

North Andover School Committee

Date: October 29, 2009

Present: Members Allen, Burzlaff, Limpert, and Nobile (arrived at 6:40 p.m.). Also present Superintendent Hottel and Business Manager Mealey.

Location: Town Hall

Call To Order

Chair Limpert called the meeting to order at 6:30 p.m.

Executive Session

Ms. Allen moved to enter executive session to discuss collective bargaining and to return to regular session at approximately 7:00 p.m. Ms. Burzlaff seconded the motion The vote was 3-0 Ms. Allen, Ms. Burzlaff and Mr. Limpert.

Call Back to Order

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

Chair Limpert noted that Ms. Rhoton was unable to attend this evening's meeting due to a family medical emergency.

Public Comment

There was no public comment.

Recognition

Ms. Allen discussed the recent announcement of 97 Adams Scholarship recipients from NAHS. Ms. Allen reminded the community that nomination packets are due by December 1st for the Teacher Hall of Fame.

Chair's Report

Chair Limpert stated that this evening's meeting would include reports on academics including the reading initiative and elementary report cards and also budget information.

Superintendent's Report

Superintendent Hottel stated that he had spoken at the North Andover Rotary Club meeting this morning regarding NAPS.

Superintendent Hottel read the announcement regarding the Kittredge Modular bids and asked Mr. Mealey to discuss the process.

Mr. Mealey stated that the October 28th School Building Committee meeting was cancelled due to questions regarding the bids. He stated that yesterday afternoon he received legal opinion that put two of

the four bids received in question. He stated that there is a School Building Committee meeting scheduled for November 5th to discuss how to move the process forward. He also stated that a meeting is scheduled for November 17th to update Kittredge parents on the process. He noted that the administration is doing all they can to move this project forward.

Superintendent Hottel read an email from the Massachusetts Association of School Superintendent's Association regarding the Governor's 9C cuts. He stated that this information is brand new but at this point it appears that there is no impact to education or local aid funds. He noted that the 40% reimbursement rate used for circuit breaker for the FY10 budget should offset the 10% reduction in circuit breaker funds.

Superintendent Hottel updated the Committee on H1N1. The Town flu clinic scheduled to be held in the schools is still scheduled for early December. He noted that attendance information for each school is posted on the web.

Superintendent Hottel stated that the preschool video is now available and Mr. Nobile would be presenting at the MASC Conference in November.

Superintendent Hottel stated that the administration continues to monitor class sizes at the elementary schools.

Franklin PTO Gift

Superintendent Hottel read a letter from Franklin PTO President Colleen Diaz donating smartboards and picnic tables.

Mr. Nobile moved to accept the gift from the Franklin PTO as noted. Ms. Allen seconded the motion. The vote was 4-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert and Mr. Nobile.

Literacy Initiative

Ms. Kline updated the Committee on the status of the implementation of the literacy initiative. She noted that 95% of the material is in. She reviewed the timeline of testing and discussed DIBELS and GRADE testing. She stated that the program would not be impacted if the district does not receive SFSF funds and this initiative would not end when SFSF funds end. In response to a request from the Committee Ms. Kline stated that information regarding the program would be posted to the web.

Superintendent Hottel stated that all assessment data will be able to be uploaded into the DESE Data Warehouse program for reports that could then be accessed by staff. He also noted that the SFSF grant has been submitted.

Chair Limpert noted that one of Superintendent Hottel's goals will be developing a similar program for mathematics.

Elementary Report Cards

Ms. Gilmartin and Ms. Crosby reviewed the work of the report card committee. In response to a request from the Committee, Superintendent Hottel stated that he would discuss with principals sending rubrics home for parents and posting on the web.

Superintendent Hottel stated that he had received a few calls regarding a transportation issue on bus 19 and bus 7. He stated that the central office will be more proactive and improve communication to parents when making changes to bus routes.

District Improvement Plan

Superintendent Hottel stated that a draft communication goal was added to the DIP and the administration is continuing to work on the plan and will bring the plan back to the Committee in early December.

Superintendent's Goals

Chair Limpert noted that the goals have not changed and that he would be scheduling a working session to discuss all goals.

FY11 Budget Directives

Mr. Limpert read his draft budget directives. The Committee discussed the importance of having budget directives. The Committee agreed to discuss these directives again as a vote will be needed soon.

Mission Vision Goals

The Committee reviewed the Committee's draft Mission, Vision and Goals. The Committee discussed the difference between goals and vision and in particular whether the goal that all students entering middle school should have the same skill level should be a goal, not a vision and in fact should be a given.

Superintendent Hottel reviewed the diagram of goals throughout the district. The Committee agreed to continue discussion on goals at a future working session.

Policies

Chair Limpert stated that Policy Section A includes the School Committee's Mission and Vision from 2002 and the Committee could either approve the policy and change the policy later or hold the section in abeyance.

