



ANDOVER SCHOOL COMMITTEE

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

MEETING AGENDA – FEBRUARY 6, 2020 –

***** Please note: Public Comment/Input will be limited to 3 minutes *****

We would like to thank the students and faculty at West Middle and Shawsheen Elementary School, particularly art teacher, Julie Selvitella at WMS and Shawsheen faculty: Ms. Hunt, Ms. Curtis, Ms. Harrison, Ms. Davison, Ms. Martell, Ms. Foley, Ms. Palladino, and Ms. Schroeder for the wonderful display of art in and outside the School Committee Room.

- I. SC Regular Meeting – Call to Order **6:15PM**
- II. Exec. Session: *Move to meet in Executive Session pursuant to M.G.L. chapter 30A, sec. 21(a) for the following purpose:*
Purpose 3, to discuss strategy with respect to collective bargaining with the Andover Education Association Unit A and AEA Secretaries, AEA Occupational and Physical Therapists, Andover Licensed/Practical Nurses, Andover Assistants, Andover School Food Services, Andover School Custodians, Andover Administrators Associations and Independents because an open session may have a detrimental effect on the bargaining position of the Committee. The Committee will reconvene in Open Session at approximately 7:00PM.
- III. Resume SC Regular Meeting **7:00PM**
 - A. Call to Order/Moment of Silence/Salute to the Flag –
 - B. Recognitions & Communications
 - C. Public Input
 - D. Response to Public Input
 - E. Education
 - a. Andover English Learner Parent Advisory Council A.R.
 - F. Continuing Business
 - 1. AHS Facility Study Committee Update I.O.
 - 2. FY21 Budget Update I.O.
 - 3. Start Times Update and Discussion A.R.
 - 4. Wellness Policy: Policy ADF Amendment First Reading I.O.
 - 5. Hiring Process for COO I.O.
 - G. Consent Agenda A.R.
 - a. Grants/Donations to District
 - b. Minutes – SC Meeting
 - H. Adjournment 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.

**Andover English Learner Parent Advisory Council
BY-LAWS**

Article 1. NAME

The council is named the Andover English Learner Parent Advisory Council (ELPAC).

Article 2. AUTHORITY

1. The Andover ELPAC is formed following the provisions of Mass General Laws Chapter 71A English Learner Education and 603 CMR 14.09: English Learner Parent Advisory Councils

Article 3. PURPOSE AND DUTIES

1. Andover English Learner Parent Advisory Council (Andover ELPAC) is a voluntary, non-profit organization which supports the academic success of all current and former English Learners and promotes cultural diversity within the Andover Community. It encourages cooperation and mutual support between English Learners, parents/guardians, the school district administration, faculty, and the community.

Andover ELPAC's vision is to create a community that celebrates diversity and helps newcomers to integrate easily into the Andover community.

2. The duties of Andover ELPAC are to:

1. Provide advice to the district or school regarding its English Learner Education programs;
2. Meet regularly with school officials to participate in the planning and development of programs designed to improve educational opportunities for ELs;
3. Participate in the review of school improvement plans and district improvement plans as the plans relate to ELs;
4. Review proposals by the school district to offer any new instructional programs for ELs;
5. Review requests to the school district from 20 or more parents to open a new language instructional program;
6. Promote a network of parents and guardians of ELs and provide a forum to share information and discuss matters of concern;
7. Promote communication between ELPAC members, other parent councils in the district, district staff and administration, the Department of Elementary and Secondary Education, local community groups, and the public as the ELPAC may wish;
8. Work with school and available resources to organize culture learning activities, including field trips, to help ELPAC families understand the education system and culture customs.
9. Sponsor cultural activities to celebrate diversity and encourage culture and language learning between natives and English Learners.
10. Request information from the school district in order to fulfill its duties.

The Andover school district shall assist the ELPAC by scheduling meetings, finding meeting space, publicizing meetings to families, and providing language assistance.

Article 4. MEMBERSHIP

1. As required in 603 CMR 14.09(4), ELPAC voting membership is only open to:
 - a. any parent or guardian of a student currently identified as an English Learner; or
 - b. any parent or guardian of a student who has been identified as an English learner in the past.
2. Duties of Members:
 - a. Attend the ELPAC meetings;
 - b. Fulfill the duties of the ELPAC outlined in Section 3;
3. Voting members can vote in the annual election of officers or any other business that comes before an ELPAC meeting.

