

**Andover School Committee  
Minutes – Regular Session - August 20, 2013**

*The following School Committee members were in attendance:*

Present: P. Colby-Clements, D. Fogue, A, Gilbert, B. L'Italien (remote), D. Birnbach (remote)  
Absent: No one  
Also present: Paul Szymanski, Marinel McGrath

**A. Call to Order**

D. Fogue called the meeting to order at 1:04 pm. He stated that David Birnbach and Barbara L'Italien would participate in the meeting remotely due to geographic distance.

**B. New Business**

**1. Policy Review & Revisions**

- a. **Meal Charge Policy** - M. McGrath indicated that the purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish uniform meal account procedures throughout the Andover Public Schools. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Andover Public Schools provides this policy as a courtesy to elementary and middle school students in the event that they forget or lose their lunch money. A. Gilbert asked why there is a "no charge" policy for high school students. M. McGrath responded that students at that age are deemed to be able to manage their lunch money. High School students are provided a basic lunch. A. Gilbert asked that this be made explicit in the policy. M. McGrath also indicated that if a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further follow-up action as needed, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced price meals. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

P. Colby-Clements moved that the Andover School Committee vote to approve the APS Meal Charge Policy as presented and with the clarification regarding charging at the high school made by A. Gilbert. B. L'Italien seconded.

*Roll Call Voice Vote due to remote participation - 5-0-0*

D. Birnbach (R) – Yes P. Colby-Clements – Yes D. Fogue – Yes A. Gilbert – Yes B. L'Italien (R) – Yes

- b. **Revision - Student Records Policy** – M. McGrath reviewed the three changes to update the policy. The changes are: (1) students records are readily accessible to "eligible" students, (2) notice of inclusion of information of student records in student handbooks, and (3) clarification that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers, except to the extent that such information constitutes "directory information" and is not the subject of written objection by a parent/eligible student.

Annie Gilbert asked for clarification of "directory information". M. McGrath responded that this does not refer to the information that school-based parent organizations publish for its membership. She explained that Massachusetts and FERPA **both** authorize the release of "directory information" to third persons/the public. She further explained that MA regulation provides that this type of information includes "a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class,

participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans". FERPA's definition is similar but expressly excludes SSI number and (in most instances) student ID number (these are implicitly excluded by MA regulations). This information can be provided to the public in programs at athletic contests or plays, to the newspaper, and to others.

Both 603 CMR and FERPA, however, require that the school annually notify parents and students of the types of information which the school considers "directory information" that this information will be made available publicly unless the student/parent opts out/objects in writing, and that they may opt out/object within a specified time frame. If there is a written objection, the specified information about that student cannot be disclosed. This notice is in student handbooks at each level. At the elementary and middle school levels, a parent must opt out must annually by September 15. At the high school, if a parent requests an "opt out" for a ninth grade student, it will remain in effect until the parent otherwise notifies the school.

Annie Gilbert moved that the Andover School Committee vote to approve the revisions to the APS Records Policy as presented. P. Colby-Clements seconded.

Roll Call Voice Vote due to remote participation - 5-0-0

D. Birnbach (R) – Yes P. Colby-Clements – Yes D. Fogue – Yes A. Gilbert – Yes B. L'Italien (R) – Yes

- c. **Revision - Acceptable Use Policies (AUPs) – Technology** - M. McGrath reviewed the changes to the policies and said the revisions update our policies to reflect current practice and use. The last update was 2003. All staff and students sign off on the AUP annually. The student AUP information is also contained in student handbooks and students/parents also have an annual sign off.

Paula Colby-Clements moved that the Andover School Committee vote to approve the revised APS policies entitled (1) "Acceptable Use Policy – Technology"; (2) "Acceptable Use Policy – Employees"; and (3) "Acceptable Use Policy – Students" as presented. B. L'Italien seconded.

Roll Call Voice Vote due to remote participation - 5-0-0

D. Birnbach (R) – Yes P. Colby-Clements – Yes D. Fogue – Yes A. Gilbert – Yes B. L'Italien (R) – Yes

2. **FY 14 Staffing Requests - M.** McGrath apprised the Committee of the need to hire 1.5 FTE teaching positions for inclusion in the FY 14 budget at an approximate cost of \$77,947 due to student programmatic needs and increases in enrollment at the elementary level. She stated that she expects to fund the positions through the existing budget and anticipated savings from retirements and leaves of absence that were submitted since August 1.

Annie Gilbert moved that the Andover School Committee vote to approve 1.50 FTE teaching positions totaling \$77, 947 for inclusion in the FY 14 budget. P. Colby-Clements seconded.

Roll Call Voice Vote due to remote participation - 5-0-0

D. Birnbach (R) – Yes P. Colby-Clements – Yes D. Fogue – Yes A. Gilbert – Yes B. L'Italien (R) – Yes

**C. Old Business**

1. **Update on Doherty and West Middle School Construction Projects** - D. Fogue and P. Szymanski updated the committee on the status of the two projects. P. Colby-Clements asked if both schools would be able to open on August 26. P. Szymanski responded that the schools will open on schedule although work will continue after school hours and on the weekends until the projects are complete. R. Wilson will send a notice home to parents with the new traffic pattern for the opening of school. The traffic map will also be posted on the school and district websites. Both D. Fogue and P. Szymanski recognized Ed Ataide, Acting Director of Plant and Facilities, the work crews, and Andover employees for a job well done.

**D. Consent Agenda**

Paula Colby-Clements moved that the Andover School Committee vote to approve the consent agenda as presented. A. Gilbert seconded.

Roll Call Voice Vote due to remote participation - 5-0-0

D. Birnbach (R) – Yes    P. Colby-Clements – Yes    D. Fogue – Yes    A. Gilbert – Yes    B. L’Italien (R) – Yes

D. Fogue asked if members had any other comments, questions, or topics they would like to discuss. B. L’Italien asked when the committee would discuss the charter school proposal brought forward by fellow member D. Birnbach. D. Fogue responded that the committee would discuss the matter after it is known whether or not the Department of Education approves the prospectus and it moves forward to the application process. D. Birnbach then updated the committee on the progress of his working group. He also indicated that his working group is scheduling two community forums on September 11 and 23 at 7 pm at Memorial Hall Library.

**E. Adjournment** - Paula Colby-Clements moved that the Andover School Committee adjourn. A. Gilbert seconded.

Roll Call Voice Vote due to remote participation - 5-0-0

D. Birnbach (R) – Yes    P. Colby-Clements – Yes    D. Fogue – Yes    A. Gilbert – Yes    B. L’Italien (R) – Yes

Respectfully submitted,

Marinel D. McGrath  
Acting Secretary