



ANDOVER SCHOOL COMMITTEE

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

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THURSDAY, NOVEMBER 18, 2021 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.**

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|---|----------------|
| I. School Committee Meeting – Call to Order | 6:00 PM |
| II. Executive Session | |
| <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 with unionized personnel, namely the Andover Administrators Association (AAA) Unit B, Andover Assistants, SEIU Local 888-School Custodians and Andover School Food Service, 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. Resume Regular Meeting | 7:00 PM |
| A. Call to Order/Moment of Silence/Salute to Flag | |
| B. Recognitions/Communications | I.O. |
| C. Public Input | |
| D. Response to Public Input | |
| E. Education | |
| 1. NEASC Update Presentation (AHS Principal, Caitlin Brown) | I.O. |
| 2. Schoology Update (Dir of Innovation, Steve Chinosi) | I.O. |
| 3. Student Petition Presentation (K Reusch) | A.R. |
| F. Continuing Business | |
| 1. FY23 Budget Assumptions Guidelines (2 nd Reading) | A.R. |
| 2. FY23 Budget Planning Calendar | I.O. |
| G. New Business | |
| 1. Financials | I.O. |
| H. Consent Agenda | A.R. |
| 1. Grants/Donations to District | |
| 2. SC Meeting Minutes: October 21, Nov. 4, 2021 | |
| I. 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.

The School Committee intends to hold in-person meetings when practical in accordance with evolving health and safety regulations. Members of the public who attend School Committee meetings in person must wear a mask in compliance with School Committee policy [EBCFA Face Coverings](#).

Andover Public Schools
FY23 Preliminary Budget Development Assumptions & Guidelines
School Committee Approved November 18, 2021

School Committee Priorities

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

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

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

School Committee Budget Assumptions

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

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

Budget Operating Guidelines: FTE Changes

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

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

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

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

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

Guidelines for Budget Requests

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

Level Service Budget

The **Level Service Budget** allows us to deliver a varied level of services to the schools from the approved FY2022 budget, including the current school programs, staffing, class sizes, and services as well as contractual increases, compliance requirements and enrollment that affect the level of services that we are delivering today. The level service budget includes:

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

Expenditures - Staff and Programs

- A. **Staff and Programs** – Budget for services with the understanding that we will consider equal-cost substitutions in the recommended budget with all assumptions clearly defined.
 - 1. **Classroom Teacher** – The district will budget new full-time teachers at M-8 on the FY2023 Salary Scale.
 - 2. **Instructional Assistant** – The district will budget new full-time teaching assistants at Step-1 on the assistant’s FY2023 salary schedule.
 - 3. Budget **contract settlements** for contracts under negotiation, including retroactive payments.

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4. **Student Services Summer Programs** –We anticipated increased costs for summer programming because teacher salaries, contracted services, and consultation fees continue to increase. The Office of Special Educational Programs (OSEP) and DESE require school districts to consider additional IEP services for special education students and recovery support services for all students pursuant to school closures caused by COVID-19. In addition, COVID-19 compensatory services must be considered for all students with special needs as well as other high-need students such as students who are homeless, in DCF custody, or learning English. This requirement has already increased the number of students participating in summer programming. It is anticipated these services will continue through the summer of 2021.

- B. **Legal mandates and high school accreditation requirements are met.** – This includes special education, Section 504 and ADA, English Language Learners, MA Ed Reform Act, Next Gen MCAS, NEASC and Educator Evaluation.

- C. **Professional staffing guidelines are met to address** class size policy, enrollment shifts, and legal needs.

- D. **Alternatives that will provide services in more cost-effective ways** (e.g. build more in-house capacity to avoid some special education out-of-district costs, reorganize current organizational structure; reduce energy consumption; explore less expensive means of purchasing some products, services, etc.).

- E. **Technology** – Budget for SPED adaptive technology is not included in the technology CIP. Technology and internet connectivity are a key component to the future of student learning.

