

**TO:** Naugatuck Valley Council of Governments  
**FROM:** District Management Group  
**DATE:** April 12, 2019  
**RE:** Phase 1.2 Technical Memo

District Management Group (DMGroup) is submitting this technical memo to the Naugatuck Valley Council of Governments (NVCOG) to conclude the data collection phase of the Advisability of Regionalizing Ansonia and Derby Public Schools study. DMGroup, along with Milone and Macbroom (MMI) and Silver / Petrucelli + Associates (SPA), has worked closely with Ansonia Public Schools (APS) and Derby Public Schools (DPS) to collect the relevant data to analyze throughout the advisability study. As of today, APS and DPS have provided the requested data below. DMGroup, MMI, and SPA may request additional data as needed while creating the Task I report due in Fall 2019.

The process for collecting data and an outline of the data collected are listed below.

### **Data Collection Process:**

#### **I. District Management Group**

DMGroup has collected financial, academic, and political data from both Ansonia and Derby Public Schools.

*Focus groups and interviews:* DMGroup conducted focus groups and interviews with stakeholders to discuss the benefits and drawbacks of regionalization as well as the political feasibility of regionalizing these two school districts. DMGroup conducted a full day of focus groups and interviews with district administrators, school administrators, school staff, students, Board of Education members, Board of Alderman members, and community members in each city. The Derby focus groups took place on February 11, 2019 and the Ansonia focus groups took place on March 29, 2019. In two cases, focus groups were rescheduled to alternate dates.

*Additional data collected:* DMGroup collected the following data from central office administrators in each district:

- Five years of district budgets, by line item, including the projected budget for the 2019-20 school year
- Five years of historic capital expenditure projects, including anticipated capital expenditure projects
- Five years of grants budgets, including Title funds
- 2018-19 school site budgets and professional development
- 2019-19 human resources staff list
- Five years of state test score student achievement data

- 2018-19 specialized program information, including special education, career and technical education, social-emotional, or other district specific programming available to students

This required administrators to pull information from their school information systems (SIS) and other data sources within in the district.

Finally, DMGroup collected public information from district websites, including union contracts, schedules and programs of study, policy documents, and achievement information.

## II. **Milone and Macbroom**

MMI recently conducted a long-range facilities planning study for Ansonia Public Schools, which included preparing enrollment projections. MMI requested and received permission to use the data and analysis from that study as part of this effort.

Following is the information that has been collected as part of the regionalization study:

- Population, household and housing data for Ansonia and Derby from the US Census and CT Department of Economic and Community Development and the CT Department of Public Health (CT DPH)
- APS and DPS total enrollment by grade for each of the past ten years from the CT State Department of Education and schools
- APS enrollment by resident address for 2012-13 through 2017-18 school years from APS
- DPS enrollment by resident address for 2018-2019 school year from DPS
- Completed birth data request from APS only; because we only received a completed request from Ansonia, we did not submit it to the CT DPH. Subsequently, the Department changed the protocol for requesting this sensitive information. Therefore, we do not expect to collect it. The data would have enabled us to georeference births in Ansonia and Derby to help analyze kindergarten enrollment trends at a neighborhood level and more accurately project enrollment at the elementary schools. However, projections can still be prepared with the summary birth data that we collected from CT DPH.
- Mapping of school sites, including parcels, topography, wetland soils and floodplains from CT DEEP GIS resources

## III. **Silver / Petrucelli + Associates**

Silver / Petrucelli + Associates (SPA) recently conducted a long-range facilities planning study for APS, gathering background building documentation, inputting plans, visiting schools and observing existing conditions, reviewing building systems with facility personnel.

For the regionalization study, SPA has performed some of the equivalent fact gathering tasks with the DPS, including:

- Request and collect background plans, files and information as available. *Some of the information provided has been rudimentary in nature, preventing the engineers and architects from developing a full understanding of plan layout, spaces, square footages, and program needs.*
- Analysis of background information provided.
- Field visits to all DPS on February 26th and 27th.
- Meet school staff and review existing conditions and systems.
- Develop preliminary list of needs and deficiencies.

**Next Steps:**

Over the coming months, DMGroup, MMI, and SPA will work to conduct analyses on the data outlined above and will put together the Task I advisability report in Fall 2019. DMGroup will report progress to the NVCOG and Temporary Regionalization School Study Committee (TRSSC) through bimonthly updates at TRSSC meetings.

For questions, please contact Sam Ribnick, Senior Director at DMGroup, at 877-362-3500 or [sribnick@dmgroupk12.com](mailto:sribnick@dmgroupk12.com).

