



ANDOVER SCHOOL COMMITTEE

SC ROOM Key: I.O. = Information Only; A.R. = Action Request

THURSDAY, FEBRUARY 25, 2021

Virtual Open Meeting Broadcast by AndoverTV

Comcast Channel 99, Verizon Channel 43 or streamed: www.andovertv.org

Public Participation

Public Input should follow School Committee [policy BEDH](#) *Public Comment at School Committee Meetings* and [policy BEDH-E](#) *Guidelines for Public Comment*.

<p>Public input via email: scremote@andoverma.us <i>please include name and address along with comments</i></p>	<p>Public input via live video: Registration link</p>
<p>Members of the public who wish to provide written Public Input, or to provide comment or ask a question on a particular agenda item can do so by sending email to the above email address. The public is encouraged to email questions ahead of time, and we will do our best to relay questions received during the meeting to the School Committee.</p>	<p>The Committee is piloting a method for members of the public to provide live video comment during the Public Input portion of the agenda. To participate via video, you must register in advance and the meeting administrator will move you from a WebEx lobby into the main meeting at the appropriate time. To participate in this way, please register using the above link.</p>

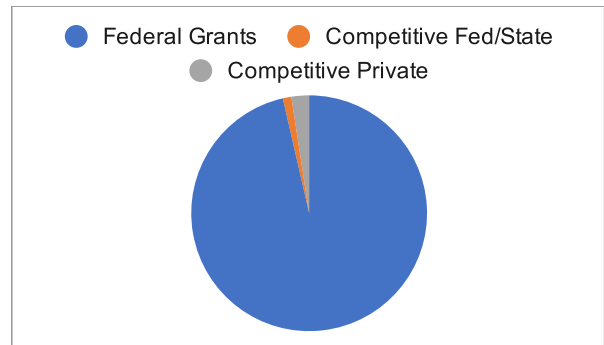
- I. School Committee Meeting – Call to Order **6:00PM**
Executive Session: Meet in Executive Session pursuant to G.L. chapter 30A, section 21(a), purpose (3) to discuss strategy with respect to bargaining with unionize personnel, namely the Andover Education Association (AEA) Unit A because an open session may have a detrimental effect on the litigating position of the Committee. The Committee will reconvene in regular session at approximately 7PM.

- II. Regular Meeting Resumes – Moment of Silence **7:00PM**
 - A. Recognitions/Communications I.O.
 - B. Public Input: General Topics
 - C. Response to Public Input
 - D. Education
 - 1. Learning Models (Hybrid/Remote/In-Person)
 - a. General updates including health & safety I.O.
 - b. Modified in-person learning plan for K/1 students A.R.
 - c. Public Input: K/1 learning plan I.O.
 - E. Continuing Business
 - 1. FY21 budget: short term repurposing A.R.
 - 2. FY22 budget update I.O.
 - F. Consent Agenda A.R.
 - 1. Grants/Donations to District:
 - 2. SC Meeting Minutes – January 7th, January 21st, January 28th workshop
 - G. Adjournment A.R.

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Regular School Committee Meeting will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public body and/or parties with a right and/or requirement to attend this meeting can be found on the Town website. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Andover public access television (Comcast Channel 99, Verizon Channel 43) or streamed on the Andover TV Education Channel at www.andovertv.org. Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the AndoverTV website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.

FY21 Andover Public Schools Grants and Contributions

School Committee Meeting Date
February 25, 2021



		Budget
Grants for School Committee Approval		
Sanborn	Gifts & Grants Thermo Fisher Employee	\$60
Sanborn	Alliance Energy LLC	\$500
AHS	Private donation for Rocket Club	\$975
AHS	AHS PAC for Environmental Club	\$475
		<u>\$2,010</u>

		Budget
Competitive Federal/State Grants		
District	DESE: FY21 Summer and Vacation Learning Program Grant for EL students	\$12,000
District	DESE: Special Education Program Improvement (247)	\$40,952
District	DESE: Hate Crime Prevention	\$55,322
		<u>\$108,274</u>

Competitive Private Grants Gifts and Grants to the District

District	ACE for At-Home Art Learning/Arts Coordinator	\$9,771
District	ACE for At-Home Science Learning/Science Coordinator	\$16,069
District	ACE for At-Home PE Learning/Health and Physical Education Coordinator	\$2,500
District	Lueders	\$75
		<u>\$28,415</u>

