

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

TO: Acton Public and Acton-Boxborough Regional School Committee Members
FROM: Stephen Mills
ON: August 2, 2011
RE: **ADDENDUM**

JOINT SCHOOL COMMITTEE MEETING:

3.0 APPROVAL OF MINUTES

- 3.1 May 5, 2011 (AB only)
- 3.2 May 19, 2011 (APS only) – *next meeting*
- 3.3 June 2, 2011 – *next meeting*
- 3.4 June 16, 2011
- 3.5 July 26, 2011 – *next meeting*

5.0 UNFINISHED BUSINESS

- 5.1 ALG Report
 - 5.1.2 Handouts from 7/20/11 ALG meeting
- 5.5 Health Insurance Trust Report 7/21/11– *John Petersen*
 - Possible **VOTE** on instructing HIT to conduct and pay for study of cost savings that could be achieved by moving to GIC
 - 5.5.2 Proposed motion for **VOTE**
- 5.9 Subcommittee Updates
 - 5.9.2 Policy Subcommittee – *Brigid Bieber*
 - 5.9.2 Revised Use of School Facilities (File: KF) – *Next Meeting*
- 5.10 Superintendent's Contract - **VOTE** – *John Petersen*
- 5.11 AB Youth Soccer Field Development Proposal Update – Possible **VOTE** - *Steve Mills*
 - 5.11.1 "Eight Fields in Two", Friends of Lower Fields, 8/2/11
 - 5.11.2 "Regional Debt: Borrowing, Cost of Debt Service", Don Aicardi, 8/2/11
 - 5.11.3 Proposed motion for **VOTE**
- 5.12 Consideration of Regionalization with Boxborough School District
 - 5.12.5 Proposed Timeline – Due Diligence Process
 - 5.12.6 Proposed motion for **VOTE**

7.0 FOR YOUR INFORMATION

- 7.7 Grant Allocations 2012

ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING

8.0 NEW BUSINESS

- 8.3 Minute Van Dial-a-Ride – Possible VOTE on short term funding –*John Petersen/Franny Osman*

**ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING
DRAFT MINUTES**

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

**May 5, 2011
7:15 p.m. AB Exec Session
7:30 p.m. AB Meeting**

Members present: Brigid Bieber, Mike Coppolino, Xuan Kong, Terry Lindgren, Kim McOsker, Paul Murphy, Maria Neyland, John Petersen, Bruce Sabot
Members absent: none
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

1.0 The AB School Committee meeting was called to order at 7:18 p.m. by Brigid Bieber, chair.

AB EXECUTIVE SESSION

At 7:20 p.m., it was moved, seconded and unanimously
VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session to discuss strategy with respect to litigation
YES (Bieber, Bruce, Coppolino, Kong, Lindgren, Murphy, Neyland, Petersen, Sabot)

This was done after Brigid Bieber declared that an open meeting may have a detrimental effect on the litigating position of the Board.

At 7:25 p.m., the Committee was polled and voted to go out of Executive Session.

AB School Committee meeting continues

2.0 **CHAIRMAN'S INTRODUCTION**

The ABRHS School Committee student representatives for FY11 were thanked: Rosa Huang, Nikhil Manocha, Abha Patil, Allison Wang and Betty Yang. Nikhil thanked the Committee for giving him such a valuable learning experience. The Committee responded with a round of applause for his enthusiastic participation this year.

Laurie Maylander and students presented the annual ABSAF Donation check for \$93,000. ABSAF was thanked for their very generous donation and strong commitment to our schools.

3.0 **APPROVAL of MINUTES**

Minutes from the 3/24/11 Joint/AB SC meeting were approved as amended. Kim McOsker abstained. Minutes from the 4/2/11 Joint SC meeting were approved as written. Kim McOsker and Maria Neyland abstained.

STATEMENT of WARRANT

Warrant #11-021 dated 4/7/11 in the amount of \$1,545,339.93
Warrant #11-022 dated 4/21/11 in the amount of \$1,929,331.38
Warrant #11-023 dated 5/5/11 in the amount of \$1,319,934.74
were signed by the Chairperson and circulated to the Committee for signatures.

4.0 **PUBLIC PARTICIPATION** - none

5.0 **UNFINISHED BUSINESS**

5.1 ALG Report – ALG has not met since the last SC meeting.

5.2 Acton FinCom Report – FinCom has not met since the last SC meeting.

5.3 BLF Report

Maria Neyland reported that the BLF met and did a pre-Town Meeting meeting.

5.4 FY'11 and FY'12 Budget Update

Don Aicardi reported on the process of closing out the FY11 budget and proceeding with an overdue purchasing initiative. Details will be presented at the May 19th APS meeting and June 2nd AB SC meetings. The intention is to spend \$575,000 in APS and \$317,000 in ABR on nonrecurring items such as technology and textbooks as this year is closed out. A responsibility is also felt to replenish town reserves. Dr. Mills hopes to replenish the APS Free Cash by \$400,000 and ABR E&D by \$200,000 by the close of FY11.

Deborah Bookis, Amy Bisiewicz, J.D. Head, Alixe Callen and Craig Hardimon presented on why these purchases are needed. New technology will include 13 SMART Boards, resulting in 25% of our High School classrooms being equipped with these tools. Amy would also like to purchase 30 netbooks for a pilot mobile lab for the Junior High. APS/ABRS is now a Google "Apps for Education" site which is very exciting. Steve Mills said that the only new item that has not been seen before is the new High School gym floor. The current one is 42 years old. There is a sense of urgency to this project now due to large cracks. If done now, we can use the current floor as a base. If we wait we need to put down a new base, it is more expensive. Alixe Callen stated that she recognizes that it is a tough economic time and many colleagues are suffering. She thanked the Committee for considering these additional items that are so needed, and is very grateful for the thoughtful work that has gone into putting this plan together. Craig also thanked the Committee as well for their support this year and for these new items.

Committee members asked about supporting more professional development during the year, including some time for staff to try new technology for the SMART boards. There is still discussion over the equipment being left by ACAT and what needs to be purchased. 120 High School students are registered for classes in the fall using this studio. Dick Calendrella spoke as a member of the ACAT Board of Directors. He said that ACAT will fully support what the High School needs. They will be moving to bigger quarters this summer due to their exponential growth. ACAT has offered 3 options to the HS: 1. ACAT would teach the classes. 2. They would leave and donate everything needed for the High School. 3. They would maintain a studio B at the High School and would share equipment. Discussion will continue.

The Committee thanked Steve and the staff at the Junior High and High School for really taking a hard look at how effective the schools are and what is needed. Through careful thought and discussion, a good plan for needed items of the highest priority appears to be in place. The staff looks forward to sharing the results with the School Committee next year.

Mike Coppolino asked about electronic textbooks and if there is a purchase plan in place for. Craig Hardimon said that electronic copies of textbooks are not available now unless the hardcopy textbooks are purchased, but that will probably change. Amy Bisiewicz said that a long term vision is being formed. Some departments have their content digitized already and some teachers have theirs done. Amy hopes to present a more complete plan next year.

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When asked, Don Aicard said that examples of recurring sources are vacancy factor and energy savings.

Although a vote was not needed, the Committee was in agreement to support the proposed FY11 Year End Expenditure Initiative at the Region.

Xuan Kong asked for Committee input on his "Acton-Boxborough Regional School District Budget Process" handout (5.4.3) before it is distributed to the public.

5.5 Health Trust Report

5.5.2 Health Insurance Open Enrollment

Marie Altieri reported that there is some savings from what was budgeted for insurance, but it is pretty close. Mike Coppolino asked if an incentive could be given to people to not subscribe to the more expensive plan, as the Town of Acton is doing.

5.6 Subcommittee Updates

5.6.1 Policy – Brigid Bieber

5.6.1.1 Bullying Prevention and Intervention Plan – Liza Huber reported that the recent revision was accepted by DESE.

5.6.1.2 Consider Need for New Policy re-Use of School Buildings & Properties in Community Education – Steve Mills requested this due to a number of concerns that have come up recently regarding community use of school facilities. Consistent rates and procedures need to be established. This includes use of our tennis and basketball courts, as well as classrooms. Community Education Director Erin Bettez would like more guidance on structure from the Committee.

An Acton member is needed for the policy subcommittee. Brigid will bring the list of about 5 policies that the Subcommittee is now working on to the next meeting for prioritizing.

5.6.2 Long-Range Strategic Planning & Flyer

Steve Mills reported that the survey is out and 175 responses have been received. Two forums are coming up for the public. He thanked the Beacon for their publicity.

5.6.3 Cost Savings Task Force

Xuan reported that the group has not met recently, but information will be coming soon.

5.7 Class Size Task Force Update

Terry Lindgren reported that this group will expand soon to create recommendations that will be brought to the School Committees soon.

5.8 Superintendent's Evaluation

5.8.1 Process and Timeline, 5/7/11 is the due date for input

5.8.2 Job Description, 2010-2011 Goals, Evaluation Form – *see 3/24/11 packet*

The public is welcome to send comments to the SC mailbox on the website. Submissions by SC members are part of the public record.

5.9 Regional MCAS AYP Update – See memo from Liza Huber in packet.

5.10 2011-2012 School Calendar Revision

The revision is a move from an early release model to a late start one. There is no change to the number of days. Alixe used this model at other schools and it has been very successful. There would be three days during the year when classes would start at 10:00 a.m. The cost is \$1400 for the year.

It was moved, seconded and unanimously

VOTED: to approve the revised 2011-2012 school calendar as proposed

6.0 **NEW BUSINESS**

6.1 Recommendation to Approve ABRHS Cultural Exchange Trip to Spain 4/14 – 4/28/12

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

Terry stated that this is an example of what he hopes the policy committee can look at because it is a very expensive trip.

