

**Andover School Committee Regular Meeting  
Minutes of April 30, 2015**

**Members in Attendance:** Annie Gilbert, Paula Colby-Clements, Joel Blumstein, Susan McCready, and Ted Teichert.

**Others in Attendance:** Dr. Marinel McGrath, Superintendent, Paul Szymanski, Assistant Superintendent Finance and Administration, Dr. Nancy Duclos, Assistant Superintendent for Teaching and Learning, AHS Liaison Jason Grosz

**I. Regular Meeting**

At 7:06 P.M. School Committee Chair Annie Gilbert called the School Committee Meeting to order.

**A. Recognition/Communications**

Congratulations to AHS Choir Music Teacher, Mark Mercer for being selected as the Rotary Club Teacher of the Year, School Committee Chair Annie Gilbert who has been selected as the Rotary Club's Citizen of the Year, and to Student of the Year, Caitlin Patten. Caitlin, Annie and Mark will be honored at the Rotary Club Citizen Recognition Dinner on Thursday, May 7<sup>th</sup>

Susan McCready recognized the Finance Committee for their dedication and diligence in performing a service and preparing the financial report for the Town. She also announced that Sal's Pizza is partnering with the Andover Coalition for Education for food and gift card sales during the month of May in support of Andover Public School's initiatives.

Joel Blumstein sent an email of a draft fact sheet to the School Committee and Dr. McGrath relating to budget questions that could arise at Town Meeting. School Committee members can send their feedback to Annie Gilbert and she will make changes as needed. The communication will be sent out on Friday, May 1<sup>st</sup> via Connect 5 and put on the School Website under the Spotlight section.

Annie Gilbert reported that she, Paul Szymanski, and Dr. McGrath attended the Finance Committee meeting this week at the invitation by Finance Chair Jon Stumpf, which turned out to be a very valuable discussion. In the end, the Finance Committee did not change their recommended school budget number but there was a range of opinions on how they personally felt. The thoughtfulness of the conversation was appreciated.

Annie Gilbert also reported that she and Dr. McGrath attended the Script Meeting with the Town Moderator to review the order of the warrants, procedural items, and the process for the vote on the school budget – Article 4 line item 13.

**B. Education**

**1. AHS – Democracy and Media Literacy Class--State House Update**

AHS Social Studies Teacher Mary Robb narrated a video of the presentation by the AHS students from her Democracy and Media Literacy Class who presented testimony on the value of Media Literacy Education and what it looks like to a Joint Committee on Education

## **1. AHS – Democracy and Media Literacy Class--State House Update (Cont'd)**

at the State House last fall. They were invited back this year to speak before additional members of the House on their Civic and Media Literacy classes, skills, projects, aspects of classroom discussions, gender, and impact of discussions in support of a bill for required civic classes.

## **2. Coordinated Program Review Update**

Amy Reese and Nancy Duclos updated the School Committee on the status of the Coordinated Program Review's Corrective Action Plan that is submitted to and reviewed by DESE. Progress has been made in all three areas: special education, civil rights and English language learners. The District has one year from the date of issuing the final CPR Report to complete any necessary corrective actions. Nancy Duclos reported that the first progress report was submitted on February 27<sup>th</sup> and the second progress report will be submitted by May 27<sup>th</sup>, with the third and final progress report due date of September 10<sup>th</sup> with a completion date of October 17<sup>th</sup>. Each time a progress report is presented DESE sends a response and action items if needed. If the progress report is approved it means the corrective actions have been completed.

Originally, 24 areas were listed for corrective action and 19 of those were approved with 5 areas partially approved. The written procedures and tracking systems for all 24 items were approved but have components that have to be completed by the submission date of the second progress report. Two of the five items are case related and could not be completed due to snow day so the meetings were rescheduled and the items completed and uploaded to DESE.

Amy Reese reported that five Special Education areas were partially approved (2 were case related and meetings had to be rescheduled due to snow days); sensory needs were added to the Autism checklist, and proof of guardianship was needed one student case. Due to confidentiality reasons, progress reports are not posted on line. After October 17 and in complete compliance, DESE may make a site visit or they may wait for the Special Education mid-year review next year. The three areas completed and in compliance include: SE40-Instructional Grouping, SE41 Age Span, and SE51 Licensure. Discussion on compliance and policies with the three new Middle School ETF Heads and the Management Tracking Systems has been completed.

