

**Acton Public
School Committee Meeting**

May 19, 2011

7:00 p.m.

**at the
Luther Conant School Cafetorium**

ACTON PUBLIC SCHOOL COMMITTEE MEETING

Cafetorium
Conant School

May 19, 2011
7:00 pm

AGENDA

1. **CALL TO ORDER**
2. **GUEST PRESENTATION** – Mary Brolin, Boxborough School Committee Chairperson
 - 2.1 Job sharing and Regionalization Letter to APS and ABR School Committees
 - 2.2 Boxborough Town Meeting warrant articles re Sense of the Meeting
 - 2.3 Boxborough's Blanchard School to allow school choice next year
3. **SUPERINTENDENT'S INTRODUCTION**
 - 3.1 School Committee Annual Organizational Meeting (File: BDA)
 - 3.2 School Committee Officers (File: BDB)
 - 3.3 Election of School Committee Officers, 2011-12
 - 3.3.1 Chairperson
 - 3.3.2 Vice Chairperson
 - 3.3.3 Secretary
4. **APPROVAL OF MINUTES and STATEMENT OF WARRANT**
 - 4.1 March 24, 2011 (Joint SC, approved with amendments by ABRSC 5/5/11)
 - 4.2 April 2, 2011 (Joint SC, approved by ABRSC 5/5/11)
5. **PUBLIC PARTICIPATION**
6. **EDUCATION REPORT** – Damian Sugrue, Conant School Principal
7. **UNFINISHED BUSINESS**
 - 7.1 ALG Report – *Xuan Kong (oral)*
 - 7.2 Acton Finance Committee Report – 5/10/11, *Xuan Kong*
 - 7.3 BOS Update – *Xuan Kong (oral)*
 - 7.4 FY'11 and FY'12 Budget – *Steve Mills*
 - 7.4.1 Closing out FY'11 Budget and Superintendent's Purchasing Initiative
 - 7.4.2 5/19/11 Presentation Slides
 - 7.4.3 FY'11 Status Report – 3rd Quarter
 - 7.5 Health Insurance Trust Report – John Petersen
 - 7.5.1 4/28/11 Meeting
 - 7.5.2 Health Insurance Open Enrollment Update – *Marie Altieri*
 - 7.6 Subcommittee Updates
 - 7.6.1 Policy
 - 7.6.1.1 Bullying Prevention and Intervention Plan – revision accepted by DESE -. *Liza Huber (no vote needed)*
 - 7.6.1.2 Consider Need for New Policy re Use of School Buildings & Properties in Community Education – *Steve Mills*
 - 7.6.1.3 Recommendation to Delete *Assignment of Students From Other Schools to Classes* Policy (File: JCAC) **FIRST READING** – *Marie Altieri*
 - 7.6.2 Long-Range Strategic Planning Forums, May 12 and 23 – *Steve Mills*
 - 7.7 Cost Savings Joint SC Task Force Update – *Xuan Kong (oral)*
 - 7.8 Class Size Task Force Update – Amy Hedison
 - 7.8.1 Survey

- 7.9 2011-2012 School Calendar revision – **VOTE** – *Steve Mills*
(Elem Early Dismissal Day moved from Nov 2 to Nov 15)
7.10 Coordinated Program Review Update – *Liza Huber (oral)*

8. **NEW BUSINESS**

- 8.1 Acton 2020 - *John Petersen*
8.2 Kindergarten Enrollment
8.2.1. Update on FY11-12 Kindergarten Enrollment/Lottery – *Marie Altieri*
8.3 Recommendation to Approve FY'12 TEC Bid – **VOTE** – *Steve Mills*
8.4 Recommendation to Accept Gift to Gates School from Math Olympiad enrichment program surplus – **VOTE** – *Steve Mills*
8.5 Recommendation to Accept Gift to the APS Preschool from Rebecca Allen – **VOTE** – *Steve Mills*
8.6 Recommendation to Accept Gift to the Conant School from the surplus for Sessions I-III of Community Education/Conant Enrichment Programs – **VOTE** – *Steve Mills*
8.7 Recommendation to Accept Gift to the Acton Public Schools from the projected surplus from the All Day Kindergarten Program for FY'11 (first disbursement) – **VOTE** – *Steve Mills*

9. **ISSUES FOR THE COMMITTEE**

- 9.1 School Committee Meeting Schedule, 2011-2012

10. **FOR YOUR INFORMATION**

- 10.1 Monthly APS Financial Reports
10.1.1. Budget Status Summary
10.1.2. Budget Status Summary – SPED
10.1.3. Conant School
10.2 ELL Student Population Report, 5/1/11 and 4/1/11
10.3 OnTeam Newsletter, April-May
10.4 Dismissal Times for Last Day of School
10.5 Open House Dates – Fall 2011 (*addendum*)
10.6 Enrollment Report – May 1, 2011
10.7 Youth Risk Behavior Survey Presentation, May 11, Dr. Carolyn Imperato
10.8 All-Staff Retirement Party – June 9, 2011, 3:00 – 5:00, Wedgewood Pines, Stow
10.9 Correspondence from the Community
10.9.1 “Class Sizes Need to be Addressed”
10.9.2 Public Records Request (M.G.L. Chapter 66, Section 10), 4/27/11, A. Nitschelm and C. Kadlec
10.9.3 Open Meeting Law Complaints (2), 4/27/11, A. Nitschelm and C. Kadlec
10.9.4 “Acton FinCom gives incorrect information to Town Meeting”
10.9.5 Attorney letter re Marcus Lewis Tennis request for use of facilities
10.10 School Newsletters –
Acton Public School Preschool: <http://ab.mec.edu/Preschool/index.htm>
Conant Crier: <http://conant.ab.mec.edu/pto/newsletter.html>
Douglas Digest: <http://douglas.ab.mec.edu/index.html?pto/pto>
Gates Gazette: <http://gates.ab.mec.edu/gazette.html>
McCarthy-Towne Bulletin: <http://www.mctptso.org/bulletin/>
Merriam Community News: <http://merriam.ab.mec.edu/newsletters.html>

11. **NEXT MEETINGS**

- June 2, 7:30 p.m. AB Regional SC Meeting, Jr High Library
June 16, 7:30 p.m., Acton Public School Committee Meeting, Jr High Library

ADJOURN



Boxborough Public School District

BLANCHARD MEMORIAL SCHOOL
493 MASSACHUSETTS AVENUE
BOXBOROUGH, MASSACHUSETTS 01719
Tel. 978-263-4569
Fax: 978-263-0477

DR. CURTIS A. BATES
Superintendent/Principal/Curriculum Director

DAVID A. COOK, Director of Pupil Services/Asst. Principal
CLARE JEANNOTTE, Business Manager

April 12, 2011

John Petersen
Chair, Acton Public School Committee
District Central Office
16 Charter Road
Acton, MA 01720

Brigid Bieber
Chair, Acton Boxborough Regional School Committee
District Central Office
16 Charter Road
Acton, MA 01720

Dear Mr. Petersen and Ms. Bieber:

I am writing on behalf of the Boxborough School Committee. About one year ago we contacted your committees to let you know that the Boxborough School Committee was engaged in a process of exploring ways to change our administrative structure for the Boxborough School District as a way to save costs but preserve the educational integrity of our district. At that time, a Feasibility Sub-committee recommended that we assess two new structural models and compare them to the existing model we had. The two new models were job sharing selected positions within the central office with another district and regionalizing with Acton from kindergarten through 12th grade, thus expanding the existing region. At that time, your committee agreed to support us as we explored the regionalization option.

For the past year, we have had subcommittees exploring these two options. We would like to thank administrators in the Acton Public Schools and Acton/Boxborough Regional School District for their support in this process. Recently, the subcommittees presented their preliminary findings to the Boxborough School Committee. We also held community forums to share the information and will present the information at our Annual Town Meeting in May.

At this time, I am reaching out to you to see if the Acton Public School and the Acton/Boxborough Regional School Committees are willing to work with us further as we better understand the potential for the regionalization option. Your support is important as we move forward since this type of change would not be possible without your collaboration.

I would like to point out that we have not made any decisions. At our Annual Town Meeting we will take a sense of the meeting vote to see if town residents are interested in us exploring both job sharing and regionalization further. As you know, regionalization is a complex process. Before we can move forward in deciding if this is the right strategy for the Boxborough School District, we would need much more in-depth information. Thus, your support and collaboration are critical.

I would be happy to discuss this at one of your meetings with you and your committees. Additionally, if you have any questions for me, I can be reached by phone at 987-828-2387 (cell) or by e-mail at mbrolin@boxboroughschool.org.

Thank you for your time and consideration of this matter.

Sincerely,

Mary F. Brolin
Chair, Boxborough School Committee

**ARTICLE 6 SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - CONTINUE
EXPLORATION OF JOB SHARING^{ΔΔ}**

(Non-binding vote)

To see if the Town will vote to adopt the following non-binding sense of the meeting resolution:

It is the sense of the town meeting that the Boxborough School Committee continues to explore job sharing opportunities for administrative/front office positions with the school district of another community.

Or take any other action relative thereto.

Summary

As presented to you at last year's Town Meeting, the Boxborough School Committee is currently exploring changes to administrative structure of the Boxborough School District/Blanchard Elementary School. The School Committee is assessing three models:

- (1) The model that was in place for the 2009/2010 school year with the positions of Superintendent/Curriculum Director, Principal, Director of Pupil Services and a Business Manager
- (2) Job sharing some of the administrative/front office positions with another community where any positions that are shared would be partially funded by the Boxborough School District; a Union School Committee would be created to oversee the shared positions. The Boxborough School District would maintain control over all other aspects of its school district.
- (3) Regionalizing with Acton from kindergarten through 12th grade. Currently, we regionalize with Acton for 7th through 12th grade; this option would add in the kindergarten through 6th grades.

The Boxborough School Committee would like to get a sense of Town Meeting's support to continue exploring job sharing opportunities.

The Finance Committee recommends (8 - 0).

**ARTICLE 7 SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE – CONTINUE
EXPLORATION OF K - 12 REGIONALIZATION WITH ACTON^{ΔΔ}**

(Non-binding vote)

To see if the Town will vote to adopt the following non-binding sense of the meeting resolution:

It is the sense of the town meeting that the Boxborough School Committee continues to explore regionalization for kindergarten through 12th grade with Acton.

Or take any other action relative thereto.

Summary

As presented to you at last year's Town Meeting, the Boxborough School Committee is currently exploring changes to the administrative structure of the Boxborough School District/Blanchard Elementary School. The School Committee is assessing three models:

- (1) The model in place for the 2009/2010 school year with a Superintendent/Curriculum Director, Principal, Director of Pupil Services and a Business Manager;
- (2) Job-sharing some of the administrative/front office positions with another community where any positions that are shared would be partially funded by the Boxborough School District; a Union School Committee would be created to oversee the shared positions. The Boxborough School District would maintain control over all other aspects of its school district
- (3) Regionalizing with Acton from kindergarten through 12th grade. Currently, we regionalize with Acton for 7th through 12th grade; this option would add in the kindergarten through 6th grades.

The Boxborough School Committee would like to get a sense of Town Meeting's support to continue exploring regionalization for kindergarten through 12th grade with Acton.

The Finance Committee recommends (8 - 0).

Breaking news Boxborough youth found unharmed

Boxborough's Blanchard School to allow school choice next year

By Adriana Christenakis/achristenakis@wickedlocal.com

GateHouse News Service

Posted Apr 27, 2011 @ 10:09 AM

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Boxborough — The Boxborough School Committee has opted to allow students from other districts to attend the Blanchard Memorial School for the 2011-2012 school year.

Six kindergarten and seven first grade students will be allowed to enroll at Blanchard in the fall, due to fairly low projected enrollment, said Boxborough School Committee Chairman Mary Brolin. If the number of applications for Blanchard's school choice program exceeds the number of available spaces, placement will be determined by lottery. The School Committee voted not to accept siblings of current school choice students at this time.

Brolin said the committee must vote whether or not to allow school choice each year, in accordance with state law. If the School Committee does not vote or submit a decision to the state, the state assumes that the district will allow school choice.

"You can be pretty specific about what you're doing," said Brolin. "You can open seats in specific grades. This year we voted to have school choice for kindergarten and first grade."

Boxborough has allowed school choice in the past, although it was not allowed the past two years. Brolin said she believes the last time it was allowed was for the 2008-2009 school year.

"We've done it in the past," she said. "Some of our current students are school choice students."

For each school choice student, the district receives \$5,000 from the sending district, according to state law. For example, if a student from Maynard elects to participate in Boxborough's school choice program and attend the Blanchard School, the Maynard school district would pay \$5,000 to Boxborough.

Brolin said it makes sense financially to allow school choice if there are already open seats in a classroom, but not if the school would have to add a whole classroom and a teacher to accommodate the extra students.

"The variable cost for school choice is fairly minimal," said Brolin. "It's just the supplies for the student. If we have open seats, allowing school choice helps toward the school's budget."

The School Committee must consider the regional school system when deciding whether to allow school choice, as school choice students are allowed to attend schools in the Acton-Boxborough regional school district once they graduate from Blanchard, said Brolin.

"When we allow open school choice, those students become eligible for Boxborough education," Brolin said. "So then they can also move on to the regional schools. We're careful about trying to think about what the region looks like. We're trying to balance Blanchard's specific needs with the region's needs."

Brolin said parents and families often raise concerns about funding for special education school choice students, but that it is not a problem because the sending district would be responsible for those costs.

"If a school choice student is a special education student, towns sometimes get worried that the \$5,000 won't cover the cost," she said. "But if a student is special education and needs more support than Blanchard can supply, the sending district covers those costs as well."

Open house set

Parents, guardians and prospective students are invited to attend an open house to learn about Blanchard and the Boxborough school district on Wednesday, May 4 at 7 p.m. RSVP to 978-263-4569 ext. 201 if you plan to attend the presentation.

Applications can be found on the school's website at www.boxboroughschool.org under "News and Announcements." Applicants will be notified of their placement by May 16.

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File: BDA

SCHOOL COMMITTEE ANNUAL ORGANIZATIONAL MEETING

The annual organization meeting for the Acton Public School Committee shall be held each year at the first meeting following the completion of the Acton annual town meeting. At this meeting, the Committee shall organize by electing one of its members as chairperson, another as vice-chairperson and a secretary who does not need to be a member. At this meeting, the Committee shall also fix the time for holding its regular meetings.

The annual organization meeting for the Acton-Boxborough Regional District School Committee shall be held each year at the first meeting following the completion of the Acton and Boxborough annual town meetings. At this meeting, the Committee shall organize by electing one of its members as chairpersons, another as vice-chairperson, and a secretary who does not need to be a member. At this meeting, the Committee shall also fix the time for holding its regular meetings.

APPROVED 12/2/10

Acton Public Schools and Acton-Boxborough Regional School District

File: BDB

SCHOOL COMMITTEE OFFICERS

Duties of the Chairperson

The chairperson of the School Committee has the same powers as any other member of the Committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his/her office and those required by law, state regulations, and this Committee. In carrying out these responsibilities, the chairperson will:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Committee.
2. Consult with the Superintendent in the planning of the Committee's agendas.
3. Confer with the Superintendent on crucial matters that may occur between Committee meetings.
4. Appoint subcommittees, subject to Committee approval.
5. Call special meetings of the Committee as found necessary.
6. Be public spokesperson for the Committee at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Committee meetings.

As presiding officer at all meetings of the Committee, the chairperson will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Committee in its proper order.
3. Enforce the Committee's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Committee.
7. Answer all parliamentary inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairperson

The vice-chairperson of the Committee will act in the absence of the chairperson as presiding officer of the Committee and will perform such other duties as may be delegated or assigned to him/her.

LEGAL REF.: M.G.L. 71:36

Acton Public Schools and Acton-Boxborough Regional School District

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING
DRAFT MINUTES** (approved with amendments by ABRSC 5/5/11)

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Library
R.J. Grey Junior High School

March 24, 2011
7:00 p.m. Joint Exec Session
7:30 p.m. APS School Choice Public Hearing
7:40 p.m. Joint SC Meeting
followed by AB SC Meeting
followed by APS SC Meeting

Members present: Brigid Bieber, Mike Coppolino, Herman Kabakoff, Xuan Kong, Terry Lindgren, Sharon Smith McManus (7:05), Maria Neyland, John Petersen, Bruce Sabot (7:10)
Members absent: none
Others: Don Aicardi, Marie Altieri, Deb Bookis (7:30), Liza Huber (7:30), Steve Mills, Beth Petr

The Joint School Committee was called to order at 7:03 p.m. by Brigid Bieber and John Petersen, respective chairs.

JOINT EXECUTIVE SESSION

At 7:04 p.m., it was moved, seconded and unanimously

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

YES (Bieber, Coppolino, Kabakoff, Kong, Lindgren, Neyland, Petersen)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the bargaining position of the Board. She said the meeting was to discuss contract negotiations with the AEA, OSA, and AFSCME and that the Open Meeting would reconvene at approximately 7:30 p.m..

At 7:04 p.m., it was moved, seconded and unanimously

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

YES (Coppolino, Kabakoff, Kong, Lindgren, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board. He said the meeting was to discuss contract negotiations with the AEA, OSA, and AFSCME and that the Open Meeting would reconvene at approximately 7:30 p.m..

At 7:05 p.m., it was moved, seconded and unanimously

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

YES (Bieber, Coppolino, Kabakoff, Kong, Lindgren, Neyland, Petersen)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the litigating position of the Board. She said the meeting was to discuss minutes regarding litigation and that the Open Meeting would reconvene at approximately 7:30 p.m.

At 7:05 p.m., it was moved, seconded and unanimously

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

YES (Coppolino, Kabakoff, Kong, Lindgren, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the litigating position of the Board. He said the meeting was to discuss minutes regarding litigation and that the Open Meeting would reconvene at approximately 7:30 p.m.

At 7:35 p.m., the Committees were polled and voted to go out of Executive Session.

The Acton-Boxborough School Committee was suspended and the APS SC meeting continued.

Acton Public School Committee Public Hearing: Participation in School Choice, 2011-2012

It was moved, seconded and unanimously,

VOTED: To approve the administration's recommendation that the Acton Public Schools will not accept any School Choice students in academic year 2011-2012.

Deleted: due to our large class sizes

At 7:50 p.m. the Acton-Boxborough School Committee reconvened and the Joint School Committee meeting continued.

CHAIRMAN'S INTRODUCTION

Brigid Bieber stated that the Committee had just voted to approve executive session minutes and will vote on releasing them at their next meeting.

Brigid presented Sharon Smith McManus with an AB Chair and thanked her for her many years of service on the School Committees, PTSO and countless other committees and activities. Dr. Mills thanked Sharon for all of her invaluable help during his first year. Sharon thanked the Committee saying that the experience had been wonderful and she urged parents to get involved in their children's schools. John Petersen thanked Herman Kabakoff for serving the last nine months of Jonathan Chinitz's term. Herman was presented with a clock and thanked the Committee saying that this is his 18th year of serving on a board in this community, and this year has been a "real education". He thanked everyone who helped him get involved with the schools.

John Petersen reminded everyone to vote in the local election next week.

STATEMENT OF WARRANT

Warrant #11-019 dated 3/10/11 in the amount of \$1,441,664.47 and warrant #11-020 dated 3/24/11 in the amount of \$1,852,312.49 was signed by the ABRSC Chairperson and circulated to the AB Committee for signatures.

APPROVAL of JOINT MINUTES

Acton-Boxborough Regional School Committee

The minutes of 1/6/11 Joint/AB SC meeting, 1/22/11 Joint SC Saturday Budget meeting, 2/3/11 Joint/AB SC meeting with Finance Committees, 2/9/11 Joint SC Executive Session (Open Meeting section), 3/3/11 Joint/AB SC meeting, and 3/11/11 Joint SC meeting were unanimously approved as written.

Acton Public School Committee

Materials for this meeting are posted on the schools' website at <http://ab.mec.edu/about/meetings.shtml>.

The minutes of 1/6/11 Joint/AB SC meeting, 1/22/11 Joint SC Saturday Budget meeting, 2/3/11 Joint/AB SC meeting with Finance Committees, 2/9/11 Joint SC Executive Session (Open Meeting section), 3/3/11 Joint/AB SC meeting, and 3/11/11 Joint SC meeting were unanimously approved as written.

PUBLIC PARTICIPATION - none

UNFINISHED BUSINESS

5.1 Contract Negotiations Update

Brigid Bieber reported that an Agreement was reached with the AEA on 3/11/11. She apologized that the open part of the meeting that night was not able to be taped due to many conflicting activities. Brigid summarized the agreement and said that it was a lengthy process that achieved very important structural change. Don Aicardi ran through the financial impact.

Charlie Kadlec spoke from the audience. He asked if financial analysis had been done on the change from the ERI to the longevity agreement over the 10 years. John Petersen stated that many different types of analyses were done and that the community could be confident that the Subcommittee and School Committee did what they felt they needed to make informed and good decisions.

The executive session minutes for the negotiations will be released as soon as appropriately possible. Legal counsel is being consulted. An executive session is being planned prior to Acton Town Meeting to vote on releasing these minutes.

5.2. ALG Report

John reported that the ALG met on 3/9/11. He reported that on 3/8/11 the APS School Committee met and agreed to support the ALG plan as presented for FY12, but that they did not agree with the ALG number for FY13 and FY14. John and Xuan took back to the ALG that the increase should be 3.5% for FY13 and FY14. The APS School Committee believed that the ALG assumptions for FY12 and FY13 were low. One School Committee member was unhappy about this because the ALG was supposed to be a consensus.

5.3 Acton FinCom Report

Xuan reported on the recent FinCom meetings.

5.4 BLF Report

Maria Neyland reported that the BLF met on Tuesday and was presented information from the Long Range Strategy Planning Committee. BLF provided feedback. BLF is working on their deficit.

5.5 FY'11 and FY'12 Budget Update

Dr. Mills reported that the school budgets were supported by the Acton Finance Committee. At the next regularly scheduled School Committee meeting on May 5th, Dr. Mills will bring a proposed list of needs/recommended purchases above the level service budget for discussion and a vote by School Committee. This is based on the very real needs that were identified at Budget Saturday on 1/22/11. He believes there will be approximately \$400,000 of federal money available at the APS level and \$250,000 at the Region.

Don Aicardi said that the Chapter 70 money is not certain yet. The sense is that the numbers will come out late and may trend positively. Based on that trend, the Committee could use a more optimistic Chapter 70 number and move from -5% to -2%. This does not change the budget number of the House 1 budget, but would lower the assessment for Acton and Boxborough.

John Petersen moved:

That the Acton-Boxborough Regional School Committee adopt a more favorable posture and that the total appropriations for the Acton-Boxborough Regional School District for the fiscal

Materials for this meeting are posted on the schools' website at <http://ab.mec.edu/about/meetings.shtml>.

year of July 1, 2011 through June 30, 2012 be set at \$38,502,351 and that member towns be assessed in accordance with the Education Reform Law and the terms of the Agreement and amendments thereto as follows: Acton \$24,725,572, Boxborough \$6,177,519, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$6,494,689, Anticipated Charter School Aid in the amount of \$37,267, Transportation Aid, Chapter 71, Section 16C in the amount of \$564,346, a transfer from E&D Reserves in the amount of \$502,300, and a transfer from the Junior High School Project Premium on Loan in the amount of \$658.

Herman Kabakoff seconded the motion.

Brigid stated that this motion assumes that the ABRSC endorses the ALG recommendation that the Chapter 70 recommendation be changed from -5% to -2%. Because the Regional School Committee had not discussed this yet, the Chair opened the discussion. She also asked, assuming this change is voted and approved, what happens if Chapter 70 aid comes in less. Don Aicardi said either expenditures would be reduced or more aid would be used. The Committee would have to revote on that decision. John Petersen said that to be clear, the School Committee's discussion needs to clearly reflect the Committee's views, not ALG's. There are people making very different assumptions. One member agreed that -2% is a reasonable assumption at this time. Another member disagreed and wants to stay with -5%. The Committee talked about the uncertainty of any financial predictions. Boxborough is still budgeting at -10%, not even -5%. A member advocated for sticking with the previously agreed upon plan and if the numbers come in better, then it can be spent.

Two members stated that ALG appears to be driving the Regional School Committee. It was asked what happens if the motion does not pass and it stays at -5%. Don said that that money would come in and flow to E&D. It was pointed out that four or five years ago, Chapter 70 funding did come in higher in May and it was used to hire more staff to address the 990 requirement. A member voiced concern about the future and the level of reserves. He felt this was a good opportunity to send some money back to the taxpayer. Another member said he would vote for this assessment because it does not change the budget, the same priorities exist in FY12. No one knows what the number will be.

Two Boxborough members were angry that the assessment amount planned to be used at the Acton Town Meeting was not the number that the School Committee voted on. They resented that the assumption could change without Boxborough's representation.

Another member stated that although he was torn about the assumptions, based on Dr. Mills' and others' recommendations, and that reserves are adequate, he supported the motion. Another member agreed with the Boxborough members that changing this number now is risky and it was important for the Regional School Committee to have the opportunity to discuss it. John Petersen referred to some census data that helped to convince him that lowering the assessment was important. One member concluded that he was upset with the attitude that an important budget number like this could be changed without regard to Boxborough, and that all members need to follow the regional agreement together.

The Acton-Boxborough Regional School Committee **VOTED** on the motion:

YES: Mike Coppolino, Herman Kabakoff, Xuan Kong, John Petersen

NO: Brigid Bieber, Terry Lindgren, Sharon McManus, Maria Neyland, Bruce Sabot,

Due to the Regional Agreement, Acton members receive two votes each, so the vote was 8 to 7 in favor of revising the assessment. The AB Budget Book for Town Meeting will reflect the new assessment.

5.6 Health Trust Report

John Petersen reported on the March 24th meeting.

5.7 Subcommittee Updates

5.7.1 Policy

5.7.1.1 Recommendation to Approve Revised Policy on Nonresident Tuition Rate (File: JFABA) – **SECOND READING**

Acton-Boxborough Regional School Committee

It was moved, seconded and unanimously

VOTED: to approve the revised policy on Nonresident Tuition Rate

(Terry Lindgren was out of the room.)

Acton Public School Committee

It was moved, seconded and unanimously

VOTED: to approve the revised policy on Nonresident Tuition Rate

New or revised policies take effect as soon as they are voted.

5.7.1.2 Recommendation to Approve Revised Policy on Field Trips (File: IJOA) -

SECOND READING

Acton-Boxborough Regional School Committee

It was moved, seconded and unanimously,

VOTED: to approve the revised Policy on Field Trips (File: IJOA)

Acton Public School Committee

It was moved, seconded and unanimously,

VOTED: to approve the revised Policy on Field Trips (File: IJOA)

5.7.1.3 Bullying Prevention and Intervention Plan – revised 3/18/11

Liza Huber described how the Plan/Procedures were revised per the DESE request.

An article in the Boston Globe mentioned all school systems that needed to make revisions. One of our changes was to specifically include that the principal is involved in our procedures. The revised Plan is now posted on our School Committee Policies website page.

5.7.2 Class Size – *see Task Force Update*

5.7.3 Long-Range Strategic Planning

Steve Mills reported that the Subcommittee is anxious to get their survey out in the public. Xuan is collecting stakeholder groups to be contacted. Let him know of any groups that should be included. A member asked how long range plans could be made with ALG's ability to change things. This will be included on the Committee's summer workshop agenda.

5.7.4 Cost Savings Task Force – Xuan Kong

Xuan reported that they continue to work on getting this report out by Town Meeting.

5.8 Class Size Task Force Update

Amy Hedison was thanked for submitting a number of good articles in this meeting's packet. This group had been incorrectly called a subcommittee and is now a task force.

NEW BUSINESS

6.1 Recommendation to Approve ABRHS Academic Decathlon Team overnight out of state field trip to National Championship in Charlotte, NC, 4/26/11 – 5/1/11

This approval is not needed due to the revised policy voted at this meeting.

6.2 Acton Town Meeting Plan

Because Brigid Bieber is from Boxborough, John Petersen will do the presentation. Comments should be sent to Brigid regarding the Regional presentation and to John for the APS presentation.

6.3 Recommendation to Approve ABRHS Science Olympiad Team overnight, out of state field trip to National Competition at the University of Wisconsin, 5/19/11 – 5/22/11

This approval is not needed due to the revised policy voted at this meeting.

ISSUES FOR THE COMMITTEE

7.1 School Committee Meeting Schedule, 2011-2012

Members should let Beth know of conflicts based on the draft meeting schedule.

7.2 Superintendent's Evaluation

The public is welcome to submit comments for the Superintendent's evaluation, in addition to the School Committees' input. Citizens may email John Petersen or Brigid Bieber.

7.3 Recent Showing of "Raced To Nowhere"

A member asked about the reaction to this 85 minute documentary about kids being unhealthily stressed out, competing against each other and developing disturbing behaviors. Dr. Mills was on the panel with a local pediatrician and ABRHS Counselor Todd Chicko. The inordinate amount of homework issue was a very hot topic. Some emails were sent to the School Committee about homework and Brigid welcomed feedback from the staff on the issue. Overriding courses and lack of sleep were also of concern. Dr. Mills said that he would not endorse a no homework policy because he respects how the schools make decisions collaboratively. Ten minutes per grade is the general homework rule in our schools. We must provide a world class education for those children that can do that. If they cannot do it, it is fine to step down a bit and still feel very good about that. An example from the parent of a child in Junior High was given where extraordinary homework was assigned to be done over February vacation. Dr. Mills disagreed with that. He stressed that a healthy balance is needed. A member asked why the School Committee was not asking for more counselors to help deal with this. Dr. Mills said that he would take responsibility for that and he agrees that we need more counselors and that the NEASC agreed. ABRHS Senior Michael Perry spoke from the audience. He said that now that he has gone through senior year, he sees how important it is to have access to your counselor. He said that appointments need to be made far in advance, and sometimes it was just not possible to get to see a counselor when you needed to. Mike was thanked for his valuable insight.

FOR YOUR INFORMATION

8.1 ABRHS

A Gift from Mr. and Mrs. Donald Meschisen to the Class of 2013 was recognized.

8.2 RJ Grey Junior High

Project Wellness was held on March 23rd. Dr. Mills attended and spoke very highly of the event.

8.6 Discussion of Special Education Parent Advisory Council's (PAC) Analysis of MCAS and Response to 2010 MCAS Analysis, AB Sped PAC Co-Chairs

Dr. Mills highlighted this report and thanked the Sped PAC and Liza Huber for addressing this issue. Bill Guthlein, author of the SpedPAC Report, spoke from the audience. He said that Dr. Mills made a comment that he has a laser like focus on educating kids and that we must use data to measure and assess progress. MCAS is one set of data that can be used. Bill encouraged the staff to use the Student Growth Model data as one more useful tool for educating children. He asked the Committee, "Do we educate our highest achievers, as well as our middle and lower achieving students? Are they all moving forward at the same level?" Bill said that these are questions that have to be addressed, and he hopes that this metric will become part of the ongoing discussion. John Petersen thanked Bill for a spectacular job of analyzing the data, but he also cautioned the use of data because it can be very difficult to know if data will have the desired effect. It is complicated to be responsive to data. There are restrictions. Another member asked Bill for questions that the data would answer in this report, he was not interested in solutions, but the questions that the data might answer.

8.7 Correspondence from the Community – the public was thanked for their valuable comments.

8.11 FY'10 ABRSD Auditor's Reports, Borgatti Harrison & Co.

Herman Kabakoff highlighted the "special initiatives" section of one of these reports saying that it put our schools in a very positive perspective for him. Brigid agreed, saying that we do have a district to be very proud of and many volunteers that commit so much and a community that expects a lot from the School Committee. It is a balancing act with taxpayers.

Xuan asked Don Aicardi for an update on our computer software and what his plans are for moving forward on the financial software. Don will respond at a future meeting.

Brigid offered another FYI, stating that Boxborough has been talking about their declining enrollment and how to deal with it. There will be forums soon to talk about: potential unionization (job sharing), regionalization with Acton, and opportunities to tuition students into the district. The public is welcome.

APS School Committee is suspended - AB SCHOOL COMMITTEE MEETING continued.

9.1 ABRSD Excess and Deficiency (E & D) Certification from MA DOR

Don Aicardi said that they have been answering questions from the DOR up thru this morning. They hope the E and D is wrapped up this week.

The Acton-Boxborough Regional School Committee adjourned at 9:53 p.m.

The ACTON PUBLIC SCHOOL COMMITTEE reconvened.

APPROVAL OF WARRANT

Warrant #201119 dated 3/22/11 in the amount of \$213,541.33 was signed by the APS Chairperson and circulated to the Committee for signatures.

APPROVAL OF MINUTES

The minutes of March 17, 2011 were unanimously approved as written. Terry Lindgren abstained because he did not attend the meeting.

KINDERGARTEN ENROLLMENT UPDATE

Dr. Mills began the discussion by stating that he made a mistake at the last APS School Committee meeting on 3/17/11. He thought that there was consensus that registration of 300 students was the agreed on number that determined 15 vs 16 Kindergarten sections. He understands now that last week was not the time to make that important decision. He should have considered the "Acton way" and let people process the information and weigh in prior to a decision. He respects this process.

261 children were registered for Kindergarten for 2011-2012, 6 are staff members, plus 15 extra that are expected to arrive before September, bringing the total to 282 children. This would represent 15 sections with 15-18 children in each. This would represent by far the smallest Kindergarten class over the past 20 years. Space for classrooms is another constraint when considering additional sections. It is also easier for parents to get their first choice with 15 vs 16 sections. This is a resource allocation issue. Moving from 16 to 15 sections frees up \$70,000 of recurring money because it lives on in the budget. He continues to recommend 15 sections and to hire permanently a math curriculum specialist with the savings. Many children will benefit from this specialist who will work under Deb Bookis and with the principals.

Deleted: buy

Marie Altieri presented the current data. Today we have 267 students registered. This is the smallest number in a very long time. We now plan on 282. With 15 sections that would be 18.8 students per K class. She is confident in the 282 number based on the past. We have not had 16 Kindergarten sections every year.

Marie and Dr. Mills met with the principals and Deb Bookis twice this week and they agreed on funding 15 Kindergarten sections and reallocating the \$70,000 to a certified math specialist/coach. Damien Sugrue, Principal at Conant School, spoke for all of the Principals and said that after thoroughly discussing the issues, they all agreed that 15 sections is appropriate and that they support the new math specialist based on all of their prioritized needs lists.

Materials for this meeting are posted on the schools' website at <http://ab.mec.edu/about/meetings.shtml>.

The Committee discussed how the new math curriculum position would be structured. While the job description has not been written yet, this new staff member will be valuable to assist with the new common core standards and particularly algebra in the 6th grade. Because the current staff is not totally familiar with all the current math publishers, the new specialist will help choosing new texts. Some curriculum coordination between 6th grade and junior high will also be very valuable. A math curriculum specialist is also needed to work with the special educators. Deb Bookis said that the coaching model is very popular because it is ongoing professional development and more immediate assistance to the students.

Dr. Mills, Marie Altieri and the Principals were thanked for their hard work on this issue this week.

Terry Lindgren wants to address class size guidelines and make kindergarten 20 students. He proposed that the Committee reduce the Kindergarten numbers down to 20 students per class. The motion was not seconded. Another member stated that this was not something to vote on but to reflect.

Another member asked how the Committee will know if this is having any positive effect in our elementary schools. Deb said that she will be able to see it when she is talking to teachers. The teachers need the time and training to do these assessments. The new standards will be hard for teachers to fully address. Steve Mills said that some of the struggles in the Junior High math classes developed in the elementary schools math instruction. This is a good question for consideration. One member suggested that a good answer to how to measure success could come from the candidate. He thanked the parents who wrote and came to the meetings.

Herman Kabakoff moved that we establish 15 sections for the incoming kindergarteners this year. The motion was seconded. Sharon McManus made a friendly amendment that the Committee reallocate \$70,000 that is not being used to support a math specialist. Herman accepted the amendment.

John Petersen said that the School Committee has general budgetary responsibility, but once funding is allocated, the School Committees only give advice to the Superintendent. He offered a friendly amendment that the School Committee enthusiastically endorse the Superintendent's plan. The amendment was accepted. If agreeable to Dr. Mills and the staff, the APS SC is excited about 15 Kindergarten sections and that one hole is filled in the APS system.

It was pointed out that there are other needs in the system and it is the obligation of the School Committee to discuss and try to fill these needs. This includes the issue of instructional assistants and when we have the discussion in the spring about extra money, Dr. Mills will present a proposal to fund them.

John Petersen said that there is no plan right now to cap the PTSO donations. Mike Coppolino clarified that the point he was trying to make at the last meeting was that most districts do not pay for personnel out of PTO funds. He said that at some point, the Committee has to put a stake in the ground. The PTOS are clearly stressed trying to raise such a large amount of money every year. Xuan wants to discuss funding of the assistants in May.

NEXT MEETINGS

April 4, 6:00 pm, possible AB and APS SC Meeting, ABRHS rooms 102/104 E

May 5, 7:30 pm, AB SC Meeting, JH Library

May 19, 7:30 pm APS SC Meeting at CONANT School

The APS School Committee adjourned at 11:00 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: See agenda attached.

Materials for this meeting are posted on the schools' website at <http://ab.mec.edu/about/meetings.shtml>.

ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS Draft Minutes

Library
R.J. Grey Junior High

April 2, 2011
9:30 a.m. Joint Executive Session

Members present: Brigid Bieber, Mike Coppolino, Herman Kabakoff, Sharon Smith
McManus, John Petersen, Xuan Kong, Terry Lindgren
Members absent: Maria Neyland, Bruce Sabot
Others: Marie Altieri, Attorney Peter Ebb, Steve Mills, Beth Petr

The Joint School Committee was called to order at 9:40 a.m. by Brigid Bieber and John Petersen, respective chairs.

