



## ANDOVER SCHOOL COMMITTEE

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

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### THURSDAY, MARCH 2, 2023 SCHOOL COMMITTEE CONFERENCE ROOM

\*\* Please note that public comment – either during the Public Input agenda item or on specific agenda topics – should follow School Committee [policy BEDH](#) *Public Comment at School Committee Meetings* and [policy BEDH-E](#) *Guidelines for Public Comment*, including limiting remarks to 3 minutes.\*\*

- I. School Committee Meeting – Open Session/Call to Order 6:00 PM  
Motion and vote to meet in executive session pursuant to Massachusetts General Laws chapter 30A, section 21(a) for the following purposes:
- Purpose (3): to discuss strategy with respect to and in preparation for collective bargaining with unionized personnel, namely the Andover Education Association (AEA)-Unit A; Andover Administrators Association (Unit B); Andover Assistants-Unit B; Andover Educational Secretaries Association (AESA)-Unit C; SEIU Local 888-School Custodians and Andover School Food Services;
  - Purpose (3) to discuss strategy with respect to litigation with the AEA, specifically MUP-20-8038; and
  - Purpose (3) to discuss strategy with respect to litigation regarding Fusion Academy because an open session may have a detrimental effect on the bargaining or litigating position of the Committee.
- The Committee will reconvene at approximately 7PM in Open Session.
- II. Public Hearing – FY24 Recommended School Budget 7:00 PM
- III. Resume Regular SC Meeting
- A. Call to Order/Moment of Silence/Salute to Flag
- B. Recognitions/Communications
- C. Public Input  
(limited to 10 minutes total; if more time is required, Public Input will resume after New Business)
- D. Response to Public Input
- E. Education
1. Presentations:
    - a. MS Schedule Update/NELMS – Dr. Julie Riley, Asst. Superintendent for Teaching/Learning & Middle School Principals: Patrick Bucco, Wood Hill; Tim Corkery, West; and Robin Wilson, Doherty
- F. New Business A.R.
1. FY24 Warrant Articles  
(w/invited guests: TM-Andrew Flanagan, Atty. Mark Johnson, Janet Nicosia and Joyce Yosick-Lang)
    - Article P4: FY 2024 Budget
    - Article P5: FY24 Capital Projects Fund
    - Article P6: Financial Housekeeping articles (G)
    - Article P9: General Housekeeping Articles (E, F)

*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.*

*The mission of the Andover Public Schools, in partnership with the entire Andover community, is to educate by engaging and inspiring, students to develop as self-reliant, responsible citizens who are thinkers, problem solvers, and contributors prepared to participate in an evolving global society.*

- Article P12: Granting Easements
- Article P19: Capital Projects from General Fund Borrowing
- Article P20: Capital Projects from Free Cash
- Article P23: Memorandum of Understanding (MOU) – Foster Care Transportation
- Article P24: Authorize Electricity Supply/On Bill Credit Purchase Agreements at Bancroft Elementary School
- Article P25: Authorize Lease of Land/Rooftop Space at Bancroft Elementary School for Solar Photovoltaic Facilities
- Article P27: Authorize Electricity Supply/On Bill Credit Purchase Agreements at West Elementary School/Shawsheen PreSchool
- Article P28: Authorize Lease of Land/Rooftop Space at West Elementary School/Shawsheen Pre-School for Solar Photovoltaic Facilities
- Article P30: Shawsheen School
- Article P31: Andover High Schematic Design

2. Stipends: RULER and District Curriculum Member A.R.

3. Financials (January) I.O.

G. Continuing Business A.R.

1. FY24 Budget Development Assumptions

2. Policy Updates - Second Readings:

a. Section D – Policies on Fiscal Management

b. Policy KCD - Public Gifts to the Schools

H. Consent Agenda A.R.

1. Grants/Donations to District

2. SC Meeting Minutes: : Minutes from prior meetings

I. Adjournment

**Andover Public Schools**

**Andover, Massachusetts**

**Internal Posting**

**RULER School-Based Implementation Team Member**

**Cohort I Schools: High Plain, Sanborn, West Middle School, Wood Hill Middle School,**

**and Doherty**

**General Description:**

Under the general direction of the Director of Social Emotional Learning, Principals, and the Assistant Superintendent for Teaching and Learning, RULER team members will serve as the RULER team member for their respective school. The members of each school-based RULER implementation team will be required to participate in school-based training through YCEI (Yale Center for Emotional Intelligence) as well as leading RULER implementation efforts in their building.

**Responsibilities:**

Elementary School Implementation Team member will participate in a five-person implementation team in each school typically consisting of:

1. Principal/Assistant Principal
2. Social Worker
3. Classroom Teacher
4. Classroom Teacher
5. Program Specific Mental Health staff member or teacher

Secondary Schools Implementation Team member will participate in a five-person implementation team in each school typically consisting of:

1. Principal/Assistant Principal
2. Social Worker
3. Guidance Counselor

#### 4. Classroom Teacher

#### 5. Classroom Teacher

- Each member will participate in a six-week training course through YCEI. This training consists of one weekly virtual meeting (1 hour), coupled with approximately two hours weekly of homework/discussion time with the school-based implementation team during the training period. Specific calendar dates and times will be shared with participants and teams.
- Each member will participate in a District Implementation team that will meet once per month (for example, approximately 1 hour from 4pm-5pm virtually or in person as needed). Specific calendar dates and times will be shared with participants and teams.
- Each member will contribute to building, promoting, and facilitating professional development centered around implementation efforts during building, faculty meetings, and District Professional Development days, as required.
- Each member will participate in District Implementation efforts as developed by the District Implementation team.
- Each RULER Implementation team member will commit to a two-year term to keep implementation efforts consistent. School teams will share information to the school community as required.

#### **Qualifications:**

1. Master's Degree and additional work beyond degree preferred.
2. Massachusetts teacher certification.

#### **Membership:** Two Year Commitment Required

#### **Supplemental Information:**

Andover Public Schools (APS) seeks candidates who embody our ethos, which includes valuing the identities of all students, high expectations for all students, teaching excellence, collaboration, innovation, respect, and responsibility.

APS is an equal opportunity employer and is committed to hiring and supporting all faculty and staff including racially and ethnically diverse faculty and staff.

Performs all other related duties as assigned.

Evaluated by: Executive Directors with oversight by the Assistant Superintendent.

