



ANDOVER SCHOOL COMMITTEE

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

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THURSDAY, OCTOBER 6, 2022

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 – Call to Order **7:00 PM**
- A. Call to Order/Moment of Silence/Salute to Flag
 - B. Recognitions/Communications
 - C. Public Input
 - D. Response to Public Input
 - E. Education
 - 1. October 1 Preliminary Enrollment (Superintendent)
 - 2. School Improvement Plans (Dr. Riley)
 - F. New Business
 - 1. Field Trip: AHS Students to Italy April 19-29, 2024 (Brian Shea, AHS Faculty) A.R.
 - 2. 2023-2024 School Year APS Calendar (First Reading) I.O.
 - 3. Student Activities Accounts A.R.
 - 4. Policies KF and KF-R: Community Use of Facilities (First Reading) I.O.
 - 5. Superintendent Evaluation Process and Goals (First Reading) I.O.
 - G. Consent Agenda A.R.
 - 1. Grants/Donations to District
 - 2. SC Meeting Minutes
 - 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.

Andover Public Schools
Comparison Enrollment Chart with Projection for FY22 10-1-2022

SCHOOL	Actual 10/1/2019	Actual 10/1/2020	Actual 10/1/2021	Unofficial 10/1/2022
Shawsheen	81	54	77	97
TTL PRE-K SCHOOL	81	54	77	97
Special Ed Out of District	4	1	0	2
Grand Total Pre-K	85	55	77	99
Bancroft	567	523	514	543
High Plain	526	517	531	527
Sanborn	358	333	328	332
South	479	463	435	453
West Elementary	594	546	541	555
TTL ELEM SCHOOLS	2524	2382	2349	2410
Special Ed Out of District	5	7	12	12
Grant Total-Elem	2529	2389	2361	2422
Doherty MS	518	464	455	461
West MS	532	543	530	518
Wood Hill MS	406	375	366	339
TTL MIDDLE SCHOOLS	1456	1382	1351	1318
Special Ed Out of District	15	14	8	11
Grant Total-MS	1471	1396	1359	1329
Andover HS	1765	1731	1644	1667
Ungraded (18-22 yr olds)	35	28	35	42
TTL AHS STUDENTS	1800	1759	1679	1709
Sp Ed Out of District (14-22)	59	51	7	40
Grand Total - AHS	1859	1810	1686	1749
TTL in District Enroll	5861	5577	5456	5534
Grand Ttls w/Spec Ed	5944	5650	5483	5599
Home School (as of Jan 1)	37	53	56	34
Grade 8-9 Attrition	-52	-64	-54	-89

Andover Public Schools 2023-2024 School Year

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Aug 28:** Teachers Return
- Aug 30:** Gr 1-12 Students First Day
- Sep 5:** PreK-Kindergarten Students First Day

No Classes-Federal, State Holidays and school recess

- Sep. 4:** Labor Day
- Oct. 9:** Fall Recess
- Nov. 3:** K conferences only (no classes)
- Nov. 7:** Parent Teacher Conferences – no classes
- Nov. 10:** Veterans Day (observed)

- Nov. 23-24:** Thanksgiving Recess
- Dec. 25-Jan 1:** Holiday Recess
- Jan 15:** Martin Luther King Day-no classes
- Feb. 19-23:** Presidents Day/Winter Recess
- Apr. 16-20:** Patriots' Day/Spring Recess
- May 28:** Memorial Day
- June 19:** Juneteenth

Early Release Day

- Oct. 13:** Early Release Day
- Nov. 22:** Early Release Day
- Dec 8:** Early Release Day
- Mar 9:** Early Release Day
- May 4:** Early Release Day
- June 7:** Early Release Day

- June 11:** Last Day w/o storm days
- June 18:** Last Day w/5 storm days



School Improvement Plan
2022-2023

ELEMENTARY SCHOOLS
School Improvement Plan
2022-2023

BANCROFT, HIGH PLAIN, SANBORN, SHAWSHEEN, SOUTH, WEST ELEMENTARY,

MISSION & VISION STATEMENTS

GOAL 1 ~ MATH

GOAL DESCRIPTION

The goal is to implement Eureka Math² across all elementary classrooms with consistency and cohesion.

CURRENT STATUS/DATA/REASON FOR THE GOAL

A new curriculum was needed after 8 years of Math in Focus and students needed to improve their achievement in math. Eureka Math² supports a student-centered approach to learning mathematics which leads to more student engagements and a deeper understanding of math.

IMPROVEMENT BENCHMARKS

All students will demonstrate improvement in their math knowledge through Eureka Math² components of readability and accessibility. Teachers will demonstrate an understanding of Eureka Math² lesson structure and demonstrate improvement in the pacing of overall lessons.

STRATEGIES/ACTIVITIES	PERSON(S) RESPONSIBLE	TIMELINE
Eureka Math ² Launch and Lead training for teachers and administration.	Great Minds https://greatminds.org/	August, 2022
Continuous professional development to create consistency and cohesion around math instruction at the elementary level	Jason DiCarlo, Beth Miner, Math coaches	Early Release Days, Monday meetings, common planning times
Frequent teacher observations, support, feedback, and evaluations through consistent observation and data collection to inform instruction	Principals, Asst Principals	Ongoing

OUTCOMES

- Teachers will concentrate on teaching in a more cohesive and consistent manner on math concepts and skills following the curriculum scope and sequence.
- Teachers will use rich and challenging math content engaged students in solving real-world problems in order to inspire greater interest in mathematics.
- Teachers will create safe, supportive math learning environments where students participate in mathematics conversations by communicating their ideas, critiquing the reasoning of others, and by reflecting on their approach to problems.

GOAL 2 ~ ELA

GOAL DESCRIPTION

The goal is to establish a consistent, systematic approach to phonemic awareness and phonics instruction in kindergarten classrooms across the district by the end of the 2022-2023 school year. This approach will ensure all kindergarten students receive explicit, multisensory, structured language instruction in both whole group and small group learning experiences.

CURRENT STATUS/DATA/REASON FOR THE GOAL

Kindergarten classrooms are currently using a combination of Foundations, Heggerty, and Just Right Phonemic Awareness programs.

IMPROVEMENT BENCHMARKS

All Kindergarten students will demonstrate improvement in phonological and phonemic awareness as evidenced by DIBELS Benchmark assessment scores and formative assessments.

STRATEGIES/ACTIVITIES	PERSON(S) RESPONSIBLE	TIMELINE
Establish clear, consistent district wide expectations around phonological and phonemic awareness instruction in Kindergarten classrooms across the district.	Jason DiCarlo, Maura Donoghue, Literacy coaches, Principals, Assistant Principals	September 2022
Support, train and coach all Kindergarten teachers in the incorporation of Heggerty Phonemic Awareness instructions into their daily instructional routine.	Maura Donoghue, Literacy coaches	ongoing
Use DIBELS Benchmark Assessment scores, formative assessment outcomes and continuous Progress Monitoring to guide Tier II Phonemic Awareness interventions	Maura Donoghue, Classroom teachers, Reading Specialists, Literacy coaches, Principals, Assistant Principals	ongoing

Dedicate time during Benchmark and Progress Monitoring Data Meetings for teachers to identify connections between student growth outcomes and the phonological and phonemic awareness routines they have incorporated into whole group and small group instruction	Maura Donoghue, Classroom teachers, Reading Specialists, Literacy coaches, Principals, Assistant Principals	ongoing
<p>OUTCOME</p> <ul style="list-style-type: none">● Kindergarten classrooms will consistently use phonemic awareness programs to support whole class and small group instruction.● Kindergarten Teachers will focus on teaching Phonological and Phonemic Awareness in a more cohesive and consistent manner across the district.● Kindergarten students' development of phonological and phonemic awareness skills will result in cumulative improvements in the areas of reading, writing and spelling.		

GOAL 3 Implementation of Content Focused Coaching

GOAL DESCRIPTION

The goal is to establish a consistent, systematic vision for content focused coaching in all elementary schools by the end of the 2022-2023 school year. Content-focused coaching if implemented coherently across all schools will create a staff culture of practitioners who engage in professional discourse, rigorous planning, and continuous reflection to ensure student learning and outcomes in content areas.

CURRENT STATUS/DATA/REASON FOR THE GOAL

This year, Andover has increased the number of math coaches and has added ELA coaches.

