

**ANDOVER ELEMENTARY SCHOOL  
ANDOVER, CT 06232  
Regular Board of Education Meeting  
Wednesday December 13, 2017  
School Library**

**PRESENT:** Chairperson Shannon Louden, Danielle Maguire, Cynthia Murray, Gerard Cremé, Lisa Hewett, Michael Russo

**ABSENT:** Jay Linddy

**ADMINISTRATION:** Sally Doyen, Superintendent  
John Briody, Principal/Director of Curriculum

**OTHERS:** Jennifer Hebert, teacher; Leslie Labenski, teacher; Laura Bush, teacher; Travis Bush, Jen Erami, Jeff Erami, Eliza Erami, Carri-Ann Bell, Derek Bell, Colby Bell, Landon Bell, Jaime Webber, Linda Armstrong, Wendy Kopp, Eric Kopp, Tim O'Brien, Chris O'Brien, Leah Sanderson, Diane Dyckman, Paul Thomas; Sloan Brewster, Rivereast reporter.

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

The meeting was called to order at 7:03 p.m. followed by the Pledge of Allegiance led by the LEGO™ Team students.

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

**3. Approval of Minutes**

**Regular Meeting of November 8, 2017**

A motion to approve the minutes of the November 8, 2017 regular meeting was made by D. Maguire with the following correction: change location to Cafeteria. Motion was seconded by G. Cremé.

**6 – 0 – 0 (PASSED)**

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

Superintendent Doyen requested to add to Item 7A-“Section A.3”, and to add Item 7C-Condensate Tank.

**5. Celebrations – LEGO™ Student Presentation**

Principal Briody introduced the LEGO™ Robotics Team, who participated in competitions again this year. The team competed in Tolland and Shelton. The team consists of 5<sup>th</sup> and 6<sup>th</sup> graders. L. Bush explained the competition. The students presented information on their projects and demonstrated the LEGO™ robot. The theme this year was hydro dynamics. Principal Briody thanked all parents involved.

**6. Chairperson's Oral Report**

- A. S. Louden reported that the Veterans Day program was well attended. Gifts were given to the veterans that attended. On November 14<sup>th</sup> there was a Town of Andover meeting of all Boards and Committees. Each made a presentation of their current activities and plans. S. Louden and G. Cremé attended a recent CABA Conference. G. Cremé commented on the new board member orientation he had attended which was very helpful. The addendum to the contract with Principal Briody has been signed.

B. Principal/Director of Curriculum's Report

Principal Briody reported that the new report cards will be going home with students on Friday. He thanked teacher K. Frazier for her help with the report cards. Teachers have done a lot of work on the report cards; it was an entire school effort. There will be feedback from parents in January or February. This is a pilot year. The Board will see the report cards at a future meeting. The goal is to increase parent involvement. He read to a 3<sup>rd</sup> grade class today. There are three new students that will start in Pre-K in January. Marilyn Piecuch is helping out with Pre-K. Holly Maiorano held three PPTs last week. There is one tomorrow. She generally works a half-day on Tuesdays in addition to full-day Thursdays.

C. Superintendent's Report

1. Updates – Continuing to look at what Suzanne's position requires as far as Special Education legal requirements. Superintendent Doyen thanked Diane Kane for taking on additional responsibilities. She has been a tremendous help and is doing a great job. The Assistant Principal/Special Education Director position will be evaluated at the end of the school year. In line with the Wellness Policy, healthy food and snacks are being looked at. Healthier snacks are being suggested in the classrooms. The ED001 audit has been completed with no issues. This is a \$95,500.00 cut to Andover for the current year. We have realized savings through eliminating the assistant principal replacement, and by reducing speech & language position hours.
2. Report on New Report Card – this was covered in Principal's report.
3. Board of Education Staff Tuition Policy No. 5118.11(a) – This policy required payment for Special Education Services. This is not legal and needs to be removed. Section A 3 also needs to be removed. L. Hewett questioned if non-residents have to be accepted. Superintendent Doyen noted that they don't have to be accepted. M. Russo questioned if this applies to Pre-K. Pre-K is a different structure as grants are used and Pre-K is not legally required.
4. Modification of Teacher Substitute Daily Pay Rate – Superintendent Doyen reported that the school has problems getting substitutes. With this increase, the pay rate per day will rise from \$75.00 to \$80.00 per day. This would be effective on January 1<sup>st</sup>. It is estimated that this would cost \$2,100.00 for this school year. Per the policy following 40 days of consecutive employment, the rate goes to Step 1 of the teacher rate for a certified teacher position. Qualifications for certified teachers were discussed.
5. School Facility Usage – Superintendent Doyen reported that this is an introductory discussion. Principal Briody noted that scheduling use of the facility has been challenging. More community access is wanted but the policy is not being followed. Insurance liability was discussed. Basketball for the Town was discussed. Use by groups that want to use the gym and the priorities for the groups was discussed. Other area gyms charge for use.

D. Enrollment

Two new students enrolled in December. One in kindergarten and one in 5<sup>th</sup> grade.

E. Financial Report

The report was reviewed. There are enough funds in this fiscal year to cover the increase for substitutes through the savings in the administrator position. The condensate tank is part of the heating system. Pictures of the tank were distributed. There were heating issues in part of the school today related to a pump in the system. Estimates for repair are being solicited. It could potentially be repaired during the February break.

- F. Health Room Report  
The report was reviewed. There was one tick removal this month.

**7. Action Items**

- A. Modify Tuition Policy N. 5118.111(a) Removing Section D3 & Section A3

**Motion made by G. Cremé to modify Tuition Policy No. 5118.113(a) and remove Section D3 and Section A3. Motion seconded by C. Murray.**

**6 – 0 – 0 (PASSED)**

- B. Modify Substitute Pay Rate

**Motion made by D. Maguire to modify current \$75.00 per day certified staff substitute rate to \$80.00 per day effective January 2, 2018. Motion was seconded by M. Russo.**

**6 – 0 – 0 (PASSED)**

- C. Condensate Tank

**Motion made by M. Russo to approve replacement of the condensate tank. Motion was seconded by G. Cremé.**

**6 – 0 – 0 (PASSED)**

**8. Comments from the Public on Agenda Items**

Sloan Brewster, reporter from the Rivereast, introduced herself.

**9. Upcoming Meetings**

Regular Board Meeting – January 10, 2018

Items for next meeting – Discussion on 2018-2019 budget, school calendar.

**10. Adjournment**

**Motion to adjourn made by M. Russo. Motion seconded by C. Murray.**

**6 – 0 – 0 (PASSED)**

Meeting adjourned at 8:25 p.m.

**Respectfully Submitted,  
Kathleen E. Chapman, Board Clerk**