It was moved, seconded and

VOTED: to approve the ABRHS Cultural Exchange Trip to Spain 4/14 – 4/28/12
Terry Lindgren abstained. All others voted YES.

6.2 Boxborough Town Meeting Plan

Brigid invited all to attend Boxborough Town Meeting. The regionalization discussion is expected to be on Tuesday.

6.3 Recommendation to Approve FY'12 TEC Bid

Don Aicardi requested the annual vote to join the TEC (The Education Cooperative) consortium that results in good savings for participating school systems. This also streamlines purchasing for the schools.

It was moved, seconded and unanimously

VOTED: to approve the FY'12 TEC Bid as proposed

6.4 Letter from Boxborough School Committee Regarding Regionalization

Brigid Bieber said that they have been looking to address their declining enrollment and related issues that have come up. They are considering Job Sharing and Regionalization. Boxborough Town Meeting will ask for a consensus vote on regionalization and if approved, they will come back to the Acton School Committees to discuss.

7.0 **ISSUES FOR THE COMMITTEE**

7.1 School Committee Meeting Schedule, 2011-2012

The July meeting will be decided on at June meeting.

7.2 Acton Boxborough Youth Soccer Field Development Proposal

Steve Mills has had several meetings with this committee and the lower fields would be greatly improved with artificial turf and lighting. Acton would try to access CPC money. This would eventually require a Town Meeting vote next April. There are many questions still to answer, such as who will maintain the fields, costs, fees and scheduling. This could begin a year from now. The district has been asked to put together a list of questions that need to be addressed. Terry volunteered to join the Committee. Maria Neyland asked if the school had considered doing this on their own. She is concerned that regional collateral would be used on a note held by a private organization (ABYS). The Committee asked for more financials. More information will be provided at the June meeting.

7.3 Policy on Athletics Including Students

Mike Coppolino read a statement saying that part of School Committee's role is to act as a conduit between the public and the schools. He has heard from many parents who are upset that so few students are accepted on our sports teams. An example is Lincoln Sudbury HS baseball takes 22 students while AB only takes 14 and Concord has 18. He said the numbers are similar in lacrosse. He read from the student handbook that says inclusion is a primary part of our programs. Mike's concern is that the schools should not have a written policy that a coach can change. He believes in our philosophy and wants it to be followed. Mike has spoke to Steve Mills and Steve Desy about this and the need to be consistent with our policies. Steve said that all sports levels, sub Varsity, are per the handbook wording, but this does not apply to Varsity because that level is most competitive and is about winning. He agreed that 14 kids on a varsity baseball team is small, but he doesn't want to second guess his baseball coach. Kids need to be safe and not play varsity if they are not at that skill level. The MIAA goal for varsity is to win. Mike said that he would not want to equate a coach's success with children with winning. Maria Neyland cautioned that the Committee should tread lightly in this debate. She felt that just as the Committee would not tell a teacher how

to do their job, they should not tell a coach how to do theirs. Terry agreed with Mike that it is not all about winning. Inclusion should be maximized. Numbers should not be in the policy. Katherine Stein spoke from the audience about her email to the Committee. At *Race to Nowhere*, sports were emphasized as one way to include kids and we are not doing this. She felt more kids could be accepted on our teams and thanked Mike for bringing this up. Steve Mielke, former President of AB Town Baseball, spoke about his concern regarding the trends being seen with our teams. He emphasized that we need to create opportunities for these kids as they move through our system and suggested that Sudbury's connection to their HS program should be a model that AB strives for. Brigid encouraged people to speak with the coaches and Athletic Director about this. Xuan said that a policy with a number in it will not work. As a public school district, he said the Committee's responsibility is to include students in all kinds of opportunities. The Committee agreed that this could be an agenda item for the summer workshop.

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8.0 FOR YOUR INFORMATION

9.0 NEXT MEETINGS

May 9, Boxborough Town Meeting begins
May 19, 7:30 pm APS SC Meeting at CONANT School
June 2, 7:30 pm JT SC Meeting at RJGJHS Library (*new location*)

The AB School Committee adjourned at 10:00 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used: School Health Insurance Enrollment, 5/5/11, M. Altieri
Statement read by Michael Coppolino re sports teams 5/5/11
See Agenda attached

revised

Statement read by Michael Coppolino at 5/5/11 AB School Committee meeting:

The reason I asked to put this item on the agenda is because part of our roles as SC members is to act as a conduit for communication between the public and the schools, and though the policy that is of concern is not a formal SC policy, the fact the public is impacted by its implementation led me to bring this forward.

Athletics have been an important part of my life, and I'm sure many of yours, whether it's been personal participation or that of a child. Making and not making teams is a big part of growing up and there's much life-long benefit to both. The highs and lows in high school are a healthy preview of what's to come in daily life.

Hundreds of parents did not come forth complaining about team size, however this issue still resonates with me, both from a sense of fairness and honesty. The Schools should not have a written policy that is ignored or bent to accommodate a coach's desires; high school sports are all about kids, camaraderie and competing. Decisions about how many should be on a team should not be driven by coach convenience, or reticence to take a few more because their parents might complain that their child isn't playing enough.

The stated policy is: “

... Inclusion is one of the primary objectives of the program; the goal is to involve as many young people as possible in an athletic experience. Each coach, together with the Director of Athletics must, determine his/her game plan, strategy and quality of competition. However, the aim is to have young people be participants rather than bystanders. Through participation they learn that self-sacrifice, discipline and cooperation are necessary ingredients of teamwork. They learn, too, the value of respect for all who are involved in the competition- teammates, opponents, coaches and officials. Good sportsmanship is one of our highest priorities.

I agree completely with the stated philosophy, and recommend that we truly need to say what we mean and mean what we say. If coaches can't accept or implement this philosophy, they should do something else.

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

Library
R.J. Grey Junior High School

May 5, 2011
7:00 p.m. Joint Exec Session
7:30 p.m. Joint SC Meeting

AGENDA

1.0 CALL TO ORDER – Joint School Committee

JT EXECUTIVE SESSION –to discuss strategy with respect to collective bargaining, AEA,
OSA and AFSCME (approval and release of minutes)
and to discuss strategy with respect to litigation

Joint School Committee meeting continues

2.0 CHAIRMAN'S INTRODUCTION

- Thank you to ABRHS School Committee student representatives
- Presentation of ABSAF Donation Check

3.0 APPROVAL of JOINT MINUTES and STATEMENT of WARRANT

- 3.1 Minutes of 3/24/11 Joint/AB SC meeting (*from last meeting*)
- 3.2 Minutes of 4/2/11 Joint SC meeting

4.0 PUBLIC PARTICIPATION

5.0 UNFINISHED BUSINESS

- 5.1 ALG Report –*Xuan Kong (oral)*
- 5.2 Acton FinCom Report – *Xuan Kong (oral)*
- 5.3 BLF Report – *Maria Neyland (oral)*
- 5.4 FY'11 and FY'12 Budget Update – *Steve Mills / Don Aicardi*
 - 5.4.1 Closing out FY'11 Budget and Superintendent's Purchasing Initiative
 - 5.4.2 5/5/11 Presentation Slides
 - 5.4.3 Acton-Boxborough Regional School District Budget Process Memo
4/29/11 - *Xuan Kong (addendum)*
 - 5.4.4 FY'11 Status Report – 3rd Quarter (*addendum*)
- 5.5 Health Trust Report
 - 5.5.1 4/28/11 Meeting – *Don Aicardi*
 - 5.5.2 Health Insurance Open Enrollment – *Marie Altieri (brought to meeting)*
- 5.6 Subcommittee Updates
 - 5.6.1 Policy – *Brigid Bieber*
 - 5.6.1.1 Bullying Prevention and Intervention Plan – revision
accepted by DESE -. *Liza Huber (no vote needed)*
 - 5.6.1.2 Consider Need for New Policy re Use of School Buildings
& Properties in Community Education – *Steve Mills (addendum)*
 - 5.6.2 Long-Range Strategic Planning – *Steve Mills (oral)*
 - 5.6.3 Cost Savings Task Force – *Xuan Kong (oral)*
- 5.7 Class Size Task Force Update - *Amy Hedison*
 - 5.7.1 Survey (*addendum*)
- 5.8 Superintendent's Evaluation