IMPROVEMENT BENCHMARKS

All staff will see the value in that “Coaching is for everyone” as evidence by:

- Curriculum cohesion within and across schools
- Achieving professional practice goals
- Improved student data on formative and summative assessments
- Professional growth in pedagogy and content knowledge
- Positive responses to staff surveys to be administered three times throughout the year

STRATEGIES/ACTIVITIES	PERSON(S) RESPONSIBLE	TIMELINE
Coaches build relationships with all teachers	Coaches, Teachers	Ongoing
Consistent messaging across all schools about the role of coaches in APS	Jason DiCarlo, Beth Miner, Maura Donoghue, Principals, Assistant Principals	Ongoing
Principals and coaches work in collaboration and partnership as instructional leaders within a building.	Coaches, Principals, Assistant Principals	Ongoing
Teachers will actively seek out collaborating with coaches individually and with their grade level team.	Coaches, Teachers	Ongoing

Classroom walk-throughs and visits show evidence of curriculum cohesion and effective instructional practice.	Jason DiCarlo, Beth Miner, Maura Donoghue, Coaches, Principals, Assistant Principals	Ongoing
Collaborative planning shows evidence of using the Planning Framework.	Coaches, Teachers	Ongoing
<p>OUTCOMES</p> <p>Teachers will see the value of collaborating with coaches was a way to create a culture of professional learning and collaboration.</p> <p>Teachers will view content coaching as a highly effective support system to influence and support instructional change in healthy and productive ways.</p> <p>Teachers will see Improved student outcomes and increased engagement in classrooms.</p>		



MIDDLE SCHOOL
School Improvement Plan
2022-2023

DOHERTY, WEST, WOODHILL

MIDDLE SCHOOLS MISSION STATEMENT

The Mission of the Andover Middle Schools is to ensure that all students acquire a quality education in a supportive environment.

MIDDLE SCHOOLS VISION STATEMENT

The Andover Middle Schools will focus on the uniqueness and success of each student, fostering essential knowledge, skills and values that lead to life-long learning. By encouraging risk-taking, cultivating respect for diversity and by empowering teachers, students and parents, the middle schools will become a community of learners and leaders. All members of the community will feel that they have something to contribute, and that they belong. Cooperation, service, communication, and a positive school climate, will characterize all our efforts to serve students.

GOAL 1 AND TITLE		
<p>GOAL DESCRIPTION By June 2023, there will be an agreed upon new middle school schedule that better meets the developmental and academic needs of middle school students.</p>		
<p>CURRENT STATUS/DATA/REASON FOR THE GOAL Current school schedule does not adequately meet the developmental and/or academic needs of middle school students. Daily attendance rates for high-risk* student populations are lower on average than peers, analysis of MCAS and NWEA trends through Data Wise protocols for identified subgroups illustrate persistent lower rates of achievement and growth in comparison to peers, increase in number of students displaying mental health needs</p> <p>We have had an initial meeting with NELMS. Assistant Superintendent will be scheduling future meetings this fall that will involve administration and middle school teachers and staff.</p>		
<p>IMPROVEMENT BENCHMARKS:</p> <ol style="list-style-type: none"> 1. Summer letter to staff, faculty and team meetings 2. Partner with AEA representatives to review expectations and process 3. Scheduled meetings with NELMS to create/refine schedule change objectives 4. Established dates for sharing updates with all stakeholders, schedule updates to community, (staff, student, family) 5. Identify who will build schedule in Aspen, hire person to build schedule (if needed), provide training as needed, 6. Run schedule pilots in schools to identify gaps, areas needing adjustment 		
<p>STRATEGIES/ACTIVITIES</p> <ol style="list-style-type: none"> 1. Frontload to messaging to staff about schedule changes 2. Working with contract change process 3. Work with NELMS consultants to refine objectives 4. Communication with all stakeholders (staff, student, family) 5. Build schedule in Aspen 6. Implement Schedule 	<p>PERSON(S) RESPONSIBLE Middle School Leadership team.</p>	<p>TIMELINE The goal will be to implement for the School year 2024-2025.</p>
<p>OUTCOMES</p>		

<ul style="list-style-type: none">● A schedule that has includes time (opportunities) for students to meet with and develop relationships (advisory)● A schedule that supports coordinated (long range) planning between all staff to implement Integrated learning opportunities such as Project Based, Co-teaching, and/or Service Learning● A schedule that incorporates student choice● A schedule that provides Social/Emotional support throughout the day		
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GOAL 2 AND TITLE

GOAL DESCRIPTION

- Timely and efficient use of the MTSS process between identification of need and provision of support to student need

CURRENT STATUS/DATA/REASON FOR THE GOAL

Currently each middle school has different processes in place to support struggling students. How we identify needs, the actions we take and the associated data collected.

- Staff recognition that students have a variety of academic needs that do not meet the threshold of qualifying for special education services
- Staff have demonstrated little understanding and connection of MTSS and role in identifying and changing format of teaching practice
- Staff have discomfort with working with all students
- No Tier 2 supports (specialized instruction, specialized curriculum)
- There is time available for MTSS
- There are some resources available
- Data - MAP, classroom, MCAS

IMPROVEMENT BENCHMARKS

1. Establish biweekly ILT meetings with MS principals and program coordinators
2. MCAS and MAP review during department and faculty meetings
3. Incorporate data review as part of the weekly IST and CST processes
4. Dedicated time during team meetings to review classroom data
5. Establish list of general accommodations as a reference document for teachers that can be used in any classroom
6. Intentional differentiation based on data assessment
7. Share clear expectations with students and families regarding MTSS
8. Reflect on process
9. Consult with NELMS to support scheduling process
10. Establish teacher schedule teams at each middle school

STRATEGIES/ACTIVITIES

1. Work with curriculum coordinators
2. Active data team work
3. Work with staff to establish MTSS system

**PERSON(S)
RESPONSIBLE**

1. teachers, building administrators

TIMELINE

1. district meetings

<p>4. Create a Middle School Schedule that supports MTSS</p>	<p>2. teachers, progr. coord., building administrators</p> <p>3. progr. coord., building administrators</p> <p>4. building administrators, teachers</p> <p>5. staff, program coordinators, building admin</p> <p>6. teachers, progr. coord., building administrators</p>	<p>2. building and district meetings (ongoing)</p> <p>3. building meetings beginning fall 2022</p> <p>4. on-going</p> <p>5. on-going</p> <p>6. June 2023</p>
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OUTCOMES

- Consistent IST process across all three middle schools
- Identify additional resources needed
- Reduced special education referrals for marginalized groups
- Process matches the framework of new middle school schedule

GOAL 3 AND TITLE

GOAL DESCRIPTION

CURRENT STATUS/DATA/REASON FOR THE GOAL

IMPROVEMENT BENCHMARKS

(3-5 bullets here)

STRATEGIES/ACTIVITIES

(3-5 bullets here)

PERSON(S)
RESPONSIBLE

TIMELINE

OUTCOMES

(3-5 bullets here)



School Improvement Plan
2022-2023



ANDOVER HIGH SCHOOL
80 SHAWSHEEN ROAD
Andover, MA 01810

Core Values and Beliefs

Andover High School is committed to providing a safe, supportive, and equitable learning environment where students and staff alike lead by example, demonstrating collaboration, intellectual curiosity, effective communication, and real world application of skills. We believe that promoting physical fitness, extracurricular activities, and student-led initiatives cultivates active minds and fosters school pride. We believe strongly in a challenging and diverse curriculum that encourages the creativity, innovation and risk-taking necessary to succeed in a global community.

GOAL 1 AND TITLE

GOAL DESCRIPTION

Based on current district professional development, AHS leadership will measure and increase student learning and engagement through the use of at least three high effect size instructional strategies in classroom instruction.

CURRENT STATUS/DATA/REASON FOR THE GOAL

From Superintendent's Entry Plan Summary of Findings (2021-22):

“Opportunity to elevate student voice. Students have a lot to say about how they are taught, and content presented to them. Some feel disengaged and do not believe the curriculum reflects their values.”

- Inconsistency in student learning experiences, meeting students where they are, and moving all students forward.
- Data from Superintendent's Entry Plan / District survey data
- Administrators Observation and Evaluations
- Student growth is not consistent for all subgroups of students on MAP scores and MCAS scores
- Assessment data is not reviewed consistently across all departments and staff.
- Inconsistent levels of differentiation including content materials and teaching modalities.
- Reflective practice and opportunities for teacher collaboration are limited.
- VOCAL for Participation is “somewhat favorable” 44.

