



## ANDOVER SCHOOL COMMITTEE

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

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**THURSDAY, JANUARY 19, 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/Call to Order

### II. Executive Session:

**4:00 PM**

Motion to meet in executive session pursuant to M.G.L. chapter 30A, sec. 21(a) for the following purposes:

- Purpose (3) to conduct collective bargaining session with the Andover Education Association, specifically for a Level Three grievance hearing regarding scheduling administrative meetings; and to discuss strategy with respect to collective bargaining, specifically to deliberate regarding a response to the Level Three grievance filed by the Andover Education Association regarding scheduling administrative meetings; and
- Purpose (3) to discuss strategy with respect to and in preparation for collective bargaining with unionized personnel, namely the Andover Administrators Association (AAA-Unit B), Andover Education Association (AEA)-Unit A; Andover Assistants-Unit B; Andover Educational Secretaries Association (AESAs)-Unit C; SEIU Local 888-School Custodians and Andover School Food Service, because an open session may have a detrimental effect on the bargaining position of the Committee. The Committee will reconvene at approximately 7PM in Open Session.

Resume School Committee Meeting – Call to Order/Moment of Silence/Salute to the Flag

**7:00 PM**

#### A. Recognitions/Communications

#### B. Public Input

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

#### C. Response to Public Input

#### D. Education

1. Mental and Health Behavioral Update: Dr. Ryan Fielding, Clinical Director;  
Dr. Julie Riley, Asst. Superintendent for Teaching/Learning

#### E. Continuing Business

A.R.

##### 1. Policy Updates - Second Reading:

- a. Policy-JJH School Sponsored Trips and Travel

#### F. New Business

A.R.

1. Warrant Article- Memo of Understanding: Foster Care Transportation
2. Superintendent's Contract
3. FY24 Budget Vote

*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

## **File: JJH - SCHOOL-SPONSORED TRIPS AND STUDENT TRAVEL**

The Andover School Committee recognizes that it is desirable and valuable, on occasion, to supplement and extend activities with voluntary and optional academic field trips, field work and domestic and international student travel to broaden the perspectives and educational experiences of students. The School Committee encourages activities that augment classroom instruction and promote healthy social development.

### **A. DEFINITIONS AND STANDARDS**

The following definitions apply for the purpose of this policy:

- 1. Academic field work** trips include all off-campus trips organized as part of the class curriculum. There must be pre- and post-trip instructional activities and/or assessment. Participation of all members of the class is expected. Provisions for comparable instructional experiences during the school day must be made for students not on the academic field work trip.
- 2. Extracurricular school field trips** are those off-campus trips that are organized by a faculty sponsor or a school-sponsored club or group. These school trips can include domestic and international student travel. Participation is optional, voluntary, and not eligible for financial assistance.
- 3. Athletic or academic school trips** are those away competitions, games, matches, scrimmages, and training camps that are part of the official academic and/or athletic programs of the Andover Public Schools.
- 4. Overnight travel:** When an academic field work trip, an extracurricular school field trip, or an athletic and/or academic school trip is planned which requires a student to stay overnight away from home, or which involves travel that is to occur between midnight and 6:00 a.m., the procedures for planning and approving overnight trips apply. It is understood that overnight trips include all such travel within Massachusetts, in other states, and internationally.
- 5. Chaperones:** Any employee of the Andover Public School or parent/guardian, or any adult that attends a trip **and** is vested with the responsibility of monitoring student safety.
- 6. Trips** as referred to in this policy include all academic field work trips, extracurricular school field trips, and athletic or academic school trips, as defined above.

