

ANDOVER SCHOOL COMMITTEE MINUTES

September 15, 2022

MEMBERS PRESENT: S. McCready, Chair
E. DiCesaro
S. Wright
T. Spruce, Vice Chair
L. Conoscenti

MEMBERS ABSENT

OTHERS PRESENT: M. Parvey, Superintendent
K. Taverna, Assistant Superintendent of Finance and Administration
J. Riley, Assistant Superintendent for Teaching and Learning
Sophia Miele, SGA student representative

I. Call to Order – S. McCready, Chair, called the Regular Meeting of the School Committee of September 15, 2022, to Order at 7:03pm, at the School Committee Conference Room.

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

B. Recognitions/Communications

Dr. Parvey visited the open houses at High Plain, Wood Hill, Shawsheen Pre-school, South, Bancroft and West Elementary. The teachers were enthusiastic and the back-to-school assembly at High Plain Elementary was outstanding. CIP review is underway. Dr. Parvey met with her coach for the New Superintendent Introduction Program. The AHS Building Committee met as did the Emergency Management Working Group and the Merrimack Valley Superintendent's Roundtable. Dr. Parvey's office hours begin 10/3 from 6:00pm-7:30pm.

Dr. Riley thanked the effort and work put into the open houses this week and the first half day for PD will be next Friday, September 23, 2022.

Mr. Taverna thanked Trombly Bus Co. for working with him and this week was a better week. He also thanked the educators for the work put into the open houses.

Mr. Wright is the new DEI liaison. This group is working to align with the Town DEI initiative. The Community Engagement working group is planning the next open mic night to be held on 10/19 at 7:00pm.

Dr. Conoscenti stated the AHS Building Committee met on 9/8 with the designer and discussed the hiring of OPM to oversee the project on behalf of the Town. A table for the AHS Building Committee will be set up at Andover Days. Kindergarten started this week, and she thanks all of the staff for a great opening.

Ms. DiCesaro attended the SEPAC meeting on 9/13. Dr. Folger will be the speaker at the networking event on 10/26. They are hoping to grow the membership, fundraising and appoint SEPAC liaisons to each PTO.

Ms. Spruce thanked Mr. Taverna and his team for supplying HS and MS bathrooms with period supplies. She hosted the School Committee informal forum with Mr. Wright on 9/5 and she reviewed the topics discussed. Ms. Spruce will follow-up with those who attended on some of the topics brought up.

Ms. McCready thanked Mr. Taverna for his work on the transportation and acknowledged the a number of people signing up after the deadline it makes it difficult. There will be a West Elementary Building Committee table at Andover Days.

Ms. McCready announced the new School Committee liaison assignments as follows:

Audit Liaison – Mr. Wright

Legislative Liaison – Dr. Conoscenti

Retirement Liaison – Ms. DiCesaro

CREST Board of Directors – Dr. Parvey

All other assignments remain the same.

C. Public Input

None

D. Response

None

E. Education

Nancy Koch presented the Tiered Focus Monitoring System which is reviewed every 3 years by DESE. It is a 2-tiered monitoring system consisting of Groups A and B and universal standards are reviewed for each group. APS is in Group B this cycle. Ms. Koch reviewed the items to be reviewed by DESE. The next steps are self-assessment; prepare for DESE’s visit the week of 12/5 at all school buildings and meetings with Dr. Parvey, Dr. Riley, SEPAC Co-Chairs and possibly School Committee members. If any findings are provided, corrective actions will be in place before the end of the school year.

APS Communications Protocol & Resolution Procedures were presented by Nicole Kieser. Communication about these procedures is needed to connect families with individuals who can best help them. Teachers will be the first point of contact most of the time and this Protocol identifies the second and third contacts. The leadership team will acknowledge the inquiry within 48 hours of receipt. The Protocol will be displayed on the APS web page. This will also be provided to all principals for their newsletters and added to *All Around APS*. Ms. Kieser added that “Stay Connected” information will be added and “Who We Are.” will be updated as well.

Ms. DiCesaro asked if this will be posted on the APS Facebook page. It will and the principals will have this posted on their building home pages as well.

“There’s A Policy For That” will explain a School Committee policy in each publication of *“All Around APS”*.

