

**Acton Public School Committee
Meeting**

February 14, 2013

7:00 p.m.

at the R.J. Grey Junior High School Library

**ACTON PUBLIC SCHOOL COMMITTEE MEETING
Draft Minutes**

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

**January 17, 2013
7:00 p.m. APS SC Meeting
8:45 p.m. AB Regional SC Meeting (to follow)**

Members Present: Dennis Bruce, Mike Coppolino, Xuan Kong, Kim McOsker, Paul Murphy, Deanne O'Sullivan
Members Absent: none
Others: Don Aicardi, Marie Altieri, Deborah Bookis, Liza Huber, Steve Mills, Beth Petr

Chairperson Kim McOsker called the Acton Public School Committee to order at 7:00 p.m.

STATEMENT OF WARRANT

APS warrant #201314 dated 1/8/13 in the amount of \$62,925.74 was signed by the chair and circulated to the Committee for signatures.

APPROVAL OF MINUTES

The minutes of the 12/20/12 APS SC meeting were approved as written.

PUBLIC PARTICIPATION

Douglas School Parent Jeff Poulton expressed concern over our schools' current level of security and asked the School Committee to take actions similar to other local districts. (Boston Globe 1/13/13) Dr. Mills summarized his statement from 12/20/12. A Task Force is now in place and they expect to bring recommendations to the School Committees in March. These are open meetings that anyone may attend.

SCHOOL COMMITTEE BUSINESS

6.1 ALG Update

Kim reported on the 1/10/13 meeting. Fincom does not agree with using \$2 million for reserves. The next stage of ALG meetings (after Budget Saturday on 1/26/13) will be more forthcoming as far as the reserves discussion. FinCom believes that the municipal side has taken two rounds of cuts and it is perceived that the schools have not cut. Xuan suggested that APS debt be part of the APS operating budget. This may be considered in the future. There is still much discussion about OPEB.

6.2 Board of Selectmen and FinCom Update

Xuan reported that the Regional School District Study Committee presented at the recent BOS meeting.

6.3 Health Insurance Trust (HIT) Update

Kim McOsker reported.

6.4 OPEB Task Force Update

Dennis Bruce reported that a 60 page Report is out and will be discussed on 1/30/13. OPEB is not on the agenda for Saturday. A possible change to the law is an increase to the vesting period from 10 to 20 years. A 16% surcharge for new hires is also being considered.

6.5 APS FY14 Budget Update

Dr. Mills began saying that much more detail will be presented at Budget Saturday. Anything that he is asking for for next year is replacing something that went away. The direction he has been given is to calculate a level service/investment budget linked to the Long Range Strategic Plan with an eye on all possible savings. Gov. Patrick will present the state budget on January 23rd and that will have a direct impact on the numbers. Don Aicardi explained that the proposed FY14 APS operating budget uses \$2

million of reserves at \$27,130, 000. This is a \$569,000 or 2.14% increase from FY13. A total of \$230,000 worth of investment items are requested including:

- Staff: .5 FTE Assistant Principal Douglas School (\$43k) (*LRSP Goals #1, 2, 3*)
- .6 FTE ELL Teacher (\$32k) (*LRSP Goals #1, 2*)
- 1.0 FTE Psychologist (\$62k) (*LRSP Goal #1*)
- Other: Professional Development (\$93k) (*LRSP Goals #2, 3*)

Dr. Mills referred to a chart showing a 27% decline in APS PTO Gifts from FY09 – FY13 (FY13 = \$245,523 total raised). He felt this shows that the appropriated budget is absorbing some of the costs that PTOs felt they needed to fund in the past and that PTOs don't feel as much pressure now to raise money.

Dr. Mills invited the Committee to submit questions before Tuesday to be addressed on Budget Saturday. He described this annual meeting as a conversation with the School Committees and his staff. The budget binder will be posted online by 1/18/13. Referring to slide 21, Don said this would be discussed in detail on Saturday. There are many retirees at the end of this year and that has made the increase low because retirees' salaries are removed and the new salary is in at M4 level, \$54,000.

When asked how the need is being met for the psychologist proposed for next year, Liza said contracted services are being used so we may see a decrease in cost there. Moving positions to special revenue accounts is considered every year (such as preschool staff being charged to the preschool revolving account). This will be discussed at Budget Saturday. Dennis Bruce stated that he would be looking for a lot more detail on Saturday on the FTE positions being added. He also asked what is included from a budgeting perspective for turnback from APS. Don Aicardi stated that he doesn't feel it is appropriate to ask for more than is needed at the beginning of the year. That said, he has been aggressive with the vacancy factor. Many building maintenance projects are being done with end of year money. He cautioned that at some point JD Head may say they need to be in the appropriated budget.

