

**ANDOVER ELEMENTARY SCHOOL
ANDOVER, CT 06232
Regular Board of Education Meeting
Wednesday December 11, 2019
School Library**

PRESENT: Chairperson Shannon Loudon, Cynthia Murray, Gerard Cremé, Daniel Foran, Lisa Hewett, Brandon Lorentz

ABSENT: Steven Fuss

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

OTHERS: Parents, Teachers, and Other Members of the Community

1. Call to Order/Pledge of Allegiance

Chairperson Shannon Loudon called the Regular Meeting to order at 7:06 p.m. The Pledge of Allegiance was recited. Chairperson Shannon Loudon announced that the BOE will be limiting public comments to 3 minutes per person.

2. Comments from the Public & Other Communications

Adrian Mandeville of 149 Boston Hill Rd - Encouraged the BOE to consider switching Public Speak prior to Action Item motions.

Kelly Haggerty of 249 Long Hill Road – Requested for her public comments to be included in the November 13, 2019 BOE Regular Meeting Minutes.

A motion to include Kelly Haggerty's comments in the November 13, 2019 BOE Regular Meeting Minutes was made by D. Foran. C. Murray seconded the motion.

6 – 0 – 0 (PASSED)

Amy Knox of School Road – Asked about COOL use of the 3-4 wing.

Anna Glowacki of Lakeside Drive – Inquired if there will be more information on merging school with Bolton.

Shannon Loudon – Requested to amend the agenda to move the Lego League & Student Council presentations prior to Item 3. Approval of Meeting Minutes.

Student Council Presentation: Students presented their goals, accomplishments, and recent events including Unity Day, to promote kindness and anti-bullying, etc. Gerry Cremé encouraged the students to request funds for their upcoming projects in written form to the BOE.

Lego League Presentation: Students presented their project with the goal of being able to identify a problem in their community and then create an innovative solution on how to solve it. The students presented an outdoor classroom near the Doris E. Chamberlain Nature Pond.

3. Approval of Minutes

- Regular Meeting of November 13, 2019

Shannon Loudon read amendments to page 3 of the meeting minutes.

A motion to approve the Regular Meeting Minutes of November 13, 2019 as amended was made by G. Cremé. B. Lorentz seconded the motion.

6 – 0 – 0 (PASSED)

4. Opportunity to Add or Delete Agenda Items

Daniel Foran requested to add the use of the 3-4 Wing to the agenda under Item 6. Reports.

5. Celebrations by Principal John Briody

- Unity Day was a great success. Photos are posted on the AES website.
- D.A.R.E. Graduation for 6th graders was held recently.

6. Reports

A. Chairperson's Oral Report – Chairperson Shannon Loudon, as the Liaison to the Capital Improvement Planning Committee, attended the recent meeting and thanked the Town Administrator for his long-term planning for the Town.

B. Principal's Report by John Briody

- Paraprofessionals to Hire for Grades 2 and 5 – In the process of hiring 2 paraprofessionals starting on 1/2/2020. Conducting interviews with 4 candidates next week. Teachers will serve on the new hire committee and sit in on interviews.
- Lego™ League Presentation – previously presented.
- Student Council Presentation – previously presented.
- First trimester report cards go home on Friday 12/13/19. Expressed appreciation for the time AES teachers take to provide written progress reports.
- Intergenerational Day – Hosted right before Thanksgiving, and it was a very successful community event.
- Pre-k classrooms have 15 students in each and all grant spots are filled.
- PTA Holiday Pancake Breakfast & Fair is this Saturday, December 14th from 8:00-11:00 a.m. in the AES cafeteria.
- Stuff the Cruiser will be held on December 16th & Stuff-a-Bus will be held on Wednesday, December 18th in the AES parking lot.
- Holiday Sing-a-long is on Friday, December 20th at 2:30 p.m. in the gym.

C. Superintendent's Report

1. *Updates* – Putting together next year's budget and it will be brought to the BOE at the Wednesday, January 8, 2020 BOE Regular Meeting. S. Loudon stated that budget workshops could be scheduled if needed.
2. *Class Size Policy 6152 Review* – A review and possible changes were presented by the Superintendent.
3. *Report on Shared Services w/ Bolton & Town Use of the Music Room by Eric Anderson, Town Administrator* – Eric Anderson presented on the Cost Analysis of Education and General Budget of the Town of Andover (attached).
 - Eric Anderson: Per Daniel Foran's request, Eric Anderson will provide the data sources for elementary school cost comparisons referenced from the State of CT.
 - Daniel Foran: Inquired on how Town can bring in more commercial tax base to take the burden off residents.
 - Eric Anderson: Entire commercial zone is on Route 6. There are environmental constraints and no sewer system or water supply, hence not attracting businesses. The Town Planning and Zoning Commission recently reshaped the Zoning Regulations to allow full mixed use development on Route 6. There is a great deal of commercial property available in town, yet no interest.