### **B. GENERAL CONDITIONS FOR APPROVAL - Domestic and International**

Only trips meeting the following conditions are permitted. The sponsoring faculty member will ensure that:

1. trips are appropriate for the age group involved in the activity;
2. trips are reasonable in terms of time, distance and cost;
3. extracurricular school field trips which involve overnight travel should occur during non-school time and in no event during the last fifteen (15) days of school;
4. trips are not scheduled during the MCAS examination periods for students taking the MCAS exams. If unique and special circumstances present an academic opportunity, the principal and superintendent will consider and evaluate each request with care;
5. trips are planned with careful consideration of student safety which includes, without limitation, an appropriate number of adult chaperones as specified in Section D of this policy and confirmation that all chaperones have approved Criminal Offender Record Information (CORI) checks on file with the

Superintendent;

6. students and parents, guardians, and chaperones will receive written notice that all Andover Public Schools policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules regarding student conduct will apply and be in effect at all times for academic field work trips, extracurricular school field trips, and athletic and academic school trips;

7. provisions are made for medical emergencies, including attending medical personnel, when necessary;

8. when school bus transportation is required, the school district's regular transportation contractor is utilized, if available. If the school district's regular transportation carrier is not available, only contractors licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA) or the Department of Defense's approved list of motor carriers may be used. Carriers with an FMCSA or Department of Defense safety rating of "conditional" or "unsatisfactory" cannot be used. FMCSA carrier ratings are available online at <http://www.safer.fmcsa.dot.gov> by providing the carrier's D.O.T. identification number;

9. any contract with a private carrier prohibits the use of subcontractors unless approved by the Superintendent or his/her designee. The Superintendent or his/her designee will not approve use of any subcontractor unless the subcontractor meets the criteria referenced above in item 8 (eight) of this section;

10. no student is denied the opportunity to participate in an academic field work trip because of the inability to pay within budgetary limits;

11. costs associated with an optional/voluntary extracurricular school field trip will be the responsibility of the individual student/family. Where appropriate, there may be fund raising to help defray costs. All fundraising must be done in compliance and accordance with Andover Public Schools and individual school policies;

12. should an emergency situation occur, the sponsoring faculty member is responsible for notifying the Principal by telephone as soon as possible but no later than twenty-four (24) hours after the emergency situation occurs. The faculty member is also responsible for notifying the parent/guardian of record by telephone, text, or email once the emergency situation stabilizes but no later than twenty-four (24) hours after the emergency situation occurs;

13. participants in activities will wear safety equipment at all times which is appropriate to the specific activity, e.g., suitable helmets for bicycle and ski/snowboard trips;

14. trip cancellation insurance will be made available for all multiple day out-of-state travel and international travel. Families are responsible for the cost of such insurance;

15. all chaperones on trips will agree to adhere to Andover Public Schools school policies and codes of conduct.

### **C. AUTHORITY TO APPROVE/DISAPPROVE/CANCEL - Domestic and International**

1. All school-sponsored Massachusetts day trips must receive the approval of the program advisor (HS only) and the principal.

2. All school-sponsored out-of-state day trips, outdoor education classroom camps, and senior week activities must receive prior approval of the principal and the superintendent.

3. All school-sponsored overnight trips, including trips involving just overnight transportation, but excluding outdoor education classroom camps and senior week activities, must receive prior approval of the program advisor (HS only), principal, superintendent, and school committee.
4. All school-sponsored international trips must receive prior approval of the principal, superintendent, and school committee.
5. Andover Public Schools, acting through the School Committee or the Superintendent, reserves the right (a) to cancel trips up to departure and (b) to recall trips in progress, if national and/or international conditions so warrant or if security and safety concerns over which Andover Public Schools has no control render it appropriate to cancel the trip. The following criteria will be taken into consideration: (a) U.S. Department of State Travel Advisory; (b) Homeland Security Advisory (alert status); and/or (c) Declaration of War or armed conflict. Additionally, the critical judgment of the School Committee, with input from the Superintendent, principal, and faculty sponsor, will be taken into consideration.
6. The Superintendent will alert the School Committee to final deadlines regarding required commitment of funds if there are national and/or international events/situations/conditions which might cause the School Committee to cancel or recall a trip due to safety concerns or other reasons. In the event that a trip must be cancelled in accordance with this Section C, school officials will make a reasonable effort to obtain a refund of monies paid by students and parent/guardians. However, such refunds are not guaranteed. The student and parent/guardians understand that they may lose any and/or all of the funds they have expended for the voluntary trip.
7. While there must be adequate supervision the Principal must minimize the number of teachers who will miss classes due to performing activities as chaperones.
8. Pursuant to state law and regulation, the School Committee is responsible for approving out-of-state and/or overnight trips. However, in the event that approval is required for an academic or athletic contest, competition or tournament and the schedule is such that the contest, competition, or tournament is not known to administrators within 10 calendar days before the next regularly scheduled School Committee meeting, said approval authority is delegated to the Superintendent of Schools.
9. Where reasonably practical, the School Committee requires that final approval be sought no less than six (6) months prior to the scheduled trip dates.
10. The approval process for a specific trip will be completed prior to promoting, advertising, or making any preparations for the trip, taking deposits from students, or engaging students in fundraising activities for the trip.