Gifts and Grants to Individual Schools

AHS	Educational Divide Reform for WL	\$3,000
AHS	DCU Student Scholarship (Guidance Dept.)	\$7,500
AHS	Society for Science and the Public (Regeneron Talent Search)	\$2,000
AHS	HSA for Veronica Pierni for Global Pathways	\$400
AHS	HSA for Eleanor Storch for Global Pathways	\$400
AHS	Andona for Global Pathways	\$500
AHS	Service Club of Andover	\$1,000
Andona	Andover for Senior Fund	\$2,000
Bancroft	Andona for Bancroft Arts	\$500
High Plain	Benevity Community Impact Fund	\$50
High Plain	Andona for Clay Curriculum	\$1,500
Sanborn	Dr. Yang Zhao for donation/books	\$3,000
South	Andona for UDL	\$1,463
WMS	WMS PAC for outdoor recreation area	\$7,000
		<u>\$30,313</u>

Grants Pending

District	ECCF/NiSource via ACE for STEM Enhancements	\$69,067
AHS	Andover Cultural Council for AHS Art Club	\$1,500
District	ST Math School Grants Program (In-Kind Product)	\$205,000
		<u>\$70,567</u>

Andover School Committee
Minutes of Thursday, January 7, 2021
Virtual Meeting

Participants from the School Committee: Chair Shannon Scully, Vice-Chair, Susan McCready, Tracey Spruce, Paul Murphy, and Lauren Conoscenti.

Others participating: Interim Superintendent Dr. Claudia Bach, Assistant Superintendent Sandra Trach, Assistant Superintendent, Sara Stetson, Chief Operations Officer Stephen Nembirkow, Director of Communications Nicole Kieser, Director of Innovation Stephen Chinosi, AHS Student Liaison Jeffrey Connors.

I. Regular Meeting

Call to Order/Moment of Silence

Chairperson Scully called to order the meeting at 6:00 PM and the Committee immediately voted to meet in Executive Session. The Regular School Committee Meeting will be broadcast by Andover TV and on Comcast Channel 99, Verizon Channel 43 or streamed: www.andovertv.org. *Public Participation via email:* scremote@andoverma.us

II. Executive Session:

Susan McCready moved to meet in Executive Session pursuant to G.L. chapter 30A, section 21(a), purpose (3) to discuss strategy with respect to litigation with the Andover Education Association (AEA) regarding wages for Instructional Assistants and Occupational Therapists, and Physical Therapists on August 31, 2020 (AAA Case Nos. 01-20-0015-7637, 01-20-0015-7640, and 01-20-0015-7643) and arbitration of disciplinary grievances (AAA case 01-19-0002-3290) because an open session may have a detrimental effect on the litigating position of the Committee. The Committee will reconvene in regular session at approximately 7:00 PM. The motion was seconded by Lauren Conoscenti. . Roll call: P. Murphy-Y, T. Spruce-Y, L. Conoscenti-Y, S. McCready-Y, S. Scully-Y. Motion passes 5-0.

III. Regular Meeting resumed at 7:00 P.M.

Shannon Scully reconvened the School Committee to order at 7:04 P.M. The meeting began with a Moment of Silence.

A. Recognitions/Communications

Dr. Bach thanked everyone for welcoming her. She recognized the Central Office Team and staff who have been very welcoming and given her excellent updates. She is impressed with the huge amount of work they have done to date under extremely challenging conditions. Her meetings with the principals have been gratifying and the teachers and school staff have been very welcoming. She is grateful that Alison Phelan is still in position as the Executive Administrative Assistant to the Superintendent.

In regards to the trauma that occurred in Washington, D.C., Claudia would like parents and teachers to have conversations with our children who might be feeling confused or even frightened and ensure them that they are safe here.

Shannon reminded the public that they can register via the link on the APS website if they would like to make public comment.

Sara Stetson reminded parents that their team of school counselors and psychologist to reach out if they need information on how to assist their children with recent events.

Sandy Trach announced that we are coming up on another opportunity for AHS parents to request a hybrid remote switch. There will be a link online and available tomorrow. More information will be coming forward for elementary and middle schools. The Department of Education has communicated that MCAS Testing time has been reduced for grades 3-8 and dates for testing have not been released. They will not be listing underperforming schools.

