



ANDOVER SCHOOL COMMITTEE

SC ROOM Key: I.O. = Information Only; A.R. = Action Request

MEETING AGENDA – FEBRUARY 7, 2019 –

***** Please note: Public Comment/Input will be limited to 3 minutes *****

*We would like to thank the students and faculty at West Middle & Shawsheen Elementary, particularly art teachers, **Julie Selvitella** for the wonderful display of art in and outside the SC Room.*

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| I. Call to Order/Moment of Silence | 6:30PM |
| II. Executive Session –
<i>Purpose 3: To conduct strategy session with respect to collective bargaining (Secretaries and IAs) as an open meeting may have a detrimental effect on the bargaining position of the Andover School Committee and will reconvene in Open Session for a Regular Meeting at 7:00PM not to return to Executive Session.</i> | |
| III. SC Regular Open Session Meeting: Call to Order | 7:00PM |
| A. Moment of Silence/Salute to the Flag – WMS Student, Carissa Dessin, 6 th grader | |
| B. Recognitions & Communications – | |
| C. Public Input | |
| D. Response to Public Input | |
| E. Education | |
| 1. Field Trip: WHMS to Quebec/Montreal Canada – April 13-17, 2019 | A.R. |
| F. New Business | |
| 1. Creation of new APS Revolving Account | A.R. |
| G. Continuing Business | |
| 1. FY20 Budget Assumption Guidelines revised | A.R. |
| 2. FY20 Budget | A.R. |
| 3. FY20 Preliminary Warrant Articles | A.R. |
| 4. Policies AC, AC-R (Non-discrimination), and
GBBA (harassment prevention & response) Second Reading | A.R. |
| H. Consent Agenda | A.R. |
| 1. Warrants | |
| 2. Minutes – 12/5 Tri Board | |
| 3. Grants/Donations to District | |
| I. Adjournment | A.R. |

*This is the SC posted agenda for the upcoming meeting to the best of our knowledge at the time of posting;
however, other agenda items may arise; therefore, the SC reserves the right to discuss additional items if merited.*

Andover Public Schools
FY 2020 Budget Development Assumptions & Guidelines
School Committee Approved 1/24/19. Revised 2/7/19

School Committee Priorities

The School Committee budget should reflect the priorities that address the needs of Andover students and schools. These priorities should provide direction to administrators and guide staff in developing budget recommendations. The priorities also should guide the School Committee in its deliberations and the budget planning process.

The budget should reflect the following priorities, in relative order. The School Committee may sometimes choose to fund items addressing the lower priorities over items that may claim a higher priority. While not done lightly, such choices must sometimes be made to ensure that no priority is neglected.

1. The District's mission, values and goals;
2. The need for highly qualified staff teaching within the established class size policy;
3. The ongoing refinement of curriculum, instruction, and assessment practices;
4. The need to develop and maintain educational resources, technology infrastructure, and school facilities that support student learning and meet District goals.

School Committee Budget Assumptions

The budget is developed with certain assumptions and priorities by the School Committee. For example, the budget reflects the assumption that the school district will meet all federal, state and local mandated programs and requirements. Thus, the budget should include sufficient resources and funding to meet contractual obligations, mandated programs, and high school accreditation standards, including:

- *Special Education: Federal - IDEA & MA General Law 71B & 603 CMR 28.00*
- *English Language Learners (ELL)*
- *Section 504 and Americans with Disabilities Act (ADA)*
- *MA Education Reform Act of 1993*
- *MCAS 2.0*
- *Educator Evaluation System*
- *Every Student Succeeds Act (ESSA)*

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA) into law, reauthorizing the federal Elementary and Secondary Education Act of 1965 (ESEA) and replacing the most recent reauthorization of ESEA, the No Child Left Behind Act of 2001 (NCLB). The law includes provisions to help ensure improved outcomes for all students receiving elementary and secondary education. With a few exceptions, ESSA took effect at the beginning of the 2017-18 school year.

Budget Operating Guidelines: FTE Changes

School Committee policy delineates the process for staffing adjustments and for how the Committee and Superintendent make FTE additions or changes after Town Meeting.

Adopted by the School Committee with a 5-0 vote on August 30, 2018.