**Term:** Two-Year Team Member. Posting to be reposted as needed.

**Evaluated by:** Assistant Superintendent of Teaching and Learning

**Term:** Two-Year Team Member. Positions to be reposted as needed.

**Stipend:** \$1200 or 3 Credits per year (Approximately 30-40 hours per year)

**Interested internal candidates should apply online or in writing to the Human Resources Office, Re: RULER Team Member, Andover Public Schools, 30 Whittier Court, Andover, MA 01810**

*Andover is an Equal Opportunity/Affirmative Action Employer.*

**Andover Public Schools  
Andover, Massachusetts**

**Internal Posting**

**District Curriculum Council Member**

**General Description:**

Under the general direction of the Executive Directors of Elementary and Secondary Operations, Program Coordinators, and the Assistant Superintendent of Teaching and Learning, District Curriculum Council members will serve as the curriculum and instructional team member of a specific curriculum area throughout a curriculum review cycle in addition to the employee's teaching assignment. The Curriculum Council Member is a member of the Discipline Specific Curriculum Council comprised of K-12 Teachers of English/Language Arts, Mathematics, Science, Social Studies, PE, Health, and World Languages (and other departments per curriculum review cycle). District curriculum council cycles will be determined by the Assistant Superintendent of Teaching and Learning.

**Responsibilities:**

- Attend a range of K-12 district specific curriculum council meetings to give input and to communicate the results of the meetings to subject area teachers and schools.
- Participate in standard monthly district meetings for subject area teachers to ensure a coordinated curriculum and discuss curriculum and instruction matters.
- Participate in the content curriculum articulation, analysis and development process under the direction of the Assistant Superintendent and provide timely updates to colleagues.
- Facilitate the implementation of district curriculum policies, practices, decisions, curriculum plans, and alignment of standards and assessments.
- Support grade-level and/or departmental colleagues in the development of interdisciplinary curriculum.
- Provide school-based colleagues with updates, information, and collect feedback about the latest district curricular updates, conduct research, and share information through activities such as teaching in-service courses, workshops, inter and intra school meetings, handouts, etc.
- Participate in and support school-wide initiatives to support district curriculum development and implementation.
- Team construction will be coordinated to meet the needs of the curricular department and/or grade levels. Specific calendar dates and times will be shared with participants and teams.

**Qualifications:**

- Master's Degree and additional work beyond degree preferred
- Massachusetts teacher certification.
- Evidence of proficiency and highly successful regular education teaching experience of at least three years.
- Demonstrated knowledge of curriculum and high leverage instructional techniques.
- Excellent managerial, collaboration, and human relations skills.
- Excellent speaking and writing skills.
- Demonstrated ability to utilize technology applications.

**Membership:** Two Year Commitment Required

**Supplemental Information:**

Andover Public Schools (APS) seeks candidates who embody our ethos, which includes valuing the identities of all students, high expectations for all students, teaching excellence, collaboration, innovation, respect, and responsibility.

APS is an equal opportunity employer and is committed to hiring and supporting all faculty and staff including racially and ethnically diverse faculty and staff.

Performs all other related duties as assigned.

**Evaluated by:** Assistant Superintendent of Teaching and Learning

**Term:** Two-Year Team Member. Posting to be reposted as needed. Positions will re-open to all staff after two year cycles.

**Stipend:** \$1200 or 3 Credits per year (Approximately 30-40 hours per year)

**Interested internal candidates should apply online or in writing to the Human Resources Office, Re: District Curriculum Council Member, Andover Public Schools, 30 Whittier Court, Andover, MA 01810**

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**FY24 Preliminary Budget Development Assumptions & Guidelines**  
**School Committee Approved November 17, 2022 – Amended March 2, 2023**

**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. In addition, the priorities should guide the School Committee in its deliberations related to the budget planning process.

The budget should reflect the following priorities, in relative order. The School Committee may sometimes choose to fund items addressing lower priorities over items that may be a higher priority. While difficult, such choices must occasionally be made to ensure no priority is neglected. All budget discussions and decisions should utilize data driven dialogue.

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 but not limited to:

- *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*
- *Next Gen MCAS*
- *Educator Evaluation System*
- *Every Student Succeeds Act (ESSA)*
- *Mandates required by state, federal, local and DESE regarding COVID-19.*

**Budget Operating Guidelines: FTE Changes**

School Committee policy prescribes the process for staffing adjustments and 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.*

- *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*



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*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.

The District will utilize both the Town and School Long Range Financial Plan Model in its budget process to ensure salary and operating expenses fit within the parameters outlined in the model. Current year, year for which the budget is being developed and future years will be reviewed and presented to the school committee and community as part of the annual budget process.

**Level Service Budget**

The **Level Service Budget** allows us to deliver a varied level of services to the schools from the approved FY2023 budget, including the current school programs, staffing, class sizes, and services as well as contractual increases, compliance requirements and enrollment that affect the level of services that we are delivering today. The level service budget includes:

- A. All program components and staffing included in the FY2022 and FY2023 operating budgets.
- 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 and for unsettled labor contracts will be made for potential increases and retroactive payments.
- E. In 2019 we publicly bid transportation for regular education, mid-day K, SPED in-district, out-of-district, summer and extracurricular transportation. When calculating the FY2024 transportation costs for these services we will be using contract rates for regular education, and extracurricular transportation, SPED in-district, out-of-district and SPED summer programs. As of FY2021, Transportation for Mid-day K is no longer required.

**Expenditures - Staff and Programs**

- A. **Staff and Programs** – Budget for services with the understanding that we will consider equal-cost substitutions in the recommended budget with all assumptions clearly defined.
  - 1. **Classroom Teacher** – The district will budget new full-time teachers at M-8 on the FY2023 Salary Scale.

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2. **Instructional Assistant** – The district will budget new full-time teaching assistants at Step-1 on the assistant’s FY2023 salary schedule.
  3. Budget **contract settlements** for contracts under negotiation, including retroactive payments.
  4. **Student Services Summer Programs** –We anticipate continued increased costs for summer programming due to annual increases in teacher salaries, contracted services, and consultation fees. The Office of Special Educational Programs (OSEP) and DESE require school districts to consider additional IEP services for special education students and recovery support services for all students pursuant to school closures caused by COVID-19. In addition, COVID-19 compensatory services must be considered for all students with special needs as well as other high-need students such as students who are homeless, in DCF custody, or learning English. This requirement has increased the number of students participating in summer programming. It is anticipated these services will continue through the summer of 2023.
- B. **Legal mandates and high school accreditation requirements are met.** – This includes special education, Section 504 and ADA, English Language Learners, MA Ed Reform Act, Next Gen MCAS, NEASC and Educator Evaluation.
- C. **Professional staffing guidelines are met to address** class size policy, enrollment shifts, and legal needs.
- D. **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, services, etc..
- E. **Technology** – Budget for special education adaptive technology is not included in the technology CIP. Technology and internet connectivity are a key component to the future of student learning.
- F. **Professional Development**-This work will be provided district-wide as recommended by the Assistant Superintendent for Teaching and Learning to support the implementation of high-quality professional development with the goal of improving teacher practice and student outcomes for teachers and administrators in 21st century learning environments. High quality professional development conforms to best practices in research, relates to educators' assignments and professional responsibilities, and conforms to the Massachusetts Standards for Professional Development. (<https://www.doe.mass.edu/pd/standards.html>)
- G. **Textbooks** – The district will 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 the district textbook account. As of FY2020 the school department’s operating budget absorbed all related textbook expenditures and, as such, will be included in the FY2024 operating budget.
- H. **General and Instructional Supplies** – General and Instructional Supply line items will be calculated to reflect the most current enrollment numbers and current costs including inflationary pressures when possible.