- Town Administrator: Shared that he was approached from Bolton schools in October 2019 to consider sharing educational services.
 - Daniel Foran: Suggested that the BOE Shared Services Committee research and fact find.
4. *Discuss 2 Board of Education Members and 2 At-Large Members to Serve on Committee for Shared Services w/ Other Towns or Schools & Discuss Committee Facilitator* – Shannon Loudon announced that the Board of Selectmen members will be Adrian Mandeville and Paula King, and the Board of Finance member will be Chair Marc Brinker. The BOE has received four applications from at-large members of the community and will include all four on the committee.
 5. *Discussion of Building Access by Teachers Outside of School Hours* – Andover Education Association distributed information to the BOE members regarding building access for elementary school teachers outside of their required contracted hours. Additional information provided by Mr. Briody.
 - Principal John Briody: Following consultation with AES attorneys in terms of liability issues, the recommendation for the BOE with support from attorney, Shipman and Goodwin, is for staff hours to be 7:00 a.m. to 7:00 p.m., Monday through Friday. Recommendations would provide teachers with almost four hours after the students leave and 75 minutes prior to students arriving in the morning. It is for the BOE to decide.
 6. *Use of 3-4 Wing* - Currently, there are four classrooms in that wing, with three of the rooms being used:
 - 1st Room = Occupational Therapy/Physical Therapy services with equipment in use every day.
 - 2nd Room = Special Education student who requires a separate space every day.
 - 3rd = Instructional Room with tables, desks & chairs provided for teachers/paraprofessionals to meet in small instructional groups with students.
 - 4th = Not used.

Superintendent Doyen received a request from the C.O.O.L. Program to use two classrooms for their before/after school program.

She has communicated with the Town of Andover that the downstairs Music Room is available for Town meeting usage after hours.

Principal John Briody confirmed that the Maker Space and Computer Lab would not be moved to the open room in the 3-4 wing.

D. Enrollment Report

Provided to the BOE members.

E. Financial Report

Additional Information from Business Manager and Expanded Financial Handouts – Laura Edwards provided a handout and presentation for the BOE members on the following:

- Budget Transfers for Additional Classroom Staffing
- Monthly Object Summary
- Monthly Function Summary

Daniel Foran requested information on EastConn services for a future meeting.

F. Health Room Report

Health Services Summary provided from November 1, 2019 to November 27, 2019.

7. Action Items

- A. Appoint 4 BOE Members and 4 At-Large Members to Serve on a Committee to Explore Sending AES Students to Another Town.

Board of Selectmen members will be Adrian Mandeville and Paula King. Board of Finance member will be Chair Marc Brinker.

A motion to appoint 4 BOE members [Shannon Loudon, Gerry Cremé, Daniel Foran, Steven Fuss] and 4 At-Large members [Neil Weathers, Kate Marino, Caitlin McIntosh Greenhouse, Danny Holtsclaw] to serve on a committee to explore how other towns are addressing decreasing student population and shared services was made by S. Loudon. G. Cremé seconded the motion.

6 – 0 – 0 (PASSED)

- B. Approve Town of Andover Use of AES Music Room for Town Meetings.

A motion to approve the Town of Andover's request for Use of AES Music Room for Town Meetings was made by G. Cremé. D. Foran seconded the motion.

Discussion: Shannon Loudon requested no touching of the instruments.

6 – 0 – 0 (PASSED)

- C. Approve Revised Policy 6152 as presented.

A motion to approve the revised policy 6152 as presented was made by C. Murray. G. Cremé seconded the motion.

Discussion: Daniel Foran dislikes using the word "facility". Brandon Lorentz provided copies of a revised policy.

FIRST AMENDMENT: Remove word "facility" from yellow highlighted portion in paragraph 1.

1 – 5 – 0 (FAILED)

D. Foran (1) voted in favor of removing the word "facility". S. Loudon, G. Cremé, L. Hewett, C. Murray and B. Lorentz (5) voted against.

SECOND AMENDMENT: Accept a revised policy as presented by Brandon Lorentz to replace paragraph 4 of current policy as follows:

Instruction

Grouping Policy

When a class size reaches twenty-one (21) students or has 50% or more students with specialized learning plans, an additional class shall be added for that grade level. Special consideration will be given to maintaining lower class sizes at the K-3 level. When a grade K-3 class approaches 16 students or has 50% or more students with specialized learning plans, consideration will be given to alternative arrangements. Alternative arrangements will be one of the following:

- a. Instructional Assistants added to the class*
- b. Additional class added*

2 – 4 – 0 (FAILED)

B. Lorentz and D. Foran (2) voted in favor of Lorentz revision. S. Loudon, L. Hewett, C. Murray, G. Cremé (4) voted against second amendment.

Accept Policy 6152 as presented by Superintendent Doyen.

4 – 2 – 0 (PASSED)

S. Loudon, L. Hewett, C. Murray and G. Cremé voted in favor of accepting Policy 6152 as presented by Superintendent Doyen. D. Foran and B. Lorentz voted against.

- D. Approve Budget Transfers as presented.

A motion to approve the budget transfers presented was made by G. Cremé. L. Hewett seconded the motion.

6 – 0 – 0 (PASSED)

- E. Approve Request for Leave for Crystal King-Adanti as presented.

A motion to approve the request for leave for Crystal Adanti as presented was made by L. Hewett. C. Murray seconded the motion.

6 – 0 – 0 (PASSED)

- F. Accept Resignation for Retirement Purposes of Anne Keedy, Effective June 2020, with regrets.

A motion to accept the resignation with regrets for retirement purposes of Anne Keedy, effective June 2020, was made by C. Murray. B. Lorentz seconded the motion.

6 – 0 – 0 (PASSED)

- G. Accept the Hiring of Sooran Sim as an AES Music Teacher Under a DSAP Certificate.

A motion to approve the hiring of Sooran Sim as an AES Music Teacher under a DSAP Certificate was made by C. Murray. G. Cremé seconded the motion.

6 – 0 – 0 (PASSED)

- H. Building Access by Teachers Outside of School Hours.