#### **D. APPROVAL DOCUMENTATION - Domestic and International**

Approval for all trips which involve contractual arrangements with any third party(ies) must be obtained prior to making any such arrangements. All trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request approval of a trip must include:

1. proposed dates and itinerary;
2. description of student eligibility;
3. estimated number of students expected and percentage of eligible students participating;
4. cost per student (if applicable);
5. mode(s) of transportation and schedule;

6. number of chaperones. A minimum of two chaperones is required for all international trips.

7. ratio of chaperones/teachers to students for the trip. The recommended ratios for extracurricular school field trips, academic school trips, and overnight travel are as follows: *HS 1:10 minimum; MS 1:10 minimum, Elementary 1:10 minimum, International 1:6 minimum*); lower ratios may be set at the discretion of the building Principal;

8. description of arrangements for meals and lodging (if applicable). Accommodations will include enough rooms so that no chaperones are rooming with students;

9. description of security features for transportation and accommodations;

10. means of financing;

11. copy of all contract(s) and copies of the travel company's insurance policy (and relevant riders), and refund policies associated with the trip; in addition, a document prepared by the sponsoring faculty member(s) for distribution to all participants containing a succinct, clear list of the dates of the trip operator's deadlines for trip cancellations and the refund rights that pertain to each date;

12. draft copy of the letters to be sent to parents and guardians referencing the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the Andover Public Schools student conduct policies, student handbook rules or regulations, and the Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations. For international trips, the sponsoring faculty member will provide parents/guardians a copy of the State Department travel advisory and Homeland Security Alert Status for all countries to be visited;

13. in the case of academic field work, a description of the educational alternative and mapping of that alternative for students who are not participating, if applicable;

14. a Criminal Offender Record Information (CORI) check of all chaperones, which must be on file in the Superintendent's Office;

15. for international trip requests:

(a) a printout of the State Department Travel Advisory and Homeland Security Alert Status as of the date the trip is submitted for approval for all countries to be visited;

(b) written proof that the sponsoring faculty member for the trip has created an account at [STEP.state.gov](http://STEP.state.gov) and has provided the details of the specific trip, including the country or countries that the trip will cover and the anticipated dates of arrival and departure for each country covered by the trip;

(c) representation in writing by the sponsoring faculty member for the trip that they will promptly notify the Superintendent or designee by email when there has been a new travel advisory or alert regarding any of the countries covered by the trip, informing the Superintendent that the faculty member has contacted the trip operator regarding the advisory or alert and informing the Superintendent of the trip operator's response regarding status of the trip;

(d) representation in writing by the sponsoring faculty member for the trip that they will promptly notify the parent/guardian of each participating student by email regarding such advisory or alert and the trip operator's response regarding status of the trip;

(e) additional information appropriate to the trip may be required by the approving authority prior to a

decision;

(f) failure by the sponsoring faculty member(s) to comply with the obligations in sub-paragraphs (c) and (d), above, may result in denial of approval for any future trips submitted by such faculty member(s);

(g) should external circumstances change after the initial trip approval, detailed modifications to the relevant approval documentation will be required. The School Committee reserves the right to determine in its discretion that such changed circumstances warrant rescission of its approval in the best interests of students, the school community, and the District.

