



ANDOVER SCHOOL COMMITTEE

SC ROOM Key: *I.O. = Information Only; A.R. = Action Request*

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THURSDAY, JUNE 29, 2023

SCHOOL COMMITTEE CONFERENCE ROOM

** Please note that public comment – either during the Public Input agenda item or on specific agenda topics – should follow School Committee [policy BEDH](#) *Public Comment at School Committee Meetings* and [policy BEDH-E](#) *Guidelines for Public Comment*, including limiting remarks to 3 minutes.**

I. School Committee Meeting – Open Session

6:00 PM

Motion and vote to meet in executive session pursuant to Massachusetts General Laws chapter 30A, section 21(a) for the following purposes:

- Purpose 3: to discuss strategy with respect to collective bargaining with unionized personnel, namely the Andover Education Association (AEA)-Unit A; Andover Administrators Association (Unit B); Andover Assistants-Unit B; Andover Educational Secretaries Association (AESA)-Unit C;
- Purpose 3: to discuss strategy with respect to litigation in the Department of Labor Relations with the Andover Education Association (AEA)-Unit A.
- Purpose 2: to discuss strategy in preparation for negotiations with nonunion personnel, namely Superintendent, Assistant Superintendents and Executive Director of Special Services;

The Committee will reconvene at approximately 7PM in Open Session.

II. Resume Regular SC Meeting

7:00PM

A. Moment of Silence/Salute to Flag

B. Recognitions/Communications

C. Public Input

(limited to 10 minutes total; if more time is required, Public Input will resume after New Business)

D. Response to Public Input

E. Education

1. DataWise Presentation:

Dr. Julie Riley, Asst. Superintendent; Executive Directors: Jason DiCarlo-Elementary Instruction; Shereen Rancourt-Secondary Instruction

F. New Business

1. Revised Policy: Policy JIC -Student Discipline – First Reading

I.O.

2. AHS Student & Athletic Handbook – First Reading

I.O.

3. Memoranda of Agreement:

A.R.

i. Administrators Association Unit – Individual Program Coordinators (3)

4. Financials (May)

I.O.

5. Superintendent's End of Year Evaluation

A.R.

6. Superintendent's Compensation

A.R.

7. Superintendent's Vacation Carry Over

A.R.

This is the SC posted agenda for the upcoming meeting to the best of our knowledge at the time of posting; however, other agenda items may arise; therefore, the SC reserves the right to discuss additional items if merited.

The mission of the Andover Public Schools, in partnership with the entire Andover community, is to educate by engaging and inspiring, students to develop as self-reliant, responsible citizens who are thinkers, problem solvers, and contributors prepared to participate in an evolving global society.

G. Consent Agenda

A.R.

1. Grants/Donations to District
2. SC Meeting Minutes: Minutes from prior meetings

H. Adjournment

Log of Proposed Changes - AHS Student Handbook 23-24

#	Items	PAGE	CHANGES	NOTES
1	Year Changes	Multiple	Change 2022-2023 to 2023-2024	Complete
2	Name Changes for Important Telephone Numbers	P.7, Important Telephone Numbers	<p>Changed "Telephone Numbers" to "Phone Numbers" Old Staff Names to New Staff Names</p> <ul style="list-style-type: none"> -Switched "Assistant Principal, Rebecca Perry" to "Rebecca Perry, Assistant Principal" -Switched "John Norton, Assistant Principal" to "Alicia Linsey, Assistant Principal" -Deleted "Joanne Gibson, Nurse" -Changed "Thomas Howard" to "TBD" -Changed "Jennifer Starr" to "TBD" -Added "English Learner Education Department – Erin Johnson, PK-12 Program Coordinator - Extension TBD" 	Complete
3	Name Changes for Harassment Complaint Managers	p.31	<ul style="list-style-type: none"> -Added "Rebecca Perry, Assistant Principal" -Changed "John Norton, Assistant Principal" to "Alicia Linsey, Assistant Principal" 	Complete
4	Principal's Message	p.8	<ul style="list-style-type: none"> -Changed old Principal's Message to New Message <p>Current:</p>	Complete

Welcome! I am honored to be serving as principal of Andover High School for the 2022-2023 school year. We are committed to creating an environment in which our students and staff are encouraged to take risks, ask questions, and explore opportunities. We are committed to build on the exciting work that makes Andover High School a special place of opportunity for students and staff and to support educational approaches that challenge, engage, and enable our students to excel. I know that our staff is dedicated to maintaining a safe student-centered environment that fosters respect for individual differences and I will do my best to support them in this effort. This handbook is your guide to the policies and procedures that govern our school. Please make sure you take time to learn the norms and expectations of our school community so that you can be a contributing member of our school. We, the entire school community, are committed to your academic, civic and social success. At AHS students, teachers, support staff, administrators, parents/guardians, and community members, work together to ensure you have the skills and knowledge to carry you towards your ultimate lifetime goals. We all wish you great success and stand ready to assist you in any way that we can. Best wishes for a great year!

Caitlin Brown, Principal

New:

c. Principal's Message

Families of the Andover High School Community,

I am honored to be serving as principal of Andover High School for the 2023-2024 school year. Andover High School is dedicated to maintaining a safe student-centered environment that fosters respect for individual differences. We are committed to support educational approaches that challenge, engage, and enable our staff

			<p><i>and students to excel. This handbook is your guide to the policies and procedures that govern our school. Please make sure you take time to learn the norms and expectations of our school community. We, the entire school community, are committed to the academic, civic and social success of all our students. At Andover High School students, teachers, support staff, administrators, parents/guardians, and community members, work together to ensure that all students have the skills and knowledge to carry them towards their ultimate lifetime goals. We all wish everyone a great school year and stand ready to assist you in any way that we can. Best wishes for a great year!</i></p> <p><i>Caitlin Brown, Principal</i></p>	
5	School Calendar	p.10	Added in 2023-24 AHS School Calendar	Complete
5	Half Day Schedule	p.11	Changed “Half Day Schedule” to “Early Release Schedule” - Updated to New Early Release Schedule	Complete
6	Term Grade Closing Dates	p.14	<p>Updated Dates : Quarter 1: <u>November 3, 2023</u> Quarter 2: <u>January 19, 2024</u> Quarter 3: <u>March 29, 2024</u> Quarter 4: <u>June 10, 2024 (No Storm Days)</u></p> <p>Grades close: <u>May 24, 2024</u></p> <p>Graduation: <u>June 3, 2024</u></p> <p style="text-align: right;">Senior</p>	
7	Incomplete Grade Change Dates	p.16	<p>Updated Dates Incompletes:</p> <ul style="list-style-type: none"> - September 29, 2023 for Quarter 4 “incompletes” - January 5, 2024 for Quarter 1 “incompletes” - March 22, 2024 Quarter 2 “incompletes” - May 24, 2024 for Quarter 3 “incompletes” 	Complete

8	MCAS Dates Updated	p.17	<p>All 10th Grade Students: English Language Arts (ELA), Session 1 - March 26 Session 2 - March 27</p> <p>All 10th Grade Students: Math, Session 1 - May 14, Session 2 - May 15</p> <p>All 9th Grade Students: Science Session 1 - June 4, Session 2 - June 5.</p>	Complete
9	National Honor Society	p.18	<p>Change in eligibility language:</p> <p>Current: “Scholarship: To be eligible for membership, a student must be a junior or a senior with a weighted grade point average of 4.2500 or an unweighted grade point average of 3.7500 or higher. Each September eligible students will be invited to a preliminary meeting to receive the information packet application for membership. Failure to complete the packet application by the stated deadline will make the student ineligible. All packets applications that are completed on time are then given to the NHS Faculty Council for consideration.</p> <p>New: “Scholarship: To be eligible for membership, a student must be a junior or a senior with a weighted grade point average of 4.2500 or an unweighted grade point average of 3.7500 or higher. Each September eligible students will be invited to a preliminary meeting to receive the information packet application for membership. Failure to complete the packet application by the stated deadline will make the student ineligible. All packets applications that are completed on time are then given to the NHS Faculty Council for consideration.</p>	Complete
10	National Honor	p.18	Current:	Complete

	Society		<p>“Character: In addition, the faculty council may receive confidential feedback and comments from the entire faculty and staff about each candidate’s performance and character to assist in the selection process.</p> <p>New: (Delete “the entire”) “Character: In addition, the faculty council may receive confidential feedback and comments from the entire faculty and staff about each candidate’s performance and character to assist in the selection process.”</p>	
11	National Honor Society	P.19	<p>Current: The student is expected to complete the information packet thoroughly, neatly and promptly. All materials submitted are reviewed by a five-member NHS Faculty Council who must vote unanimously to elect a member.</p> <p>New: The student is expected to complete the information packet application thoroughly. All materials submitted are reviewed by a five-member NHS Faculty Council using a standards based rubric who must vote unanimously to elect a member.</p>	Complete
12	Progress Report Dates/Course Changes	p.19	Updated Dates	Complete
13	Schedule / Level change Dates	p.19-20	Updated Dates	Complete
14	Tardiness	P. 26	<p>Addition:</p> <p>Students participating in extracurricular activities (which includes but is not limited to performing arts, clubs, ect.) must be in school for the entire day and attend all classes unless excused by the principal or fine arts coordinator. For weekend performances, students must be in school on the day preceding the weekend performance.</p>	Complete

			<p>If a student cuts a class or leaves the building unannounced, they will be ineligible to participate in that day's extracurricular activities. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration on the day of the tardiness or dismissal. Students who are suspended from school are not permitted on school grounds, and therefore may not practice or participate in ensemble rehearsals or performances, including off-campus performances.</p>	
15	Tardiness	P. 26	<p>Deleted:</p> <p>Students who are granted a parking privilege must sign a contract agreeing that they will not be late for school in the morning more than ten times a semester (excused or unexcused), absent from school more than eight times a semester, or leave school grounds in a vehicle without permission. Failure to meet these guidelines may affect the student's parking privileges for the year. This may include a change in parking assignment or a student's parking privilege may be revoked for the remainder of the school year and the parking payment will be forfeited.</p> <p>Also change typo on p.26 "ect." to "etc."</p>	Complete

16	Athletic Information	p.28	<p>Updated Dates:</p> <p><u>Fall 2023 : August</u></p> <p>Cheering, Cross Country, ESports, Field Hockey, Football, Golf, Soccer, Girls Swimming and Diving, Unified Basketball & Girls Volleyball</p> <ul style="list-style-type: none"> ● Football starts on Friday, August 18th ● All other sports start on Monday, August 23rd <p><u>Winter 2023 - 2024</u></p> <p>Basketball, Cheering, Gymnastics, Ice Hockey, Indoor Track, Skiing, Boys Swimming and Diving & Wrestling</p> <ul style="list-style-type: none"> ● Season starts on Monday, November 27th <p><u>Spring 2024</u></p> <p>Baseball, Lacrosse, Track and Field, Softball, Tennis, Unified Track & Boys Volleyball</p> <ul style="list-style-type: none"> ● Season starts on Monday, March 18th 	Complete