APPROVAL OF MINUTES

The minutes of 1/26/11 were approved by the Acton-Boxborough Regional School Committee, followed by the Acton Public School Committee.

Draft minutes of 3/24/11 were distributed and will be voted on at the next meeting. A discussion of whether or not names should be attributed to comments included in open minutes will be included in the July workshop agenda. Prior to that meeting, members should let the Secretary know if they wish to have their name included with a comment made in an open meeting.

At 9:46 a.m., it was moved, seconded and unanimously

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

YES (Bieber, Coppolino, Kabakoff, Kong, Lindgren, McManus, Petersen)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the bargaining position of the Board. She said the purpose of the executive session was to discuss minutes of the contract negotiations with the AEA, OSA, and AFSCME unions and that the open meeting would reconvene for the sole purpose of adjourning.

At 9:46 a.m., it was moved, seconded and unanimously

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

YES (Coppolino, Kabakoff, Kong, Lindgren, McManus, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board. He said the purpose of the executive session was to discuss minutes of the contract negotiations with the AEA, OSA, and AFSCME unions and that the open meeting would reconvene for the sole purpose of adjourning.

At 9:47 a.m., it was moved, seconded and unanimously

Approved ABRSC 5/5/11

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

YES (Bieber, Coppolino, Kabakoff, Kong, Lindgren, McManus, Petersen)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the litigating position of the Board. She said the purpose of the executive session was to discuss minutes that included litigation and that the open meeting would reconvene for the sole purpose of adjourning.

At 9:47 a.m., it was moved, seconded and unanimously

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

YES (Coppolino, Kabakoff, Kong, Lindgren, McManus, Petersen)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the litigating position of the Board. He said the purpose of the executive session was to discuss minutes that included litigation and that the open meeting would reconvene for the sole purpose of adjourning.

JOINT EXECUTIVE SESSION

At 12:20 p.m. the Committees were polled to go out of executive session and adjourned.

The Committees thanked all involved in organizing the many sets of minutes used.

Respectfully submitted,
Beth Petr

List of documents used: Draft minutes of 1/26/11 and 3/24/11

**Acton Finance Committee Meeting Report
May 10, 2011**

Finance Committee had elected officers: Chair: Bill Mullin, Vice Chair: Doug Tindal, Secretary: Pat Clifford.

Finance Committee chair distributed a memo emphasizing the need of "provide a complete analysis to support a given position." In the memo, the chair proposed finance committee to draft "White Paper" on various issues and to use them as guidebook and position statement (for FinComm). Issues include:

- Long-term financial strategy for the town of Acton
- Capital Planning Process
- Actuarial Accrued Liability
- Fixed Asset Management
- Legal Services Review
- Reserve Policy Review
- Metrics (What are the 10 most important metrics we should be tracking)
- Fiscal Impact Analysis
- Cost Savings Subcommittee

Estimated completion date is October before budget session starts.

Finance Committee also discussed their views/feedback on the Mission and Values from AB/APS Long-Range Strategy Planning. Naturally, their primary concern was the financial impact of actionable initiatives that will support the mission and values.

Mary Ann Ashton provided an update of FY11 school budget and the proposed use of budget capacity for textbook/technology purchases as discussed at May regional SC meeting. The chair indicated that it would be helpful for the superintendent to brief the finance committee at a later date.

Xuan Kong, PhD
5/11/11

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

TO: Members of the Acton Public and Acton-Boxborough Regional School Committees
 FROM: Steve Mills
 DATE: April 29, 2011
 RE: Executive Summary of Enclosed Powerpoint on Closing Out the FY11 Budget and My Long Anticipated Purchase Initiative

This document's purpose is to summarize the very important subject of closing out the FY11 budget and proceeding with an overdue purchasing initiative. Enclosed please find a 40 slide presentation that gets into the detail of this executive summary. At next Thursday's Regional and Joint School Committee meeting, Finance Director Don Aicardi will present the financials for both districts and my staff will make the case for the Acton-Boxborough Regional Schools' purchasing initiative. The detail for the Acton Public Schools' purchasing initiative will be presented at the local meeting on May 19th. The cogent points in this very positive and exciting time for our school districts that have positioned us in such a strong financial place at this time include:

1. We have worked hard to reduce \$970,000 from the FY'10 to FY'11 budgets. (I am glad to provide the details again if you like.)
2. Successful completion (on your part) has been accomplished of three negotiated labor contracts that positioned us favorably due to health insurance concessions and very modest cost of living increases moving forward.
3. The Town of Acton and the ABRSD combined to commit \$2 million in reserves to get us to level service budgets.
4. One time, last time federal stimulus money of approximately \$300,000 for APS and \$370,000 for ABR was received and used. They have contributed to positive fund balances in both districts by the close of FY11.

(Numbers in this summary are approximate. Exact details are in the powerpoint.)

Because of the four points above and the real teamwork between the School Committees, my talented staff, other leadership groups in Acton and Boxborough, and our union cooperation, we are in a unique place relative to other school districts at this time. Therefore, I intend to spend \$575,000 in APS and \$317,000 in ABR on nonrecurring items such as technology and textbooks as we close out this year. As I have said many times, please keep in mind, due to tightening budgets, that this purchasing initiative really involves three years, FY10, 11 and 12.

I also feel a responsibility to work to replenish the Town of Acton and ABR reserves, given that they provided a combined \$2 million so that we could get to a level service budget for FY12. Contrary to what some may think, I believe that replenishing town reserves is a very pro-school thing to do as we move into the future. Therefore, I hope to replenish the APS Free Cash by \$400,000 and ABR E&D by \$200,000 by the close of FY11.

This powerpoint is in your packet today so that you fully understand it by next Thursday. Please feel free to come in or email me any thoughts or questions you have so that we will be better prepared for next Thursday evening. We will have a similar process for the May 19th APS meeting.

5/13/2011

Acton Public Schools
FY'11 Year End Expenditure Initiative
May 19, 2011

Superintendent's Introduction
Dr. Stephen Mills

1

Introduction

Recent efforts to strengthen financial position:

- 1) Reduced \$970,000 from FY10 to FY'11
- 2) Three labor contracts ratified that will provide real structural change & savings
- 3) Thankful for \$2 million in reserves that were used to maintain "level service" to offset weakened state revenue picture
- 4) Preparing for the end of an era of federal grant assistance to help our districts

2

Introduction

In December 2010, it was noted that significant "FY'11 Budget Capacity" would be available, if necessary, to balance the FY'12 budget.

- ❏ What was the source of this capacity?
- ❏ Why did it occur?
- ❏ How much will we have?
- ❏ How did we eventually balance FY'12?
- ❏ Are there additional needs that could be addressed with this capacity?

3

FY'11 Year End Balances: How should they be used?

- A. Use some of the FY'11 balances to "pay forward" selected FY'12 expenses out of FY'11? (Out-of-District Tuition) (assumed in FY'12 Budget(s))
- B. Purchase on a priority basis requests not included in the FY'12 level service budget? (example: technology & textbooks) (PROPOSED TONIGHT)
- C. Leave FY'11 balances alone and allow them to flow into Free Cash (APS) and E & D (ABRSD) to replenish reserves? (PROPOSED TONIGHT)
- D. Some combination of above?

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FY'11 Year End Surpluses

Acton Public Schools

From Recurring Sources:	\$419k
From Non-Recurring Sources:	\$702k
Less Amount To Balance FY'12	<u>(\$128k)</u>
Current FY'11 Year End Estimate	\$993k

Year End Balance As A Percentage
Created By Recurring Sources:
Represents 1.6% of \$25.9m budget

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Review of FY'10 & FY'11 Non-Recurring Funding Sources (Updated)

Acton Public Schools

Expended during FY'10; "frees up" capacity by the close of FY'11

Scheduling of Early Retirement Incentive	\$120k
Prepayment Out-of-District Tuition (3 Months)	\$268k

Grants That Were Awarded After FY'11 Town Meeting(s);
"frees up" capacity by the close of FY'11

FY'11 ARRA SFSF (Awarded August 2010; Was Used for Health Insurance)	\$28k
ARRA IDEA Grants (Awarded March 2010; Was Used for SPED Assistants and Tuition)	<u>\$286k</u>

TOTAL \$702k

6

FY'11 Year End Balances:

What are the goals for using this capacity?

7

Highlights To Remember

- Level Service FY'12 Budget Now In Place - thanks for the support!
- The majority of the non-personnel needs that will be requested tonight were outlined on January 22nd (FY'12 Budget Review Day).
Reminder: these requests were not included in the FY'12 "level service" budget.

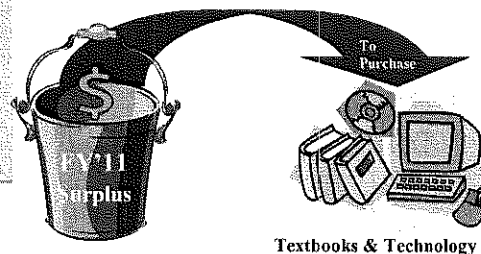
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Highlights To Remember

- No vote is "required" tonight to transfer funds; but, consistent with the desire of the SC to review any proposed year end spending proposals, we will be presenting tonight's plan for your input and affirmation.
- All expenditure requests will follow the normal procurement process and will be paid from FY'11 funds; none would be paid using FY'12 funds.

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Tonight's Proposal: Option B



Textbooks & Technology

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TONIGHT'S PROPOSALS - Option B

To purchase non-personnel requests:

1. Not included in the FY'12 level service budget
2. From balance of FY'11 "budget capacity" from non-recurring revenue

11

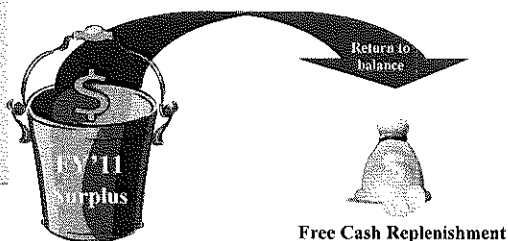
FY'11 Year End Surpluses

Acton Public Schools

From Recurring Sources:	\$419k
From Non-Recurring Sources:	\$702k
Less Amount Used To Balance FY'12:	(\$128k)
Less FY'11 "One-Time Expenditures":	(\$575k)
Current FY'11 Year End Estimate	\$417k

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Tonight's Proposal: Option C



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TONIGHT'S PROPOSALS - Option C

Once spending initiative proposals have been committed, allow the remaining FY'11 balance to flow into Free Cash.

\$417k

NOTE: \$1.5 million in existing reserves was used to support the FY'12 budget from Free Cash/NESWC

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Acton Public Schools FY'11 Year End Expenditure Initiative May 19, 2011

Amy Bisiewicz, Deborah Bookis, Ed Kaufman, David Krane, Lynne Newman, Damian Sugrue, Chris Whitbeck

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FY'11 Year End Expenditure Initiative-APS

Item	Cost	Rationale
K Science	\$18,216	Years One and Two
1-2 Science	\$107,200	Years One and Two
3-5 Science	\$117,764	Years One and Two

- Some of our curriculum decisions were made when the MCAS science test was administered in fourth grade. It is now a three-year cumulative test.
- Our current program doesn't reflect the latest thinking in science education: emphasis on reading, writing and speaking in science, along with increased student responsibility for designing investigations
- There are no visual resources available for our current program; limited reading material, no video or web-based resources

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FY'11 Year End Expenditure Initiative-APS

Item	Cost	Rationale
Social Studies Nonfiction Books K-6 American History Text Ancient Civilization Texts	\$85,650	Years One and Two- Replacement Social Studies textbooks are badly needed in the intermediate grades. Some schools have been able to purchase updated materials over the past few years. We need to complete the process to insure equity among all five schools.
Bullying/Social Curriculum K-6	\$10,000	Years One and Two- Update materials specific to Bullying Curriculum and provide teachers with classroom materials.
Mathematics Materials	\$48,225	New state MA Frameworks; new and additional materials needed for student practice and new standards at a grade level.
Reading Materials	\$40,675	Years One and Two- Fiction and non-fiction leveled texts will be purchased in sets of six books per title to support small group instruction. Some Benchmark Reading Assessments will also be purchased where needed to support implementation at individual schools.

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FY'11 Year End Expenditure Initiative-APS

These book purchases would address two years of the three-year plan that was outlined last January.

Completing the third year (\$198k) could take place at:

1. Close of FY'12 (next spring)
2. FY'13 Budget (next spring's Town Meeting)
3. Close of FY'13 (two years from now)

FY'11 Year End Expenditure Initiative-APS Multi-Media Classrooms

Grade Level One	15	\$61,500
Grade Level Two	15	\$61,500
	30 Classrooms	\$123,000

Cost Includes: SMARTBoard, Speaker System, Installation

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Educational Impact of Interactive White Boards...

- Research Demonstrates Marked Improvement in Student Learning
- Allows Teachers to Use Graphics and Video to Support Instruction
- Teacher Tool to Reinforce and Support Student Engagement During Lessons
- Differentiates Instruction by Presenting Information in a Multitude of Mediums that Can Support All Learning Styles

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FY'11 APS Year End Expenditure Initiative Help Restore Eroding School Buying Power

School Supply Budgets - \$25,000 (\$5,000 per elementary school)

	2009	2010	2011
Budget	\$62,419	\$60,309	\$59,041
% Decrease		-2.56%	-2.91%

Gradual Curricular Material Costs and Shipping Continue To Increase

Example: Douglas School expenses (from FY10 to FY11):

Copier Supplies	+\$287	Smart Board Bulbs	+\$600
Laminator Supplies	+\$84	RISO Supplies	+\$2,347
Copy Paper	+\$101	Math Consumables	+\$842

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FY'11 Year End Expenditure Initiative-APS

Total APS Expenditure Initiative:
\$575k TOTAL

Total APS Revenues:
\$575k from FY'11 from Non-Recurring
Sources
\$575k TOTAL

Potential Reallocations To FY'12 APS Budget

Continuing to Monitor:

- 1) Finalization of FY'12 State Revenue
- 2) Finalization of FY'12 Circuit Breaker Reimbursement
- 3) Positive Utility Trends From FY'10 & FY'11
- 4) Post Open Enrollment Health Insurance Changes

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Potential Reallocations To FY'12 APS Budget

FY'12 APS Budget Was Passed By Acton Town Meeting on April 4, 2011

Our current plan is to:

- a) Continue to review final FY'12 revenues;
- b) Review changes in existing FY'12 expenditures;
- c) If possible, make recommendations to alter FY'12 budget to address unmet needs;
- d) For June discussion, weigh potential reallocations to FY'12 budget

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Potential Reallocations To FY'12 APS Budget

(From January 2011 Budget Presentations)

OPTIONS BEING WEIGHED FOR JUNE DISCUSSION

- 1) Math Coach/Specialist \$75k (Already in FY'12 Budget due to KG class 16 to 15 shift)
- 2) Math Assistant(s) \$54,000
- 3) Classroom Assistant(s) \$54,000
- 4) Professional Development \$43,000
- 5) Help Restore School Based Supplies & Materials

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Potential Changes To FY'12 APS Budget - Personnel

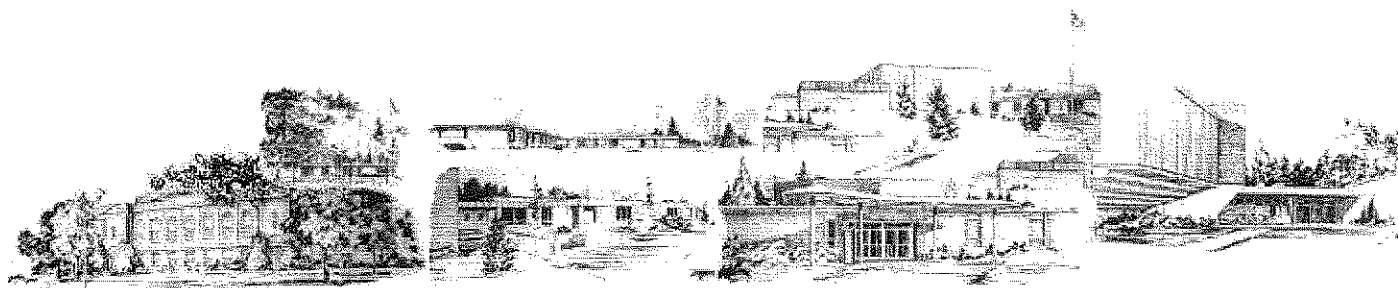
May: Review non-personnel spending proposals originating from the FY'11 budget & receive feedback on how to address unmet needs through potential FY'12 budget revisions

June: Recommend changes to the FY'12 APS budget to re-allocate budget capacity already approved for other unmet needs

Superintendent Wrap Up

Thank you for your support of the APS FY'12 budget.

We are happy to answer any questions that you may have.



Acton Public Schools \oplus Acton-Boxborough Regional School District
 16 Charter Road Acton, MA 01720 Phone: 978-264-4700 Ext. 3205 Fax: 978-264-3340
 E-mail: daicardi@mail.ab.mec.edu

Donald Aicardi
 Finance Director

TO: Superintendent Stephen Mills
 FROM: Don Aicardi, Director of Finance *DA*
 RE: FY11 Status Report-3rd Quarter
 DATE: May 13, 2011

Through the end of the third quarter, the Acton Public School District is currently projected to end the fiscal year with a \$417,000 positive fund balance.

Sixty (60%) percent of this projected year end surplus has been created by a combination of non-recurring, one-time factors that have created a positive effect within the FY11 budget. These factors include:

1. \$286,442 from the FY10 ARRA IDEA grant. This grant was announced last spring, after the FY11 budget was finalized. Since the FY11 budget was not reduced, this grant allowed expenses to be charged which created a surplus in several accounts;
2. \$120,000 from the scheduling of Early Retirement Incentive to enable a portion to be paid from FY10 instead of FY11;
3. \$267,999 from the prepayment out of FY10 instead of FY11 for SPED related tuition costs, which is allowable under state law up to three months (\$192,999 in private SPED tuition and \$75,000 in CASE collaborative assessment tuition).
4. \$27,704 from the FY11 SFSF grant. This grant was announced early last fall at the time that the federal EdJobs grant was unveiled, again after the FY11 budget was finalized. Since the FY11 budget was not reduced, this grant allowed health insurance expenses to be charged which also contributed to the current FY11 surplus.

Forty (40%) of the remaining balance of the projected year end surplus will come from a series of positive and negative surplus among the budget line-items.

The main highlights of these surpluses/deficits that we are seeing at this time:

- Significant vacancy factor savings in the teachers account (\$292,000) appear to have been generated. On the other hand, a significant year end deficit in the substitute account is also being projected (\$135,000). It is important to note that the upcoming FY12 budget addresses these two trends: first, significant reductions to account for retirements and new hires were introduced which should decrease these savings by this time next year; and two, \$100,000 in additional vacancy factor savings were anticipated which allowed an increase to the substitute account to be included in the FY12 budget which should help close this annual deficit by next spring.
- Utilities (\$142,000) A positive year end balance is being assumed in utilities due to the fact that electricity usage continues to trend downward. Now that we have this information, we will use this history to re-evaluate the FY12 usage assumptions to review whether savings may exist. We will be able to incorporate this data into the development of the FY13 budget.

These assumptions were based on FY11 actual data that have hit our financial reporting system as of early April and represent the best estimates we can develop at this time. We will continue to evaluate the data in the weeks ahead since they will certainly evolve. If there are any significant new trends, I will be happy to report back to the Committee in early June.

Thank you.

ACTON PUBLIC SCHOOLS FY11 BUDGET STATUS REPORT

	FY11 Budget Current	FY11 Year End Projected Expenses	FY11 Year End Projected Balance
Salaries, Teaching 01	\$11,933,008	\$11,520,471	\$412,537
Salaries, Principals 02	\$706,187	\$706,187	\$0
Salaries, Central Administration 03	\$405,664	\$409,129	(\$3,465)
Salaries, Support Staff 04	\$2,886,476	\$2,673,021	\$213,455
Salaries, Buildings 06	\$247,342	\$260,476	(\$13,134)
Salaries, Custodial 07	\$658,951	\$600,911	\$58,040
Salaries, Home Instruction 08	\$1,019	\$1,019	\$0
Salaries, Substitute 09	\$266,973	\$402,790	(\$135,817)
Fringes, Course Reimbursement 10	\$17,000	\$14,740	\$2,260
Fringes, Health Insurance 11	\$3,628,313	\$3,610,195	\$18,118
Instructional Supplies 16	\$228,348	\$231,362	(\$3,014)
Instructional Textbooks 17	\$86,931	\$89,258	(\$2,327)
Instructional, Library 18	\$17,042	\$18,475	(\$1,433)
Other, Capital Outlay 19	\$262,188	\$279,429	(\$17,241)
Other, Maintenance Buildings 23	\$211,468	\$230,456	(\$18,988)
Other, Maintenance Outlays 24	\$83,998	\$98,169	(\$14,171)
Other, Legal Service 26	\$65,000	\$30,000	\$35,000
Other, Admin Supplies 27	\$199,879	\$196,961	\$2,918
Other, Custodial Supplies 29	\$45,100	\$51,764	(\$6,664)
Other, Sped Transportation 30	\$446,033	\$329,374	\$9,342
Other, Student Transportation 31	\$338,716	\$329,374	\$9,342
Other, Travel 32	\$11,761	\$14,831	(\$3,070)
Other, Sped Tuition/ 33	\$2,192,407	\$1,746,548	\$445,859
Other, Utilities 34	\$970,645	\$827,693	\$142,952
GRAND TOTAL	\$25,910,449	\$24,789,291	\$1,121,158

FY10 Carryovers Still Active \$33,589
FY10 Carryovers Already Closed \$49,449

FY11 Year End Projected Balance TOTAL	ANNUAL SOURCE Annual Positive/ (Negative)	REASONS FOR SURPLUS/(DEFICIT) FROM NON-RECURRING SOURCES					
		Early Retirement Incentive FY10 Pay Forward	Out Of District Tuition Private FY10 Pay Forward	Out Of District Tuition CASE FY10 Pay Forward	ARRA		
					SFSF FY11 Grant	IDEA FY11 Grant	
\$412,537	\$292,537	\$120,000					
\$0	\$0						
(\$3,465)	(\$3,465)						
\$213,455	\$70,234						\$143,221
(\$13,134)	(\$13,134)						
\$58,040	\$58,040						
\$0	\$0						
(\$135,817)	(\$135,817)						
\$2,260	\$2,260						
\$18,118	(\$9,586)				\$27,704		
(\$3,014)	(\$3,014)						
(\$2,327)	(\$2,327)						
(\$1,433)	(\$1,433)						
(\$17,241)	(\$17,241)						
(\$18,988)	(\$18,988)						
(\$14,171)	(\$14,171)						
\$35,000	\$35,000						\$12,500
\$2,918	(\$9,582)						
(\$6,664)	(\$6,664)						
\$0	\$0						
\$9,342	\$9,342						
(\$3,070)	(\$3,070)						
\$445,859	\$47,139		\$192,999	\$75,000			\$130,721
\$142,952	\$142,952						
\$1,121,158	\$419,013	\$120,000	\$192,999	\$75,000	\$27,704		\$286,442

RECURRING NON-RECURRING	FY12 PAY IT FORWARD FY11 EXP REQUESTS	EST YEAR END BALANCE
\$419,013		\$417,228
\$702,145		
\$1,121,158		
(\$128,000)		
(\$575,930)		

Acton Health Insurance Trust Report

John Petersen

The Trust met on April 28, 2011

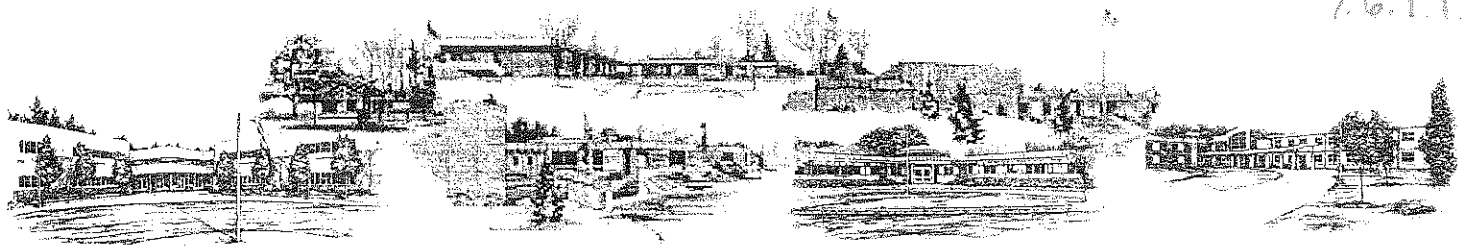
- Cash Flow Report (May) showed a favorable YTD variance of \$793K. For May alone there was an unfavorable variance of \$273K.
- Ruth Cvitkovich reported that the schools have seen a significant migration out of MHP (more than 80 enrollees in the current FY, less than 20 for the upcoming year). Final enrollment numbers and expected impact on Trust revenue will be reviewed at the May meeting.
- Trustees discussed the Mass. Taxpayers report comparing the cost of GIC insurance to various municipal policies. It was noted that the deductibles associated with the GIC plan make the GIC appear more cost effective than it is in actuality. John Murray will provide Peter Savage with a list of comparable communities to Acton HIT. At the next meeting, the trustees will determine the format for the comparison of the various plans including the GIC.
- The Trustees discussed the house bill which would provide unilateral authority to make health care plan modifications outside of collective bargaining (for example copays). There was consensus that if such authority became available, the trustees would not make plan changes for the upcoming fiscal year. However, over the longer term, the trustees would use such authority to unify all our plan offerings (all copays, deductibles the same for all plans).

Next Meeting: May 19, 2011

School Health Insurance Enrollment

	FY '04	FY '04	FY '04	FY '04	FY '10	FY '10	FY '10	FY '10	FY '10	FY '11	FY '11	FY '11	FY '11	FY '12	FY '12	FY '12	FY '12
	Active	Retirees Under 65	Medicare Eligible Retirees	Total Subscribers	Active Employees	Retirees under 65	Medicare Eligible Retirees	Total Subscribers	Active	Retirees Under 65	Medicare Eligible Retirees	Total Subscribers	Active	Retirees Under 65	Medicare Eligible Retirees	Total Subscribers	
Benefit Eligible					696				702				710				
Subscribers	522	51	95	668	585	83	271	939	563	89	314	966	561	88	313	962	
# Not Subscribing					112				139				149				
% Not Subscribing					16%				20%				21%				
MHP	210	36		246	59	19			35	13			2	11			
% MHP	40%	71%		37%	10%	23%			6.22%	15%			0.36%	13%			
PPO					16	10			25	10			5	9			
% PPO					3%	12%			4.44%	11%			1%	10%			
HMO (HCHP and BCBS)	312	15			509	54			503	66			554	68			
% HMO	60%	29%			87%	65%			89.34%	74%			99%	77%			
Over 65 Plans:																	
Medex			80				230				260				261		
HP Freedom			15				9										
Tufts Preferred							32				54				52		

M. Althevi
5-5-11



ACTON PUBLIC SCHOOLS ❖ ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

Administration Building, 15 Charter Road, Acton, MA 01720-2995 Phone: 978-264-4700 Fax: 978-264-3341

April 7, 2011

Pupil Services

School Committee Members:

I am happy to report that the Department of Elementary and Secondary Education (DESE) has approved the Bullying Prevention and Intervention Plan. As I reported at the March 24th meeting, our school had to complete specific and detailed requirements to meet the State requirements and offered a timetable for completion. Consequently, our prevention and intervention plan is approved and more robust.

The key to success of any plan or procedures is how we crafted the document. We had a multi-leveled and multi-involved task force, which included several meetings, discussions, review of literature and reaching out to the faculty, staff, parents and students for their input and advice. In a sense, this document became part of our school fabric and we owned it. That ownership is the most critical aspect of our work. Our goal has been, and is, to ensure a safe environment that is built on respect and tolerance for differences. The Bullying Prevention and Intervention Plan is simply one aspect of our district goals to create a safe atmosphere for student learning and achievement in each of our school's unique culture.

I want to thank the School Committee, the administration and its principals, the faculty, staff, students, home and especially the Task Force who spent endless hours in discussing, crafting, and reaching out to others to create a document that is owned by all, reflects the rights and obligations of civil rights, examines our school culture, and addresses our curriculum in areas of bullying and retaliation.

Thank you for the support and trust that you gave me during this process to move our schools forward in meeting the District's goals.

**ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
USE OF SCHOOL FACILITIES PROCEDURES
(Revised 7/31/09)**

A variety of school facilities are available for rental by school and community groups and individuals. Acton-Boxborough Community Education will schedule all school facilities week days after 5:00p.m., on weekends and holidays. Facility usage at other times is based on availability and is at the discretion of the building principal. Applications for facility rental should be made no later than *two weeks* in advance of the requested date. Applications for facility rental should be obtained at the Community Education Office in the Administration Building, 15 Charter Road in Acton. The phone number is (978) 266-2525.

All in-school groups will have until July 31st to make requests for the next school year. As of August 1st, non-school groups may obtain rentals on a first come, first served basis.

CLASSIFICATIONS

Rental fees are based on user classification as follows:

CLASS 1 - School Sponsored Groups

- Events authorized and signed by a school faculty member
- Events for varsity sports and parent booster groups
- Community Education programs
- Recognized School related organizations, such as ABSAF, SADD, etc.
- Meetings by official Town groups and boards
- Scout groups

FEES: Custodial fees (on weekends) and kitchen manager fees will be charges. Scout groups (Indian Guides, Campfire, etc.) will be charged an annual processing fee of \$10.

EXCEPTIONS: There may be custodial charges assessed on large, school sponsored fund raisers that generate custodial work. This will be determined on a case by case basis by Community Education.

CLASS 2 - Community Service Organizations

This class represents Acton-Boxborough groups/individuals whose main purpose is social, educational, cultural or recreational and NOT business related. Examples include social clubs, condo associations and youth and adult sport groups.

FEES: Processing fees will be charges for all events, including those requiring custodial coverage. Processing fees are due with the facility application and are non-re fundable unless the request for school facilities is denied, Kitchen manager fees will be charged as applicable. Rental fees will be charged for money raising events.

CLASS 3 - Events for Personal or Commercial Benefit of an Organization or Individual

Groups in this category include businesses, private tutors and all others utilizing the buildings for personal or commercial benefit.

FEES: the renting group will be invoiced for all hourly rental and custodial charges after the event. Kitchen manager charges will be assessed when applicable.

FACILITY USE AND REGULATION

Please note: School activities will supersede all non-school rentals. You may be bumped at the last minute if the school needs the space you have reserved. Every effort will be made to find you a similar space or reschedule your event for another date.

SUPERVISION

The applicant is held responsible for the preservation of order and the protection of school property. When attendance or other conditions require the use of police, firemen or parking attendants, the user shall assume full responsibility for their assignments and pay for their services.

RESTRICTIONS

Renting groups shall be responsible for enforcing the following restrictions:

- a. Smoking:** Smoking is NOT permitted in any school building or on school grounds.
- b. Intoxicants:** Alcoholic beverages are forbidden on school property at all times.
- c. Food or Beverage:** Food or beverage may not be served in any area outside the cafeteria. Groups of 25 or more serving food in the cafeteria will be required to have a custodian. Community Education will make the final determination as to the need for a custodian. Groups serving food must obtain a temporary food service permit from the Board of Health. Groups utilizing the kitchen for any reason other than using the sink to draw water, must have a kitchen supervisor.
- d. Care of Property/Decorations:** The renting organization shall be liable for any damages to school property occurring at the time of rental and as a result of the rental. Plans for mounting decorations must be approved in advance by the building principal. Tape may be used as long as it does not damage school property and that it is removed by the user at the completion of the activity. No scenery or props belonging to the users may be stored in school buildings. Wax is not to be applied to floors. Furniture or equipment may not be removed and should be replaced to its original location at the completion of the activity.
- e. Fire Prevention:** All local and state fire safety regulations will be observed. No open flames may be used. All materials used for decorations must be approved in advanced by school officials and the fire chief. Electric fixtures, line extensions, equipment, and appliances may be connected under the direct supervision of a custodian only.
- f. Use of Facilities:** Rental use will be limited to the facilities and equipment specified in the usage agreement and will, under no circumstances, extend to other rooms, areas or use of equipment. Groups using the school facilities will not be permitted to promote or manage any form of chance, gambling, lotteries, raffles, bingo or other unlawful activities. Groups of children or minors shall NOT have access or use of facilities unless accompanied by an adult supervisor. The school system will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school

property to all political parties. School building will not be available for private functions such as birthday parties, family events, celebrations, individual recitals, dinners, etc.

g. Keys: Keys will not be issued to any group/individual. A custodian will be assigned (minimum 3 hours) to open and secure the building when the building is not usually open.

h. Concessions: The right of concession and sale of food and drink remains with the school and control rests with school officials. Organizations using the school cafeteria and kitchen facilities for the service or sale of food to the general public must receive a temporary food service permit from the Acton Board of Health.

i. Dances: Dances will be limited to the High School lower gym and to the school cafeterias. Proper footwear must be used for all activities in the gym.
All programs, performances and usage of the school buildings must conclude before 11:00p.m.

LIABILITY FOR INJURY AND RECOVERY OF DAMAGES

The user agrees to save and hold harmless the Acton Public Schools and/or the Acton-Boxborough Regional School District and agrees to assume responsibility for all liabilities arising from incident to the use, it being understood and agreed that the School District assumes no obligations respecting the use of such premises.

USE OF CAFETERIA/KITCHEN

Groups using the kitchen areas for anything more than the acquisition of water, must employ a kitchen manager at the rate of \$30/hour. Kitchen equipment will not be available for use by renting groups.

USE OF GYMNASIUMS

Groups/individuals renting the gymnasiums must wear sneakers and conduct athletic activities in a safe and supervised manner. Due to liability issues, gyms will not be rented to individuals for children's birthday parties.

USE OF THE SWIMMING POOL

The High School pool may be rented to a group of 15 to 50 people. One currently certified lifeguard will be required for each group of 15-25 people. Two lifeguards will be required for groups of 26-50 people. The names(s) and certification(s) (CPR, first aid and lifeguard training) of the lifeguard(s) must be submitted with the application. A custodian will be required for any group using the High School pool.

USE OF ED LEARY FIELD

School athletic events have first priority for the use of Ed Leary Field. All requests for Ed Leary Field usage must be approved by the Community Education Director. All approved evening events must

conclude by 10:00 p.m. and the sound system turned off. Stadium lights must be turned off by 10:30 p.m. and the parking lot cleared at that time. There is a \$30/hour charge for the lights. An event may go beyond that time in the event of overtime.

USE OF AUDIO VISUAL EQUIPMENT

Renting groups should indicate the need for audiovisual equipment on the application form. For information on the availability of AV equipment and any associated charges, call Brendan Hearn at (978) 264-4700 x3425.

CANCELLATION OF EVENTS

In the event that school is canceled due to inclement weather or other emergencies, outside rental will also be canceled. You will be notified by the Community Education office if this has occurred,

SPECIAL EVENTS

Occasionally, requests for large group activities or activities of an unusual nature may necessitate specific precautionary measures before permission is granted. In order to protect the health and safety of participants as well as protect school property, activities where attendance is expected to exceed 500 are required to hire a police officer. Proof of adequate insurance may also be required. The following procedure will be followed before the use of facility request is approved where extenuating circumstances would cause danger to persons or property:

- a. A representative of the renting group will submit an application that will be reviewed by the Director of Community Education. A meeting may be necessary to clarify the request.
- b. The reservation is contingent upon:
 1. Written approval from the Acton board of Selection that the police and fire protection will be adequate.
 2. The Superintendent is satisfied that the insurance coverage is adequate.
 3. The School Committee approves with a majority vote.

The use of school facilities is a privilege. Acton-Boxborough Community Education, Acton Public Schools and the Acton-Boxborough Regional School Committees reserve the right to deny or restrict usage of the school facilities.

PAYMENT OF FEES

Processing fees are payable and due at the time of application. All other costs will be billed to the user after the event. All checks should be made payable to: "Acton-Boxborough Community Education" and sent to:

Acton-Boxborough Community Education

USE OF FACILITIES FEES BASED ON CLASSIFICATION (Revised 7/31/09)						
	Classrooms	Gyms Auditoriums Cafeterias	Conference Room Library	Ed Leary Field	Custodian@	Kitchen Supervisor
Class 1	No fee	No Fee	No Fee	No Fee	\$40/hr on Saturday \$50/hr on Sunday or holiday	\$40/hour
Class 2	\$25/use	\$50/use	\$50/use	\$200/event plus \$30/hr for lights	same as above	same as above

@ Custodial fee is a minimum of 3 hours

USE OF FACILITIES FEES BASED ON CLASSIFICATION (Revised 7/31/09)

	Classroom	Cafeteria (No kitchen)	Elementary Library	Elementary Gym	Elementary Kitchen	JH Library	JH Gym	JH Auditorium
Class 3*	\$25	\$75	\$50	\$100	\$75	\$75	\$100	\$200

	JH Kitchen	HS Library	HS Lower Gym	HS FH Gym	HS Auditorium	Pool	Ed Leary Field	Custodian	Kitchen Supervisor
Class 3*	\$75	\$75	\$100	\$150	\$200 (\$300 deposit)	\$100	\$250/event plus \$30/hr for lights	\$40/hr@ on Saturday \$50/hr on Sunday	\$40/hour

*All rates are hourly.

@ Custodial fee is a minimum of 3 hours

Please make all payments payable to:

Acton-Boxborough Community Education

**Acton-Boxborough Community Education
Field Reservation
Rules and Regulations**

The following is a list of the current rules and regulations relating to the reservation and use of the school fields in Acton. If you have any questions, please contact the Community Education Office at (978) 266-2525.

