



ANDOVER SCHOOL COMMITTEE

SC ROOM Key: *I.O. = Information Only; A.R. = Action Request*

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THURSDAY, NOVEMBER 17, 2022
SCHOOL COMMITTEE CONFERENCE ROOM

** Please note that public comment – either during the Public Input agenda item or on specific agenda topics – should follow School Committee [policy BEDH](#) *Public Comment at School Committee Meetings* and [policy BEDH-E](#) *Guidelines for Public Comment*, including limiting remarks to 3 minutes.**

- I. School Committee Meeting: Open Session/Call to Order
- II. Executive Session: **7:00 PM**
Motion and vote to meet in executive session pursuant to Massachusetts General Laws chapter 30A, section 21(a) for the following purpose: Purpose (3) to discuss strategy with respect to collective bargaining and litigation with unionized personnel, Andover Education Association (AEA) Unit A, because an open session may have a detrimental effect on the bargaining and litigating position of the Committee. The Committee will reconvene in Open Session at approximately 7:15pm.
- III. Resume School Committee Meeting – Call to Order/Salute to the Flag **7:15 PM**
 - A. Recognitions/Communications
 - B. Public Input
 - C. Response to Public Input
 - D. Education
 - 1. SEPAC Presentation (Lauren Kinney, Melissa Irvin; Co Chairs SEPAC) I.O.
 - 2. SEL Findings (Jason Levene, SEL District Coordinator) I.O.
 - E. New Business
 - 1. Long Range Financial Plan Model I.O.
 - 2. Revised Posting: Substitute Teacher Qualifications A.R.
 - 3. Financials – October I.O.
 - F. Old Business
 - 1. Preliminary Budget Development Assumptions (Second Reading-K Taverna) A.R.
 - 2. School Committee – Superintendent Protocols (Second Reading) A.R.
 - G. Consent Agenda A.R.
 - 1. Grants/Donations to District
 - 2. SC Meeting Minutes – May 19, 2022, October 6, 25, 2022
 - H. Adjournment

This is the SC posted agenda for the upcoming meeting to the best of our knowledge at the time of posting; however, other agenda items may arise; therefore, the SC reserves the right to discuss additional items if merited.

The mission of the Andover Public Schools, in partnership with the entire Andover community, is to educate by engaging and inspiring, students to develop as self-reliant, responsible citizens who are thinkers, problem solvers, and contributors prepared to participate in an evolving global society.

Draft - Andover Public Schools Long Range Financial Plan Model - Draft

Financial Plan	FY2023 (RECAP)	FY2024	Dollar Change	% Change	FY2025	Dollar Change	% Change	FY2026	Dollar Change	% Change	FY2027	Dollar Change	% Change	FY2028	Dollar Change	% Change
REVENUE																
General Fund Revenue	96,000,891	99,600,924	3,600,033	3.75%	103,335,959	3,735,035	3.75%	107,211,058	3,875,098	3.75%	111,231,472	4,020,415	3.75%	115,402,652	4,171,180	3.75%
Circuit Breaker	2,449,611	2,681,338	231,727	9.46%	2,734,965	53,627	2.00%	2,789,664	54,699	2.00%	2,845,457	55,793	2.00%	2,902,366	56,909	2.00%
Grants	1,904,383	1,942,471	38,088	2.00%	1,981,320	38,849	2.00%	2,020,946	39,626	2.00%	2,061,365	40,419	2.00%	2,102,593	41,227	2.00%
Fees (Pre-School/Bus/Athletics)	759,000	759,000	-	0.00%	759,000	-	0.00%	759,000	-	0.00%	759,000	-	0.00%	759,000	-	0.00%
District Revolving Fund Revenue	3,258,609	3,258,609	-	0.00%	3,258,609	-	0.00%	3,258,609	-	0.00%	3,258,609	-	0.00%	3,258,609	-	0.00%
TOTAL REVENUE	104,372,494	108,242,342	3,869,848	3.71%	112,069,853	3,827,511	3.54%	116,039,277	3,969,424	3.54%	120,155,904	4,116,627	3.55%	124,425,221	4,269,317	3.55%
EXPENSES - Salaries																
Total Academic Instruction	66,251,216	68,330,696	2,079,480	3.14%	70,476,855	2,146,159	3.14%	72,824,120	2,347,265	3.33%	75,266,215	2,442,094	3.35%	77,806,970	2,540,755	3.38%
Total Custodial	2,334,013	2,397,523	63,510	2.72%	2,673,275	275,752	11.50%	2,744,251	70,975	2.65%	2,816,996	72,745	2.65%	2,873,336	56,340	2.00%
Supervisory Staff & Admin. Support	6,563,892	6,695,170	131,278	2.00%	6,829,073	133,903	2.00%	6,965,655	136,581	2.00%	7,104,968	139,313	2.00%	7,247,067	142,099	2.00%
Administration and Operations	2,766,259	2,821,584	55,325	2.00%	2,878,016	56,432	2.00%	2,935,576	57,560	2.00%	2,994,288	58,712	2.00%	3,054,173	59,886	2.00%
Evaluation and Therapy	941,850	960,687	18,837	2.00%	979,901	19,214	2.00%	999,499	19,598	2.00%	1,019,489	19,990	2.00%	1,039,879	20,390	2.00%
Total Food Service	2,880,000	2,937,600	57,600	2.00%	2,996,352	58,752	2.00%	3,056,279	59,927	2.00%	3,117,405	61,126	2.00%	3,179,753	62,348	2.00%
Athletics & Activities	846,928	863,867	16,939	2.00%	881,144	17,277	2.00%	898,767	17,623	2.00%	916,742	17,975	2.00%	935,077	18,335	2.00%
EXPENSES - Salaries	82,584,158	85,007,127	2,422,969	2.93%	87,714,616	2,707,489	3.19%	90,424,146	2,709,530	3.09%	93,236,101	2,811,955	3.11%	96,136,254	2,900,153	3.11%
EXPENSES - Other Non-Salary																
Academic Instruction	3,268,715	3,317,746	49,031	1.50%	3,367,512	49,766	1.50%	3,418,025	50,513	1.50%	3,469,295	51,270	1.50%	3,521,334	52,039	1.50%
Supervisory	406,770	427,109	20,339	5.00%	448,464	21,355	5.00%	470,887	22,423	5.00%	494,431	23,544	5.00%	519,153	24,722	5.00%
Administration and Operations	9,115,973	9,571,772	455,799	5.00%	10,050,360	478,589	5.00%	10,150,864	100,504	1.00%	10,252,372	101,509	1.00%	10,354,896	102,524	1.00%
Student Services	800,846	840,888	40,042	5.00%	882,933	42,044	5.00%	927,079	44,147	5.00%	973,433	46,354	5.00%	1,022,105	48,672	5.00%
Athletics & Activities	928,553	942,481	13,928	1.50%	989,605	47,124	5.00%	1,039,086	49,480	5.00%	1,091,040	51,954	5.00%	1,145,592	54,552	5.00%
Medicare/Benefits	1,133,989	1,150,999	17,010	1.50%	1,208,549	57,550	5.00%	1,268,976	60,427	5.00%	1,332,425	63,449	5.00%	1,399,046	66,621	5.00%
Out of District Programs	5,032,791	6,039,349	1,006,558	20.00%	6,492,300	452,951	7.50%	6,979,223	486,923	7.50%	7,502,665	523,442	7.50%	8,065,364	562,700	7.50%
Kindergarten and Preschool	204,709	207,780	3,071	1.50%	218,169	10,389	5.00%	229,077	10,908	5.00%	240,531	11,454	5.00%	252,557	12,027	5.00%
Other Programs and Services	41,990	-	(41,990)	-100.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%
Strategic Plan Implementation	-	-	-	0.00%	1,033,360	1,033,360	0.00%	1,072,111	38,751	0.00%	1,112,315	40,204	0.00%	1,154,027	-	0.00%
EXPENSES - Other Non-Salary	20,934,336	22,498,123	1,563,787	7.47%	24,691,252	2,193,128	9.75%	25,555,327	864,076	3.50%	26,468,507	913,180	3.57%	27,434,075	965,568	3.65%
EXPENSES - Capital Expenses																
Information Technology	250,000	300,000	50,000	20.00%	350,000	50,000	16.67%	400,000	50,000	14.29%	450,000	50,000	12.50%	500,000	50,000	11.11%
Capital Projects - Buildings	604,000	604,000	-	0.00%	604,000	-	0.00%	604,000	-	0.00%	604,000	-	0.00%	604,000	-	0.00%
EXPENSES - Capital Expenses	854,000	904,000	50,000	5.85%	954,000	50,000	5.53%	1,004,000	50,000	5.24%	1,054,000	50,000	4.98%	1,104,000	50,000	4.74%
TOTAL EXPENSES	104,372,494	108,409,250	4,036,756	3.87%	113,359,868	4,950,617	4.57%	116,983,474	3,623,606	3.20%	120,758,609	3,775,135	3.23%	124,674,329	3,915,721	3.24%
BALANCE	-	(166,908)			(1,290,015)			(944,197)			(602,705)			(249,109)		