Steve Nembirkow reported that Bancroft School experienced two instances of small gas leaks this week with instances resolved within an hour. Busses were provided to keep students and staff warm. Today the students were transported to DMS to continue their learning for the day.

Lauren Conoscenti said that on Saturday, January 9th at 10:00 AM there is a public forum with the Town Governance Committee to look at the effectiveness of Town Meeting. The link is available on the Town website.

B. Public Input

Windy Catino: Recognized the Bancroft School Community for their incredible hard work and is also grateful for the amazing SpecEd teachers we have in the District. She appreciates the letter Dr. Bach sent out and about a return to in-school learning. Windy would like to focus on the quality of asynchronous learning. There is a lot of push to use apps and Wednesdays are basically a half-day. She was disappointed that the schools returned to remote learning on December 22nd.

Alice Palmer, 9 College Circle: She acknowledged the tireless work of all school staff and staying safe while learning. She is witnessing first-hand the effect remote learning is having on our kids. They are losing their zest and experiencing loneliness. Witnessing such a dramatic shift in her child, drives her to get kids back to in-person learning. How can parents partner with the School Committee and work on a plan to return to reopening?

Beth Humberd, 15 Barrington Drive: Beth is part of a parent group to continue the dialogue to enter into discussions for opening up the schools for younger children. Parents need communication. Parents need assurance that you are trying and you are exploring ways to move to more in-person learning. They also need new data and request that a new district wide survey be sent out.

C. Response to Public Input:

Dr. Bach thanked the parents who spoke about returning students to in-person learning and has heard parents asking what the plan is and spoke about having more communication. She is serious about increasing the communication and engaging the community and families and is a requirement of the Administration. She has been invited to several PTO/PAC meetings and will be going with Susan McCready to the Town-wide PTO meetings. Claudia is interested in giving all parents the opportunity to come forward with their suggestions and ideas. Getting requests for new data and surveys from parents is another way to hear from parents and to have important conversations. She has heard about the asynchronous learning concerns and has had several discussions with Sara Stetson and Sandy Trach about ways to improve the hybrid model or ways to bring kids back in steps or stages to more in-person learning. Parents want this to be given careful thought, students want to be back in school, and teachers want them back to. She would like to see the teachers included in the conversation too. Right now, is our worst moment, the surge within the surge, and that deeply concerns her. We are in for a serious time, and schools are safe places because we have had good mitigation practices. We need to see this as a whole community effort in order to flatten the curve and practicing the same mitigation strategies we are asking the kids to do.

D. Education

1. Update on Hybrid and Remote Learning.

Sandy Trach and Sara Stetson provided information on the update. The Mass Board of Education adopted amendments to student learning time for districts operating hybrid and remote models. As of January 19, 2021, Districts must provide 35 hours of live instruction (in-person and remote) over a 10-school day period, and remote learning model districts must provide 40 hours of synchronous instruction over a 10-school day period. Students must have an opportunity to interact with their teacher each day for both models. Learning and live instruction is with teachers and with other students and requires daily live check-in between students and educators. APS was given preliminary clearance to meet these times for learning. We will make the necessary adjustments for our students to meet the DESE requirements.

Susan McCready said the requests for more communication is an opportunity to share the work that is going on within the school system from the people who are dealing with this on a day-to-day basis. Learning Time Requirements from DESE suggests adding more staff which is good in theory but is a management but also a funding issue. Being able to educate parents will be helpful to their understanding what the challenges are and will allow for us to communicate the real work that is going on.

Tracey Spruce also had conversations with parents and communications is just a piece of what we all do, and there is so much going on behind the scenes. We are hearing from parents to err on the side of more communication, but if parents have communication fatigue, parents can opt out at will. We should share what obstacles remain before us and if they can be addressed to take the next step. Staffing is an issue as is contact tracing. Communication can always help and she agrees we can always do that better.

Claudia said that it is interesting that we have put so much money towards making the buildings safe. One of the facilities workers said today that one of the advantages of COVID is that a major overhaul of the systems was done and tested making the schools a safe place to be. Teachers feel safe knowing we have gone through a tremendous effort.

Lauren Conoscenti shared her frustration about not getting assistance at the State level. Knowing that we will have the ability to start vaccinating teachers gives her hope and she wants to embrace that hope and leverage that to engage families and teachers on how to move forward.

