



ANDOVER SCHOOL COMMITTEE

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

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THURSDAY, MARCH 17, 2022
SCHOOL COMMITTEE CONFERENCE ROOM

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

- | | |
|---|---------|
| I. School Committee Meeting – Call to Order | 6:15 PM |
| II. <i>Motion and vote to meet in executive session pursuant to Massachusetts General Laws chapter 30A, section 21(a) for the following purpose: Purpose (3) to discuss strategy with respect to bargaining and litigation with unionized personnel, namely the Andover Assistants and (AEA) Unit A because an open session may have a detrimental effect on the bargaining position of the Committee. The Committee will reconvene in regular session at approximately 7:00PM.</i> | |
| III. Public Hearing – FY23 Recommended School Budget | 7:00 PM |
| IV. Resume Regular SC Meeting | |
| A. Call to Order/Moment of Silence/Salute to Flag | |
| B. Recognitions/Communications | |
| C. Public Input | |
| D. Response to Public Input | |
| E. Education | |
| 1. AHS Field Trip: International DECA Competition April 23-27, 2022
Atlanta, GA | A.R. |
| F. New Business | |
| 1. Ratification of Contract: Andover Assistants | A.R. |
| 2. Revised Job Titles and Descriptions: | A.R. |
| a. School Business Manager | |
| b. Executive Director of Special Services | |
| 3. Financials | I.O. |
| 4. Superintendent Mid-Term Goals | I.O. |
| 5. FY23 Warrant Articles | A.R. |
| • Article P4: FY 2023 Budget | |
| • Article P5: FY23 Capital Projects Fund | |
| • Article P6: Financial Housekeeping articles (G) | |
| • Article P8: General housekeeping articles (E, F) | |
| • Article P11: Granting easements | |

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

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

- Article P16: Capital projects from general fund borrowing
- Article P17: Capital projects from free cash

G. Continuing Business

1. FY23 Budget Development Assumptions

A.R.

H. Consent Agenda

1. Grants/Donations to District
2. SC Meeting Minutes

A.R.

I. Adjournment

**Andover Public Schools
Andover, Massachusetts**

School Business Manager

1.0 FTE

The Business Manager has the primary responsibility of supporting the Assistant Superintendent of Finance and Administration and coordinating the activities of the School Business Office. The Business Manager will provide assistance to all areas within the department including: Budgeting, Payroll, Accounts Payable, Procurement, Transportation and Public Sector General Accounting Practices. All responsibilities are to be performed with the highest level of collaboration, confidentiality and focus on customer service.

Responsibilities:

Overall Operations:

- Supervise the school payroll, accounts payable and the copy center staff
- Acts as advisor to Assistant Superintendent and on all financial matters
- Assists Superintendent and Assistant Superintendent in the development of the annual operating and capital budgets including research and analysis of appropriate data for inclusion in the budget as well as compiling budget book
- In conjunction with the Assistant Superintendent, fosters good community - school relations with regard to school department financial matters
- Maintains sound working relationship with school administration, and town personnel
- Works collaboratively with town hall personnel to ensure general liability insurance and other district protections meet the needs of the school department
- Facilitates insurance certificate needs for various school department constituents

Financial Operations:

- Submit monthly financial reports as requested by the Superintendent and Assistant Superintendent including actual expenditures versus budget reconciliations and projections
- Prepares and submits all State and Federal required financial reports including the Massachusetts Department of Elementary and Secondary Education End of Year Financial Report
- Prepares year-end financial statement and assists with the preparation of information for all financial audits
- In accordance with the School Committee policy governing fiscal accounting and reporting, prepares monthly financial statements during the school year showing the financial condition of the school department.

- Reviews financial data, determine and record encumbrances, adjustment journals and accrual entries as necessary
- Oversees and supports payroll. Reviews payroll for accuracy and appropriateness; Reviews payroll calculations of salary changes, new hires, and termination payouts
- Reviews job requisitions and hire information for completeness and accuracy and to ensure there is a vacant position, proper pay rate and account number
- Supports and oversees retirement reporting and administration including preparing salary history detail for MTRS retirement applications and ensuring proper monthly submissions
- Accounts for revenue and fees collected, expenditures and reconciliations for revolving, student activity and special funds
- Review student activity account disbursements and account balances to ensure compliance with school committee policy and coordinate the examination with auditors
- Works with student services department to monitor and control special education expenses
- Assist in preparing financial analysis for collective bargaining activities and explanation of proposals. Cost out contract provisions for collective bargaining agreements; generate salary tables and prepare retroactive contract settlements
- Prepares salary budget drawing from data in the payroll system; makes projections based on information received relating to collective bargaining proposals. Budgets stipends based on current contract rates
- Assist in participatory budget process by receiving budget input from all principals, administrators and central office staff
- Participate in complex financial special projects for research, planning for new initiatives and contingencies for strategic planning
- Reviews applications for financial waivers for fee reductions submitted on behalf of low-income students

