
**SUPERINTENDENT OF SCHOOLS
GATEWAY REGIONAL SCHOOL DISTRICT**

Blandford Chester Huntington Middlefield Montgomery Russell

TO: School Committee
FROM: Dave Hopson & Stephanie Fisk
SUBJECT: Operational Considerations - FY'17 Budget
DATE: December 9, 2015
CC:

Based upon the school committee's vote at its November meeting for general expenditures in FY'17, the administration is making several operational recommendations. These recommendations are intended to minimize the impact of substantial budgetary reductions (\$400,000 to \$500,000) on student services while maintaining the integrity of district operations.

1. Change grade levels/schools by making elementary schools preK-5, creating a middle school for grades 6-8, and maintaining the high school as 9-12.
 - a. Elementary principal/assistant principal remain and can focus on two schools rather than 3.
 - b. Middle and High Schools share one principal and assistant principal and can focus on issues within the main building.
 - c. This allows for the elimination of the Middle School Office (which currently only serves two grade levels), adds 6th grade to the current Junior High (7 and 8) and returns it to a middle school model. This is a cost savings in office staff, copier, and supplies potentially without an unemployment cost.
 - d. This potentially allows for a reduction of one school bus.
2. That the position of Director of Pupil Services be retained as a full-time, 205 day position (a reduction from the current 260 day position).
3. That the position of Director of Academics be eliminated upon the retirement of Ms. Blocker (beginning July 1, this position would be a 205-day position) and the following changes be put into place to complete the current duties of that position:
 - a. The principals and assistant principals, working with teacher leaders, would take over curriculum responsibilities (this also requires that the elementary assistant principal be placed on the same contract as the HS assistant principal)
 - b. A 'Human Resources Support Position' be created. This support position would work directly with the superintendent, business manager and Superintendent's Administrative Assistant to:
 - i. Handle mandatory training requirements and reporting
 - ii. Handle new staff intakes and all duties related to staff leaving the district
 - iii. This position would handle staff certifications, highly qualified status, and assist with EPIMS reporting
 - iv. This position would track insurance requirements including affordable care provisions, qualifying for benefits, timesheets, FMLA, and sub calling

- v. This position would track professional development requirements, progress, and providing certificates of completing district PD offerings
 - vi. Develop, post, and complete all job posting requirements
 - c. That homeschooling, mentoring, CORI checks and fingerprinting, and school choice would all be under the auspices of the superintendent's administrative assistant with decisions regarding school choice, mentoring, and home education would be placed directly with the superintendent
 - d. That all tracking and grant work related to Title grants would be under the auspices of the Grant Writer as well as overall coordination of Professional Development with the development of professional development activities being the responsibility of the leadership team (this contract would change to a 205 day contract)
 - e. That student assessment and reporting for students would fall to the principals
2. That the positions in Technology be expanded to further distribute some of the responsibilities of managing the day-to-day operations and to assist in the ongoing increase in reporting requirements to both the state and federal governments.
 3. That all district buildings close at 9 p.m., allowing the district to save on security, custodial, maintenance, and utilities in future budgeting.