

**ANDOVER ELEMENTARY SCHOOL
ANDOVER, CT
Board of Education Meeting
Wednesday, September 10, 2025
7:00 pm
Virtual Meeting/School Library**

Members Present: Caitlin Greenhouse (Chairperson), Eric Becker, Gerard Cremé, Brianne Lanzieri, Shannon Louden, Celeste Willard

Members Absent: Mike Beckwith

Administration: Valerie Bruneau, Superintendent (virtual)
Taylor Parker, Principal
Terri Smith, Finance (absent)

Others: Anne Cremé, Liz Lokiec (virtual), Kimberly Person (virtual), Kathy Hartnett (virtual), Jen McGoldrick (virtual), Krysta Cariboni (virtual), Jennie Morrell (virtual), Marcie Miner (virtual), Kirstina Frazier (virtual)

1. Call to Order, Pledge of Allegiance, Opening Statement

The meeting was called to order at 7:01 p.m. by Chairperson Greenhouse, followed by the Pledge of Allegiance.

2. Comments from the Public – None.

3. Communications

Supt. Bruneau provided BOE members with CAFE credits earned for courses they have taken.

4. Student/Other Celebrations

Principal Parker and Ms. Frazier met with Hebron and Marlborough at RHAM and began discussions about doing a Regional Invention Convention between the AES Convention and Finals. RHAM students in the National Technical Honor Society were part of meetings to discuss how they can support younger students. Working collaboratively on details of project.

5. Approval of Minutes

Minutes from August 13, 2025, Regular Board of Education Meeting

S. Louden made a motion to approve the minutes from the August 13, 2025, Regular Board of Education Meeting with a change in spelling of Anne Cremé's name, seconded by G. Cremé. No discussion.

6-0-0 (PASSED)

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

7. Reports

- A. Chairperson's Oral Report** – Thanked everyone for feedback on both the Board report and Superintendent's review. Everything else will be covered elsewhere in this agenda.
- B. Superintendent's Report** – Supt. Bruneau reported that we still do not have a determination on the After School Grant. They have reported that they will alert awardees hopefully by next Wednesday – applications have been scored, but determinations have not been entered into the system. Did first two episodes of "Information in 4 Minutes, 11 seconds or Less" which will be done on Fridays. This is sent out via SeeSaw and also a link on the school website for people to access it, people are watching them. Email her with any topics the public want covered. Have some funds left from the Summer Mental Health Grant, it does expire by June 30, 2026 and we will need to expend the funds before that time. Will receive Title Grants this year and will continue to get IDEA grant this year. This will cover *some* of the \$170K budget deficit as a result of the BOF cuts. Still waiting on solar, this will be addressed later in agenda. Had an energy audit to determine qualification for additional Eversource programs, such as changing hallway lights to LEDs. Supt. Bruneau reviewed facilities and operation tasks including pest control, hood in the kitchen cleaned, outside of windows cleaned, asbestos sampling for bathroom was done and passed, fire marshal inspection completed, replacement of lock-down door. Working on the oil pricing, waiting for the price to go down – watching it every day and will watch for a few more weeks to ensure we get the best price.
- C. Principal's Report** – Principal Parker provided some updates on back to school, which was a great opening; staff and students were excited to be back. Will be meeting with Nick from EastConn next week to review the AES website and pieces that need to be included, and where to put things so it is strategically and logically organized. Active school calendar will be put back up once the school year is established. Had professional development before school opened, including Building Thinking Classrooms (math program) in addition to Safety/Security and Health PD as well as file reviews for special education students and reviewing data. Half-day professional development next Friday, looking at the beginning of the year benchmarks. Addressed bus schedules regarding Bus 3, Principal Parker immediately spoke with the Dattco rep; Principal Parker also got on the bus to check the number of children, and there were empty seats. Bus 3 had a substitute, which pushed the morning route a little longer; the regular driver has returned and the timing has been better. Overall bus timing is getting better which is typical for the beginning of the year. Local Governance Partnership (LGP) is getting settled, started interviews for Parent Ambassadors to join the LGP, there will be three Parent Ambassadors chosen for our LGP (Hebron, Marlborough, and Lebanon). The group will be working on by-laws next week, big focus this year is the Parent Needs Assessment. Principal Parker reviewed the Family Survey, Staff Survey, and Student Surveys that were all administered in May. The family survey had 48 respondents and the family focus will include sharing benchmark data and providing guides to understand assessments and report cards. Students are surveyed in 3rd – 6th grade, 103 responded. Student focus will include determining how to feel safe at school and will include more frequent check-ins (3 per year) to gather more data; as well as a focus on peer