Nancy Duclos reported there were 15 items included in the Civil Rights Section in the Corrective Action Plan. Three of those items have been completely approved by DESE and the remaining 12 were partially approved items that required word changes (i.e. gender identity) in all policies and student handbooks. Clearly defined procedures on what non-discrimination is were established and waiting approval by DESE. A yearly review of all procedures will be conducted between now and September and the evidence will be the teacher sign-in sheets and agendas. The best time to hold the trainings is over the first two teacher workshop days at the beginning of the school year. 'Brain Shark', which is a software tool, provides confirmation that teachers have watched the video(s) on line.

## **2. Coordinated Program Review Update (Cont'd)**

The ELL Report (English Language Learners) is separate from the Special Ed and Civil Rights Report and submitted under a different timeline. The ELL Report is uploaded through the DESE portal and contains a checklist for student files, alerts for translations, and the important documents that have to be translated. The ELL Report was submitted on April 10<sup>th</sup> and we are awaiting the results.

### **C. New Business**

#### **1. Transitional Leader (Interim Superintendent) Search Process**

Candace Hall, HR Director coordinated a meeting between the School Committee and Glenn Koocher from MASC who provided an overview on the process of choosing a successor superintendent. Lyle Kirtman, Future Management Systems, has been working with the Andover Leadership Team for several years and has also conducted several executive searches. He will be conduct a series of focus group meetings for the APS Leadership team, School Committee, and AEA to gather input and determine the key competencies candidates should have.

The notification of the Superintendent vacancy was posted with the Mass Association of School Superintendents, and the Mass Association of School Committees on April 13<sup>th</sup>. A Preliminary Screening Committee appointed by the School Committee will review resumes and bring forward two or three candidates as finalists. The finalists will be interviewed in open session with the hope of appointing a Transitional Leader by June 11<sup>th</sup>.

Next steps: Post the notice for the opportunity to serve on the Preliminary Search Committee with a May 15th response deadline.

Superintendent McGrath reported on the Interim Student Services Director Search. She has been in contact with several people and is meeting with a candidate next week. The Interim Superintendent will appoint the Student Services Director effective for July 1, 2016.

#### **2. Policy Update: JFE - School Attendance: Admission, Withdrawals, Exclusions, and Exemptions**

As a member of the Policy Subcommittee, Paula Colby-Clements explained the policy updates due to the recent changes in the law. The updates include:

- (1) updates policies so they are current with recent changes to the law;
- (2) the policies originate and are verbatim from 603 CMR 26.01, 26.02, and 26.03 (the state regulation entitled :Access to Equal Educational Opportunity”), and
- (3) combines Policies JFE-1; JFE-2; JFC; and JHD into one policy for ease of reference.

Paula Colby-Clements moved that the Andover School Committee vote to approve the revised APS Policy entitled “School Attendance: Admission, Withdrawals, Exclusions, and Exemptions, as presented. The motion was seconded by Joel Blumstein and voted 5-0 to approve.

**D. Old Business**

**1. 2014-2015 School Year - Last Day of School**

Paula Colby-Clements moved that the Andover School Committee vote to approve June 24, 2015 as the 180<sup>th</sup> day of school for students and June 25, 2015 as the 184<sup>th</sup> day of school for teachers barring any unforeseen inclement weather or unanticipated circumstances which would require the superintendent to close the schools. The motion was seconded by Ted Teichert and unanimously voted to approve.

**2. FY 2015 Special Education Quarterly Report**

Paula Colby-Clements reported that the total budget for Spec Education is \$6,117,187 with a deficit of \$456,355 with funds coming out of the reserve fund. The information was shared with Finance Committee members Janie Moffit and Greg Serraro who felt the third quarter report was very transparent. The deficit is due to caseloads and student needs that have to be met. There is also an increase of ten students in the third quarter.

**E. Consent Agenda**

**1. Warrants:**

**2. Minutes March 5, 2015 Executive Session and Open Session Minutes**

March 31, 2015 Budget Workshop Minutes

April 15, 2015 Budget Workshop Minutes

Paula Colby-Clements moved that the Andover School Committee vote to approve the Consent Agenda as presented. The motion was seconded by Joel Blumstein and 5-0 to approve.

**II. Adjournment**

At 9:31 P.M. on a motion by Paula Colby-Clements and seconded by Susan McGreavey, the Andover School Committee voted to adjourn. Roll call: P. Colby-Clements-Y, J. Blumstein-Y, S. McCready-Y, T. Teichert-Y, and A. Gilbert-Y.

Respectfully submitted,

Dee DeLorenzo  
Recording Secretary  
Documents: