

Dear Visitors:

Welcome to an open meeting of the Abington School Committee. This is the agenda that will be discussed this evening. Please note that Hearing of Visitors is included; and if you have a statement or question, please be kind enough to wait to be recognized by the Chair and give your name and address.

Chris Coyle, Chair

***This meeting may be digitally recorded***

ABINGTON PUBLIC SCHOOLS  
ABINGTON, MA 02351

MEETING OF THE ABINGTON SCHOOL COMMITTEE

**Tuesday September 26, 2023**

**ABINGTON MIDDLE/HIGH SCHOOL – LIBRARY**

**7:00 P.M.**

- I. CALL OF MEETING TO ORDER AND FLAG SALUTE
- II. HEARING OF VISITORS
- III. READING AND APPROVAL OF RECORDS  
August 30, 2023
- IV. REPORT OF THE DIRECTOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT
  - A. Art Department Update (Michelle Poirier, Director, Abington High School)
  - B. Personal Finance Program Update (Jonathan Bourn, Principal, Abington High School)
  - C. Grade 5-12 Math Curriculum Update (Dr. Christopher Basta, Director of Curriculum, Instruction & Assessment)

V. PRINCIPAL REPORT

Consideration of an Out-of-State Field Trip to Philadelphia for the Abington Middle School, Grade 8 Students on June 6, 7, 8, 2024 (Matthew MacCurtain, Principal, Abington Middle School)

VI. REPORT OF THE DIRECTOR OF STUDENT SERVICES

Home School Requests for the 2023-2024 School Year

VII. REPORT OF THE SUPERINTENDENT OF SCHOOLS

A. School Safety Update

B. Assistant Superintendent and Director of Finance and Operations Job Descriptions

VIII. REPORT OF THE ASSISTANT SUPERINTENDENT

A. FY-2025 School Department Development and Article Planning Schedule

B. Strategic Planning Update

IX. NEW BUSINESS

MASC Resolutions

X. ESTABLISHMENT OF NEXT SCHOOL COMMITTEE MEETING DATE

*Tuesday, October 24, 2023 @ 7:00 p.m.*

XI. INFORMATIONAL ITEMS:

1. READS Collaborative Quarterly Report Overview

• Dates to Remember

1. Mon., October 9 – Columbus Day – All School Buildings and School Offices Closed

3. Sat., October 14-Town Meeting at 9 a.m. @ AMS/AHS/AEEP Auditorium
4. Tues., October 17 – GreenWave Boosters’ Meeting @ 7 p.m.

- **Personnel Administration - Informational**

1. On the recommendation of Jonathan Bourn, Principal of Abington High School, the Superintendent has approved the appointment of Anne-Marie Padilla as a LTS Guidance Counselor through November 1, 2023.
2. The Superintendent has accepted the resignation of James Donohue as a Special Education Teacher within the Abington Public Schools.
3. The Superintendent has accepted the resignation of John Kelliher as a tutor within the Abington Public Schools.
4. On the recommendation of Jonathan Bourn, Principal of Abington High School, the Superintendent has approved the appointment of Caroline Boffoli as a Special Education Teacher within the Abington Public Schools.
5. On the recommendation of Jonathan Bourn, Principal of Abington High School, the Superintendent has approved the appointment of Kaitlynn Willette as a Special Education Teacher within the Abington Public Schools.
6. On the recommendation of Jonathan Bourn, Principal of Abington High School, the Superintendent has approved the appointment of Cait Southwood as a tutor and Shanah Hitchins as a .6 tutor in the transition program within the Abington Public Schools.
7. On the recommendation of Matthew MacCurtain, Principal of the Abington Middle School, the Superintendent has approved the appointment of John Sal Clifford as a paraprofessional within the Abington Public Schools.
8. On the recommendation of Julie Thompson, Principal of the Beaver Brook Elementary School, the Superintendent has approved the appointment of the following paraprofessionals within the Abington Public Schools:

Mike Lyons  
Julia Kelly  
Kerry Foy  
Jovanie Pierre-Charles

9. On the recommendations of Jonathan Bourn, Principal of Abington High School, and Peter Serino, Athletic Director, the Superintendent has approved the appointment of the following coaches for the 2023-2024 school year:

Jennifer Worden J/V Volleyball Asst. Coach  
Matthew Henriksen JV Golf

10. On the recommendation of Jonathan Bourn, Principal of Abington High School and, Matthew MacCurtain, Principal of Abington Middle School, the Superintendent has approved the appointment of the following advisors for the 2023-2024 school year:

Tim Leonelli	Jazz Band Director
Tim Leonelli	MS Enrichment Activity Advisor
Kim McHugh / Daisy	Class of 2024 Advisor
Presley Mahanna	Fall Show Director
Lindsey MacNeil / Laura Regan	7th & 8th Grade Student Council
Victoria Tansey	ACE Advisor
Brian Lanner	Anti Bullying Club Advisor
Tim Leonelli	Marching Band
Brian Mazzoli	Assistant Marching Band Director
Henry Beckvold	Technical Director
Susan Mullen	Class of 2025 Advisor
Karin Daisy	Global Travel
Karin Daisy	GSA Advisor
Meg Tomlin	Drama Producer
Kimberly McHugh	Brazilian Club (international club)
Presley Mahanna	Sophomore Class Advisor
Presley Mahanna	Costumer for Drama Club
Meg Tomlin	Drama Society Advisor
Erin Slayton	Yearbook Advisor (H.S.)
Sue Harrington	Student Council Advisor (H.S.)
Matt Cuttter	Newspaper Advisor (H.S.)
Meg Doherty	Mathematics Team Advisor (H.S.)
Bill Siegel	Peer Advisor (H.S.)
Tricia London	Literary Arts Magazine Advisor
Tricia London	Honor Society Advisor
Christin Couture	Visual Art/Media Club Advisor
Bridget Wakelin	Unified Sports Team Advisor
Janny Kelliher	Student Account Bookkeeper
Ann Parks	Student Account Bookkeeper
Elizabeth Despres	Language Buddies Advisor
Adam Talbot	H.S. Intramural Advisor
Daria Healy	Color Guard Instructor
Lauren Peruzzi/Carol Calcano	MS Enrichment Club-Cross Country
Jillian Earle	Peer Advisor

