

Andover Board of Education ~ Regular Meeting Agenda

We strive to create a safe educational environment that establishes a foundation for all students to become creative, moral, and compassionate people. We will provide the resources needed to support our educational practices with an understanding of our fiscal responsibilities to the community.

2022-2023 BOE Goals

- ◆ Support the use of differentiated instruction to increase student achievement
- ◆ Collaborate with the community & staff to ensure the needs of the students are communicated and addressed
- ◆ Evaluate and optimize board processes & focus on continued professional development for board members, AES teachers and staff
- ◆ Maintain fiscal accountability and focus on optimization and long-term planning

Date: April 19, 2023

Start Time: 7:00 pm

Location: School Library for BOE/Virtual Meeting for Public

Agenda Items

1. Call to Order/Pledge of Allegiance
2. Comments from the Public
3. Communications
4. Approval of Minutes
 - Regular Meeting of March 8, 2023
5. Opportunity to Add or Delete Agenda Items
6. Celebrations
7. Reports
 - A. Chairperson's Oral Report
 - B. Superintendent's Report
 - C. Principal's Report, Enrollment Report, Health Report
 - D. Financial Report
 - E. Items for Discussion & Actions
 1. Item: Board of Education Policies – Updated Policies (1000 Series, 1100's & 1200's)
Action: Vote to Accept Revisions/Review of 1000 Series, 1100's & 1200's, Board of Education Policies
 2. Item: Board of Education Policies – Updated Policies (1000 Series: 1300's, 1400's & 1500)
Action: No Action at This Time (First Reading)
 3. Item: Discussion of Capital Improvement Project – Floors
Action: Possible Action
 - F. Liaison Reports
8. Comments from the Public on Agenda Items
9. Executive Session – For the Purpose of Discussion of Superintendent's Contract
10. Other Action Items
11. Upcoming Meetings
 - Regular Board Meeting – May 10, 2023
 - Items for Next Meeting – New Policies to Address Medical Mandates
12. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/87220610398?pwd=amFaOXZVMmhVakVPamo0N0JvWkF0QT09>

Meeting ID: 872 2061 0398

Passcode: 200920

One tap mobile, +16465588656,,87220610398# US (New York), +16469313860,,87220610398# US

**ANDOVER ELEMENTARY SCHOOL
ANDOVER, CT 06232
Regular Board of Education Meeting
Wednesday March 8, 2023
Virtual Meeting/School Library**

PRESENT: Chairperson Gerard Cremé, Chris Bernard, Shannon Louden, Steven Fuss, Celeste Willard, Caitlin Greenhouse, Mike Beckwith

ADMINISTRATION: Valerie Bruneau, Superintendent
Taylor Parker, Principal
Terri Smith, Finance Manager

OTHERS: Jennie Morrell, Teacher; Kirstina Frazier, Teacher; Delaney Pike, Student Teacher; Anne Cremé; Families Here for Invention Convention

1. Call to order/ Pledge of Allegiance

The meeting was called to order at 7:00 p.m., followed by the Pledge of Allegiance.

2. Comments from the Public – None.

3. Communications – None.

4. Approval of Minutes

C. Greenhouse made a motion to approve the minutes from the Board of Education Meeting of February 8, 2023, C. Willard seconded no changes.

6-0-0 (PASSED)

C. Bernard made a motion to approve the minutes from the Board of Education Special meeting of February 21, 2023, C. Willard seconded no changes.

4-0-2 (PASSED) (C. Greenhouse and S. Fuss abstained)

5. Opportunity to Add or Delete Agenda Items – None.

6. Celebrations

-Chairperson G. Cremé and the BOE members congratulated the winners of the Invention Convention, E. St. Rock, B. Warriner, B. Boland, D. Haggerty, E. Chalfant, and L. Fowler, and their families.

-Thank you to the BOE as part of Board Appreciation Month (March).

-Thank you to T. Parker for completing the K-3 Reading Waver.

-Congratulations to H. Boris as our representative at the Regional Spelling Bee.

7. Reports

A. Chairperson's Oral Report – None.

B. Superintendent's Report

-After School Innovation Grant is running very well.

-Need to apply for the Security Grant.

-No summer grants yet.

C. Principal's Report

Around the School:

-After school program is running well; activities offered in areas of Art, STEM, Physical Activity, Music, and more.

-6th grade DARE education is starting in March.

-Read Across America program kicked off in March. Parents and family members are invited to come in and read in classrooms.

Professional Development & Curriculum:

-Reading Program Waiver has been submitted to the State of CT.

-Some staff will be taking part in adaptive technology professional development through SERC in March and April.

Days to Remember: March 29 Early Release-Conferences; April 7-14 No School (April Break)

Enrollment: 198

D. Financial Report: As presented.

E. Items for Discussion and Actions

1. Board of Education Policies – Updated Policies (1000 Series, 1100's & 1200's)
Discussion; no action taken.

2. Budget Transfers

S. Louden made a motion to approve the budget transfers as presented, seconded by C. Greenhouse.

7-0-0 (PASSED)

F. Liaison Reports – None.

8. Comments from the Public – None.

9. Executive Session

S. Louden made a motion at 7:50 p.m. to go into Executive Session for the purpose of Discussing Legal Advice/Opinion Under Attorney/Client Privilege, inviting V. Bruneau and T. Smith, seconded by C. Bernard.

7-0-0 (PASSED)

S. Louden made a motion to exit Executive Session at 8:58 p.m., seconded by C. Greenhouse.

7-0-0 (PASSED)

10. Other Action Items – None.

11. Upcoming Meetings

-Regular Board Meeting – April 19, 2023

12. Adjournment

C. Willard made a motion to adjourn at 8:59 p.m., seconded by C. Greenhouse.

7-0-0 (Passed)

**Respectfully Submitted,
Gretchen L. Stein
Andover BOE Board Clerk**

*Our **Mission** at AES is to provide a creative and challenging curriculum for ALL in a safe environment while nurturing the values of responsibility, respectfulness, and a desire for learning.*

Board of Education Meeting
April 19th, 2023

Around the School

- ★ We had two 6th graders represent us in the 2023 Elementary Honors Festival in band and chorus! Congrats to Kylie and Elena!
- ★ We named 6 semifinalists for the invention convention and hope to hear back by the end of April on any finalists advancing.
- ★ 18 students won a raffle prize for completing their book bingo! Thank you to all of our families for your support of literacy at home!

Upcoming Dates

- ★ May 4 - Talent Show
- ★ May 9 - SBAC Testing begins
- ★ May 25 - Evening of the Arts
- ★ May 26 - No School (PD)
- ★ May 29 - No School (Memorial Day)

Professional Development & Curriculum

- ★ We are continuing our professional work in the area of literacy. On May 26th, our next professional development, we will continue examining best practices for explicit reading instruction in the areas of using decodable texts and assessments.
- ★ SBAC assessments will begin May 9th.

ENROLLMENT REPORT

April 1, 2023

Pre-K	17	17			2	34
K	12	11			2	23
Grade 1	13	12	12		2	37
Grade 2	15				1	15
Grade 2/3	16				1	16
Grade 3	15				1	15
Grade 4	22				1	22
Grade 5	18				1	18
Grade 6	18				1	18
Outplaced	1					1
					Total	199

2017-2018 School Year

August	206
September	204
October	204
November	202
December	204
January	202
February	203
March	203
April	203
May	204
June	203

2018-2019 School Year

August	191
September	191
October	191
November	192
December	193
January	194
February	195
March	196
April	198
May	198
June	198

2019-2020 School Year

August	194
September	194
October	196
November	198
December	203
January	201
February	204
March	205
April	205
May	205
June	205

2020-2021 School Year

August	177
September	176
October	175
November	179
December	179
January	180
February	181
March	183
April	184
May	184
June	183

2021-2022 School Year

August	193
September	193
October	193
November	193
December	191
January	192
February	194
March	192
April	193
May	193
June	193

2022-2023 School Year

August	200
September	201
October	198
November	198
December	198
January	197
February	198
March	198
April	199
May	
June	

Prepared by: R. Crandall

Andover Elementary School – Health Services Summary

March 1, 2023 – March 31, 2023

83 Different Students came for a Total Number of 220 Visits **

46 Visits were Injury related

136 Visits were Illness related

41 Visits were Other Health related (I.E. not ill or injured)

28 Visits were Case Management related

**** These numbers are not meant to add up to the Total Number of Visits**

Not included in the Total Visits numbers:

Medication Administration: 92

Treatments: 4

Total number of Health Screenings: 0

New cases of Lice: 0

Embedded Ticks Removed: 1

Continuous monitoring and tracking of Covid and Covid like illness.

