



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 99 and Verizon Channel 43) or by streaming from www.andovertv.org.

THURSDAY, MAY 5, 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

Motion and vote to meet in executive session pursuant to Massachusetts General Laws chapter 30A, section 21(a) for the following purpose: Purpose (7) to review and approve minutes of the following executive session meetings: June 21, 2021; June 24, 2021. The Committee will reconvene in regular session at approximately 7:00PM.

II. 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. SEPAC Presentation – Co-Chairs, Lauren Kinney, Melissa Irvin I.O.

F. New Business

1. Job Descriptions: A.R.

a. Pre-K-5 Literacy Coach

b. Social Emotional Learning (SEL) Coordinator

2. Special Town Meeting Article 5 – A.R.

a. Annual Public Posting of Every No-Bid Contract or Agreement

3. Private School Tuition Prepayment A.R.

4. Financials (March) I.O.

G. Consent Agenda A.R.

1. Grants/Donations to District

2. SC Meeting Minutes – March 9, 2022 Tri Board Meeting

H. Adjournment

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

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

**Andover Public Schools
Andover, Massachusetts
Pre-K-5 Literacy Coach**

General Description:

Under the direction of the Assistant Superintendent and the Executive Director of Elementary Instructional Operations, the Pre-K-5 Literacy Coach will improve student achievement and learning in literacy instruction by providing support and leadership to staff in their classroom practices in elementary literacy instruction, curriculum, and assessment.

Specific responsibilities include:

Responsibilities:

- Provides support and assistance to all classroom teachers in the full implementation of best practices in ELA/literacy and the district's approach to literacy instruction through data analysis/interpretation.
- Engages teachers in the analysis of data from a variety of sources to inform and improve literacy instruction.
- Participates in collaborative grade level meetings to assist in the analysis and utilization of assessment data to improve the focus of instructional planning and student achievement.
- Research, provide information, and guidance regarding a range of effective and innovative literacy practices through various activities such as: individual discussions (informal and formal), coaching sessions, demonstration lessons with pre- and post-discussion/analysis, study groups, staff meetings, and professional development programs.
- Assists in the development of the district/school professional development plans, including delivering and facilitating literacy workshops, programs, and job-embedded activities.
- Assists in ordering literacy materials for teacher and student use.
- Prepares lesson plans, in collaboration with teachers, related to literacy at the elementary level for the purposes of differentiating instruction and adhering to developed district curriculum maps.
- Work collaboratively and participate in district-wide professional learning discussions/activities with the Pre-K Literacy Program Coordinator, Pre-K-5 and secondary literacy coaches, and other curriculum leaders.
- Participates in the review and revision of the district's literacy curriculum.
- Meets regularly with building principal to review benchmarks and established data points to assess student progress towards established instructional goals.
- Conducts demonstration lessons to ensure that all teachers have been trained to an advanced level of delivery and are using instructional materials as designed.

- Provides on-site staff development to ensure that teachers are knowledgeable about literacy program components and understand the instructional design of how the program meets the standards (alignment).
- Assists teachers in building an interactive classroom and assures that recommendations for improvement are implemented.
- Serves as a resource in identifying appropriate instructional strategies and interventions to improve achievement for all students.
- Assists teachers in preparation of pacing for instruction.
- Performs additional responsibilities as deemed appropriate by school and district supervisors such as supporting the coordination of elementary literacy information of curriculum nights.

Qualifications:

- Elementary literacy certification preferred
- Three or more years of successful classroom teaching experience
- Deep knowledge of current state ELA and literacy standards, curriculum, and frameworks
- Well versed in content and pedagogical knowledge of elementary literacy
- Experience differentiating literacy instruction
- Demonstrated ability to work collaboratively and effectively with teachers
- Experience providing professional development to elementary teachers
- Experience communicating with parents/guardians about how children learn literacy
- Experience with standards-based assessment and effective use of student data
 - Ability to analyze data and a familiarity with spreadsheets
 - Administer, score and interpret diagnostic instruments
 - Ability to co-plan and co-teach lessons with classroom teachers consistent with district-wide initiatives

Supplemental Information:

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

APS is committed to hiring and supporting a racially and ethnically diverse faculty and staff. Racially and ethnically diverse teachers produce a myriad of positive outcomes for all students, especially the most historically marginalized students.

Performs all other related duties as assigned.

Evaluated by: Executive Director for Elementary Instructional Operations

FTE: 1.0

Andover is an Equal Opportunity/Affirmative Action Employer

**Andover Public Schools
Andover, Massachusetts**

Social Emotional Learning (SEL) Coordinator

The Social Emotional Learning (SEL) Coordinator for the Andover Public School District will support district-wide community wellness among students, staff, and families. The Coordinator will work in collaboration with the Assistant Superintendent and Executive Director for Student Services to ensure that district multi-year SEL plans are implemented equitably and with fidelity, in support of students' social, emotional, and behavioral health and safety; supports creating the conditions for all students in Andover Public Schools to thrive.

REPORTING STRUCTURE:

The Coordinator of SEL reports to the Superintendent and works in cooperation with the Assistant Superintendent, Executive Director of Student Services, and building-based Administrators. The Coordinator may supervise and evaluate staff in assigned areas.