16. Other requirements as determined by the Principal.

## **E. FUNDRAISING AND FINANCIAL ASSISTANCE**

1. Fundraising events and activities may be planned to offset the costs for trips. Any such fundraising will take place in accordance with the Andover Public Schools' and individual schools' policies on fundraising.

2. Where an individual fee is charged for academic field work trips which are part of the approved curriculum, the principal may provide financial assistance to a student if, due to financial hardship, such financial assistance is necessary to allow a student's participation.

3. Eligibility for financial assistance will be available to families earning less than double the Federal poverty guideline and reduced fees for families earning less than three and one-half times the Federal Poverty Guideline. All documents submitted to Andover Public Schools are kept confidential and are not included in any student file. All documentation submitted is retained for three years, at which time it is shredded and destroyed. Copies can be provided to a requesting parent or guardian at the Business Office, at no charge, if the application is submitted in person. If the application is faxed or mailed, documents will not be copied and forwarded. The Andover Public Schools Financial Assistance Program determines income based on the income of *all* household residents.

## **F. DISCIPLINE OF STUDENTS AND TRIPS - Domestic and International**

1. All Andover Public Schools policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section B, Item 6 above, regarding student conduct will apply and be in effect at all times for trips.

2. If a student violates any Andover Public Schools student conduct policies, student handbook rules or regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, trip rules as specified in Section F Item 1 above, or otherwise misbehaves while on a trip, the student will be immediately suspended from the trip and sent back to school or home, if that is appropriate, practical, and can be done in a manner which protects the student's safety, by the faculty sponsor at the parent's/guardian's expense. In addition to being sent home, the student will be subject to the consequences for the action/infracton upon his/her return to school as defined by the aforementioned student conduct policies, student handbook rules and regulations, and Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations.

3. Andover Public Schools policies on student behavior, student handbook rules and regulations, Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations, and trip rules as specified in Section B, Item 6 above, regarding student conduct will be given to chaperones.

Chaperones will agree to implement and enforce them; failure to do so will result in disqualification from acting as a chaperone for future trips.

#### **G. ADMINISTRATION OF MEDICATIONS on TRIPS - Domestic and International**

In accordance with the Andover Public Schools Policy (ILCD) - Administering Medicines to Students, the administration of medications while on a day trip is discouraged if medically feasible. In the event that it is medically necessary for a student to be administered medication while on a trip the procedures promulgated in the Policy on Administration of Medications will apply. Parents/legal guardians will receive a copy of the Andover Public Schools Policy - Administration of Medications in advance of the trip as part of the trip materials. Students (if appropriate) and parents/guardians must sign an Emergency Treatment and Medications Consent in order for the student to participate in the trip.

#### **H. TRANSPORTATION, LODGING, AND SCHEDULING - Domestic and International**

1. The use of private vans and automobiles for student travel is not permitted. Such trips will use commercial vans or motor coaches and employ professional licensed drivers pursuant to Section B, items 8 and 9 of this policy.
2. With student safety and security in mind, the faculty sponsor will ensure that the travel company with which they have contracted has an emergency evacuation plan in place should the need arise to



**Article ##: Memorandum of Understanding (MOU) - Foster Care Transportation.**

To see if the Town will vote to authorize the Superintendent of Andover Public Schools, with the approval of the Select Board or Town Manager to enter into Memorandum(s) of Understanding ("MOU") with the Department of Children and Families, the Executive Office of Health and Human Services and the Department of Elementary and Secondary Education or other federal government departments, agencies or reimbursement authorities, in order to identify and pursue and obtain Federal Title IV-E reimbursement(s) or other qualified funds for foster care transportation and to provide that payments for such foster care transportation under such MOU(s) may be made from such reimbursement(s) or other qualified funds as a result of foster care transportation being performed without appropriation of said reimbursement(s) or other qualified funds, pursuant to Massachusetts General Law Chapter 44, Section 70, or to take any other action relative thereon.