The following school fields are available for use:

Blanchard Lawn	Soccer area
Douglas School	T-ball field
Gates School	Soccer, softball(2) fields
High School	Softball, baseball(2) fields
Leary Field	Football, soccer; \$25/hour for the stadium lights
McCarthy-Towne	Soccer, T-ball field
Parker Damon	Soccer, T-ball field

Availability of Fields

School fields used for interscholastic athletics, with the exception of Leary Field, may not be available for outside use during seasonal play. Exceptions will be made by the athletic director only.

School teams have priority in the use of school fields. When a permit group arrives at a field at the scheduled time and finds a school group is running late, the outside group will have to wait until the school team has completed its practice/contest.

Field Reservations

Reservations for school fields will be made on the following priority classification:

- Class 1 - School athletics
- Class 2 - Community Education, Recreation and Youth Sport organizations
- Class 3 - Acton-Boxborough residents and businesses
- Class 4 - Non-Acton-Boxborough non-profit organizations

Reservation Fees

	<i>Season Reservations</i>	<i>Individual Reservation</i>
Class 1	No charge	No charge
Class 2	No charge	No charge
Class 3	\$80/team 10 or less dates \$125/team 11 or more dates	\$25/reservation
Class 4	Negotiable	Negotiable

- over -

Reservation Procedures

Twice a year there will be a scheduling meeting with representatives of Class 1-3 users interested in obtaining season permits. This meeting will be held in conjunction with the Acton Recreation Department. Class 1-3 users will be notified as to the time and place of this meeting. At that time, all scheduling concerns for the upcoming season will be addressed and the schedule of field use finalized.

Please Note: Organizations having season permits will not be issued additional fields. The original request should contain provision for rainouts, make-ups etc.

Reservations for individual field permits will be issued over the phone or by visiting the Community Education Office, Administration Building, 15 Charter Road in Acton. Office hours are 8:00a.m.-5:00p.m. Field permits will not be mailed until full payment is received. Reservations will not be issued to any group/organization until all outstanding fees are paid.

A check made payable to *Acton-Boxborough Community Education* should accompany all field requests.

Refunds will not be issued, but a credit will be given in the event of a rain cancellation. Call the Community Education office no later than the day following the rain out to receive a rain check.

Revocation of Field Permits

Community Education will revoke a field reservation permit under the following conditions:

1. Use of alcohol at field sites or parking lots
2. Use of other controlled substances at field sites or parking lots
3. Excessive litter
4. Cars parked on the field or other grass areas
5. Use of foul or abuse language
6. Other misuses determined by Community Education or the Acton/Acton-Boxborough Regional School Districts

Additional field requests made by any individual/team whose permit has been revoked will be denied for the balance of the season.

PLEASE NOTE: Teams/individuals will be held responsible for any field damage caused by misuse. Natural turf fields may not be used if it is raining or if there is standing water.

Community Education reserves the right to cancel any team's use of a field on a specific date/time if it conflicts with a rescheduled School or Community Education activity.

Acton-Boxborough Community Education Leary Field Usage Procedures

In order to maintain and prolong the life of Leary Field, please relay this information to your coaches, players and spectators. If you have questions or concerns, please contact Erin Bettez at (978) 266-2525 or ebettez@mail.ab.mec.edu.

Field Usage

- When your group arrives at the field and before use, please inspect the field for vandalism, damage or standing water. If you discover any of these problems, please immediately call JD Head, Coordinator of Facilities at (978) 375-0101. (See reverse side for additional contact information.) Daily use of Leary Field will end at 9:00 p.m.
- Only those individuals directly involved with the sporting event (players, coaches, officials and event staff) may be on Leary Field during the contest. All spectators must remain in the area behind the fence surrounding the track or in the bleachers. Pets are not allowed on the field.
- All gates that access the field are to remain closed and secure during all events. The access road and emergency vehicle access gates and entrances to Leary field must remain clear of vehicles and obstructions. Fire lanes are to remain clear. Only authorized vehicles (emergency, service, medical and concession stand) are allowed inside the fence.
- Limited access to the Leary Field will be available during the winter months on an "as is" basis. Permits will be given for Saturday and Sunday from 10:00 a.m.-2:00 p.m. The field will not be shoveled or plowed. We reserve the right to cancel a reservation due to unsafe conditions such as ice, etc.

Food & Drink

- All food (including gum, sun flower seeds, etc.) should be consumed in the bleachers or on the area behind the fence surrounding the track.
- Water and sport drinks may be consumed on the field.
- Alcoholic beverages are prohibited in all areas of Leary Field and on any school property.
- Please make sure that all wrappers, bottles etc. are placed in the provided receptacles. Failure to leave the field and bleacher areas free of trash, may result in custodial charges.

Smoking

- In accordance with State Law, smoking and the use of tobacco products is not allowed at Leary Field or on any school property.

Footwear

- Participants should wear footwear appropriate to the activity. No metal spikes, please. If you have questions, please ask prior to use.

Use of the Lights

- Arrangements must be made in advance to use the lights. There will be no charge assessed for weeknight use of the lights. The Junior High custodial staff will be responsible for the operation of the lights during the week.
- Weekend usage of the lights will necessitate assignment of an overtime custodian (minimum 3 hours) billed to the renting group. Weekend custodial rates are \$40/hour on Saturday; \$50/hour on Sunday. There will also be a \$30/hour charge for weekend use of the lights.

Use of Concession Stand, Scoreboard or PA Booth

- Groups interested in utilizing the concession stand, ticket booth, scoreboard or PA booth for their event should contact the Athletic Director, Steve Desy, at (978) 264-4700 X3420.

Rest Rooms

- Port-a-potties are on site. Users may access bathrooms in the junior high but will pay custodians overtime (\$40/hour Sat. or \$50/hour Sun. w/3 hour minimum) to open the building, cover the event, and clean up afterwards.

Leary Field Call List

If you discover any problems at Leary Field, please use this call list until you reach someone to report the problem.

Field concerns

J.D. Head (978) 375-0101 (C)
 (978) 264 -0003 (H)

Alvin Hastings (508) 326-0536

Bob Glenn (978) 375-7294 (C)

Concession & PA Concerns

Steve Desy (978) 264-4700 x3420

Personnel Office
Acton Public Schools
Acton-Boxborough Regional Schools

TO: Acton Public School Committee

DATE: May 13, 2011

FROM: Marie Altieri, Elementary Principals

SUBJECT: School Committee's Consideration of Eliminating Policy JCAC

Please review the attached policies related to enrollment and admission to Acton Public Schools. As you know, earlier this year, you modified your policy JEB Kindergarten Entrance Policy to eliminate the option for families to apply for early admission to kindergarten when the student turns five in September or October, thereby missing the September 1 cutoff. We have found this to be a positive change as we have gone through another kindergarten enrollment process.

In conjunction with this change, Principals and Central Office are in agreement that students transferring from other schools should be placed in the grade level for which they are age appropriate. This comes in response to some requests that have come through over the last few years where families are going to great lengths to enroll their children in Acton in the grade above our age appropriate grade. Over time we have realized that enrolling students a grade ahead of their peers puts us in a position where if we then find that they are not fully ready to be in the grade level parents are very resistant to holding them back in a grade. Alternatively, if we place them in the age appropriate grade, and then find that the teacher and principal believe that the child could succeed in a grade above, parents are often open to a move to a higher grade. By placing children in the age appropriate grade, principals will have the ability to get to know each child in our schools and make a better recommendation for grade placement.

Below is a list of a few recent examples where we would like to place the student in the age appropriate grade:

- Many students who are not old enough to enroll in Acton's kindergarten will then enroll in a nearby private Montessori kindergarten. They then come back to Acton the following year and tell us that the student has completed kindergarten and needs to be enrolled in first grade. However, the child will not turn six until the fall or winter of his/her first grade, while the students who started in Acton all turned six before September 1.

- We had a family with an older sibling in one of our Acton Elementary Schools request early admission to kindergarten in Acton. The child was denied early admission to our kindergarten. The parents then enrolled the child in a public kindergarten in another community which had a later kindergarten cutoff date, and where a family member lived. In the middle of the year, the family was asked to leave that public kindergarten since they were not residents. The child was in the middle of his/her kindergarten year and came to Acton desperate for a mid-year placement. This has actually happened twice in the last two years.
- Students enrolling from another country have varied school experiences, including starting school at younger ages than in the United States. They often come and say that the child has completed third grade, for example, even though they might be one to two years younger than Acton's current third grade. The parents strongly wish for us to enroll the student in the fourth grade, even though he/she is younger than our fourth grade students. Since the child is coming from a very different educational experience, our goal would be to place the student with age appropriate peers, and then evaluate the best method to meet the child's needs within the school.
- Students enrolling from other communities with different cutoffs for grade levels transfer into Acton. Again it works better to put them with their age appropriate grade and then determine if there should be any movement.

While we would like to implement this process of enrolling all students in the age appropriate grade, we realize that it could be interpreted to be in conflict with School Committee Policy JCAC. As such, we are asking the Committee to consider removal of policy JCAC. We are bringing this up at the May 17 APS School Committee meeting for your consideration as a first reading, with a request for a possible vote at your June 16 meeting.

Please let us know if you have any questions.

ENROLLMENT OF STUDENTS

The Acton-Boxborough Regional Schools have a standard procedure, available from the Office of the Registrar, for the enrollment of students.

The Acton Public Schools have the following open enrollment policy:

The Acton School Committee strives to provide high standards of educational excellence in all its elementary schools. Since no single teaching method is best for all students, the Committee supports the use of a variety of teaching methods and techniques which will achieve the prescribed curriculum objectives. It follows that parents should have the opportunity to choose the school they think best fits the needs of their children subject to the availability of space and staff.

The School Committee may find it necessary or appropriate to relocate, expand, or contract the available classroom space, or to increase or decrease the number of classroom teachers due to changes in student enrollment, budget limitations, or other reasons. In such situations, parents will be allowed to request reassignment of their students to classes/schools that are not overcrowded. In the event that choices have to be made between reassignment requests, or should the School Committee determine that mandatory reassignment is necessary, the priorities listed in the Enrollment of Students Procedures will be utilized in assigning students. After those accommodations are made, the Committee will attempt to retain existing student groupings as much as possible.

ENROLLMENT OF STUDENTS

1. Kindergarten Registration

Students are placed in the school of the parents' first choice, according to the priorities listed below. In the event there is an over-enrollment in any school after the above indicated children have been placed, a lottery will be held which will provide a fair way for all other children to be placed in the school of their highest choice.

2. Students Moving into Acton

Every effort will be made to place students (K-6) who move to Acton in the schools requested by their parents, with preference given, if necessary, according to the priorities below. However, in certain circumstances it may not be possible to place these students in the school of their first choice.

3. Transfers between Elementary Schools

A parent or guardian who wishes to transfer his or her child from one elementary school to another shall write a letter to the Superintendent or designee stating the request. Normally transfer requests should be initiated by July 1 for the following school year. The Superintendent shall make a decision by the end of the third week in August and communicate it to the parent or guardian. Normally, transfers of enrolled students during the school year take priority over new residents to the town.

4. Priorities to be Used in Assigning Students

- a. Providing for children with special program needs and/or accessibility accommodations. Some students requiring English Literacy Learner services may need the special programs/staff support or building accommodations offered at particular schools. These students will be placed appropriately upon the recommendation of Pupil Services.
- b. Keeping Families Together - It is important to build a strong core of families who can devote their energies to their school's activities. Volunteerism, active parent/teacher organizations, and parent involvement in advisory groups and the like are valuable school resources. So is a long-term family connection to their school community. Therefore, if the newly enrolling student has a sibling in the Acton or Acton-Boxborough Regional Schools and that sibling attended an Acton elementary school, the newly enrolling student will be given school selection preference at that same school.
- * A sibling is defined as: "a relative (by birth, adoption or guardianship) who is living in the same home."
- c. Encourage Walking to School - Children should walk to school wherever possible for economic and energy-saving reasons. Therefore, walkers will be given preference when placing students.

Additional procedures for enrollment of students are established by the Superintendent, in accordance with State law, and shall cover such topics as:

- school choice
- establishing residence eligibility
- students living with relatives
- students in foster homes
- homeless students
- students living on their own.

They are available from the Office of the Registrar.

ASSIGNMENT OF STUDENTS FROM OTHER SCHOOLS TO CLASSES

A student in any grade (K-6) who is currently successfully participating in an educational setting comparable to ours and moves to Acton after the start of school will be considered to enter the grade he/she is currently in. Parents must make such a request in writing as close to their arrival as possible.

KINDERGARTEN ENTRANCE POLICY

The policy and procedures are designed to reduce the age span and therefore, normally, the developmental span in a classroom in order to enable instruction more suitably tailored to the children in the class.

Children reaching the age of five on or before September 1 are eligible and expected to be enrolled in Kindergarten in September of that calendar year.

If a parent feels the child is not ready to enter Kindergarten at the age appropriate time, the parent must make formal written request to the Superintendent of Schools by March 1 of the same calendar year which will be reviewed by a standing review committee of staff. That review procedure may include testing by the school system at the parent's expense.

Children reaching the age of 6 by September 1 are eligible and must be enrolled in school by September of that calendar year.

APPROVED: 12/16/10

Acton Public Schools and Acton-Boxborough Regional School District

SCHOOL ADMISSIONS

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective Kindergarten students will take place in January and March. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the school administration and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency and legal guardianship may also be required by the school administration.

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A
603 CMR 26:01; 26:02; 26:03

CROSS REFS.: JLCA, Physical Examination of Students
JLCB, Inoculations of Students
JFBB, School Choice

PUBLIC FORUMS

Acton Public/Acton-Boxborough Regional School Districts Mission and Values Statements are being updated

YOUR INPUT IS NEEDED!

**Thursday, May 12 and Monday, May 23
7:00 p.m. in the RJGJHS Library**

The Acton Public and Acton-Boxborough Regional School Committees are working on a long-range strategic plan for our districts. Superintendent Stephen Mills, brought together a steering committee in December of 2010 and they have drafted the revised statements below. Input from the broader community is now needed. Do these statements reflect your priorities?

Mission

To prepare all students to achieve their full potential as life-long learners, critical thinkers, and productive contributors to our diverse community and global society.

Values

- An environment that promotes social development and emotional and physical well-being for the entire school community
- A world-class academic program that will prepare all students to achieve their potential
- A community that welcomes and respects the differences among us
- Diverse extracurricular opportunities accessible to all students that provide for student growth and connections within the schools and the broader community
- Technology, literacy and communication skills for life-long learning
- Decisions informed by evidence and multiple measures

In addition to attending a forum, you may also provide essential feedback, before May 25th, by

1. Taking an online survey at <http://www.surveymonkey.com/s/LRSPfeedback>
2. Emailing us at LRSPFeedback@mail.ab.mec.edu

Thank you for your participation!

The Long-Range Strategic Planning Committee

Stephen Mills, Superintendent, APS and ABRS (Chair)
 Donald Aicardi, Director of Finance, APS and ABRS
 Mary Ann Ashton, Chair, Acton Finance Committee
 Deborah Bookis, Director of Curriculum and Assessment, APS and ABRS
 Alexandra Callen, Principal, ABRHS
 John Fallon, Moderator, Town of Boxborough
 Xuan Kong, School Committee Member, APS and ABRS
 Marc Lewis, Teacher, RJ Grey Junior High School
 Jennifer Pratt, Teacher, McCarthy-Towne Elementary School
 Bruce Sabot, School Committee Member, ABRS

APS/AB Long-Range Planning Background and Timeline

Steve Mills
Superintendent

Why Long-Range Planning?

- To define a shared vision of the community
- To focus on what the community values
- To identify resource needs from the community
- To enable community to work towards common goals

Long-Range Strategic Planning

Public Forum (5/12/2011)

2

What Are the Key Ingredients?

- **Mission**
 - describes the school system's reason for being
- **Values**
 - represent the system's core beliefs
- **Goals**
 - are time-bounded and measurable outcomes that serve to identify essential elements that support the mission

Long-Range Strategic Planning

Public Forum (5/12/2011)

3

Who Are the Key Players?

- Planning Steering Committee
- Community Organizations
- Elected and Appointed Boards
- General Public
- District Leadership Team
- Faculty and Staff
- Students and Parents

Long-Range Strategic Planning

Public Forum (5/12/2011)

4

Planning Steering Committee

- Steve Mills, Superintendent of Schools
- Donald Aicardi, Deborah Bookis, and Alexandra Callen
(District Leadership Representatives)
- Marc Lewis and Jennifer Pratt
(Teacher Representatives)
- Mary Ann Ashton and John Fallon
(Community Representatives)
- Xuan Kong and Bruce Sabot
(School Committee Representatives)

Long-Range Strategic Planning

Public Forum (5/12/2011)

5

Planning Process Timeline (1)

- Formed Steering Committee (Jan 2011)
- Reviewed mission and goals of all eight schools in the community (Feb)
- Surveyed planning documents and processes of other school districts (Mar)
- Proposed Mission and Values statements for the districts (Apr)
- Seeking community input (now)

Long-Range Strategic Planning

Public Forum (5/12/2011)

6

Planning Process Timeline (2)

- Finalize Mission and Values (Jun/Jul)
- Draft a comprehensive set of goals by leadership team (summer)
- Partner with faculty and staff to refine long-range planning documents (Sep)
- Finalize goals and value statements (Nov)
- Incorporate planning priorities with FY13 budget

Long-Range Strategic Planning

Public Forum (5/12/2011)

7

We Value Your Input

- Now ...
- And Throughout the Process
- Contact Steering Committee via
LRSPFeedback@mail.ab.mec.edu

Long-Range Strategic Planning

Public Forum (5/12/2011)

8

Proposed Mission Statement

To prepare all students to achieve their full potential as life-long learners, critical thinkers, and productive contributors to our diverse community and global society

Long-Range Strategic Planning

Public Forum (5/12/2011)

9

Proposed Value Statements

- An environment that promotes social development and emotional and physical well-being for the entire school community
- A world-class academic program that will prepare all students to achieve their potential
- A community that welcomes and respects the differences among us
- Diverse extracurricular opportunities accessible to all students that provide for student growth and connections within the schools and the broader community
- Technology, literacy and communication skills for life-long learning
- Decisions informed by evidence and multiple measures

Long-Range Strategic Planning

Public Forum (5/12/2011)

10

7.9.1

1.

Survey Regarding Class Size in Acton Public and Acton/Boxborough Regional Schools

Sponsored by the Class Size Task Force Appointed by the Local and Regional School Committees

Thank you for participating in this Class Size survey. We ask that you complete this survey on or before May 5th as the Class Size Task Force will report back to the Local and Regional School Committees by May 15th.

The purpose of this survey is to collect data and comments regarding the population attending the Acton Public Schools (APS) and Acton/Boxborough Regional Schools (ABRS) systems. The survey should take about 5-10 minutes of your time, and will help the Class Size Task Force understand the needs and concerns of Acton and Acton/Boxborough citizens.

1. Your comments are entirely anonymous, but to help us better understand your responses, please check all that apply by indicating if your family has:

- child(ren) not yet in either of the systems but you plan having them attend
- child(ren) in the Acton Public School System
- child(ren) in the Acton/Boxborough Regional School System
- child(ren) who have graduated from either of the systems
- not had child(ren) attend either the local or regional school system and do not plan to in the future
- child(ren) living in Acton but attending private school

2. Our family has attended the APS or ABRS for:

- zero years
- 1-5 years
- 6-10 years
- 11-15 years
- 16 years or longer

3. If your family could qualify their overall experience in the APS and/or ABRS, in regards to class size, would you characterize it as:

- class size has been a positive influence on the school experience
- class size has been a negative influence on the school experience
- indifferent to class size as to if it may or may not affect the school experience
- you cannot answer because you have not had children attend the school systems

Additional comments?

4. If you feel that class size has adversely affected your child(ren)'s school experience, would you say that your family (please check all that apply):

- talks to the teachers/principal regarding concerns
- talks to your child(ren) regarding class size concerns
- discusses concerns with other parents/guardians
- discusses concerns with the School Administration and/or School Committees
- none of the above

Additional comments?

5. Have you employed a tutor to help your child(ren) in a particular subject?

- Yes
- No

Additional comments?

6. If your answer to (5) above was yes, did your family spend for tutoring in an average school year:

\$499 or under

\$500 - \$999

\$1,000 - \$1,999

\$2,000 - \$3,000

over \$3,000



Next

Powered by **SurveyMonkey**
Create your own [free online survey](#) now!

Acton Public Schools
Acton-Boxborough Regional School District
SCHOOL CALENDAR, 2011-2012
Bold Underlined Dates = No School Days

Proposed 5/5/11
Voted ABRSC 5/5/11

Aug.	M	T	W	T	F	Teachers' mtg. - Aug 29	Jan.	M	T	W	T	F	Schools Open - Jan. 3
Sept.	29	30	31	1	<u>2</u>	Schools Open - Aug 30		<u>2</u>	3	4	5	6	JH AND HS Early Dis. - Jan. 5
	<u>5</u>	6	7	8	9	No School - Sept. 2		9	10	11	12	13	Martin Luther King Day - Jan. 16
	12	13	14	15	16	Labor Day - Sept. 5		<u>16</u>	17	18	19	20	Kindergarten Change-over - Jan. 23
	19	20	21	22	23	HS Late Start - Sept. 23		23	24	25	26	27	School Days - 20
	26	27	28	<u>29</u>	30	Rosh Hashanah - Sept 29		30	31				
						School Days - 21	Feb.	M	T	W	T	F	
Oct.	M	T	W	T	F	Yom Kippur - Sat., Oct 8							JH AND HS Late Start - Feb 9
	3	4	5	6	7	Columbus Day - Oct. 10		6	7	8	9	10	Presidents' Day - Feb. 20
	<u>10</u>	11	12	13	14	Elem Early Dismissal - Oct 26		13	14	15	16	17	Winter Recess - Feb. 20-24
	17	18	19	20	21	School Days - 20		<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	School Days - 16
	24	25	26	27	28			27	28	29			
	31						Mar.	M	T	W	T	F	
Nov.	M	T	W	T	F	Prof. Day - Nov. 1 (no school/students)							JH AND HS Late Start - March 8
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	Elem Early Dismissal - Nov 15		5	6	7	8	9	School Days - 22
	7	8	9	10	<u>11</u>	Veterans Day - Nov. 11		12	13	14	15	16	
	14	15	16	17	18	Half Day - Nov. 23		19	20	21	22	23	
	21	22	23	<u>24</u>	<u>25</u>	Thanksgiving Recess - Nov. 24-25		26	27	28	29	30	
	28	29	30			School Days - 18	Apr.	M	T	W	T	F	
Dec.	M	T	W	T	F	Jr. High. Early Dis. - Dec. 15 & 20		2	3	4	5	<u>6</u>	Good Friday - April 6
				1	2			9	10	11	12	13	Spring Recess - April 16 - 20
	5	6	7	8	9			<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	Patriots Day - April 16
	12	13	14	15	16			23	24	25	26	27	School Days - 14
	19	20	21	22	23	Winter Recess - Dec. 24 - Jan. 2	May	M	T	W	T	F	
	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	School Days - 17			1	2	3	4	
								7	8	9	10	11	
								14	15	16	17	18	
								21	22	23	24	25	
								<u>28</u>	29	30	31		Memorial Day - May 28
							June	M	T	W	T	F	School Days - 22
								4	5	6	7	8	Graduation - June 1
								11	12	13	14	15	Last day - June 14 - 21
								18	19	20	21	22	(depending on snow days)
								25	26	27	28	29	School Days - 10
													Total Days = 180 - 185

No School and Delayed Opening Announcements air on: <http://ab.mec.edu>
TV Channels 4, 5, & 7 and radio stations WBZ, WEIM
Delayed Opening - delayed starting time.
NO SCHOOL SIGNALS: 2-2-2-2 6:30 AM - No School ABRSD, 7-12, ALL DAY;
2-2-2-2; 7:00 AM - No School ALL Schools ALL DAY;
1-1-1-1 7:15 AM - No School APS, K-6, ALL DAY
School Committee Meetings:
A-B Regional - 1st Thursday, JHS Library - 7:30 PM;
APS Local - 3rd Thursday, JHS Library - 7:30 PM (exceptions: Oct.-Mar. @ Elem. Schools). Check postings as locations may change.

ACTON 2020

Acton 2020: The Comprehensive Community Plan will be the primary planning document for the Town of Acton, setting our Town's course for the next ten to fifteen years. This planning process is required by the State of Massachusetts, and gives the residents of the Town of Acton an excellent chance to engage with each other in understanding where we as a town want to see ourselves in the upcoming decades.

The name "**Acton 2020**" represents both the clear "2020" vision we are going to need to see where we want to go and how to get there, and the decade of the 2020s where this planning effort is aimed.

In Phase II of building the Comprehensive Community Plan, the Acton 2020 Committee was tasked with the following:

- Review and refine the emerging vision, core values, and goals and objectives of the Phase I outreach process.
- Gather data and facts for the Inventory and Analysis of Existing Conditions report including progress made since the 1998 Master Plan Update and other previous plans.
- Run a public process to develop a plan for the future of Acton covering each of the major planning areas outlined in MGL Chapter 41, Section 81 D, which are: **Land Use, Housing & Population, Economic Development, Historic & Cultural Resources, Open Space & Recreation, Natural Resources, Community Facilities & Services, Circulation & Transportation. We have also added Sustainability.**

After completing the above steps, the Acton 2020 Committee will develop a Comprehensive Community Plan document upon which the goals and objectives will be voted at Town Meeting. These goals will be supported by detailed and prioritized strategies and action recommendations. The Committee will oversee implementation of the goals, objectives, strategies and actions.

Acton 2020 Past:

- **Spring 2009:** Phase One ("Visioning Phase") completed, which produced set of 6 emerging goals and corresponding objectives
- **Spring 2010:** Formulated Acton 2020 Committee
- **August 2010:** Planners Collaborative (consultants) began work on Inventory & Analysis of Existing Conditions
- **September 2010:** Created interactive website www.acton2020.info
- **October 2010:** Held first public workshop where we presented summary of Inventory & Analysis completed by that point and worked on refining goals & objectives
- **January 2011:** Finalized revised goals and objectives
- **January 2011:** Created Acton 2020 blog to explore "burning issues" in town at blog.acton2020.info.
- **March 2011:** Held three public meetings about some "burning issues" in Acton: **Economic Development, Transportation/Getting around Town, and Housing**
- **March 2011:** Finalized draft of Inventory & Analysis of Existing Conditions posted online for public feedback

Acton 2020 Future:

- **June 23, 2011:** Third public outreach event: **"Choose Your Own Acton"** (scenario analysis)
- **September or October 2011:** Fourth public outreach event—Implementation Plan
- **November 2011 or January 2012:** Fifth public outreach event—Final Plan/Final Input
- **April 2012:** Town Meeting vote on plan

Role of School Committee

- Supporting excellent schools is crucial to the success of any master plan, so we would love to establish an open communication line between the school committee and our committee as we continue to forge this plan.
- We also invite your active participation as School Committee members by coming to our public events and participating online.
- We would like to study your long-range projections and plans to better inform the master plan.
- We would very much welcome your help in educating families with school children about Acton 2020, especially regarding our public events.
- As the implementation plan begins to be created, we will need your overall feedback as well as on specific issues that affect the schools.

Personnel Office
Acton Public Schools
Acton-Boxborough Regional Schools

TO: Acton Public School Committee

DATE: May 13, 2011

FROM: Marie Altieri

SUBJECT: Kindergarten Enrollments for 2011-2012

The lottery was held on April 27th. We have 288 kindergarteners who will be placed in fifteen classrooms with an average class size of 19.2. I am pleased to report that all but ten families have been placed in their first choice schools, nine were placed in their second choice school, and one family was placed in their third place school. Please see the attached kindergarten distribution chart, as well as some updated slides from the presentation held at your April meeting. Below are some highlights of this year's lottery.

- Of the ten families that did not receive their first choice, six are on the waitlist for Merriam and four are on the waitlist for Conant.
- This compares to each of the last three years to 21-25 families not receiving their first choice, with 17-21 all waiting for one school.
- The improvement in the lottery reflects a very evenly distributed school selection process, as well as the return to three sections in each school.
- We have placed 20 students in each of the all day classes, and 19 in most of the half days.
- We have extensive waiting lists for all day K, but not enough in any one school to provide an additional section. There has been some movement out of all day K. At this point we have 54 on the waiting list for all day K.

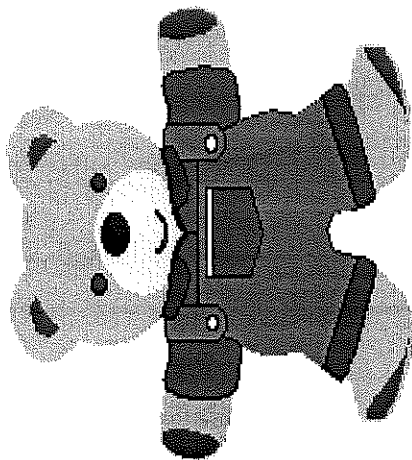
All Day K Waitlists:

Conant	16
McT	15
Merriam	10
Douglas	10
Gates	3

- Last year we implemented a non-refundable deposit for all day K due on May 15. Prior to this the first payment was due in August and we often had several families drop out of all day K in August. The May 15 deadline provided for much more stability and advanced notice last year. We already had five families drop out by Friday May 13, and will likely have a few more who won't commit the deposit.

- While we cannot accommodate all families who would like all day kindergarten, we can accommodate them in our extended day programs. We have extended day programs available for the other half of the kindergarten day in the Admin Building and at Conant. The Conant program is already full with a waiting list, but there will still be room for students to go to the program at the Admin Building.
- We continue to have a significant number of Asian students registering for Conant. This year 59% of the students placed in Conant's kindergarten are Asian. This is another jump, as the last several years have been at about 50%. Conant's K-6 population is now likely to grow above 50%. This bears watching over the next few years.
- If you review the kindergarten enrollment history and the class size charts, you will see that this class does indeed represent the first drop in enrollment. The difference between a grade of 325-340 students and a grade of 288 is significant, and will hopefully be the beginning of some class size mitigation for this grade and the grades to follow.

All Students



	First Choice	Second Choice	Third Choice	Fourth Choice	Fifth Choice
Choice -->	278	9	1	0	0
Percent -->	96.53%	3.13%	0.35%	0.00%	0.00%

School Choices for All of Incoming Class of 2024

Class of 2024

	Conant All Day	Conant 1/2	Douglas All Day	Douglas 1/2	Gates All Day	Gates 1/2	Towne All Day	Towne 1/2	Merriam All Day	Merriam 1/2	Total
Place At	20	38	20	37	20	37	20	38	20	38	288
Total Placed	58		57		57		58		58		58
Wait All Day	16		10		3		15		10		54
Wait for Sch & Program	2	2	0	0	0	0	0	0	3	3	All Day Wait --> 5
Wait All Programs		4		0	0	0	0	0	6		Half Day Wait --> 5
											Total of Both 10

Kindergarten Enrollment History

Kindergarten Enrollment History

	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999
Projection	288	274 (Planned for 325)	287	276	309	349	316	338	319	306	351	338	335
Registered by March (including staff)	267	302	311	284	277	289	279	308					
1-Oct	282	320	334	301	292	305	308	328	334	361	338	323	326
Staff	6	8	6	3	2	5	2	1					
Total Oct 1	288	328	340	304	294	310	310	329	334	361	338	323	326
Difference Oct 1 and projection		54	47	25	-17	-44	-8	-10	15	55	-13	-15	-9
Difference between registra and Oct 1		26	29	20	17	21	31	21					

Class Size History

	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999
Total Oct 1	288	328	340	304	294	310	310	329	334	361	338	323	326
Same class in 6 th grade (with staff kids)	352	394	406	377	365	387	366	394	407	384	397	390	370
Number of Sections	15	16	16	15	15	15	15	16	16	16	15	15	15
Kind Class Size	19.2	20.5	21.3	20.3	19.6	20.7	20.7	21.9	22.3	22.6	22.5	21.5	21.7
6th Grade Class Size	23.5	24.6	25.4	25.1	24.3	25.8	24.4	24.6	25.4	24.0	26.5	26.0	24.7

Class Sizes Next Year

Grade	Students	Sections	Class Size
K	288*	15	19.2
1	349	16	21.8
2	372	16	23.3
3	356	15	23.7
4	353	15	23.5
5	381	15	25.4
6	370	15	24.7

Kindergarten Projections

Year	K
2001*	338
2002*	361
2003*	334
2004*	328
2005*	308
2006*	305
2007*	292
2008*	301
2009*	334
2010*	320
2011	288
2012	278
2013	268
2014	257
2015	287
2016	248
2017	254
2018	260
2019	266
2020	272
2021	268
2022	266

Donald Aicardi
Director of Finance
Acton Public Schools
Acton-Boxborough Regional Schools
978-264-4700 X 3205

DATE: April 27, 2011
TO: Stephen Mills
FROM: Donald Aicardi
RE: FY'12 TEC Bid Recommendation

On January 21, 2011, classroom and office supply estimates for the Acton Public Schools and the Acton-Boxborough Regional School District were sent to The Education Cooperative (TEC) in Dedham. TEC compiles estimates from all member districts and does the bidding. On April 25, 2011, awards were made to the following companies:

Art Supply Wholesale
Blanco, G.A. & Sons, Inc.
Blick Art Materials
Cascade School Supplies
W. B. Mason
National Art & School Supply
Office Depot
Quill Corporation
Rasix Computer Center, Inc.
Riso, Inc.
Sheffield Pottery, Inc.
Skandacor Direct, Inc.
Standard Stationary
Tree House

The administration recommends that we accept these vendors for the TEC bid.

Acton-Boxborough Community Education

Administration Building
15 Charter Road
Acton, MA 01720
(978)266-2525
e-mail: ebettez@mail.ab.mec.edu

To: Steve Mills

From: Erin Bettez 

Date: March 25, 2011

RE: Gift for Gates School

Enclosed please find a check in the amount of \$1,420. It represents the surplus from a Math Olympiad enrichment program that Community Ed. ran this year in partnership with Gates School and some terrific Gates parents. It is a gift to the school.

April 7, 2011

To: Stephen Mills

From: Carol Huebner

Cc: Liza Huber

Subject: Donation from Rebecca Allen

Rebecca Allen has made a generous contribution of \$ 2000 to the Acton Public Schools Preschool where her son is a student. The contribution is being made to cover the cost of the purchase of three iPads as well as age appropriate and therapeutic applications.

I support this contribution and ask that you and the School Committee approve this as well.

Thank you.

Acton-Boxborough Community Education

*** MEMO ***

TO: Steve Mills

FROM: Erin Bettez 

RE: Community Education Donation

DATE: April 8, 2011

Enclosed please find a check in the amount of \$3,229.00 which represents the surplus for Sessions I-III of the enrichment programs we are running in partnership with Conant during the 2010-2011 school year. This money should be deposited into Conant School's Gifts account.

cc: Damian Sugrue

Acton-Boxborough Community Education

*** MEMO ***

TO: Steve Mills

FROM: Erin Bettez

RE: ADK Surplus

DATE: April 26, 2011

Enclosed please find a check in the amount of \$142,667.56 made payable to the Acton Public Schools. The check represents the first disbursement of projected surplus from the All Day Kindergarten Program for FY'11 and is a gift to the Acton Public Schools.

On June 30 we will tally final numbers for the account and disburse additional funds accordingly.

cc: Marie Altieri 

9.1

**ACTON and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS**
2011-2012

Meetings are held in the Junior High School Library unless otherwise indicated.

Acton-Boxborough Regional School Committee meetings are held on the first Thursday of the month;

Acton Public School Committee meetings are held on the third Thursday.

Meetings start at 7:30 p.m., unless otherwise noted and are posted online at <http://ab.mec.edu/about/meetings>.

July 27 (Wed)	Joint School Committee Workshop - 6 pm, Sargent Library, Boxborough, followed by Acton-Boxborough Regional Meeting, followed by Acton Public School Committee Meeting
September 1 September 15	Acton-Boxborough Regional School Committee Acton School Committee @ DOUGLAS
October 6 October 20	Acton-Boxborough Regional School Committee Meeting Acton School Committee @ MCCARTHY-TOWNE
November 3 November 17	Acton-Boxborough Regional School Committee @ ABRHS Acton School Committee @ MERRIAM
December 1 December 15	Acton-Boxborough Regional School Committee Acton School Committee
January 5, 2012 January 19	Acton-Boxborough Regional School Committee Acton School Committee
February 2 February 16	Acton-Boxborough Regional School Committee (open budget hearing- required by law) Acton School Committee (open budget hearing-required by law)
March 1 March 15 March 22	Acton-Boxborough Regional School Committee Acton School Committee @ GATES Joint Meeting (serves as April mtgs.)
May 3 May 17	Acton-Boxborough Regional School Committee Acton School Committee @ CONANT
June 7 June 21	Acton-Boxborough Regional School Committee Acton School Committee

FYI Items

(Only the Chair, Steve and Beth have paper copies of these items in their packets. All are posted online.)

