

OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General One Ashburton Place Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:
First Name: John Last Name: McDonnell
Address:
City: Andover State: MA Zip Code: 01810
Phone Number:+1 (978) 569-7850
Email: John@JohnMcDonnellLaw.com
Organization or Media Affiliation (if any): None
Are you filing the complaint in your capacity as an individual, representative of an organization, or media? (For statistical purposes only)
Individual
Public Body that is the subject of this complaint:
Name of Public Body (including city/ town, county or region, if applicable): Town of Andover, School Committee
Specific person(s), if any, you allege committed the violation: See the Attachment No. 1 - Letter/Memorandum Dated April 14, 2027
Date of alleged violation: March 20, 2025



Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

See the Attachment No. 1 - Letter/Memorandum Dated April 14, 2025 for the details.

Given the evidence that is currently available, it is clear that the Andover School Committee (the "Committee") violated the Open Meeting Law, G.L. c. 30A, §§ 18-25 in certain ways, which includes the following:

- a. Failure to provide notice that complied with the requirements of the Open Meeting Law
- b. Failure by the Committee to follow it previously Established Practice of eliciting public input and comments.
- c. Inappropriate deliberation practices with regard to the decisions made

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Issue a new Notice for a School Committee Meeting

Prior to the Committee Meeting and allow Public Input pursuant to the Established Practice Ask that the Committee then re-vote

Review, sign, and submit your complaint

Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

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For Use By Public Body
Date Received by Public Body:

For Use By AGO

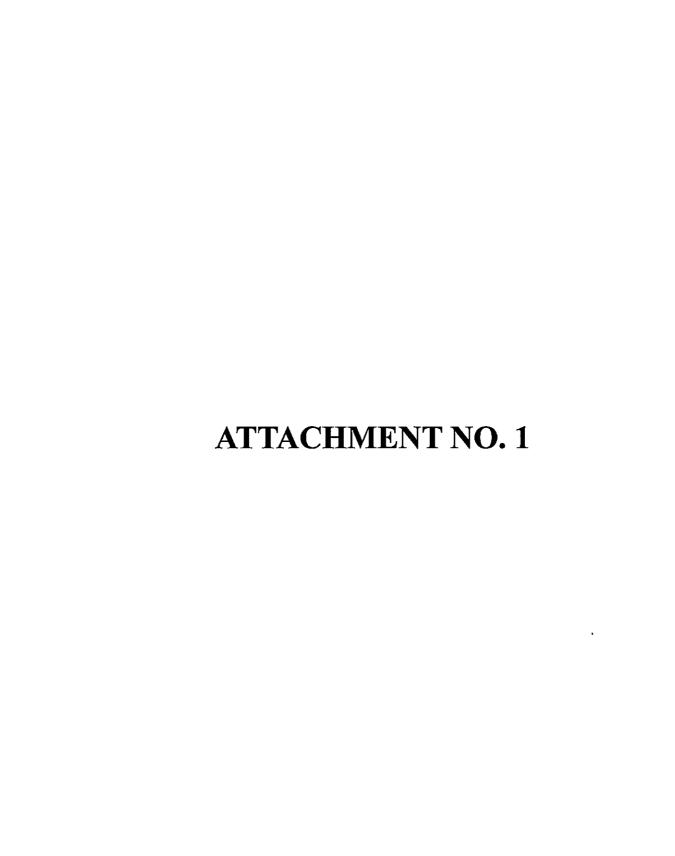
y: Date Received by AGO:

Signed

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ATTACHMENT NO.1

JOHN McDONNELL ATTORNEY AT LAW

ANDOVER, MASSACHUSETTS 01810 978-569-7850

April 14, 2024

Hand Delivery - Town Official Signature Acknowledging Receipt

Town Clerk's Office Andover Town Hall 36 Bartlet Street Andover, Massachusetts 01810

Hand Delivery - School Department Signature Acknowledging Receipt _____

Chair of the Andover School Committee Town of Andover Superintendent's Office 30 Whittier Court Andover, MA 01810

RE: Open Meeting Law Complaint

Letter/Memorandum Regarding Violations

Dear School Committee:

This Letter/Memorandum is prepared in support of the complaint that the Andover School Committee Violated the Open Meeting Law during the course of the School Redistricting Process that was undertaken by the School Committee. This complaint is being submitted regarding an Andover School Committee Meeting that occurred on March 20, 2025. Through this complaint there is an assertion that there were several violations of the Massachusetts Open Meeting Law, both in advance of and during the meeting.

This document is incorporated by reference into the Complaint Form that is being filed with the Office of the Attorney General in compliance with the Open Meeting Law, M.G.L. c. 30A, § 23(b). Note further that this Complaint is being filed based on the facts as reasonably known or determined at the time of this filing, (see 940 CMR 29.05[3]); however, given that there are significant e-mail communications and other documentation that must be obtained through a public records request, in order to fully ascertain the extent of the violations that may have occurred, I reserve the right to supplement this complaint with the identification of additional violations.¹

¹ I intend to submit a Public Records request to the Town seeking Documents in order to gain a better understanding the facts and circumstance regarding the scope and purpose of the engagement as well as the communications and documentation related to the redistricting process. Once this additional information is obtained, I reserve the right to supplement this Complaint

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The Andover School Committee is a five-member Public Body and three members constitute a quorum. The Open Meeting Law centralizes responsibility for statewide enforcement of the law in the Attorney General's Office. G.L. c. 30A, § 19(a). The School Committee is considered a "Public Body" that must comply with the "Open Meeting Law." Given the evidence that is currently available, it is clear that the Andover School Committee (the "Committee") violated the Open Meeting Law, G.L. c. 30A, §§ 18-25 in certain ways, which includes the following:

- a. Failure to provide notice that complied with the requirements of the Open Meeting Law
- b. Failure by the Committee to follow the previously Established Practice of eliciting public input and comments.
- c. Inappropriate deliberation practices with regard to the decisions made

The following portions of this document provide the basis for the finding that the Committee violated the Open Meeting Law; however, there may be other violations that occurred. (see Footnote No. 1)

OPEN MEETING LAW AND VIOLATIONS

All meetings of a public body must be open to the public. A meeting is generally defined as "a deliberation by a public body with respect to any matter within the body's jurisdiction." The Open Meeting Law defines deliberation as "an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction." The following four questions will help determine whether a communication constitutes a meeting subject to the law:

- 1) is the communication between or among members of a public body;
- 2) if so, does the communication constitute a deliberation;
- 3) does the communication involve a matter within the body's jurisdiction; and
- 4) if so, does the communication fall within an exception listed in the law?

As a general rule, any matter of public business on which a quorum of the public body may make a decision or recommendation is considered a matter within the jurisdiction of the public body. Certain discussions regarding procedural or administrative matters may also relate to public business within a body's jurisdiction, such as where the discussion involves the organization and leadership of the public body, committee assignments, or rules or bylaws for the body. (AG's OML Guidelines Page 7).

Deliberation

To be a deliberation, communications must involve a quorum of the public body. A quorum is usually a simple majority of the members of a public body. Thus, communication among less than a quorum of the members of a public body will not be a deliberation, unless there are multiple communications among the members of the public body that together constitute communication among a quorum of members. Courts have held that the Open Meeting Law applies when members of a public body communicate in a serial manner in order to evade the application of the law.

Note that the expression of an opinion on matters within the body's jurisdiction to a quorum of a public body is a deliberation, even if no other public body member responds. For example, if a member of a public body sends an email to a quorum of a public body expressing her opinion on a matter that could come before that body, this communication violates the law even if none of the recipients responds.

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LEGAL ANALYSIS

When Andover Public Schools submitted its application to the Massachusetts School Building Authority (MSBA) for funding support in 2018, the Town was obligated to perform an evaluation of the Elementary Schools Utilization Rates as a requirement of funding for the new West Elementary School.

"APS noted that if a new West Elementary School was built, the district would redistrict the other four elementary schools in such a way that each school's enrollment is most effectively aligned with its capacity."

As a result of this commitment, in late 2024 APS initiated the Redistricting Process, ("Process") which involved gathering data and evaluating the various scenarios for realigning the elementary school district lines. This Process started in October 2024, after APS hired a consultant to perform certain tasks and then offer information to the Andover School Committee ("School Committee"). The School Committee engaged the services of a Consultant Dillinger RAD ("the Town's Consultant" or "Consultant"). It was then the Committee's obligation to deliberate on the various options presented and render decisions regarding which components of the various option to reject or accept.

Although the School Committee and its Consultant initially started the process of gathering, analyzing and evaluating the elementary and middle school data in October 2024, the Consultant was not ready to offer potential options until early January 2025, which were represented in Scenarios presented at various meetings. The Consultant then undertook the process of offering presentations to the School Committee of various Scenarios at various stages of the process during January, February and March. The first meeting where options were identified in Scenarios, i.e. that identified potential re-alignment, was held on January 9, 2025 where the consultant first started providing information to the Public regarding the Elementary School Scenarios.

Background regarding the Established Practice Adopted by Town

During the redistricting process, which started in October 2024, the Committee and its Consultant established a protocol, procedure and methodology for the distribution of the information, as well as the means and method through which public input was submitted ("Established Process") which, once input and feedback was received directly by the Consultant, it was then filtered by the Consultant and provided to the Committee at various times during the Process.

Starting in early January 2025, after gathering certain information, the Committee's Consultant, prepared proposed options for realigning the elementary school district lines, referred to a Scenarios. Through the Committee's Consultant these Scenario's were offered to the residents for feedback and input through a Web-Based application.

The options being proposed, which were depicted on maps prepared by the Committee's Consultant, were then presented to the Public and were generally open for input and comment for a certain amount of time, approximately 7 to 10 days. The Committee's consultant then gathered comments from the public and then filtered these comments, provided hand picked comments to the

² I intend to submit a Public Records request to the Town seeking Documents in order to gain a better understanding the scope and purpose of the engagement. Once this additional information is obtained, I reserve the right to supplement this Complaint

Committee and presented certain opinions regarding the components of the options to the Committee. This Established Practice was utilized and followed by the Committee for the Presentations issued by the Consultant starting on January 9th. After the first options regarding how to adjust the current school district lines for elementary schools were presented, the School Committee followed this Established Practice through March 12th. It appears that, through this Established Practice, the School Committee and the Town could try to achieve its established goals, which it failed to achieve. The last presentation that allowed Public Comment was the Consultants March 12, 2024 Presentation.

Failure of the Meeting Notice to Properly Identify the Topics in Sufficient Detail Subjects and Undertakings to be Addressed at the Meeting

The purpose of the Open Meeting Law is to make sure that before, during, and after the process is undertaken and the decisions are made, that the residents of the Town of Andover understand what the Committee is going to talk about during the open session, so that they understand later why the Committee reached its decision. Thus, the Open Meeting Law requires that the basis of the decisions must be discussed and document at an open meeting, the basis of the decision must be clearly articulated and the documentation upon which the Committee relied must be properly identified.

Information that Must Be Contained in the Notices

"Meeting notices must be posted in a legible, easily understandable format; contain the date, time, and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. Where there are no anticipated topics for discussion in open session other than the procedural requirements for convening an executive session, the public body should list "open session" as a topic, in addition to the executive session, so the public is aware that it has the opportunity to attend and learn the basis for the executive session." (AG's OML Guidelines Page 10).

"Although a public body may consider a topic that was not listed in the meeting notice if it was not anticipated, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if the topic was not listed in the meeting notice," (AG's OML Guidelines Page 10)

If a discussion topic is proposed after a meeting notice is posted, and it was not reasonably anticipated by the chair more than 48 hours before the meeting, the public body should update its posting to provide the public with as much notice as possible of what subjects will be discussed during the meeting. Although a public body may consider a topic that was not listed in the meeting notice if it was not anticipated, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if the topic was not listed in the meeting notice. (AG's OML Guidelines Page 10)

Violation of the Open Meeting Inadequate Description in the Notice

In its March 12, 2025 Meeting, the Committee's Consultant issued a Presentation which was entitled "Redistricting-Additional Scenario Iteration 3.12.25." This Presentation identified an

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one of the control of the second of the control of entirely new district line option entitled, Scenario M4, which was the most up to date Scenario. Based on the Presentation during this Meeting it appeared that Scenario M4 was the preferred alternative that the Committee had agreed upon.

The residents were then blind-sided at the March 20, 2025 School Committee meeting with an entirely new scenario, the M5 Scenario. Prior to the March 20, 2025 School Committee Meeting, the Scenario available to the public which was represented by the Committee to be the preferred alternative was the M4 Scenario. Further, the Consultant and the Committee in presenting the M5 Scenario did not follow the Established Practice for seeking Public input and comment. To make matters worse, given that Scenario had never been disclosed before the March 20th meeting, the Committee also failed to disclose this Scenario in its Meeting Notice. It also failed to disclose in its Meeting Notice that it intended to vote on this Scenario at the March 20th Meeting. It then voted to adopt Scenario M5.

During this redistricting process and through its past practice the Committee continually complied with the Established Practice. In fact just 8 days prior to the March 20th meeting when the Committee presented Scenario M4 to the public, based on all appearances, this was the preferred option. It now appears that the Committee may have engaged in a bait and switch, i.e. representing that the M4 Scenario was the preferred alternative, which ensured that it kept the residents unaware of what was coming at the March 20th meeting. This conduct was in clear violation of the Open Meeting Law, especially where this M5 Scenario had never been presented before and no Public input was allowed.

The Meeting Agenda

On March 18, 2025, the Committee posted notice of a meeting to be held on March 20, 2025 entitled Meeting Agenda (Attachment No. 2). The Meeting Notice states the following:

6. Continuing Business: Redistricting Presentation; Public Input re-Redistricting Pres; Committee Redistricting Discussion

It is clear that the M5 Scenario was not offered to the Public for input, feedback or comment prior to the meeting in compliance with the School Committee's Established Practice. Further the Notice failed to inform the Public that there was a new Scenario that was potentially the one that the Committee would be voting on, or that there would be a vote by the Committee that evening.

The residents of Andover were completely blind-sided by the action of the School Committee and its Consultant, in violation of the Open Meeting Law which was enacted "to eliminate much of the secrecy surrounding the deliberations and decisions on which public policy is based." Ghiglione v. Sch. Comm. of Southbridge, 376 Mass. 70, 72 (1978).

<u>Failure to allow Established Practice for Public Feedback and Input Resulting in an Improper</u> Deliberative Process

During the course of the activities and interactions surrounding the Redistricting Process, there are examples of numerous questionable circumstances that arise regarding the deliberative process in which the Committee engaged. A good example is that at the March 12th Committee Meeting, see the attached Notice (Attachment No. 3) which is by definition a Public Meeting. The notice only contained the following description:

2. Discussion of proposed elementary/middle school zones and redistricting implementation

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During this March 12th Meeting the Committee's Consultant offered the suggested alternative, which he referred to as an Un-Named Scenario on Page 20 of the March 12, 2025 Presentation (see Attachment No. 4) and indicated that it was an alternative that worked and would benefit the West Elementary School utilization rate. However, he then recommended that the committee disregard the scenario. Based on the sequence of events, it appears that at some point between March 12, 2025 and March 20, 2025, the Committee either agreed or acquiesced to the Consultant's recommendation because there is no further discussion of the Un-Named Scenario.

Had the residents not been blind-sided by the M5 Scenario presented to the Public for the first time at the March 20, 2025 Meeting, and been allowed to engage in the Established Practice for public input and feedback after the March 20th Meeting, which was allowed after all other Scenarios were presented, the residents would have been able to identify the optimum solution, which was a slight variation of the Un-Named Scenario identified on Page 20 of the March 20, 2025 Presentation. Further, the residents would have been able to identify and provide the data that would have supported the implementation of the Un-Named Scenario.³

Instead, the School Committee voted to impose a 44% - 56% split of the South Elementary student population, with 44% going to the West Middle School and 56% going to the Doherty Middle School, noting that prior to the vote the split was 35% West Middle and 65% Doherty Middle. However, had the Consultant moved forward with the Un-Named Scenario option presented in its March 12th Presentation, with a slight variation, there would have been no need to split the South School student population, and all of the South students would have been able to attend Doherty Middle School.

CONCLUSION

For the reasons stated above, I assert that the School Committee violated the Open Meeting Law. To the extent that the Committee seeks additional information, it will be provided. Please contact me at 978-569-7850 with any questions or requests.

