

**ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE MEETING**  
**Minutes** (approved 7/28/10)

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

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

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

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

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The Joint School Committee Meeting was called to order at 6:35 pm. by Sharon McManus and John Petersen, respective chairs.

**JOINT EXECUTIVE SESSION**

At 6:35 p.m., the Acton-Boxborough Regional School Committee was polled and voted unanimously to go into Executive Session (Joint School Committee) according to Chapter 39 Section 23A Paragraph 3, "To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the governmental body."

At 6:35 p.m., the Acton Public School Committee was polled and voted unanimously to go into Executive Session (Joint School Committee) according to Chapter 39 Section 23A Paragraph 3, "To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the governmental body."

At 7:30 p.m., the Committees were polled and voted to go out of Joint Executive Session.

**JOINT SCHOOL COMMITTEE OPEN MEETING resumes**

The open meeting resumed at 7:40 p.m..

**SUPERINTENDENT'S EVALUATION**

Sharon read a very positive evaluation of Dr. Mills' first year, and the Committee thanked him for a great job during these very difficult financial times. Steve read a statement thanking the Committee for their support and expressing his enthusiasm for moving forward with his team.

**STATEMENT OF WARRANT**

Warrant #201024 dated 6/1/10 in the amount of \$289,290.93 was signed by the Chair and circulated to the Committee for approval.

**APPROVAL OF MINUTES**

The Joint minutes of May 3, 2010 were unanimously approved by the Acton-Boxborough Regional School Committee as written. (The Acton Public School Committee approved them on 5/20/10.)

The Joint minutes of May 6, 2010 were unanimously approved as amended. The amendment was the addition of the 6/3/10 appendix B.2, statement from Xuan Kong.

Michael Coppolino disagreed wholeheartedly with the assumptions stated by Jonathan Chinitz in a letter read for Jonathan when he was absent from the May 6<sup>th</sup> School Committee meeting. See appendix A, Statement from M. Coppolino dated 6/3/10.

The Acton Public School Committee section of the minutes of May 6, 2010 was unanimously approved. The Acton-Boxborough Regional School Committee section of the minutes of May 6, 2010 was also unanimously approved.

PUBLIC PARTICIPATION - none

UNFINISHED BUSINESS

1. Green Communities Program Update – Steve Mills announced that Acton was designated one of the first 35 communities in the state to be named a “Green Community”.
2. Benefits Manual Revisions – Maria Neyland and Xuan Kong brought their recommendations regarding Administrator positions covered by the Administrator Benefit Manual to the School Committee, as requested last year by the Committee.
  - a. Summary of Recommended Changes
  - b. DRAFT Administrative Benefits Manual Revision
  - c. DRAFT Salaried Employees’ Benefits Manual Revision

**#1 Acton-Boxborough Regional School Committee VOTE:**

It was moved, seconded and unanimously

**VOTED:** On Subject Matter VII.2.b, to accept recommendations regarding the administrative positions to be covered by the Administrators’ Benefits Manual and the benefit changes to the Administrators’ Benefit Manual. The revised Administrators’ Benefits Manual shall be in effect on July 1<sup>st</sup>, 2010.

**#1 Acton Public School Committee VOTE:**

It was moved, seconded and unanimously

**VOTED:** On Subject Matter VII.2.b, to accept recommendations regarding the administrative positions to be covered by the Administrators’ Benefits Manual and the benefit changes to the Administrators’ Benefit Manual. The revised Administrators’ Benefits Manual shall be in effect on July 1<sup>st</sup>, 2010.

These votes realigned positions currently covered by the Administrator Benefit Manual into two groups: Administrator and Salaried Employee. These positions are listed in Appendix B. Memo from Xuan Kong and Maria Neyland dated 5/28/10, Table #1.

**#2 Acton-Boxborough Regional School Committee VOTE:**

It was moved, seconded and unanimously

**VOTED:** On Subject Matter VII.2.c, to accept recommendations regarding staff positions to be covered by the Salaried Employees’ Benefits Manual and benefit changes to the Salaried Employees’ Benefits Manual. The revised Salaried Employees’ Benefits Manual shall be in effect on July 1<sup>st</sup>, 2010. Staff members who currently hold positions being re-classified as salaried employee positions may make a one-time election

to be covered under the Administrators' Benefits Manual or Salaried Employees' Benefits Manual.