17	Clubs and Activities	p.29	<p>Delete:</p> <p>Club members interested in advertising their meetings or special events will have the opportunity to place an announcement in the daily bulletin.</p>	Complete
18	Dances	p.30	<p>Add:</p> <p>For weekend dances, students must be in school on the Friday before the dance.</p>	Complete
19	Junior Prom	p.30	<p>Add:</p> <p>To be eligible to attend the junior prom, a student must be in attendance at school on that day. For weekend junior prom dances, students must be in school on the Friday before the dance.</p>	
20	Parking Lottery	p.32	<p>Add:</p> <p><u>ALL</u> rising junior Andover High School students should purchase a bus pass unless the student is planning on walking, biking, or being dropped off by a parent at school. There are only a small number of parking spaces (usually less than 25) available to juniors. Therefore, all juniors should plan on NOT driving to school. See below for more</p>	

			<p>information on how to apply for one of the limited junior parking spaces.</p> <p>In May, rising seniors will receive a link via school email to apply for a parking pass and purchase their parking passes for their senior year. This application and payment is due in June. All senior students that complete the application by the deadline and submit payment will receive a parking spot. Over the summer, seniors will be assigned a parking spot. Parking passes will be distributed in August.</p> <p>In June, rising juniors will receive a link via school email to apply for the parking pass lottery. Only junior students that hold a valid driver's license and have a vehicle to drive at the time of application may apply for a parking pass. Students are selected randomly and there are only a limited number of spots available (usually less than 25). Because of the limited number of parking spots, there is no guarantee your student will receive a pass.</p> <p>If you purchase a bus pass and are selected for a parking spot, you can return your bus pass with a written request for a refund. Refund requests received by the Transportation Office on or before September 30th will receive a full refund (excluding late fee). Written requests for refunds received after September 30th will be refunded on a pro-rated schedule posted in the Transportation Policy available online.</p>	
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19	Telecommunications Device Use	P. 52	<p>Delete Current Language:</p> <p>b. Telecommunication Device Use</p> <p>Andover High School permits students to possess telecommunication devices, including cellular phones, in school. These devices must not be activated, used or visible during instructional time without permission of the teacher. Instructional time is defined as time when students are engaged in class, including both academic, H-Block, and Physical Education classes. It may also be defined as time when students are in common areas during academic class time (i.e. going to the bathroom or library during class).</p> <p>Telecommunication devices may be used in common areas before and after school, during passing periods, and at lunchtime.</p> <p>A student who uses a telecommunication device during instructional or study time, without prior permission of the teacher, shall have the device confiscated. The student's parent/guardian will be notified by the appropriate assistant principal and may pick up the confiscated telecommunication device at the date and time specified by the assistant principal.</p> <p>Audio and video devices, such as iPads and other similar devices, are not to be used during instructional or study time unless permitted by the teacher. Without such permission, teachers will confiscate the items and turn them in to the appropriate assistant principal. The student's parent/guardian will be notified by the appropriate assistant principal and may pick up the confiscated telecommunication device at the date and time specified by the assistant principal. Other electronic devices, including but not limited to gaming systems, video viewing/recording equipment, or cameras/camcorders are not permitted during instructional or study time.</p> <p>Students should not under any circumstances photograph, film or</p>	Complete
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record other students or faculty unless it is for a school sanctioned class assignment and with consent. The administration and faculty are not responsible for any items that are lost, stolen or damaged when confiscated.

Replaced with New Section:

Cellphone/Smartphone Use

Andover High School recognizes that students will possess cell phones, smart watches, earbuds/headphones, and other electronic devices with them during the school day. Our goal is to ensure that device use does not distract from students' daily learning. The following rules apply to cell phone, smartwatch, and device usage:

- Devices must not be activated, used or visible during instructional time.
- If a student has a medical condition that requires an electronic device, the clinic will notify staff on appropriate accommodations.
- Devices may be used in common areas before and after school, during passing periods, and at lunchtime.
- If families need to reach students for emergency purposes they should contact the main office at 978-247-5510.
- A student who uses a device during instructional time, without prior permission of the teacher, will be warned by the teacher and an email will be sent home.
- Additional offenses will result in the student being sent to the office to have the device confiscated by administration followed by a conduct referral in ASPEN.

			<ul style="list-style-type: none"> • The student’s caretaker will be notified by the appropriate assistant principal or designee and may pick up the device at the end of the day. • If a student has the device confiscated by administration 2 times in a term the student will serve a detention. • If a student has the device confiscated by administration 5 times or more in a term the Assistant Principal or their designee will set up a time to meet with the family. • Other electronic devices, including but not limited to gaming systems, video viewing/recording equipment, or cameras/camcorders are not permitted during instructional or study time. • Students should not under any circumstances photograph, film or record other students or faculty unless they have consent. Parents will be called on the first offense and students will receive detention for additional violations. • The administration and faculty are not responsible for any items that are lost, stolen or damaged when confiscated. 	
20	Co-Curricular Fundraising Guidelines	p.71	<p>Current Language:</p> <p>AHS Co-Curricular Fundraising Guidelines 1. The Student Government Organization has been given the jurisdiction to monitor school organizations’ fundraisers. An organization will be asked to work with the Student Government Organization when it uses high school students to raise funds to benefit a school or related program. Organizations that</p>	Changes approval for fundraising from Student Government to AHS Principal

