Keith Taverna

March 2026

Andover Public Schools
36 Bartlet Street
Andover, Massachusetts 01810

Dear Chair Murray and Andover School Committee,

Please accept this letter of intent for the position of Superintendent of Schools for the Andover Public Schools. As a member of the senior administrative team, I am honored to support Andover Public Schools' long-standing commitment to working in partnership with the School Committee to ensure that all students belong, strive, and thrive. This shared commitment is reflected in the district's strategic plan, mission statement, and equity vision, and is grounded in the district's core values of integrity, respect, partnership, excellence, and accountability. I am eager to continue contributing to this important work and to further advancing the district's vision for all learners.

In addition to my current role as Interim Superintendent, I have dedicated more than 15 years to public education, taking on progressively greater responsibility at each stage of my career. I began my professional journey as an accountant before moving into the roles of business manager and assistant superintendent, and I have since served as interim superintendent in two districts. These experiences have enabled me to deepen my leadership skills, refine my educational philosophy, and implement effective strategies that drive organizational growth.

At the heart of my educational philosophy is the belief that every student, regardless of demographic, background, socioeconomic or academic performance, must be the primary focus of every district decision. I believe in leadership by example, creating an environment that thrives on collaboration and teamwork, and in fostering a community where the voices of students, staff and community members are valued. By aligning these beliefs with the district's strategic plan, we can ensure students are prepared for success.

I am confident in my experience, positive energy, and proven ability to lead makes me a strong fit for the Andover Public Schools. I welcome the opportunity to interview with you to discuss how my leadership can support the continued growth and improvement of student outcomes and the district.

Thank you for your time and consideration.

Sincerely,

Keith Taverna
Enclosure: Resume

Keith Taverna

EXECUTIVE PROFILE

Senior public education leader with over 15 years of progressive experience overseeing district finance, operations, human resources, labor relations, and capital planning. Recognized for building trust with school committees, educators, and communities, aligning resources to student achievement, and leading districts through complex fiscal and organizational challenges with transparency and collaboration.

PROFESSIONAL EXPERIENCE

Andover Public Schools

Interim Superintendent | March 2026 – Present
Assistant Superintendent for Finance and Administration | June 2022 – Present
Serve as chief fiscal and administrative officer for the district, overseeing finance, human resources, transportation, food services, custodial services, and school safety for a district with an operating budget exceeding $110 million.

- Served as Interim Superintendent during a leadership transition, ensuring continuity of district governance and operations.
- Lead preparation, presentation and management of the annual operating budget, grants and revolving funds; aligning spending with strategic priorities, student outcomes and long-term sustainability.
- Build positive community relationships with all stakeholders.
- Create and implement the district's strategic plan and multi-year strategic roadmap in partnership with the executive leadership team.
- Communicate complex financial data and district's goals to the School Committee, Select Board, Finance Committee, town officials and the Andover community.
- Serve on the School Committee negotiations team for all union contracts.
- Develop and maintain the district's comprehensive long range financial plan model in coordination with the Town's long range financial plan.
- Work in partnership with the Town Managers Office, Department of Public Works, Public Safety, Community Development & Planning and other town departments on operations, capital planning, and town-wide initiatives.
- Act as district liaison on major capital projects, including as a voting member of the West Elementary/Shawsheen building committee and Andover High School Improvement Project through the Permanent Town Building Advisory Committee.

Danvers Public Schools

Co-Acting Superintendent | January 2022 – June 2022
Assistant Superintendent for Finance and Personnel | July 2018 – June 2022
Provided district-wide leadership for finance, human resources, and operations, ensuring organizational effectiveness while building positive relationships with all stakeholders.

- Led the district as Co-Acting Superintendent during a leadership transition, ensuring stability in governance, operations, and community confidence.

- Key member of the town-wide senior leadership team, aligning school and municipal priorities.
- Served on the negotiations committee with the School Committee for union contracts.
- Oversaw the human resources department, including recruitment and hiring of all personnel, investigation and discipline process and ongoing day-to-day operations.
- Served as the school district liaison on major capital initiatives, including renovation/expansion of Danvers High School, new construction of Smith Elementary School and roof replacement of Highlands Elementary School.
- Led districtwide student safety programs in collaboration with police and school leadership.
- Oversaw the management of the Food Service Program.

Business Manager | September 2011 – June 2018

- Managed all funds including general fund, federal and state grants, revolving funds, and student activity accounts.
- Oversaw accounting, accounts payable/receivable, payroll and warrant functions.
- Coordinated annual financial audit and periodic program audits. Implemented resulting corrective actions and process improvement.
- Developed bid specifications and contracts in accordance with all Massachusetts General Laws.
- Directed delivery of transportation services including routing, scheduling and vendor contracts and district staff.

District Accountant / Budget Analyst | August 2009 – September 2011

- Led annual budget development in collaboration with the district's Administrative Council.
- Prepared monthly budget reports and completed annual end of year financial reporting to the Department of Elementary and Secondary Education.
- Monitored expenditures for general education, special education, transportation and grant programs.

EDUCATION

- **Master of Business Administration (MBA)**, 2009 - Clark University, Worcester MA
- **Bachelor of Arts – Economics and Business Administration,** 2007 – Worcester State College, Worcester, MA

LICENSURE

- Superintendent / Assistant Superintendent – Massachusetts DESE (Professional)
- School Business Administrator – Massachusetts DESE (Professional)

LEADERSHIP AND PROFESSIONAL MEMBERSHIP

- Board of Directors, Massachusetts Association of School Business Officials (2024-2027)
- Massachusetts Association of School Superintendents
- ASSA, The School Superintendent Association
- Massachusetts Association of School Business Officials
- Association of School Business Officials, International