

North Andover School Committee

Date: September 17, 2009

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

Location: Town Hall

Call to Order

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

Public Comment

There was no public comment.

Recognition

Mr. Nobile asked to move out of order the report of the Athletic Subcommittee. Mr. Nobile updated the Committee on the status of the sponsorship program. Mr. Nobile introduced Al Torissi of Jackson Lumber to present his donation to the sponsorship program. The Committee thanked Mr. Torissi for his donation and Mr. Nobile for his work on this project.

Consent Agenda

Ms. Rhoton moved to approve the minutes of September 3, 2009. Mr. Nobile seconded the motion. The vote was 4-0 Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Chairman's Report

Chair Limpert thanked the staff for the flawless opening of school. Chair Limpert noted that the administration is in the process of writing the proposal for the SFSF funds and would begin work on the FY11 budget in the near future.

Superintendent's Report

Superintendent Hottel stated that he has attended many of the school open houses and PTO meetings. He stated that meetings have been well attended. He stated the administration is continuing to monitor elementary enrollment, the high school semester schedule is working well and over 500 students are taking advanced placement courses.

Superintendent Hottel updated the Committee on the pesticide application and stated that we would be hearing an update from Lead Nurse Barczak latter this evening regarding flu preparations.

Superintendent Hottel discussed his meeting with Kristen Hollenbeck and Kim Robbins of the Enrichment Council and briefly discussed some of the enrichment programs planned.

Mr. Mealey updated the Committee on the status of the Kittedge modulars, he noted that the RFP was approved by the School Building Committee and had been advertised in the Eagle Tribune, however the

publication in the central register was delayed by one week. The project is still slated for completion by February vacation.

Mr. Mealey updated the Committee on the status of the NAECC furniture. He stated that all furniture with the exception of chairs for the kindergarten classes and teachers desks have arrived. The remaining furniture is due to arrive in the next few days.

Ms. Burzlaff acknowledged Pat Saitta, NAECC Project Manager, for volunteering his services on the Kittredge modular project. He has been a huge help to the School Building Committee.

Mr. Hottel discussed the enhanced elementary instrumental music program to be offered by Community Programs as well as the Acting Out program scheduled for December.

AYP

Dr. Hutchinson discussed the schools' AYP results. He discussed the analysis the administration will be doing on MCAS scores. He discussed the formula used to determine AYP and noted the two year improvement cycle, one year performance requirements are flat and the next year performance requirements increase significantly. This was a year where performance requirements increased. He discussed the subgroup scores and noted that North Andover High School does not have sufficient population to report out on subgroup scores. In order to meet report out requirements for subgroups a subgroup must have a minimum of 40 students and make up 5% of the school population. Dr. Hutchinson discussed the Literacy Initiative and common assessments in place. Dr. Hutchinson stated that the administration would be analyzing all scores to see where improvement or alignment in curriculum needs to occur.

Chair Limpert encouraged the public to go to the district website to view information on AYP. He noted that the Committee would be holding a working session on Thursday, September 24th to begin analysis the data with principals.

Unfinished Business

Lead Nurse, Cheryl Barczak updated the Committee on the plans for the voluntary seasonal and H1N1 flu vaccine program for students. She stated that she is working with the Town Department of Health as well as the Massachusetts Department of Health.

Wellness Policy

Ms. Barczak reviewed the recommended changes to the Wellness Policy.

Mr. Nobile moved to accept the Wellness Policy as presented. Ms. Burzlaf seconded the motion. The vote was 4-0 Ms. Burzlaff, Mr.Limpert, Mr. Nobile and Ms. Rhoton.

Student Handbooks

The Committee discussed the student handbooks for 2009-2010. The Committee asked that next year the handbooks be presented to the Committee for review and approval in the spring in time to recommend changes prior to the handbooks being printed. The Committee asked that in the future a directory be

included in each handbook indicating all compliance officers and the contact information. The Committee asked that the typographical errors be corrected before the handbooks are posted to the website. At the request of the Committee, Superintendent Hottel stated that he would have the required legal language reviewed by counsel prior to presenting handbooks to the Committee next year. The Committee also asked the Superintendent to look at ways to electronically distribute the handbooks at the elementary level next year.

Mr. Nobile moved to accept the school handbooks as presented and printed. Ms. Rhoton seconded the motion. The vote was 4-0 Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

FY09 Budget

Mr. Mealey presented the final FY09 budget. He stated that the district had come in under budget and was able to prepay special education tuition and return \$4,671 to the Town.

