

**Andover School Committee
Regular Meeting
Minutes of September 28, 2017**

Members in Attendance: Chair, Susan McCready, Vice-Chair, Shannon Scully, Joel Blumstein, Paul Murphy, and Ted Teichert

Others in Attendance: Superintendent Berman, and Assistant Superintendents Paul Szymanski and Assistant Superintendent Nancy Duclos.

I. Call to Order

Susan McCready called the meeting to order at 7:00 P.M. in the School Committee Room.

A. Regular Meeting

A. Call to Order/Moment of Silence/Salute to the Flag

The meeting began with a Moment of Silence followed by a Salute to the Flag.

Susan recognized the art teachers and students from Bancroft for the beautiful display of color in the School Committee Room.

B. Recognition/Communications

Susan Connelly, President and Mary Pritchard, Vice President of the ABC Program (A Better Chance) Board presented a plaque to the School Committee on behalf of their continued commitment to ABC and in celebration of the 50th year of the program that provides access to educational resources and advances to those that could not receive such opportunities at home.

Dr. Berman extended sympathy and support to the staff and students at Phillips Academy on the recent loss of one of their students, who was also an Andover resident.

The community has demonstrated an extraordinary sense of compassion by raising funds to send to those affected by the hurricanes this season; Florida, Puerto Rico, and Texas.

Dr. Berman attended the Open House at AHS on Wednesday and commented that it was a positive experience. He also attended a tour of West Elementary with MSBA and felt there was a very positive response to our Statement of Interest to replace the school building.

Nancy Duclos said over 50 teachers across the district participated in summer curriculum work this year.

Paul Szymanski reported on progress of School Safety Programs (ALICE) noting that an overview presentation was provided to all staff on Monday and in October planned drills will take place and that letters will be sent to all parents notifying them of this activity. Thanks to the Police Department and Detective Higginbottom for their support.

Joel Blumstein, School Committee representative to the Board of Crest Collaborative, said the Board voted to accept a proposal to purchase the campus located on Rte. 28 in Methuen with the hope to consolidate everyone to one campus (Branch Street in Methuen).

Shannon Scully, Joel Blumstein, Paul Szymanski, and Dr. Berman attended the celebration of the opening of the new Playground at Stowe Field. They have also been meeting with the three Chairs and Town/School leadership on long-range planning. Their findings will be presented

at the Triboard Meeting on Wednesday, October 4, 2017 at 7:00 P.M. in the School Committee Room.

Shannon Scully would like to implement informal parent meetings again this year and will send some dates to the School Committee to consider.

Ted Teichert asked for clarification of DIBELS testing and the goal of an 85% benchmark. Dr. Duclos explained that 85% of our students should be able to access our curriculum and do well; that is our goal for any testing for our Tier 1 students with additional measurements for improvements for those in the Tier 2 level (15%). Students not in the 15% group will have different interventions provided by the Structural Support Team. Dr. Berman explained DIBELS testing is a diagnostic tool and not intended as a progress monitoring tool.

Ted Teichert asked that the Parent Handbook (or Policy) be put on agenda for a future meeting. He is concerned about the process of not allowing a parent the right to a meeting or discussion to understand an incident without waiting until a student serves their penalty. He also asked if there was anything the School Department needs to do to move the High Plain Accessibility Ramp forward.

Susan McCready reported that Dr. Berman, the Town Manager, FinCom Chair Janie Moffett (former school liaison from the FinCom) and Board of Selectman Chair Paul Salafia, have been meeting to discuss the frameworks of the budget and bringing information back to their members. The discussions have included costs for Out-of-District services, and school facilities. Shelley and Susan will be attending a Finance Committee meeting on October 25th to provide updates on student enrollment, out of district placements, circuit breaker, fy17 budget year-end major variances. Susan also noted that the first reading of Section D of the School Committee Policy will be held on October 12th.

ACE Scarecrow Festival time is once again upon us. Materials for the scarecrows will be sent to Susan's home for the School Committee to construct their scarecrow. The theme this year is 'Special Places'.