		<p>wish to use school facilities for fund raising activities that do not use students are to contact the high school Assistant Principal in charge of clubs/activities for preliminary approval before going to the Student Government Organization to check the calendar. All fundraising events need to be scheduled on the AHS master calendar after approval by the Assistant Principal in charge of clubs/activities. All student fundraising activities must comply with the School Committee Policy JJE – Student Fund-Raising Activities and associated policies. 2. Any group wishing to hold an activity in which a fee is paid for services rendered, for entertainment provided or for goods received must apply through the Student Government Organization in the following manner: a. Complete a fundraising application form available from the Student Government Treasurer b. Submit the completed form within the following time limit: i. For all dances – one month prior to the proposed dance date ii. For all other fundraising activities – two weeks prior to the proposed fundraising activity. c. At the next Student Government meeting after the proposal has been submitted, a representative from the proposed fundraising organization can be available at the meeting to present to the Student Government their proposal. i. If the calendar is free of conflicts approval will be granted for the fundraiser. If there is a conflict the representative of the organization will be asked to go back to their members to discuss another date. If two proposals are presented for the same date then the Student Government representatives will be asked to listen to both and take a vote. If the fundraiser is approved by simple majority vote of the present Student Government representatives, then the fundraiser may proceed as planned. If the school administration disapproves of the activity, then the activity cannot proceed. ii. If the fundraiser is not approved for reasons of scheduling conflicts, it is the responsibility of the organization to amend its proposal and re-present the proposal at the next meeting. If the organization is dissatisfied with the Student Government’s decision, they retain the right to appeal to the school administration. 3. If an organization wishes to “piggyback” or share a fundraising period with</p>	
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		<p>another organization, the former must bring permission in writing for the latter to any Student Government meeting for approval. 4. If a group later finds that it cannot hold an activity on its reserved date, the organization is obligated to so 71 inform the Student Government according to the following timeline before the reserved date in order for the date to be available to other groups. a. For all dances – two weeks prior to the date b. For all other activities – one week. 5. Groups may request and permission may be granted for “sole right” fund raising activities. Student Government shall maintain a list of sole right fundraisers (attached to this document). Groups currently (2010) having sole right fundraising privileges shall continue to have them with adoption of the fundraising guidelines. The following is the procedure for applying for the “sole right” fundraising privilege: a. The application process should be made the School Administrator/Assistant Principal in charge of clubs/activities. i. The organization must declare that they are applying for “sole right” ii. The group must justify their reasoning b. The Administrator/Assistant Principal reserves the right to approve or deny “sole right” fundraising privileges. 6. The Principal/Assistant Principal/Administrator reserves the right to deny permission for a fund-raising activity if the activity is illegal, immoral, detrimental to health or property, or exploitive of students or otherwise violates the following guidelines: a. Gaming and gambling activities are prohibited. b. Raffles are permitted. No raffles will be held on school grounds during regular school days, Monday through Friday, between 7:00 a.m. and 6:00 p.m. Groups conducting raffles must adhere to this Massachusetts General Laws regulating raffles and bazaars. Sole Right Fundraising Student Government has the responsibility to maintain an annual fundraising calendar which shall include a listing of the Sole Right Fundraisers (Valentine’s Day Carnation sale). Classes or organizations working to claim a fund raiser as a “sole right” must conform to the Fund-Raising Guidelines listed above. Classes or organizations that do not engage in this Sole Right Fund Raiser in any given year shall be considered to have given up their right for which</p>	
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other classes or organizations may then lay claim. The Principal/Assistant Principal/Administrator reserves the right to hear all requests, mediate all disputes, and award all “sole right” fund raising activities

New Language:

AHS Co-Curricular Fundraising Guidelines

1. The AHS Principal has been given the jurisdiction to monitor school organizations’ fundraisers. An organization will be asked to work with the AHS Principal or a staff member designated by the principal. All fundraising events need to be scheduled on the AHS master calendar after approval by the AHS Principal or staff member designated by the principal. All student fundraising activities must comply with the School Committee Policy [JJE – Student Fund-Raising Activities](#) and associated policies.

2. Any group wishing to hold an activity in which a fee is paid for services rendered, for entertainment provided or for goods received must apply in the following manner:

- a. Complete a calendar request form and a fundraising application form
- b. Submit the completed form within the following time limit:

			<ul style="list-style-type: none">i. For all dances – one month prior to the proposed dance dateii. For all other fundraising activities – two weeks prior to the proposed fundraising activity. <p>c. If needed, the AHS Principal will schedule a meeting with a board or club representative and faculty advisor.</p> <ul style="list-style-type: none">i. If the calendar is free of conflicts and the fundraiser activity is deemed appropriate, approval will be granted by the AHS Principal or designee, for the fundraiser. If there is a conflict the representative of the organization will be asked to go back to their members to discuss another date.ii. If the fundraiser is not approved for reasons of scheduling conflicts, it is the responsibility of the organization to amend its proposal and re-present the proposal to the principal.	
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			<p>3. The Principal, or designee, reserves the right to deny permission for any fund-raising activity based on their judgment. Fundraising activities that are illegal, unethical, detrimental to health or property, exploitive of students, or in violation of the student handbook will be prohibited.</p> <p>Please note the following:</p> <p>a. Gaming and gambling activities are prohibited.</p> <p>b. Raffles are permitted. No raffles will be held on school grounds during regular school days, Monday through Friday, between 7:00 a.m. and 6:00 p.m. Groups conducting raffles must adhere to this Massachusetts General Laws regulating raffles and bazaars.</p> <p>The Principal/Assistant Principal/Administrator reserves the right to hear all requests, mediate all disputes, and approve all fundraising activities</p>	
21	Learning Commons / Media Center	Multiple	Changed “Learning Commons” to “Library / Media Center”	Complete
22	Student Discipline New Policies - from State & School	Multiple	Under review by legal staff.	In Progress