Article 5. OFFICERS

Officers are elected by the voting membership and hold office for one or two years. The Chairperson must be a current or former EL parent. Other officers can be non-EL parents.

2. Office and officer responsibilities of the Andover ELPAC:

Chairperson:

- a. Set the agenda for each meeting, in consultation with other ELPAC members;
- b. Lead the meetings of the ELPAC;
- c. Act as a liaison with the staff person assigned to assist the ELPAC;
- d. Perform other duties identified by the ELPAC.

Co-Chairperson:

- a. Lead the meetings of the ELPAC if the Chairperson is absent.
- b. Assist the Chairperson at his/her request.
- c. Perform other duties identified by the ELPAC.

Secretary:

- a. Take minutes at ELPAC meetings.
- b. Maintain and update the ELPAC membership list.
- c. Perform other duties identified by the ELPAC.

Article 4. ELECTIONS

- a. ELPAC officers are elected annually by the members present at the September meeting.
- b. Elections are decided by a simple majority vote of the voting membership.

Article 6. MEETINGS

1. The Andover ELPAC holds a general meeting at least four times per school year at a location provided by the school district. The ELPAC may schedule additional meetings as needed or desired by ELPAC members.
2. Notice of the ELPAC general meetings are given at least two weeks in advance by notices published in school/district newsletters, posts on the Andover Public Schools website, flier sent to parents and

guardians, email sent to voting members, and by other means deemed useful to the ELPAC community.

3. Decisions are made by a simple majority of the voting members.

Article 7: COMMITTEES

The ELPAC may create committees as necessary to carry on the work of the council.

Article 7. AMENDING THE BY-LAWS

1. These by-laws may be amended by a simple majority of the voting members at a general meeting.

Adopted on [1/15/2020]

File: ADF - WELLNESS POLICY ANDOVER PUBLIC SCHOOLS

It is the intention that Andover Public Schools will make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student and will afford each the opportunity to fully participate in and benefit from the education process.

The Andover Public Schools will develop, adopt and implement a broad plan for a coordinated school based health program that will:

- Be designed in response to demonstrated needs in the community,
- Be based on models that demonstrate models of effectiveness,
- Emphasize a positive youth development approach,
- Make efficient use of school and community resources,
- Respond to families' needs and preferences; and
- Include goals for Health Education, Physical Education and Nutrition.

The coordinated school based health program plan will incorporate the following components and goals:

1. Health Education

A comprehensive program of health education that is designed to promote healthful living and discourage health-risk behaviors shall be offered pre-Kindergarten through Grade 12.

The health education program will be an integral part of a coordinated school-based health program. It will be consistent with the Massachusetts Health Curriculum Frameworks, coordinated by the district health education coordinator. The health education coordinator will consult with the district coordinator for nursing regarding all issues affecting student based health.

2. Physical Education **and Recess**

The Andover Public Schools will continue to implement specific learning goals and objectives for physical education for students in Grades pre-Kindergarten through Grade 12, in accordance with state law. A sequential, developmentally appropriate curriculum will continue to be implemented and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes, and confidence needed to adopt and maintain physical activity throughout their lives.

Students in grades pre-Kindergarten through Grade 5 will have daily-supervised recess, held when possible outdoors, to enable moderate to vigorous physical activity. Faculty and staff will strive not to withhold recess as a disciplinary consequence.

3. Nutrition

Andover Public Schools recognizes that a healthy intake of food and nutrients is essential for students to take full advantage of the learning environment in school. Healthy eating patterns during childhood can

affect eating patterns in later years and students need to gain the knowledge and skills to select a diet that supports health and reduces the risk of illness and future chronic diseases. Students of all ages need the knowledge to make wise food choices in the contemporary food environment, to evaluate food promotion and media messages regarding realistic body size and shape, and to select appropriate foods in varied settings.

The nutrition program will include guidelines for reimbursable school meals which are not less restrictive than regulations and nutrition guidelines issued by the Secretary of Agriculture pursuant to law. The nutrition program will also ensure that profit generation will not take precedence over the nutritional needs of the students. Finally, the nutrition program will include guidelines for nutrition education and promotion.