Range of Accounts: 002-000-0000-0000 to 002-999-9999-9999
Current Period: 07/01/22 to 06/30/23 Skip Zero Activity: Yes

Include Cap Accounts: Yes As Of: 06/30/23

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
002-101-0000-0000	TEACHERS' SALARIES	1,552,894.60	932,770.89	598,105.37	22,018.34	99
002-102-0000-0000	INSTRUCTIONAL ASSISTANTS	78,752.76	50,555.46	23,136.70	5,060.60	94
002-103-0000-0000	TEACHER SUBSTITUTES	26,780.00	18,145.71	0.00	8,634.29	68
002-106-0000-0000	IA SUBS.SALARIES	2,880.00	2,100.00	0.00	780.00	73
002-108-0000-0000	EXTRA CURRICULAR	11,100.00	960.00	0.00	10,140.00	9
002-109-0000-0000	SUMMER SCHOOL	2,260.00	2,260.00	0.00	0.00	100
002-110-0000-0000	SUPPORT SALARIES	302,780.76	195,442.21	78,874.92	28,463.63	91
002-111-0000-0000	ADMINISTRATIVE	276,825.15	194,311.28	77,980.91	4,532.96	98
002-130-0000-0000	OVERTIME	3,500.00	2,552.34	1,050.00	455.44	87
002-210-0000-0000	GROUP INSURANCE	12,700.00	9,005.59	0.00	3,694.41	71
002-220-0000-0000	FICA & MEDICARE	73,074.24	47,727.08	0.00	25,347.16	65
002-230-0000-0000	PENSION	84,436.07	42,452.43	0.00	41,983.64	50
002-240-0000-0000	RETIREMENT BUYOUT	15,000.00	0.00	0.00	15,000.00	0
002-260-0000-0000	UNEMPLOYMENT COMP.	2,600.00	369.00	0.00	2,231.00	14
002-280-0000-0000	MEDICAL & DENTAL BENEFITS	613,495.60	503,187.60	83,360.00	59,406.24	90
002-310-0000-0000	ADMINISTRATIVE SERVICE	1,000.00	685.00	0.00	315.00	68
002-320-0000-0000	PROFESSIONAL EDUCATIONAL SVCS	141,563.00	92,274.39	39,381.60	9,907.01	93
002-330-0000-0000	PROFESSIONAL SERVICES	1,960.00	1,513.00	0.00	447.00	77
002-340-0000-0000	OTHER PROFESSIONAL SERVICES	53,942.85	49,035.07	36,000.00	31,092.22	158
002-350-0000-0000	TECHNICAL SERVICES	7,600.00	4,803.45	0.00	2,796.55	63
002-420-0000-0000	CLEANING SERVICE	5,500.00	4,469.20	0.00	1,030.80	81
002-430-0000-0000	REPAIR & MAINTENANCE SERVICES	61,292.00	47,595.30	9,361.06	4,335.64	93
002-432-0000-0000	TECHNOLOGY REPAIR & MAINTENANCE	33,000.00	0.00	6,857.70	26,142.30	21
002-510-0000-0000	STUDENT TRANSPORTATION	149,785.36	89,890.34	49,379.33	10,515.69	93
002-530-0000-0000	COMMUNICATIONS	27,185.00	17,390.93	4,282.46	5,511.61	80
002-540-0000-0000	ADVERTISING	2,000.00	1,040.00	0.00	960.00	52
002-550-0000-0000	PRINTING & BINDING	9,507.11	4,607.11	3,400.00	1,500.00	84
002-560-0000-0000	TUITION	288,000.00	108,038.04	34,546.80	145,415.16	50
002-580-0000-0000	TRAVEL	1,940.00	194.33	0.00	1,745.67	10
002-610-0000-0000	GENERAL SUPPLIES	43,500.00	20,786.02	3,861.64	18,852.34	57
002-611-0000-0000	ELA SUPPLIES	1,100.00	598.00	0.00	502.00	54
002-612-0000-0000	MATH SUPPLIES	1,050.00	387.59	0.00	662.41	37
002-613-0000-0000	SCIENCE SUPPLIES	1,750.00	0.00	0.00	1,750.00	0
002-614-0000-0000	SOCIAL STUDIES SUPPLIES	275.00	0.00	0.00	275.00	0
002-622-0000-0000	ELECTRICITY	64,765.95	39,700.39	18,952.00	6,113.56	91
002-623-0000-0000	BOTTLE GAS	1,200.00	362.18	0.00	837.82	30
002-624-0000-0000	OIL/HEATING	62,440.00	63,526.80	0.00	1,086.80	102

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
002-626-0000-0000	GASOLINE	250.00	124.29	0.00	125.71	50
002-629-0000-0000	DIESEL	10,309.00	1,226.26	0.00	9,082.74	12
002-640-0000-0000	BOOKS/PERIODICALS	762.00	545.46	0.00	216.54	72
002-641-0000-0000	ELA BOOKS	430.89	13.56	0.00	417.33	3
002-642-0000-0000	MATH BOOKS	0.00	0.00	0.00	0.00	0
002-644-0000-0000	SOCIAL STUDIES BOOKS	50.00	0.00	0.00	50.00	0
002-650-0000-0000	COMPUTER/MEDIA	13,700.00	1,343.16	0.00	12,356.84	10
002-810-0000-0000	DUES & FEES	7,850.00	5,764.08	0.00	2,085.92	73
Fund Budgeted		4,052,787.34	2,557,753.54	1,068,530.49	459,519.33	89
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		4,052,787.34	2,557,753.54	1,068,530.49	459,519.33	89
Final Budgeted		4,052,787.34	2,557,753.54	1,068,530.49	459,519.33	89
Final Non-Budgeted		0.00	0.00	0.00	0.00	0
Final Total		4,052,787.34	2,557,753.54	1,068,530.49	459,519.33	89

Range of Accounts: 002-000-0000-0000 to 002-999-9999-9999 Include Cap Accounts: Yes AS Of: 06/30/23
Current Period: 07/01/22 to 06/30/23 Skip Zero Activity: Yes