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- The needs of a school system change constantly throughout the school year for a variety of reasons, including personnel actions (e.g., unexpected retirements, long-term leaves), enrollment increases, or educational requirements (including special education needs). As a result, the Superintendent needs the discretion to adjust resources as needs change. The Superintendent can make these adjustments without School Committee approval as long as he/she is not creating an entirely new position, stays within budgetary limits, and does not need to transfer funds between the salary and expense accounts. (See Policies DB, DBJ and GCA.)
- To ensure full disclosure on resource adjustments, the Superintendent should provide routine updates on these adjustments at School Committee meetings including, in an appropriate level of detail and with appropriate supporting documentation, a description of those resource adjustments made or to be made, the reasons for those adjustments, and, when resources are added, the source of funding. (See Policy DBJ.)
- When a particular resource adjustment may prove controversial, the Superintendent is encouraged to brief the School Committee on that adjustment prior to it taking effect.

Guidelines for Budget Requests

There are two levels of funding requests within the School Committee's budget: Base Budget requests and Strategic Plan Program Improvement Budget requests.

Level Service Budget

The **Level Service Budget** allows us to deliver the same level of services to the schools from the FY19 budget to the FY20 budget, including the current school programs, staffing, class sizes, and services as well as contractual increases, compliance requirements and enrollment that affect the level services that we are delivering today. The level service budget includes:

- A. All program components and staffing included in the FY2019 operating budget
- B. Statutory or regulatory mandates and accreditation requirements
- C. Personnel step, longevity, and collective bargaining increases (including cost of living)
- D. Increases under other existing contracts e.g. transportation. We publically bid transportation for regular education, mid-day K, SPED in-district, out-of-district, summer and extracurricular
- E. Significant inflationary or enrollment increases (inflationary increase in the cost of students' supplies, additional teachers to maintain class sizes, etc.)
- F. Summer help to assist custodians in removing and returning classroom furniture
- G. Other items considered necessary and recommended by the Superintendent

Expenditures - Staff and Programs

- A. **Staff and Programs** – Budget for level services with the understanding that we will consider equal-cost substitutions in the recommended budget with all assumptions clearly defined.
 - 1. Classroom Teacher - Budget new full-time teachers at M-7 on the FY 2020 Salary Scale.
 - 2. Instructional Assistant – Budget new full-time teaching assistants at S-4 on the assistant's FY20 salary schedule.
 - 3. Budget contract settlements for year three

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- B. **Ensure all legal mandates and high school accreditation requirements are met.** – Special education, Section 504 and ADA, English Language Learners, MA Ed Reform Act, MCAS 2.0, NEASC and Educator Evaluation.
- C. **Ensure professional staffing guidelines are met to address** class size policy, enrollment shifts, and legal needs.
- D. **Identify alternatives that will provide services in more cost-effective ways** (e.g. build more in-house capacity to avoid some special education out-of-district costs, reorganize current organizational structure; reduce energy consumption; explore less expensive means of purchasing some products, etc.).
- E. **Technology** – Budget for SPED adaptive technology not included in the technology CIP.
- F. **Professional Development** – Budget requests within per pupil instructional allotments.
- G. **Textbooks** – Fund any *replacement textbooks* (and those needed for enrollment shifts) through the school instruction accounts and/or lost book accounts. Funds for *new textbook adoptions* and the *conversion to digital text* subscriptions are included in district textbook account, with the assumption that the remaining transfer of textbook funds into the operating budget is completed in the FY20 budget.
- H. **General and Instructional Supplies** – General and Instructional Supply line items will be calculated to reflect the McKibbin Demographic Study, Revised October 4, 2018 enrollment numbers.
- I. **Projected PK – 6 Consumables** – Using the McKibbin Demographic Study, Revised October 4, 2018 enrollment numbers, analyze projected consumable costs for Reading “Foundations”, FOSS Science, and Math-In-Focus programs. Line item adjustments will be made as necessary for FY20 projected costs e.g. change in student performance.