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- I. **Projected PK – 5 Consumables** – Using the most current enrollment numbers, administration will analyze projected consumable costs for literacy, reading, writing, math, science and other curricular areas; for example programs such as “Foundations”, K-5 DIBELS, FOSS Science, and Eureka math<sup>2</sup>v programs. Line-item adjustments will be made as necessary for FY2024 projected costs e.g. change in student performance data.
- J. **User Fees** - A student who is a member of a household that meets income eligibility guidelines may be eligible for family financial assistance including a user fee reduction. Please see the Andover Public Schools website for information related to eligibility.
  - 1. **HS Athletics** –User fees for FY2023 will be set at \$450 per student with a family maximum of \$900; unless otherwise determined by the School Committee.
    - a. **2. HS Parking Fees** –At the High School, estimated parking fee revenue will be budgeted at \$59,000. The parking fee will remain at \$200; unless otherwise determined by the School Committee.
    - b. **3. MS Extra-curricular Activities** –As part of the FY2023 budget process the School Committee approved the elimination of middle school student activity fees which will continue for the 2023-2024 school year; unless otherwise determined by the School Committee.
    - c. **4. Bus Transportation Fees** -Budget bus transportation fee at \$200 with a family maximum of \$400 as adopted as part of the FY2023 budget process; unless otherwise determined by the School Committee.

**Contractual Obligations – Transportation**

- A. **Regular Education Transportation** - In June of 2019 the district awarded a three-year transportation contract with a two-year option to extend. The FY2024 regular education transportation budget will be based upon that contract, with approval of the School Committee, to exercise year two of a two-year option to extend.
- B. **McKinney-Vento Homeless Act** - Over the past few years the cost to transport homeless students has varied between \$15,000 and \$65,000. Based on the historical costs and uncertainty of this line item the recommendation is to continue to fund Homeless transportation at \$65,000.
- C. **Foster Care Students - Every Student Succeeds Act (ESSA)** - In a memorandum dated January 18, 2018, the Commissioner of Education provided an update on Massachusetts' efforts to ensure educational access and stability for children in foster care as required by the Federal Every Student Succeeds Act (ESSA) and the 2008 Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act). The goal was to help school districts implement ESSA by providing joint guidance that supplements the US Department of Education's Non-Regulatory Guidance.

During the FY2020 school year we incurred an unbudgeted expense of \$12,496 related to

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Foster Care transportation. In FY2021 the District created a new account for Foster Care Transportation and funded the account at \$20,000. Prior to the establishment of the account, transportation of foster care students was funded out of the regular transportation budget. The FY2024 recommendation is to continue funding this line item at \$20,000.

During the FY2024 budget process the District will be working with the Executive Office of Health and Human Services (EOHHS), Department of Elementary and Secondary Education (DESE) and the Department of Children and Families (DCF) to enter into a Memorandum of Understanding to allow the District to complete transportation claiming under the Every Student Succeeds Act - Title IV-E. By entering into the MoU and a subsequent Town Meeting article, the District will become eligible for a reimbursement of a portion of these funds to help offset the FY2025 budget.

- D. **Special Education Out-of-District & Summer Transportation** - In 2019 we publicly bid transportation for SPED Out-of-District and summer transportation. The FY2024 SPED Out-of-District & Summer Transportation budget will be based upon that contract, with approval of the School Committee, to exercise year two of a two-year option to extend
- E. **Special Education In-District & Summer Transportation** - In 2019 we publicly bid transportation for SPED In-District and summer transportation. The term of this contract was negotiated as a five-year agreement. When determining the FY2024 transportation costs, it will be based upon the year five rates.
- F. **Extracurricular, Field Trips and Athletic Transportation** - In June of 2019 the district awarded a three-year transportation contract with a two-year option to extend. The FY2024 budget for Extracurricular, Field Trips and Athletic transportation will be based upon that contract, with approval of the School Committee, to exercise year two of a two-year option to extend.

**Contractual Obligations – FY24 Salary Projections**

- A. **Collective bargaining contracts**- For the FY2024 year, the collective bargaining agreements (CBAs) are under various states of settlement. The union representing Teachers, Occupational Therapists, Physical Therapists and Nurses, Instructional Assistants and Administrators will be under active negotiations. Wage reopeners are included in the CBA's for employees in the Custodians, Food Services, and Administrative Assistants unions. Personnel expenses will be budgeted to include a reasonable pay increase for these employees in FY2024, as determined by School Committee bargaining strategy. Bargaining agreements will be budgeted at a reasonable increase plus retroactive payments.
- B. **Individual contracts and non union employees** - A modest increase will be built into the budget for these individual positions.
- C. **Substitute Teacher Pay – Per the** School Committee approved rate for the 2022-2023 school year the rates budgeted shall be:
  - Substitute Teachers who are retired Andover Teachers, the rate is \$120/day

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- Substitute Teachers who have a minimum of a bachelor’s degree, the rate is \$105/Day
  - Substitute teachers who have not completed a bachelor’s degree, the rate is \$90/Day
  - If the district employs building-based substitute teachers, the rate is \$130/day.
- D. **Substitute Nurse Pay** - In an attempt to continue to be competitive with industry pay scales, the substitute nurse pay for RN’s will continue at \$400/day.

**Fixed Costs: Utilities**

- A. **Natural Gas** – In consultation with Sustainability, Plant & Facilities the FY2024 natural gas budget for all schools will reflect a 5% increase over FY2023. Based on analyzation of budget to actual, current utility budget lines will be able to sustain the forecasted increases within existing funding, resulting in level funding for FY2024.
- B. **Oil/Generator Fuel** – In consultation with Sustainability, Plant & Facilities the FY2024 oil/generator fuel budget for all schools will reflect a 5% increase over FY2023. Based on analyzation of budget to actual, current utility budget lines will be able to sustain the forecasted increases within existing funding, resulting in level funding for FY2024.
- C. **Electricity** – In consultation with Sustainability, Plant & Facilities the FY2024 electricity budget for all schools will reflect a 13% increase over FY2023. Based on analyzation of budget to actual, current utility budget lines will be able to sustain the forecasted increases within existing funding, resulting in level funding for FY2024.

**Custodial Supplies & Materials**

- A. The budget will use historical data and current trends for costs increases.