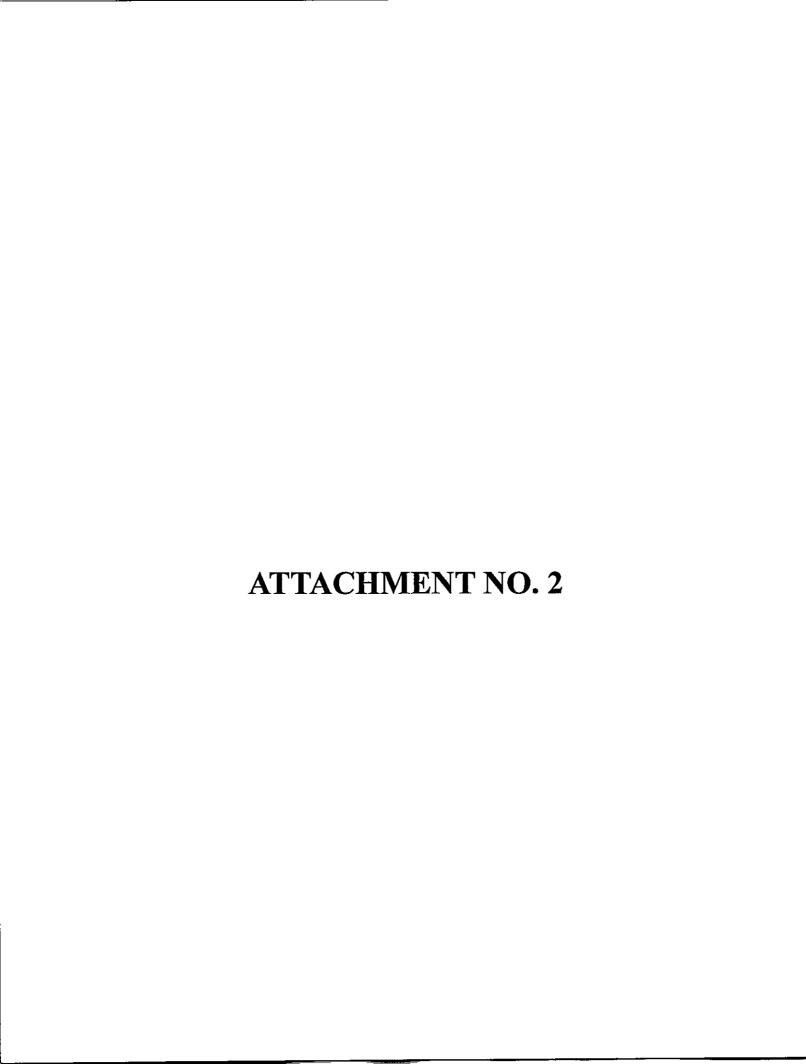
Sincerely,

John Ma amill

John McDonnell, Esq, PE, PLS

³ The Un-Named Scenario identified on Page 20 of the March 12, 2025 Presentation is an option that will satisfy one of the main goals of the Committee, i.e. keeping the elementary student population together for middle school.

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MEETING NOTICE TOWN OF ANDOVER

Town Clerk Date Stamp

Board/Committee Name:

School Committee

Date:

Thursday, March 20, 2025 7:00PM Regular SC. Meeting

Time of Meeting: Location:

School Adm. Building - School Committee Room - 2nd Floor - Andover MA

Meetings are prepared for live broadcast by AndoverTV via Andover public access

television (Comcast Channel 6, Verizon Channel 43) or streamed from www.andoverty.org

Signature

Magda C Parvey

AGENDA

- 1. Regular SC Meeting: Call to Order/Moment of Silence/Salute to Flag
- 2. Recognitions/Communications
- 3. Public Input (limited to 10 minutes total; (if more time is required, Public Input will resume after Cont'g Business)
- 4. Response to Public Input: (if Public Input continues after Cont'g Business, response to Public Input will take place at that time)
- New Business: AHS Field Trips Robotics Club teams to Houston, Texas and Springfield, MA; DECA International Conference; Financials
- Continuing Business: Redistricting Presentation; Public Input re-Redistricting Pres; Committee Redistricting Discussion
- 7. Consent Agenda: Grants/Donations; Minutes from prior meetings
- 8. Adjournment

TOWN CLERK'S OFFICE 2025 MAR 18 AM IO: 4.5 TOWN OF ANDOVER, MA

Pursuant to S.2475 "An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency," which was enacted into law on June 16, 2021, and which was extended by legislation enacted on July 16, 2022 and March 29, 2023, this meeting of the Andover Public School Committee will be conducted in person. The meeting will be broadcast on Comcast Channel 99, Verizon Channel 43, and streamed from www.andovertv.org.

Every effort will be made to ensure that the public can adequately access the proceedings in real time via technological means. In the event that we are unable to do so despite our best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.

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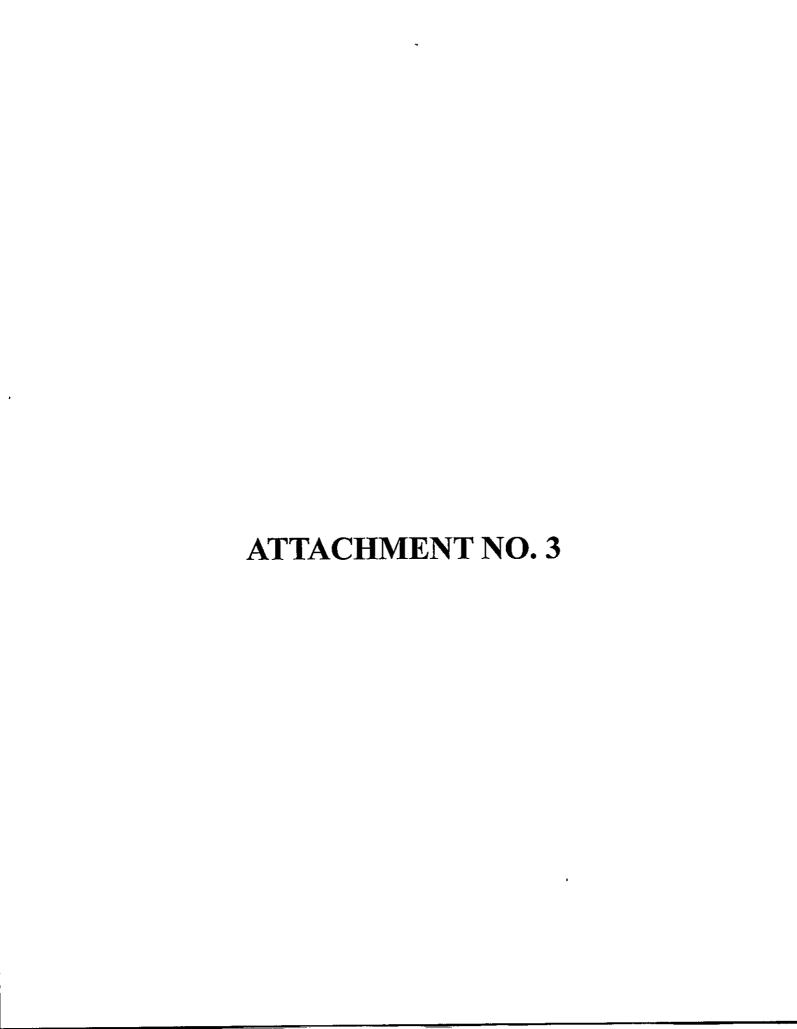
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MEETING NOTICE REVISED TOWN OF ANDOVER

REGEIVED TOWN CLERK'S OFFICE

Town Clerk Date Stamp 7075 HAR - I Ph 3: 40

Board/Committee Name:

School Committee Workshop

Date:

Wednesday, March 12, 2025

Time of Meeting: Location:

4:00PM

4,0011

TOWN OF ANDOVERSMASS

Virtual Meeting Broadcast by AndoverTV

Comcast Channel 6, Verizon Channel 47 or streamed @andovertv.org

Signature

Dr. Magda Parvey

<u>AGENDA</u>

- 1. Call to Order
- 2. Discussion of proposed elementary/middle school zones and redistricting implementation
- 3. Adjourn

This a SC workshop. Workshop agendas do not include a public comment period.

Pursuant to S.2475 "An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency," which was enacted into law on June 16, 2021, and which was extended by legislation enacted on July 16, 2022 and March 29, 2023, this meeting of the School Committee will be conducted via remote participation to the greatest extent possible. The virtual meeting will be broadcast on Comcast Channel 99, Verizon Channel 43, and streamed from www.andovertv.org. Every effort will be made to ensure that the public can adequately access the proceedings in real time via technological means. In the event that we are unable to do so despite our best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of the proceedings as soon as possible after the meeting.

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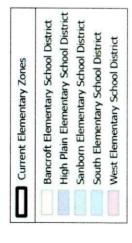
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Additional Scenario Iteration March 12th, 2025 School Committee ANDOVER PUBLIC SCHOOLS

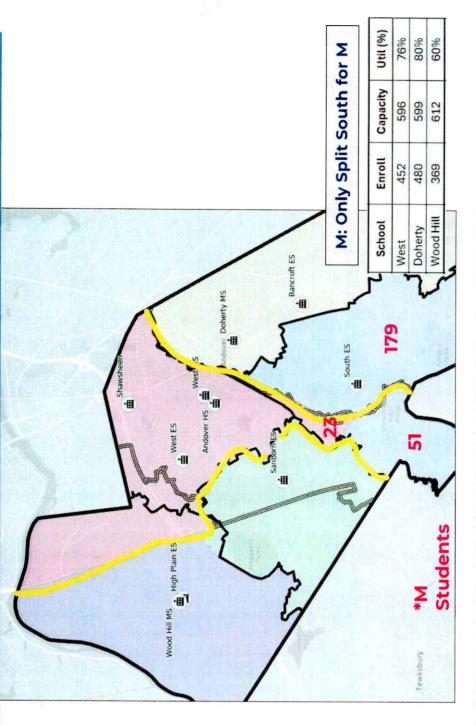
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E: Rezo	School

School	Enrollment	Capacity	Util (%)
Bancroft	518	641	81%
High Plain	379	503	75%
Sanborn	334	402	83%
South	399	536	74%
WestEl	755	925	82%





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OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General One Ashburton Place Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:
First Name: John Last Name: McDonnell
Address:
City: Andover State: MA Zip Code: 01810
Phone Number:+1 (978) 569-7850
Email: John@JohnMcDonnellLaw.com
Organization or Media Affiliation (if any): None
Are you filing the complaint in your capacity as an individual, representative of an organization, or media? (For statistical purposes only)
Public Body that is the subject of this complaint:
City/Town County Regional/District State
Name of Public Body (including city/ town, county or region, if applicable): Town of Andover, School Committee
Specific person(s), if any, you allege committed the violation: See the Attached SECOND OML Violation Letter/Memorandum
Date of alleged violation: April 17, 2025

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

See the attached Second OML Violation Letter/Memorandum for the details.

Given the evidence that is currently available, it is clear that the Andover School Committee (the "Committee") violated the Open Meeting Law, G.L. c. 30A, §§ 18-25 in certain ways, which includes the following:

- 1) Failure to provide notices of the Redistricting Advisory Committee ("RAC") meetings.
- 2) Failure to issue agendas for the RAC meetings.
- 3) Failure to take, prepare, and issue minutes for the RAC meetings that occurred during the Redistricting Process.
- 4) Inappropriate deliberation practices by the School Committee when it undertook the actions of decision making during the Redistricting Process.
- 5) Based on the Meeting Minutes the School Committee failed to comply with the OML when it did not properly document the nature of the decisions made, the basis for the decisions, and the votes taken. Note, this failure is evidenced by the lack of the recording of such decisions made at the various points during the course of various School Committee Meetings which occurred during the Redistricting Process and recorded in the meeting minutes issued on April 17, 2025 and others issued previously.
- 6) Failure to issue School Committee meeting minutes in accordance with the requirement of the Open Meeting Law.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Issue a new Notice for a School Committee Meeting

Prior to the Committee Meeting and allow Public Input pursuant to the Established Practice Ask that the Committee then re-vote

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed:

For Use By Public Body

Date Received by Public Body:

For Use By AGO
Date Received by AGO:

JOHN McDONNELL

ANDOVER, MASSACHUSETTS 01810 978-569-7850

April 28, 2025

Hand Delivery - Town Clerk's Office and School Department

Town Clerk's Office Andover Town Hall 36 Bartlet Street Andover, Massachusetts 01810

Chair of the Andover School Committee Town of Andover Superintendent's Office 30 Whittier Court Andover, Massachusetts 01810

RE: SECOND OPEN MEETING LAW COMPLAINT Letter/Memorandum Regarding Violations

Dear School Committee:

This Letter/Memorandum is prepared in support of the SECOND COMPLAINT that the Andover School Committee Violated the Open Meeting Law during the course of the School Redistricting Process that was undertaken by the Andover School Committee (the "Committee" or "School Committee"). This complaint is being submitted regarding meeting minutes released during, the April 17, 2025 School Committee Meeting as well as other violations that have come to light after spending time evaluating the Meeting Minutes in totality and analyzing the ultimate means and method utilized by the Committee and its Consultant in its vote on March 20, 2025. Through this complaint there is an assertion that there were several violations of the Massachusetts Open Meeting Law, both in advance of and during various meetings. Further in preparing for a presentation that I gave during the April 17, 2025 School Committee Meeting there was an evaluation and analysis that I undertook in order to prepare my presentation

This document is incorporated by reference into the Complaint Form that is being filed herewith in compliance with the Office of the Attorney General requirements under the "Open Meeting Law," ("OML") M.G.L. c. 30A, § 23(b). Note further that this Complaint is being filed based on the facts as reasonably known or determined at the time of this filing, (see 940 CMR 29.05[3]); however, given that there are significant e-mail communications and other documentation that must be obtained through a public records request, in order to fully ascertain the extent of the violations that may have occurred, I reserve the right to supplement this complaint with the identification of additional violations.

Under M.G.L. c. 30A, § 19(a) the Attorney General's Office is responsible for the enforcement of the OML in Massachusetts. The Committee is a five-member Public Body which

must comply with the OML. Given the evidence that is currently available, it is clear that the Committee violated the Open Meeting Law, G.L. c. 30A, §§ 18-25 in certain ways, which include the following and are in addition to those violations identified in my April 14, 2025 notice:

- 1) Failure to provide notices of the Redistricting Advisory Committee ("RAC") meetings.
- 2) Failure to issue agendas for the RAC meetings.
- 3) Failure to take, prepare, and issue minutes for the RAC meetings that occurred during the Redistricting Process.
- 4) Inappropriate deliberation practices by the School Committee when it undertook the actions of decision making during the Redistricting Process.
- Based on the Meeting Minutes the School Committee failed to comply with the OML when it did not properly document the nature of the decisions made, the basis for the decisions, and the votes taken. Note, this failure is evidenced by the lack of the recording of such decisions made at the various points during the course of various School Committee Meetings which occurred during the Redistricting Process and recorded in the meeting minutes issued on April 17, 2025 and others issued previously.
- 6) Failure to issue School Committee meeting minutes in accordance with the requirement of the Open Meeting Law.

The following portions of this document provide the basis for the finding that the Committee violated the Open Meeting Law; however, there may be other violations that occurred.

BACKGROUND

When Andover Public Schools ("APS") submitted its application to the Massachusetts School Building Authority ("MSBA") for funding support in 2018, the Town was obligated to perform an evaluation of the Elementary School Utilization Rates for its schools as a requirement of funding for the new West Elementary School.

"APS noted that if a new West Elementary School was built, the district would redistrict the other four elementary schools in such a way that each school's enrollment is most effectively aligned with its capacity."

As a result of this commitment, in late 2024 APS initiated the Redistricting Process, which was to be presented to, and approved by, the School Committee. This process involved gathering data and evaluating the various scenarios for realigning the elementary school district lines. This Process started in October 2024, after APS hired a consultant, Dillinger RAD, ("the Committee's Consultant" or "Consultant") to perform certain tasks and then offer information to the School Committee. It was then the Committee's obligation to deliberate on the various options presented and render decisions through a deliberations process culminating in a Committee vote regarding which components of the various option to reject or accept.

Although the School Committee and its Consultant initially started the process of

¹ I intend to submit a Public Records request to the Town seeking Documents in order to gain a better understanding the scope and purpose of the engagement. Once this additional information is obtained, I reserve the right to supplement this Complaint

gathering, analyzing and evaluating the elementary and middle school data in October 2024, the Consultant was not ready to offer potential options until early January 2025, which were represented in Scenarios presented at various meetings of the School Committee.

The Consultant then undertook the process of offering presentations to the School Committee of various Scenarios at various stages of the process during January, February and March 2025. However, prior to the issuance of Scenarios, the School Committee and the Consultant established a process, protocol, procedure and methodology for the distribution of the information, and a method of seeking and receiving feedback and input from the residents of the Town of Andover ("Established Practice"). This Established Practice allowed for a web based application for offering feedback and input which generally remained available or open for input for 7 to 10 days, as well as the ability to communicate with the Consultant by E-mail. The first meeting where options that identified potential re-alignment scenarios, was held on January 9, 2025 where the consultant first started providing information to the Public regarding the Elementary School Scenarios.

Established Practice for Public Input and Feedback Adopted by School Committee

During the Redistricting Process, which started in October 2024, the Committee and its Consultant established the means and method through which public input was submitted then, after gathering feedback, input and comments from the residents, the Consultant then filtered these comments, provided certain hand-picked comments to the Committee and presented certain opinions regarding the components of the Scenario options to the Committee. This Established Practice of obtaining public input and feedback was utilized and followed by the Consultant and the Committee starting on January 9th for the Presentations of the various scenarios issued by the Consultant. After the first options regarding how to adjust the current school district lines for elementary schools were presented, the School Committee followed this Established Practice through March 12[,] 2025. It appears that, through this Established Practice, the School Committee and the Town could try to achieve its established goals, which it failed to achieve. The last presentation that allowed Public Comment was the Consultants March 12, 2024 Presentation. However, the Established Practice was not followed for the Scenarios issued in the Consultants Presentations at the March 20, 2025 School Committee Meeting.

OPEN MEETING LAW

All meetings of a public body must be open to the public. A meeting is generally defined as "a deliberation by a public body with respect to any matter within the body's jurisdiction." The Open Meeting Law defines deliberation as "an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction." The following four questions will help determine whether a communication constitutes a meeting subject to the law:

- 1) is the communication between or among members of a public body;
- 2) if so, does the communication constitute a deliberation;
- 3) does the communication involve a matter within the body's jurisdiction; and
- 4) if so, does the communication fall within an exception listed in the law?

