

ANDOVER SCHOOL COMMITTEE MINUTES

**October 20, 2022**

MEMBERS PRESENT: S. McCready, Chair  
L. Conoscenti  
E. DiCesaro

T. Spruce, Vice Chair  
S. Wright

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 October 20, 2022, to Order at 7:00pm, at the School Committee Conference Room.

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

B. **Recognitions/Communications**

Dr. Parvey visited Bancroft School, West Middle School, West Elementary School, Andover High School, Wood Hill Middle School and open houses at Andover High School and Shawsheen Pre-School. It was ride your bike to school day and an author visited the middle schools. Katie Greer spoke at Doherty Middle School about internet safety. ACE scarecrow festival was kicked off.

Dr. Parvey reviewed the Administrative update including MSVA roundtable meeting, ACE Quarterly meeting, NISP meeting, West Elementary Shawsheen Pre-School Committee meeting and the Tri-Board meeting.

Dr. Parvey will hold virtual office hours on November 9, 2022, with Keith Taverna.

Professional development is scheduled for October 21<sup>st</sup> for all teachers.

Dr. Riley also recognized the ACE scarecrow festival as a great family event. Middle school were visited, and the guest speaker spoke about becoming a writer. Elementary schools were visited to observe literacy and math. 100 people attended the Eureka math seminar for parents. Andover High School architects will meet with each department over the next two weeks to get a vision for the structure of the high school.

Keith Taverna advised the School Committee that a project manager had been selected for the Andover High School building project. A refresher course of ALICE training was completed with Mark Higginbottom and upcoming drills will be run for safety.

Mr. Wright attended the Quad-Board meeting. DEI will be holding an open mic night and celebrating Hispanic Heritage night. This will be available online to view.

Dr. Conoscenti also acknowledged the ACE scarecrow festival kickoff event. She congratulated the APS coaches, staff, and students on a successful cross country run for grades 4-8. Andover High School Building Committee has hired an owner project manager. The first sustainability charrette and educational visioning meeting was held, and community outreach begins November 11<sup>th</sup> at the Memorial Hall library.

Ms. DiCesaro added that SEPAC has a networking event scheduled for October 26<sup>th</sup>. Ms. Spruce informed the School Committee that a virtual forum was hosted with Ms. DiCesaro with 19 people signed up and 5 attending. Ms. Spruce reviewed the nature of the questions asked. The next informal forum is scheduled for November 18<sup>th</sup> at Memorial Hall Library in person.

Ms. McCready also acknowledged the ACE festival, this being the 10<sup>th</sup> anniversary of the festival. The Quad-board meeting was held and the budget deficit for West Elementary/Shawsheen Pre-school was discussed. A Special Town Meeting is scheduled for December 1, 2022, with two articles on the Warrant. October 24<sup>th</sup> a strategic planning workshop will be held for the School Committee and on October 25<sup>th</sup> the School Committee will vote in open session then enter into Executive Session.

C. **Public Input**

None

D. **Response**

None

E. **Education**

1. MCAS Data Analysis

Dr. Riley reviewed the 2022 MCAS baseline data. 2019 was the last full MCAS test pre-pandemic, in 2020 no testing was administered and in 2021 half of the MCAS was administered.

J. DeCarlo reviewed the Positive Data. There was a 99% participation rate with moderate to high mean student growth. Overall, students are meeting or exceeding state expectations in each content area. Grades 3,4,5 ELA was reviewed, and we are trending in the right direction, meeting or exceeding state expectations. Grades 6,7,8 ELA reviewed, and we are trending in the right direction, meeting or exceeding state expectations. High School ELA was reviewed, and we are meeting or exceeding state expectations. Grade 10 is taking the new Science MCAS for the first time this year, so scores reflect that.

There are plans in place for improvement, such as the new elementary math program and curriculum coherence. Professional development is ongoing with elementary instructional coaching.

Grades 3-8 students with disabilities, low income or Hispanic/Latino subgroups were reviewed.

They are exceeding state expectations. The High School has the same trends.

The areas of growth and next steps to be taken to make sure every student is getting what they need were highlighted.

The District wide next steps include School Improvement Plan; Curriculum Alignment; MISS Framework; Target skills and academic support such as district wide writing skills, assessing writing and overall goal for writing; Data Wise, teams looking at subsets of data; and District Strategic Plan.

Dr. Conoscenti asked about earlier, historical data to help determine the trends. How do we compare to peer districts. Dr. Riley stated that each district addressed the pandemic differently, so it is hard to compare data between districts. Students are compared to like peers within the state.

Dr. Riley added that our students are doing better than expected in student growth. Growth is all relative currently due to the pandemic. We will have better data in a few years.

Ms. DiCesaro stated the high school science scores are lower and asked if this was because it is their first time taking the next generation MCAS test. Dr. Riley confirmed that was the reason for the scores and curriculum alignment will help the science scores.

Dr. Conoscenti asked if the School Committee could receive a midyear update to determine the progress.

#### F. **New Business**

1. Capital Improvement Projects – Janet Nicosia presented the projects underway, including a new patio at the Sanborn cafeteria and replacing the signage and constructing an outdoor classroom at South School. Ongoing repairs and updates being done with the Green Community Grant were reviewed.

SCH-1 is non-site specific and was reviewed. Ms. McCready asked how the work needed was assessed. The head custodians submit work orders and continue preventative maintenance. An annual walk with each principal to discuss larger projects. Sustainability is foremost in the decisions. Janet read the sustainability statement for the record.