- F. **Professional Development**-This work will be provided district-wide as recommended by the Assistant Superintendent for Teaching and Learning to support the implementation of high-quality professional development with the goal of improving teacher practice and student outcomes for teachers and administrators in 21st century learning environments. HQPD conforms to best practices in research, relates to educators' assignments and professional responsibilities, and conforms to the Massachusetts Standards for Professional Development. (<https://www.doe.mass.edu/pd/standards.html>)

- G. **Textbooks** – The district will fund any *replacement textbooks* (and those needed for enrollment shifts) through the school instruction accounts and/or lost book accounts. Funds for *new textbook adoptions* and the *conversion to digital text* subscriptions are included in the district textbook account. As of FY2020 the school department's operating budget absorbed all related textbook expenditures and, as such, will be included in the FY2023 operating budget.

- H. **General and Instructional Supplies** – General and Instructional Supply line items will be calculated to reflect the most current enrollment numbers and current costs.

- I. **Projected PK – 5 Consumables** – Using the most current enrollment numbers, administration will analyze projected consumable costs for such programs as “Foundations”, K-5 DIBELS, FOSS Science, and Math-In-Focus programs. Line item adjustments will be made as necessary for FY2023 projected costs e.g. change in student performance.

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

- A. **HS Athletics** –User fees for FY2023 will be set at \$450 per student with a family maximum of \$900; unless otherwise determined by the School Committee.
- B. **HS Parking Fees** –At the High School, estimated parking fee revenue will be budgeted at \$59,000. The parking fee will remain at \$200; unless otherwise determined by the School Committee.
- C. **MS Extra-curricular Activities** –On November 19, 2020 the School Committee approved an activity fee increase. The new rate is \$125 per student with a family maximum of \$250; unless otherwise determined by the School Committee.
- D. **Bus Transportation Fees** -Budget bus transportation fee at \$300 with a family maximum of \$600; unless otherwise determined by the School Committee.

Contractual Obligations – Transportation

- A. **Regular Education Transportation** - In June of 2019 the district awarded a new three-year transportation contract with a two-year option to extend. The FY2023 regular education transportation budget will be based upon that contract, with approval of the School Committee, to exercise year one of a two-year option to extend.
- B. **McKinney-Vento Homeless Act** - Over the past few years the cost to transport homeless students has approach or exceeded \$40,000. For example, the FY2018 approved budget was \$18,000 while actual expenses were \$41,460. In FY2019 the approved budget was \$40,000 while actual cost was \$62,799. For FY2020 the approved budget was \$40,000 and actual costs were \$33,833. For FY2021 the approved budget was \$65,000 and the actual expense was \$14,550. Based on the historical costs and uncertainty of this line item the recommendation is to continue to fund Homeless transportation at \$65,000.
- C. **Foster Care Students - Every Student Succeeds Act (ESSA)** - In a memorandum dated January 18, 2018, the Commissioner of Education provided an update on Massachusetts' efforts to ensure educational access and stability for children in foster care as required by the Federal Every Student Succeeds Act (ESSA) and the 2008 Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act). During the 2016 - 2017 school year, school districts, ESE, and DCF began establishing policies and procedures to implement the law. The goal is to help school districts implement ESSA provisions during the 2017-2018 school year by providing joint guidance that supplements the US Department of Education's Non-Regulatory Guidance. During the FY2020 school year we incurred an unbudgeted expense of \$12,496 related to Foster Care transportation. In FY2021 the District created a new account for Foster Care Transportation and funded the account at \$20,000. Prior to the establishment of the account, transportation of foster care students was funded out of the regular transportation budget. The FY2023 recommendation is to continue funding this line item at \$20,000.

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- D. **Special Education Out-of-District & Summer Transportation** - In 2019 we publicly bid transportation for SPED Out-of-District and summer transportation. The FY2023 SPED Out-of-District & Summer Transportation budget will be based upon that contract, with approval of the School Committee, to exercise year one of a two-year option to extend
- E. **Special Education In-District & Summer Transportation** - In 2019 we publicly bid transportation for SPED In-District and summer transportation. The term of this contract was negotiated as a five-year agreement. When determining the FY2023 transportation costs, it will be based upon the year four rates.
- F. **Extracurricular, Field Trips and Athletic Transportation** - In June of 2019 the district awarded a new three-year transportation contract with a two-year option to extend. The FY2023 budget for Extracurricular, Field Trips and Athletic transportation will be based upon that contract, with approval of the School Committee, to exercise year one of a two-year option to extend.