2. Update on Flu Shots

Rita Casper, Director of Nursing, reported on the status of the District's flu shot for students. DESE updated their requirements and delayed the due date to February 28, 2021. She is happy to report that before the holidays we were missing about 2,400 individuals who had not submitted evidence of flu vaccines, this has dropped to 1,000 missing vaccines. Their next step will be to work with parents with targeted communication.

As a reminder, all students and new students enrolling in Andover Public Schools are now required to have a flu vaccine upon entry. They will be working with principals to ensure those requirements are met. All students remote or in-person are required to submit vaccine information. If students are home schooled, they are not required to have a flu vaccine unless they are participating in any afterschool activities. There have been 41 new COVID cases since we returned from vacation.

E. New Business

1. Superintendent Search

Michael Collins and Dr. John Ramos (Regional Director from N.E.) from Ray and Associates provided an overview of their firm, a timeline of activities for the Superintendent search, and discussed their methods for gaining feedback on the Superintendent's role, including plans for meeting with various stake holders and constituent groups. The SC and the Community will be the ones who will guide them in their search. They pride themselves in engaging the community and from the profile, they will search for the right candidate. They also take pride in having placed over 40% of Superintendents searches with women or minorities. They will bring qualified candidates that are reflective of the community and reflective of who you want to recruit as a superintendent.

A summary of the timeline was reviewed. They will conduct an interview with every School Committee member individually, put up a community survey for input to develop the profile, and will contact constituents and stakeholders for input meetings. The constituent groups will be run similar to focus groups and they will schedule a workshop with the Committee to finalize the profile. In March, they will sit internally with the applications received and sort them through based on the profile and qualifications to select candidates to be interviewed. There is serious engagement in the front-end to determine the profile. The sub-committee will guide them through this process and then they will work through the list of finalists.

Shannon Scully said Nicole Kieser has been engaged in conversations about the survey, communications, and a timeline.

2. Warrant Article(s) for Annual Town Meeting

Information on the Warrant Article for costs related to construction of the new West Elementary and Shawsheen Building Project was presented by Steve Nembirkow. Also, there is a possibility of a Warrant Article to assist with a future AHS Schematic Design effort. Articles for Town Meeting are due to the Town Manager by Friday, January 8, 2021.

Susan McCready moved that the Andover School Committee vote to approve the Warrant Article for costs related to construction of a new Pre-K to Grade 5 School located at 58 Beacon Street, as presented. Motion seconded by Lauren Conoscenti. Roll call: T. Spruce-Y, L. Conoscenti-Y, P. Murphy-Y, S. McCready-Y, S. Scully-Y. Motion passes 5-0.

F. Consent Agenda – N/A

G. Adjournment

At 8:54 P.M. Susan McCready moved to adjourn from the meeting of January 7, 2021. Motion seconded by Paul Murphy. Roll call: T. Spruce-Y, P. Murphy-Y, S. McCready-Y, L. Conoscenti-Y, S. Scully-Y. Motion passes 5-0.

Respectfully submitted

Dee DeLorenzo
Recording Secretary

Andover School Committee
Minutes of Thursday, January 21, 2021
Virtual Meeting

Participants from the School Committee: Chair, Shannon Scully, Vice Chair, Susan McCready, Tracey Spruce, Paul Murphy, and Lauren Conoscenti.

Others participating: Interim Superintendent Dr. Claudia Bach, Assistant Superintendents Sandra Trach, Sara Stetson, Chief Operations Officer Stephen Nembirkow, Director of Communications Nicole Kieser, Director of Innovation Stephen Chinosi, and AHS School Liaison Jeffrey Connors.

I. Open Session/Call to Order

A. Call to Order/Moment of Silence

Chairperson Scully called the meeting to order at 6:00 PM and the Committee immediately voted to meet in Executive Session. The Regular SC Meeting will be broadcast by Andover TV and on Comcast Channel 99, Verizon Channel 43 or live streamed: www.andovertv.org. Public Participation: scremote@andoverma.us

II. Executive Session

Susan McCready moved to meet in Executive Session pursuant to G.L. chapter 30A, section 21(a), purpose (3) to discuss strategy with respect to bargaining with union personnel, namely the Andover Education Association (AEA) Unit A and Instructional Assistants because an open session may have a detrimental effect on the litigating position of the Committee. The Committee will reconvene in regular session at approximately 7:00 PM. Motion seconded by Paul Murphy. Roll call: L. Conoscenti-Y, T. Spruce-Y, L. Conoscenti-Y, S. McCready-Y, S. Scully-Y. Motion passes 5-0.