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
002-101-0000-0000	TEACHERS' SALARIES					
002-101-1000-0000	Teachers	1,235,538.55	738,090.09	476,680.00	20,768.46	98
002-101-1200-0000	Special Ed. Teacher	176,420.00	108,566.24	67,603.80	249.96	100
002-101-2150-0008	Speech Teacher	52,476.05	32,292.96	20,183.09	0.00	100
002-101-2220-0000	Library salary	0.00	0.00	0.00	0.00	0
002-101-2230-0000	Instructional Tech Salaries	88,460.00	53,821.60	33,638.48	999.92	99
Control Total		1,552,894.60	932,770.89	598,105.37	22,018.34	99
Object Control 0000		1,552,894.60	932,770.89	598,105.37	22,018.34	99
002-102-0000-0000	INSTRUCTIONAL ASSISTANTS					
002-102-1000-0000	Instruction Asst.	0.00	0.00	0.00	0.00	0
002-102-1200-0000	Instruction Asst. Spec. Educ.	51,227.50	31,299.88	15,214.22	4,713.40	91
002-102-2220-0000	Media/Library noncert	27,525.26	19,255.58	7,922.48	347.20	99
Control Total		78,752.76	50,555.46	23,136.70	5,060.60	94
Object Control 0000		78,752.76	50,555.46	23,136.70	5,060.60	94
002-103-0000-0000	TEACHER SUBSTITUTES					
002-103-1000-0000	Subst. Teacher Reg.	24,800.00	17,545.71	0.00	7,254.29	71
002-103-1200-0000	Subst. Teacher Spec. Educ.	1,980.00	600.00	0.00	1,380.00	30
Control Total		26,780.00	18,145.71	0.00	8,634.29	68
Object Control 0000		26,780.00	18,145.71	0.00	8,634.29	68
002-106-0000-0000	IA SUBS.SALARIES					
002-106-1000-0000	Subst. IA Reg.	60.00	60.00	0.00	0.00	100
002-106-1200-0000	Subst. IA Special Educ.	2,820.00	2,040.00	0.00	780.00	72
Control Total		2,880.00	2,100.00	0.00	780.00	73
Object Control 0000		2,880.00	2,100.00	0.00	780.00	73
002-108-0000-0000	EXTRA CURRICULAR					
002-108-1000-0000	Coaching/Clubs	11,100.00	960.00	0.00	10,140.00	9
Control Total		11,100.00	960.00	0.00	10,140.00	9
Object Control 0000		11,100.00	960.00	0.00	10,140.00	9

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
002-109-0000-0000	SUMMER SCHOOL					
002-109-1200-0000	Summer School & Tutoring - Spec. Educ.	2,260.00	2,260.00	0.00	0.00	100
Control Total		2,260.00	2,260.00	0.00	0.00	100
Object Control 0000		2,260.00	2,260.00	0.00	0.00	100
002-110-0000-0000	SUPPORT SALARIES					
002-110-1200-0000	NonCertified Sped Admin Salaries	32,220.40	23,097.77	9,122.63	0.00	100
002-110-2130-0000	Nurse	63,109.00	42,978.37	17,695.13	2,435.50	96
002-110-2320-0000	NonCertified Superintendent Office Salar	32,220.38	23,097.75	9,122.63	0.00	100
002-110-2410-0000	NonCertified Admin Salaries	36,611.98	25,126.11	9,737.28	1,748.59	95
002-110-2610-0000	Custodial Salaries	138,619.00	81,142.21	33,197.25	24,279.54	82
Control Total		302,780.76	195,442.21	78,874.92	28,463.63	91
Object Control 0000		302,780.76	195,442.21	78,874.92	28,463.63	91
002-111-0000-0000	ADMINISTRATIVE					
002-111-2320-0000	Superintendent	75,900.11	54,476.13	21,423.96	0.02	100
002-111-2410-0000	Certified Admin Staff	127,883.04	88,423.15	34,926.95	4,532.94	96
002-111-2510-0000	Financial Services	73,042.00	51,412.00	21,630.00	0.00	100
Control Total		276,825.15	194,311.28	77,980.91	4,532.96	98
Object Control 0000		276,825.15	194,311.28	77,980.91	4,532.96	98
002-130-0000-0000	OVERTIME					
002-130-2610-0000	Custodial Overtime	3,500.00	2,552.34	1,050.00	455.44	87
Control Total		3,500.00	2,552.34	1,050.00	455.44	87
Object Control 0000		3,500.00	2,552.34	1,050.00	455.44	87
002-210-0000-0000	GROUP INSURANCE					
002-210-1000-0000	Group Life Ins.	12,700.00	9,005.59	0.00	3,694.41	71
Control Total		12,700.00	9,005.59	0.00	3,694.41	71
Object Control 0000		12,700.00	9,005.59	0.00	3,694.41	71
002-220-0000-0000	FICA & MEDICARE					
002-220-1000-0000	FICA & Medicare	73,074.24	47,727.08	0.00	25,347.16	65

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
Control Total		73,074.24	47,727.08	0.00	25,347.16	65
Object Control 0000		73,074.24	47,727.08	0.00	25,347.16	65
002-230-0000-0000	PENSION					
002-230-1000-0000	Pension	84,436.07	42,452.43	0.00	41,983.64	50
Control Total		84,436.07	42,452.43	0.00	41,983.64	50
Object Control 0000		84,436.07	42,452.43	0.00	41,983.64	50
002-240-0000-0000	RETIREMENT BUYOUT					
002-240-1000-0000	Retirement	15,000.00	0.00	0.00	15,000.00	0
Control Total		15,000.00	0.00	0.00	15,000.00	0
Object Control 0000		15,000.00	0.00	0.00	15,000.00	0
002-260-0000-0000	UNEMPLOYMENT COMP.					
002-260-1000-0000	Unemployment Compensation	2,600.00	369.00	0.00	2,231.00	14
Control Total		2,600.00	369.00	0.00	2,231.00	14
Object Control 0000		2,600.00	369.00	0.00	2,231.00	14
002-280-0000-0000	MEDICAL & DENTAL BENEFITS					
002-280-1000-0000	Medical Benefits	613,495.60	503,187.60	83,360.00	59,406.24	90
Control Total		613,495.60	503,187.60	83,360.00	59,406.24	90
Object Control 0000		613,495.60	503,187.60	83,360.00	59,406.24	90
002-310-0000-0000	ADMINISTRATIVE SERVICE					
002-310-2310-0000	Board Clerk	1,000.00	685.00	0.00	315.00	68
Control Total		1,000.00	685.00	0.00	315.00	68
Object Control 0000		1,000.00	685.00	0.00	315.00	68
002-320-0000-0000	PROFESSIONAL EDUCATIONAL SVCS					
002-320-1000-0019	Prek Professional Svcs	0.00	2,300.00	0.00	2,300.00-	0
002-320-1200-0000	Professional Ed Svcs - SpEd	52,000.00	27,918.75	9,077.34	15,003.91	71
002-320-2140-0000	Psychological Services	30,823.00	12,698.00	14,615.32	3,509.68	89
002-320-2160-0000	Occupational Services	40,000.00	35,122.64	10,952.16	6,074.80-	115
002-320-2170-0000	Physical Therapy Services	18,540.00	14,235.00	4,736.78	431.78-	102