**Unfunded Mandates –**

- A. **English Language Learners** – This is budgeted based on known students at the time of budget submittal. The regulations require 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 a high-quality English Language Learning Program. The Department of Elementary and Secondary Education expects that the district will adhere to guidelines outlined in the August, 2016, *Guidance on Identification, Assessment, Placement and Reclassification of English Learners*.
- B. **MA Ed Reform Act** – This is 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).
- C. **DESE Proportionate Share Services for Students with Disabilities** - Effective in 2019 DESE has advised that annually, all districts with private schools or home-schooled students within their geographic boundaries must calculate proportionate share, demonstrate upon request that they have spent the required amount of IDEA grant funds on eligible students who are privately enrolled

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and educated in the district, and submit the Proportionate Share Forms for both the 240 and 262 grants to DESE.

Districts are required to conduct a variety of activities related to provision of proportionate share special education services for students who are privately enrolled. These activities include consultation, child find, evaluation and determination of eligibility, determination of the proportionate share amount, expenditure of the proportionate share, development of services plans, and provision of services either directly or through contracts.

Massachusetts defines this population more broadly than the Federal IDEA regulations require. As a result, our obligations for IDEA set-asides are double what they would be under Federal regulations. Student Services is currently working through each individual case.

**Revenue Items**

- A. **State Aid: Chapter 70-** FY2023 Chapter 70 revenue is \$12,167,131, an increase of \$330,000 over FY2022. The Governor is expected to release his FY2024 proposal in March 2023.
- B. **State Aid: SPED Circuit Breaker** - The final Circuit Breaker (CB) reimbursement for FY2022 and projected FY2023 totaled \$2,449,611 and \$2,019,743 respectively. It's important to note that in addition to reimbursement for SPED instruction and tuition expenses, the total reimbursement included SPED transportation reimbursement.

**Tuition Based Programs**

- A. **Special Needs Tuition** – The district offers a SPED vocational program called Transitional Opportunities Program or TOPs for identified students ages 18-22. Andover and North Andover currently have students enrolled. A Memorandum of Agreement allows the parties to share the annual staffing and operating costs at a 50/50 split.

Out of district tuitions for special education private school students will be increased at the inflationary rate as approved by the Commonwealth of Massachusetts Operational Services Division (OSD). Current projections which are still under review by the Commonwealth of Massachusetts and in discussion with various professional organizations including the Massachusetts Associations of School Superintendents (MASS) is 14% Private school tuitions will also be subject to program reconstruction rates as approved by OSD.

- B. **Early Childhood Tuition: Preschool Peer Partner** – For FY2024 the per student tuition will be set at:
  - a. 5 days \$5,265 FD/\$4,265 HD
  - b. 4 days \$4,538 FD/\$3,538 HD
  - c. 3 days \$4,115 FD/\$3,115 HD
  - d. 2 days \$2,350 HD/ FD not an option unless otherwise approved by the School Committee.

## **BUDGET DEADLINES AND SCHEDULES**

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to any applicable deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date.

The School Committee will comply with the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a newspaper having general circulation in the Town. Prior to such public hearing the School Committee shall make available to the public at least one copy of the proposed budget for a time period of not less than forty-eight hours, either at the office of the Superintendent or at a place designated by the School Committee.

The final date for the submission of the budget to the Select Board will be arranged cooperatively by the School Committee with the Select Board and the Finance Committee.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37; [71:38N](#)

Town Charter (See local reference)

## **BUDGET ADOPTION PROCEDURES**

The district budget is adopted by the School Committee at the cost center level. Cost centers should represent appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day-to-day work. Cost centers will be agreed upon by the Committee and administration.

All revenue sources are subject to adoption by the School Committee. The budget is adopted by a simple majority.

Authority for adoption of the final school budget bottom line lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

SOURCE: MASC 2021

LEGAL REFS.: M.G.L. [71:34](#); [71:37](#)  
Town Charter, (See local reference)

Cross Reference: DBJ



**BUDGET TRANSFER AUTHORITY**

In keeping with the need for periodic reconciliation of the District budget, the School Committee will consider requests for transfers of funds between cost centers as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school district.

All requests for transfers between cost centers as approved during the annual budget deliberation must be submitted to the School Committee for approval as part of the School Business Officer's quarterly report at the business meetings of the School Committee.

All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.

SOURCE: MASC 2021

Legal ref: MGL 71:37  
DOR 94-660

Cross reference: DBG, Budget Adoption Procedures  
DI, Fiscal Accounting and Reporting

## GRANTS, PROPOSALS, AND SPECIAL PROJECTS

In accordance with state law, all grants and gifts to the District must be reviewed and accepted by the School Committee before expenditure. The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in alignment with district goals. The superintendent will submit for School Committee approval spending plans at the same cost center level as the district budget.

The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the Committee apprised and updated on all such projects.

The Superintendent shall ensure the district has and follows a written set of procedures in grant administration that aligns with state and federal laws and regulations.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. [44:53A](#); [71:37A](#)

[2 CFR 200 Federal Uniform Administrative Requirements](#)

**AUTHORIZED SIGNATURES**

The Chair of the School Committee or designee and the Superintendent or designee will sign payrolls presented for approval. The School Committee may vote to designate a single member to be responsible for the review and approval of all warrants as correct and approved for payment. The designated member shall make available to the School Committee at its first meeting following approval a record of such actions. Such designation does not limit the responsibility of the other School Committee members for any noncompliance with the statutory requirements regarding approval.

The Town treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. [41:41](#); [41:52](#); [41:56](#)

CROSS REF: [DK Payment procedures](#)

**BONDED EMPLOYEES AND OFFICERS**

Each employee of the school district who is assigned the responsibility of receiving and disbursing school funds will be bonded individually or covered by a blanket bond. The municipality will pay the cost of the bond.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. [40:5](#); [41:109A](#); [71: 47](#)

CROSS REFS:        [DI Fiscal Accounting and Reporting](#)  
                      [JJF Student Activity Funds](#)

## FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school district, maintaining effective internal controls so as to assure the effectiveness and efficiency of operations; adequate safeguarding of property; assurance of expenditures in accordance with programs under which revenues are received; and compliance with applicable laws and regulations

The accounting system used will conform with the Uniform Massachusetts Accounting System as well as good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

SOURCE: MASC 2021

LEGAL REF.: MGL Ch. 44:38  
603 CMR 10:00  
2 CFR 200.303

Cross references: DBJ Budget Transfer Authority  
DIE Audits

## AUDITS

As a department of the Town of Andover, an audit of the school department's accounts shall be conducted annually by external auditors within nine months of the close of the fiscal year. This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U. S. Comptroller General.

Upon completion of the external audit, the superintendent will share the resulting documentation with the Committee. The Committee will consider the recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually. For accounts that exceed \$25,000, the School Committee shall consider an audit conducted by an outside firm every three years.