Ms. Burzlaff discussed the following policies:

BEDH – Public Participation at School Committee Meetings – public participation at School Committee meetings needs to be updated to reflect the recent change

BEDH-R-Guidelines for Public Comment – public participation rules needs to be updated to reflect the recent change

BEDB-E – Agenda Format – check with Mr. Gilbert and see if it is required that the Committee have an agenda format since the format changes often

BJ – School Committee Legislative Program – check to see who the legislative designee is

DI- Fiscal Accounting and Reporting – confirm an audit is done as required

DJ - Purchasing – confirm Superintendent is the purchasing agent for the district

GCL- Professional Staff Time Schedules – confirm staff schedule language

GDD – Support Staff Vacations and Holidays - confirm staff vacations and holidays

JJA- TITLE – check with Mr. Gilbert about language regarding controversial groups being referred to the School Committee

After discussion it was the consensus of the Committee to pull sections A, B, D, G and J from approval.

Ms. Burzlaff made a motion to approve Policy Sections C, E, F, H, I, K and L. Ms. Allen seconded the motion. The vote was 4-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert and Mr. Nobile.

Preschool Custodial Services

Mr. Mealey reviewed the custodial workload throughout the district and his recommendation that an additional 3 hour custodian be approved at the North Andover Early Childhood Center. He stated that the cost of the custodian for this year would be approximately \$8,000 and the projections show a sufficient balance in the preschool revolving account to cover the cost. He stated that this solution would give the preschool two part time custodians, one in the morning and one in the afternoon. In response to a question from the Committee, Mr. Mealey stated that at this point the projections for next year show that the account would be at break even, however there is a possibility that there may be a need to increase tuition to cover the cost of the additional custodian position next year.

Ms. Allen moved to accept Mr. Mealey’s recommendation to hire a 3 hour per day custodian at the North Andover Early Childhood Center funded through the preschool revolving account as much as possible. Mr. Nobile seconded the motion. The vote was 4-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert and Mr. Nobile.

Budget Forms

Mr. Mealey discussed the final budget reporting forms. He stated that the forms and the instructions will be posted to the website and that he would include his email address for anyone that had questions regarding the forms. The Committee noted that Kittredge appeared twice due to a spelling error and questioned why the Bradstreet School still appears. Mr. Mealey stated that he would make adjustments and then post the forms.

Mr. Nobile noted that he was working with CAM Ed to get the 10 minute video from the last meeting where Mr. Mealey explained in detail the budget forms on to the website and local access channel for the public to view.

North Shore Coalition for School Funding

Mr. Nobile discussed the North Shore Coalition for School Funding (NSCSF). He recommended that the Committee vote to officially join the NSCSF.

Mr. Nobile moved that the North Andover School Committee join the North Shore Coalition for School Funding and by vote tonight become an official member and have a designee at the direction of the Chair that would be an active participant and voting member of NSCSF. Ms. Allen seconded the motion. The vote was 4-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert and Mr. Nobile.

Personnel Policy Manual

The Committee reviewed the recommended changes to the Personnel Policy Manual. There will be a vote on the manual at the next meeting.

Capital Improvement Plan

Mr. Mealey reviewed the prioritized items included in the capital improvement plan. He noted that to meet the Town's deadline the Committee would need to vote on a capital improvement plan this evening. The Committee asked that Mr. Mealey look into whether any energy incentives could be found to help fund the replacement windows. He also agreed to report back to the Committee on what the cost was for replacing Kittredge windows. Mr. Mealey explained that the deferred maintenance projects included on the SFSF priority list were not on the list because they did not qualify as capital improvement items

Chair Limpert reviewed the three capital items submitted by Director of Technology, Matt Killen, on behalf of the School Department.

Ms. Allen made a motion to suspend the rules. Mr. Nobile seconded the motion. The vote was 4-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert and Mr. Nobile.

Ms. Allen made a motion to accept the capital improvement plan as presented. Ms. Burzlaff seconded the motion. The vote was 4-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert and Mr. Nobile.

Ms. Gleed discussed the capital improvement process.

Subcommittee Reports

Athletics – no update

Budget and Finance – capital improvement plan submitted

Budget and Communications – meeting will be scheduled soon

Communication – Mr. Nobile and Mr. Limpert will be making a presentation at the MASC joint conference regarding the preschool, it is hoped that the presentation will make impact on whether SBA funds these types of projects in the future. Mr. Nobile is working with Cam Ed and D. J. Sturtevant on getting more school information on the local cable channel.

Curriculum – no update

Elementary Resources – meeting next week but information has been slow to come in from schools.

Negotiations – meeting held with nurses and eight additional negotiations meetings scheduled between now and January

Special Education Review – remove this subcommittee from the list until consultant has completed a review of the special education department

Technology – the SFSF proposal has been finalized and input into technology CIP completed, next step to solicit volunteers to work on strategic plan

Public Comment

Sandy Gleed stated that gifts of cash or technology could potentially have an impact on academics at one school over another school, she asked the Committee whether there is a policy to address this issue. The Committee stated that they would get back to Ms. Gleed.

Ms. Gleed encouraged the School Committee to join and participate in the Suburban Coalition as well as the North Shore Coalition for School Funding.

Mr. Nobile thanked Ms. Gleed for her comments and acknowledged that the Suburban Coalition like the North Shore Coalition for School Funding is a well respected group.

Adjourn

At 9:40 p.m. Ms. Allen moved to adjourn. Ms. Burzlaff seconded the motion. The vote was 4-0 Ms. Allen, Ms. Burzlaff, Mr. Limpert, Mr. Nobile.

Approved 11/5/09