

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

TO: Acton Public School Committee Members
Acton-Boxborough Regional School Committee Members
FROM: Stephen Mills
ON: December 1, 2011
RE: **ADDENDUM**

JT SC MEETING:

4.0 APPROVAL OF JOINT and ABRSC MINUTES

- 4.1 Joint SC November 3, 2011 (*brought to meeting*)
- 4.2 Joint SC October 6, 2011
- 4.3 AB SC September 1, 2011 (*brought to meeting*)

8.0 AB SCHOOL COMMITTEE BUSINESS

- 8.5 Policy Subcommittee Update
 - 8.5.1 Use of School Facilities – *Brigid Bieber*
 - 8.5.1.2 Draft Use of School Facilities Procedures and Fees 11/22/11
 - 8.5.2 Advertising in Schools – **SECOND READING** – *Brigid Bieber*
 - 8.5.2.2 Draft Advertising in Schools Procedures 11/29/11

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETINGS DRAFT Minutes**

Library
R.J. Grey Junior High

October 6, 2011
7:30 p.m. Joint SC Meeting
AB Regional Meeting to follow

Members Present: Brigid Bieber, Dennis Bruce, Michael Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, Maria Neyland, John Petersen, Bruce Sabot
Members Absent: none
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Curtis Bates, Steve Mills, Beth Petr, members of the public

The Joint School Committee meeting was called to order at 7:31 p.m. by John Petersen and Mike Coppolino, respective chairs.

CHAIRMAN'S INTRODUCTION

John Petersen welcomed the 2011-2012 ABRHS School Committee student representatives: Jacob Johnson, Tess Little and Nikhil Manocha.

John Petersen acknowledged yesterday's death of Steve Jobs and read an excerpt from Jobs' Stanford Commencement address of 2005 urging people to "follow your heart". (attachment A)

STATEMENT OF WARRANT

Warrant #12-006 dated 9/8/11 in the amount of \$1,887,313.16, warrant #12-006A dated 9/15/11 in the amount of \$43,660.82, warrant #12-007 dated 9/22/11 in the amount of \$2,384,317.64 and warrant #12-008 dated 10/6/11 in the amount of \$1,705,955.07 were signed by Chair John Petersen and circulated to the Committee for signatures.

Warrant 201206 dated 9/20/11 in the amount of \$328,978.78 and warrant #201207 dated 10/4/11 in the amount of \$205,393.04 were signed by Chair Michael Coppolino and circulated to the APS SC for signatures.

APPROVAL OF JOINT and ABRSC MINUTES

The minutes of the Joint APS/AB School Committee meeting of October 3, 2011 were moved, seconded and unanimously approved by the Acton-Boxborough Regional School Committee. The minutes of the Joint APS/AB School Committee meeting of October 3, 2011 were moved, seconded and unanimously approved by the Acton Public School Committee.

The minutes of the AB School Committee meeting of September 21, 2011 were moved, seconded and unanimously approved.

PUBLIC PARTICIPATION - none

JOINT APS/AB SCHOOL COMMITTEE BUSINESS

6.1 SMART Goals, 2011-2012

Steve Mills presented the SMART Goals for the year and asked for comment. He mentioned the Einstein quote, "what counts is not always counted, and what is counted, does not always count." Dr. Mills will share the year's progress on the goals with the School Committees in May or so and that information is part of what the Committee uses to evaluate his performance. One committee member encouraged the inclusion of student input on teacher evaluations. Another

member suggested that benchmarks and baselines be established for things like how much paper is being used and items for goals 2 and 6.

Acton-Boxborough Regional School Committee:

It was moved, seconded and unanimously,

VOTED: To accept the 2011-2012 SMART Goals as presented.

Acton Public School Committee:

It was moved, seconded and unanimously,

VOTED: To accept the 2011-2012 SMART Goals as presented.

6.2 Long Range Strategic Plan update

Goals are now in place for the Long Range Strategy Plan. A Staff survey has been done and 125 completed surveys were received. The volume and quality of work that has gone into this activity has been extensive. A discussion about the priority of the values will take place at next month's meeting. The next meetings of the subcommittee will be on Oct 11 and 18. All are invited.

6.3 Discussion of possible Concord Area Special Education Collaborative (CASE) presentation to the School Committees

Dr. Mills referred the Committee to the CASE information found in the packet, including details on finances, transportation and program services. Both Acton and Boxborough are members of CASE and the region is a third member. The School Committees asked for a presentation from CASE Executive Director, Teresa Watts, at a future meeting. Boxborough Superintendent and Chair of the CASE Board of Directors, Dr. Curtis Bates, asked the Committee what kinds of question they would like to have addressed. Topics included:

- Why does Lincoln Sudbury as a region seem to be missing?
- Transportation numbers appear to be high and seems like we should have more benefit as a collaborative in that area.
- How are transportation fees determined, and can it be more efficient?
- Could the accounting system be changed so schools can be billed more appropriately for the services provided and then be able to tap into the circuit breaker funds as appropriate? (Dr. Bates said they are charged tuition two years back so this would be difficult.)
- Is there a way to normalize the numbers on a common basis so it's cost per child delivered or miles driven, or a way so issues can be more easily identified?