The Committee may request an additional audit of the school district's accounts at its discretion

SOURCE: MASC 2021

LEGAL REF: M.G.L. 44:38-40; 71:47; 72:3

Cross reference: DI, Fiscal Accounting and Reporting  
JJF, Student Activity Accounts

## PURCHASING

It shall be the responsibility of the Superintendent:

- To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the District, thereby attaining the maximum value for each public dollar spent;
- To maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District;
- To encourage a mutually cooperative relationship with requesting departments, recognizing that successful purchasing is a result of team planning and effort;
- To promote social and economic goals such as encouraging local, small, minority, and women-owned businesses to participate in bidding for District purchases.

The acquisition of materials, equipment, and services will be centralized in the Superintendent's office of the school district.

The Superintendent will designate the District's purchasing agent. They will develop and administer the purchasing program for the schools in keeping with legal requirements and within the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or designee, with such exceptions as may be made by the latter for emergency purchases.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. 30B; 71:49A

## PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

The School Committee will receive periodic lists of bills (warrants) for payment from school department funds. The School Committee may vote to designate a single member to be responsible for the review and approval of the warrants as correct and approved for payment. The designated member and the Superintendent or designee will certify the list as correct and approve the warrants for payment. The warrants then will be forwarded to the Town auditor for processing and subsequent payment by the Town treasurer. The designated member shall make available to the School Committee at its first meeting following approval a record of such actions. Such designation does not limit the responsibility of the other School Committee members for any noncompliance with the statutory requirements regarding approval.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

Actual invoices, statements, and vouchers will be available for inspection by the School Committee upon request.

LEGAL REF.: M.G.L. [41:41](#); [41:52](#) [41:56](#)

SOURCE: MASC 2021

CROSS REF: [DGA, Authorized Signatures](#)

LEGAL REF.: M.G.L. [40:5](#); [44:58](#)



## **PUBLIC GIFTS TO THE SCHOOLS**

The Superintendent or designee will have authority to accept in-kind gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts and offers of equipment from industry, business, or special interest groups, Andover's policy on advertising shall apply if advertising or promotion is involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be accepted by vote of the School Committee, handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks and/or recognition is given all donors.

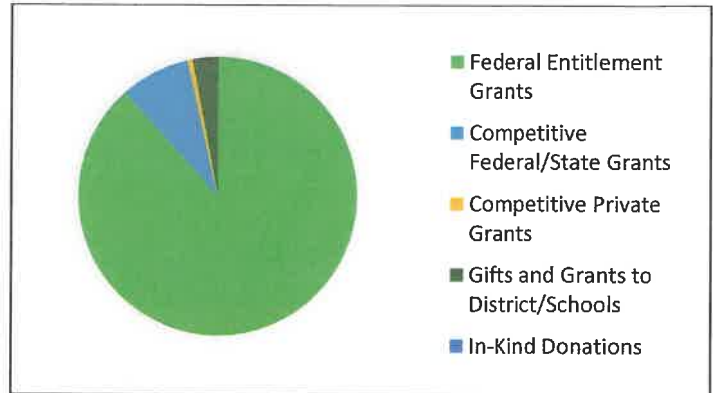
LEGAL REF.: M.G.L. 44:53A, [71:37A](#)

CROSS REF.: DD, Funding Proposals and Applications

GBEBD, Online Fundraising and Solicitations - Crowdfunding - Participation In  
Fundraising Raffles and Lotteries  
[KHB](#), Advertising in the Schools

# FY23 Andover Public Schools Grants and Contributions

School Committee Meeting  
March 2, 2023



		Budget
<b>Grants &amp; Contributions for School Committee Approval</b>		
Bancroft Elementary	Bancroft School PTO for Music Room AV Upgrades	\$ 15,000.00
		<b>\$ 15,000.00</b>

		Budget
<b>Federal Entitlement Grants</b>		
District	ESSER II (expires 9/2023)	\$ 304,392.00
District	ESSER III (expires 9/2024)	\$ 1,254,539.00
District	IDEA American Rescue Plan (expires 9/2023)	\$ 396,998.00
District	IDEA Early Childhood American Rescue Plan (expires 9/2023)	\$ 36,996.00
District	Title I (Salaries: \$146,798 - Operational: \$1,944)	\$ 148,742.00
District	Title IIA (Salaries: \$20,400 - Operational: \$51,430)	\$ 71,830.00
District	Title III (Salaries: \$24,105 - Operational: \$3,200)	\$ 27,305.00
District	Title IV (Salaries: \$10,799 - Operational: \$0)	\$ 10,799.00
District	IDEA Special Education Entitlement Grant (Salaries: \$1,394,654 - Operational: \$265,054)	\$ 1,659,698.00
District	IDEA Special Education Early Childhood (Salaries: \$29,344)	\$ 29,344.00
		<b>\$ 3,940,643.00</b>
<b>Competitive Federal/State Grants</b>		
Andover High School	State Treasurer's Financial Education Innovation Fund Grant (Credit for Life)	\$ 2,500.00
District	DESE Competitive: Civics Teaching and Learning Grant	\$ 34,000.00
District	Comprehensive School Health Services Grant (Installment 4/4)	\$ 100,000.00
District	DESE Targeted: My Career and Academic Plan (MyCAP) Development & Implementation Grant	\$ 4,500.00
District	DESE Competitive: Genocide Education Grant	\$ 40,000.00
District	DESE Competitive: Math Acceleration Academies Grant	\$ 81,760.00
District	DESE Competitive: High Quality Instructional Materials (HQIM) Implementation	\$ 100,000.00
		<b>\$ 362,760.00</b>
<b>Competitive Private Grants</b>		
District	Rockefeller Philanthropy Advisors for SEL in Action (Installment 2 of 2)	\$ 25,000.00
<b>Gifts &amp; Grants to District</b>		
District	ACE via ECCF for Fall 2022 Teacher Innovation Fund (TIF) Grants	\$ 12,592.00
<b>Gifts &amp; Grants to Individual Schools</b>		
High Plain Elementary	High Plain Elementary PTO for New Playground Project	\$ 30,000.00

High Plain Elementary	The Andona Society to support Social Emotional Learning Program	\$	1,500.00
South Elementary School	American Online Giving Foundation - Donation	\$	175.00
West Elementary School	Rotary Club of Andover for Books	\$	619.46
West Middle Schools	AEOP & eCYBERMISSION for StopFire Brigade STEM-in-Action Grant	\$	4,999.88
Wood Hill Middle School	The Andona Society for Grade 6 Science Program Change is Simple	\$	2,000.00
APS Middle Schools	ACE via ECCF for Glowforge Laser Cutters for Middle Schools	\$	18,870.00
APS Middle Schools	ACE via ECCF for <i>On the Same Page</i> Author Visit Program	\$	41,465.00
Andover High School	Rotary Club of Andover for Name Tags for Presentation	\$	250.00
Andover High School	Andover High School PAC: Sea Perch/Dance Team	\$	1,000.00
Andover High School	United Technologies Corp. (Raytheon): Donation in honor of Lindsey L'Ecuyer	\$	1,000.00
Andover High School	Andover High School PAC - Various Clubs	\$	1,975.00
Andover High School	Service Club of Andover - Speaker Fee	\$	500.00
Andover High School	Andover High School PAC for Teacher Wish List Grantees	\$	4,219.00
Andover High School	ACE via ECCF for STEM Equipment	\$	13,766.00
			<b>\$ 122,339.34</b>
<b><i>In-Kind Donations</i></b>			
Transition Opportunities Program (TOP)	In-Kind Donation: Frigidaire 17.6 cu. ft. French Door Refrigerator from Home Depot	\$	<b>1,498.00</b>
<b>TOTAL GRANTS &amp; CONTRIBUTIONS</b>			<b>\$ 4,464,832.34</b>