	Committee			
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MEMORANDUM OF AGREEMENT

Between

ANDOVER SCHOOL COMMITTEE

And

THE ANDOVER ADMINISTRATOR'S ASSOCIATION

And

GREGORY HURLEY

WHEREAS, Gregory Hurley ("the Employee") is a Program Coordinator employed by the Andover Public Schools ("APS"), the scheduled instructional day for students did not occur; and

WHEREAS, the Employee is represented by the Andover Administrator's Association ("the Union") with respect to the terms and conditions of his employment by APS; and;

WHEREAS, during the 2022-2023 School Year, the Employee has provided 60 hours of substitute coverage for teachers at his school in their absence ("the Work"); and

WHEREAS, the collective bargaining agreement ("CBA") between the Union and the Andover School Committee does not provide for compensation for the Employee's performance of the Work; and

WHEREAS, the Employee, the Union, and APS wish to provide for appropriate compensation for the Employee's services in performing the work:

NOW THEREFORE, APS, the Employee, and the Union ("the Parties") enter into this Memorandum of Agreement ("MOA") and agree as follows:

1. The foregoing "Whereas" clauses are incorporated herein by reference.
2. The parties agree that notwithstanding the provisions of the CBA, including but not limited to Article 30-11 which requires that the Employee must perform substitute services for ten (10) consecutive school days before he is eligible for compensation, APS shall pay the Employee for the Work at the rate of \$50 per class covered, for a total payment of \$3,000.00. This agreement shall apply solely to School Year 2022-2023.
3. Except as expressly modified by the terms of this MOA, all provisions of the CBA between the Parties shall be unaffected by this MOA and shall remain in full force and effect, including but not limited to Article 30-11. Nothing in this MOA shall be deemed to establish a binding practice or precedent of any kind between the Parties regarding its

subject matter, and all Parties expressly disavow any such practice or precedent and reliance thereon.

ANDOVER SCHOOL COMMITTEE:

ANDOVER ADMINISTRATOR'S
ASSOCIATION

By: Tracey Spruce, Chair

By: Scott Darlington, President

GREGORY HURLEY:

Gregory Hurley

Date: June , 2023

DRAFT

MEMORANDUM OF AGREEMENT

Between

ANDOVER SCHOOL COMMITTEE

And

THE ANDOVER ADMINISTRATOR'S ASSOCIATION

And

SEAN WALSH

WHEREAS, Sean Walsh (“the Employee”) is a Program Coordinator employed by the Andover Public Schools (“APS”), the scheduled instructional day for students did not occur; and

WHEREAS, the Employee is represented by the Andover Administrator’s Association (“the Union”) with respect to the terms and conditions of his employment by APS; and;

WHEREAS, during the 2022-2023 School Year, the Employee has provided 38 hours of substitute coverage for teachers at his school in their absence (“the Work”); and

WHEREAS, the collective bargaining agreement (“CBA”) between the Union and the Andover School Committee does not provide for compensation for the Employee’s performance of the Work; and

WHEREAS, the Employee, the Union, and APS wish to provide for appropriate compensation for the Employee’s services in performing the work:

NOW THEREFORE, APS, the Employee, and the Union (“the Parties”) enter into this Memorandum of Agreement (“MOA”) and agree as follows:

1. The foregoing “Whereas” clauses are incorporated herein by reference.
2. The parties agree that notwithstanding the provisions of the CBA, including but not limited to Article 30-11 which requires that the Employee must perform substitute services for ten (10) consecutive school days before he is eligible for compensation, APS shall pay the Employee for the Work at the rate of \$50 per class covered, for a total payment of \$1,900.00. This agreement shall apply solely to School Year 2022-2023.
3. Except as expressly modified by the terms of this MOA, all provisions of the CBA between the Parties shall be unaffected by this MOA and shall remain in full force and effect, including but not limited to Article 30-11. Nothing in this MOA shall be deemed to establish a binding practice or precedent of any kind between the Parties regarding its

subject matter, and all Parties expressly disavow any such practice or precedent and reliance thereon.

ANDOVER SCHOOL COMMITTEE:

ANDOVER ADMINISTRATOR'S
ASSOCIATION

By: Tracey Spruce, Chair

By: Scott Darlington, President

SEAN WALSH:

Sean Walsh

Date: June , 2023

DRAFT

MEMORANDUM OF AGREEMENT

Between

ANDOVER SCHOOL COMMITTEE

And

THE ANDOVER ADMINISTRATOR'S ASSOCIATION

And

JOSEPH YARID

WHEREAS, Joseph Yarid (“the Employee”) is a Program Coordinator employed by the Andover Public Schools (“APS”), the scheduled instructional day for students did not occur; and

WHEREAS, the Employee is represented by the Andover Administrator’s Association (“the Union”) with respect to the terms and conditions of his employment by APS; and;

WHEREAS, during the 2022-2023 School Year, the Employee has provided 199 hours of substitute coverage for teachers at his school in their absence (“the Work”); and

WHEREAS, the collective bargaining agreement (“CBA”) between the Union and the Andover School Committee does not provide for compensation for the Employee’s performance of the Work; and

WHEREAS, the Employee, the Union, and APS wish to provide for appropriate compensation for the Employee’s services in performing the work:

NOW THEREFORE, APS, the Employee, and the Union (“the Parties”) enter into this Memorandum of Agreement (“MOA”) and agree as follows:

1. The foregoing “Whereas” clauses are incorporated herein by reference.
2. The parties agree that notwithstanding the provisions of the CBA, including but not limited to Article 30-11 which requires that the Employee must perform substitute services for ten (10) consecutive school days before he is eligible for compensation, APS shall pay the Employee for the Work at the rate of \$50 per class covered, for a total payment of \$9,950.00. This agreement shall apply solely to School Year 2022-2023.
3. Except as expressly modified by the terms of this MOA, all provisions of the CBA between the Parties shall be unaffected by this MOA and shall remain in full force and effect, including but not limited to Article 30-11. Nothing in this MOA shall be deemed to establish a binding practice or precedent of any kind between the Parties regarding its

subject matter, and all Parties expressly disavow any such practice or precedent and reliance thereon.

ANDOVER SCHOOL COMMITTEE:

ANDOVER ADMINISTRATOR'S
ASSOCIATION

By: Tracey Spruce, Chair

By: Scott Darlington, President

JOSEPH YARID:

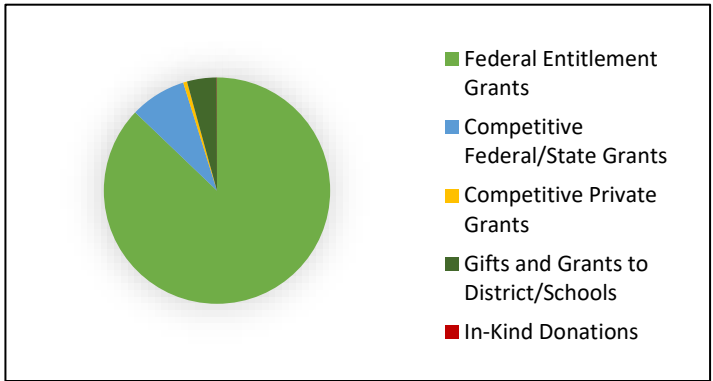
Joseph Yarid

Date: June , 2023

DRAFT

FY23 Andover Public Schools Grants and Contributions

School Committee Meeting
June 29, 2023



		Budget
Grants & Contributions for School Committee Approval		
West Elementary School	Sebasky Family via ACE/ECCF for Liz Roos Staff Development Fund	\$ 10,000.00
		\$10,000.00

		Budget
Federal Entitlement Grants		
District	ESSER II (expires 9/2023)	\$ 304,392.00
District	ESSER III (expires 9/2024)	\$ 1,254,539.00
District	IDEA American Rescue Plan (expires 9/2023)	\$ 396,998.00
District	IDEA Early Childhood American Rescue Plan (expires 9/2023)	\$ 36,996.00
District	Title I (Salaries: \$146,798 - Operational: \$1,944)	\$ 148,742.00
District	Title IIA (Salaries: \$20,400 - Operational: \$51,430)	\$ 71,830.00
District	Title III (Salaries: \$24,105 - Operational: \$3,200)	\$ 27,305.00
District	Title IV (Salaries: \$10,799 - Operational: \$0)	\$ 10,799.00
District	IDEA Special Education Entitlement Grant (Salaries: \$1,394,654 - Operational: \$265,054)	\$ 1,659,698.00
District	IDEA Special Education Early Childhood (Salaries: \$29,344)	\$ 29,344.00
		\$ 3,940,643.00
Competitive Federal/State Grants		
Andover High School	State Treasurer's Financial Education Innovation Fund Grant (Credit for Life)	\$ 2,500.00
District	DESE Competitive: Civics Teaching and Learning Grant	\$ 34,000.00
District	Comprehensive School Health Services Grant (Installment 4/4)	\$ 100,000.00
District	DESE Targeted: My Career and Academic Plan (MyCAP) Development & Implementation Grant	\$ 4,500.00
District	DESE Competitive: Genocide Education Grant	\$ 40,000.00
District	DESE Competitive: Math Acceleration Academies Grant	\$ 81,760.00
District	DESE Competitive: High Quality Instructional Materials (HQIM) Implementation Grant	\$ 100,000.00
		\$ 362,760.00
Competitive Private Grants		
District	Rockefeller Philanthropy Advisors for SEL in Action (Installment 2 of 2)	\$ 25,000.00
Gifts & Grants to District		
District	ACE via ECCF for Fall 2022 Teacher Innovation Fund (TIF) Grants	\$ 12,592.00
District	ACE via ECCF for Spring 2023 Teacher Innovation Fund (TIF) Grants	\$ 10,949.45

District	Tides Center: Mini Grant for 5 Staff Members to attend the Innovative Schools Learning Excursion at Casco Bay High School	\$ 3,750.00
District	The Andona Society for Tents for the Special Olympics Program	\$ 500.00
District	MA Independent Bankers Association for Special Olympics Program Supplies	\$ 102.00
		\$ 27,893.45
Gifts & Grants to Individual Schools		
Bancroft Elementary	Bancroft School PTO for Music Room AV Upgrades	\$ 15,000.00
High Plain Elementary	High Plain Elementary PTO for New Playground Project	\$ 30,000.00
High Plain Elementary	The Andona Society to support Social Emotional Learning Program	\$ 1,500.00
High Plain Elementary	Committee for Children to Support SEL and Summer Reading	\$ 500.00
Sanborn Elementary	Sanborn School PTO for Winter Explorations Chess Club	\$ 2,850.00
South Elementary School	American Online Giving Foundation - Donation	\$ 175.00
South Elementary School	South School PTO for Principal Discretionary	\$ 3,000.00
South Elementary School	South School PTO for Tiger Academy	\$ 3,160.00
South Elementary School	AbbVie Employee Engagement Fund - Donation	\$ 20.00
West Elementary School	Rotary Club of Andover for Books	\$ 619.46
Doherty Middle School	Teradyne Inc. for DMS Robotics Club	\$ 1,000.00
West Middle School	AEOP & eCYBERMISSION for StopFire Brigade STEM-in-Action Grant	\$ 4,999.88
West Middle School	Andona for West Middle School WEB Program	\$ 2,000.00
Wood Hill Middle School	The Andona Society for Grade 6 Science Program Change is Simple	\$ 2,000.00
APS Middle Schools	ACE via ECCF for Glowforge Laser Cutters for Middle Schools	\$ 18,870.00
APS Middle Schools	ACE via ECCF for <i>On the Same Page</i> Author Visit Program	\$ 41,465.00
Andover High School	Rotary Club of Andover for Name Tags for Presentation	\$ 250.00
Andover High School	Andover High School PAC: Sea Perch/Dance Team	\$ 1,000.00
Andover High School	United Technologies Corp. (Raytheon): Donation in honor of Lindsey L'Ecuyer	\$ 1,000.00
Andover High School	Andover High School PAC - Various Clubs	\$ 1,975.00
Andover High School	Service Club of Andover - Speaker Fee	\$ 500.00
Andover High School	Andover High School PAC for Teacher Wish List Grantees	\$ 4,219.00
Andover High School	ACE via ECCF for STEM Equipment	\$ 13,766.00
Andover High School	Andover Vocal Music Association: Targeted Donation for Show Choirs	\$ 5,000.00
Andover High School	Digital Federal Credit Union (DCU) for Andover High School Student Scholarships	\$ 7,500.00
Andover High School	Andover High School PAC for Teacher Wish List Grantee	\$ 500.00
Andover High School	Teradyne, Inc. for AHS Robotics Club	\$ 1,000.00
		\$ 163,869.34
In-Kind Donations		
Transition Opportunities Program (TOP)	In-Kind Donation: Frigidaire 17.6 cu. ft. French Door Refrigerator from Home Depot	\$ 1,498.00
TOTAL GRANTS & CONTRIBUTIONS		\$ 4,521,663.79

ANDOVER SCHOOL COMMITTEE MINUTES

May 18, 2023

MEMBERS PRESENT: T. Spruce, Chair
S. McCready
E. DiCesaro
L. Conoscenti, Vice Chair
S. Wright

MEMBERS ABSENT K. Taverna, Assistant Superintendent of Finance and Administration
OTHERS PRESENT: M. Parvey, Superintendent
J. Riley, Assistant Superintendent for Teaching and Learning

A. Call to Order/Moment of Silence/Salute the Flag

Ms. Spruce, Chair, called the Regular Meeting of the School Committee of May 18, 2023, to order at 7:20pm in the School Committee Conference Room.

B. Recognitions/Communications

Dr. Parvey attended the Andover High School Spring Orchestra, Chorus and Band performance where the seniors were recognized. She also attended the Town Leadership Academy where the residents learned about APS. Dr. Parvey also attended the C3 Meeting with school-based teams, the ACE quarterly meeting, the MVSA Academic Scholarship luncheon and her regular visit to Andover High School. She attended the Emergency Management working group where an update on cyber security was presented and attended the Addressing Hate in Sports Conference hosted by the MIAA and DESE to learn how to mitigate hate in sports.

Dr. Parvey also attended the M.A.S.S. Superintendents Meeting, NSIP Virtual Meeting, West Elementary/Shawsheen Pre-School Building Committee progress meeting, and the Townwide PTO luncheon meeting where she received feedback from parents regarding outreach and an increase in volunteering, which has taken place recently.

Dr. Parvey's drop-ins continued with visits to High Plain Elementary, Shawsheen Pre-School, West Middle School, South Elementary, Bancroft, Wood Hill Middle School, West Elementary and Andover High School. The meetings continue to be well received by teachers and staff.

Office hours will be held virtually on May 19, 2023, at 9:30am which is the final scheduled office hour for the school year. 13 people have signed up to attend.

Dr. Riley attended the Middle School Parent Focus Group to analyze the middle school schedule and great feedback was obtained. The next phase is obtaining the student feedback with a survey in early June. The ELPAC parent meeting was held last night, which Dr. Riley attended.

Ms. McCready attended the Leadership Academy with Dr. Parvey where there were 20 community members in attendance asking questions. She thanked Jemma Lambert for coordinating and organizing the academy. She also attended the Global Scholars Endorsement Ceremony held last night. The Townwide PTO has its closing meeting where the middle school schedule, 9th grade academy coordinator position and Dr. Parvey's office hours were discussed.

Dr. Conoscenti informed the School Committee that the next Andover High School Building Committee meeting will be held on May 31st at 7:00PM at Memorial Hall Library. She also attended the middle school Band, Orchestra and Chorus performance held at Doherty Middle School.

Ms. DiCesaro also attended the Global Scholars Endorsement Ceremony, and the a cappella Festival in Chelmsford where a group from APS performed. She also informed the school committee that the SEPAC meeting was held last Tuesday.

Mr. Wright attended the ELPAC meeting and stated that there are resources readily available to families. The DEI Youth Working Group will be meeting May 25th to review the results of the Youth Survey and collaborate regarding recommendation for next steps. He also attended the Band, Orchestra and Chorus Spring performance at Doherty as well as the C3 Meeting held at Bancroft where the work was anchored in achieving equity so that all students can excel. A vendor was selected to conduct the equity assessment of APS.

