

**School Committee Workshop
Minutes of December 18, 2018**

Members in Attendance: Chair, Shannon Scully, Vice-Chair, Paul Murphy, Joel Blumstein, Susan McCready, and Tracey Spruce.

Others in Attendance: Superintendent Berman, Assistant Superintendent Paul Szymanski, Assistant Superintendent for Student Services Dr. Sara Stetson, and Assistant Superintendent for Teaching and Learning Sandy Trach.

I. School Committee Workshop

A. Call to Order and Opening Ceremonies

Shannon Scully called the School Committee to order at 8:07 A.M. in the 2nd floor Meeting Room located in the Town Offices. The meeting began with a Moment of Silence followed by the Salute to the Flag.

B. Review of 2020 Proposed Budget

Dr. Berman distributed the FY2020 School Budget Development information to the Committee and provided a review of the proposed budget for FY-2020.

FY-2019 Budget	\$ 82,510,658
FY2020 Level Service Budget	\$ 85,815,609

Textbook Addition	\$ 220,000
Increase base allocation	\$ 3,524,951
Critical Additions:	<u>\$ 172,593</u>
Additional proposed for FY2020	<u>\$ 3,697,544</u>

The following budget items were presented and discussed:

- FY2020 Budget Drivers – some contractual items increased to \$100,0000
 - Annual salary increases per negotiated agreements
 - Increase in stipends (IAs who are RBTs or Literacy Tutors, \$28,500)
 - Medicare Benefits increase of (\$46,681)
 - Special Education Summer School (\$50,000)
 - Bus contracts have increased slightly: Regular Education (\$66,608)
 - Special Education Transportation (\$115,237)
 - Moving the remaining \$220,000 for textbooks into the operating budget from the CIP
 - Rate increase for out-of-district placements (\$172,354)
 - Instructional Assistants FTE Status: 235 IAs; 24% full time, 50% close to full time, and 15 FTEs have been added to the budget, not including the additional 15 FTE increase in time.
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- Graph of Out of District Expenditures shows a projection of \$6,404,153 adjusted for inflation; close to the expenditures for 2014, 2015 and 2016.

- Assessments for all levels for (DIBELS and NWEA) projected to be \$42,755.17 for FY20.
- Literacy Curriculum Purchases and Implementation for K-5 projected at \$494,693 for FY20.
- Textbook purchases include Fountas & Pinnell Kits for K-2, Assessments Materials for Grades K-5, Classroom Libraries for K-5, and professional development for teachers to implement the program.
- Instructional Software and Instructional Materials are projected at \$229,976 an increase of \$6,884 from FY-19.

Shannon asked for an explanation of how text book money being moved from the CIP would be used, and whether those purchases can be put off a year. Dr. Berman and Assistant Superintendent Trach explained how the text books purchase fits within the literacy curriculum and multi-year professional development plan. Teachers need to learn the core-strategies of the program in order to implement the curriculum. Dr. Berman is proposing a \$14,000 increase over FY19 for the continuation of the investment in literacy, and teaching kids how to read. Textbook purchases to invest in classroom libraries are important to provide the leveled books students needed for social studies, science, and literacy that will support all K-5 students.

Digital Learning FY20 Budget Proposal: funds have been reallocated from the 230 school accounts into the Digital Learning Account that will provide improved oversight.

Other Budget Driver areas include: increased funds for a part-time nurse, a Portal Curator, Learning Management System, expansion of AHS Programs, a School Psychologist, additional funding for the Athletic and Performing Arts Program, additional classroom furniture, and further reduction in full-day Kindergarten Revolving Account for the next meeting.

Rita Casper, Director of Nursing, has applied for an Entitlement Grant which could possibly be used to cover the cost of a part-time nurse.

A second review of the budget numbers will be conducted to draw out possible savings and ensure all expenses are identified.

Shannon feels it is unrealistic to ask the Town for an additional 4.8% when we knew three years ago that this year's budget would be used towards the increase of student time. She asked if there is confidence in the projected salary line items. Paul Szymanski said it was important to provide what we have for filled and unfilled staff positions which will continue to change due to the dynamics in the system. He also noted that the number of retirements is lower than usual.