**Triboard Meeting**  
**Select Board - Finance Committee – School Committee**  
Wednesday, December 7, 2022  
Memorial Hall, Memorial Hall Library  
2 North Main Street, Andover, MA 01810

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**I. Call to Order**

Select Board Chair, Alex Vispoli called the Triboard Meeting to order at 7:00 PM in the Memorial Hall in Memorial Hall Library. Present from the Select Board: Alex Vispoli, Laura Gregory, Melissa Danisch and Annie Gilbert.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Town Counsel Tom Urbelis and Director of Finance Donna Walsh, Superintendent of Schools, Dr. Magda Parvey.

School Committee Chair Susan McCready opened the School Committee. Members present: Vice Chair Tracey Spruce, Lauren Conoscenti, Sandis Wright, Emily DiCesaro. Others in attendance Superintendent Parvey and Asst. Superintendent for Finance and Administration Keith Travana.

Finance Committee Chair Kevin O’Handley called the Finance Committee to order. Members present from the Finance Committee: Andy McBrien, Ken Russo, Paul McKay, Kim Perez, John Barry and Vice Chair Paul Colby-Clements.

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

The meeting began with a Moment of Silence followed by a Salute to the Flag in observance of the 81<sup>st</sup> anniversary of the attack on Pearl Harbor and those whose lives were lost.

**III. Presentation by the Town Manger**

The Town Manager will be presenting the Recommended Capital Improvement Program and Preliminary overview of the FY-2024 budget, projects on the horizon, the associated tax impact of the current fiscal year and how it relates to the projection for next year.

Preliminary FY-24 Budget Assumptions: The Dept of Revenue has certified our new growth number and free cash balance; we now have the basis for the tax levy in which to build the budget. The next milestone that will influence Andover’s budget will be the State and Governor’s budget/local aid for Andover. The Town Manager reviewed the revenue sources, assumptions and projections that make up the budget.

Review of the adjusted 10-year average showed a spike in personal property growth due to the infrastructure repairs and replacement from the gas disaster that had to be completed within a six-week time period.

Excess Levy Capacity: (amount of money between the levy limit and actual amount raised by taxation). Since 2016, Andover has maintained \$300,000 in excess levy per vote of the Select Board. Mr. Flanagan explained the effect of the Town Meeting vote for the Pension Obligation Bond, the West Elementary/Shawsheen School Building Project, and residual debt service for Bancroft School that makes up the majority of the Exempt Debt Schedule of \$11,313,463 projected for 2024; a difference of +\$2,656,551 over FY-2023.

Projected Revenue Assumptions for 2024:

Prior Year Levy Limit:	\$169,062,036	
2.5% Increase for unrestricted aid	\$ 4,226,551	prior year levy limit plus 2.5%
New Growth	\$ 1,931,442	adjusted 10-year average
Unused Excess Levy Capacity	\$ (300,000)	Select Board Policy
Reserved Unused Excess Levy Capacity	\$ (2,326,399)	per POB Exempt Schedule
Exempt Debt Service	\$ 11,313,463	Exempt Debt Schedule
State Aid:	\$ 15,157,237*	*Chapter 70

(State assistance for School District) has been level-funded and will be adjusted once the new Governor releases her budget.

Local Receipts \$11,955,278\*

\*Trend analysis on accounts made up of 24 different categories and tested by the Dept of Revenue. They have taken a conservative approach in building this back from pre-Covid estimates.

Local Option Taxes: Cities and Towns were given the option to tax meals and lodging.

Expense Assumptions recommended for 2024:

\$ 99,600,924	School Department: Anticipating a 3.75% increase over FY-2023.
\$ 47,735,193	Town Departments: projected increase of \$2.75% inclusive of the technology transfer from the School Department into the Town Operating Budget.
\$ 23,034,094	Health Insurance: Expecting a net increase of 3.74% and a 5% increase from the bottom-line offsetting savings from the OPEB Reform Plan. In 2017, an agreement was reached with new hires to contribute to their health plan. The savings is now over \$1M on an annual basis.
\$25,503,634	Retirement: 13.29% increase includes Debt Service on funds borrowed. A portion of unfunded liability is intentionally left there at the recommendation of the Debt Service Committee.
\$15,717,717	Water & Sewer Enterprise Fund operates under MGL as an Enterprise Fund. Costs associated with water treatment and distribution are funded by water rates.
\$2,890,000	Capital Projects Fund Article 5: Portion of CIP funded by cash.
\$2,172,531	Offset Expenditures: ie. Ambulance fees, recreation fees, etc.

Major Budget Drivers:

Increases in the cost of energy, fuel, road salt, costs of goods and materials, public safety personnel and contractual agreements. There will be a disproportional growth in the budget due to the impact of the economic increases.

Public Safety Personnel: One of the goals of the Select Board has been to review the Public

Safety personnel and make recommendations in Police and Fire staffing levels. Andover has grown significantly since the staffing levels in police and fire were last reviewed.

Contractual obligations: Negotiating contracts with personnel.

Tax Impacts:

The Select Board will be voting on the tax rate next week. Should they decide to approve the 171 shift (the most uniform rate across three categories, residential, commercial and industrial) the total FY-2023 average single-family residential tax bill is projected to be \$11,733 an increase of 5.9%. For FY-2024, the average single-family residential tax bill is estimated to be \$12,404, an increase of 5.7%.

Capital Improvement Program (CIP):

The Non-exempt target has been set at 5.72% of revenue. The FY-2024 CIP is slightly less than the target set at 5.48% which is important if there is an increase in future capacity. The Total CIP is \$25,454,254 and includes:

General Fund Revenue	\$2,890,000
General Fund Borrowing	\$4,850,000
Use of Free Cash	\$1,919,128
Special Dedicated Funds	\$1,435,126
Water & Sewer Enterprise Funds	<u>\$13,360,000</u>
	\$25,454,254

Revenue sources

General Fund Revenue (Article 5)

General Fund Borrowing: Projects/acquisitions or studies

Facilities I – Repairs to buildings across the Town

Facilities II - Mechanical and Street Light Repair Program

Facilities III – Town and School Security

School I & II – Similar to Facilities 1 and 2 -applies to all the schools in the district.