**#2 Acton Public School Committee VOTE:**

It was moved, seconded and unanimously

**VOTED:** On Subject Matter VII.2.c, to accept recommendations regarding staff positions to be covered by the Salaried Employees' Benefits Manual and benefit changes to the Salaried Employees' Benefits Manual. The revised Salaried Employees' Benefits Manual shall be in effect on July 1<sup>st</sup>, 2010. Staff members who currently hold positions being re-classified as salaried employee positions may make a one-time election to be covered under the Administrators' Benefits Manual or Salaried Employees' Benefits Manual.

See Appendix B. Memo from Xuan Kong and Maria Neyland dated 5/28/10, Table #2. These votes revised the current Administrator Benefit Manual (summarized under column Administrator July 2009) to reflect the changes (listed under New Administrator July 2010 heading). All Administrators shall be subject to the new benefit manual (with the exception of ERI benefit for those with enforceable employment contract as of June 18, 2009.)

**#3 Acton-Boxborough Regional School Committee VOTE:**

It was moved, seconded and unanimously

**VOTED:** On Subject Matter VII.2.c, To authorize the Superintendent of Schools to make a one-time payment to current salaried employees who would otherwise qualify for Severance Pay as determined in Article 19 of Salaried Employees' Benefits Manual effective June 2<sup>nd</sup>, 2010, if the deletion of the said article is approved by the School Committees. The total amount of such payment shall not exceed \$25,100 for both Acton Public Schools and Acton-Boxborough Regional Schools Districts.

**#3 Acton Public School Committee VOTE:**

It was moved, seconded and unanimously

**VOTED:** On Subject Matter VII.2.c, To authorize the Superintendent of Schools to make a one-time payment to current salaried employees who would otherwise qualify for Severance Pay as determined in Article 19 of Salaried Employees' Benefits Manual effective June 2<sup>nd</sup>, 2010, if the deletion of the said article is approved by the School Committees. The total amount of such payment shall not exceed \$25,100 for both Acton Public Schools and Acton-Boxborough Regional Schools Districts.

Xuan and Maria were thanked for their extensive work on these items. Their memo dated 5/28/10 was very clear regarding the need for these changes.

3. FY'10 Budget Update – Dr. Mills gave an oral update.
4. FY'11 Budget Update – Dr. Mills said approximately the same amount of funding will be returned from the Regional District as the Local District. 9C cuts for FY11 are being discussed, with a look toward FY12 of additional budget tightening.
5. AB Sped PAC Goals Update - Nancy Sherburne (<http://www.abspedpac.org>)
  - a. PAC Spring 2010 Presentation Slides
  - b. Autism Focus Group Parent Priorities
  - c. Guidance for Special Education Parent Advisory Councils - DESE

Mike Coppolino gave an update on the May 12th SpEd PAC Board meeting. Special Education parents want to see the Hayward Center and options like that move along faster. They also requested that technology be increasingly used in the IEP process. This initiative seems to have slowed down.

Nancy Sherburne thanked Mike and Xuan for being the School Committee liaisons to the SpEd PAC this year. They have been very valuable. She and Bill Guthlein would like to share more information in the fall. She said that providing quality services in district, including options like the Hayward Center, save money for the school districts and are better for kids.

Nancy is working with Tess Summers to see how funds raised by the PAC should be handled per the new DESE guidance. This is approximately \$1200, from local and regional activities. The sense of the Committees was that the SpEd PAC should make the decision that appears right for them based on discussions with Tess and Don Aicardi. They were encouraged to bring the issue back to the School Committee if necessary.

