School K-6

October 1, 2013

Grade	Acton	*Non -	Acton SchoolsTotal	Boxborough	*Non -	Boxborough SchoolsTotal
		Residents Acton			Residents Boxborough	
K	281	7	288	35	4	39
1	302	6	308	43	8	51
2	316	6	322	53	7	60
3	365	9	374	55	4	59
4	375	7	382	57	0	57
5	355	2	357	69	2	71
6	358	2	360	64	5	69
Ungraded	0	0	0	0	0	0
Post-Grads	0	0	0	0	0	0
Sped Out of District	24	0	24	7	0	7
Other	0	0	0	0	0	0
<b>Total</b>	<b>2376</b>	<b>39</b>	<b>2415</b>	<b>383</b>	<b>30</b>	<b>413</b>
Acton Enrollment	2376					
Boxborough Enrollment	383					
Total Acton /Boxborough	2759					
Acton %	86.12%					
Boxborough %	13.88%					
Total Percentage	100.00%					
Acton Preschool	41					
Boxborough Preschool	7					

Acton Non-Resident Staff (38) and Municipal Agreement (1)

Boxborough Non-Residents include Staff Children (2), School Choice (27) and Municipal Agreement (1)

### *Three Year Comparison*

<i>Year --&gt;</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>	<i>Total of 3 Yrs</i>	<i>Avg. of 3 Yrs</i>
Acton Enrollment	2391	2414	2404	7209	2403.00
Boxborough Enrollment	536	507	490	1533	511.00
Total	2927	2921	2894	8742	2914.00
Acton %	81.69%	82.64%	83.07%	82.46%	82.46%
Boxborough %	18.31%	17.36%	16.93%	17.54%	17.54%
Total	100.00%	100.00%	100.00%	100.00%	100.00%

**October 1, 2013**  
**Comparison of Enrollment Projections**

	<b>ALL STUDENTS*</b>	<b>ASHTON'S</b>	<b>NESDEC</b>	<b>ONLY A &amp; A/B</b>
<i>Levels</i>	<i>Actual</i>	<i>Projection</i>	<i>Projection</i>	<i>APS &amp; A/B ACTUAL</i>
K	288	261	269	281
1	308	286	280	302
2	322	325	322	316
3	374	361	359	365
4	382	387	390	375
5	357	358	355	355
6	360	358	359	358
<b>A.P.S. Total</b>	<b>2391</b>	<b>2336</b>	<b>2334</b>	<b>2352</b>
7	468	456	454	461
8	463	457	458	454
<b>J.H.S. Total</b>	<b>931</b>	<b>913</b>	<b>912</b>	<b>915</b>
9	475	467	466	466
10	486	481	482	477
11	482	462	464	474
12	517	520	519	511
<b>H.S. Total</b>	<b>1960</b>	<b>1930</b>	<b>1931</b>	<b>1928</b>
<b>Reg. Total</b>	<b>2891</b>	<b>2843</b>	<b>2843</b>	<b>2843</b>
<b>Grand Total</b>	<b>5282</b>	<b>5179</b>	<b>5177</b>	<b>5195</b>