- 5.8.1 Process and Timeline, 5/7/11 due date for input
- 5.8.2 Job Description, 2010-2011 Goals, Evaluation Form – see 3/24/11 packet
- 5.9 Regional MCAS AYP Update – *Liza Huber*
- 5.10 2011-2012 School Calendar revision – **VOTE** – *Steve Mills (addendum)*
- 6.0 **NEW BUSINESS**
 - 6.1 Recommendation to Approve ABRHS Cultural Exchange Trip to Spain 4/14 – 4/28/12 – **VOTE** – *Steve Mills*
 - 6.2 Boxborough Town Meeting Plan – *Brigid Bieber (oral)*
 - 6.3 Recommendation to Approve FY'12 TEC Bid – **VOTE** – *Don Aicardi*
 - 6.4 Letter from Boxborough School Committee Regarding Regionalization – *Brigid Bieber*
- 7.0 **ISSUES FOR THE COMMITTEE**
 - 7.1 School Committee Meeting Schedule, 2011-2012 – *Brigid Bieber*
 - 7.2 Acton Boxborough Youth Soccer Field Development Proposal – *Steve Mills (oral)*
 - 7.3 Policy on Athletics Including Students – *Mike Coppolino*
- 8.0 **FOR YOUR INFORMATION**
 - 8.1 ABRHS
 - 8.1.1 Discipline Reports – March 2011
 - 8.1.1.b Discipline Report – April 2011 (*addendum*)
 - 8.1.2 Gifts from Adam Xiyi Miao, Lining Wu, Prakash and Sharda Jha to benefit the ABRHS Science Team's trip to the National Science Olympiad
 - 8.1.3 Gifts from the following to benefit the Class of 2011's Community Service Day activities: Roche Brothers, Village Subaru (Santilli), Roopa and Vishnu Reddy, Joyce Contract Interiors, Dade Moeller & Assoc., Brookside Group, Inc., Acton Medical Associates, John Pullerits and Janet Weisenberger, and Wesson & Niro Eye Care
 - 8.1.4 AB Senior Interns List 2010-2011 (*addendum*)
 - 8.1.5 Gift received from Janet Manzelli for the Class of 2011 (*addendum*)
 - 8.2 RJ Grey Junior High
 - 8.2.1. a Discipline Reports – March 2011 (*addendum*)
 - 8.2.1. b Discipline Report – April 2011 (*addendum*)
 - 8.3 Pupil Services
 - 8.3.1 ABRSD ELL Student Population, March and April 2011
 - 8.3.1.b ABRSD ELL Student Population, April 2011 (*addendum*)
 - 8.3.2 On Team newsletter, April-May
 - 8.3.3 ODP Spring Coffee in appreciation of School & Community Employers, 5/25/11 8:00 – 9:30 a.m. Occupational Development Program Students (*addendum*)
 - 8.4 Curriculum Update
 - 8.4.1 Textbook Action Plans (ABRHS and RJGJHS), January 2011 (*addendum*)
Also See Budget materials
 - 8.5 FY'11 Monthly ABRSD Financial Reports
 - 8.6 Excess and Deficiency Notification for Acton-Boxborough
 - 8.7 Dismissal Times for Last Day of School – June 21, 2011
 - 8.8 All-Staff Retirement Party – June 9, 2011, 3:00-5:00, Wedgewood Pines Country Club, Stow
 - 8.9 Correspondence from the Community
 - 8.9.1 Public Records Request (M.G.L. Chapter 66, Section 10), 4/27/11, A. Nitschelm and C. Kadlec
 - 8.9.2 Open Meeting Law Complaints (2), 4/27/11, A. Nitschelm and C. Kadlec
 - 8.9.3 "Decision to Reduce Assessment" (*addendum*)
 - 8.9.4 "ABRHS School Handbook Changes – Captains' Rule" (*addendum*)

- 8.10 Enrollment Report – April 1, 2011
- 8.11 Superintendent's Health Advisory Meeting, April 28, 2011
- 8.12 Youth Risk Behavior Survey Presentation, May 11, 2011, *Dr. Carolyn Imperato*
- 8.13 "Boxborough's Blanchard School to Allow School Choice Next Year", *The Beacon*, 4/27/11, <http://www.wickedlocal.com/boxborough/news/x215608518/Boxboroughs-Blanchard-School-to-allow-school-choice-next-year#axzz1KxddB686> (addendum)
- 8.14 Waiver of Athletic Eligibility Rule 53 for RJGJHS – Women's Ice Hockey (addendum)

9.0 **NEXT MEETINGS**

- May 9, Boxborough Town Meeting begins
- May 19, 7:30 pm APS SC Meeting at CONANT School
- June 2, 7:30 pm JT SC Meeting at RJGJHS Library (*new location*)

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**ACTON PUBLIC and ACTON-BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING
DRAFT MINUTES**

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

**June 16, 2011
7:00 p.m. JT SC Exec Session
7:30 p.m. APS Meeting**

<i>Members present:</i>	Brigid Bieber, Dennis Bruce, Mike Coppolino, Xuan Kong, Kim McOsker (7:55), Paul Murphy, Maria Neyland, John Petersen, Bruce Sabot (left at 7:45)
<i>Members absent:</i>	none
<i>Others:</i>	Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

The AB School Committee meeting was called to order at 7:00 p.m. by John Petersen, chair. The APS School Committee meeting was called to order at 7:01 p.m. by Michael Coppolino, chair.

JOINT EXECUTIVE SESSION

At 7:02 p.m., it was moved, seconded and unanimously

VOTED by role call: that the **Acton-Boxborough Regional School Committee** go into Executive Session (Joint School Committee) to discuss strategy in preparation for negotiations with nonunion personnel.

YES (Bieber, Bruce, Coppolino, Kong, Murphy, Neyland, Petersen, Sabot)

This was done after John Petersen declared that an open meeting may have a detrimental effect on the bargaining position of the Board.

At 7:02 p.m., it was moved, seconded and unanimously

VOTED by role call: that the **Acton Public School Committee** go into Executive Session (Joint School Committee) to discuss strategy in preparation for negotiations with nonunion personnel.

YES (Coppolino, Dennis, Kong, Murphy, Petersen)

This was done after Michael Coppolino declared that an open meeting may have a detrimental effect on the bargaining position of the Board.

At 7:40 p.m., the Committees were polled and voted to go out of Joint Executive Session.

JOINT SCHOOL COMMITTEE OPEN MEETING

2.1 2011 Administrators' Benefits Manual – minor revision

Marie Altieri proposed a revision to the Administrators' Benefits Manual due to the change this year in health insurance. This change is consistent with the OSA and AFSCME contracts and the policy has been in effect actually since last fall. The School Committees asked to approve all changes to the manuals.

Acton Boxborough Regional School Committee

It was moved, seconded and unanimously

VOTED: to accept the changes to the Administrators' Benefits Manual as proposed

Acton Public School Committee

It was moved, seconded and *unanimously*

VOTED: to accept the changes to the Administrators' Benefits Manual as proposed

STATEMENT OF WARRANT

Warrant #11-026 dated 6/16/11 in the amount of \$3,715,487.75 was signed by the Chair and circulated to the Committee for signatures.

The AB School Committee was adjourned at 7:50 pm

APS SCHOOL COMMITTEE MEETING

2. CHAIRMAN'S INTRODUCTION

The Committee welcomed Dennis Bruce as a new member, replacing Terry Lindgren.

3. APPROVAL OF MINUTES

The minutes of May 19, 2011 will be reviewed at the next meeting. The minutes of June 6, 2011 (Joint Meeting with Acton Board of Selectmen) were approved. Dennis Bruce abstained because he was not a member at the time of the meeting.

4. STATEMENT OF WARRANT

Warrant #201125 dated 6/14/11 in the amount of \$496,267.92 was signed by the Chair and circulated to the Committee for signatures.

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5. PUBLIC PARTICIPATION - none

6. UNFINISHED BUSINESS

6.1 Acton Leadership Group (ALG) Report

ALG has not met since the last SC meeting.

6.2 Acton Finance Committee Report

Finance Director Don Aicardi presented at a recent Fincom meeting. Questions have come up about year end spending of FY11 funds. Steve Mills explained that he focused on a level service budget for next year but as the months have gone by, things have changed. The budget is a fluid document that relies on estimates. Health insurance and utilities are trending very well now. He already recommended a reallocation of \$150,000 of FY12 funds at the regional level for two new positions. Although this is above level service, it is very much needed. No one could have predicted in February or March that these balances would exist. It does not make sense to let the money sit when serious educational needs exist. Tonight, Steve will recommend reallocating \$108,000 for needed assistants at the APS. This is less than 1/2% of our budget. Regarding FinCom's concern that this is above level service, Steve said that in good faith, he felt that this was what he should be spending money on. It is also the same amount approved by voters at Town Meeting. John Petersen echoed what Steve said and emphasized that the Committee went to Fincom to be transparent and explain what the plan was. Steve will contact FinCom Chair Bill Mullin and be sure that any misunderstanding is cleared up.

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6.3 Acton Board of Selectmen Report

Acton BOS Chair Mike Gowing is asking each of the local boards and committees to identify 2 or 3 goals that they hope to accomplish this year. Chairs of these groups, including Mike Coppelino, are invited to a meeting on July 25th to discuss these goals and see which are common and unique for the groups, as well as communication in general. Mike asked the SC to send him input for this, as well as ideas for the summer workshop.

6.4 FY'11 and '12 APS Budget Update

Steve Mills and Don Aicardi presented on the proposed FY'12 reallocations. Trends affecting FY'12 continue to be positive, including a shift from more expensive to less expensive health insurance plans and savings in electricity due to lower use. Dr. Mills' proposal for reallocation within the FY'12 APS budget includes:

- K-6 Mathematics Assistants (Regular Education Math Support for Students)
Add 18 hours per week per school for total cost of \$54,000
- K-6 Classroom Assistants (currently fund 44 hours per week per school)
Add 18 hours per week per school for total cost of \$54,000

Director of Curriculum and Assessment Deborah Bookis talked about the math assistants who will work with the math specialist/coach that is being hired. She also highlighted the value of the additional classroom assistants. Mike Coppolino said that he hopes that this plan will become engrained in our district including professional development. He asked for accountability on these activities. Steve Mills agreed that it will be observed as the year progresses.

It was moved, seconded and *unanimously*

VOTED: To reallocate \$108,000 from within the current FY12 APS budget as currently approved:

FROM:

Health Insurance	\$16,000
Electricity	\$92,000

TO:

K-6 Math Assistants	\$54,000
K-6 Classroom Assistants	\$54,000

6.5 Health Insurance Trust Report – *John Petersen*

See update in packet.

6.6 Staffing Update

Marie Altieri reported that 7 new certified staff have been hired at the APS level. Three of them are one year only due to leaves of absence. She budgets for Master's level and the average is 4M on the steps and lanes chart. The number equals years of experience. Orientation is the Wednesday before school starts just for new teachers. As soon as they're hired, a mentor is identified for their first year. They meet monthly. This all creates a very supportive system for our new certified staff.

6.7 Cost Savings Task Force Update

Xuan reported that the task force has not met recently but one of the projects that the HS is looking at involves replacing disposable trays with re-usable ones in the cafeteria. Kirsten Nelson is doing a pilot program with 50 new trays. A video of students' reaction to the pilot program will be posted on the website.