SCHOOL COMMITTEE

*Susan K. McCready – Chairperson
Tracey E. Spruce, Esq. – Vice Chairperson
Lauren M. Conoscenti, Ph.D.
Emily DiCesaro
Sandis Wright*

Magda Parvey, Ed.D.
Superintendent of Schools

To: Magda Parvey, Superintendent of Schools
From: George Puddister, Assistant Director of Human Resources
Date: November 10, 2022
Re: Substitute Teacher Qualifications

As you are aware, there is presently a statewide shortage of substitute teachers, which is equally impacting Andover Public Schools. In response to this shortage, we have reviewed Andover’s policy on substitute teachers, in comparison with other districts, and we are proposing the below change. Specifically, we are seeking to supplement the 2 year college experience requirement with an alternative requirement that a candidate has 2 years of relevant experience working with students. We hope this change will increase the number of applicants for substitute teachers, while still ensuring we hire candidates that will assist with our goal of providing high-quality instruction to our students.

Current Required Qualifications

- Minimum 2 years of college
- Experience working with/supervising children
- Evidence of strong interpersonal skills

Proposed Required Qualifications

- At least 2 years of college and/or 2 years of relevant experience working with students
- Experience working with and supervising children
- Evidence of strong interpersonal skills

**Andover Public Schools
Andover, Massachusetts**

Substitute Teacher

General Description:

Substitute teachers are responsible for carrying out the lesson plans of the teacher for whom they are substituting and otherwise meeting the duties of teaching.

Responsibilities:

Specific activities include, but are not limited to, the following:

- Responsible for providing continuity of instruction to students in the absence of regular faculty members.
- Instruct assigned students employing varied instructional strategies.
- Work cooperatively with colleagues, parents and administrators.
- Perform other reasonably related duties as required.

Qualifications:

1. At least 2 years of college and/or 2 years of relevant experience working with students.
2. Experience working with and supervising children.
3. Evidence of strong interpersonal skills.

Supplemental Information:

Andover Public Schools (APS) seeks candidates who embody our ethos, which includes valuing the identities of all students, high expectations for all students, teaching excellence, collaboration, innovation, respect, and responsibility. APS is committed to hiring and supporting a racially and ethnically diverse faculty and staff. Racially and ethnically diverse teachers produce a myriad of positive outcomes for all students, especially the most historically marginalized students.

Performs all other related duties as assigned.

Evaluated by: Building Principals.

FTE: Substitute teachers are employed strictly on an on-call, per diem basis.

Andover is an Equal Opportunity/Affirmative Action Employer

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School Committee Priorities

The School Committee budget should reflect the priorities that address the needs of Andover students and schools. These priorities should provide direction to administrators and guide staff in developing budget recommendations. In addition, the priorities should guide the School Committee in its deliberations related to the budget planning process.

The budget should reflect the following priorities, in relative order. The School Committee may sometimes choose to fund items addressing lower priorities over items that may be a higher priority. While difficult, such choices must occasionally be made to ensure no priority is neglected. All budget discussions and decisions should utilize data driven dialogue.

1. The District's mission, values and goals;
2. The need for highly qualified staff teaching within the established class size policy;
3. The ongoing refinement of curriculum, instruction, and assessment practices;
4. The need to develop and maintain educational resources, technology infrastructure, and school facilities that support student learning and meet District goals.

School Committee Budget Assumptions

The budget is developed with certain assumptions and priorities by the School Committee. For example, the budget reflects the assumption that the school district will meet all federal, state and local mandated programs and requirements. Thus, the budget should include sufficient resources and funding to meet contractual obligations, mandated programs, and high school accreditation standards, including but not limited to:

- *Special Education: Federal - IDEA & MA General Law 71B & 603 CMR 28.00*
- *English Language Learners (ELL)*
- *Section 504 and Americans with Disabilities Act (ADA)*
- *MA Education Reform Act of 1993*
- *Next Gen MCAS*
- *Educator Evaluation System*
- *Every Student Succeeds Act (ESSA)*
- *Mandates required by state, federal, local and DESE regarding COVID-19.*

Budget Operating Guidelines: FTE Changes

School Committee policy prescribes the process for staffing adjustments and how the Committee and Superintendent make FTE additions or changes after Town Meeting.

Adopted by the School Committee with a 5-0 vote on August 30, 2018.

- *The needs of a school system change constantly throughout the school year for a variety of reasons, including personnel actions (e.g., unexpected retirements, long-term leaves), enrollment increases, or educational requirements (including special education needs). As a result, the Superintendent needs the discretion to adjust resources as needs change. The Superintendent can make these adjustments without School Committee approval as long as he/she is not creating an entirely new*

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position, stays within budgetary limits, and does not need to transfer funds between the salary and expense accounts. (See Policies DB, DBJ and GCA.)

- *To ensure full disclosure on resource adjustments, the Superintendent should provide routine updates on these adjustments at School Committee meetings including, in an appropriate level of detail and with appropriate supporting documentation, a description of those resource adjustments made or to be made, the reasons for those adjustments, and, when resources are added, the source of funding. (See Policy DBJ.)*
- *When a particular resource adjustment may prove controversial, the Superintendent is encouraged to brief the School Committee on that adjustment prior to it taking effect.*

Guidelines for Budget Requests

There are two levels of funding requests within the School Committee's budget: Base Budget requests and Strategic Plan Program Improvement Budget requests.