Grant Support:

- Supports Assistant Superintendent for Teaching and Learning, Student Services Administrator, the Grants Manager and other grant administrators on grant reporting and applications and assist with the financial and cost analysis for grants

Transportation:

- Assists the Transportation Manager with the financial projections and budget relating to regular education, special education, homeless and foster care transportation.
- Confers with parents, citizens and students regarding transportation issues as necessary in support of Transportation Manager

Athletic and Food Service Support:

- Works with the Athletic Director in managing athletic accounts, gate receipts, donations, and revolving funds and reviewing expenditures.
- Assists and supports the Athletic director with analyzing periodic financials and developing the Athletic budget
- Assists school nutrition department with financial projections, monthly reports, year-end profit/loss, income statement and other accounting functions as necessary

Procurement:

- Supports on an as needed basis, the Purchasing Coordinator regarding public bidding for goods and services including analysis of bid submission in support of Assistant Superintendent's bid recommendation
- Reviews purchase order requisitions for completeness and appropriate account number assignment consistent with the DESE chart of accounts and MA purchasing laws and regulations

Qualifications:

- Licensure as School Business Administrator or ability to become licensed
- Massachusetts Certified Public Purchasing Official (MCPPO) preferred or have the qualifications to pursue this certification within a reasonable time period.
- Bachelor's Degree in business administration, accounting, school administration and/or an appropriate academic discipline. Master's degree preferred

Skills, Knowledge and Abilities:

- Thorough knowledge of public-school finance, including knowledge of and state law governing the financing of public schools, and a broad working knowledge of state funding for public education, accounting, municipal business practices and budget development
- A minimum of three years' experience in a school finance office or similar position
- Effective administrative and management skills, including demonstrated success in implementing and maintaining high standards, leading by example and demonstrating professional behavior and confidentiality
- Advanced knowledge and use of state-of-the-art technology including excel, google sheets and other database software
- Excellent speaking, writing and communication skills
- Commitment to strategies that enhance diversity, inclusion and equity among staff
- Ability to balance a workload of multiple projects
- Ability to effectively work with a diverse group of stakeholders

Supplemental Information:

Andover Public Schools (APS) seeks candidates who embody our ethos, which includes valuing the identities of all students, high expectations for all students, teaching excellence, collaboration, innovation, respect, and responsibility.

APS is committed to hiring and supporting a racially and ethnically diverse faculty and staff.

Performs all other related duties as assigned.

Evaluated by: Assistant Superintendent of Finance & Administration

Andover is an Equal Opportunity/Affirmative Action Employer

**Andover Public Schools
Andover, Massachusetts**

Executive Director of Special Services

1.0 FTE

The Executive Director of Special Services reports directly to the Superintendent of Schools and is responsible for the overall quality of Andover Public School District's Special Education Program, including transportation, homeless students, counselors, and coordinators. The Executive Director of Special Services is expected to provide a vision for the schools in the area of special education; serve as a resource for administrators, teachers, and staff; provide leadership for the special education faculty and staff; work with the Superintendent to develop collaborative special and regular education initiatives; and oversee the preparation and management of the school system's special education budget.

Responsibilities:

- Provides leadership in the development, implementation and coordination of the district's special education program including transportation, in compliance with state and federal laws and the IDEA.
- Actively monitors programs and staff through high visibility and engagement with staff
- Designs cost effective programs and models for service delivery that meets the needs of special education students.
- Analyzes complex student cases and identify the appropriate school and/or district response that complies with special education regulations, policy, and procedures.
- Participate in the process of hiring Special Education staff in collaboration with principals to develop and implement curriculum, instructional activities, and programs for special education students.
- Coordinates the recruitment of staff with the principals and special education program heads; manages the scheduling and assignment of all supervised personnel in cooperation with building principals.
- Determine specialist caseloads, case assignments and attend Team meetings as needed
- Provides for the supervision and evaluation of special education staff and school psychologists.
- Prepares and carefully monitors the special services budget and is the liaison between contracted providers for supplemental services.
- Develops financial reports as required by the Superintendent in the management of the school budget.
- Prepare for Coordinated Program Reviews and Mid Cycle Reviews for special education.
- Oversee the student management system for special education, state reports, and Circuit Breaker reporting related to special education and pupil services.
- Supervise procedures for screening, evaluation, implementation of educational plans, and follow-up assessment of students serviced by the special education staff.
- In cooperation with principals coordinates the work of teacher assistance teams.