As a general rule, any matter of public business on which a quorum of the public body may make a decision or recommendation is considered a matter within the jurisdiction of the public body. (AG's OML Guidelines Page 7). To be a deliberation, communications must involve a

quorum of the public body. However, communications among less than a quorum of the members of a public body will be considered a deliberation when there are multiple communications among the members of the public body that together constitute communication among a quorum of members. Courts have held that the Open Meeting Law applies when members of a public body communicate in a serial manner in order to evade the application of the law. Note that the expression of an opinion on matters within the body's jurisdiction to a quorum of a public body is a deliberation, even if no other public body member responds.

The purpose of the Open Meeting Law is to make sure that before, during, and after the process is undertaken and the decisions are made, that the residents of the Town of Andover understand what the Committee is going to talk about during the open session, so that they understand later why the Committee reached its decision. Thus, the Open Meeting Law requires that the basis of the decisions must be discussed and documented at an open meeting, the basis of the decision must be clearly articulated and the documentation upon which the Committee relied must be properly identified. Further, the nature of the decisions made, and the actions taken must be documented in Meeting Minutes.

(1) Failure to provide notice of the Redistricting Advisory Committee ("RAC") meetings, (2) Failure to issue agendas for the RAC meetings and (3) Failure to issue Meeting Minutes for the RAC meetings that occurred during the Redistricting Process.

APS established a committee to provide advice to both the Superintendent and the School Committee regarding the Redistricting Process that was being undertaken by the Town of Andover. APS, the School Committee, and the Town of Andover, all fall within the definition of a Public Body as defined under the OML and it is my assertion that the Redistricting Advisory Committee ("RAC") is subject to the OML. However, in this case, it appears that APS was attempting to circumvent the application of the law to the meetings held and the work performed by the RAC. As the Redistricting Process was ongoing, the advisory committee was established to provide advice to the Town and the School Committee regarding the school redistricting. Representatives of this advisory committee also provided advice to the School Committee during the course of the School Committee Meetings. Thus, under the definition of the OML, the meetings that were held by this committee were subject to the requirements of the Open Meeting Law.

Further, based on the School Committee's Policy the Redistricting Advisory Committee is subject to the OML, (See Attachment No. 1). Based on information and belief, there were at least three RAC meetings during the Redistricting Process; however, I have only been able to locate two presentations (See Attachment Nos. 2 and 5), cover Page for the February 25, 2025 RAC Meeting and March 17, 2025 Presentations, which are Presentations given by the School Committee's Consultant to the RAC. In reviewing the meeting notices, meeting agendas and meeting minutes issued to date, there are none that have been made publicly available for RAC meetings.

APS established an advisory committee to provide the School Committee with advice during the redistricting process called the "Redistricting Advisory Committee" ("RAC"), which I assert is covered by a policy referred to as "BDF -ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE." The policy clearly indicates that the RAC is subject to the OML. There were meetings held, however, there are no records of Meeting Minutes for these meetings. (See Attachment Nos. 2 and 5 as evidence of meetings held). As a result, there is no documentation of what the committee did during these meetings.

(4) Inappropriate deliberation practices by the School Committee when it undertook the actions of decision making during the Redistricting Process. AND (5) Based on the Meeting Minutes the School Committee failed to comply with the OML when it did not properly document the nature of the decisions made, the basis for the decisions, and the votes taken. This failure is evidenced by the lack of recording of such decision points during the course of various School Committee Meetings which occurred during the Redistricting Process and recorded in the meeting minutes issued on April 17, 2025 and others issued previously.

In preparing for my presentation at the April 17, 2025 School Committee Meeting, I researched the various components of the decisions made by the School Committee during the Redistricting Process which occurred over a several month period, between January 9, 2025, when the first elementary School scenarios were issued, and March 20, 2025. Based on my review of available School Committee Meeting Minutes and the analysis performed, I was able to determine that at certain points during this process, there were a series of points where decisions were made by the Committee during this time period. Starting in January 2025, the School Committee along with its consultant issued certain scenarios which it called Unfinalized Scenarios; however, it's clear when one looks at the broader context, the information in subsequent presentations and sequence of events, there were decisions that were being made at various points along the way either outside of the meeting or during the meetings. I then looked at the Meeting Minutes to determine whether the minutes reflect the various decisions made, to determine whether the basis for that decision was stated, how the decisions and determinations were identified in the Meeting Minutes, what the vote was, or whether the Committee simply acquiesced to the suggestion of the Consultant.

Based on a review of various School Committee meeting videos, the documents presented and the Meeting Minutes, it appears that based on my opinion the Town's Consultant exerted undue influence over the School Committee during this entire process. Further, it appears that the Consultant was continually making determinations and decisions on behalf of the members of the School Committee. This approach had significant implications and ramifications, which are inconsistent with the Committee's obligations because the committee was responsible for making these decisions. Yet it appears that it abrogated its responsibility to the Consultant and in many circumstances simply acquiesced to his suggestion without actually taking a vote on the issue at hand. This approach is clearly evident based on the Meeting Minutes, which demonstrates that the Committee failed to document when certain decisions were made, and the basis for making the decisions or why the decisions were made. There is also a lack of evidence of a vote on critically important decisions, made at certain critical points in the process, which is a violation both of the OML and the duties and responsibilities of the Committee.

(6) Failure to issue School Committee meeting minutes in a timely manner.

The school Committee failed to issue meeting minutes in a timely manner and in compliance with the requirements of the OML. Included with the attached agenda, (See Attachment No. 3) there are multiple meeting minutes that are being issued well past the 30 day or 3 meeting deadlines. The open meeting law suggests that meeting minutes be offered at times contemporaneous with the meetings or at least 30 days or three meetings there from.

EXAMPLES OF OML VIOLATION DURING THE REDISTRICTING PROCESS

The following includes some of the examples² of critical decision points within the Redistricting Process and the lack of any record in the Meeting Minutes that document the basis for the Committee's decisions or how the Committee members voted.

A) At a School Committee Meeting on <u>October 17, 2024</u>, the Consultant stated the following in its presentation:

(1) School Capacity & Enrollment Balance: Target 85% - 95% Utilization

At a subsequent meeting on <u>November 21, 2024</u> a decision was made that was one of the most critical decisions of the entire redistricting process, which was to set the target "Utilization Rate" at 85%.

However, it is clear from the Meeting Minutes that there was no deliberation regarding establishing this value, nor was there a vote on adopting this value.³

Further, based on information on Page 40 of the "Development of Comprehensive Facility Plan for Town of Andover and Andover Public Schools" an adequate "Utilization Rate" is described to be between 85% and 94.99%. (See Attachment No. 4) thus there would be no problem with the utilization rate exceeding 85%.

- B) Elementary School options referred to a Scenarios ES-1, Scenario ES-2 and Scenario ES-3, which were scored by the Consultant, were offered at a School Committee meeting on <u>January 9, 2025</u>; however, the Meeting Minutes for that meeting, or in other subsequent meetings, fail to reflect the date on which these three Scenarios were either, rejected, or disregarded. Further, the record does not reflect a vote by the Committee stating the reason or basis for the rejection.
- C) The Next School Committee meeting was held on <u>February 6, 2025</u>. During this meeting Elementary School Scenario ES-4 and Scenario ES-5, as well as Middle School Scenario MS-1 and MS-2 were offered. Further, the Elementary School Scenarios were graded by the Consultant as part of this presentation. During this meeting there were clear points at which decisions regarding Elementary School Scenarios ES-1, ES-2 and ES-3 were made but there is no record of a clear deliberation process or a vote in the meeting minutes.
- D) There was then a Redistricting Advisory Committee Meeting held on <u>February 25</u>, <u>2025</u>; however, there are no meeting minutes available for this meeting. (See Attachment No. 2, cover Page for 2-25-2025 Presentation)
- E) The next School Committee Meeting was held on <u>February 27, 2025</u>. During this meeting further Elementary School Scenarios, ES-6 and ES-7 were offered and Middle School Scenario MS-3 was offered. However, the Meeting Minutes for that meeting, or in other subsequent meetings, fail to reflect the date on which these Scenarios were

² As more information become available through my Public Records Request, I reserve the right to supplement the information provided and the analysis offered.

³ This decision was one of the most critically important decision of the entire Redistricting Process yet there is no record of this decision being made

- either, rejected, or disregarded, nor does the record reflect a vote by the Committee stating the reason or basis for the rejection.
- F) There were also decisions made regarding the potential realignments of the Sanborn Elementary School district boundaries, which were either accepted, rejected or disregarded; however, there is no record of these decisions.
- G) Similarly during the Redistricting Process a decision was made to assign all of the Sanborn Elementary School students to Wood Hill Middle School; however, there is no record of when this decision was made, nor a record of the basis of that decision.
- H) There were also decisions made within the various realignments of the West Elementary School district boundaries which were either accepted, rejected or disregarded; however, there is no record of these decisions. For example, during the Redistricting Process a decision was made to assign all of the former High Plain Elementary students, that live in the Northeast section of Andover, on the West Side of U.S. Route 93, to West Elementary and West Middle; however, there is no record of when this decision was made, nor a record of the basis of that decision.
- There was also a meeting held by the Consultant, to offer information regarding the Redistricting Process, at the Andover Senior Center, on <u>March 8, 2025</u>, where, based on information and belief, a quorum of the School Committee may have been present. However, there were no meeting minutes for this meeting. The presentation offered at this meeting was entitled, "Updated Scenarios and Implementation Considerations." Within the presentation the Consultant made the following representation on behalf of the School Committee that there are:

"Two Distinct Scenario Paths," "Scenario E-6/M-2 Balanced Utilization;" and "Scenario E-7/M-3 Elementary to Middle Transition"

Based on this representation it is clear that decisions had been made by the School Committee regarding the preferred alternatives; however, there is no evidence recorded in the Meeting Minutes as to when these decisions were made, the basis for these decisions and why the other Scenarios were rejected and/or disregarded. This is a clear violation of the Open Meeting Law. Further, the fact that a quorum was present, and no meeting minutes were taken nor was the meeting recorded is also a violation of the OML.

J) There were also meetings held on March 12, 2025 and March 20, 2025. The Meeting Minutes have not yet been issued for these meetings; therefore, at this point in time I am not able to determine whether there were OML violations and reserve the right to submit another OML notice once the minutes are issued.

ASSESSMENT OF INFORMATION MISSING FROM THE MEETING MINUTES

As described in the above stated examples, the entire process was flawed from the outset due to the manner in which its Consultant and the School Committee proceeded through the Redistricting Process. Given all the Elementary School and Middle School scenario options

identified by the Consultant, and the fact that there is no clear record as to when certain Scenarios were accepted, rejected or disregarded. There was also clear acquiescence by the School Committee to the Consultant's suggestions, who in my opinion wielded significant undue influence over the Committee during this entire process. As a result there are no clear indications from the Committee as to when decisions were made and the basis for these decisions, which should have been made in an open deliberative process and documented in Meeting Minutes, which the Committee failed to do in violation of the OML.

During the Redistricting Process there should have been an incremental documented record of the decisions made, starting with Elementary School Scenario No. 1 and then progressing through Elementary School Scenario No. 2 for example. However, because each of these decision points had future implications for the ultimate vote taken by the Committee on March 20, 2025, the process was flawed, resulting in the Committee's inability to comply with the OML. Other than feedback and input received by the Consultant, then filtered by the Consultant before the filtered information was provided to the Committee, there is no logical explanation regarding the basis upon which certain scenarios were rejected and other scenarios were pushed forward. There is also no record of the basis for these decisions. It appears that the only documentation, or record, of decisions was based on what the Consultant included in its presentations, which are generally very graphic in nature and do not depict specific information.

The process that was started on January 9th, when the first options for how to adjust the current school district lines for the elementary schools were offered so as to achieve the stated goals of the Committee, continued thereafter, through March 20th. However, in my opinion, the process was clearly botched from the start for multiple reasons. This ultimately led to a circumstance where the consultant had run out of money and had no more funds in his contract to perform additional services and as of March 20th, when they presented their alternative M5, according to the Committee Chairperson, there was just no more room to continue to review options and take feedback from the public regarding any further options. As a result the M5 Scenario option was put to a vote without full information regarding other options and alternatives that would have been suggested had the Committee given the public the opportunity to present documented information and evidence.

A good example of a significant flaw resulting from the process followed is the lack of documented decision points regarding Elementary Scenarios ES-1 and ES-2 that should have been reflected in the Meeting Minutes. The Elementary Scenarios ES-1 and ES-2 identified areas on the northwesterly side of Elm Street to be reassigned to West Elementary instead of Bancroft Elementary. However, after these two Scenarios were offered, there were decisions made to reject and/or disregard these Scenarios; however, given that these decisions were made, there is no record in the Meeting Minutes as when Scenario ES-1 and ES-2 were rejected or why these were rejected.

At another point in the Redistricting Process the High Street neighborhood depicted on Scenario ES-5, which currently attends Bancroft Elementary and Doherty Middle School, was to be reassigned to West Elementary. At some point in the process this suggested adjustment was either rejected and/or disregarded; however, there is no record of when that decision was made, why the decision was made, nor is there a record of a vote on that option.

Then there was Elementary School Scenario ES-7, that impacted and affected the Abbott Bridge Road and Abbott Street neighborhoods. Again, this Scenario was rejected and/or disregarded; however, there is no record of when this decision was made or the basis for the decision.

This ultimately led to the March 12, 2025 Scenarios and the March 20th Scenarios, for which Meeting Minutes have not been issued; however, the circumstances surrounding these are explained in the following.

<u>CIRCUMSTANCES SURROUNDING MARCH 12, 2025 AND MARCH 20, 2025</u> SCHOOL COMMITTEE MEETINGS

The residents that live along Woburn Street, Ballardvale Road and Andover Street, as well as the side streets connecting to these roads, were completely blindsided by what took place at the March 20, 2025 School Committee meeting. As a result, the residents in these neighborhoods ended up as the doormat to be stepped on by the Consultant and the School Committee. There was clearly a bait and switch by the School Committee in suggesting that scenario MS-4, identified by the Consultant and presented at a School Committee meeting on March 12, 2025, as being the alternative that was the solution, was then at the last minute, replaced at the March 20th School Committee meeting with Scenario MS-5 and put to a vote. This was presented without any opportunity for feedback as had been the Established Practice throughout the entire Redistricting Process. Further, the Redistricting Advisory Committee met with the Consultant on March 17, 2025 and the Consultant's presentation (Attachment No. 5) did not include any information regarding Middle School Scenario MS-5.

Had the residents been able to follow the Established Practice of providing feedback through the web-based portal, or by e-mail communication with the Consultant and Committee Members, as they were allowed on all other scenarios, and had the committee extended the time for comment, I would have had the opportunity to present an acceptable option, which would have been a slight variation of the Un-Named Scenario identified on Page 20 of the March 20, 2025 Presentation that would have allowed the South Elementary School population to stay together for Middle School and would have been able to present this option in advance of a vote by the School Committee.

In its March 12, 2025 Meeting, the Committee's Consultant issued a Presentation which was entitled "Redistricting-Additional Scenario Iteration 3.12.25." This Presentation identified a district line option entitled, Scenario M4, which was the most up to date Scenario. Based on the Presentation during this Meeting it appeared that Scenario M4 was the preferred alternative that the Committee had agreed upon. However, also within this presentation the Consultant offered the suggested alternative, which he referred to as an "Un-Named Scenario" which was depicted on Page 20 of the March 12, 2025 Presentation. The Consultant further indicated that it was an alternative that worked and would benefit the West Elementary School utilization rate. However, he then recommended that the committee disregard the scenario. Based on the sequence of events, it appears that at some point between March 12, 2025 and March 20, 2025, the Committee either agreed or acquiesced to the Consultant's recommendation because there is no further discussion of the Un-Named Scenario, nor is there an indication that the Committee voted to reject or disregard this Scenario.

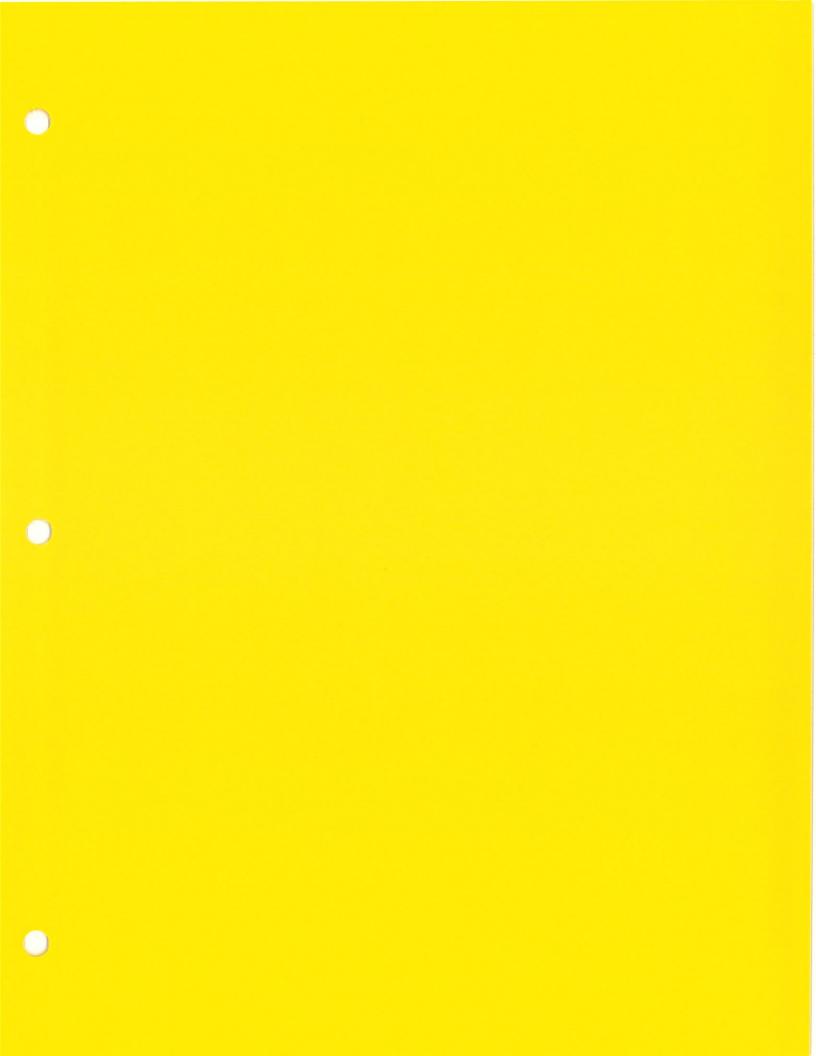
Instead, on March 20th, the School Committee voted to impose a 44% - 56% split of the South Elementary student population, with 44% going to the West Middle School and 56% going to the Doherty Middle School, noting that prior to the vote the split was 35% West Middle and 65% Doherty Middle. However, had the Consultant moved forward with the Un-Named Scenario option presented in its March 12th Presentation, with a slight variation, there would have been no need to split the South School student population, and all of the South students would have been able to attend Doherty Middle School.