\*Includes Choice, staff students and tuitioned in students

## Count Comparison 2011-2013

Levels	Oct. 1, 2011				Oct. 1, 2012				Oct. 1, 2013				Difference Oct 1, 2013 (-) Oct 1, 2012			
	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Total
	K	294	59	7	301	267	43	6	273	281	39	7	288	14	-4	1
1	333	53	8	341	312	59	8	320	302	51	6	308	-10	-8	-2	-12
2	354	54	7	361	348	54	8	356	316	60	6	322	-32	6	-2	-34
3	351	68	2	353	382	53	8	390	365	59	9	374	-17	6	1	-16
4	351	66	2	353	354	65	2	356	375	57	7	382	21	-8	5	26
5	369	75	5	374	354	70	2	356	355	71	2	357	1	1	0	1
6	361	84	4	365	382	75	5	387	358	69	2	360	-24	-6	-3	-27
<i>K-6 Ungr.</i>	0	0	0	0	0	0	0	0	0	22	0	0	0	22	0	0
<i>In D.Pre-sch.</i>	38	8	0	38	37	5	0	37	41	0	0	41	4	-5	0	4
<i>In D Pre-sch Itnt</i>	0	0	0	0	0	0	0	0	8	2	0	8	8	2	0	8
<i>O.D. Pre-sch.</i>	2	3	0	2	3	2	0	3	0	2	0	0	-3	0	0	-3
<i>O.D. SPED K-6</i>	13	4	0	13	20	7	0	20	24	7	0	24	4	0	0	4
<b>A.P.S. Total</b>	<b>2466</b>	<b>474</b>	<b>35</b>	<b>2501</b>	<b>2459</b>	<b>433</b>	<b>39</b>	<b>2498</b>	<b>2425</b>	<b>439</b>	<b>39</b>	<b>2464</b>	<b>-34</b>	<b>6</b>	<b>0</b>	<b>-34</b>
7	391	71	7	469	375	74	11	460	389	72	7	468	14	-2	-4	8
8	408	71	9	488	396	72	7	475	376	78	9	463	-20	6	2	-12
<b>J.H.S. Total</b>	<b>799</b>	<b>142</b>	<b>16</b>	<b>957</b>	<b>771</b>	<b>146</b>	<b>18</b>	<b>935</b>	<b>765</b>	<b>150</b>	<b>16</b>	<b>931</b>	<b>-6</b>	<b>4</b>	<b>-2</b>	<b>-4</b>
9	385	78	8	471	408	71	12	491	394	72	9	475	-14	1	-3	-16
10	415	109	3	527	392	74	7	473	404	73	9	486	12	-1	2	13
11	387	99	7	493	419	107	4	530	393	81	8	482	-26	-26	4	-48
12	361	96	7	464	379	100	7	486	405	106	6	517	26	6	-1	31
<i>9-12 Ungr.</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>P.G.</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>H.S. Total</b>	<b>1548</b>	<b>382</b>	<b>25</b>	<b>1955</b>	<b>1598</b>	<b>352</b>	<b>30</b>	<b>1980</b>	<b>1596</b>	<b>332</b>	<b>32</b>	<b>1960</b>	<b>-2</b>	<b>-20</b>	<b>2</b>	<b>-20</b>
<b>Total JHS &amp; HS</b>	<b>2347</b>	<b>524</b>	<b>41</b>	<b>2912</b>	<b>2369</b>	<b>498</b>	<b>48</b>	<b>2915</b>	<b>2361</b>	<b>482</b>	<b>48</b>	<b>2891</b>	<b>-8</b>	<b>-16</b>	<b>0</b>	<b>-24</b>
<i>O.D. SPED 7-12</i>	44	12	0	56	45	9	0	54	43	8	1	52	-2	-1	1	-2
<b>Reg. Total</b>	<b>2391</b>	<b>536</b>	<b>41</b>	<b>2968</b>	<b>2414</b>	<b>507</b>	<b>48</b>	<b>2969</b>	<b>2404</b>	<b>490</b>	<b>49</b>	<b>2943</b>	<b>-10</b>	<b>-17</b>	<b>1</b>	<b>-26</b>
<b>A.P.S. Total</b>	<b>2466</b>	<b>474</b>	<b>35</b>	<b>2501</b>	<b>2459</b>	<b>433</b>	<b>39</b>	<b>2498</b>	<b>2425</b>	<b>439</b>	<b>39</b>	<b>2464</b>	<b>-34</b>	<b>6</b>	<b>0</b>	<b>-34</b>
<b>Reg. Total</b>	<b>2391</b>	<b>536</b>	<b>41</b>	<b>2968</b>	<b>2414</b>	<b>507</b>	<b>48</b>	<b>2969</b>	<b>2404</b>	<b>490</b>	<b>49</b>	<b>2943</b>	<b>-10</b>	<b>-17</b>	<b>1</b>	<b>-26</b>
<b>Grand Total</b>	<b>4857</b>	<b>536</b>	<b>76</b>	<b>5469</b>	<b>4873</b>	<b>940</b>	<b>87</b>	<b>5467</b>	<b>4829</b>	<b>929</b>	<b>88</b>	<b>5407</b>	<b>-44</b>	<b>-11</b>	<b>1</b>	<b>-60</b>

