

ANDOVER SCHOOL COMMITTEE
Budget Meeting
Minutes of January 12, 2017

Members in Attendance: Chair, Joel Blumstein, Vice-Chair, Susan McCready, Ted Teichert, Shannon Scully, and Paul Murphy

Others in Attendance: Superintendent Dr. Sheldon Berman, Assistant Superintendent of Finance and Administration, Paul Szymanski, Assistant Superintendent Nancy A. Duclos, Ph.D., and Vishvesh Kaul AHS Student Government Liaison.

1. Regular Meeting:

A. Call to Order – Opening Ceremonies

Chairman Blumstein opened the meeting at 7:00 P.M. followed by a Moment of Silence and Pledge of Allegiance.

B. New Business

1. Budget Presentations – Department Presentations

Paul Szymanski, Assistant Superintendent of Finance & Administration and Candace Hall, Director Human Resources

Mr. Szymanski is responsible for a number of departments and operational units including the Custodial Unit encompassing 40 custodians who maintain services at 10 schools, Central Office, and the TOPS Program. A request has been submitted this year for a Custodial Supervisor to oversee management issues and the operational side of custodial services for Town and School facilities; the cost of which will be shared with the Town. The School Department is requesting support from the School Committee for the .5 position in the amount of \$35,000. The Custodial Supervisor will coordinate with school principals to oversee the day-to-day operations. The job description will be configured in such a way that when needed they can assist with tasks as well as supervising.

Human Resources: Candace Hall, Director of Human Resources provided an overview of the size and scope of work the Human Resources is responsible for, acting as a shared resource for Town and School, servicing approximately 3,000 people not including applicants that apply for positions. This year's budget requests includes \$20,600.00 for a new NEOGOV Applicant Tracking System which interfaces with MUNIS.

The Human Resource Department has a goal to diversify staff across the District to ensure our leaders understand the complex issues that need to be addressed to make Andover and our schools welcoming for all, and the FY-18 Professional development account in the amount of \$30,775.00 is dedicated to this effort. The total FY-18 Budget request of \$190,025.00 is an increase of \$27,875 over FY-17. Although Human Resources has invested a good deal of time and dollars in technology, they need more resources to gather and interpret data and improve upon what we do today to move the system forward.

Public Records requests. Mr. Szymanski reported on the higher than usual number of public requests that are consuming a significant amount of staff time with no compensation (unfunded mandate). They have a response time limit and due to compliance issues, require the redaction of information that should not be revealed. Example: a request was received to provide the background and training of 60 staff members. This will take an in-depth review of each person's personnel file and to produce the documents.

Information Technology: Paul Puzzanghera, Chief Information Officer of Technology, gave a brief overview of the classroom technology upgrades from FY-2013 through FY-2018. The demand for IT Service has grown considerably and next year we will have close to 7,000 users requiring support and technical service. Students who use BYOD need to access the internet and require support. Our technicians are responsible for four times the industry average for support. Staffing requests for FY-2018 include: Two Technical Support Resources, a Platform Engineer, and a Business Solutions Architect; for a total of one net headcount increase in a cost range of \$20-40K. These requests fall under the Town's budget, but Mr. Puzzanghera is asking for the School Committee's support of this request

Capital Budget Summary: Technology is requesting \$436,031 to cover the Annual Staff Fleet Refresh and Student Fleet Refresh. Additional requests include \$336,647 for Elementary Projector Refresh, \$100,000 to improve video conference capabilities for Town and School, \$300,000 for Safety and Communications Updates, \$300,000 for Redundant Fiber, Web Site Development \$30,000 and \$50,000 for Phase 2 of the Video Platform (the Town Manager has not approved this request). Town and School need to come together collectively to plan for sustainable technology funding.

The Information Technology Department is trying to increase productivity of their staff collectively and to change the amount of effort required to do everything. The only way to do this is by introducing technology and other kinds of tools. On the school side, they are working collaboratively to create a transforming learning experience for students, and moving to personalized blended learning, project based learning, etc. Technology is a force multiplier allowing us to deliver instruction in a dramatically different way at a much lower cost. We need to take all of the work done and meld it together with a brand new way of learning for students.

Digital Learning /Technology Support:

Joanne Najarian, Director of Digital Learning: This year's budget request includes a staffing increase of a .60 FTE Digital Learning Specialist (Sanborn/South), and 1.0 FTE Data Software person. Currently South and Sanborn share a Digital Learning Specialist and it is becoming increasingly difficult to support the two schools part-time. The .4 increase would provide a dedicated Learning Specialist at each school.

With the opening of the family portal in 2015, the School Application Team has seen a 43% increase in the number of users. The School Application Team manages over a dozen separate digital learning systems with a staff of 1.5 FTE. In addition technology is requesting \$86,000 for software procurement to support digital content delivered internally and externally, support consolidation and reducing overall cost by purchasing district licenses, and support full implementation of current pilots in Tiered Instruction and Tiered 2 Adaptive Math Programs and support digital delivery internally and externally.