Action Agenda  
September 26, 2023  
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XII. ADJOURNMENT

**I. CALL OF MEETING  
TO ORDER AND FLAG  
SALUTE**

A regular meeting of the School Committee was held in the library at 201 Gliniewicz Way.

Present: Mr. Chris Coyle, Chair; Ms. Danielle Grafton, Vice-Chair; Ms. Heidi Hernandez, Secretary, and Melanie Whitney Member. Also in attendance were Mr. Peter Schafer, Superintendent of Schools, Dr. Felicia Moschella, Assistant Superintendent, and Ms. Danielle Gaylor, Executive Secretary and Jacob Spillane, Student Representative

**II. HEARING OF VISITORS**

Mike McDonald 3 Pine Crest Road spoke further along in the meeting to share his concerns of the Department of Education Health and Physical Education Curriculum.

**III. READING AND APPROVAL OF MINUTES**

VOTED: on motion of Melanie Whitney (Chris Coyle) the members of the School Committee unanimously voted to approve the minutes of June 20, 2023, as presented

**IV. REPORT OF THE DIRECTOR OF CURRICULUM, INSTRUCTION AND ASSESSMENT**

Dr. Christopher Basta, Director of Curriculum, Instruction & Assessment and Dr. James Robbins, Director of Student Services, provided a recap of the Summer Program. Dr. Robbins discussed the intent of the Extended School Year program and provided highlights. ESY is open to select students with disabilities and is intended to prevent regression of learned skills during the summer months. The ESY services grades P-12 and included a student participation of 102. There were 48 staff members. Dr. Robbins went on to provide details on the English Learner Education Summer Program. The purpose of this program is to help maintain English Language skills, as well as prepare level 1 and 2 EL students for the 2023-2024 academic year. 58 students participated in the program and there were 6 staff members.

Dr. Basta, recapped the APS Summer Academy, the purpose of the program is credit recovery and promotion for as many students as possible for grades 7-12. He highlighted that two students received enough credits to earn their AHS diplomas. 51 students participated in this program and there were 9 staff members. Dr. Basta also discussed the success of the Summer Instrumental Music Camp and the Strength and Conditioning Camp.

Dr. Basta provided an update on Summer Curriculum writing, he shared the areas that were updated by certified staff based on the curriculum review cycle which included: SEL and Executive Function Skills, HS Computer Science, ELA for Grades 7/8, ESL K-3 Reach Curriculum, World History, Math, Mental Health P-12 Procedures, AP Environmental Science, and Wellness for K, 5/6. These updates are done to further align the curriculum with state frameworks for national standards and the needs of our schools. All revisions are reviewed by department heads, directors, building administrators and Dr. Basta. He also shared that the World Language Department participated in Summer Proficiency Academy.

Dr. Basta also discussed professional development for Multi Language Learners P-12. Staff attended PD provided by Kelly Cooney from Equity Consulting, this specific PD was a continuation from previous PDs which focuses on the DESE teacher standards of cultural proficiency and added a level of language proficiency and responsiveness as a way to improve access for multi- language learners in every classroom.

There will be additional PDs surrounding this topic throughout the year as well as other Professional Development

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opportunities for departments to explore specific topics and needs within their departments. Dr. Basta also shared that there are several committees working on curriculum assessment etc. and these committees plan to present their findings to the School Committee at a later date.

Lastly, Dr. Basta asked the Committee to approve a revision to the 2023-2024 School Calendar due to a change in a Professional Development date:

VOTED: on motion of Chris Coyle (Heidi Hernandez) the members of the School Committee voted to approve the Professional Development date change on the 2023-2024 School Calendar as presented.

Dr. Robbins asked the School Committee to approve the 2023-2024 Home School Education Program:

VOTED: on motion of Chris Coyle (Danielle Grafton) the members of the School Committee voted to approve the recommended Home Education Programs for the 2023-2024 school year as recommended by Dr. Robbins.

#### **V. REPORT OF HIGH SCHOOL ATHLETIC DIRECTOR REPORT**

Peter Serino, Athletic Director, gave a general update on the Athletic Department. Fall sports are under way with full participation and numbers are very strong. Mr. Serino discussed league changes, as the South Shore and MIAA Divisions were realigned. He discussed the participation of 8<sup>th</sup> graders playing at the High School level. As a rule, 8<sup>th</sup> graders are allowed to participate on the lowest level sport offered, therefore, 8<sup>th</sup> graders are participating on the varsity Cross Country team, the JV teams for male and female soccer, and the freshman level for Volleyball. This year the Co-Op Girls Hockey Team will be a 3-school co-op team which will include Abington, Norwell and Scituate. Finally, Mr. Serino shared some facility improvements that have been or will be completed. Some of these improvements include, updates to the baseball fields and new score boards, new dug outs and new fencing at the softball fields. Lastly, Peter Serio discussed an initiative to change/update the stadium lights at Memorial Field. This initiative is in the beginning stages and there will be more information to follow as it progresses.