# Enrollment by Race

## October 1, 2013

School	Low Income	Asian/Pacific Islander	African-American	Caucasian	Hispanic	American Indian	Minority	Percent Minority	Percent Asian	Total
Conant	20	290	6	171	9	0	305	64.08%	60.92%	476
Douglas	33	144	7	317	8	2	161	33.68%	30.13%	478
Gates	28	173	13	238	6	3	195	45.03%	39.95%	433
McCarthy-Towne	36	89	15	346	27	5	136	28.22%	18.46%	482
Merriam	23	128	13	366	15	0	156	29.89%	24.52%	522
Total	140	824	54	1438	58	10	946	39.57%	34.46%	2391
% of Total APS	5.86%	34.46%	2.26%	60.14%	2.43%	0.42%	39.57%			
JHS	44	288	15	609	18	1	322	34.59%	30.93%	931
SHS	84	492	31	1377	57	3	583	29.74%	25.10%	1960
Total	128	780	46	1986	75	4	905	31.30%	26.98%	2891
% of Total A/B	4.43%	26.98%	1.59%	68.70%	2.59%	0.14%	31.30%			
Grand Total	268	1604	100	3424	133	14	1851	35.04%	30.37%	5282
% of Grand Total	5.07%	30.37%	1.89%	64.82%	2.52%	0.27%	35.04%			

Minuteman School of Applied Arts and Sciences  
October 1, 2013

GRADE	10/96	10/97	10/98	10/99	10/00	10/01	10/02	10/03	10/04	10/05	10/06	10/07	10/08	10/09	10/10	10/11	10/12	10/13
9	4	7	7	8	12	8	9	12	6	11	3	8	7	2	7	10	3	6
10	4	4	11	8	10	8	6	11	11	8	11	4	6	9	2	7	10	2
11	4	3	3	7	11	9	6	7	9	9	10	10	2	7	9	1	5	10
12	2	3	2	3	8	8	13	6	6	9	9	9	9	1	5	7	0	7
PG ACTON TOTAL	7	7	4	7	6	9	4	2	2	0	4	1	4	3	0	0	0	0
	21	24	27	33	47	42	38	38	34	37	37	32	28	22	23	25	18	25
9	1	3	2	1	2	3	1	5	4	2	3	2	6	1	2	0	3	0
10	0	1	2	2	1	4	2	2	6	4	2	3	2	7	1	1	0	3
11	2	0	1	2	1	1	2	2	1	4	4	2	3	2	7	1	1	0
12	2	2	0	0	2	2	1	2	2	1	3	4	2	4	2	5	1	1
PG BOXBOROUGH TOTAL	1	3	0	3	0	0	2	3	1	3	0	0	0	0	0	0	0	0
	6	9	5	8	6	10	8	14	14	14	12	11	13	14	12	7	5	4
GRAND TOTAL	27	33	32	41	53	52	46	52	48	51	49	43	41	36	35	32	23	29

# Combined Acton and Boxborough Section Planning

## Acton Enrollment

2013-2014						2014-2015					
	Oct 1 Actual	Staff	Total Enrolled Oct 1	Sections	Class Size		Oct 1 Proj	Staff	Total Enrolled Oct 1	Sections	Class Size
K	281	7	288	14	20.6	K	261	6	267	14	19.1
1	302	6	308	14	22.0	1	280	7	287	14	20.5
2	316	6	322	15	21.5	2	299	6	305	14	21.8
3	365	9	374	16	23.4	3	337	8	345	15	23.0
4	375	7	382	16	23.9	4	366	8	374	16	23.4
5	355	2	357	15	23.8	5	392	8	400	16	25.0
6	358	2	360	15	24.0	6	363	2	365	15	24.3
	2352	39	2391	105	22.8		2298	45	2343	104	22.5

## Boxborough Enrollment

2013-2014						2014-2015					
	Oct 1 Actual	Choice	Total Enrolled Oct 1	Sections	Class Size		Oct 1 Proj	Choice	Total Enrolled Oct 1	Sections	Class Size
K	35	4	39	2	19.5	K	41	0	41	2	20.5
1	43	8	51	3	17.0	1	42	4	46	2	23.0
2	53	7	60	3	20.0	2	48	8	56	3	18.7
3	55	4	59	3	19.7	3	61	7	68	3	22.7
4	54	3	57	3	19.0	4	53	4	57	3	19.0
5	69	2	71	3	23.7	5	56	3	59	3	19.7
6	64	5	69	4	17.3	6	68	2	70	3	23.3
	373	33	406	21	19.3		369	28	397	19	20.9