IMPROVEMENT BENCHMARKS

- Classroom Observation Data including
 - Student to student interaction data
 - Teacher to student interaction data
 - Student to content interaction data
- Vocal data at or above 44 and at or above somewhat favorable.
- Teacher participation and reflection on PD

STRATEGIES/ACTIVITIES

- Professional Development on productive talk and effective pedagogy
- Administrator/program advisors observations of classrooms through daily walkthroughs and teacher observations.
- Develop a shared professional practice smart goal for all staff.

PERSON(S) RESPONSIBLE

TIMELINE

August 31,
2022- June 30,
2023

<ul style="list-style-type: none"> ● Self Assessment/Reflection by staff of where they are with their instructional practice 3 times during the year. ● Student self assessment / reflection on their desired daily experience 3 times during the year ● Summarize VOCAL data and share with the staff ● Measure student engagement through district walkthrough tools ● Measure student learning and engagement through data analysis 		
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OUTCOMES

- Vocal data improvement in student participation focused on the extent students feel engaged intellectually.
- Summary of staff reflection on instructional practice
- Summary of students' reflection on desired daily experience

GOAL 2 AND TITLE

GOAL DESCRIPTION

We will improve our documentation of our scope and sequences, so that we are more consistent and transparent.

Suggest:

We will produce At-A-Glance and Scope and Sequence documents by June 2023 as the first steps in producing a curriculum that will be both internal and public facing with a fully-developed and articulated scope & sequence for every content area that is aligned to standards.

https://docs.google.com/document/d/1MXP7SI_MY12I2RhL3bI_7svJmCIvnJMp6Y6BwCSiYo8/edit?usp=sharing

CURRENT STATUS/DATA/REASON FOR THE GOAL

We have varying levels of curriculum documentation in the district leading to differed learning experiences for students across departments and the school.

IMPROVEMENT BENCHMARKS

- At-Glance Documents - November 2022
- Scope and Sequence Draft - May 2023
- Course Specific UBD Units - September 2024

STRATEGIES/ACTIVITIES

- District wide expectation of aligned curriculum documentation and defining “curriculum” and “scope and sequence”
- Review existing forms of curriculum documentation - PCs
- Present/propose to district leadership curriculum documentation- PCs/Julie/Shereen
- Course-At-A-Glance filled out by each Program Coordinator - PCs/teachers -Nov 2022
- Individual Scope and sequence filled out by each teacher - PCs/teachers -May 2023

PERSON(S) RESPONSIBLE

Shereen Rancourt;
Caitlin Brown; Program Coordinators

TIMELINE

Aug 2022 -
September 2024

<ul style="list-style-type: none"> ● Create a new timeline for curriculum review process ● Define implications of revision, adoption, and implementation (financial, staff, resource allocation, space, etc.) ● PC Internal UbD Primer -PC's - August 2022 ● Program Coordinator PD - UbD; Outside provider by January 2023 ● UbD introduction to staff by department - PCs -Late Spring 2023 ● UbD creation work begins PCs/Staff - Summer 2023 ● Completed UbD units for “core”- classes - September 2024 		
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OUTCOMES

A Curriculum that is

- Public facing and internal
 - At-A-Glance Documents (internal)
 - Scope and Sequence (Drafts - internal)
 - An articulated scope & sequence/curriculum for every content area (Public - standards-aligned).

GOAL 3 AND TITLE

GOAL DESCRIPTION

There will be a focus on research based instructional approaches to nurture social emotional learning and act intentionally to improve school climate.

CURRENT STATUS/DATA/REASON FOR THE GOAL

The AHS instructional environment is somewhat favorable with a score of 44 on the VOCAL data. Inconsistency in individual experiences during the COVID pandemic and a return to a more consistent, predictable experience has resulted in a need to focus on further development of social emotional competencies. Currently implementation of the curriculum guide has been inconsistent. H2-H5 self-schedule baseline data indicates 180 students were not self-scheduled prior to the start of this academic support block.

IMPROVEMENT BENCHMARKS

An increase in self-awareness, self-management and responsible decision making as it relates to how H-Block is utilized. A gradual increase from the baseline data of self-scheduling H2-H5. Student feedback and data on increase of effectiveness and consistency of H-1 Advisory as it relates to community connectedness and sense of belonging.

STRATEGIES/ACTIVITIES

- Sample student goals with a focus on SEL
- Collaborate with new SEL Coordinator on identifying effective supports
- Class meetings related to H1 Block lessons
- Faculty input to inform curriculum
- H1 Advisory Curriculum Guide
- H2-H5 self-schedule data
- Student self-assessment survey

PERSON(S) RESPONSIBLE

TIMELINE

August 31, 2022-
June 30, 2023

OUTCOMES

- We will improve our score to a favorable rating of 51 or above on VOCAL data for the instructional environment.
- H1 Block grade level lessons and curriculum documented
- Summary of student feedback

Student Activity Account Change Summary 2022-203

Per student activity guidance from DESE, our school auditors and our student activity procedures accounts with no activity for

School	Account	Balance	Date of Last Activity	Comments
Bancroft	Grade 2	1.59	7/8/2015	Keep open - core operation
	Grade 3	1,233.50	6/28/2019	Keep open - core operation
	Grade 5	644.50	11/28/2018	Keep open - core operation
	Kindergarten	8.10	6/10/2017	Keep open - core operation
	Orff Ensemble	1,722.00	6/17/2015	Close and move to General
High Plain	Story Walk	305.41	6/26/2017	Close and move to General
	Contributions	1,283.25	07/02/2021	Combine with General School
Sanborn	None			
Shawsheen	Interest/Bank fees	11.02	9/28/2018	Keep open - core operation
South	None			
West Elementary	Grade 1	371.34	11/14/2018	Keep open - core operation
	Grade 2	493.49	8/30/2018	Keep open - core operation
Doherty Middle School	Art Club	486.68	7/10/2019	Close and move to General
Wood Hill Middle School	Rock Wall	543.00	11/12/2015	Close and move to General
	Student Council	1,000.00	3/21/2017	Keep open - core operation
	Where Everyone Belongs	560.44	8/29/2019	Keep open - Principal
West Middle School	Chorus	572.41	11/7/2018	Close and move to General
	Destination Imagination	1,773.91	2/27/2018	Close and move to General
	Physical Education Heart	247.00	5/3/2018	Close and move to General
Andover High School	Amigos Unidos	125.82	10/30/2015	Close and move to General
	Class of 2018	2,429.43	4/1/2019	Close account 3 years post
	Class of 2019	4,062.40	3/11/2020	Close account 3 years post
	Dance Club	23.55	12/18/2017	Close and move to General
	Red Cross	100.56	2/21/2017	Close and move to General
	Student Activities	2,528.57	07/14/2022	Combine with General School
	ADD Class of 2026	0.00		- New account for creation in

ANDOVER PUBLIC SCHOOLS

Business Office Guidelines

STUDENT ACTIVITY

ACCOUNTS

Maximum Account Balances

Administrative Procedures

The School Committee authorizes the Treasurer of the Town of Andover to establish an interest-bearing bank account, hereinafter referred to as the Student Activity Agency Account (Agency Account) for the purpose of conducting student activities. All monies collected through student activities shall be deposited to this account.

The School Committee authorizes the Treasurer to establish Student Activity Checking Accounts (Checking Account) to be controlled by each school principal. Student (activity) Checking Accounts shall have maximum balances, voted annually by the School Committee, as follows:

School	Amount
Bancroft Elementary	30,000.00
Sanborn Elementary	30,000.00
Shawsheen Elementary	10,000.00
South Elementary	30,000.00
West Elementary	30,000.00
High Plain Elementary	30,000.00
Wood Hill Middle School	30,000.00
Doherty Middle School	30,000.00
West Middle School	30,000.00
Andover High School	100,000.00

To the extent that the funds are available in such Agency Account, funds up to the maximum balance shall be transferred from the Agency Account to the Checking Account in accordance with school department procedures.