A motion to allow teachers to work in the building on the condition that one custodian is in the Andover Elementary School building was made by D. Foran. B. Lorentz seconded the motion.

5 – 1 – 0 (PASSED) (S. Loudon opposed)

- I. 3-4 Wing Room for C.O.O.L. Program.

A motion to approve the use of the 3-4 wing for 1 classroom for the C.O.O.L. Program was made by C. Murray. G. Cremé seconded the motion.

Discussion: Lisa Hewett requested that all of the same rules apply to the program as other groups.

6 – 0 – 0 (PASSED)

8. Comments from the Public on Agenda Items

Adrian Mandeville – Inquired if BOE email addresses are located on AES/town websites and received confirmation that they are on the websites.

Kelly Haggerty of 249 Long Hill Road – Requested that the BOE move Public Comments to precede Action Items, asked for more transparency on how the 3-4 wing rooms are being used, and voiced concerns that teachers need time to work after hours to get work done in the classrooms.

Bob Hamburger of 101 Shoddy Mill Road – Expressed concern regarding only one student in a special classroom.

9. Upcoming Meetings

- Regular Board Meeting – January 8, 2020
- Items for Next Meeting
 - 2020-2021 Budget Presentation

10. Adjournment

A motion to adjourn the Regular Meeting was made at 9:59 p.m. by G. Cremé. C. Murray seconded the motion.

6 – 0 – 0 (PASSED)

First draft of unapproved minutes were submitted by Temporary Board Clerk, Amanda Gibson. These minutes were revised by another party following Amanda Gibson's first submission of the Meeting Minutes.

Proposed by B. Lorentz at December 11, 2019 BOE Meeting:

Replaces paragraph 4

Instruction

Grouping Policy

When a class size reaches twenty-one (21) students or has 50% or more students with specialized learning plans, an additional class shall be added for that grade level. Special consideration will be given to maintaining lower class sizes at the K-3 level. When a grade K-3 class approaches 16 students or has 50% or more students with specialized learning plans, consideration will be given to alternative arrangements. Alternative arrangements will be one of the following:

- c. Instructional Assistants added to the class
- d. Additional class added

AES Board of Education December 2019

Cost Analysis of Education and General Budget

Eric Anderson

Town Administrator

Presentation Outline

- Purpose of the study
- Reference Group
- Data Sources
- Mill rates
- Spending per Capita
- Percentage of Town Revenue spending on Education vs General Budget
- Cost/student data for AES and RHAM
- Student/Teacher Ratio
- Non-Educational Spending
- Questions

As far as I know, these numbers are accurate as presented.

How these numbers translate into budget priorities is largely a political decision that rests with the Board of Selectmen, Board of Finance and Board of Education, respectively.

Purpose of this Presentation

The First Selectman asked me to examine the relative costs of education and general spending within the Town of Andover compared to surrounding towns. The AES Superintendent asked me to present my findings to the Board of Education.

1. Comparison of Mill rates for Andover and surrounding towns as well as the per capita total budget.
2. The total cost per student in Andover for both the Andover Elementary School and RHAM compared to other similar municipalities.
3. Student/Teacher Ratio
4. The fraction of Andover's revenue that is spent on education vs. general government compared to surrounding towns, the school districts that make up RHAM, and towns in Eastern Connecticut with similar populations.

Reference Group

To make reasonable comparisons:

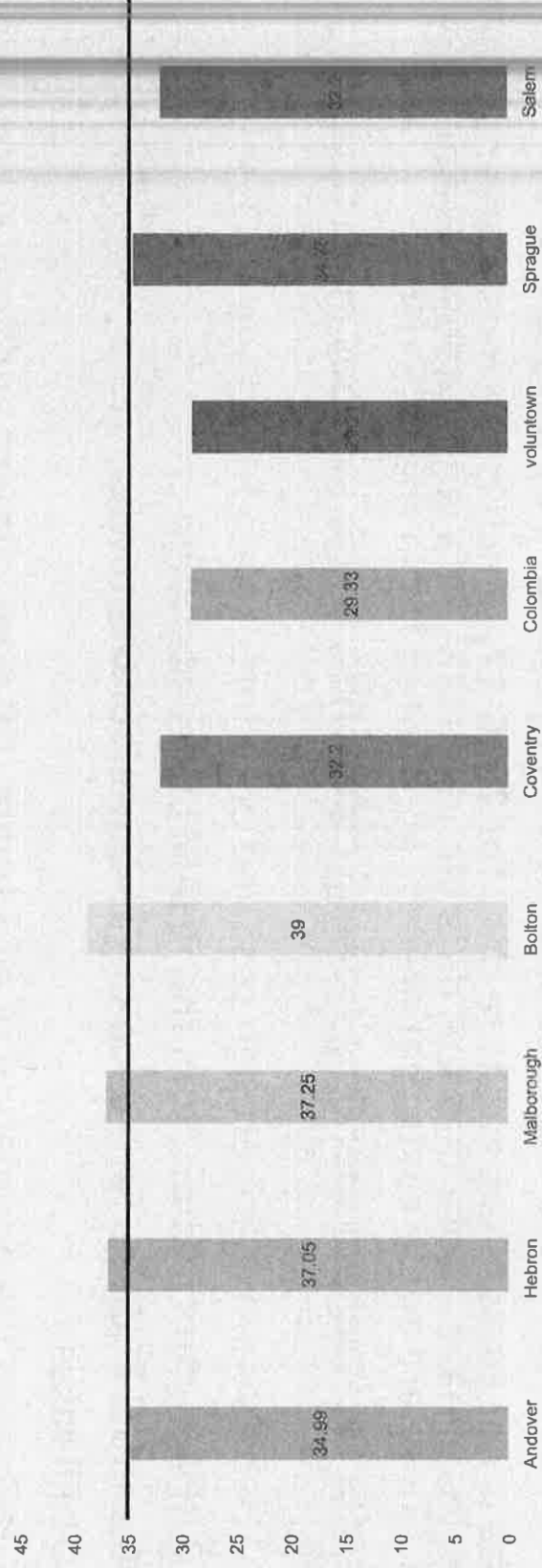
- As a Reference group, provided data includes Andover, Hebron, Marlborough, Bolton, Coventry, Columbia, Voluntown, Sprague, and Salem.
- The last 3 Towns were chosen because they had slightly lower or higher populations compared to Andover and were located in Eastern Connecticut.