## Combined Acton and Boxborough Enrollment

2013-2014						2014-2015					
	Oct 1 Actual	Staff	Total Enrolled Oct 1	Sections	Class Size		Oct 1 Proj	Staff	Total Enrolled Oct 1	Sections	Class Size
K	316	11	327	16	20.4	K	302	6	308	16	19.3
1	345	14	359	17	21.1	1	322	11	333	16	20.8
2	369	13	382	18	21.2	2	347	14	361	17	21.2
3	420	13	433	19	22.8	3	398	15	413	18	22.9
4	429	10	439	19	23.1	4	419	12	431	19	22.7
5	424	4	428	18	23.8	5	448	11	459	19	24.2
6	422	7	429	19	22.6	6	431	4	435	18	24.2
	2725	72	2797	126	22.2		2667	73	2740	123	22.3

10-9-13



Conant School PTO  
80 Taylor Road  
Acton, MA 01720



12.1.1

September 16, 2013

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

Dear Dr. Mills,

On behalf of the Luther Conant Elementary School Parent Teacher Organization, please accept this gift of \$22,978.85 to the district for the funding of teaching assistants for the 2013-14 school year. Please combine this gift with \$2021.15 of unused PTO funds from the 2012-13 school year for a total gift of \$25,000.

The PTO is thankful to the many Conant families and the greater Acton community for their support in raising these funds.

Sincerely,

A handwritten signature in cursive script that reads "Ranjini Reddy".

Ranjini Reddy  
President, Conant PTO



# CT DOUGLAS PTO



21 Elm Street  
Acton, MA 01720

CT Douglas School Phone: 978-266-2560

October 1, 2013

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

Dear Dr. Mills,

On behalf of the C.T. Douglas School PTO, we would like to thank you for all the support you have given during the past year.

In June 2013, the Douglas PTO approved our budget for the **2013-2014** school year. As in the past, our main focus is on direct services to the children. This year over **65%** of our basic budget will be used to fund classroom support/assistants, technology staff, library staff, math coach, and our writing specialist. This budget reflects the PTO's commitment to maintain our current level of staff support.

On behalf of C.T. Douglas School, please accept this gift to support the funding of our teaching assistants & staff listed above for the 2013-2014 school year. Douglas School reported zero unused PTO funds from the 2012-2013 school year. Therefore, the total gift to the district is **\$39,193**.

The funds support expenses that we would not be able to continue without the generosity of our parents and the community. We do not take this generosity lightly; given current economic conditions, we feel that our budget is a realistic expectation for the coming year.

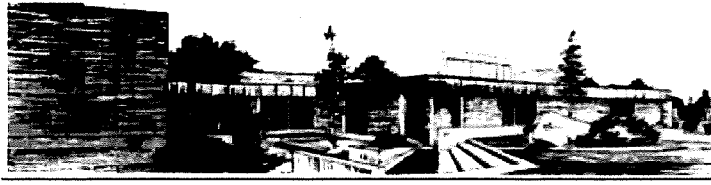
Sincerely,

Eileen Matarese & Karen Jarsky  
Douglas PTO Co-Chairs, 2013-2014

Cc: Dr. Chris Whitbeck; Sharon Armistead; Corinne Hogseth, PTO Treasurer

Breakdown of Numbers for reference:

Classroom Support/Assistants	9,046
Library Staff	4,251
Supplement for Technology Assistant	<u>11,621</u>
Language program support	2,250
Additional Library Assistant time	2,025
Writing Assistant	10,000
Total	\$ 39,193
<b><u>\$0 funds remaining from 2012-2013</u></b>	
<b>Total Owed to District</b>	<b>\$ 39,193</b>



**Paul P. Gates M.D. School**

75 Spruce St. Acton MA 01720 Phone: 978-266-2570 Fax: 978-266-2573 Email: [lnewman@abschools.org](mailto:lnewman@abschools.org)  
Lynne Newman, *Principal*

September 17, 2013  
Stephen E. Mills, Ed.D.  
Superintendant of Schools  
Acton Public Schools  
16 Charter Road  
Acton, MA 01720

Dear Dr. Mills,

I would like to request acceptance of the gift of money from the Gates School PTO in the amount of \$20,000. Please combine this gift with unused PTO funds of \$1,536.19 from the 2012-13 school year for a total of \$21,536.19. This total amount has been designated for Classroom Assistants, including Computer and Media assistants, for the 2013 – 2014 school year. I hope you will present this request for acceptance of this year's Gates PTO gift of \$21,536.19 to the Acton Public School Committee at their next regularly scheduled meeting.