Contractual Obligations – FY23 Salary Projections

- A. **Collective bargaining contracts**- As of November 1, 2021, successor collective bargaining agreements (CBAs) are under active negotiations for employees in the Administrators, Custodians, Food Services, and Instructional Assistants unions. Personnel expenses will be budgeted to include a reasonable pay increase for these employees in FY2023, as determined by School Committee bargaining strategy. Personnel costs for Teachers, Occupational and Physical Therapists, RNs, and Administrative Assistants will be budgeted in accordance with their current CBAs; bargaining agreements will be budgeted at a reasonable increase plus retroactive payments.
- B. **Individual contracts** - A modest increase will be built into the budget for these individual positions.
- C. **Substitute Teacher Pay** - As approved by the School Committee for the 2022-2023 school year the rates budgeted shall be:
- Substitute Teachers who are retired Andover Teachers, the rate is \$115/day
 - Substitute Teachers who have a minimum of a bachelor's degree, the rate is \$100/Day
 - Substitute teachers who have not completed a bachelor's degree, the rate is \$85/Day
 - If the district employs building-based substitute teachers, the rate is \$125/day.
- D. **Substitute Nurse Pay** - In an attempt to be more competitive with industry pay scales, the nursing department has increased the substitute nurse pay for RN's to \$200/day effective August 2019.
- a. Substitute RN's working less than 4 hours would be paid \$100 for the shift.
 - b. Substitute health assistant paid \$115/day.

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Fixed Costs: Utilities

- A. **Natural Gas** – In consultation with Plant & Facilities the FY2023 natural gas budget for all schools will reflect a 5% increase over FY2022.
- B. **Oil/Generator Fuel** – In consultation with Plant & Facilities the FY2023 oil/generator fuel budget for all schools will reflect a 2% increase over FY2022.
- C. **Electricity** – In consultation with Plant & Facilities the FY2023 electricity budget for all schools will reflect a 2% increase over FY2022.

Custodial Supplies & Materials

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

Unfunded Mandates –

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

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

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

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Revenue Items

- A. **State Aid: Chapter 70**- FY2022 Chapter 70 revenue is \$11,837,131, an increase of \$186,840 over FY2021. The Governor is expected to release his FY2023 proposal on January 26, 2022.

- B. **State Aid: SPED Circuit Breaker** - The final Circuit Breaker (CB) reimbursement for FY2021 and FY2022 totaled \$2,463,497 and \$2,449,611 respectively. It's important to note that in addition to reimbursement for SPED instruction and tuition expenses, the total reimbursement included SPED transportation reimbursement in the amount of \$157,323. During the month of December 2021, it is anticipated that DESE will publish the FY2023 reimbursement based upon a 75% reimbursement rate.

Tuition Based Programs

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

- B. **Early Childhood Tuition: Preschool Peer Partner** – For FY2023 the per student tuition will be set at:
 - a. 5 days \$5,265 FD/\$4,265 HD
 - b. 4 days \$4,538 FD/\$3,538 HD
 - c. 3 days \$4,115 FD/\$3,115 HD
 - d. 2 days \$2,350 HD/ FD not an option unless otherwise approved by the School Committee.