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
002-320-2310-0000	Professional Svcs - Board	200.00	0.00	0.00	200.00	0
Control Total		141,563.00	92,274.39	39,381.60	9,907.01	93
Object Control 0000		141,563.00	92,274.39	39,381.60	9,907.01	93
002-330-0000-0000	PROFESSIONAL SERVICES					
002-330-2213-0000	Staff Training - Non Certified	400.00	329.00	0.00	71.00	82
002-330-2213-0020	Staff Training - Kindergarten	160.00	160.00	0.00	0.00	100
002-330-2213-0021	Staff Training - First Grade	0.00	0.00	0.00	0.00	0
002-330-2213-0022	Staff Training - Second Grade	0.00	0.00	0.00	0.00	0
002-330-2213-0023	Staff Training - Third Grade	480.00	450.00	0.00	30.00	94
002-330-2213-0024	Staff Training - Fourth Grade	80.00	0.00	0.00	80.00	0
002-330-2213-0025	Staff Training - Fifth Grade	80.00	0.00	0.00	80.00	0
002-330-2213-0026	Staff Training - Sixth Grade	160.00	49.00	0.00	111.00	31
002-330-2213-2623	Facilities Staff Training	600.00	525.00	0.00	75.00	88
Control Total		1,960.00	1,513.00	0.00	447.00	77
Object Control 0000		1,960.00	1,513.00	0.00	447.00	77
002-340-0000-0000	OTHER PROFESSIONAL SERVICES					
002-340-1200-0000	SpEd Other Professional Svcs	1,000.00	0.00	0.00	1,000.00	0
002-340-2130-0000	School Physician	1,000.00	0.00	0.00	1,000.00	0
002-340-2310-0000	Other Professional Svc - Board	5,000.00	19,536.00	0.00	14,536.00	391
002-340-2320-0000	Superintendent - Other Prof Svc	1,000.00	0.00	0.00	1,000.00	0
002-340-2410-0000	Other Prof Svc - Principal	1,000.00	532.40	0.00	467.60	53
002-340-2510-0000	Other Prof Svc - Fiscal	15,942.85	16,092.85	0.00	150.00	101
002-340-2570-0000	Professional Svcs - Personnel	3,500.00	487.50	0.00	3,012.50	14
002-340-2380-0000	Admin Technology Professional Services	5,500.00	12,386.32	36,000.00	42,886.32	880
002-340-3100-0000	Other Prof Svc - Lunch Program	20,000.00	0.00	0.00	20,000.00	0
Control Total		53,942.85	49,035.07	36,000.00	31,092.22	158
Object Control 0000		53,942.85	49,035.07	36,000.00	31,092.22	158
002-350-0000-0000	TECHNICAL SERVICES					
002-350-1000-0004	Music technical services (repairs)	600.00	159.00	0.00	441.00	26
002-350-2570-0000	Technical Svc - Personnel	7,000.00	4,644.45	0.00	2,355.55	66
Control Total		7,600.00	4,803.45	0.00	2,796.55	63
Object Control 0000		7,600.00	4,803.45	0.00	2,796.55	63

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
002-420-0000-0000	CLEANING SERVICE					
002-420-2610-2625	Facility Cleaning	4,500.00	4,469.20	0.00	30.80	99
002-420-2630-2624	Cleaning Svc - Grounds	1,000.00	0.00	0.00	1,000.00	0
Control Total		5,500.00	4,469.20	0.00	1,030.80	81
Object Control 0000		5,500.00	4,469.20	0.00	1,030.80	81
002-430-0000-0000	REPAIR & MAINTENANCE SERVICES					
002-430-2130-0000	Health Services Repair & Maintenance	100.00	0.00	0.00	100.00	0
002-430-2610-0000	Repair & Maint - Building Operations	4,478.87	4,060.19	418.68	0.00	100
002-430-2610-2621	R & M Building Operations HVAC	7,021.13	13,331.67	1,996.00	8,306.54-	218
002-430-2610-2622	Repair & Maint Equipment	1,092.00	0.00	0.00	1,092.00	0
002-430-2610-2623	Building Ops - Interior Maintenance	9,200.00	9,012.17	0.00	187.83	98
002-430-2610-2625	Facility Ops Cleaning	11,402.96	9,720.73	1,682.23	0.00	100
002-430-2620-2623	Facility Maintenance - Interior	8,297.04	5,191.76	215.00	2,890.28	65
002-430-2620-2625	Facility-Cleaning Svcs.	1,000.00	45.17	0.00	954.83	5
002-430-2630-2622	Repair of outdoor equipment	1,500.00	379.50	0.00	1,120.50	25
002-430-2630-2624	Repair & Maintenance - Grounds	5,500.00	0.00	5,049.15	450.85	92
002-430-2660-0000	Repair & Maint - Security	1,000.00	0.00	0.00	1,000.00	0
002-430-2670-0000	Repair & Maint - Safety	7,200.00	5,854.11	0.00	1,345.89	81
002-430-2700-0000	Transportation repairs	500.00	0.00	0.00	500.00	0
002-430-3100-2622	Lunch Prg - Equipment Maintenance	3,000.00	0.00	0.00	3,000.00	0
Control Total		61,292.00	47,595.30	9,361.06	4,335.64	93
Object Control 0000		61,292.00	47,595.30	9,361.06	4,335.64	93
002-432-0000-0000	TECHNOLOGY REPAIR & MAINTENANCE					
002-432-2230-0000	Instructional Technology Repair & Mainte	10,000.00	0.00	6,857.70	3,142.30	69
002-432-2580-0000	Admin Technology Repair & Maintenance	23,000.00	0.00	0.00	23,000.00	0
Control Total		33,000.00	0.00	6,857.70	26,142.30	21
Object Control 0000		33,000.00	0.00	6,857.70	26,142.30	21
002-510-0000-0000	STUDENT TRANSPORTATION					
002-510-2700-0000	Transportation	107,181.05	58,524.15	33,592.58	15,064.32	86
002-510-2700-0009	Sped transportation	42,604.31	31,366.19	15,786.75	4,548.63-	111
Control Total		149,785.36	89,890.34	49,379.33	10,515.69	93
Object Control 0000		149,785.36	89,890.34	49,379.33	10,515.69	93

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
002-530-0000-0000	COMMUNICATIONS					
002-530-2220-0000	Library software	750.00	0.00	0.00	750.00	0
002-530-2230-0000	Instructional Technology licenses & fees	9,197.91	6,389.91	2,808.00	0.00	100
002-530-2410-0000	Admin Communication (postage & print)	8,660.00	7,434.00	536.46	689.54	92
002-530-2580-0000	Admin Technology Licenses & fees	8,577.09	3,567.02	938.00	4,072.07	53
Control Total		27,185.00	17,390.93	4,282.46	5,511.61	80
Object Control 0000		27,185.00	17,390.93	4,282.46	5,511.61	80
002-540-0000-0000	ADVERTISING					
002-540-2320-0000	Advertising	500.00	308.00	0.00	192.00	62
002-540-2570-0000	Advertising - Personnel Svcs	1,500.00	732.00	0.00	768.00	49
Control Total		2,000.00	1,040.00	0.00	960.00	52
Object Control 0000		2,000.00	1,040.00	0.00	960.00	52
002-550-0000-0000	PRINTING & BINDING					
002-550-2230-0000	Inst. Related Tech - Printing	8,007.11	4,607.11	3,400.00	0.00	100
002-550-2410-0000	Printing/Binding	1,500.00	0.00	0.00	1,500.00	0
Control Total		9,507.11	4,607.11	3,400.00	1,500.00	84
Object Control 0000		9,507.11	4,607.11	3,400.00	1,500.00	84
002-560-0000-0000	TUITION					
002-560-1000-0000	Magnet Schools	18,000.00	0.00	0.00	18,000.00	0
002-560-1200-0000	Outplacement/ Special Ed.	270,000.00	108,038.04	34,546.80	127,415.16	53
Control Total		288,000.00	108,038.04	34,546.80	145,415.16	50
Object Control 0000		288,000.00	108,038.04	34,546.80	145,415.16	50
002-580-0000-0000	TRAVEL					
002-580-1200-0000	Staff Travel/Sped.	300.00	23.58	0.00	276.42	8
002-580-2213-0000	Staff Training - Mileage	140.00	0.00	0.00	140.00	0
002-580-2320-0000	Superintendent - travel	350.00	170.75	0.00	179.25	49
002-580-2410-0000	Admin Travel	200.00	0.00	0.00	200.00	0
002-580-2490-0000	Travel-Student Activities	100.00	0.00	0.00	100.00	0
002-580-2510-0000	Fiscal Services - Mileage	350.00	0.00	0.00	350.00	0
002-580-2610-0000	Building Ops - travel	500.00	0.00	0.00	500.00	0