School II is specific to buildings. This year the funds will be targeted for improvements to AHS to keep the building functioning well and classroom renovations at Doherty Middle School and Sanborn Elementary.

Recurring: General Fund Revenue Projects: \$2,890,000.

Annual requests by Town Departments including \$20,000 for Participatory Capital Budgeting Projects.

General Fund Revenue

Free Cash: \$1,919,128. IT 1 and IT II will both be funded through Free Cash.

Does not include the overage for the West Elem/Shawsheen School Project.

Police I Police Vehicle Replacement and the entire Sidewalk Improvement Program.  
(Minor sidewalk and the actual Town sidewalk program)

General Fund Borrowing: \$4,850,000

Public Works large vehicles, Town Park and Playstead – Playground Improvements (Ballardvale Playground – basketball courts), ADA Kayak launch at Nason’s Landing on the Shawsheen River and Phase I and II of the Playstead Improvements for connectivity to downtown and the ability to walk through the complex.

Facility 6	Major Town Projects: Major investment in the West Andover Fire Station.	
Facility 7	Town & School Energy Initiatives	
	Windows and Doors at DMS – Phase I	
	Memorial Hall Library - LED lighting	
	Replacement of Engine I (Central Station)	
School 5	Major School Projects – AHS Temporary Boiler and converting Bancroft field to turf and WMS masonry improvements. \	
Special Dedicated Funds:		<u>\$1,435,126</u>
	DPW-1 Annual Road Maintenance	\$1,395,126
	CDP-1 Revenue from Ride-share programs	\$ 40,000
Enterprise Funds:	\$13,360,000	
Projects:	Water Treatment Main Replacement, Scada System Upgrades, GAC Replacement, Shawsheen River Sewer Interceptor Improvements, Inflow/Infiltration Program, and Lead Service Replacements.	

**On the Horizon** – Projects not currently included in the CIP.

AHS Building Committee is meeting regularly and the Town Manager expects there will be a proposal within the next few months.

Development of 138 & 140 Chandler Road (Park Facility) – potential recreational uses for that site and the next phase will be based on what they heard from residents for possible uses. Next phase will be to release a preferred concept based on what they heard and then put numbers to a plan and discuss a strategy. They have the funds to do the design but not for construction.

Major investments to water treatment and distribution systems: They have a long and successful history of investing in the plant and have made major leaps in terms of distribution and addressing source of discolored water by replacing much of the unlined cast iron water mains in Town. They expect to bring a recommendation to the Board that will be based on leveraging the agreement with North Reading because year 11 is a critical year for Andover for the future of the system. They expect to bring a rate recommendation to the Board in the near future.

**Questions:**

What is the thought process for using General Fund borrowing for vehicles and Free Cash, and how do you decide year-to-year what the funding source will be? Response: *The Town Manager said the determination is made more on useful life off the asset than the costs. Why are police vehicles bought with Free Cash? Response: The amount they invest in police cruisers every year is more fixed and predictable. We can set expectations for future years.*

What is the current debt that we are financing? Has Andover discussed what our current debt is that we are financing and what is the prudent level of debt that we are comfortable to take on to achieve some of the on-horizon aspects? Response: *We have discussions with our rating agencies and looked at how much of our debt we will be retiring, what portion of debt is exempt and has a dedicated funding source. What our overall debt profile is considered for our rating;*

*we have been smart on how we retire our debt. AHS would be an exempt project and could not be funded through the levy. They will have to be creative for the Park Property – i.e. raising revenue through usage and non-taxpaying items to help with the costs. They will have to look at alternative approaches.*

Regarding the 5.72% target for non-exempt borrowing, you have said there is nothing magic about that number and this year we are below that at 5.48% and to add some additional capacity. Is there a larger level plan for the future about where we want that number to be in terms of continuing to adding capacity if necessary? Response: *This is the second year that we have been below the 5.72% that provides us the flexibility in the future to do borrow money or reduce the target. What happens is what you invest today ties you up in the future. The most aggressive target he has seen in a municipality has been about 7%.*

What is the logic behind the rankings of projects. Response: *They walk through the department competing needs and work with the department heads.*

Regarding the Police and Public Safety staffing recommendations is the amount built into the 2024 budget? Response: – *Yes it is built into the 2.78% increase.*

Annie Gilbert complimented the Town on the new feature in the CIP Book that shows funding requested in a priority ranking, the projected amount and what was actually appropriated.

**Adjourn:**

On a motion by Annie Gilbert and seconded by Melissa Danisch the Select Board voted 5-0 to adjourn from the Triboard Meeting. Roll call: A. Vispoli-Y, A. Gilbert-Y, L. Gregory-Y, M. Danisch, C. Huntress-Y. Motion passes 5-0.

On a motion by Tracey Spruce and seconded by Lauren Conoscenti, the Andover School Committee voted 5-0 to adjourn. Roll call: T. Spruce-Y, S. Wright-Y, E. DiCesaro-Y, L. Conoscenti-Y, Susan McCready-Y. Motion passes 5-0.

On a motion by Mr. O’Handley and seconded by Paula Colby-Clements, the Finance Committee voted 7-0 to adjourn. Roll call: K. O’Handley-Y, Andy McBrien-Y, Ken Russo-Y, Paul McKay-Y, Kim Pere-Y, John Barry-Y, and Vice Chair Paul Colby-Clements-Y.

The Triboard Meeting adjourned at 8:52 pm

Respectfully submitted,  
Dee DeLorenzo  
Recording Secretary



ANDOVER SCHOOL COMMITTEE MINUTES

**January 19, 2023**

MEMBERS PRESENT: S. McCready, Chair  
L. Conoscenti  
E. DiCesaro  
T. Spruce, Vice Chair  
S. Wright

MEMBERS ABSENT: Sophia Miele, SGA student representative  
OTHERS PRESENT: M. Parvey, Superintendent  
K. Taverna, Assistant Superintendent of Finance and Administration  
J. Riley, Assistant Superintendent for Teaching and Learning

**Call to Order/Moment of Silence/Salute the Flag**

Ms. McCready, Chair, called the Regular Meeting of the School Committee of January 19, 2023, to order at 7:00pm in the School Committee Conference Room.

A. **Recognitions/Communications**

Ms. McCready announced that the presentation by Dr. Ryan Fielding would be postponed to a future meeting.

Ms. McCready reviewed the updated protocol for public input. There will be 10 minutes for public input with a limit of 3 minutes per person and if that is not enough time, public input will be opened again after New Business is completed.