Andover Public Schools
FY2023 Operating Budget Planning Calendar for the Fiscal Year Ending June 30, 2022
NB - Dates subject to change

2021	Actions
July - September	Begin work on FY2023-FY2027 CIP Requests/ Asst. Super. Meets with principals/Supt. as needed
July 15, 2021	Finance Director issued CIP forms
September 10	APS CIP Due to Budget & Finance Director
September 16- 7 pm	SC Business Meeting-Review CIP Requests
October 7 (10:00 am-2:00 pm)	Review of CIP Requests with Town Manager- Schools -Super and Assistant-Robb Center
October 21- 7 pm	SC Business Meeting
November 4- 7 pm	SC Business Meeting- Review draft assumptions and budget planning calendar
November 5	TM Releases Recommended FY2023 CIP
November 7	Supt/Asst. Supt "Budget Kickoff" Meeting with SAT-
November 8	TM Issues FY2023 Operating Budget Request Form & Instructions
November ???	Superintendent & Assistant Superintendents meet w/individual LT members to review school budget requests
November 15	FY2023 CIP Public Hearing-Town Mgr. & BOS
November 18- 7 pm	SC Business Meeting
December 2- 7 pm	SC Business Meeting
December 8	Tri-Board Meeting to review CIP, POB/West Elementary Borrowing
December 16- 7 pm	SC Business Meeting
December 31	FY2023 Operating Town Budget Requests submitted to Town Manager
2022	Actions
January 6- 7 pm	SC Business Meeting
January 7	Town/School sponsored Warrant Articles submitted to Town Manager
January TBD- 7 pm	SC Business Meeting/Budget Meeting(s)
January 20- 7 pm	SC Business Meeting
January 21	SC FY2023 Budget Submitted to TM
January 21	Town Meeting Warrant Closes
February 3- 7 pm	SC Business Meeting
February 4	Town Manager's Recommended Budget Released
February 17- 7 pm	SC Business Meeting
March 3- 7 pm	SC Business Meeting/Public Hearing/FY2023 Budget vote
March 9	School FY2023 Operating Budget Presentation to Tri-Board
March 17	SC Business Meeting
March 22	Annual Town Election

Andover School Committee
Minutes of Thursday, October 21, 2021
Virtual Meeting

Participants from the School Committee: Susan McCready, Tracey Spruce, Paul Murphy, Shannon Scully, Lauren Conoscenti teleconferenced in.

Others in Attendance: Superintendent Parvey, Asst. Superintendent Sara Stetson, Asst. Superintendent, Julie Riley, Business Manager, Paul Szymanski, and AHS Student Liaison Justin Jin.

I. Regular Meeting

Call to Order/Moment of Silence

Chairperson McCready called to order the meeting at 6:00 PM and the Committee immediately voted to meet in Executive Session. The Regular SC Meeting will be broadcast by Andover TV and on Comcast Channel 99, Verizon Channel 43 or streamed: www.andovertv.org.

Public Participation via email: scremote@andoverma.us

II. School Committee Meeting: Open Session/Call to Order

At 6:03 PM Tracey Spruce moved 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 with unionized personnel, namely the Andover Administrators Association (AAA), Andover Assistants, SEIU, Local 888-School Custodians and Andover School Food Service, Occupational and Physical Therapists Association, and the Andover Education Association (AEA) Unit A, because an open session may have a detrimental effect on the bargaining position of the Committee. The motion was seconded by Paul Murphy. The Committee will reconvene in regular session at approximately 7:00 PM.

III. Regular Meeting Resumed at 7:05 PM

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

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

The Chair provided information on public input procedures.

B. Recognitions/Communications

Dr. Parvey joined staff and students at a roundtable discussion with DESE to introduce student's voice into what makes a great teacher. The Superintendent also attended the ACE Scarecrow event in Downton Andover on Saturday and congratulated Andona on a successful Clown Town.

Dr. Riley thanked the students they met this week as they learned about the teacher/student rubrics providing a lot of information on students and how we can best support families.

On behalf of AHS, Justin Jin reported that the Student Government is sending out a survey to students on the status of masks break. They will also be running a sock drive with Lazarus House.

Lauren Conoscenti announced that the first Informal School SC Informal Forum will be held on Friday, November 5th at 9:30 AM at MHL in the Memorial Hall.

Susan McCready reported that Lauren Conoscenti will serve as the School Committee's Liaison to the Town of Andover's Diversity, Equity, and Inclusion Commission (DEI).