Data Sources

- Population data is census estimate as of July 2018 provided by the State of CT
- NCE data is net current expenditure data for **2016-17**, which is the most current **COMPLETE** data set that I have. Note that this data blends RHAM data with Andover Elementary School. There are some costs that are not accounted for in the NCE data.
- Data set for total school spending from all categories, which includes more than the NCE data set
- 2019-20 Hebron and Marlborough cost and enrollment data from their CEOs
- 2019-20 RHAM information from the RHAM Superintendent
- 2019-20 annual budgets for education and total for the towns
- 2019-20 mill rates
- RHAM data used the population of all 3 towns, total enrollment and total school budget.
- Cost of Andover Elementary School for the current year was calculated by taking the current year budget and adding in the income from Pre K as well as grants, and "in kind" contributions from the Town (insurance) from last year since the exact numbers for this year are not known yet.

Mill Rate 2019-20 data

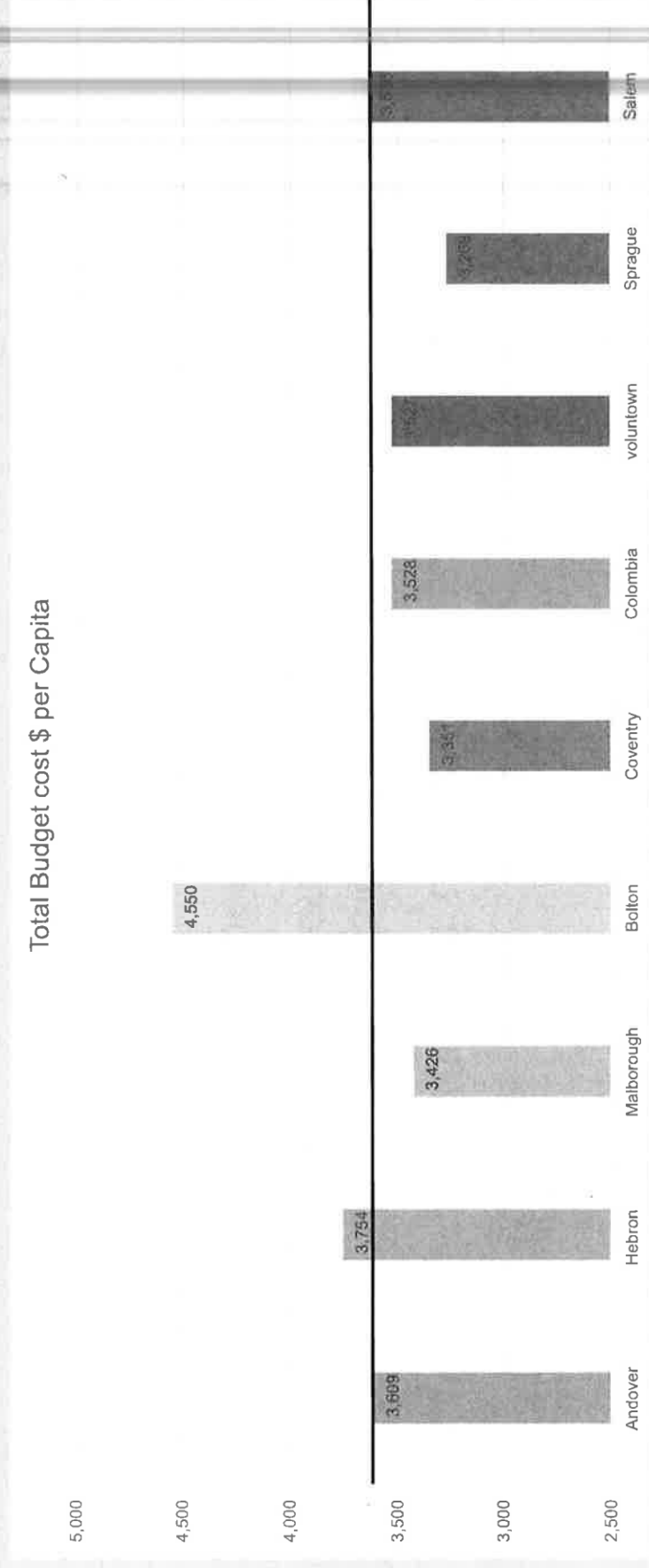
70% fair market value \$ per \$1000 assessed property value



Total Spending Per Capita

- Andover Spends \$3609 per capita in total spending.
- This compares with an average of \$3628 and a range between \$3268 (Sprague) and \$4,550 (Bolton) for the cohort.
- Andover's total spending per capita is in line with other towns.