Dr. Parvey reviewed her school visits since the last School Committee Meeting. Doherty Middle School hosted pig races and attended a faculty meeting at Andover High School. Dr. Parvey toured both Danvers High School and Arlington High School with the AHSBC. Drop-In visits with APS staff are ongoing and will be used to connect directly with the staff in their school buildings. The visits are informal and optional. Dr. Parvey shared some feedback and thoughts shared with her from her recent visits.

Administrative updates included attendance at the New Superintendent Induction Program where having difficult conversations was discussed, MVSA roundtable discussion, NSIP cohort meeting, ACE quarterly meeting where it was announced ACE has donated over \$1million to APS, and Townwide PTO.

Professional development continues with Implicit Bias training with Dr. Bryant Marks for all administrators.

Dr. Riley attended the Data Wise Use Leadership Institute at Harvard with 30 other districts from around the country. Developing data wise district teams and how to support students with SEL needs was discussed.

Mr. Taverna informed the School Committee that the first week of the security audit visits by Guidepost, LLC has taken place.

Dr. Conoscenti also attended the tours of Danvers and Arlington High Schools. There was a great turnout for the Andover High School Community Tour and Forum. The Andover High School Building Committee chose 3 designs, including the possibility of a new auditorium and a parking garage. The next meeting is January 26<sup>th</sup> at 6:30pm.

Ms. Spruce informed the School Committee that the next informal forum of the School Committee is scheduled for January 25<sup>th</sup> at 9:30am at Memorial Hall Library with two School Committee members in attendance.

Ms. DiCesaro attended mental health discussions at Doherty School, and they are doing great work.

Ms. McCready recognized the artwork on display from the Elementary Schools. The West Elementary/Shawsheen Pre-School Building Committee met on January 18<sup>th</sup>. The new foundation is complete and utility installation is ongoing. Gilbaine Construction Co. has created a vision wall on the school side of the fence for students to view construction and read fun facts about the project. Ms. McCready presented the mission statement, core values and vision to the Townwide PTO.

B. **Public Input** – None.

C. **Response to Public Input** – None.

D. **Education** -- Agenda item postponed

E. **Continued Business**

1. Policy Updates – Second Reading

a. Policy JJH School Sponsored Trips and Travel. Ms. Spruce reviewed the revisions made as discussed at the previous meeting.

**Dr. Conoscenti moved that the Andover School Committee vote to approve Policy JJH School Sponsored Trips and Travel as presented, it was seconded by Mr. Wright and unanimously approved 5-0.**

F. **New Business**

1. Superintendent's Contract. The Superintendent's existing contract is for three years and was entered into on July 1, 2021. There was an evaluation last June and at that time it was suggested the School Committee consider extending the contract. Ms. McCready reviewed the comparables used in reviewing the contract extension. She also reviewed the compensation under the contract and 401K contributions. The new contract will expire June 30, 2029. Ms. Spruce thanked Dr. Parvey for her work, noting with the increased job demands and superintendent shortage, the district needs to take these steps to ensure stability. Mr. Wright added that the district's vision involves a multi-year effort and thanked Dr. Parvey for her work toward this vision.

**Dr. Conoscenti moved that the Andover School Committee enter into the successor employment contract with the Superintendent, Dr. Magda Parvey, as presented which includes a six year term effective July 1, 2023 through June 30, 2029 with an annual salary of \$228,000 in year one; \$234,000 in year two; \$240,000 in year three; and the annual salaries to be determined in years four, five and six; and to authorize the Chair of the Andover School Committee to sign this employment contract on behalf of the Andover School Committee, it was seconded by Ms. Spruce and unanimously approved 5-0.**

2. FY24 Budget Vote. Mr. Taverna advised this is a fiscally prudent budget. He reviewed the recommended budget totaling \$99,600,924, which is a 3.75% increase. The FY24 Data Driven Analysis was used to analyze the current performance data, staffing and enrollment to strategically allocate staff and maximize efficiencies. This allows the district to defend its decisions based on sound data. FY24 Major Initiatives were reviewed. This includes expanding the coaching model, instructional and student support and continuing the curriculum development process. Chapter 70 Aid from FY13 to FY24 projected was reviewed including the \$30 increase per student. Out of District placements and expenditures from FY12 through FY24 project were reviewed. The average class size was reviewed for grades 1-5. Budget highlights and obligations met with the budget were reviewed. FY24 Baseline/Level Service Drivers were reviewed, including primary obligations, offsets, cost savings, and ESSER funds. The itemized budget breakdown was reviewed. FY24 Special Education reorganization was reviewed which will be phased over three years. Staffing reallocations were reviewed to achieve the reorganization. FY24 Core Curriculum and costs were reviewed by the Department Heads at the prior meeting.

**Ms. Spruce moved that the Andover School Committee vote to adopt the Superintendent of Schools' recommended budget as the preliminary FY24 Operating Budget in the amount of \$99,600,924 subject to future public input and considering other relevant information this amount would consist of the following: Personnel \$79,732,107; General expenses \$19,868,817; it was seconded by Dr. Conoscenti and unanimously approved 5-0.**

3. Warrant Article MOU Foster Care Transportation. Mr. Taverna informed the School Committee that this MOU is for the reimbursement of foster care transportation back to APS. The Executive Office of Health and Human Services in conjunction with the Department of Children and Families and the Department of Elementary and Secondary Education are working on the reimbursement to the districts. Ms. McCready read the Warrant Article into the record.

**Ms. DiCesaro moved that the Andover School Committee vote to recommend approval of the proposed Town Meeting Warrant Article MOU Foster care Transportation as presented, it was seconded by Dr. Conoscenti and unanimously approved 5-0.**

#### **Consent Agenda**

1. Grant to Andover High School - State Treasurer's Financial Education Innovation Fund in the amount of \$2,500.00;
2. Grant to the District - DESE MyCAP Development & Implementation in the amount of \$4,500;
3. Grant to the District - Rockefeller Philanthropy Advisors for SEL in Action in the amount of \$25,000;

4. Grant to Transition Opportunities program - Frigidaire 17.6 cubic foot French door refrigerator from Home Depot, in-kind donation in the amount of \$1,498.00.
5. Minutes from December 15, 2022, and January 10, 2023.

**A motion for the Andover School Committee to approve the Consent Agenda as presented was made by Dr. Conoscenti, seconded by Ms. DiCesaro and unanimously approved 5-0.**

**A motion was made to adjourn the Andover School Committee meeting at 8:32pm by Dr. Conoscenti, seconded by Ms. DiCesaro and unanimously approved 5-0.**

Submitted By: \_\_\_\_\_  
Lynn Viselli, Recording Secretary

Approved \_\_\_\_\_  
Date

**Per the Massachusetts Open Meeting Law, the following is a list of documents that were either distributed to the Andover School Committee before the meeting in the packet or at the meeting.**

1. Agenda
2. Policy JJH
3. FY24 Recommended Budget Financials
4. Warrant Article MOU Foster Care Transportation
5. Consent Agenda