III. Regular Meeting Resumes 7:08 P.M.

The meeting began with a Moment of Silence.

Recognitions/Communications

Dr. Bach recognized that APS students who participated in Service Day on Martin Luther King Day. The AHS Student Government invited Claudia to meet with them to discuss ideas on how to improve communications with students and how students at the high school level can engage with all of the students in the District. Claudia has begun to engage parents in participation for the reopening the schools via Goggle Meets.

Sara Stetson announced that Student Services received a \$40,000 grant for Program Improvement and will be using it to look at students with autism.

Sandy Trach reminded families that there is no school on Wednesday, January 27th as teachers participate in a full-day of professional development. DESE sent out tentative MCAS dates which will be posted on the APS website.

Thank you to Jen Pieroni, Dr. Jorge Allen, and the Andover Police Department on receiving \$55,000 for a Hate Crime protocol that will be shared between the schools and the Town.

Lauren Conoscenti encouraged everyone to attend the feedback sessions with Ray & Associates for the superintendent search. Comments will be helpful to the School Committee as they move to the next phase of the search. There are a series of links to sessions on the APS website.

As the SC Liaison to WMS, Susan McCready was invited to the West Middle School Cultural Climate Committee parent talk and Anti-Hate Speech presentation. WMS teachers, Emily Thompson, Laura Ferriero, Lauren Hayes, and Kayley Pettoruto, walked through a presentation that they created and delivered to WMS students. Susan recognized the tremendous work the WMS teachers have been doing for the students. The presentation was very well done.

Shannon Scully encouraged parents to participate in the upcoming Focus Sessions for the Superintendent Search on Friday and Saturday morning.

A. Public Input

Lindsay Murray, 8 Ellsworth Road, and Vice-President of the High Plain Elementary PTO, commended the teachers and administrators at HPE who have worked tirelessly with students through the pandemic. However, this model is failing them and our students and a discussion that needs to be addressed. This model of learning is not adequate for children's social and emotional needs. The risks of continuing to keep our children home are outweighing the benefits. We need to prioritize all of our learners. Most of our children are not ok and as parents we are seeing their daily decline. She is asking for a plan and real action to move forward and to be transparent about the plan. She was impressed and relieved to read the emails from Dr. Bach opening up this discussion. There are many other communities working to make in person learning a true priority.

Susan McCready shared the email comments that came in through screemote. Christina Odessa: looking to understand what is being done today to prepare for the 2021.2022 school year. The second question from Virginia Malmeta: She asked if children will be able to go back to full-time in-person learning if they are vaccinated.

B. Response to Public Input

Responses will be addressed later in the meeting.

C. Education

1. Update on Hybrid and Remote Learning

Claudia has met with school organizations and ACE and is lined up to meet with others to talk about returning students to in-person learning. She will be setting up Google Meets each week to engage with a different audience to hear their solutions and

innovative creative thinking.

Claudia has met with all school principals. Each school has different capabilities and individual ideas will have to be designed for each school and equitable. Some parents want to keep a virtual option available. Claudia will be presenting four possible scenarios for the budget.

Currently, we are at stage 1 and according to the Covid numbers, 7.1% of Andover's population have tested positive and that is over what our Health Dept. feels is safe for us. We have to hold steady where we are right now, we have not begun to see the curve turn. During Stage 2, whenever we can do it, they will enter the plan to re-open as long it is safe to do so. The goal is to get to Stage 3, going back to pre-COVID days.

Sandy Trach reported that parent notifications for the option to switch students from Hybrid/Remote /Remote/Hybrid have been sent out to AHS parents. The response to the requests will be sent to AHS parents by January 27th. The Kindergarten through Grade 5 window to switch will open up on January 25th and parents will be notified by email by February 12th. The opportunity to submit a request to switch for Middle School will be available at the beginning of March.