Ms. Spruce attended the West Elementary/Shawsheen Pre-School Building Committee meeting. She reviewed the progress made to date and the cost contingencies were reviewed at the meeting. Teachers are trying out options for furniture and selecting what they need for their classrooms. Impacts to the roads and traffic around the school was discussed at the meeting and the best way to communicate to residents.

Sophia Miele, SAG, informed the School Committee that student elections will be held next week, and everyone is getting ready for the end of the school year.

C. Public Input – None

D. Response to Public Input – None

E. Education –

Pre-K-Grade3 5 ELA Presentation – Jason DiCarlo and Maura Donoghue presented the information to the School Committee. Ms. Donoghue stated that the focus is on learning and observing and understanding curriculum decisions that have been made in the past. How do these choices benefit the students. Every student has the right to a quality elementary education. Through multiple classroom visits, Mr. DiCarlo and Ms. Donoghue have been able to identify trends, build connections across content areas, and identify next steps. Principals and Assistant Principals are working to unify school improvement goals, building cohesion, supporting and reinforcing literacy initiatives, and identifying and planning for changes and next steps. Reading Specialists are reimagining literacy data meetings, streamlining a tiered intervention model to ensure equity and success for all students with consistency. The Reading Specialists are experts in their field and are

helping design and implement the literacy website which will be broken down by key elements at all grade levels. Literacy Coaches are assisting in the design of an Elementary Literacy Website, supporting curriculum coherence, and pacing and assisting in the reimagining of Literacy Data Meetings. They are also facilitating peer visitation to colleagues' classrooms at other schools. Teachers are participating in team meetings, providing constructive feedback, participating in literacy lab and sharing their successes and challenges. The feedback received from the teachers was very positive. Dr. Parvey added that this will provide consistency with learning over all the schools in the district.

Dr. Conoscenti asked the about the timeline of ELA reading curriculum review. This will be decided after review of Phase 1 of Elementary ELA within a couple years. Ms. DiCesaro asked if feedback had been received from the community or parents. The Reading Specialists are meeting with parents and having conferences with the teachers. Ms. Spruce added that it was great to see the collaboration in action.

F. New Business

1. Proposal to post a dedication sign on the South School basketball court.

Katie and Lyla Carli, with Principal Lee, are hoping to present a gift from the 5th grade class. The 5th grade class has purchased new basketball hoops and has paid for restriping of the courts and would like to add a dedication sign for Mr. Garibaldi, the PE teacher who is retiring. They would like to dedicate the basketball court to him. Lyla read her statement about Mr. Garibaldi to the School Committee.

Ms. Spruce stated that under Policy FF and KCD the Superintendent has the authority to accept gifts on behalf of the schools. Ms. McCready asked if the school community was in agreement with the dedication. Principal Lee stated that School Committee approval is the first approval and then they will follow up with the PTO and other community members. Dr. Conoscenti asked if the wording could be changed to not restrict the use of the property as it should not be a singular use court. Ms. Spruce suggested dropping the word basketball and using "court".

2. Policy Subcommittee: Policy JJH-School Sponsored Trips and Student Travel (first reading)

Ms. McCready met with Mr. Wright and Dr. Riley to review changes to the policy. Ms. McCready reviewed the proposed changes with the School Committee. Mr. Wright added that the goal of the policy is for students to travel safely and gain experience from the trip.

3. Field Trips: DMS International Trip to Italy, France and Spain-February 2024 Tabled.

4. Job Description: AHS 9th Grade Coordinator

Principal Brown, Shereen Rancourt and Dr. Riley have worked together on the job description for this position and present it to the School Committee for approval. This position will support 9th grade students in their transition to high school by engaging and collaborating with families, students and staff to coordinate the 9th grade education experience for all 9th grade students. This position will help students with the integration SEL and academic support to ensure the ongoing success through high school and beyond.

Ms. McCready added that parents are excited about this new position and the support it will bring to the students.

Mr. Wright added that this position will meet the elevated rigor of high school, time management, organization and the parents are excited about this.

Ms. Spruce added that this position will require working beyond the school day.

A motion that the Andover School Committee vote to approve the recommended job description for the Andover High School 9th Grade Coordinator as presented and amended was made by Ms. McCready, seconded by Mr. Wright and unanimously approved 5-0.

G. Consent Agenda

1. Grants/Donations to District – Sanborn PTO to Sanborn Elementary for Winter Explorations Chess Club in the amount of \$2,850.00.

South School PTO to South Elementary for Principal Discretionary in the amount of \$3000.

South School PTO to South Elementary for Tiger Academy in the amount of \$3,160.00.

AbbVie Employee Engagement Fund donation to South Elementary in the amount of \$20.00.

Andona for West Middle School to West Middle School for WEB Program in the amount of \$2,000.

2. Minutes from April 28, 2023.

A motion that the Andover School Committee vote to approve the Consent Agenda as presented was made by Ms. McCready, seconded by Dr. Conoscenti and unanimously approved 5-0.

A motion was made to adjourn the Andover School Committee meeting at 8:45pm by Mr. Wright, seconded by Ms. DiCesaro and unanimously approved 5-0.

Submitted By: _____
Lynn Viselli, Recording Secretary

Approved _____
Date

Per the Massachusetts Open Meeting Law, the following is a list of documents that were either distributed to the Andover School Committee before the meeting in the packet or at the meeting.

1. Agenda
2. Policy FF and KCD
3. Policy JJH
4. Proposed 9th Grade Coordinator Job Description
5. Consent Agenda