Bancroft School - Student Activity Accounts			
	Mission/Description of Activity	Sources of Funds	Uses of Funds
Grade 1	Record activities for grade level field trips,	Funds collected for activities from students and	Expenses associated with activities and events such
Grade 2	Record activities for grade level field trips,	Funds collected for activities from students and	Expenses associated with activities and events such
Grade 3	Record activities for grade level field trips,	Funds collected for activities from students and	Expenses associated with activities and events such
Grade 4	Record activities for grade level field trips,	Funds collected for activities from students and	Expenses associated with activities and events such
Grade 5	Record activities for grade level field trips,	Funds collected for activities from students and	Expenses associated with activities and events such
Grade Kindergarten	Record activities for grade level field trips,	Funds collected for activities from students and	Expenses associated with activities and events such
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged and received for	Expenses associated with checks and deposit slips,
Math League	Record activities for math enrichment	Funds collected for activities from students and	Expenses associated with registration fees and staff
Music	Record activities for music related activities	Funds collected for activities from students and	Expenses associated with recorders and other
General School /	Record student related activities and expenses	Student fundraising, picture money and contributions	Expenses associated with special items we give
Orff Ensemble	Close account and move funds to General School / Principal due to inactivity. Last transaction 6/17/2015		
Outdoor Ed	Record activities for Outdoor Education	Funds collected for activities from students and	Expenses associated with Nature's classroom, staff
Student Council	Record activities for Student Council	Proceeds from school store and contributions from PTO	Expenses associated with store supplies for the

High Plain - Student Activity Accounts			
	Mission/Description of Activity	Sources of Funds	Uses of Funds
Book Fair	Book fair sales and purchases	Funds raised from book fair sales	Books to support school library for students
Contributions	Consolidated in 2022 with the General School / Principal Student Activity Account to align with the auditors recommendation		
Cooking Club-Excel	Record activities for student enrichment	Funds collected for activities from	Expenses associated with activities and events
Grade 1	Record activities for grade level field	Funds collected for activities from	Expenses associated with activities and events
Grade 2	Record activities for grade level field	Funds collected for activities from	Expenses associated with activities and events
Grade 3	Record activities for grade level field	Funds collected for activities from	Expenses associated with activities and events
Grade 4	Record activities for grade level field	Funds collected for activities from	Expenses associated with activities and events
Grade 5	Record activities for grade level field	Funds collected for activities from	Expenses associated with activities and events
Grade Kindergarten	Record activities for grade level field	Funds collected for activities from	Expenses associated with activities and events
High Drifters	Record activities and stipends for the	Funds collected for activities from	Expenses associated with supplies and staff
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged and	Expenses associated with checks and deposit
Learning Leaps	After and before school enrichment	Funds collected for activities from	Expenses associated with supplies and staff
Math League	Record activities for math enrichment in	Funds collected for activities from	Expenses associated with registration fees and
Math Olympiad	Record activities for math enrichment in	Funds collected for activities from	Expenses associated with registration fees and
Orff Ensemble	Record activities and stipends for the	Funds collected for activities from	Expenses associated with supplies and staff
Outdoor Ed	Record activities for Outdoor Education	Funds collected for activities from	Expenses associated with Nature's classroom,
General School / Principal	Record student related activities and	Student fundraising, picture money and	Expenses associated with special items we
PTO Supplies Reimbursements	To support faculty with classroom and	Contributions from PTO	Expenses associated with classroom and
Story Walk	Close account and move funds to General School / Principal due to inactivity. Last transaction 6/26/2017		
Student Council	Record activities for student enrichment	Funds collected for activities from	Expenses related to various student council
Subscriptions & Planners	Account for school wide magazine	Funds collected for activities from	Expenses associated with student planners

Sanborn - Student Activity Accounts			
AQAaF0JhbGF	Mission/Description of Activity	Sources of Funds	Uses of Funds
Art	Record activities and stipends	Funds collected for activities from	Expenses associated with supplies to enhance
Outdoor Ed	Record activities for Outdoor	Funds collected for activities from	Expenses associated with Nature's classroom,
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged	Expenses associated with checks and deposit
General School / Principal	Record student related activities	Student fundraising, picture money	Expenses associated with special items we
Grade 1	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Grade 2	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Grade 3	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Grade 4	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Grade 5	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Kindergarten	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Orff Ensemble	Record activities and stipends	Funds collected for activities from	Expenses associated with supplies and staff

Shawsheen - Student Activity Accounts			
	Mission/Description of Activity	Sources of Funds	Uses of Funds
Grade-Preschool	Record activities for grade level	Funds collected for activities from students and	Expenses associated with activities and events such as
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged and received	Expenses associated with checks and deposit slips, and
General School /	Record student related activities	Student fundraising, picture money and	Expenses associated with special items we give

South School - Student Activity Accounts			
	Mission/Description of Activity	Sources of Funds	Uses of Funds
End of Year Activities Gr. 5	Record activities associated with	Funds collected for activities from	Expenses associated with items/activities for
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged	Expenses associated with checks and deposit
Children's Stage Activities	Record activities and stipends	Funds collected for activities from	Expenses associated with supplies and staff
Outdoor Ed	Record activities for Outdoor	Funds collected for activities from	Expenses associated with Nature's classroom,
General School / Principal	Record student related activities	Student fundraising, picture money and	Expenses associated with special items we give
SCT (South Cooperative	Record activities and stipends	Funds collected for activities from	Expenses associated with supplies and staff
Grade 1	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Grade 2	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Grade 3	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Grade 4	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Grade 5	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events
Kindergarten	Record activities for grade level	Funds collected for activities from	Expenses associated with activities and events

West Elementary - Student Activity Accounts			
	Mission/Description of Activity	Sources of Funds	Uses of Funds
Play	Record activities and stipends for the	Funds collected for activities from students,	Expenses associated with supplies and staff
Student Enrichment	Record activities and stipends for before	Funds collected for activities from students	Expenses associated with supplies and staff
Continental Math	Record activities for math enrichment in	Funds collected for activities from students	Expenses associated with registration fees and
Recorder	Record activities for music related	Funds collected for activities from students	Expenses associated with recorders and other
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged and	Expenses associated with checks and deposit
Outdoor Ed	Record activities for Outdoor Education	Funds collected for activities from students	Expenses associated with Nature's classroom,
Chorus	Record activities and stipends for the	Funds collected for activities from students	Expenses associated with supplies and staff
Math Olympiad	Record activities for math enrichment in	Funds collected for activities from students	Expenses associated with registration fees and
WERAWC	Record activities and stipends associated	Funds collected for activities from students,	Expenses associated with supplies, presenters
School Store	Record activities for the school store	Proceeds from school store and contributions	Expenses associated with store supplies for the
Grade 1	Record activities for grade level field trips,	Funds collected for activities from students	Expenses associated with activities and events
Grade 2	Record activities for grade level field trips,	Funds collected for activities from students	Expenses associated with activities and events
Grade 3	Record activities for grade level field trips,	Funds collected for activities from students	Expenses associated with activities and events
Grade 4	Record activities for grade level field trips,	Funds collected for activities from students	Expenses associated with activities and events
Grade 5	Record activities for grade level field trips,	Funds collected for activities from students	Expenses associated with activities and events
Kindergarten	Record activities for grade level field trips,	Funds collected for activities from students	Expenses associated with activities and events
General School /	Record student related activities and	Student fundraising, picture money and	Expenses associated with special items we give

Doherty Middle School- Student Activity Accounts			
	Mission/Description of Activity	Sources of Funds	Uses of Funds
6A	Record activities for grade/team for field trips,	Funds collected for activities from students and	Expenses associated with activities and events such as field
6B	Record activities for grade/team for field trips,	Funds collected for activities from students and	Expenses associated with activities and events such as field
7A	Record activities for grade/team for field trips,	Funds collected for activities from students and	Expenses associated with activities and events such as field
7B	Record activities for grade/team for field trips,	Funds collected for activities from students and	Expenses associated with activities and events such as field
8A	Record activities for grade/team for field trips,	Funds collected for activities from students and	Expenses associated with activities and events such as field
8B	Record activities for grade/team for field trips,	Funds collected for activities from students and	Expenses associated with activities and events such as field
Art Club	Close account and move funds to General School	/ Principal due to inactivity. Last transaction 7/10/2019	
Drama Club	Record activities for after school club for	Funds collected for activities from students and	Expenses associated with activities of the Drama club
Extracurricular Activities	Record activities for after school club and	Funds collected for activities from students and	Expenses associated with activities and events
Foreign Language	Record activities for Foreign Language	Funds collected for activities from students and	Expenses associated with field trips, spirit days, special
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged and	Expenses associated with checks and deposit slips, and when
Integrated Arts	Record activities for Integrated Arts enrichment	Funds collected for activities from students and	Expenses associated with field trips, spirit days, special
Outing Club	Record activities for Student Outing Club field	Funds collected for activities from students and	Expenses associated with activities and events of the Student
Physical Education	Record activities for Physical Education	Funds collected for activities from students and	Expenses associated with field trips, spirit days, special
General School / Principal	Record student related activities and expenses	Funds collected for activities from students and	Expenses associated with school wide activities and events,
Science Club	Record activities for after school club for	Funds collected for activities from students and	Expenses associated with Science Club activities and events
Student Council	Record activities for after school club for	Funds collected for activities from students,	Expenses associated with school dances, student supported
Yearbook	Record activities for after school club for	Funds collected for activities from students,	Expenses associated with Yearbook activities and events