Deleted: using

Deleted: Results

6.8 Long Range Strategic Planning Subcommittee Update

Steve Mills shared the mission and values statement that the LRSP Committee has come up with. His cabinet will attach goals and strategies to this statement. It is hoped that this process will be completed by Thanksgiving, in time for the next budget process. The subcommittee asked the SC for approval that they are on the right track.

6.9 Kindergarten Update

Marie Altieri reported that 290 kindergarteners have registered for September. This is significantly lower than in the past.

6.10 Class Size Task Force

Parent Amy Hedison presented for the Task Force. She stated that conceptually accessibility to a trained adult in the classroom is key, with a need to increase student -

teacher interaction. She stated that we need to be creative about addressing this issue because there is not a lot of money for more teachers and/or more buildings. 579 people responded to the survey. The recommendations are ideas from parents, teachers and students that came out of conversations. They are not proposals. She said that the next step is for the School Committee to decide if they are committed to these suggestions for the future. Amy thanked everyone who responded and helped with this important effort.

When asked which recommendation should be addressed first, Amy said the modular units at Gates due to their space issues and then look at ways to reconfigure assistant hours. A thoughtful process question was asked. At the elementary level we have a building centric system where principals hire their staff. As a process, if the SC were to adopt and enforce a consistent assistant model how would you rationalize that with the building centric model? The member noted that School Committee members are not educational experts. They allocate money and let the staff decide how to spend it educationally.

Parent Bill Guthlein spoke from the audience. He suggested that the Committee think of this as, "How can we improve student outcomes?" Class size is something that affects this. Parent Maureen Flynn spoke from the audience. She asked how this can even be discussed when the budget is not paying for the assistants we already have. PTOs pay for so much of this expense. A question for the Summer Workshop should be, "What would happen if we gradually moved the PTOs away from funding assistants?" Mike referred to the Boxborough Class Size Report (packet) as well as a good report from Lincoln.

- 6.11 School Committee Meeting Schedule, 2011 – 2012
The Committee weighed the options of a combined Joint SC Summer Workshop and Business Meeting or separate workshop and business meetings.
- 6.12 Update on AB Youth Soccer Field Development Proposal
Steve Mills reported that representatives from the schools continue to meet with the ABYS reps on this important project.

7. NEW BUSINESS

- 7.1 Appointment of FY12 School Committee Reps to ALG
John Petersen will attend as Regional School Committee chair. Xuan Kong will also participate because the other APS members are new and Mike cannot. ALG meetings are always open to the public.
Regarding other Committee assignments for FY12:
EDCO: Xuan
Acton Finance Committee liaison: Dennis
Health Insurance Trust: John
Legislative issues: Dennis to serve on Rep. Jen Benson's group, someone is needed for Rep. Cory Atkins' group
Policy subcommittee: Kim and Paul will join Brigid and Maria
PTO liaison: Kim
Sped PAC: Paul
Warrant signers: Kim, Brigid, Dennis
Corporate Sponsorship: Mike, with Xuan as back up
Class Size Task Force: School Committee to decide how to move forward on this
Negotiations Subcommittee: School Committee to decide if this should be a standing subcommittee to do preparatory work, or only active when in negotiations. Marie Altieri said that the district has an active task force about evaluations and they will be present to SC in the fall. The State is coming out with all kinds of regulations about this. Marie also continues to work on Schedule B and SC should decide how to proceed on this. Schedule

B involves extracurricular activities and how coaches are compensated. This is mainly a regional issue and is expected to be presented to SC in September or October.

Cost Savings Task Force sub: Xuan

Long Range Strategic Planning Task Force: Bruce

ABYS Field Development: Mike, Brigid

7.3 Revision of DARE program

Steve Mills emphasized the tremendous value that Officers Trish Sullivan and Keith Campbell provide to the schools but we will be moving away from the DARE curriculum. He has spoken to the Chief, Eileen Sullivan and everyone involved in DARE over the years was thanked for their efforts. Scientific evaluation surveys have shown that DARE is not as effective as hoped. We will be using iSafe, an online program that is the gold standard. Deb Bookis said that we will bring the youth officers in to support some of this teaching. A committee member asked how we will measure this program's success. Deb will talk to Amy Bisiewicz. It will probably take a year or two. Kim McOsker asked if iSafe includes any plans to involve parents for collaboration between home and school. Paul Murphy noted that parent involvement is the key component to what we need to do on this topic.

7.4 Teacher-to-Teacher Update

Deb Bookis showed two clips of extraordinary examples of the new Teacher to Teacher initiative this year. McT teachers Heather Wilson and Heather Matthews worked together and Conant teacher Mary Tsacoyeanes and High School English teacher Maria Anthony collaborated. Maria also participated in Teacher Groups that were very valuable at the HS. Xuan Kong pointed out that this is a fine example of one of our goals of being life long learners by seeing these teachers learning. Steve Mills said that this is what our school system is all about! It was a very inspiring presentation.

8. FOR YOUR INFORMATION

NEXT MEETINGS

- Joint /AB/APS School Committee Summer Meeting, July 26 at 6:00 p.m. - Sargent Library in Boxborough (possible meeting on Aug 2 at 7:30 p.m.?)
- Acton-Boxborough Regional School Committee Meeting – Thursday, Sept 1, 7:30 p.m. at RJGJHS Library
- Acton Public School Committee Meeting – Thursday, Sept 15, 7:30 p.m. at Douglas School

The APS SC adjourned at 10:37 p.m.

Respectfully submitted,
Beth Petr

List of Documents Used:
See agenda attached
Administrators' Benefits Manual, page 11, M. Altieri

of the Administrator. No written reprimand or more serious discipline shall be issued unless the Administrator has been informed of the identity of the individual who has complained, and has been given an opportunity to respond.

ARTICLE 10

INSURANCE AND ANNUITY PLAN

10.1 The district(s) will provide the cost of additional life insurance for each Administrator to cover 90% of his/her salary (rounded down to the nearest \$1,000).

10.2.1 Benefits Eligible Administrators will be offered the opportunity to purchase health insurance as part of the group plan(s) offered by the district(s), as in effect from time to time for employees of the district(s) generally. Effective July 1, 2011, the District(s) will pay 75% of any HMO family or individual plans offered from time to time to employees of the districts generally and 50% of all other family or individual plans so offered. Coverage is placed into effect as of the first day of employment. Health insurance premiums may be paid with pretax dollars in accordance with applicable law.

10.2.2 A retired Administrator shall be entitled to membership in all insurance programs at existing group rates, provided that the retired individual pays fifty percent (50%) of the cost to the district(s) on a monthly basis.

10.2.3 An Administrator's health insurance coverage will be continued during the period of an unpaid leave of absence granted pursuant to Article 4, provided the Administrator pays the total monthly cost of such coverage to the district.

10.2.4 If an Administrator and another member of the school staff belong to a single family unit and are eligible for coverage under Section 10.2.1 above under the same policy, each may, at his/her option, have his/her entitlement applied to the full cost of a single policy covering said family unit.

10.2.5 As in 10.2.4, each may, at his/her option, have his/her entitlement applied to the full cost of a single policy.

**ACTON PUBLIC and ACTON BOXBOROUGH REGIONAL
SCHOOL COMMITTEE MEETING**

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

**June 16, 2011
7:00 p.m. Joint SC Executive Session
Followed by Joint SC Open Meeting
7:30 p.m. APS Open Meeting**

AGENDA with addendum

1. JOINT SCHOOL COMMITTEE:
CALL TO ORDER
2. EXECUTIVE SESSION
"strategy in preparation for negotiations with nonunion personnel"

Followed by JOINT OPEN MEETING
2.1 2011 Administrator's Benefits Manual – minor revision – **VOTE**

REGIONAL MEETING ADJOURNS, APS MEETING BEGINS

3. CHAIRMAN'S INTRODUCTION (7:30)
 - Welcome to new School Committee member, Dennis Bruce
4. STATEMENT OF WARRANT AND APPROVAL OF MINUTES
 - 4.1 May 19, 2011 (*addendum*)
 - 4.2 June 6, 2011 (Joint with Acton Board of Selectmen)
5. PUBLIC PARTICIPATION
6. UNFINISHED BUSINESS (7:40)
 - 6.1 Acton Leadership Group (ALG) Report – *Xuan Kong (oral)*
 - 6.2 Acton Finance Committee Report – *Xuan Kong (oral)*
 - 6.3 Acton Board of Selectmen update – *Xuan Kong (oral)*
 - 6.4 FY'11 and '12 APS Budget Update – *Steve Mills (7:45)*
 - 6.4.1 Possible **VOTE** to reallocate FY'12 funds (*addendum*)
 - 6.5 Health Insurance Trust Report – *John Petersen (addendum) (8:05)*
 - 6.6 Staffing Update – *Marie Altieri (addendum)*
 - 6.7 Cost Savings Task Force Update – *Xuan Kong (oral)*
 - 6.8 Long Range Strategic Planning Subcommittee update – *Steve Mills (addendum) (8:10)*
 - 6.9 Kindergarten Update – *Marie Altieri (8:15)*
 - 6.9.1 Enrollment Chart (*addendum*)
 - 6.10 Class Size Task Force Presentation – *Amy Heddison (8:20)*
 - 6.10.1 Slides (*revised 6/15/11 in addendum*)
 - 6.10.2 Class Size Survey Data (*addendum*)
 - 6.10.3 Boxborough Class-Size Guideline Subcommittee Report (*addendum*)
 - 6.11 School Committee Meeting Schedule, 2011 – 2012 – *Mike Coppolino (8:35)*
 - 6.12 Update on AB Youth Soccer Field Development Proposal – *Steve Mills (oral)*