Level Service Budget

The **Level Service Budget** allows us to deliver a varied level of services to the schools from the approved FY2023 budget, including the current school programs, staffing, class sizes, and services as well as contractual increases, compliance requirements and enrollment that affect the level of services that we are delivering today. The level service budget includes:

- A. All program components and staffing included in the FY2022 and FY2023 operating budgets.
- B. Statutory or regulatory mandates and accreditation requirements.
- C. Personnel step, longevity, and collective bargaining increases (including cost of living).
- D. Increases under other existing contracts and for unsettled labor contracts will be made for potential increases and retroactive payments.
- E. In 2019 we publicly bid transportation for regular education, mid-day K, SPED in-district, out-of-district, summer and extracurricular transportation. When calculating the FY2024 transportation costs for these services we will be using contract rates for regular education, and extracurricular transportation, SPED in-district, out-of-district and SPED summer programs. As of FY2021, Transportation for Mid-day K is no longer required.

Expenditures - Staff and Programs

- A. **Staff and Programs** – Budget for services with the understanding that we will consider equal-cost substitutions in the recommended budget with all assumptions clearly defined.
 1. **Classroom Teacher** – The district will budget new full-time teachers at M-8 on the FY2023 Salary Scale.
 2. **Instructional Assistant** – The district will budget new full-time teaching assistants at Step-1 on the assistant's FY2023 salary schedule.
 3. Budget **contract settlements** for contracts under negotiation, including retroactive payments.
 4. **Student Services Summer Programs** –We anticipate continued increased costs for summer programming due to annual increases in teacher salaries, contracted services, and

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consultation fees. The Office of Special Educational Programs (OSEP) and DESE require school districts to consider additional IEP services for special education students and recovery support services for all students pursuant to school closures caused by COVID-19. In addition, COVID-19 compensatory services must be considered for all students with special needs as well as other high-need students such as students who are homeless, in DCF custody, or learning English. This requirement has increased the number of students participating in summer programming. It is anticipated these services will continue through the summer of 2023.

- B. **Legal mandates and high school accreditation requirements are met.** – This includes special education, Section 504 and ADA, English Language Learners, MA Ed Reform Act, Next Gen MCAS, NEASC and Educator Evaluation.
- C. **Professional staffing guidelines are met to address** class size policy, enrollment shifts, and legal needs.
- D. **Alternatives that will provide services in more cost-effective ways** e.g. build more in-house capacity to avoid some special education out-of-district costs, reorganize current organizational structure; reduce energy consumption; explore less expensive means of purchasing some products, services, etc..
- E. **Technology** – Budget for special education adaptive technology is not included in the technology CIP. Technology and internet connectivity are a key component to the future of student learning.
- F. **Professional Development**-This work will be provided district-wide as recommended by the Assistant Superintendent for Teaching and Learning to support the implementation of high-quality professional development with the goal of improving teacher practice and student outcomes for teachers and administrators in 21st century learning environments. High quality professional development conforms to best practices in research, relates to educators' assignments and professional responsibilities, and conforms to the Massachusetts Standards for Professional Development. (<https://www.doe.mass.edu/pd/standards.html>)
- G. **Textbooks** – The district will fund any *replacement textbooks* (and those needed for enrollment shifts) through the school instruction accounts and/or lost book accounts. Funds for *new textbook adoptions* and the *conversion to digital text* subscriptions are included in the district textbook account. As of FY2020 the school department's operating budget absorbed all related textbook expenditures and, as such, will be included in the FY2024 operating budget.
- H. **General and Instructional Supplies** – General and Instructional Supply line items will be calculated to reflect the most current enrollment numbers and current costs including inflationary pressures when possible.
- I. **Projected PK – 5 Consumables** – Using the most current enrollment numbers, administration will analyze projected consumable costs for literacy, reading, writing, math, science and other curricular areas; for example programs such as “Foundations”, K-5 DIBELS, FOSS Science, and Eureka math²v programs. Line-item adjustments will be made as necessary for FY2024 projected costs e.g. change in student performance data.

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J. **User Fees** - A student who is a member of a household that meets income eligibility guidelines may be eligible for family financial assistance including a user fee reduction. Please see the Andover Public Schools website for information related to eligibility.

1. **HS Athletics** –User fees for FY2023 will be set at \$450 per student with a family maximum of \$900; unless otherwise determined by the School Committee.

- a. **2. HS Parking Fees** –At the High School, estimated parking fee revenue will be budgeted at \$59,000. The parking fee will remain at \$200; unless otherwise determined by the School Committee.
- b. **3. MS Extra-curricular Activities** –As part of the FY2023 budget process the School Committee approved the elimination of middle school student activity fees which will continue for the 2023-2024 school year; unless otherwise determined by the School Committee.
- c. **4. Bus Transportation Fees** -Budget bus transportation fee at \$200 with a family maximum of \$400 as adopted as part of the FY2023 budget process; unless otherwise determined by the School Committee.

Contractual Obligations – Transportation

- A. **Regular Education Transportation** - In June of 2019 the district awarded a three-year transportation contract with a two-year option to extend. The FY2024 regular education transportation budget will be based upon that contract, with approval of the School Committee, to exercise year two of a two-year option to extend.
- B. **McKinney-Vento Homeless Act** - Over the past few years the cost to transport homeless students has varied between \$15,000 and \$65,000. Based on the historical costs and uncertainty of this line item the recommendation is to continue to fund Homeless transportation at \$65,000.
- C. **Foster Care Students - Every Student Succeeds Act (ESSA)** - In a memorandum dated January 18, 2018, the Commissioner of Education provided an update on Massachusetts' efforts to ensure educational access and stability for children in foster care as required by the Federal Every Student Succeeds Act (ESSA) and the 2008 Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act). The goal was to help school districts implement ESSA by providing joint guidance that supplements the US Department of Education's Non-Regulatory Guidance.

During the FY2020 school year we incurred an unbudgeted expense of \$12,496 related to Foster Care transportation. In FY2021 the District created a new account for Foster Care Transportation and funded the account at \$20,000. Prior to the establishment of the account, transportation of foster care students was funded out of the regular transportation budget. The FY2024 recommendation is to continue funding this line item at \$20,000.

During the FY2024 budget process the District will be working with the Executive Office of

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Health and Human Services (EOHHS), Department of Elementary and Secondary Education (DESE) and the Department of Children and Families (DCF) to enter into a Memorandum of Understanding to allow the District to complete transportation claiming under the Every Student Succeeds Act - Title IV-E. By entering into the MoU and a subsequent Town Meeting article, the District will become eligible for a reimbursement of a portion of these funds to help offset the FY2025 budget.