Total Spending Per Capita 2019-20

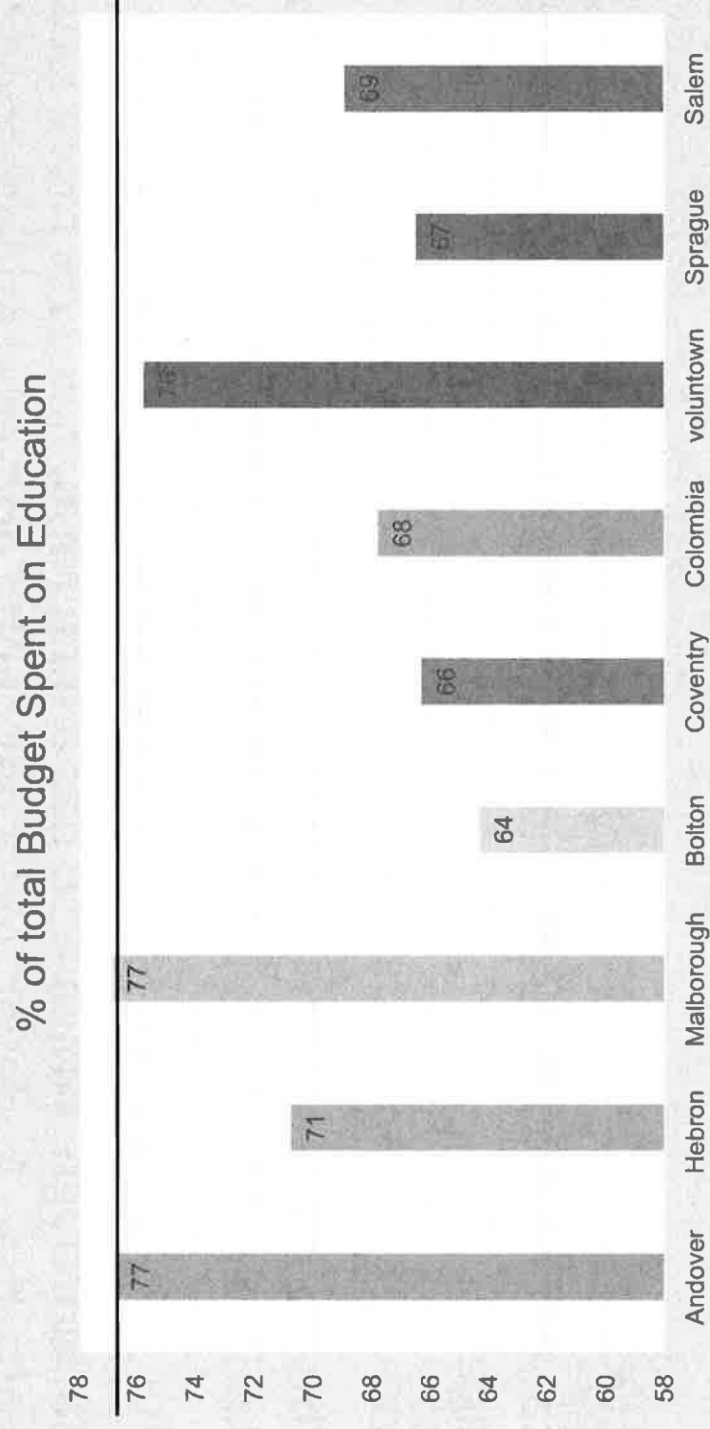


Fraction of Total Spending on Education

Data determined by examining municipal educational spending/total budget

- Andover spends 77% of its total budget on education.
- This compares with an average of 70% and a range between 77% (Andover- Marlborough) and 64% (Coventry) for the cohort.
- Andover's fraction spent on education is 7% higher than average.
- Marlborough, which also has a high ratio, has 17% more kids per capita than Andover and a per capita non-educational spending budget lower than Andover, which explains its high ratio.

Fraction of Spending on Education 2019-20



Factors affecting the 2020-21 Budget

- Andover's expenditure for RHAM is likely to go up 7% based on Andover's increased fraction of the RHAM student body
- RHAM's overall budget compared to last year's is likely to increase 2% based on previous year trends
- Andover will likely lose ~ \$67,300 in ECS funding in the next Budget Cycle and \$134,700 the year after (compared to the 2019-20 funding level)
- ECS funding in the next Budget Cycle per the biannual State Budget
- Worst case total cost increase from these factors is **\$499,000**
- **This equates to about 2 mills tax increase**

Total Cost Per Student for RHAM High School/Middle School

- 2016-17 Data: RHAM had an average cost of \$15,962/student. This compared to an average cost for their cohorts of \$18,005.
- Current year: RHAM was the lowest average cost per student of any regional high school. It compares very favorably in the State Cohort which compares schools with similar per capita income.
- The overall cost per student at RHAM is very competitive. However, the increase in costs to Andover will be a concern.
- For Andover, the enrollment at RHAM is projected to increase from 236 to 245 students which will change our levy percentage from 16.44% to 17.34% of the total RHAM costs. In a level budget, this would increase Andover's expense for RHAM by 6.9%
- Assuming a Budget rise of 2% next year, Andover should expect to see an ~9% increase in the RHAM budget this fiscal year.