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
Control Total		1,940.00	194.33	0.00	1,745.67	10
Object Control 0000		1,940.00	194.33	0.00	1,745.67	10
002-610-0000-0000	GENERAL SUPPLIES					
002-610-1000-0000	Instructional Supplies	6,186.22	3,382.50	2,803.72	0.00	100
002-610-1000-0002	World Language supplies	200.00	90.03	0.00	109.97	45
002-610-1000-0003	Phys Ed Supplies	300.00	0.00	0.00	300.00	0
002-610-1000-0004	Music Supplies	300.00	120.52	0.00	179.48	40
002-610-1000-0005	Art supplies	500.00	123.35	0.00	376.65	25
002-610-1000-0019	Preschool Supplies	0.00	70.05	317.84	387.89-	0
002-610-1000-0020	Kindergarten supplies	500.00	137.98	12.00	350.02	30
002-610-1000-0021	First Grade Supplies	200.00	172.43	22.58	4.99	98
002-610-1000-0022	Second Grade Supplies	395.92	303.68	0.00	92.24	77
002-610-1000-0023	3rd Grade Supplies	500.00	77.88	0.00	422.12	16
002-610-1000-0024	4th Grade Supplies	300.00	88.63	29.94	181.43	40
002-610-1000-0025	5th Grade Supplies	200.00	200.00	0.00	0.00	100
002-610-1000-0026	6th Grade Supplies	550.00	0.00	164.63	385.37	30
002-610-1200-0000	Instructional Supplies-Sp.Ed.	3,600.00	2,020.40	60.92	1,518.68	58
002-610-2110-0000	Supplies - Social Work Svcs	200.00	0.00	0.00	200.00	0
002-610-2130-0000	Health Supplies	650.00	328.85	0.00	321.15	51
002-610-2140-0000	Supplies - Psychology	1,500.00	879.10	0.00	620.90	59
002-610-2150-0000	Speech supplies	250.00	140.98	0.00	109.02	56
002-610-2160-0000	Occupation Therapy Supplies	250.00	112.54	0.00	137.46	45
002-610-2213-0000	Supplies - Staff training	1,513.19	1,513.19	0.00	0.00	100
002-610-2220-0000	Library Supplies	186.81	0.00	0.00	186.81	0
002-610-2230-0000	Technology Supplies	1,000.00	211.56	0.00	788.44	21
002-610-2240-0000	Testing Supplies	300.00	205.20	0.00	94.80	68
002-610-2310-0000	BOE Supplies	850.00	118.95	187.88	543.17	36
002-610-2320-0000	Superintendent office - Supplies	500.00	288.94	0.00	211.06	58
002-610-2410-0000	Office Supplies	2,300.00	2,300.00	0.00	0.00	100
002-610-2490-0000	Supplies-Student Activities	100.00	0.00	0.00	100.00	0
002-610-2490-0026	Supplies - 6th grade activities	500.00	0.00	0.00	500.00	0
002-610-2510-0000	Supplies - Fiscal Services	1,000.00	394.77	50.00	555.23	44
002-610-2570-0000	Supplies - Personnel Services	200.00	0.00	0.00	200.00	0
002-610-2610-0000	Supplies - Building Operations	128.04	128.04	0.00	0.00	100
002-610-2610-2621	Facilities HVAC	467.86	0.00	0.00	467.86	0
002-610-2610-2622	Supplies - Facility - Equipment	376.30	188.15	188.15	0.00	100
002-610-2610-2623	Supplies - Facilities - Interior	3,311.85	1,822.33	23.98	1,465.54	56
002-610-2610-2625	Facility cleaning supplies	8,000.00	1,623.98	0.00	6,376.02	20

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
002-610-2620-0000	Custodial Supplies	140.37	140.37	0.00	0.00	100
002-610-2620-2623	Facility Supplies - Interior	1,543.44	937.22	0.00	606.22	61
002-610-2630-2624	Supplies - Grounds	1,000.00	694.10	0.00	305.90	69
002-610-2660-0000	Supplies - Security	1,000.00	0.00	0.00	1,000.00	0
002-610-2670-0000	Supplies - Safety	2,000.00	1,560.45	0.00	439.55	78
002-610-3100-0000	Food Service Supplies	500.00	409.85	0.00	90.15	82
Control Total		43,500.00	20,786.02	3,861.64	18,852.34	57
Object Control 0000		43,500.00	20,786.02	3,861.64	18,852.34	57
002-611-0000-0000	ELA SUPPLIES	875.00	598.00	0.00	277.00	68
002-611-1000-0001	Supplies ELA	25.00	0.00	0.00	25.00	0
002-611-1000-0021	Supplies-ELA-1st Grade	25.00	0.00	0.00	25.00	0
002-611-1000-0022	Supplies-ELA-2nd Grade	50.00	0.00	0.00	50.00	0
002-611-1000-0023	Supplies-ELA-3rd Grade	25.00	0.00	0.00	25.00	0
002-611-1000-0024	Supplies-ELA-4th Grade	50.00	0.00	0.00	50.00	0
002-611-1000-0025	Supplies - ELA - 5th grade	50.00	0.00	0.00	50.00	0
002-611-1000-0026	Supplies - ELA - 6th grade	50.00	0.00	0.00	50.00	0
Control Total		1,100.00	598.00	0.00	502.00	54
Object Control 0000		1,100.00	598.00	0.00	502.00	54
002-612-0000-0000	MATH SUPPLIES	300.00	232.28	0.00	67.72	77
002-612-1000-0007	Supplies-Math	450.00	0.00	0.00	450.00	0
002-612-1000-0020	Supplies-Math-Kindergarten	41.28	0.00	0.00	41.28	0
002-612-1000-0023	Supplies-Math-3rd Grade	100.00	46.59	0.00	53.41	47
002-612-1000-0024	Supplies-Math-4th Grade	50.00	0.00	0.00	50.00	0
002-612-1000-0025	Supply - Math - 5th grade	108.72	108.72	0.00	0.00	100
002-612-1000-0026	Supplies - Math - 6th grade	1,050.00	387.59	0.00	662.41	37
Control Total		1,050.00	387.59	0.00	662.41	37
Object Control 0000		1,050.00	387.59	0.00	662.41	37
002-613-0000-0000	SCIENCE SUPPLIES	1,000.00	0.00	0.00	1,000.00	0
002-613-1000-0000	Supplies- Science	50.00	0.00	0.00	50.00	0
002-613-1000-0021	Supplies-Science 1st Grade	200.00	0.00	0.00	200.00	0
002-613-1000-0022	Supplies-Science-2nd Grade	100.00	0.00	0.00	100.00	0
002-613-1000-0023	3rd Grade Science Supplies	150.00	0.00	0.00	150.00	0
002-613-1000-0025	Science Supplies - 5th grade	250.00	0.00	0.00	250.00	0
002-613-1000-0026	Supplies-Science-6th Grade					

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
Control Total		1,750.00	0.00	0.00	1,750.00	0
Object Control 0000		1,750.00	0.00	0.00	1,750.00	0
002-614-0000-0000	SOCIAL STUDIES SUPPLIES					
002-614-1000-0023	3rd Grade Social Studies Supplies	25.00	0.00	0.00	25.00	0
002-614-1000-0025	Supplies - Social Study - 5th grade	100.00	0.00	0.00	100.00	0
002-614-1000-0026	6th Grade Social Studies Supplies	150.00	0.00	0.00	150.00	0
Control Total		275.00	0.00	0.00	275.00	0
Object Control 0000		275.00	0.00	0.00	275.00	0
002-622-0000-0000	ELECTRICITY					
002-622-2610-0000	Electricity	64,765.95	39,700.39	18,952.00	6,113.56	91
Control Total		64,765.95	39,700.39	18,952.00	6,113.56	91
Object Control 0000		64,765.95	39,700.39	18,952.00	6,113.56	91
002-623-0000-0000	BOTTLE GAS					
002-623-2610-0000	Propane	1,200.00	362.18	0.00	837.82	30
Control Total		1,200.00	362.18	0.00	837.82	30
Object Control 0000		1,200.00	362.18	0.00	837.82	30
002-624-0000-0000	OIL/HEATING					
002-624-2610-0000	Heating Oil	62,440.00	63,526.80	0.00	1,086.80-	102
Control Total		62,440.00	63,526.80	0.00	1,086.80-	102
Object Control 0000		62,440.00	63,526.80	0.00	1,086.80-	102
002-626-0000-0000	GASOLINE					
002-626-2630-0000	Grounds	250.00	124.29	0.00	125.71	50
Control Total		250.00	124.29	0.00	125.71	50
Object Control 0000		250.00	124.29	0.00	125.71	50
002-629-0000-0000	DIESEL					
002-629-2700-0000	Diesel	10,309.00	1,226.26	0.00	9,082.74	12

