

School Committee Meeting
Minutes of Thursday, December 13, 2018
Regular Session

Members in Attendance: Chair, Shannon Scully, Vice-Chair, Paul Murphy, Joel Blumstein, Susan McCready, and Tracey Spruce.

Others in Attendance: Superintendent Berman, and Assistant Superintendent Paul Szymanski, Assistant Superintendent for Student Services Dr. Sara Stetson, Assistant Superintendent for Teaching and Learning Sandy Trach, and Ben Roldan, Liaison from AHS Student Government. The Andover School Committee will call to order the meeting at 6:45 PM to open up the Regular Meeting and immediately go into Executive Session.

I. Call to Order:

Chair Scully called the School Committee to order at 6:45 P.M. in the School Committee Meeting Room in the School Administration Building.

II. Executive Session

Joel Blumstein moved for the School Committee to meet in executive session pursuant to M.G.L. chapter 30A, sec. 21(a) for the following purposes: ***Purpose 3:*** to discuss strategy with respect to collective bargaining with the Andover Administrators Association and to reconvene in Open Session The motion was seconded by Paul Murphy. Roll call: T. Spruce-Y, J. Blumstein-Y, S. McCready-Y, P. Murphy-Y, and S. Scully-Y. At 7:01 PM. on a motion by Paul Murphy and seconded by Susan McCready, the School Committee moved to adjourn from Executive Session and return to Open Session not to return to Executive Session.

III. Regular Meeting Resumes:

The School Committee reconvened in open session at 7:13P.M. The meeting began with a Moment of Silence followed by a Salute to the Flag.

A. Recognitions & Communications:

AHS students in Dan Brennan's Advanced Film Class produced a montage style video showcasing a good variety of students at AHS titled, "I Am More Than" and entered it in a video contest sponsored by www.WeAreTeachers.com. Last month the students learned that they were the grand prize winners! The judges called their work "truly inspiring". Congratulations to Aidan Ritter, Jared Moses, Tommy Tavenner, Autumn King, Nick Zalanskas, and Sarah Sullivan.

Congratulations to AHS students Sara Earl, Lekhya Sathi and Mitali Gupte who received first place honors in the 16th Annual Science Scholarship Competition last week. The students received a scholarship check for \$1,000 and a book prize.

Dr. Berman is pleased to announce that West Elementary School has been accepted into the Feasibility Study Phase with MSBA that includes hiring an Owners Project Manager and a Designer. It is expected that this phase of the process will take approximately eighteen

months to complete. On the other hand, AHS was one of 70 applications submitted but not accepted into the MSBA eligibility process. Escalation and construction costs have constrained MSBA from accepting more projects into the process. Although disappointed to not have the high school accepted, it will not stop our work to move forward with an AHS building project, including resubmission of an SOI to MSBA for AHS. As the designated liaison to MSBA, Paul Szymanski will schedule a team meeting to discuss the OPM selection for West Elementary and a very comprehensive plan that MSBA will find acceptable.

As part of the MAPLE Collaborative, a personalized learning system, Andover hosted several districts to look at our work with the elementary and middle schools. Thank you to Joanne Najarian for all the work she did to coordinate this effort.

Sandy Trach announced that teachers have been totally immersed in Literacy and Social Studies Professional Development this month which included a Kick-off of the Social Studies One Community One Nation (OCON) and Literacy Training, moving into the 2nd phase for K-5 literacy training. Facing History consultants worked with teachers on Cultural Proficient Practices on the December 7th Release Day.

Sara Stetson welcomed the Early Literacy Evaluators from Boston Children's Hospital who assisted our early literacy teachers with evaluations. MGH Allied Health Director, Elizabeth Maxwell gave a wonderful workshop on the Foundations of Language Development to staff last week.

Joel Blumstein and Shannon Scully reported on conversations from the informal School Committee Forum held on Saturday at Memorial Hall Library. Discussions ranged from security measures for the entryway at West Elementary, accessibility issues at Shawsheen, temperatures in classrooms, holistic approach to fundraising for extra-curricular activities, information on general education and assessments conducted at grade levels, i.e. DIBELS, as well as the status of the high school project.

As School Committee Liaisons to the Revenue Task Force, that includes two members from the Board of Selectmen, Finance Committee, and School Committee, Shannon and Joel reported on the first meeting that included an educational presentation by the Town Manager.

B. Public Input:

C. Response to Public Input:

D. Education

1. AHS Field Trip

Diane Zawil, a World Language Teacher at AHS, is requesting approval for a student visit to Peru on April 10-18, 2020. The purpose of the trip is for student to experience a meaningful, sustainable, and language immersion in the land and culture.

Tracey Spruce moved that the Andover School Committee vote to approve the proposed extracurricular trip for Andover High School students to visit Peru on April 10-18, 2020 as presented and in accordance with the provisions set forth in the Andover School Committee Policy entitled "APS School-sponsored Trip and Student Travel Policy". The motion was seconded by Joel Blumstein and voted 5-0 to approve.

A. Continuing Business:

1. Warrant Article for AHS Facility Project:

Mark Johnson, Chair of the AHS Feasibility Study Committee, presented a list of activities that need to be completed for an AHS facility project, whether the building is renovated or rebuilt on the current site. This list was provided by Julia Nugent of HMFH Architects. Mark explained that these activities that could be done over the next year to keep the AHS project moving forward, and would be useful whether or not the district is successful partnering with MSBA on an AHS facility project. The memorandum with the list of potential items was distributed to the School Committee and included a site survey, geo-technical report, geo-environmental assessment, hazardous materials survey and education program plan, totaling \$210,000, including \$15,000 in contingencies. Request for this funding will be submitted in the form of a Warrant Article for the 2020 Annual Town Meeting.