7. NEW BUSINESS
- 7.1 Appointment of FY12 School Committee Reps to ALG – *Mike Coppolino (oral) (8:40)*
 - 7.2 Appointment of School Committee Rep to Rep. Jennifer Benson’s District Advisory Group – *John Petersen (oral)*
 - 7.3 Revision of DARE program – *Steve Mills (8:45)*
 - 7.3.1 Follow-up memo from Eileen Sullivan (*addendum*)
 - 7.4 Teacher-to-Teacher Update – *Deborah Bookis (oral) (8:55)*
 - 7.5 Committee Goals 2011 – request from BOS Selectman, M. Gowing (*addendum*) (9:05)

8. FOR YOUR INFORMATION (9:15)
- 8.1 Monthly APS Financial Reports (*addendum*)
 - 8.2 Student Enrollment Numbers/Class Size - June 1, 2011
 - 8.3 ELL Student Population Report - June 1, 2011
 - 8.4 School Committee Members List, 2011-2012
 - 8.5 Curriculum Update
 - 8.5.1 Teacher-to-Teacher (*addendum, revised*)
 - 8.5.2 Leadership Institute Agenda
 - 8.6 Summer Hours – ABRHS Cafeteria
 - 8.7 Summer *Interaction* is found at <http://comed.ab.mec.edu>
 - 8.8 *Lamplighter* – June 2011 (*posted next week*)
<http://ab.mec.edu/about/publications>
 - 8.9 Correspondence from the Community
 - 8.9.1 “Correcting Erroneous Information”
 - 8.10 Appeal of Public Records Request Response, Letter from Secretary of the Commonwealth, Public Records Division, 5/24/11
 - 8.11 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>
 - 8.12 OnTeam, Pupil Services, June 2011 (*addendum*)
 - 8.13 “Green Ribbon Schools” Announcement, U.S. Dept of Education (*addendum*)
 - 8.14 Email from Glenn Koocher (MASC) re K. Branch’s “Secretary Duncan May Announce Plans to Offer Regulatory Relief”, 6/10/11(*addendum*)
 - 8.15 “Inadequacies of the Foundation Budget” email from P Schlichtman, 6/2/11 (MASC info) (*addendum*)

9. NEXT MEETINGS -
- Joint /AB/APS School Committee Summer Meeting, July 26 at 6:00 p.m. - Sargent Library in Boxborough (to be confirmed) (possible second meeting on Aug 2 at 7:30 p.m.?)
 - Acton-Boxborough Regional School Committee Meeting – Thursday, Sept 1, 7:30 p.m. at RJGJHS Library
 - Acton Public School Committee Meeting – Thursday, Sept 15, 7:30 p.m. at Douglas School

10. ADJOURN

Revenues

State Aid

Cherry Sheet

Regional Revenue (Acton Share)

Total State Aid

	FY10 Town Meeting	FY11 Recap	FY12	FY13	FY14
	\$ 6,641	\$ 6,261	\$ 5,978	\$ 5,978	\$ 6,277
	\$ 5,817	\$ 5,749	\$ 5,655	\$ 5,655	\$ 5,938
	\$ 12,458	\$ 12,010	\$ 11,633	\$ 11,633	\$ 12,214

0.9

Variance-Town Meeting vs Final FY12 Budget

	FY09 Cherry Sheet	FY10 Cherry Sheet	FY11 Cherry Sheet	FY12 Sheet	FY12 Cherry Sheet - Gov's HI	FY12 CS - 2% Off Gov (Town meetings)	FY12 Conference Committee (7-11- 11)
Acton							
Chapter 70	\$5,228,141	\$5,123,578	\$5,160,527	\$5,160,527	\$5,188,231	\$5,084,466	\$5,188,231
SFSF Stimulus	\$0	\$357,131					
Subtotal Ed Aid	\$5,228,141	\$5,480,709	\$5,160,527	\$5,160,527	\$5,188,231	\$5,084,466	\$5,188,231
Charter Tuition Reimbursements	\$11,331	\$5,967	\$3,880	\$3,880	\$10	\$10	\$9
School Lunch	\$12,013	\$12,013	\$9,996	\$9,996	\$11,212	\$10,651	\$11,212
Lottery, Beano & Charity Games	\$1,484,039	\$0	\$0	\$0	\$0	\$0	\$0
General Fund Supplemental to Hold Harmless Lottery	\$227,222	\$0	\$0	\$0	\$0	\$0	\$0
Additional Assistance	\$29,696	\$0	\$0	\$0	\$0	\$0	\$0
Unrestricted General Government Aid	\$0	\$1,232,453	\$1,183,155	\$1,183,155	\$1,097,608	\$987,847	\$1,097,608
Police Career Incentive	\$118,000	\$18,748	\$9,245	\$9,245	\$10,216	\$9,705	\$0
Veterans Benefits	\$8,286	\$20,782	\$35,498	\$35,498	\$42,560	\$40,432	\$42,560
Exemptions: Vets, Blind, Surviving Spouses & Elderly	\$38,932	\$37,687	\$38,099	\$38,099	\$36,566	\$34,738	\$36,566
State Owned Land	\$62,997	\$56,752	\$51,904	\$51,904	\$51,713	\$49,127	\$53,760
Public Libraries	\$33,363	\$25,937	\$25,729	\$25,729	\$25,780	\$24,491	\$25,780
Subtotal-Other	\$2,025,879	\$1,410,339	\$1,357,506	\$1,357,506	\$1,275,665	\$1,157,001	\$1,267,495
Mosquito Control Projects	(\$52,897)	(\$53,264)	(\$52,842)	(\$52,842)	(\$54,049)	(\$53,130)	(\$54,053)
Air Pollution Districts	(\$6,571)	(\$6,601)	(\$6,749)	(\$6,749)	(\$7,048)	(\$7,189)	(\$7,048)
Metropolitan Area Planning Council	(\$6,034)	(\$6,159)	(\$6,270)	(\$6,270)	(\$6,461)	(\$6,461)	(\$6,461)
RMV Non-Renewal Surcharge	(\$8,820)	(\$9,740)	(\$8,860)	(\$8,860)	(\$14,520)	(\$14,810)	(\$14,520)
MBTA	(\$107,610)	(\$108,703)	(\$107,508)	(\$107,508)	(\$107,395)	(\$109,543)	(\$107,395)
Regional Transit	(\$22,908)	(\$23,481)	(\$24,068)	(\$24,068)	(\$24,670)	(\$25,163)	(\$24,670)
Special Education	\$0	(\$1,056)	\$0	\$0	\$0	\$0	\$0
School Choice Sending Tuition	(\$15,000)	(\$7,650)	(\$15,000)	(\$15,000)	(\$10,000)	(\$10,200)	(\$15,000)
Subtotal-Less Assessments	(\$219,840)	(\$225,654)	(\$221,297)	(\$221,297)	(\$224,143)	(\$228,625)	(\$229,147)
Library and School Lunch Direct Aid (Cherry Sheet Offsets)							
Net Cherry Sheet-Town of Acton	\$7,034,180	\$6,665,394	\$6,261,011	\$6,261,011	\$6,239,753	\$5,977,700	\$6,189,587
Acton-Boxborough							
Chapter 70	\$5,413,736	\$5,305,461	\$5,492,159	\$5,492,159	\$5,562,065	\$5,450,824	\$5,562,065
Regional School Transportation	\$622,353	\$488,864	\$479,959	\$479,959	\$481,179	\$443,011	\$513,212
Charter Tuition Reimbursements	\$113,901	\$63,297	\$87,963	\$87,963	\$31,309	\$29,743	\$34,174
Charter School Sending Tuition	(\$328,937)	(\$281,507)	(\$311,279)	(\$311,279)	(\$281,487)	(\$267,412)	(\$281,508)
School Choice Sending Tuition						(\$1,225)	
Net Cherry Sheet-Acton Portion of Acton/Boxborough	\$5,821,053	\$5,576,115	\$5,748,802	\$5,748,802	\$5,791,829	\$5,654,941	\$5,827,943

\$21,887

Percentage of Acton Portion
79.81%
81%
79.81%
79.81%

\$173,002

	FY10 Town Meeting	FY11 Recap	FY12	FY13	FY14
Revenues					
Local Receipts					
Excise Taxes	\$ 2,730	\$ 2,515	\$ 2,640	\$ 2,705	\$ 2,773
Fees	\$ 1,080	\$ 999	\$ 1,024	\$ 1,024	\$ 1,050
Miscellaneous Recurring	\$ -	\$ 84	\$ -	\$ -	\$ -
Investment Income	\$ 400	\$ 190	\$ 190	\$ 195	\$ 200
Total Local Receipts	\$ 4,210	\$ 3,788	\$ 3,854	\$ 3,924	\$ 4,023

	FY10 Budget	FY11 Recap	FY12 Budget	FY13	FY14	7/15/2011 Preliminary FY11 Actual	Variance to FY11 Recap?	Variance to FY12 Budget?
Motor Vehicle Excise								
Penalties and Interest on Taxes and Excises	\$2,690,300	\$2,865,000	\$2,595,200	\$2,514,503	\$2,514,503	\$2,500,000	\$65,497	(\$39,503)
Payments In Lieu of Taxes	\$140,200	\$180,000	\$148,573	\$148,573	\$148,573			
Other Charges For Services	\$11,500	\$11,500	\$12,328	\$11,934	\$11,934			
Fees	\$115,800	\$125,000	\$23,779	\$23,779	\$23,779			
Misc	\$338,100	\$360,000	\$37,050	\$37,050	\$37,050			
Other Departmental Revenue	\$93,100	\$135,000	\$754,782	\$765,587	\$754,782			
Licenses and Permits	\$177,700	\$200,000	\$146,811	\$146,812	\$146,811			
Fines and Forfeits	\$127,600	\$160,000	\$146,811	\$146,812	\$146,811			
Fees	\$1,004,000	\$1,171,500	\$1,086,273	\$1,133,735	\$1,024,035	\$1,150,000	\$151,029	\$125,965
Investment Income	\$723,700	\$360,750	\$142,658	\$190,210	\$190,210	\$170,000	(\$20,210)	(\$20,210)
Miscellaneous Recurring	\$0	\$0	\$0	\$0	\$0			
Local Receipts-TOTAL	\$4,418,000	\$4,397,250	\$3,824,131	\$3,838,448	\$3,853,748		\$216,316	\$66,252

DRAFT Motion – ABRSC Meeting 2 August 2011

Re: Health Insurance Trust

I move that the School Committees request that the Acton Health Insurance Trustees perform an analysis of the potential savings associated with elimination of the Acton Health Insurance Trust and providing health insurance through the Massachusetts State GIC. I further request that this analysis include a comparison of costs to at least one suburban health insurance group like the Minuteman Nashoba Health Group.