Wood Hill Middle School - Student Activity Accounts			
	Mission/Description of Activity	Sources of Funds	Uses of Funds
Camp Kieve	Record activities for students associated with Camp	Funds collected for activities from students and	Expenses associated with Camp Kieve, staff stipends, busses
Destination Imagination	Record activities for after school club for students	Funds collected for activities from students and	Expenses associated with activities of Destination Imagination
Drama Club	Record activities for after school club for students	Funds collected for activities from students and	Expenses associated with activities of the Drama club including
Flower Fund/Music & Plays	Record activities for after school club for students	Funds collected for activities from students and	Expenses associated with activities of the Flower Fund Music and
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged and received for	Expenses associated with checks and deposit slips, and when
Music for Life	Record activities for after school club for students	Funds collected for activities from students and	Expenses associated with activities and events of the Music for
Outing Club	Record activities for Student Outing Club field trips	Funds collected for activities from students and	Expenses associated with activities and events of the Student
General School / Principal	Record student related activities and expenses	Funds collected for activities from students and contributions from PAC	Expenses associated with school wide activities and events, spirit days, special events and pay for certain grade 8 Farwell activities. Scholarships for students as needed
Rock Wall	Close account and move funds to General School / Principal due to inactivity. Last transaction 11/12/2015		
Student Council	Record activities for after school club for students	Funds collected for activities from students,	Expenses associated with school dances, student supported
Team 6 A	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such as field trips,
Team 6 B	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such as field trips,
Team 7 A	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such as field trips,
Team 7B	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such as field trips,
Team 8 A	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such as field trips,
Team 8 B	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such as field trips,
Where Everyone Belongs	Record activities for Where Everyone Belongs	Funds collected for activities from students and	Expenses associated with projects and activities for students
Yearbook	Record activities for after school club for students	Funds collected for activities from students,	Expenses associated with Yearbook activities and events including

West Middle School - Student Activity Accounts			
	Mission/Description of Activity	Sources of Funds	Uses of Funds
Adventure Club	Record activities for Adventure Club field trips	Funds collected for activities from students and	Expenses associated with activities and events of the
Chorus	Close account and move funds to General School / Principal due to inactivity. Last transaction 11/7/2018		
Drama	Record activities for after school club for students	Funds collected for activities from students and	Expenses associated with activities of the Drama
Grade 6 Champion	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such
Grade 6 Lightning	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such
Grade 7 Pride	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such
Grade 7 Quest	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such
Grade 8 Dynasty	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such
Grade 8 Fusion	Record activities for grade/team for field trips, spirit	Funds collected for activities from students and	Expenses associated with activities and events such
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged and received	Expenses associated with checks and deposit slips,
Destination Imagination	Close account and move funds to General School / Principal due to inactivity. Last transaction 2/27/2018		
Physical Education Heart Monitor	Close account and move funds to General School / Principal due to inactivity. Last transaction 5/3/2018		
Tech Crew	Record activities for after school club for students	Funds collected for activities from organizations,	Expenses associated with the Tech Crew including
General School / Principal	Record student related activities and expenses	Funds collected for activities from students and	Expenses associated with school wide activities and
Spanish Travel	Record activities for students field trips for those	Funds collected for activities from students,	Expenses associated with activities and events of the
Student Government	Record activities for after school club for students	Funds collected for activities from students,	Expenses associated with school dances, student
Where Everyone Belongs (WEB)	Record activities for Where Everyone Belongs	Funds collected for activities from students and	Expenses associated with projects and activities for
World Language	Record activities for World Language enrichment for	Funds collected for activities from students and	Expenses associated with field trips, spirit days,
Yearbook	Record activities for after school club for students	Funds collected for activities from students,	Expenses associated with Yearbook activities and

Andover High School - Student Activity Accounts			
	Mission/Description of Activity	Sources of Funds	Uses of Funds
Amigos Unidos	Close account and move funds to General School / Principal due to inactivity. Last transaction 10/30/2015		
Amnesty International	Record activities for afterschool club. Amnesty	Funds collected from student organized fundraisers	Expenses associated with Amnesty International events,
AP Exams	Record activities for Advanced Placement testing	Funds collected for activities from students	Expenses associated with AP testing including tests,
Class of 2018	Close account and move funds to Class of 2026 (\$1,200) and General School / Principal (balance) based on class account being more than 3 years old		
Class of 2019	Close account and move funds to General School / Principal (balance) based on class account being more than 3 years old		
Class of 2020	Record activities for grade for field trips, spirit days,	Funds collected for activities from students and fundraising	Expenses associated with activities and events such as field
Class of 2022	Record activities for grade for field trips, spirit days,	Funds collected for activities from students and fundraising	Expenses associated with activities and events such as field
Class of 2023	Record activities for grade for field trips, spirit days,	Funds collected for activities from students and fundraising	Expenses associated with activities and events such as field
Class of 2024	Record activities for grade for field trips, spirit days,	Funds collected for activities from students and fundraising	Expenses associated with activities and events such as field
Class of 2025	Record activities for grade for field trips, spirit days,	Funds collected for activities from students and fundraising	Expenses associated with activities and events such as field
Class of 2026	Record activities for grade for field trips, spirit days,	Funds collected for activities from students and fundraising	Expenses associated with activities and events such as field
Dance Club	Close account and move funds to General School / Principal due to inactivity. Last transaction 12/18/2017		New Account in 2022
DECA	Record activities for after school club for students.	Funds collected for activities from students and fundraising	Expenses associated with activities and events for DECA,
Drama Guild	Record activities for afterschool club for students	Funds collected for activities from students, student	Expenses associated with activities of the Drama Guild
Ecotarium/Environmental	Record activities for afterschool club for students	Funds collected from student organized fundraisers and	Expenses associated with activities and events such as care
Field Trips	Record activities for class/club field trips that do not	Funds collected for activities from students and fundraising	Expenses associated with field trips including admission fees
Foreign Language	Record activities for Foreign Language enrichment for	Funds collected for activities from students and student	Expenses associated with field trips, spirit days, special
G.S.A.	Record activities for the Gender and Sexuality	Funds collected from student organized fundraisers and	Expenses associated with field trips, spirit days, special
Honor Society	Record activities for National Honors Society. National	Funds collected for activities from students and student	Expenses associated with annual honor society ceremony
Interest/Bank Fees	Administrative bank activity	Interest earned, and amounts charged and received for	Expenses associated with checks and deposit slips, and
Mental Health Awareness Club	Record activities for afterschool club for students.	Funds collected from student organized fundraisers	Expenses associated with club including speaker fees,
Robotics	Record activities for afterschool club for students. Club	Funds collected from student organized fundraisers and	Expenses associated with building robots, registration fees
Mock Trial	Record activities for afterschool club for students.	Funds collected for activities from students	Expenses associated with registration and travel costs for
Model UN	Record activities for afterschool club for students.	Funds collected for activities from students	Expenses associated with activities and events such as field
General School / Principal	Record student related activities and expenses	Funds collected for activities from students and	Expenses associated with school wide activities and events,
PSAT	Record activities for PSAT testing	Funds collected for activities from students	Expenses associated with PSAT testing including tests,
Red Cross	Close account and move funds to General School / Principal due to inactivity. Last transaction 2/21/2017		
SADD	Record activities for afterschool club for students.	Funds collected from student organized fundraisers	Expenses associated with school wide activities and
SAT Exam	Record activities for SAT testing	Funds collected for activities from students	Expenses associated with SAT testing including tests,
Show Choir Festival	Record activities for afterschool activity for students.	Funds collected from student organized fundraisers, ticket	Expenses associated with Show Choir activities and events
Show Choir Travel	Record activities for afterschool activity for students.	Funds collected for activities from students and fundraising	Expenses associated with Show Choir activities and events
Student Activities	Consolidated in 2022 with the General School / Principal Student Activity Account to align with the auditors recommendation		
Student Advisory Council	Record activities for afterschool club for students.	Funds collected from student organized fundraisers	Expenses and donations with the associated student
Sustainable Garden	Record activities for after school club for students	Funds collected from student organized fundraisers and	Expenses associated with activities and events such as
Tri-M National Association	Record activities for honor society for music students	Funds collected from student activities and student	Funds used for the annual membership and to pay for the
TV Club	Record activities for after school club for students	Funds collected from student organized fundraisers	Expenses associated with activities and events such as field
UNICEF	Record activities for afterschool club. UNICEF is a club	Funds collected from student organized fundraisers	Expenses and donations with the associated student
Yearbook	Record activities for after school club for students	Funds collected for activities from students, fundraisers,	Expenses associated with Yearbook activities and events

Inactive Student Activity Account

School: High Plain Elementary

In accordance with the School Committee Policy on Student Activity Accounts any student activity organization inactive for a period of three (3) or more years will have its assets transferred to another activity designated by the principal, after consultation with the Business Office and School Committee Approval.