John asked the School Committee to send questions to Liza Huber and she will send them to Dr. Bates and Teresa Watts. John, Mike and Bruce (as chair of Boxborough SC) requested a premeeting with Teresa so Teresa will be able to respond to most of the school committee questions in her presentation. Don Aicardi would also like to attend.

When asked if other school districts are asking similar questions, Dr. Bates said that they are because of what happened with MEC. CASE sent letters to parents and the School Committee members to proactively address community concerns about the management of special education collaboratives.

6.4 ALG Report /Acton FinCom Report

The last time that ALG met, they talked about an APS FY11 turnback of \$170,000 and at AB, \$650,000. At the next meeting (October 13) they will discuss revenue assumptions for FY13. The AB School Committee should provide input to that process. The November meeting will be to discuss expenses in the budget as well as use of reserves. The School Committees need to think about their opinion of E&D before that meeting.

6.5 Health Insurance Trust Report

John Petersen gave an update from 9/29/11 meeting. He said the two topics were how the trust is doing and the Segal Report. The Segal report is the first step in the process required by the new legislation, Chapter 69 of the Acts of 2011. Trustees had many questions but they felt it was important to get a draft of the report out. Bob Evans is working with Segal to get a final report for HIT on Oct 20.

6.6 Joint School Committee meeting 10/3/11 Report

This special School Committee meeting was called to review Municipal Health Care Reform – the Acton Process and Intergovernmental Coordination. John Petersen wrote a summary memo found in the packet dated 10/2/11. The importance of coordinating the activity of the Acton-Boxborough Regional School Committee and the Acton Board of Selectmen was emphasized so that the health insurance benefits offered to regional school employees would remain the same as the health insurance benefits offered to local school employees. If the Town of Acton moves forward, they move with the elementary school employees when it comes to their health insurance benefits. Some feel that it appears that the Town was not taking into account that APS and AB employees are treated the same when it comes to benefits and that negotiations with the school unions are conducted with all school employees – no distinction between regional and local school employees. John thanked all who attended Monday night's meeting.

6.7 Acton Board of Selectmen meeting re Health Care Reform 10/3/11

John Petersen reported that the Board discussed whether the Segal Report would meet their needs, and decided to initiate their own independent study to be completed by end of this month. John feels the Segal Report will be accurate. The BOS agreed that there are certain things that the BOS and School Committees need to deal with jointly so they accepted John's request that they have a joint meeting. The School Committee agreed that John should invite the BOS to the beginning of the November 3 School Committee meeting.

Mike Coppolino thanked John Petersen on behalf of the School Committee for his tremendous amount of work on this very important issue, and for making the complex information more clear to all involved, including School Committee, staff and community members. John hopes people are now thinking of the consequences of how things move forward based on Monday night's meeting. It was noted that Boxborough is part of the Minuteman Nashoba Health Group, a health insurance purchasing collaborative. Xuan thanked the BOS for understanding that we are involved together in these important issues.

6.8 Recommendation to Accept Gift from TNT-Ventures, LLC

Acton-Boxborough Regional School Committee:

It was moved, seconded and unanimously

VOTED: to accept with gratitude, a very generous donation of office furniture from TNT-Ventures, LLC

Acton Public School Committee:

It was moved, seconded and unanimously

VOTED: to accept with gratitude, a very generous donation of office furniture from TNT-Ventures, LLC

Dr. Mills noted that this furniture was a significant improvement in the arrangement and decor of the Central Office, and that the staff was very grateful for the many new desks.

THE ACTON PUBLIC SCHOOL COMMITTEE ADJOURNED AT 8:35 p.m.

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE BUSINESS

7.1 Recommendation to Support the Lower Fields Project

Dr. Mills presented on the Lower Fields Initiative. He is asking for the School Committee's full support as part of a strong Community Preservation Act Funding application that Dave Wilson will submit next month. The Friends of the Leary Field is in the process of changing their name to Friends of Lower Fields (FOLF); all are welcome to join. FOLF, Superintendent Mills and Facilities Director J.D. Head have met extensively and drafted a Memorandum of Understanding (MOU) for the School Committee's consideration. See slides.

The Intermunicipal Agreement details on slide 15 are new information based on conversations with the Town. When the note is paid off, ABRSD schedules facility generating revenue – After expenses, profit will be split between Town of Acton and ABRSD consistent with the percent of contribution CPA monies were to the larger project, approximately 25 – 30% after all bills are paid. All profits must go to maintaining, enhancing Town or ABRSD Recreational/Athletic facilities and programs. There is interest, in writing, from 3 major sports groups.