#### **VI. REPORT OF THE SUPERINTENDENT OF SCHOOLS**

Superintendent of Schools Peter Schafer reported on the successful opening of the 2023-2024 school year. He thanked, the Facility Team, Administrators, Food Services, Rich Bykowski and the Technology Team, the Transportation team, Building Crews, Police and Fire Departments and, all additional APS staff for the hard work work involved making the opening of school a success each year. Mr. Schafer also discussed current employee vacancies within the district on how it compares to previous years. Lastly, Mr. Schafer, provided an overview and purpose of Strategic Planning and provided the strategic planning meeting dates that will be held this year.

#### **VII. REPORT OF THE ASSISTANT SUPERINTENDENT OF SCHOOLS**

Dr. Felcia Moschella, provided an update on transportation, she stressed that it takes about 2 weeks for the busses to stabilize. She reiterated the importance of signing up for the bus in a timely manner. In addition, she discussed, the transportation process and how routes are established with the safety of children as the utmost importance. Also thanked all staff involved in the opening of the 2023-2024 school year.

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**VIII. ESTABLISHMENT OF NEXT SCHOOL COMMITTEE MEETING DATE**

*September 26, 2023, at 7:00pm*

**IX. INFORMATIONAL ITEMS:**

- Peter Serino is named District 9, Athletic Director of the Year
- MASC/MASS Joint Conference, November 8th through November 10th
- 2023-2024 School Committee Meeting Dates
- 2023-2024 School Committee Subcommittee

**Dates to Remember**

1. Mon., September 4 – Labor Day – All School Offices Closed
2. Tues., September 5 – AEEP and Kindergarten Begin
3. Sun., September 17 – Abington COPES Road Race and Walk @ Woodsdale School – 9 a.m. start
4. Thurs., September 21 – Inservice/Early Release Day for Students
5. Sat., October 14-Town Meeting at 9 a.m.

**Personnel Administration - Informational**

1. The Superintendent has accepted the resignation of David Lyons as a paraprofessional within the Abington Public Schools.
2. The Superintendent has accepted the resignation of Daniel Murphy as a Special Education Teacher at Abington Public Schools.
3. The Superintendent has accepted the resignation of Alexander Stephan as a Music Teacher within Abington Public Schools.
4. The Superintendent has accepted the resignation of Jacob Mellon as a paraprofessional within the Abington Public Schools.
5. The Superintendent has accepted the resignation of Kerri Ranous as a paraprofessional within the Abington Public Schools.
6. The Superintendent has accepted the resignation of Shannon Burke as a tutor within the Abington Public Schools.
7. The Superintendent has accepted the resignation of Lauren Lombardi as a LTS 3<sup>rd</sup> Grade Special Education teacher within the Abington Public Schools.
8. The Superintendent has accepted the resignation of Gail Bergin as a paraprofessional within the Abington Public Schools.
9. The Superintendent has accepted the resignation of Sabrina Kane as paraprofessional within the Abington Public Schools.



10. The Superintendent has accepted the resignation of Stacy Roberts as a paraprofessional within the Abington Public Schools.
11. The Superintendent has accepted the resignation of Aimee Kellstrand as a STEAM teacher within the Abington Public Schools.
12. The Superintendent has accepted the resignation of Eylse Coulter Yang as an Art teacher within the Abington Public Schools.
13. The Superintendent has accepted the resignation of Heather Cordaro as a cafeteria worker within the Abington Public Schools.
14. The Superintendent has accepted the resignation of Colleen Greenlaw for purposes of retirement within the Abington Public Schools.
15. On the recommendation of Jonathan Bourn, Principal of Abington High School, the Superintendent approved the appointment of the following staff for the 2023-2024 school year:
  - Frank Cormos Wellness Teacher
  - Marissa Morganelli Science Teacher
  - Christopher Grijlava Special Education Teacher
  - Rebecca Harrison AMS/AHS Music Teacher
16. On the recommendation of Matthew MacCurtain, Principal of the Abington Middle School, the Superintendent approved the appointment of the following staff for the 2023-2024 school year:
  - Stacy Reed .4 ELE Teacher
  - Katherine Hughes Wellness Teacher
  - Stephen Werra LTS Wellness Teacher
  - Samantha Roach School Psychologist
  - Kendelle Ingram .4 World Language Teacher
  - Katie Wallace STEAM Teacher
17. On the recommendation of Jennifer Barresi, Principal of the Woodsdale Elementary School, the Superintendent approved the appointment of the following staff for the 2023-2024 school year:
  - Ashley Schneider School Psychologist
  - Rachel Foley Grade 3 Teacher
  - Rebecca Orleans .4 ELE Teacher
  - Alivia Kinney LTS Speech Language Pathologist
  - Madison Trongone TLC Teacher
  - Andrea Harmon .2 Music Teacher
  - Christine Caliendo Administrative Assistant
  - Kim Osmanski Lunch and Recess Monitor
  - Alison Brown K-4 Art Teacher
  - Courtney MacFadgen Grade 3 Teacher