4. Health Services:

Andover Public Schools recognizes the increasing health and medical needs of our student and staff population. Many of our students require daily nursing care to enable them to perform to their academic potential. Andover Public Schools will strive to provide safe and effective nursing care in all school buildings during the school day. Nursing staff will also act as a liaison between parents, students and community medical professionals.

Health Services will work with a School Health Advisory Group under this Policy.

A School Health Advisory Group shall be established. The Group will consist of representatives chosen from each of the following groups and officials and shall be appointed by the Superintendent:

Parents

Teachers

Students

Coordinator for Nursing Services

Health and Physical Education Coordinator.

Food Services Director

School Physician

School Principal

Credentialed Nutritionist, if available.

Board of Health

General Public of the Town of Andover

The Advisory Group's role and responsibilities will include but not be limited to:

- Recommend procedures to the **Superintendent**, Principals and School Committee
- Review the policy and protocols annually
- Monitor and evaluate the progress towards compliance with the goals of the policy
- Measure the outcomes of changes as evidenced by various tools including student satisfaction surveys, parent satisfaction surveys, school health statistical data collected in compliance with the Massachusetts Department of Public Health (MDPH) and other collection data and monitoring systems.
- Provide an annual report to the **Superintendent** of Schools which assesses implementation of this Wellness Policy, including which schools are in compliance and progress toward achieving goals, as well as recommendations and suggested measures for improving student wellness. This report shall be made available to the public.

- Promote parent and staff education regarding this Policy.
- The Director of Nursing will review Food Allergy guidelines annually with nursing staff.
- The Director of Nursing or school-based nursing staff will annually review emergency plans for individuals experiencing anaphylaxis with administrative, teaching, food services and custodial staff in each school.

The School Health Advisory Group will be responsible for devising a plan for implementation and evaluation of this Policy and is charged to work with the principals of each school to ensure that schools meet the goals of the district wellness policy. The Principal of each school shall be responsible for implementation of this Wellness Policy and all guidelines and protocols established under this Policy in his/her school. **The School Health Advisory Group** will report to the School Committee annually.

Adopted by the School Committee on June 20, 2012 - Paula Colby-Clements, Chairperson

PREVIOUSLY ADOPTED: by MASC as a sample on April 20, 2006

LEGAL REFS: The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L. 108 -265

The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 - 1769h

The Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 - 1789

CROSS REF.: [EEC](#), Free and Reduced-Cost Food Services

[IHAMA](#), Teaching About Alcohol, Tobacco and Drugs

[KHA](#), Public Solicitations in the Schools

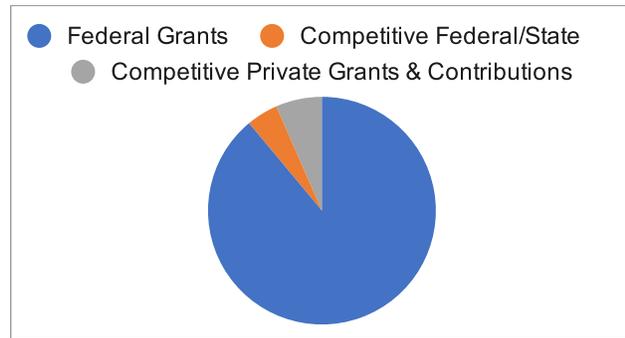
[KHB](#), Advertising in the Schools

District	Policy	Relevant Language from Cited Policy
ANDOVER	JIC: Student Discipline	The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.
Arlington	ADF: Nutrition And Wellness Policy	<p>Daily Recess</p> <p>All elementary school students will have daily-supervised recess, preferably outdoors, during which schools should encourage, verbally and through the provision of space and equipment, moderate to vigorous physical activity. To the extent possible, schools will endeavor to schedule recess prior to lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Teachers will strive not to withhold recess or physical education as a punitive measure. Outdoor recess should be provided for students at times when it is not precipitating, and the wind chill is above 20 degrees Fahrenheit.</p>
	JIC: Student Discipline	The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.
Chelmsford	ADF : Wellness Policy	Physical Education section #14. Provide at least one daily recess period in Kindergarten through five which is not used as a punishment/reward.
	JIC: Student Discipline	The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.
Franklin	JIC: Student Conduct	The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building.