After a review of the accounts listed below each account has been deemed inactive. I have verified with the activity advisors that this is not related to any other activity at the school and therefore should be transferred as indicated.

Inactive Account	Transfer To	Amount
Story Walk	General School/Principal	\$305.41
Contributions	General School/Principal	\$1283.25

Pamela Ludwig
Principal

9/19/2022
Date

[Signature]
Assistant Superintendent of Finance

9/23/22
Date

Position currently unfilled
Business Manager

Date

Date School Committee Approval

Inactive Student Activity Account

School: Doherty Middle

In accordance with the School Committee Policy on Student Activity Accounts any student activity organization inactive for a period of three (3) or more years will have its assets transferred to another activity designated by the principal, after consultation with the Business Office and School Committee Approval.

After a review of the accounts listed below each account has been deemed inactive. I have verified with the activity advisors that this is not related to any other activity at the school and therefore should be transferred as indicated.

Inactive Account	Transfer To	Amount
Art Club	General School/Principal	\$486.68



 Principal

9.19.2022

 Date



 Assistant Superintendent of Finance

9/23/22

 Date

Position Currently Unfilled

 Business Manager

 Date

 Date School Committee Approval

Inactive Student Activity Account

School: Bancroft Elementary

In accordance with the School Committee Policy on Student Activity Accounts any student activity organization inactive for a period of three (3) or more years will have its assets transferred to another activity designated by the principal, after consultation with the Business Office and School Committee Approval.

After a review of the accounts listed below each account has been deemed inactive. I have verified with the activity advisors that this is not related to any other activity at the school and therefore should be transferred as indicated.

Inactive Account	Transfer To	Amount
Orff Ensemble	General School/Principal	\$1722.00

Beth Leavitt
Principal

9/19/22
Date

[Signature]
Assistant Superintendent of Finance

9/23/22
Date

Position currently unfilled
Business Manager

Date

Date School Committee Approval

Inactive Student Activity Account

School: Wood Hill Middle

In accordance with the School Committee Policy on Student Activity Accounts any student activity organization inactive for a period of three (3) or more years will have its assets transferred to another activity designated by the principal, after consultation with the Business Office and School Committee Approval.

After a review of the accounts listed below each account has been deemed inactive. I have verified with the activity advisors that this is not related to any other activity at the school and therefore should be transferred as indicated.

Inactive Account	Transfer To	Amount
Rock Wall	General School/Principal	\$543.00


Principal

9/19/2022
Date


Assistant Superintendent of Finance

9/23/22
Date

Position Currently Unfilled
Business Manager

Date

Date School Committee Approval

Inactive Student Activity Account

School: Andover High School

In accordance with the School Committee Policy on Student Activity Accounts any student activity organization inactive for a period of three (3) or more years will have its assets transferred to another activity designated by the principal, after consultation with the Business Office and School Committee Approval.

After a review of the accounts listed below each account has been deemed inactive. I have verified with the activity advisors that this is not related to any other activity at the school and therefore should be transferred as indicated.

Inactive Account	Transfer To	Amount
Amigos Unidos	General School/Principal	\$125.82
Class of 2018	Class of 2026	\$1200.00
	General School/Principal	\$1229.43
Class of 2019	General School/Principal	\$4062.40
Dance Club	General School/Principal	\$23.55
Red Cross	General School/Principal	\$100.56
Student Activities	General School/Principal	\$2528.57



Principal

9/20/22

Date



Assistant Superintendent of Finance

9/23/22

Date

Position Currently Unfilled

Business Manager

Date

Date School Committee Approval

Inactive Student Activity Account

School: West Middle School

In accordance with the School Committee Policy on Student Activity Accounts any student activity organization inactive for a period of three (3) or more years will have its assets transferred to another activity designated by the principal, after consultation with the Business Office and School Committee Approval.

After a review of the accounts listed below each account has been deemed inactive. I have verified with the activity advisors that this is not related to any other activity at the school and therefore should be transferred as indicated.

Inactive Account	Transfer To	Amount
Chorus	General School/Principal	\$572.41
Destination Imagination	General School/Principal	\$1773.91
Physical Education Heart Monitor	General School/Principal	\$247.00



Principal

9-29-2022

Date



Assistant Superintendent of Finance

9/23/22

Date

Position currently unfilled

Business Manager

Date

Date School Committee Approval

File: KF - COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations recommended by the Superintendent and approved by the School Committee and the rental fee schedules approved by the School Committee or the Town of Andover, as applicable.

Permission for the use of facilities must be obtained through the Town of Andover, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. The activities of other organizations when approved by the Town of Andover

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities
3. Parks and playgrounds

SOURCE: MASC

CROSS REFERENCE: KF-R

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

NOTE: A brief policy on Community Use of School Facilities suffices when it is implemented by fairly extensive regulations approved by the School Committee. Many policies, however, also contain the basic principles that govern the use of facilities by outside groups.

File: KF-R - COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Town of Andover in conformity with the following regulations, which have been approved by the Town.

1. Requests for the use of school facilities will be made through the Town of Andover at least 14 days prior to the date of use and cleared with the building Principal.
2. School facilities may not be used for individual, private, or commercial purposes; separate criteria are established for The Collins Center at Andover High School.
3. School-related groups will be permitted reasonable use of school facilities without charge.
4. All activities must be under competent adult supervision approved by the Town of Andover, and the building Principal. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for payment to repair any damage to the building or equipment incurred during the group's use.
5. Groups receiving permission are restricted to the dates and hours approved and to the building area, facilities, and equipment specified, unless requested changes are approved by the Town of Andover.
6. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
7. Smoking and alcohol possession or consumption within school buildings or on school grounds is not permitted.
8. Proper liability insurance is required of all groups given permission to use school facilities.
9. The School Committee and Town of Andover reserves the right to cancel any permission granted.

SOURCE: MASC

CROSS REFERENCE: KF

NOTE: Although many regulations in this category include the fee schedule for use of various facilities, it is recommended that such schedules be included in the policy manual as an exhibit document coded KG-E because of their changing nature.

This is an area in which the School Committee needs to officially approve regulations. There may be additional procedural regulations that are purely administrative.

Superintendent's Goals for 2022-23 School Year

Category	Goal	DESE's Superintendent Leadership Standards & Indicators	Description/ Action Steps
Professional Practice	Attend the M.A.S.S. REDI Foundation District Leader Learning Series to begin developing the essential work of building and sustaining cultures of belonging, equity, diversity and inclusion in APS	<p>Management and Operations II-A (Environment): Develops and executes effective plans, procedures, routines and operational systems to address a full range of safety, health, emotional, and social needs.</p> <hr/> <p>Professional Culture IV-A (Commitment to High Standards): Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for all.</p> <p>IV-B (Cultural Proficiency): Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.</p>	<p>The Massachusetts Association of School Superintendents (M.A.S.S.) Racial, Equity, Diversity and Inclusion Strategy (REDI) work is to develop and implement a long-term, state-wide, superintendent-driven strategy to address the systemic and cultural barriers in our schools that prevent so many students and adults from knowing they, too, belong and will thrive.</p> <p>M.A.S.S. is offering a course titled Foundations: District Leader Learning Series which is designed to:</p> <ul style="list-style-type: none"> ● Provide best practice to identify and recommend common frameworks and resources ● Support development of district strategies built on district core values and integrate with district improvement plans ● Customize supports for implementation depending on stage of work and community context – with emphasis on facilitated peer networks of support for superintendents and assistant superintendents <p>There will be three all-day, in-person gatherings for learning and sharing to establish the foundational framework for REDI work. Attendance at each session is required for participation. Sessions will take place from 8:30-3:30 on:</p> <ul style="list-style-type: none"> ● October 4, 2022 ● October 27, 2022 ● December 1, 2022 ● Several follow up remote sessions in the spring ● There will be a fourth in person session day April 27th, a “capstone” session. <p>Other action steps to support this goal will be:</p> <ul style="list-style-type: none"> ● Begin the process for launching a district wide equity audit. ● Continue to meet with our students including our DEI Student Advisory Council to hear their insights, concerns and suggestions
Student Learning	Assess current district SEL practices, systems and resources K-12 and begin	<p>Instructional Leadership I-B (Instruction): Ensures that practices in all settings reflect high expectations regarding content and quality of effort</p>	<p>APS will continue our partnership with the Yale Center for Emotional Intelligence (YCEI). We will analyze the results of the surveys conducted on SEL and the well-being of the APS school community in the 2021-2022 school year to develop</p>

