

**Andover School Committee  
Workshop  
Tuesday, July 19, 2011**

**School Administration Building - School Committee Room**

**Members in Attendance:** Chairwoman Annie Gilbert, Vice-Chair Paula Colby-Clements, Richard J. Collins, David Birnbach, and Dennis Forgue

**Others in Attendance:** Dr. Marinel McGrath, Nancy Duclos, Paul Szymanski,

**1. Workshop**

**A. Call to Order**

Annie Gilbert called the meeting to order at 11:40 A.M.

**2. Updates**

a. Solar Fields

A meeting with potential solar field vendors will be held later in July with findings reported back to the School Committee. Should the School Committee decide to move forward with this Town/School venture to install solar fields on property located at Sanborn School, a community meeting will be scheduled. If all procedures and processes go well, they would need a 2/3 vote at Town Meeting to approve. The other site under consideration by the Town is located at Bancroft School (on Town Property); however, the School Committee does not feel this is an appropriate time due to the building of the new school.

b. Senior Center/Shawsheen

A request to consider moving the School Administration Building to Shawsheen School so the Senior Center could utilize the second and third floor space at Central Office was received and will be put on a future agenda for discussion.

c. South School

The request from the Town to hold a community meeting at South School on the proposed Ballardvale Fire Station was discussed and it was decided that Doherty Middle School would be a better venue for this meeting because they have the capability of presenting the meeting on cable. It should be noted that this is neither a School Committee presentation nor endorsement of the site for the proposed fire house.

c. Shawsheen School

Meetings have been held with the Town Manager and Dennis Forgue on the future of Shawsheen School, and the possibility of this site for a town-wide pre-school. The property first needs to be declared as surplus property, requiring a vote from the Board of Selectmen. It was recommended that two sub-committees be formed; one for Pre-K to investigate future possibilities for a pre-school site and one for the future use of the Shawsheen Building, and to provide communications for public education both on the school website and newspaper articles.

d. Fine Arts & Foreign Language Task forces

A meeting with members of the Fine Arts Department was held and Steering Committee members identified. Questions were generated and a calendar of meeting dates for September established. A letter will go out to the members of the focus group, data will be analyzed and a report brought to the School Committee on December 4, 2011. Members of the Foreign Language Task Force will be meeting in August and reporting back to the School Committee with their recommendations on December 4, 2011.

### **3. Strategic Planning**

#### **a. Update on process and timeline**

Dr. McGrath reported that the Leadership Team is developing an action plan and are still on track with the established timeline for rolling out the Strategic Plan this fall. A public comment meeting will be held at the end of September and then the Strategic Plan will be voted on by to the School Committee.

#### **b. Input regarding vision, mission, goals**

Superintendent McGrath distributed a draft of Version 2 of the Strategic Plan Focus Area 2 (Technology), the Andover Public Schools Vision and Mission Statements, and the four goals:

- 1) High academic achievement for all
- 2) Technology
- 3) Teaching and Leading
- 4) Educational Funding & Financial/Asset Management.

It was suggested to change the heading of Goal #2 from Technology to Blended Learning Strategies, and to consider innovations of introducing change by introducing “small bets”. Smaller sized pilots would be low risk, inexpensive, and provide encouragement to try new ideas without leaving one’s comfort zone. Four departments at AHS will be piloting curriculum on the Apple tablets. Changes are needed to the curriculum that would provide a positive impact on creative thinking and collaboration.

### **4. FY-12 Goals & Strategic Plan**

The notes of the May 17<sup>th</sup> Workshop meeting were reviewed and discussed. Additional thoughts to consider include:

- changes to the Staff Development Program to provide more relevant professional development and requirements for teachers; although changes to staff development need to be negotiated
- listing the pursuit of private funding for projects under the Finance Plan
- establishing a date for an economic summit as part of the financial process
- gateway to moving forward is wireless capacity
- develop School Committee goals from the SP and folding them into what needs to be worked on
  - i.e. how to fund projects, capital fundraising, budget assumptions, warrant articles, etc.
- conduct an end of year review of the financial process
- sharing talking points to communicate out

### **5. Committees & Liaisons for FY-12**

Dr. McGrath explained why having School Committee members pre-assigned to subcommittees and as liaisons assists with scheduling and communication. Having one or two members assigned to a school event, meeting, or board eliminates the need for posting and concern for being in compliance with the Open Meeting Law. It also guarantees a school committee presence whenever possible. Dr. McGrath commented on the Communication Plan to inform the public on issues the School Committee and School Department are working on, and to report out to the community highlights of school and classroom information and updates.

Two members are needed to sit on the Budget Subcommittee, Policy Subcommittee and the Communications Subcommittee. One liaison is needed to work on each of the following: Legislative Committee, Town-wide Pre-K, Special Ed quarterly Review, and there should be one School Committee member assigned to each school with the exception of Andover High School. School Committee members should rank in order of preference which committees they would like to work on and submit their list to Annie Gilbert.

6. **Professional Development for Committee and Leadership Team**

Lyle Kirtman of Future Management Systems will be conducting sessions on Team Development with the School Committee complete with the Meyers-Briggs and Values Inventory, and workshops for goal setting will be scheduled.

Annie Gilbert said an idea suggested by MASC, is to let each School Committee member develop their own agenda for one workshop per year. Of course, the School Committee member would be required to discuss the agenda with Dr. McGrath first. The Committee talked about various suggested formats for School Committee workshops and meetings for the upcoming school year. Dr. McGrath will prepare a timeline of School Committee meetings for this year.

Protocol for contacting legal counsel needs to be developed to reduce legal fees. In an effort to consolidate contact time and fees, please call or email Dr. McGrath beforehand.

7. **Adjournment**

At 1:24 P.M the School Committee adjourned from the Workshop to enter into Executive Session.

Respectfully submitted,

Dee DeLorenzo  
Recorder