In summary, Dr. Mills requested authority to expend not more than 10% of the total cost of the project during fiscal 12 and /or 13, approximately \$260,000 – 280,000. He asked the School Committee for approval to move ahead with FOLF on the CPA application, given the November 14th deadline. He also asked the Committee to support JD Head with approximately \$50,000 for this year, plus what is in the motion.

ABRHS Principal, Dr. Alixe Callen and Facilities Director, JD Head spoke strongly in support of the project. Dave Wilson stated that the lacrosse organization and ABYS are taking risks as well, putting up \$30,000 of their money because they believe in this project. During the term of the loan, JD will manage the field operations with some FOLF volunteers who will be primarily responsible for scheduling use of the fields by outside organizations.

This vote was described as pivotal for the Regional School Committee. If the Committee elects to move forward, there will be some refining of details, but now is the time for questions and concerns to be expressed. When the note is paid off, John Petersen wants to stipulate that the School Committee will review the agreement again at that time.

Maria Neyland voiced concern about financing. She asked that it be clear to the parents of the district that if something should happen with the project, the \$250,000 will come out of the school operating budget. Although unlikely, this is a possibility. A key element of this project that is unusual is that the CPA process requires that the town receive some profit. In lieu of the hours that were given in the case of Leary Field, the schools could keep all of the hours, run the facility and then perhaps give money instead of hours. Maria feels this percentage is too high to give to the town. She suggested that parking revenue from the lot could be used to pay off the debt during the 8 years, but after that, she feels that money should stay in the district, not split with the town. She asked if we would be clear with the youth sports teams regarding subleasing with sports groups about any income coming in from that use. Dave said that after the loan is paid off, Community Education will handle this. Mike Coppolino agreed and would like Dr. Mills to see if the 30% could be renegotiated lower.

John Petersen reminded the Committee that this meeting's vote was to request funds in the FY 13 budget. The Committee will be asked to provide a level service budget, then expand it by 2%, then fund this 10% of the Lower Fields project for recreation. The second vote is to move forward with the CPC application. The Memorandum of Understanding (MOU) is not being voted on.

A Committee will be set up to oversee the project. Steve Mills is open to including a School Committee member.

JD was asked about the timeline for major renovation/replacement for these fields. Leary Field was expected to last 8-10 years without major renovation however our field is currently expected to last 12-15 years. New technology has made the life expectancy of turf fields approximately 18 years. Ideally we will set money aside annually to maintain the fields. Dave Wilson has met with potential renters and discussed potential renting rates. They are negotiating between \$100-135. Concession sales could also bring in funds to mitigate risk.

Maria wanted clarification. During the pay off phase, utilities were covered at the last meeting, see MOU #10. JD said that this is now being negotiated. Paul Murphy voiced support but wanted to be sure all students would benefit from the project. Erin Bettez pointed out that a group like the Miracle League may be able to use these fields. Brigid Bieber was also concerned about the 25 – 30 % figure, but advocated that it shouldn't stop the progress. She used Leary Field as an example of maximizing an asset that cannot be used to the fullest without significant investment, and noted that the support of such dedicated volunteers ready to help make this happen is critical.

Bruce Sabot stated that education is his top priority and responsibility as a School Committee member. He is concerned that this vote would instruct the superintendent to put this project in the budget and guarantee the 10% for it out of FY13 funding, even though the Committee cannot guarantee the 2% increase for next year.

Becky Neville, Boxborough BOS member, felt that 30% is a lot for the Town of Acton to get as a return on their investment. She suggested that some of the money go toward the Regional assessments.

Bill Guthlein spoke from the public asking for financial statements for the project. John Petersen said that different parties will do diligence on various parts of this activity, and that the bank is a significant gatekeeper. Kate Murray spoke from the audience asking what would not be funded in FY13 to pay for this project.

John stated that it is the job of the School Committee to check the balance of items and there is always a trade off of the issues when making a decision.

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

VOTED: that the Acton-Boxborough Regional School Committee, instruct the Superintendent to include in the FY 13 budget, not more than 10% of the total cost of the Lower Fields project.

(YES: Bieber, Bruce, Coppolino, Kong, McOsker, Murphy, Petersen
NO: Neyland, Sabot)

Mike Coppolino moved, and it was seconded by Xuan Kong and, unanimously

VOTED: that the Acton-Boxborough Regional School Committee, support the Friends of the Lower Fields' (FOLF) Community Preservation Act application for the Lower Fields Initiative, due on 11/14/11.

Bruce and Marie are concerned that the Committee voted to commit 10% of the field cost in next year's budget in isolation. John stressed that the MOU is not final and encouraged thoughts and comments to be sent to Steve.

7.2 MCAS Update

Deborah Bookis reported on the letter from Measured Progress regarding the Revised 2011 Grade 10 Mathematics scores that resulted from an error in the reporting of student results. Mike suggested that Deb might consider giving EDCO and maybe even DESE a presentation of how such great results were achieved after last year's scores. Bill Guthlein described the progress in math in the special education group as marvelous. He is concerned about the English program at RJGJHS.

