

**ANDOVER ELEMENTARY SCHOOL
ANDOVER, CT
Board of Education Meeting
Wednesday, May 13, 2026
7:00 pm
Virtual Meeting/School Library**

Members Present: Caitlin Greenhouse (Chairperson), Gerard Cremé, Brianne Lanzieri, Alicia Lee (virtual), Shannon Louden, Marcie Miner (virtual), Sharon St. Rock

Administration: Valerie Bruneau, Superintendent
Jodiann Tenney, Finance

Others: In-Person: Anne Cremé, Sarah Goodness, Jamie Tilden-Bailey, Jennie Morrell, Kaitlyn Dalby, Grace Wlodarczyk, Melissa Loteczka, Charlene DelMastro, Jeff Maguire

Virtual Attendees: Liz Lokiec, Kim Person, Scott Person, Doris Maldonado Méndez , Amber Pritchard, Kirstina Frazier

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

The meeting was called to order at 7:02 p.m. by Chairperson Greenhouse, followed by the Pledge of Allegiance. Chairperson Greenhouse mentioned that the Board of Education had their social with the teachers this evening.

2. Comments from the Public

J. Morrell - Thanked the Board for all they do.

J. Tilden-Bailey - As a parent and staff member, thanked the Board for all they do.

Doris Maldonado Méndez - Thanked Dr. Bruneau for her latest accomplishment of receiving her doctorate; invited the Board to a community conversation sponsored by the Early Roots Collaborative on June 8th from 6:00-7:30 p.m. virtually.

J. Maguire - Brought a concern to the Board about an ethics complaint from a BOE member regarding the letter sent out to the community, the dismissal came from the State Board of Ethics; we have to be able to dissent, he has been targeted, 3 FOI requests have been made, claims support to the school as his wife is an educator of 25 years, complimented the preschool program and expressed desire to increase tuition.

3. Communications

Chairperson Greenhouse expressed congratulations to our superintendent for completing her Doctorate in Education.

4. Student Celebrations

Dr. Bruneau recognized participation in Invention Convention - Weston Loteczka will receive an award from the state, 2 others from Hebron and 2 from Marlborough will also receive awards; May 30th will be the awards presentation.

5. Approval of Minutes

Minutes from Regular Meeting of April 8, 2026

S. Louden made a motion to approve the minutes from April 8, 2026, Regular Board of Education Meeting seconded by G. Cremé. No discussion.

6-0-0 (PASSED)

Minutes from April 14, 2026 Special Board of Education Meeting

S. Louden made a motion to approve the minutes from April 14, 2026 Special Budget Meeting seconded by S. St. Rock. The only discussion was to change the day of the week from Wednesday to Tuesday.

6-0-0 (PASSED)

6. Opportunity to Add or Delete Agenda Items

J. Tenney requested that we add 7d. Transfers and Possible Action to the agenda.

7. Reports

A. Chairperson's Oral Report

Chairperson Greenhouse stated the budget failed and is now separated and going to vote on May 26th, recommended to watch the recording from last night's Town meeting where questions were addressed.

B. Superintendent's Report

Grants

- The school is finishing draw downs on grant accounts; we have 1 more family event left; with afterschool grant we are able to purchase summer workbooks for students.
- RLE summer project with Eversource, paperwork should be done and materials will start being delivered to the school.
- DRIP funding has not been received yet, working with the Town on that.
- Actively interviewing for new SPED director due to retirement, hopefully in the next two weeks the process will be completed and can be introduced at next month's meeting; cost sharing with Hebron was looked at but it was not cost effective to do so; H. Maorano would be willing to continue if needed
- SEED money from the Town, waiting on that.
- Afterschool grant will continue for next year. A visit from the state occurred and went well.
- Solar is up and making power; we will start to collect data to see the savings; 12-18 months to get projections and see trend data.
- Financials, we received 10 payments, so we have received our last payment for school year.

