

North Andover School Committee

Date: July 23, 2009
Place: 1600 Osgood Landing, Customer Conference Center
Present: Members Allen, Burzlaff, Limpert, Nobile, and Rhoton. Also present Superintendent Hottel, Assistant Superintendent Hutchinson, Business Manager Mealey, and Irwin Blumer.

Call to Order

Senior Member Allen called the meeting to order at 9:05 a.m.

School Committee Reorganization

Ms. Allen called for nominations for Chair.

Mr. Nobile nominated Mr. Limpert for Chair, Ms. Burzlaff seconded the nomination. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Chair Limpert called for nominations for Vice Chair.

Mr. Nobile nominated Ms. Allen for Vice Chair. Ms. Burzlaff seconded the nomination. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Chair Limpert called for nominations for Secretary.

Ms. Allen nominated Ms. Rhoton for secretary. Mr. Nobile seconded the nomination. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Executive Session

At 9:15 a.m. Ms. Allen moved to enter executive session for the purpose of discussing collective bargaining, to return to regular session in approximately 20 minutes. Mr. Nobile seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Call Back to Order

At 9:40 a.m. Chair Limpert called the meeting back to order. Chair Limpert asked that the minutes reflect that although invited to attend the meeting to participate in the discussion and vote on the cafeteria contract, Selectman Nardella was not present.

Cafeteria Contract

Ms. Allen moved to accept the one year contract for cafeteria workers for 2008-2009 as presented. Ms. Rhoton seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Superintendent's Contract

Mr. Nobile moved to amend Superintendent Hottel's employment contract for 2009-2012 to include the provision as presented which provides money for health insurance. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Chair Limpert asked that Mr. Mealey notify the Town Manager of the contract change.

Dr. Blumer gave a brief overview of his experience and began a discussion on the importance of communicating effectively and operating as a team to accomplish goals. He encouraged the two new school committee members to take advantage of MASC training if they had not already done so.

Superintendent Hottel discussed his transition plan, goals and expectations and distributed the list of questions that would be asked during interviews. He stated that he had already started to meet with people and that at each meeting he asks the person being interviewed to recommend five people he should meet with to help him understand the culture and needs of North Andover. At the first School Committee meeting in October Superintendent Hottel plans to provide a report on his interviews. Superintendent Hottel and the Committee discussed communication, website use, growth model for student assessment, and ways the Committee could assist in the transition process.

The Committee discussed a possible media day for Superintendent Hottel. After discussion, it was the consensus of the Committee that Superintendent Hottel, Mr. Mealey and Dr. Hutchinson would meet to discuss options for an introduction to the community meeting and get back to the School Committee with recommendations.

Dr. Blumer reviewed the roles of the School Committee as a committee and as individuals. The Committee discussed ways to ensure that communication is smooth between the committee and the staff and the committee and other town boards. The committee discussed concerns about communication during negotiations. It was agreed the Superintendent Hottel would meet with labor council to discuss negotiation communication issues.

Dr. Blumer reviewed the role of the chair and vice chair.

The Committee discussed public comment at meetings. It was agreed that Mr. Mealey would provide the Committee with a copy of Nashua's public comment sign in sheet and rules. The Committee members discussed the importance of hearing constituents' concerns. The Committee agreed that public comment issues should not turn into a debate at the meeting but rather should be heard and referred to the superintendent or to a future agenda if appropriate.

The Committee discussed the importance of receiving information from the administration in a timely, organized manner, the importance of transparency and of being notified of issues as soon as possible. If one member receives information from the administration all members should receive the information.

Dr. Blumer discussed the difference between communicating with principals, teachers and staff as a parent and as a committee member. Superintendent Hottel stated that members of the school committee were welcome to attend the afternoon session on the second day of the administrative retreat.

At 12:15 p.m. Chair Limpert stated that the Committee would break and return at 1:00 p.m.

At 1:05 the meeting resumed.

The Committee discussed the budget process, the budget communication group, and the role that the FinCom and Board of Selectmen play in the process. The Committee also discussed the role school councils should play in the budget process and the fact that school improvement and district improvement plans should tie to the budget. Superintendent Hottel stated that he would meet with the principals and would discuss having the school councils become more involved in the budget process. The Committee discussed the possibility of having a meeting with the school council presidents. They discussed the different ways to get the message out to the community on what the district needs to move forward. The Committee discussed the need for the structure and format of school improvement plans to be consistent across the district.

The Committee discussed goals. It was suggested that each committee member send two goals to Chair Limpert, he will compile the goals and the committee will discuss at a future meeting. It was suggested that Superintendent Hottel draft instruction goals and swot analysis for review by the Committee. The Committee discussed the need to have a sense of urgency to the goals. After discussion it was the consensus of the Committee that additional working sessions dedicated to specific topics be scheduled each month.

Chair Limpert discussed the need to have a process for the work of all subcommittees to make efficient use of time. The Committee discussed the importance of each subcommittee having a mission and a timeline. After discussion, it was the consensus of the Committee that Superintendent Hottel request that the PTOs provide information to the school calendar subcommittee from other communities regarding their school calendars and start times. The Committee also discussed members attending more PTO meetings at the schools and requesting that PTOs planning to make technology purchases do so at the end of the year and that they be consistent across the district.

The Committee discussed the superintendent evaluation tool and process. It was agreed that Ms. Allen would do further work on the evaluation tool and look at possibly revising the timeline for this year.

The Committee agreed to hold a working session on Thursday, August 20th to discuss mission and goals and subcommittee charges and timelines.

At 3:45 p.m. Ms. Allen moved to adjourn. Mr. Nobile seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.