At the end of the 2019-2020 school year, the Executive Office of Health and Human Services (HHS) in conjunction with the Department of Children and Families (DCF) and the Department of Elementary and Secondary Education (DESE) instituted a new reimbursement program to help cover the cost of transportation for children living in foster care outside of their school district.

In order to participate in the reimbursement program, a memorandum of understanding (MOU) must be in place between the Town of Andover, HHS, DCF and DESE, signed by the Superintendent of Schools and authorized by the Town Manager, Select Board and Town Meeting. Once executed, this will enable the Town to seek reimbursement for expenses retroactively to the 2019-2020 school year and for future expenses based upon available reimbursement funding through Federal Title IV-E or other sources.

ANDOVER SCHOOL COMMITTEE MINUTES

**December 15, 2022**

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

MEMBERS ABSENT

OTHERS PRESENT: M. Parvey, Superintendent  
K. Taverna, Assistant Superintendent of Finance and Administration  
J. Riley, Assistant Superintendent for Teaching and Learning  
Sophia Miele, SGA student representative

**Call to Order/Moment of Silence/Salute the Flag**

Ms. McCready, Chair, called the Regular Meeting of the School Committee of December 15, 2022, to order at 7:00pm in the School Committee Conference Room. She thanked Andover TV for working through the technical difficulties.

A. **Recognitions/Communications**

Dr. Parvey introduced the new Business Manager, Martha Sybert.

Schools visited included Wood Hill Middle School, High Plain Elementary School for the Winter Wonderland, West Middle School for the IFL walkthrough, Bancroft Elementary, West Middle School presented Elf the Musical and holiday concert, and Andover High School visiting classrooms.

Administrative Updates included West El/Shawsheen Pre-School Building Committee meeting, EV Bus tour to introduce our new electric buses, DESE Tier Focused Monitoring interview, All Administrators meeting and a few Andover High School Building Committee meetings. Dr. Parvey also attended the ACE meeting regarding strategic planning and the CREST Collaborative where the Executive Director's evaluation and Treasurer's evaluation were approved.

Andover High School Assistant Principal, John Norton, is retiring at the end of December after service 15 years in the Andover Public School system.

Dr. Riley informed the School Committee that Professional Development was held on December 19<sup>th</sup> with many activities offered. The Tiered Focus Monitoring review is a district wide review of civil rights and Special Education programming. The final report will be available in 30 to 60 days. Data Wise training is ongoing for district wide coaches. Understanding By Design is ongoing until the end of the year to align the curriculum for K-12.

Mr. Taverna informed the School Committee that Monday at 2:15pm there will be a ribbon cutting at High Plain to unveil the new playground. He visited 6<sup>th</sup> grade science class at Doherty Middle School where they were learning about the solar system which was very engaging.

Ms. DiCesaro attended the launch of the electric buses as well as the winter band and chorus program at Doherty Middle School, which was very creative.

Ms. Spruce informed the School Committee that the next informal forum will be held December 17<sup>th</sup> at 9:30am virtually.

Dr. Conoscenti attended the Andover High School Building Committee meetings where the architect provided models with various options available. The next meeting is scheduled for December 20<sup>th</sup> at 7:50am. January 11<sup>th</sup> is the community tour of Andover High School from 5:30pm-7:00pm.

Mr. Wright attended the DEI Committee meeting with the new AYS Director who spoke and ways to support the youth of Andover was discussed. Also discussed was bringing student drive groups together in a summit to share ideas. The Audit Committee meeting is next week.

Sofia Miele, SGA student representative, stated that all students are looking forward to winter break.

Ms. McCready thanked everyone for the turnout at the Special Town Meeting to support funding the West Elementary/Shawsheen Pre-school project. A meeting was held December 5<sup>th</sup> to review pricing documentation. On December 18<sup>th</sup> final guaranteed maximum price documents will be sent to the Town Manager for execution. The next building committee meeting will be held next Wednesday at 7:00pm virtually. The next School Committee meetings are January 5<sup>th</sup> and 19<sup>th</sup> with an extended meeting on January 10<sup>th</sup> to meet with Department heads regarding budget planning from 4:00pm-8:00pm.