The FY2020 Budget Development will be posted on the website www.aps1.net

C. Discussion on School Policy:

Mike Gilbert of the Massachusetts Association of School Committees, has provided support to the School Committee for many years (especially in the area of policy) and who is retiring this year, was recognized by the School Committee for his guidance and support.

Mr. Gilbert explained that the process for the Policy Manual which will be compiled and sent out to be entered as a data base and live on the servers of the 3rd party provider. There will be a link on the MASC website with a link on the APS website for online access to the policy manual; policies will be word and phrase searchable and include hyperlinks. It is a requirement that a hard copy of the policies be kept in the Superintendent's Office at all times. Updates from MASC are not automatically updated online, the School Committee has to decide first if they want the changes updated to their online policy.

Discussion: Sexual Harassment Policy (ACAB) and Public Participation in School Committee Meetings (BEDH)

First Reading.

Tracey Spruce spoke about Andover's standard Sexual Harassment Policy ACAB noting that it does not include sexual assault. There is a process described of how to address a concern (conciliation of both parties); however, Tracey does not feel that would be an appropriate path for sexual assault, and the draft does not specifically describe the details of that process and suggested due process protections be asserted in all situations. In addition, she suggested changing the title of Grievance Officer and should provide an understanding of the training individuals have received. Tracy provided a copy of her proposed revisions.

Mike Gilbert explained that Sexual Assault /Sexual Violence is a criminal issue which is automatically required to report further 'up the chain' and different from Sexual Harassment which is a civil issue. Grievance Officer is a consistent title used across the State. Every system has 2 officers, a male and a female. Student welfare includes using a 51a for a sexual harassment. There is an informal process for lower level incidents and a more formal process for higher level incidents, and clearly indicates that a witness has to have witnessed an act, not a reaction. Respondent also needs to know whom the grievance officer would be speaking to. The training for grievance offices is provided by outside agencies, sometimes from ASCD.

Discussion on proposed revisions to the School Policy for incidents that occur off school premises that affect student(s) within the school environment will be investigated under the school policy (make sure we are not using words that would desensitize people from coming forward). Establish two different paths that could be taken, and for the more serious offenses, you don't have to go through the less formal process first. Removal of words 'we' and 'our'. Don't cross-reference with the text, cross-reference at bottom of page.

Mike Gilbert said retaliation should be its own process with different processes depending upon the scenario. He suggested school administrators work with an attorney to develop the

terminology.

Joel Blumstein recommended deleting Policy GBBA – Harassment Prevention and Response.

The School Committee will discuss the revised ACAB policy at their meeting on January 10, 2019.

Public Comment Policy

Shannon explained that the Andover School Committee Public Comment Policy BEDH uses language from MASC policy that is common across Massachusetts. Some of this language was cited as potentially problematic by a Superior Court judge in a law suit brought against the Natick School Committee. The ruling impacts Natick only, but Andover may want to consider revisions to policy BEDH even while the Natick case continues to be adjudicated.

The Committee asked Mr. Gilbert about the lawsuit in Natick. Mr. Gilbert pointed out that Natick added items to their public comment policy beyond MASC policy. He thinks Natick will appeal the court ruling as a First Amendment Issue; the judge implied that anything in the scope of the School Committee's purview is fodder for comment. School Committee members and the Superintendent are considered public officials and the standard for libel is higher. He does not suggest changing the policy now, but to beware of outrageous comments, the 3-minute rule is not an issue as long as we are consistent with the process.

The School Committee discussed how policy BEDH could be improved, and whether or not there was a desire to make changes prior to a final ruling in the Natick case. Shannon noted the policy could be clearer in allowing public comment on all subjects under the purview of the Committee, including the Superintendent and his professional actions. The Committee agreed consideration of changes would be beneficial in the near-term. Joel said he would work on revisions to policy BEDH and develop a proposal for discussion at a January Committee meeting.

D. Adjournment

At 10:10 A.M. on a motion by Susan McCready and seconded by Joel Blumstein, the School Committee voted 5-0 to adjourn the December 18th 2018 workshop.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: FY2020 School Department Budget Development