



ANDOVER SCHOOL COMMITTEE

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

MEETING AGENDA –MARCH 21, 2019 –

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

We would like to thank the students and faculty at Sanborn Elementary, particularly art teachers, Jennifer Recinos for the wonderful display of art in and outside the SC Room.

- | | |
|---|---------------|
| I. Call to Order/Moment of Silence/Pledge of Allegiance | 7:00PM |
| | |
| A. Moment of Silence/Salute to the Flag – | |
| B. Recognitions & Communications – | |
| C. Public Input | |
| D. Response to Public Input | |
| E. Education | |
| 1. Field Trip: DMS to Barcelona, Spain April 16-24, 2020 | A.R. |
| 2. Field Trip: AHS Robotics Club to Detroit, MI April 23-28, 2019 | A.R. |
| 3. Presentation from SEL Sprint | I.O. |
| | |
| F. Continuing Business | |
| 1. Fusion Academy Presentation | I.O. |
| 2. AHS Statement of Interest to MSBA | A.R. |
| 3. Grants Administrator Position | A.R. |
| 4. Financials | I.O. |
| | |
| G. Consent Agenda | A.R. |
| 1. Warrants | |
| 2. Minutes – February Meeting | |
| 3. Grants/Donations to District | |
| | |
| H. 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.

GRANTS ADMINISTRATOR

MISSION

- **To promote innovation and instructional and operational improvement through funding from private foundations, corporations and government.**
- **To effectively manage and monitor grants received by the district to ensure appropriate accountability for these additional resources.**

SCOPE OF RESPONSIBILITY

The Grants Administrator for the Andover Public Schools, a preK-12 system of ten schools and 6,000 students, is responsible for the identification and procurement of competitive grants from private foundations, corporations, and government, submitting federal and state title grants, and developing a sustainable and effective grants program. Working closely with the superintendent and other central office administrators, the Grants Administrator will research and target grants that enhance innovative and creative curriculum and instructional initiatives in grades preK-12 in academic program areas as well as grants that promote operational efficiencies. This position requires gaining an in-depth understanding of both the school community and the community-at-large.

Essential Functions

- Drive Andover's efforts to attract and maintain grant resources to support major identified curriculum initiatives, the quality of educational services provided to teachers and students, and the efficiency and effectiveness of the district's operations.
- Research, develop and secure grant opportunities from private and public sources that enhance Andover's instructional programs. Cultivate potential sources of grant revenues and develop partnerships with industry and private foundations. Enhance Andover's ability to attract and maintain grant resources.
- Research and evaluate the prospective match to available grant monies based on an understanding of Andover's current and future curriculum and instructional initiatives and operational needs.
- Write innovative and competitive grant proposals and, with the assistance of central office staff, develop collateral materials that provide important data and information regarding educational programs, student achievement, and other educational and/or system information for potential funding sources.

- Manage the grant process from beginning to end. Plan project development and timeline, write and secure grants, negotiate with funding agencies on program and budget amendments, monitor grant implementation and expenditures, provide grant-providers with necessary reports and up-dates, and secure future grant funding in identified program areas.
- Work with central office administrators to write, monitor and file necessary amendments and reports for federal title grants.
- Work closely with the Business Office to monitor grant expenditures, ensure compliance with contracting and bidding requirements, submit regulatory reporting, and prepare financial reports for the annual budget and other publications.
- Collaborate with Andover's local education foundation, parent organizations, local charitable organizations, and town government on securing funding for Andover's programs and initiatives.
- Work closely with Superintendents and system administrators to keep them informed of specific funding opportunities. Prepare and disseminate an Annual Report of Grant Activities. Upon request, attend training programs and work sessions recommended by the Superintendents in order to enhance understanding of curriculum and instructional initiatives and the goal and mission of Andover's public schools.