CONCLUSION

For the reasons stated above, I assert that the School Committee violated the Open Meeting Law. To the extent that the Committee seeks additional information, it will be provided. Please contact me at 978-569-7850 with any questions or requests.

Sincerely,

John McDonnell, Esq, PE, PLS



ATTACHMENT NO. 1

FROM SCHOOL COMMITTEE POLICY MANUAL

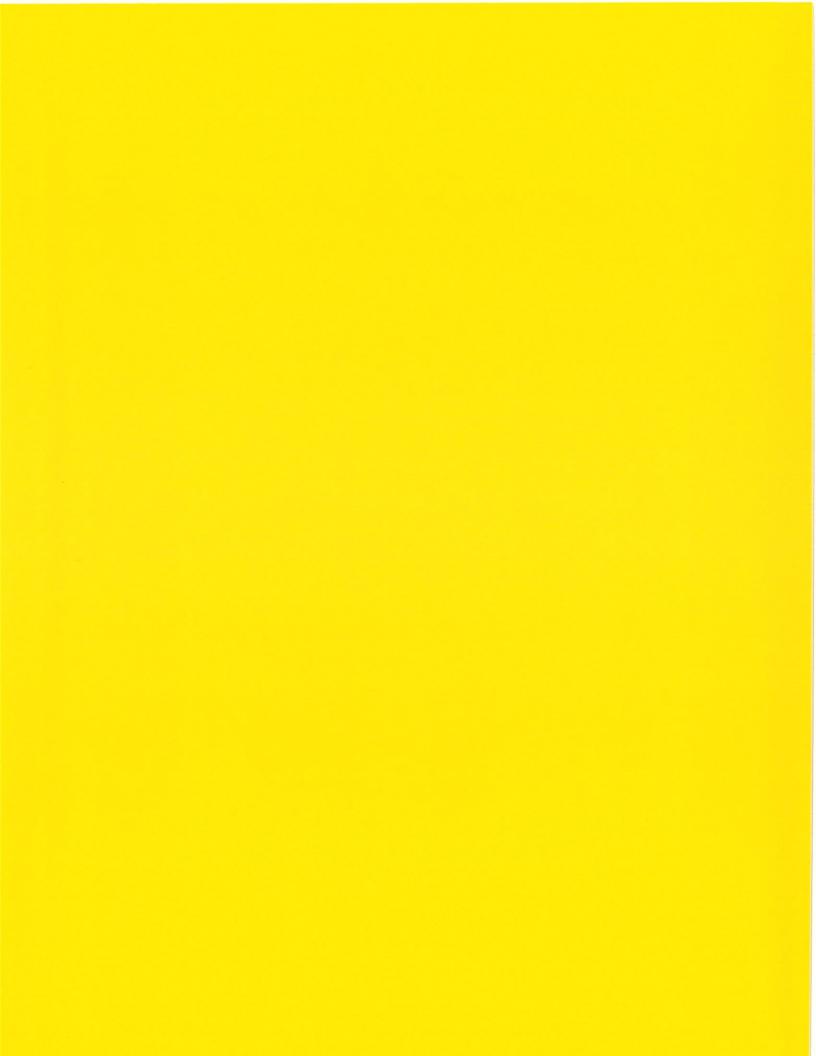
BDF - ADVISORY COMMITTEES TO THE SCHOOL COMMITTEE

The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

- 1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity. However, there will be no standing overall advisory committee to the School Committee.
- 2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
- 3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
- 4. Appointments to such committees will be made by the Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
- 5. Tenure of committee members will be one year only unless the member is reappointed.
- 6. Each committee will be clearly instructed as to:
- a. The length of time each member is being asked to serve.
- b. The assignment the School Committee wishes the committee to fulfill and the extent and limitations of its responsibilities.
- c. The resources the School Committee will provide.
- d. The approximate dates on which the School Committee wishes to receive major reports.
- e. School Committee policies governing citizens, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.
- f. Responsibilities for the release of information to the press.
- 7. Recommendations of committees will be based upon research and fact.
- 8. The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee.
- 9. Advisory committees created under this policy are subject to the Open Meeting Law.

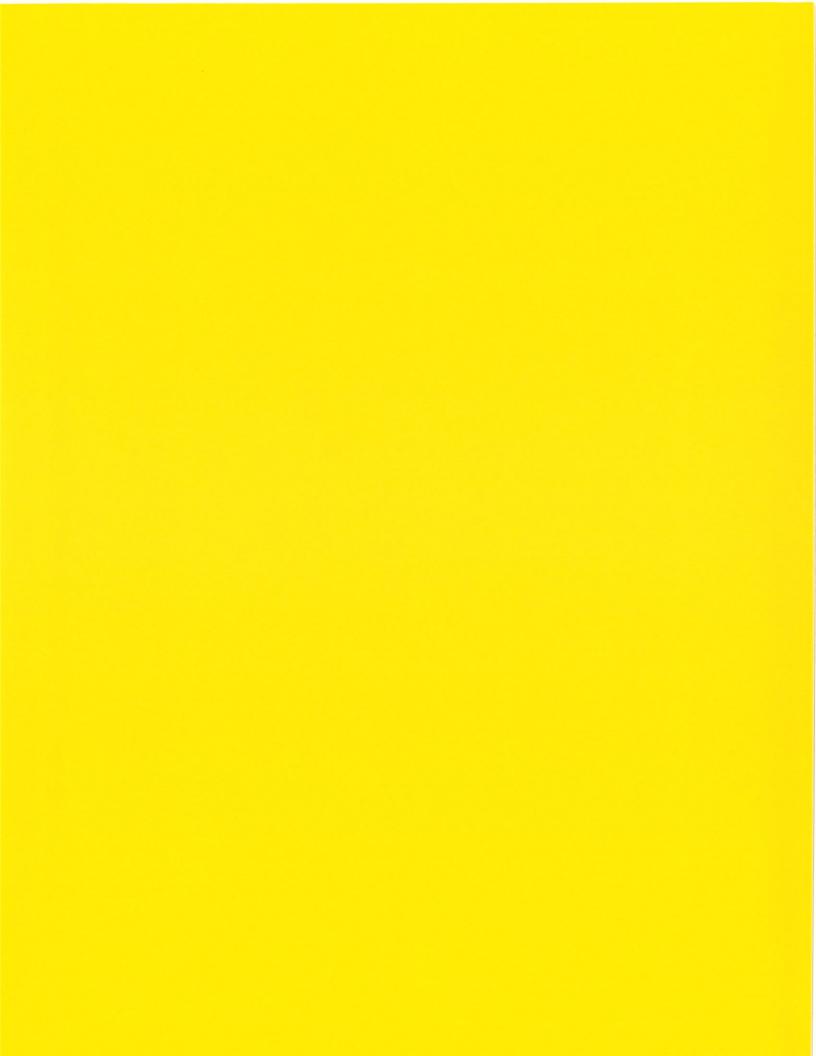
The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

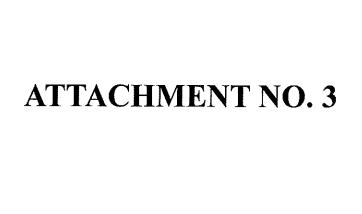
LEGAL REF.: M.G.L. 30A:18-25













ANDOVER SCHOOL COMMITTEE

SC ROOM Key: I.O. = Information Only; A.R. = Action Request
Meetings are prepared for live broadcast by AndoverTV via Andover public access television
(Comcast Channel 6 and Verizon Channel 43) or by streaming from www.andovertv.org.

APRIL 17, 2025 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 <u>policy BEDH</u> Public Comment at School Committee Meetings and <u>policy BEDH-E</u>

Guidelines for Public Comment, including limiting remarks to 3 minutes.**

I.	Sch	ool Committee Meeting – Call to Order/Moment of Silence/Pledge of Allegiance	7:00 PM
	A. B. C.	Recognitions/Communications Public Input (limited to 10 minutes total; if more time is required, Public Input will resume after New B Response to Public Input (if Public Input continues after New Business, response to Public Input will take place at	
	D.	Education	I.O.
	E.	Continuing Business <i>(25 min total)</i> 1. Implementation Plan – Dillinger RAD	A.R.
	F.	 New Business CREST Collaborative (5 min) Last Official Day for Students and Teachers; 2024-2025 School Year (5 min) School Choice Hearing and Vote (5 min total) Open Meeting Law Complaint-Direct Legal Counsel to Respond (5 min total) Financials (5 min total) 	A.R. A.R. A.R. A.R. I.O.
	G.	Consent Agenda 1. Grants/Donations to District 2. SC Meeting Minutes – Minutes from prior meetings	A.R.
	H.	Adjournment	

ANDOVER SCHOOL COMMITTEE MEETING MINUTES

November 7, 2024 7:00pm

MEMBERS PRESENT: L. Conoscenti, Chair

S. Wright, Vice Chair

E. DiCesaro

L. Diffenbach

S. Murray

MEMBERS ABSENT:

J. Riley, Assistant Superintendent for Teaching and Learning

OTHERS PRESENT:

M. Parvey, Superintendent

K. Taverna, Assistant Superintendent of Finance and Administration

II. Regular Meeting

Call to Order/Moment of Silence/Salute the Flag

Dr. Conoscenti, Chair, called the Regular Meeting of the School Committee of November 7, 2024, to order at 7:00 pm in the School Committee Conference Room.

A. Recognitions/Communications

Dr. Parvey updated the Committee on school visits and other administrative meetings which have taken place to date in November. AHS National Honor Society induction ceremony took place. Let's Talk next topic is the redistricting on November 14 at 6:30pm at the Robb Center. Dr. Parvey congratulated Dr. Conoscenti who was the recipient of the Division 1 Allstate Award from MASC.

- Dr. Riley thanked the participants in the November 5th PD where there were 27 teacher led classes offered.
- Mr. Taverna thanked ACE for another successful scarecrow festival.
- Ms. DiCesaro acknowledged the Staff Shoutout who was Jeff Kucha, APS Music and Band teacher. He was recognized for his encouragement of students, working collaboratively and the positive impact he has had on his music students.
- Ms. Murray thanked the guidance and teachers for writing recommendations for early action college applications. She also attended the Sue Tucker Award Ceremony.
- Mr. Wright thanked the Veterans for their service. He reviewed the upcoming early release days in November. Mr. Wright acknowledged the success of the Andover Swim and Dive Team and updated the Committee on the DEI work being done in collaboration with the Select Board and APS.
- Ms. Dieffenbach thanked the PTOs for the fall festivals held at the schools. The first ELPAC meeting was held, and Adult English Classes will be offered in person and via

zoom. The next informal forum will be held at the Ballardvale fire station. The next SEPAC meeting will be held November 12th at 7:00pm.

- Ms. DiCesaro also attended the National Honor Society induction and attended the MS
 Marching Band night at AHS. The next PTBAC meeting is next week and a date for a
 joint meeting will be discussed to review the priorities of the High School Improvement
 Project. She also posted the first video in a serios of videos to promote meeting items
 and educational information to the community.
- Dr. Conoscenti recognized the success of all of the Fall Athletic Teams.

B. Public Input –

Elyse Salberg, 9 Chandler Road, spoke regarding the Superintendent Goals 2 and 3 and asked how 2-way communication would be measured from the community. She asked to include a goal to improve the relationship with the AEA and Budget.

Chris Shepley, 179 High Street, spoke regarding a Public Records Request he made regarding Executive Session Minutes from contract negotiations with the AEA. The response received stated that the Executive Session Minutes will not be released at this time. He asked why his Public Records Request was not on an Agenda to be discussed.

C. Response to Public Comment

Dr. Parvey stated that all information discussed with the Budget Advisory Council is on the website and reminded the Committee and the public that this Council is advisory only, not a decision-making Committee.

Dr. Conoscenti stated that the Committee met in December 2023 and March 2024 to review the Executive Session Minutes and voted not to release them at this time.

D. Education

1. SEPAC Annual Survey Presentation

The 2023-2024 accomplishments were reviewed, including improved communications and workshops held. The upcoming calendar of workshops and speakers was reviewed. The 2023-2024 SEPAC survey results were reviewed. The goal is to obtain feedback from Andover's Special Education community. The survey was revamped to quantify information on topics important to the respondents. There was a total of 101 respondents. The profile of the respondents and primary disabilities was reviewed as well as the responses provided.

The offerings that are working well were reviewed as well as the areas with opportunities for improvement.

Mr. Wright thanked the SEPAC for the support provided to the families. He asked if the results of the Equity Audit were reviewed.

Ms. Diffenbach thanked the SEPAC for the work being done.

Ms. DiCesaro added that the partnership with Nancy Koch is important and the informal meet ups are a great idea.

Dr. Conoscenti thanked SEPAC for the community outreach and asked how they are engaging new members. The use of mentors is being done informally.

E. Continued Business

1. Second Reading: Superintendent Evaluation Process and Goals

Dr. Parvey informed the Committee that the changes reflect the feedback from the first reading regarding timelines and end points.

Ms. Murray expressed her concern with the measurability for Goal #1 and asked for reflection and physical evidence. Dr. Parvey agreed that the physical evidence will be shared once the work is completed.

Ms. Diffenbach agreed the time element in Goal #2 has been met.

Ms. Diffenbach expressed her concern that there is no measurable practice in Goal #3 and the wording is subjective.

Ms. DiCesaro added that the advisory councils have been formed and 2-way communication will help show the evidence.

Dr. Parvey added that when the community engages in the opportunities presented, that shows engagement, and it is measurable. The evidence is presented in different ways. Ms. Diffenbach also expressed her concern with the measurability for a high level of community engagement in Goal #4. Discussion followed regarding different ways to measure a high level of community engagement. It was agreed to strike "high level" from the sentence and keep "community engagement".

Ms. Diffenbach asked for a timeframe for a written statement to be provided to the APS community. Dr. Parvey responded that the work is currently being done and she cannot put a final date on a written letter until the work is completed. It was agreed to move the last written statement to an Action Item.

The Superintendent's Evaluation process was reviewed and discussed.

Ms. DiCesaro moved that the Andover School Committee vote to approve the updated Superintendent's Evaluation Process and Goals for the 2024-2025 School Year as presented and amended. The motion was seconded by Mr. Wright and unanimously approved by a 5-0 vote.

F. New Business

1. Field Trip: AHS Students - Model UN Trip to Boston-January 2025.

Dr. Riley reviewed the Harvard Model UN field trip to Boston which will be held at the Hines Convention Center from January 30, -February 2, 2025. Students from grades 9-12 will be participating. The cost is \$423/student and financial aid is available for students.

Ms. Murray moved that the Andover School Committee vote to approve the proposed extracurricular trip for Andover High School Students to attend the Harvard Model UN Conference in Boston on January 30 – February 2, 2025, as presented and in accordance with the provisions set forth in the Andover School Committee Policy entitled "APS School-Sponsored Trip and Student Travel

Policy". The motion was seconded by Ms. DiCesaro and unanimously approved by a 5-0 vote.

2. Capital Improvement Plan

- IT-2 Annual Student Device Refresh
- IT-3 Infrastructure
- SCH-1 School Wide Maintenance Program
- SCH-2 School Projects by Building
- SCH-5 Major School Projects
- FAC-3 Town and School Security Projects
- FAC-7 Town/School Energy Initiatives

Andrew Flanagan, Town Manager, reviewed how Capital Improvement Plans (CIPs) are funded and the funding changes taking place, including an increase to 8% of the budget for funding. School department budget is not used to fund CIPs.

Ryan Knowles, CIO reviewed IT-2 which provides funding for all student devices including the Andover 1:1 technology initiative. All of Andover students now have full-time, on-demand access to technology as needed. iPad will be shifting from a leasing program to a purchase model for FY2026.

Ryan Knowles also reviewed IT-3 which provides funding for the entire IT infrastructure encompassing both hardware and software platforms. These resources are integral and shared across all Town and School departments. This unified approach ensures seamless and efficient operations, fostering collaboration and innovation across all departments and includes classroom display modernization, network modernization and cybersecurity improvement plan.

Janet Nicosia, Director of Plant & Facilities reviewed SCH-1 including school wide maintenance to be completed under the CIP which will be completed by in-house facilities employees.