relationships, student to teacher relations, and a change to 5/6 recess and lunch to give some additional down time for children to engage with preferred peers and have some space. Staff survey had 32 respondents, focus for staff support will be in personalized professional development and increasing communication. Started a volunteer leadership and 10 teachers (1/3 of the staff) came forward to create a leadership team that helps to drive growth and increase peer-to-peer support among the staff. Back to School Night on September 24, 2025.

- D. Financial Report** – T. Smith on vacation. Supt. Bruneau reported that this is T. Smith's last year, as she will be retiring. Ms. Smith will be working throughout the year to help transition to a new staff member. The position has been posted, and will be working to fill this part-time position. Supt. Bruneau reviewed the financial reports as presented and answered questions from the BOE members.

E. Liaison Reports

LGP – Reported in Principal's Report.

PTA – C. Willard reported the first meeting was held on Monday, looking at the calendar to schedule activities and fundraisers. Great turnout, looking forward to a good year.

CIP – S. Loudon noted nothing to report.

8. Items for Discussion & Actions

A. Item: Norton Fund

Action: Discussion

Supt. Bruneau shared information on an issue with a check for this fund. Norton Commission received a notice about a check that was outstanding for Bank of America stock dividends which had not been cashed. Town Treasurer reached out to note that the Town did not have a check and indicated that the BOE needed to contact Bank of America for a replacement check. This is not a Norton Commission issue - the School's account is different. Working with the Town to try to get all of the information needed to be able to get a replacement check and clarify information on this fund. Supt. Bruneau reviewed the history of this account, which is currently held as Bank of America stock. Supt. Bruneau recommended a BOE co-person on this account. Would like the BOE to help with getting the information on the fund and the bank account in order to get this resolved. Eric Anderson was shown all of the documents related to this account in a meeting with Supt. Bruneau. To get the full picture and information on our account, we need more vital information from the Town.

B. Lanzieri made a motion to do a FOIA request for all documents (incl. financial) pertaining to the Norton Fund from the Town of Andover, seconded by G. Crémé. Discussion.

6-0-0 (PASSED)

B. Item: Solar Project Update

Action: Discussion and Possible Action

Supt. Bruneau reported on the status of the project, including an issue with running conduit path for the electrical. This is being resolved, and project will be scheduled as soon as possible and should be done or in process next month.

C. Item: Bathroom Project Update

Action: Discussion and Possible Action

Supt. Bruneau indicated the hazardous material inspection report has been completed and is given to bidders for their information when planning the project. Bids have been received, and the project has been assigned. Richards Corporation is the general contractor, Crest Mechanical is mechanical and plumbing, Markel Electrics is the electrical contractor, Spectrum is tile and flooring, and Central Connecticut Acoustics will be doing the ceiling. They have the school calendar and will be scheduled based on school availability.

D. Item: 9000s Policies

Action: Discussion and Possible Action

The BOE members did a high-level overview of each policy and placed those that need no or minimal changes (spelling/grammar) were placed in one pile, and then policies that need major changes were placed in another pile for further review at next meeting.

E. BOE Goals - Strategies

Action: Discussion and Possible Action

Chairperson Greenhouse reviewed the BOE Goals (listed on top of the agenda) and asked for measurable ways to measure each goal:

Goal 1: Elevate academic and social/emotional growth for all students

- Compare iReady, SBAC, and other data three times per year
- Student, Staff, and Family Surveys throughout the year
- Input from social workers

Goal 2: Develop additional communication strategies to reach community members with clarity

- Informational BOE Facebook page (or other social media platforms) for distribution, not open to comments
- Supt. Bruneau will bring info to the Task meetings
- Utilizing the website and updating it to be more user friendly
- System to update information on the Town website and/or Town newsletter
- Superintendent's Corner (Quarterly report in the RiverEast)
- Present before the Annual Town Ordinance Meeting
- Seat at the table during the Town budget meeting

Goal 3: Update 6 Policy Manual series

- Continue to review policies

Goal 4: Create a process to update a 1-5- and 10-year capital plan on a yearly basis

- Identify 5 other towns that are similar in size/capacity and review what those towns do for their capital plan, BOE members will bring names of districts with capital plans to the next BOE meeting.

