

**ANDOVER ELEMENTARY SCHOOL
ANDOVER, CT 06232
Regular Board of Education Meeting
Wednesday November 8, 2017
School Cafeteria**

PRESENT: Chairperson Shannon Louden, Danielle Maguire, Cynthia Murray, Gerard Cremé, Lisa Hewett (8:05 p.m.)

ABSENT: Jay Linddy, Michael Russo

ADMINISTRATION: Sally Doyen, Superintendent
John Briody, Principal/Director of Curriculum
Suzanne Guglietta, Assistant Principal/Director of Special Education

OTHERS: Teachers: Matthew Piros, Kirstina Frazier, Jon Moynihan, Jennie Morrell

1. Call to Order/Pledge of Allegiance

The meeting was called to order at 7:00 p.m. followed by the Pledge of Allegiance led by S. Guglietta.

2. Comments from the Public – None

3. Approval of Minutes

Regular Meeting of October 11, 2017

Motion made by D. Maguire to approve the minutes of the Regular Meeting of October 11, 2017 with the following corrections; page 2, D3 – remove also met change to attended the meetings of, add dollars. Page 2 F change reported to report. Page 4, add item H Motion made by G. Cremé and seconded by L. Hewett to appoint S. Louden to the Town CIP Committee. Motion passed 4-0-0.

4- 0 -0 (PASSED)

4. Opportunity to Add or Delete Agenda Items

Superintendent Doyen requested to add Item 6.D.8 Town Planning Meeting, Item 7.C Approve the Requested Leave of Absence for Tammy DuBose, Item 7.D Approve the 2018-2019 Fuel Contract, Item 7.E Approve the Board of Education Goals for 2017-2019 as presented.

5. Celebrations

S. Louden expressed the gratitude of the Board to S. Guglietta for the work she has done. G. Cremé thoroughly enjoys the weekly newsletters. They are great. Principal Briody will check his email to make sure all Board members are included.

6. Reports

A. Chairperson's Oral Report

S. Louden reported that, with the State budget passed, there will be a \$116,000.00 cut to the ECS Grant for the current year. There is no need to make any further cuts. One half of the \$116,000.00 is for RHAM. S. Louden expressed gratitude to Superintendent Doyen and Laura Webb for their work that was done on a daily basis. S. Louden noted that we should

be o.k. for this year and next. There may be a \$28,000.00 reduction in the second year of the State budget.

B. Assistant Principal/Director of Special Education Report

S. Guglietta reported that a site visit was made by representatives from the State Office of Early Childhood on October 25th. They gave positive feedback about the Pre-K program. The additions that have been made to the program inside and outside the building were reviewed. There is one more slot available in Pre-K. If the slot is not filled \$5,000.00 could be removed from Pre-K. There is \$19,000.00 left in the Capital Improvement Fund for the Pre-K program. Regional Special Education Directors met on October 20th. A law went into effect on July 1st that eligible students need to be identified as Gifted and Talented. Andover is all set with testing. Principal Briody will be forming a Gifted and Talented committee. During professional development yesterday, the QRIS system was discussed. This is a pilot program at this point for Pre-K.

C. Principal/Director of Curriculum Report

Principal Briody noted that S. Guglietta will be missed tremendously. He appreciates everything she brought here and he thanked her for her efforts. Parent teacher conferences are underway. The Veterans' Day assembly will be held tomorrow at 9:00 a.m. There are monthly book themes. This month is Respect. The theme will be changed every month. The volunteer adult mentoring is going well. Internally there are teachers that have one to three students each.

D. Superintendent's Report

1. Updates

2. Report Card Update – Principal Briody noted that this information was presented to the PTA last week. A report card timeline was distributed. A pamphlet for staff and families has been created. Principal Briody reviewed the process that has been done to this point. Teachers M. Piros and K. Frazier were recognized for their work on the process. This change was led by teachers. The pamphlet will be distributed at fall parent teacher conferences. Principal Briody presented a Power Point presentation on standards-based grading. This is a pilot for this year. Parent feedback will be requested at a parent night in January. A survey will be done at the end of the year. This has to be valuable to parents and students. Teachers are all on board with the change. G. Cremé thanked Principal Briody and the staff for a wonderful job. Principal Briody credited the staff. D. Maguire commented that this was a thoughtful roll-out process.

3. Administrator Duty Assignments

Superintendent Doyen reported that with S. Guglietta leaving, the three major areas of responsibility will be Preschool, Special Education and Assistant Principal duties. A Special Education administrator, contractor Holly Maiorano, has been hired for one day a week. This will be for the remainder of the school year. Marilyn Piecuch, who is the Pre-K liaison for the State, will collaborate weekly with the principal. Principal Briody will take on additional teacher and non-certified evaluations. There will be ongoing discussion on the structure of administration and an analysis to decide on the configuration.