User Fees-A student who is a member of a household that meets income eligibility guidelines may be eligible for a user free reduction. For more information go to:

<http://www.aps1.net/DocumentCenter/View/1323/Fee-Reduction-Form>

- A. **HS Athletics** –Athletics will be offset by an estimated \$343,500 in user fees and \$80,000 in rentals and \$75,000 in gate receipts. User fees are currently set at \$450 per student. The family max is currently set at \$900; unless otherwise determined by the School Committee.
- B. **HS Parking Fees** –At the High School, estimated parking fee revenue will be budgeted at \$65,000. The parking fee will remain at \$200; unless otherwise determined by the School Committee.
- C. **MS Extra-curricular Activities** –The **middle school** after school extracurricular activities fee is \$100 per student with a family maximum of \$200; unless otherwise determined by the School Committee.
- D. **Bus Transportation Fees** -Budget bus transportation fee at \$300 with a family maximum of \$600; unless otherwise determined by the School Committee.

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Contractual Obligations – Transportation

- A. **Regular Education Transportation**—During the spring of 2019 we will publically bid a new three year transportation contract. A projected rate increase will be included in the FY20 requested operating budget. The projected transportation budget will be offset by user fees in the amount of \$365,000.
- B. **Mid-Day Kindergarten Transportation**- During the spring of 2019 we will publically bid a new three year transportation contract. A projected rate increase will be included in the FY20 requested operating budget
- C. **McKinney-Vento Homeless Act**—Over the past few years the cost to transport homeless students has been in excess of \$40,000. The related actual cost for FY18 was \$43,000 and as of December 2018 the year-to-date cost is approximately \$55,000. After analyzing current trends we determined that for FY20 we will level fund at a project cost of \$40,000.
- D. **Special Education Out-of-District & Summer Transportation**- During the spring of 2019 we will publically bid a new three year transportation contract. A projected rate increase will be included in the FY20 requested operating budget.
- E. **Special Education In-District & Summer Transportation**- During the spring of 2019 we will publically bid a new three year transportation contract. A projected rate increase will be included in the FY20 requested operating budget.
- F. **Extracurricular, Field Trips and Athletic Transportation**- During the spring of 2019 we will publically bid a new three year transportation contract. A projected rate increase will be included in the FY20 requested operating budget.

Contractual Obligations – FY20 Salary Projections

- A. **Collective bargaining contracts**- Salary projections for all bargaining units will be in accordance with existing agreements. Projections shall include steps, continuing education increment, longevity, and stipends at the negotiated rates.
- B. **Individual contracts – (Administrators)** – Consistent with settled collective bargaining unit contracts, COLA for school-based administrator individual contracts will be budgeted at a negotiated rate of 2.85%. Central office administrator’s individual contracts are budgeted at 2%, consistent with other collective bargaining agreements.
- C. **Substitute Teacher Pay** –In order to remain competitive and obtain quality substitute coverage, the Superintendent recommended an increase in compensation for all levels beginning in the 2018-2019 school year. As approved by the School Committee the budgeted rates are:
 - Substitute Teachers who are retired Andover Teachers, the rate is \$105 per day
 - Substitute Teachers who have a minimum of a Bachelor’s Degree, the rate is \$85 per day
 - Substitute teachers who have not completed a Bachelor’s Degree, the rate is \$75 per day.

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Fixed Costs: Utilities

- A. **Gas-** Budget based upon Plant & Facilities projections.
- B. **Oil-** Budget based upon Plant & Facilities projections.
- C. **Electricity-** Budget based upon Plant & Facilities projections.

Custodial Supplies & Materials - Budget using historical data and current trends for costs increases.

Unfunded Mandates – MA

- A. **English Language Learners** - Budgeted based on known students at the time of the budget submittal. The regulations call for all teachers to utilize the World Class Instructional Design and Assessment standards. Each student has unique needs that must be addressed according to these standards. Providing sufficient dollars for staffing, professional development, resources, and programmatic needs ensures that the department is equipped to offer the best in a Sheltered English Immersion Program. The Department of Elementary and Secondary Education expects that the district will adhere to every guideline outlined in the August, 2016, *Guidance on Identification, Assessment, Placement and Reclassification of English Learners*.
- B. **New Educator Evaluation Regulations – CMR 35.00** – Andover implemented the new teacher evaluation system in September 2013 with all staff engaged in the process. As the evaluation process continues and begins to include the impact on student learning, teachers must receive support in planning, gathering evidence, and reporting this data.
- C. **MA Ed Reform Act** – Budgeted using known students needing MCAS support and remediation or Educational Proficiency Plans (EPP-high school only) at the time of budget submittal. (MGL C 71).