SCH-2 School Projects by Building is used to fund smaller projects and the work is done by staff. Janet reviewed the work being done under this CIP.

SCH-5 Major School Projects includes the central plan update at Andover High School, Field House upgrades, Bancroft turf field, South Elementary gym upgrade and West Middle School masonry repair in front of the school.

FAC-3 Town and School Security Projects includes updates to school entrance vestibules.

FAC-7 Town/School Energy Initiatives includes energy initiatives like new windows at Doherty. MSBA “Green Building” project program application has been submitted to cover a portion of this cost.

Ms. Spruce thanked Janet and her team for their work keeping the buildings up and running.

**A motion was made to move the Andover School Committee to approve SCH-1 School Wide Maintenance Program, SCH-2 School Projects by Building, SCH-5 Major School Projects, FAC-3 Town and School Security Projects and FAC-7 Town/School Energy Initiatives was made by Dr. Conoscenti, seconded by Mr. Wright and unanimously approved 5-0.**

2. School Safety Practices and Next Steps – Detective Mark Higginbottom provided an overview of APS security.

Detective Higginbottom read the description of the Management Working Group into the record. It was developed in 2013 and includes fire, police, public health, DPW, plant and facilities, IT, schools, library, community services and Town Manager’s office where decisions are made collaboratively.

Proactive Initiatives have been implemented, such as an Emergency Response Plan, New School Orientation, Homeland Security training, security check-ins, zone based alert and other proactive initiatives were reviewed. Reactive Initiatives include incident response training, ALERRT training, rescue task force tactics, NEMLEC community, crisis intervention and social workers and psychologists in every school.

Mr. Taverna updated the School Committee on the School Security Assessment. The RFP was sent out. He reviewed the details of the RFP and the timeline. The recommended choice to receive the contract is Guidepost. The work will begin early winter and be completed early spring. They will be visiting schools, school event, athletic events etc. Policy, procedure and technology will be reviewed as well. Discussion followed regarding the cost and pricing, and how the recommendations will be implemented.

Mr. Taverna explained the Go Kits to the School Committee. A Go Kit is an emergency kit provided in each physical space that students and staff use. 600 kits are needed district wide and will be placed in classrooms, nurses' stations, main office, cafeteria etc. The contents of such kits were reviewed, and the contents of the kits are timeless with a long shelf life. The Go Kit will be a backpack that teachers can easily grab and transport.

Ms. McCready added that this work is reassuring to staff and parents.

Mr. Taverna reviewed the contract with Guidepost. The draft contract has been reviewed by legal counsel, Terri Peznola and Guidepost.

**A motion was made to move the Andover School Committee to authorize the Assistant Superintendent of Finance and Administration to sign a contract on behalf of the District to award the School Security Assessment services to Guidepost Solutions, LLC in the amount of \$63,800 to assess security in all of the schools was made by Ms. DiCesaro, seconded by Dr. Conoscenti and unanimously approved 5-0.**

3. Financials – September – Mr. Taverna reviewed the September financial report including savings from new hires. He is working with SPED regarding tuition amounts.
4. New District On-Line Payment Process – M. Taverna reviewed the electronic payment options and the fees charged for online payments. GoFan is used by MIAA and Showtix4u is used for fine arts performances and Ticket Leap and Paypay will be eliminated based on the fee structure. Fees were reviewed for online echeck payments and debit card/credit card payments. The MIAA post season tickets will not have a no fee option. Parents are responsible for payment of fees. Free payment options do exist for events run and sponsored by APS. The customer will need to be logged into the system to have echeck option available. Tickets for events can still be purchased at the door, however availability may be limited. Ms. Spruce asked for the exploration of families being able to purchase tickets with cash before performance or event night at the door.

**A motion was made to move Andover School Committee to vote to approve the fee structure associated with the on-line payment methods for revenue collected in support of student activities and events as presented by Dr. Conoscenti, seconded by Mr. Wright and unanimously approved 5-0.**

#### G. Continuing Business

1. Superintendent Evaluation Process and Goals – This is the second reading. Mr. Wright asked about the additional language highlighted in yellow. Dr. Parvey responded that the language was added to further clarify work done to support the goals.

**A motion was made to move that the Andover School Committee vote to approve the Superintendent Goals for 2022-2023 school year as presented was made by Ms. Spruce, seconded by Dr. Conoscenti and unanimously approved 5-0.**

2. APS 2023-2024 School Calendar – This is the second reading.

**A motion was made to move that the Andover School Committee vote to approve the APS School Calendar for the 2023-2024 school year as presented was made by Dr. Conoscenti, seconded by Ms. Spruce and unanimously approved 5-0.**

3. Policies KF and KF-R Community Use of Facilities. This is the second reading.

**A motion was made to move that the Andover School Committee vote to approve Policies KF, and KF-R as presented was made by Ms. Spruce, seconded by Dr. Conoscenti and unanimously approved 5-0.**

**Consent Agenda  
Minutes -tabled.**

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

**The meeting adjourned at 9:17pm.**

Submitted By: \_\_\_\_\_ Approved \_\_\_\_\_  
Lynn Viselli, Recording Secretary 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 KF and KF-R
3. Consent Agenda
4. Superintendent Goals
5. MCAS Data Analysis
6. Overview of APS Security
7. RFP Guidepost
8. Contract with Guidepost
9. Electronic On-Line Payments
10. APS 2023-2024 Calendar