- Participate in the hiring, supervision and retention of certified, therapeutic and support staff
- Work with special educators and classroom teachers to develop collaborative, inclusive classrooms, as well as programs that focus on specialized strategies
- Provide curriculum leadership involving the application of the curriculum frameworks, specialized instructional materials and the development of alternative assessment tools
- Performs other duties and assumes other responsibilities as may be assigned by the Superintendent
- Coordinate and work collaboratively with the Special Education Parent Advisory Council.
- Present information to the administration and the School Committee regarding student services and programs
- Coordinate technology resources for the department and assist with the maintenance and operation of the IEP web-based program
- As necessary, represents the Andover Public Schools with the Bureau of Special Education Appeals.
- Serves as a liaison to community agencies, courts, hospitals, and clinics on special education, guidance, and health matters.
- Interpret existing special education policies and regulations to staff and make recommendations concerning the formulation and update of policies and regulations
- Participates in School Committee, subcommittees, and other applicable meetings when requested.
- In consultation with the Assistant Superintendent for Teaching and Learning Services, plans and coordinates professional learning activities for special education staff and instructional assistants.
- Prepares and administers federal and state grant proposals including student services. Provides data necessary for reports to the Assistant Superintendent for Teaching and Learning Services and Assistant Superintendent of Finance and Administration.
- Work with the Assistant Superintendent of Finance and Administration to obtain and track funding/reimbursement for special services; responsible for the fiscal management of all designated funds related to student services.
- Prepare and submit federal and DESE special education grants that reflect district needs and goals.
- Provide the Superintendent and the Assistant Superintendent for Finance and Administration with regular updates on the changing variables in the budget.
- Approves out-of-district placements and services as well as develops appropriate programs on-site
- Prepares and administers the budget for special education, tuition accounts and other support services
- Supervises transitions from early intervention through post graduate programs and coordinates services with state agencies
- Monitors billing for the Municipal Medicaid Reimbursement program.
- Ensures compliance with local, state, and federal guidelines for each area of responsibility.
- Keeps abreast of developments in the fields of special education, student assessment and school health programs.
- Assist with MCAS administration and groupings, data review, curriculum assessment and development

Serve as the Co-Chairperson of the Crisis Intervention Team and serve as Title IV and Title IX Coordinator

- Assign student testing and evaluation responsibilities
 - Serves as liaison to the CREST Collaborative for Andover.
 - Attend School Committee meetings as required by the Superintendent
 - Complete state reports and other reports as assigned by the Superintendent
- Perform other tasks and assume other responsibilities as assigned by the Superintendent of Schools.

Qualifications:

- Masters or higher in School Administration & Special Education.
- MA Licensure Supervisor/Director
- Special Education Administrator.
- Minimum of five years' experience in special education, with administrative experience preferred.
- Knowledge of state and federal regulations regarding students in both regular and special education. Certified or certifiable

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Performs all other related duties as assigned.

Evaluated by: Superintendent of Schools

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FY22 ANDOVER PUBLIC SCHOOLS

GRANTS and CONTRIBUTIONS

SCHOOL	DONOR	AMOUNT
AHS	Andover Band Assoc for Winter Guard Program	\$3,000

March 14, 2022

Andover School Committee:

The Andover Band Association is once again pleased to contribute towards the further expansion of the APS educational programming in fine arts. Please accept our donation of \$3,000 to be contributed towards the 2021-2022 inaugural Winter Color Guard program. This competitive program provides an extended opportunity for the Andover Color Guard participants in 8th -12th grade to continue practicing their foundational skills gained from the Marching Band season in the fall. Via this program, the students will learn new skills via guard instructors while participating in judged competitions throughout the state.

It is our pleasure and pride to be able to support the Andover Public Schools Fine Arts programming. On behalf of the Andover Band Association Board and all of our members, thank you for supporting the music programs throughout the district.