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	<p>preliminary implementation of a district wide SEL plan.</p>	<p>and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests and levels of readiness.</p> <hr/> <p><u>Management and Operations</u> II-A (Environment): Develops and executes effective plans, procedures, routines and operational systems to address a full range of safety, health, emotional, and social needs.</p> <hr/> <p><u>Family and Community</u> III-A (Engagement): Actively ensures that all families are welcome members in the classroom and school community and can contribute to the effectiveness of the classroom, school, district, and community.</p> <hr/> <p><u>Professional Culture</u> IV-B (Cultural Proficiency): Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.</p>	<p>appropriate next steps under the guidance of our new SEL Coordinator. We will begin developing a district wide K-12 SEL implementation plan which will be a phased in approach.</p> <p>Overseeing of additional pieces of SEL work, such as:</p> <ul style="list-style-type: none"> ● Implementation of a common approach to supporting students, families and teachers through the middle school guidance counselor role ● Initiate steps to build SEL/RULER steering committee ● Assist in SEL Arts grant ● Survey APS teachers to understand the uses and consistency of Responsive classroom practices. ● Orient to Effective School Solutions (ESS) program ● Begin to organize SEL course ● Introductions to all district administrators and conduct individual school listening sessions ● Introductions to all District support Mental Health staff and conduct listening sessions
<p>Student Learning</p>	<p>Using data to drive instruction and inform district priorities which include consistency in the supervision and evaluation process</p>	<p><u>Instructional Leadership</u> I-B (Instruction): Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests and levels of readiness. I-E (Data-Informed Decision Making): Uses multiple sources of evidence related to student learning - including state, district, and school assessment results and growth data- to inform school and district goals and improve organizational performance, educator effectiveness, and student learning. <u>Management and Operations</u> II- E (Fiscal Systems): Develops a budget that supports the</p>	<p>The APS team will participate in a series of Data Wise training sessions offered by Dr. Adam Parrott-Sheffer out of Harvard University. He is a certified Data Wise coach, Data Wise advisory board member, Data Wise equity team member, and strategy advisor to Harvard's Data Wise Project. Adam currently serves as the co-chair of the Data Wise in Action institute.</p> <p>APS' work this year will accomplish the following objectives:</p> <ul style="list-style-type: none"> ● Improve the knowledge and skills of all Andover Public School leadership team members for data literacy through the Data Wise ACE Habits of Mind. ● Empower all Andover Public School district team members to use the Data Wise improvement process, customized for local conditions, to utilize robust data sources and improve the impact of their work. ● Develop the skills of the Andover Public School leadership team to

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		<p>district's vision, mission and goals; allocates and manages expenditures consistent with district and school-level goals and available resources.</p>	<p>organize their teams for collaborative work through effective meeting practices and increase their team member's individual and collective effectiveness through data-informed coaching and coach skill development.</p> <ul style="list-style-type: none"> ● Build coherence across all of Andover Public Schools improvement practices in order to improve organizational practices and structures in service of its mission and vision. ● Continue to develop a common language to describe rigorous and quality instruction through ongoing partnerships with the Institute for Learning (IFL) and Weston Kieschnick. ● Build consistency and coherence through teacher observation, supervision and evaluation responsibilities to improve student achievement and close achievement gaps. Training sessions led by Carol Gregory from Ribas Associates: <ul style="list-style-type: none"> ○ September 27, 2022 ○ November 1, 2022 ○ November 29, 2022 ○ January 31, 2023, ○ March 7, 2023 ○ April 25, 2023 ● Participate in Data Wise training sessions on: <ul style="list-style-type: none"> - October 5th & 6th - Feb 28th & Mar 1st - Virtual Monthly Meetings <p>Under the leadership and guidance of our new Assistant Superintendent of Finance and Administration, APS will develop a budget process that analyzes our priorities and uses multiple data points to inform budget priorities.</p>

Category	Goal	DESE's Superintendent Leadership Standards & Indicators	Description/ Action Steps
District Improvement	Development of and initial implementation of the district strategic plan for ongoing improvement	<p><u>Management & Operations</u> II-A (Environment): Develops and executes effective plans, procedures, routines and operational systems to address a full range of safety, health, emotional, and social needs.</p> <hr/> <p><u>Professional Culture</u> IV- A (Commitment to High Standards): Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for all.</p> <p>IV-E (Shared Vision): Successfully and continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in postsecondary education and become a responsible citizen and global contributor.</p>	<p>A strategic plan identifies initiatives in many areas of district operations and takes a broad, incremental approach to improvement. In partnership with Teamworks International APS has started the critical work of planning for ongoing improvement across several areas of district operations with focus on excellence in management and excellence in governance</p> <p>Actions steps related to this goal are:</p> <ul style="list-style-type: none"> ● Coordinate October 24-25, 2022 workshops for principals, district cabinet and School Committee with TeamWorks Intl. to continue strategic planning work ● Coordinate late winter refinement session with administrators and TeamWorks Intl. in preparation for SC approval of the strategic plan ● Update the union leadership on the strategic planning process during monthly meetings ● Socialize the strategic plan in the broader Andover community

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District Improvement	Ensure two-way, respectful and consistent communication and engagement across the district, with families, and the Andover Public Schools Community while continuing to seek diverse ways to continuously engage our community	<p><u>Family and Community Engagement</u></p> <p>III-A (Engagement): Actively ensures that all families are welcome members of the classroom and school community and can contribute to the effectiveness of the classroom, school, district and community.</p> <p>III-C (Communication): Engages in regular, two-way, culturally proficient communication with families and community stakeholders about student learning and performance.</p> <p>III-D (Family Concerns): Addresses family and community concerns in an equitable, effective, and efficient manner</p> <hr/> <p><u>Professional Culture</u></p> <p>IV-F (Managing Conflict): Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.</p>	<p>During the entry process, consistent communication, trust and engagement were identified as areas in need of improvement. Building trusting and collaborative relationships with key stakeholders through visibility, regular meetings and intentional opportunities for engagement has been a focus. Effective, honest, timely and open communication continue to be a priority. The development of plans to operationalize communications protocols and processes within our schools and district wide have been developed and we are now assessing their effectiveness.</p> <p>To assess the effectiveness of our communications protocol:</p> <ul style="list-style-type: none"> ● Seek input from families and the community regarding how the tools have been working ● Conduct a brief survey to determine “customer satisfaction” ● Continue to conduct office hours and focus groups for our families ● Ask participants of office hours and focus groups for feedback on communication from the district ● Continue to build partnerships with community groups

Goal	Evidence of Progress - (Mid-Year)	Evidence of Completion (Final)
REDI Foundations Training on Equity	<ul style="list-style-type: none"> ● Attended first REDI session on October 4, 2022 	
Assess current district SEL practices, systems and resources K-12 and begin preliminary implementation of a district wide SEL plan	<p>To begin assessing the current state of SEL in APS the following activities have been conducted by the SEL coordinator has:</p> <ul style="list-style-type: none"> ● visited all elementary schools to date except Shawsheen ● Met with elementary, middle and high school principals, assistant principals ● Met with various specials teachers and some social workers at elementary level ● Observed a sampling of Morning Meetings ● Walk through elementary SEL Music/Art classrooms ● Met with middle school guidance counselors and social workers ● Visited middle school advisory blocks ● Met with Albert Pless, Town of Andover DEI Director ● Started planning SBIRT and BIMAS-2 Screening with Dr. Fielding , Joe Yarid, Donna Ruzeckas, and Rita Casper ● Met with program coordinators ● Scheduled a meeting with high school and middle schools guidance counselors on October 5th, 2022 ● Scheduled a meeting with secondary social workers on October 7, 2022 ● Facilitating course <i>SEL for the Secondary Classroom</i> for AHS Professional Learning Group on October 12, 2022 ● Met with Dr. Chris Cipriano from Yale Center for Emotional Intelligence (YCEI) to connect to the work that APS has started 	
Using data to drive instruction and inform district priorities which include consistency in the supervision and evaluation process	<ul style="list-style-type: none"> ● First Data Wise learning session held on October 5 & 6, 2022 ● First session of Teacher Evaluation with Carol Gregory from Ribas Associates: September 27, 2022 	
Development and initial implementation of Strategic Plan	<ul style="list-style-type: none"> ● 2022 Administrative Retreat Facilitated by Dennis Cheesebrow August 15-17, 2022 to begin development of district strategic plan 	
Communication and Engagement	<ul style="list-style-type: none"> ● Presentation and Implementation of Communication Protocols ● Well attended Superintendent's Office Hours which resumed October 3, 2022 ● Weekly visits to schools to observe and discuss instruction in classrooms with building leaders 	SC Presentation - September 15, 2022 principals

Goal	Evidence of Progress - (Mid-Year)	Evidence of Completion (Final)
	<ul style="list-style-type: none">• Participation in events such as school open house activities and assemblies	

ANDOVER SCHOOL COMMITTEE MINUTES

September 15, 2022

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

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

I. Call to Order – S. McCready, Chair, called the Regular Meeting of the School Committee of September 15, 2022, to Order at 7:03pm, at the School Committee Conference Room.