Busing will be an agenda item for the November 4th School Committee Meeting. Susan McCready and Tracey Spruce attended the West Elementary/Shawsheen Pre-School Building Committee on Tuesday night. A presentation on the Detail Design Package was shown that will be submitted to MSBA.

C. Public Input

Several APS Instructional Assistants (IAs) spoke on behalf of the district's 240 IAs. They presented a petition asking for the School Committee to return to the bargaining table. Their role has changed over the years and they want to be recognized for what they do.

D. Response to Public Input

Shannon Scully reported on the negotiating process that transpired, which included nine negotiating sessions. It became clear in spring 2021 that a state mediator would be needed to put a successor bargaining agreement in place by June 30th. If we did not reach a conclusion by June 30th, we could not offer retroactive pay. The last week before the fiscal year closed, we asked the IA Leadership to bring our offer to a full vote, and they would not do that. After five mediation sessions this summer, the state mediator reached the conclusion that the conversations were not productive and advanced us to fact finding.

E. Education

1. Onsite DESE Comprehensive District Accountability Review

Dr. Riley reported on the District Comprehensive Accountability Review that DESE will be conducting in Andover. DESE will focus on six standards of effective practice including leadership, governance, curriculum and instruction. The review will also include looking at how we use data in the system. A student support review will include district practices for safe and supportive school climate and cultures, access, equity and engagement and also a family and community partnership review. Additionally, they will conduct a Financial and Asset and Management Review and a Professional Development review that will include protocols and practices of infrastructure, recruitment, hiring, supervision, evaluation and educator development.

2. Field Trip: AHS Annual Model United Nations Meeting

Tracey Spruce moved that the Andover School Committee vote to approve the proposed extracurricular trip for AHS students to attend Model UN Conference in Boston on January 27-January 30, 2022 as presented and in accordance with the provisions set forth in the Andover School Committee Policy entitled "APS School-sponsored Trip and Student Travel Policy". Motion seconded by Paul Murphy. Roll call: S. Scully-Y, L. Conoscenti-Y, T. Spruce-Y, P. Murphy-Y, S. McCready-Y. Motion passes 5-0.

F. Continuing Business

1. COVID Protocols Update

Director of Nursing, Rita Casper and Director of Health, Tom Carbone provided an update on Covid-19 specifically the mask policy. On August 16th, the School Committee voted to implement a policy requiring all to wear masks in school buildings. Schools reopened for the 2021-2022 school year with decreased distancing in classrooms and 85% of students at the high school are

vaccinated. The overall number of positive cases remains low in the district. Transmission has been minimal in schools; most transmissions occur in households or within the community. If masks are removed, the district will potentially see an increase in quarantines and testing, this will result in an increase in the nurse workload and impact time on learning.

Tom Carbone reported that the Board of Health thought it would be prudent to continue masking through the holidays.

2. Superintendent Goals (first reading)

Dr. Parvey presented her Superintendent Draft Goals to the Committee. She talked about her goals that align with the goals set by DESE and the needs of the District. One of the first goals is her own professional practice in the New Superintendents Mentoring Program. Part of her first year in transition is to learn about the community and what is important to them. She will be gathering information to develop strategic plans for the District in late spring/summer of 2023.

Goal 1: Professional practice goal participating in a 3-year program for new superintendents in Massachusetts and involves having a coach who comes on site and observes different activities led by the Superintendent.

Goal 2: Effective Entry Plan and Direction Setting

Goal 3: Maintaining momentum during transition and being able to maximize the vehicles that are in place and thinking about those things that we prioritize; communication, trust, and engagements and develop an actual communication plan.

Goal 4: Recruitment and retention of quality staff and making we are meeting the needs of staff.

Student Learning Goal : Thorough and Thoughtful Data Analysis: To ensure that each student reaches proficiency, educators and monitoring of student progress diagnostically and plan instruction after thorough and thoughtful data analysis.

The School Committee provided comment and thanked Dr. Parvey for putting forward her goals.