**Acton Public Schools
Acton-Boxborough Regional School District**

CONTRACT OF EMPLOYMENT

This contract made as of July 1st, 2011 by and between the Acton School Committee and the Acton-Boxborough Regional School District Committee, hereinafter referred to as the "Committees" and Stephen Mills, hereinafter referred to as the "Superintendent."

WITNESSETH:

WHEREAS, the Committees desire to provide the Superintendent with a written employment contract in order to enhance administrative stability and continuity within the schools, which the Committees believe generally improves the quality of its overall educational program; and,

WHEREAS, the Committees and the Superintendent believe that a written employment contract is necessary to describe their relationship and mutual obligations and to serve as the basis of effective communication between them as they fulfill their policy making and administrative functions in the operation of the education program of the schools; and,

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto mutually agree as follows:

I. Employment

The Committees recognize Stephen Mills' completion of an initial period of meritorious service as Superintendent of the schools of The Acton Public School District and The Acton-Boxborough Regional School District from August 1, 2009 through June 30, 2011. The Committees hereby agree to extend the employment of Stephen Mills as Superintendent of the schools of The Acton Public School District and The Acton-Boxborough Regional School District through June 30, 2013. No later than June 30, 2012 and each subsequent June 30th the Committees will vote to decide whether to offer a one year extension of this contract. Should the Committees decide not to extend the contract, they will provide written notification to the Superintendent by June 30, 2012, or any June 30 thereafter that the contract will not be extended.

II. Licensure

The Superintendent shall furnish and maintain throughout the term of this contract a valid and appropriate Massachusetts Department of Elementary and Secondary Education license qualifying him to act as Superintendent of Schools in public schools of the Commonwealth of Massachusetts.

III. Responsibilities/Duties

The administration of school policy set by the Committees and the operation and management of the schools, and the direction of employees, shall be through the Superintendent, pursuant to M.G.L. c. 71, §59. The parties hereto agree that:

- (A) The Superintendent shall administer curriculum and instruction and decide all matters having to do with selection, appointment, assignment, transfer, promotion, organization, reorganization, reduction, or termination of personnel employed or to be employed by the "School Districts" consistent with State Law and contract obligations.
- (B) The administration of policy, the operation and management of the schools, including utilization of and regular accounting for funds appropriated for the school budget, and the direction of employees of the Committees shall be through the Superintendent. Duties and responsibilities therein shall be performed and discharged by him or by his staff under his direction.
- (C) The Superintendent and/or his designee(s) shall have the right to attend all regular and special meetings of the Committees and all Committee meetings thereof (other than, to the extent permitted by applicable law, meetings concerning the Superintendent's employment) and shall serve as advisor to said Committees and make recommendations on all matters affecting each "School District." The Superintendent shall be consulted and have the right to speak on all issues before the School Committees and have a seat at the Committees' tables.
- (D) Criticisms, complaints, and suggestions called to the attention of the Committees shall be promptly referred to the Superintendent in writing for study, disposition, or recommendation as appropriate to facilitate the orderly administration of the Districts, ensure responsiveness to the public and fairness to the Superintendent.

- (E) The Committees shall make no agreement with any other employee group or individual that would unlawfully interfere with the Superintendent's carrying out statutory, managerial, administrative or supervisory responsibilities.
- (F) The Superintendent is assured that Committee rules, regulations, or policies, are not in conflict with the express terms of this Agreement. Where such conflict exists, this Agreement or state law shall supersede such policy.
- (G) The Committees shall not adopt any policy, by-law or regulation which unlawfully impairs or reduces the duties and authority specified above; and provided, further, that all additional duties and responsibilities prescribed by the Committees are consistent with those normally or reasonably associated with the position of Superintendent of Schools in the Commonwealth of Massachusetts. This provision shall continue in full force and effect during any period of suspension.

IV. Other Activities

The Superintendent may undertake and engage in consultative work and speaking, writing, lecturing or other engagements of a professional nature as he sees fit, provided these engagements do not derogate from his duties as Superintendent. If during normal working hours, such work will be conducted using the Superintendent's personal or vacation days.

V. Evaluation

The Committees shall evaluate the performance of the Superintendent in writing in accordance with a mutually agreed upon evaluation instrument no later than June 15th each year.

- (A) In the event the Committees determine that the performance of the Superintendent is unsatisfactory, they shall describe in writing, in reasonable detail, their concerns.
- (B) In addition, the Superintendent shall meet with the Committees at least once each year, for the purpose of discussing his performance as well as the working relationship between the Committees and the Superintendent.

VI. Regular Compensation

Consistent with relevant provisions of Chapter 71 and Chapter 32 of the General Laws, 840 CMR 15.03 et seq. and 807 CMR 6.01 et seq., the Superintendent's regular compensation shall include, in consideration for services provided:

(A) Salary

The Committees shall provide the following salary as part of the Superintendent's compensation:

1. Salary

Effective July 1, 2011, the Committees shall pay the Superintendent annual salary of one-hundred-and-eighty-five-thousand dollars (\$185,000). The Superintendent's Salary and Employment history are shown as an Addendum.

2. No later than June 30th of each year, the Committees will determine, in their sole discretion, whether or not to increase the Superintendent's salary. Changes in salary will be reflected by updating the attached salary Addendum. At no time during the life of this agreement, or any extension hereof, shall the Superintendent's salary be reduced.

3. The Superintendent's salary, benefits and compensation shall be paid in equal installments in accordance with District practice unless otherwise agreed upon. At the Superintendent's discretion, a portion of his total salary may be paid into an annuity. All sums, including but not limited to all salary or benefits due under any provision of this Article, due upon resignation, termination, or death shall be paid to the Superintendent or his estate in the pay period next following same or upon appointment of a fiduciary for the estate.

(B) Insurance, Fringe Benefits and Compensation for Services

1. Medical/Life Related Insurances

a. Health Insurance

The Superintendent will be offered health insurance benefits on the same terms as are provided from time to time to other administrators of the School Districts.

b. Life Insurance

The Committees will provide the cost of life insurance for the Superintendent to cover 90% of his salary (rounded down to the nearest \$1,000).

c. Liability Insurance

The District will provide liability insurance for the Superintendent under the provisions of the policy currently covering Central Office Administrators.

2 Leaves of Absence

a. Sick Leave

The Superintendent shall be entitled to eighteen (18) days of paid sick leave for each year. Accumulated and unused sick leave shall be carried over from year to year.

Sick leave may be taken when the Superintendent is prevented from working because of actual personal illness or injury, or because of a serious illness of or injury to a member of the Superintendent's "immediate family."

"Immediate family" shall be defined as the Superintendent's spouse, children, parents, siblings, or the parents or children of his spouse, or any other close family member who resides in the Superintendent's household.

b. Extended Paid Sick Leave

When the Superintendent has served the districts for at least one (1) full school year, he shall have an extended sick leave account which may be utilized if he is prevented from working because of personal illness or injury. In order to be eligible to use extended paid sick leave during a period of absence due to personal illness or injury, the Superintendent must meet the following conditions:

- (1) All of the Superintendent's accumulated sick leave must have been exhausted.
- (2) The Superintendent must furnish to the Committees a physician's certificate attesting that the illness or injury disables the Superintendent from working and is expected to continue for at least thirty (30) work days. Thereafter, the Superintendent may be required to furnish further medical certification. The Committees reserve the right to have their physician examine the Superintendent.

- (3) The maximum number of days of extended paid sick leave in the Superintendent's account shall be based upon the number of full school years he has served the Committees, as follows:

<u>Number of full school years of service for the Committees</u>	<u>Maximum number of days of extended paid sick leave</u>
At least 1 year but less than 5 years	45 days
At least 5 years but less than 10 years	90 days
At least 10	120 days

c. **Bereavement Leave**

The Superintendent shall ordinarily be entitled to three (3) consecutive days of leave without loss of pay for time necessarily and actually lost by reason of a death in the immediate household or immediate family member. The members of the "immediate family" shall be the Superintendent's spouse and the parents, children or siblings of the Superintendent or his/ her spouse. Subject to approval by the Chair of the Acton-Boxborough Regional School District Committee, additional days may be taken for reasons such as: travel, distance and time, legal matters, religious reasons, delayed funeral or other unforeseen circumstances.

d. **Personal Leave**

The Superintendent will be granted five (5) days of personal leave each year. Personal leave is not carried over from year to year.

3. **Vacation**

The Superintendent will be eligible for twenty (20) vacation days during each of the first ten (10) years of employment. Each year's allotment of vacation days shall be available on the first day of the fiscal year.