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
Control Total		10,309.00	1,226.26	0.00	9,082.74	12
Object Control 0000		10,309.00	1,226.26	0.00	9,082.74	12
002-640-0000-0000	BOOKS/PERIODICALS					
002-640-1000-0000	Text Books	500.00	433.46	0.00	66.54	87
002-640-1000-0004	Music books & periodicals	150.00	0.00	0.00	150.00	0
002-640-1200-0000	SpEd books & periodicals	0.00	0.00	0.00	0.00	0
002-640-2220-0000	Library Books/Periodicals	112.00	112.00	0.00	0.00	100
Control Total		762.00	545.46	0.00	216.54	72
Object Control 0000		762.00	545.46	0.00	216.54	72
002-641-0000-0000	ELA BOOKS					
002-641-1000-0001	Books-ELA	0.00	0.00	0.00	0.00	0
002-641-1000-0020	ELA books Kindergarten	17.33	0.00	0.00	17.33	0
002-641-1000-0021	Books-ELA-1st Grade	50.00	0.00	0.00	50.00	0
002-641-1000-0022	Books-ELA-2nd Grade	150.00	0.00	0.00	150.00	0
002-641-1000-0023	Books-ELA-3rd Grade	0.00	0.00	0.00	0.00	0
002-641-1000-0024	Books-ELA-4th Grade	150.00	0.00	0.00	150.00	0
002-641-1000-0025	ELA Books 5th grade	50.00	0.00	0.00	50.00	0
002-641-1000-0026	Books - ELA - 6th grade	13.56	13.56	0.00	0.00	100
Control Total		430.89	13.56	0.00	417.33	3
Object Control 0000		430.89	13.56	0.00	417.33	3
002-642-0000-0000	MATH BOOKS					
002-642-1000-0007	Books-Math	0.00	0.00	0.00	0.00	0
Control Total		0.00	0.00	0.00	0.00	0
Object Control 0000		0.00	0.00	0.00	0.00	0
002-644-0000-0000	SOCIAL STUDIES BOOKS					
002-644-1000-0021	Social Studies Books 1st grade	50.00	0.00	0.00	50.00	0
002-644-1000-0022	Social Studies Books 2nd grade	0.00	0.00	0.00	0.00	0
002-644-1000-0024	4th Grade Social Studies	0.00	0.00	0.00	0.00	0
Control Total		50.00	0.00	0.00	50.00	0
Object Control 0000		50.00	0.00	0.00	50.00	0

Account Id	Description	Modified Budget	Expended YTD	Encumber PO	Balance	% Used
002-650-0000-0000	COMPUTER/MEDIA					
002-650-1000-0000	Tech Supplies - Instructional	500.00	0.00	0.00	500.00	0
002-650-1000-0002	Technology-World Language	200.00	0.00	0.00	200.00	0
002-650-1200-0000	Tech Supplies - Special Ed	6,600.00	1,201.16	0.00	5,398.84	18
002-650-2230-0000	Technology Plan-Small Equipment	2,200.00	142.00	0.00	2,058.00	6
002-650-2240-0000	Tech Supplies - Student Assessment	3,000.00	0.00	0.00	3,000.00	0
002-650-2580-0000	Admin Technology supplies	1,200.00	0.00	0.00	1,200.00	0
Control Total		13,700.00	1,343.16	0.00	12,356.84	10
Object Control 0000		13,700.00	1,343.16	0.00	12,356.84	10
002-810-0000-0000	DUES & FEES					
002-810-2130-0000	Dues - Health Services	150.00	0.00	0.00	150.00	0
002-810-2220-0000	Library Dues/Fees	150.00	0.00	0.00	150.00	0
002-810-2310-0000	BOE Dues/Fees	2,200.00	1,865.50	0.00	334.50	85
002-810-2320-0000	Superintendent Dues/Fees	2,150.00	2,150.00	0.00	0.00	100
002-810-2410-0000	Principal Dues/Fees	750.00	618.58	0.00	131.42	82
002-810-2490-0000	Fees - Student Activities	950.00	0.00	0.00	950.00	0
002-810-2490-0004	Fees - Student Activities - Music	100.00	0.00	0.00	100.00	0
002-810-2490-0005	Fees - Student Activities - Art	100.00	0.00	0.00	100.00	0
002-810-2510-0000	Dues - Fiscal Services	800.00	650.00	0.00	150.00	81
002-810-2610-0000	Fees - Building Operations	500.00	480.00	0.00	20.00	96
Control Total		7,850.00	5,764.08	0.00	2,085.92	73
Object Control 0000		7,850.00	5,764.08	0.00	2,085.92	73
Fund Budgeted		4,052,787.34	2,557,753.54	1,068,530.49	459,519.33	89
Fund Non-Budgeted		0.00	0.00	0.00	0.00	0
Fund Total		4,052,787.34	2,557,753.54	1,068,530.49	459,519.33	89
Final Budgeted		4,052,787.34	2,557,753.54	1,068,530.49	459,519.33	89
Final Non-Budgeted		0.00	0.00	0.00	0.00	0
Final Total		4,052,787.34	2,557,753.54	1,068,530.49	459,519.33	89

1500 Relations between Area, State, Regional and National Associations and the Schools

1412 Fire Department

1411 Law Enforcement Agencies

1350 Senior Citizen Benefits

1331 Smoke Free Environment

1330 Use of Facilities

1326 Solicitations By Staff Members

1324 Soliciting Funds from and by Students

1316 Relations Between Public and School Personnel

1313 Gifts to School Personnel

1312 Public Complaints

1311 Community Relations Political Activities of School Employees

Community Relations

Political Activities of School Employees

The Board of Education recognizes the right of its employees, as citizens, to engage in political activity. However, the Board recognizes that school property and school time are paid for by all the people of the District, and should not be used for partisan political purposes, except as provided for in policies pertaining to the use of school facilities by civic and political organizations.

Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of students in writing or addressing campaign materials, and the distribution of campaign materials to students on District property or during school time in any manner which would indicate that a school employee is using a position in the school to further personal partisan views on candidates for public office or questions of public property. Teachers and other District employees will not attempt to influence students concerning political party affiliations and will not praise or denigrate any particular political party.

Nothing in this policy will be interpreted as prohibiting teachers from conducting appropriate activities that encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classrooms.

- (cf. 1140 – Distribution of Materials by Students)
- (cf. 1311.2 – Political Activities in the Schools/On School Board Property)
- (cf. 1330/3515 – Community Use of School Facilities)
- (cf. 3543.13 – Mail and Delivery)
- (cf. 4118.21 – Academic Freedom)
- (cf. 6144 – Controversial Issues)
- (cf. 6153.2 – Student Participation in Election Process)

Legal Reference: Connecticut General Statutes
 7-421 Political activities of classified municipal employees.
 7-421b Limitation on restriction of political rights of municipal employees.
 9-369b Explanatory text relating to local questions.
 10-156e Employees of boards of education permitted to serve as elected officials; exception.
 10-239 Use of school facilities for other purposes
 31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.
Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
 Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
 Andover, Connecticut

Community Relations

Posting of Political Signs on School Property

The Board of Education strongly believes that its school and the property upon which it is situated should be used first and foremost to enhance the education of Andover's children. In keeping with the belief, it is the desire of the Board of Education to foster neutrality in political matters except as used for instructional purposes. In support of this belief, the Board prohibits the posting of political signs on property exterior to the school building.

