

**Andover School Committee
Regular Meeting
Minutes of November 30 2017**

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

Others in Attendance: Superintendent Berman, Assistant Superintendent Paul Szymanski, Assistant Superintendent Nancy A. Duclos, and Noah Colby, AHS Liaison to the School Committee.

I. Call to Order

Susan McCready called the School Committee to order at 6:15 P.M. in the School Committee Room located on the 2nd floor of the School Administration Building. Present: Paul Murphy-Y, Joel Blumstein-Y, T. Teichert-Y, Shannon Scully-Y, and Susan McCready-Y.

II. Executive Session

At 6:15 P.M. Joel Blumstein moved that the Andover School Committee enter into Executive Session for Purpose 7: To comply with G.L. c. 30A, sec. 22 by reviewing executive session minutes to determine whether release is appropriate at this time. Purpose 3: To conduct strategy session with respect to collective bargaining (administrators, Custodial, Food Services, Instructional Assistants, Secretarial, LPNs Union and School Independent Unit) as an open meeting may have a detrimental effect on the bargaining position of the Andover School Committee and will reconvene in Open Session for a Regular Meeting at 7:00 P.M. not to return to Executive Session. The motion was seconded by Shannon Scully. Roll call: J. Blumstein-Y, P. Murphy-Y, S. Scully, and S. McCready-Y. The School Committee adjourned from Executive Session at 6:58 P.M.

III. Regular Meeting

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

Susan McCready reconvened the meeting to order at 7:07 P.M.

B. Recognitions & Communications

Dr. Berman announced that 121 students in this year's AHS senior class are recipients of the John & Abigail Scholarships based on MCAS scores. Congratulations to all who received the scholarships.

Andover received a contribution of \$5,000 for the benefit of AHS students from the Kathleen and Ronald J. Jackson Foundation. The School Committee has to vote to accept the donation.

On a motion by Joel Blumstein and seconded by Paul Murphy, the Andover School Committee voted 5-0 to accept the donation of \$5,000 from the Kathleen and Ronald J. Jackson Foundation.

Paul Szymanski reported that ALICE training for students in all ten schools has been completed, and he will be meeting with Detective Higginbottom after the first of the year to plan drills for the spring. They have been in contact with Chief Mansfield to make sure there are no fire drills planned on dates of ALICE Trainings.

Ted Teichert requested a status report on the parent forum held last spring with Landmark Outreach. Ted announced that High Plain Elementary received a grant from a Dairy Council to provide breakfast to students. Ted also inquired about the status of the billboard renovation at Lovely Field at AHS. Dr. Berman said they are looking for a donation and there may be flexibility in the CIP to cover some costs.

Paul Murphy recently participated in the Read-Along held at the elementary schools and talked about what an enjoyable experience it was and the responses of the elementary students.

Susan McCready recognized the students and faculty at Wood Hill Middle School, and Art Teacher Zee Soffron, for the beautiful artwork displayed in the School Committee Room and along the hallways. Susan also announced that a Triboard meeting will be held on Wednesday, December 6th in the School Committee Room, and reported that the Occupational and Physical Therapists have been certified as a bargaining unit which will require a School Committee member to be assigned to their group for negotiations and asked members to let her know if interested in serving in this role.

The Andover High School Facilities Committee is holding a Community Forum on December 13th at 7PM in Collins Center for input and questions from the residents on the proposed high school renovation. An announcement will be sent out to the community.

Susan McCready reported on the Open Meeting Law Complaint submitted against the School Committee, and the response from the Division of Open Government which stated that the School Committee did not violate the open meeting law as pertains to their Executive Session on June 8, 2017.

C. Public Input - None

D. Response to Public Input: N/A

E. New Business

1. Assistant Superintendent Job Description

Dr. Berman has reviewed the job description for the Assistant Superintendent position and forwarded it to the Administrative Team and the Program Coordinators for review; the duties of the position have grown exponentially. The process will be similar to the one used for the Director of Student Services and includes a Screening Committee, reviewing resumes, interviewing 8-10 candidates, moving candidates forward to a 2nd level review (administrative committee), conducting site visits, and a final review. The School Committee will be given Shelley's recommendations. The posting closes at the end of December and the process will start in January and take about 6-8 weeks to complete. The position will be broadly advertised.

Shannon Scully moved that the Andover School Committee vote to accept the Assistant Superintendent job description as presented. The motion was seconded by Paul Murphy and voted 5-0 to approve.

2. Stipend Approvals

Susan McCready presented a Memorandum of Agreement between the ASC and the AEA for coaching and extracurricular stipend recommendations from the AEA Stipend Review Committee. This requires a vote of and signature by the School Committee. AEA President, Kerry Costello said the MOA has to be in the AEA contract in order to be pension eligible, and noted that a full review of all stipends will be conducted by a JLMC as determined in the most recent contract.

Joel Blumstein moved that the School Committee approve the Memorandum of Agreement between the Andover Educators Association and Andover Public Schools with regard to coaching and extracurricular stipends as presented. The motion was seconded by Shannon Scully and voted 5-0 to approve.

3. Budget Priorities

Dr. Duclos and Paul Szymanski, who met with the Superintendent's Administrative Team (SAT) this week in a budget session, shared the outcomes from that meeting.

Staffing: There is a critical need for a Reading Specialist for Regular Education to address the lack of reading support at South and West Elementary. Additional Health Education at the elementary level would require 4 additional teachers. Due to the increase in ESL students in the District, a .5 ESL teacher at the elementary level is being requested. DMS has a 1.0 Digital Learning Specialist but they do not have a certified librarian needed to access data bases. Additionally, a .6 Digital Learning Coach is being

requested to fill a gap at AHS; and a 1.0 Records Access Officer/Communications is being requested for the District. Program Coordinators are requesting a .5 Administrative Assistant, and three Graduate Fellows from Merrimack College are being requested for the elementary and high school level; there is also a need for a Math Instructional position at the elementary level. The addition of textbooks to the operating budget requires \$626,000.

Sara Stetson reviewed Special Education positions for next year: to expand the LEAP Program at West Middle and Doherty Middle School one FTE teacher is being requested; a 1.0 FTE at WMS to help with small group instruction, and a 1.0 FTE to help with IEP's for 6th grade. Currently, we have a minimum number of school psychologists and requesting a .6 School Social Worker, .3 School Psychologist, and a .5 Speech & Language Specialist for DMS to help students with mental health issues, conduct assessments, and evaluations.

Dr. Berman distributed information on the FY-2019 Requested Budget showing \$66,524,891 for personnel salaries and \$15,417,772 for expenses for a budget of \$81,942,663. Adding the \$132,079 for potential added positions, \$2,077,157 for salary increases along with \$626,000 for text books (moved from the CIP to the Operating Budget), and change in Expenses of \$528,335, the total recommended budget would be an additional \$3,363,57 for a change of 4.24% The Town Manager has put forth a 4% budget increase with the inclusion of textbooks in the amount of \$82,510,658. The budget includes additional savings of approximately \$150,000 for unknown retirements. Dr. Berman talked about the anticipated Out-of-District Costs, significant increases in tuitions, along with the loss of anticipated additional circuit breaker revenue and the impact on the budget. Additionally, it is clear there is a deficit in the Athletic Department Budget. Athletic Director Bill Martin is working on an evaluation of all expenses and revenue.

Joel Blumstein said we need to hear more about funds being moved to provide the extra \$500,000 for the 900 account. If it is moved from salary to non-salary, the School Committee needs to approve and if moved within expenses the School Committee needs to be notified.

Paul Murphy asked if an increase in the cost of textbooks is counted against the percentage increase. This year, we have a 3.2% budget increase plus textbooks and consideration should be given to leaving textbooks in the CIP.

4. OML Complaint

Kelsey Bode of the Andover Townsman filed an Open Meeting Law complaint claiming the meeting of June 19, 2017 was not properly posted. The posting was on the Town website and follows the open meeting law requirements. Susan McCready is recommending the School Committee delegate the responsibility for responding to the complaint by the due date to School Counsel.

Shannon Scully moved that the Andover School Committee vote to delegate to school counsel the responsibility for drafting and filing a response denying the allegations contained in the Open Meeting Law Complaint filed by Kelsey Bode on November 13, 2017. The motion was seconded by Joel Blumstein and voted 5-0 to approve.

F.5. Protection of Pupil Rights Amendments (PPRA)

The Policy Subcommittee met with Mike Gilbert of MASC to discuss the PPRA Policy and provided an update on their findings. The next steps include: Developing a Procedure Guide, publishing the PPRA in all school handbooks (signed off by parents going forward), and sending an email this year to parents with the PPRA information and notifying them that that it will be in the School Handbooks going forward.

Old Business

1. Elementary Report Card

Susan McCready talked about the changes to the elementary report card that came about after a year of work by teachers, administrators and Dr. Duclos. A parent presentation on the changes was provided in October 2016 and the School Committee was advised of the changes that November including changes in the frequency of the progress reports and notification that the report card would continue to be adjusted as necessary following feedback from parents and staff during the initial roll out. Susan followed up on questions and requirements regarding the number of progress reports with Mike Gilbert from MASC and there is nothing in the regulations about a specific number of progress reports required per year. Mike Gilbert does not consider the new elementary terms to be a major change requiring the approval of the School Committee. A major change would be moving from a standards based to a letter grade.

Dr. Duclos said Standard-based progress reports require a great deal of time for teachers to complete, parents did not understand what the standards meant, and what emerged was the decision proposed by teachers to talk to parents about their child's progress at a second parent-teacher conference which would be more beneficial for the parents rather than having a three progress reports. This may not be a permanent change; we have not finalized the system or the progress report itself. A committee is being formed (including parents) to pinpoint what parents see of value, and changes to make to the progress report. We cannot change the standards defined at the State level, but can make the information more beneficial to parents. There will be two parent conferences with two written reports for all children, non-special education and special education this year.

G. Consent Agenda

1. Warrants: Expense SW1812; Payroll 18S022, and 18S021
2. Minutes: None
3. Surplus Text Books Paul Szymanski has presented to the Committee a list of surplus text books from South School.

On a motion by Paul Murphy and seconded by Joel Blumstein the Andover School Committee voted 5-0 to approve the Consent Agenda as presented.

H. Adjournment

At 9:32 P.M. on a motion by Joel Blumstein and seconded by Paul Murphy, the School Committee voted 5-0 to adjourn the meeting of November 30, 2017.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: FY2019 Budget and Staffing Needs for Regular Education
FY 2019 Out of District Tuitions and Circuit Breaker Information
Notification of Rights Under Protection of Pupil Rights Amendment
Assistant Superintendent of Teaching & Learning Job Description