

**ANDOVER ELEMENTARY SCHOOL
ANDOVER, CT 06232
Regular Board of Education Meeting
Wednesday, April 17, 2024
7:00 pm
Virtual Meeting/School Library**

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

Members Absent:

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

Others: Jennie Morrell/Teacher (Virtual), Jen McGoldrick/Teacher (Virtual),
Melissa Loteczka/Teacher (Virtual)

1. Call to Order, Pledge of Allegiance

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

S. Fuss made a motion to move item #6 (Celebrations) up to #2, seconded by C. Greenhouse. No discussion.

7-0-0 (PASSED)

2. Celebrations

Guest Students from Mrs. Lionberger's Kindergarten class demonstrated their progress with their Heggerty Phonetic Awareness reading program.

3. Comments from the Public – None.

4. Communications – None.

5. Approval of Minutes

S. Fuss made a motion to approve the minutes from the March 13, 2024 Regular Board of Education Meeting, seconded by C. Greenhouse. Amendments – T. Smith was present in person, Melissa Loteczka and Kirstina Frazier were also present.

7-0-0 (PASSED)

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

7. Reports

A. Chairperson's Oral Report

Chairperson Willard thanked Principal Taylor for organizing the children's presentation. Attended the Board Chair/Vice-Chair meeting for the first time, met with auditor on Monday to go over go over corrective action plan, also met with CIP to discuss plumbing needs.

B. Superintendent's Report

Supt. Bruneau reported working on the six IAQ Compliance Reports for January 1, 2024. The first to be completed is the Food Service Checklist and will be up on the website. The second, Waste and Pest Management, is being finished up. Hadn't posted to the website in a while but did last Friday with recent updates. Looking at the rest of the year as the Afterschool Program runs out this year and all funds need to be spent by school year end, so projects are being assessed. Some of which are: working with community garden, museum event by end of year or early summer, expansion of signage that identifies classrooms for diverse learners. Through the Right to Read Grant, the Right to Read Grant Curriculum has been ordered – which meets State requirements. A \$5,000 Grant was received for paraprofessionals. There will be some staffing changes through retirements and advancements and the following positions will have openings: Speech/Language Pathologist, Custodian, Preschool Teacher.

C. Principal's Report

Principal Parker reported that this is a busy time of year with many upcoming events. The 6th Grade Step Up will happen on June 11, 2024. On May 7, 2024, there will be testing for 3rd – 6th graders. Has been working on NAEYC Accreditation, observation will take place 5/6/2024 – 5/24/2024. CES provided Professional Development for Play Based Practices for students in 5th-6th grades. Working with BookWorm; teachers are getting familiar to use next year. There are currently 54 students registered for the 2024-25 Preschool, 6 of which are children of staff members, 9 are out-of-town students; there are 5-10 open inquiries. If there is a maximum of 60 students, an additional preschool classroom will be needed to assign 15 students per classroom. Currently 20 registered for Kindergarten, but this will likely change. Does not anticipate a combined 2nd and 3rd grade classroom in 2024-25, there will be two classrooms for K, 1st & 2nd grades. Structure will remain the same for upper grades.

D. Financial Report

T. Smith reviewed the financial reports as presented. No discussion about the reports.

S. Fuss suggested moving item 8-E (Transfers) up to D-1.

T. Smith reported that there is \$9,000 of funds left in the Lunch Program and Other Professional Services and is requesting them to be moved to Administration Technology Repair and Maintenance.

Discussion regarding funds left in Lunch Program. Funds are left over from Covid Government funds. A dedicated water heater and dishwasher had been installed previously with these funds. A purchase of a stove and a small refrigerator need to be done with those funds, so there will be funds left over in our budget to cover the \$9,000 transfer.

S. Louden made a motion to move \$9,000 from the Lunch Program and Other Professional Services to Administration Technology Repair and Maintenance, seconded by S. Fuss. No discussion.