The first Town-wide PTO Meeting was held on September 15th at which time Shelley shared information on the status of facilities renovations, etc. We will need the help of Town-wide PTO members to communicate the information to the public.

C. Public Input

Brad Weeden, 5 Summer Street, spoke about the Open House at AHS last night where he came across a perfect H-Block opportunity for AHS via the attendance of a student's grandfather who is a Vietnam Vet, and had great items that would be of great interest and a perfect H-Block opportunity. Thanks to Paul Szymanski for communicating his energy concerns to the schools. DMS leads the way in green initiatives.

D. Response to Public Input

None

E. Education

1. Data Update

Lisa Glickstein provided an analysis of data from 2006-2015 compiled from information on the DESE website that included but was not limited to, student to teacher ratio, like community comparisons by years, per pupil spending (which is going up for Andover, and for other districts as well), students with disabilities per pupil spending budget, out of district spending, enrollment, and staffing reports for students with disabilities in district. The new RADAR Reports are available on the DESE website for all communities. The categories in the analysis were defined by the State and showed where Andover was outspending/underspending compared to our peers, in the various categories provided. The reports will be available on the APS Website.

2. AHS Facility Study Committee Update & Recommendation

The AHS Designer Selection Sub-Committee has been meeting over the last month to discuss and interview firms for the work to be done at the high school. Based on their work, the AHS Facility Study Committee is ready to make its final recommendation to the School Committee. The three finalists included the architectural firms of SMMA, DRA, and HMFH.

Annie Gilbert, Chair of the AHS Facilities Subcommittee, and Mark Johnson, Chair of the Designer Subcommittee, reported on the process developed for the RFQ to retain services of an architectural firm to conduct a feasibility study for the high school renovation project. They are recommending the firm HMFH. All three firms gave excellent presentations, but HMFH came with very strong credentials, strong community engagement experience, their ideas presented were very good and they also provided options to consider, and have looked at schools with similar issues and challenges. They have a strong community interface and outreach process to convey the options and solutions to the community, they are a very seasoned team who came well prepared. The presentations and recommendation will be placed on the AHS Facility Study website.

Communications will be sent out to the community and they will be scheduling meetings with community groups, PTO's and PAC's, etc., to constantly keep the community informed. The motion has been vetted through Town Counsel. The School Committee is also required to vote on an enrollment recommendation so that we will know how many students the building is being built for.

Ted Teichert moved that the Andover School Committee vote to approve the recommendation from the AHS Facility Study Committee and enter into negotiations with the chosen architect, HMFH, for Designer Services for a Feasibility Study for Andover High School, and to authorize the Town Manager and Superintendent of Schools to negotiate, award, and sign a contract for designer services. The motion was seconded by Paul Murphy and voted 5-0 to approve.

3. 2018-2019 School Calendar (First Reading)

Dr. Berman presented four versions of the proposed 2018-19 APS School Calendar. The differences are highlighted as follows: *The Before Labor Day (Option D), (requires waiver from AEA):*

Option A – teachers work Mon/Tues (8/27, 28); students attend Wed, Thursday and, Friday full day classes (8/29-31)

Option B - teachers work Mon/Tues (8/27, 28); students attend Wed, Th (8/29, 30) full day classes, but everyone is off on the Friday (8/31) before Labor Day

Option C- teachers work Wed/Thurs (8/29, 30); students return to school on Tues AFTER LABOR DAY (9/4)

After Labor Day Start Up for all:

Option D – teachers work Tues/Wed (9/4,5); students return to school on Thursday (9/6). The School Committee shared their views on the calendars provided which are only for open conversation at this point. The AEA will discuss the options at their October 4th meeting. Option D is the only option that does not require a vote by the AEA.