18. On the recommendation of Julie Thompson, Principal of the Beaver Brook Elementary School,

the Superintendent approved the appointment of the following staff for the 2023-2024 school year:

- Victoria Garvin SPED Teacher
- Jennifer Whitman LTS Teacher

19. On the recommendation of Jean Connon, Director of Food Services and Custodial Services, the Superintendent has approved the appointment of the following staff for the 2023-2024 school year:

- Christine Cook Cafeteria Worker
- Sarah Joyce Cafeteria Worker
- Mallory King Cafeteria Worker
- Carol Ann Weixler Cafeteria Worker
- Michelle Ray Cafeteria Site Supervisor (WES)
- Deidre Sullivan Cafeteria Site Supervisor (BBES)


20. On the recommendations of Jonathan Bourn, Principal of Abington High School, and Peter Serino, Athletic Director, the Superintendent has approved the following coaches for the 2023-2024 school year:

- James Kelliher Head Football
- Edward Reilly Asst. Football
- Scott Pifer Asst. Football
- James Daley Asst. Football
- Mbela Kabongo Head Freshman
- Thomas Shepard Asst. Freshman
- Brian Claus Head Boys Soccer
- Kate Casey Head Girls Soccer
- William Casley JV / Asst. Boys Soccer
- Samantha Zina JV/ Asst. Girls Soccer
- Jason Scott Head Golf Coach
- Matthew Campbell Head Cross Country
- Chrstin Couture Head Cheerleader Coach
- Tom Carey Head Volleyball
- Kyra Hockey Freshman Volleyball Coach
- Jennifer Warden JV / Asst. Volleyball

21. The Superintendent has granted Christina Park, Director of Guidance within the Abington Public Schools, parental leave of absence in accordance with the Unit A agreement.
22. The Superintendent has granted Sheila O'Brien, teacher within the Abington Public Schools, parental leave of absence in accordance with the Unit A agreement.
23. The Superintendent has granted Michelle Beatrice, teacher within the Abington Public Schools, parental leave of absence in accordance with the Unit A agreement.
24. The Superintendent has granted Stephanie O'Brien, teacher within the Abington Public Schools, parental leave of absence in accordance with the Unit A agreement.
25. The Superintendent has granted Kate Plasden, a teacher within the Abington Public Schools, parental leave of absence in accordance with the Unit A agreement.

26. The Superintendent has granted James Gorman, a wellness teacher within the Abington Public Schools, a career leave of absence as stipulated in Article XXV of the Unit A Agreement for the 2023-2024 school year.
  
27. The Superintendent has approved the following recommendations from principals for Professional Teacher Status beginning in the 2023-2024 school year:
  - Emelie Kalesnik – Abington Middle School
  - Erin Murphy- Abington Middle School
  - Kelley Woodrow – Abington Middle School
  - Allison Ferrigno – Abington Middle School
  - Maritza Devereux- Abington Middle School
  - Victoria Tansey – Abington High School
  - Rebecca Lennon – Woodsdale Elementary School
  - Renee Brown – Beaver Brook Elementary School

X. ADJOURNMENT

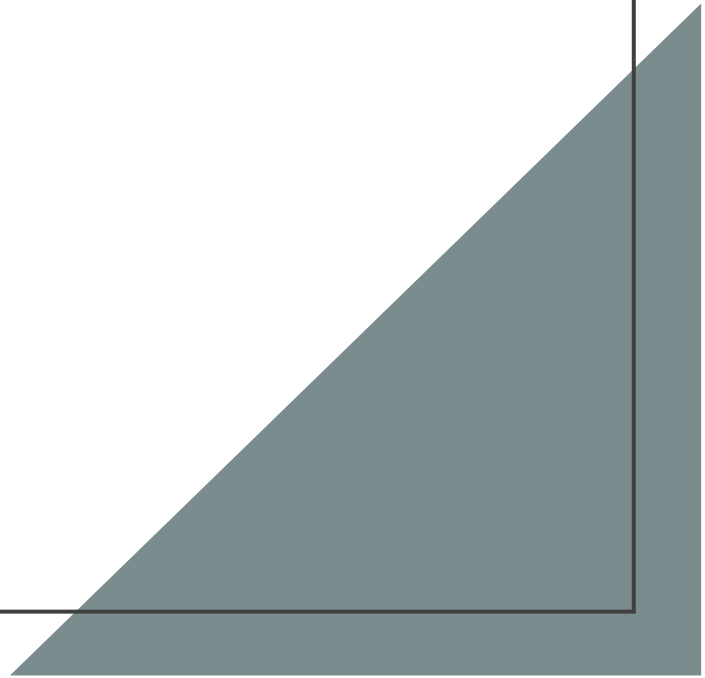
  
\_\_\_\_\_  
Heidi Hernandez, Secretary

# **Art Department**

## **K-12**

**School Committee Presentation**

**By: Michelle Poirier**



# Strengths of the Department

- All students receive arts education K-8
  - 9-12 Elective
- Two new art educators in the district
  - BB/WES (year 1)
  - .5 shared AHS/MS (year 2)
- Three FT professional status educators MS-HS
- District-wide art shows, Youth Art Month K-4 in March, Celebrate the Arts Festival 5-12 in May
  - Evidence of high-quality work, perseverance, effort, and student engagement
- Enrollment in art class at the high school has been increasing

# Progress on Areas of Growth

- Have not established a dedicated art room at Woodsdale
- Were not able to increase our part time MS/HS teacher to full time to increase class offerings



