

**Andover School Committee  
Regular Meeting  
Minutes of January 7, 2016**

**Members in Attendance:** Annie Gilbert, Paula Colby-Clements, Joel Blumstein, and Ted Teichert

**Others in Attendance:** Interim Superintendent Dr. Sheldon Berman, Assistant Superintendent Curriculum and Learning, Dr. Nancy Duclos, Assistant Superintendent of Administration and Finance Paul Szymanski, and AHS Liaison Tim Chen

**II. Regular Meeting**

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

Annie Gilbert called the Regular Meeting of the Andover School Committee to order at 7:00 P.M. The meeting began with a Moment of Silence followed by the Pledge of Allegiance led by Saumya Bowari, a 5<sup>th</sup> Grade student at Sanborn Elementary School. On behalf of the School Committee a Certificate of Appreciation was given to Sumy.

**B. Recognition/Communications**

1. Highlights around the District

Dr. Duclos recognized AHS Band Director, Catherine Hofius, AHS Band Director, Mark Mercer, and Orchestra Directors, Julie Diel and Brittany Kolodziel on the successful performances of Andover students chosen to perform with the Senior District Band, Orchestra, and Chorus at the Massachusetts Music Educators Association Northeastern Senior Festival in January

Dr. Berman reported on the launching of the Comprehensive facilities by MGT of American held this week. Representatives from MGT will be analyzing, evaluating site conditions, technology readiness and educational suitability of school buildings to determine the educational suitability and capacity of buildings to deliver a high quality instruction program. MGT is conducting the similar evaluations on Town buildings. The standards evaluate every single space including playgrounds and fields. Outcomes of the analysis will be shared upon completion of the evaluation.

The Middle School Math Parent Forum, to look at available math options for our students and to gather public input that will allow everyone a chance to participate in the discussion, will be held at the West Middle School on January 12, 2016.

At the beginning of the year, Dr. Berman said they needed to run some checks on the high school schedule to in several areas; AP classes, H-Block, collaboration of faculty, and, creating a dialogue among faculty that will bring people together. Phil Conrad, AHS Principal, provided an update on piloting H-Block, and using a 1/2 day to train a number of staff who will in turn train other staff. Principal Conrad, Professional Learning Groups, and Program Coordinators will look at groupings to see how they can make meaningful groupings. They are the process of retaining a consultant to assist with bringing the faculty together on issues to ensure they are all moving forward together.

Ted Teichert said they have been getting inquiries on different forms of communications, corresponding information for agendas and documents that should be made easily accessible for

the public to view prior to a School Committee Meeting. Annie Gilbert replied that if a document(s) isn't posted with the agenda, 99% of the time is because it is not ready but will be posted when it is. Ted would like to have more public forums on math options, recorded or shown live, and made available. Andover TV is not always to staff all events.

C. **Public Input** (None)

D. **Response to Public Input** N/A

E. **New Business**

1. **FY-2017 Budget Overview**

Tonight's budget overview is just one step in the budget process, and will provide an overview of the drivers that impact the budget (enrollment, Special Education, English Language Learners, etc.). The purpose of the budget overview is to show the needs and decide what is most critical and how resources are allocated.

The Administrative Team and all School Principals have met several times to review budget costs across the district in a continuation of refining the budget number. This year, two public budget presentations will be held. On Wednesday, January 13<sup>th</sup> the Departments within the School Department will present their budgets, and on Thursday, January 14<sup>th</sup> the School House Budgets (elementary, middle, and high), will be presented and outline needs and desires. The team will continue to narrow and refine the budgets as they go along. After January 21, 2016, the regular budget public hearing required by law will be scheduled.

Paul Szymanski presented the FY-2017 Budget Development Overview beginning with the FY-17 Financial Summary. The Town Manager's budget recommendation is \$75,317,929 and is \$2,012,388 over the FY-16 budget or a 2.76% increase. The base budget of \$76,668,628 is \$3,372,037 over FY-16, leaving a gap of \$1,350,699. It is important to note that a portion of the \$900K increase in out-of-district expenses may be offset by the Circuit Breaker. The Town has a set formula in distributing budget dollars for Town/School based on a pre-set percentage of 56%/44%.