FY10 Budget

Mr. Mealey reviewed the FY10 budget. He noted that salaries are encumbered as well as special education student tuition and transportation expenses. He stated that he has been meeting with Director of Special Education, Joyce Laundre, to discuss possible ways to save money in the FY10 budget. One area they are looking at as cost savings is possible hiring of an occupational specialist rather than contracting out services. In addition, they are looking at possible savings by joining additional consortiums. In response to a question by the Committee Mr. Mealey stated that he would look into whether it is possible to encumber coaches' salaries, longevity payments and stipends.

FY11 Budget

Mr. Mealey discussed the FY11 budget tool he produced. The tool can be used to see the impact to the FY11 budget of adding percentage increases to certain line items. In response to questions from the Committee, Mr. Mealey discussed the components of the budget coding numbers. Mr. Mealey stated that the FY11 budget tool did not yet reflect necessary increases such as funding for special education move in students and that information would be further reviewed by the administration. The Committee asked that Mr. Mealey look at ways to review expense history of revolving accounts, impact if grants did not come through and the cost the town for the insurance they provide and to keep in mind as we look to the FY11 budget enrollment projections would play an important part in the budget projections. In addition, the Committee asked Mr. Mealey to do a physical review of each of the school buildings and do an inventory of maintenance projects that must be completed. Mr. Mealey discussed his concerns regarding the backlog of deferred maintenance. Chair Limpert stated that the Committee would need to look at ways to fund capital projects.

Subcommittee Charges and Timelines

Mr. Limpert stated that the Superintendent had formed an advisory committee to discuss ways to spend the SFSF funds. He stated that he and Ms. Burzlaff would serve on the Committee along with several principals.

New Business

Mr. Mealey discussed concerns raised regarding the amount of custodial time assigned to the NEACC. After discuss, the Committee directed Mr. Mealey to do an assessment of custodial assignments throughout all school buildings to see if instead of adding custodial hours a reassignment from another building would work and in addition to see if additional hours are determined to be the solution whether the additional hours could be funded from the revolving account.

FY11 Budget Directives

The Committee reviewed the FY10 budget directives and discussed budget directives for the FY11 budget. Chair Limpert stated that he would like to have the directives finalized soon in order to present them to the Town and FinCom. Discussion on possible directives included:

- Emphasis on high school for NEASC has been addressed, no need to keep as a directive
- Emphasis on AYP
 - Initiative in mathematics at elementary schools comparable to the Literacy Initiative
 - After school programs to help struggling students (discuss with Community Programs)
 - Professional Development
 - Class size
- Technology (also a possible capital budget item)
 - Educational Technology
 - Administrative Technology
 - Infrastructure
- Negotiations and the impact out for 3 to 5 years
- Restore Elementary libraries
- Maintain fine arts in elementary schools
- Savings in areas especially energy and transportation
- Any expenditures of SFSF funds must be maintainable and sustainable

The Committee agreed to continue discussions regarding directives for the operating budget and the capital budget at the next meeting.

Subcommittee Reports

Athletics – Mr. Nobile stated there was no further updated.

Policy – Ms. Rhoton stated that the subcommittee is scheduling an additional meeting

Budget and Finance- Ms. Rhoton stated that she is attending a BudgetSense training

Communication – Mr. Nobile stated he would be scheduling a meeting to discuss the need to get ahead of the curve in getting information out to the public. Chair Limpert thanked Mr. Hottel for the recent videos he did. He stated that the videos were effective and an excellent way to communicate. Mr. Nobile stated they are still looking at volunteers at each school to work with CAM.

Curriculum – Chair Limpert stated that he would be scheduling a meeting with Dr. Hutchinson.

Resources – Ms. Burzlaff stated that the subcommittee hopes to have the questionnaire sent out in early October. She stated that there have been some misconceptions regarding this subcommittee. She reiterated the only purpose of the Committee is to collect information and provide that information to the School Committee.

Technology – Ms. Rhoton stated that she had a meeting scheduled with Matt Killen next week.

SpEd Review – Ms. Burzlaff stated that she had met with Mr. Hottel and Mr. Mealey and they are scheduled to meet again.

Budget Communications Group – Chair LImpert stated that no meeting has been scheduled yet.

Public Comment

Ms.McNeil stated that the achievement gap exists in every town and she asked that at the working session the Committee look at ways to deal with achievement gap academically, socially, and emotionally.

School Committee - Other Comments

There were no other comments.

Executive Session

At 9:01 p.m. Mr. Nobile moved to enter executive session not to return to regular session. Ms.Rhoton seconded the motion. The vote was 4-0 Ms. Burzlaff, Mr. Limpert, Mr. Nobile and Ms. Rhoton.

Approved 10/1/09