# Areas of Improvement

- Increase HS position to full time
  - Accommodate Advanced Digital Art classes
  - Alleviate shared staffing scheduling issues
  - Participate in HS common planning time
- Need for a dedicated art room at Woodsdale



# Art Department Curriculum



- Focuses on the four Massachusetts State Visual Arts Standards
  - CREATING artwork
    - *This year's focus is on INTENT*
  - PRESENTING artwork
  - RESPONDING to other's work
  - CONNECTING within their self



# Art Department

9-12

*2D, 3D, Digital*

## HIGH SCHOOL COURSES:

Intro: Drawing & Painting 1 (2.5 unlevelled)  
Adv: Drawing & Painting 2 (5 unlevelled)  
Level 1: Drawing & Painting Portfolio (5 level 1)  
AP: AP Studio Art

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Intro: Sculpture 1 (2.5 unlevelled)  
Adv: Sculpture 2 (5 unlevelled)  
Level 1: Sculpture Portfolio (5 level 1)

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Intro: Graphic & Digital Design (2.5 unlevelled)  
Intro: Digital Art & Photography 1 (2.5 unlevelled)  
Adv: *\*Digital Art & Photography 2 (5 unlevelled)*  
*\*Graphic & Digital Design 2 (5 unlevelled)*

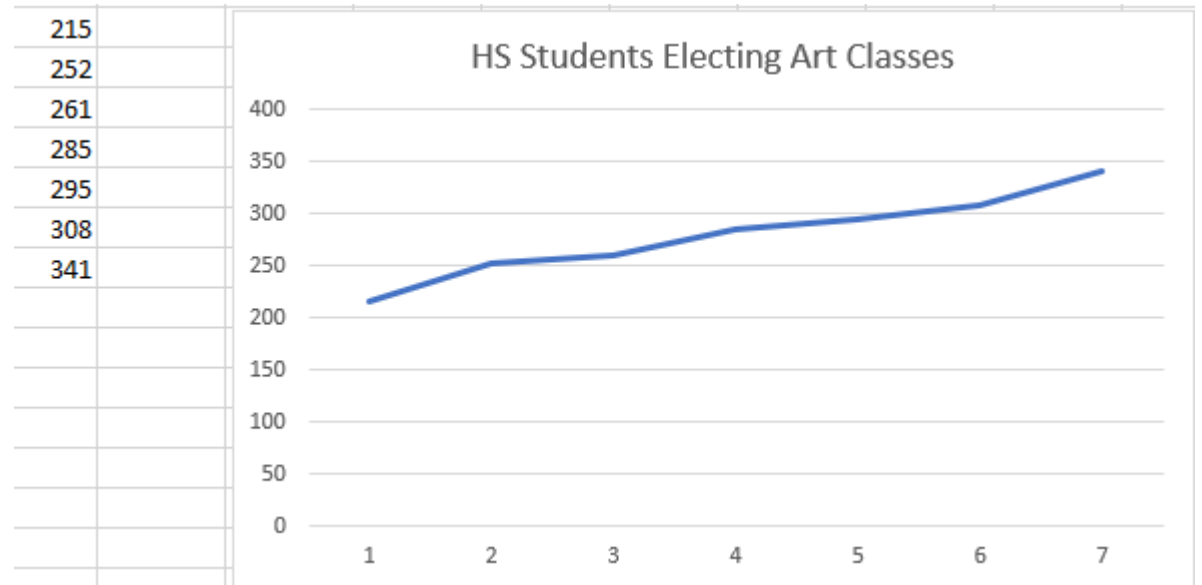
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*\*Currently not staffed*

# Art Department Enrollment

## HIGH SCHOOL:

- On average 300-350 students are electing art classes a year, 60%
- Intro classes (semester) most popular





# Art Department Enrollment

## HIGH SCHOOL SCHEDULE:

- 4 sections each:
  - Drawing & Painting 1
  - Digital Art 1
  - Sculpture 1
- 2 sections each:
  - Drawing & Painting 2
  - Sculpture 2
- 0 sections:
  - Advanced Digital Art
  - Advanced Graphic Design

# AP Art Data – Grade 12

	# Students	Score	MA Avg. Score	Global Avg. Score	% Scoring 3+ MA	% Scoring 3+ Global
2019	1	5	3.6	3.6	90%	90%
2021	1	4	3.3	3.5	83%	86%
2022	1	3	3.4	3.5	85%	87%
2023	2	4 3	3.41	3.47	83%	85%
2024	1					



# Questions





**ABINGTON HIGH SCHOOL**  
201 Gliniewicz Way  
Abington, MA 02351

781-982-2160  
781-982-0061 (fax)  
www.abingtonps.org



*Jonathan Bourn, Principal*  
*Kate Casey, Assistant Principal*

### **Personal Finance Memo**

In order to prepare graduating seniors for life after high school, Abington High School will introduce additional Personal Finance topics and lessons into math classes and bridge block enrichment. Potential topics to be addressed for all seniors during this time include:

- Understanding personal values, emotions, and money stories as foundational understandings in Personal Finance.
- Maintaining a budget to build wealth.
- Credit vs. Debit.
- Grocery shopping vs. Take out food.
- The power of Compounding Interest.
- Investing - 401K, Roth IRA's, Real Estate, 403b, ETF, Index Funds, and Mutual Funds.
- Renting or buying a home.
- Buying, financing, and leasing an automobile.
- Borrowing - student loans, mortgages, credit cards, and consumer debt.
- Taxes & your paycheck - Gross vs. Net pay, federal & state income taxes, Social Security, Medicare.