### NEW BUSINESS

1. Recommendation to Change FY'11 Health Insurance for Non-Union Personnel – Steve Mills
  - a. Memo to School Committee
  - b. Memo sent to Non-Union Employees, 5/28/10
  - c. Health Insurance Projected Rates Effective July 1, 2010

Steve Mills stated that an important goal is to ask non-union employees to take on more of the cost of health insurance, and get to a 75-25 split (from the current 85-15). He has received a lot of pushback on it. The intent was to give employees a full year's notice by making up a year's worth by giving them a check (\$1700 for those with family coverage and \$700 for individual coverage). His goal is not to save money in FY11 on this, but to save money in FY12. A new memo will be sent to staff stating that the change won't start until September. He will "make whole" all employees for this first year. These are valuable employees that do critical work. Dr. Mills apologized to people who felt like they are being penalized by this change. Marie Altieri said that the \$1700 and \$700 are the cost of the HMO insurance option. Staff on other plans will not be made whole. \$3200 and \$2900 would be the cost to reimburse people on the other two plans. People may change plans by next Wednesday.

John Petersen said that several important issues are embedded here. Health insurance and what we need to do systemically to control costs means it is important to vote on this now. The Town moved their indemnity plan to 50-50. He feels we should do the same. John agreed with Jonathan that the Committees need to try to be fair to every child and employee. The staff affected by this decision are the least compensated group. It is an obligation to be fair to this unrepresented group.

Terry Lindgren proposed that a check be given to employees in this category for \$1700/\$700 the first year, \$1200/\$466 the second year and \$600/\$233 in the third year. Xuan Kong felt that this is another contract issue and he doesn't think it needs a School Committee vote. He would support the general direction to move the split. Even though it is cost neutral, there is a behavior effect. This split would be an incentive to move people toward the plan we prefer them to take. Brigid Bieber agrees that the School Committee doesn't need to vote on this. She shared concerns from a citizen that this is an unprotected group with no one to speak up for them. There is also concern about not having enough time to change insurance with the new open enrollment. It was felt (by some citizens) that

administrators were held harmless last year. Personally, Brigid feels we should go forward with the change. Maria Neyland also got a few calls. She said that this is an important step that needs to be taken, but she likes Terry's suggestion. She cautioned to be very aware that these are the folks that can least afford this increased cost. Mike Coppolino agreed. Bruce Sabot agreed and likes Terry's suggestion; he also was contacted by citizens. Jonathan Chinitz said, "good idea, poor implementation".

Becky Neville spoke from the audience and said that a meeting should have been held to talk about this. Jonathan Chinitz moved that the School Committee not recommend the implementation of this memo at this time. It was not seconded.

2. Consider Convening Subcommittee for Policy Revisions:

a. Field Trips – *Xuan Kong*

It was suggested that our policy be revised to only require approval for overseas trips. Marie Altieri said that Mass General Law changed after an accident occurred and she thought that all over night field trips have to be approved. The Committee agreed that the Subcommittee should look at our policy to see if it complies and if it could be simplified

b. Officer Elections – *Brigid Bieber and John Petersen*

i. Annual Organizational Meeting (File: BDA)

ii. School Committee Officers (File: BDB)

The Acton Finance Committee holds their election at their last meeting. Consequently, the new Chair would know that they would be the chair for the next meeting. Terry Lindgren pointed out that the new Committee has to elect the new chairs. The Committee will have the Subcommittee review our policy.

c. Exchange Students – *Steve Mills*

Dr. Mills appreciates the value of exchange students being at our schools, but wants to limit the number of students that we waive tuition for. With a J1 visa, which most students now have, we understand that \$2300 per student would come from the state if included on the Oct 1 enrollment report. The average cost for a student at our regional schools, as posted on the DESE website, is \$12,733. The School Committee asked the Subcommittee to create a policy regarding accepting exchange students. We currently do not have one.

*XIII New Business, 1. Recommendation to Waive 2010-2011 ABRHS Tuition for Exchange Student from Czech Republic living with Boxborough family was taken out of order.*

Terry Lindgren said that he does not want to charge tuition for this exchange student. Xuan Kong said that these students are not residents so the school should not have been waiving tuition in the past. This student cannot come with the CIEE program unless a local school signs their acceptance form.