7.3 BLF Report

Maria Neyland reported that the BLF discussed the Lower Fields Project and she shared those comments earlier. Free cash has been certified. Budgeting is done very conservatively and there is no set target for Free Cash.

7.4 FY'12 Budget

Last Spring, the Acton and Boxborough Town Meetings approved the Regional School Committee's FY'12 budget and Table 6 analysis of the assessments. Due to the final amount of ABRSD State Aid (Cherry Sheets) now being known and ABRSD's undesignated fund balance now estimated to be \$2,050,000, the Administration asked the Regional School Committee to amend the Table 6 assessment. Of the 3 options presented (see slides), Dr. Mills recommended Option 1:

Reflect Final State Aid Numbers	+\$187k
Decrease FY12 E & D Use	-\$187k
Keep Both Towns' Assessments Same	

Xuan Kong moved, and it was seconded, that the AB Regional School Committee adopt Option 1 as presented. He stated that this would reduce the use of E&D, and keep both towns' assessments the same.

Charles Kadlec spoke from the public saying that Xuan's assumptions are contrary to Department of Revenue (DOR) advice and asked for an explanation. Don Aicardi said that with option 1, the DOR will be sent all documentation and they will instruct the Administration to return the surplus amount to Acton and Boxborough. We will lower their bills every month to pay it off. That money would flow back into the towns' fund balance. The FY13 budget season would have passed, so those funds will be certified and spent in FY14 by the towns. It is correct that it does not go back to the region. Charlie stated that the town may decide to use the surplus to lower the tax bills, and not keep it. The regional E&D is capped so money that exists over that amount is out of the control of the regional school committee.

**The Acton-Boxborough Regional School Committee unanimously
VOTED: to approve Option 1 as presented.**

It was the sense of the Committee that it was reasonable for Don to assume a level service plus 2% commitment plus the amount committed to Lower Fields for FY13. A goal of 4% appears sustainable. Although it is difficult to make these decisions without seeing the entire budget, it is part of the process. The Committee felt that this was a place for Don to start.

7.5 Recommendation to Appoint ABRSD Treasurer

It was moved, seconded and unanimously

VOTED: based on the recommendation of Superintendent Stephen Mills, that the ABRSC appoint Sharon Summers as the Treasurer of the Acton-Boxborough Regional School District.

7.6 Recommendation to Approve Disclosure of Financial Interest Form from S. Summers

It was moved, seconded and unanimously

VOTED: to approve the enclosed Disclosure of Financial Interest Form as required by Mass General Laws Chapter 268A, Section 19.

7.7 Recommendation to Accept Gift from the Football Boosters

It was moved, seconded and unanimously

VOTED: to accept the gift of \$5000 from the Football Boosters to support payment of football Assistant Coaches.

7.8 Recommendation to Appoint Stephen Mills as ABRSD Rep to CASE, 2011-12

It was moved, seconded and unanimously

VOTED: to appoint Stephen Mills as ABRSD Representative to CASE for 2011-2012

7.9 Recommendation to Appoint Stephen Mills as ABRSD Rep to EDCO

It was moved, seconded and unanimously

VOTED: to Appoint Stephen Mills as ABRSD Representative to EDCO as a Voting Board Member for 2011-2012

7.10 Policy Subcommittee Update

7.10.1 Use of School Facilities (File: KF) – SECOND READING

Brigid Bieber explained that the policy has been shortened but extensive procedures and fees have been added. Insurance information will be added. She reminded the School Committee that they vote on the policy only.

Dick Calendrella spoke from the audience asking if this subcommittee includes any members of the community. Brigid replied that meetings are all open and posted. The subcommittee has recently invited people from major groups who use the facilities to come in and speak with them. Dick represents the Acton Chinese Language School and said that they had not been invited to speak with the subcommittee yet. Brigid said a meeting would be arranged.

Several members did not want to vote on the policy yet due to it being so pared down and the late hour, with not enough time to review the extensive new procedures. One member noted that while the Committee wants Community Education to be a revenue source, they must also balance its value as a service organization. Erin Bettez would like the policy set soon because gyms will be scheduled soon. It was suggested that the policy could be approved and the procedures reviewed at the next meeting.

It was moved, seconded and

VOTED: to approve the proposed policy on Use of School Facilities
(Yes: Bieber, Bruce, McOsker, Murphy, Neyland, Petersen, Sabot
No: Kong Abstained: Coppolino)

7.10.2 Advertising in Schools (File: KHB) – FIRST READING

Due to the late hour, this was postponed to the next meeting.

7.11 Regional School District Study Committee (RSDSC) Update

Xuan is setting up this Committee's first meeting. An email shell has been created.

