

**Andover School Committee
Business Meeting
Minutes of August 3, 2017**

Members in Attendance: Chair, Susan McCready, Vice-Chair, Shannon Scully, Joel Blumstein, Ted Teichert, and Paul Murphy

Others in Attendance: Superintendent Berman, and Assistant Superintendents Paul Szymanski and Nancy Duclos. Note: Ted Teichert left the meeting at 9:30AM.

I. A. Call to Order

Susan McCready called the meeting to order at 8:00 A.M. in the School Committee Meeting Room located in the School Administration Building.

II. Business Meeting

The meeting began with a Moment of Silence and a Salute to the Flag.

A. Public Input- None

B. Recognitions and Communications

Dr. Berman announced:

- ❖ School Administrators will participate in a Summer Retreat from August 14-18, 2017.
- ❖ There is an article on Dyslexia in the School Administrator August 2017 Edition written by Sara Stetson and Shelley titled "*Dyslexia, Hiding in Plain Sight*".
- ❖ The RFQ for AHS renovations has been sent out if anyone needs additional information contact Paul Szymanski. Paul said they are on schedule with a good comprehensive package for everyone to look at. Shelley reported on the initial update of the AHS renovation given to the Board of Selectmen in July by Mark Johnson, and Shannon reported on the update given to the Finance Committee who had questions on the cost and how it would be paid. Dr. Berman said the work may require a debt exclusion.
- ❖ Paul Szymanski has been reviewing policies in place relative to the M.G.L. Chapter 90 Section 16B -Vehicle Idling Law with Andover Police Safety Officer Glenn Ota. They are working together to look at State Guidelines and to communicate the law to the public, and have reached out to Mike Gilbert for input on how other communities are handling this.
- ❖ Discussions are on-going relative to the Athletic Revolving Account and Collins Center account. Paul has been reviewing the Athletic accounts with the new Athletic Director Bill Martin and will be bringing forward information on cost/charge/changes on use of the facilities.
- ❖ Susan McCready reported that the School Committee will hold a second meeting in August. The Committee agreed on August 31, 2017. Also, the Board of Selectman has established a Zoning Change Task Force that will include a School Committee liaison to be named. Susan will get more details on the Task Force and asked for members to let her know if interested in participating.

C. New Business

1. South School After School Program

South School Principal Tracy Crowley with the assistance of Director of Community Services Joe Connelly and addressed her request to implement an afterschool program at South School similar to the pilot program being implemented at Bancroft by the Department of Community Services. Tracey spent considerable time talking with Joe and also consulted with HPE Principal Pam Lathrop who has continued the offering of an after school program at at High Plain Elementary School that was originated by HPE's PTO 3 years ago. Tracey and Joe also met with Paul Szymanski and Candace Hall to discuss facilities, tuition rates, and compensation for the site and childcare providers.

Because the program at South will be run by the school and not DCS, they are not required to apply for a license/certification. The DCS/Bancroft, the South, and HPE programs will be consistent with staffing, tuition, fees, and statutory guidelines, with plans for DCS to take over the program at South at some future point in time.

The School Committee remarks included a request for a presentation this fall of a comprehensive after school program and to insure all expenses have been identified. The 2017/18 South program has already launched with full enrollment so the School Committee took no action.

2. Additional Staff

Michelle Costa provided an updated proposal request for a .5 FTE increase for a kindergarten teacher to a 1.0 FTE. Bancroft's full day kindergarten program has a high number of students currently enrolled with 24 in each of the three full-day classes, 16 students enrolled in half-day; nine of which are on a waiting list for full-day. By combining the half-day students with full-day program (half-day would dismiss at 11:15), an increase of the FTE would change the enrollment to 22 students in each class. The additional FDK kindergarten tuition revenue (\$4,150 for each student) will cover the increased salary cost of the .5 FTE. Moving the position to a 1.0 FTE from a 0.5 FTE will not increase benefit costs to the town. Nancy Duclos provided information on elementary enrollment at the other schools.

Shannon suggested we document this request in an email to the Finance Committee and the Board of Selectmen to provide transparency. This might also be a good time to evaluate the School Committee's Class Size Policy and update kindergarten registration documents that describe the handling of over-enrollment, as needed.

Joel Blumstein moved that the Andover School Committee voted to approve the 0.5 FTE increase as presented. The motion was seconded by Paul Murphy and voted 4-0 to approve.

3. Meal Charge Policy EFC-1

Paul Szymanski, and Lynnea Gleason Asst. Director of Food Service spoke on behalf of the Food Service Department and Director, Gail Koutroubas, regarding the request for changes in the Meal Charge Policy (EFC-1). The Meal Charge Policy EFC-1 was provided to the School Committee for a first reading. Lynnea reported on the changes to the policy that include providing clarification on ala carte items, revising of contradictory language

of reduced meal benefit and balances owed, reducing lunch shaming and eliminating alternative lunches. This was the first reading of the policy change, so no action was taken. A vote on this policy change will be on the agenda for the next meeting.