John Petersen spoke from the audience stating that historical use of EdJOBS money does the same thing as revolving accounts. They make it appear that there are not expenses that are really there, making it hard to know what is really being spent. Regarding compensation for nonunion employees, the budget proposal includes a 2 ½% increase. From an external equity view, he asked what process is used this year. Dr. Mills replied that we need to recruit and retain the best people. The School Committees allowed him to give up to 3% to his 15 salaried staff members as long as it was performance based this past year.

6.6 Regionalization Update

Xuan explained his memo dated 1/4/13 regarding Attorney Edward Lenox's comments on regional assessment methods. He reported that Peter Ashton presented to the Acton Board of Selectmen and there was concern about cost as well as how the savings would be allocated between the two towns. There are still many questions about regionalization. Current presentation slides are in the packet. Dennis asked based on the current plan, what is the net change in FTEs that the new region would have. Xuan said it was 3.8 FTE mostly from Central Office. Dennis felt this was an important answer. A revised memo from the Dr. Mills and Dr. Bates regarding more specific educational benefits was distributed. Kim reviewed the draft response to the FinCom letter. Mike feels the FinCom may be looking for something more tangible and clear regarding how the quality of educational service will be improved.

FOR YOUR INFORMATION

Marie Altieri reported that the 2013-2014 Kindergarten Registration Night was very successful. The flyer is posted on the website. It is expected that Gates will continue with 2 kindergarten sections next year.

The Committee adjourned at 8:48 pm

Respectfully submitted,
Beth Petr

List of Documents used: see agenda



Acton Leadership Group Meeting

February 14, 2013

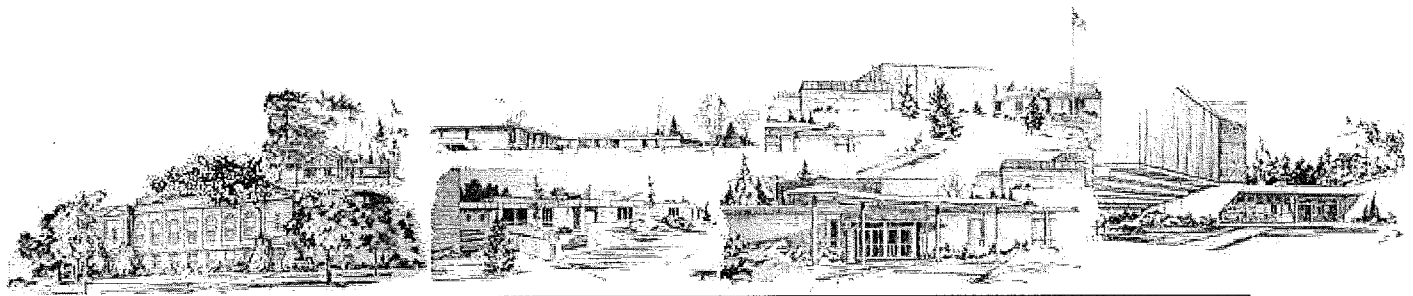
5:00PM

Town Hall, Faulkner Hearing Room 204

Bart Wendell Facilitating

----- Agenda Topics -----

		<u>Comments</u>
1. Approve Minutes of January 31, 2013	General Discussion	
2. Update of FY13 Revenues and Expenses	Steve Mills Steve Ledoux	
3. Review of Updated ALG Spreadsheet	Don Aicardi Steve Barrett	
4. Discussion on Use of Reserves	ALL	
5. Long Range Financial Forecast	Mary Ann Ashton	
6. Public Comment		
7. Next Meeting – February 28 at 5:00 p.m.		



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Donald Aicardi
Finance Director

TO: Superintendent Stephen Mills
FROM: Don Aicardi, Director of Finance *DNA*
RE: FY13 Status Report-2nd Quarter
DATE: February 14, 2012

A. Summary

I am happy to report that the Acton Public School District ended the second quarter of Fiscal Year 2013 with a \$272,403 projected year end fund balance.

B. Review of FY13 Budget-Highlights

I would like to highlight the most interesting observations for the school committee:

1. Salaries, Teaching. (\$+200k) It is important to note that there was \$125,000 in ‘anticipated vacancy factor’ savings already applied to this account before the school year began.