Revenue Items

- A. **State Aid: Chapter 70** – FY 2019 amount is \$10,595,662. On January 23, 2019 the Governor released his FY 2020 proposed budget. It is anticipated that the Cherry Sheet Receipts for Andover will be \$11,454,144.
- B. **State Aid: SPED Circuit Breaker** – FY 2019 Circuit Breaker (CB) is \$2,058,758 or 72% of our net eligible claim. As of January 23, 2019 and based upon the Governor’s proposed budget, the estimated FY2020 reimbursement is \$1,773,642 or 68.7% of our net eligible claim. We will continue to monitor and adjust our CB allocation based upon legislative action.

Tuition Based Programs

- A. **Special Needs Tuition** – We offer a SPED vocational program for identified students ages 18-22. We refer to the program as Transitional Opportunities or TOPS. Andover and North Andover currently have students enrolled. A Memorandum of Agreement allows the parties to share the annual staffing and operating costs. We cost share 50/50 the TOPs program expenses with North Andover.
- B. **Early Childhood Tuition: Preschool Peer Partner**-The tuition will be 5 days = \$5,265 FD/\$4,265 HD; 4 days = \$4,538 FD/\$3,538 HD; 3 days = \$4,115 FD/\$3,115 HD; 2 days = FD-Not an Option/\$2,350 HD per student unless otherwise determined by the School Committee. A detailed schedule for

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Preschool Tuition Rates for Peer Partners can be found on the District's Website for the Shawsheen School. Go to: <http://www.aps1.net/DocumentCenter/View/47>

- C. **All-Day Kindergarten Tuition** –The All-Day Kindergarten tuition rate for FY 2020 will be \$3,775 per student as approved by the School Committee on January 24, 2019. Discounts are available for multiple births and for a student who is a member of a household that meets income eligibility guidelines. For more information go to:
<http://www.aps1.net/DocumentCenter/View/1323/Fee-Reduction-Form>

Triboard Meeting
Board of Selectmen/School Committee/Finance Committee
Wednesday, December 5, 2018

I. Call to Order/Roll Call

Chairman Vispoli called the Triboard Meeting to order at 7:05 P.M. in the School Committee Meeting Room in the School Administration Building. Present from the Board of Selectmen: Annie Gilbert, Laura Gregory, Chris Huntress, Paul Salafia, Alex Vispoli.

Finance Committee: Chair Eugenie (Janie) Moffitt called the Finance Committee to order. Members present: Blackwell Taylor, Bonnie Zahorik, Janie Moffitt, John Barry, Linn Anderson, Paul Russo, Spiro Christopoulos, and Andrew Betts.

School Committee: Chair Shannon Scully called the School Committee to order. Members present: Joel Blumstein, Tracey Spruce, Paul Murphy, Susan McCready, and Shannon Scully.

Others Present: Town Manager Andrew Flanagan, Superintendent Dr. Sheldon Berman, Deputy Town Manager Michael Lindstrom, Finance Director Donna Walsh. The meeting was duly posted and cablecast live.

II. Opening Ceremonies/Moment of Silence/Pledge of Allegiance

The meeting began with a Moment of Silence followed by a Salute to the Flag.

III. Financial Presentation

The Town Manager distributed a copy of the presentation to the attendees and reviewed the budget model and primary revenue models. The highest expenses are for contracted costs and appropriations with the remainder of funds used for Town/School operating budgets. The 5-year financial forecast is a dynamic document that continues to serve as a tool to predict stability and identify structural impacts.

Revenue Projections for 2020

Property Tax assumptions: 2.5% levy increase

New Growth: 5-year average \$2.4M factoring in this year's new growth of 6.27%.

