

**ANDOVER ELEMENTARY SCHOOL  
ANDOVER, CT 06232  
Regular Board of Education Meeting  
Wednesday, January 10, 2024  
7:00 pm  
Virtual Meeting/School Library**

**Members Present:** Celeste Willard, Mike Beckwith (virtual), Gerard Cremé, Steven Fuss (virtual), Caitlin Greenhouse, Brianne Lanzieri, Shannon Louden (virtual)

**Members Absent:**

**Administration:** Valerie Bruneau, Superintendent  
Taylor Parker, Principal  
Terri Smith, Finance

**Others:** Joanne Hebert (virtual), Jennie Morrell (virtual)

**1. Call to Order, Pledge of Allegiance**

The meeting was called to order at 7:02 p.m. by Chairperson Willard, followed by the Pledge of Allegiance.

**2. Comments from the Public** – None.

**3. Communications** – None.

**4. Approval of Minutes**

**S. Fuss made a motion to approve the minutes from the December 13, 2023 Regular Board of Education Meeting, seconded by G. Cremé. No discussion.**

**7-0-0 (PASSED)**

**G. Cremé made a motion to approve the minutes from the January 3, 2024 Special Board of Education meeting, seconded by C. Greenhouse. No discussion.**

**7-0-0 (PASSED)**

**5. Opportunity to Add or Delete Agenda Items**

B. Lanzieri requested that discussion regarding pulse surveys for teachers be added to agenda item 8B. No vote taken

**6. Celebrations** – None.

## 7. Reports

- A. Chairperson's Oral Report** – Checked in to see what the BOE member's feelings were from the first budget meeting held Jan. 3, 2024. Discussion among BOE members regarding budget process and community engagement. Met with Supt. Bruneau, S. Campbell (custodian) and E. Anderson last week; Town's intention is to put money aside for the BOE for capital projects. Areas of concern to be addressed first include plumbing and elevator. Additional concerns include blacktop crack sealing, parking lots (paving of upper lot in spring, and lower lot down the road), as well as updating lighting to LED (down the road), and work on the roof and boiler system in the long distance.
- B. Superintendent's Report** – Supt. Bruneau noted the capital projects discussed in Chairperson Willard's report will be included in the Town's budget, not planned for the BOE budget. Supt. Bruneau addressed concerns about timing of slide shows and presentations being posted online. She explained the process on how these are posted through a service that ensures they are accessible so it can take a few days. Curriculum and instruction professional development coming up, working on safety and security professional development. Going through CAFE and Shipman & Goodwin recommendations on new legislation so we know what policies need to be updated. No new information on grants.
- C. Principal's Report** – Principal Parker spoke about PreK/K enrollment. May look different this year due to the change in age requirements. Anticipate four new children this month and one the following, for a total school enrollment of 218. Have a professional development day on Tuesday, will be working with Barb Golab, reading consultant, who will help to personalize the information on Science of Reading to be relevant to our classes. Also participating in 10-day mandatory state Science of Reading PD. Working on NAEYC accreditation, submitting on February 1, then a 90-day waiting period before they do their inspection visit. Anonymous staff survey given out to all staff every year at same time parents receive parent survey. Spelling Bee will be held on January 30, 2023 at 10:30 a.m. Invention Convention in process for late February or March.
- D. Financial Report** – Terri reviewed the financial reports as presented and answered questions from BOE Members.
- E. Liaison Reports**  
-Chairperson Willard opened a discussion about the liaisons we have or changes that we may need to make. Current liaisons are policy, curriculum & instruction, communications, public relations, financial. Discussion about what each of the liaison handles and which BOE member will be those liaisons. Discussion included suggestions to define liaison roles and a method of accountability. For next meeting, BOE members will bring their input on what their roles entail and will discuss after CAFE training portion of the meeting. Next meeting will also discuss having BOE members attend BOS/BOF meetings and report back to BOE.

- S. Louden noted CIP did not meet last month, no CIP projects in town at this time.
- S. Fuss reminded BOE members of upcoming budget workshops/email for questions.

## **8. Items for Discussion and Possible Action**

**A. Item: 2024-2025 Budget** – No discussion.

**B. Item: Policy 4117.6 Exit Survey/Interviews – First Reading**

Supt. Bruneau reviewed this policy and noted that this is a mandated policy to bring us current with legislation. The policy will be voted on at the next meeting before going into effect. Supt. Bruneau answered questions from the BOE.

Discussion about pulse surveys for teachers several times throughout the year rather than just once at the end of the year. Companies who create these surveys so we can pinpoint any problem areas to address issues in advance. Discussion among BOE members and staff members present.

**C. Item: BOE/BOF Joint Policy Update**

S. Louden reported that BOF meeting Dec. 27 was not held, will attend the meeting on Jan. 24, 2024, to work with BOF to have a joint policy. Will report back in Feb.

## **9. Other Action Items** – None.

## **10. Public Comment**

-J. Hebert thanked the BOE and recommended having people attend other board meetings in the town.

-J. Morrell noted that it is important to have connections with other boards in the town, keeps everyone connected.

## **11. Upcoming Meetings**

**A. Regular Board Meeting** – February 14, 2024 (Including Nick Caruso/CABE – New BOE Member Training)

**B. Budget Meetings** – January 17, 2024, January 24, 2024, January 31, 2024

**C. Items for Next Meeting** – CABE training, liaison role information from each BOE member, budget approval, joint policy update, finalize policies

## **12. Adjournment**

**C. Greenhouse made a motion to adjourn the meeting at 8:17pm, seconded by G. Cremé. No discussion.**

**7-0-0 (PASSED)**

Respectfully submitted,

Dawn M. Longley, Clerk