These lessons (*Note: many of these concepts are also taught in electives like Life 101, Personal Finance, etc.*) would take place during math classes quarter 4 after April break, with additional bridge block enrichment opportunities for seniors. The established Credit for Life field trip will serve as a culminating activity for the senior class.

Please check applicable field trip:

- Day Trip
- Extended Day Trip
- Overnight Trip
- International

ABINGTON PUBLIC SCHOOLS

Field Trip Plan Sheet  
Grades PreK-12

(Should be submitted at least four (4) weeks in advance)

Teacher(s) AMS Staff TBD Grade/Course and Section Grade 8

Destination Philadelphia

Date June 6-8, 2024 Time Leaving 6:00 AM Time Returning 9:00 PM

Contact Person/Staff-in- Charge Matthew MacCurtain Telephone 781-982-2170

No. Students in class 142 No. Students going TBD  
(Published list to faculty one week in advance and revised list on day of field trip)

Estimated costs per student \$837 Ratio of students/chaperones 10:1

Provisions for students not attending: Alternate work in school and possible alternate field trip.

Please check the boxes upon completion:

- Current CORI on file for all chaperones
- Emergency Contacts
- Field Trip Consent Form & Release from Liability (Adult Student)
- Permission Slip and Medical Release
- Field Trip Consent Form & Release from Liability & Indemnity Agreement (Parent/Guardian)

Fundraising: Yes  No  If yes, explain Mickman Brothers Wreath Sales, PTO Fundraising, Individual Student Chocolate Sales

Potential hazards/safeguards None

Educational Objective(s) \_\_\_\_\_

Methodology/Integration with Curriculum

This trip has a close connection with to the Grade 8 Civics Curriculum through visits to Independence Hall, The US Constitution Center and the Museum of the American Revolution.

Follow-up \_\_\_\_\_

Components and Procedures of the Field Trip to be considered, but not limited to, (check if applicable):

Provide Documentation, if appropriate:

- Accommodations
- Travel Plan/Itinerary
- Driving Record Request Form
- Transportation
- Overnight and/or International Field Trip Medical Information Form
- Liability Insurance
- Cancellation/Trip Insurance

Approved [Signature] Principal Date 9/13/23

One copy to the Building Principal  
 One copy to the Office of the Superintendent  
 One copy to the School Nurse  
 One copy to the Director of Food Services  
 One copy to the Abington School Committee (if applicable)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent of Schools (If applicable)  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Committee (If applicable)



## Job Description

**Position:** Assistant Superintendent

### **Qualifications:**

**Education/Licensure:** Master's degree from an accredited college or university  
Certification as Superintendent/Assistant Superintendent

**Experience:** A minimum of five (5) years of administrative experience with supervisory responsibility or leadership in the fields of curriculum articulation and the successful implementation of best practice teaching skills and strategies.

Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable.

### **Job Summary:**

To oversee and enhance the quality of education in our school District. The successful candidate will work closely with school principals, teachers, staff, and other District administrators to ensure that the District is meeting its academic goals and providing the best possible education for all students.

### **Terms of Employment:**

1. Twelve-month work year
2. Salary and benefits to be commensurate with educational and experiential qualifications

**Evaluation:** Performance of this job will be evaluated annually by the Superintendent of Schools

### **Position Responsibilities:**

1. Direct assignment to the staff of the Superintendent of Schools
2. Assists the Superintendent in the oversight of all District employees and programs
3. Attends School Committee meetings and prepares and presents appropriate reports for update, discussion, and deliberation for School Committee members
4. Represents the School System, as assigned
5. Acts in place of the Superintendent of Schools in cases of extended, short term, or day-to-day absences
6. In the absence of the Superintendent of Schools, makes decisions on school emergency closings and contacts appropriate agencies and people relative to no school announcements, due to storms or other emergencies
7. Assists the Superintendent of Schools in the development and implementation of the School District's educational philosophy, goals, policies, & programs
8. Assists in the recruitment, screening, interviewing, hiring, training, and assigning of personnel
9. Assists the Superintendent with collective bargaining and non-collective bargaining
10. Serves as the District's Sexual Harassment Investigator in accordance with District policy
11. Oversees summer programming
12. Performs duties of Title IX and Chapter 622 Coordinator
13. Oversees the efforts of the technology department including the Director of Technology and Instructional Technology Specialist
14. To perform all duties listed herein and other appropriate tasks assigned by the Superintendent, to effectively expedite the purpose of the Abington educational program

### **Duties of the Position:**



### **Curriculum Development & Implementation**

- Develop and implement District-wide curricular programs that align with state and national standards
- Manage curriculum review cycle and lead the District's effort for systematic review and alignment of standards-based curriculum
- Ensure that curricular programs are being effectively implemented in all schools
- Evaluate curriculum effectiveness and recommend changes as needed
- Lead District Multi-Tiered System of Supports (MTSS) in partnership with principals

### **Professional Development**

- Plan and coordinate orientation and professional development opportunities for teachers and staff to improve best practices
- Plan and coordinate administrative professional development
- Monitor external professional development requested by staff
- Ensure that teachers and staff are properly trained to implement curricular programs
- Foster a culture of continuous learning and growth among staff