APS Office of Ingenuity Updates: Steve Chinosi

Mr. Chinosi reported on the building out of a technology foundation and being prepared to launch new initiatives has allowed us to be ready for the next level. Analytic approach of data includes three tools: Partners, Projects, and Developing Professional Capacity that come in multiple formats (students/community/curriculum/instruction/decision-making/opportunity) and investing in communities (i.e. ACE, Schneider Electric and AYS). Since 2005 ACE has invested \$601,955.65 in our schools providing funding for innovative programs (Maker studios, Innovation Lab at AHS, Pathway Programs at AHS, Engineering at all three middle schools and visiting artists in K-12 as well as opportunities provided for kids). The opening of the Cormier Youth Center provided opportunities that were

instrumental in helping us expand learning opportunities for kids. Schneider Electric funded the entire cost of the Energy Boot camp working with analysis energy computers and creating an ecosystem of opportunity.

Assistant Superintendent:

All areas of support for English Language Learners (ELL), 504 plans, Professional Development, Curriculum and textbook support and instruction. Dr. Duclos works closely with Joanne Najarian and Dr. Stetson on many areas that are not considered regular education but instead education for all kids.

The ELL expense budget ELL presentation showed an additional.5 FTE's that Dr. Berman included in his presentation to support a projected 20% increase in our ELL population level. If the population increases we may have to request additional FTE's. The 504 Account in the amount of \$20,000 for FY-18 will cover hearing devices for students.

Professional Development: Budget request for 2018 includes \$170,000 for contracted services to cover additional literacy professional development for DIBELS and Reading, and to continue instruction and evaluation professional development with Research for Better Teaching (RBT), and to develop a relationship with an outside agency for professional development associated with social and emotional learning.

The cost of providing curriculum for the new High School Schedule is \$373,450 all of which has been earmarked from previous CIP amounts in FY-15, FY16, and FY17. General texts and digital subscriptions in the amount of \$519,000 is being requested through a warrant article and also included in the FY-18 budget under operations.

Student Services: Dr. Sara Stetson and Nancy Koch

A review of the goals that drive the Special Education Budget was provided in the handout. Student Services continues to provide services that are caring and culturally responsive, and includes rigorous curriculum, inclusive instruction, and a coordinated methodical approach to the identification and remediation of literacy needs through progress monitoring.

Enrollment Chart: There is great concern with the dramatic increase in mental health in our student population. A three year history of data shows our nurses are experiencing a lower number of clinical visits, a spike in anxiety, and increases in OCD and ADHD, and depression. There is an increase in the number of children on medication, and students identified with Autism.

Dr. Stetson provided information on a plan for reallocation and collaboration of resources. Her plan is to bring groups together (school psychologists, social workers, BCBA specialists, etc.) organized under a District Neuropsychologists who would provide peer supervision and look at a more central development of these professionals, deploy staff where they need to go, coordinate training, and clinical supervision, etc. A coordinated department will bring change, more efficiencies and cost savings as well as reallocation of funds, with no additional costs. The Neuro-psychologist would be a new hire with the cost covered through a reduction in contracted services.

At the Elementary level they would expand the LEAP Program to Grade 2 and add a 1.0 Speech-Language Pathologist, integrating the curriculum and using a co-treatment model in restructuring sound discrimination systems.

FY-18 Budget:

Dr. Berman talked about the changes in the Circuit Breaker reimbursement and costs, and provided a detailed explanation of the effect on the School budget going forward. He is recommending filling the budget gap through reserve funds (i.e. Free cash). The total OOD costs for 2014 was \$5.4M; 2015 was \$6.0M and in 2017 they budgeted \$6.5M; however the actual cost is projected to be \$6.7M creating a budget gap. Special Education is a volatile area and difficult to predict. The Circuit Breaker reimbursement of \$1.4M from the State for this year is not a sufficient amount because we did not get reimbursed for what we paid out.

We have a systemic problem that needs a long-term funding plan to build in a portion of the \$4.7M into the budget so we are logically working towards that number. Working this into our base budget is a better approach so we are not caught off guard. Having a conservative plan will provide funds for years that are more costly than others.

C. Consent Agenda

1. Warrants: Expense SW1718 and Payroll 17S028

On a motion by Susan McCready and seconded by Shannon Scully, the Andover School Committee voted 5-0 to approve the Consent Agenda as presented.

F. Adjournment

At 10:25 P.M. on a motion by Paul Murphy and seconded by Susan McCready, the Andover School Committee voted 5-0 to adjourn.

Respectfully submitted,

Dee DeLorenzo

Recording Secretary

Documents: Budget Presentations – available on APS website at www.aps1.net