Sincerely,

Lynne Newman  
Principal  
Gates Elementary School  
Acton, MA 01720

# **McCarthy-Towne School**

**11 Charter Road, Acton, MA 01720**

Telephone: 978-264-3377, FAX: 978-264-4098

Email: [dkrane@abschools.org](mailto:dkrane@abschools.org)

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

September 19, 2013

Dear Dr. Mills,

The McCarthy-Towne School PTSO has presented the McCarthy-Towne School with a \$80,000 gift to be used for our Contracted Services programs and Classroom and Reading Assistants.

Please combine this gift with \$4,665.93 of unused PTSO funds from the 2013-14 school year, for a total of \$84,665.93

The money will be divided among the following programs: Classroom Assistants; Reading Assistants; Art Integration Specialist; Media Assistant (additional hours); and Parent Involvement Coordinator.

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

Sincerely yours,



David Krane

Principal

McCarthy-Towne School

# The Merriam School

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Parker Damon Building – 11 Charter Road, Acton, Massachusetts 01720  
(978) 264 – 3371

September 24, 2013

Dr. Stephen Mills  
Superintendent of Schools  
Acton Public Schools & Acton-Boxborough Regional School District  
16 Charter Road  
Acton, MA 01720

RE: FY14 gift from Merriam Elementary School PTO

Dear Dr. Mills,

On behalf of the Merriam School Parent Teacher Organization, please accept our gift of \$85,000 to the Acton Public Schools for the funding of teaching assistants at Merriam School for the 2013-14 school year.

The Merriam School acknowledges that it has a total of \$6,455.05 in unused funds from the 2012-13 school year. These funds have previously been designated as funds to be used toward Merriam School's teaching assistant expenses and should be used to supplement our 2013-14 gift as needed.

Thank you,

Lisa Sippy  
Merriam School PTO Treasurer

cc:  
Ed Kaufman, Merriam Principal  
Tina Hamilton, Merriam PTO co-chair  
Alycen Nigro, Merriam PTO co-chair

**Acton Public Schools**

**PTO Gifts**

**FY '09 - FY '14**

	<b>FY '09</b>	<b>FY '10</b>	<b>FY '11</b>	<b>FY '12</b>	<b>FY '13</b>	<b>FY '14</b>
Conant School PTO	\$54,050	\$50,809	\$27,000	\$30,000	\$18,738	\$22,979
Douglas School PTO	\$45,666	\$46,383	\$46,393	\$49,845	\$40,099	\$39,193
Gates School PTO	\$54,100	\$43,039	\$43,019	\$44,830	\$19,686	\$20,000
McCarthy-Towne PTSO	\$96,500	\$88,978	\$95,600	\$84,000	\$77,000	\$80,000
Merriam PTO	\$86,601	\$86,838	\$87,746	\$88,000	\$90,000	\$85,000
<b>Total</b>	<b>\$336,917</b>	<b>\$316,047</b>	<b>\$299,758</b>	<b>\$296,675</b>	<b>\$245,523</b>	<b>\$247,172</b>
Percentage Change		-6%	-5%	-1%	-17%	1%
FY '09 - FY '13 Change					27%	
Appropriated Budget	\$132,581	\$135,186	\$136,804	\$263,330	\$371,330	\$380,000

October 10, 2013

12.1.2

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

TO: Steve Mills

FROM: Erin Bettez

RE: Community Education Donations

DATE: October 8, 2013

I have had four checks cut from Community Ed's revolving fund. These checks are being sent to the schools to help pay expenses associated with operating the buildings in which we run our extended day and before and after school enrichment programs.

