

North Andover School Committee

Date: September 3, 2009

Present: Members Allen, Burzlaff, Limpert, Nobile and Rhoton. Also present Superintendent Hottel, Assistant Superintendent Hutchinson and Business Administrator Mealey.

Location: North Andover High School Lecture Hall

Call to Order

At 7:00 p.m. Chair Limpert called the meeting to order.

Public Comment

Chair Limpert summarized the change in procedure for public comment. He stated that the first public comment opportunity would be for comments regarding items on the agenda and the second public comment opportunity could be on any school issue.

Chair Limpert called for public comment. There was no public comment.

Recognition

Ms. Allen welcomed Superintendent Hottel and Business Manager Mealey to the first meeting of the school year.

Consent Agenda

Chair Limpert stated that each agenda would now include consent agenda items which would be items that could be approved without discussion. If any member wants to pull an item off the consent agenda for discussion they could request to do so. He stated that the only item on the consent agenda this evening was the approval of the August 20, 2009 School Committee minutes.

Mr. Nobile moved to approve the minutes of August 20, 2009. Ms. Allen seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Chairman's Report

Chair Limpert welcomed new staff and families to the district. He encouraged members of the community to go to visit the new preschool. Chair Limpert stated that the Committee is still in the process of fine tuning the FY10 budget and waiting to receive the SFSF funds. He stated that the FY11 budget will be a challenge and that the Committee will begin working on the FY11 budget soon.

Superintendent's Report

Superintendent Hottel discussed the status for opening day. He stated that the facilities are ready for the arrival of students. He did note the possible delay in the arrival of furniture for the new preschool and stated that Mr. Mealey would be looking at different options to ensure that furniture is in place for opening day. Superintendent Hottel noted that all teaching positions are filled but that a few paraprofessional positions remain open. The high school staff and students are ready to begin the new

trimester schedule. Superintendent Hottel thanked the elementary secretaries for updating PowerSchool so that the community could see the elementary class sizes at each school. He noted that the administration is keeping a close eye on 2nd and 4th grade numbers and the principals are reviewing the policy on voluntary transfers. He stated that he had met with the elementary principals today and all elementary libraries will be open for book distribution using the services of volunteers. School messenger data is being updated and should be ready for the first day of school. He encouraged parents to attend open houses and PTO meetings.

Superintendent Hottel read the district's position on showing President Obama's speech to students on opening day.

Superintendent Hottel informed the Committee that in consultation with Board of Health Chairman, Dr. Trowbridge, he, Lead Nurse, Cheryl Barczak, Town Director of Public Health, Susan Sawyer, and Business Administrator, Jim Mealey, participated in a videotaped roundtable discussion regarding health concerns including, H1N1, seasonal flu and MRSA. The discussion can be seen on local cable and the district's website. In an effort to minimize the spread of flu the district will be providing voluntary vaccinations for students and has begun installing hand sanitizing machines in the schools. Superintendent Hottel stated that Dr. Trowbridge has informed him that due to a rise in the mosquito population there would probably be a need to do a second perimeter pesticide application sometime in mid-September. Notifications will be made to community prior to the application.

Superintendent Hottel discussed AYP results being made public on September 16th. He noted that the indices have risen in relation to what constitutes making AYP so there is a higher demand on teachers and students. He noted that Dr. Hutchinson is preparing plans to address the issue.

Unfinished Business

Dr. Hutchinson discussed the final initial purchases necessary to complete the K-5 Reading Street Program. He stated that the cost for the remaining materials is approximately \$75,000. He and Mr. Mealey discussed the funding options. Mr. Mealey distributed data on turnover savings. He stated that the material can be paid for through SFSF funds available in December and as a back-up funding source, \$75,000 of the \$162,000 in turnover savings could be held in abeyance to pay for the material in the unlikely event that SFSF funds do not come through.

In response to a question from the Committee, Dr. Hutchinson discussed the shelf life of this program and the long term return on the investment.

In response to a question from the Committee, Mr. Mealey discussed the turnover savings and the work needed to bring the human resource modular of BudgetSense on line as another check on position control.

Ms. Allen moved to approve the expenditure of \$75,164.05 for the remainder of the Reading Street material. Ms. Rhoton seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Ms. Allen moved to set aside \$75,164.05 from turnover savings to cover the Reading Street purchase if the SFSF funds do not come in. Ms. Rhoton seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

In response to a question from the Committee, Mr. Mealey discussed SFSF funds and ARRA funds. He noted that \$120,000 of the SFSF funds are slated to be returned to the Town per the budget agreement.

New Business

Policy Sections G – L 1st Reading

Ms. Rhoton and Ms. Burzlaff discussed the work of the Policy Subcommittee. They recommended that the Committee do a first reading of sections G, H and J this evening and delay a first reading on sections I, K and L until concerns are clarified with MASC representative Michael Gilbert.

The Committee requested further clarification/input on the following policies:

GBEBC – check that this policy is the policy recently voted by the School Committee and not the MASC boilerplate language.

GBED – look at whether there should be consequences for staff violating the smoking policy and check whether this policy fits with the language in the personnel handbook.

GCRD – check that this policy is the policy recently voted by the School Committee and not the MASC boilerplate language.

GDQD – Mr. Mealey to confirm the language regarding bus driver dismissal is correct.

GCL- review last sentence regarding school calendar.

Sections G, H and J will be posted to the website for public review and input.