F. New Business

1. Approval of Student Activity Accounts

Within the Year Ended June 30, 2015 Audit Report, our auditor’s referenced DESE Guidelines related to student activities that state “Although not required, it is good practice for the School Committee to approve each student activity annually”. In the past, the Business Office followed the School Committee Policy and after reviewing a principal’s request to add an activity, supported or rejected a request. However, during the FY 2016 audit, auditor’s again made note of the DESE Guideline stating that in their opinion, it would be prudent to have the School Committee review and vote to authorize all student activity accounts. The School Accountant and the Assistant Superintendent for Finance and Administration have accepted the auditor’s recommendation and have attached an account listing for all student activities for School Committee authorization. The FY 2015 audit summary reads:

Authorization of Student Activities

DESE Guideline

Although not required, it is good practice for the school committee to approve each student activity annually. This should be done before the start of the school year unless activities are new and created during the year. The approval should include specific funding sources and objective/mission for each activity.

Agreed Upon Procedure

Obtain a listing of each active student activity and inquire if each student activity has been approved annually by the School Committee or if new, was approved during the year. Evidence should be included in the School Committee Minutes through a School Committee vote.

Comment

The School Committee Policy indicates new activities may be established by principals, after consultation with the Business Office. We were not provided with documentation supporting the Business Office’s annual approval of the existing student activity organizations. Shannon Scully thinks there should be a way to develop a consistency between school to school across the Board.

Paul Murphy moved that the Andover School Committee vote to approve all student activity accounts for FY-2018 as presented by the Business Office. The motion was seconded by Ted Teichert and voted 4-1. Shannon Scully opposed.

2. Approval of WMS Scoreboard Accounts

Joe Iarrobino, who oversees the town basketball program held at WMS, has offered to replace the basketball scoreboard at WMS and has found a donor (Daher Family) to cover the costs. Susan McCready and Joel Blumstein confirmed this gift would conform to existing School Committee policy, even with inclusion of a small business notation or logo that is “not extensive”.

Ted Teichert moved that the Andover School Committee accept a gift of a basketball scoreboard to be donated to West Middle School as presented. The motion was seconded by Joel Blumstein

and voted 5-0 to approve.

3. Draft of Superintendent's Goals for FY 2017-2018

Dr. Berman provided an updated draft of his goals and would like the Committee's feedback. Ted Teichert would like to see goals that are measurable; tied to timelines, savings, test scores, etc. Dr. Berman said that the goals presented are measurable, though by qualitative rather than quantitative metrics; the reading goal could be measured but multi-year trending is more indicative of progress than can be observed reliably in a one-year measure. Ted talked about SMART Goals, and will provide examples for consideration.

4. Superintendent's Compensation 2017-2018

The School Committee has met in Executive Session to discuss Dr. Berman's contract. As a result of those meetings they are recommending an amendment to his contract.

Joel Blumstein moved that the Andover School Committee vote to approve the first amendment to the Employment Agreement by and between the Andover School Committee and Sheldon Berman, ED.D as presented. The Amendment sets the salary for the second year at \$223,300 (a 1.5% increase over the prior year) and provides for a one-time bonus of \$5,000 in recognition of the Superintendent's skillful and dedicated work in the first contract year. The motion was seconded by Paul Murphy and voted 4-1 to approve. Ted Teichert opposed.

G. Old Business

1. Capital Improvement Projects

Mr. Szymanski distributed a comparison worksheet on funding of the FY-18 vs the FY-19 CIP. Municipal Services indicated that deferred maintenance will cost more in the future, bringing attention to matters of importance.

a. **SCH -1 All Projects – Must have items:** There are many compliance issues that must be done on an annual basis. A total of \$585,000 has been recommended by Municipal Services and the School Committee for this article.