MAY 11, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED

1005 GENERAL FUND SCHOOL							

01 SALARIES, TEACHING	12,053,190	-120,182	11,933,008	8,430,300.32	3,073,930.96	428,776.72	96.4%
02 SALARIES, PRINCIPALS	532,710	173,477	706,187	595,952.00	110,235.00	.00	100.0%
03 SALARIES, CENTRAL AD	405,664	0	405,664	347,157.62	61,551.96	-3,045.58	100.8%
04 SALARIES, SUPP STAFF	2,949,771	-63,295	2,886,476	2,066,897.26	544,567.21	275,011.53	90.5%
06 SALARIES, BUILDINGS	247,342	0	247,342	220,776.82	32,658.18	-6,093.00	102.5%
07 SALARIES, CUSTODIAL	658,951	0	658,951	513,153.90	60,889.57	84,907.53	87.1%
08 SALARIES, HOME INSTR	1,019	0	1,019	.00	.00	1,019.00	.0%
09 SALARIES, SUBSTITUTE	265,973	-7,000	258,973	301,988.48	2,008.36	-45,023.84	117.4%
10 FRINGES, COURSE REIM	17,000	0	17,000	11,713.25	.00	5,286.75	68.9%
11 FRINGES, HEALTH INSU	3,628,313	0	3,628,313	3,475,739.38	.00	152,573.62	95.8%
16 INSTRUCTIONAL SUPPLI	232,400	-4,052	228,348	208,849.89	18,437.79	1,060.55	99.5%
17 INSTRUCTIONAL TEXTBO	83,379	8,272	91,651	64,628.34	2,561.98	24,460.78	73.3%
18 INSTRUCTIONAL, LIBRA	17,042	0	17,042	15,952.60	1,101.23	-11.83	100.1%
19 OTHER, CAPITAL OUTLA	262,688	-4,000	258,688	210,674.10	28,445.75	19,568.15	92.4%
23 OTHER, MAINTENANCE B	211,468	0	211,468	196,566.62	4,418.56	10,482.82	95.0%
24 OTHER, MAINTENANCE O	83,998	0	83,998	75,099.59	3,895.64	5,002.77	94.0%
26 OTHER, LEGAL SERVICE	65,000	0	65,000	11,411.25	.00	53,588.75	17.6%
27 OTHER, ADMIN SUPPLIE	189,879	17,548	207,427	139,333.47	32,163.17	35,930.37	82.7%
29 OTHER, CUSTODIAL SUP	45,100	0	45,100	44,334.49	439.57	325.94	99.3%
30 OTHER, SPED TRANSPOR	446,033	0	446,033	446,033.00	.00	.00	100.0%
31 OTHER, STUDENT TRANS	338,716	0	338,716	324,657.84	6,207.78	7,850.38	97.7%
32 OTHER, TRAVEL	11,761	-768	10,993	10,597.96	1,153.42	-758.72	106.9%
33 OTHER, SPED TUITION/	2,192,407	0	2,192,407	1,418,115.40	459,404.37	314,887.23	85.6%
34 OTHER, UTILITIES	970,645	0	970,645	719,169.73	7,072.58	244,402.69	74.8%
 TOTAL GENERAL FUND SCHOOL	 25,910,449	 0	 25,910,449	 19,849,103.31	 4,451,143.08	 1,610,202.61	 93.8%
 GRAND TOTAL	 25,910,449	 0	 25,910,449	 19,849,103.31	 4,451,143.08	 1,610,202.61	 93.8%

** END OF REPORT - Generated by Denise Kelly **

Note: The following will be reclassified from Appropriated once monies are received and processed:
Circuit Breaker Reimbursement \$85,703

10.1.2

05/11/2011 09:17 | TOWN OF ACTON / ACTON PUBLIC SCHOOLS
 dkelly | FY11 SPED PROGRAMS REPORT

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FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED

1005 GENERAL FUND SCHOOL							

05 SW SPECIAL EDUCATION							

05010501 52401 SPED LEGAL SERVICES	45,000	0	45,000	475.00	.00	44,525.00	1.1%
11040501 51502 PS:SECRETARY	47,020	0	47,020	53,241.35	10,349.65	-16,571.00	135.2%
14040501 51411 SPED CHAIRPERSON	92,000	0	92,000	77,547.80	14,452.20	.00	100.0%
14040524 51419 COORDINATOR	27,104	0	27,104	22,845.90	4,257.60	.50	100.0%
14050503 51433 SUMMER PROGRAM STIP	38,800	15,450	54,250	54,297.00	.00	-47.00	100.1%
14050504 51615 SUMMER SPED ASST	38,800	38,000	76,800	61,317.49	.00	15,482.51	79.8%
14050505 52468 TRANSLATION	0	10,000	10,000	9,710.00	290.00	.00	100.0%
14050509 54305 SPED TEXTBOOKS	2,371	0	2,371	2,566.60	.00	-195.60	108.2%
14050510 54302 OCCUPATIONAL THERAP	822	0	822	796.28	.00	25.72	96.9%
14050511 52409 IN SERVICE CONFEREN	1,152	0	1,152	125.00	175.00	852.00	26.0%
14050520 51409 REFERRAL TO SPECIAL	0	0	0	26,425.12	.00	-26,425.12	100.0%
14050521 52443 SPED REFERRAL TO SP	114,586	-10,000	104,586	75,611.21	37,288.41	-8,313.62	107.9%
14050521 52452 SUMMER PROGRAM, CS	43,650	-53,450	-9,800	.00	.00	-9,800.00	.0%
14050522 52462 PS SEC 504 CONTR SV	996	0	996	.00	.00	996.00	.0%
TOTAL SW SPECIAL EDUCATION	452,301	0	452,301	384,958.75	66,812.86	529.39	99.9%

18 SPECIAL EDUCATION							

05051801 52416 SPED INDEF EVALUATI	4,840	0	4,840	1,450.00	3,055.00	335.00	93.1%
05051802 52404 SPED PERIODICALS/SU	780	0	780	853.12	.00	-73.12	109.4%
05051802 52406 SPED POSTAGE	2,614	0	2,614	2,614.00	.00	.00	100.0%
05051802 52407 SPED INSVC CONFEREN	341	0	341	495.00	.00	-154.00	145.2%
05051802 52408 SPED TRAVEL - LOCAL	176	0	176	.00	.00	176.00	.0%
05051802 52410 SPED DUES & FEES	296	0	296	430.00	.00	-134.00	145.3%
05051802 52455 SPED MNT COPY EQUIP	3,371	0	3,371	5,744.51	221.49	-2,595.00	177.0%
05051802 52456 SPED MNT OFFICE EQU	275	0	275	285.00	.00	-10.00	103.6%
05051803 54301 SPED OFFICE SUPPLIE	3,402	0	3,402	3,581.51	242.70	-422.21	112.4%
05051804 58708 SPED OUTLAY EQUIP	10,650	0	10,650	27,060.74	1,932.00	-18,342.74	272.2%
05051805 52424 MEDICAID SERVICES	1,040	0	1,040	.00	.00	1,040.00	.0%
05051806 52413 SPED MEDICAL SERVIC	2,421	0	2,421	.00	.00	2,421.00	.0%
05051807 52425 SPED TUITION - CASE	501,007	0	501,007	452,545.00	.00	48,462.00	90.3%
05051808 52426 SPED TUITION PRIVAT	1,163,435	0	1,163,435	361,445.06	319,206.45	482,783.49	58.5%
05051808 52465 CIRCUIT BREAKER TOI	-321,575	0	-321,575	.00	.00	-321,575.00	.0%
05051810 52430 CO: SPED CASE TRANS	446,033	0	446,033	446,033.00	.00	.00	100.0%

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FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
06041801 51408 SPED TEACHER	281,717	0	281,717	197,357.58	87,714.42	-3,355.00	101.2%
06041802 51418 SPEECH TEACHER	75,135	0	75,135	52,016.74	23,118.49	-.23	100.0%
06041803 51624 SPED EDUCATION ASST	210,246	0	210,246	99,873.83	30,050.33	80,321.84	61.8%
06051801 54305 RES TEXTBOOKS	521	0	521	659.29	.00	-138.29	126.5%
06051802 54332 EDUC NEEDS SUPPLIES	575	0	575	1,207.47	.00	-632.47	210.0%
06051802 54333 SPEECH SUPPLIES	429	0	429	258.60	.00	170.40	60.3%
07041801 51408 SPED TEACHER	156,169	0	156,169	121,600.80	36,117.20	-1,549.00	101.0%
07041802 51418 SPEECH TEACHER	90,863	0	90,863	62,905.14	27,957.86	.00	100.0%
07041803 51624 SPED EDUCATION ASST	85,689	0	85,689	49,088.67	12,647.85	23,952.48	72.0%
07051801 54305 RES TEXTBOOKS	521	0	521	429.57	.00	91.43	82.5%
07051801 54334 EDUC NEEDS TEXTS	330	0	330	331.33	.00	-1.33	100.4%
07051802 54330 RESOURCE SUPPLIES	0	0	0	112.20	.00	-112.20	100.0%
07051802 54332 EDUC NEEDS SUPPLIES	575	0	575	881.06	.00	-306.06	153.2%
07051802 54333 SPEECH SUPPLIES	423	0	423	351.38	.00	71.62	83.1%
08041801 51408 SPED TEACHER	233,740	-22,733	211,007	139,936.86	62,194.14	8,876.00	95.8%
08041802 51418 SPEECH TEACHER	87,246	0	87,246	61,473.42	27,321.58	-1,549.00	101.8%
08041803 51624 SPED EDUCATION ASST	187,102	0	187,102	83,779.65	23,573.38	79,748.97	57.4%
08051801 54305 RES TEXTBOOKS	521	0	521	1,017.70	.00	-496.70	195.3%
08051802 54332 EDUC NEEDS SUPPLIES	479	0	479	593.07	.00	-114.07	123.8%
08051802 54333 SPEECH SUPPLIES	429	0	429	305.35	.00	123.65	71.2%
09041801 51408 SPED TEACHER	260,502	0	260,502	181,053.18	80,467.82	-1,019.00	100.4%
09041802 51418 SPEECH TEACHER	87,634	0	87,634	45,834.78	8,339.22	33,460.00	61.8%
09041803 51624 SPED EDUCATION ASST	87,351	0	87,351	51,367.16	15,088.55	20,895.29	76.1%
09051801 54334 EDUC NEEDS TEXTS	622	0	622	627.33	.00	-5.33	100.9%
09051802 54330 RESOURCE SUPPLIES	479	0	479	570.21	.00	-91.21	119.0%
09051802 54333 SPEECH SUPPLIES	429	0	429	864.67	.00	-435.67	201.6%
10041801 51408 SPED TEACHER	291,873	0	291,873	200,960.36	78,685.99	12,226.65	95.8%
10041802 51418 SPEECH TEACHER	76,289	0	76,289	52,815.42	23,473.58	.00	100.0%
10041803 51624 SPED EDUCATION ASST	187,385	0	187,385	118,428.54	36,917.21	32,039.25	82.9%
10051801 54334 EDUC NEEDS TEXTS	622	0	622	.00	.00	622.00	.0%
10051802 54332 EDUC NEEDS SUPPLIES	571	0	571	593.07	.00	-22.07	103.9%
10051802 54333 SPEECH SUPPLIES	429	0	429	.00	.00	429.00	.0%
14041801 51416 SPED OCCUP THERAPIS	210,901	0	210,901	148,166.14	59,531.57	3,203.29	98.5%
14041801 51417 PHYSICAL THERAPIST	75,372	0	75,372	52,180.56	23,191.44	.00	100.0%
14051801 51407 HOME INSTRUCT TEACH	1,019	0	1,019	.00	.00	1,019.00	.0%
14051803 54338 SPED EDUC SUPPLIES	3,104	0	3,104	3,251.54	272.80	-420.34	113.5%
TOTAL SPECIAL EDUCATION	4,516,398	-22,733	4,493,665	3,033,429.61	981,321.07	478,914.32	89.3%

51 AUTISTIC SERVICES

14045101 51436 AUTISTIC COORDINATO	35,000	0	35,000	41,411.43	10,923.57	-17,335.00	149.5%
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05/11/2011 09:17 |TOWN OF ACTON / ACTON PUBLIC SCHOOLS
dkelly |FY11 SPED PROGRAMS REPORT

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|glytdbud

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FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
14045102 51616 TRAINER	658,220	0	658,220	418,438.51	125,016.75	114,764.74	82.6%
14055103 52463 AUTISTIC CONTRACT S	1,106	0	1,106	.00	.00	1,106.00	.0%
TOTAL AUTISTIC SERVICES	694,326	0	694,326	459,849.94	135,940.32	98,535.74	85.8%
TOTAL GENERAL FUND SCHOOL	5,663,025	-22,733	5,640,292	3,878,238.30	1,184,074.25	577,979.45	89.8%
TOTAL EXPENSES	5,663,025	-22,733	5,640,292	3,878,238.30	1,184,074.25	577,979.45	
GRAND TOTAL	5,663,025	-22,733	5,640,292	3,878,238.30	1,184,074.25	577,979.45	89.8%

** END OF REPORT - Generated by Denise Kelly **

Note: The following will be reclassified from Appropriated once monies are received and processed:
Circuit Breaker Reimbursement \$85,703

10.1.3

05/11/2011 09:33 | TOWN OF ACTON / ACTON PUBLIC SCHOOLS
 dkelly | FY11 CONANT EXPENSES BY DESE FUNCTION

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FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED

1005 GENERAL FUND SCHOOL							

2210 SCHOOL BLDG LEADERSHIP							

09040702 51406 PRINCIPAL	107,118	41,455	148,573	125,233.90	23,339.10	.00	100.0%
09040703 51502 SECRETARY	54,547	0	54,547	41,055.28	12,547.12	944.60	98.3%
09040703 51503 SECRETARY, SUB	525	0	525	509.32	.00	15.68	97.0%
09130401 52410 DUES & MEMBERSHIPS	755	0	755	765.00	.00	-10.00	101.3%
09130402 54312 PERIODICALS	216	0	216	40.80	.00	175.20	18.9%
09130701 52403 PRINTING	1,087	0	1,087	.00	.00	1,087.00	.0%
09130701 52406 POSTAGE	413	0	413	103.36	.00	309.64	25.0%
09130702 54301 OFFICE SUPPLIES	4,339	0	4,339	2,062.11	20.19	2,256.70	48.0%
TOTAL SCHOOL BLDG LEADERSHIP	169,000	41,455	210,455	169,769.77	35,906.41	4,778.82	97.7%
2250 BLDG TECHNOLOGY							

09045401 51601 COMPUTER ASSISTANT	13,217	0	13,217	9,287.00	2,899.55	1,030.45	92.2%
09045401 51635 C WEBSITE/MCAS COOR	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL BLDG TECHNOLOGY	14,717	0	14,717	9,287.00	2,899.55	2,530.45	82.8%
2305 TEACHERS CLASSROOM							

09041201 51408 ART TEACHER	46,833	0	46,833	34,210.98	15,055.48	-2,433.46	105.2%
09041501 51408 MUSIC TEACHER	38,355	0	38,355	28,141.91	12,507.55	-2,294.46	106.0%
09041801 51408 SPED TEACHER	260,502	0	260,502	181,053.18	80,467.82	-1,019.00	100.4%
09042101 51408 KINDERGARTEN TEACHE	98,947	0	98,947	69,319.98	30,809.12	-1,182.10	101.2%
09045501 51408 CO:READING TEACHER	63,833	0	63,833	44,192.16	19,640.84	.00	100.0%
09045601 51408 ELEMENTARY ED TEACH	1,370,983	0	1,370,983	951,761.60	340,187.37	79,034.03	94.2%
TOTAL TEACHERS CLASSROOM	1,879,453	0	1,879,453	1,308,679.81	498,668.18	72,105.01	96.2%
2310 TEACHERS SPECIALISTS							

09041802 51418 SPEECH TEACHER	87,634	0	87,634	45,834.78	8,339.22	33,460.00	61.8%

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dkelly |FY11 CONANT EXPENSES BY DESE FUNCTION

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MAY 11, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL TEACHERS SPECIALISTS	87,634	0	87,634	45,834.78	8,339.22	33,460.00	61.8%
2330 PARAPROF/INSTR ASSTS							
09041803 51624 SPED EDUCATION ASST	87,351	0	87,351	51,367.16	15,088.55	20,895.29	76.1%
09045502 51601 RDG/CLSSRM ASSISTAN	26,394	0	26,394	31,274.47	7,433.70	-12,314.17	146.7%
TOTAL PARAPROF/INSTR ASSTS	113,745	0	113,745	82,641.63	22,522.25	8,581.12	92.5%
2353 TEACHER/INSTR PROF DAYS							
09130403 51412 PROF/AA SUB TEACHER	3,179	0	3,179	2,560.69	.00	618.31	80.6%
TOTAL TEACHER/INSTR PROF DAYS	3,179	0	3,179	2,560.69	.00	618.31	80.6%
2357 PROF DEVELOPMENT							
09130405 52446 PROF/AA CONFERENCES	3,262	0	3,262	1,556.00	570.00	1,136.00	65.2%
TOTAL PROF DEVELOPMENT	3,262	0	3,262	1,556.00	570.00	1,136.00	65.2%
2410 TEXTS, SOFTWARE, MEDIA							
09051801 54334 EDUC NEEDS TEXTS	622	0	622	627.33	.00	-5.33	100.9%
09081501 54305 TEXTBOOKS	1,055	0	1,055	899.10	.00	155.90	85.2%
09132302 54305 LANGUAGE ARTS TEXTB	2,558	0	2,558	2,361.51	.00	196.49	92.3%
09132602 54305 SOCIAL STUDIES TEXT	2,431	0	2,431	.00	.00	2,431.00	.0%
09135502 54305 READING TEXTBOOKS	465	0	465	473.77	.00	-8.77	101.9%
09135702 54331 MEDIA CENTER TEXTBO	3,079	0	3,079	3,708.04	.00	-629.04	120.4%
TOTAL TEXTS, SOFTWARE, MEDIA	10,210	0	10,210	8,069.75	.00	2,140.25	79.0%
2415 OTHER INSTR MATERIALS							
09051802 54330 RESOURCE SUPPLIES	479	0	479	570.21	.00	-91.21	119.0%

05/11/2011 09:33 |TOWN OF ACTON / ACTON PUBLIC SCHOOLS
dkelly |FY11 CONANT EXPENSES BY DESE FUNCTION

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|glytdbud

MAY 11, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
09051802 54333 SPEECH SUPPLIES	429	0	429	864.67	.00	-435.67	201.6%
09081502 54302 EDUCATION SUPPLIES	1,082	0	1,082	681.06	.00	400.94	62.9%
09132301 54302 LANGUAGE ART SUPPLI	5,872	0	5,872	5,867.58	.00	4.42	99.9%
09132401 54302 MATH SUPPLIES	4,967	0	4,967	3,158.51	.00	1,808.49	63.6%
09132501 54302 SCIENCE SUPPLIES	3,099	0	3,099	2,678.84	398.30	21.86	99.3%
09132601 54302 SOCIAL STUDIES SUPP	1,079	0	1,079	179.55	.00	899.45	16.6%
09135501 54302 READING SUPPLIES	1,603	0	1,603	1,644.91	.00	-41.91	102.6%
09135601 54302 ELEMENTARY ED SUPPL	20,425	0	20,425	19,427.85	225.74	771.41	96.2%
09135701 54329 MEDIA CENTER SUPPLI	1,062	0	1,062	1,062.13	.00	-.13	100.0%
TOTAL OTHER INSTR MATERIALS	40,097	0	40,097	36,135.31	624.04	3,337.65	91.7%
2430 GENERAL SUPPLIES							
09091201 54302 EDUCATION SUPPLIES	5,135	0	5,135	4,792.16	341.68	1.16	100.0%
TOTAL GENERAL SUPPLIES	5,135	0	5,135	4,792.16	341.68	1.16	100.0%
2440 OTHER INSTR SERVICES							
09045701 51601 MEDIA CTR ASST	20,002	0	20,002	15,484.80	4,828.12	-310.92	101.6%
TOTAL OTHER INSTR SERVICES	20,002	0	20,002	15,484.80	4,828.12	-310.92	101.6%
2451 CLASSROOM INSTR TECHNOLOGY							
09060702 54327 TECHNOLOGY SUPPLIES	1,284	0	1,284	769.60	.00	514.40	59.9%
TOTAL CLASSROOM INSTR TECHNOLOGY	1,284	0	1,284	769.60	.00	514.40	59.9%
2710 GUIDANCE/ADJUST COUNSELORS							
09040401 51423 COUNSELOR	73,385	0	73,385	64,942.20	10,823.80	-2,381.00	103.2%
09050701 54336 COUNSELING SUPPLIES	184	0	184	183.76	.00	.24	99.9%
TOTAL GUIDANCE/ADJUST COUNSELORS	73,569	0	73,569	65,125.96	10,823.80	-2,380.76	103.2%
3200 MEDICAL/HEALTH SVCS							

05/11/2011 09:33 |TOWN OF ACTON / ACTON PUBLIC SCHOOLS
dkelly |FY11 CONANT EXPENSES BY DESE FUNCTION

|PG 4
|glytdbud

MAY 11, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
09043101 51414 NURSE	70,875	0	70,875	36,931.67	13,364.24	20,579.09	71.0%
09050702 54303 HEALTH SUPPLIES	548	0	548	546.86	129.29	-128.15	123.4%
TOTAL MEDICAL/HEALTH SVCS	71,423	0	71,423	37,478.53	13,493.53	20,450.94	71.4%
3300 TRANSPORTATION SVCS							
09081503 51605 BUS DRIVER	90	0	90	.00	.00	90.00	.0%
09081504 52429 STUDENT TRANSPORTAT	91	0	91	.00	.00	91.00	.0%
TOTAL TRANSPORTATION SVCS	181	0	181	.00	.00	181.00	.0%
3400 FOOD SERVICES							
09040708 51618 MONITOR	14,494	0	14,494	8,299.49	2,684.70	3,509.81	75.8%
TOTAL FOOD SERVICES	14,494	0	14,494	8,299.49	2,684.70	3,509.81	75.8%
3510 ATHLETICS							
09041601 51408 PHYSICAL ED TEACHER	57,149	0	57,149	48,984.66	8,164.18	.16	100.0%
09131601 54302 PHYSICAL ED SUPPLIE	617	0	617	551.57	.00	65.43	89.4%
TOTAL ATHLETICS	57,766	0	57,766	49,536.23	8,164.18	65.59	99.9%
4110 CUSTODIAL SERVICES							
09071301 52460 CUSTODIAN CONTRACT	7,880	0	7,880	10,095.67	.00	-2,215.67	128.1%
09071302 54304 CUSTODIAL SUPPLIES	8,200	0	8,200	10,846.24	120.63	-2,766.87	133.7%
TOTAL CUSTODIAL SERVICES	16,080	0	16,080	20,941.91	120.63	-4,982.54	131.0%
4120 HEATING OF BUILDINGS							
09071303 52504 GAS HEAT	66,368	0	66,368	57,616.77	.00	8,751.23	86.8%

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dkelly |FY11 CONANT EXPENSES BY DESE FUNCTION

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MAY 11, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL HEATING OF BUILDINGS	66,368	0	66,368	57,616.77	.00	8,751.23	86.8%
4130 UTILITY SERVICES							
09030701 52507 TELEPHONE	2,300	0	2,300	1,618.62	524.38	157.00	93.2%
09030701 52512 CELLULAR PHONES	1,400	0	1,400	1,910.91	.00	-510.91	136.5%
09071304 52501 ELECTRICITY	77,633	0	77,633	67,113.27	.00	10,519.73	86.4%
09071304 52508 WATER	993	0	993	1,628.02	.00	-635.02	163.9%
TOTAL UTILITY SERVICES	82,326	0	82,326	72,270.82	524.38	9,530.80	88.4%
4210 MAINT OF GROUNDS							
09071306 52414 FAC PREVENT MNT	9,596	0	9,596	13,491.03	918.00	-4,813.03	150.2%
TOTAL MAINT OF GROUNDS	9,596	0	9,596	13,491.03	918.00	-4,813.03	150.2%
4220 MAINT OF BUILDINGS							
09041301 51604 CUSTODIAN	95,928	0	95,928	79,007.85	13,346.96	3,573.19	96.3%
09041301 51625 CUSTODIAL SUBSTITUT	7,350	0	7,350	7,030.94	.00	319.06	95.7%
09071307 52411 HVAC SERVICES	1,488	0	1,488	826.87	.00	661.13	55.6%
09071307 52414 FAC PREVENT MNT	6,556	0	6,556	48.92	.00	6,507.08	.7%
09071308 54308 BUILDINGS SUPPLIES	796	0	796	1,525.10	.00	-729.10	191.6%
TOTAL MAINT OF BUILDINGS	112,118	0	112,118	88,439.68	13,346.96	10,331.36	90.8%
4225 BLDG SECURITY SYSTEMS							
09041302 51620 SECURITY OT	6,300	0	6,300	9,290.20	.00	-2,990.20	147.5%
TOTAL BLDG SECURITY SYSTEMS	6,300	0	6,300	9,290.20	.00	-2,990.20	147.5%
4230 MAINT OF EQUIPMENT							
09030702 52510 TELEPHONE MAINTENAN	5,300	0	5,300	6,555.84	.00	-1,255.84	123.7%

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dkelly |FY11 CONANT EXPENSES BY DESE FUNCTION

|PG 6
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MAY 11, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
09081505 52415 EQUIPMENT MAINTENAN	409	0	409	323.00	.00	86.00	79.0%
09130708 52456 MAINT OFFICE EQUIPM	5,352	0	5,352	5,159.40	229.20	-36.60	100.7%
09135703 52459 MAINT MEDIA CTR EQU	469	0	469	427.09	.00	41.91	91.1%
TOTAL MAINT OF EQUIPMENT	11,530	0	11,530	12,465.33	229.20	-1,164.53	110.1%
4450 TECHNOLOGY MAINTENANCE							
09060704 52415 EQUIPMENT MAINTENAN	2,291	0	2,291	189.00	.00	2,102.00	8.2%
TOTAL TECHNOLOGY MAINTENANCE	2,291	0	2,291	189.00	.00	2,102.00	8.2%
7100 PURCHASE OF LAND							
09070701 58710 OUTLAY GROUNDS	1,948	0	1,948	1,250.50	.00	697.50	64.2%
TOTAL PURCHASE OF LAND	1,948	0	1,948	1,250.50	.00	697.50	64.2%
7200 PURCHASE OF BUILDINGS							
09070702 58710 OUTLAY BUILDINGS	4,728	0	4,728	442.94	295.07	3,989.99	15.6%
TOTAL PURCHASE OF BUILDINGS	4,728	0	4,728	442.94	295.07	3,989.99	15.6%
7300 PURCHASE OF EQUIPMENT							
09130709 58709 FURN & FIX EQUIP	7,760	0	7,760	6,265.13	207.07	1,287.80	83.4%
TOTAL PURCHASE OF EQUIPMENT	7,760	0	7,760	6,265.13	207.07	1,287.80	83.4%
7400 REPLACEMENT OF EQUIPMENT							
09130710 58712 OUTLAY/REPLC EQUIP	6,315	0	6,315	3,029.28	409.66	2,876.06	54.5%
TOTAL REPLACEMENT OF EQUIPMENT	6,315	0	6,315	3,029.28	409.66	2,876.06	54.5%

05/11/2011 09:33 |TOWN OF ACTON / ACTON PUBLIC SCHOOLS
dkelly |FY11 CONANT EXPENSES BY DESE FUNCTION

|PG 7
|glytdbud

MAY 11, 2011

FOR 2011 99

	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND SCHOOL	2,892,511	41,455	2,933,966	2,131,714.10	625,916.63	176,335.27	94.0%
TOTAL EXPENSES	2,892,511	41,455	2,933,966	2,131,714.10	625,916.63	176,335.27	
GRAND TOTAL	2,892,511	41,455	2,933,966	2,131,714.10	625,916.63	176,335.27	94.0%

** END OF REPORT - Generated by Denise Kelly **

**MONTHLY REPORTING OF
ELL STUDENT POPULATION**
Acton Public Schools
May 1, 2011

Category	Total as of 4/1/2011	Additions	Subtractions	Total as of 5/1/2011
Conant	26	0	0	26
Douglas	20	0	0	20
McCarthy-Towne	21	0	0	21
Merriam	32	0	0	32
APS TOTAL	99	0	0	99

**MONTHLY REPORTING OF
ELL STUDENT POPULATION**

Acton Public Schools

April 1, 2011

Category	Total as of 3/1/2011	Additions	Subtractions	Total as of 4/1/2011
Conant	26	0	0	26
Douglas	21	0	-1	20
McCarthy-Towne	21	0	0	21
Merriam	32	0	0	32
APS TOTAL	100	0	-1	99



Dear Parents and Guardians,

On April 8th our fifth annual parent workshop, **Social Action and Interaction – *Where does my child fit in?*** drew quite a crowd. From the verbal feedback we received from parents and guardians, this workshop was a remarkable success and gave helpful tips about social interactions and harmony.

As I reflected on this workshop, I felt that I had come away with some valuable information that I can use as a parent, as an educator, and as an adult. I thought it might be helpful to share them with you as I describe the workshop and the presenters. I always look for your feedback, your thoughts on this workshop, and what you feel is your take away message.

⇒ ***Integrating lives, culture and language in the Information Age***

Onyen Yong, an Assistant District Attorney and Director of Information Technology for the Middlesex County District Attorney's Office, described the world of technology today. Comparatively, this age of cell phones, lack of regulations, and the social medium for our children is relatively young and sometimes is feared (by us). This social medium includes instant messaging, social networking, chat rooms, webcams, interactive games, cell phones {texting, sexting, video}, You Tube, Webkinz, etc. We all know and have experienced that students have their own language that appears to be a "secret code". Yet, as a monitoring aid, we can learn that language by going to Google to help us interpret the "kid code".

We should not fear this age; we need to embrace it. When your child is playing, you monitor. When your adolescent goes out with friends, you monitor. When your child is on the Internet, you do the same – monitor. Assistant District Attorney Yong gave us some examples of sending photos on a camera phone and webcams. Webcams can be disabled. For example, SpectorPro for \$99 is a program that records everything, even keystrokes. It's a resource, but it is essential that you only put it on a computer that you yourself own.

I took away several messages: Internet safety, including cyber-bullying, is not a parent problem, a school problem, or a law enforcement problem, in and of themselves. As parents, we are responsible for our children's safety. We set rules and logical consequences to behaviors. We work as a team.

Indeed, the Information Age is exploding; imagine the generations that will follow us – how the challenges and assets of technology will affect their lives. We do our best; we embrace our fears; we learn with our children. The computer age has changed our lives, our culture and language.

⇒ ***Emphasizing the positives – addressing the pockets of challenges***

The aforementioned workshop helped me to conceptualize the next workshop: Social Thinking. **Pamela Ely** is the Chief Executive Officer/Owner of the Ely Center.

As a speech and language teacher, Pamela gave us some practical tips and take away messages to help facilitate language processing and social communications issues for all students. I walked away with a remarkable statement: Each child has his/her own interests, strengths and pocket of challenges. This child is mixed in a group of other children who have different interests, strengths and their own pockets of challenges. Explicit and targeted teaching and offering ideas that are age appropriate will help children with the challenges of social communication by “modeling up”. Other students may already know these social cues – intuitively.

Pamela Ely shared with us an interesting slide on the essential skills of social communication. *All of her slides are available in hard copy. Please feel free to pick up your copy at the Pupil Services Office.*

<div> <div> <div>ELY</div> <div>CENTERS</div> </div> <div> <div>ASD TRAINING</div> <div>ELLY CENTER</div> </div> </div> <div>Essential Skills of Social Communication</div>			
EYE CONTACT	FACIAL EXPRESSIONS	BODY LANGUAGE	PERSONAL SPACE
Whole Body LISTENING	STAY ON TOPIC	TAKE TURNS	SPEAK CLEARLY
EXPECTED	UNEXPECTED	BUBBLE THOUGHTS	<div>MIND</div> <div>FILING</div> <div>SOCIAL SPY</div>

ASD Training/Ely Center 2005 | 41

ELY

CENTERS

ASD TRAINING

ELLY CENTER

BUBBLE THOUGHTS

Would this be "expected?"

Would this be nice to say?

Is this an on-topic question, comment, or compliment?

A bubble thought can be a thought that is off topic, and therefore, not expected within a particular conversation, or it can be a thought that is mean, unkind, or simply a “red alert” topic (i.e. someone’s age, weight, or other topic that is personal in nature).

ASD Training/Ely Center 2005 | 18

Students with social difficulties may have challenging pockets of sensory deficits (lighting, noise, movement, proximity to others, and seating), executive functioning (flexibility, impulsivity, organization, planning and inhibition), and language processing (taking notes, following directions, reading text, storing facts, calling up words, facts, and concepts, answering/explaining answers, writing reports, taking tests, etc.)

In the schools, we emphasize these social interactions in our curriculum by capitalizing on the application of executive functioning and social language

processing, always being sensitive to the child's sensory deficits. It makes me think how we apply Pamela's thoughts to application and practice. Even the smallest step counts – find one friend; find one special interest. In our school based friendship groups, described below in the next section, we use the same principles illustrated in Pamela's slide.

Underlying any interaction with another or other individuals, is the Friendship Game. When one plays the friendship game, he/she will:



- Be nice
- Cheer each other on
- Give positives
- Stay w/group
- Take turns
- Think about others
- Help each other

⇒ *Empowering children for a life long journey*

With these issues in mind, knowing about the issues of the Internet, the explosion of the Information Age and the pockets of challenges that exist among some of our students who present with social difficulties, especially in the areas of sensory, executive functioning and language processing, our last speaker, **Carol Wintle** hit home with her discussion about empowering children to help stop bullying at school. Carol has almost four decades of experience as a Bullying Prevention and Conflict Resolution Specialist, Child and Family Behavioral Health Clinician and consultant, teacher, trainer, and author of Empowering Children to Help Stop Bullying at School.

Students who get bullied are kids who may (but not always) have these characteristics:

- Have special needs
- Are not considered as the "cool kids"
- May be shy and quiet and usually are not assertive
- May have passive behaviors in their talk or actions
- May have few or no friends
- May be physically weaker (usually for boys)
- May be less attractive (usually for girls)

Although not all special education students are vulnerable, some are.

Preschoolers have an innate ability to tell their peers to stop when their peers' behaviors are inappropriate. This self-advocacy seems to disappear, as students get older and more sensitive (and subject) to peer pressure. Older students need role-playing and words to deal with bullying.

Students who typically bully are desperately seeking nurturance, need discipline, and profit from assertiveness training (they don't know how to behave differently). Carol Wintle shared with us that the school environment is a common place for bullying to occur. One child usually initiates it but others join in. Statistics show that

peers are present in 85% of all bullying incidents, but someone only intervenes 10% of the time. When a bystander intervenes, it is *effective within seconds*. Peer actions are the most powerful way to stop bullying.

It gave me opportunity to think through how we are helping children in our schools. Coordinated by the school psychologist, we customize our friendship groups that offer a mixed group of students who have similar skills, the opportunity to bond (make a new friend{s}) and develop new strategies for their social interactions (for example, taking turns, initiating conversations, how to compliment the other person, how to include others, etc.). This type of setting is important in learning and reinforcing social pragmatics. The school psychologist works with the classroom teacher and other specialists to add students to the group who would act as role models. This "modeling up" is salient in the reinforcement and teaching of social skills.

Our schools emphasize the school home partnership. This dyad facilitates the opportunity for the parent/guardian and teacher/specialist to brainstorm who may be a good friend for your child. Then, the parent/guardian may seize the opportunity to invite the new friend(s) to events, not just home. It's manageable since interactions are easier because the focus is on the event, not each other at the home setting.

Talk (talk sensitively, patiently, and openly in a trusting relationship), explaining the rules (taking turns, being respectful, manners at the table, doing chores, etc.), using body language along with eye contact (turning away, saying "no", etc.) are all ways to enhance social interactions. It's a challenges, a 24/7 job for parents, but the schools are your partners – we are open for discussion and offer our help for all students, both in general and special education.

Bullying, cyber-bullying, and social thinking (taking the perspective of another) are the identified issues in this workshop. It gave us a moment to reflect on some of the challenges for social action and interaction with a few thoughts from our speakers as well as a few take away messages. I always try to take away one or two of these messages to add to my "tool box" as a parent, educator, and adult. Thank you for taking the same opportunity.

Liza

Liza Huber
Director of Pupil Services



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

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

TO: All Staff
FROM: Steve Mills
ON: April 26, 2011
RE: **DISMISSAL TIMES FOR LAST DAY OF SCHOOL - JUNE 21, 2011**

Dismissal times for Tuesday, June 21, 2011:

10:45 a.m. - Raymond J. Grey Junior High School

10:55 a.m. - Acton-Boxborough Regional High School

12:15 p.m. - Douglas and Gates Schools

1:00 p.m. - Conant, McCarthy-Towne, Merriam Schools

On Tuesday, June 21, elementary schools will follow the regular Thursday dismissal schedule.

On Tuesday, June 21, Junior High students will be attending an assembly at the High School and will be dismissed from the High School at 10:45 a.m.
High School students will be dismissed on June 21 at 10:55 a.m.
Buses will transport Junior High and High School students at this time.

In addition, please note that High School students will be dismissed at 10:55 a.m. after final examinations on June 16 through June 21.

Buses will be provided to transport High School students home at 10:55 a.m. on June 16 through June 21.

Lunch will not be available from the High School Cafeteria starting Thursday, June 16. High School students will need to make a request at the High School Office and lunch(es) will be sent down from the Junior High School.

Finally, it is expected that on June 21, the full range of services normally available to students shall continue to be available.