1. To Gates School for \$52,832.96 (extended day)
2. To McCarthy-Towne School for \$21,165.29 (extended day)
3. To Conant School for \$78,906.91 (extended day)
4. To Conant School for \$5,694 (enrichment)

cc: David Krane  
Lynne Newman  
Damian Sugrue  
Beth Petr  
Denise Kelly





# Acton Leadership Group Meeting

**OCTOBER 10, 2013**

**7:30AM**

**Town Hall, Faulkner Hearing Room 204**

Bart Wendell Facilitating

----- Agenda Topics -----		
		<u>Comments</u>
1. Approve Minutes of September 12, 2013	General Discussion	
2. Update on FY13 Revenues & Expenditures and FY14 Revenues	Steve Ledoux Steve Mills	
3. Spreadsheet Format Discussion	All	
4. Revenue Projections for FY 15	Steve Barrett/ Don Aicardi	Preliminary Concensus
5. Preliminary Finance Committee Point of View	Pat Clifford Steve Noone	
6. Free Cash and Excess and Deficiency Certification Status	Steve Barrett Don Aicardi	
7. Preliminary Concensus A) Override Needed B) Split C) OPEB Contribution Level D) Use of Overlay Reserve E) Use of Reserves F) Unused Levy Capacity	All	
8. Public Comment		

9. Adjourn		Next Meeting, November 7, 2013, 7:30 AM

**Acton Leadership Group  
Acton Town Hall, Room 204  
Draft Minutes: September 12, 2013 Meeting**

**Present:** Steve Noone, Steve Barrett, Janet Adachi, Steve Ledoux, Mike Gowing, Dennis Bruce, Don Aicardi, Pat Clifford, Steve Mills, Kim McOsker, Bart Wendell, facilitator

**Audience:** Brian McMullen, Assistant Assessor

**Documents:** Meeting Agenda, Minutes of August 14, 2013 Meeting, ALG Plan Version 1, and Minuteman Capital Assessment Models

**Approve Minutes of August 14, 2013 Meeting**

Minutes approved subject to minor changes.

**Update on FY13 Revenues & Expenditures and FY14 Revenues (Steve Ledoux, Steve Mills)**

S. Ledoux: FY13 revenues are about \$650,000 above expectation due to increases in excise, interest income, permit fees, etc.. Approximately the same amount will be turned back from savings in legal and health insurance expenses. There is nothing unusual to report at this point for FY14 expenses.

S. Mills: For FY13, both districts will turn back some. [did not get numbers]

S. Ledoux: It is too early to say anything about FY14 revenues.

**Spreadsheet Format Discussion**

S. Noone: Met with S. Barrett, Don Aicardi and Brian McMullen to put together three versions for your input, either now or later. Goal was to remove extraneous lines to incorporate one year of actual data. Version 1 takes out debt entirely. Actual data will be in as a memo item. The bottom half of the first sheet will contain estimates of future years. A major issue will be regionalization. In Version 2, the actuals will be a full column. Version 3 is more analytical and presents graphs at the bottom.

D. Bruce: The revenue and expenses columns go out 5 years: why the difference between 3 years and 5 years?

S. Noone: There is no magic number of years; the 5-year projection is standard with the FinCom.

S. Barrett: Would it help to look at what the format used in the past? A comparison with what has been done in the past may be helpful to assess a new format.

S. Ledoux: How will we handle debt since it does not show up as an expense?

Noone: Debt has never been shown as an expense. School Building [SBAB?] was important previously.

P. Clifford: It may be important at next year's Town Meeting due to the renegotiation of the regionalization agreements. She encouraged the use of the 5-year estimate of revenues and expenses.

M. Gowing: As we regionalize and transfer the debt from one entity to another, the details will need to be shown. All of the rest of the information (tabs) will be behind this summary sheet as in previous years.

J. Adachi: At the Regionalization Refinance Oversight Committee – the public will want to see the savings, and there are concerns about how the savings will be used. There needs to be an explanation of how this will benefit the taxpayers.

#### **Capital Plans (Steve Ledoux, Steve Mills)**

S. Ledoux: Staff is putting together FY15 requests, which are due in a couple of weeks. There may be some phases of the Space Needs Study in these requests. One wildcard may be Advanced Life Support capability in the Fire Department. The results of a study will be ready early next week looking at this. Training will be required to bring firefighters from basic level to advanced level. The Police Department may request more officers.