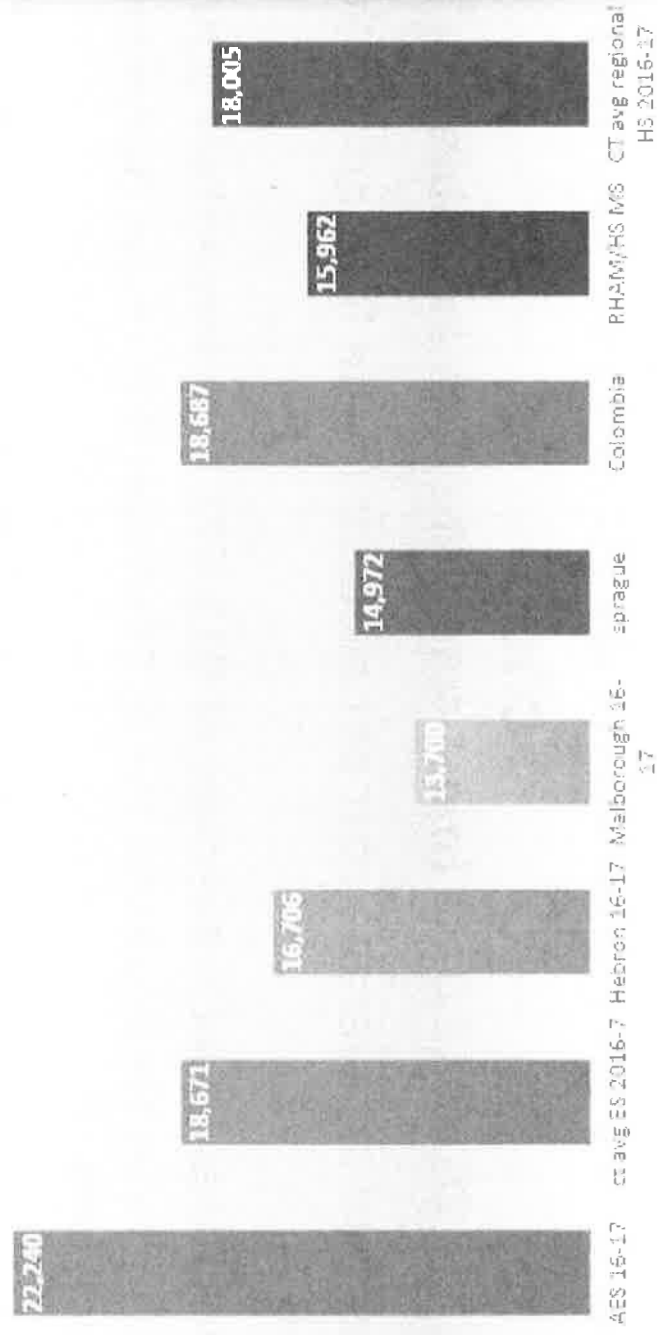
Total cost per Student at Andover Elementary School

2016-17 Data (most complete data available)

- Andover had an average cost per student in the Elementary School of **\$22,240**
- This compares to a CT average of **\$18,671** for elementary schools
 - Data includes total costs for the 46 CT schools that report Elementary Schools only.
- The Towns in the cohort that report elementary school spending only spend an average of **\$17,261** with the range High **\$22,240** (Andover) and Low **\$13,700** (Marlborough)

