

**ANDOVER ELEMENTARY SCHOOL  
ANDOVER, CT 06232  
Regular Board of Education Meeting  
Wednesday February 14, 2018  
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:** Joe Higgins, Town Administrator; Laura Edwards, Business Manager; Jennifer Hebert, Teacher; Crystal Adanti, Teacher

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

The meeting was called to order at 7:03 followed by the Pledge of Allegiance led by Joe Higgins.

**2. Comments from the Public & Other Communications**

S. Louden welcomed Joe Higgins.

**3. Approval of Minutes**

**Regular Meeting of January 10, 2018**

A motion to approve the minutes of January 10, 2018 regular meeting was made by G. Cremé. Correction; page 3 add accent mark to Cremé, Motion was seconded by L. Hewett.

**5- 0 -1 (C. Murray) (PASSED)**

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

Superintendent Doyen requested to add Item 7C Approve the Elimination of Up to 3 Student Days in the 2017-2018 School Year.

**5. Celebrations**

G. Cremé was thanked for bringing chocolates for the meeting.

**6. Reports**

A. Chairperson's Oral Report – S. Louden offered thoughts and prayers for the school community in Parkland, Florida.

B. Principal's Report – Principal Briody reported that there was an assembly last Friday to kick off the Jump Rope/Hoops For Heart, Read Across America and the Scripps Spelling Bee. A new student in Pre K started last week. Another student is expected. All slots will then be filled. The Title IV Grant was received which will be used for transportation for after-school enrichment clubs. There will be two five week sessions of clubs. The clubs being planned are Archery, Lego League, Chess Club, and a Technology Club. These will begin after the February break on Mondays.

**C. Superintendent's Report**

1. Updates – The security grant has been received. This is a reimbursement grant. We received approximately \$47,000.00, and \$77,000.00 was submitted. Laura was thanked for her work on submitting the grant.
2. Review of Questions on the 2018-2019 Budget – There is no funding through FEMA for the water tank. There is \$10,000.00 in the Technology line item. Approximately \$5-6,000.00 is budgeted for repairs. A 3D printer is being looked into. C. Murray questioned the tuition decrease in Special Education. This was for a student who is no longer in the district. L. Webb explained the decrease in Property Services. There has been a decrease in Salaries due to the Assistant Principal leaving, and the Speech position. One position in Pre K is funded by grants. There is a projected surplus for this year. The Board of Education will request that 1% of the current budget be set aside for future capital needs at AES. Building projects were discussed. There will be a list of projects for the next meeting. Next year's budget needs to stay above the MBR. Many grants were received this year. Three companies have looked at the water tank. There will still be State challenges with the budget. Completing building projects in June was discussed.
3. Student Field Trips for 2017-2018 Update  
Principal Briody explained the field trips and the accounts used. In grades K – 5 the cost is \$20.00 per student. Grade 6 = \$40.00 per student. Each grade has their own account. The letter to parents was sent later in the school year this year. Approximately 75% of parents have responded. There are scholarships available.
4. School Calendars: 2018-2019 First Review & 2017-2018 Discussion  
The date school will end at this point this year is June 22. The request to eliminate three student days to make up for snow days was discussed. Reducing spring break was discussed. The dates and calendar for 2018-2019 was discussed. Staff Development and Conference days were discussed. The calendar for next year will be on the agenda in March.
5. Update of Board Policy 1330 Community Use of School Facilities  
Policy 1330 is a second reading. The usage application was reviewed and corrections made. The bleachers in the gym have been inspected and are structurally sound, despite recent damage. Superintendent Doyen is developing a job description for coaches and adult supervisors.
6. Review of Policies/Regulations – 4118.111 Pregnant Women in the Workplace, 5118.1 – Homeless Students, 5144.1 Physical Restraint/Seclusion. These policies were reviewed. Required changes were made.
7. COOL Program – Superintendent Doyen reported that the director has resigned. An Interim Director, Amy Knox, has been appointed. The State Office of Early Childhood has been advised of the change. S. Loudon discussed the COOL program. This is a critical program for the school. The program may need further Board consideration. A thank you to the previous director will be sent.

**D. Enrollment Report**

The report was reviewed. There are now 203 students.

**E. Financial Report**

The report was reviewed.

**F. Health Room Report**

The report was reviewed.

**G. Technology Report**

The possibility of a 3D printer is being explored. M. Russo noted this could be looked at for public use.

**7. Action Items**

A. Adopt undated Board Policy #1330

**Motion made by S. Louden to adopt policy #1330 with corrections made. Motion was seconded by G. Cremé.**

**6 - 0 - 0 (PASSED)**

B. Approve the elimination of up to three student days in the 2017-2018 school year, as needed, for a total of no fewer than 180 student days, prior to reducing the April, 2018 spring break.

**Motion made by D. Maguire to approve the elimination of up to three student days in the 2017-2018 school year, as needed, for a total of no fewer than 180 student days, prior to reducing the April, 2018 spring break. Motion seconded by M. Russo.**

**6 - 0 - 0 (PASSED)**

**8. Comments from the Public on Agenda Items – None**

**9. Executive Session**

**Motion made by S. Louden to enter into Executive Session at 8:52 p.m. for the purpose of discussing personnel issues and to invite Superintendent Doyen. Motion seconded by M. Russo.**

**6 - 0 - 0 (PASSED)**

**10. Upcoming Meetings**

- Regular Meeting – March 14, 2018
- Meeting with Board of Finance re: 2018-2019 Budget
- Items for Next Meeting

**11. Adjournment**

**Motion made by L. Hewett to adjourn the meeting. Motion seconded by D. Maguire. Meeting adjourned at 9:08 p.m.**

**6 - 0 - 0 (PASSED)**

**Respectfully Submitted**

**Kathleen E. Chapman, Board Clerk**