Sandy announced that Wednesday, January 27th will be a full-day of Professional Development for teachers and recognized Steve Chinosi and his team for the PD opportunities that will be offered. It is going to be a very robust day that will assist in helping to plan and forecast the second half of the year. She also reported that they are taking a look at the elementary level for in-person learning.

Shannon said the School Committee reached out to our State Legislature advocating for what we might need to do to bring more students back into school in Andover, but we feel it might be time to send the list of our needs to the Governor Baker and DESE Commissioner Jeff Riley. In the 4-page letter they summarize a description of how they are challenged by space, staffing availability, and challenges related to transportation. In the letter, there are specific asks of the Governor and DESE to help us bring more kids back into schools. The School Committee members shared their thoughts about the letter and thanked Shannon for putting it together. The members are all willing to sign the letter.

Email from Frank McCall, teacher at Bancroft School: Does the letter seek clarification as to when the vaccine will be provided to teachers and staff. *The letter asks for the vaccine as soon as possible.*

2. Covid Pool Testing

Director of Nursing, Rita Casper reported that the Governor announced on January 8th that they are introducing pool testing and encouraging school systems to get involved. There are a lot of questions on resources, processing, escalating the contact tracing, increasing the current workload and requiring more staff. They are trying to get as much information as possible before making a decision. It is a significant expense for the small

number of people who test positive. Dr. Bach said there is a cost to Pool Testing, even with DESE supplying the kits, and covering the cost of testing for the first six weeks, after which the District would have to pick up the cost.

Rita Casper responded that the Board of Health has put the school nurses at the front of the line to get vaccinated and to then help with giving the vaccine. There are no good processes in place and our local Board of Health is working as quickly as they can to vaccinate our emergency providers and waiting for the vaccine to come in. They are anticipating vaccinating our school staff in March but those who are 75 years or older need to be vaccinated first. On January 15, the MA Department of Health sent out a notification that the flu vaccine is no longer required for students this year.

D. New Business

1. Interim Superintendent Goals – first reading

Dr. Bach submitted her goals to the Committee as a first draft to be discussed at length at the February 4th meeting. Dr. Bach reported on the goal setting activity and action plan which is normally a year-long process with the person being evaluated bringing the evaluation to the evaluator. The goals are in the format provided by DESE. Her overarching goals include assisting in approval of a consensus budget at Town Meeting, assisting with the West EL/Shawsheen Building Project, assisting in negotiations resulting in a successor contract with the AEA, planning with administrators for a return to in-person learning, and support fully and have high expectations for all administrators under her responsibility. There are four performance levels they are graded on and standards and action plans for each goal. Dr. Bach sees this as a living document and the Committee and Administrators should be adding to this.

E. Continuing Business

1. FY22 Revised Preliminary Budget Dev Assumptions & Guidelines

Steve Nembirkow shared information on the few budget assumption changes which included the fees for next year (High School Parking and bus fees), the McKenney-Vento Homeless, State Aid, and SPED. The Circuit Breaker has increased to 75%. Dr. Bach said the document contains possibilities on various school openings that could occur, the budget covers all four of the possibilities.

Susan McCready moved that the Andover School Committee vote to approve the FY-22 Revised Budget Development Assumptions & Guidelines as presented. Motion seconded by Tracey Spruce. Roll call: L. Conoscenti-Y, S. McCready-Y, T. Spruce-Y, P. Murphy-Y, S. Scully-Y. Motion passes: 5-0.

2. FY22 Budget

A vote on the FY-22 Budget number must be taken by the School Committee and submitted to the Town Manager this week. Dr. Bach made her recommendation based on all the financial analysis being up to date.

Preliminary Budget

Personnel	\$75,239,45
General Expense	<u>\$17,353,607</u>
Total:	\$92,593,452
Town Manager’s Budget:	\$92,593,452

This is a level-funded budget and matches the Town Manager’s recommendation. The Committee agrees to being conservative this year and staying with the 3.75% budget increase. Steve Nembirkow said we will be receiving Federal funds for FY-22 ESSER-2 in the amount of \$474,000 for COVID.

Areas of Cost Increase include the following items:

Contract negotiations with 8 units	TBD
Step and Track Changes	\$1,300,000
Legal costs for negotiations and complaint resolution	\$145,000
Utility costs for health and safety measures	\$407,150
Custodial services	\$205,504
Athletics Program	\$109,281
Full-Day Kindergarten	\$306,098
State Aid data is not yet available.	