7.4 FY'12 Budget

It was requested that the Table 6 Formal motion (7.4.2) be fully read for the record. Xuan Kong read the "Recommendation for FY'12 Acton-Boxborough Regional School District Budget and Assessment" (Attachment B)

It was moved, seconded and unanimously

VOTED: to approve the recommendation for FY'12 Acton-Boxborough Regional School District Budget and Assessment as read and voted earlier in the evening.

8.0 FOR YOUR INFORMATION

Dr. Mills congratulated Michael Romano, ABRHS Science Teacher, who recently won the 2011 Association of Educational Publishers Distinguished Achievement Award. He also congratulated AB Drama Director Linda Potter who received the Leonidas Nickole Award from the New England Theater Conference as the Theater Educator of the Year in New England. John Petersen highlighted the PIP Stemfest, Nov 10th, 6:00 – 8:30 p.m. at the High School.

Dr. Mills highlighted *Looking at Student Work* – Protocol Training for K-12, to be held here on Oct 4,5,6 and Dec 6,7. He also thanked all involved with the very interesting visit from our Distinguished Guest Teachers/Principals from Xi'an, China on October 3 & 4.

9.0 FOR THE COMMITTEE

ABRHS Proscenium Circus production of *Robin Hood*, Oct. 28, 29, 30, Nov 4, 5 – 1 For complimentary ticket, see Beth.

NEXT MEETINGS:

October 20 - 7:30 p.m. APS SC Meeting at McCarthy-Towne School Library

November 3 - 7:30 p.m. AB SC Meeting at Acton-Boxborough Regional High School Library

The meeting was adjourned at 11:27 p.m.

Respectfully submitted,
Beth Petr

Documents Used:

See agenda attached

Attachment A: Statement read by John Petersen

Attachment B: Recommendation for FY'12 Acton-Boxborough Regional School District Budget and Assessment

**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETINGS**

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

**October 6, 2011
7:30 p.m. Joint SC Meeting
AB Regional Meeting to follow**

AGENDA with addendum

1.0 CALL TO ORDER

2.0 CHAIRMAN'S INTRODUCTION

Welcome to Jacob Johnson, Tess Little, Nikhil Manocha – new ABRHS School
Committee representatives

CALL APS SC TO ORDER - JOINT MEETING

3.0 STATEMENT OF WARRANT

4.0 APPROVAL OF JOINT and ABRSC MINUTES

- 4.1 Joint SC October 3, 2011 (*addendum*)
- 4.2 AB SC September 21, 2011 (*addendum*)

5.0 PUBLIC PARTICIPATION

6.0 JOINT APS/AB SCHOOL COMMITTEE BUSINESS

- 6.1 SMART Goals, 2011-2012 – **VOTE** – *Steve Mills (7:40)*
- 6.2 Long Range Strategic Plan update – *Steve Mills (7:50)*
- 6.3 Discussion of possible Concord Area Special Education Collaborative (CASE)
presentation to School Committees – *Steve Mills (8:00)*
 - 6.3.1 CASE Board of Directors, 2011-2012
 - 6.3.2 Continuum of Classes, 2011-2012
 - 6.3.3 FY12 Approved CASE Transportation Budget/Assessments
 - 6.3.4 Approved CASE Assessments for FY12 Program Budget
- 6.4 ALG Report /Acton FinCom Report - *Xuan Kong/John Petersen (oral) (8:10)*
- 6.5 Health Insurance Trust Report – *John Petersen (8:20)*
 - 6.5.1 Update from 9/29/11 meeting (*oral*)
- 6.6 Joint School Committee meeting 10/3/11 Report – *John Petersen, Mike Coppolino*
 - 6.6.1 Municipal Health Care Reform – Acton Process, Intergovernmental
Coordination, Petersen memo to APS SC and ABR SC dated 10/2/11
- 6.7 Acton Board of Selectmen meeting re Health Care Reform 10/3/11 – *John Petersen*
- 6.8 Recommendation to Accept Gift from TNT-Ventures, LLC– **VOTE** – *Steve Mills*

ADJOURN APS SC – AB MEETING RESUMES (8:45)