B. **Public Input** – None.

C. **Response to Public Input** – None.

D. **Education** - None

E. **New Business**

1. Superintendent's Preliminary FY24 Budget Presentation

Expenses for FY24 were reviewed, including Personnel and General Expenses, totaling \$99,600,924.00.

Staffing recommendations will be based on analysis of performance data, staffing, and student enrollment of APS to address performance gaps; provide targeted support to schools based on identified needs; provide structure to promote continuous professional learning and curriculum development; and support special education students and programming.

The average elementary class size was reviewed from 2009/2010 to the current year. Class size and ratio were discussed relative to the APS policy. We remain within the policy range. The average kindergarten class size was reviewed from 2016/2017 to current. The major initiatives for FY24 and beyond were reviewed. These initiatives include expanded coaching and instructional support for ELA and Math K-8; continued curriculum development process across grades and content areas; continued research and evaluation of a new middle school schedule; and expanded efforts for students with emotional and behavioral needs.

FY24 Budget Drivers were reviewed and included salaries, transportation, K-8 math curriculum materials and professional development, special education tuition and expense (\$2.7 million increase), and contracted increases for collective bargaining association members and non-union employees.

Ms. McCready added that the special education increase is a 14% increase which is a significant burden to the district.

Chapter 70 Aid FY2013-2024 projected was reviewed. Out of district placement expenditure increase was reviewed FY12 – current.

Budget Priorities include staffing priorities, academic support, website support, lunch monitors, and police traffic detail at Andover High School and West Middle School.

Expense Improvements include math professional development and instructional support, support for elementary math curriculum, new middle school curriculum, and buses to support service improvement.

Ms. Spruce asked if the bus vendor can accommodate an increase in service. Mr. Taverna responded that another vendor can be used at the expense of the current contractor if they cannot fill the additional need.

Ms. DiCesaro asked if foreign language improvements are being addressed. Dr. Riley responded that foreign language is part of the 5-year cycle review of curriculum and will be reviewed in 2 years. We now have a dedicated program coordinator in place.

Ms. McCready asked if the curriculum review cycle can be published.

#### **F. Continued Business**

1. Field Trip-Revised AHS International Trip to Belize Feb. 17-24, 2023. Sarah Fisher reviewed the timeline and cancellation of the Peru trip due to the increased travel safety alert and recent coup. She described the itinerary for a proposed new trip to Belize. The cost is less by about \$1,000 and due to the limited time, the trip cannot be opened to additional students. Seven students are going and over 20 have cancelled. The families that have cancelled can either received a voucher for a future trip or a cash refund less \$350 deposit.

Ms. DiCesaro expressed her concern with the high-cost fee of the refund.

Discussion followed regarding refunds and cancellation, safety concerns, the district's policy on the number of chaperones, and the limited time within which families need to make a decision whether or not to cancel.

No Motion to approve the field trip to Belize was made so the trip is not approved.

2. District Strategic Roadmap Community Survey Update and Discussion. The survey was opened December 5<sup>th</sup> and will close on Saturday. Nicole reviewed the distribution platforms used and the locations of the survey. The results to date are 132 responses with an increase in student participation. Most of the feedback has been positive. Mr. Wright added that the response was lower than he anticipated but the outreach was tremendous.

#### **G. Consent Agenda**

1. APS Middle School ACE via ECCF for Glowforge Laser Cutters for the Middle School \$18,870.00;
2. AHS Rotary Club Andover for name tags for presentation \$250.00;
3. South Elementary School American Online Giving Foundation donation \$175.00;
4. West Elementary School Rotary Club of Andover for Books \$615.46;

5. Wood Hill Middle School The Andona Society for Grade 6 Science Program Change is Simple \$2,000
6. School Committee Meeting Minutes: November 17, 2022, and April 4, 2019.