MONTHLY ENROLLMENT
ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOLS
2010-2011 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	318 48 8 326	320 49 8 328	325 49 8 333	324 51 8 332	323 51 8 331	324 50 8 332	324 49 8 332	327 49 8 335	327 49 8 335	327 49 8 335
1	347 54 7 354	347 55 6 353	347 54 6 353	349 54 6 355	350 54 6 356	350 54 6 356	350 53 6 356	348 53 6 354	348 53 6 354	348 53 6 354
2	344 69 2 346	342 68 2 344	346 68 2 348	347 67 2 349	346 67 2 348	347 67 2 349	348 67 2 350	346 66 2 350	349 69 2 351	349 69 2 351
3	343 68 2 345	344 68 2 346	342 68 2 344	344 68 2 346	343 67 2 345	344 67 2 346	344 67 2 346	345 67 2 347	345 67 2 347	345 67 2 347
4	370 71 5 375	369 71 5 374	370 71 5 375	370 71 5 375	371 70 5 376	371 70 5 376	369 69 5 374	367 69 5 372	367 70 5 372	367 70 5 372
5	362 80 3 365	360 80 4 364	364 82 4 368	361 82 4 365	359 82 4 363	362 82 4 366	361 82 4 365	361 82 4 365	361 82 4 365	361 82 4 365
6	393 75 1 394	394 75 1 395	394 76 1 395	392 76 1 393	392 76 1 393	394 76 1 395	394 76 1 395	395 76 1 396	395 77 1 396	395 77 1 396
K-6 Ungr.	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	0 0 0 0	0 0 0 0
In D. Pre-sch.	40 7 0 40	41 7 0 41	44 7 0 44	48 7 0 48	50 9 0 50	50 10 0 50	51 10 0 51	51 11 0 51	53 11 0 53	53 11 0 53
O.D. Pre-sch.	8 3 0 8	5 3 0 5	1 3 0 1	1 3 0 1	1 2 0 1	1 2 0 1	1 2 0 1	1 2 0 1	1 2 0 1	1 2 0 1
O.D. SPED K-6	13 4 0 13	13 4 0 13	20 4 0 20	20 4 0 20	20 4 0 20	20 4 0 20	20 5 0 20	20 5 0 20	20 5 0 20	20 5 0 20
A.P.S. Total	2538 479 28 2566	2535 480 28 2563	2553 482 28 2581	2556 483 28 2584	2555 482 28 2583	2563 482 28 2591	2562 480 28 2590	2563 482 28 2591	2566 485 28 2594	2566 485 28 2594
7	400 73 8 408	395 69 9 404	397 70 9 406	396 70 9 405	394 71 9 403	394 70 9 403	394 70 9 403	393 70 9 402	393 70 9 402	393 70 9 402
8	401 76 5 406	401 75 5 406	401 75 5 406	400 75 5 405	402 76 5 407	402 76 5 407	402 76 5 407	400 76 5 405	400 76 5 405	400 76 5 405
J.H.S. Total	801 149 13 814	796 144 14 810	798 145 14 812	796 145 14 811	796 147 14 811	796 146 14 811	796 146 14 811	793 146 14 811	793 146 14 811	793 146 14 811
9	416 110 3 419	402 108 4 416	408 108 4 416	406 108 4 414	406 108 4 414	408 108 4 416	407 108 4 415	407 108 4 415	407 108 4 415	407 108 4 415
10	394 100 6 400	390 101 6 400	392 101 6 400	391 100 6 400	388 101 6 400	386 100 6 400	386 100 6 400	385 100 6 400	385 100 6 400	385 100 6 400
11	381 93 6 387	370 97 8 378	370 97 8 378	370 96 8 378	368 96 6 374	368 96 6 374	365 96 6 371	364 96 6 368	364 96 6 368	364 96 6 368
12	385 117 12 397	381 115 12 393	381 115 12 393	381 115 12 393	382 114 12 394	382 114 12 394	382 113 12 393	382 113 12 393	382 113 12 393	382 113 12 393
9-12 Ungr.	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	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	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
H.S. Total	1576 420 27 1603	1543 421 30 1573	1547 421 30 1577	1548 419 30 1578	1544 419 28 1572	1544 418 28 1571	1540 417 28 1567	1538 417 28 1565	1538 417 28 1565	1538 417 28 1565
Total J.H.S. & HS	2377 589 40 2417	2339 585 44 2383	2345 586 44 2389	2344 584 44 2388	2340 586 42 2382	2340 584 42 2382	2336 583 42 2378	2331 583 42 2375	2331 583 42 2375	2331 583 42 2375
O.D. SPED 7-12	43 10 0 53	42 11 0 53	41 10 0 51	40 11 0 51	41 11 0 52	38 11 0 49	40 10 0 50	41 10 0 51	41 11 0 52	41 11 0 52
Reg. Total	2420 579 40 2460	2381 576 44 2425	2386 576 44 2430	2384 575 44 2429	2381 577 42 2423	2378 575 42 2421	2376 573 42 2419	2372 573 42 2417	2372 574 42 2418	2372 574 42 2418
A.P.S. Total	2538 479 28 2566	2535 480 28 2563	2553 482 28 2581	2556 483 28 2584	2555 482 28 2583	2563 482 28 2591	2562 480 28 2590	2563 482 28 2591	2566 485 28 2594	2566 485 28 2594
Reg. Total	2420 579 40 2460	2381 576 44 2425	2386 576 44 2430	2384 575 44 2429	2381 577 42 2423	2378 575 42 2421	2376 573 42 2419	2372 573 42 2417	2372 574 42 2418	2372 574 42 2418
Grand Total	4958 579 68 5026	4916 576 72 5000	4939 576 72 5011	4940 575 72 5010	4936 577 70 5006	4941 575 70 5005	4938 573 70 5001	4935 573 70 5000	4938 574 70 5001	4938 574 70 5001

All Principals (2)

C. Bates

D. Aicardi

S. Mills

Distribution:

In D. = In District

Pre-School = SPED

A = ACTON

P.G. = Post Graduates

B = BOXBOROUGH

C = Choice/Staff/Tuition In

Ungr. = Ungraded

O.D. = SPED Out of District

NESDEC Correction 10/6/10 7th Sheet

Students other than Choice counted under column C:

Staff Students -

Tuition In Students -

Sped Tuition in Students

Grade YOG	Conant	Douglas	Gates	McCarthy-Towne	Merriam	Total	#Sec. Avg. S
	CAD CC	DAD DB DC	GAD GB GC	TAD TB TC [3]2#	MAD MB MC MC2 4#	8#	
K-23	21 21 20 62	21 21 21 63	21 20 21 62	20 21 22 63	21 21 21 22 85	335	16 20.9
	3 4 6 1#	3 4 5 1#	1 3 8 1#	113 311 312 [2]2#	323 234 20 224 1#	6#	
Gr. 1-22	22 23 23 68	22 22 22 66	21 23 21 65	22 22 22 66	22 22 22 23 89	354	16 22.1
	5 7 8	6 7 8	5 6 10 1#	114 301 302 [1]	231 321 135 1#	2#	
Gr. 2-21	23 24 23 70	23 23 24 70	24 24 23 71	22 24 24 70	23 23 24 70	351	15 23.4
	9 10 17	9 10 11	7 9 17	212 213 314 [2]1#	222 233 332 1#	2#	
Gr. 3-20	24 23 23 70	22 22 24 68	23 23 24 70	24 23 23 70	23 23 23 69	347	15 23.1
	18 19 20	12 13 14	18 19 20 1#	115 210 310 [0]	330 331 230 4#	5#	
Gr. 4-19	25 25 24 74	24 25 25 74	25 25 25 75	24 25 25 74	25 25 25 75	372	15 24.8
	14 15 16	19 20 21 1#	14 15 16	211 303 313 [4]	223 335 235 3#	4#	
Gr. 5-18	24 24 24 72	24 25 25 74	24 24 25 73	25 24 25 74	24 24 24 72	365	15 24.3
	11 12 13	15 16 17	11 12 13	112 214 215	333 324 332 335 1#	1#	
Gr. 6-17	25 25 25 75	25 24 25 74	24 24 24 72	25 25 25 75	25 25 25 25 100	396	16 24.8
Total Staff	1#	2#	5#	5#	15#	28#	
	21 Sec Averq 23.4	21 Sec Averq 23.3	21 Sec Averq 23.7	21 Sec Averq 23.4	24 Sec Averq 23.3	2520	108 23.3
Range	20 25	21 25	20 25	20 25	21 25	20 25	

REPORT ON
THE 2010 YOUTH RISK BEHAVIOR SURVEY
FOR STUDENTS IN GRADES 6, 8, 9, 10, 11, AND 12
FOR THE
ACTON PUBLIC SCHOOLS
AND THE
ACTON-BOXBOROUGH REGIONAL SCHOOLS

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SEPTEMBER 2010

BACKGROUND AND ACKNOWLEDGEMENTS

In 1997, Ms. Leslie Luppold, the Senior Vice-President of Operations for Emerson Hospital, reached out to several school districts from the hospital's service area to attempt to determine areas of common interest and concern. A number of discussions ensued and through this process, Emerson Hospital and the Health Education Coordinators from the four school districts which responded, decided to collaborate on the development and implementation of the first joint Youth Risk Behavior Survey (YRBS) Project in 1998.

Using an instrument based on the YRBS from the Centers for Disease Control and Prevention, students from grades 6, 8, and 11 were surveyed and the responses to those surveys were tabulated and analyzed. Much information of value to Emerson Hospital, the four school districts (the Acton and Acton-Boxborough Regional Schools, the Concord and Concord-Carlisle Regional Schools, the Littleton Public Schools, and the Westford Public Schools), as well as their respective communities, important to program planning and curriculum development, was gathered and shared broadly.

This effort was undertaken for a second time (including seven school districts) in the year 2000. Because of the success of the first two projects, it was decided to undertake this effort in 2002 and every other year thereafter in the hopes of developing up-to-date, reliable data on youth risk behavior. Also, beginning with the survey of 2000, the scope was expanded to include all students from grades 6, 8, 9, 10, 11, and 12.

In May of 2009, with the support and encouragement of administration from Emerson Hospital and each school district, a committee comprised of representatives from Emerson Hospital and Health Education Coordinators from seven area school districts, met and worked for several months to update and refine the YRBS and the process for its implementation and analysis.

The members of this committee included: Ms. Bonnie Kaplan-Goldsmith and Ms. Naomi Funkhouser from Emerson Hospital; Dr. Carolyn Imperato from the Acton and Acton-Boxborough Regional Schools; Mr. Curtis Bates from the Boxborough Public Schools; Ms. Kathy Bowen from the Concord and Concord-Carlisle Regional Schools; Ms. Alice Lenhart from the Groton-Dunstable Regional Schools; Ms. Cindy Roper from the Littleton Public Schools; Ms. Lisa MacLean from the Maynard Public Schools; Ms. Donna Pobuk from the Westford Public Schools; and Mr. James Byrne from Northeast Health Resources. It is because of their continuing commitment and collaboration that this project and report are a reality.

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INTRODUCTION

Through the support and assistance of Emerson Hospital, the Youth Risk Behavior Survey was implemented with students in grades 6, 8, 9, 10, 11, and 12 in seven school districts including the Acton Public and Acton-Boxborough Regional Schools, during March of 2010. These surveys were primarily based on those developed specifically for middle school and high school students at the Centers for Disease Control and Prevention in Atlanta, Georgia. Students responded to questions which fall under general categories of risk behaviors including: safety, violence, suicide, tobacco use, alcohol use, drug use, gambling, HIV/AIDS education, sexual behavior, dietary behavior, and physical activity. Emerson Hospital and the seven school districts contracted with Northeast Health Resources (NHR) to assist in the design of the instrument and to carry out the tabulation and an analysis of the data gathered from the Youth Risk Behavior Survey.

Every other year, the Massachusetts Department of Education carries out a Youth Risk Behavior Survey for high school students from a cross-section of school systems in the state. The most recent of these surveys for which data is currently available was carried out during the Spring of 2007 and was administered to students from 59 randomly selected public school systems. A comparison with certain of the data from the results of that survey will also be provided. No such survey for middle school students is carried out on a state-wide basis.

The data gathered from the surveys in each of the school districts, was tabulated individually and then combined to form an aggregate database. The seven school systems included in this aggregate are the Acton and Acton-Boxborough Regional Schools, the Boxborough Public Schools (grade 6 only), the Concord and Concord-Carlisle Regional Schools, the Groton-Dunstable Regional Schools, the Littleton Public Schools, the Maynard Public Schools, and the Westford Public Schools. As part of the following analysis, a comparison with certain of the data from the results of that aggregate will also be provided.

After much consideration and planning, the 2010 Grade 6 survey was piloted on a web-enabled basis in four of the seven school districts. The survey itself was identical in all ways to the traditional paper and pencil surveys except that it was carried out online. The four districts which implemented this pilot program are the Acton Public Schools, the Boxborough Public Schools, the Littleton Public Schools, and the Maynard Public Schools.

SURVEY PROCESS

In the Acton-Boxborough Regional Schools it was agreed that the Youth Risk Behavior Survey would be distributed to all students in grades 6, 8, and 9 through 12 during March of 2010. Parents were informed in advance of the survey and no students were exempted at parental request. The survey was administered on March 10, 2010 simultaneously to all students in grade 8 and over the course of the day in English class at the high school. In grade 6 the survey was carried out in a web-enabled format over the course of the school day (due to computer lab availability) also on March 10, 2010. In each school the survey was administered by professional staff from the school district. Teachers were provided with written instructions which were read to students before taking the survey.

Once all of the surveys were completed, they were gathered and tabulated. There were a total of 868 students who responded to the middle school survey: 378 from grade 6 (females – 180, males – 198), and 490 from grade 8 (females – 267, males – 220). Three eighth grade respondents did not indicate their gender.

There were a total of 1,791 students who responded to the high school survey: 483 from grade 9, 436 from grade 10, 448 from grade 11, and 413 from grade 12. There were 847 females and 936 males who responded to the survey. Eight students did not indicate their gender and eleven students did not indicate their grade.

Of the 2,863 students enrolled in grade 6, grade 8, and grades 9 through 12 on the date of administration, 2,659 participated in the survey. This constitutes a participation rate of 93% (grade 6: 93%, grade 8: 98%; and high school: 92%).

ANALYSIS OF DATA

Frequencies of responses are reported for all items in the survey and cross-tabulations are provided for three demographic characteristics: grade, gender, and grade/gender. The results of the survey, including all cross-tabulations, are presented under separate cover. Please note that the data results were tabulated in percentages, rounded to the nearest tenth of one percent, and not all percentages will total exactly 100 due to rounding and no responses in some cases.

DEMOGRAPHIC CHARACTERISTICS

Aggregate of Respondents From Seven School Districts 2010 YRBS Student Sample

Grade and Gender

Grade 6: 1,436 Respondents

Females	49.2%
Males	49.7%
Gender not indicated	1.1%

Grade 8: 1,434 Respondents

Females	53.3%
Males	46.2%
Gender not indicated	0.4%

Grade 9: 1,547 Respondents

Females	48.5%
Males	51.5%
Gender not indicated	0%

Grade 10: 1,433 Respondents

Females	48.6%
Males	51.0%
Gender not indicated	0.3%

Grade 11: 1,408 Respondents

Females	48.2%
Males	51.4%
Gender not indicated	0.4%

Grade 12: 1,302 Respondents

Females	50.5%
Males	49.5%
Gender not indicated	0%

DEMOGRAPHIC CHARACTERISTICS (CONT'D)

School District

Grade 6:

Acton	26.3%	378
Boxborough	5.4%	77
Concord	13.4%	192
Groton - Dunstable	15.7%	226
Littleton	7.4%	106
Maynard	5.6%	81
Westford	26.2%	<u>376</u>
		1,436

Grade 8:

Acton - Boxborough	34.2%	490
Concord	13.5%	193
Groton - Dunstable	14.9%	213
Littleton	7.7%	111
Maynard	4.7%	67
Westford	25.1%	<u>360</u>
		1,434

High School:

Acton - Boxborough	31.3%	1,791
Concord - Carlisle	18.9%	1,080
Groton - Dunstable	13.1%	751
Littleton	5.8%	332
Maynard	5.0%	284
Westford	26.0%	<u>1,489</u>
		5,727

OVERVIEW OF MAJOR FINDINGS

There is much important and relevant information to be found in an analysis of the tabulations of the Youth Risk Behavior Survey as taken by students from the Acton and Acton-Boxborough Regional Schools. This is true when one looks at the tabulations of all students taken as a group and is especially so when one looks at the cross-tabulations by grade and gender.

With students having responded to 62 questions in grade 6, 89 questions in grade 8, and 111 questions at the high school, much can be said about the responses to each of those questions. However, it is not the intention here to discuss the results of each question. Rather, it is the intention of this report to highlight certain of the results and to offer comparisons with data gathered from the implementation of the 2007 Massachusetts High School Youth Risk Behavior Survey and the seven school district aggregate data. It is hoped that the following as well as a more detailed analysis of the results of this survey, will assist the Acton and Acton-Boxborough Regional Schools and their Health Advisory Committee in their on-going development of health education curriculum.

MIDDLE SCHOOL – GRADES 6 AND 8SAFETY

- **1.1%** of sixth grade respondents (1.1% - aggregate) and **5.6%** of eighth grade respondents (6.1% - aggregate) **report that they “never” or “rarely” wear a seatbelt when riding in a car** (grade 8: females – 3.3%, males – 8.1%).
- **One-tenth (10.3%)** of sixth grade respondents (11.1% - aggregate) and **30.3%** of eighth grade respondents (32.9% - aggregate) **report that they “never” or “rarely” wear a helmet when riding a bicycle**. In grade 6 there was no variation by gender while in grade 8 males report doing so more frequently (females – 24.7%, males – 37.2%).
- **7.4%** of sixth grade respondents (6.9% - aggregate) and **14.5%** of eighth grade respondents (12.2% - aggregate) **report “never” or “rarely” wearing a helmet when they go skiing or snowboarding**. There was no variation by gender in either grade.
- **1.6%** of sixth grade respondents (1.5% - aggregate) and **6.6%** of eighth grade respondents (7.4% - aggregate) **report having ridden in a car or other vehicle driven by a minor (under age 21) who had been drinking alcohol or using other drugs** on at least one occasion during the thirty days prior to the survey (grade 8: females – 1.9%, males – 12.4%).
- **0.8%** of sixth grade respondents (1.0% - aggregate) and **2.7%** of eighth grade respondents (3.2% - aggregate) **report that they believe that it is always safe to meet someone in person who they initially met through electronic communication in any form** (grade 8: females – 0.8%, males – 5.0%).
- **17.7%** of sixth grade respondents (11.4% - aggregate) and **17.2%** of eighth grade respondents (20.0% - aggregate) **report having been threatened, humiliated, or experienced hostile behaviors from others through electronic communication in any form** during the previous 12 months. The experience of cyber-bullying varied little in either grade (grade 6: females – 16.1%, males – 18.2%; grade 8: females – 18.9%, males – 16.4%). Further, **8.6%** of sixth graders and **13.8%** of eighth graders **report doing so to someone else**.
- **One eighth grade respondent in eight (12.3%)** (10.9% - aggregate) **reports receiving sexually explicit messages or photos electronically (also called “sexting”)** during the previous 12 months (females – 8.2%, males – 17.4%).

VIOLENCE RELATED BEHAVIORS

- **6.1%** of sixth grade respondents (6.5% - aggregate) and **14.4%** of eighth grade respondents (13.7% - aggregate) **report having carried any type of weapon such as a gun, knife or club** during the thirty days prior to the survey. Male respondents (grade 6 – 10.1%, grade 8 – 27.7%) were much more likely to have done so than were females (grade 6 – 1.7%, grade 8 – 3.4%). Further, **0.3%** of 6th grade respondents (0.2% - aggregate) and **2.8%** of 8th grade respondents (2.5% - aggregate) **report having done so on school property during the school day.**
- **Over one-third (34.3%)** of sixth grade respondents (26.7% - aggregate) and **20.4%** of eighth graders (21.7% - aggregate) **report having been bullied in school** during the twelve months prior to the survey. There was little variation by gender in grade 6 (grade 8: females – 18.5%, males – 22.8%). Among all respondents, **1.6%** (1.8% - aggregate) of 6th graders and **4.1%** (3.9% - aggregate) of 8th graders **report having resisted with physical force.**
- **8.2%** of eighth grade respondents (6.0% - aggregate) **report having been sexually harassed by someone in school** during the 12 months prior to the survey (females – 8.6%, males – 7.7%).
- **4.9%** of eighth grade respondents (4.5% - aggregate) **report having ever been hurt physically or sexually by a date or someone they were going out with** (females – 1.9%, males – 8.7%). Further, **2.7%** of all respondents (2.6% - aggregate) **report having ever done so to someone else.**
- **11.8%** of eighth grade respondents (12.7% - aggregate) **report having been shouted at, sworn at, scared, threatened, or insulted by someone they were dating or going out with** on at least one occasion during the twelve months prior to the survey. Male respondents report this experience most frequently (females – 9.8%, males – 14.3%). In addition, **8.9%** of all respondents (9.7% - aggregate) **report having done so to someone else** (females – 8.3%, males – 9.7%).
- **12.9%** of eighth grade respondents (12.3% - aggregate) **report having hurt themselves on purpose (for example by cutting, burning, or bruising yourself on purpose)** on at least one occasion during the previous twelve months. There was no variation by gender.

SUICIDE

- **6.1%** of sixth grade respondents (3.8% - aggregate) and **10.3%** of eighth grade respondents (10.0% - aggregate) **report having seriously considered attempting suicide** during the twelve months prior to the survey. In both grades, males report doing so most frequently (grade 6: females – 4.4%, males – 7.6%; grade 8: females – 7.9%, males – 13.2%).
- **1.3%** of sixth grade respondents (1.0% - aggregate) and **6.6%** of eighth grade respondents (4.8% - aggregate) **report having actually attempted suicide** on at least one occasion during the twelve months prior to the survey. In grade 6 there was no variation by gender while in grade 8 male respondents report attempting suicide twice as frequently as females (females – 4.5%, males – 9.1%).

TOBACCO USE

- **1.1%** of sixth grade respondents (1.1% - aggregate) and **8.0%** of eighth grade respondents (10.6% - aggregate) **report having ever tried cigarette smoking** (grade 8: females – 4.1%, males – 12.8%). Further, **3.0% of eighth graders report having tried cigarette smoking for the first time before the age of 11.**
- **No** sixth grade respondents (0.4% - aggregate) and **3.7%** of eighth grade respondents (4.7% - aggregate) **report having smoked cigarettes on at least one occasion** during the thirty days prior to the survey (grade 8: females – 0.7%, males – 7.3%).
- **3.7%** of eighth grade respondents (4.1% - aggregate) **report having smoked cigars, cigarillos, or little cigars** during the thirty days prior to the survey (females – 0.7%, males – 7.3%).
- When eighth graders were asked their perception about how many students at their grade level in their school had smoked cigarettes during the previous month, **17.7% believed that over one-quarter of their peers had done so.** In fact, **3.7%** of all eighth grade respondents actually **report having smoked cigarettes during the previous month.**

ALCOHOL USE

- **4.2%** of sixth grade respondents (3.7% - aggregate) and **21.4%** of eighth grade respondents (19.8% - aggregate) **report having ever had a drink of alcohol other than for religious reasons** (grade 6: females – 3.3%, males – 5.1%; grade 8: females – 13.5%, males – 31.3%). Further, **5.0%** of sixth graders and **8.0%** of eighth graders **report having done so for the first time before the age of 12.**
- **2.4%** of sixth grade respondents (1.8% - aggregate) and **10.1%** of eighth grade respondents (9.8% - aggregate) **report having had at least one drink of alcohol on at least one occasion during the thirty days prior to the survey.** There was no variation by gender in grade 6 while in grade 8 males (15.9%) report recent alcohol use much more frequently than females (5.3%).
- **5.6%** of eighth grade respondents (5.7% - aggregate) **report having attended parties held in homes in their school district where alcohol use by teens is allowed,** either occasionally or frequently during the twelve months prior to the survey. Male respondents (9.6%) report this experience more frequently than females (2.3%).
- **When eighth graders were asked their perception about how many students at their grade level in their school had used alcohol during the previous month, 35.9% believed that over one-quarter of their peers had done so.** In fact, **10.1%** of all eighth grade respondents actually **report having used alcohol during the previous month.**

ILLEGAL DRUG USE

- **0.5%** of sixth grade respondents (0.6% - aggregate) and **8.0%** of eighth grade respondents (8.5% - aggregate) **report having ever used marijuana** (grade 8: females – 3.4%, males – 13.6%). Further, **3.0%** of eighth graders **report having used marijuana for the first time before the age of 12.**
- **0.3%** of sixth grade respondents (0.4% - aggregate) and **5.3%** of eighth grade respondents (6.0% - aggregate) **report having used marijuana on at least one occasion during the thirty days prior to the survey** (grade 8: females – 2.6%, males – 8.6%).
- **When eighth graders were asked their perception about how many students at their grade level in their school had used marijuana during the previous month, 21.5% believed that at least one-quarter of their peers had done so.** In fact, **5.3%** of all eighth grade respondents actually **report having used marijuana during the previous month.**
- **7.4%** of sixth grade respondents (4.6% - aggregate) and **6.8%** of eighth grade respondents (6.2% - aggregate) **report having sniffed glue, or breathed the contents of spray cans, or inhaled any paints or sprays to get high** at least once during the thirty days prior to the survey. Males in both grades (grade 6 – 9.6%, grade 8 – 12.3%) report using inhalants recently more frequently than females (grade 6 – 5.0%, grade 8 – 2.3%).
- **4.7%** of eighth graders (4.6% - aggregate) **report having used someone else's prescription medication** during the twelve months prior to the survey (females – 2.2%, males – 7.8%).
- **0.8%** of sixth grade respondents (0.6% - aggregate) and **2.9%** of eighth graders (2.5% - aggregate) **report having ever taken steroid pills or shots without a prescription** (grade 8: females – 1.1%, males – 5.1%).
- **1.3%** of sixth grade respondents (0.7% - aggregate) and **11.8%** of eighth grade respondents (7.2% - aggregate) **report having been offered, sold, or given an illegal drug on school property** during the twelve months prior to the survey (grade 8: females – 6.8%, males – 17.9%).

GAMBLING

- **15.3%** of sixth grade respondents (13.8% - aggregate) and **24.2%** of eighth grade respondents (23.4% - aggregate) **report having gambled by betting on the lottery, Keno, sporting events, casino games, cards, or racing** at least once during the twelve months prior to the survey. Male respondents in both grades (grade 6 – 24.2%, grade 8 – 36.4%) report this behavior much more frequently than females (grade 6 – 5.6%, grade 8 – 14.2%). Further, **8.0% of sixth graders** and **13.2% of eighth graders report having gambled** during the prior thirty days.
- **0.5%** of sixth grade respondents (0.6% - aggregate) and **4.5%** of eighth grade respondents (5.0% - aggregate) **report having spent one or more hours online using the internet to gamble** during the previous month (grade 8: females – 1.1%, males – 8.6%).

HIV/AIDS EDUCATION

- **4.8%** of sixth grade respondents (35.8% - aggregate) and **56.7%** of eighth grade respondents (66.9% - aggregate) **report having ever been taught about AIDS or HIV infection in school**. There was little variation by gender in either grade.
- **One-fifth (23.5%)** of sixth grade respondents (27.1% - aggregate) and **31.8%** of eighth grade respondents (33.9% - aggregate) **report having ever talked about AIDS or HIV infection with their parents or other adults in their family** (grade 6: females – 20.6%, males – 26.3%; grade 8: females – 32.2%, males – 31.5%).

SEXUAL BEHAVIOR

- **7.4%** of eighth grade respondents **report having ever had sexual intercourse** compared to 8.5% from the six district aggregate. Male respondents (13.7%) were much more likely to have had this experience than were females (2.3%). Further, **3.9%** of all eighth graders (3.9% - aggregate) **report having had sexual intercourse for the first time before the age of 12**.
- **11.1%** of eighth grade respondents (10.4% - aggregate) **report having ever had oral sex**. Males (19.1%) report this experience much more frequently than females (4.5%).

DIETARY BEHAVIOR

- **56.6%** of sixth grade respondents and **63.0%** of eighth grade respondents **described themselves as being at about the right weight** while many were trying to lose weight (grade 6 – 29.2%, grade 8 – 29.9%) (aggregate: grade 6 – 27.0%, grade 8 – 33.5%) and others were trying to gain weight. In grade 8 female respondents (38.6%) were much more likely to be trying to lose weight than were males (19.5%), while there was very little variation in grade 6.
- During the thirty days prior to the survey, **in order to lose weight or to keep from gaining weight:**
 - **62.3%** of sixth graders (63.5% - aggregate) and **55.2%** of eighth graders (58.6% - aggregate) **report having exercised.**
 - **27.8%** of sixth graders (23.1% - aggregate) and **24.2%** of eighth graders (24.3% - aggregate) **report having eaten less food, fewer calories, or foods low in fat.**
 - **3.2%** of sixth graders (2.1% - aggregate) and **3.5%** of eighth graders (5.1% - aggregate) **report having gone without eating for 24 hours or more.**
 - **0.3%** of sixth graders (0.2% - aggregate) and **2.1%** of eighth graders (two females) (2.0% - aggregate) **report having taken any diet pills, powders, or liquids without a doctor's advice.**
 - **0.8%** of sixth graders (0.5% - aggregate) and **1.2%** of eighth graders (1.9% - aggregate) **report having vomited or taken laxatives.**
- **6.6%** of sixth grade respondents (6.7% - aggregate) and **16.4%** of eighth graders (17.1% - aggregate) **report drinking a caffeinated beverage such as coffee, coffee drinks, tea, soda, sports drinks, or drinks like Red Bull** at least once per day on average during the previous seven days. Males in both grades report doing so more frequently (grade 6: females – 4.5%, males – 8.6%; grade 8: females – 11.2%, males – 22.8%).
- **12.0%** of sixth grade respondents (12.6% - aggregate) and **23.5%** of eighth grade respondents (24.1% - aggregate) **report that they ate breakfast on fewer than five days during the week before the survey.** In both grades, female respondents report doing so more frequently than males.

PHYSICAL ACTIVITY

- **83.7%** of sixth grade respondents (83.4% - aggregate) and **82.0%** of eighth grade respondents (78.4% - aggregate) **report having exercised or participated in physical activity for at least 20 minutes that made them sweat or breathe hard on at least three days during the seven days prior to the survey.** There was little variation by gender in either grade.
- **9.6%** of sixth grade respondents (13.8% - aggregate) and **42.8%** of eighth grade respondents (41.0% - aggregate) **report that they get seven or fewer hours of sleep each night on average** (grade 6: females – 8.4%, males – 10.6%; grade 8: females – 48.3%, males – 36.2%).
- **16.2%** of sixth grade respondents (16.5% - aggregate) and **30.3%** of eighth grade respondents (31.1% - aggregate) **report that they watch TV, play video games, or use a computer for at least 3 hours or more per day on an average school day outside of school.** Males in both grades report doing so most frequently (grade 6: females – 12.8%, males – 19.3%; grade 8: females – 26.8%, males – 34.5%).

HIGH SCHOOL - GRADES 9, 10, 11, AND 12

As mentioned earlier in this report, the Youth Risk Behavior Survey was administered to Acton-Boxborough High School students in grades 9 through 12 during March of 2010. This report is an overview analysis of certain of the results of that survey. The complete tabulations of student responses to that survey are also available for review.

The following includes comparisons with certain of the data from the 2007 Massachusetts Youth Risk Behavior Survey as well as the six district aggregate. It should be noted that some of the questions in this survey were not asked of students in the Massachusetts Youth Risk Behavior Survey.

SAFETY

- **4.2%** of all respondents (5.9% - aggregate) (15% - MA YRBS) **report “never” or “rarely” wearing a seatbelt when riding in a car driven by someone else.** There was little variation by grade (females – 2.5%, males – 5.9%). Among those most likely to drive, 1.5% of 11th graders and 4.4% of 12th graders report “never” or “rarely” wearing a seatbelt when they themselves drive.
- **15.5%** of all respondents (16.3% - aggregate) **report “never” or “rarely” wearing a helmet when they go skiing or snowboarding.** The incidence of not wearing such a helmet increased each year by grade (grade 9 – 11.0%, grade 10 – 16.3%, grade 11 – 16.7%, grade 12 – 18.4%) and was higher among males (females – 13.6%, males – 17.3%).
- **One-fifth (20.5%)** of all respondents (21.2% - aggregate) **report having ridden in a car or other vehicle driven by a minor (under age 21) who had been drinking alcohol or using other drugs** at least once during the thirty days prior to the survey. The incidence of this experience increased each year by grade (grade 9 – 10.0%, grade 10 – 16.1%, grade 11 – 21.1%, grade 12 – 35.9%). Male respondents report this experience most frequently (females – 16.5%, males – 24.2%).
- **8.7%** of all respondents (8.8% - aggregate) (11% - MA YRBS) **report having driven a car or other vehicle when they had been drinking alcohol** on at least one occasion during the thirty days prior to the survey. Respondents from grade 12 (20.1%) were most likely to have done so. The groups which most frequently reported this behavior were 11th grade males (14.1%), 12th grade females (15.8%), and 12th grade males (24.4%). By comparison, **13.9%** (14.4% - aggregate) **report driving a car or other vehicle when they had been using marijuana** during the same period of time.
- **Nearly one-third (31.5%)** of all respondents (33.3% - aggregate) **report having driven a car while using a cell phone to talk or text** at least once during the previous thirty days. Among those most likely to drive, 47.1% of 11th graders and 70.9% of 12th graders report having done so (females – 30.1%, males – 32.6%).
- **15.8%** of all respondents (17.2% - aggregate) **report having been threatened, humiliated, or experienced hostile behaviors from others through electronic communication in any form** during the previous 12 months (grade 9 – 13.3%, grade 10 – 18.9%, grade 11 – 15.4%, grade 12 – 15.8%). There was little variation by gender. Further, **10.5%** of all respondents **report having done so to someone else.**
- **22.7%** of all respondents (21.7% - aggregate) **report having received sexually explicit messages or photos electronically (also called “sexting”)** during the 12 months prior to the survey (grade 9 – 13.9%, grade 10 – 24.0%, grade 11 – 23.5%, grade 12 – 29.6%). Males (25.8%) report this experience more frequently than females (19.4%).

VIOLENCE RELATED BEHAVIORS

- **2.3%** of all respondents (2.9% - aggregate) **report having carried a gun on school property** on at least one occasion during the thirty days prior to the survey (grade 9 – 1.2%, grade 10 – 1.8%, grade 11 – 1.3%, grade 12 – 3.6%). Males report doing so most frequently (females – 0.7%, males – 3.5%).
- **5.2%** of all respondents (5.6% - aggregate) (5% - MA YRBS) **report having carried a weapon such as a gun, knife, or club on school property** on at least one occasion during the thirty days prior to the survey. There was little variation by grade. Males (8.1%) were more likely to have carried a weapon on school property than were females (1.8%). Further, **3.8%** report having done so **during the school day**.
- **3.5%** of all respondents (4.9% - aggregate) (5% - MA YRBS) **report having been threatened or injured by someone with a weapon such as a gun, knife, or club on school property** at least once during the twelve months prior to the survey. There was little variation by grade. Males (5.2%) report this experience more frequently than females (1.4%).
- **5.4%** of all respondents (6.4% - aggregate) (11% - MA YRBS) **report having ever been hurt physically or sexually by a date or someone they were going out with**. The incidence of this experience was highest in grade 12 (7.3%) and lowest in grade 11 (3.8%) (females – 6.8%, males – 4.2%). Among all respondents, **3.1%** (3.3% - aggregate) **report having ever done so to someone else**.
- **12.7%** of all respondents (15.8% - aggregate) **report having been shouted at, sworn at, scared, threatened, or insulted by someone they were dating or going out with** on at least one occasion during the twelve months prior to the survey. The incidence of this experience was lowest in grade 9 (grade 9 – 9.6%, grade 10 – 13.1%, grade 11 – 12.1%, grade 12 – 16.0%). Females report this experience most frequently (females – 14.5%, males – 11.0%). Among all respondents, **10.4%** (13.0% - aggregate) **report having done so to someone else**.
- **14.6%** of all respondents (14.9% - aggregate) (22% - MA YRBS) **report having been bullied in school** during the twelve months prior to the survey. The incidence of this experience decreased each year by grade (grade 9 – 19.1%, grade 10 – 16.7%, grade 11 – 11.4%, grade 12 – 10.0%) and was higher among males (females – 13.1%, males – 15.8%). Further, **3.0%** of all respondents (2.8% - aggregate) **report that they resisted being bullied in school with physical force**.

VIOLENCE RELATED BEHAVIORS (CONT'D)

- **6.1%** of all respondents (6.6% - aggregate) **report having been sexually harassed in school** during the twelve months prior to the survey. The incidence of this experience was lowest in grade 11 (grade 9 – 5.0%, grade 10 – 9.0%, grade 11 – 3.8%, grade 12 – 6.1%). Female respondents (7.4%) report being sexually harassed more often than males (4.8%).
- **One respondent in eight (12.3%)** (13.2% - aggregate) (17% - MA YRBS) **reports having hurt themselves on purpose (cuts, burns, bruises)** on at least one occasion during the previous twelve months (grade 9 – 7.3%, grade 10 – 14.9%, grade 11 – 14.1%, grade 12 – 12.7%). Females (14.9%) report such self-injury more frequently than males (9.9%).

SUICIDE

- **12.5%** of all respondents (11.8% - aggregate) (13% - MA YRBS) **report having seriously considered attempting suicide** during the twelve months prior to the survey. The incidence of this behavior was highest in grade 10 (grade 9 – 8.3%, grade 10 – 16.4%, grade 11 – 11.8%, grade 12 – 13.1%). Female respondents (14.6%) report seriously considering suicide more frequently than males (10.5%).
- **4.0%** of all respondents (4.3% - aggregate) (8% - MA YRBS) **report having actually attempted suicide** on at least one occasion during the twelve months prior to the survey. The incidence of those who report attempting suicide was highest in grade 12 (grade 9 – 2.3%, grade 10 – 4.6%, grade 11 – 2.5%, grade 12 – 5.6%). There was very little variation by gender (females – 3.3%, males – 4.5%).

TOBACCO USE

- **One-sixth (16.9%)** of all respondents (22.2% - aggregate) (46% - MA YRBS) **report having ever tried cigarette smoking, even one or two puffs.** The incidence of lifetime cigarette smoking increased each year by grade (grade 9 – 8.9%, grade 10 – 15.6%, grade 11 – 17.0%, grade 12 – 25.9%) and was higher among males (females – 12.5%, males – 20.6%). Further, **5.0%** of all respondents (6.0% - aggregate) **report having tried cigarette smoking for the first time before the age of 13.**
- **7.8%** of all respondents (11.3% - aggregate) (18% - MA YRBS) **report having smoked cigarettes on at least one day during the thirty days prior to the survey** (grade 9 – 4.3%, grade 10 – 7.6%, grade 11 – 6.5%, grade 12 – 11.9%). Males (10.3%) report recent cigarette use more frequently than females (5.0%).
- **9.6%** of all respondents (11.1% - aggregate) (15% - MA YRBS) **report having smoked cigars, cigarillos, or little cigars** on at least one occasion during the thirty days prior to the survey. 12th graders (19.5%) report this behavior much more frequently than those from the other grades (grade 9 – 3.5%, grade 10 – 7.1%, grade 11 – 8.1%). Males (14.7%) were much more likely to have done so than were females (3.9%).

ALCOHOL USE

- **54.0%** of all respondents (57.4% - aggregate) (73% - MA YRBS) **report having had at least one drink of alcohol (other than for religious reasons) on at least one occasion during their lives and 8.5%** (10.7% - aggregate) (20% - MA YRBS) **report having had their first drink of alcohol before the age of 13.** The incidence of lifetime alcohol use increased each year by grade (grade 9 – 34.1%, grade 10 – 51.6%, grade 11 – 60.8%, grade 12 – 71.8%) (females – 51.2%, males – 56.3%).
- **Nearly one-third (32.5%)** of all respondents (35.1% - aggregate) (46% - MA YRBS) **report having had at least one drink of alcohol on at least one occasion during the thirty days prior to the survey.** The incidence of recent alcohol use also increased each year by grade (grade 9 – 14.5%, grade 10 – 27.5%, grade 11 – 37.7%, grade 12 – 52.3%). Male respondents (34.3%) report doing so slightly more frequently than females (30.5%).
- **21.7%** of all respondents (22.6% - aggregate) (28% - MA YRBS) **report having had five or more drinks of alcohol in a row** (within a couple of hours) on at least one occasion during the thirty days prior to the survey. The incidence of recent binge drinking increased each year by grade (grade 9 – 7.7%, grade 10 – 16.1%, grade 11 – 25.7%, grade 12 – 38.3%). Again, males report this behavior more frequently (females – 18.7%, males – 24.5%).
- **One quarter (24.8%)** of all respondents (27.1% - aggregate) **report having attended parties held in homes in their school district where alcohol use by teens was allowed, either occasionally or frequently** during the twelve months prior to the survey. The incidence of this experience increased each year by grade (grade 9 – 9.5%, grade 10 – 21.4%, grade 11 – 31.7%, grade 12 – 38.4%). There was no variation by gender.
- **When asked their perception about how many students at their grade level in their school had used alcohol during the previous month, 19.3% believed that over three-quarters of their peers had done so and another 34.7% (total of 54.0%) believed that over half had done so. In fact, 32.5% of all respondents actually report having used alcohol during the previous month.**

ILLEGAL DRUG USE

- **29.2%** of all respondents (32.5% - aggregate) (41% - MA YRBS) **report having ever used marijuana** and **3.0%** (4.4% - aggregate) (9% - MA YRBS) **report having done so for the first time before the age of 13**. The incidence of lifetime marijuana use increased significantly each year by grade (grade 9 – 10.6%, grade 10 – 23.4%, grade 11 – 35.1%, grade 12 – 49.5%) (females – 24.5%, males – 33.5%). Further, **21.1%** of all respondents (22.9% - aggregate) (25% - MA YRBS) **report having used marijuana on at least one occasion during the thirty days prior to the survey** (females – 15.5%, males – 26.0%).
- **When asked their perception about how many students at their grade level in their school had used marijuana during the previous month, 7.7% believed that over three-quarters of their peers had done so** and another 21.0% (total of 28.7%) believed that over half had done so. In fact, **21.1%** of all respondents actually **report having used marijuana during the previous month**.
- **7.6%** of all respondents (8.5% - aggregate) **report having used someone else's prescription medication** during the twelve months prior to the survey (grade 9 – 4.8%, grade 10 – 6.7%, grade 11 – 7.2%, grade 12 – 11.3%). There was no variation by gender.
- **3.6%** all respondents (4.9% - aggregate) (9% - MA YRBS) **report having ever used any form of cocaine, including powder, crack, or freebase**. The incidence of lifetime cocaine use was highest among respondents from grade 12 (grade 9 – 2.1%, grade 10 – 3.5%, grade 11 – 1.6%, grade 12 – 6.2%) (females – 2.4%, males – 4.7%).
- **2.9%** all respondents (4.2% - aggregate) **report having sniffed glue, or breathed the contents of spray cans, or inhaled any paints or sprays to get high** on at least one occasion during the thirty days prior to the survey (grade 9 – 1.9%, grade 10 – 2.3%, grade 11 – 0.7%, grade 12 – 5.4%) (females – 1.4%, males – 4.2%).
- **4.0%** of all respondents (5.1% - aggregate) (7% - MA YRBS) **report having ever used MDMA (i.e. ecstasy, "E", "X")** (grade 9 – 2.4%, grade 10 – 3.2%, grade 11 – 2.3%, grade 12 – 6.7%). Male respondents (4.9%) report doing so slightly more frequently than females (2.9%).

ILLEGAL DRUG USE (CONT'D)

- **7.5%** all respondents (8.1% - aggregate) **report having ever used any “other type” of illegal drug such as LSD (acid), PCP, mushrooms, Ketamine (Special K), Rohypnol (Roofies), or GHB.** The incidence of this behavior was highest in grade 12 (grade 9 – 3.7%, grade 10 – 6.5%, grade 11 – 5.8%, grade 12 – 13.4%) and was higher among males (females – 4.6%, males – 10.1%).
- **Nearly one-fourth (23.2%)** of all respondents (18.0% - aggregate) (27% - MA YRBS) **report having been offered, sold, or given an illegal drug on school property** on at least one occasion during the twelve months prior to the survey. The incidence of this experience increased each year by grade (grade 9 – 15.2%, grade 10 – 22.8%, grade 11 – 26.2%, grade 12 – 29.2%). Male respondents (29.5%) were much more likely to have been offered, sold, or given an illegal drug on school property than were females (16.2%).

GAMBLING

- **27.0%** of all respondents (27.5% - aggregate) **report having gambled by betting on the lottery, Keno, sporting events, casino games, cards, or racing** at least once during the twelve months prior to the survey (grade 9 – 24.5%, grade 10 – 22.4%, grade 11 – 27.6%, grade 12 – 33.1%). Further, male respondents (39.0%) report doing so much more frequently than females (13.7%). In fact, **15.4%** of all respondents (16.2% - aggregate) **report having gambled during the previous month.**
- **3.7%** of all respondents (4.5% - aggregate) **report having spent one or more hours online using the internet to gamble** during the previous month. There was little variation by grade. Male respondents report having done so most frequently (females – 1.4%, males – 5.7%).

HIV/AIDS EDUCATION

- **43.6%** of all respondents (44.7% - aggregate) **report having ever talked about AIDS or HIV infection with their parents or other adults in their family.** The incidence of this experience increased each year by grade (grade 9 – 34.7%, grade 10 – 39.8%, grade 11 – 49.2%, grade 12 – 52.4%) and there was little variation by gender (females – 45.1%, males – 42.3%).
- **93.7%** of all respondents (92.7% - aggregate) (89% - MA YRBS) **report having ever been taught about AIDS/HIV infection in school.** There was very little variation by grade or gender.

SEXUAL BEHAVIOR

- **24.3%** of all respondents (26.4% - aggregate) (44% - MA YRBS) **report having ever had sexual intercourse.** The incidence of lifetime sexual intercourse increased each year by grade (grade 9 – 8.9%, grade 10 – 19.5%, grade 11 – 25.5%, grade 12 – 45.4%). Males report this behavior slightly more frequently (females – 22.8%, males – 25.8%). Further, **3.4%** of all respondents (3.6% - aggregate) (6% - MA YRBS) **report having had sexual intercourse for the first time before the age of 13.**
- **7.1%** of all respondents (7.3% - aggregate) (12% - MA YRBS) **report having had sexual intercourse with four or more partners** during their lives. The incidence of this behavior was highest in grade 12 (grade 9 – 3.1%, grade 10 – 6.0%, grade 11 – 5.2%, grade 12 – 13.5%) and was slightly higher among males (females – 5.7%, males – 8.4%).
- **One respondent in five (20.0%)** (20.7% - aggregate) (33% - MA YRBS) **reports having had sexual intercourse on at least one occasion during the three months prior to the survey.** The incidence of recent sexual intercourse increased each year by grade (grade 9 – 7.8%, grade 10 – 15.5%, grade 11 – 18.4%, grade 12 – 39.7%) (females – 18.7%, males – 21.2%).
- **6.9%** of all respondents (8.0% - aggregate) **report having drunk alcohol or used drugs before they had sexual intercourse the last time** (grade 9 – 2.7%, grade 10 – 5.3%, grade 11 – 7.0%, grade 12 – 12.0%) (females – 4.8%, males – 8.7%).
- **Nearly one-third (32.3%)** of all respondents (35.0% - aggregate) **report having ever had oral sex, either given or received.** The incidence of lifetime oral sex increased each year by grade (grade 9 – 12.4%, grade 10 – 29.5%, grade 11 – 35.0%, grade 12 – 54.4%). Males report this experience more frequently than females (females – 30.3%, males – 34.2%). Further, **30.8%** of all respondents (32.4% - aggregate) **report having oral sex at least once during the previous twelve months.**
- **When asked their perception about how many students at their grade level in their school had ever had sexual intercourse, 20.7% believed that more than half of their peers had done so.** In fact, **24.3%** of all respondents actually report having ever had sexual intercourse.

DIETARY BEHAVIOR

- While **60.9%** of all respondents **described themselves as being at about the right weight**, **37.3%** (38.8% - aggregate) (46% - MA YRBS) were **trying to lose weight**. Females (54.1%) were much more likely to be trying to lose weight than were males (22.2%) who were much more likely to be trying to gain weight.
- During the thirty days prior to the survey, **in order to lose weight or to keep from gaining weight**:
 - **60.3%** of all respondents (60.5% - aggregate) **report having exercised**. (females – 68.2%, males – 53.3%)
 - **34.2%** of all respondents (32.6% - aggregate) **report having eaten less food, fewer calories, or foods low in fat**. (females – 50.0%, males – 20.0%)
 - **6.5%** of all respondents (7.2% - aggregate) (11% - MA YRBS) **report having gone without eating for 24 hours or more**. (females – 9.9%, males – 3.3%)
 - **3.4%** of all respondents (3.5% - aggregate) (6% - MA YRBS) **report having taken diet pills, powders, or liquids without a doctor's advice**. (females – 3.3%, males – 3.2%)
 - **3.9%** of all respondents (3.6% - aggregate) (5% - MA YRBS) **report having vomited or taken laxatives**. (females – 5.8%, males – 2.2%)
- **Nearly one-quarter (23.5%)** of all respondents (25.3% - aggregate) **report drinking a caffeinated beverage such as coffee, coffee drinks, tea, soda, sports drinks, or drinks like Red Bull** at least once per day on average during the previous seven days. The incidence of this behavior increased each year by grade (grade 9 – 18.6%, grade 10 – 21.9%, grade 11 – 23.7%, grade 12 – 29.0%). Males (24.9%) report drinking caffeinated beverages more frequently than females (21.6%).
- **29.9%** of all respondents (32.5% - aggregate) **report having eaten breakfast on fewer than five days during the week prior to the survey**. The incidence of this behavior was highest in grades 11 and 12 (grade 9 – 25.9%, grade 10 – 23.7%, grade 11 – 33.6%, grade 12 – 36.2%). There was no variation by gender.

PHYSICAL ACTIVITY

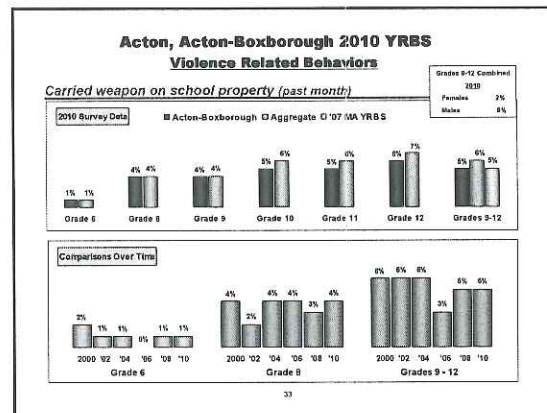
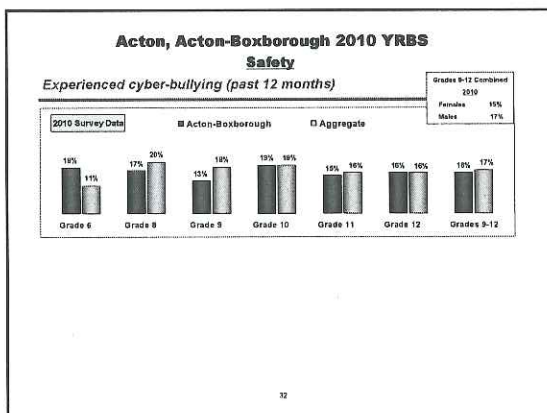
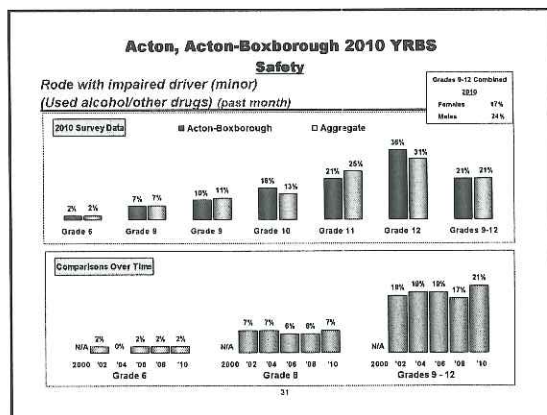
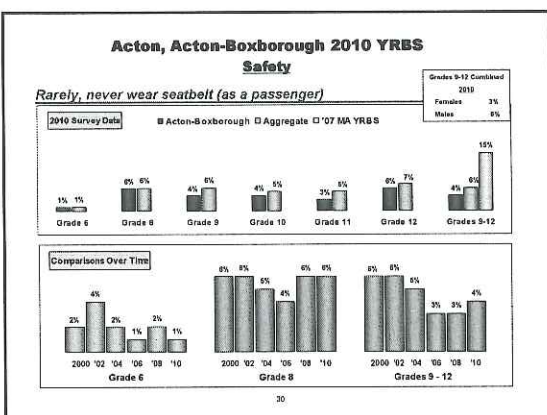
- **78.2%** of all respondents (74.3% - aggregate) **report having exercised or participated in physical activities for at least 20 minutes on at least three days during the week prior to the survey.** The incidence of such regular exercise varied little by grade or gender (females – 77.3%, males – 79.5%).
- **64.9%** of all respondents (64.6% - aggregate) **report that they get seven or fewer hours of sleep each night on average.** The incidence of this behavior increased each year by grade (grade 9 – 56.4%, grade 10 – 64.0%, grade 11 – 69.0%, grade 12 – 71.5%). Females report doing so most frequently (females – 70.4%, males – 60.1%).
- **More than one-third (36.1%)** of all respondents (36.9% - aggregate) **report that they watch television, play video games, or use a computer 3 hours or more per day on an average school day outside of school.** The incidence of this behavior was highest in grade 12 (grade 9 – 31.6%, grade 10 – 31.2%, grade 11 – 38.7%, grade 12 – 42.6%) and was higher among males (females – 31.2%, males – 40.6%).

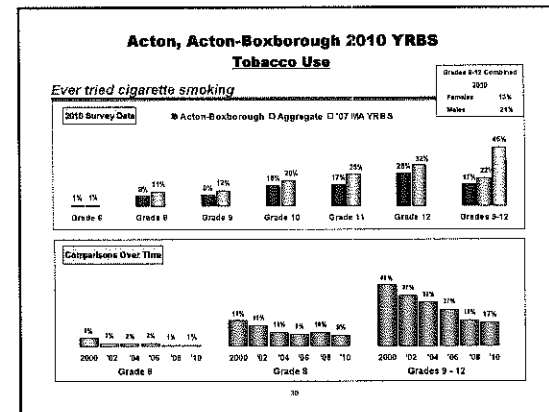
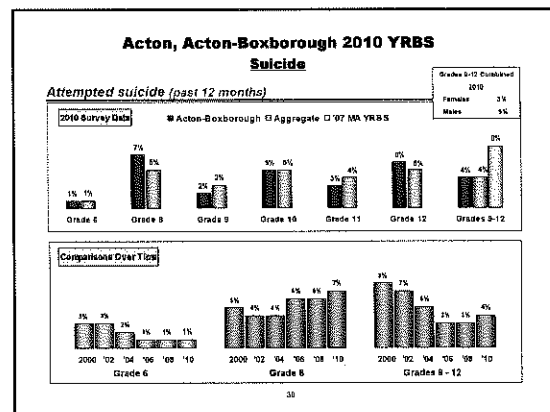
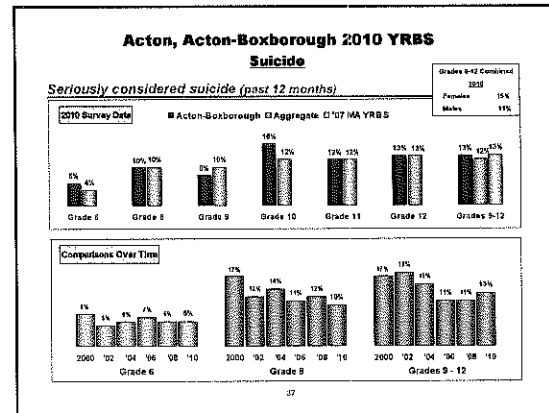
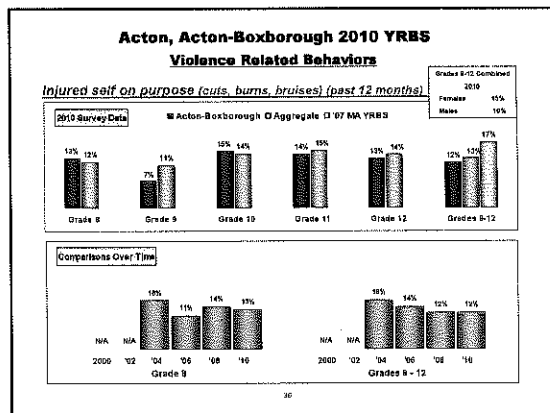
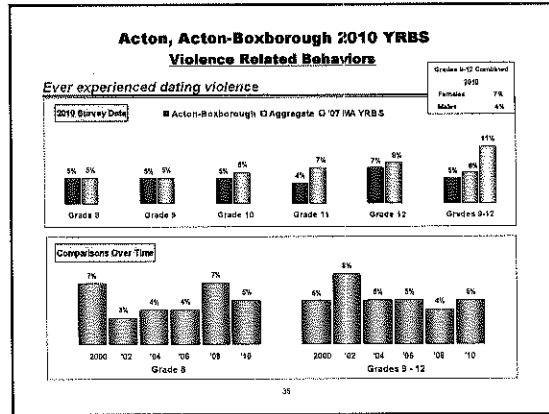
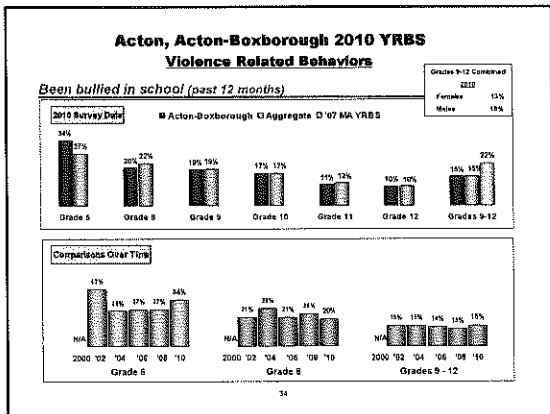
APPENDIX
TO THE
REPORT ON
THE 2010 YOUTH RISK BEHAVIOR SURVEY
FOR STUDENTS IN GRADES 6, 8, 9, 10, 11, AND 12
FOR THE
ACTON PUBLIC SCHOOLS
AND THE
ACTON-BOXBOROUGH REGIONAL SCHOOLS

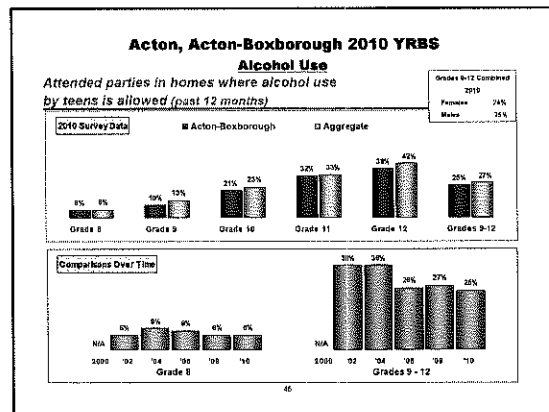
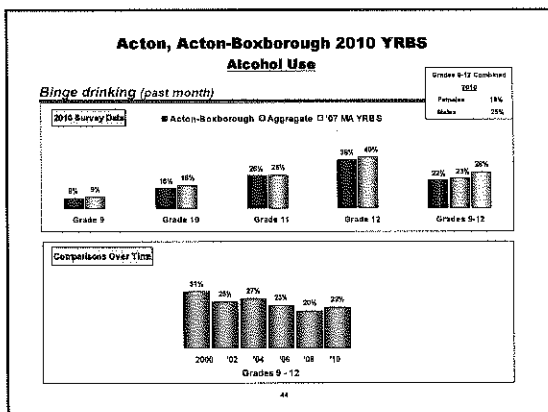
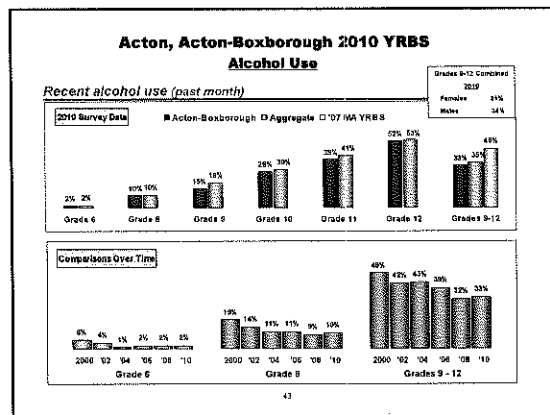
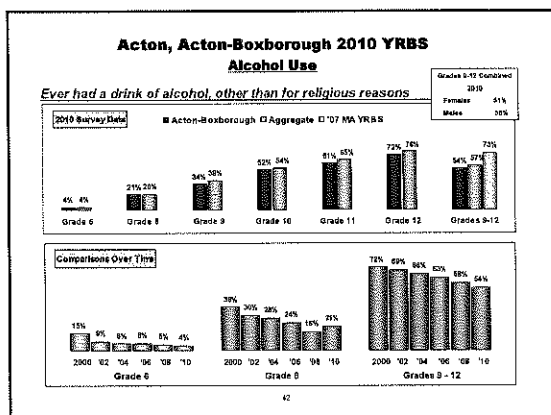
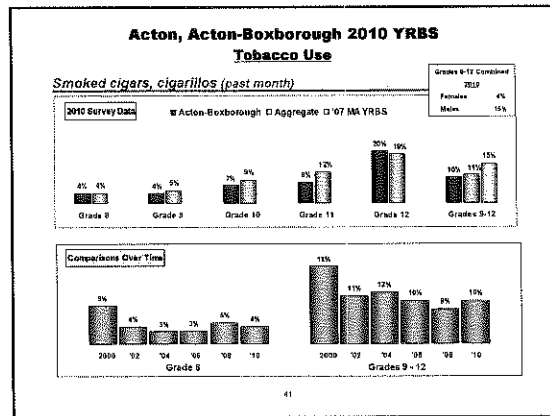
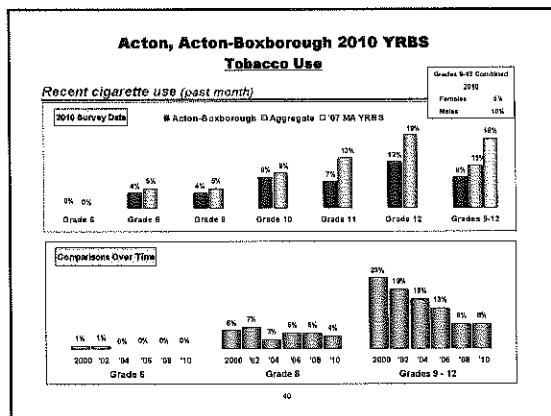
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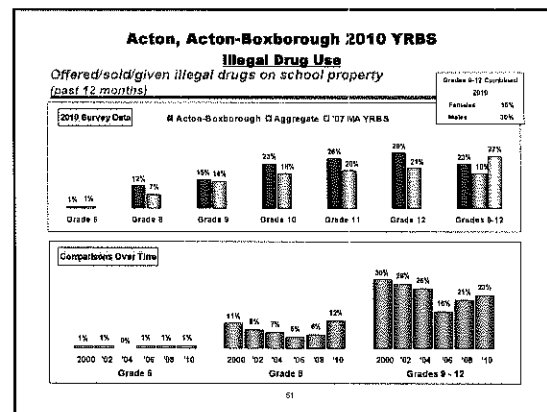
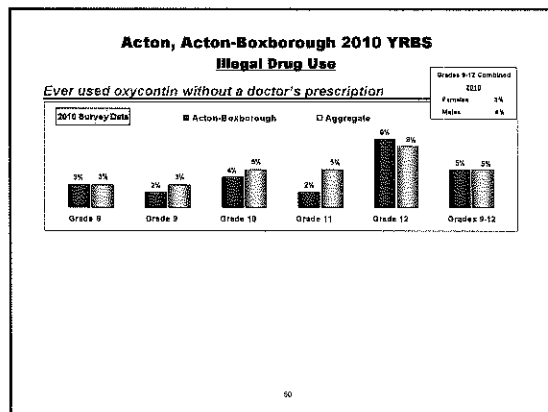
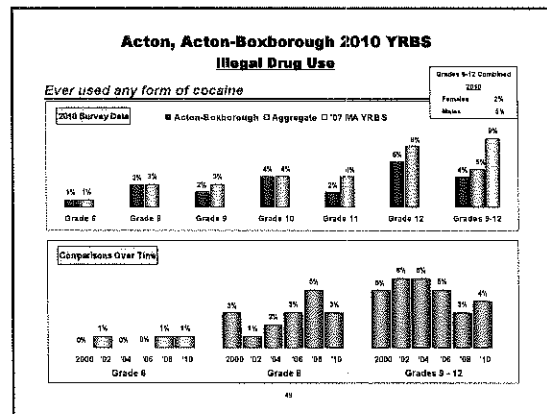
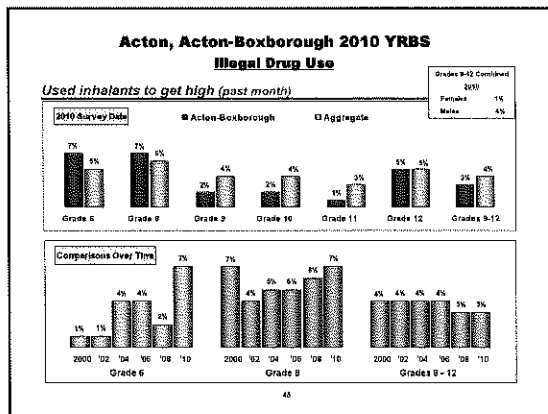
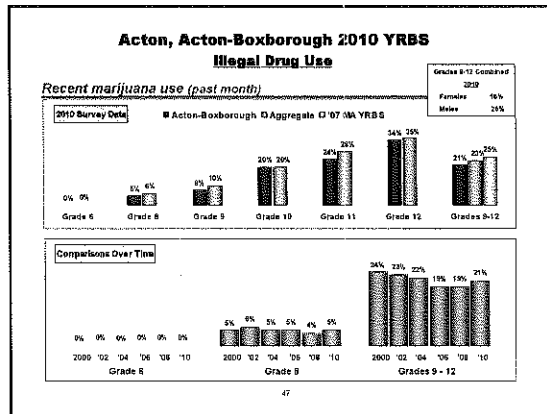
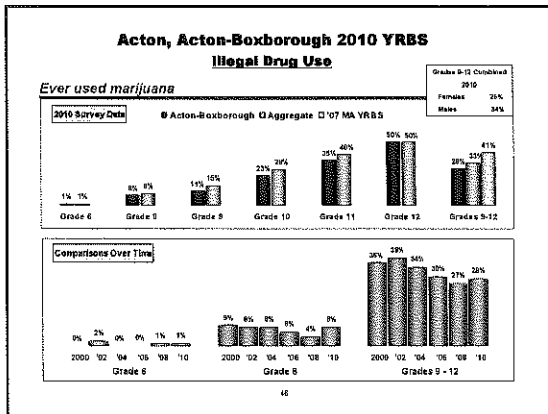
APPENDIX A
THE 2010 EMERSON YRBS
ACTON-BOXBOROUGH REGIONAL SCHOOLS
SELECTED COMPARISONS
WITH RESULTS FROM
THE 2010 SEVEN DISTRICT AGGREGATE
AND
THE 2007 MASSACHUSETTS YRBS
(HIGH SCHOOL ONLY)
AND
COMPARISONS OVER TIME

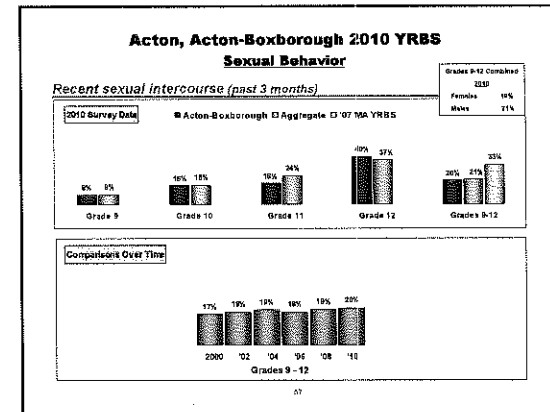
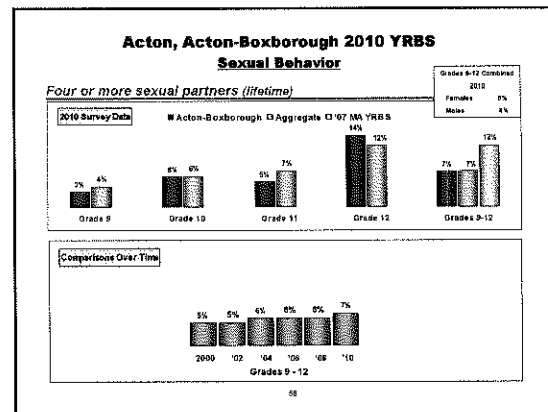
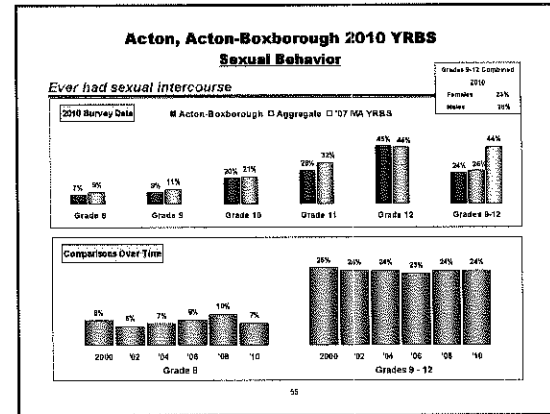
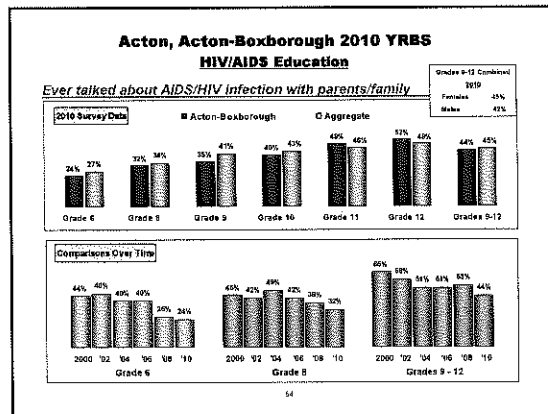
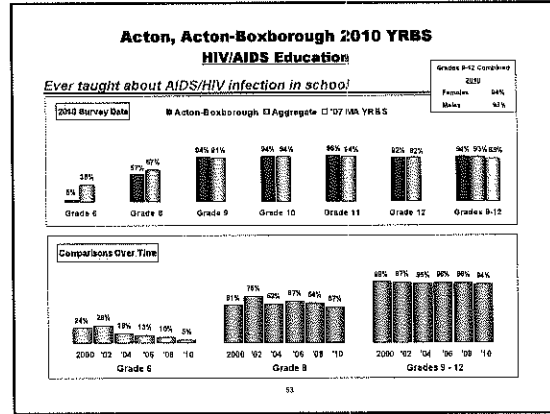
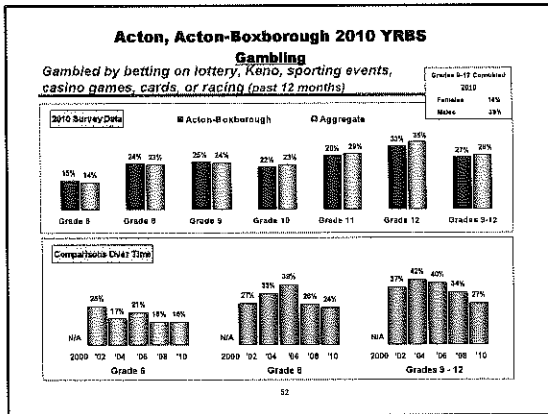
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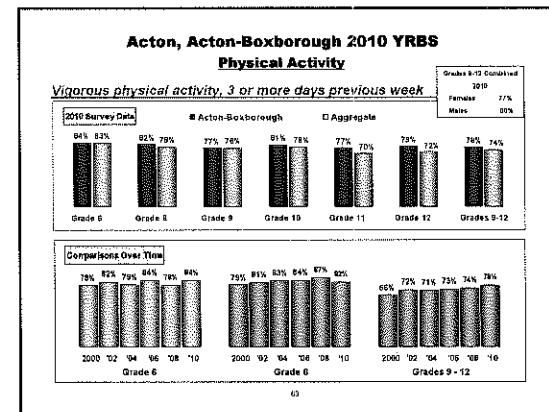
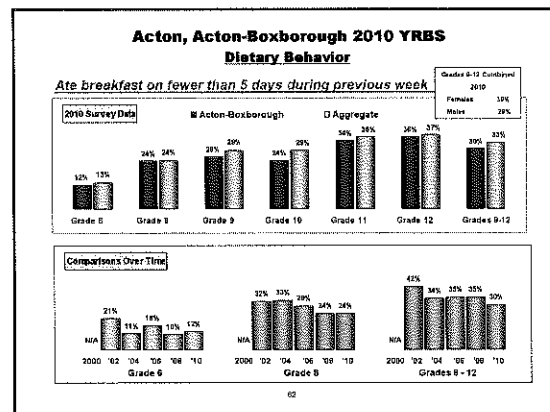
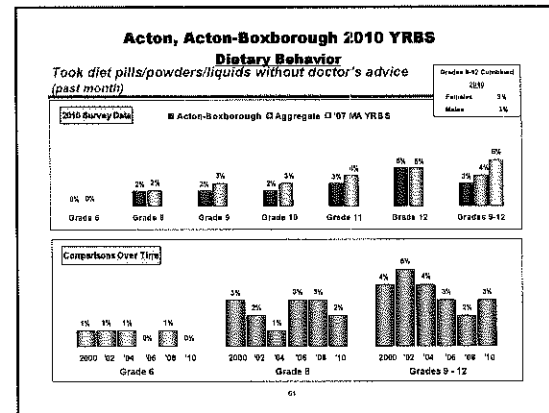
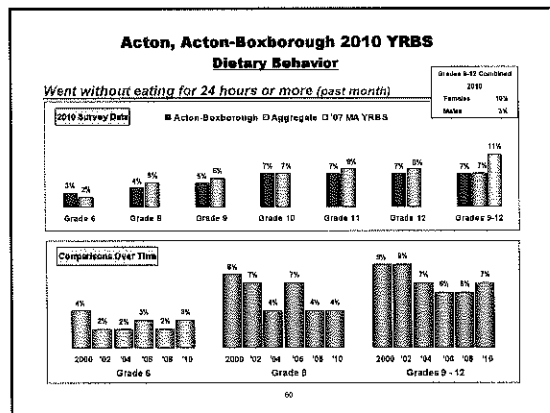
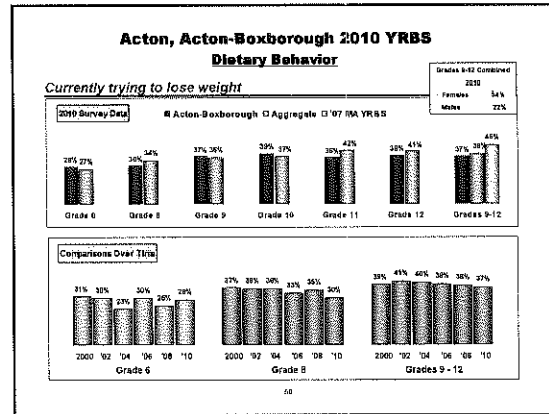
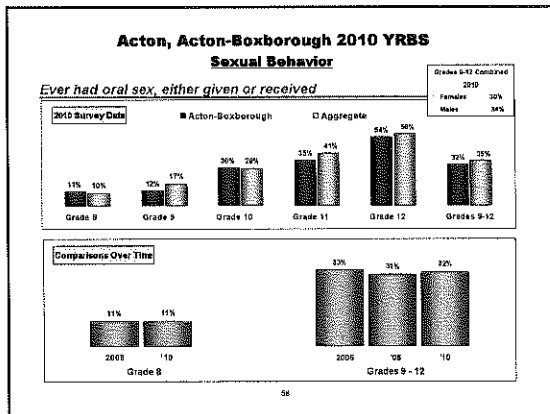