7.0 AB SCHOOL COMMITTEE BUSINESS

- 7.1 Recommendation to Support the Lower Fields Project – **VOTE** – *Steve Mills (8:45)*
 - 7.1.1 Inter Municipal Agreement (*in progress*)
 - 7.1.2 Draft Memorandum of Understanding (MOU/ABRSD/FOLF) (*addendum*)
 - 7.1.3 Draft Letter to Request Bank Financing (*addendum*)
 - 7.1.4 Schedule of Field Use
 - 7.1.5 ABRSD Financial Commitments Memo
 - 7.1.6 Interest from Renters Memo (*addendum*)
 - 7.1.7 Presentation Slides
 - 7.1.8 Letter of Support from Dr. Alixe Callen, Principal ABRHS (*addendum*)
- 7.2 MCAS Update – *Deborah Bookis (9:15)*
 - 7.2.1 Letter from Measured Progress re Revised 2011 Grade 10 Mathematics (*addendum*)
- 7.3 BLF Report (oral) – *Maria Neyland (9:20)*
- 7.4 FY'12 Budget – *Don Aicardi*
 - 7.4.1 Revised FY12 Table 6 Presentation Slides (*addendum*)
 - 7.4.2 Approval of Revised FY12 Table 6 – **VOTE** – *Steve Mills*
 - 7.4.3 Sense of the Committee on FY13 E&D Use (*oral*)
- 7.5 Recommendation to Appoint ABRSD Treasurer – **VOTE** – *Steve Mills (9:30)*
- 7.6 Recommendation to Approve Disclosure of Financial Interest Form from Sharon Summers – **VOTE** – *Steve Mills*
- 7.7 Recommendation to Accept Gift from the Football Boosters to support the football Assistant Coaches – **VOTE** – *Steve Mills*
- 7.8 Recommendation to Appoint Stephen Mills as ABRSD Representative to CASE, 2011-12 – **VOTE** – *Steve Mills*
- 7.9 Recommendation to Appoint Stephen Mills as ABRSD Representative to EDCO as a Voting Board Member, 2011-2012 – **VOTE** – *Steve Mills*
- 7.10 Policy Subcommittee Update (*9:40*)
 - 7.10.1 Use of School Facilities (File: KF) – **SECOND READING – VOTE** – *Brigid Bieber*
 - 7.10.1.1 Proposed Policy Revision (*addendum*)
 - 7.10.1.2 Current Policy (*addendum*)
 - 7.10.1.3 Draft Use of School Facilities Procedures & Fees (File: KF-R) (*addendum*)
 - 7.10.2 Advertising in Schools (File: KHB) – **FIRST READING** – *Brigid Bieber*
- 7.11 Regional School District Study Committee (RSDSC) Update – *Xuan Kong (oral) (9:50)*

8.0 FOR YOUR INFORMATION (9:55)

- 8.1 ABRHS Info
 - 8.1.1 ABRHS Profile, 2010-11
 - 8.1.2 Discipline Report (*addendum*)
 - 8.1.3 Gift from Target Corporation's Take Charge of Education program
 - 8.1.4 The 2011 Association of Educational Publishers Distinguished Achievement Award - Michael Romano, ABRHS Science Teacher
 - 8.1.5 Linda Potter received the Leonidas Nickole Award by the New England Theater Conference as the Theater Educator of the Year in New England
- 8.2 RJ Grey Junior High Info
 - 8.2.1 Discipline Report
- 8.3 ABRSD ELL Student Population, October 2011
- 8.4 Monthly ABRSD Object Summary and SPED Financial Reports

- 8.5 October 1 Enrollment Report (*brought to meeting*)
- 8.6 PIP Stemfest, Nov 10th, 6:00 – 8:30 p.m. at the High School
- 8.7 Town of Acton Open Meeting Law Training Session and Information is posted at <http://doc.acton-ma.gov/dsweb/Get/Document-33843>
- 8.8 State Ethics Training Sessions - Thursday, November 3 at 4:00 (Acton Town Hall) or 7:00 p.m. (RJGJHS Auditorium)
- 8.9 *Looking at Student Work* – Protocol Training, K-12, Oct 4,5,6 and Dec 6,7
- 8.10 Visit from Distinguished Guests from Xi'an, China on October 3 & 4, 2011
- 8.11 APS/AB Food Services implements *ParentOnLine* on October 7th
for more info, see <http://ab.mec.edu/departments/food/food.shtml>
- 8.12 Correspondence from the Community

9.0 FOR THE COMMITTEE

ABRHS Proscenium Circus production of *Robin Hood*, Oct. 28, 29, 30, Nov 4, 5 – 1
complimentary ticket, see *Beth*

NEXT MEETINGS:

October 20 - 7:30 p.m. APS SC Meeting at McCarthy-Towne School Library

November 3 - 7:30 p.m. AB SC Meeting at Acton-Boxborough Regional High School Library

ADJOURNMENT (10:00)

Attachment A
10/6/11 SC Mtg

Steve Jobs died yesterday. Most people don't like to talk about death but Steve Jobs was a different kind of person.

In 1993 he said, "Being the richest man in the cemetery doesn't matter to me.... Going to bed at night saying we've done something wonderful—that's what matters to me.—*CNNMoney/Fortune, May 25, 1993*

In 2005 Jobs spoke at the Stanford Commencement and said:

When I was 17, I read a quote that went something like: "If you live each day as if it was your last, someday you'll most certainly be right." It made an impression on me, and since then, for the past 33 years, I have looked in the mirror every morning and asked myself: "If today were the last day of my life, would I want to do what I am about to do today?" And whenever the answer has been "No" for too many days in a row, I know I need to change something.

Remembering that I'll be dead soon is the most important tool I've ever encountered to help me make the big choices in life. Because almost everything — all external expectations, all pride, all fear of embarrassment or failure - these things just fall away in the face of death, leaving only what is truly important. Remembering that you are going to die is the best way I know to avoid the trap of thinking you have something to lose. You are already naked. There is no reason not to follow your heart.