Shannon would be interested in the costs related to the middle school schedule change and information to support the School Start Time initiative and related costs.

Tracey Spruce moved that the Andover School Committee vote to adopt the Superintendent of Schools’ recommendation for the Preliminary FY-22 Operating Budget in the amount of \$92,593,452; subject to further public input and consideration of other relevant information. This amount would consist of the following: Salaries \$75,239,845 and General Expenses \$17,353,607. Motion seconded by Lauren Conoscenti. Roll call: S. McCready-Y, L. Conoscenti-Y, P. Murphy-Y, T. Spruce-Y, S. Scully-Y. Motion passes 5-0.

3. December Financials

Steve Nembirkow reported that there a balance of \$82,000 in the budget to be used for Special Ed/ Spec Ed Transportation, as well as the salary line due to a function of COVID. All in all, we are in good shape so far.

F. Consent Agenda:

Grants/Donations to District as presented for a total of \$98,848.

DESE Special Ed Grant	\$40,952.00
DESE Hate Crime Prevention	\$55,322,00
Andover Coalition for Education	\$2,500
Lueders	\$75.00

School Committee Minutes of December 3, December 8, December 10, and December 22, 2020 as presented.

Susan McCready moved that the Andover School Committee vote to approve the Consent Agenda as presented. Motion seconded by Paul Murphy.
Roll call: P. Murphy-Y, T. Spruce-Y, L. Conoscenti-Y, S. McCready-Y, S. Scully-Y.
Motion passes 5-0.

IV. Adjournment

At 9: 21 P.M. Lauren Conoscenti moved to adjourn the meeting of Thursday, January 21, 2021. Motion seconded by Susan McCready. Roll call: P. Murphy-Y, T. Spruce-Y, L. Conoscenti-Y, S. McCready-Y, S. Scully-Y. Motion passes 5-0.

Respectfully submitted,

*Dee DeLorenzo
Recording Secretary*

**Andover School Committee
Workshop
Minutes of Thursday, January 28, 2021**

Participants from the School Committee: Shannon Scully, Susan McCready, Tracey Spruce, Paul Murphy, and Lauren Conoscenti.

Also participating: , Assistant Superintendent Sandra Trach, Assistant Superintendent Sara Stetson, Chief Operations Officer Stephen Nembirkow, HR Director Jessica Porter, HR Recruitment Coordinator Gillian Chartier,

Others in attendance: Ray & Associates: Molly Schwarzhoff, Mike Collins

The Workshop will be broadcast by Andover TV and on Comcast Channel 99, Verizon Channel 43 or streamed: www.andovertv.org. Public Participation: scremote@andoverma.us

I. School Committee Workshop: Open Session/Call to Order/Moment of Silence

Shannon Scully called the Andover School Committee to order at 10:00 A.M. The one agenda item is for the discussion on the Superintendent search with Molly and Mike from Ray Associates who will provide information on the feedback from the several focus groups that will be used to form the profile of the Superintendent qualities desired by the district.

Molly reviewed the replies listed on the ranking recommendation sheet derived from the survey responses from teachers, administrators, students, and non-parent community members. Out of the thirty-three qualities listed on the Characteristics Report, the top qualities ranked included, someone who is strongly committed to a “student first” philosophy in all decisions, has knowledge of emerging research and best practice in the area of curriculum, and instructional design and practice. Someone who inspires trust, self-confidence, and models high standards. Someone who is a strong communicator, promotes a positive and professional environment for district employees and the School Committee, and someone who possesses the leadership skills required to respond to the opportunities presented both ethnically and culturally.

The Committee discussed recommendations to consider for the Superintendent Profile and how to combine and refine like qualities listed and ideas the School Committee is committed to. It is important that we don’t have someone who would come in and somehow think we are not going in the right direction with regard to cultural climate and diversity.

The themes heard in the various focus sessions held across the District where shared by Mike Collins. It is very clear that there is an interest in hiring a superintendent with real interest in school and educational leadership, and that this person has a significant role and seat at the community table for leadership and partnership. Because of the integration and relationship in the budgetary world, they need to have a real sense of how to be an advocate for the financial situation, concerns, and requests. There are some key elements that need to be addressed; individual student needs; special education, equity and inclusion, and common interests in specialty worlds.