Brigid Bieber made a motion that was moved, seconded and

**VOTED:** to waive the ABRHS tuition for this exchange student for next year.

(13 approved, 2 disapproved)

### ISSUES OF THE COMMITTEE

1. Inclusion of Secretary on the School Committee Group Email List  
The Committee agreed to add Beth Petr to the SC email shell so she is fully aware of all the of School Committee communications.
2. School Committee Summer Workshop at Sargent Library in Boxborough
  - a. Date - Beth Petr will confirm a date with Committee members.
  - b. Agenda – Send suggestions to John and Sharon
  - c. Facilitator – Leave this decision up to the two new Chairs because if they facilitate, they can't fully participate, Terry and Maria said money should not be spent on this.
3. New Class Size Subcommittee – *Terry Lindgren*  
Jonathan Chinitz will participate. Mike Coppolino will do it if a Boxborough member was not able to. John Petersen thanked Terry for putting it together – a challenging and complicated effort.  
**Acton-Boxborough Regional School Committee VOTE:**  
It was moved, seconded and unanimously  
**VOTED**: that the SC establish this subcommittee as noted in the memo.  
**Acton Public School Committee VOTE:**  
It was moved, seconded and unanimously  
**VOTED**: that the SC establish this subcommittee as noted in the memo.
3. Citizens' Correspondence to the School Committees  
Many emails have come in recently, mainly regarding negotiations. Sharon thanked all who shared their thoughts. All emails sent to the SC shell will be included in the next packet with personal contact information deleted.

**APS was suspended at 9:54 p.m. – AB OPEN MEETING begins**

### SUPERINTENDENT'S INTRODUCTION – 10:05

1. Election of AB School Committee Officers, 2010-2011  
It was moved, seconded and unanimously,  
**VOTED** – to appoint Brigid Bieber as Chairperson of the Acton-Boxborough Regional School Committee for 2010-2011.  
It was moved, seconded and unanimously,  
**VOTED** – to appoint Terry Lindgren as Vice Chairperson of the Acton-Boxborough Regional School Committee for 2010-2011.  
It was moved, seconded and unanimously,  
**VOTED** – to appoint Beth Petr as Secretary of the Acton-Boxborough Regional School Committee for 2010-2011, with gratitude.  
Brigid thanked Sharon McManus for all of her efforts this past year as Chair of the Regional Committee.

### STATEMENT OF WARRANT

Warrant #10-024 dated 5/20/10 in the amount of \$1,727,423.90 and warrant #10-025 dated 6/3/10 in the amount of \$1,902,255.97 were signed by the Chair and circulated to the committee for approval.

### UNFINISHED BUSINESS

1. Boxborough Report: Town Meeting and Election Results – Maria Neyland reported that Bruce Sabot was reelected.
2. Health Insurance Trust Report – No report because next meeting is 6/23 at 8a.m.
3. Recommendation to Increase Student Athletic Fees – **VOTE** – *Steve Mills*
  - a. Memo from Steve Desy, 3/2/10

It was moved, seconded and

**VOTED** – to approve Athletic Activity Fee increases as recommended by Mr. Steve Desy, Director of Athletics. The new activity fee schedule, effective for the 2010-2011 school year, shall be as follows:

- \$205 basic fee per sport per athletic season (three athletic seasons per academic year).
- \$200 additional fee per athletic season for each of the following sports: ice hockey, alpine ski, and gymnastics.

The total maximum family cap for Acton-Boxborough students participating in the above activities during the 2010-2011 school year shall be \$820. Only the basic fee counts towards the family cap calculation.

Maria Neyland stated that there is a conflict of interest for parents whose children are school athletes. Maria Neyland, Brigid Bieber and Xuan Kong abstained as a result. The other votes were YES.

Brigid pointed out that still, no student will be denied the ability to play because they cannot pay.

### NEW BUSINESS

1. Recommendation to Waive 2010-2011 ABRHS Tuition for Exchange Student from Czech Republic living with Boxborough family – **VOTE** – *Steve Mills*

a. CIEE USA High School Enrollment Form

b. [www.CIEE.org](http://www.CIEE.org)

This item was taken out of order. See page 5, #2. C. - VOTE was approved.

2. Recommendation to Approve Changes to the ABRHS Handbook

It was moved, seconded and unanimously

**VOTED** - to approve the changes to the ABRHS Handbook with an amendment to include the new athletic fees. just voted on.

Principal Alixe Callen highlighted the Bullying Statement as a new addition.