E. Old Business

1. Superintendent Evaluation – Evaluations included in the packet.

Susan provided a brief summary of the evaluation process noting that the School Committee goals for the Superintendent were established last fall, and a mid-year review of goals was conducted by the School Committee in March. School Committee members each used DESE's evaluation report and submitted their responses to the Chair. Susan compiled all the responses and read the evaluation report (included in the School Committee agenda). Dr. Berman has met or exceeded all of the eight goals and maintains a high level of professionalism and an unflinching dedication to student learning, earning an overall summative performance of "proficient" and "high" for rate impact on student learning. Ted Teichert questioned the word consensus used in the evaluator field of the draft document. The Committee discussed and the evaluator field will be changed to *Susan McCready, Chair - Summary representing the 5-member Andover School Committee removing consensus of after the word representing.*

Comments from the School Committee:

Joel is very comfortable with approving the report as the Committee's submission. He feels Shelley has provided outstanding leadership to the school administrators, students, staff, and the community. His communication to parent community emphasizing respect to all and that we are a welcoming community who values the diversity of the student body. Improvements: Roll out of the 1-1 initiative in the lower grades could have been handled better, budget process continues to be lengthy and divisive. Overall, he enjoys their working relationship and confident in his leadership.

Shannon shares and echoes much of the comments made. Strategic plan and improving curriculum and instruction was impressive, she appreciates the team effort to think beyond traditional educational metrics. The improvement in the reading program has been outstanding and exceeded what she thought was possible to be done in a year. The breadth of work from engaging outside work and restructuring internal processes has been good. Data analysis within education program has been a great shift culturally to improve instruction on how students achieve. Still room for improving data analysis in central office functions, which may require modified or additional staffing. Communications continue to need improvement. The budget process also needs improvement as does the collaboration with the town.

Ted read the comments he submitted in the evaluation report. Student services, more work needs to be addressed with Dyslexia, he would like to see student DIBELS data collected by the district, number of teacher evaluations have improved to 99% but need to be up to 100%. He has concerns with school rankings, stating that DESE ranks school districts based on MCAS achievements. He believes MCAS to be one of the most meaningful metrics we have. Andover's rank has not been great, and we should talk about what needs to be done. Concern about cost and funding of AHS and West El renovations. A lot of professional

development has been provided to teachers, which should be followed up. The budget process remains a challenge. Shelley is doing a great job of moving things forward and is always available to speak to.

Paul has great confidence in Shelley's leadership, but like the other members, does not care for the DESE evaluation form/process. Shelley has great patience and collaborates well with all stakeholders and continues to move the needle and inspire staff, we are lucky to have a career superintendent who brings a wealth of information and experience to Andover.

Susan McCready said Shelley comes at this position as a professional and does not shy away from continued improvement and is always open to ideas. This was an ambitious and challenging set of goals which to meet or exceed is impressive. She commented on the value in the multiple school visits yearlong to see students learning first-hand, attending and connecting with staff at their school meetings, and follow up has modeled what good leaders and educators do. Good work with improving communications but can still take it to another level. Thank you for your leadership.

No input from public received.

On a motion by Joel Blumstein and seconded by Shannon Scully the Andover School Committee voted 5-0 to accept the Committee's Superintendent Evaluation as presented.

Dr. Berman is deeply honored with the thoughtfulness and time the School Committee took in completing the evaluation.

F. Consent Agenda

1. Warrants: SW1801, SW1738A, 18S005, 18S004, 18S002, and 18S003
2. Minutes: May 25, 2017, June 1, June 8, June 15 Workshop, July 6, 2017 with revisions to June 8 and June 26, 2017.

On a motion by Paul Murphy and seconded by Shannon Scully the Andover School Committee voted 4-0 to approve the Consent Agenda as presented.

III. Executive Session

Joel Blumstein moved that the Andover School Committee vote to meet in Executive Session for Purpose 3: to discuss strategy with respect to collective bargaining with the Administrators, Custodial, Food Services, Instructional Assistants, Secretarial, LPN's Unions and the School Independent Unit as an Open Session may have a detrimental effect on the Committee's bargaining position and Purpose 7: to comply with G.L.C. 30A, Sec.22 by reviewing Executive Session Minutes to determine whether release is appropriate at this time and not to reconvene in Open Session. The motion was seconded by Paul Murphy. Paul Murphy-Y, Joel Blumstein-Y, Shannon Scully-Y, Susan McCready-Y. Ted Teichert left the meeting at 9:30 A.M.

IV. Adjournment

At 10:25 A.M. on a motion by Joel Blumstein and seconded by Paul Murphy, the Andover School Committee adjourned from Open Session and moved to Executive Session not to return to Open Session.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: Superintendent's Evaluation
 Proposal for 0.5 FTE increase Bancroft Kindergarten
 South School Afterschool Program
 Draft of Proposed SC Meeting Dates for 2017.18.