This person should be someone who listens to input and makes decisions they stand by, someone who doesn't undo what has been done to help build the climate, atmosphere and structure, and someone who can build a culture of cooperation between all staff.

There is real respect in the community for commitment and building leadership. There seems to be a real desire to have someone lead the District who has an ability to move us from good to great, taking us to the next level. Someone who has a presence within the community and within the school structure. Facility and infrastructure concerns surfaced in all of the focus groups.

The groups Molly participated in all spoke about transparent communication. They want to know what's going on so they don't feel like they are in the dark. They don't want someone to come in and de-rail all of the good work being done. In the elementary/middle school group, one person commented that they want a humble leader who learns and someone that teachers and parents are comfortable with.

The Committee discussed the responses to the survey and the qualities to incorporate into the Superintendent's Profile:

- Is willing to listen to input, but is a decision maker.
- Possesses the leadership skills required to respond to the opportunities and challenges presented by an ethnically and culturally diverse community.
- Inspires trust, self-confidence, and models high standards of integrity and personal performance with the ability to develop and communicate a vision of quality education for the future to the Committee, staff and community.
- Is a strong communicator; speaking, listening and writing
- Promotes a positive and professional environment for district employees and Committee
- Commitment to and experience dealing with all genders, races, socio-economic groups.
- Has experience recruiting and maintaining exceptional staff for the district and schools.
- Has experience dealing with employee representative groups/unions.
- Has knowledge of and successful experience in sound fiscal practices and management of district resources, including appropriate participation of others in planning and decision-making.
- Is strongly committed to a "student first" philosophy in all decisions.
- Has knowledge of emerging research and best practice in the area of curriculum/instructional design and practice and makes recommendations and decisions that are data informed.
- Demonstrates a deep understanding of special education that meets the individualized needs of each student

Email Comment: Lauren Kinney, 6 Scotland Drive. Molly indicated that since the SC works most frequently and closely with the Superintendent, the qualities selected by the SC are given greater weight in their analysis. Can the results be presented without such weighting to see whether there are large discrepancies between the SC and the community at large? And further, to urge you to consider adding weight to the results of our principals and educators. If they feel supported by and in alignment with our next superintendent, our students will surely reap the benefits.

Molly responded that they do not weigh the numbers; they add credence that this is the SC's one hire. They show exactly who selected each quality.

After a review of the recruitment flyer presented by Ray & Associates, the SC discussed changes to consider to the wording, layout of pictures, and adding pictures that are more reflective of the school community.

Lauren Conoscenti moved that the Andover School Committee approve the profile for the Superintendent of Schools as discussed. Motion seconded by Susan McCready.

Roll call: T. Spruce-Y, P. Murphy-Y, L. Conoscenti-Y, S. McCready-Y, and S. Scully-Y.

Motion passes 5-0.

When asked about the appropriate composition of people on the Screening Committee, Jess Porter suggested having a variety of groups of stakeholders, but not too large a group that it becomes logistically difficult. The Town Manager and other department heads should be involved with a good mix of town and school people. The Screening Committee should consist of no more than 9-13 members. The School Committee should discuss if they want to include people from the general public.

Shannon is not sure if we will have room to include a lot of people from town leadership. Confidentiality is a very important concern. How do we balance that with committee members? Susan agreed that it is critical that we have absolute confidentiality.

Email received from Krystal Solimine ,2 Surrey Lane: Having as much community diverse representation input would be the best, People could sign a confidentiality agreement.

The School Committee will include this topic on the agenda for their next meeting on February 4, 2021.

Next Steps:

- Flyer will be updated and posted.
- Salary amounts to be provided.
- Recruiting will take place through February 28th.
- Molly will provide updates on the candidate pool to Shannon every Friday.
- Ray & Associates will review all files and conduct background checks.
- Presentation of the files of the candidates will be provided by Ray & Associates.
- Interview process begins.
- Selection of new Superintendent.

II. Adjournment

Tracey Spruce moved to adjourn the Workshop Session of Thursday, January 28, 2021.

Motion seconded by Paul Murphy. Roll call: T. Spruce-Y, L. Conoscenti-Y, P. Murphy-Y, S. McCready, S. Scully-Y. Meeting adjourned at 12:20 P.M.

Dee DeLorenzo
Recording Secretary