As we begin tonight's school committee meeting, I hope we will do something wonderful; I hope we will follow our hearts; I hope we will try to be "insanely great".

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

Attachment B.
10/6/11 sc mtg

TO: Acton-Boxborough Regional School Committee
FROM: Steve Mills, Superintendent
DATE: October 6, 2011
RE: Recommendation for FY'12 Acton-Boxborough Regional School District
Budget and Assessments

**Recommendation for FY'12 Acton-Boxborough Regional School District Budget
and Assessments**

Attached is a copy of the Analysis of Assessments for FY'12. The Administration recommends that the total appropriation for the Acton-Boxborough Regional School District for the fiscal 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 \$24,725,573, Boxborough \$6,177,518, remainder to be accounted for by the Anticipated Chapter 70 Aid in the amount of \$6,607,310, Anticipated Charter School Aid in the amount of \$42,819, Transportation Aid, Chapter 71, Section 16C in the amount of \$633,595, a transfer from E&D Reserves in the amount of \$314,878, and a transfer from the Junior High School Project Premium on Loan in the amount of \$658.

CC: Donald Aicardi, Director of Finance
Marie Altieri, Director of Personnel

USE OF SCHOOL FACILITIES PROCEDURES
(Revised November 22, 2011)

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 5:00 p.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 may be obtained at the Community Education Office in the Administration Building, 15 Charter Road in Acton. The phone number is (978) 266-2525. The application can be downloaded from the A-B Community Ed. website: <http://comed.ab.mec.edu>.

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 request rentals on a first come, first served basis. Rentals of school district grass fields occur two times per year. Tennis Court rentals occur once per year. Please see page 4 for more information.

Please note: School activities supersede all non-school rentals. Renters may be bumped at the last minute if the school needs a space that has been rented. Every effort will be made to find the user a similar space or reschedule the event for another date.

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.

Class 1 users do not pay rental fees, only costs of personnel who work at the event (custodian, A/V, kitchen staff).

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 and youth and adult sport groups. Scout groups are charged \$10 a year for regular weekly meetings but assessed Class 2 fees for special events such as a Pinewood Derby.

Deleted: condo associations

FEES: Rental fees will be charged for all events, in accordance with the district's published fees. A deposit is required at the time of application and is non-refundable unless the request for school facilities is denied. Class 2 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

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

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

FEES: Rental fees will be charged for all events, in accordance with the district's published fees.. A deposit is required at the time of application and is non-refundable unless the request for school facilities is denied. Class 2 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

FREQUENT USER DISCOUNT

Rental fees of users who rent school facilities 15-25 times per school year will be reduced by 10%.
Rental fees of users who rent school facilities 26+ times per school year will be reduced by 20%.

There are no discounts for personnel costs (custodial/kitchen/AV) associated with rentals.

FACILITY USE AND REGULATION

IMPORTANT NOTICES:

PARKER DAMON BUILDING: You may not bring latex products of any kind into this building (e.g. latex balloons or gloves).

RAYMOND J. GREY JUNIOR HIGH: You may not bring citrus products of any kind into this building.

In order to reduce the risk of allergic reactions, users are asked to not bring any of the following into the school buildings: peanuts, tree nuts, milk, dairy products, eggs, soy, wheat, fish and shellfish.

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.

In the case of large events (i.e. ones that use more than 50% of a school building) the district may require that a Senior School District Administrator be present to ensure that the facility is well managed, organizers and attendees have a positive and safe experience, and the facility is left in appropriate condition for a smooth transition to school activities to follow. Costs for this Senior Administrator will be charged to the user. If the event is a school function, such as an Ice Cream Social, and a Senior Administrator will be present, he or she may volunteer to oversee the event and no charges will be assessed.

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, in consultation with Facilities staff, 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 11:00 p.m. Events which would end later than 11:00 p.m. (e.g. Project Graduation) may occur at the discretion of the Superintendent and the Community Education Director.

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. *Depending upon the size and scope of a particular event, the renter(s) will be required to provide a Certificate of Insurance affording the following coverages:*

- *General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Acton-Boxborough Regional School District should be named as an Additional Insured Party.*
- *Workers' Compensation Insurance as required by law.*

Deleted: Town

Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Acton-Boxborough Regional School District should be named as an Additional Insured Party.

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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 \$40/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 GRASS FIELDS

Field requests are submitted to Community Ed. in January for spring and summer use and in July for fall use.

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 TENNIS COURTS

Given the heavy use of district courts by our schools and members of the Acton-Boxborough community, a limited number of rental hours are available. These hours occur for 10 weeks in the spring (from April through mid-June) and the fall (September through mid-November). The schedule of available hours will be posted on the A-B Community Ed. website (<http://comed.ab/mec/edu>). Interested parties should submit a request for use of tennis courts to Community Education by January 15.