Facilities

Updates to the facilities include: My-Tech repaired faucet in the kitchen; vegetation control has been taken care of; sprinkler inspection completed; lock on trophy case replaced; pest control; TK elevator pressure test and maintenance done annually.

This summer there are a few projects to be completed, and for the bathroom project, we are waiting for the contract to be finalized.

Superintendent Bruneau mentioned discussing a summer meeting and a Board retreat including Nick Caruso, and holding a policy meeting over the summer.

J. Maguire asked for clarification on what RLE was (Eversource incentivization project) and what money the Board of Education was waiting for. Superintendent Bruneau and J. Tenney clarified the SEED money, DRIP grant (have not come in yet) and the 2% non-lapsing fund request of \$97,500. The treasurer is reviewing the procedure for this.

Budget

The 2024-2025 draft audit was received; recommendations were reviewed; some of the Town side and School side recommendations were reviewed; on the school side, we will focus on modifying the accrual basis, not doing anything wrong, just want it done more efficiently.

Auditors desire a shared final document with the Town about the procedures for purchasing policies and Superintendent Bruneau said they will sit down with the Town at the end of the year to discuss this; C. Greenhouse wonders if the policies should be matching for the School and Town, we can review this policy next. J. Maguire agrees that it would be good.

C. Principal's Report – No report.

D. Financial Report and Transfers

J. Tenney noted the school is waiting for the \$97,500 from the 2% non-lapsing account and the SEED money; this impacts the surplus of \$135,300 that the auditor found from the 24-25 school year; some of that will go into the 2% non-lapsing account after other funds are received to cover expenses.

Financial statements: the \$97,500 is incorporated but we don't have the funds yet; next month we will ask for the traditional transfers. Board approval needs to happen to move from contingency to line items; line items were discussed that needed to be transferred to cover salaries, sub coverage, and transportation. One line item that will not be needed is the \$15,000 for teacher retirements as there are no retirements this year. C. Greenhouse asked for clarification on the teacher salary line item.

J. Maguire asked for clarification of whether this was included in the packet; M. Miner requested it and Chairperson Greenhouse sent it to her. Discussion continued over specific line items that were over and reason for them going over. C. Greenhouse answered J. Maguire's questions regarding why line items were over, due to needing to cut line items from budget after last year's referendum. Discussion continued over whether these decisions

were acceptable, J. Tenney pointed out that state law says you can use your 2% non-lapsing account for these items. Chairperson Greenhouse called a point of order to guide conversation back to the transfers currently needing to be made in the budget. Superintendent Bruneau explained to M. Miner why the 2% non-lapsing account exists, including unseen or unbudgeted needs.

G. Cremé made a motion that the Board vote in favor of the Budget Transfer Form passed out by J. Tenney for the amount of \$92,125, seconded by S. St. Rock. C. Greenhouse asked for clarification as to where it is located in the budget and J. Tenney clarified for her.

6-0-0 (PASSED)

Chairperson Greenhouse thanked J. Tenney for her diligence on the work.

E. Liaison Reports & Updates

CIP – S. Louden – None.

PTA – B. Lanzieri – None

LGP – D. Maldonado Mendez shared Early Roots Collaborative event on June 8th, 6:00 p.m. to 7:30 p.m. (virtual only); Sign-ups will go out hopefully by this Friday; Posted on the ERC website, <https://sites.google.com/ec.eastconn.org/early-roots-collaborative>. There will be a May 28th meeting with the other towns (Lebanon and Hebron) as well.

8. Items for Discussion & Actions

A. Item: Bathroom Project Update

Action: Discussion & Possible Action

Secondino and Sons was hired and the Board is finalizing the contract; Erik Sanderson was instrumental in the RFP; attorney pointed out a few things that didn't line up; CIRMA had to give recommendations for coverage; Shipman attorney will make final changes and submit.

