

Susan McCready moved that the Andover School Committee vote to approve the identified major changes as well as the proposed Student Demonstrations Section in the AHS Handbook as presented and amended. The motion was seconded by Tracey Spruce and voted 5-0 to approve.

2. APS Performing Arts Directors' Handbook

The Committee has reviewed the proposed Performing Arts Directors' Handbook. The handbook mirrors the Athletic Coach's Handbook with procedures and expectations. Newly appointed Fine Arts Director, Sean Walsh, will present the Handbook to the Directors and Instructors to sign and a performance evaluation will soon be included. The handbook was collaboratively developed and applies district-wide and not exclusively to AHS.

Questions/Suggested Changes: It was suggested to include a basic applicability statement in the first paragraph making clear that it applies district-wide and removing references to AHS within the Handbook. Under complaint procedure #5, include the footnote in the itemized print.

Shannon Scully moved that the Andover School Committee vote to approve the proposed APS Performing Arts Directors' Handbook as presented and amended. The motion was seconded by Susan McCready and voted 5-0 to approve.

E. Continuing Business

1. End of Year Financials

Paul Szymanski reported that the Business Office has been working tirelessly on finishing up FY19 account information.

The expense encumbrances and financials are currently in process and should be available by the beginning of August. The expectation is that all funds will be fully expended with no funds being returned to the Town. The revolving account for Kindergarten is ending the year where expected, and the Circuit Breaker Revolving Account is expected to have a balance of \$1M.

2. Budget Transfer Request

School Accountant Janet Wright and Assistant Superintendent Paul Szymanski have requested approval from the School Committee to transfer \$19,362.63 in unencumbered funds from the salary account to offset negative General Expense balances. The request is consistent with SC Policy DBJ, Budget Transfer Authority.

On a motion by Tracey Spruce and seconded by Susan McCready, the Andover School Committee voted 5-0 to approve a request by the Business Office to transfer unencumbered funds of \$19,362.63 from the salary account to offset negative general expense balances as needed.

3. School Start Time Update

An update of the School Start Time process was provided by Sandy Trach. The School Start Time Surveys were electronically sent to parents, students, and staff in June of 2019. The survey has been closed and the responses will be reviewed to see where to go from here.

Sandy Trach reported that 1,340 respondents were students; 1,423 were parents/guardians for Grades 4-12; and, there were 347 respondents from faculty. Sandy briefly reviewed the responses. There was a consensus that a more detailed analysis of the responses would be helpful.

The Massachusetts Association of Pupil Transportation Report on Analysis of Pupil Transportation for Andover is available in the School Committee Dropbox for review. The Start Time Committee is considering an additional RFP to further investigate transportation/bus route analysis at a deeper level.

G. New Business

1. Enrollment Update

The Superintendent provided an update on enrollment for the 2019-20 school year. Currently, the elementary enrollment has dropped but additional students are expected to enroll, especially for the Kindergarten, in the weeks going forward. The large 5th grade has now moved to the middle schools allowing for a reduction of two staff members. Enrollment numbers are on target for the middle and high schools.

2. Attendance Analysis

The Superintendent reported on the comparison data for student and faculty attendance rates for this year to last year by school, level and district. A great deal of time was spent on analyzing attendance but last year was an unusual year because school went until June 29th and included two Saturdays. The faculty attendance does not include teachers who are out on long-term leave. On average, faculty are out of school about 7-8 days a year.

The attendance analysis for students for the 2017-18 school year showed as 95.7% attending and in 2018-19 school year increased to 96.1%. The number of students chronically absent was about 120 (missing 18 days). The most significant change was at AHS which was at 12.3% and reduced to 7% this year which is attributed to the two Saturday' school days in 2017-2018.

3. Preliminary Legal Costs Analysis

A preliminary legal costs analysis provided to the School Committee showed expenses to be much lower than in recent years. This year, \$300K was budgeted but the actual cost came in at \$275,000; the overall trend is positive. The total cost for Public Records Requests is \$36,000, and had we not had a Records Officer, the cost would have been higher. Joel requested that all the legal costanalyses be posted. The Special Education Legal Costs beginning with FY-2015 (total of \$150,000) to FY-19 (total of \$89,687) has consistently declined year to year.

4 Benefits for new "Independent" Employees

Candace Hall, HR Director, and Joel Blumstein drafted a document proposing a package of benefits for new "Independent" employees in the APS district beginning on July 1, 2019. Joel Blumstein said that under School Committee Policy GDB the School Committee sets the rate of pay for non-exempt staff that are not covered by bargaining units. The benefit package before the Committee are for new non-union, non-exempt staff hired as of July 1, 2019 . Existing "independent" employees have individual contracts for FY20 which largely grandfathered in the benefits they received under previous agreements.

Each employee will receive a separate letter of employment. This is not changing the salary scales, just the benefits for new employees effective July 1, 2019.

The School Committee discussed the benefit proposal as presented for the Independent Employees. Additional research on several items is needed. Joel will work with Candace Hall on revisions to the document and report back at the next School Committee meeting.

H. Consent Agenda

1. Warrants: Expense: SW1931, SW1931A; SW2001. Payroll: 20S003, 20S001, 20S002

2. Minutes: None

3. Grants/Donations to District: \$5,000 grant for books for reading program

Susan McCreedy moved to approve the Consent Agenda as presented. Paul Murphy seconded the motion and the Committee voted 5-0 to approve.

I. Adjournment

At 9: 42 P.M. on a motion by Susan McCreedy and seconded by Tracey Spruce, the Andover School Committee voted 5-0 to adjourn the meeting of July 17, 2019.

Respectfully submitted

Dee DeLorenzo

Recording Secretary

Documents: Enrollment Analysis as of 7/17/19
2019 General Fund Salary Report