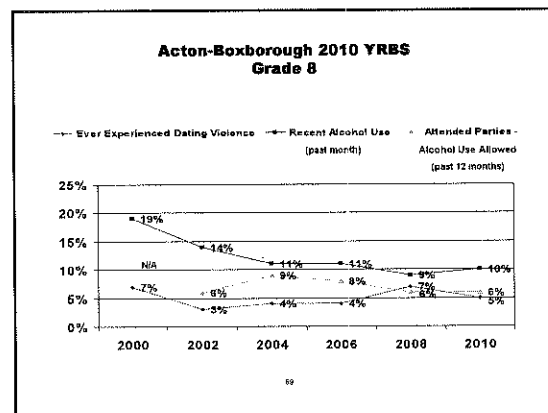
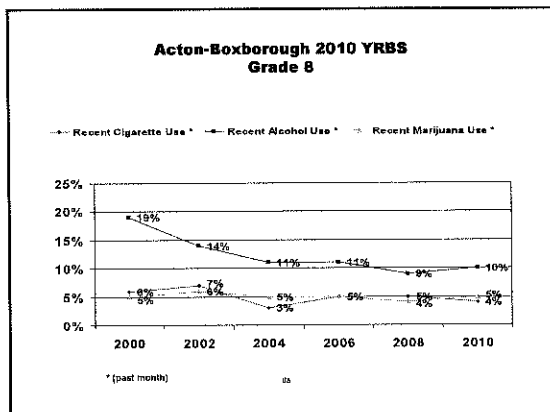
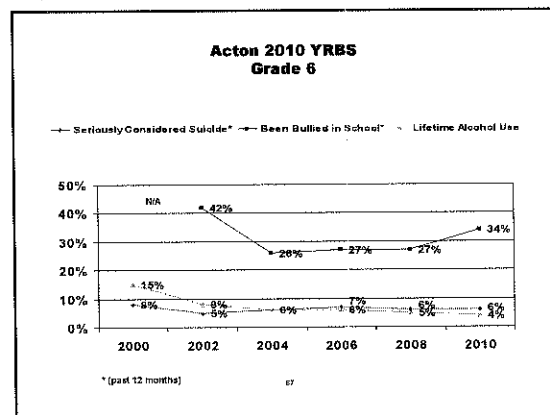
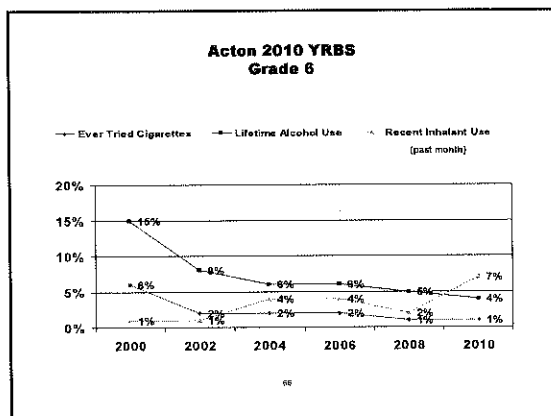
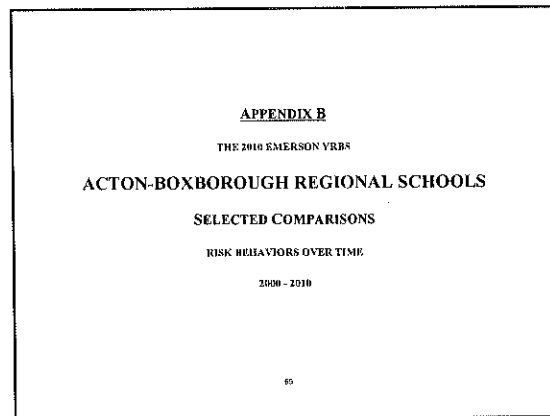
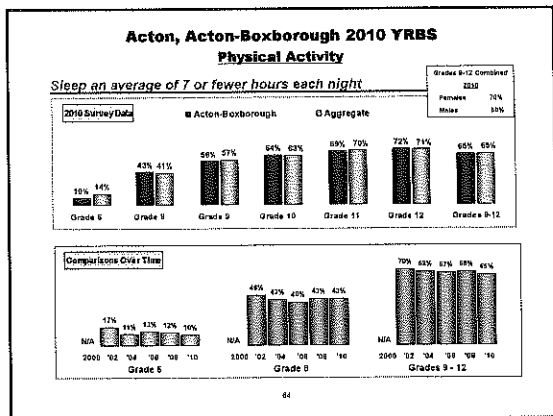


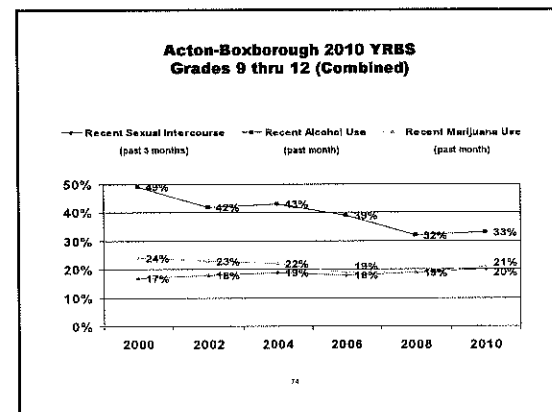
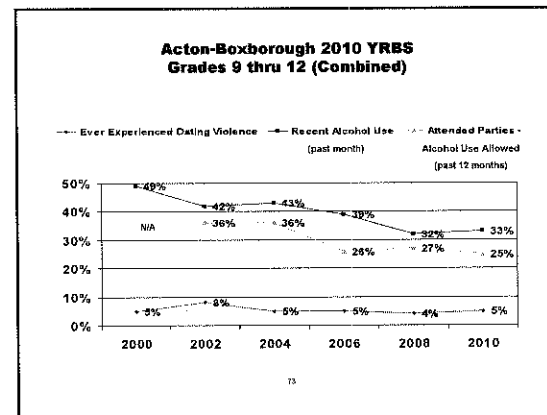
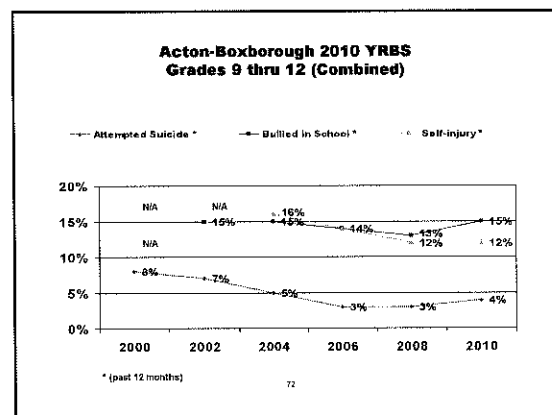
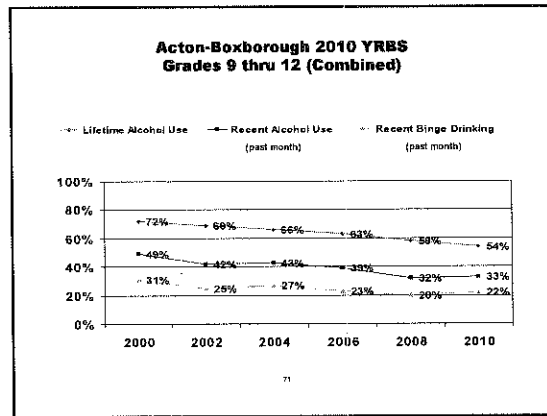
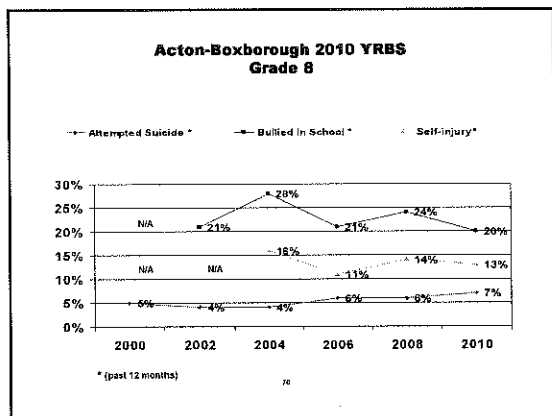












APPENDIX C

THE 2010 EMERSON YRBS

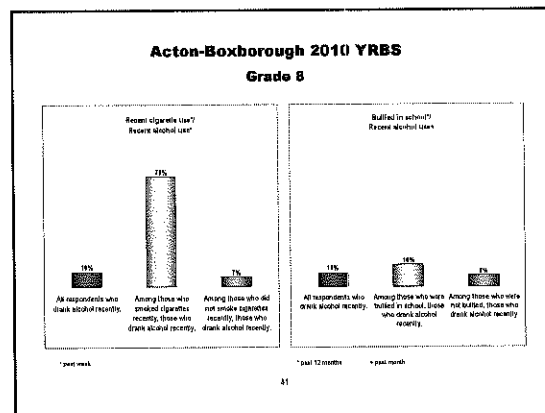
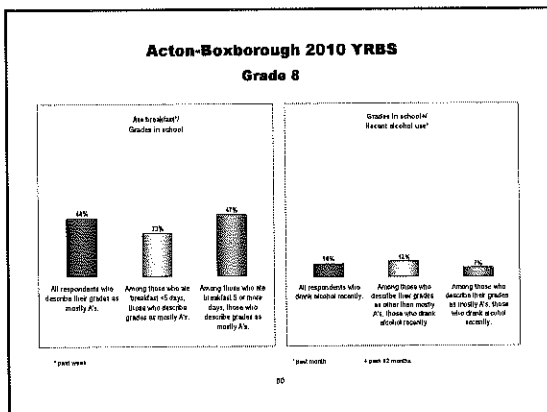
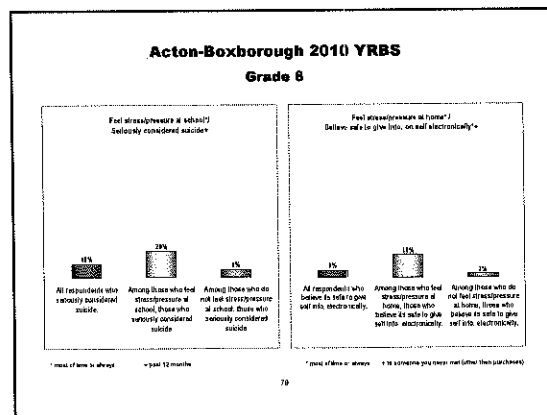
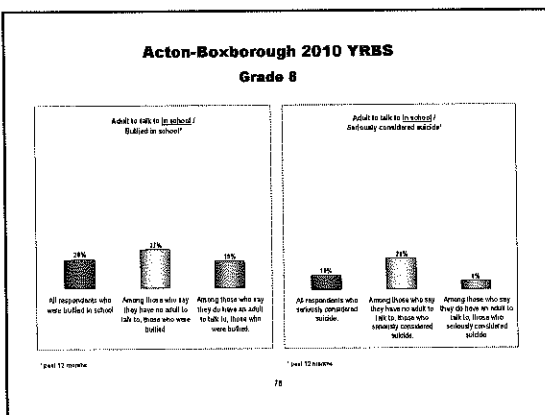
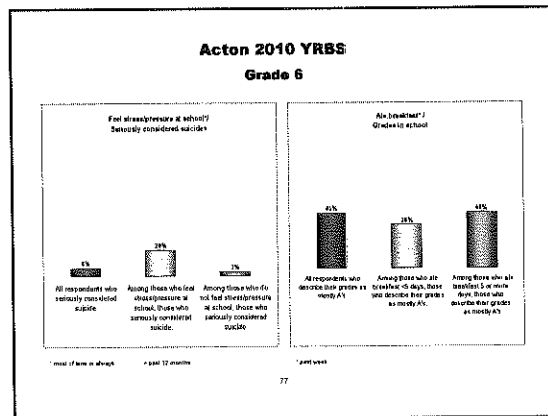
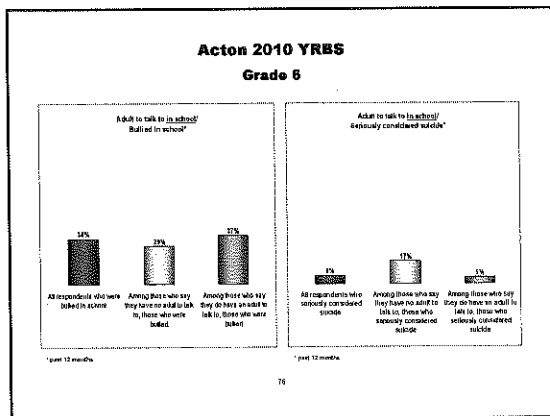
ACTON-BOXBOROUGH REGIONAL SCHOOLS

SELECTED COMPARISONS

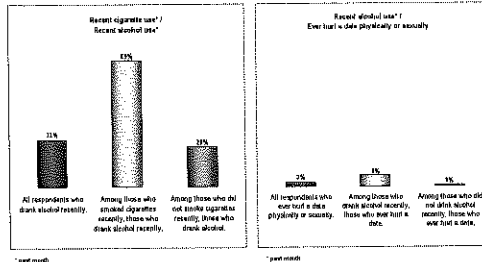
BEHAVIORAL/EXPERIENTIAL

CROSS-TABULATIONS

75

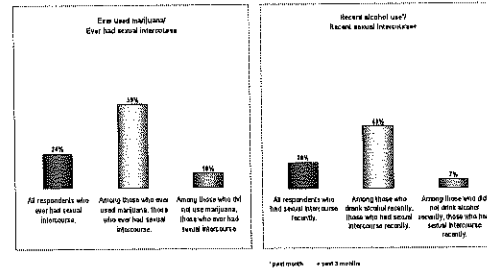


**Acton-Boxborough 2010 YRBS
Grades 9 thru 12 (Combined)**



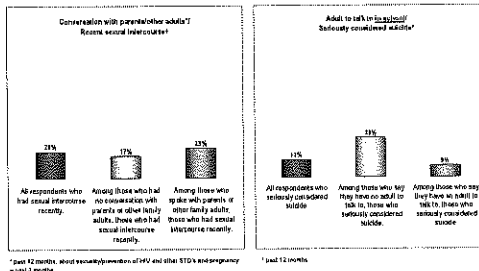
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**Acton-Boxborough 2010 YRBS
Grades 9 thru 12 (Combined)**



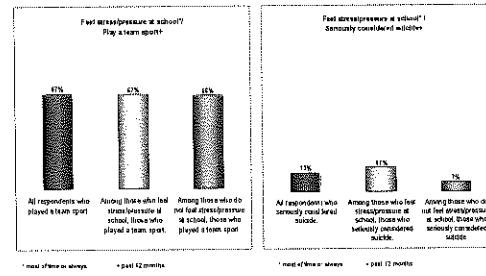
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**Acton-Boxborough 2010 YRBS
Grades 9 thru 12 (Combined)**



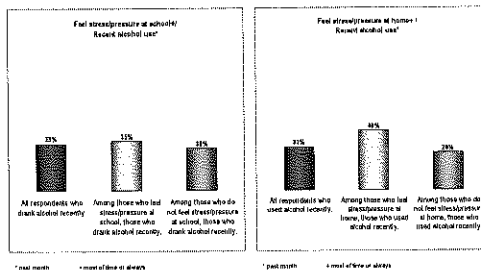
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**Acton-Boxborough 2010 YRBS
Grades 9 thru 12 (Combined)**



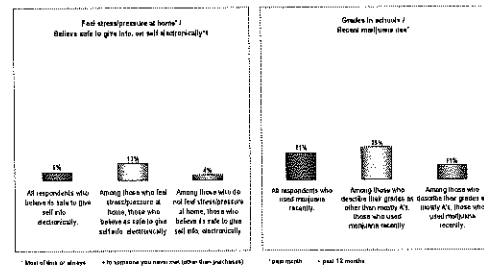
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**Acton-Boxborough 2010 YRBS
Grades 9 thru 12 (Combined)**



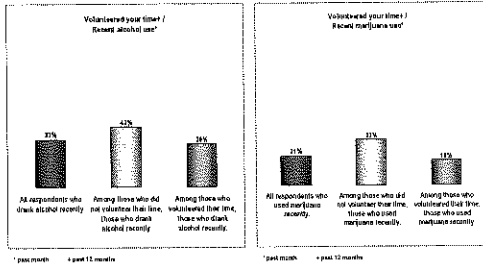
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**Acton-Boxborough 2010 YRBS
Grades 9 thru 12 (Combined)**



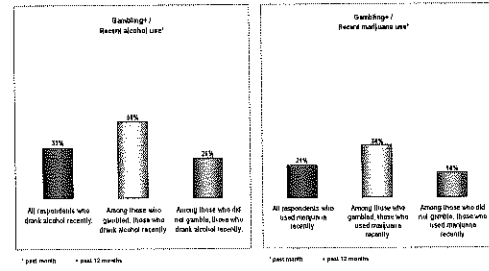
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**Acton-Boxborough 2010 YRBS
Grades 9 thru 12 (Combined)**



10

**Acton-Boxborough 2010 YRBS
Grades 9 thru 12 (Combined)**



10

March 24, 2011

Dear Members of the School Committee.

In recent School Committee meetings the issue of "unequal" fundraising by PTOs has been raised yet again with some disparaging remarks. It is disheartening to have the hard work of parents in this town in the support of their children's education come under fire once again. While I can understand some of the concerns expressed by some committee members, it does not help or address the underlying issue behind why parents are fundraising—i.e., to provide assistance our teachers because of the burgeoning class sizes. Pitting one school against another does nothing to address the concern of all Acton parents that classes are just too large and that our children's education is being affected.

If we start down this path of "equalizing" everything in the schools we will be heading down a very slippery slope. We would need to start looking at all the "extras" that each school has to make sure there is no added advantage. So, does the fact that one school has a reading program or a language program or an arts program give them an unfair advantage over other schools? Does one school having more parent volunteers help out in the classrooms give that school more benefits? So what's next? Limit the number of parents who can volunteer in the classrooms? Limit the type of parent who can volunteer? Do we consider a parent's time, if they are highly educated, more valuable so they are therefore not allowed in the classroom for fear of an unfair advantage? Where this will lead us is to a cookie-cutter school system where there is no distinctive difference between any of the schools and no active involvement from parents whatsoever. This is not what Acton schools are about. The differences in the schools and active parent involvement are what make our schools unique and appealing to all those people who want to move to Acton because of our great school system.

So rather than attacking the help that parents are willing to offer, the School Committee would do better to ask and listen to the parents', teachers', school administrators' and especially the students' concerns about class sizes. I'm sure that every parent from Kindergarten to 12th Grade would love to forego yet another wrapping paper fundraiser but that is not our reality until class sizes are addressed by the leaders of this community.

Respectfully Submitted,

Parents of a 4th & 1st Grader

April 27, 2011

10.9.2

Mr. John Petersen, Acton Public School Committee
Ms. Brigid Bieber, Acton-Boxborough Regional School Committee
36 Charter Rd.
Acton, MA 01720

APR 28 2011 10:10:51

DOCUMENT REQUEST : This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10).

Dear Ms. Bieber and Mr. Petersen,

We are requesting that we be provided copies of all email communications between Acton Public School Committee or Acton-Boxborough Regional School Committee members and any other individual or group that relate to the AEA contract negotiation, between approximately January 1, 2009 and the present.

This request includes any private email accounts used by School Committee members for public business. Attached are examples of emails circulated to and from individual's private email accounts to show that members of the School Committee routinely use these to communicate School Committee business.

One set of documents would be sufficient. We prefer to receive electronic copies of the requested documents. If you expect the costs to exceed \$ 50.00, please provide a detailed fee estimate.

As you may be aware, the Public Records Law requires you to provide us with a written response within 10 calendar days. If you cannot comply with our request, you are statutorily required to provide an explanation in writing.

Cordially yours,



Allen Nitschelm
9 Marian Rd.
Acton MA 01720

Charles Kadlec
19 Paul Revere Rd.
Acton, MA 01720

Attachments: Copies of emails showing personal email accounts to conduct SC business.

From: Terry Lindgren <terence.lindgren@gmail.com>
Subject: **questions for this afternoon at 4:15**
Date: February 23, 2010 12:28:01 PM EST
To: Peter Montalbano <PMontalbano@mail.ab.mec.edu>
Cc: John Petersen <john.s.petersen@verizon.net>, Brigid Bieber <brigid.bieber@yahoo.com>, Marie Altieri <maltieri@mail.ab.mec.edu>

Please carefully talk through your proposal expressing the goal of the proposal and explaining the assumptions behind each piece of the proposal. Of specific interest is the answer to the question of why it is appropriate to assume that one should expect an increase every year.

Some specific questions for after you talk through the proposal are:

1. What is the AEA calculated difference in total compensation at the beginning of FY14 in AEA proposal as compared to NSC expressed as \$/median teacher? What percentage in salary growth does this represent over the 3 yr contract?
2. What is AEA calculated difference in 3yr total contract cost AEA vs NSC (assuming no change in employment, retirees replaced)?
3. Point of clarification: How would AEA like Supermax to appear in contract. provide sample table? We want to make sure we're talking about the same thing.
4. Why did the AEA propose no change to ERI?
5. Please explain whether you believe this proposal will support an argument in favor of an override at the end of the contract period. If the answer is yes, please explain how/why you think so.

hanks.

9-21-10

From: Terry Lindgren <terence.lindgren@gmail.com>
Subject: **Re: tomorrow morning**
Date: September 28, 2010 7:03:34 PM EDT
To: Terry Lindgren <terence.lindgren@gmail.com>
Cc: Brigid Bieber <brigid.bieber@yahoo.com>
1 Attachment, 42.7 KB

AEA starting ...cx (42.7 KB)

On Sep 28, 2010, at 7:02 PM, Terry Lindgren wrote:

Here is where I think the discussion on where the proposal is sits at this moment in time. I am neither for nor against this; but I think it reflects at least some of the thought in the NSC. What I hope is that that thought might be clarified to a degree that this simple table can be filled in unambiguously.

thank you all,t

On Sep 29, 2010, at 12:00 PM, Brigid Bieber wrote:

Hello- I sent a note around last week, but no one responded for tomorrow morning, (although Beth did post a meeting for us).

So, are we on or not? Terry, assuming we meet, did you have something you were writing up to share with the group? Not sure how we left that.

Thanks everybody- Brigid

April 27, 2011

Mr. John Petersen, Acton Public School Committee
Ms. Brigid Bieber, Acton-Boxborough Regional School Committee
36 Charter Rd.
Acton, MA 01720

APR 28 2011 4:35 PM

OPEN MEETING LAW COMPLAINT

Dear Ms. Bieber and Mr. Petersen,

On March 22-24, 2011, we requested copies of all minutes and exhibits from the School Committee's Executive Sessions related to recent contract negotiations with the school unions. This would cover a period of time roughly 1/1/09 to the present. This would include minutes and exhibits from the Executive Sessions of all subcommittees that dealt with these subject matters.

On April 16, 2011, we were given approx. 800 pages of documents in response to our request. It was stated to us on April 18 that this represented all materials that would be released. No list of missing materials or exhibits was provided as requested, although it was acknowledged that there were over a dozen missing documents and several redactions from what was provided.

We believe that the denial of all the missing Executive Session Records and Minutes, including sections of minutes that have been redacted, is contrary to the requirements of the Open Meeting Law, and we thus appeal their denial.

This should include, but not be limited to, the following records:

1. School Committee Executive Session Meeting of 3/4/10;
School Committee Executive Session Meeting of 5/3/10;
School Committee Executive Session Meeting of 7/28/10;
School Committee Executive Session Meeting of 3/11/11;

And any other School Committee Executive Session minutes not provided;

2. The School Committee's Negotiating Subcommittee Executive Session Meeting of 10/28/09;

The School Committee's Negotiating Subcommittee Executive Session Meeting of 11/25/09;

The School Committee's Negotiating Subcommittee Executive Session Meeting of 12/23/09;

The School Committee's Negotiating Subcommittee Executive Session Meeting of 1/13/10;

The School Committee's Negotiating Subcommittee Executive Session Meeting of 2/17/10;

The School Committee's Negotiating Subcommittee Executive Session Meeting of 3/3/10;

And any other School Committee's Negotiating Subcommittee's Executive Session minutes not provided (a total of approx. 10 sets were estimated to be withheld by B. Bieber email of 4/18/11 – See Exhibit D)

3. The following records were supplied with portions redacted. We challenge the validity of the redaction of these records and request that clean, non-redacted copies be provided for the following documents:

School Committee meeting of 6/3/10 (see Exhibit C)

School Committee meeting of 1/26/11 (see Exhibit C)

School Committee handout of 2/4/11 or 2/9/11 (spreadsheet, column totals under “# change FY11-13” and “% change FY11-13” whited out.) (See Exhibit K)

And any other records which have been redacted.

4. We would like to appeal any documents that have been withheld. According to B. Bieber's email of 4/18/11 (Exhibit D), approx. 5 such documents have been withheld.

1. GROUNDS FOR FIRST COMPLAINT – MINUTES THAT HAVE BEEN WITHHELD

In Ms. Bieber's email dated 4/18/11 (Exhibit D), she said that records were being withheld because of “attorney-client privileged[d].” However, since the scope of our request only included information related to the union negotiations, **and these negotiations have been completed**, there is no longer a valid reason to withhold any of this information, including legal advice to the School Committee from its

attorneys. Otherwise, the minutes could be withheld indefinitely under this pretext, which is contrary to the spirit and the letter of the Open Meeting Law.

Furthermore, given the Acton Public School Committee's and Acton-Boxborough Regional School Committee's recent Open Meeting Law violations (see Middlesex District Attorney's finding on April 13, 2010 of five separate Open Meeting Law violations by the Committees- See Exhibit E), the Committees should err on the side of transparency.

Furthermore, based on the minutes that have been provided to date, we do not believe that the schools have received confidential legal advice that are reflected in the minutes.

First, several minutes with the attorney present have been released. Having the attorney attend the meeting evidently does not automatically result in the minutes being withheld.

Second, several sets of minutes with redactions have not had the attorney present at the meeting (see Exhibit C.) How can one claim attorney-client privilege when the attorney is not even present?

Third, most sets of minutes are sparsely detailed. If the attorney is giving specific legal advice, he can do so in a confidential memorandum that does not need to be disclosed. When two- or three-hour meetings are reported in four sentences, we doubt any confidential legal advice is being reported.

And if there is specific confidential legal advice, the School Committee can argue for the redaction of that specific section. Withholding entire sets of minutes from release is clearly unwarranted.

We believe that the School Committees' citation of attorney-client privilege is an excuse. It was stated publicly (and one set of minutes confirms (3/24/11—see Exhibit B)) that the schools believe documents may be withheld because of "future contract negotiations." We believe this is the real reason the School Committee wishes to withhold these minutes.

This excuse could be used to withhold all minutes, however, since anything done today will affect tomorrow. At the March 24, 2011 School Committee meeting, Mr. Petersen opined that this argument could prevent the minutes' release "in perpetuity."

The reality is that new contract negotiations will not start for at least a year and new contracts will not take effect until July, 2013. Future School Committees are not bound by any decisions made now, and therefore we challenge this as a valid reason to withhold these documents.

Based on the changing excuses for not releasing these minutes, and the School Committee's recent history of violations, we ask that all materials be released as originally requested.

2. GROUNDS FOR SECOND COMPLAINT – LACK OF DETAIL OF SPECIFIC MINUTES

The minutes that were provided to us are often lacking in the detail necessary under the law. In some cases, it is impossible to determine what has transpired during the meeting, who was actually present, who expressed what opinion, or even whether a quorum of members was present to conduct negotiations. In several cases, two- or three-hour discussions are summarized in just a few sentences. This deprives the public from knowing what really transpired at these meetings.

We refer you to the Open Meeting Law (OML) briefing on the Acton Town website. On page 30, it specifically states that all minutes must contain a "Summary of matters discussed." It is not OML compliant to include in minutes a statement such as "A lively discussion was engaged in by those present" without summarizing who said what, as occurred on 2/23/10, for example (see below and Exhibit H).

We submit that the following minutes (or meetings) suffer from these deficiencies and request the original meeting notes for these meetings be provided. These are required under the public documents law to be kept for at least 3 years so long as they differ substantially from the approved minutes.

Alternatively, the Committees could revise the minutes to make them much more descriptive.

If the minutes are not going to be revised and the original notes taken for the minutes are unavailable or will not be released, please let us know as soon as possible so we may submit a timely appeal to the Attorney General's office.

A. School Committee Minutes:

11/4/10 "One NSC member stated..." Which NSC member? (See Exhibit F)
12/2/10: "A member asked..." Which member?
1/22/11 "Two members stated..." Which members?
1/26/11 "A member said..." Which member?

B. Negotiations Subcommittee Minutes:

11/13/09 "They retired to another room and discussed the presentation." What was discussed specifically? (See Exhibit G)
12/2/09 "...retired to a different room to discuss how best to respond to the various items on the AEA list." What was discussed specifically?
1/19/10 "retired to a different room" twice during this meeting. What was discussed specifically?
2/23/10 "A lively discussion was engaged in by those present." No details to this particular meeting (3 hour meeting). "A lively discussion" is not a meaningful summary of the substance of the meeting. The list of attendees is incomplete. (See Exhibit H)
3/2/10 "A lively discussion..." Again, no details have been provided. The list of attendees is incomplete.
3/8/10 The list of attendees is incomplete. (See Exhibit I)
3/25/10 The list of attendees is incomplete.
4/4/10 "Terry discussed a different possible proposal for the AEA." The details are insufficient to determine the substance of the proposal..
4/28/10 Mark Lewis "read a statement from the AEA." No details have been provided on the statement that was read. "Retired to another room..." Again, there are no details about what was discussed. The list of attendees is incomplete.
5/13/10 Only one NSC member present. Is this meeting legal with just one member present and no quorum? (See Exhibit J)
8/6/10 Is there a quorum present for this meeting? Is this a legal meeting of the subcommittee?
1/24/11 There is not enough detail about what transpired during this 3 ½ hour meeting (only 4 sentences.) (See Exhibit G)

C. School Committee and Subcommittee Exhibits related to financial data

We are very concerned about the long-term cost of these approved contracts. We have publicly requested this financial information and were publicly assured by Chairman John Petersen (March 24, 2011) that such financial analysis was "of course" done before the School Committee approved the AEA contract. Mr.

Petersen stated that "multiple analyses" were reviewed by the Committees and that "several" documents were available to the Negotiating Subcommittee or the School Committee as a whole.

However, we have found very little financial analysis to review in the materials provided to us so far. There were a few pages from member Xuan Kong with his analysis, but nothing substantive, nothing forecasting all future costs together (including items such as salaries and COLAs), and very little, if any, discussion of future costs in the minutes.

Most importantly, we saw no analysis of the long-term financial cost of the contracts as approved. Most of the documents provided were part of the negotiations and subject to change.

We specifically request the release of all financial data that has been withheld and request that the meeting minutes be amended to include details on this subject.

We specifically request the release of the long-term financial cost of the approved AEA contract, or if no such analysis was done, that the Committees correct their public statements to the contrary.

Cordially yours,



Allen Nitschelm
9 Marian Rd.
Acton

Charles Kadlec
19 Paul Revere Rd.
Acton

Attachments:

EXHIBIT A: Open Meeting Law Complaint Form;

EXHIBIT B: Copy of minutes citing "future negotiations" as reason to withhold (3/24/11);

EXHIBIT C: Copies of minutes redacted (6/3/10, 1/26/11) with no Attorney

present;

EXHIBIT D: Copy of B. Bieber email of April 18, 2011;

EXHIBIT E: Middlesex District Attorney's finding of five OML violations, May 13, 2010;

EXHIBIT F: Sample copy of minutes (11/4/10) not identifying speaker;

EXHIBIT G: Sample copies of minutes (11/13/09, 1/24/11) with not enough Specificity;

EXHIBIT H: Sample copy of minutes (2/23/10) talking about "lively discussion;"

EXHIBIT I: Sample copy of minutes not listing all attendees (3/8/10);

EXHIBIT J: Sample copy of minutes without a quorum (5/13/10).

EXHIBIT K: Spreadsheets with whiteouts (2/9/11)

cc: Ms. Eva Szkaradek, Acton Town Clerk



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Allen Last Name: Nitschelm

Address: 9 Marian Rd.

City: Acton State: MA Zip Code: 01720

Phone Number: +1 (978) 266-2456 Ext.

Email: allen@thehomesteader.com

Organization or Media Affiliation (if any): Acton Forum

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☐ Individual ☐ Organization ☒ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Acton School Committee, Acton-Boxborough Regional School Committee

Specific person(s), if any, you allege committed the violation: none

Date of alleged violation: 4/16/2011

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

See attached.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

See attached.

Review, sign, and submit your complaint

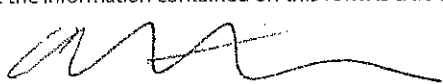
Read this important notice and sign your complaint.

Under most circumstances your complaint will be considered a public record and be available to any member of the public upon request.

I understand that when I submit this complaint the Attorney General's Office cannot give me legal advice and cannot act as my personal lawyer.

I certify that the information contained on this form is true to the best of my knowledge.

Signed: _____



Date: _____

4/25/2011

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:

ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING
EXECUTIVE SESSION MINUTES (approved and released 4/2/11)

Superintendent's Conference Room
R.J. Grey Junior High School

March 24, 2011
7:00 p.m. Joint Exec Session
7:30 p.m. APS School Choice Public Hearing
7:40 p.m. Joint SC Meeting
followed by AB SC Meeting
followed by APS SC Meeting

Members Present: Brigid Bieber, Mike Coppolino, Herman Kabakoff, Xuan Kong, Terry Lindgren, Sharon McManus (7:05), Maria Neyland, John Petersen, Bruce Sabot (7:10)
Members Absent: none
Others: Marie Altieri, Don Aicardi, Steve Mills, Beth Petr

JT EXECUTIVE SESSION – to discuss strategy with respect to collective bargaining, AEA, and to discuss strategy with respect to litigation

The Joint Executive Session was called to order at 7:07 p.m.

The Committee had received draft purple copies of the Joint School Committee Executive Session Negotiations meetings from 3/11/11 – 5/3/10. Some corrections were given to Beth prior to the meeting. Green copies were distributed with these changes. The Committee reviewed and discussed all of the minutes. Terry Lindgren advocated for more detail in the minutes of 2/9/11, first paragraph at the top of page 2. He said that it contained zero information and was not a summary.

Acton-Boxborough Regional School Committee

It was moved, seconded and unanimously

VOTED: to accept the executive session minutes for meetings on 3/11/11, 3/3/11, 2/9/11, 2/3/11, 1/26/11, 1/22/11, 1/6/11, 12/2/10, 11/4/10, 10/7/10, 9/15/10, 9/2/10, 7/28/10, 6/3/10, 5/6/10 and 5/3/10 as amended.
(YES: Bieber, Coppolino, Kabakoff, Kong, Lindgren, McManus, Neyland, Petersen, Sabot)

Acton Public School Committee

It was moved, seconded and unanimously

VOTED: to accept the executive session minutes for meetings between 3/11/11, 3/3/11, 2/9/11, 2/3/11, 1/26/11, 1/22/11, 1/6/11, 12/2/10, 11/4/10, 10/7/10, 9/15/10, 9/2/10, 7/28/10, 6/3/10, 5/6/10 and 5/3/10 as amended.
(YES: Coppolino, Kabakoff, Kong, Lindgren, McManus, Petersen)

The Committee began discussing which of the minutes were ready to be released. The Committee agreed that Peter Ebb's expertise is needed to decide which minutes contain sensitive information pertaining to future negotiations and therefore should be held. The Committee also began discussing which of the meeting exhibits would be appropriate to release right away. Peter Ebb told Brigid that some may be releasable and some may not at this time, again due to sensitive information regarding future negotiations.

*
*

The Committee agreed that another meeting is needed to discuss and vote on releasing the minutes.

Ex. C.

**ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING
EXECUTIVE SESSION MINUTES** (approved 3/25/11, released 4/2/11)

Superintendent's Conference Room
R.J. Grey Junior High School

June 3, 2010
6:30 pm Joint Executive Session
7:30 pm Joint Open Meeting
Followed by AB Regional Meeting
Followed by JT ES Continued

Members Present: Brigid Bieber, Jonathan Chinitz, Mike Coppolino, Xuan Kong, Terry Lindgren, Sharon Smith McManus, Maria Neyland, John Petersen, Bruce Sabot (6:43 p.m.)

Members Absent:

Others: Marie Altieri, Liza Huber, Steve Mills, Beth Petr (7:30 p.m.)

JOINT EXECUTIVE SESSION – To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the governmental body.

The Joint Executive Session was called to order at 6:35 p.m.

Stephen Mills described the impact of potentially moving non-union employees to 75% health insurance. The committees discussed the pros and cons of changing health insurance in the union and non-union contracts. One committee member stated that a one time check to only teachers taking health insurance makes sense. A permanent salary increase of \$2250 for all teachers, including those not even taking health insurance, is much more expensive and doesn't make sense. It was suggested that teachers be changed to receive a one time \$1800 check for the first year; \$1200 for the second year and \$600 for the third year. There was agreement among committee members that consistency among the groups would be positive.

The Committee was asked if they agreed to go ahead with a change to non-union health insurance change in light of the teacher's negotiations. One member stated that he felt they had decided a long time ago that all employees needed to be moved to 75%. He felt it needs to be done, given the current fiscal crisis.