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

**A motion was made to adjourn the Andover School Committee meeting by Ms. Spruce, seconded by Ms. DiCesaro and unanimously approved 5-0.**

Submitted By: \_\_\_\_\_ Approved \_\_\_\_\_  
Lynn Viselli, Recording Secretary 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. Preliminary PS FY24 Budget Presentation
3. Consent Agenda

ANDOVER SCHOOL COMMITTEE MINUTES

**January 10, 2023**

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

MEMBERS ABSENT

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

**Call to Order**

Ms. McCreedy, Chair, called the Meeting of the School Committee of January 10, 2023, to order at 4:00pm in the School Committee Conference Room.

**A. School Budget Presentation**

Doherty, West, and Wood Hill Middle Schools

The principals presented their proposal to add 2 full time Middle School Instructional Coaches to be shared between the middle schools. The focus of the coaches will be STEAM and Humanities. They will partner with teachers and offering cohesion and experiences to enhance student support. This will also help with the new middle school schedule. The positions are budget neutral.

Committee members asked questions which were answered by the principals and Dr. Riley.

Bancroft, High Plain, Sanborn, South and West Elementary Schools

The principals presented their proposal to add a Math Coach which will enhance instructional growth for educators which will increase momentum in learning. The coach would also develop action steps in response to District and school data. Not only will the coach support the teachers, the coach will be in the classroom with students. Currently Sanborn and South share a coach. The position is budget neutral.

Committee members asked questions which were answered by the principals.

Andover High School

Ms. Brown presented a proposal to add a 9<sup>th</sup> grade Student Support Coordinator who would support the 9<sup>th</sup> grade students transitioning from middle school to high school. They would engage families, attend 504 and IEP meetings, examine data, help with school attendance and be a positive reinforcement for the students. Currently the 9<sup>th</sup> grade students have advisory block when they can meet with a guidance counselor. This coordinator would interface with the students. The position is budget neutral.

Committee members asked questions which were answered by Ms. Brown.

Committee members then asked general questions about the budget, including whether repurposing existing FTEs to fund positions would impact class sizes. Dr. Parvey confirmed that the District will stay within the School Committee class size policy.

Ms. McCready asked what things are being thought about for the future for the schools. The principals responded:

In the elementary schools instructional coaches for ELA and an interventionist.

The middle schools and the high school are looking at flexible furniture and space for learning. Doherty is piloting flexible classrooms to look at space differently and what makes sense in each classroom. Currently four classrooms have different kinds of furniture and students are offering feedback.

Mr. Taverna added that the district can pilot a few items as the budget allows until we can incorporate it into the budget.

## **B. Special Services**

The increased out of district tuition impact was reviewed. The cost is \$2.5 million over what was anticipated, will use \$1.5 million of circuit breaker funds to reduce the increase.

The budget implications were reviewed line by line with the School Committee.

Nancy Koch and Christina Ryan presented the Special Services proposal which is based on an analysis of current enrollment and projected enrollment for the next 3-5 years in the BRIDGE, SAIL, T3 and other programs. The proposal for additional FTEs is budget neutral.

Ms. Spruce asked if there would be impacts to transportation with the changes. There will be a slight increase in transportation costs, which Special Services expects will be less than if the district were not able to keep students in the district without these programs and additional transportation.

## **Business Office**

Tom Howard reviewed the requested increase in the advertising budget and an employee referral program. The recruiting plan is focusing on diversity recruitment. The platforms being used to advertise jobs were reviewed including expenses. The employee referral program would award \$1,000 to an employee who referred a FTE to work for the Town in certain hard to fill positions. Data will be kept to make sure the referral program is consistent with our diversity hiring efforts.

Mr. Taverna presented and reviewed the requested transportation increases, including additional buses, for a increase of \$342,443.

## **Teaching and Learning**

Dr. Riley reviewed the initiatives to be continued or begun within the existing funding. Included in the new initiatives are instructional coaches, K-8 Registrar/PC Administrative Assistant, internal data dashboard, Continued implementation of Eureka Math<sup>2</sup>, new middle school math program, and an increase for Eureka Math<sup>2</sup> annual consumables.

Science and Engineering are requesting a middle school science and engineering budget increase to \$3.50/student for science and \$5.75/student for engineering including PD across middle schools. AHS will begin a microscope replacement program.

English Learning Education initiatives within the existing funding were reviewed and include K-12 curriculum resources, textbooks and kits and K-12 assessments, subscriptions and supplies.

English Language Arts initiatives within the existing funding were reviewed. New requests include beginning the replacement of novel sets at the high school.

Social Studies initiatives within the existing funding were reviewed, including the expansion of the Model UN to the 7<sup>th</sup> grade. New requests include work with the Andover Center for History and Culture for Grades 1 and 3.

Questions and discussion followed.

Ms. McCready thanked all the presenters and their hard work that went into the presentations.

**A motion was made to adjourn the Andover School Committee meeting by Ms. Spruce, seconded by Dr. Conoscenti and unanimously approved 5-0.**

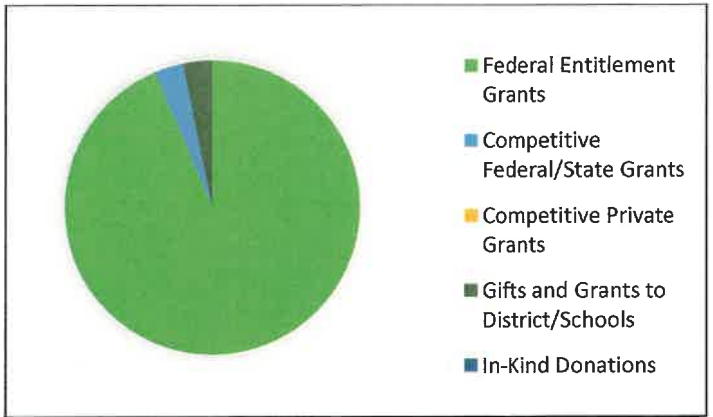
Submitted By: \_\_\_\_\_  
Lynn Viselli, Recording Secretary

Approved \_\_\_\_\_  
Date



# FY23 Andover Public Schools Grants and Contributions

School Committee Meeting  
January 19, 2023



			Budget
<b>Grants &amp; Contributions for School Committee Approval</b>			
Andover High School	State Treasurer's Financial Education Innovation Fund Grant (Credit for Life)	\$	2,500.00
District	DESE Targeted: My Career and Academic Plan (MyCAP) Development & Implementation Grant	\$	4,500.00
District	Rockefeller Philanthropy Advisors for SEL in Action (Installment 2 of 2)	\$	25,000.00
Transition Opportunities Program (TOP)	In-Kind Donation: Frigidaire 17.6 cu. ft. French Door Refrigerator from Home Depot	\$	1,498.00
			<b>\$ 33,498.00</b>

			Budget
<b>Federal Entitlement Grants</b>			
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
			<b>\$ 3,940,643.00</b>
<b>Competitive Federal/State Grants</b>			
District	DESE Competitive: Civics Teaching and Learning Grant	\$	34,000.00
District	Comprehensive School Health Services Grant (Installment 4/4)	\$	100,000.00
			<b>\$ 134,000.00</b>
<b>Gifts &amp; Grants to District</b>			
District	ACE via ECCF for Fall 2022 Teacher Innovation Fund (TIF) Grants	\$	12,592.00
<b>Gifts &amp; Grants to Individual Schools</b>			
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
South Elementary School	American Online Giving Foundation - Donation	\$	175.00
West Elementary School	Rotary Club of Andover for Books	\$	619.46

West Middle Schools	AEOP & eCYBERMISSION for StopFire Brigade STEM-in-Action Grant	\$ 4,999.88
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
		<b>\$ 122,339.34</b>

<b>TOTAL GRANTS &amp; CONTRIBUTIONS</b>	<b>\$ 4,209,574.34</b>
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