

**ANDOVER ELEMENTARY SCHOOL  
ANDOVER, CT 06232  
Regular Board of Education Meeting  
Wednesday, January 11, 2017  
School Library**

**PRESENT:** Chairperson Shannon Loudon, Whitney Covell, Danielle Maguire, Jay Linddy, Gerard Cremé, Lisa Hewett, Michael Russo

**ABSENT:** None

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

**OTHERS:** Laura Webb, Finance Office; Carrie Gilbert, Teacher; Jennie Morrell, Teacher; Jennifer Hebert, Teacher; Joe Cooper, Journal Inquirer; Geeta Sandberg, Rivereast

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

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

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

**3. Approval of Minutes**

**Regular Meeting of December 14, 2016**

A motion to approve the minutes of December 14, 2016 regular meeting was made by D. Maguire. Motion was seconded by G. Cremé. Correction noted of W. Covell was absent.

**4- 0 -1 (W. Covell) (PASSED)**

**4. Opportunity to Add or Delete Agenda Items – None**

**5. Celebrations**

S. Loudon noted that several former Andover Elementary students have received high honors in 7<sup>th</sup> and 8<sup>th</sup> grade. There was a recent article in Rivereast about Andover Elementary.

**6. Reports**

**A. Chairperson's Oral Report**

S. Loudon noted that the STEAP grant is not available yet. LOCIP budgeting is done first. There is a meeting for follow up with Capital Improvement projects. The CIP has been sent to the Chairman of the Board of Finance.

**B. Assistant Principal/Director of Special Education's Report**

S. Guglietta reported that the school social worker had connected with community groups and was able to assist 11 families during the holidays. The Gifted Committee has met and criteria information will be revised. Pre-K now has 19 students projected for next school

year. COOL has one more inspection through DPH. There is no time line for the inspection.

C. Principal/Director of Curriculum's Report

J. Briody reported that the custodial staff moved 55 lockers to the 3<sup>rd</sup> and 4<sup>th</sup> grade wing. The students and teachers were thrilled when they returned from the holiday break. The New York City trip was postponed but went smoothly when the students did go. They visited the United Nations, Tenement Museum and Rockefeller Center. There will be a school-wide spelling bee this year. Classrooms will be practicing in February. AES will hold the school-wide spelling bee on March 1<sup>st</sup>. The state-wide spelling bee will take place on March 25<sup>th</sup> in West Hartford.

D. Superintendent's Report

1. Updates – The Health Insurance Consortium is still meeting regarding the Self Insurance Option. There will be a regional meeting on February 15<sup>th</sup>. The ECS Grant funding has been cut. \$38,077.00 has been received from the State to complete the four-room addition project. The Town has received the funds. Superintendent Doyen explained the process for that reimbursement.
2. Roof Update – Superintendent Doyen has contacted Bill Silver, and he considers the Roof Project complete. There is one outstanding bill. The roofing company did address the issues. The committee will be meeting in January to review the final paperwork.
3. Presentation of 2017 – 2018 Budget  
Superintendent Doyen and L. Webb did a PowerPoint presentation on the budget. The budget presented reflects a 0% increase. The timeline for presenting the budget to the Town is tighter this year. It needs to be to the Board of Finance by the end of February. The state-required Chart of Accounts is now being used. The budget supports the instructional needs of the school. Superintendent Doyen reviewed various aspects of the proposed budget. AES will be losing two positions next year. One is a Special Education teacher. There will be two 6<sup>th</sup> grades next year. All groups will have the high deductible plan for health insurance. One of the slides was a three-year budget comparison. Superintendent Doyen reviewed all line items. The school is considering changing to PowerSchool for student data. Superintendent Doyen noted that 3 ½% of the budget is devoted to technology. It was noted that 18% of the students received either free or reduced lunch. J. Linddy commented on Food Service partnering with Coventry. A five-year CIP has been sent to the CIP Committee. The budget timeline was reviewed. J. Linddy thanked the Finance Manager and staff for doing a great job with the budget. It is honest with the taxpayers. The proposed budget will be posted tomorrow on the website. L. Webb explained some changes due to the different Chart of Accounts. If there are any questions, please e-mail Superintendent Doyen, J. Briody or L. Webb. It was requested to include the slide of Tax Dollars at Work on the website.
4. Schedule Budget Workshop Dates  
It was the consensus of the Board not to schedule any workshop dates.

E. Enrollment Report

It was noted there is one more student in Pre-K who began in January. The other numbers are the same. Next year, school-wide enrollment will be down 13 students. J. Linddy noted that in 2015-2016 enrollment was down approximately 50 students.

F. Financial Report

The Object Summary was reviewed. There is a deficit in the Services line item due to moving expenses for the Network Technician from EastConn.

G. Health Room Report

The numbers are down due to a short month. It is hoped that the incidents of head lice will be down with the moving of the lockers. Students have individual places for their coats, hats, backpacks etc.

Superintendent Doyen reported that the EastConn technician is working on the same things as last month. He is working at the school two days a week.

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

**8. Upcoming Meetings**

Regular Board Meeting – February 8, 2017

**9. Adjournment**

Motion made by J. Linddy to adjourn the meeting. Motion was seconded by M. Russo

**5-0-0 (PASSED)**

Meeting adjourned at 8:38 p.m.

**Respectfully Submitted**

**Kathleen E. Chapman, Board Clerk**