- Valerie to get former superintendent's original plan and distribute to BOE members as an example

9. Comments from the Public on Agenda Items

Anne Crème – will see if she can get any plan from the Town as a capital plan example if one is available.

Kimberly Person – asked for clarification on enrollment report, tonight's report indicates 62 children in PreK, last meeting was 68. Supt. Bruneau indicated that it is due to children who are Andover residents who are registered but have not yet reached their birthday to officially enroll; however, they will be enrolled as of their respective birthdays, or unenrolled. Supt. Bruneau reiterated that there are no current open spots to fill.

Jennie Morrell – thanked the BOE for staying and getting these items addressed.

10. Other Action Items – None.

11. Upcoming Meetings

- Regular BOE Meeting – October 8, 2025, 7:00 p.m.
- Items for Next Meeting – Testing reports, reviewing 9000 series policies, reviewing towns that have Capital Plans, update on Norton Fund, Taylor to present Strategic Plan

12. Adjournment

C. Willard made a motion to adjourn the meeting at 9:47 p.m., seconded by S. Loudon. No discussion.

6-0-0 (PASSED)

Respectfully submitted,

Dawn M. Longley, Clerk

Grants FY26
as of 9/3/2025

Account Id	Description		25/26	25/26	
PREK REVENUE YTD:		FY25 C/O Anticipated FY26	Actual Cash Rec'd	Checks to be deposited	Total Cash Received
009-250-0909-0000	PreK Tuition Revenue (NG)	\$ 159,580.00	3,600.00		
009-250-0909-0119	PreK Early Start Tuition	\$ 60,480.00	2,888.00		
009-250-0909-0219	PreK Smart Start Tuition	\$ 31,950.00	151.00		
PREK REVENUE TOTAL YTD		14,135.93 \$ 252,010.00	6,639.00		20,774.93 \$ 8,642.25

PREK TUITION EXPENSES: (Local Tuition)		FY25 C/O	FY26 Budget	Expenses	Encumbered	Projected Total Expenses FY25
009-101-0909-0000	PreK Certified	\$ -	\$	9,990.76	\$ -	\$ 9,990.76 2 Teachers
009-102-0909-0000	PreK Non-Cert Salaries	\$ -	\$	1,941.80	\$ -	\$ 1,941.80 3 Paras
009-106-0909-0000	PreK Subs	\$ -	\$	-	\$ -	\$ -
009-610-0909-0000	PreK supplies		\$	200.12	\$ -	\$ 200.12
PREK TUITION TOTAL:		\$ -	\$ -	0.00	\$ -	\$ 12,132.68

EARLY START (Early Start) PREK 2026:		25/26 Budget	25/26 Expended	25/26 Encumb	24/25 Balance
009-101-0965-1001	Prek Early Start Competitive Other Purchased Serv	33,000.00	7,926.76		25,073.24 Teacher & Para
009-320-0965-1001	PreK Early Start Competitive Purch Prof/Tech Serv				0.00
009-600-0965-1001	PreK Early Start Supplies				0.00
009-700-0965-1001	PreK Early Start Comp Quality Enhancement				0.00
PreK Early Start Competitive Total		33,000.00	7,926.76	0.00	25,073.24

SMART START PREK 2026:					
009-101-0976-1001	PreK Smart Start Ops - Inst Salary	65,000.00	4,932.46		60,067.54 Teacher
Smart Start Total		65,000.00	4,932.46	0.00	60,067.54

Total Anticipated 2025-2026 Revenue:

\$252,000.00 (Local Tuition)
\$123,000.00 (Early Start Grant)
\$65,000.00 (Smart Start Grant)
For a total of \$440,000.00

Less 399,951.00 (Total anticipated salary expense for eight (8) staff
\$40,049 for supplies/classroom expenditures