District	Policy	Relevant Language from Cited Policy
Holliston	ADF : Wellness Policy on Physical Activity and Nutrition	<p>IV. Physical Activity According to the Centers for Disease Control, children and adolescents should participate in at least 60 minutes of physical activity every day. HPS is committed to providing opportunities to contribute to that goal.</p> <p>Teachers and other school personnel are strongly discouraged from curtailing or withholding opportunities for physical activity (e.g., recess, physical education) as a disciplinary consequence. Students may be kept in from recess or excluded from a Physical Education class if the removal is necessary to protect the health, safety, and/or welfare of the student and/or other students and staff.</p> <p>Missed recess will not be used as a consequence for unfinished work, work avoidance, or missed homework. Alternative movement activities will be provided, if possible, if said consequence occurs.</p>
Natick	ADF : NPS Wellness Policy	<p>General Concepts: Staff should not use physical activity (running laps, push-ups) or withhold opportunities for physical activity (recess, PE or fitness class) as punishment.</p>
Needham	POLICIES NOT AVAILABLE ONLINE	
North Andover	ADF : Wellness Policy	<p>Rewarding students with a physical outlet will be encouraged.</p> <ul style="list-style-type: none"> ●Field days and Fun Runs will be encouraged to promote physical activity. ●Teachers will be encouraged to utilize physical activity as a reward. ●The withholding of physical activity as a punishment or in lieu of completing other academic work is strongly discouraged.
Wellesley	JIC: Student Discipline	<p>The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.</p>
Westwood	ADF : Wellness Policy on Physical Activity and Nutrition	<p>D. Physical Activity and Punishment Teachers and other school and community personnel will not use physical activity {e.g., running laps, pushups) or withhold opportunities for physical education as punishment.</p> <p>Denial of an entire recess as punishment should only occur under extreme circumstances (i.e. when school core values are violated).</p>
Winchester	JIC: Student Discipline	<p>The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.</p>

FY20 Andover Public Schools Grants and Contributions

School Committee Meeting Date
February 6, 2020



		Budget
Grants for School Committee Approval		
AHS	Mass Bio Ed biotech futures field trip	468.75
AHS	Trustees of Punchard Free School	\$951
AHS	Andover High School PAC	\$500
AHS	Andover Cultural Council for Memory Project	\$1,150
Bancroft	Andover Cultural Council for ICA field trip and art installation	\$2,000
		\$5,069

Competitive Federal/State Grants

Comprehensive School Health Services Y1 of 4	\$100,000
	\$100,000

Competitive Private Grants

Gifts a Gifts and Grants to the District

ACE via ECCF for Discretionary	\$5,000
ACE via ECCF for World Ready	\$25,000
Cummings Foundation for Cultural Competency Y1 of 3	\$33,333
Lueders	50
Peter and Elizabeth C. Tower Foundation for cohort program Y1 of 2	\$20,000
	\$83,383

Gifts and Grants to Individual Schools

AHS	ANDONA	\$500
AHS	HAS Corp (EDR)	\$12,000
AHS	Corning Foundation for volunteer hours/Dollars for Doers	\$1,050
AHS	ANDONA for Drama Guild	\$750
AHS	Office of Economic Empowerment for financial aid fair	\$2,500
DMS	ANDONA for reading literacy program	\$2,000
Doherty	Donation	\$1,000
Shawsheen	Andona Society	\$500
Shawsheen	ANDONA to set up a science lab at the preschool	\$1,000
West El	Andover Coalition for Education Liz Roos Staff Development Fund	\$25,000
West El	ANDONA PTO fund request	\$1,500
WHMS	Carole M. Baker/Trust for Meditation	\$5,000
WHMS	Rotary Club of Andover Charitable Trust	\$2,500
WHMS	ANDONA for Kieve Wavos	\$4,500
WMS	Cause Fund, Inc.	\$916
WMS	ANDONA for WEB program	\$2,000
		\$62,716

Pending Grant Proposals

High Plain	Annies for school garden	\$3,000
District	DESE: Kaleidoscope	\$226,240

District	DESE: Digital Literacy Now project	\$13,740
District	Boston Foundation: Open Door grant for OCON Summer Institute	\$47,340
District	Andona for OCON	\$10,000
		<hr/>
		\$300,320