Matthew Scully
President
Andover Band Association

Andover School Committee
Thursday, February 3, 2022
School Committee Room

Participants from the School Committee: Chair Susan McCready, Vice Chair Lauren Conoscenti, Tracey Spruce, Paul Murphy, and Shannon Scully.

Others participating: Superintendent Dr. Magda Parvey, Asst. Superintendent Dr. Julie Riley, Business Manager Paul Szymanski

I. Regular Meeting

A. Call to Order

The Chair called the School Committee Meeting of February 3, 2022 to order at 7:00 PM. The meeting began with a Moment of Silence and a Salute to the Flag.

B. Recognitions/Communications

Superintendent's Report:

- Thank You to the DPW & Custodial Teams for allowing us to open our schools on Monday by making sure the roads and schools were cleared.
- Congratulations to the AHS Show Choir who performed for the seniors at the Robb Center.
- Tuesday marks the opening of Black History Month and we are highlighting the impacts blacks have made in US History and today.

Administrative Update – Dr. Parvey

- Attended along with the SAT Team, an organizational design Professional Learning leadership session with Teamwork International.
- Attended Transportation Meeting on Where's my Kid" App - progress update.
- Announced that a district-wide Prof Learning half-Day was held on January 28th.
- The Institute for Learning provided a professional learning opportunity for our principals and program coordinators that focused on the Principals of Learning for leadership.
- Our principals and program coordinators participated in SEL in Action, a Grant funded professional development opportunity through Education First.
- COVID-19 Update – At Home Test Kits were received from DESE.

Dr. Julie Riley shared information on the amazing professional development day that our Andover educators participated in on Friday and which provided a wide-range of learning with staff and more in-depth work on SEL with a discussion. Dr. Riley attended the Pride & Prejudice Day at AHS organized by AHS teacher Mary Coombs with the Fine Arts Department providing a musical background.

At the January 27 School Committee Meeting the Superintendent presented Preliminary School budget for FY-23 and is now on the APS website. Paul Szymanski said the budget process is very dynamic and we will continue to refine the budget going forward.

On Tuesday Feb 16th at 6:30 PM the new Diversity, Equity and Inclusion (DEI) Director Albert Pless will be having a conversation with the community. The link to register to attend the meeting is available on the Town Website.

Tracey Spruce, who also attended the Pride & Prejudice Day at AHS, said it was a wonderful experience. Shannon Scully reported on the timeline of negotiations with the Instructional Assistants. They are are waiting on the fact-finder report from the mediator to move forward. The AEA has asked for two extensions pushing the timeline forward. Susan McCready and Dr. Parvey will be presenting the FY-23 School Budget to the Finance Committee on Wednesday, February 9th.

C. Public Input

D. Response to Public Input

E. Education

1. Program of Studies (Ms. deKelley, C. Brown)

The AHS Guidance Program Director, Ms. deKelley and Principal Brown provided a presentation on the Program of Studies for AHS for fall 2022. Once approved, the Program of Studies for the 2022-23 school year will be posted so that 8th grade parents will be able to review it prior to their orientation in March. Ms. deKelley and Principal Brown shared the updates on the Program of Studies for Fall 2022. Digital Learning Program Coordinator, Shelagh St. Laurent reported on the Advertising & Social Media Marketing and on the Global Study Track for Business Courses open to students in grades 10-12 and designed as an advanced course.

Lauren Conoscenti moved that the Andover School Committee vote to approve the 2022-2023 AHS Program of Studies as presented. The motion was seconded by Tracey Spruce. Motion passes 5-0.

2. Class Size Analysis Report (Ms. deKelley, C. Brown)

Each year the Committee reviews the Class Size Analysis prepared by Aixa deKelley. Ms. deKelley reported that enrollment has declined by 116 students over the last 2 years. Other communities are experiencing the same decline in student population AHS is offering 615 sections this year with an average class size off 22 students. Ms. deKelley provided a breakdown of class sizes for all of the content areas. They have 26 students enrolled in remote classes and 19 students in dual-enrollment programs.

F. Continuing Business

1. Update: FY23 Budget

- Dr. Parvey presented the updated version of the APS FY-23 Budget to the Committee who will revote the updated budget numbers as voted January 27th to reflect the school department allocation after transfer of Capital Funds and HR Expense to Town Accounts.