S. Mills: Capital plans were recently suspended. There are on-going needs as buildings age. JD has future vision about expanding Charter Road. Under one regional budget, there are savings projected in transportation. Overall, expenses may be \$150,000 less than if the districts had not regionalized. Inter-municipal agreements will be necessary due to regionalization. Transfer of assets includes buildings and stuff in buildings. Transfer of debt – the towns are not able to transfer debt, but can do reimbursements. The water source under Blanchard School needs to be protected in future documents.

S. Ledoux: The Town may be interested in keeping a parcel of school property on Arlington Street.

P. Clifford: Asked about Chapter 70 funds. Chapter 70 will be down.

S. Noone: Douglas and Conant sit on large pieces of property all of which doesn't necessarily belong to the school district.

#### **Revenue Projections for FY 15 (Steve Barrett, Don Aicardi)**

S. Barrett: 80% of revenues come from property taxes, and the collection rate is in the high 90%. 15% of revenue comes from State Aid; at present, the state collections seem to be going OK. One area of higher local revenues may come from the category that includes excise taxes, investments, fees, etc. In FY13, this category is up 15%, amounting to \$150,000 to \$175,000. This increase may be used to alleviate the tax levy.

P. Clifford: When might these extra revenues be able to alleviate the tax levy?

M. Gowing: Regarding State Aid. The sales tax on software may be repealed, and if it does get repealed, transportation costs may rise. This may cause the revenue projections to go down.

#### **Preliminary FinCom Point of View (Pat Clifford, Steve Noone)**

P. Clifford: Tuesday was the first of three meetings on the point of view; looking at strategies and what to do with the large reserves. S. Mills will be in next week to present the school side.

S. Noone: This discussion included mention of an under-ride – not taxing to the levy limit.

#### **Minuteman Capital (Steve Ledoux)**

S. Ledoux: Should the Minuteman rep have a seat at ALG? S. Ledoux has acted as the rep. Since there is a lot going on with Minuteman right now, it might be worthwhile to invite Nancy Banks, the Minuteman rep, to the ALG meeting when Minuteman is on the agenda.

B. Wendell: In the past, Dore Hunter was the Minuteman rep and attended the ALG meetings

P. Clifford: In support of asking N. Banks to attend. The more expertise on this the better; it also provides an avenue for communication.

M. Gowing: N. Banks can contact the ALG in case there is anything that needs to be on the ALG agenda.

All agreed to extend the invitation to N. Banks.

S. Ledoux: Capital Assessment Models. Town Managers are looking at a fairer way to assess capital. Spreadsheet shows two models. The first model has been voted by Minuteman and is recommended to towns. Assessments: decrease capital contribution (8%) and kept 4-year rolling average. Minimum of 5 students. This will have to be incorporated in a revised regional agreement.

Attached is an intergovernmental agreement for non-member municipalities. This agreement includes a "facilities fee" that non-member municipalities pay for capital costs. If not paid, students could not attend Minuteman.

This revised agreement takes a unanimous vote across all member communities, which are quite varied. The agreement is a work in progress.

P. Clifford: What is the time frame? S. Ledoux: not known.

P. Clifford: The revised assessment may be ready for voting in FY15 but probably not the capital.

M. Gowing: Capital improvements to go ahead for the students of member towns and/or non-member town students.

S. Noone: Is this the only option?

S. Ledoux: Many options are being discussed.

S. Noone: Where would non-member town students go if Minuteman does not accept them?

S. Mills: Vocational school facilities just not available in all schools, as they used to be.

#### **Discuss Acton and Boxborough Joint Boards Meeting (Steve Mills)**

S. Mills: Joint board meeting last year in the library was useful. Regionalizations may be a topic for the joint meetings.

J. Adachi: Enjoyed the joint meeting in the library and found it useful to have everyone at the table.

S. Noone: This was FinCom's idea.

P. Clifford: When we suggest things like this, the first question is what are we going to do? Make a substantive agenda.

B. Wendell: What is the next step?

S. Mills: Will take it to school committee

#### **Public Comment**

None

Adjourned at 8:30 am

The next meeting will be on October 10, 2013 at 7:30 am in Room 204.

Suzanne Shanahan  
Recorder