Joel Blumstein moved that the Andover School Committee vote to approve SCH-1 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Paul Murphy and voted 5-0 to approve.

b. SCH -2 Projects by Building

Joel Blumstein moved that the Andover School Committee vote to approve SCH-2 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Paul Murphy and voted 5-0 to approve.

c. SCH -3 Textbooks \$626,000

Shannon Scully moved that the Andover School Committee vote to approve SCH-3 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Paul Murphy and voted 5-0 to approve.

d. SCH -4 Andover HS Addition-Renovations Full

Paul Murphy moved that the Andover School Committee vote to approve SCH-4 as presented by the Superintendent and Assistant Superintendent for Administration. The motion was seconded by Joel Blumstein and voted 5-0 to approve.

e. **SCH -4A Andover HS Addition-Design Only**

Shannon Scully moved that the Andover School Committee vote to approve SCH-4A as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Ted Teichert and voted 3-2 to approve. Susan McCready and Joel Blumstein opposed.

f. **SCH -5 Major School Projects**

Paul Murphy moved that the Andover School Committee vote to approve SCH-5 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Joel Blumstein and voted 5-0 to approve.

g. **SCH -6 School Master Paving Plan** – HOLD until next meeting.

h. **SCH -9 Multi School Sprinkler and Fire Alarms**

Joel Blumstein moved that the Andover School Committee vote to approve SCH-9 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Paul Murphy and voted 5-0 to approve.

i. **SCH -X Doherty MS Elevator- Withdrawn**

j. **SCH -X Doherty MS Facility Design Assessment- Withdrawn (moved to SCH-2)**

k. **SCH -X School Facilities Maintenance Trust Fund**

Shannon Scully moved that the Andover School Committee vote to approve SCH-X as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Paul Murphy and voted 5-0 to approve.

l. **H -X West Elementary Feasibility Study**

Joel Blumstein moved that the Andover School Committee vote to approve SCH-X West Elementary SCH-X West Elementary Feasibility Study as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Paul Murphy and voted 5-0 to approve.

CIO of Technology, Paul Puzanghera reviewed prior investments in technology and what has been provided to the Schools; with 700+ teachers having a hybrid laptop tablet device, every student has access to a device for the entire school day; elementary teachers have new projectors bringing unprecedented levels of collaboration. Mr. Puzanghera recognized Neil Thomas and his team as well as Joanne Najarian and her team who have been on the frontlines of delivering these devices and training teachers.

A five-year Capital Plan has been created for IT with every cost spread out over five years and consolidated this into 4 articles as follows:

i. **IT-1 Annual Staff Device Refresh**

Paul Murphy moved that the Andover School Committee vote to approve IT-1 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Shannon Scully and voted 5-0 to approve.

ii. **IT-2 Annual Student Device Refresh**

Ted Teichert moved that the Andover School Committee vote to approve IT-2 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Joel Blumstein and voted 5-0 to approve.

iii. IT-3 IT Infrastructure

Shannon Scully moved that the Andover School Committee vote to approve IT-3 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Paul Murphy and voted 5-0 to approve.

iv. IT-4 Dept. Specific IT Requests – HOLD until further information received.

v. PF-7 Town School Energy Initiatives

Joel Blumstein moved that the Andover School Committee vote to approve PF-7 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Paul Murphy and voted 5-0 to approve.

vi. FR-04 Bi-Directional Amplifier System

Joel Blumstein moved that the Andover School Committee vote to approve FR-04 as presented by the Superintendent and Assistant Superintendent for Finance and Administration. The motion was seconded by Ted Teichert and voted 5-0 to approve.

1. Legal Expenditures

The Superintendent distributed a breakdown of public record legal expenditures (non-Sped legal fees) incurred as requested by the School Committee, and provided a brief overview of the document. The Committee will continue the discussion at their next meeting.

H. Consent Agenda

1. Warrants: Expense Warrant SW1806 and Payroll 17S013
2. Minutes: Regular Meeting and Workshop: Aug. 31, 2017

Joel Blumstein moved that the Andover School Committee vote to approve the Consent Agenda as presented. The motion as seconded by Paul Murphy and voted 5-0 to approve.

I. Adjournment

At 10:50 P.M. on a motion by Paul Murphy and seconded by Shannon Scully the Andover School Committee voted to adjourn the meeting of September 28, 2017.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: Draft of Superintendent's Goals
 Non-Sped Legal Fee Summary
 Draft Calendars for 2018-2019
 FY-19 IT CIP Overview
 Funding Summary of FY-18 & FY-19 CIP Requests
 Student Data Presentation
 Student Activity Account Listing

