

**Andover School Committee
Minutes of September 5, 2019**

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

Others in Attendance: Superintendent Berman, Paul Szymanski Assistant Superintendent for Finance & Administration, Assistant Superintendent of Teaching & Learning Sandra Trach, and Assistant Superintendent of Student Services Dr. Sara Stetson.

I. SC Regular Open Session Meeting-

A. Call to Order

The Chair called the meeting to order at 7:00 P.M. in the School Committee Meeting Room located in the School Administration Building. The meeting began with a Moment of Silence and a Salute to the Flag

B. Recognitions & Communications

1. Opening Day Highlights

Dr. Berman thanked Principals, Instructional Assistants, Teachers, Custodial Staff for preparing the schools for the August 28th Opening Day for students; which was a very good opening day.

Enrollment: Currently the school enrollment is slightly less than last year with 5,200+ students enrolled. Last year's Kindergarten class was exceptionally large with an enrollment of 406 students, at this time there are 341 kindergarten students, the normal headcount is usually 380 students which we expect to see an increase of in the coming weeks. The Enrollment Chart provided showed patterns that have developed with numbers that have been relatively stable. We are approximately 100 students under our projections.

CIP Development: The Capital Improvement Project (CIP) requests have been sent out and we will be submitting a rough draft of requests to the Town Manager and provide a formal presentation at the next School Committee Meeting.

2. P & F School Summer Projects

Janet Nicosia, Director of Facilities, reported on the many school projects completed over the summer along with an update on the status of the remaining projects approved at Town Meeting. This has been an aggressive summer with a lot of project requests accomplished, including the completion of the Phase I Traffic Study at AHS. Traffic counts were conducted in April/May (before the seniors left), the scoreboard for Lovely Field will be ready to install within the next 2 weeks. The traffic study for Bancroft School will begin this year, and many other projects will be addressed throughout the school year including bids for A/C in the elementary schools.

3. Triple EEE Health Advisory Update

Tom Carbone, Health Director for the Town, Athletic Director Bill Martin, and Kim Foster from Mosquito Control District (State Agency) provided information on the Triple E Health Advisory Alert. Notifications were provided to the School Superintendent and Athletic Director on the risk levels of Triple E in the community. Communications were sent out to families, the Police sent out Code Red Reports, and flyers were put up at Trail heads across the Town.

As a result of the positive Triple E findings in the mosquito traps set out, Kim Foster said they scheduled a block spray. They can't eliminate the risk, but steps can be taken to minimize them. Sections of Ballardvale and Rte 93 are being sprayed tonight, and people are being made aware of the threat and asked to curtail outdoor evening activities. It is safe for kids to be outside during the day but from dusk to dawn protocols are in effect for schools bordering other communities that been identified as having Triple E.

Bill Martin talked about the impact of the spraying on athletic programs. They changed the hours kids were on fields and met with all athletes and their parents to talk about precautionary steps being taken; eight out of eleven schools in our league are on a dusk-to-dawn timeline.

4. Other

Communications Director Nicole Kieser introduced Rita Casper, Director of Nursing for APS, who was invited to speak at a conference at the World Health Organization in Sweden this summer. This was an opportunity to showcase Andover and Rita spoke about the Health Curriculum for Andover's TOPS Program. Rita was congratulated on receiving a grant of \$100K a year for the next ten years.

Sandy Trach said it was a pleasure visiting all the schools this week with Dr. Berman. She thanked all the faculty and staff for helping to ensure their visit and the first days of school went smoothly. An email has been sent out to Middle School families regarding Chromebooks and selection of using the School Management System.

Paul Szymanski reported that the School Warrants are now available online and were tested today. Dr. Stetson explained the many new projects that Student Services personnel are working on (Literacy/Mental Health/ etc).

The School Committee members all reported on the opening of the 2019.2020 school year. The Chair would like to restart the School Committee Informal Forums and will check with availability of the Library to schedule a room and dates. He will submit the schedule to the Committee for sign-up.

- C. **Public Input** None
- D. **Response to Public Input** N/A

E. Education

1. Field Trip: Global Pathways Students – July 2020 AHS Sheila St. Laurent

Susan McCready moved that the Andover School Committee vote to approve the proposed extracurricular trip for Andover high school students to Hawaii on July 19-28, 2020 as presented and in accordance with the provisions set forth in the Andover School Committee policy entitled “Andover Public School Sponsored Trip and Student Travel Policy”. Motion was seconded by Tracey Spruce and voted 5-0 to approve.

2. NWEA MAP Results Presentation

NWEA, also known as MAP Testing, is an evaluation test to see where a student is academically in Language Arts, Reading, Math, and Science. Sandy Trach reported that this tool is used to represent academic growth and uses a "RIT Scale" to determine kindergarten through 11th grade levels. Hannah Tolla, APS Data and Financial Analyst, explained the test and results in her presentation.