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

B. Recognitions/Communications

Dr. Parvey visited the open houses at High Plain, Wood Hill, Shawsheen Pre-school, South, Bancroft and West Elementary. The teachers were enthusiastic and the back-to-school assembly at High Plain Elementary was outstanding. CIP review is underway. Dr. Parvey met with her coach for the New Superintendent Introduction Program. The AHS Building Committee met as did the Emergency Management Working Group and the Merrimack Valley Superintendent's Roundtable. Dr. Parvey's office hours begin 10/3 from 6:00pm-7:30pm.

Dr. Riley thanked the effort and work put into the open houses this week and the first half day for PD will be next Friday, September 23, 2022.

Mr. Taverna thanked Trombly Bus Co. for working with him and this week was a better week. He also thanked the educators for the work put into the open houses.

Mr. Wright is the new DEI liaison. This group is working to align with the Town DEI initiative. The Community Engagement working group is planning the next open mic night to be held on 10/19 at 7:00pm.

Dr. Conoscenti stated the AHS Building Committee met on 9/8 with the designer and discussed the hiring of OPM to oversee the project on behalf of the Town. A table for the AHS Building Committee will be set up at Andover Days. Kindergarten started this week, and she thanks all of the staff for a great opening.

Ms. DiCesaro attended the SEPAC meeting on 9/13. Dr. Folger will be the speaker at the networking event on 10/26. They are hoping to grow the membership, fundraising and appoint SEPAC liaisons to each PTO.

Ms. Spruce thanked Mr. Taverna and his team for supplying HS and MS bathrooms with period supplies. She hosted the School Committee informal forum with Mr. Wright on 9/5 and she reviewed the topics discussed. Ms. Spruce will follow-up with those who attended on some of the topics brought up.

Ms. McCready thanked Mr. Taverna for his work on the transportation and acknowledged the a number of people signing up after the deadline it makes it difficult. There will be a West Elementary Building Committee table at Andover Days.

Ms. McCready announced the new School Committee liaison assignments as follows:

Audit Liaison – Mr. Wright

Legislative Liaison – Dr. Conoscenti

Retirement Liaison – Ms. DiCesaro

CREST Board of Directors – Dr. Parvey

All other assignments remain the same.

C. Public Input

None

D. Response

None

E. Education

Nancy Koch presented the Tiered Focus Monitoring System which is reviewed every 3 years by DESE. It is a 2-tiered monitoring system consisting of Groups A and B and universal standards are reviewed for each group. APS is in Group B this cycle. Ms. Koch reviewed the items to be reviewed by DESE. The next steps are self-assessment; prepare for DESE’s visit the week of 12/5 at all school buildings and meetings with Dr. Parvey, Dr. Riley, SEPAC Co-Chairs and possibly School Committee members. If any findings are provided, corrective actions will be in place before the end of the school year.

APS Communications Protocol & Resolution Procedures were presented by Nicole Kieser. Communication about these procedures is needed to connect families with individuals who can best help them. Teachers will be the first point of contact most of the time and this Protocol identifies the second and third contacts. The leadership team will acknowledge the inquiry within 48 hours of receipt. The Protocol will be displayed on the APS web page. This will also be provided to all principals for their newsletters and added to *All Around APS*. Ms. Kieser added that “Stay Connected” information will be added and “Who We Are.” will be updated as well.

Ms. DiCesaro asked if this will be posted on the APS Facebook page. It will and the principals will have this posted on their building home pages as well.

“There’s A Policy For That” will explain a School Committee policy in each publication of *“All Around APS”*.

An upcoming Wood Hill Middle School Field Trip was presented by Patrick Bucu to the School Committee. 119 students will be attending Camp Kieve from 10/31 – 11/4. The cost is a total of \$8,800 and scholarships are available for students. The field trip takes place in the Fall so that the curriculum can be used all year. This is SEL based learning.

Dr. Conoscenti moved to approve the proposed extracurricular trip to Camp Kieve in Nobleboro, ME in accordance with the provisions set forth in the Andover School Committee Policy entitled “APS School Sponsored Trip and Student Travel Policy”; it was seconded by Ms. Spruce and passed unanimously on a 5-0 vote.

F. New Business –

Andover High School Handbook 2022-2023 – Principal Caitlin Brown and Vice Principal Scott Darlington reviewed the updates/changes to the handbook with the School Committee. The changes included updating dates and language regarding grading, make-up work and academic dishonesty, peer mediation and changes from COVID procedures back to normal (pre-COVID) procedures.

The School Committee will be updated at the end of the year regarding peer mediation.

Mr. Wright asked for clarification regarding detention issued for not cleaning up in the cafeteria. Principal Brown explained that it pertains to cleaning up their own lunches and trays, not actually cleaning of the cafeteria.

Mr. Taverna reviewed eligibility for free and reduced lunch which is now called Family Financial Assistance. The application for free/reduced lunch is used to apply for all other financial assistance.

An Addendum for all extracurricular activities, not just sports, regarding locker room and dressing room supervision is being added. The Addendum will address expectations for students' behavior in the locker rooms and dressing rooms and the supervision taking place in the locker rooms and dressing rooms. Any changes will come back to the School Committee for approval.

Dr. Parvey added that there will be an additional Addendum addressing Student Discipline and Student Dress which will be in accordance with our updated policies.

Ms. Spruce moved to approve the 2022-2023 Andover High School Handbook and Amendments as presented; it was seconded by Dr. Conoscenti and passed unanimously on a 5-0 vote.

Copier Lease Agreement

Mr. Taverna reviewed the agreement with the School Committee. The School Dept. has 2 high end production level copy machines run only by Becky Krafton for the entire district. The life expectancy of the machines is 5 years.

Dr. Conoscenti moved to authorize the proposed 5-year contract utilizing a Mass. Higher Education Collaborative for 2 Xerox B9110 copy machines at an annual expense of \$39,724.59 from November 1, 2022, through October 31, 2027, as presented; it was seconded by Ms. DiCesaro and passed on a 4-0 vote. Ms. Spruce abstained.

Financials – May and June 2022

Mr. Taverna provided the year end financial statement indicating that the fiscal year ended on budget. Fiscal year 2022 is closed out and the year-end report will be completed shortly.

Ms. McCready confirmed the account transfer request would be part of the year-end report.

G. Continued Business

Policy Manual Second Reading for Updates Sections D, JIC, JICA, AC, AC-R, GB-A, GCF, JB, JFBB. Ms. McCready did not receive any edits or comments from the first reading.

Ms. DiCesaro moved to approve Policies Sections D, JIC, JICA, AC, AC-R, GB-A, GCF, JB, JFBB, as presented; it was seconded by Ms. Spruce and passed unanimously on a 5-0 vote.

H. Consent Agenda

Surplus Inventory: High Plain textbooks.

Competitive DESE Grant for approval.

Minutes from
September 1, 2022, meeting.

Dr. Conoscenti moved to approve the Consent Agenda as presented; it was seconded by Ms. Spruce and passed unanimously by on a 5-0 vote.

Dr. Conoscenti moved to Adjourn the Andover School Committee Meeting, it was seconded by Ms. Spruce and passed unanimously on a 5-0 vote.

The meeting adjourned at 8:26pm.

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 Manual Sections D, JIC, JICA, AC, AC-R, GBA, GCF, JB, JFBB
3. Consent Agenda
4. Tiered Focus Monitoring System
5. APS Communications Protocols & Resolution Procedures
6. AHS Handbook and Amendments
7. Copier Lease Agreement