Elementary School Cost Comparisons

2016-17 average cost per student



Total cost per Student at Andover Elementary School

2018-19 Data DR8 Data Set

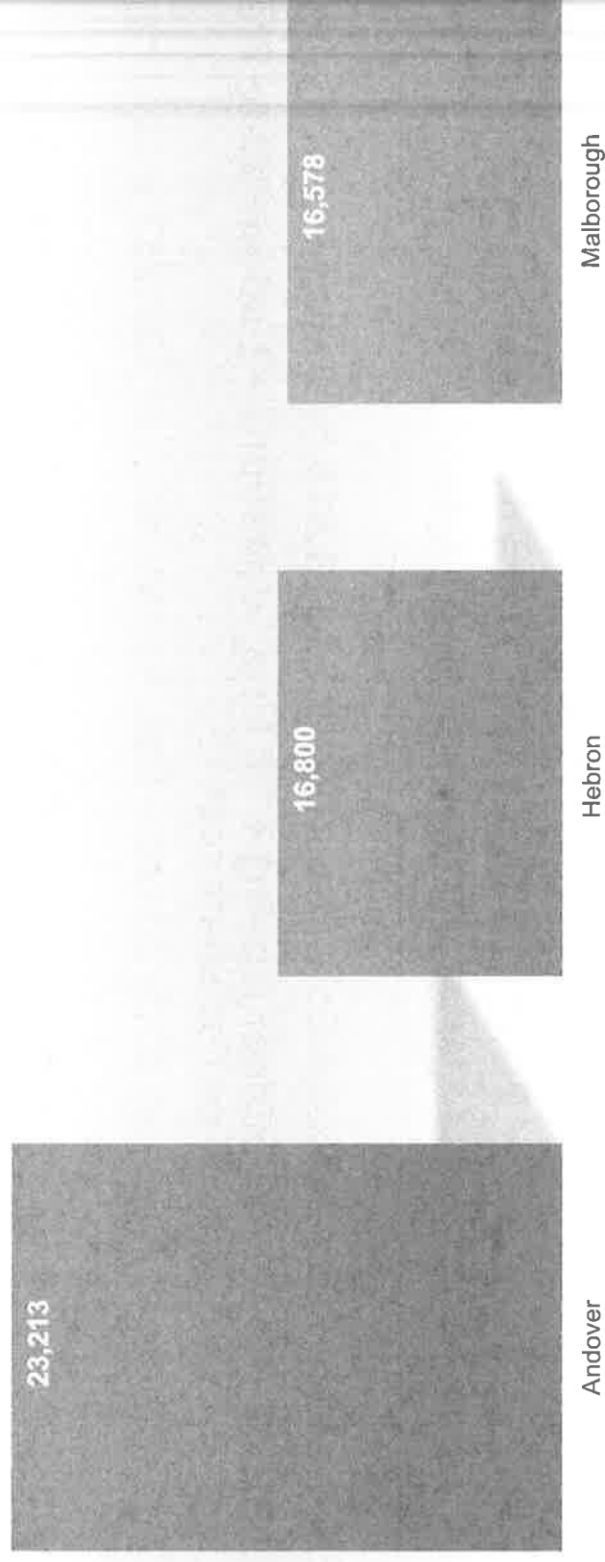
2019-20 Data Incomplete

- AES Average 2018-19 total Cost Per Student of **\$23,315** Including PreK
 - using the school budget (spent) + "in kind" donations + tuition+ state PreK grant for the total per student cost
- AES (Estimated) Average 2019-20 total Cost Per Student of **\$23,213** including PreK
 - using the school budget + "in kind" donations + tuition+ state preK grant for the total per student cost
- AES (Estimated) Average 2019-20 total Cost Per Student of **\$26,509** Excluding PreK
 - using the school budget + "in kind" donations only. 155 K-6th grade students the total per student cost

District 8 2019-20 Elementary School Spending

Pre K -6th grade

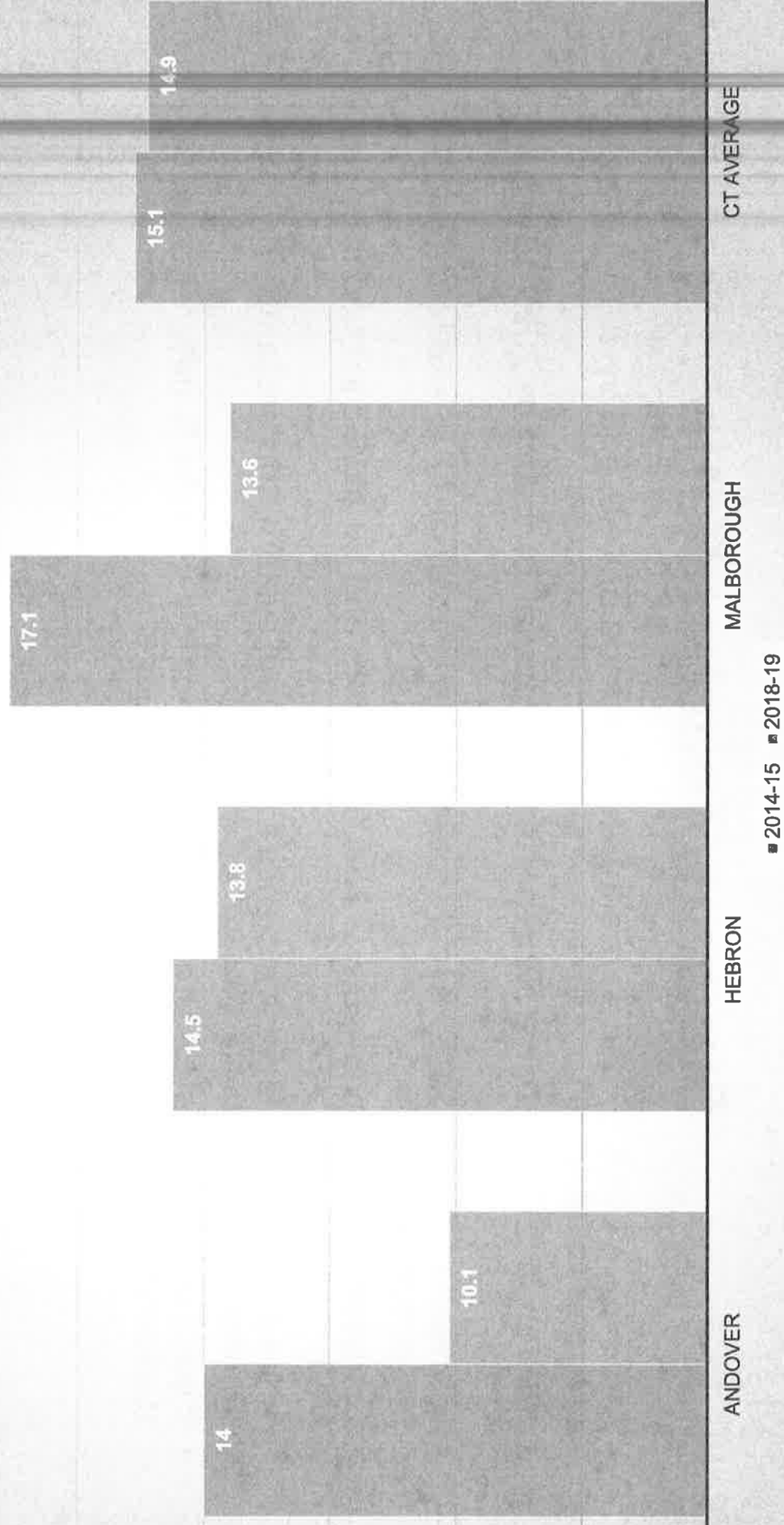
Current Elementary school cost/student



Student/Teacher Ratio

- **Andover** in 2014-15 had a student- teacher ratio of 14.0, and by 2018-19 it had dropped to **10.1**.
- **Hebron** in 2014-15 had a student- teacher ratio of 14.5, and by 2018-19 it had dropped to **13.8**.
- **Marlborough** in 2014-15 had a student-teacher ratio of 17.1, and by 2018-19 it had dropped to **13.6**.
- **Connecticut** state average was 15.1 in 2014-15 and by 2018-19 it had dropped to **14.9**.
- Since payroll is the largest expense for a school system, this accounts for much of Andover's high costs for student education.
- If you take Hebron's cost per student and multiply it by the % difference in student/teacher ratio, you get Andover's budget