### **Assessment & Data Analysis**

- Develop and implement effective assessment tools to measure student progress
- Assist principals in reviewing, analyzing and interpreting grading policies, promotional policies, testing data, and District's instructional program
- Lead District-wide data analysis, develop consistent data protocols, and support school-based data teams
- Analyze assessment data to identify areas of strength and growth
- Use data to make informed decisions about curriculum development and instructional strategies

### **Instructional Leadership**

- Collaborate with District leadership team to implement the APS strategic plan
- Provide leadership and support to principals and teachers
- Collaborate with Department Heads and Directors to improve teaching and learning
- Monitor and coordinate appropriate implementation of Abington Educator Evaluation System
- Coordinate activities to improve teaching and learning such as, but not limited to, District Learning Walks
- Monitor instructional practices and provide feedback to improve teaching and learning
- Stay up to date on best practices in education and incorporate them into District programs

### **Budget Management**

- Collaborate with District and School Leadership teams to develop and allocate budget resources effectively
- Ensure that spending is aligned to District priorities and goals
- Develop, monitor, and oversee federal and competitive grant budgets and programs such as Title I, Title IIA, Title IVA, and IDEA in collaboration with Director of Student Services and Director of Finance and Operations
- Pursue competitive grant opportunities to promote enrichment opportunities for all students



## Job Description

**Position:** Director of Finance and Operations

**Qualifications:**

**Education/Licensure:** Bachelor's degree in Business Administration, Accounting, Finance, or Public Administration required; Master's Degree preferred  
Licensed or eligible for DESE licensure as a School Business Manager  
Maintains MCPPO (Massachusetts Certified Public Purchasing Official Certification)

**Experience:** Minimum of three (3) years' experience and demonstrated leadership in school or municipal financial management

Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable.

**Job Summary:** Provide strong leadership in finance and district operations to ensure that APS allocates and appropriates resources and funds in a way that maximizes opportunity for student success so that all students are successful in the Abington Public School District.

**Terms of Employment:**

1. Twelve-month work year
2. Salary and benefits to commensurate with educational and experiential qualifications

**Evaluation:** Performance of this job will be evaluated annually by the Superintendent of Schools

**Position Responsibilities:**

1. Direct assignment to the staff of the Superintendent of Schools
2. Attends School Committee meetings and prepares and presents appropriate reports for update, discussion, and deliberation for School Committee members
3. Directs the efforts of such support personnel as:
  - Food Services Director
  - Human Resources and District Data Administrative Assistant
  - Accounting Clerk
  - Central Office Receptionist
  - Director of Maintenance
  - Crossing Guards
4. Assists the Superintendent of Schools in the development and implementation of the school District's educational philosophy, goals, policies, & programs
5. Assists the Superintendent with collective bargaining and non-collective bargaining
6. To perform all duties listed herein and other appropriate tasks assigned by the Superintendent, to effectively expedite the purpose of the Abington educational program

**Duties of the Position:**

### **Financial and Business Management**

- Assists the Superintendent of Schools in the preparation and presentation of the annual school budget
- Organizes and maintains effective budgetary control procedures, guaranteeing a balance in all categories between allotments and actual expenditures
- Ensures that the accounting system provides for the proper recording of all receipts and expenditures to conform with Commonwealth statutes and auditing requirements
- Collects, collates, and completes for submission to the appropriate Commonwealth agencies, the "End-of-the-Year Report," and all other required state and federal financial reports required by statute, which provide for funding of public-school systems
- Prepares all necessary bid documents and specifications and recommends bid awards based on adherence to stated requirements
- Purchases items of supplies and equipment necessary for the proper operations of the school system and maintains a current and efficient inventory system
- Advises the School Committee of the projected cost implications of any requested program expansions or implementations and provides all statistical data required for the proper study of such issues
- Collects, collates, submits, and accounts for expenditures under all non-special education and pupil personnel service local, state, and federal grant appropriations which supplement the regular school budget

### **Transportation**

- Assumes the responsibility for the establishment of a workable transportation system, designed to meet the requirements of the daily instructional program and related extracurricular activities
- Prepares specifications for all contracts pertaining to the transportation of all eligible public and private school children
- Recommends appropriate rules, fees, regulations, and procedures for the orderly transportation of pupils and assures that such rules are communicated and administered with fairness and consistency

### **Personnel**

- Assumes the overall responsibility for the general scheduling and supervision of all non-certified support personnel, including cafeteria workers, crossing guards, custodial, and maintenance staff
- Includes in said responsibility the advertising of vacancies, review of applications and recommending to principals and the Superintendent of Schools qualified candidates
- Maintains a staff file for all school system personnel, which allows for a continuing review of changes in personnel and possible effects on budgetary planning

### **Miscellaneous**

- Maintains liaison with the Director of Food Services to assure that that program is administered within the specifications of all Federal and State requirements
- Directs all activities relative to the district's compliance efforts concerning the American with Disabilities Act (ADA) and environmental issues (i.e., asbestos, pesticides, hazardous waste)
- In collaboration with the Assistant Superintendent and Director of Student Services, manages federal and competitive grant budgets and application processes for grants such as IDEA, Title I, Title IIA, Title III, and Title IVA
- Other responsibilities as assigned by the Superintendent of Schools

## ABINGTON PUBLIC SCHOOLS

### FY2025 BUDGET DEVELOPMENT AND ARTICLE PLANNING SCHEDULE

#### Month

#### October and November

- Send out FY-2025 budget proposal / request memo and forms to Principals, Dept. Heads and Directors (due back by November 28, 2023)
- Finance Committee tour of school facilities (TBD)