3. Recommendation to Accept Donation from Shenitech, LLC for the National Science Olympiad Trip

It was moved, seconded and unanimously

**VOTED** - to accept with gratitude the \$500 donation from Shenitech, LLC for the National Science Olympiad Trip

4. Recommendation to Approve ABRHS International Trip to Greece

It was moved, seconded and unanimously

**VOTED** - to Approve the ABRHS International Trip to Greece

### FOR YOUR INFORMATION

1. ABRHS Information

a. Discipline Report – May 2010

b. Gifts from: ATIR Natural Nail Care (Community Service Day t-shirts), Paul and Kathryn McKean (Science Team), Robert and Catherine Cadogan (Science Team), William Ames and Paulina Knibbe (Science Team) and Penny Arcade (Science Team). Gift from Graham & Harsip P.C. (Community Service Day) (Dr. Mills thanked all the donors)

2. RJGJHS Information

a. Discipline Report – May 2010

3. FY'10 Monthly ABRSD Financial Reports

a. Object Summary

b. SPED Financial

- c. ABRHS
- d. RJGJHS
- 4. ABRSD ELL Student Population – May 2010
- 5. Student Enrollment, May 2010
- 6. June 28 and 29<sup>th</sup> Annual Summer Leadership Institute Agenda
- 7. Open House Dates 2010-2011
- 8. Art Awards
- 9. Pupil Services:
  - a. Legal Trends
  - b. Educational Values and Needs Survey Results Presentation held June 1<sup>st</sup>
- 10. ABSAF 2010-2011 Funding Letter (*to be included in next SC packet*)

**NEXT MEETINGS:**

- June 17 – Acton Public School Committee at 7:30 PM in Jr High Library
- August X – AB Regional School Committee, 6:30 p.m. followed by Joint meeting, followed by Acton School Committee meeting, JH Library

**The Acton Public School Committee reconvened at 10:25 p.m.**

**JOINT EXECUTIVE SESSION**

At 10:25 p.m., the Acton-Boxborough Regional School Committee was polled and voted unanimously to go into Executive Session (Joint School Committee) according to Chapter 39 Section 23A Paragraph 3, “To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the governmental body.”

At 10:25 p.m., the Acton Public School Committee was polled and voted unanimously to go into Executive Session (Joint School Committee) according to Chapter 39 Section 23A Paragraph 3, “To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the governmental body.”

At 11:30 p.m., the Committees were polled and voted to go out of Joint Executive Session.

At 11:31 p.m., the Committees adjourned.

Respectfully submitted,  
 Beth Petr  
 Secretary



I feel compelled to respond to the letter read into the minutes during our May 6 meeting in Mr. Chinitz's absence. I will be brief.

I disagree wholeheartedly with his assumption that if a vote had been taken at that meeting on March 5, 2009, the Committee would have said "go forth and negotiate". We made it clear that day, that further discussions should take place, but ultimately the terms and working conditions for this non-union group were to be determined by us as a Committee, not in a bargained "give and take". The Committee's decision to "seek additional input" from administrators was translated into the perceived necessity for closed door sessions.

Since Education Reform in 1993, negotiating with administrators has been the Superintendent's responsibility, not that of the School Committee. We hardly knew the Administrator's Benefits Manual existed until three years ago, so it was not written or "negotiated" by the School Committee at any time prior.

I remain dismayed that we as a Committee, and particularly Mr. Chinitz who was Chair at the time, will not accept responsibility for the Open Meeting Law infraction.

Michael Coppolino  
Statement read at 6/3/10  
School Comm. Meeting

DATE: May 28, 2010  
FROM: Xuan Kong and Maria Neyland  
TO: APS and ABRSD School Committees  
CC: Superintendent Steve Mills  
SUBJECT: Recommendation on Issues Related to Benefit Manuals

Last year, the School Committees had asked us to examine the administrative positions covered by the Administrator Benefit Manual. The following are our recommendations to the School Committees. In addition to realignment of various positions, our recommendations also deal with several benefit changes related to Administrators and Salaried Employees.

### Position Realignment

Current Recommendation. Re-align the positions currently covered by the Administrator Benefit Manual into two groups: Administrator and Salaried Employee. A list of these positions is attached to this memo. (Table #1.)