5. APS School Calendar – Second Reading

Per SC Policy, next year's school calendar must be approved by November 1st. The first reading of the school calendar was discussed at the October 7th SC Meeting. The Committee discussed the suggestion to change the October 'Columbus Day' Holiday as Fall Recess for the purposes of this calendar.

Shannon Scully moved that the School Calendar refer to the Monday Holiday in October as Fall Recess. Motion seconded by Tracey Spruce.

Motion passes 5-0.

Shannon Scully moved that the Andover School Committee vote to approve the APS Calendar for the School Year 2022-2023 as presented and amended. Motion seconded by Lauren Conoscenti. Roll call: P. Murphy-Y, T. Spruce-Y, L. Conoscenti-Y, S. Scully-Y, S. McCready-Y. Motion passes 5-0.

G. New Business:

1. Andover Educational Secretaries Association (AESA) Contract Agreement

Human Resource Director, Jessica Porter reported on the agreement with the Andover Education Secretarial Association. A 3-year agreement was reached with some small changes to language, the bulk of the agreement was to implement a new salary table as a result of a reclassification plan. The agreement was ratified by the Secretaries Association.

Tracey Spruce moved that the Andover School Committee vote to approve the Memorandum of Agreement with the Andover Educational Secretaries Association (AESA) for a three-year agreement. The motion was seconded by Paul Murphy. Roll call: P. Murphy-Y, T. Spruce-Y, L. Conoscenti-Y, S. Scully-Y, S. McCready-Y. Motion passes 5-0.

2. School Committee/Superintendent Operating Protocols (First Reading)

As discussed during the Committee's retreat with Dr. Parvey, a draft document on the School Committee and Superintendent's Operating Protocols, based on MASC's template and other district's protocol documents, was developed and shared with the School Committee. The Committee provided input to the draft document.

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

1. **Grants/Donations to District:** Two grants
 - a. AHS from Andover Local Musical Association \$3,100.00.
 - b. ACE for Grade 5 at Sanborn for a collaborative clay sculpture \$2,151.00.
2. SC Meeting Minutes: there are no minutes for this meeting.

Paul Murphy moved that the Andover School Committee vote to approve the Consent Agenda as presented. The motion was seconded by Tracey Spruce. Roll call: T. Spruce-Y, S. Scully-Y, P. Murphy-Y, T. L. Conoscenti-Y, S. McCready-Y. Motion passes 5-0.

I. Adjournment

At 9:35 PM Paul Murphy moved to adjourn the School Committee Meeting of October 21, 2021. Motion Seconded by Shannon Scully. Roll call: L. Conoscenti-Y, T. Spruce-Y, S. Scully-Y, P. Murphy-Y, , S. McCready-Y. Motion passes 5-0.

Respectfully submitted,
Dee DeLorenzo
Recording Secretary

Andover School Committee
Thursday, November 4, 2021
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, Assistant Superintendent Dr. Sara Stetson, Business Manager Paul Szymanski, and AHS Liaison Justin Jin.

I. **Regular Meeting**

A. **Call to Order**

Chairperson McCready called to order the meeting of the Andover School Committee at 6:00 PM and the Committee immediately voted to meet in Executive Session. The Regular School Committee Meeting will be broadcast by Andover TV and on Comcast Channel 99, Verizon Channel 43 or streamed: www.andovertv.org.

II. **Executive Session:**

Lauren Conoscenti moved for the School Committee 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 with unionized personnel, namely the Andover Administrators Association (AAA) Unit B, Andover Assistants, SEIU Local 888-School Custodians and Andover School Food Service, Occupational and Physical Therapists Association, 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 7:00 PM. The motion was seconded by Paul Murphy. Motion passes 5-0.

III. **Regular Meeting resumed at 7:00 PM**

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

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

B. **Recognitions/Communications**

Dr. Parvey, using a new format for her Superintendent's Report recognitions and communications, shared that she visited several schools week, attended the National Honor Society Student Induction Ceremony last night at the Collins Center and provided updates on Administrative meetings and Professional Development held this week. Dr. Parvey plans to resume Superintendent Office Hours beginning on December 1st at 6:00 PM in the School Committee Room.