Sharon McManus observed that the consensus was that this issue needed to be talked about at the open meeting.

At 7:30 p.m. the Committee was polled to go out of Executive Session.
(Marie Altieri took these executive session minutes.)

At 10:25 p.m. the Committees entered Executive Session to continue the discussion of strategy related to contract negotiations.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

At 11:30 p.m. the Committee voted to go out of Executive Session and adjourn.

Respectfully submitted,

Beth Petr

List of Documents Used: School Committee Comprehensive Off-The-Record Economic
Proposal to the AEA, 6/16/10

EX. C.

ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING
EXECUTIVE SESSION MINUTES (approved 3/25/11, released 4/2/11)

Superintendent's Conference Room
R.J. Grey Junior High School

January 26, 2011
6:00 p.m. Joint Executive Session

<i>Members Present:</i>	Brigid Bieber, Herman Kabakoff, Xuan Kong, Sharon McManus, Maria Neyland (at 6:10), John Petersen
<i>Members Absent:</i>	Mike Coppolino, Terry Lindgren, Bruce Sabot
<i>Others:</i>	Don Aicardi, Marie Altieri, Steve Mills, Beth Petr

JOINT EXECUTIVE SESSION – to discuss strategy with respect to collective bargaining, AEA

The Joint Executive Session was called to order at 6:08 p.m.

Brigid Bieber summarized the mediation session held on 1/24/11. The health insurances changes appear to be generally accepted. The one time health insurance payments were not included in the proposal. Discussion of ERI continues (see handout). The ERI incentive would expire June 30, 2021. The Subcommittee felt that this was good movement on the AEA's part.

The Negotiations Subcommittee responded with a counterproposal. The mediation session was attended by Terry Lindgren, John Petersen, Brigid Bieber, Marie Altieri, Peter Ebb, Don Aicardi and John Murray. They tried to make it clear that the NSC was very appreciative of the AEA's movement but there were still issues to negotiate. The timing of changing or eliminating ERI is difficult.

The Committee reviewed the Costs of Proposals dated Jan 24, 2011. The NSC struggled with one-time vs recurring expenses and that the ERI would last for 10 years. Two big issues to consider are 1. What are we comfortable with as a run rate going into FY 14? 2. What happens if we do not address ERI? The Committee discussed what kind of overall budget increase are we proposing for just the teachers and how would that be viewed at the Town Meetings. It was emphasized that the Agreement needs to be looked at in total, not as separate parts.

[REDACTED] The AEA feels their salaries tend to lag after they've been here a long time compared to other towns. A Committee member said that we should make our contracts look a little more like other towns' so they can be compared more easily. It was acknowledged that it is difficult to come up with a transitional plan. A member said that buying out of ERI now, will cost a lot more than expected so the end may need to be more spread out in order to pay for it.

The next mediation date is March 1. An executive session will be held next week to continue the discussion. At 7:00 p.m. the Committees were polled to go out of executive session.

Respectfully submitted,
Beth Petr

List of Documents Used: Costs of Proposals 1/24/11
 AEA Proposal 1/24/11
 School Committee Negotiations Subcommittee, Updated
 Package to AEA, Mediation January 24, 2011

Ex. D.

Allen Nitschelm

From: "Brigid Bieber" <brigid.bieber@yahoo.com>
To: <allen@thehomesteader.com>
Cc: "John Petersen" <jpetersen@mail.ab.mec.edu>; "Brigid Bieber" <b Bieber@mail.ab.mec.edu>; "Stow Inc Laboratories" <stomail@stolab.com>; "Stephen Mills" <smills@mail.ab.mec.edu>; "Beth Petr" <bpetr@mail.ab.mec.edu>
Sent: Monday, April 18, 2011 5:44 PM
Subject: Re: Executive Session documents
Dear Mr. Nitchelm:

All of the minutes requested in your letter of April 24 (via e-mail) that have been released have been made available to you. I know that Beth spent a considerable amount of time compiling and copying everything for you last week and I presume that is the large package you received on Saturday (along with any other minutes previously given to you). Beth is on vacation this week, but I know she had planned to copy everything for you last week...if she told you you had everything, then I am sure you do as she is very thorough. *

Any documents that have not been released relating to negotiations with the AEA are being held because they are attorney-client privileged documents. I do not have a list of the items being withheld, as everything is at school. My recollection is that out of approximately 113 meetings that the negotiating sub-committee had, approximately 10 sets of minutes are being held, and I beleive there are approximately 5 documents being held. With respect to the minutes of the executive sessions of the school committee, the vast majority of those minutes have been released as well. *
*
*

Thank you,

Brigid O. Bieber
ABRSD Chairperson

On Apr 18, 2011, at 10:33 AM, allen@thehomesteader.com wrote:

Hello John and Brigid,

I am in receipt of your large package of documents related to the School Committee's negotiations with the AEA and other unions that I received on Saturday 4/16/11.

Please confirm if this contains all the information requested that you have agreed to release, or if there are still minutes or documents that have not yet been released. If there are documents being withheld, please list these minutes and/or documents.

4/25/2011

EX-D.

Thanks,

Allen Nitschelm
9 Marian Rd.
Acton

cc: Charlie Kadlec, Stephen Mills



The Commonwealth of Massachusetts

MIDDLESEX DISTRICT ATTORNEY

15 COMMONWEALTH AVENUE WOBURN, MA 01801

WWW.MIDDLESEXDA.COM

GERARD T. LEONE, JR.
DISTRICT ATTORNEY

April 13, 2010

TEL: 781-897-8300
FAX: 781-897-8301

EXECUTIVE

- ADMINISTRATION
- COMMUNICATIONS
- INTERVENTION & PREVENTION PROGRAMS
- PUBLIC POLICY
- LEGISLATION
- VICTIM WITNESS BUREAU

TRIAL TEAMS

- CAMBRIDGE REGION SUPERIOR COURT
- MALDEN REGION SUPERIOR COURT
- WOBURN DISTRICT COURT

SPECIALTY UNITS

- APPEALS & TRAINING BUREAU
- CYBER PROTECTION PROGRAM
- FAMILY PROTECTION BUREAU
- CHILD ABUSE UNIT
- DOMESTIC VIOLENCE UNIT
- ELDER/DISABLED UNIT
- PUBLIC PROTECTION, ANTI-TERRORISM, CORRUPTION & TECHNOLOGY (PACT)

STATE POLICE DETECTIVES

- COMPUTER FORENSICS
- HOMICIDE
- PACT

REGIONAL OFFICES

- CAMBRIDGE
- FRAMINGHAM
- LOWELL

DISTRICT COURT OFFICES

- AYER
- CAMBRIDGE
- CONCORD
- FRAMINGHAM
- LOWELL
- MALDEN
- MARLBOROUGH
- NATICK
- NEWTON
- SOMERVILLE
- WALTHAM
- WOBURN



Peter L. Ebb, Esq.
Miriam J. Achtenberg, Esq.
Ropes & Gray LLP
One International Place
Boston, Massachusetts 02110-2624

Re: Open Meeting Law: Acton, Acton Boxborough Regional School Committees

Dear Attorneys Ebb and Achtenberg:

As you know, this office received complaints from Mr. Allen Nitschelm and Mr. Charles Kadlec, dated July 3, 2009 and August 14, 2009, alleging that the Acton Public School Committee ("Committee") and the Acton Boxborough Regional School Committee ("Regional Committee"), as well as the Administrators' Benefits Subcommittee ("Subcommittee"), violated the Open Meeting Law, G. L. c. 39, §§ 23A-23C, by convening in executive session for an improper purpose.

This office appreciates the full cooperation we received from each of the Committees in responding to our inquiry. Based on the information this office reviewed, we conclude that the Committee, Regional Committee and Subcommittee violated the Open Meeting Law when they met in executive session under exemption (3).

In the summer of 2008, the Committee and Regional Committee appointed a joint subcommittee to consider and recommend changes to the Administrators' Benefits Manual ("Manual"). On March 5, 2009, the Regional Committee met in open session and discussed the changes to the Manual proposed by this initial subcommittee. Specifically, modifications to vacation time, longevity bonuses and professional development were discussed. During the open session, the Regional Committee decided that the Subcommittee should continue to discuss appropriate changes to the Manual and invite various administrators to meet and work with them. See Minutes of 3/5/09.

The Subcommittee met in executive session on March 30, 2009, April 13, 2009, May 15, 2009 and May 22, 2009. Each executive session was entered "to conduct strategy sessions in preparation for negotiations with non-union personnel." During the March 30th executive session, the Subcommittee, which now allowed six school administrators to be involved, discussed its role in reviewing the Manual. During the April 13th executive session, the Subcommittee reviewed each section of the Manual to determine whether it needed substantial change, "minor tweaking" or no change.

On May 7, 2009, the Committee and Regional Committee met jointly in open session and discussed possible changes to the Manual and the Subcommittee process. Specifically, the Committees proposed changes to Article 3.3 (retirement bonuses) and voted to amend that section. The Committees further agreed that the Subcommittee should continue its review of the Manual and provide additional recommendations at a future open meeting.

The Subcommittee returned to executive session on May 15th where it discussed those sections of the Manual that provided for vacation days, longevity incentive, course reimbursement, sick days and health insurance. In its final executive session on May 22nd, the Subcommittee discussed Articles 3.2 (longevity) and 3.3 (retirement bonuses) of the Manual.

The Committee and Regional Committee met jointly in executive session on May 28, 2009, May 29, 2009, June 4, 2009 and June 15, 2009. Each executive session was entered "to conduct strategy sessions in preparation for negotiations with non-union personnel." In its joint executive session on May 28, 2009, the Committee and Regional Committee discussed and made changes to Article 1.1, Article 2.4, Article 2.6, Article 3.3, Article 7.1, and Article 13. The next night the Committee and Regional Committee continued its discussion of the Manual focusing on Articles 3.2, 3.3 and 10.2.1. During the final two joint executive sessions, the Committee and Regional Committee made final changes to each Article previously discussed.

On June 18, 2009, the Committee and Regional Committee met jointly in open session. The Committees fully discussed each article of the Manual that was the subject of discussion in the previous executive sessions. The discussion regarding modifications to the Manual lasted for almost two hours. The Committees then voted and approved each modification.

The Open Meeting Law was enacted "to eliminate much of the secrecy surrounding the deliberations and decisions on which public policy is based." Ghiglione v. School Committee of Southbridge, 376 Mass. 70, 72 (1978). The Law is intended "to advance democracy by providing broad access to governmental decision-making." Bartell v. Wellesley Housing Authority, 28 Mass. App. Ct. 306, 308-309 (1990). The Open Meeting Law requires that all meetings of a governmental body be open to the public unless they fall within one of the exceptions permitting an executive session. G.L. c. 39, § 23B.

The Open Meeting Law permits a governmental body to enter executive session to "conduct strategy sessions in preparation for negotiations with nonunion personnel." G.L. c. 39, § 23B (3). Here, the Subcommittee was tasked only with reviewing the Manual and recommending changes to the Committee and Regional Committee. There is no indication that the Subcommittee was authorized to conduct negotiations with either the administrators or teachers. The Committee and Regional Committee would conduct contract negotiations with administrators and teachers. Even though later contract negotiations may address provisions in the Manual, the specific discussions held in these executive sessions were not strategy sessions in preparation for negotiations with nonunion personnel, and thus not a proper subject for an executive session. The fact that both the Committee and Regional Committee met jointly in open session on May 7, 2009 and substantively discussed certain sections of the Manual contradicts the Committees' argument that an open discussion of the changes to the Manual might have an adverse affect on future bargaining positions. Furthermore, the involvement of various school administrators in a session of the Subcommittee prompts the same conclusion.

Although this office finds that the Committee, Regional Committee and Subcommittee violated the Open Meeting Law by improperly meeting in executive session, no further remedial action is necessary at this time since the Committee and Regional Committee fully discussed each article that was modified in the Manual during its June 18th open session and all executive session minutes have been released.

Finally, the two complaints also allege that 1) the Subcommittee failed to follow statutory procedure for convening in executive session; 2) Maria Neyland, a member of the Subcommittee, spoke with each member of the Committee and Regional Committee in advance of their June 18, 2009 open meeting; 3) the Committee and Regional Committee failed to include on the agenda for the June 18th joint open meeting that the Committees would discuss the Manual; and 4) the Committees did not allow for public input of the proposed changes to the Manual.

First, prior to each executive session, the Subcommittee convened in a properly posted open session, the members then voted to go into closed session, and the purpose of the executive session was announced. The Subcommittee followed statutory procedure for convening in executive session. Although the procedure was correct, the executive session should not have been held, as explained previously. Second, Ms. Neyland states that her only contact with other committee members outside of regularly posted meetings consisted of providing copies of her proposed changes to the Manual, and that she expressly avoided any discussion or deliberation of her proposal during those contacts. Merely providing materials in advance of a meeting so as to allow committee members to review the materials before discussion does not violate the Open Meeting Law. Third, the Open Meeting Law requires that notice of meetings be posted and filed with the clerk forty-eight hours prior to the meeting. G.L. c. 39, § 23B. The Open Meeting Law does not require the meeting notice to include an agenda of the meeting. Fourth, the Open Meeting Law requires that members of the public be given the opportunity to attend meetings but specifies that no person may address a meeting of the governmental body without permission of the presiding officer, and that all persons shall be silent at the request of the presiding officer. See G.L. c. 39, § 23C. The Committees' decision not to provide time for public input is not a violation of the Open Meeting Law.

This office appreciates your assistance with the resolution of this matter. Please feel free to contact this office should you have any questions regarding this matter or the Open Meeting Law in general.

Sincerely,



KerryAnne Kilcoyne
Assistant District Attorney
(781) 897-6825

cc: Mr. Allen Nitschelm
Mr. Charles Kadlec

Ex. F.

ACTON PUBLIC AND ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETINGS
EXECUTIVE SESSSION MINUTES (approved 3/25/11, released 4/2/11)

Library Conference Room
AB Regional High School

November 4, 2010
10:25 p.m.
Joint SC Executive Session

Members Present: Brigid Bieber, Mike Coppolino, Herman Kabakoff, Xuan Kong,
Terry Lindgren, John Petersen, Bruce Sabot
Members Absent: Sharon McManus
Others: Don Aicardi, Marie Altieri, Steve Mills, Beth Petr

JOINT EXECUTIVE SESSION - to discuss strategy with respect to collective bargaining,
AEA

The Joint Executive Session was called to order at 10:25 p.m.

On October 13, 2010, the Negotiations Subcommittee (including Attorney Peter Ebb and Acton Town Manager Steve Ledoux) met with the mediator and the AEA representatives. They went over the history of negotiations with the mediator and gave her the proposal that the School Committee had agreed on. She delivered it to the AEA. She met with the AEA, directed them to come back with a response, then returned to the Subcommittee. The next mediation dates in November are being confirmed. The mediator confirmed that the two groups could still talk to each other without her.

X

One NSC member stated that it is important to bring clarity of the AEA contract's impact on the budget by deciding now what the plans are for the Administrators and other non-union staffing, so those numbers are fixed. This is 54 people. There should be a clear budget assumption now, not necessarily the implementation. The Committee discussed doing FY12 now but not FY13.

It was agreed that the drivers for the budgets over the next 3 years are the COLA and ERI for the teachers. This must be solved. A member asked for a benchmark for the FY11, FY12, and FY13 teachers' proposals.

The purpose of this session was to give an update on the mediation. It was agreed that due to the late hour, another executive session would be scheduled prior to 11/22/10 to discuss the proposal. It was also agreed to approve executive session minutes in a more timely manner.

At 10:50 p.m., the Committees polled to go out of executive session.

~~Respectfully submitted,~~

Beth Petr

List of Documents Used: COLA Data Table, Terry Lindgren

Ex. G.

Executive Session Minutes of the Negotiating Sub-Committee
Meeting November 13, 2009
ABRHS
[Science Lab]

Marie Altieri, Brigid O. Bieber, Terry Lindgren and John Petersen were present at the Executive Session. Peter Ebb of Ropes & Gray was also present. In addition, the following members of the Acton Educational Association were present: Peter Montalbano, Marc Lewis, Catherine Seuss, Bill Noeth, David McClung, Genevieve Hammond, Joyce Kelly, Elizabeth Broadwater, Barbara Raffa, Robin Kynoch, Pam Cranna, Peter Broggi, Ann Kress and Jason Mathes, MTA Regional Service Consultant.

Terry Lindgren thanked all for attending and made some opening remarks. Peter Montalbano and Brigid Bieber each circulated drafts of Proposed Ground Rules for Negotiation. Discussion about the Proposed Ground Rules ensued after which everyone agreed that Mr. Montalbano and Ms. Bieber would work together to merge the two versions of the Proposed Ground Rules and report back at the next meeting.

Mr. Lindgren then introduced a video prepared by Mr. Peter Ashton discussing the economic climate and a slide presentation prepared by the Contract Negotiating Sub-Committee.

After watching the video and viewing the slides a discussion ensued. Mr. Lindgren referenced the slide regarding Values and asked the AEA to consider adding items they felt were important to this slide.

Ms. Altieri, Ms. Bieber, Mr. Lindgren, Mr. Petersen and Mr. Ebb retired to another room and discussed the presentation. *

Mr. Lindgren polled the voting members of the Sub-Committee to return to open session at 5:29 P.M. : Bieber-yes, Lindgren- yes, Petersen-yes.

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

Executive Session Minutes of the Negotiating Sub-Committee ("NSC") Mediation
Meeting January 24, 2011 4:00 PM *
High School- Conference Room

Present for the NSC: Brigid Bieber, John Petersen, Terry Lindgren, Marie Altieri, John Murray (town of Acton) Peter Ebb (Counsel)
Mediator: Heather Bevilacqua

The AEA presented the NSC with a proposal. The NSC discussed the elements of the proposal and made a counter-offer to the AEA. The AEA was disappointed in the counter offer. The NSC continued to discuss the strategy of the counter-offer. *

Brigid Bieber polled the voting members of the NSC to return to open session at 7:30 P.M.: Bieber-yes, Petersen-yes. *
==

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

Ex. H.

Executive Session Minutes of the Negotiating Sub-Committee ("NSC")
Meeting February 23, 2010
ABRHS- Room 115N

Marie Altieri, Brigid O. Bieber, Terry Lindgren and John Petersen were present at the Executive Session. Peter Ebb of Ropes & Gray was also present. In addition, the following members of the AEA were present: Peter Montalbano, Marc Lewis and others.

Mr. Montalbano asked that the meeting schedule be changed to reflect March 16, 2010 instead of March 15, 2010. All in attendance agreed.

The AEA responded to the questions submitted by the Negotiating Subcommittee. The AEA explained the financial proposals it delivered to Mr. Lindgren previously and responded to several questions. The AEA expressed its belief that its proposal was generous and unprecedented.

A lively discussion was engaged in by those present.

Ms. Altieri, Ms. Bieber, Mr. Lindgren, Mr. Petersen and Mr. Ebb retired to another room and discussed the presentation.

Mr. Lindgren polled the voting members of the Sub-Committee to return to open session at 7:09 P.M.: Bieber=yes, Petersen=yes, Lindgren=yes.

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

EX. F.

Executive Session Minutes of the Negotiating Sub-Committee ("NSC")
Meeting March 8, 2010 4:00 PM
RJ Grey- Conference Room

Present for the NSC: Brigid Bieber, John Petersen, Terry Lindgren, Marie Altieri, Peter Ebb

Present for the AEA: Marc Lewis, Peter Montalbano, Jason Mathes (AEA MTA Rep),
other members of the AEA negotiating group. *

The NSC discussed specific language issues regarding sick and adoption leave. The NSC proposed limiting using sick leave only to care for immediate family members. AEA responded that they did not want to give up a contractual right where they did not view any problem.

J. Petersen discussed insurance rates.

Terry Lindgren reported that the NSC would agree to moving the nurses fully to the salary schedule. He reported that the NSC did not want to change any contract language with respect to the Special Educators, but that the administration would work to address any issues that had been raised.

Peter Ebb summarized the financial proposal for the AEA. There was no further discussion.

Brigid Bieber polled the voting members of the NSC to return to open session at 6:00 P.M.: Bieber-yes, Petersen-yes, Lindgren-yes.

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

EX. J.

Minutes of the Negotiating Sub-Committee- AFSCME
Meeting May 13, 2010 3:30 PM
Jr High Conference Room

Present for NSC: Brigid Bieber Marie Altieri

[not a member - A.N.] *

* The Members polled to go into executive session to enter into negotiations with AFSCME. (Unanimous)

Lisa Field represented AFSCME at their invitation. The members of the AFSCME negotiating team were also present.

Those present discussed ground rules for the negotiations. B. Bieber then introduced the video made by Peter Ashton and the group watched the video. A discussion ensued about the negotiations and Lisa Field agreed to bring a list of requests to the next meeting.

* The NSC polled to go out of executive session. (Unanimous) *

The Sub-Committee returned to open session and after motion made and seconded, the meeting was adjourned at 4:30 P.M.

Respectfully Submitted

Brigid O. Bieber
Secretary Pro Tempore

6

*

*

Ex. K

#2

Handover

7/9/11

10f3

Confidential - Live Session

Teachers' Salaries and Health (In Thousands)

As long as we don't settle, current contract in effect; Health 85/15; Steps; No COLA all 3 years; No change to ERI

	FY '11	FY '12	FY '13	\$ Change FY '11 - FY '13	% Change FY '11 - FY '13
Salary	\$26,482	\$27,282	\$27,129		
Steps	\$626	\$605	\$605		
Lanes	\$103	\$115	\$115		
BRI	\$611	\$305	\$400		
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)		
Vacancy Factor	\$0	(\$140)	\$0		
Total Salaries	\$27,916	\$27,434	\$28,049	\$133	0.48%
Health Insurance (85-15)	\$4,491	\$4,625	\$4,949	\$457	10.18%
Total Salaries Plus Health	\$32,407	\$32,059	\$32,998	\$590	1.82%
Year to Year % Change		-1.08%	2.93%		

NSC Proposal to AEA (January 24, 2011)

Salary	\$26,482	\$27,282	\$27,409
Steps	\$626	\$605	\$605
Lanes	\$103	\$115	\$115
BRI	\$611	\$305	\$400
NEW/ Longevity (\$500/\$1,000/\$1,500)*	\$0		
NEW/ COLA \$750; \$750	\$0		
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)
Vacancy Factor	\$0	(\$140)	\$0
Total Salaries	\$27,916	\$27,859	\$28,758
Health Insurance (75-25) with MHP/PO 50%/50%	\$4,491	\$3,788	\$4,053
Total Salaries Plus Health Ongoing	\$32,407	\$31,647	\$32,811
One Time Checks	\$0	\$319	\$164
Total Salaries, Health plus one time	\$32,407	\$31,966	\$32,975
Year to Year % Change			3.16%
Current Budget vs. Proposal		\$93	\$23
			\$116

*If longevity proposal were changed to \$1,000/\$1,500/\$2,000

*If longevity proposal were changed to \$1,500/\$2,000/\$2,500

\$2 (\$154)

(\$5) (\$166)

1.75%

\$568

\$32,975

\$31,966

\$93

\$23

\$116

34

leaf 9

CONFIDENTIAL

Teachers' Salaries and Health (In Thousands)

As long as we don't settle, current contract in effect; Health 85/15; Steps; No COLA all 3 years; No change to ERI

	FY '11	FY '12	FY '13	\$ Change FY '11 - FY '13	% Change FY '11 - FY '13
Salary	\$26,482	\$27,282	\$27,129		
Steps	\$626	\$605	\$605		
Lanes	\$103	\$115	\$115		
ERI	\$611	\$305	\$400		
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)		
Vacancy Factor	\$0	(\$140)	\$0		
Total Salaries	\$27,916	\$27,434	\$28,049	\$133	0.48%
Health Insurance (85-15)	\$4,491	\$4,625	\$4,949	\$457	10.18%
Total Salaries Plus Health	\$32,407	\$32,059	\$32,998	\$590	1.82%
Year to Year % Change		-1.08%	2.93%		
AEA Feb 2, 2011 Proposal to SC					
Salary	\$26,482	\$27,282	\$27,409		
Steps	\$626	\$605	\$605		
Lanes	\$103	\$115	\$115		
ERI	\$611	\$305	\$400		
NEW: Longevity	\$0		\$325		
NEW: COLA \$750, \$1000	\$0		\$373		
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)		
Vacancy Factor	\$0	(\$140)	\$0		
Total Salaries	\$27,916	\$28,026	\$29,028	\$1,112	3.98%
Health Insurance (75-25) with MHP/PP0 50%/50%	\$4,491	\$3,788	\$4,053	(\$438)	-9.75%
Total Salaries Plus Health Ongoing	\$32,407	\$31,814	\$33,081	\$674	2.08%
One Time Checks	\$0	\$319	\$164		
Total Salaries, Health plus one time	\$32,407	\$32,133	\$33,244	\$837	2.58%
Year to Year % Change			3.46%		
Current Budget vs. Proposal		(\$74)	(\$247)	(\$321)	

EX-K-2013

Teachers' Salaries and Health (In Thousands)

As long as we don't settle, current contract in effect: Health 85/15; Steps: No COLA all 3 years; No change to ERI					
	FY '11	FY '12	FY '13	\$ Change FY '11 - FY '13	% Change FY '11 - FY '13
Salary	\$26,482	\$27,282	\$27,129		
Steps	\$626	\$605	\$605		
Lanes	\$103	\$115	\$115		
ERI	\$611	\$305	\$400		
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)		
Vacancy Factor	\$0	(\$140)	\$0		
Total Salaries	\$27,916	\$27,434	\$28,049	\$133	0.48%
Health Insurance (85-15)	\$4,491	\$4,625	\$4,949	\$457	10.18%
Total Salaries Plus Health	\$32,407	\$32,059	\$32,998	\$590	1.82%
Year to Year % Change		-1.08%	2.93%		
NSC Proposal to AEA (January 24, 2011)					
Salary	\$26,482	\$27,282	\$27,409		
Steps	\$626	\$605	\$605		
Lanes	\$103	\$115	\$115		
ERI	\$611	\$305	\$400		
NEW: Longevity (\$500/\$1,000/\$1,500)*	\$0				
NEW: COLA \$750; \$750	\$0				
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)		
Vacancy Factor	\$0	(\$140)	\$0		
Total Salaries	\$27,916	\$27,859	\$28,758	\$842	3.02%
Health Insurance (75-25) with MHP/PPO 50%/50%	\$4,491	\$3,788	\$4,053	(\$438)	-9.75%
Total Salaries Plus Health Ongoing	\$32,407	\$31,647	\$32,811	\$404	1.25%
One Time Checks	\$0	\$319	\$164		
Total Salaries, Health plus one time	\$32,407	\$31,966	\$32,975	\$568	1.75%
Year to Year % Change			3.16%		
Current Budget vs. Proposal		\$93	\$23	\$116	

*If longevity proposal were changed to \$1,000/\$1,500/\$2,000?

\$2

(\$154)

*If longevity proposal were changed to \$1,500/\$2,000/\$2,500?

(\$5)

(\$166)

EX-K

#2

Handon

2/9/11

lot

Confidential Executive Session

Teachers' Salaries and Health (In Thousands)

As long as we don't settle, current contract in effect: Health 85/15; Steps; No COLA all 3 years; No change to ERI					\$ Change FY '11 - FY '13	% Change FY '11 - FY '13
	FY '11	FY '12	FY '13			
Salary	\$26,482	\$27,282	\$27,129			
Steps	\$626	\$605	\$605			
Lanes	\$103	\$115	\$115			
ERI	\$611	\$305	\$400			
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)			
Vacancy Factor	\$0	(\$140)	\$0			
Total Salaries	\$27,916	\$27,434	\$28,049		\$133	0.48%
Health Insurance (85-15)	\$4,491	\$4,625	\$4,949		\$457	10.18%
Total Salaries Plus Health	\$32,407	\$32,059	\$32,998		\$590	1.82%
Year to Year % Change		-1.08%	2.93%			
AEA Feb 2 2011 Proposal to SC						
Salary	\$26,482	\$27,282	\$27,409			
Steps	\$626	\$605	\$605			
Lanes	\$103	\$115	\$115			
ERI	\$611	\$305	\$400			
NEW: Longevity	\$0	\$312	\$325			
NEW: COLA \$750; \$1000	\$0	\$280	\$373			
Changes in staffing FY '10-FY '12	\$94	(\$733)	(\$200)			
Vacancy Factor	\$0	(\$140)	\$0			
Total Salaries	\$27,916	\$28,026	\$29,028		\$1,112	3.98%
Health Insurance (75-25) with MHP/PPO 50%/50%	\$4,491	\$3,788	\$4,053		(\$438)	-9.75%
Total Salaries Plus Health Ongoing	\$32,407	\$31,814	\$33,081		\$674	2.08%
One Time Checks	\$0	\$319	\$164			
Total Salaries, Health plus one time	\$32,407	\$32,133	\$33,244		\$837	2.58%
Year to Year % Change			3.46%			
Current Budget vs. Proposal		(\$74)	(\$247)		(\$321)	

Ex. K 2013





10.9.4

Printed by: **Beth Petr**




Friday, May 13, 2011 12:56:18 PM



Title: **RE: Acton - FinCom gives incorrect information to Town Meeting : APS-ABRSD**


Page 1 of 4

From:  <stomail@stolab.com> Friday, May 13, 2011 6:45:28 AM  
  <stomail@stolab.com>

Subject: RE: Acton - FinCom gives incorrect information to Town Meeting

To:  Hermankabakoff <hkabakoff@cottroninc.com>  <fincom@acton-ma.gov>
  William Mullin <William.Mullin@thorndikedevlopment.com>

Cc:  <BOS@acton-ma.gov>  <apsc@acton-ma.gov>

Attachments:  Attach0.html 10K

Dear Chairman Mullin :

I am glad that you have decided to include a discussion of the town's reserves on the FinCom agenda. Please let me know if you have any questions about my calculations.

Regards,

Charles Kadlec

P.S. Since we have known each other for more than 30 years, you can call me Charlie.

CK

--- On Thu, 5/12/11, William Mullin <William.Mullin@thorndikedevlopment.com> wrote:

From: William Mullin <William.Mullin@thorndikedevlopment.com>
Subject: RE: Acton - FinCom gives incorrect information to Town Meeting
To: "kabakoff, Herman" <hkabakoff@cottroninc.com>, fincom@acton-ma.gov, stomail@stolab.com
Cc: BOS@acton-ma.gov, apsc@acton-ma.gov
Date: Thursday, May 12, 2011, 6:23 PM

Dear Mssrs. Kabakoff, Kadlec and Finance Committee Members:

On behalf of the Finance Committee, I want to thank Mary Ann Ashton and Charles Kadlec for meeting to correct and fine-tune the presentation numbers at Town Meeting. It is always vital to "get the numbers right". Ms. Ashton has done yeoman's work to restructure and make more clear

the spreadsheets that we use, and for that I am very grateful. Mr. Kadlec's input to correctly presenting the out-years is also very helpful.

As the new Chair of FinCom, I plan to include a discussion of the changes to the ALG spreadsheet on the agenda for our next meeting and, in the interim, to make sure that the current spreadsheet is accurate.

Thank you once again for bringing this to our attention.

Regards,

Bill Mullin

From: kabakoff, Herman [<mailto:hkabakoff@cortroninc.com>]
Sent: Thursday, May 12, 2011 2:04 PM
To: fincom@acton-ma.gov
Cc: BOS@acton-ma.gov; apsc@acton-ma.gov
Subject: FW: Acton - FinCom gives incorrect information to Town Meeting

To Fincom,

I just received this from Charlie Kadlec. In my opinion you should get in front of this and provide an explanation or retort. This sure did peak my interest. I would be interested in knowing what happened if anything.

Regards,

Herman Kabakoff

From: Stow Laboratories Inc [<mailto:stomail@stolab.com>]

Sent: Thursday, May 12, 2011 1:23 PM

To: CKs Acton List

Subject: Acton - FinCom gives incorrect information to Town Meeting

The Acton Finance Committee gave a "Financial Overview" presentation to the Annual Town Meeting last April which referred to "the town's good reserves", included a slide showing \$ 6 million of reserves still "remaining" three years from now, and another slide showing that Acton's reserve position is much better than comparable towns. The final slide reassured us that there are "No plans for operating override" for fiscal years 2013 and 2014.

Unfortunately the reserve amounts used by the FinCom were wrong. The town's financial reserves are at least \$ 2 million lower than the FinCom's numbers, and are subject to further depletion as additional appropriations are needed for unresolved union contracts, capital projects, unfunded liabilities and other potential future costs which were not included in the Acton Leadership Group (ALG) plan that FinCom used as a source for its presentation.

Unless the error is acknowledged and steps are taken now to "preserve the reserves", Acton's financial reserves will quickly become inadequate to sustain the spending levels planned by the ALG and, contrary to the FinCom's presentation, the town will face the choice of an override or layoffs of school and municipal employees. However, our Finance Committee did not even bring up the subject at their meeting two days ago, although they know that the information given to town meeting was wrong.

If you would like to know what the town boards plan to do when the reserves are depleted, ask them :

Board of Selectmen -- bos@acton-ma.gov

School Committee -- apsc@acton-ma.gov

Finance Committee -- fincom@acton-ma.gov

If you get an answer, please let me know.

Charlie

For additional information, go to Acton Forum :

<http://www.actonforum.com/blogs/allenn/oops-actons-finance-committee-loses-22-35-million>

SAGER & SCHAFFER LLP

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182 Turnpike Road, Suite 250, Westborough, MA 01581

Phone (508) 898-9900 • Fax (508) 898-9889 • www.sslegal.com

Jeffrey K. Schaffer, Esquire
jschaffer@sslegal.com

May 11, 2011

School Committee Members
Acton Public Schools
Acton Boxborough Regional School District
16 Charter Road
Acton, MA 01720

Dear School Committee Members,

It is with some dismay that I am sending this final notice to the committee. For the past few weeks, I have been attempting to ascertain a few answers to simple questions on behalf of my client, Marcus Lewis, but this does not seem to be happening.

My client attended the School Committee meeting this past Thursday on May 5th. He advises that my letters were referred to as "repetitive communications." My letters have become repetitive because there are two concerns that have "repetitively" not been addressed. In the fifth paragraph of my letter to Superintendent Mills dated April 7th, I asked,

"Lastly, there was no response in your letter to the issue of my client's willingness to offer up his own courts to be used in providing programs through the Town via Comm. Ed. Such would have had no impact on Town resources and yet my client alleges his proposal to run his program on his courts which would have provided "found money" economic benefit to the Town, was ultimately and inexplicably ignored by Ms. Bettez. He wonders if such rejection actually originated elsewhere as a gross mis-application of the "No Compete Policy" (which apparently prevents the town from leasing its facilities to more than one type of commercial user at a time – even where such facilities could accommodate more than one commercial user). He also believes such decision should be reversed immediately so both he and the Town can benefit financially. Please promptly advise the undersigned on this reasonable request."

At the end of that letter, the final paragraph reads:

"Accordingly, we respectfully request that all such utilization of Town courts be suspended until your administrative processes have been completed and the School Committee has published its rules and rental rates (as you say, a "formal policy regarding use of tennis courts"), and all interested parties are in fact given fair and equal opportunity to follow such policies and procedures."

I also wrote in the last paragraph of my most recent communication of May 3rd:

"It is my sincere hope that you will be able to provide an answer regarding the CED booklet and that you will suspend all rentals of all of the courts after this meeting until such time as a fair and clear policy of tennis court usage for the remainder of this year's tennis season can be established."

Because answers have not been forthcoming, we have had to repeatedly ask the following:

- a. On what grounds my client was denied entry into the Community Education booklet using his own resources, and
- b. That all court rentals be suspended until such time that new policies and guidelines can be established.

I was under the impression these matters would be addressed at the last School Committee meeting held on May 5th, however it is my understanding that the issue has been delegated to a subcommittee for review. Shall we assume that the issue of inclusion into the Comm. Ed. Booklet will be discussed at that time?

The more immediate matter is suspension of all private party court rentals that do not fall under the umbrella of Community Education. The suspension should be immediately enacted pending resolution of the inherent unfairness in continuing with the current lease arrangement to the exclusion of all other interested parties. My client adamantly believes that it is grossly unfair if the current tennis vendor, Kevin Curley, is still the only party allowed to use the town's tennis courts for private commercial purposes and for what my client alleges is well below market rents. Again, we strongly request that his usage be suspended immediately upon receipt of this letter.

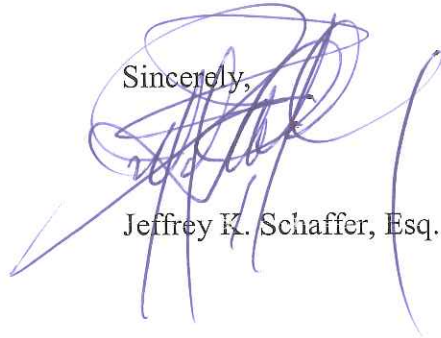
If, as his website indicates, Mr. Curley is in fact still using the courts for his own private use now that the School Committee has been made fully aware of his actions, then it appears that the Committee is supportive of the inequitable circumstance and my client will have no option but to escalate the matter to a higher level. According to Kevin's

School Committee Members
Acton Public Schools
Acton Boxborough Regional School District
5/11/2011
Page 3

website, he is still, in fact, utilizing the Acton courts for his program. You can see that this is true at: (<http://www.xtremetennisprogram.com/springjuniorclinic.html>).

If this matter winds up in the public limelight, it will needlessly raise further questions and speculation. Let's avoid that. Please provide me with a meaningful reply at this time.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeffrey K. Schaffer', with a large, stylized flourish extending to the right.

Jeffrey K. Schaffer, Esq.

JKS/srm

cc: Dr. Stephen Mills, Superintendent