4. Oil/Diesel Contract Information

A contract has been signed with Dime Oil of Waterbury, Connecticut. This is a consortium contract. Prices have increased. Next year, fuel costs will increase by about \$11,000.00.

5. Board of Education Goals 2017-2018

Board goals were distributed, reviewed and discussed.

6. 2017-2018 Budget Status

The five-year Capital Improvement Plan was distributed. Superintendent Doyen reported that this year the water tank and the control panel have been identified for replacement. The superintendent will be pursuing an RFP for this project. S. Loudon requested the status of field trips. Principal Briody reported that they are back in business. A letter to families is going home tomorrow. In November, the 4th grade will be visiting the Science Center. The 5th grade will be going to see the movie Wonder on November 17th in Mansfield. They have been studying the book. G. Cremé inquired about the 6th grade lightbulb fundraiser. S. Loudon explained the fundraiser. S. Guglietta noted that \$357,000.00 was brought into the district this year by the Pre-K program, the Smart Start Grant and the Special Education grant. This is 12% of the budget.

7. Title IV Grant

Superintendent Doyen reported this is a new grant for Andover. It is the ESSA Title IV, Part A grant. AES is eligible for \$10,000.00. S. Loudon inquired if DARE has started. Principal Briody reported that it has started and is going well. Trooper Abby is doing a great job. The students are five weeks into the ten-week program.

8. Town Planning Meeting

S. Loudon reported that Eric Anderson has called for an all Board chairs and commissioners to meet on November 14th at 6:00 p.m. S. Loudon will forward the agenda. This is a planning meeting for the Town for the next five years and 15 years.

E. Enrollment Report

The report was reviewed. It was noted that one student left to be home schooled. Two students are starting on Monday. One is in kindergarten and one is in 5th grade.

F. Financial Report

This report was reviewed.

G. Health Room Report

This report was reviewed.

H. Technology Report

This report was reviewed. Kirstina was thanked for her assistance.

7. Action Items

- A. Approve Title IV Grant request in the amount of \$10,000.00 and submit to CSDE

Motion made by G. Cremé to approve the Title IV Grant request in the amount of \$10,000.00 and submit to CSDE. Motion seconded by C. Murray.

5- 0 -0 (PASSED)

- B. Accept resignation of Assistant Principal/Director of Special Education

Motion made by C. Murray to accept with regret the resignation of Assistant Principal/Director of Special Education. Motion seconded by D. Maguire.

5- 0 -0 (PASSED)

- C. Approve the requested leave of absence for Tammy DuBose
Superintendent Doyen read the letter of request of leave of absence for Tammy DuBose. She is a paraprofessional in Pre-K. This leave of absence will be effective in January.

Motion made by G. Cremé to accept the requested leave of absence for Tammy Dubose. Motion seconded by D, Maguire.

5- 0 -0 (PASSED)

- D. Approve the 2018-2019 fuel contract as presented

Motion made by D. Maguire to approve the 2018-2019 fuel contract as presented. Motion seconded by. G. Cremé.

5- 0 -0 (PASSED)

- E. Approve the Board of Education goals for 2017-2019 as presented

Motion made by G. Cremé to approve the Board of Education goals for 2017-2019 as presented. Motion was seconded by C. Murray.

5- 0 -0 (PASSED)

8. Comments from the public on agenda items

S. Loudon commented on the aging population of Andover and how to market Andover. The Pre-K pamphlet was reviewed.

9. Executive Session

Motion made by G. Cremé to enter into Executive session at 8:32 p.m. for the purpose of contract negotiations and to invite the Superintendent and Principal. Motion seconded by D. Maguire.

5- 0 -0 (PASSED)

Executive Session ended at 9:32 p.m.

Motion made by S. Loudon to authorize Superintendent Doyen to develop a contract addendum for Principal John Briody's added job responsibilities (following the resignation of the assistant principal/special education director) including additional compensation for the remainder of the current 2017-2018 fiscal year. Seconded by D. Maguire.

5- 0 -0 (PASSED)

10. Upcoming Meetings

Reminder – Regular Board Meeting – December 13, 2017

11. Adjournment

Motion made by G. Cremé to adjourn the meeting. Motion was seconded by C. Murray.

5- 0 -0 (PASSED)

Meeting adjourned at 9:35 p.m.

Respectfully Submitted,

Kathleen E. Chapman, Board Clerk