An upcoming Wood Hill Middle School Field Trip was presented by Patrick Bucu to the School Committee. 119 students will be attending Camp Kieve from 10/31 – 11/4. The cost is a total of \$8,800 and scholarships are available for students. The field trip takes place in the Fall so that the curriculum can be used all year. This is SEL based learning.

Dr. Conoscenti moved to approve the proposed extracurricular trip to Camp Kieve in Nobleboro, ME in accordance with the provisions set forth in the Andover School Committee Policy entitled “APS School Sponsored Trip and Student Travel Policy”; it was seconded by Ms. Spruce and passed unanimously on a 5-0 vote.

F. New Business –

Andover High School Handbook 2022-2023 – Principal Caitlin Brown and Vice Principal Scott Darlington reviewed the updates/changes to the handbook with the School Committee. The changes included updating dates and language regarding grading, make-up work and academic dishonesty, peer mediation and changes from COVID procedures back to normal (pre-COVID) procedures.

The School Committee will be updated at the end of the year regarding peer mediation.

Mr. Wright asked for clarification regarding detention issued for not cleaning up in the cafeteria. Principal Brown explained that it pertains to cleaning up their own lunches and trays, not actually cleaning of the cafeteria.

Mr. Taverna reviewed eligibility for free and reduced lunch which is now called Family Financial Assistance. The application for free/reduced lunch is used to apply for all other financial assistance.

An Addendum for all extracurricular activities, not just sports, regarding locker room and dressing room supervision is being added. The Addendum will address expectations for students' behavior in the locker rooms and dressing rooms and the supervision taking place in the locker rooms and dressing rooms. Any changes will come back to the School Committee for approval.

Dr. Parvey added that there will be an additional Addendum addressing Student Discipline and Student Dress which will be in accordance with our updated policies.

Ms. Spruce moved to approve the 2022-2023 Andover High School Handbook and Amendments as presented; it was seconded by Dr. Conoscenti and passed unanimously on a 5-0 vote.

Copier Lease Agreement

Mr. Taverna reviewed the agreement with the School Committee. The School Dept. has 2 high end production level copy machines run only by Becky Krafton for the entire district. The life expectancy of the machines is 5 years.

Dr. Conoscenti moved to authorize the proposed 5-year contract utilizing a Mass. Higher Education Collaborative for 2 Xerox B9110 copy machines at an annual expense of \$39,724.59 from November 1, 2022, through October 31, 2027, as presented; it was seconded by Ms. DiCesaro and passed on a 4-0 vote. Ms. Spruce abstained.

Financials – May and June 2022

Mr. Taverna provided the year end financial statement indicating that the fiscal year ended on budget. Fiscal year 2022 is closed out and the year-end report will be completed shortly.

Ms. McCready confirmed the account transfer request would be part of the year-end report.

G. Continued Business

Policy Manual Second Reading for Updates Sections D, JIC, JICA, AC, AC-R, GB-A, GCF, JB, JFBB. Ms. McCready did not receive any edits or comments from the first reading.

Ms. DiCesaro moved to approve Policies Sections D, JIC, JICA, AC, AC-R, GB-A, GCF, JB, JFBB, as presented; it was seconded by Ms. Spruce and passed unanimously on a 5-0 vote.

H. Consent Agenda

Surplus Inventory: High Plain textbooks.

Competitive DESE Grant for approval.

Minutes from
September 1, 2022, meeting.

Dr. Conoscenti moved to approve the Consent Agenda as presented; it was seconded by Ms. Spruce and passed unanimously by on a 5-0 vote.

Dr. Conoscenti moved to Adjourn the Andover School Committee Meeting, it was seconded by Ms. Spruce and passed unanimously on a 5-0 vote.

The meeting adjourned at 8:26pm.

Submitted By: _____
Lynn Viselli, Recording Secretary

Approved _____
Date

Per the Massachusetts Open Meeting Law, the following is a list of documents that were either distributed to the Andover School Committee before the meeting in the packet or at the meeting.

1. Agenda
2. Policy Manual Sections D, JIC, JICA, AC, AC-R, GBA, GCF, JB, JFBB
3. Consent Agenda
4. Tiered Focus Monitoring System
5. APS Communications Protocols & Resolution Procedures
6. AHS Handbook and Amendments
7. Copier Lease Agreement