SCH-2 covers projects to be completed by School Building, usually minor repairs to be completed in-house by facilities employees.

SCH-5 Many of these items are to bring the buildings into compliance with the AAB standards and meet the ADA code for accessibility.

FAC-3 covers Town and School security projects which include security upgrades and implementation of recommendations from the security audit which was completed. FAC-7 Town/School Energy Initiatives was reviewed. Janet informed the Commission that the Town of waiting for approval to add solar to Sanborn school.

Ms. Diffenbach moved that the Andover School Committee vote to approve the following FY26 Capital Improvement Projects: IT-2 Annual Student Device Refresh; IT-3 Infrastructure; 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 as presented. The motion was seconded by Ms. Murray and unanimously approved by a 5-0 vote.

3. FY26 Preliminary Budget Calendar

Mr. Taverna reviewed the FY26 Budget Calendar and advised the dates will be updated as necessary.

4. FY26 Preliminary Budget Development Assumptions

Mr. Taverna reviewed the changes, including links added. He reviewed what a level service budget is and how it is defined. The changes also include a 2.5% increase in Pre-School Fees. Dr. Parvey added that the BAC suggestions have been incorporated into the Assumptions. Mr. Wright asked if placing staff where the needs are is addressed in the document and it was agreed to add language including "internal transfers". Discussion followed regarding revising the Vision Statement language.

5. September Financials

Mr. Taverna identified transfers between salary accounts and informed the Committee that we are on budget for this year.

G. Consent Agenda

1. Grants/Donations

Grant to the AHS earmark to be used to modernize the Team Room at Lovely Field the scope of work to include update of audio-visual equipment, flexible furniture, new cabinetry, LED lighting retrofit, new flooring and paint in the amount of \$505,000. Grant to the AHS from the Andover Vocal Music Association for a choreographer in the amount of \$4,750.

Grant to AHS from Andover Community Alliance, Inc. for the Robotics Club in the amount of \$500.00.

Grant to AHS from James Chou for the Robotics Club in the amount of \$100. Grant to West Elementary School from Sebasky Family via ACE/ECCF for the Liz Roos Staff Development Fund in the amount of \$15,000.00.

2. Minutes from May 2, 2024, Workshop; June 6, 2024; September 19, 2024, and October 3, 2024.

Ms. DiCesaro asked for a correction from PTBC to PTBAC in the Minutes from June 6, 2024; Septemberf 19, 2024 and October 3, 2024.

Ms. Murray moved that the Andover School Committee vote to approve the Consent Agenda as presented and amended. The motion was seconded by Mr. Wright and unanimously approved by a 5-0 vote.

Ms. Murray moved that the Andover School Committee vote to adjourn the meeting. The motion was seconded by Mr. Wright and unanimously approved by a 5-0 vote.

Meeting adjourned at 10:15pm.

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. AHS Field Trip to Model UN
- 3. Superintendent Evaluation Goals
- 4. Capital Improvement Plans
- 5. FY26 Budget Calendar
- 6. FY26 Preliminary Budget Development Assumptions
- 7. September Financials
- 8. Consent Agenda

ANDOVER SCHOOL COMMITTEE MEETING MINUTES November 21, 2024

November 21, 2024 7:00pm

MEMBERS PRESENT: L. Conoscenti, Chair

S. Wright, Vice Chair (zoom)

E. DiCesaro

L. Diffenbach

S. Murray

MEMBERS ABSENT:

J. Riley, Assistant Superintendent for Teaching and Learning

OTHERS PRESENT:

M. Parvey, Superintendent

K. Taverna, Assistant Superintendent of Finance and Administration

Jaiden Li, SGA student representative

II. Regular Meeting

Call to Order/Moment of Silence/Salute the Flag

Dr. Conoscenti, Chair, called the Regular Meeting of the School Committee of November 21, 2024, to order at 7:00 pm in the School Committee Conference Room.

A. Recognitions/Communications

- Dr. Parvey updated the Committee on school visits and other administrative meetings which took place in October. There was a National Letter of Intent Ceremony for 4 student athletes who signed their NIL for college next year. Dr. Parvey presented her school visits and the redistricting meetings and attended the ABC Gala. Dr. Parvey discussed 10th grade MCAS requirements, as the MCAS will no longer be considered the competency determination beginning December 5, 2024. She is waiting for guidance from DESE about what may replace MCAS as the competency determination; APS will continue with 10th grade MCAS until notified by DESE. She also congratulated Lindsey L'Ecuyer who received the MA Biology Teacher of the Year award. Fall athletic teams were recognized. Additionally, musicians from the AHS band, chorus and orchestra were recognized; of the 52 students who auditioned for MMEA Northeastern District, 25 were accepted for MMEA All-District, and 9 will audition again in January for the MMEA All-State Festival.
- Dr. Riley thanked the Vision of a Graduate Committee for the work in identifying the
 competencies. A new website will be created with real-time updates from the
 Committee. This week, feedback meetings with staff regarding the new Math
 curriculum were very positive.
- Mr. Taverna updated the Committee regarding the PTBAC, which has interviewed 3 architects. A vendor has been selected.
- Jaiden Li advised that the students are preparing for the Pep Rally and Thanksgiving break.

- Mr. Wright stated that this was a great week at APS with so many wonderful things happening.
- Ms. DiCesaro updated the Committee regarding the progress of the construction at Doherty MS, which should be completed when the students return from holiday break. The 2nd video was released this week in the School Committee video series. The next informal forum is scheduled for December 11th and will be held virtually.
- Ms. Diffenbach attended the SEPAC webinar, and the next meeting of the SEPAC will be held December 10th at 7pm virtually. The next ELPAC meeting is scheduled for December 12th at noon virtually and translation services will be available.
- Ms. Murray attended the AHS Staff Art Show, and she informed the Committee that volunteers are needed for Senior Safari.
- Dr. Conoscenti stated that the Committee attended a workshop regarding Redistricting at 5pm tonight and it was recommended to delay the redistricting until the 2026-2027 school year. It was the consensus of the School Committee to agree with that recommendation. There was a Shawsheen/West Elementary Building Committee meeting held Wednesday night, and the next meeting will be held December 18th at 6pm. The presentation of "Into The Woods" opened tonight and will continue with shows over the weekend and into next week. West MS is presenting "Bye Bye Birdie" on December 6, 7 and 8.

B. Public Input -

Chris Shepley, 179 High Street, spoke regarding his Public Records Request regarding Executive Session Minutes from AEA Negotiations and the date/time the review of the Executive Session Minutes were reviewed by the Committee.

C. Response to Public Comment

Dr. Conoscenti stated that the meeting to review the Executive Minutes was scheduled for a date and time when everyone was available.

D. Education

1. AHS Students Germany Science Trip Update

Seven students from the Physics Club went to Germany and Switzerland in September to participate in CERN, the leading particle physics laboratory in the world. Only 3 teams were chosen worldwide to participate. The students set up their experiment, presented it and analyzed the data. The team members spoke about how this experience impacted them.

2. AHS Students Cellphone Policy Presentation

AHS Principal Jimmy D'Andrea presented the AHS Cellphone Policy to the Committee. AHS received a grant in the Spring for cell phone caddies and the creation of educational materials regarding cell phone use. The teachers can choose how they manage cell phones in their classroom and educational efforts are ongoing. A student survey and a

teacher survey were administered in November and the results were reviewed. Two students provided input as to the cell phone policies. Discussion followed regarding cell phone use during class for educational purposes, lunch and down time.

E. New Business

1. Field Trip: AHS Students-Scandinavian Trip 2026

Rebecca D'Alise, AHS English Dept, presented the trip to the Committee. Students will be traveling to Finland, Norway, Denmark, Sweden and Estoria April 16th-26th, 2026. The trip is open to 10th, 11th and 12th grade students with a cost of \$5,879 per student. Financial assistance is available. This will be a cultural immersion trip through EFT Tours to support Global Pathways.

Ms. Diffenbach moved that the Andover School Committee vote to approve the proposed extracurricular trip for Andover High School students to travel to Scandinavia on April 16 – April 26, 2026, as presented and in accordance with the provisions set forth in the Andover School Committee Policy entitled "APS School-Sponsored Trip and Student Travel Policy". The motion was seconded by Ms. Murray and unanimously approved by a 5-0 vote.

- S. Wright yes E. DiCesaro yes L. Diffenbach yes
- S. Murray yes L. Conoscenti yes

2. October Financials

Mr. Taverna presented the October financials to date. He advised that APS is on budget for the year and expenses are being closely monitored.

F. Continuing Business - Second Readings

1. FY26 Preliminary Budget Calendar

Mr. Taverna reviewed the FY26 Budget Calendar with the December 2nd Tri Board meeting updated.

Ms. Murray moved that the Andover School Committee vote to approve the FY26 Preliminary Budget Calendar as presented. The motion was seconded by Ms. DiCesaro and unanimously approved by a 5-0 vote.

- S. Wright yes E. DiCesaro yes L. Diffenbach yes
- S. Murray yes L. Conoscenti yes

2. FY26 Preliminary Budget Development Assumptions

Mr. Taverna updated the Out Of District Tuition rate and utility assumptions. Ms. Murray emailed change requests, which included adding hyperlinks; the changes were reviewed and agreed upon. Mr. Taverna also reviewed the changes to the language regarding a level service budget.

Ms. Murray moved that the Andover School Committee vote to approve the FY26 Preliminary Budget Development Assumptions as presented and amended. The motion was seconded by Ms. Diffenbach and approved by a 5-0 vote.

- S. Wright yes E. DiCesaro yes L. Diffenbach yes
- S. Murray yes L. Conoscenti yes

G. Consent Agenda

- 1. Grants/Donations to District None
- 2. Minutes from March 21, 2024; October 17, 2024 Workshop; October 17, 2024 Meeting Minutes.

Ms. DiCesaro moved that the Andover School Committee vote to the March 21, 2024, Minutes as amended. The motion was seconded by Mr. Wright and approved by a 3-0-2 vote.

- S. Wright yes E. DiCesaro yes L. Diffenbach abstain
- S. Murray abstain L. Conoscenti yes

Ms. Diffenbach asked for a correction to ELPAC for the October 17, 2024, Workshop and Meeting Minutes.

Mr. Wright moved that the Andover School Committee vote to the October 17, 2024, Workshop and Meeting Minutes as amended. The motion was seconded by Ms. Murray and approved by a 5-0 vote.

- S. Wright yes E. DiCesaro yes L. Diffenbach yes
- S. Murray yes L. Conoscenti yes

Ms. DiCesaro moved that the Andover School Committee vote to adjourn the meeting. The motion was seconded by Ms. Diffenbach and unanimously approved by a 5-0 vote.

- S. Wright yes E. DiCesaro yes L. Diffenbach yes
- S. Murray yes L. Conoscenti yes

Meeting adjourned at 9.00nm

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Submitted By:	Approved
Lynn Viselli, Recording Secre	······································

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. AHS Students Cellphone Policy
- 3. AHS Students Field Trip to Scandinavia
- 4. October Financials
- 5. FY26 Preliminary Budget Calendar
- 6. FY26 Preliminary Budget Develop0ment Assumptions
- 7. Consent Agenda

ANDOVER SCHOOL COMMITTEE WORKSHOP MINUTES SCHOOL SPONSORED TRIPS AND STUDENT TRAVEL

January 9, 2025

MEMBERS PRESENT: L. Conoscenti, Chair

S. Wright, Vice Chair

E. DiCesaro

S. Murray

L. Diffenbach

MEMBERS ABSENT:

OTHERS PRESENT:

M. Parvey, Superintendent

J. Riley, Assistant Superintendent for Teaching and Learning

K. Taverna, Assistant Superintendent of Finance and Administration AHS teachers Brian Shea, Erica Frisk, Rebecca D'Alise, John Jannetti DMS Principal Rebecca Perry, AHS Principal James D'Andrea

APS Fine Arts Program Coordinator Sean Walsh

A. Call to Order

Dr. Conoscenti, Chair, called the School Committee Workshop of January 9, 2025, to order at 5:00pm.

Dr. Conoscenti stated that the School Committee appreciates the travel opportunities offered to the APS students. The costs of travel and financial aid available have come into question within the past few years. The School Committee is looking for ways to make student trips more equitable and accessible. The issue at hand is that families want to send their students on these trips, but the cost is becoming prohibitive for many.

The timeline for trip planning was reviewed with the School Committee. Two years prior to a proposed trip, information is gathered regarding where to go, and the pricing of the destination begins. The trip is signed off by advisors and then approved by the School Committee a year prior to the trip. This timeframe gives parents a longer time to pay for the trip. This also allows for a variety of options for international travel and locks in the price ahead of time, which can save money. Performing Arts trips are planned around competitions, generally a year in advance.

Ms. DiCesaro asked if there are any domestic trips being planned. AHS faculty explained that in their experience, families plan domestic trips, and therefore it is better to offer international travel, as more students would not have already been to destinations abroad. Dr. Conoscenti asked if faculty members could be encouraged to plan domestic travel so that those trips could also be offered, as there are many US-based destinations that could still be educational and enjoyable trips for students. Themed trips (i.e., civil rights, peace, government, curriculum-based) were also discussed as ways of making trips more meaningful for students.

Discussion followed about how students reflect on the things learned during a trip. There are meetings with the students prior to the trip to discuss learning opportunities during the trip. The difference between being a tourist and traveling is reviewed. Discussions occur

naturally during the trip about experiences, and Global Pathways students are expected to follow the directed curriculum. Students and faculty blog during the trips. It was suggested that students make a presentation to the School Committee upon returning from trips.

Staffing for trips was discussed. Currently, a small number of faculty do the majority of the trip planning for AHS. The School Committee asked that more teachers be encouraged to consider travel; faculty suggested providing training for their peers to host trips.

Middle school travel was briefly discussed. Wood Hill travels annually to Camp Kieve in Maine. DMS has recently offered international trips. The School Committee asked that middle schools consider standardizing offerings across the three schools so that opportunities are not dependent on where a student is zoned for middle school.

Costs were discussed further. EF Travel is the company used by APS and many other school districts. They offer shorter trips which are less expensive, and itineraries can be customized. Teachers hosting/planning the trips always try to get the best deal possible.

Takeaways from the meeting:

- AHS faculty/administration to consider peer education on how to plan trips
- AHS to provide a "travel night" for families to learn about all the trips being offered, inquire about prices and scholarship/financial aid opportunities, and to ask questions.
- Dr. Riley to work with administrators to streamline the trip approval process and make instructions clearer
- Provide clarification as to where financial aid comes from and connect students with those opportunities
- Continue discussions regarding equity questions
- Students to make presentations of travel after trips conclude to highlight what they learned

A motion was made to move that the Andover School Committee workshop meeting adjourn at 6:06pm by Ms. Murray. The motion was seconded by Ms. Diffenbach and unanimously approved by Rollcall vote:

S. Wright – yes L. Diffenbach – yes	S. Murray – yes E. DiCesaro - yes	L. Conoscenti – yes	
Submitted By:		Approved	
Lynn Viselli	, Recording Secretary	Date	

ANDOVER SCHOOL COMMITTEE VIRTUAL MEETING MINUTES

February 6, 2025 7:00pm

MEMBERS PRESENT: L. Conoscenti, Chair

S. Wright, Vice Chair

E. DiCesaro

L. Diffenbach

S. Murray

MEMBERS ABSENT:

OTHERS PRESENT:

M. Parvey, Superintendent

J. Riley, Assistant Superintendent for Teaching and Learning

K. Taverna, Assistant Superintendent of Finance and Administration

Jaiden Li, SGA

II. Regular Meeting

Call to Order

Dr. Conoscenti, Chair, called the Regular Meeting of the School Committee of February 6, 2025, to order at 7:00 pm.

A. Recognitions/Communications

- Dr. Parvey updated the Committee on her school visits and other administrative meetings which have taken place. She attended the Lunar New Year Gala at WMS, and AHS DEI Club to present the Equity Audit findings. She informed the Committee about the "Stay In and Win" program in conjunction with Merrimack College Basketball teams encouraging students to stay in school.
- Administration updates included ongoing Redistricting Meetings; ANET Literacy meetings and FY26 Budget Community Outreach continues.
- Dr. Riley stated that on February 7th student would be coming home with MAP reports for grades 2-6. There will be assistance available for parents on February 11th and February 26th to help the parents support their students at home.
- Mr. Taverna updated the Committee regarding a community forum for the ongoing AHS Improvement project.
- Mr. Wright provided the "Shout Out" to all the crossing guards in APS and thanked them for keeping our students safe, especially in the wintry weather. Many people have praised the crossing guards in the "Shout Out" form, as well as on social media. He attended the Let's Talk Budget Presentation at the Shawsheen PTO and thanked Dr. Parvey for accepting the feedback and making improvements to the presentation. Open Mic Night on February 12th honoring Black History Month and DEI Community meeting next Tuesday.