USE OF AUDIO VISUAL EQUIPMENT

Renting groups should indicate the need for audiovisual equipment on the application form. For events to be held at Acton-Boxborough Regional High School, call Brendan Hearn at (978) 264-4700 x3425. For events to be held at Raymond J. Grey Junior High, call Jeanne Goulet at (978) 264-4700 x 3395.

CANCELLATION OF EVENTS

In the event that school is canceled due to inclement weather or other emergencies, outside rentals will also be canceled. Renters 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 to 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 Selectmen 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.

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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

Class 2 and Class 3 users will pay a deposit at the time of application. All other costs are billed to the user after the event. Checks should be made payable to: "**Acton-Boxborough Community Education**" and sent to:

Acton-Boxborough Community Education
Administration Building
15 Charter Road
Acton, MA 01720

Use of Facilities Fees
Proposed Revision 11/22/2011

Class	Deposit	Classroom	Gym or cafeteria (no kitchen)	Conf Rm or Library	Ed Leary Field	Tennis Courts	HS Pool	Custodian	Kitchen Staff
1	NONE	No fee	No fee	No fee	No fee	No fee	No fee	\$40/hr/ Mon-Sat \$50/hr Sun/Holiday	\$40/hr supervisor \$35/hr staffer

2	\$25	\$25/use	\$50/use	\$50/use	\$200/use plus \$30/hr lights	\$8/use	\$50/use	Same as above	Same as above
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Class	Deposit	Classroom	Any Cafeteria (no kitchen)	Elementary Library	Elementary Gym	Elementary Kitchen	JH/HS Library	JH Gym	JH/HS Auditorium
3	\$50	\$25/hr	\$75/hr	\$50/hr	\$100/hour	\$75/hr	\$75/hr	\$100/hr	\$200/hr (+ \$300 deposit)
Class	HS Lower Gym	HS Upper Gym	Tennis Courts	HS Pool	Ed Leary Field	Custodian	Kitchen Staff	A/V Staff	A/V Equip.
3	\$100/hr	\$150/hr	\$12/hr	\$100/hr	\$250/hr plus \$30/hr lights	\$40/hr/ Mon-Sat \$50/hr Sun/Holiday	\$40/hr supervisor \$35/hr staffer	\$30/hr supervisor \$15/hr student	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use

AV Staff	AV Equip.	Senior Administrator
\$30/hr supervisor \$15/hr student	No Fee	\$75/hour

Same as above	Tier 1: \$10 Tier 2: \$25 Tier 3: \$50 per use	\$75/hour
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JH/HS Kitchen	Senior Administrator
\$40/hr supervisor \$35/hr staffer	\$75/hour

File: KHB-R

Advertising in Schools

The School Committee has a policy KHB which allows advertising in schools and on school properties on a limited basis. Such advertising must meet the criteria outlined below.

- a. Advertising is permitted in connection with courses of study which have specific lessons related to advertising. It will be up to each school to decide whether the lessons related to advertising are appropriate.
- b. Advertising is permitted in such supplementary classroom and library materials as newspapers, magazines, television, the Internet, and similar media where they are used in a class such as current events, or where they serve as an appropriate research tool.
- c. Paid advertising is permitted in yearbooks, school newspapers, theatrical productions, and event programs as long as such advertising meets the criteria listed below.
- d. Paid advertising is permitted on athletic fields, scoreboards, tennis courts, the swimming pool, auditoriums and gyms as long as such advertising meets the criteria listed below.

Advertising must meet the following criteria:

1. **Consistency with District and School Academic Standards and Goals.** All corporate support or activity shall be consistent with State, District, and school academic standards and goals. Commercial involvement must also be structured to meet identified educational needs, not commercial motives.
2. **Advertising shall not be used as part of the curriculum.** Advertising shall not be included as part of the curriculum, in classrooms or other specific academic settings, unless it is a specific lesson about advertising or in supplemental curricular materials such as magazines, newspapers or the internet.
3. **Consistency with District Policies and Age-Appropriateness.** All corporate support or activity must be consistent with District policies, prohibiting discrimination on the basis of race, color, national origin, gender, age, religion, sexual orientation, veteran status, limited English proficient, handicap, or homeless, and must be age-appropriate for the students involved.
4. **Certain Corporate Support or Activity Prohibited.** No corporate support or activity will be permitted in the District or in the schools that:
 - a. Promotes the use of illicit drugs, alcohol, tobacco, or firearms.
 - b. Promotes hostility, violence or disorder

- c. Attacks or demeans any ethnic, racial, or religious group.
- d. Is libelous.
- e. Promotes any specific religion.
- f. Promotes or opposes any particular political view, candidate or ballot question.
- g. Inhibits the functioning of any school.

5. Advertising Materials and Placement. To ensure uniformity, the Superintendent or his designee, will be responsible for producing and placing all advertising material.

The Superintendent will report at least once a year to the School Committee on all advertising in the schools.