- D. **Special Education Out-of-District & Summer Transportation** - In 2019 we publicly bid transportation for SPED Out-of-District and summer transportation. The FY2024 SPED Out-of-District & Summer Transportation budget will be based upon that contract, with approval of the School Committee, to exercise year two of a two-year option to extend
- E. **Special Education In-District & Summer Transportation** - In 2019 we publicly bid transportation for SPED In-District and summer transportation. The term of this contract was negotiated as a five-year agreement. When determining the FY2024 transportation costs, it will be based upon the year five rates.
- F. **Extracurricular, Field Trips and Athletic Transportation** - In June of 2019 the district awarded a three-year transportation contract with a two-year option to extend. The FY2024 budget for Extracurricular, Field Trips and Athletic transportation will be based upon that contract, with approval of the School Committee, to exercise year two of a two-year option to extend.

Contractual Obligations – FY24 Salary Projections

- A. **Collective bargaining contracts-** For the FY2024 year, the collective bargaining agreements (CBAs) are under various states of settlement. The union representing Teachers, Occupational Therapists, Physical Therapists and Nurses, Instructional Assistants and Administrators will be under active negotiations. Wage reopeners are included in the CBA's for employees in the Custodians, Food Services, and Administrative Assistants unions. Personnel expenses will be budgeted to include a reasonable pay increase for these employees in FY2024, as determined by School Committee bargaining strategy. Bargaining agreements will be budgeted at a reasonable increase plus retroactive payments.
- B. **Individual contracts and non union employees** - A modest increase will be built into the budget for these individual positions.
- C. **Substitute Teacher Pay – Per the School Committee approved rate for the 2022-2023 school year the rates budgeted shall be:**
 - Substitute Teachers who are retired Andover Teachers, the rate is \$120/day
 - Substitute Teachers who have a minimum of a bachelor's degree, the rate is \$105/Day
 - Substitute teachers who have not completed a bachelor's degree, the rate is \$90/Day
 - If the district employs building-based substitute teachers, the rate is \$130/day.

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- D. **Substitute Nurse Pay** - In an attempt to continue to be competitive with industry pay scales, the substitute nurse pay for RN's will continue at \$400/day.

Fixed Costs: Utilities

- A. **Natural Gas** – In consultation with Sustainability, Plant & Facilities the FY2024 natural gas budget for all schools will reflect a 5% increase over FY2023.
- B. **Oil/Generator Fuel** – In consultation with Sustainability, Plant & Facilities the FY2024 oil/generator fuel budget for all schools will reflect a 5% increase over FY2023.
- C. **Electricity** – In consultation with Sustainability, Plant & Facilities the FY2024 electricity budget for all schools will reflect a 13% increase over FY2023.

Custodial Supplies & Materials

- A. The budget will use historical data and current trends for costs increases.

Unfunded Mandates –

- A. **English Language Learners** – This is budgeted based on known students at the time of budget submittal. The regulations require all teachers to utilize the World Class Instructional Design and Assessment standards. Each student has unique needs that must be addressed according to these standards. Providing sufficient dollars for staffing, professional development, resources, and programmatic needs ensures that the department is equipped to offer a high-quality English Language Learning Program. The Department of Elementary and Secondary Education expects that the district will adhere to guidelines outlined in the August, 2016, *Guidance on Identification, Assessment, Placement and Reclassification of English Learners*.
- B. **MA Ed Reform Act** – This is budgeted using known students needing MCAS support and remediation or Educational Proficiency Plans (EPP-high school only) at the time of budget submittal. (MGL c.71).
- C. **DESE Proportionate Share Services for Students with Disabilities** - Effective in 2019 DESE has advised that annually, all districts with private schools or home-schooled students within their geographic boundaries must calculate proportionate share, demonstrate upon request that they have spent the required amount of IDEA grant funds on eligible students who are privately enrolled and educated in the district, and submit the Proportionate Share Forms for both the 240 and 262 grants to DESE.

Districts are required to conduct a variety of activities related to provision of proportionate share special education services for students who are privately enrolled. These activities include consultation, child find, evaluation and determination of eligibility, determination of the proportionate share amount, expenditure of the proportionate share, development of services plans, and provision of services either directly or through contracts.

Massachusetts defines this population more broadly than the Federal IDEA regulations require. As a result, our obligations for IDEA set-asides are double what they would be under Federal regulations. Student Services is currently working through each individual case.

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Revenue Items

- A. **State Aid: Chapter 70**- FY2023 Chapter 70 revenue is \$12,167,131, an increase of \$330,000 over FY2022. The Governor is expected to release his FY2024 proposal on January 2023.
- B. **State Aid: SPED Circuit Breaker** - The final Circuit Breaker (CB) reimbursement for FY2022 and projected FY2023 totaled \$2,449,611 and \$2,019,743 respectively. It's important to note that in addition to reimbursement for SPED instruction and tuition expenses, the total reimbursement included SPED transportation reimbursement.

Tuition Based Programs

- A. **Special Needs Tuition** – The district offers a SPED vocational program called Transitional Opportunities Program or TOPs for identified students ages 18-22. Andover and North Andover currently have students enrolled. A Memorandum of Agreement allows the parties to share the annual staffing and operating costs at a 50/50 split.

Out of district tuitions for special education private school students will be increased at the inflationary rate as approved by the Commonwealth of Massachusetts Operational Services Division (OSD). Current projections which are still under review by the Commonwealth of Massachusetts and in discussion with various professional organizations including the Massachusetts Associations of School Superintendents (MASS) is 14% Private school tuitions will also be subject to program reconstruction rates as approved by OSD.

- B. **Early Childhood Tuition: Preschool Peer Partner** – For FY2024 the per student tuition will be set at:
 - a. 5 days \$5,265 FD/\$4,265 HD
 - b. 4 days \$4,538 FD/\$3,538 HD
 - c. 3 days \$4,115 FD/\$3,115 HD
 - d. 2 days \$2,350 HD/ FD not an option unless otherwise approved by the School Committee.

Andover Public Schools

School Committee/Superintendent Operating Protocols

Purpose and Objectives: Supporting the educational welfare and well-being of ALL students

The Superintendent and the School Committee represent the needs, interests, and achievement of ALL students in APS and place the collective good of students above all others in decision-making, while remaining within the limitations of Annual Town Meeting's approved school department budget.

The School Committee seeks and supports solutions in its vision, planning, policy-making, budget development, communication, student advocacy, and Superintendent evaluation that will provide the greatest benefit to APS students.

Standards of Conduct: Demonstrating professional and collegial relations

Maintain trust and mutual respect between and among School Committee members, the Superintendent, the administration, faculty and staff by treating everyone with dignity and respect, even in times of disagreement.

Base Committee decisions on available facts, vote convictions, avoid bias, and recognize that authority rests **solely** with Committee decisions and that individual Committee members do not hold any authority.

Standards of Operation: Effective communication, understanding responsibilities & honoring boundaries

Maintain the confidentiality of Executive Session and respect the Open Meeting Law.

Make every effort to ensure that Committee meetings are effective and efficient, conducting business through a set agenda, and attending meetings prepared to address agenda items.

Acknowledge that a School Committee meeting is a meeting of the Committee that is **held in public and not a public meeting**, although welcoming to community member attendance and participation in the meeting during public input.

Recognize the importance of proactive communication and agree that there will be no surprises for the Committee or the Superintendent.