#### December

- Superintendent and other Central Office Administrators meet with Principals, Dept. Heads and Directors to review budget proposals (December 7/8, 2023)
- Administration Meets with Business and Finance Subcommittee (TBD)

#### January

- Chairman of the School Committee, School Committee Members and the Superintendent hold a FY-2025 Public Budget Hearing (January 9, 2024)
- Review FY-2024 Budget Draft by Administrative Team (January 2024)
- Superintendent presents to the School Committee the FY-2025 Preliminary Budget and Article Information for referral to the School Committee's Business and Finance Subcommittee (January 9, 2024)
- FY-2025 Preliminary Budget and Article Information submitted to the Town Manager/Board of Selectmen and Finance Committee (January 10, 2024)

#### February

- School Committee's Business and Finance Subcommittee meets with school administration, Board of Selectmen and town Finance Committee as scheduled to review and revise FY-2025 Preliminary Budget and Article Information (TBD)

#### March

- School Committee's Business and Finance Subcommittee present their recommendations on the FY-2025 Proposed Budget and Article Information to the full School Committee for review (TBD)
- School Committee's Business and Finance Subcommittee and administration meets with town Finance Committee as scheduled (TBD)
- School Committee adopts their Proposed FY-2025 Budget and Sponsored Articles for transmittal to the Town Manager/Board of Selectmen (TBD)

#### April, May and June

- Chairman of the School Committee, other members of the School Committee, the Superintendent and other school administrators meet with the Finance Committee or the Finance Committee Liaison Subcommittee as needed and as requested to review Proposed FY-2025 Budget and Articles (TBD)
- School Committee approves final, Certified FY-2025 Budget and Articles
- School Committee Chairman presents Budget and Article requests at Town Meeting (TBD)
  
- Town Meeting votes on FY-2024 Budget and Articles (TBD)

# Envisioning the Future

- We will imagine that the future is the present, and that we are looking back on the change process that has moved the school district from where it is today to what the school system has become.
- Through this process, we will describe what the district and schools are today, what we would like them to become in the future, and that strategies that will take them there.

# Using the Protocol

- Organize into working groups.
- Identify a group facilitator, recorder, presenter.
- Conduct the Back to the Future Protocol.
- The recorder charts group responses.
- Chart Paper: 2023
- Chart Paper: 2029
- The presenter shares group responses with the whole team.

# Back to the Future Protocol

- Project into the future; imagine it is June 30, 2029.
  - ✓ What does the district look like, sound like feel like today, June 30, 2029? (Use the Present Tense.)
- From the projected present, look back to the past today.
  - ✓ What did the school system look like before in 2023? (Use the past tense.)
- From the projected present, continue looking back into past, today.
  - ✓ How did the district become what it is today?
  - ✓ Describe as specifically and concretely as possible. Use the past tense.



*READS Collaborative*  
**Quarterly Report Overview - September 2023**

- The new Executive Director, Dina Medeiros, assumed the role on July 17, 2023. The new director's Entry Plan along with proposed goals have been provided to the Board.
- **READS Strategic Plan Priorities- 2021-2024 ([www.readscollab.org](http://www.readscollab.org))**
  - Plan for the safety and wellbeing of students and staff during and following the COVID-19 Pandemic.
    - READS continues to follow DESE guidance regarding COVID mitigation strategies. Masks are not required for the 23-24 school year, but are optional for staff and students who choose to wear one.
  - Promote social justice and improvement in practices that impact equity, diversity and inclusion.
    - READS has secured a customized DEI Consultation and Support Services Agreement with Dr. Carlos Hoyt for the 2023-2024 school year.
    - READS continues to implement Collaborative Problem Solving through Think:Kids.
  - Enhance programs and services to better serve the students and families, our staff, and the member districts.
    - The Family Success Partnership support provided through District Services continues to grow with positive feedback from member districts.
    - District Services will now be providing the oversight and developing the contracts for Teacher of the Deaf and Audiological consultations. Audiological evaluations will also be processed through District Services.
    - The leadership for The Academy has been re-organized to provide increased consistency and oversight of the programming continuum pre-K to 12+.
  - Maintain cost effective programs and services in a manner that supports the fiscal health of the collaborative in the aftermath of the COVID-19 Pandemic.
    - READS referrals and enrollment numbers are steadily increasing.
    - READS Board is considering the application from two districts for membership.
- **Fiscal Update**
  - READS will be in the process of developing the FY25 budget in the coming weeks.
- **Legislation/Compliance**
  - All DESE required reports have been submitted and certified.
  - Currently in the process of our mid cycle coordinated program review (CPR)
  - The amended collaborative agreement was approved by DESE and in effect as of July 1, 2023.
- **Student/Staff Feature**
  - ESY Programming was well attended for grades Pre-K - 6 at the Academy. Attendance was poor for the 7-12 group, but there was an increase in internships created including one for early childhood. Hopefully this increase in available internships will result in increased ESY attendance for ESY 2024.  
DHH ESY Programs ran smoothly.
  - This year, READS had a large number of nominees for Employee of the Year. The selection committee decided to award 4 employees with Employee of the Year:
    - Christine Souza - DHH, Carrie Smith - Academy, Jessica Legzdins - Business Office  
Carolyn Duval - District Services

Congratulations to all those nominated and those selected!

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