Personnel:	\$77,899,943
General Expenses:	\$17,246,948

Part of the FY-23 Budget increase includes categories of investment for an increase of \$854,000 for Capital Projects. There is a one time budget transfer of \$20K from the school department to the town in order to cover the Human Resources expenses previously used for the Town. The School department will continue to pay the Town expenses

through the remainder of FY-22. The amount of \$95,126,891 is what residents will be asked to vote on at Town Meeting for the school department budget. Next year's school budget allocation will be based on the school department budget number of \$96,000,891 which is the school department base allocation before the transfer of funds to town accounts as noted above.

Lauren Conoscenti moved that the Andover School Committee vote to adopt the Superintendent of Schools' recommendation for the Preliminary FY-23 Operating Budget in the amount of \$95,126,891 subject to further public input and consideration of other relevant information. This amount would consist of the following:

Personnel:	\$77,899,943
General Expenses:	<u>\$17,226,948</u>
Total	\$95,126,891

Motion seconded by Paul Murphy. Motion passes 5-0.

G. New Business

**1. West Elementary/Shawsheen Pre-K Building Committee Update
(J. Blumstein, Chair)**

Joel Blumstein gave a presentation to the Committee on the progress of the West Elementary/Shawsheen Preschool Building Committee which they anticipate to be completed in August 2025. West Elementary school will be three stories and Shawsheen Preschool two stories. A Virtual Public Forum is planned for Tuesday, February 8th at 6:00 PM with a virtual tour of the school. Construction will start this April with the site work and full construction work will begin in June 2022.

Budget: Town Meeting approved	\$151,661,968
Maximum MSBA Grant	\$ 38,442,820
Anticipated District Share	\$113,219,148
Construction Budget -	\$119,178,907
The impact of Supply Chain Disruptions being closely watched	

Site Logistics for bussing include a loop off Beacon Street; parents will enter from Beacon drop of students at different locations and exit on Beacon Street. The contractor will access from Beacon Street only. In June the full construction begins with the building of temporary accessible walkways being created as will the out-door play area.

Next Steps:

- Public Forum February 8 at 6:00 P.M.
- Staff meeting February 28th
- Abutter's Forum March 22 at 7:00 P.M. (registration available on the APS website)

2. Winter Guard Program MOU: Andover and North Andover districts

Sean Walsh, Program Coordinator for Fine Arts, and Dr. Riley are excited to enter into a partnership with North Andover that allows the Winter Guard students to practice their skills, and to come together and build a group to be able to perform in some competitions this spring. The Memorandum of Understanding between Andover and North Andover will provide each school with their own color-guard instructor. The MOU is only for this winter season and will be re-evaluated based on student interest for next year. Our

understanding is that the transportation will be provided by parents (not students) and no buses will be used this year. This is an after-school activity, students don't need to be part of the band to participate as there are no instruments.

Tracey Spruce moved that the Andover School Committee vote to approve the Memorandum of Understanding between the Andover and North Andover School Districts for the 2021-22 school year winter Guard Program with the correction of the scribe's error on grade 3 replacing the word to adhere 'to' with the word 'by' and further to authorize the Chair of the School Committee to work with the Superintendent and District Counsel to finalize and execute the MOU. Motion seconded by Lauren Conoscenti. Motion passes 4-0-1

Shannon Scully abstained (because of her personal relationship with Andover Band organization).

3. Ratification of Contract with SEIU Local 888 School Custodians

Shannon Scully and Mr. Szymanski were part of the negotiating team with the Custodial Union. Ms. Scully provided a summary of details of the contract to the Committee. The custodians have ratified the agreement.

Tracey Spruce moved that the Andover School Committee vote to approve the Memorandum of Agreement with the Service Employees International Union (SEIU) Local 888, School Custodians for a three-year agreement from July 1, 2021 to June 30, 2024. Motion seconded by Shannon Scully. Motion passes 5-0.

H. Consent Agenda: Grants/Donations to District; Minutes

1. **Grants/Donations to District** – N/A
2. **SC Meeting Minutes** – December 2, 2021; January 6, 2022

Paul Murphy moved that the Andover School Committee vote to approve the Consent Agenda as presented. Motion seconded by Lauren Conoscenti and voted 5-0 to approve.

I. Adjournment

At 8:35 PM Paul Murphy moved to adjourn the SC Meeting of February 3, 2022. The motion was seconded by Lauren Conoscenti and voted 5-0 to approve.

Respectfully submitted

Dee DeLorenzo
Recording Secretary