B. Item: BOE 9000 Series Policies

Action: Vote to Approve

Approximately 25 policies in the 9000 Series were provided without substantive changes needed; there were some grammatical changes and vocabulary updates. Additionally, there are 10 more that need to be looked at and discussed as a Board. The next step is to finish out the 9000s with more substantive changes, potentially different paragraphs or versions of a policy to review to make it more uniform throughout. The Board thanked S. Louden for all her work.

C. Greenhouse made a motion to approve the 9000s Series policies presented, seconded by G. Cremé. S. St. Rock made a few notes of dates needing to be crossed off, those will be updated as of tonight.

6-0-0 (PASSED)

9. Comments from the Public on Agenda Items

A. Cremé – Thanked the Board for all their work.

D. Maldonado Méndez – Posted info for ERC event in the chat.

10. Other Action Items

Summer meeting dates were discussed; the Board wants to move the August 12th meeting to August 5th at 4:00 p.m. (time to be confirmed) for a Board retreat. Superintendent Bruneau will check with Nick from CAFE about his availability for that date.

S. Louden made a motion to move the August 12th meeting to August 5th as a Special Meeting, S. St. Rock seconded the motion.

7-0-0- (PASSED)

The July Board of Education meeting will stay on the 15th.

11. Upcoming Meetings

- Regular BOE Meeting – June 10, 2026, 7:00 p.m.
- Items for Next Meeting – A first read-through of other 9000 policies, Transfers and Possible Action, Capital Plan Review, Bathroom Project Special Meeting may be needed if we want to hire someone to oversee the project over the summer.

12. Adjournment

S. Louden made a motion to adjourn the meeting at 8:13 p.m., seconded by G. Cremé. No discussion.

7-0-0 (PASSED)

Respectfully submitted,

Jen McGoldrick, Clerk

**Grants/Tuition/Expenses FY26
as of 05/05/2026**

Account Id	Description		25/26	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)		\$ 155,566.00	130,882.00		
009-250-0909-0119	PreK Early Start Tuition		\$ 60,480.00	47,855.20		
009-250-0909-0219	PreK Smart Start Tuition		\$ 31,940.00	21,358.00		
	PREK REVENUE TOTAL YTD	4,129.00	\$ 247,986.00	200,095.20		204,224.20 \$ 26,545.48
PREK TUITION EXPENSES: (Local Tuition)			Expenses	Encumbered		Total Expenses FY26
009-101-0909-0000	PreK Certified		\$ 95,887.22	\$ 5,000.00		\$ 100,887.22 2 Teachers
009-102-0909-0000	PreK Non-Cert Salaries		\$ 63,153.42	\$ -		\$ 63,153.42 3 Paras
009-106-0909-0000	PreK Subs		\$ 7,920.00	\$ -		\$ 7,920.00
009-610-0909-0000	PreK supplies		\$ 5,718.08	\$ -		\$ 5,718.08
	PREK TUITION TOTAL:		172,678.72	5,000.00		\$ 177,678.72
EARLY START (Early Start) PREK 2026:		Anti Budget FY26	25/26 Expended	25/26 Encumb		24/25 Balance
009-101-0965-1001	Prek Early Start Salaries	123,000.00	94,654.56			28,345.44 Teacher & Para
	PreK Early Start Competitive Total	123,000.00	94,654.56	0.00		28,345.44
SMART START PREK 2026:						
009-101-0976-1001	PreK Smart Start Ops - Inst Salary	65,000.00	46,858.37			18,141.63 Teacher
	Smart Start Total	65,000.00	46,858.37	0.00		18,141.63
Total Anticipated 2025-2026 Revenue:						
\$247,986.00 (Local Tuition)						
\$123,000.00 (Early Start Grant)						
\$65,000.00 (Smart Start Grant)						
For a total of \$435,986.00						
Less 399,951.00 (Total anticipated salary expense for eight (8) staff						
\$36,035 for supplies/classroom expenditures						