

North Andover School Committee

DATE: August 20, 2009

LOCATION: Town Hall

PRESENT: Members Allen, Burzlaff, Limpert, Nobile and Rhoton. Also present were Superintendent Hottel, Assistant Superintendent Hutchinson and Business Manager Mealey.

Call to Order

At 6:00 p.m. Chair Limpert called the meeting to order.

Public Comment

There was no public comment.

Chairman's Report

Chair Limpert discussed the school administration leadership meeting he attended. He asked that the notes from the meeting be shared with the Committee.

Chair Limpert discussed the foundation funding workshop he and Vice Chair Allen attended run by Mark Abrams of Better Gov. He informed the Committee that one of the items discussed at the workshop was the fact that the district receives \$1,200 per student on free and reduced lunch and that North Andover has a large drop from elementary school to middle school in the percentage of students on free and reduced lunch. The Committee discussed different ways to encourage older students to apply for free and reduced lunch. Superintendent Hottel stated that Mr. Mealey and Ms. Murphy are working on this issue.

Chair Limpert discussed the ways Superintendent Hottel is planning to make himself better known in the community including a televised interview on local cable which could also run on the school district website. Superintendent Hottel stated that he had met with Brian Fraser of CAM and discussed, in addition to the cable interview, the possibility of filming leadership roundtables. Superintendent Hottel stated that he had extended an invitation to Crystal Bozek of the Eagle Tribune and Renee Buckley of the North Andover Citizen to interview him for the show. Superintendent Hottel stated that he is planning to hold a meeting during the week of September 21 at the high school to introduce himself and the other new administrators to the community. In addition, Superintendent Hottel stated that he will be attending open houses and PTO meetings.

Chair Limpert stated that he is planning a meeting of the Tri-Board Leadership (formally the Budget Communications Committee). He stated that eventually he would like the Leadership Board to include the three chairmen, three vice chairmen, town manager and superintendent. He stated he felt it is important for the three boards to begin working together early in the budget season and continue bridge building among the boards. The Committee discussed the importance of being able to show the community that the Committee is serious about working on ways to save money especially in special education areas. Mr. Limpert stated that the Committee will need to work on budget directives for the superintendent early in

September. He stated that his initial thought is to go into budget season assuming we will receive no more money than we did this year and we have to be creative to make it work with built in escalators and negotiations.

Chair Limpert stated that some members of the Committee had come to him to discuss public comment as well as content of meetings. After discussion regarding public comment and the importance of the public being heard at School Committee meetings, it was the consensus of the Committee that the process for public comment be changed as follows:

- Public comment on items on the agenda will be at the beginning of the meeting
- Public comment on items not on the agenda or additional comments about items on the agenda will be held at the end of the meeting. If the Chair is aware of a large number of people in the audience who wish to comment on an item not on the agenda, he could ask for a motion to take items out of order to allow the group to be heard at the beginning of the meeting.
- Public comment is meant to be comments from the public and not a debate.
- At the end of the meeting the Chair will ask each member if they have any “other comments”.
- If a member wants to respond to a statement or question asked during public comment they may do so under “other comments”.

The Committee discussed ways to publicize the new public comment process including providing the information at each meeting and posting on the website and the cable education channel.

Chair Limpert stated that he had also heard from the public that they would like to see more debate on topics at meetings. He suggested that perhaps each agenda should include one substantive item for discussion. The Committee discussed the possibility of once each month or quarterly having a mini workshop during a school committee meeting to discuss a specific topic such as equity among schools or an update on the high school schedule and to include administrators in the workshop.

Chair Limpert stated that he would like the administration to get information out to the public about what AYP is and what it means for North Andover Schools prior to the release of AYP information in mid-September.

Superintendent Hottel stated that AYP results are embargoed but that the administration could get general information out to the public to educate them about AYP. Assistant Superintendent Hutchinson stated that Thomson families would need to be notified that they are eligible to participate in school choice under NCLB prior to the start of the school year if Thomson does not make AYP even though they had already been notified of their option of choice based on last year’s AYP results.

Superintendent Report

Superintendent Hottel stated that the administration would like to have parent email addresses for the newsletter and he plans to send out a school messenger message to all parents notifying them that the administration would be sending out a test email and instructing them how to sign up if they did not receive the test email.

Superintendent Hottel discussed the latest enrollment numbers at the elementary schools including areas of concern such as Kittredge's 4th grade class size average of 27.5. In response to a question from the Committee, Assistant Superintendent Hutchinson stated that in the past we have not prohibited people who move in to the district from attending their assigned school due to class size, but he will check to see if there is a policy relating to this issue. Mr. Nobile suggested that the district get the word out that enrollment is increasing and we may need to add classes and teachers next fiscal year.

Superintendent Hottel stated that he, Mike Motherway and Matt Killen had met with the PTO presidents to discuss the district and school websites.

Goals

The Committee discussed the need for School Committee goals, school system goals and budget goals. Dr. Hutchinson distributed the draft mission statement and the four goal setting categories that were agreed upon at the leadership retreat. He gave examples of specific goals that could be included in the categories. He stated that the timeline is to have a district improvement plan by the end of October/November so principals can work with school councils on school improvement plans for 2010-2011 during the winter and spring. There was discussion about the need to have general goals which include specific and measurable subgoals. Chair Limpert shared his goals with the Committee. He asked that Committee members forward their goals to him and he will compile the information.

Minutes

Ms. Allen stated that the minutes of July 23rd included a statement that she agreed to look at the evaluation tool and revising the evaluation timeline for this year. She questioned whether she actually agreed to do this. After discussion, there was no recommended change to the minutes.

Mr. Nobile moved to approve the minutes of June 4, 2009, June 18, 2009 and July 23, 2009. Ms. Allen seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

September Agendas

After discussion regarding the timeline for policy approval, it was agreed that the agenda for September 3rd would include a first reading for sections G through L. The September 17th agenda would include a second reading and an opportunity for public comment on all sections prior to voting the policies on October 2nd.

Chair Limpert stated that by September 17th he would like to have written descriptions for the work of each subcommittee. He reminded the Committee that all subcommittee meetings need to be posted meetings and minutes taken. He stated that because of the heavy work load of committee members he would consider adding members of the public to the subcommittees so they could assist the subcommittee achieve the goal. Chair Limpert stated that with no objection from the Committee he would add his name to the curriculum subcommittee, there was no objection. The committee discussed changing the policy prohibiting them from having standing subcommittees. Chair Limpert introduced Mr. Klose who had served on the superintendent search committee.

Chair Limpert informed the Committee that Superintendent Hottel had met with Attorney Fraser and would meet with the Town Manager to clarify the role of the participants at negotiation meetings and the change in the make up of the negotiation subcommittee.

Adjourn

At 8:15 p.m. Ms. Burzlaff moved to adjourn. Mr. Nobile seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile, Ms. Rhoton.