Qualifications

- Minimum of five years of development and grant writing experience, preferably in an educational environment.
- Knowledge of federal/state, regulatory and grant funding processes. Membership in the American Association of Grant Professionals (AAGP) preferred.
- Demonstrated expertise in researching grant opportunities for public education; an ability to identify and match grant funders to the work of the Andover school community.
- Demonstrated expertise in successfully planning and managing multiple projects.
- Record of accomplishment and leadership in developing strong partnerships with the business community, foundations, and charitable organizations.
- An understanding of current educational issues, a desire to learn more, the ability to generate creative ideas and solutions, and a passion for communicating the mission of the Andover Public Schools.

- Possession of strong writing skills and the ability to write persuasively and passionately about public education endeavors.
- Ability to identify sourcing opportunities and the experience to proactively contact potential funding sources and make a compelling case for underwriting projects for the Andover Public Schools.
- Ability to maintain accountability for budget, procurement, and reporting requirements, particularly for federal and state title grants.
- Computer proficient; must be able to produce high quality documentation including professional looking proposals, graphs, spread sheets, etc. Must also be competent at managing data bases.
- Ability to work independently and collaborate effectively with district and school staff..

TERMS: Full-time professional position with competitive salary.

WORK ENVIRONMENT

- Duties are performed in office, school, and community settings.
- Execution of responsibilities may require overtime work beyond the standard workday and workweek.

To Apply: Please send resume and cover letter detailing interest in the position, along with a grant writing sample, to Grants Administrator Search, Andover Public Schools..