Legal Reference: Connecticut General Statutes
7-421 Political activities of classified municipal employees.
7-421b Limitation on restriction of political rights of municipal employees.
9-369b Explanatory text relating to local questions.
10-156e Employees of boards of education permitted to serve as elected officials; exception.
10-239 Use of school facilities for other purposes
31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.
Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)
Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Community Relations

Public Complaints

The Board of Education welcomes comments and suggestions for improvement from the citizens whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual Board members have no authority to resolve complaints, other than by formal Board action, Board members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the Board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it is the policy of the Board that such complaints will not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the Board and anonymous telephone complaints will not be brought to the Board by any individual Board member, administrator or other District employee. The administration will not act on any anonymous complaint.

Parents should be made aware of the proper channels of communication and appeal. Complaints for which specific resolution procedures are provided shall be directed through those channels. The decision of the Principal regarding a student must include notice to the parents of the next step of appeal. Any appeal from the decision of the Superintendent to the Board shall be in writing and signed.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the Superintendent of Schools.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent.

Community Relations

Public Complaints

In all cases, the decision to retain or reject challenged materials shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.

The Board will not consider or act upon complaints that have not been explored at the appropriate level or complaints for which specific resolution procedures have been established that do not include Board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. The Board's decision is final.

(cf. 1220 – Citizens' Advisory Committees)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)

President's Council, District 25 v. Community School Board No. 25 457 F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)

Minarcini v. Strongsville City School District, 541 F. 2d 577 (6th Cir. 1976).

Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853 (1982).

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).

Connecticut General Statutes

10-238 Petition for hearing by board of education.

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Community Relations

Gifts to School Personnel

The giving of gifts to teachers and other school personnel is discouraged. In place of gifts, parents are encouraged to write letters to the Board of Education expressing appreciation for the service of the teacher or other person.

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Community Relations

Relations Between Public and School Personnel

Conduct on School Property

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Based upon the above, the Board expects that no person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface District property;
4. Violate any Connecticut law or town/city ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
9. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
10. Violate other District policies or regulations or an authorized District employee's directive.

Community Relations

Relations Between Public and School Personnel

Conduct on School Property (continued)

- (cf. 1110.1 - Parent Involvement)
- (cf. 1120 - Public Participation at Board of Education Meetings)
- (cf. 1250 - Visits to Schools)
- (cf. 1251 - Loitering or Causing Disturbances)
- (cf. 1312 - Public Complaints)
- (cf. 1330 - Use of School Facilities)
- (cf. 6145.71 - Use of Alcohol by Adults)

- Legal Reference: Connecticut General Statutes
- 1-225 Meetings of the government agents to be public.
 - 1-232 Conduct of the meeting
 - 10-221 Boards of education to prescribe rule(s), policies, and procedures.
 - 10-238 Petition for hearing by board of education.
 - 10-239 Use of school facilities for other purposes.
 - 53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Community Relations

Soliciting Funds from and by Students

Fund-raising activities may be approved by the Superintendent of Schools consistent with the following guidelines:

1. Fund-raising is in connection with school-sponsored projects. Requests for approval of fund raisers shall be made and approved, in writing, on the form provided.
2. There are sufficient educational or financial benefits which will accrue to the school and/or students, either directly or indirectly, from the activity.
3. The mechanics or procedures of fund-raising will neither be an unacceptable burden to teachers or other school staff members nor subject the school to inappropriate risks or responsibilities in handling funds.

Upon approval by the Superintendent, information from recognized charitable and other organizations which could eventually result in voluntary student and/or parental activities, contributions, or memberships of benefit to the organization may be distributed through the schools. In these instances, the distribution of material would be the only school involvement on behalf of the organizations.

There shall be no direct solicitation of funds by outside organizations from students except on specific approval of the Board of Education.

Community Relations

Solicitations by Staff Members

The Board of Education, recognizing its responsibility in the matter of solicitations, shall strive to safeguard from exploitation the students, parents, staff members, school system and community.

Therefore, no staff member shall use professional relationships with students for private advantage; nor shall any staff member use his/her position to influence parents or students of the school system to purchase instructional supplies, equipment or books, or sell to any student or parent any instructional supplies, equipment or books except those expressly approved for classroom or school-related use by the office of the Superintendent.

No staff member shall furnish lists of students or parents names, addresses and telephone numbers, or any other information, to anyone for solicitations unless prior approval is granted by the Office of the Superintendent.

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Community Relations

Community Use of School Facilities

Community organizations shall be permitted and encouraged to use school facilities for worthwhile purposes (when such uses will not interfere with the school program) in the following order of priority:

1. Public Emergency
2. Town or Regional Meetings
3. School Functions
4. Local Community Organizations – Free Use
5. Local Community Organizations – Rental Use
6. Private or Outside Organizations

Application for a single use of school facilities shall be made in writing to the Principal at least seven days in advance of the desired date. For regular use of facilities throughout the upcoming year or a major portion of the year, applications should be made in writing to the Principal after June 30 and no later than August 15. Applications for recurring facilities use which are received after August 15 will be considered if facilities are available. Applicants for the use of school facilities must abide by all Board of Education regulations for the use of the school. The Principal shall maintain a calendar of activities. School functions will supersede all other groups except Town or regional meetings. Public emergencies will supersede all group meetings.

The Principal is authorized to approve and schedule the use of school facilities and terminate such approval, pending Board of Education review, if he/she considers this action necessary. He/she shall discuss with the Superintendent of Schools any questions he/she might have concerning particular applications for the use of the school.

The school facilities shall be closed to community groups, except for Town or regional meetings, during the following periods:

1. From August 1 until the day after Labor Day;
2. On days when school is closed early or for the day because of weather conditions or mechanical breakdown.

Community use of the school facilities during vacation periods will be restricted to avoid conflict with school maintenance and repair schedule.

Community Relations

Community Use of School Facilities (continued)

There will be no rental fees charged for the use of the building to non-profit, duly-recognized community groups. There will be no rental fees charged when community groups charge admission fees, if the proceeds are to be expended for an educational, civic, or charitable purpose.

There shall be rental fees charged for building uses not outlined above in accordance with the fee schedule established annually by the Board of Education.

Law enforcement coverage, if required, shall be paid by the organization using the building. The Board may charge for other necessary services if required. Town agencies financed through local taxation shall be exempt from such charges.

Decisions about whether or not custodial, cafeteria, or law enforcement coverage is required, the amount to be charged, and arrangements for such coverage shall be the responsibility of the building Principal.

Legal Reference: Connecticut General Statutes
 10-239 Use of school facilities for other purposes.
 PA 97-290 An Act Enhancing Educational Choices and Opportunities
 Equal Access Act, 20 U.S.C. ss 4071-4074
 Good News Club v. Milford Central School, Sup.Ct., 6-11-01
 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No
 Child Left Behind Act of 2001)

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
 Andover, Connecticut

Community Relations

Andover Recreation Commission Use of School Facilities

1. The key provided to the Recreation Commission will open only the gymnasium wing outside door and the door to the gymnasium itself. Recreation Commission users of the gymnasium will restrict their presence in the building only to the gymnasium and adjacent rest room facilities.
2. Recreation Commission use of the gymnasium will, in all cases, be scheduled in advance through the Andover School main office. A copy of the school form, "Request for Use of School Building," will be completed and signed by a Recreation Commission representative for each use of the gymnasium.
3. All community recreation use of the facility will be scheduled by the Recreation Commission. If other community groups request, through the school, use of the gymnasium for recreation purposes, the school will refer such groups to the Recreation Commission.
4. For Recreation Commission use of the gymnasium during times when janitor service is not scheduled in the building, the Recreation Commission assumes responsibility for maintaining the cleanliness and security of the building.
5. It must be recognized that during periods of school closure, school scheduling of cleaning and maintenance in the gymnasium must take precedence over outside use of the gymnasium. Any anticipated use of the facility during such periods should be checked out well in advance with the school Principal.
6. Any damage to school equipment or property while being used by the Recreation Commission will be reported immediately to the building Principal.
7. Any injuries will be reported in writing, and in detail to the building Principal, no later than noon on the day following the accident or injury.