In March of 2010, we had recommended that Administrator positions be further grouped into senior administrator and administrator. We received feedback from our administrators, especially those to be classified as senior administrators, that one-class designation for all administrators would be more appropriate. We view this largely as an operational issue and consulted with Superintendent Mills and he indicated his support for the idea of one administrator group.

Administrators are those with hiring authority, leaders of departments that impact district-wide operations, or those with substantial responsibility for a school building.

A few positions are re-classified as Salaried Employees. While these positions are still critical to the success of school districts, they generally had no hiring authority or another administrator can adequately represent the group in district-wide planning and execution of the educational mission.

### Administrator Benefits

Current Recommendation. Revise current Administrator Benefit Manual (summarized under column Administrator July 2009) to reflect the changes (listed under New Administrator July 2010 heading). All administrators shall be subject to the new benefit manual (with the exception of ERI benefit for those with enforceable employment contract as of June 18, 2009). (Table #2.)

Specific changes are highlighted below

- **Sabbatical Leave.** Under current Administrator Benefit Manual, administrators with six or more years of service are entitled to 67% of the salary for a full year sabbatical or 100% of the salary for half year sabbatical, subject to the approval of superintendent. This benefit is uncommon to any public school employees in Massachusetts school

districts. In addition, no sabbatical leave was applied for or granted that anyone can remember. Therefore, we recommend this benefit be removed effective July 1<sup>st</sup>, 2010.

- **Vacation Days.** All administrators will accrue vacation days at the rate of 20 days per year for the first ten years and 25 days per year afterwards. When two-tier administrator positions were suggested in March 2010, administrators would have accrued vacation days at the rate of 15 days per year initially. Given that Salaried Employees will have 15 days per year starting from year one (see below for additional discussion), it is reasonable to provide a greater number of vacation days for all administrators. This benefit will have no immediate cash cost to the district. The liability to the district is limited due to the vacation carryover policy (i.e., maximum one year's vacation may be carried over to next year).
- **Vacation Carryover.** Current Administrator Benefit Manual specifies that on June 30, 2013, administrators are allowed to carry over no more than 10 unused vacation days to next fiscal year. Our salaried employees are allowed to carry over a number of vacation days equivalent to one year benefit. Therefore, we believe it is fair to limit vacation carryover to one year benefit equivalent. Expansion of this benefit may increase future liability of the district as unused vacation days are paid to employees upon termination of employment or retirement at their daily rate.
- **Tuition Reimbursement.** All administrators are offered tuition reimbursement benefit to encourage relevant professional development for our administrators. When two-tier administrator positions were suggested in March 2010, administrators would only be entitled to course reimbursement no more than two (2) courses per year. With the proposed language clarification (Superintendent's approval of course reimbursement will be subject to the limits of the budget for course reimbursement), we believe that the probability of reimbursing an administrator for more than two (2) courses per year is very small. The School Committees should request that superintendent propose specific dollar amount for professional development/course reimbursement in its future budget deliberation so that it can be debated and appropriated explicitly.

## Salaried Employee Benefits

Those who currently hold positions being re-classified as salaried employees may elect to be covered under the Administrator Benefit Manual or Salaried Employee Benefit Manual, as amended from time to time. They also retain the ERI as a part of the grandfather clause of original 28 administrators.

Specific changes to the Salaried Employee Benefit Manual are listed below

- Vacation Days. Previously, salaried employees would have accrued vacation days at the rate of 10 days per year initially. A hiring manager often had to negotiate this benefit in order to finalize the employment contract (almost always offering 15 vacation days to start). Per suggestions from Superintendent and Director of Personnel, we recommend to the committees to accept the proposed expansion of this benefit to our salaried employees. Once this benefit is in place, negotiations on vacation days with future potential salaried employees will no longer be necessary or permitted.
- Severance Pay. Currently, when a salaried employee voluntarily terminates employment with the district, the employee is entitled to a severance pay at a rate of \$50-\$200 per year of service, provided that the year of service is ten or more years. We recommend that the School Committees strike this benefit from the Salaried Employee Benefit Manual and make a one-time payment to those employees who would otherwise qualify for this benefit as of June 30<sup>th</sup>, 2010. If this benefit is left unchanged, the liability of the district is about \$100,000 in future dollars. If the benefit is retained for employees with 10 or more years of service, the liability is about \$46,000 when they retire in five years or when 25 years of service is reached (whichever is later). If the district removes the benefit and authorizes the superintendent to make a one-time payment to qualified employees as if they were to leave on June 30<sup>th</sup>, 2010, the total cost to the district is \$25,100.