ARTICLE TBD. To see if the Town will vote to raise by taxation, borrowing, or transfer from available funds or by any combination thereof and appropriate the sum of \$210,000 for the purpose of purchasing services and materials related to the Andover High School Feasibility Study, including any other costs incidental and related thereto, or to take any other action related thereto.

Joel Blumstein moved that the Andover School Committee vote to approve the recommendation from the Andover School Facility Subcommittee to conduct a Feasibility Study of Andover High School as presented. The motion was seconded by Susan McCready and voted 5-0 to approve.

2. Coaches Handbook – 2nd Reading

The Committee reviewed and discussed the Coaches Handbook now that all comments have been incorporated. AHS Principal Philip Conrad, and Athletic Director Bill Martin were present and provided a quick overview of the handbook that is built on eight pillars and outlined in the handbook. They also highlighted changes from the first reading of the handbook, including incorporation of a coaches' sign-off page to acknowledge receipt and understanding of the handbook. Fundamental aspects of the handbook will be the basis of a new evaluation system once negotiated with the AEA and approved. The handbook is to alert coaches to what the High School Administrations expectations are.

Susan McCready moved that the Andover School Committee vote to approve the Coaches Handbook as presented. Tracey Spruce seconded the motion. The School Committee voted 5-0 to approve.

3. School Committee Policies – 2nd Reading

The policy sub-committee presented modifications to proposed policies in response to feedback received since the previous policy reviews.

a. KHB and KCD were amended and approved

Tracey Spruce moved that the Andover School Committee vote to accept policies HKB and KCD as amended. The motion was seconded by Joel Blumstein and voted 5-0 to approve.

b. Policy GBEB On a motion by Tracey Spruce and seconded by Joel Blumstein, the Andover School Committee voted 5-0 to accept the proposed Policy GBEB as presented.

c. Policy GBEBD: Raffles and Lotteries

On a motion by Tracey Spruce and seconded by Joel Blumstein, the Andover School Committee voted to accept the proposed Policy GBEBD as presented.

d. Policy JICH: Alcohol, Tobacco, Drug Use by Students

On a motion by Tracey Spruce and seconded by Joel Blumstein, the Andover School Committee voted 5-0 to accept the proposed Policy JICH as presented.

e. Policy JJE- Student Fundraising Activities

On a motion by Tracey Spruce, and seconded by Joel Blumstein, the Andover School Committee voted 5-0 to accept the proposed Policy JJE as presented.

f. Chapter K: All policies in K except KHB and KCD

On a motion by Paul Murphy and seconded by Susan McCready, the Andover School Committee voted 5-0 to accept the proposed Policy K as presented.

g. Chapter L: All policies in L

On a motion by Paul Murphy and seconded by Susan McCready, the Andover School Committee voted 5-0 to accept the proposed Policy L as presented.

New Business

1. Foundation Budget Review Commission Resolution/Recommendations

The Committee voted on a formal resolution and support to fully fund public education and to submit a letter of support to our Legislature to change the Foundation Budget calculation so that it would be more reflective of actual costs and expenses to public school districts, including more appropriate metrics around health care and special education costs.

Joel Blumstein moved that the Andover School Committee vote to recommend that the Legislature fully fund a new Foundation Budget Formula. The motion was seconded by Susan McCready and voted 5-0 to approve.

2. Vote on Administrators Memo of Agreement

The Committee met in Executive Session earlier to discuss the MOA for the Middle School Special Education Coordinators that fall under the Administrators Association. These positions and salaries have been treated as part of the Administrators unit since 2016, and this MOA is considered a housekeeping item that allows the School Committee to document more clearly the positions and salaries in the unit.

Susan McCready moved that the Andover School Committee vote to approve the Memorandum of Agreement to amend the 2017-2020 Collective Bargaining Agreement with the Andover Administrator's Association. The motion was seconded by Paul Murphy and voted 5-0 to approve.

3. Financials

Paul Szymanski reviewed the October financials and the constant attention to detail of out-of-district students and expenses, and the timing issue for when some of the information on when expenses post, they have arrived at a protocol to have a conversation with Student Services at the end of each period to look at reconciliation.

4. Update on Audit Recommendations

Paul Szymanski reviewed his findings on the process and procedures of the various student activity accounts for the district and the update on the Audit Recommendations for the period ending June 30, 2017. Going through the audit of the four schools mentioned, there are some common threads found that include expenses for individual training, monthly checking account balances, inactive accounts, and deficiency in account balances. Schools will be sent written procedures on student activity accounts and a constant reminder to the schools on what they should be doing. Expenses have to relate to activities done by the students.

H. Consent Agenda

1. Warrants: Warrants in Order
2. Minutes:
3. Grants: Peggy Corbett Mini Science Grants

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

II. Adjournment

At 9:00 P.M. on a motion by Susan McCready and seconded by Paul Murphy the School Committee voted 5-0 to adjourn the meeting of Thursday, December 13, 2018.

Respectfully submitted,

Dee DeLorenzo

Recording Secretary

Documents: Current School Committee Policies and Changes

Memo from Julie Nugent of HMFH dated November 27, 2018