- Ms. Diffenbach updated the Committee regarding the SEPAC meeting on February 11th which was held virtually with Dr. Parvey and Mr. Taverna presenting the FY26 Budget.
- Ms. Murray informed the Committee that the next AHS Improvement Project forum is February 13th; the next informal forum will be at MHL Saturday at 9:30am; the Joy Concert will be held February 12th at the Collins Center; and the AHS Quiz Team is competing February 15th on GBH.
- Ms. DiCesaro thanked the school counselors as this is National School Counselor week.
 The AYS Job Fair is being held February 19th at the Youth Center. The Youth Center is
 also hosting "High School Hangouts" on the first and third Fridays of the month; and
 PTBAC hosted a community outreach January 30th.
- Jaiden Li, SGA updated the Committee on Dr. Parvey's visit with SGA and the MS students visited AHS to view the clubs and tour the HS.
- Dr. Conoscenti had no updates at this time.
- B. Public Input None
- C. Response to Public Comment None
- D. Education None

E. New Business

1. DMS Field Trip to Italy February 2026 -

The field trip will be from February 12-22, 2026, for 7th and 8th grade students. The trip will accommodate up to 42 students with the cost of \$4,469/student. Scholarships are available. John Givens reviewed the cities to be visited during the 11 days. EF Travel will manage the waiting list, and the trip could be expanded to more students, depending on the impact of the cost. Discussion followed regarding the students documenting the daily excursions and coming back to the Committee upon their return to provide an update.

A motion was made by E. DiCesaro to move that the Andover School Committee vote to approve the proposed extracurricular trip for Doherty Middle School Students to travel to Italy from February 12 through February 22, 2026, as presented and in accordance with the provisions set forth in the Andover School Committee Policy entitled, "APS School-Sponsored Trip and Student Travel Policy". The motion was seconded by Ms. Murray and unanimously approved by rollcall vote:

- S. Wright yes E. DiCesaro yes L. Diffenbach yes
- S. Murray yes L. Conoscenti yes

2. Program of Studies (2025-2026)

Principal Jimmy D'Andrea and Assistant Principal Jeremy Hall presented the 2025-2026 Program of Studies to the Committee. There was an updated leveling of courses to ensure consistency across categories. Mr. D'Andrea reviewed the reclassifications, renaming and other changes to the Program of Study presented.

Ms. Murray asked if AP Seminar would offer the AP exam. There will be an AP exam offered, and ELA offerings are being expanded. Ms. Murray asked if there is any support for students who cannot afford to take the AP exam. There are opportunities to reduce the cost of the AP exam for families and Mr. D'Andrea emphasized that finances should not be a barrier for students to take the AP exam.

A motion was made by Ms. Diffenbach to move that the Andover School Committee vote to approve the 2025-2026 AHS Program of Studies as presented. The motion was seconded by Ms. DiCesaro and unanimously approved by rollcall vote:

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S. Wright – yes E. DiCesaro – yes L. Diffenbach – yes S. Murray – yes L. Conoscenti – yes
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3. Class Size Report

Aixa De Kelley provided the Andover High School Class Enrollment Analysis as of October 1, 2024, to the Committee. Student enrollment at AHS on October 1, 2024, was 1609 students and the average class size is 21.8, which is consistent with the School Committee policy. Course section sizes from 2015 through October 2024 were reviewed. Ms. De Kelley reviewed average class sizes for each department, including 10-year longitudinal data.

Class size for core classes is 24-26 students per class. Other classes average 19-28 students per class. AP course enrollment was reviewed with the average class size 21.9 students per class and does not include AP courses offered through the Virtual High School. Dual Enrollment and Virtual Learning classes offered were reviewed. Additional learning opportunities included AVID Scholars, Community Service, Independent Study, and GLOBAL Pathways, which has over 100 students enrolled.

Mr. Wright asked that a footnote be added for the budget book that the decrease in enrollment is due to TOPS enrollment so that it will be clearly delineated. Discussion followed regarding the data for the class sizes and the window for students to make changes in their schedules.

Ms. Murray stated that parents are concerned with the class sizes at the MS and HS and is concerned that higher class sizes makes for additional work for the educators. All of the class sizes are within the School Committee Policy limits.

Dr. Conoscenti added that in the beginning of the school year, the class sizes are evenly distributed, then with schedule changes, the class sizes are adjusted.

Mr. D'Andrea agreed to provide the class sizes at the beginning of the school year. He also informed the School Committee that students have until the first progress report to make adjustments to their schedules.

F. Continuing Business

1. Redistricting Update - Nick Stellitano

Nick Stellitano reviewed the scenarios provided at the January 16, 2025, meeting and the key design considerations around the MS scenarios. He also reviewed the plan timeline from October 2024 to current.

Elementary Scenarios 4 and 5 were reviewed with the School Committee. Ms. DiCesaro expressed her concerns with walkability for students from Bancroft being redistricted to West Elementary. Discussion followed regarding the community concerns regarding diversity and walkability to Doherty. Mr. Wright added that downtown is densely populated, and this area was impacted by the last redistricting. He does not want to split that area up again. The impacts to the families and neighborhoods are an issue.

Discussion followed regarding moving High Plain IEP students to West Elementary. Dr. Parvey assured the School Committee that resources would be reallocated to the schools so that all services can be maintained through the redistricting process.

Middle School current boundaries and utilization were reviewed. Scenario 1 keeps all Elementary School cohorts together. This creates utilization at West of 67%; Doherty of 89%; and Wood Hill at 61%. Ms. Diffenbach added that our intention of keeping Elementary School cohorts together negatively impacts the utilization at the Middle Schools.

Scenario 2 provides balance to the utilizations. West would be at 68% utilization; Doherty would be at 71% utilization; and Wood Hill would be at 77% utilization. Discussion followed regarding keeping elementary students together vs. having an even distribution of utilization.

Nick will bring back revised scenarios based on feedback received.

G. Consent Agenda

1. Grants/Donations to District

Grant to the District from DESE for Emergency Assistance Shelter Reimbursement Program Payment in the amount of \$112,651.86.

Grant to Doherty Middle School from The Andona Society as a Donation in the amount of \$231.00.

Ms. Murray moved that the Andover School Committee vote to approve the Consent Agenda as presented. The motion was seconded by Ms. Diffenbach and unanimously approved by a 5-0 rollcall vote:

- S. Wright yes E. DiCesaro yes L. Diffenbach yes
- S. Murray yes L. Conoscenti yes

Mr. Wright moved that the Andover School Committee vote to adjourn the meeting. The motion was seconded by Ms. Murray and unanimously approved by a 5-0 rollcall vote.

- S. Wright yes E. DiCesaro yes L. Diffenbach yes
- S. Murray yes L. Conoscenti yes

Meeting adjourned at 9:46pm.

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. Doherty Middle School Field Trip to Italy
- 3. Program of Studies
- 4. Class Enrollment Analysis Report
- 5. Redistricting Update
- 6. Consent Agenda

ANDOVER SCHOOL COMMITTEE WORKSHOP MINUTES REDISTRICTING PRESENTATION

February 27, 2025

MEMBERS PRESENT: L. Conoscenti, Chair

S. Wright, Vice Chair

E. DiCesaro

S. Murray

L. Diffenbach

MEMBERS ABSENT:

OTHERS PRESENT:

M. Parvey, Superintendent

J. Riley, Assistant Superintendent for Teaching and Learning

K. Taverna, Assistant Superintendent of Finance and Administration

Nick Stellitano - Dillinger RAD

A. Call to Order

Dr. Conoscenti, Chair, called the School Committee Workshop of February 27, 2025, to order at 5:15pm.

Dr. Conoscenti reviewed the timeline from October 17, 2024, to date. There have been high levels of public engagement during this process.

Nick Stellitano reviewed the benefits of a redistricting plan. A redistricting plan can help Andover reach currently unmet goals which can ensure that all students have access to educational opportunities enabling them to thrive academically and avoid barriers that hamper success. Nick also reviewed the plan timeline with the Committee. March dates include an in-person community Let's Talk and the final recommendation to the School Committee. The community outreach and communications were reviewed. He also reviewed the past ES Scenarios and MS Scenarios.

Nick then provided updated scenarios, Elementary School (ES) Scenario 7 and Middle School (MS) Scenario 3. ES Scenario 7 rezoned a portion of South ES to West ES. MS Scenario 3 uses ES Scenario 7 and keeps all elementary zones together. This model increases utilization at West MS.

ES Scenario 6 and MS Scenarios 1 and 2 were previously presented to the community and feedback has been collected. This feedback is incorporated into ES Scenario 7 and MS Scenario 3. The community will have the opportunity to provide input and feedback on these scenarios starting February 27th through the interactive web application.

Ms. Diffenbach asked about special education reallocation. Currently specific programs are held at specific schools, regardless of where the students live. These students are not moving.

ES Scenarios 1 through 7 and MS Scenarios 1 through 3 were compared by category, race comparison, and IEP comparison. The number of students per area was reviewed for each ES and MS.

Mr. Wright asked for clarification regarding the "grandfathering" of students. Nick Stellitano reviewed the implementation approaches and feedback obtained. "Grandfathering" could be difficult to implement depending on what is meant by it. Mr. Taverna reviewed the implications of the different "grandfathering" options. The district needs to be clear about any options.

Ms. Diffenbach asked about transportation for the "grandfathered" students. This is being discussed with the legal department.

Dr. Conoscenti expressed her concern with students being moved from walkability in ES Scenario 7 and MS Scenario 3 and into having to take a bus. Discussion followed regarding walking/bussing to school and the safety of walkability and improvements being made by the Town to make walking safer.

A motion was made to move that the Andover School Committee workshop meeting adjourn at 6:18pm by Ms. Murray. The motion was seconded by Mr. Wright and unanimously approved by 5-0 vote:

S. Wright – yes	S. Murray – yes	L. Conoscenti – yes
L. Diffenbach – yes	E. DiCesaro - yes	

Submitted By:	Approved
Lynn Viselli, Recording Secretary	Date

ANDOVER SCHOOL COMMITTEE **MEETING MINUTES**

February 27, 2025 7:00pm

MEMBERS PRESENT: L. Conoscenti, Chair

S. Wright, Vice Chair

E. DiCesaro

L. Diffenbach (left meeting at

8:00pm)

S. Murray

MEMBERS ABSENT:

OTHERS PRESENT:

M. Parvey, Superintendent

J. Riley, Assistant Superintendent for Teaching and Learning

K. Taverna, Assistant Superintendent of Finance and Administration

II. Regular Meeting

Call to Order/Moment of Silence/Salute the Flag

Dr. Conoscenti, Chair, called the Regular Meeting of the School Committee of February 27, 2025, to order at 7:18 pm in the School Committee Conference Room.

A. Recognitions/Communications

- Dr. Parvey updated the Committee on school visits and other administrative meetings which took place in February. She congratulated the National Merit Finalists and the Robotics Team who qualified for the state championships in March. Redistricting meetings are continuing; FY26 Budget Community Outreach; BAC meetings and a SEPAC FY26 Budget meeting.
- Dr. Riley wished the DECA Team good luck in their upcoming competition.
- Mr. Taverna attended the 5th grade chorus performance. The Rec Dept. had 78 participants in their vacation program. He will present an updated version of the budget at the next meeting.
- Ms. DiCesaro presented the Shout Out to Laura Roussel of High Plain Elementary School. She creates a warm, comfortable environment for her students which makes them at ease and ready to learn. Ms. DiCesaro also attended the MS Jazz Band Café. Additionally, the PTBAC held a meeting and provided the Committee with an update and timeline for design work for AHS.
- Ms. Diffenbach informed the Committee that the Valentine's Dance held by the Rec. Dept. was a success. She added that the Budget Presentation to the SEPAC was helpful.
- Mr. Wright no updates at this time.

- Ms. Murray attended the Joy Concert. She congratulated the Robotics club for their success. The MA HS Drama Fest is this Saturday in Woburn.
- Dr. Conoscenti attended the West El/Shawsheen Building Committee meeting where change orders were approved, and site work is remaining.

B. Public Input

Elise Salburg, 9 Chandler Road, thanked the Administration for their work on the budget.

Jake Tamarkin, 12 Forbes Lane, asked that the revolving accounts be used for the budget reduction or returned to taxpayers. He also spoke regarding redistricting and wanted to know if building utilization could be higher. He also asked about the financial implications of redistricting.

C. <u>Response to Public Comment</u> – Mr. Taverna provided information regarding the revolving accounts and their use.

D. Education

1. Draft Equity Vision Statement

Dr. Parvey thanked the numerous staff at APS who contributed to the in-person discussions regarding the Equity Vision. The draft Equity Vision Statement is based on the major themes identified by the stakeholder groups. Dr. Parvey read the first draft of the Equity Vision Statement. Dr. Riley added that a PD will be organized to develop the equity statement.

Ms. Murray asked that the 4th bullet point be more than academic needs and the 5th bullet point embraces the whole child. Dr. Conoscenti asked Committee members to email their feedback to Dr. Parvey. Mr. Wright agreed with focusing on the families and whole student.

Dr. Parvey stated that this statement will be with our other vision statements and our mission statement. This vision statement will be socialized. Dr. Conoscenti added that equity is about all students reaching their potential and supporting their journeys. Dr. Parvey agreed and added that the vision statement speaks to a sense of belonging and families belonging where everyone receives the same information.

E. Continuing Business

1. Superintendent's Recommended FY26 Budget Presentation

Dr. Parvey presented the updated Superintendent's Recommended Budget to the Committee. She reviewed the FY26 Budget Community Outreach which began in August 2024 through March 2025. She thanked the BAC (Budget Advisory Council) and PTOs and PACs for their engagement in shaping community priorities. There has been more community outreach and engagement for this budget than in the past. She reviewed the work with the BAC. The process has been very transparent, the council is very open, the budget is explained very well, and the administration is open to feedback. Community Engagement was reviewed, and all were very well attended this

year. She reiterated that revolving accounts are one-time money to be used for a specific purpose.

The district is facing multi-year budget deficiencies. The Town of Andover's Budget Model was reviewed. Increasing school funds will impact Town Services. Dr. Parvey reviewed the Budget Building Timeline from September 2024 through April 29, 2025, Town Meeting.

The FY26 budget will preserve services and programs for students; maintain class size averages at mid-range of School Committee Policy IIB; continue to prioritize student support services and social emotional learning, instructional coaching, and curriculum development; retain the FY23 budget decision to remove the \$125 per student fee for middle school students to participate in extracurricular activities; and maintain the reduction in student fees implemented in previous years' budgets. Additionally, curriculum initiatives to date have shown progress towards improvement targets for all students, inclusive of low income, high needs and students with disabilities.

A Level Service Budget should fully fund all salary expenses for staff; forecasted utility increases; and special education OOD tuition increases and changes/additions in placements. Level Service Budget increases for FY26 are based on a 3.75% increase. Contractual Agreements for FY26 were reviewed with a total increase in salary expenses totaling \$4,149,196. FY26 Budget Requests include 1 FTE Literacy Coach and .5FTE West Elementary Custodian totaling \$108,582. FY26 Budget Expansion was reviewed which included increases expense in facility rentals; expansion of enrollment in After-Dark vocational programming; and exploration of International Baccalaureate program at AHS totaling \$105,000. The budget deficit presented to the Committee in January was approximately \$1.87 million.

FY26 out of district (OOD) Special Education Tuitions were reviewed for FY25 and FY26. The number of students in these placements has gone up in the last two years. These are non-negotiable expenses which are being maintained on a separate track and are not part of the regular operating budget deficit at this time. Dr. Parvey provided a resolution pathway to the FY26 OOD Tuition challenge which includes applying savings from route consolidation for our Special Education Transportation, using the increase in our FY25 Circuit Breaker claim, an additional one-time appropriation (which requires Town Meeting approval), and strategic use of Circuit Breaker Reserve. Additionally, there was a change in student placement after initial budget.

School Committee Option 3+ (as discussed by the School Committee during the Budget Workshop on January 14, 2025) was reviewed. This option contains an increase in athletic fees by 2.5%, an increase in fine arts fees by 2.5%, level fund non-salary expense to FY25 level and further reduce non-salary expenses by 2.5%, and the reduction of 18.7 FTE. Preliminary FY26 budget allocations, which are an 80/20 split between compensation and expenses, were reviewed. FY26 compensation was broken down further in all APS staff, educators and support staff, and administrators' compensation.

The District's reorganization of positions from FY23 and FY24 was reviewed. This included the elimination of 18.78 FTEs and the restructuring of 17 FTEs. Additionally, the FY25 contracted services budget was reviewed, which included totals of all contracted services (including transportation) in the amount of \$14,605,436.

Class sizes were reviewed. At each community meeting on the FY26 budget process, the district has heard concerns regarding class size. Reducing class sizes comes at a cost to the district and may impact programs and services to students and families or increase our budget deficit to maintain a level-serviced budget. The schools do not have the capacity for additional classes to make class sizes smaller. APS class sizes are within the School Committee class size Policy IIB.

Dr. Parvey then presented the refinements that were made to reduce the original \$1.87 million deficit. At this time, an additional 2.25 FTEs need to be identified to close the budget deficit, however, these will likely be addressed through attrition/retirement.

F. New Business

1. AHS Field Trip to Peru: February 2026. Erica Frisch presented the field trip which will take place from February 14-22, 2026. This will be part of the Global Pathways Program and will include a service component. The number of students approved for the trip is 24 students, with 4 chaperones. AHS will be paired with another school during the trip. There are scholarship opportunities available, and that information will be provided to parents. The cost is \$4369 per student.

A motion was made to move the Andover School Committee to vote to approve the proposed extracurricular trip for Andover High School students to travel to Peru from February 14 – February 22, 2026, as presented an in accordance with the provisions set forth in the Andover School Committee Policy entitled "APS School-Sponsored Trip and Student Travel Policy" by Ms. Diffenbach. The motion was seconded by Ms. DiCesaro and unanimously approved by a 5-0 vote.