Recognize that it is the Superintendent's responsibility to manage the day-to-day operations of the district including personnel. Constituent concerns and complaints will be referred to the appropriate person within the district chain of command consistent with the [Andover Public Schools Communications Protocols and Resolution Procedures](#) document. The Superintendent will keep the School Committee informed of their responses, as is appropriate within the Superintendent's discretion. It is not the role of the School Committee or any of its members to resolve operational issues involving individual students, families, or staff.

Respect the leadership roles of the School Committee Chair and the Superintendent. The School Committee Chair and/or their designee and the Superintendent will represent the positions of the School Committee and the district respectively to the media and other public bodies.

Recognize the importance of working collaboratively with town officials to improve our schools and actively seek ways to enlist their support of Committee efforts.

Routine requests for information by individual School Committee members should be made through the Superintendent and not directly to staff unless previously decided and defined. If a request requires moderate to extensive work, the requesting School Committee member should bring the request to the Committee Chair for

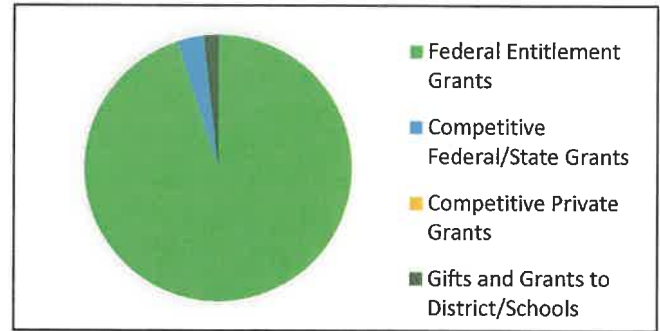
consideration by the Committee. The Superintendent will ensure that each member has equal access to responsive information.

Adopted:

DRAFT

FY23 Andover Public Schools Grants and Contributions

School Committee Meeting
November 17, 2022



		Budget
Grants & Contributions for School Committee Approval		
Andover High School	Andover High School PAC: Sea Perch/Dance Team	\$ 1,000.00
Andover High School	United Technologies Corp. (Raytheon): Donation in honor of Lindsey L'Ecuyer	\$ 1,000.00
		\$ 2,000.00

		Budget
Federal Entitlement Grants		
District	ESSER II (expires 9/2023)	\$ 304,392.00
District	ESSER III (expires 9/2024)	\$ 1,254,539.00
District	IDEA American Rescue Plan (expires 9/2023)	\$ 396,998.00
District	IDEA Early Childhood American Rescue Plan (expires 9/2023)	\$ 36,996.00
District	Title I (Salaries: \$146,798 - Operational: \$1,944)	\$ 148,742.00
District	Title IIA (Salaries: \$20,400 - Operational: \$51,430)	\$ 71,830.00
District	Title III (Salaries: \$24,105 - Operational: \$3,200)	\$ 27,305.00
District	Title IV (Salaries: \$10,799 - Operational: \$0)	\$ 10,799.00
District	IDEA Special Education Entitlement Grant (Salaries: \$1,394,654 - Operational: \$265,054)	\$ 1,659,698.00
District	IDEA Special Education Early Childhood (Salaries: \$29,344)	\$ 29,344.00
		\$ 3,940,643.00
Competitive Federal/State Grants		
District	DESE Competitive: Civics Teaching and Learning Grant	\$ 34,000.00
District	Comprehensive School Health Services Grant (Installment 4/4)	\$ 100,000.00
		\$ 134,000.00
Gifts & Grants to Individual Schools		
APS Middle Schools	ACE via ECCF for <i>On the Same Page</i> Author Visit Program	\$ 41,465.00
High Plain	High Plain Elementary PTO for New Playground Project	\$ 30,000.00
WMS	AEOP & eCYBERMISSION for StopFire Brigade STEM-in-Action Grant	\$ 4,999.88
		\$ 76,464.88

		Budget
Grants Pending		
District	DESE Competitive: Building Capacity for High-Quality Instruction through EdTech	\$ 16,000.00
District	DESE Competitive: Proficiency-Based Outcomes in Languages Other than English	\$ 11,733.00
		\$ 27,733.00

Andover School Committee
Thursday, May 19, 2022
School Committee Room

School Committee Chair, Susan McCready opened the Regular Meeting of May 19, 2022 at 7:00 PM in the School Committee Room.

Participants from the School Committee: Chair Susan McCready, Vice Chair Lauren Conoscenti. Members: Tracey Spruce, Emily DiCesaro, and Sandis Wright.

Others participating: Superintendent Dr. Magda Parvey, School Business Administrator Paul Szymanski, Asst. Superintendent Dr. Julie Riley, AHS Student Government, Justin Jin.

III. Moment of Silence/Salute to the Flag

A. The Regular Meeting began with a Moment of Silence and a Salute to the Flag.

B. Recognitions/Communications

Dr. Parvey said this is a busy time of the year across the Andover School District. She shared pictures of projects exhibited by the AHS Capstone students on Monday. She had a great time sitting in with the WHMS Faculty at their meeting and attended the AHS Student Government Meeting where they talked about homework. On Monday May 16th, she attended the 16th Annual Capstone Showcase that included AHS and elementary students work that highlighted the many things they think about. Today, she attended CAPS Ted talk with great reflections and presentations. Dr. Parvey also attended the Andover DIVERSE Town Hall today.

Administrative updates:

Dr. Parvey attended the following:

Emergency Management Working Group, ACE Quarterly Meeting, TeamWorks International Meeting, Superintendent's Administrative Team Meeting on May 18th with Dr. Christine Cipriano to discuss results of the Social Emotional Learning Survey.

Andover Annual Town Meeting: Dr. Parvey was happy to be part of the conversation with the community and thanked the community for supporting the APS school budget.

Attended: Middle School Focus Group Meeting with parents and a Focus Group with Bancroft parents to talk about characteristics they are looking for in a new principal.

In addition, meetings were held to discuss administrative searches for the Executive Director of Special Services, and the Executive Director of Secondary Instructional Operations.

Personnel Announcements.

Dr. Parvey welcomed George Puddister, Executive Director of Human Resources and Laura Reinholm, our new Business Manager, who will both be starting their new positions with Andover Public Schools on June 6, 2022.

Covid Update: Dr. Parvey reported that there has been an increase in our Covid numbers, although the cases are random and spread out across the Andover School District; there were 113 cases last week and 91 cases this week. While people are testing positive, the symptoms are significantly milder than they were at the beginning of the pandemic. Masks are optional, but the district does encourage frequent testing; at home testing kits are available for students and staff.

Dr. Riley reported on the work SAT has been doing with Dr. Cipriano related to the analysis of our teacher data collected over the school year. We are one of many districts across the country who participated in this study. Dr. Cipriano will be working with our administrative staff looking at how the data is expressed within each school and different supports that we can start to engage with for our teaching staff and support their work with students.

Dr. Riley also reported that the Vision of the Graduate work has started and recognized Lauren Conoscenti who joined them at their recent meeting. This is a K-12 experience, but to kick things off, their focus is currently at the High School. Dr. Riley also thanked all the Global Scholars, their parents, and teachers; it was exciting to see the happiness and the experience our students have.

Mr. Szymanski reported that the FY-23 School Budget was approved at last night's Town Meeting. He is working on the FY-23 Budget Book and is confident it will be completed before the end of the month.