7-0-0 (PASSED)

T. Smith met with the Consultant to discuss grants and account reconciliation.

E. Liaison Reports

B. Lanzieri, School Readiness – will meet on April 18, 2024.

C. Willard, PTA – upcoming Pasta Dinner to raise funds for the playground as well as a raffle; tickets will be sold at the Pasta Dinner and Evening of the Arts – drawing will be done at Evening of the Arts. Talent Show on May 29.

S. Fuss, Facilities – thanked Supt. Bruneau for coming in over break to oversee replacement of the bleachers.

S. Louden, CIP – the bleachers have been updated; there will be new Town signs.

S. Louden, Policy – met with Supt. Bruneau to work on the Increasing Educator Diversity Plan.

G Cremé, Curriculum and Instruction – No report.

M. Beckwith, Curriculum and Instruction – No report.

8. Items for discussion and possible action

A. 2023-2024 Surplus \$103K

1. S. Louden reported that the Town is defining capital improvements for the school that need to be made and who is in charge of the budget for said improvements.
2. There will be a Town meeting on Tuesday, April 23, 2024; there are details about this meeting on the website.
3. There was discussion about the plumbing needs.
4. BOE needs to create a policy on how they handle CIP projects, when they go out to bid, and who is in charge of projects and financial determinations.

S. Louden made a motion to ask the Town for a Mechanical Electrical Plumbing (MEP) Assessment to assess the plumbing needs at Andover Elementary School to be done and paid for out of the Town Maintenance Budget, seconded by S. Fuss. No discussion.

7-0-0 (PASSED)

S. Fuss made a motion to ask the Town to move the 2023-24 Budget surplus of \$103K to AES Capital Improvement Fund for School Use, seconded by C. Greenhouse. No further discussion. Roll call vote:

S. Fuss – Aye

C. Greenhouse – Aye

M. Beckwith – Nay

S. Louden - Abstained

C. Willard – Aye

G. Crème – Aye

B. Lanzieri – Aye

5-1-1 (PASSED)

B. Additional Preschool Classroom

As Principal Parker reported, there are currently 54 students registered for the 2024-25 Preschool, 6 of which are children of staff members, 9 are from out-of-town students; there are 5-10 open inquiries. If there is a maximum of 60 students, an additional preschool classroom will be needed to assign 15 students per classroom. With the current registration number at 54, we are already over capacity with 3 classrooms.

G. Cremé made a motion to add a fourth Preschool classroom, seconded by S. Fuss. No discussion.

7-0-0 (PASSED)

C. New IED Policy – First Reading

Supt. Bruneau handed out the new IED Policy for first reading and a vote will be taken at the next BOE meeting.

D. Kindergarten Policy – First Reading

Supt. Bruneau handed out the Kindergarten Policy for first reading and a vote will be taken at the next BOE meeting.

E. Transfers – Moved to 7.D.1.

F. Liaison Roles

Summaries handed out, but not for all roles. If you haven't handed yours in, please send as soon as possible. Waiting until the next BOE meeting to put them all together and vote.

9. Comments from the Public on Agenda Items – None.

10. Other Action Items – None.

11. Upcoming Meetings

- Regular Board Meeting – May 8, 2024
- Items for Next Meeting – Liaison Roles vote; Presentations from Students/Celebrations; Update/Have Policy on MEP and CIP Definition; Follow Up on the \$103K Transfer Request; Vote on New IEP and Kindergarten Policies.

12. Adjournment

**S. Louden made a motion to adjourn the meeting at 9:09 p.m., seconded by S. Fuss.
No discussion.**

7-0-0 (PASSED)

Respectfully submitted,

Dawn M. Longley, Clerk

BUDGET TRANSFER FORM
(FOR BOE APPROVAL)

TRANSFER FROM ACCT	DESCRIPTION	TRANSFER TO ACCT	DESCRIPTION	Amount \$
002-340-3100-0000	Other Prof Services -- Lunch Program	002-432-2580-0000	Admin Tech Repair & Maint	\$9000.00

Reason: Additional funds needed for tech repair & maintenance (website/battery and surge protector for server room).



Approved by Signature

04/17/2024

Approved by Date