2. FY26 Warrant Articles:

Article P4: FY2026 Budget

Article P5: FY26 Capital Projects Fund

Article P6: Financial Housekeeping articles (G)

Article P10: General Housekeeping articles (E, F)

Article P13: Granting Easements

Article P18: Capital Projects from General Fund Borrowing

Article P19: Capital Projects from Free Cash Article P30: Opt-In Specialized Energy Code

Article P36: School Department Special Education Appropriation

Town Manager Andrew Flanagan and Asst. Town Manager Patrick Lawlor presented reviewed the town's recommended budget and financial plan to the committee. The

budget model was reviewed including all available revenue, appropriations and major obligations.

Revenues, including certified new growth, the FY26 estimate, and collections were reviewed. State aid will increase 3.12%, Chapter 70 will increase 2.8%, and unrestricted general government aid will increase 2.2%. The use of free cash has been reserved for capital expenditures and \$250,000 is recommended from the Bond Stabilization Fund.

Expenditures for the Town were reviewed. Health insurance increased by 10%, the most significant cost increase in the FY26 budget. Pension appropriation and OPEB continues to be addressed. The solid waste budget increased by 3.96%. Utility costs increased by 5.5% despite an 11% reduction in overall use. He also reviewed funding for Warrant Articles.

Mr. Flanagan reviewed the Budget timeline which begins in January 2025 and ends at Annual Town Meeting on April 29, 2025. The FY26 budget is balanced and meets the tenets of the long-range financial plan. He noted that the long-range financial plan projects a deficit in FY27-FY30. Health insurance is projected to create budget pressures through at least FY27. Economic impacts on new growth and local revenue collections are uncertain at this time.

Joyce Yosick-Lang presented Article P30: Opt-In Specialized Energy Code to the Committee. This will enhance energy efficiency and reduce greenhouse gas emissions pursuant to 225 CMR 22 and 23, and Appendices RC and CC. Building energy codes are regulations designed to ensure that homes and other buildings are built to be energy efficient. Ms. Yosick-Lang reviewed the guidelines for a Passive House as well as Stretch vs. Specialized code for both residential and commercial buildings. Community engagement to date and next steps were reviewed.

Ms. Murray moved that the Andover School Committee vote to recommend approval of Warrant Article P4 as printed in the Warrant. The motion was seconded by Mr. Wright and approved by a 4-0 vote.

Mr. Wright moved that the Andover School Committee vote to recommend approval of Warrant Article P5 as printed in the Warrant. The motion was seconded by Ms. Murray and approved by a 4-0 vote.

Ms. DiCesaro moved that the Andover School Committee vote to recommend approval of Warrant Article P6G as printed in the Warrant. The motion was seconded by Ms. Murray and approved by a 4-0 vote.

Ms. Murray moved that the Andover School Committee vote to recommend approval of Warrant Articles P10E and P10F as printed in the Warrant. The motion was seconded by Mr. Wright and approved by a 4-0 vote.

Mr. Wright moved that the Andover School Committee vote to recommend approval of Warrant Article P13 as printed in the Warrant. The motion was seconded by Ms. DiCesaro and approved by a 4-0 vote.

Ms. DiCesaro moved that the Andover School Committee vote to recommend approval of Warrant Article P18 as printed in the Warrant. The motion was seconded by Ms. Murray and approved by a 4-0 vote.

Ms. Murray moved that the Andover School Committee vote to recommend approval of Warrant Article P19 as printed in the Warrant. The motion was seconded by Mr. Wright and approved by a 4-0 vote.

Mr. Wright moved that the Andover School Committee vote to recommend approval of Warrant Article P30 as written in the Warrant. The motion was seconded by Ms. Murray and approved by a 4-0 vote.

Mr. Wright moved that the Andover School Committee vote to recommend approval of Warrant Article P36 as printed in the Warrant. The motion was seconded by Ms. DiCesaro and approved by a 4-0 vote.

3. Financials.

Mr. Taverna reviewed the January 2025 Financials with the Committee.

G. Consent Agenda

1 Grants/Donations to District-

Meeting adjourned at 10:16nm.

District Grant from Educational Divide Reform Inc. for Intercultural Exchange in the amount of \$6,000.00.

District Grant from DESE Targeted IDEA IEP Grant in the amount of \$20,000.

Ms. DiCesaro moved that the Andover School Committee vote to approve the Consent Agenda as presented. The motion was seconded by Ms. Murray and approved by a 4-0 vote:

Mr. Wright moved that the Andover School Committee vote to adjourn the meeting. The motion was seconded by Ms. Murray and unanimously approved by a 5-0 vote.

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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. Draft Equity Vision Statement
- 3. January Financials
- 4. Superintendent's Recommended FY26 Budget
- 5. Field Trip to Peru
- 6. FY26 Warrant Articles
- 7. Consent Agenda

ANDOVER SCHOOL COMMITTEE MEETING MINUTES March 6, 2025 7:00pm

MEMBERS PRESENT: L. Conoscenti, Chair

S. Wright, Vice Chair

E. DiCesaro

L. Diffenbach

S. Murray

MEMBERS ABSENT:

OTHERS PRESENT: M. Pa

M. Parvey, Superintendent

K. Taverna, Assistant Superintendent of Finance and Administration

III. Public Hearing - FY26 Recommended School Budget

Dr. Conoscenti read the legal ad posted in the Andover Townsman on February 20, 2025 into the record: "The Andover Public School Committee will hold a Public Hearing on the proposed FY26 budget of the Andover Public Schools on Thursday, March 6, 2025 at 7:00 PM in the SC Room, School Administration Building, 30 Whittier Court, Andover. It can also be viewed on Andover Public access TV (Comcast 6 or Verizon 43) or livestreamed from AndoverTV.org. The proposed budget is for the period of July 1,2025 through June 30, 2026. This hearing is held in accordance with M.G.L. Chapter 71, Section 38N. The proposed budget is posted on the school's website www.aps1.net/budget.

Dr. Parvey presented the FY26 Recommended Budget. She presented the community outreach to date and the FY26 Budget Advisory Council Meetings, thanking the BAC, PTOs and PACs for their engagement in shaping the FY26 budget. Statements of Consultation from the BAC were reviewed.

The Preliminary FY26 budget was reviewed, including the FY26 budget increase and the total FY26 total budget. On December 12, 2024, the initial preliminary budget deficit was \$1.87 million. By February 27, 2025, the final Superintendent's Budget Recommendation budget deficit was \$177,845. The long-range goals and priorities of the FY26 budget were reviewed for the Committee.

Community Engagement included Budget Advisory Council meetings, Superintendent's Advisory Council meetings, Redistricting Advisory Council meetings, Let's Talk!, Take 2!, and the K-8 Redistricting Process.

Operational Plan Highlights and Curriculum Initiatives were reviewed. Curriculum initiatives reviewed were the PK-8 Math and K-8 Literacy curriculum, data-informed decision making, PK-8 instructional coaching, co-teaching at AHS, Vision of a Graduate, and Curriculum Councils.

FY26 Contractual Agreements were reviewed, totaling an increase in salary expenses in the amount of \$4,149,196.

FY26 level service increases were reviewed. The FY25 budget was \$103,619,0467 which will increase by \$3,885,714 for FY26 based on a 3.75% increase. FY26 budget requests include 1 Literacy Coach and 0.5 West Elementary Custodian for an increase of \$108,582. FY26 budget

expansion requests include facility rental costs increases; expansion of After Dark enrollment; and exploration of an International Baccalaureate program at AHS, all totaling \$105,000.

FY26 Out-of-District (OOD) tuitions and special education needs were reviewed. Placement enrollments for FY25 and FY26 were reviewed. This included an increase of private residential placements from 6 in FY25 to 13 in FY26. Dr. Parvey reviewed the resolution pathway for the FY26 special education budget challenge.

Increases in the FY25 contracted services budget were reviewed. This includes transportation services, OOD placements for special education, teaching materials, special education contracted services, building and district operations, legal, PD, and student activities contracted services. The total FY25 for contracted services is \$14,605,436.

The district's reorganization of positions for FY23 and FY24 were reviewed, including FTEs eliminated and FTEs restructured. Class sizes and salary costs of maintaining class sizes at the minimum of the class size policy range for elementary schools were reviewed.

School Committee option three, as discussed during the Budget Workshop on January 14, 2025, was reviewed. This option includes an athletic and fine-arts fee increase of 2.5%, level funding non-salary expenses to FY25 level with an additional 2.5% reduction to non-salary expenses, and reducing FTEs by 18.7 positions for a savings in the amount of \$1,869,503.00. Deficit reductions based on District refinement were broken down and reviewed, leaving a deficit to close in the amount of \$177,845.00.

Middle School educator retirements and class sizes projected for school year 2025-2026 were reviewed. Key considerations included a projected drop of 5 classrooms, enrollment of rising 6th grade is smaller by 74 students across all middle schools, and the class sizes will remain within the midrange of the School Committee policy.

The Updated Superintendent's Recommended FY26 Budget was reviewed with a total budget of \$107,504,760. The total deficit still to close is \$177,845.00. This budget retains the 80/20 percentage split between compensation and expenses within the District.

After the budget hearing, the Committee will need to vote on the budget. The budget will also be presented at the Tri-Board Meeting on March 8th. Annual Town Meeting is April 29th.

Public Comment

Susan McCready, Dean Circle, thanked the School Committee and Administration for balancing the budget and the community outreach. She spoke regarding the benefit of a long-range financial plan and the collaboration of the School Committee and Town during this budget.

Dave Crow, Newman Hill Drive, a member of BAC, thanked Sandis for his research regarding other communities Budget Advisory Councils and feedback from PTOs and PACs. The proposed \$450,000 allocation from the Town is a great use of one-time funds. This budget looks at the students needs and meets the School Committee goals.

Ms. Murray thanked Dr. Parvey and both the BAC and SAC for their input.

Ms. DiCesaro read a statement regarding the budget.

Mr. Wright thanked Dr. Parvey for accepting the feedback from the BAC, PTOs and PACs and her intentionality towards this budget. He asked for a description of Administrators roles in a future power point.

Ms. Diffenbach thanked Dr. Parvey for her hard work on this budget. It is a resourceful and transparent budget.

Dr. Conoscenti added that this budget includes new curriculum, and an equitable education process which engages families and puts students first.

Dr. Conoscenti closed the Public Hearing.

IV. Resume Regular School Committee Meeting Call to Order/Moment of Silence/Salute the Flag

Dr. Conoscenti, Chair, called the Regular Meeting of the School Committee of March 6, 2025, to order at 8:00 pm in the School Committee Conference Room.

A. Recognitions/Communications

Dr. Parvey updated the Committee on school visits and other administrative meetings
which have taken place. She attended Read Across America at Sanborn Elementary
and the Vocal Gala at the Collins Center. The Cummings Grant Visiting Author Series
hosted Graphic Novelist Gene Young at AHS.

The Redistricting meetings are continuing. The Elementary Educator Action Team had their first meeting on March 5th. The FY26 Budget Community Outreach meetings were reviewed.

Let's Talk Redistricting will be held March 8th from 11:00am-12:30pm.

- Mr. Taverna thanked the MS and HS Vocal Gala performers.
- Ms. Murray also attended the Vocal Gala in which students grades 6-12 performed. She spoke about how the students supported each other during the Gala.
- Mr. Wright thanked the Music Staff for their work on the Vocal Gala. He also recently
 met with a parent to take a neighborhood walk on High Street to West Middle School
 with Nick Stellitano.
- Ms. Diffenbach had no updates at this time.
- Ms. DiCesaro attended the AHSWG meeting where the timeline was discussed and how to communicate with the families.
- Dr. Conoscenti attended the South School production of Aladdin, Jr. at West Middle School and attended the APS All Band Night.

B. Public Input -

Windy Catino, Brentwood Circle, is thankful for the budget process this year. The voices of both the BAC and SEPAC were listened to. There are no planned layoffs this year.

C. Response to Public Comment - None.

D. Continuing Business

1. FY26 Budget Vote

Ms. Diffenbach stated that she feels MS class sizes are at the higher end of the SC policy inclusive of sub separate students where applicable. She stated that the \$30,000 to get the IB process and application started and to provide PD is an investment. There is a candidacy phase for 1-2 years where items that need to be addressed can be noted. She also questioned the legal budget. The legal budget was reduced by \$105,000 this year. She asked for a presentation or workshop regarding legal services and what it encompasses. She also asked how the literacy coach being added would benefit the District.

Dr. Conoscenti stated that legal estimates change from year to year based on how legal services were used in the past and whether or not they might anticipate having specific needs in the coming year. Additionally, the financials are reviewed monthly to constantly refine the legal services estimate.

Mr. Wright stated the 7th and 8th grade class sizes are the lowest. He asked if the 6th grade class size is due to transition. Ms. Shereen Rancourt, Executive Director of Secondary Instructional Operations, informed the Committee that the MS uses a team model, not a teacher/student ratio. The team model is very important at the MS level as it is like a small community for the student to ease the transition from elementary to middle school.

Ms. Murray stated that each School Committee member has met with the Administration and emailed questions and concerns. She expressed her concern funding IB now, with the size of 6th grade classes increasing and the movement of MS teachers. Dr. Parvey responded that teachers are only moved to teach classes they are certified to teach, and PD and support are available. Dr. Conoscenti added that funding the IB is important and that \$30,000 is a small percentage of the total budget. IB is a phased process which could have huge rewards for the District.

A motion was made by Mr. Wright to move the Andover School Committee vote adopt the Superintendent of Schools' Recommendation for the FY26 Operating Budget in the amount of \$107,504,760, this amount would consist of the following:

Personnel: \$85,692,573 General Expenses: \$21,812,187.

The motion was seconded by Ms. Diffenbach and approved by a 5-0 vote.

2. FY26 Updated Budget Development Assumptions

Mr. Taverna has updated the FY26 Budget Development Assumptions and reviewed them with the Committee.

A motion was made by Mr. Wright to move the Andover School Committee vote to approve the revised FY26 Budget Development Assumptions as presented. The motion was seconded by Ms. Murray and approved by 5-0 vote.

E. New Business

1. Vote: AEA-Unit A CBA – Article 7-09

Dr. Conoscenti read Article 7-09. A moratorium was requested to allow Principals and Educators to determine how best to use the monthly 25-minute block of time described in the CBA article. The moratorium will be for 31 days and will sunset on April 7, 2025.

A motion was made by Ms. Murray to move that the Andover School Committee vote to execute a Moratorium on the last sentence of Article 7-09 (Teacher Year, Day, Load) through April 7, 2025, of the Collective Bargaining Agreement (2024-2027) for Andover Education Association (AEA) Unit A. The motion was seconded by Mr. Wright and approved by 5-0 vote.

2. AHS Graduation Requirements

In order to graduate from high school, students must meet a competency determination (CD) as well as any local graduation requirements. The CD has been met by earning a passing score on the English Language Arts, Math and Science on the MCAS tests. In November, voters eliminated the requirement that students must pass the MCAS in order to earn a CD. As of December 2024, students will no longer earn their Competency Determination by meeting the minimum threshold set by the Department of Elementary and Secondary Education (DESE) on the MCAS Exam. However, a CD must still be established. Currently, there are a small number of students that need a CD who have not passed the MCAS.

Mr. D'Andrea reviewed the graduation requirements for classes up to the class of 2028. He then reviewed the graduation requirements for the Class of 2028 and beyond. He proposes that the class of 2025 can meet the requirements for a CD by satisfactorily completing the following coursework or equivalent coursework as approved by the HS Principal:

- Receive a passing grade in 10 English course.
- Receive a passing grade in Algebra I and Geometry or Geometry and Algebra II courses.
- Receive a passing grade in Physical Science or Biology course.
- A passing grade is a 60 (D)

This will only be for the Class of 2025, as there is a state committee being formed to make recommendations about a statewide framework for the CD.

A motion was made by Mr. Wright to move that the Andover School Committee vote to approve the proposed AHS competency determination requirements for Andover High School students for the Class of 2025. The motion was seconded by Ms. Murray and approved by 5-0 vote.

3. Superintendent Mid-Year Goals

Dr. Parvey presented her mid-year goals to the Committee as evidence of her progress towards her final goals.

Goal 1: Dr. Parvey has been participating in the Leading Now – Fall 2024 cohort and has continued participation in the Superintendents' Collaborative to refine skills in strategic communication and community engagement. There has also been focus on building trust across key relationships to further accelerate her leadership. She reviewed the action steps taken to date.

Goal 2: The K-8 literacy audit, conducted by an outside consultant, systematically assessed current K-8 literacy practices, resources, and methodologies. The action steps taken include partnering with ANET for the literacy audit and now some teachers are piloting HQIM across APS elementary and middle schools.

Goal 3: Through the creation of various advisory groups and new engagement opportunities, ensure two-way, respectful and consistent communication and engagement across the district, with families, staff and the Andover Public Schools Community and the broader Andover community. The action steps taken include the establishment of the Budget Advisory Council and Superintendent's Advisory Council. Additionally, Let's Talk and Take 2! have been successful tools for engagement, and the FY26 Budget Presentations to PTOs and PACs were successful examples of community outreach.

Goal 4: K-8 Redistricting Process. Action steps taken include multiple meetings and community forums and presentations to the SC in advance of the March 2025 vote on scenarios. The plan will be implemented in the 2026-2027 school year.

Goal 5: Equity Visioning Process. Action steps taken include the establishment of focus groups and a draft statement.

Discussion followed regarding All Around APS being available to the entire Andover community and how residents can subscribe to All Around APS. Mr. Wright asked if the Committee was providing the Superintendent with what she needs to be successful. Dr. Parvey responded that deliberations have been helpful, and the engagement is essential.

F. Consent Agenda

1. Surplus Disposal Inventory Form

Disposal of Kubota BX2660 Tractor and snow blower deemed unrepairable and has no value.