Legal Reference: Connecticut General Statutes
 10-239 Use of school facilities for other purposes
 PA 97-290 An Act Enhancing Educational Choices and Opportunities
 Equal Access Act, 20 U.S.C. ss 4071-4074
 Good News Club v. Milford Central School, Sup.Ct., 6-11-01
 20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in
 No Child Left Behind Act of 2001)

Regulation issued: January 14, 2009

ANDOVER PUBLIC SCHOOLS
 Andover, Connecticut

Community Relations

Use of School Facilities

Use of School Fields by Outside Organizations

The Board of Education favors the use of athletic fields under its jurisdiction by local citizens subject to the following conditions:

1. The needs of the schools shall have precedence. Only when the schools are not using their playing fields shall they be made available for use by the public.
2. Only fields in adequate playable condition will be available for public use. The Board of Education, through the Superintendent or his/her designee, will be the sole judge of the suitability of their condition for use. The Superintendent or his/her designee reserves the right to cancel previously approved field requests based upon current field conditions, weather forecasts, etc.
3. No unusual maintenance, upkeep, or alteration of school fields will be done by outside organizations without specific approval of the Board of Education, through the Superintendent or his/her designee.
4. The agent of the Board of Education for the implementation of this policy will be the Superintendent of Schools, or his/her designee.

(cf. 1330 – Use of School Facilities)

Community Relations

Smoking

The Andover Board of Education is committed to maintaining and improving the health and well-being of its students. Medical research shows that smoking and other tobacco use poses a significant risk to the health of the smoker and non-smoker.

It shall be the policy of the Board of Education that no smoking or other use of tobacco related products be allowed on school property at any time, on any transportation provided by the Board of Education, or during the course of any trip or activity sponsored by the Board of Education.

Further, it shall be the policy of the Board to provide all students in Andover programs as directed by Section 10-192 of the Connecticut General Statutes. It is expected that these programs will help students to become more aware of health hazards caused by smoking and tobacco use and better informed about the diseases related to such use. In addition, it is also expected that these programs will aid students in developing constructive attitudes and help them make wise decisions about smoking and tobacco use.

The administration is charged with developing regulations to enforce this policy. Penalties for infractions of smoking regulations must be consistently administered to both students and Board employees.

The administration will provide accurate up-to-date materials and resources for an effective and stimulating instructional program in this important health area. Programs for those desiring to terminate tobacco use prior to implementation of this policy are to be provided.

Legal Reference: Connecticut General Statutes
 19a-342 Smoking prohibited in certain places. Signs required. Penalties.
 21a-242 Schedules of controlled substances.
 PL 107-110, Section 4303, "Non-smoking Policy for Children's Services"

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Community Relations

Senior Citizens' Benefits

The Board of Education recognizes the contribution senior citizens have made to the support of education and wishes to encourage their continued support and participation in school sponsored events.

To this end, the Board of Education offers to any senior citizen 60 years of age or older a 50% discount on the admission to any school sponsored activity such as athletic functions or musical events.

The Board of Education also encourages booster organizations and parent groups which sponsor school events to offer discounts to senior citizens whenever possible.

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Community Relations

Relations with Law Enforcement Agencies

Schools are responsible for students during school hours. This responsibility includes protecting each student's constitutional rights, assuring due process in questioning and arrest, and protecting students from any form of illegal coercion. Because of the many support services that local law enforcement agencies provide to the schools, staff, and students, the State Board of Education supports the best possible relationship with those agencies consistent with the system's responsibilities to protect legal rights of staff and students.

This policy is intended to balance the needs of school and police officials. The reduction of ambiguity and confusion in how these officials interact will provide an optimal environment for education while ensuring that the public safety needs of the school and community are adequately met.

Interview of Students

Police interviews generally will not take place on school grounds. However, if the police do indicate that an interview on school grounds is necessary, school authorities may cooperate. When the interview involves a juvenile, a parent must be present. The exceptions to this rule are (a) if the student is being interviewed as a victim and/or (b) if there is an overriding immediate public safety concern. If a student under the age of 16 is being interviewed by the police and the parent/guardian cannot be present, a member of the school staff should be present.

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under the jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. An attempt will be made to notify the student's parents so that they may be present during the questioning. The school Principal, or his/her designee, will be present.
3. Preferably, the officer doing the questioning will wear civilian clothes.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes; however, they may be permitted to question students in the schools when the procedures outlined in 1-3 above are observed. Police will make every attempt to minimize distractions or disruption of school routines during the performance of their duties.

Community Relations

Relations with Law Enforcement Agencies (continued)

Arrest of Students

The decision to call police and request an arrest is within the discretion of the building administrator. The Principal may request the arrest of a student or there are times in which the police may request to pick up a student due to a warrant being issued for his/her arrest. If the school Principal agrees to assist in the arrest of a student, the student shall be escorted from class by school personnel and remain in a secured office until the police arrive. The arrested student will be removed from the school in a way that minimizes embarrassment to the student and may disruption of the school routine.

Weapons

In cases where a student is suspected of carrying a dangerous weapon and there is a safety issue inherent in the search process, the student shall be secured in a private area and the police should be contacted to conduct the search.

If a search is conducted by a school official and a weapon is found, weapons that are illegal should be turned over to the police immediately by the school official. Illegal weapons include knives with over a four-inch blade, dirk knives, switchblade knives, martial arts weapons and firearms. Ammunition should also be immediately turned over to the police. Weapons that are not illegal but are a violation of school policy may be retained by the Principal.

Designation of Authority

The Superintendent is authorized to develop procedures regarding this policy, including a process to ensure that appropriate staff has been informed, and to establish lines of communication with local law enforcement agencies to effect necessary cooperation toward ensuring the security of the school facilities, and the safety of students and staff.

(cf. 5145.12 Search/Seizure)

Legal Reference: Connecticut General Statutes
 10-221 Boards of Education to prescribe rules
 53a-185 Loitering in or about school grounds: Class C Misdemeanor
 54-76j Disposition upon adjudication as youthful offender
New Jersey vs. T.L.O. U.S. 325 (1985)

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
 Andover, Connecticut

Community Relations

Fire Department

Members of the Volunteer Fire Department and the Town Fire Marshal play a vital role in the school safety program. The Superintendent of Schools and administrative staff shall have the following responsibilities:

1. Establish and maintain relationships with the local Fire Marshal and Fire Departments.
2. Work with the faculty in determining the nature and timing of the Department's participation in the school program.
3. Coordinate and supervise planned activities.

As necessary or appropriate administrators shall seek the advice and cooperation of the Fire Marshal and Fire Department in:

1. Planning and conduct of fire drills.
2. Fire prevention education.
3. First aid, especially in fire related incidents.
4. Conforming to state and local fire codes.

(cf. 6114 - Emergencies and Disaster Preparedness)

Policy adopted: January 14, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Community Relations

Relations Between Area, State, Regional & National Associations and the Schools

Membership in recognized associations such as the Connecticut Association of Boards of Education will be maintained by the schools for several reasons, including:

1. benefits to staff and Board of Education from professional meetings, conferences, clinics and conventions.
2. access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. representation in legislative and other actions affecting education generally and our school district in particular.

The Superintendent of Schools shall budget funds for memberships approved by the Board and for the costs of appropriate participation by Board members, administration and staff in the activities of such associations.

BOARD OF EDUCATION MEETING, APRIL 19, 2023:

ACTION ITEM(S)

Item 7.E.1: Vote to Accept Revisions/Review of 1000 Series, 1100's & 1200's, Board of Education Policies.