- a. The Superintendent can carry over no more than 40 vacation days from year to year.
- b. All accumulated vacation time will be paid to the Superintendent (or his estate) in the next pay period following resignation, retirement, termination or death at the then effective per diem rate of pay calculated based on the actual number of days in each year the Superintendent is required to work.

- c. Because the Superintendent's workday is flexible and frequently extends beyond normal working hours, reasonable time off during the day for personal reasons or emergencies will be allowed without loss of pay or deduction from personal or vacation leave.

VII. Medical Examination

The Committees agree to bear the cost of a full annual physical examination of the Superintendent upon request by the Committees, and the Superintendent shall provide a summary by the examining physician of findings.

VIII. Termination

In the event that the Superintendent desires to terminate this contract before the term of service shall have expired, he may do so by giving written notice of this intention to the Committees no later than January 1st of any year during the term of this agreement (to be effective on the following June 30) or by giving a minimum of six months' notice to the Committees. The Superintendent's failure to give full and timely notice shall constitute "good cause" for termination.

The Committees may terminate this contract at any time without further obligation by a majority vote for any of the following reasons: inefficiency, incapacity, incompetence, conduct unbecoming to a superintendent, insubordination, or other good cause. Where termination is effected for good cause, a hearing shall be convened in Executive Session unless the Superintendent requests that it be public. The Superintendent may be represented at such hearing by counsel who shall be entitled to participate on behalf of the Superintendent. The Committees shall provide fourteen (14) days' written notice of said hearing with a statement of charges in sufficient detail to place the Superintendent on notice of the basis for such intended action including copies of all relevant documents on which the Committees intend to rely for such action. The Committees may also terminate this contract other than for good cause prior to the expiration of its term at any time by majority vote, but in the event of such termination, and subject to the Superintendent's signing of a general release of claims in a form supplied by the Committees, shall continue to pay the Superintendent his base salary for a period of 12 months following such termination.

IX. Resignation

There shall be no penalty for release or resignation by the Superintendent from this contract, provided no resignation shall become effective until the close of any school year in which this contract is in effect or one hundred eighty (180) days notification from the Superintendent unless the Committees fixes a lesser period of time at which the resignation or release is to take effect.

X. Arbitration

A. Scope of Controversy

Any claim alleging the breach of this contract shall be settled and determined solely and exclusively by arbitration in accordance with the Employment Arbitration Rules of the American Arbitration Association and an award by an Arbitrator appointed pursuant to such rules shall be final and binding on the parties and may be entered into any court, tribunal or commission otherwise having jurisdiction thereof, for enforcement pursuant to the provisions of M.G.L. c. 150C, then relative to the arbitration of employment disputes. The parties expressly waive any right to assert such claims in any other forum.

B. Arbitrator's Authority

Either party may invoke the arbitration provisions hereunder by filing a demand for arbitration with the American Arbitration Association and the other party. In the case of a termination, if the arbitrator determines that the termination was not for good cause, his authority is limited to awarding the Superintendent monetary damages which may not exceed what the Superintendent would have been entitled to had his contract not been terminated prior to its expiration. In no case shall such award order or require the reinstatement of the Superintendent to his position.

XI. Indemnification

- A. The Committees shall at all times indemnify and hold harmless the Superintendent to the maximum extent and in accordance with the terms of MGL c. 258. The Superintendent shall comply with all obligations to assist in any litigation instituted in which the statutory indemnification is applicable, provided, however, that upon cessation of the employment relationship the Superintendent shall be compensated for such assistance in any day or part thereof during which such assistance is rendered at his then effective per diem rate of pay or \$400.00, whichever is greater, subject to any applicable legal limits.

- B. This indemnification provision, Article XII, A. and B. shall survive expiration of this employment agreement or the cessation of the employment relationship by any means or cause.

XII. Errors and Omissions Insurance

The Committees agree to maintain a policy or in the alternative to reimburse the Superintendent for annual premiums the Superintendent pays for the duration of the term of this agreement, for the Superintendent to be covered as a named insured under the School Districts' professional liability insurance policy.

XIII. Entire Agreement

This contract embodies the whole agreement between the Committees and the Superintendent and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein. The contract may not be changed except in writing and signed by the party against whom enforcement thereof is sought. This contract supersedes all prior agreements between the parties, and all such prior agreements shall be without further effect.

XIV. Invalidity

If any paragraph or part of this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement in quadruplicate on the day and year first written above.

Michael Coppolino
Chairman, Acton Public School Committee

Date

John Petersen
Chairman, Acton-Boxborough Regional School Committee

Date

Stephen Mills, Superintendent
Acton Public Schools
Acton-Boxborough Regional Schools

Date

ADDENDUM
Enacted on
July 1, 2011
To the
Contract of Employment
For Stephen Mills
Superintendent of Schools

=====

Employment & Salary History:

Period	Salary (annualized)
8/1/09-6/30/10	\$170,000
7/1/10-6/30/11	\$170,000
7/1/11-6/30/12	\$185,000

Future salary changes will be added to this addendum. Such changes shall not otherwise modify or affect the terms of this contract, which shall remain in full force and effect in accordance with its terms.

Michael Coppolino
Chairman, Acton Public School Committee

Date

John Petersen
Chairman, Acton-Boxborough Regional School Committee

Date

Stephen Mills, Superintendent
Acton Public Schools
Acton-Boxborough Regional Schools

Date

"Eight Fields In Two"

Status Update

Presented to Acton Boxborough Regional School Committee

The Friends of Lower Fields

August 2, 2011



Status Update:

Friends of Leary Field is in the process of changing our name to Friends of Lower Fields; all are welcome to join

Reached Agreement with Girls and Boys Lax about usage and involvement

Met with School Administration, Dr. Mills and JD Head. Administration will start drafting a Memorandum of Understanding with SC support

Tonight, we request express approval of the "Lower Fields" concept from the School Committee so we can move forward to make presentations to town boards and other representatives



Timetable

- 2011
- Apr ■ **Preliminary Engineering survey**
 - Funded by School and ABYS
 - Aug ■ **Detailed Engineering survey**
 - Funded by School, Lax and ABYS
 - **Meet with outside rental groups**
 - Oct ■ **Bank Loan approval**
 - Feb ■ **CPC approval**
 - Apr ■ **Acton Town Meeting approval**
 - May ■ **Boxborough Town Meeting approval**
 - Jun ■ **Vendor selected**
 - **Installation begins**
 - Aug ■ **Installation completed / field available**
- 2012

3

The Opportunity



ABRSD gets
2 state of the art
fields,
additional
parking,
bathrooms and
concessions

4

The Capital Plan

- We have received a “first draft” engineering estimate, which we believe can be negotiated down for scope and cost.
- Total cost of installation: ~ \$2.6M (plus, if needed, allocable contingencies of up to \$588K)*
- ~\$1.66M FOLF/~\$757K CPA/~\$214K ABRSD*
 - ~\$260K “equity” to be raised from ABYS, Girls & Boys Lax and other private sources
 - ~\$1.4M of debt, amortized by field rental
 - ~\$757K to be financed via CPA funds
 - ~\$214K to be financed via capital funds from ABRSD

* Actual numbers will be supplied based on additional engineering and bidding.

5

Revenues:

- Opportunity.
 - *If we can rent field time of at least 2000 per year of the 4,800 hours available (at \$125/\$135 per hour), then Girls Lax, Boys Lax and ABYS can use the fields at a minimal charge while paying off the loan.*
- Annual Revenues.
 - *Will first be used to pay the monthly loan with some in reserve to cover fluctuation in cash flow. If there is excess it could be used for:*
 - *Pay down loan ahead of schedule;*
 - *Pay ongoing maintenance costs;*
 - *Pay ABYS and Lax back their initial down payment*

6

Once Loan is Paid Off:

- A transition to Community Education of the running of the facility at ABRSD's option
- Rental Income.
 - Once loan is paid off, rental income used to repay down payments of Girls Lax, Boys Lax and ABYS;
 - Once down payment is repaid, FOLF would envision that the revenue would be prioritized as follows:
 1. Fund a capital account to replace the turf fields on campus
 1. 2 Lower Fields
 2. Leary Field
 2. For maintenance, upkeep and improvements of facility
 3. For ABRSD to do with the \$ as it pleases
 4. Diminished rental income requirements will provide increased use by town groups at discounted or free rates (contributing groups to receive a proportionate benefit in terms of scheduling and use).

7

Return on Investment

- For ~ \$2.6M* asset, only ~ \$592K of local tax dollars are required or 25 cents on the dollar
- Put another way, every local tax dollar we invest provides and immediate return of over 400%
- ABRSD to take advantage of the balance sheet of youth sports groups and volunteer time by group members

*Actual numbers will be supplied based on additional engineering and bidding.

8

The Opportunity **Year-round Availability**

- 2 Fields will create up to 4,800 hours of fields use in all weather conditions except lightning.
- Available all four seasons
- Available rain or shine
- Available 24x7

"Used 7 days a week during the fall...
Very versatile, making use and scheduling a luxury."

FieldTurf user Alex Campea
Athletic Director, Catholic Memorial H.S.

"Number of games and practices have roughly tripled.
They have used a Bobcat to remove snow. The field handles torrential rains well.
Footing is excellent, you can play in all conditions."

Infill Turf user Jim Davis
Athletic Director, Belmont H.S.

9

Lower Fields 2011 **Community, Productivity, Leverage**

- Thank You: Any Questions?



10

Regional Debt
Borrowing, Cost of Debt Service

Exemplified for
Athletic Field Construction

Massachusetts General Laws
Chapter 44, Section 7, Clause 25

“For the construction of municipal outdoor recreational and athletic facilities, including the acquisition and development of land and the construction of facilities; fifteen years.”