Communication Director Nicole Kieser reported that Andover High School has been chosen by DESE to be featured in an upcoming advertising campaign. The theme of the campaign is "We're More than Ready". The commercial will air in January on local media outlets, movie theatre previews, targeted website ads, and tv commercials.

Julie Riley also attended the National Honor Society Student Induction Ceremony. It was very touching that the students thanked their teachers for their support.

Justin Jin, reported on the AHS Student Government body and results of a survey on masking. The students want to see more masks breaks and to not use the lunch break as a mask break. They are still waiting for more data.

Lauren Conoscenti said the first School Committee Informal Forum will be held on Friday, November 5th at 9:30 AM at Memorial Hall Library. Lauren attended the DEI Commission Meeting on Monday night. There are openings for community members to get involved, those interested should contact Jemma Lambert, Director of Community Services.

Shannon Scully congratulated the AHS Marching Band who won a gold medal at the Marching Band Competition last Sunday.

Tracey Spruce shared that the Andover High School Theatre for the Arts will be performing "Mama Mia" at the Collins Center from November 18 through November 24. Tickets are available on the Andover High School Theatre for the Arts website.

Susan McCready recognized Brian Shea, AHS Advisor to the National Honor Society and congratulated the students who performed at the Induction Ceremony. Additionally, she congratulated the Andover Girls' Soccer Team and the Andover Girls' Swim and Dive Team on winning the Merrimack Valley Championship. Susan reminded the Committee that a Triboard meeting will be held on December 8th to review the CIP and Pension Obligation Bonds.

C. Public Input - None

D. Response to Public Input

E. Education To be Rescheduled

1. **NEASC Accreditation Update Presentation (Caitlin Brown, AHS Principal)**

F. **Continuing Business**

1. Superintendent Goals (2nd Reading)

Dr. Parvey has revised her Superintendent Goals based on Committee input and discussion at the October 21st School Committee Meeting. She shared the changes to the goals with the Committee.

Tracey Spruce moved that the Andover School Committee vote to approve the Superintendent Goals for the 2021-2022 School Year as presented. Motion seconded by Lauren Conoscenti. Motion passes 5-0.

2. School Committee/Superintendent Operating Protocols (2nd Reading)

Recently, the School Committee and Superintendent created an Operating Protocols Document. The document language has been edited and presented and now awaits approval of the School Committee.

Lauren Conoscenti moved that the Andover School Committee vote to approve the School Committee/Superintendent Operating Protocols for the 2021-2022 School Year as presented. Motion seconded by Tracey Spruce. Motion passes 5-0.

3. Capital Improvement Projects Update

Janet Nicosia, Director of Plant & Facilities, reviewed the final reiteration of the CIP Articles for the Andover Schools which reflects looking at the budget with the Town Manager, updates to P&F CIP articles for the schools, and to answer any Committee questions on the final version of the CIP. Paul Szymanski, along with information from Paul Puzanghera, provided updates to the IT CIP articles.

		<u>\$ Recommended</u>	<u>\$ Amended</u>
SCH 1	School Wide Maintenance Projects	\$870,000	No Change
SCH 2	School Projects by Building	\$741,500	\$401,500
SCH 5	Major School Projects	\$2.8M	\$1.6M
FAC 3	Town and School Security Projects	\$150,000	\$100,000
FAC 7	Town/School Energy Initiatives	\$90,000	No change
IT 1	Staff Device Refresh	\$379,363	No change
IT 2	Student Device Refresh	\$619,084	\$436,477
IT 3	Platform and Infrastructure Upgrades	\$779,500	\$454,500

The Committee discussed projects for Doherty Middle School that are not going to be done at this time. Other projects under FAC 7 are being moved out a year and/or applying for community grants. The Committee agreed that there a few long-term topics that need to be further discussed.

Shannon Scully moved that the Andover School Committee vote to approve the CIP Projects as presented. Motion seconded by Paul Murphy. Motion passes: 5-0.