Special Education Out-of-District expenses are one of the most significant drivers of the budget. Amy Reese and Valerie Flynn shared information on factors that have impacted the Special Education budget including 'known expenses' such as anticipation of students graduating, those staying through age 22, and pro-rating those aging out.

With the number of new homes and apartment developments coming on line, they have projected significant increases in enrollment. This year, 114 more students than projected were enrolled at the elementary level without an increase in staff creating overcrowded classrooms. Next year, with the opening of a 200-apartment development, they expect Sanborn Elementary School to see an increase of 40 additional students. With the increase of additional students come additional expenses. Many of the incoming students have language barriers that will increase the cost of ELL services and Special Education costs.

Based on projected enrollments and anticipated service, increased staffing needed to stay in compliance for the elementary, middle and high school levels. Staffing to implement the new high schedule will require an additional 1.63 FTE's for Physical Education /Health, 0.73 FTE's for Foreign Language, and 0.33 FTE's for three Special Education Teachers. The 1:1 Program will require a .80 FTE in Digital Learning Specialists at Sanborn and South to increase the current Digital Learning Specialists to a full time position.

#### Operations:

Requesting a .50 FTE Custodial Supervisor to supervision to support the buildings and oversee custodial work.

We will not be able to afford all of the requests in the FY-2017 preliminary budget and will need to determine priorities, make choices and look at areas where we can reorganize; although some items are legal requirements and some discretionary.

#### 2. December Financials

Paul Szymanski shared an update of the December financials and are still projecting a gap but believe as they move along in time with leave of absences, retirements, etc., and making finely tuned adjustments, their expectation is to have a balanced budget by the end of the year. If it appears at any time that there will be a budget deficit, the budget will be frozen.

#### F. Education

##### 1. Coordinated Program Review Update (CPR)

Amy Reese reviewed the status of the CPR. The plan was approved by DESE in the Fall of 2015 and as part of the corrective action plan, DESE sets up three progress reporting actions for Andover to complete and all three of the corrective actions were completed by October of 2015 and have been accepted by DESE.

Valerie Flynn reported on the action steps to ensure special education compliance in the corrective action plan is implemented. They looked at the infrastructure to support continued compliance and have created a procedural manual for staff to provide consistency at all levels and once fully reviewed, will become a living document on the APS website. The parent manual will be compared with the staff manual to ensure they are in sync and then made available on the website for all parents to access. Building a strong infrastructure and addressing capacity will be addressed through professional development opportunities by having a staff with more training in research methodology.

Dr. Duclos reported on the status of Civil Rights and actions steps taken for compliance. Training for faculty and staff to further their understanding of gender identity and restraint laws and protocols was accomplished by having staff view a video and signing off electronically. There were certain items in our action plan such as translation protocols that necessitates documents requiring a parent signature of a parent who does not speak English, be translated into that language.

F. Education (Cont'd)

1. Coordinated Program Review Update (CPR) (Cont'd)

2. Class Size Enrollment Analysis Update (See Handout)

AHS Principal Phil Conrad and Director of Guidance Aixa de Kelley, provided information on class size and enrollment data for the last five years noting that enrollment has held steady at 1,783 students, although they do predict enrollment to be closer to 1800 students next year. Dr. Berman said the projections based on the rollover would increase the high school population by 40+ students. A review of departmental FTE's and student class averages showed most classes have 26 students or below although Science classes stays consistent due to OSHA requirements. An additional 63 course sections were added between 2011 and 2015.

Ted Teichert asked if the number of Andover students enrolled in private schools this year increased. Dr. Berman said a market analysis is being conducted to determine the percentage of our student population by grade level who attend our schools, the data is not fully completed but it looks like there has not been a change.

G. Consent Agenda

1. Warrants: Expense Warrant: SW1613, Payroll Warrants: 16S028, 16S027, and 16S026

Ted Teichert moved that the Andover School Committee vote to approve the Consent Agenda as presented. The motion was seconded by Paula Colby-Clements and voted 4-0 to approve.

III. Adjournment

At 9:40 P.M. on a motion by Joel Blumstein and seconded by Ted Teichert, the Andover School Committee voted to adjourn. Roll call: A. Gilbert-Y, P. Colby-Clements-Y, J. Blumstein-Y, and T. Teichert-Y.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary

Documents: Coordinated Program Review Update  
AHS Classroom Enrollment