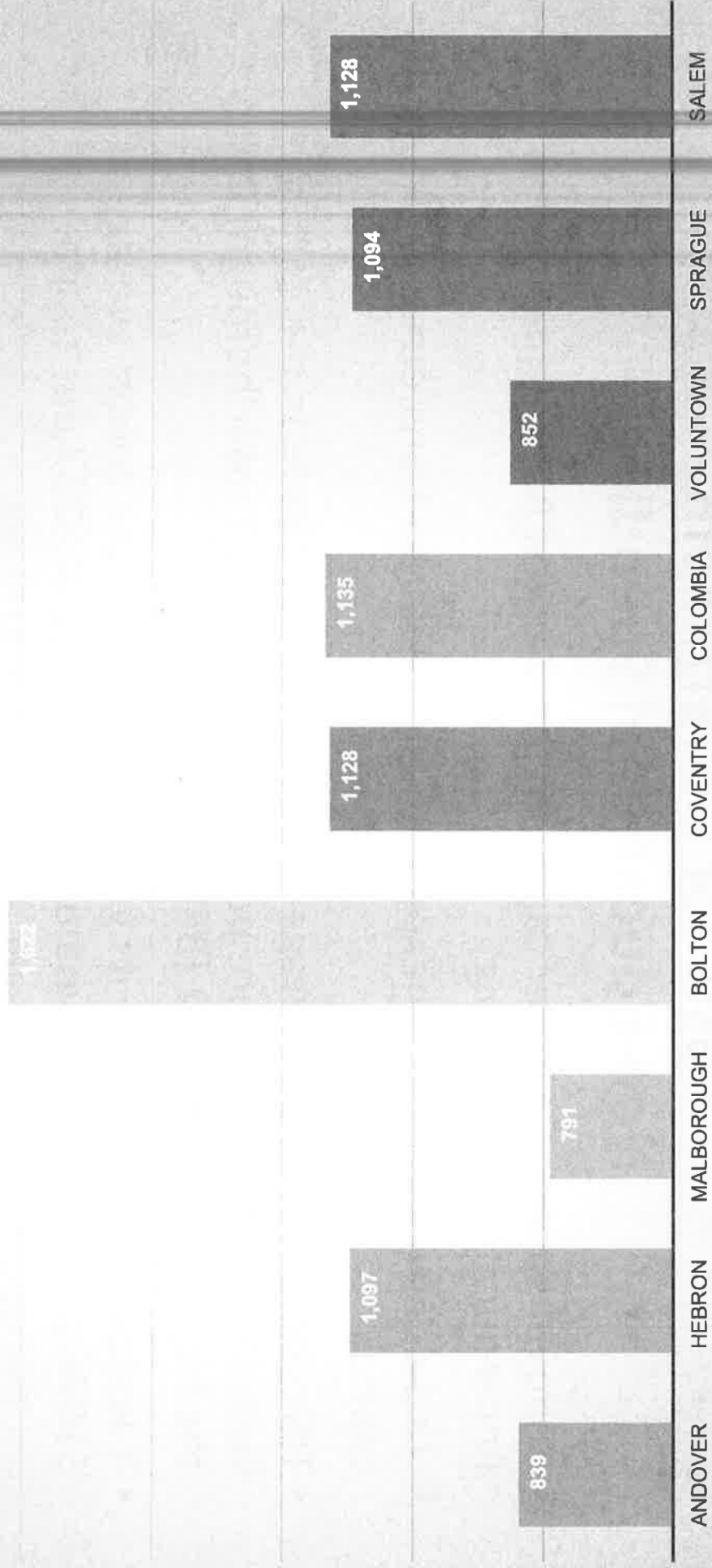
Student: Teacher Ratio



Costs for Government Non-Educational Spending

- Andover spends \$839 per capita on the General Budget (defined as non-educational spending).
- This does not include unexpended fund balance transferred to capital.
- This compares to an average of \$1076 for the Towns in the cohort with the least expenditure per capita being \$791 (Marlborough) and the highest being \$1,622 (Bolton).
- If Andover were to raise its general budget to the cohort average of \$1076 per capita, that would be an increase of \$237 per capita.
 - This would increase the operating budget by **\$766,000**.
 - This would represent an increase of more than 3 mills.

Town Government spending Per Capita



Town Government Spending

Andover will be under a lot of budget pressure over the next decade.

- Andover is \$2-\$4 million behind on paving and roadwork
- Replacement of Bunker Hill Road Bridge will cost \$2.2 Million, with the Town's cost of approximately \$400,000
- Long Hill Bridge will cost ~\$2.5 Million, with the Town's cost between \$500,000 and \$1.25 million, depending on state and federal funding
- Replacement of up to 7 Culverts and small bridges \$80-\$200,000 each
- Building a Community Center
- Replace 1991 Fire Department engine and 1998 Heavy Rescue with a combo rescue/engine at a cost of some \$750,000

Questions from the Board of Education?