Estimated Borrowing - \$3M Field Construction

"One-Time" ABRSD Costs, about \$45K:

Official Statement Preparation and

Bond Market Issuance \$35K

Bond Counsel Legal Fees \$10K

Fifteen year schedule @ 3.25% interest

\$3,000,000 principal

\$840,287 interest

\$3,840,287 Total 15 year cost

Total and Annual Cost of Borrowing

Per Regional Agreement:		Total
Acton	79.81%	\$3,064,933
Boxborough	20.19%	\$ 775,354

	Annual
Acton	\$ 199,525
Boxborough	\$ 50,475
TOTAL (P&I)	\$ 250,000
<i>annual maintenance estimate \$52K addtl</i>	

DRAFT Motion – ABRSC Meeting 2 August 2011

I move that the SC support the following statement:

The Acton-Boxborough Regional School Committee

1. Recognizes that the turf conversion of Leary Field led by a private initiative, "Friends of Leary Field", has been enormously beneficial to the ABRSD athletic programs as well as to sports teams in the communities of Acton and Boxborough;
2. Supports the concept of creating a new multipurpose recreational space at the area known as the "Lower Fields" as jointly presented by the administration and the "Friends of the Lower Fields";
3. Will review operating, financial and other issues in detail before supporting a final plan; support for the concept should not be misconstrued as support for the final agreements;
4. Encourages all parties to work together to maximize the benefit to the school athletic programs, the school campus and the current users of the lower fields while minimizing displacement and inconvenience for all users in the context of this major project;
5. Thanks the Friends of the Lower Fields and Acton Boxborough Youth Soccer for their hard work on behalf of the ABRSD and the whole community, who will benefit so greatly when this project comes to fruition.

**Regional School District Planning Committee
Proposed Timeline – Due Diligence Process**

Assuming a motion is made Tuesday, 2 August 2011, to form the Regional School District Planning Committee, the committee would be formed and begin the due diligence process.

August 2, 2011 – AB Regional School Committee votes to form the Regional School District Planning Committee (RSDPC)

August 2011 through February 2012 – RSDPC performs due diligence to develop proposal for full regionalization

March 2012 and May 2012 – RSDPC presents to Acton Town Meeting and Boxborough Town Meeting their findings and to get a sense of the Town if the RSDPC should formally proceed with full regionalization

May 2012 through October 2012 – If both towns agree to continue with full regionalization RSDPC completes due diligence and prepares amended Regional Agreement

October 2012 – RSDPC submits amended Regional Agreement to DESE for review and feedback

October 2012 through December 2012 – RSDPC responds to DESE inquiries

December 2012 – DESE provides initial approval to move forward with amended Regional Agreement to present to each Town Meeting

March 2013 and May 2013 – Each Town Meeting votes on amended Regional Agreement

May 2013 – Assuming both towns approve amended Regional Agreement, approved Regional Agreement and certified votes submitted to Commissioner of Education for approval

Once approved by the Commission, transition to new Region begins.

New school committee is elected, if necessary to oversee transition to new Region.

Current school committees continue to operate business as usual.

June 2013 through June 2014 – Newly elected school committee puts transition plan into action.

July 1, 2014 – New fiscal year would begin with new Acton Boxborough Regional School District, pre-K – 12 for Acton and Boxborough.

8/1/11 B. Sabot

FEDERAL PROGRAM AMOUNTS

FISCAL YEAR 2012 ENTITLEMENT AND ALLOCATION GRANTS, INCLUDING EDUCATION
JOBS FUNDSelect District: 0002 - Acton

0002 - Acton

ALL ALLOCATIONS SUBJECT TO APPROPRIATION

FY12 ALLOCATION AMOUNTS

All Entitlement/Allocation amounts listed here may be subject to change. The Department will make every effort to alert applicants as soon as possible if final appropriations require changes to grant figures.

Fund Code	Grant Name	FY2012 Amount
Entitlement and Allocation:		
140	Title II-A	31,312
180	Title III	16,877
240	IDEA	554,671
305	Title I, Parts A & D District Allocations	50,784
Sub Total for Entitlement/Allocation		653,644
District Total:		653,644

FEDERAL PROGRAM AMOUNTS**FISCAL YEAR 2012 ENTITLEMENT AND ALLOCATION GRANTS, INCLUDING EDUCATION
JOBS FUND**Select District: **0600 - Acton Boxborough**

ALL ALLOCATIONS SUBJECT TO APPROPRIATION		
FY12 ALLOCATION AMOUNTS		
All Entitlement/Allocation amounts listed here may be subject to change. The Department will make every effort to alert applicants as soon as possible if final appropriations require changes to grant figures.		
Fund Code	Grant Name	FY2012 Amount
Entitlement and Allocation:		
140	Title II-A	25,695
240	IDEA	581,952
305	Title I, Parts A & D District Allocations	36,945
Sub Total for Entitlement/Allocation		644,592
District Total:		644,592

Acton-Boxborough Regional School Committee, Aug. 2, 2011

MinuteVan Dial-a-Ride



Dial-a Ride Overview

- Dial-a-Ride service initiated in September, 2010, after five years of Town and volunteer efforts
- Funded by Federal Grants and the Town of Acton
- Service area includes all of Acton and parts of Boxborough. Ongoing two-town discussions.
- The Town of Acton contracts with Transaction Associates to run the Dial-a-Ride and the Rail Shuttle.

www.minutevan.net or telephone 978-844-6809

Funding

- Original plan: use three-year federal startup funding program- Clean Air and Mobility, with town match of 80%, 70%, 60%, then we would be on our own the fourth year.
- Changes in the funding environment resulted in more competition for fewer funds; no money for Dial-a-Ride from Clean Air and Mobility program for Year 2.

Starting the Service

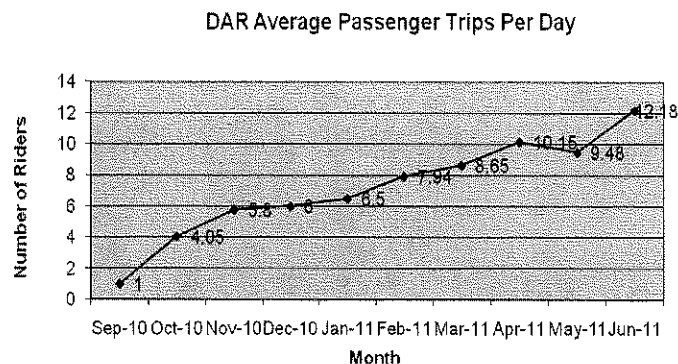
Service began slowly, with a focus on reliability and good communications.

- Nov. 2010- Permission forms for students age 12 to 17 available.
- May, 2011- 30 families of teens registered.
- July, 2011- 70 families of teens registered.

Ridership has been increasing

- March, 2011 passenger trips: 143.
- June, 2011 passenger trips: 268.
- Individuals who have ridden the dial-a-ride to date: 157.
- Approximately 20% of ridership is students

Daily Dial-a-Ride Ridership



How are students using MinuteVan Dial-a-Ride now?

- Summer school
- Summer camps
- Discovery museum
- Nara park
- Summer jobs

How will students use the MinuteVan during the school year?

- Transport home from after school activities
- Part-time jobs
- Library – AML and Sargent
- Music lessons

Shared benefits for Schools and Towns:

- Increase equity by allowing all students to participate in after-school activities without worrying about transportation
- Reduce congestion at schools after extracurricular activities (safety, quality of life, environment)

TAC Request

- The Transportation Advisory Committee requests an appropriation of \$6,000 per month for three months to continue to provide the Dial-a-Ride service without interruption.

The Committee anticipates that this money when combined with Acton Town appropriations and other sources will support the program until Acton Town Meeting can comprehensively address the future of the MinuteVan.

Over the coming months:

Discussions will continue among Acton and
Boxborough about:

- Fixed Route vs. Dial-a-Ride
- Rail Shuttle
- Coordination with town departments including
Council on Aging, Health, Housing Authority,
Recreation Department, Community Ed, Schools
- Federal and private grants
- Best use of regional transit authorities

MinuteVan Rider Comments

I am a huge fan of the MinuteVan Service. My husband and I both work and can rearrange our schedules only so much to accommodate after school activities. Since Acton does not provide a late bus as many other communities do, this service fills a huge need for our family. It allows my daughter to participate in after school activities that she would otherwise not be able to....

...The service is also very well run. My interactions with the staff have all been pleasant, prompt and professional. The cost is reasonable. Most importantly, my daughter is comfortable with the drivers and the overall experience.

Please keep this service active as it serves an important need in Acton.

The Dial-A-Ride Service is really appreciated. It was needed and is extremely helpful for people like me, and students who cannot drive. The Service is dependable, safe, clean and (very) economical. The Van is mostly early and never late. The Drivers are very courteous and friendly...

...And, (to Michele) you have been a wonderful coordinator. I really appreciated when you called one day and gave heads up about more people riding the van and that might delay the ride home. Hoping that this service continues forever in our Town.

We have used the services a couple of times for my kids to get home from their after school jobs....The Dial-A-Ride Service has been on time, reliable and cost effective. We will continue to use the service as we need it. In general, I support the continuation of this program for the greater good of Acton commuters.

It's about time! I have had trouble getting my daughter to her destinations for the entire eight years I've lived in Acton. The Minute Van is saving me, making my life so much easier to manage!! I can't thank you enough. Don't ever go away.

My son used the MinuteVan Dial-A-Ride Service a few times this year. The services were very good. He will continue to use this service a lot.

We are very pleased to have the MinuteVan service for our kids. The service is great and it is perfectly fit to our family needs. We love it. Thanks!

The service is wonderful, reliable and affordable. I have recommended your service to friends; some are now using your service.

MinuteVan Dial-A-Ride service was absolutely fine: on time, efficient, polite and helpful ...I'd recommend it to anyone ...

Best regards.

August 2, 2011