\$300K in excess levy capacity (per Board of Selectmen's vote)

2% increase in State aid/Chapter 70 funds

2% increase in unrestricted government aid

Local receipts: 5-year average (\$13,010,016)

Tax Levy Breakdown for FY20

Levy Limit Projections:

FY-19	\$136,417,582	FY20	\$142,600,950	change of 4.53%.
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Annual 2.5% Increase:

FY-19	\$3,410,440	FY20	\$3,565,020	change of 4.53%.
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New Growth Projections:

FY-19	\$2,772,929	FY20	\$2,471,589	change of -10.87%
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Unused Levy Capacity:

FY-19	(\$1,105,872)	FY20	(\$3,000)	
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Total Tax Levy:

FY-19	\$145,397,974	FY20	\$152,120,552	change of 4.62%.
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Additional Taxes/Debt Exclusion:

FY-19	\$3902,896	FY20	\$3,782,989	change of (3.07%).
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The FY2020 Budget Projection is the amount needed to balance the budget at this time. Property Taxes and Local Receipts have been adjusted accordingly, The budget includes a 3.5% increase for the Schools operating budget and 2.5% for the Town's operating budget. It is expected that there will be fluctuations in the FY-20 projected budget until the final Town/School budgets are submitted.

Andover's property tax bills fund a percentage of town/school health insurance, OPEB obligations, non-exempt debt, exempt debt, and capital improvements. The average single family tax bill for FY-19 for property assessed at \$653,104 is \$9,973.00, and projected at \$10,324 for FY-20.

Budget Drivers:

Both health insurance and OPEB costs are increasing every year with health insurance expected to increase 8% per year. Once the GIC releases their insurance plan design changes, the Town Manager will ask the Board of Selectmen to exercise Sections 21 and 23 of the Health Care Reform Act which allows cities/towns options to implement design changes consistent with the GIC. Our Human Resources Department has begun the process of assisting a section of our retirees, who never contributed to Medicare but now have the option, into the Medicare program.

The Retirement Board manages their own fund which generates what our rate will be based on the schedule and discount rate. The Retirement Board reduced the rate to 7% from 7.25%, and the Town Manager has asked that the funding schedule be pushed out to 2035. Andover is one of the few municipalities that has a funding plan.

FY20 Capital Improvement Projects (CIP):

A revenue target of 5.72% has been established to fund the CIP requests. This year the Town Manager is recommending funding of \$27,231,297 from the following revenue sources:

General Fund Revenue	\$3.9M
General Fund Borrowing	\$13,605,000
Use of Free Cash	\$300,000
General Fund Exempt Borrowing	-0-
Special Dedicated Funds	\$1,777,599
Water & Sewer Enterprise Funds	\$4,885,000

The Town Manager's Recommended CIP for FY20-FY24 is available on the Town's website at www.andoverma.gov. The Board of Selectmen are scheduled to vote to accept the CIP on December 17th.

Discussion:

There is the potential that the FCC will vote to allow Cable-TV companies to charge towns for many of the services we currently use and may revoke funds we receive, which will also affect the Town's IT budget. Additional information can be found on Andover TV's website www.andovertv.com. There is also concern about the communication company's ability to install small cells wherever they want, impacting the Town historically and environmentally. It is important to engage our legislators in the process which will impact about 350 communities in Massachusetts.

School Committee Chair Shannon Scully said a 3.5% budget for the School Department is unrealistic. This year the School Committee and Town Manager settled the Teachers Contract with a 2.85% COLA, a change in health care contribution split, and an increase in the learning time of students every single day; the School Committee will continue to refine their budget. School 6, in the amount of \$2.2M, for site work was not funded. We must address the immediate crisis of water penetrating the basement at Sanborn School. It has been suggested that the funds allocated for site work at West Elementary School be reallocated to Sanborn. They hope that the Finance Committee and Board of Selectmen will support this request. The Boards discussed looking at the site work maintenance noting that a 5-year view is important.

Dr. Berman said last year's warrant article request for site work was pulled back a year; 3 schools have not had sitework done. The School Site Master Plan totals \$17M over 5 years. Bonnie Zahourik asked if we have significant free cash, if it could be used to fund the site work going forward. This is the 2nd year that School Site Maintenance has not appeared in the 5-year plan (CIP). The Town Manager said they will make that adjustment. Annie Gilbert asked if the process for ranking projects could be made more clear. The Town Manager reported that they are working with Department Heads on their needs, and with Donna Walsh on funding options, sometimes it depends on the funding source.

Adjournment

At 8:10 P.M. on a motion by Paul Salafia and seconded by Laura Gregory, the Board of Selectmen moved to adjourn.

On a motion by Taylor Blackwell and seconded by John Barry, the Finance Committee adjourned.

On a motion by Tracey Spruce, and seconded by Joel Blumstein, the School Committee adjourned.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: Town Manager's Recommended CIP for FY20-FY24