G. New Business

1. District Transportation Analysis/Discussion

Dr. Parvey reported on her meeting with representatives from Trombly Bus Company this week to discuss transportation issues. Our Transportation Department and School Administrators have been sending out streamlined communications and text messaging notifications to families. They are holding bi-weekly calls with Trombly to address large scale challenges and multiple calls/emails each day to troubleshoot real time operations. Trombly continues to struggle with hiring and retention of drivers and are using substitute drivers who are not aware of Andover’s routes and they have had limited dispatch support or communication during driver shortages.

APS will have has access to Trombly’s GPS System which will allow us to see where buses are located to increase efficiency and communication. They will also create an APS route handbook for all drivers to use and will make filling driver positions for afternoon Bus #19 a priority. Andover’s contract with Trombly is for 38 large buses but the available buses depend on the number of drivers. Currently, Trombly uses only 36buses for Andover routes.

Trombly has assured us there will be a credit /refund for all routes that have not had a dedicated bus this year. APS will work with the Andover Police Department to review traffic patterns at AHS to determine if changes are needed to keep buses free to move in/out quicker. Trombly has offered the District the opportunity to pilot their software "Where's My Bus?" that will allow families to view real-time updates on where the bus is located. A pilot test will be conducted before Thanksgiving. If accepted, the software can be implemented by January 2022 for those who opt in.

2. Authorization of Student Activities Accounts

Paul Szymanski reported on the changes to the Student Activities Accounts with more detail as recommended by the School Auditors.

a. All school checking account limits

Paul Murphy moved that the Andover School Committee voted to approve all Student Activity Account limits for FY-2022 as presented by the Business Office.

Motion seconded by Lauren Conoscenti. Motion passes 5-0.

b. All school accounts listing

Paul Murphy moved that the Andover School Committee vote to approve all student activity account descriptions for FY-2022 as presented by the Business Office.

Motion seconded by Lauren Conoscenti. Motion passes 5-0.

c. Inactive Student Activity Accounts

Paul Murphy moved that the Andover School Committee vote to approve the FY-2022 Transfer of Funds from Inactive Student Activity Accounts to accounts designated by the respective principal for: High Plain Elementary School, West Elementary School, Doherty Middle School, West Middle School, and Andover High School as presented by the Business Office. Motion seconded by Tracey Spruce. Motion passes 5-0.

3. Draft Budget Assumptions Guidelines

Paul Szymanski has submitted a draft of the budget assumption guidelines for this year's budget process and shared with the Committee various aspects of the assumptions. He is available to answer any questions that the Committee may have.

The Committee provided comment and edits on the document.

4. Draft Budget Planning Calendar

Paul Szymanski provided the Committee an opportunity to review the budget planning calendar based on the Town's Budget Calendar Guidelines. The FY-2023 School Committee Budget is to be submitted to the Town Manager on January 21, 2022.

5. Occupational and Physical Therapists Association Contract Agreement

Paul Murphy reported on the OP/PT Contract that has been agreed to and that the OT/PT Association has requested to become apart of Unit A, thus reducing the number of bargaining units. The OP/PT Association voted to accrete from their unit.

Paul Murphy moved that the Andover School Committee vote to approve the October 14, 2021, Memorandum of Agreement between and among the Andover School Committee, the Andover Occupational and Physical Therapists Association, and the Andover Education

Association Unit A, accreting the Andover Occupational and Physical Therapists into the Andover Education Association Unit A. Motion seconded by Lauren Conoscenti. Motion passes 4-1. Shannon Scully opposed.

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

1. Grants/Donations to District - None

2. SC Meeting Minutes: October 7th SC Meeting Minutes.

Paul Murphy moved that the Andover School Committee vote to approve the Consent Agenda as presented. Motion seconded by Tracey Spruce.

Motion passes 5-0.

I. Adjournment

At 9:00 P.M. on a motion by Paul Murphy and seconded by Lauren Conoscenti, the Andover School Committee voted 5-0 to adjourn the meeting of Thursday, November 4, 2021.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary