



ANDOVER SCHOOL COMMITTEE

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

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THURSDAY, JANUARY 5, 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:

5:00 PM

Motion to meet in executive session pursuant to M.G.L. chapter 30A, sec. 21(a) for the following purposes: Purpose (3): to discuss strategy with respect to litigation with the Andover Education Association (AEA) and to discuss strategy with respect to and in preparation for collective bargaining with unionized personnel, namely the Andover Administrators Association (AAA-Unit B), Andover Assistants, Andover Educational Secretaries Association (AESA), SEIU Local 888-School Custodians and Andover School Food Service, Andover Education Association (AEA) Unit A, because an open session may have a detrimental effect on the bargaining and litigating 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

C. Response to Public Input

D. Education

1. REDI Equity Presentation: Superintendent, Dr. Parvey; Dr. Riley, Asst. Superintendent for Teaching/Learning & Jason Levene, SEL Coordinator

E. Continuing Business

1. District Strategic Roadmap Community Survey Results Presentation (N. Kieser) I.O.

F. New Business

1. Policy Updates - First Reading: I.O.
 - a. Policy-JJH School Sponsored Trips and Travel

2. Financials – November I.O.

G. Consent Agenda

A.R.

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

H. Adjournment

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.

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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 summary of the trip operator's deadlines for trip cancellations and the refund rights that pertain to each deadline;

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 each sponsoring faculty member for the trip has created an account at STEP.state.gov and has provided the details of the specific trip, including the country or countries that the trip will cover and the dates of arrival and departure for each country covered by the trip;

(c) representation in writing by each 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 each 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 shall 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 shall 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 shall 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

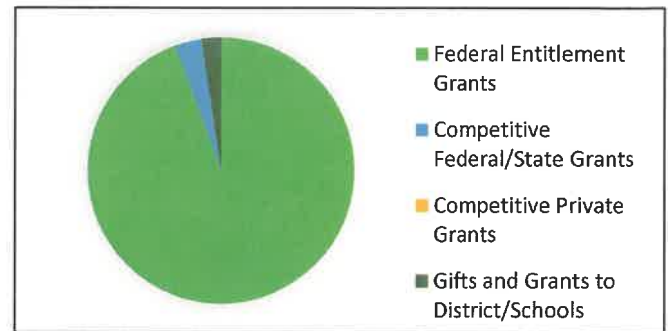
In accordance with the Andover Public Schools Policy (ILCD) - Administering Medicines to Students, the administration of medications while on a day trip is discouraged if medically feasible. In the event that it is medically necessary for a student to be administered medication while on a trip the procedures 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 shall ensure that the travel company with which they have contracted has an emergency evacuation plan in place should the need arise to

FY23 Andover Public Schools Grants and Contributions

School Committee Meeting
January 5, 2023



			Budget
Grants & Contributions for School Committee Approval			
High Plain Elementary	The Andona Society to support Social Emotional Learning Program	\$	1,500.00
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
District	ACE via ECCF for Fall 2022 Teacher Innovation Fund (TIF) Grants	\$	12,592.00
			\$ 32,077.00

			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			
District	DESE Competitive: Civics Teaching and Learning Grant	\$	34,000.00
District	Comprehensive School Health Services Grant (Installment 4/4)	\$	100,000.00
			\$ 134,000.00
Gifts & Grants to Individual Schools			
High Plain	High Plain Elementary PTO for New Playground Project	\$	30,000.00
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
		<u>\$ 102,854.34</u>