Emily DiCesaro, along with Sandis Wright and Justin Jin, attended School Committee "School" on Saturday; the information was very useful and well presented.

Emily DiCesaro, School Committee Liaison to SEPAC, reported on their May 10th Meeting the focus of which was communication and outreach to Social-Media to get their presence known. SEPAC has scheduled the following meetings: May 24th they are holding a Parent Networking Night at 34 Park, June 7th there will be a meeting on Board of Elections, and on June 7th their meeting will include SEPAC volunteer opportunities for the Special Olympics on June 9th. Sandis Wright also reached out to SEPAC to encourage them to participate in Heritage Night at Bancroft.

Tracey Spruce reported on the Informal School Committee Forum she and Lauren hosted on Saturday. The Committee will be organizing a schedule of meetings including virtual sessions for the summer. Informal Sessions will continue to be scheduled on a weekday morning, a weeknight, and a Saturday morning to try to accommodate all the different schedules families might have.

Tracey Spruce also spoke about the Capstone Showcase presentations by the AHS students on Monday which was very impressive. She recognized Rebecca D'Alise for her incredible work with the students; the students' enthusiasm for their topics was infectious. In addition, Tracey congratulated the cast and crew of the play, "The Dining Room," held at AHS last weekend and thanked AHS Drama Director, Susan Choquette for her ongoing support of the Drama program at AHS.

Sandis Wright suggested sharing the materials received at "School Committee" School with the community; they could be beneficial to reinforcing the School Committee's roles and responsibilities. Sandis thanked Dr. Parvey for her comments on Town Hall and giving youth a chance to share their perspective and have a voice; especially outside of or in addition to the school. Mr. Wright also recognized Hannah Tolla, who leads the Youth Working Group. It's great to see a platform to give youth an opportunity to share their voice and be recognized. When they launched Andover DIVERSE

a few years ago, the response to the Community-wide Survey, specifically the Youth Survey, wasn't where they wanted it to be. They have been working to recreate a youth survey which is being launched tonight and can be viewed on the DEI Commission Facebook page. Other activities are being planned for our Youth. Additional updates will be provided at future Committee meetings.

Lauren Conoscenti participated in the Vision of a Graduate today and found it to be inspiring and exciting to think about who our students are, and what values we have when we think about an Andover education.

Justin Jin congratulated the AHS seniors on their upcoming graduation. Justin also shared that he was elected President of the AHS Student Government for the next school year and will be stepping down from his position as liaison to the Andover School Committee effective in September. Sophie Emilie was selected to be the next School Committee Liaison. The Committee welcomed Sophie.

Susan McCready congratulated: the Capstone and Global students, Dr. Parvey for the great job at her first Town Meeting, the Community for their support of our students, their education, and the teachers and staff that work on their behalf. Congratulations to Melanie Cutler for receiving the Educator of the Year by the Andover Rotary this evening.

C. **Public Input**

D. **Response to Public Input**

E. **Education**

Dr. Julie Riley reported on the two field trips to be approved this evening. AHS teachers, Rebecca D'Alise and John Jannetti, provided information on the trip for AHS students going to the Amazon Rainforest in Peru. Erica Frisk, Art/Photography teacher at AHS is also going on the trip and if they can access WiFi in the Forest, they will upload student journaling and photos. There is some financial aid available and will be part of the presentation to the students/families.

1. **AHS Field Trip – Peru/Amazon Rainforest February 17-25, 2023**

Lauren Conoscenti moved that the Andover School Committee vote to approve the proposed extra-curricular trip for AHS School Students to travel to Peru from February 17-February 25, 2023 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".

Motion seconded by Emily DiCesaro. Motion passed 5-0.

2. AHS Field Trip – Baja, Mexico April 15-23, 2023

AHS Science Teacher, Jennifer Rodier, provided information on the student trip to Baja, Mexico for an Ecology Project during the 2023 April Vacation (April 15-23) for students in grades 10-12 who have taken Biology, Environmental Science, Marine Biology and Oceanography or Marine Science. AHS teacher Melanie Cutler will also be going on this student trip. They will be investigating marine habitants, spend a night camping on the beach, snorkeling and when collecting data it may be with seals or the Crown of Seals Sea Star. A parent /student online meeting will be held next week to discuss the trip. Financial Aid information was shared with the Committee.

Lauren Conoscenti moved that the Andover School Committee vote to approve the proposed extra-curricular trip for AHS School Students to travel to Baja, Mexico on April 15-23, 2023 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". Motion seconded by Emily DiCesaro. Motion passed 5-0.

F. New Business

1. Financials (April 2022)

Mr. Szymanski reported on the April Financials which are showing a positive balance. If they do have unencumbered dollars available there may be an opportunity to purchase curriculum before the end of the school year. Mr. Szymanski will work with Dr. Riley on student curriculum opportunities.

G. Consent Agenda

1. Grants and Donations – AHS Donation for the Robotics Club from First Technical in the amount of \$1,149.00.

2. School Committee Minutes:

April 1 Workshop, April 28, Workshop and April 28 Regular Session.

On a motion by Tracey Spruce and seconded by Emily DiCesaro, the Andover School Committee voted to approve the Consent Agenda as presented.

H. Adjournment

At 8:10 P.M. on a motion by Tracey Spruce and seconded by Emily DiCesaro, the Andover School Committee voted 5-0 to adjourn the meeting of May 19, 2022.

Respectfully submitted,

Dee DeLorenzo

Recording Secretary

ANDOVER SCHOOL COMMITTEE MINUTES

October 6, 2022

MEMBERS PRESENT: S. McCready, Chair
L. Conoscenti

T. Spruce, Vice Chair
S. Wright (remotely)

MEMBERS ABSENT E. DiCesaro
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** – Ms. McCready, Chair, called the Regular Meeting of the School Committee of October 6, 2022, to order at 7:00pm, in 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. Dr. Parvey reviewed the meetings and committees she met with since the last School Committee meeting.

Dr. Parvey held office hours on October 3, 2022 and will have office hours on November 9, 2022 virtually at 6:00pm.

Professional development at Andover High School included Weston Kieschnick as a guest speaker. Eureka Math training continues and the High School professional development consisted of various workshops to choose from while the Middle School held professional development by department. A Eureka Math workshop was held on October 4, 2022 for elementary families and 40 families attended.

Dr. Riley walked through various classrooms to observe hi-tech strategies and work flow. Professional development for all evaluators in the district was held and this is a year long program. Data Wise training is ongoing to better understand and how to use the data collected and how to effect change with that data. Dr. Riley met with the Andover High School DEI Council and will update the School Committee at a later date. MTSS Model, tier 1, 2 and 3 and SEL work will help the schools to know where the resources are and what is available. MTSS Model is a year long project. Dr. Riley thanked the Eureka Math teachers for the workshops. The next workshop will be held virtually on October 12, 2022 at noon and on October 19, 2022 at 6:30pm in person.

Mr. Taverna attended the Capital Improvement Plan meeting today and is finalizing the FY24 projects. The interviews are done and vendor selected for the Security Assessment review. Mr. Taverna is visiting one school per month at lunchtime to visit the cafeterias,

talk with the students and observe staff and services. He visited Bancroft Elementary and spoke with the students.