Additional .35 FTE High School Biology Teacher

Mr. Hottel discussed the need for an additional .35 Biology teacher to accommodate all 9th and 10th graders taking Biology. He noted that this position would only be needed for this school year. He stated that currently there is a .4 FTE Biology teacher and adding the .35 FTE would make the teacher benefit eligible.

Mr. Mealey discussed using turnover savings to fund the additional .35 FTE at a cost of approximately \$13,150.

Ms. Allen moved to suspend the rules for the purpose of voting to fund another portion of a Biology teacher at North Andover High School. Ms. Rhoton seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Ms. Allen moved to approve the request to hire an additional .35 FTE Biology teacher at a cost of approximately \$13,150 to be funded through turnover savings. Mr. Nobile seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Request for Additional Special Education Paraprofessional

Superintendent Hottel discussed the need for an additional one to one paraprofessional at the Sargent Elementary School to support a move-in student with an IEP that requires a one to one aide.

Mr. Mealey discussed funding the paraprofessional position from revenue generated from the tuition payments of out of district students who attend North Andover's special education programs. Currently the tuition revolving account has a balance of \$18,978 and the cost of the paraprofessional will be approximately \$18,000. Mr. Mealey discussed how it is determined whether we accept out of district students into our in-house special education programs.

Ms. Allen moved to suspend the rules for the purpose of approving the expenditure of approximately \$18,000 from the in-district tuition account to hire a one to one paraprofessional at the Sargent Elementary School. Mr. Nobile seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Ms. Allen moved to approve the expenditure of approximately \$18,000 from the in-district tuition account to hire a one to one paraprofessional at the Sargent Elementary School. Mr. Nobile seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Student Handbooks

Superintendent Hottel discussed the student handbooks. During the recent Coordinated Program Review the handbooks were found not to include all required information. The handbooks have been updated this year and include the specific language required by DESE and the Massachusetts General Laws.

Chair Limpert stated that this is a first read of the handbooks and members should provide comments at the next meeting. Chair Limpert stated that the typographical errors would be collected and brought back in the process for correction next year. To simplify the editing process, he asked that the administration look at adding one page at the front of the handbook that includes an updated list of staff who are designated liaisons or reporters such as the Homeless Liaison.

The Committee discussed the need for handbooks to be standard but still allow a school's individuality to show through. In response to a question from the Committee Dr. Hutchinson stated that the content for handbooks for next year would be ready for approval by the Committee before the end of the school year. The Committee requested that the Atkinson handbook include a section for the preschool and that all handbooks be on the school's webpage.

Subcommittee Reports

Athletics – Mr. Nobile updated the Committee on the status of the Sponsorship Program. Fundraising efforts to date have raised \$13,750 and the goal for the year has been moved from \$20,000 to \$30,000. He stated that the economy is impacting many North Andover families and he anticipates an increase in the request for athletic fee waivers. Mr. Nobile thanked the sponsors for their support. In an effort to keep requests for waivers confidential, Mr. Nobile requested that the request for waiver form be available on

the website so students would not have to go to the office to pick up the form. The Committee asked the administration to look into whether we could legally share information from federal lunch free and reduced form to identify students who may need a waiver of the athletic fee.

Budget and Finance

Ms. Rhoton updated the Committee on the work of the Budget and Finance Subcommittee and her meeting with Mr. Mealey.

Calendar Start Time

Ms. Burzlaff stated that the PTOs would be looking at school calendars and start times so there is no longer a need for this subcommittee.

Communications

Mr. Nobile discussed the work Superintendent Hottel has done to date with North Andover Cable (NACAM) and the resources NACAM brings to the district. He discussed the need to continue to get information out to the community about our schools to try to keep all North Andover children in the North Andover Public Schools.

Curriculum

Chair Limpert stated that the subcommittee has to focus on academic performance and MCAS results and then will be looking at the curriculum renewal plan.

Elementary School Resources

Ms. Burzlaff stated that the subcommittee is finalizing the survey to send out to principals and teachers. She stated that the subcommittee would be relying on Director of Technology, Matt Killen, to provide information on technology.

Technology

Ms. Rhoton updated the Committee on work to date. The technology subcommittee and the equity resources subcommittee will be doing some overlapping work pertaining to technology and school resources.

Special Education Review

Ms. Burzlaff stated that the subcommittee is continuing its work and has no update at this time.

Budget Communications Group

Chair Limpert stated that the group would be scheduling a meeting in the near future to talk about budget issues. He also informed the Committee that he and the chair of the Board of Selectmen and the Chair of the FinCom will be meeting monthly. He stated that he believes that the administration should put together a pro forma FY11 budget with level services and known escalators.

Public Comment

Mr. Vissering presented a suggestion that going forward the Committee should think about using executive session when discussing the possible lease of property. He noted that the new central offices

were nice. He discussed a requirement in his place of employment that each employee provide two cost savings ideas to management. He suggested that the school department look to employees for cost saving ideas. He stated that he had worked on the handbook in the past as Sargent webmaster and he encouraged the Committee to look to ways to capture email addresses so the cost of printing the handbooks could be reduced or eliminated.

School Committee Comments

Ms. Allen stated that although she does not report out under subcommittee reports she is handling all of the negotiations, with the exception of the secretaries union, for the Committee. She thanked union members for their patience and cooperation.

Adjourn

At 8:50 p.m. Ms. Burzlaff moved to adjourn. Ms. Allen seconded the motion. The vote was 5-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Approved 9/17/09