The test is highly predictive of what the MCAS results will be. MAP has a lot of powerful tools and tracks students over a long period of time. Hannah provided a slide presentation overview of the system which is computer adaptive.

Next steps include to continue the training for staff and administrators, develop and convene a MAP Team at the District level, and consult with principals to help inform school data terms.

3. Summer Professional Development

Sandy Trach updated the Committee on the many professional learning opportunities educators participated in this summer that included: Training of staff/administrators on the Benchmark Assessment System (BAS), Level I and Level II Responsive Classroom Training to support elementary classrooms with over 40 teachers participating, Andover teachers facilitated nine Professional Development Courses totaling 105 teacher participants. A team of teachers participated in the AVID Summer Institute in Philadelphia, and a team of teachers attended the National Capstone Convention, and finally, teachers and administrators fostered a culture of continued learning through forty-five summer curriculum projects to update and expand our curriculum.

F. Continuing Business

1. Budget Transfer Request FY2019

Paul Syzmanski said the request is due to the over-expenditure for substitutes and stipends for Instructional Assistants not budgeted. The 2019 books are officially closed. The primary area of savings came from legal costs, utilities savings, evaluation/services and transportation; however there is deficit of \$300K in Special Ed Transportation. There was also a higher than normal expense for Translation Services. The overall surplus of @ \$337,000 was applied to OOD costs allowing us to spend less out of the Circuit Break Fund.

Shannon Scully motioned to move encumbered funds from the June 30, 2019 Expense Account to the Salary Account in the amount of \$1,088.06. The motion was seconded by Susan McCready and voted 5-0 to approve.

2. Update on Personnel

Dr. Berman reported that funds for the 1.0 position request for Spec Ed at AHS are not needed as Assistant Principal John Norton was able to address the need through funds in the clerical account. Dr. Berman noted that through School Committee negotiations, 60% of Andover's Instructional Assistants are full-time employees.

G. New Business

1. Policies to be reviewed

DD-Funding Proposals and Applications (1st reading)

Currently, proposals for any specially funded projects have to come to the School Committee for approval. Joel provide a brief background on the changes to this policy which is a far more reasonable and practical approach of bringing proposals forward to the Committee. This change would put limits on which proposals would require their approval, reducing the number of projects they would have to approve, and help continue to encourage faculty to apply for 'smaller' types of grants. If a grant is in the amount of \$500,000 or more or it binds the district to future financial obligations, the Superintendent will provide prior notice to the School Committee. Approval by the School Committee will be required prior to the submittal of the funding source if the proposal is in the amount of \$1,000,000 or more or it binds the district to future financial obligations.

2. Student Activity Accounts – approve monetary limits

Paul Szymanski provided an explanation of the monetary limits for all Student Activity Accounts that require an annual vote by the Committee.

Susan McCready moved for the Andover School Committee to approve all of the Student Activity Accounts for FY-2020 as presented by the Business Office. Motion seconded by Tracey Spruce and voted 5-0 to approve the accounts as presented.

Susan McCready moved for the Andover School Committee to approve the maximum balances on the Student Activity Accounts as presented. Motion seconded by Tracey Spruce and voted 5-0 to approve the maximum balances on the Student Activity Accounts as presented.

3. Contract: Transportation routes analysis for revised start time

The Committee is looking at restructuring bus routes and the document sent from Dr. Berman outlines the parameters used in the Request for Proposals sent out. The RFP included a request for a variety of scenarios to make our bus routes more efficient. There were four bids received today; two of which were not qualified bids. The three-member Selection Committee (Shannon Scully, Sandy Trach, Dr. Berman) will study the two proposals provided and a presentation will be given to the School Committee which will be authorizing the Superintendent to enter into a contract.

On September 18th at 8:00 AM the School Committee will hold a workshop on School Start-Time and the results of Surveys/Feedback will be shared. The workshop will be held in the 2nd floor conference room at Town Offices.

H. Consent Agenda

1. Grants/Donations to the District
2. Warrants: Expense: SW2004; Payroll 205010, 205008, 205009
3. Minutes: June 20, 2019, July 17, 2019, August 1, 2019

On a motion by Susan McCready and seconded by Tracey Spruce the School Committee voted 5-0 to approve the Consent Agenda as presented.

I. Adjournment

At 9:25 PM on a motion by Tracey Spruce seconded by Susan McCready, the Andover School Committee voted 5-0 to adjourn the meeting of September 5, 2019.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: Comparison Enrollment Chart
NWEA MAP Growth Assessment