TOWN OF ANDOVER
YEAR-TO-DATE BUDGET REPORT
FY'19 GENERAL FUND TOTAL

2/28/2019
FOR 2019

| | ORIGINAL APPROP | PY CARRYOVER | TRANFRS ADJSTMT | REVISED BUDGET | YTD EXPENDED | CY ENCUMBRANCES | UNENCUMBERED BUDGET |
|------------------------------------|----------------------|-------------------|--------------------|----------------------|----------------------|----------------------|------------------------|
| 8 SCHOOL GENERAL FUND | | | | | | | |
| 110 SCHOOL COMMITTEE | 48,600.00 | - | - | 48,600.00 | 23,998.51 | 24,374.00 | 227.49 |
| 111 LEGAL EXPENSES | 300,000.00 | 46,560.00 | - | 346,560.00 | 194,073.17 | 152,472.81 | 14.02 |
| 120 SUPERINTENDENT'S OFFICE | 479,207.00 | 13.38 | - | 479,220.38 | 321,679.58 | 156,973.21 | 567.59 |
| 123 OTHER DISTRICT ADMINISTRATION | - | - | - | - | - | - | - |
| 141 ASST SUPERINTENDENT OFFICE | 449,029.00 | 25.00 | - | 449,054.00 | 300,830.67 | 154,484.12 | (6,260.79) |
| 142 HUMAN RESOURCES | 609,948.00 | 1,000.00 | - | 610,948.00 | 356,484.88 | 262,833.18 | (8,370.06) |
| 143 BUSINESS OFFICE | 1,113,664.00 | 29,096.50 | - | 1,142,760.50 | 752,095.99 | 380,781.58 | 9,882.93 |
| 144 CONTINGENCY | - | - | - | - | - | - | - |
| 210 SUPERVISORY | 2,262,252.00 | 637.50 | - | 2,262,889.50 | 1,625,439.31 | 685,660.40 | (48,210.21) |
| 220 PRINCIPAL | 3,839,707.00 | 17,107.25 | - | 3,856,814.25 | 2,556,258.05 | 1,277,438.61 | 23,117.59 |
| 230 TEACHING | 51,846,701.00 | 50,985.06 | - | 51,897,686.06 | 27,757,455.03 | 24,182,973.61 | (42,742.58) |
| 235 PROFESSIONAL DEVELOPMENT | 456,626.00 | 30,039.86 | - | 486,665.86 | 365,032.59 | 121,536.90 | 96.37 |
| 240 TEXTS / EDUCATIONAL SOFTWARE | 525,752.00 | - | - | 525,752.00 | 504,795.91 | 20,892.48 | 63.61 |
| 250 DIGITAL LEARNING & MEDIA | 1,404,559.00 | - | - | 1,404,559.00 | 763,582.29 | 673,093.14 | (32,116.43) |
| 260 TECHNOLOGY | 134,211.00 | 1,435.73 | - | 135,646.73 | 46,477.61 | 89,153.81 | 15.31 |
| 270 GUIDANCE SERVICES | 2,265,775.00 | 158.94 | - | 2,265,933.94 | 1,132,901.48 | 1,082,866.29 | 50,166.17 |
| 280 EVALUATION & THERAPY SERVICES | 1,608,736.00 | 41,465.35 | - | 1,650,201.35 | 784,719.52 | 884,991.26 | (19,509.43) |
| 320 HEALTH SERVICES | 923,005.00 | 3,287.89 | - | 926,292.89 | 510,392.42 | 427,221.17 | (11,320.70) |
| 331 REGULAR TRANSPORTATION | 2,081,911.00 | - | - | 2,081,911.00 | 1,209,290.48 | 781,561.32 | 91,059.20 |
| 332 SPECIAL NEEDS TRANSPORTATION | 1,879,996.00 | 4,795.20 | - | 1,884,791.20 | 1,107,450.51 | 778,844.93 | (1,504.24) |
| 333 HOMELESS TRANSPORTATION | 40,000.00 | 916.71 | - | 40,916.71 | 31,769.17 | 31,230.83 | (22,083.29) |
| 351 ATHLETICS | 566,611.00 | - | - | 566,611.00 | 326,612.33 | 242,722.59 | (2,723.92) |
| 352 OTHER STUDENT BODY ACTIVITIES | 138,392.00 | 1,200.00 | - | 139,592.00 | 96,652.74 | 42,939.26 | - |
| 360 BUILDING SECURITY | 48,366.00 | - | - | 48,366.00 | 48,366.00 | - | - |
| 411 CUSTODIAL SERVICES | 2,223,642.00 | 2,092.88 | - | 2,225,734.88 | 1,501,198.17 | 722,312.84 | 2,223.87 |
| 412 BUILDING OPERATIONS | 1,306,500.00 | 20,196.55 | - | 1,326,696.55 | 536,763.81 | 783,432.76 | 6,499.98 |
| 521 MEDICARE, PTS & MISC BENEFITS | 969,229.00 | - | - | 969,229.00 | 646,241.77 | 322,987.23 | - |
| 730 EQUIPMENT | - | - | - | - | 599.00 | - | (599.00) |
| 910 PROGRAMS IN MASSACHUSETTS | 985,575.00 | - | - | 985,575.00 | 709,051.36 | 434,152.13 | (157,628.49) |
| 920 PROGRAM OUT OF STATE | 141,028.00 | - | - | 141,028.00 | 160,188.60 | 119,381.40 | (138,542.00) |
| 930 PROGRAMS OTHER THAN PUBLIC SCH | 2,725,667.00 | 58,954.16 | - | 2,784,621.16 | 2,019,240.25 | 254,309.77 | 511,071.14 |
| 931 RESIDENTIAL PLACEMENTS | 747,479.00 | 1,085.22 | - | 748,564.22 | 577,848.19 | 377,710.36 | (206,994.33) |
| 940 MEMBER COLLABORATIVE | 388,490.00 | - | - | 388,490.00 | 210,497.87 | 108,360.00 | 69,632.13 |
| TOTAL SCHOOL GENERAL FUND | 82,510,658.00 | 311,053.18 | - | 82,821,711.18 | 47,177,987.26 | 35,577,691.99 | 66,031.93 |

TOWN OF ANDOVER
YEAR-TO-DATE BUDGET REPORT
FY'19 GENERAL FUND SALARY

2/28/2019
FOR 2019

| | ORIGINAL APPROP | PY CARRYOVER | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | CY ENCUMBRANCES | UNENCUMBERED BUDGET |
|-----------------------------------|----------------------|-----------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| 8 SCHOOL GENERAL FUND | | | | | | | |
| 110 SCHOOL COMMITTEE | 13,800.00 | - | - | 13,800.00 | 8,575.00 | 5,050.00 | 175.00 |
| 120 SUPERINTENDENT'S OFFICE | 429,407.00 | - | - | 429,407.00 | 278,485.43 | 150,402.74 | 518.83 |
| 141 ASST SUPERINTENDENT OFFICE | 431,852.00 | - | - | 431,852.00 | 294,884.58 | 143,297.66 | (6,330.24) |
| 142 HUMAN RESOURCES | 430,598.00 | - | - | 430,598.00 | 287,120.83 | 151,899.56 | (8,422.39) |
| 143 BUSINESS OFFICE | 990,207.00 | - | - | 990,207.00 | 660,592.77 | 319,745.99 | 9,868.24 |
| 144 CONTINGENCY | - | - | - | - | - | - | - |
| 210 SUPERVISORY | 2,156,027.00 | - | - | 2,156,027.00 | 1,529,812.64 | 674,434.01 | (48,219.65) |
| 220 PRINCIPAL | 3,622,494.00 | - | - | 3,622,494.00 | 2,405,633.55 | 1,193,787.39 | 23,073.06 |
| 230 TEACHING | 50,532,808.00 | - | 5,250.00 | 50,538,058.00 | 26,870,277.07 | 23,710,598.87 | (42,817.94) |
| 235 PROFESSIONAL DEVELOPMENT | 93,100.00 | - | - | 93,100.00 | 67,199.78 | 25,900.00 | 0.22 |
| 250 DIGITAL LEARNING & MEDIA | 1,349,846.00 | - | - | 1,349,846.00 | 708,880.10 | 667,085.84 | (26,119.94) |
| 260 TECHNOLOGY | - | - | - | - | - | - | - |
| 270 GUIDANCE SERVICES | 2,249,075.00 | - | - | 2,249,075.00 | 1,131,376.00 | 1,067,533.29 | 50,165.71 |
| 280 EVALUATION & THERAPY SERVICES | 720,567.00 | - | - | 720,567.00 | 423,267.47 | 363,496.45 | (66,196.92) |
| 320 HEALTH SERVICES | 904,319.00 | - | - | 904,319.00 | 498,929.27 | 416,741.52 | (11,351.79) |
| 331 REGULAR TRANSPORTATION | 197,231.00 | - | - | 197,231.00 | 90,847.10 | 97,549.32 | 8,834.58 |
| 351 ATHLETICS | 380,947.00 | - | - | 380,947.00 | 323,612.33 | 57,058.59 | 276.08 |
| 352 OTHER STUDENT BODY ACTIVITIES | 134,392.00 | - | - | 134,392.00 | 94,056.74 | 40,335.26 | - |
| 360 BUILDING SECURITY | 48,366.00 | - | - | 48,366.00 | 48,366.00 | - | - |
| 411 CUSTODIAL SERVICES | 2,068,347.00 | - | - | 2,068,347.00 | 1,379,611.45 | 686,552.70 | 2,182.85 |
| TOTAL SCHOOL GENERAL FUND | 66,753,383.00 | - | 5,250.00 | 66,758,633.00 | 37,101,528.11 | 29,771,469.19 | (114,364.30) |

TOWN OF ANDOVER
YEAR-TO-DATE BUDGET REPORT
FY'19 GENERAL FUND EXPENSES

2/28/2019
FOR 2019

| | ORIGINAL APPROP | PY CARRYOVER | TRANFRS ADJSTMT | REVISED BUDGET | YTD EXPENDED | CY ENCUMBRANCES | UNENCUMBERED BUDGET |
|------------------------------------|--------------------|-----------------|--------------------|-------------------|---------------|--------------------|------------------------|
| <u>8 SCHOOL GENERAL FUND</u> | | | | | | | |
| 110 SCHOOL COMMITTEE | 34,800.00 | - | - | 34,800.00 | 15,423.51 | 19,324.00 | 52.49 |
| 111 LEGAL EXPENSES | 300,000.00 | 46,560.00 | - | 346,560.00 | 194,073.17 | 152,472.81 | 14.02 |
| 120 SUPERINTENDENT'S OFFICE | 49,800.00 | 13.38 | - | 49,813.38 | 43,194.15 | 6,570.47 | 48.76 |
| 123 OTHER DISTRICT ADMINISTRATION | | | - | - | | | - |
| 141 ASST SUPERINTENDENT OFFICE | 17,177.00 | 25.00 | - | 17,202.00 | 5,946.09 | 11,186.46 | 69.45 |
| 142 HUMAN RESOURCES | 179,350.00 | 1,000.00 | - | 180,350.00 | 69,364.05 | 110,933.62 | 52.33 |
| 143 BUSINESS OFFICE | 123,457.00 | 29,096.50 | - | 152,553.50 | 91,503.22 | 61,035.59 | 14.69 |
| 210 SUPERVISORY | 106,225.00 | 637.50 | - | 106,862.50 | 95,626.67 | 11,226.39 | 9.44 |
| 220 PRINCIPAL | 217,213.00 | 17,107.25 | - | 234,320.25 | 150,624.50 | 83,651.22 | 44.53 |
| 230 TEACHING | 1,313,893.00 | 50,985.06 | (5,250.00) | 1,359,628.06 | 887,177.96 | 472,374.74 | 75.36 |
| 235 PROFESSIONAL DEVELOPMENT | 363,526.00 | 30,039.86 | - | 393,565.86 | 297,832.81 | 95,636.90 | 96.15 |
| 240 TEXTS / EDUCATIONAL SOFTWARE | 525,752.00 | - | - | 525,752.00 | 504,795.91 | 20,892.48 | 63.61 |
| 250 DIGITAL LEARNING & MEDIA | 54,713.00 | - | - | 54,713.00 | 54,702.19 | 6,007.30 | (5,996.49) |
| 260 TECHNOLOGY | 134,211.00 | 1,435.73 | - | 135,646.73 | 46,477.61 | 89,153.81 | 15.31 |
| 270 GUIDANCE SERVICES | 16,700.00 | 158.94 | - | 16,858.94 | 1,525.48 | 15,333.00 | 0.46 |
| 280 EVALUATION & THERAPY SERVICES | 888,169.00 | 41,465.35 | - | 929,634.35 | 361,452.05 | 521,494.81 | 46,687.49 |
| 320 HEALTH SERVICES | 18,686.00 | 3,287.89 | - | 21,973.89 | 11,463.15 | 10,479.65 | 31.09 |
| 331 REGULAR TRANSPORTATION | 1,884,680.00 | - | - | 1,884,680.00 | 1,118,443.38 | 684,012.00 | 82,224.62 |
| 332 SPECIAL NEEDS TRANSPORTATION | 1,879,996.00 | 4,795.20 | - | 1,884,791.20 | 1,107,450.51 | 778,844.93 | (1,504.24) |
| 333 HOMELESS TRANSPORTATION | 40,000.00 | 916.71 | - | 40,916.71 | 31,769.17 | 31,230.83 | (22,083.29) |
| 351 ATHLETICS | 185,664.00 | - | - | 185,664.00 | 3,000.00 | 185,664.00 | (3,000.00) |
| 352 OTHER STUDENT BODY ACTIVITIES | 4,000.00 | 1,200.00 | - | 5,200.00 | 2,596.00 | 2,604.00 | - |
| 411 CUSTODIAL SERVICES | 155,295.00 | 2,092.88 | - | 157,387.88 | 121,586.72 | 35,760.14 | 41.02 |
| 412 BUILDING OPERATIONS | 1,306,500.00 | 20,196.55 | - | 1,326,696.55 | 536,763.81 | 783,432.76 | 6,499.98 |
| 521 MEDICARE, PTS & MISC BENEFITS | 969,229.00 | - | - | 969,229.00 | 646,241.77 | 322,987.23 | - |
| 730 EQUIPMENT | 0.00 | - | - | - | 599.00 | - | (599.00) |
| 910 PROGRAMS IN MASSACHUSETTS | 985,575.00 | - | - | 985,575.00 | 709,051.36 | 434,152.13 | (157,628.49) |
| 920 PROGRAM OUT OF STATE | 141,028.00 | - | - | 141,028.00 | 160,188.60 | 119,381.40 | (138,542.00) |
| 930 PROGRAMS OTHER THAN PUBLIC SCH | 2,725,667.00 | 58,954.16 | - | 2,784,621.16 | 2,019,240.25 | 254,309.77 | 511,071.14 |
| 931 RESIDENTIAL PLACEMENTS | 747,479.00 | 1,085.22 | - | 748,564.22 | 577,848.19 | 377,710.36 | (206,994.33) |
| 940 MEMBER COLLABORATIVE | 388,490.00 | - | - | 388,490.00 | 210,497.87 | 108,360.00 | 69,632.13 |
| TOTAL SCHOOL GENERAL FUND | 15,757,275.00 | 311,053.18 | (5,250.00) | 16,063,078.18 | 10,076,459.15 | 5,806,222.80 | 180,396.23 |