2. Grants/Donations to District – None

3. Minutes –

1-9-2025 Meeting Minutes; 1-14-2025 Workshop Minutes; 1-23-2025 Workshop Minutes; 1-23-2025 Meeting Minutes and 2-24-2025 Workshop Meeting Minutes.

Ms. Diffenbach moved that the Andover School Committee vote to approve the Consent Agenda as presented. The motion was seconded by Ms. DiCesaro and approved by a 5-0 rollcall vote:

S. Wright - yes E. DiCesaro - yes L. Diffenbach - yes

S. Murray - yes L. Conoscenti - yes

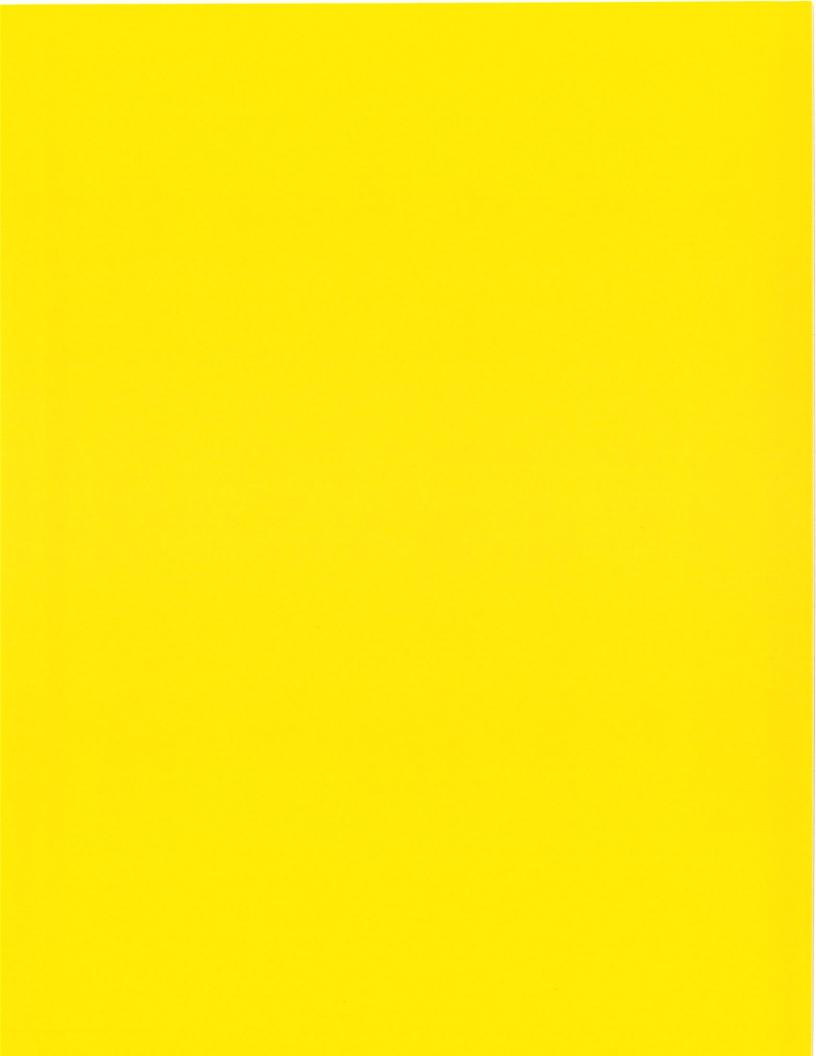
Mr. Wright moved that the Andover School Committee vote to adjourn the meeting. The motion was seconded by Ms. DiCesaro and unanimously approved by a 5-0 vote.

Meeting adjourned at 9:45pm.

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. FY26 Updated Budget Development Assumptions
- 3. AHS Graduation Requirements
- 4. Superintendent Mid-year Goals
- 5. Consent Agenda



ATTACHM	ENT NO. 4



TOWN OF ANDOVER AND ANDOVER PUBLIC SCHOOLS







Development of Comprehensive Facility Plan for Town of Andover and Andover Public Schools

June 20, 2016

UTILIZATION RATES

The effective management of school facilities requires a school's capacity and enrollment to be aligned. When capacity exceeds enrollment (underutilization), operational costs are higher than necessary and facilities may need to be repurposed or the facilities may need to be removed from inventory. When enrollment exceeds capacity (overutilization), the school may be overcrowded and may require capital expenditures or redistricting (adjustment to attendance boundaries) to alleviate the crowding.

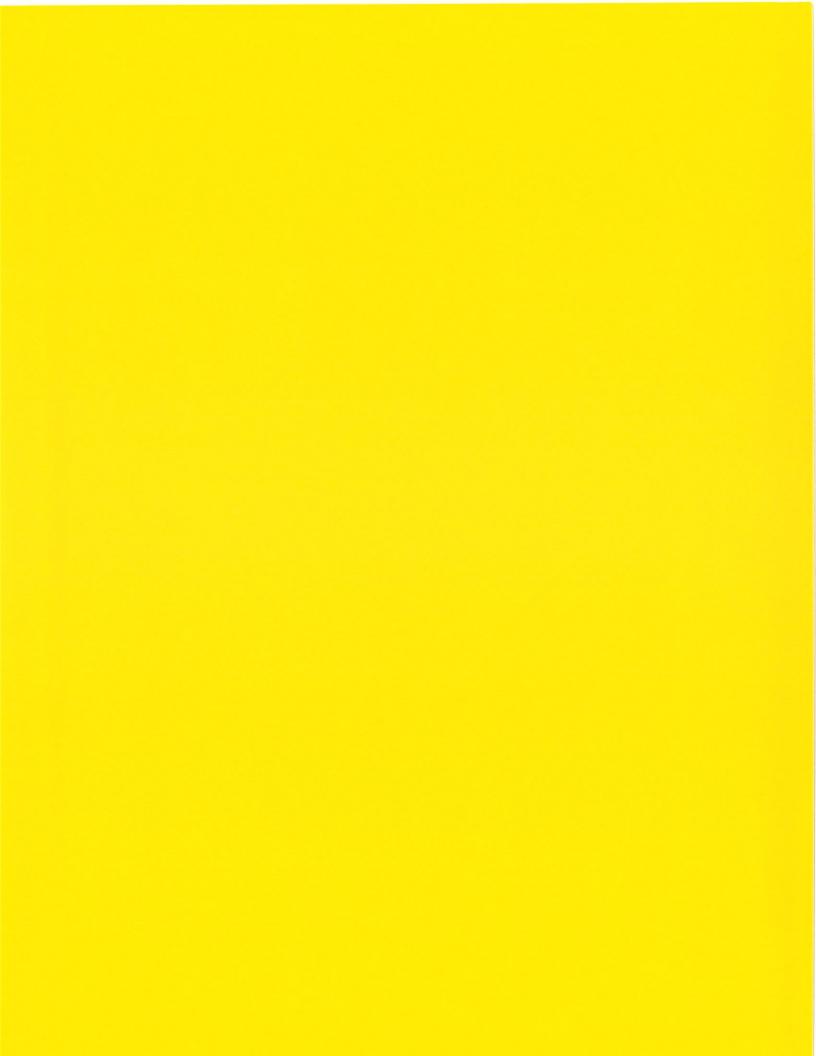
Exhibit 4-4 shows the corresponding utilization rates calculated using the *functional capacities* and the current and projected enrollment at each school.

EXHIBIT 4-4
ANDOVER PUBLIC SCHOOLS
CURRENT AND PROJECTED UTILIZATION RATES

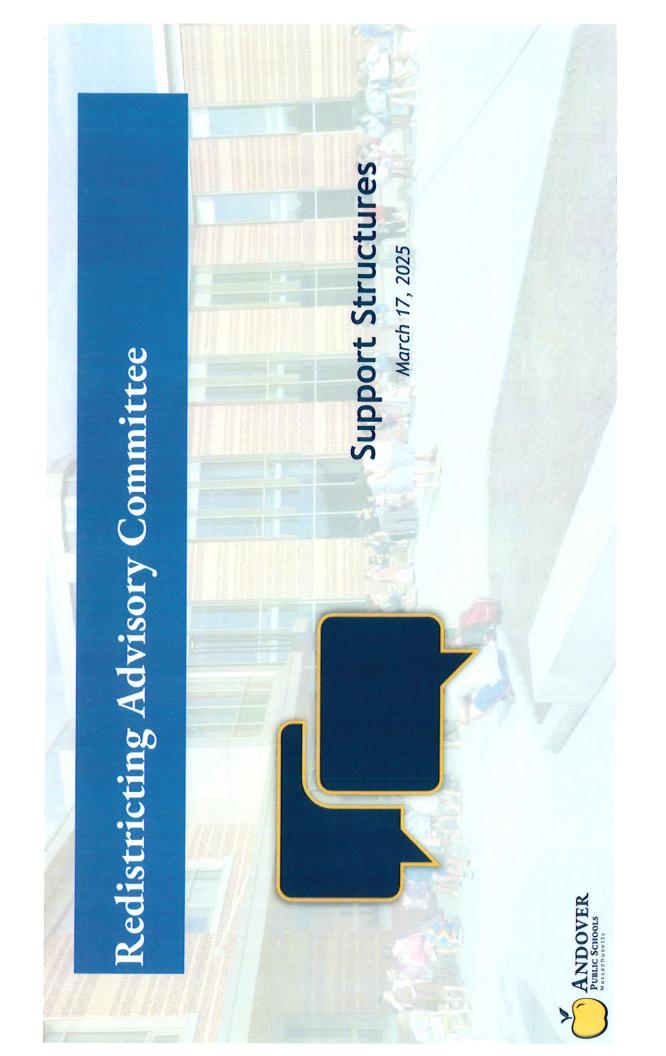
UTILIZATION	DESCRIPTION
>110	Inadequate
95 - 110	Approaching Inadequate
85 – 94.99	Adequate
75 - 84.99	Approaching Inefficient
< 74.99	Inefficient

SCHOOLS	2015-16 PK-12 ENROLLMENT	2025 MGT PK-12 PROJECTED ENROLLMENT	PK-12 CAPACITY	2015 CURRENT UTILIZATION	2025 PROJECTED UTILIZATION
	Eleme	ntary Schools			
Bancroft ES	612	624	641	95%	97%
High Plain ES	519	519	503	103%	103%
Sanborn ES	400	436	402	100%	109%
South ES	509	483	536	95%	90%
West ES	658	668	637	103%	105%
Shawsheen Pre School	68	90	136	50%	66%
ELEMENTARY TOTAL/AVE.	2,766	2,820	2,854	97%	99%
	Mid	dle Schools			
Doherty MS	557	615	599	93%	103%
West MS	535	593	596	90%	100%
Woodhill MS	420	440	612	69%	72%
MIDDLE SCHOOL TOTAL/AVE.	1,512	1,648	1,807	84%	91%









Agenda

What we will discuss...

- Overview and Process Update
- Transition Supports
- Next Steps / Questions



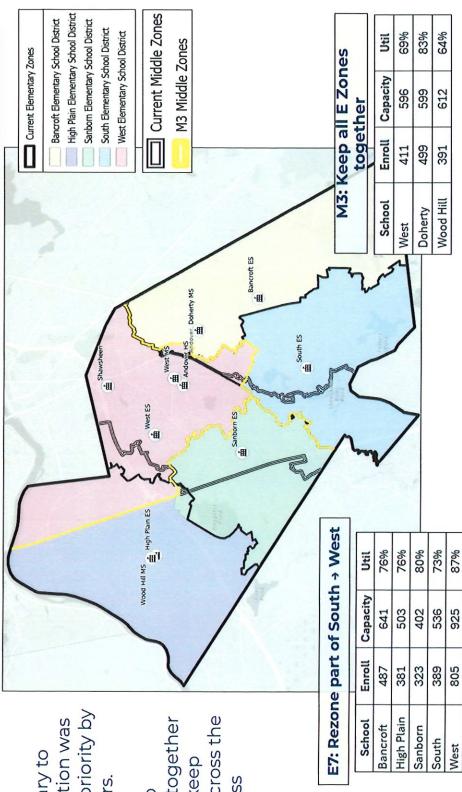
Overview & Process Update



Scenario E7/M3 NOT A FINALIZED SCENARIO

A focus on Elementary to Middle School transition was identified as a high priority by community members.

Redistricting to keep Elementary schools together for Middle will help keep established bonds across the transition and address social-emotional considerations.

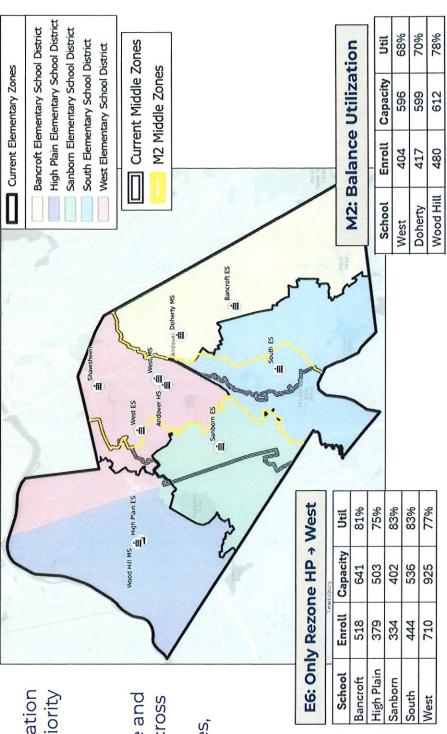




Scenario E6/M2 NOT A FINALIZED SCENARIO

A focus on balancing utilization was identified as a high priority by community members.

Redistricting to optimize utilization will help balance and minimize classroom size across the district, help evenly distribute student resources, and ensure no schools are overtaxed or underutilized.



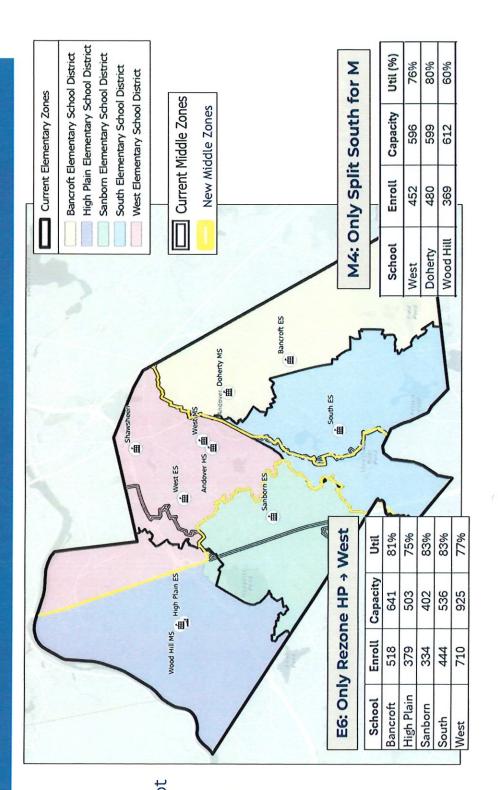


Scenario E6/M4 NOT A FINALIZED SCENARIO

Advantages:

 Walkers stay walking Trade Offs:

- West El space is not capitalized
 - Only one Elementary zone is split for Middle (South, 34/66%)



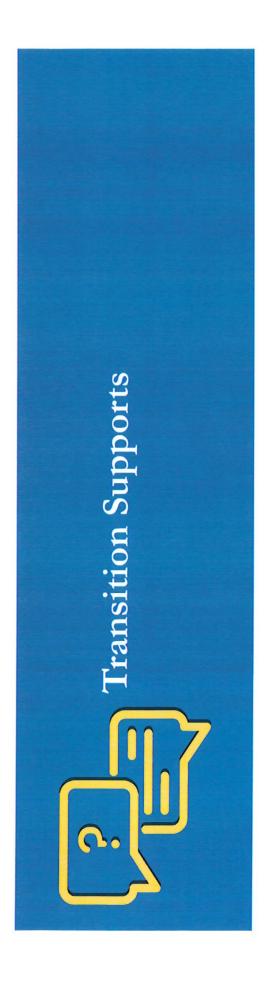


March Status

March

- In person Community Let's Talk Implementation (March 8th)
- Additional Scenario School Committee (March 12th)
- Transition Supports RAC (March 17th)
- Final Recommendations to School Committee (March 20th)







Implementation Survey



Survey Breakdown:

Goal- Collect feedback on possible implementation strategies. **Timing**- Available to the public through Friday, March 14th **Responses**- As of Wednesday,

March 12th 90 individuals have provided feedback through the survey.

majority of comments focused on the fact that families DO NOT Survey Comments: Of the 95 survey respondents, 50 included regarding topics covered in the comments, however the vast comments at the end. There was virtually no consistency want the redistricting to impact their kids.

Key Takeaways

- Legacy Enrollment by grade is the highest ranked option.
- Legacy Enrollment for 5th
 grades is the highest ranked
 option followed by 8th graders.
- There is no clear preference with regards to options for Geographical Legacy Enrollment
- Kindergarten and 6th grade Early Opt-In options were equally ranked.



Final Presentation Support

Each approach has similar considerations:

- Explore student transition supports
- o Small group discussion (25 mins)
- o Large group discussion of possible supports (20 mins)
- Identify statements of consultation for School Committee consideration

Note: Transition Supports should be scenario 6th transition, K-5 to K-5 transition and 6-8 to agnostic. How can we better support 5th to 6-8 transition







Next Steps / Questions

- Collect information regarding the additional scenario
- Meet with Transportation Team
- Collect information from the City
- Model Cost Projections
- Meet with the RAC