Table #1.

Positions	Recommendations
Assistant Superintendent for Curriculum, Instruction, and Community Education	Administrator
Principal, High School	Administrator
Principal, Junior High	Administrator
Principal, Conant	Administrator
Principal, Douglas	Administrator
Principal, Gates	Administrator
Principal, McCarthy-Towne	Administrator
Principal, Merriam	Administrator
Director, Community Education	Administrator
Director, Facilities and Transportation	Administrator
Director, Finance	Administrator
Director, Personnel and Administrative Services	Administrator
Director, Pupil Services	Administrator
Assistant Principal, High School	Administrator
Assistant Principal, Junior High School	Administrator
Assistant Principal, Elementary School	Administrator
Director, Athletics	Administrator
Director, Information Technology and Instruction Technology	Administrator
Director, Performing Arts K-12	Administrator
Director, Visual Arts K-12	Administrator
Coordinator, Elementary Special Education	Administrator
Coordinator, Secondary Special Education	Administrator
Coordinator, Finance	Salaried Employee
Coordinator, Out of District Placements	Salaried Employee
Network Manager	Salaried Employee

Table #2.

Positions	Administrator	New Administrator	Salaried Staff	Support Staff
Effective Date	July-09	July-10	July-10	July-10
Holidays	12	12	12	12
Sick Days	17 (11 mo. Emp) 18 (12 mo. Emp) Extended Sick Days	17 (11 mo. Emp) 18 (12 mo. Emp) Extended Sick Days	12 (1-3 YoS) 15 (4+ YoS) Extended Sick Days	12 (New) [10] 15 (1+ YoS) [10]
Personal Days	4 (11 mo. Emp) 5 (12 mo. Emp)	4 (11 mo. Emp) 5 (12 mo. Emp)	3	2.5
Vacation Days	20 (1-10 YoS) 25 (11+ YoS)	20 (1-10 YoS) 25 (11+ YoS)	10 (1-3 YoS) 15 (4-7 YoS) 20 (8+ YoS) [15(1-10 YoS)] [20(11+ YoS)]	Vacation Pay 4% Salary (1-4 YoS) 6% Salary (5-9 YoS) 8% Salary (10+ YoS)
Vacation Carryover	40 (AY2010) 30 (AY2011) 20 (AY2012) 10 (AY2013)	40 (AY2010) 30 (AY2011) [One Year Benefit] (AY2012 and later)	One Year Benefit	One Year Benefit
Religious Leave	2	2	2	2
Bereavement	3	3	3	3
Sabbatical	67% Salary (Full Year) 100% Salary (Half Year)	[Remove]	None	None
Tuition Reimbursement	Yes, Discretion of SI	Yes, Discretion of SI. Subject to budget limits	Expenses for professional activities	No
Longevity Add to base not accumulative	None	None	\$500 (6-10 YoS) \$1000 (11-15 YoS) \$1500 (16-20 YoS) \$2000 (21-25 YoS) \$2500 (26-30 YoS) \$3000 (31-35 YoS) \$3500 (36+ YoS)	\$425 (5-9 YoS) \$550 (10-14 YoS) \$650 (15-19 YoS) \$1050 (20+ YoS)
Severance	None	None	\$50xYoS (10+ YoS) \$150xYoS (20+ YoS) \$200xYoS (20+ YoS and Age > 60) [Remove]	None
Retirement Incentive	ERI/None	ERI/None	None	None
Children Attending APS/AB	No	[Free]	Free	Free

Notes to Table Above:

1. Administrator (July 2009) benefits are those specified in the Manual approved in June 2009
2. New Administrator Benefit summarizes changes to the 2009 Manual
3. Changes are indicated in [Text]
4. A one-time payment of earned severance benefit is recommended for salaried employees.
5. One correction to Supporting Staff benefits is included