TOWN OF ANDOVER
 YEAR-TO-DATE BUDGET REPORT
 FY'19 FEE BASED REVOLVING FUNDS

2/28/2019
 FOR 2019

| | (1) ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | CY ENCUMBRANCES | UNENCUMBERED BUDGET |
|-------------------------------------|---------------------------|----------------------|-------------------|--------------|--------------------|------------------------|
| 4015 EARLY CHILDHOOD REV | 134,873.49 | 134,541.81 | 269,415.30 | 122,155.90 | 112,969.19 | 34,290.21 |
| 4150 ALL DAY KINDERGARTEN REVOLVING | 867,303.93 | 1,031,648.70 | 1,898,952.63 | 595,171.69 | 428,462.07 | 875,318.87 |
| 4200 ATHLETICS | 383.99 | 408,031.39 | 408,415.38 | 186,951.12 | 221,461.53 | 2.73 |
| 4210 EXTRA CURRICULAR REVOLVING | 45,567.27 | 246,424.37 | 291,991.64 | 232,377.60 | 13,800.00 | 45,814.04 |
| 4250 FOOD SERVICES | 189,308.97 | 1,593,255.72 | 1,782,564.69 | 1,613,135.27 | 241,253.56 | (71,824.14) |
| 4370 COLLINS CENTER REVOLVING | 49,508.83 | 122,860.00 | 172,368.83 | 112,213.48 | 11,456.61 | 48,698.74 |
| 4400 TRANSPORTATION REVOLVING | 278,405.37 | 378,405.00 | 656,810.37 | 376,004.76 | 1,400.00 | 279,405.61 |

(1) ORIGINAL APPROP represents fiscal year 2018 ending available balance

FY'19 CIRCUIT BREAKER

| | ORIGINAL APPROP | (2) TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | CY ENCUMBRANCES | UNENCUMBERED BUDGET |
|----------------------|--------------------|-----------------------------|-------------------|--------------|--------------------|------------------------|
| 3075 CIRCUIT BREAKER | 457,401.51 | 2,058,758.00 | 2,516,159.51 | 457,401.51 | 1,318,944.49 | 739,813.51 |

(2) TRANSFRS/ADJSTMTS represents projected circuit breaker revenue from the State for FY19.