Ms. Spruce informed the School Committee that the next School Committee informal forum will be virtual on October 12, 2022 at 7:00pm and registration is required to attend and the Zoom link will be provided.

Dr. Conoscenti provided an update from the last Andover High School Building Committee meeting. A community meeting will be held on November 10, 2022 at Memorial Hall Library to obtain community input about the project. Owners Project Manager RFP's are being reviewed in order to hire an Owners Project Manager for the project.

Sophia Miele, SGA Student Representative stated that the Student Government Association interviewed the SRO and welcomed him. The main foyer of the High School will be decorated for Halloween.

Ms. McCready provided an update on the West Elementary/Shawsheen Pre-School project. The building committee met September 25, 2022 and the decision was made to recommend to the Select Board that they call a Special Town Meeting to seek additional appropriations for the project. The Select Board did schedule the Special Town Meeting for December 1, 2022 at 7:00pm. The budget deficit is due to the bids received being 14% over budget. A Tri-Board meeting is scheduled with the building committee for October 19, 2022 at 7:00pm at Memorial Hall Library. This meeting is open to the public. Ms. McCready added that the project is being very well run and economic factors, materials cost, and labor shortages are driving the bids. There will be public outreach and updates provided as well as a presentation to the Finance Committee.

Ms. Spruce added that the building committee reviewed other avenues to address the deficit before going to a Special Town Meeting to ask for additional funds. This same scenario is happening all over the state for school building projects. Economical and international factors are impacting the budget.

A town wide PTO meeting was held and the role of the School Committee was explained. Ms. McCready offered all PTOs the opportunity to invite a School Committee member to attend future PTO meetings.

Ms. McCready thanked Principal Caitlin Brown and Andover High School staff for the well run open house and welcoming the parents to Andover High School.

C. Public Input

None

D. Response

None

E. Education

1. Enrollment

Dr. Parvey reviewed the preliminary enrollment which is at 5,599 students as of October 1, 2022. She reviewed enrollment numbers per school in the district. There are currently 34 home schooled students. The attrition from 8th grade to 9th grade was 89 students.

2. School Improvement Plan

Carolyn Fawcett, Interim Principal at Sanborn Elementary School and Pamela Lathrop, Principal at High Plain Elementary presented the Elementary School Improvement Plan. They presented the Mission and Vision Statements of the Andover Elementary Schools. They will be working on three goals this year. Goal one is implementing the Eureka Math program across all elementary classrooms with consistency and cohesion. Goal two is implementing systemic phonemic and phonics awareness practice to ensure all kindergarten students receive explicit, multisensory, structured language instruction in both whole group and small group learning. Goal three is the use of content-based coaching to establish a consistent, systematic and coherent content-focused coaching to support professional discourse, rigorous planning and continuous reflection to ensure student learning and outcomes in content areas.

Ms. Spruce asked if the ELA goal will be implemented only in kindergarten or all elementary levels. Response: It will be started in kindergarten then expand to all elementary levels.

Progress monitoring will be done by the use of the DIBELS program. The program was reviewed as to math assessments and the Eureka math has many assessments which will also be utilized.

Dr. Riley thanked the Elementary Principals for working collaboratively to produce these goals.

Timothy Corkery, Principal at West Middle School presented the Middle School Improvement Plan, starting with the Mission and Vision Statement. Goal one is to develop school-based systems and structures by June, 2023 which consists of an agreed upon new middle school schedule that better meets the developmental and academic needs of the middle school students. Improvement benchmarks and strategies to achieve this goal were reviewed. Goal two is to examine the instructional core to develop a timely and efficient use of the MTSS process between identification of need and provision of support to student need. A multi-tiered system of support will be used for better consistency and better support for these students. There are currently different processes in place to support struggling students. Benchmarks and strategies to achieve this goal were reviewed.

Mr. Wright asked how the schedule changes will be communicated to the parents. School Committee updates and parent outreach will include information about the schedule changes.

Caitlin Brown, Principal Andover High School, presented Andover High School Improvement Plan, including core values and beliefs of Andover High School. Goal one is examining the instructional core. Andover High School leadership will measure and increase student learning and engagement through the use of at least three high effective instructional strategies in classroom instruction. Some students feel disengaged and do not believe the curriculum reflects their values. The benchmarks and strategies to achieve this

goal were reviewed. Goal two is to achieve consistent and coherent curriculum by improving documentation of the scope and sequences to be more transparent. At-A-Glance and Scope and Sequence documents will be produced by June, 2023 as the first steps. The benchmarks and strategies and activities to achieve this goal were reviewed. Goal three is to identify and implement research based instructional approaches to nurture social emotional learning and act intentionally to improve school climate. Inconsistency in individual experiences during the COVID pandemic and a return to a more consistent, predictable experience has resulted in a need to focus on further development of social emotional competencies. The benchmarks and strategies and activities to achieve this goal were reviewed.

Ms. Spruce agreed consistency and engagement are important and asked Ms. Brown to let the School Committee know if there would be a budget impact for budget planning. She also asked to keep the class size manageable.

Ms. McCready supported H Block being more consistent.

Georgianne Keer, of 5 York Street is excited about the Elementary School Goals. She is concerned with making sure students have access to Calculus and asked that writing and grammar be the next goals.

Kerry Costello, Andover High School, stated that the change in the Middle School schedule will take time to implement.

F. New Business

1. Field Trip to Italy. Brian Shea presented the details of the trip to take place during April vacation 2023 for 10th and 11th grade students. The all-inclusive cost is \$4,329, which includes flight, hotel, breakfast, dinner and educational tools and trip insurance. A \$95 deposit is required with a payment plan available to families, however there is no financial assistance available at this time. Mr. Taverna stated that he could help with some financial assistance if income guideline documentation is submitted.

Dr. Conoscenti moved to approve the proposed extracurricular trip to Italy April 12, 2023 through April 21, 2023 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 4-0 on a Rollcall Vote:

S. Wright – yes

L. Conoscenti – yes

T. Spruce – yes

S. McCready - yes

2. 2023-2024 School Year APS Calendar. Feedback on the proposed calendar included: There is no election day in 2023; Veteran’s Day falls on Saturday in 2023 and a Saturday holiday normally are not observed on Friday. Fall recess in 2023 begins on 10/9 with a day off, however 10/13 is a half day, can the half day be moved to 10/20 or 10/27. Dr. Conoscenti added that there is a scheduled half-day on 6/7, however if there are no snow days, school will end on Tuesday the following week.
3. Student Activity Accounts. Mr. Taverna asked the School Committee to vote to approve closure and adjustments to certain Student Activity Accounts. The descriptions of the accounts have been updated. Accounts with no activity over 3 years are to be closed and money transferred to other student activity accounts. Mr. Taverna reviewed the accounts. Core accounts can be kept open.

Mr. Wright asked if ensemble groups are included. Student enrichment fees are paid into the student account to pay for the stipend and supplies.