QUALIFICATIONS:

- Master's degree from an accredited college or university, in a related field, required.
- Ability to communicate clearly and effectively, both orally and in writing, to children and adults.
- Substantive work history in areas of SEL, mental health, counseling, or social work alongside PK-12 education, with an understanding and knowledge of curriculum, instruction, and assessment.
- Proven track record of implementing and/or evaluating programs across a school district, and being capable of motivating and managing educators, support staff, coaches, and students.
- Exceptional organizational, communication, and interpersonal skills; and strong knowledge base in Social and Emotional Learning strategies, and best practices.
- Such alternatives to the above qualifications as the Superintendent or Assistant Superintendent may find appropriate and in conformity with state certification requirements.

DUTIES:

- Co-design and contribute liberally to district-wide SEL initiative planning and execution.
- Implements social emotional curriculum and programs, for assisting faculty in embedding SEL practices into daily classroom instruction and routines, developing Tier II and Tier III SEL interventions, developing programs for coaches and athletes, and measuring the efficacy of all HPS SEL programs.
- Ensures that members of the school district receive differentiated professional learning necessary to perform their individual educational duties, ranging from supporting students' resilience in the classroom to responding to students impacted by trauma, poverty or mental

health issues. The SEL Coordinator will oversee extant district programs such as Bridge for Resilient Youth in Transition (BRYT) programs district wide.

- Supports district leaders, school leaders, educators, support staff, and coaches in providing the highest possible level of education and service pursuant to the district's plan.
- Collaborates with the Executive Director of Student Services in refining tiered mental health interventions and ensuring the implementation goals of the District's Multi-Tiered System of Support (MTSS).
- Establishes relationships with families and offers programs that educate all families as well as those with greater levels of need.
- Other duties, as required.

PHYSICAL WORKING CONDITIONS:

Work is primarily sedentary, performed in an office and/or classroom setting, and may involve student interaction. The work requires frequent in-district travel between schools, and occasional travel to Town offices.

Licensed as an Adjustment Counselor, LICSW or LMHC, and licensed or eligible for licensure as a Coordinator/Supervisor by the Massachusetts Department of Elementary and Secondary Education.

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: Superintendent of Schools or his/her designee.

Andover is an Equal Opportunity/Affirmative Action Employer

FY22 ANDOVER PUBLIC SCHOOLS

GRANTS & CONTRIBUTIONS

SCHOOL	FUND USE	DONOR	AMOUNT
Andover High School	Robotics Club FTC qualifier expenses	First Technical Challenge	\$2,898.00
Wood Hill Middle School	Supplies for Community Art Project	The Andona Society	\$1,500.00

TriBoard Meeting
Select Board - Finance Committee – School Committee

Wednesday, March 9 2022 7:00 PM
Memorial Hall, Memorial Hall Library
2 North Main Street, Andover, MA 01810

I. Call to Order

Chairman Huntress called the Triboard Meeting to order at 7:02 PM in the Memorial Hall in Memorial Hall Library. Present from the Select Board: Annie Gilbert, Alex Vispoli, Dick Howe.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Mike Lindstrom, Asst. Town Manager Patrick Lawlor, and Director of Finance Donna Walsh.

School Committee Chair Susan McCready called the School Committee to order. Members present: Vice Chair Lauren Conoscenti, Shannon Scully, Tracey Spruce. Also present Dr. Magda Parvey.

Finance Committee Chair John Barry called the Finance Committee to order. Members present: Vice Chair K. O’Handley-Y, Paula Colby-Clements, Yican Cao, Ken Russo, Paul Russo, Mary Ellen Logee, Paul McKay.

II. [School Committee Budget Presentation](#) (click to see presentation)

Dr. Magda Parvey, Superintendent and School Committee Chair, Susan McCready presented the Andover Public Schools FY-2023 School Budget.

Susan McCready reported on the APS Budget presentations that have been given from December thru this evening and on the many activities that Dr. Parvey has overseen and attended this year. Dr. Parvey is honored to be here and to present her budget this evening.

Preliminary FY 2023 Base Budget Recommendation

Personnel	\$77,899,943	
General Expenses	<u>\$18,100,948</u>	
Total	\$ 96,000,891	(an increase of 3.68%)

On February 3, the School Committee approved the following budget

General Expenses	\$18,100,948
Debt Service/IT Offset to Town	(\$ 854,000)
Town HR Expense	<u>(\$ 20,000)</u>
General Expense Total	<u>\$17,226,948</u>
Total FY 2023 Preliminary Budget.	\$95,126, 891*

*FY-23 Base for FY-24 budget is maintained at \$96,000,891 (FY-23 at 3.68% increase). \$854,000 includes \$604,000 for items that do not realistically fit within the CIP and \$250,000 for device leases that are typically paid through CIP (IT-2) to the school

operating budget and to provide a test fleet to support MCAS and school-based assessments at AHS..

\$20,000 is a one-time transfer from the School HR budget to the Town HR budget to cover expenses as a result of the January 2022 Town & School HR functions split.