2. Fringes, Health Insurance (\$+135k) & Salaries, Support Staff (\$-24k) The FY13 APS health insurance budget was completed in time to assimilate all of the changes from the municipal health insurance reform that were so well chronicled all of last year. We will continue to evaluate the number of employees actually charging to health insurance versus the assumptions used last spring. We are also seeing savings in this account from our strategy of converting vacant full-time positions, whenever possible and feasible, to non full-time positions. These savings help offset a projected deficit in the support staff account.

3. Salaries, Substitute (\$+42k) These accounts were traditionally overspent with the assumption that vacancy factor savings from other salary accounts would cover the deficits. In order to more accurately budget for these expenses, these accounts were increased in FY12 and maintained at that level for FY13. So far this year, we remain below the budgeted number. Due to the unpredictable nature of the substitute account, however, we continue to monitor this account throughout FY13.

C. Conclusion. I am happy to answer any questions that you might have. Thank you.

ACTON PUBLIC SCHOOLS FY13 BUDGET STATUS REPORT

	FY13 Budget Original	FY13 Budget Adjustments	FY13 Budget Current	FY13 Year End Projected Expenses	% Committed	FY13 Year End Projected Balance
Salaries, Teaching 01	\$12,797,558	\$1,000	\$12,798,558	\$12,598,391	98.4%	\$200,167
Salaries, Principals 02	\$744,462	\$0	\$744,462	\$737,321	99.0%	\$7,141
Salaries, Central Administration 03	\$487,778	\$2,500	\$490,278	\$486,272	99.2%	\$4,006
Salaries, Support Staff 04	\$3,492,084	\$1,398	\$3,493,482	\$3,517,997	100.7%	(\$24,515)
Salaries, Buildings 06	\$279,280	\$0	\$279,280	\$287,431	102.9%	(\$8,151)
Salaries, Custodial 07	\$677,601	\$0	\$677,601	\$652,555	96.3%	\$25,046
Salaries, Home Instruction 08	\$1,019	\$0	\$1,019	\$0	0.0%	\$1,019
Salaries, Substitute 09	\$378,005	(\$10,662)	\$367,343	\$324,706	88.4%	\$42,637
Fringes, Course Reimbursement 10	\$13,000	\$0	\$13,000	\$13,000	100.0%	\$0
Fringes, Health Insurance 11	\$3,027,606	\$0	\$3,027,606	\$2,892,170	95.5%	\$135,436
Instructional Supplies 16	\$243,347	\$850	\$244,197	\$256,650	105.1%	(\$12,453)
Instructional Textbooks 17	\$95,170	(\$3,000)	\$92,170	\$92,766	100.6%	(\$596)
Instructional, Library 18	\$16,625	(\$1,402)	\$15,223	\$16,010	105.2%	(\$787)
Other, Capital Outlay 19	\$285,797	(\$3,169)	\$282,628	\$315,817	111.7%	(\$33,189)
Other, Maintenance Buildings 23	\$194,864	\$0	\$194,864	\$208,163	106.8%	(\$13,299)
Other, Maintenance Outlays 24	\$105,943	\$221	\$106,164	\$112,724	106.2%	(\$6,560)
Other, Legal Service 26	\$38,000	\$0	\$38,000	\$38,000	100.0%	\$0
Other, Admin Supplies 27	\$212,569	\$12,264	\$224,833	\$240,784	107.1%	(\$15,951)
Other, Custodial Supplies 29	\$46,700	\$0	\$46,700	\$47,893	102.6%	(\$1,193)
Other, Sped Transportation 30	\$468,959	\$0	\$468,959	\$468,959	100.0%	\$0
Other, Student Transportation 31	\$347,436	\$0	\$347,436	\$363,622	104.7%	(\$16,186)
Other, Travel 32	\$14,197	\$0	\$14,197	\$23,663	166.7%	(\$9,466)
Other, Sped Tuition/ 33	\$1,782,682	\$0	\$1,782,682	\$1,781,884	100.0%	\$798
Other, Utilities 34	\$811,421	\$0	\$811,421	\$812,922	100.2%	(\$1,501)
GRAND TOTAL	\$26,562,103	\$0	\$26,562,103	\$26,289,700	99.0%	\$272,403

2/6/2013

**MONTHLY REPORTING OF
ELL STUDENT POPULATION**Acton Public Schools
February 1, 2013

Category	Total as of 1/1/2013	Additions	Subtractions	Total as of 2/1/2013
Conant	39	0	-2	37
Douglas	24	0	0	24
Gates	14	+1	0	15
McCarthy-Towne	33	+1	0	34
Merriam	23	0	0	23
APS TOTAL	133	+2	-2	133