Ms. Spruce moved to approve all student activity account descriptions for FY 2023 as presented by the Business Office; it was seconded by Dr. Conoscenti and unanimously approved 4-0 on a Rollcall Vote:

S. Wright – yes
T. Spruce – yes
L. Conoscenti – yes
S. McCready - yes

Dr. Conoscenti moved to approve all student activity account limits for FY2023 as presented by the Business Office; it was seconded by Ms. Spruce and unanimously approved 4-0 on a Rollcall vote:

S. Wright – yes
T. Spruce – yes
L. Conoscenti – yes
S. McCready - yes

Ms. Spruce moved to approve FY2023 transfer of funds from inactive student activity accounts to accounts designated by the respective principals at Bancroft Elementary, Sanborn Elementary, Shawsheen Pre-School, South Elementary, High Plain Elementary, West Elementary, Doherty Middle School, West Middle School, Wood Hill Middle School and Andover High School as presented by the Business Office; it was seconded by Dr. Conoscenti and unanimously approved 4-0 on a Rollcall vote:

S. Wright – yes
T. Spruce – yes
L. Conoscenti – yes
S. McCready - yes

4.3 First Reading of Policies KF and KF-R: Community Use of Facilities. Ms. Spruce advised that Policy KF is the Community Use of Facilities and Policy KF-R is procedures for how the district shares school facilities with other groups. These policies are recommended by MAC in to secure LEED certification for the West Elementary/Shawsheen Pre-school project. LEED is a green building rating system and will allow the Town to receive an extra 1% reimbursement from MSBA.

4. Superintendent Evaluation and Goals. Ms. McCready reviewed DESE’s 5 step superintendent evaluation process which includes self-assessment; analysis; goal setting; plan development; plan implementation and evidence collection; and formative assessment and evaluation. There is a 3-step plan implementation ongoing throughout the year.

DESE Best Practice is a one year cycle of review for Superintendents in the first three years of their role in the district. This includes goal recommendations, professional development, student learning, district wide improvement and evidence of progress for each goal. The focus indicators were reviewed by Ms. McCready. The timeline for the evaluation process was reviewed.

Dr. Parvey presented the Superintendent Goals to the School Committee.

Goal one is a Professional Practice Goal for Dr. Parvey to attend the MASS REDI Foundation District Leader Learning Series to begin developing the essential work of building and sustaining cultures of belonging, equity, diversity and inclusion in Andover Public Schools.

Goal two is a Student Learning Goal to assess the current district SEL practices, systems and resources K-12 and begin preliminary implementation of a district wide SEL plan. The goal proposes taking a staggered approach implementing in kindergarten first then expanding to all elementary schools.

Goal three is a Student Learning Goal focused on the use of data to drive instruction and inform district priorities and decision-making including consistency in the supervision and evaluation process.

Goal four is a District Improvement Goal to develop and begin to implement the Andover Public Schools strategic plan for ongoing improvement.

Goal five is a District Improvement Goal of communication and engagement to ensure two-way, respectful and consistent communication across the district, with families, and with the Andover Public Schools Community while continuing to seek diverse ways to continuously engage our community.

Ms. Spruce asked if educational equity and recruiting a diverse staff was part of the first goal. Dr. Parvey responded that she is assessing where the district is to determine the next steps. Getting applicants is a challenge and our district does not receive diverse applicants. Human Resources has sent postings to more diverse places, job fairs, etc. to get a more diverse pool of applicants.

Dr. Conoscenti added that collecting data is not enough, we need to figure out the why and this will take time. She suggested using data points for the budget process.

Mr. Wright stated that there are groups that help families in the district that can assist with “meeting families where they are at”.

Ms. Spruce would like to find a way to add community members without students in the district to the mailing list to keep them informed.

Ms. McCready acknowledged that these are labor intensive goals and the Superintendent is listening to what people are asking for. There are many other improvements happening while these goals are being moved forward, for example, connectivity, communications protocol document, etc.

Public Input Re: Goals

Kerry Costello, Andover High School, supports the Student Learning Goals.

Bonnie Zahorik, 172 North Main Street, asked that midyear goals be added as evidence of progress and that DEI Advisory Committee updates be included in the School Committee updates. She supports the use of vocal data usage.

G. Consent Agenda

Minutes from
September 15, 2022, meeting.

Dr. Conoscenti moved to approve the Consent Agenda as presented; it was seconded by Ms. Spruce and passed unanimously by on a 4-0 Rollcall vote.

S. Wright – yes

L. Conoscenti – yes

T. Spruce – yes

S. McCready - yes

Ms. Spruce moved to Adjourn the Andover School Committee Meeting, it was seconded by Dr. Conoscenti and passed unanimously on a 4-0 Rollcall vote.

S. Wright – yes

L. Conoscenti – yes

T. Spruce – yes

S. McCready - yes

The meeting adjourned at 9:45pm.

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 KF and KF-R
3. Consent Agenda
4. School Improvement Plans for Elementary, Middle and High School
5. Superintendent's Goals
6. Student Activity Accounts

ANDOVER SCHOOL COMMITTEE MINUTES

October 25, 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** – Ms. McCready, Chair, called the Regular Meeting of the School Committee of October 25, 2022, to order at 5:01pm, in the School Committee Conference Room.

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

B. **New Business**

1. Article 1: West Elementary School Construction
2. Article 2: West Elementary/Shawsheen Pre-School Construction Project Re-Authorization of Feasibility Study Funds

Joel Blumstein, Chairman of the Building Committee reviewed the costs and updated the School Committee. The cost of construction is coming down as the subcontractor bids are being descoped by Gilbane. The Select Board voted unanimously to recommend approval of the Special Town Meeting without ballot box votes unless required by the Department of Revenue. The next public information session will be held on 10/27 at the Robb Center at 8:00am.

Ms. DiCesaro confirmed that the costs are being reduced because the bids from subcontractors are being solidified.

Ms. McCready read Warrant Article 1 into the record.

A motion to move the Andover School Committee to approve Article 1 not to exceed \$17.1 million dollars was made by Ms. Spruce, seconded by Dr. Conoscenti and unanimously approved 5-0.

Ms. McCready read Warrant Article 2 into the record.

A motion to move the Andover School Committee to approve Article 2, West Elementary/Shawsheen Pre-School Construction Project as presented by Ms. Spruce, seconded by Dr. Conoscenti and unanimously approved 5-0.

Dr. Conoscenti made a motion to vote to meet in Executive Session pursuant to Massachusetts General Laws chapter 30A, section 21(a) for the following purpose: Purpose (3) to discuss strategy with respect to collective bargaining with unionized personnel, namely the Andover Administrators Association (AAA-Unit B), Andover Assistants, Andover Educational Secretaries Association (AESAs), SEIU Local 888-School Custodians and Andover School Food Service, Andover Education Association (AEA) Unit A, because an open session may have a detrimental effect on the bargaining position of the Committee. The Committee will not reconvene in Open Session. The motion was seconded by Ms. Spruce and unanimously approved by Rollcall Vote:

S. Wright – yes
T. Spruce -yes

L. Conoscenti – yes
E. DiCesaro – yes

S. McCready – yes

The meeting adjourned at 5:12pm.

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 KF and KF-R
3. Consent Agenda
4. School Improvement Plans for Elementary, Middle and High School
5. Superintendent's Goals
6. Student Activity Accounts