The attached presentation contains the major initiatives for FY-23 and beyond that includes expanding coaching and instructional support for math K-8; to begin the curriculum development process across grades and content areas; implement a new middle school schedule to enable increased core academic time and additional focus on social-emotional learning, and expanding supports for students with emotional behavioral needs.

It also includes improvements to the back-office effectiveness and efficiency through the implementation of electronic requisitions and purchase orders, hiring of a Business Manager (school accountant plus additional responsibilities, transportation support), and a Business Office Generalist.

Staffing recommendations to strategically allocate staff and maximize efficiencies to address the learning gap created by the pandemic, provide targeted support to schools/departments based on identified needs, provide structures to promote continuous professional learning and curriculum development and to support social emotional learning for students.

State Aid is budgeted at \$12,002,131 a rate of \$30 per student. Out-of- District Tuition Expenses of \$5,081,613 is budgeted for FY-23 compared to \$6,783,286 for FY-22. Chapter 70 State Aid for Education has not changed much due to Andover's tax base and enrollment.

The budget stays below the Town Manager's recommendation of a 3.75% increase, meets all obligations, provides for personnel salary increases, meets all educational and curricular requests presented by Principals, Department Heads, and Assistant Superintendents. It includes budget increases for student activities, including requests from athletics and fine arts to assume expenses traditionally carried by parent/booster organization.

The budget invests resources in efficiencies for the Business Office, continues to move full-day kindergarten expenses into the operating budget, reduces student fees (bus and middle school extra curriculars), provides increased investment in instructional technology including student devices. The budget accelerates some facility projects that do not realistically fit into within the CIP and leverages ESSER and other grants for student supports in targeted areas. Out-of-District Tuition Expenses show a significant decrease this year.

Capital Projects (SCH-5)

The new West Elementary School will be coming on line in 2024 and Shawsheen Preschool in 2025. In 2016, an Andover Facilities Study Committee was formed. This Committee submitted Statements of Interest (SOI) to the MSBA each year; once again, we have been notified that they will not be accepting an AHS Renovation Project into their program.

Operating budget expense of \$604,000 (ongoing for term of borrow) for: Doherty Middle School Improvements and AHS Renovations. The plan is to use \$604,000 towards debt service to cover \$8M for the Facilities Dept and items identified as major projects for DMS to keep that school usable and functional.

Student Device Leasing

Operating Budget expense of \$250,000 ongoing (moving out of CIP and into the school operating budget) and enables us to create a testing fleet to support MCAS testing.

Town Human Resource expense transfer effective January 1, 2022 for Town and School Human Resource Functions.

The budget was presented to the Finance Committee on February 9th.

The Public Hearing will be held on March 17, 2022 at 7:00 PM.

The Preliminary APS Budget Book will be available the end of March.

Questions:

ESSER Funds: Are we repurposing FTE's for that support or hiring support? Response: *We are hiring personnel. Where does the funding for the support come from when grant monies run out? It's about building our own capacity. This person will spend 2 years to build our program and we will build our own internal capacity to maintain that. As the grants start to end we can determine if we need this 'person' in our budget or we at a point where we can sustain ourselves.*

Enrollment has declined and the School Department has done some restructuring similar to other districts. When enrollment comes back, will that restructuring built into this budget have us appropriately staged to meet the needs of students as the rebound in enrollment occurs? *Yes, based on our budgets, they will be looking at efficiencies and patterns in the numbers and looking at all of the positions and areas of support.*

Obligations: Question on the transition cost of \$343,754 for the full-day kindergarten (which is now offered at no cost).

In the summer of 2019, the School Committee came before the Select Board with a plan to eliminate Kindergarten tuition. At that time, the School Committee reduced the tuition every year for 4 years, by taking the funds in the revolving account and moving it into the operating budget. To eliminate tuition, they thought they would get a significant bump in Chapter 70 funding. However, the Student Opportunity Act went into effect that year and Andover became one of the 85% of districts whose funding went down to the minimum. Instead of using all of the remaining money in the revolving account to bring our tuition down to zero, we took a little out of the

operating budget each year. This \$3,475 is a continuation of this plan. It is a plan in a multi-year transition.

The Select Board and Finance Committee thanked Dr. Parvey for her excellent presentation.

III. Adjourn

At 7:51 PM Annie Gilbert moved that the Select Board adjourn from the Triboard Meeting. Motion seconded by Dick Howe. Roll call: A. Vispoli-Y, A. Gilbert-Y, D. Howe-Y. Motion passes 3-0.

On a motion by Tracey Spruce and seconded by Shannon Scully, the Andover School Committee voted to adjourn. Roll call: T. Spruce-Y, S. Scully-Y, L. Conoscenti -Y, S. McCready-Y. Motion passes 4-0.

On a motion by Kevin O'Handley and seconded by Paula Colby-Clements, the Finance Committee voted to adjourn. Roll call: Y. Cao-Y, K. O'Handley-Y, K. Russo-Y, P. McKay-Y, M. Logee-Y, P. Russo-Y, P. Colby-Clements-Y, J. Barry-Y. Motion passes 8-0.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary
Rev. 5.2.22