

**ANDOVER ELEMENTARY SCHOOL  
ANDOVER, CT 06232  
Special Board of Education Meeting  
Wednesday August 23, 2017  
School Library**

**PRESENT:** Chairman Shannon Loudon, Danielle Maguire, Gerard Cremé, Michael Russo, Cindy Murray

**ABSENT:** Jay Linddy, Lisa Hewett

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

**OTHERS:** Eric Anderson, Chairman Planning & Zoning, Lauren Yandow, Rivereast

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

The meeting was called to order at 7:05 p.m. followed by the Pledge of Allegiance led by C. Murray.

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

**3. Approval of Minutes**

**Regular Meeting of June 14, 2017**

Motion to approve the minutes of June 14, 2017 regular meeting was made by G. Cremé. Motion was seconded by M. Russo.

**4- 0 -1 C. Murray (PASSED)**

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

**5. Celebrations**

It was noted that new member Cindy Murray has been elected. She was welcomed to the Board. Superintendent Doyen reported that the eclipse day that was held on Monday, August 21<sup>st</sup> was a big success. Principal Briody reported that about 90 people attended. Pictures are on the news and events on the web site. Megan Jacobs, third grade teacher, was instrumental in organizing the event. Principal Briody recognized the excellent work the custodians have done over the summer.

**6. Reports**

A. Chairperson's Oral Report – None

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

S. Guglietta reported that there are 25 students in Pre K. Nine students are returning, 16 new students. There are still three seats available. Advertisements have been done in local newspapers. A new program sign and logo will be installed in the front entrance of the school. The oversize outdoor pavilion will be delivered on Monday. The playground is ready. The Pre K bathroom will be ready before school. Two thirds of the Capital Budget has been used. A Professional Development day was held over the summer for Pre K teachers. A focus on

outdoor learning experience will be done this year. A tour will be done at the next Board meeting. The 504 forms will be piloted this year using a new database. The Restraint/Seclusion report has been filed with zero incidents for the past year. The Lively Letters Program for Pre K was discussed.

C. Principal/Director of Curriculum's Report

J. Briody reviewed the list of summer projects that were completed. There will be a meet and greet event next Tuesday. School opens on Wednesday, August 30<sup>th</sup>. There will be an opening day ceremony at the flagpole at 9:00 a.m. Curriculum night will be held on September 19<sup>th</sup>. There will be only one this year. The cafeteria has been reconfigured. There is a new teacher work room. The health, Spanish and special education rooms have been moved. New water fountains are in place. The new key pad system will be ready next week. The pickup and drop off procedure has changed. Security camera has been moved. J. Briody explained the exterior door project.

D. Superintendent's Report

1. Superintendent Doyen introduced Eric Anderson to do a presentation on Safe Routes to School. E. Anderson described the program which would be to make a bikeable and walkable safe route to the school. Federal and State grants would be applied for. A survey would be sent home to parents that would be tabulated. Teachers would have to ask students for three days how they got to school. This would be a multi-year initiative. Looking for support from the Board and school. S. Loudon noted the requirement of students be bused to school due to the lack of sidewalks in town. Superintendent Doyen noted there has to be a safe pathway for kids to school which is a State requirement. The population would have to be polled to see if there is an interest in this project. M. Russo questioned the requirement of asking students the information. J. Briody noted there are few students that walk or bike to school. Discussion of the number of students dropped off at school. Superintendent Doyen noted the data would need to be look at. Dattco has the population of students electronically. The legality of the length of walking and busing was discussed. E. Anderson noted this would be good for the Town. Discussion of urban, suburban and rural towns that have received funding. E. Anderson will send the Board a PDF document. This item will be put on the September agenda.
2. Updates  
Superintendent Doyen reported that the State Safety and Security Grant has been reinstated. This is a reimbursement grant.
3. Roof Update  
CHRO has accepted the plan from Imperial Roofing. Superintendent Doyen explained the process. J. Briody reported that there have been trespassers on the roof. He is working with State Police. Security cameras are working well. There has been damage to a gutter.
4. Summer projects  
These projects were approved from last year's budget.
5. Budget Updates  
Superintendent Doyen reviewed the Governor's Executive Order recommendations. If reductions to AES are made, the entire budget will be gone through. The \$15,000.00 in the unemployment line item will not be needed. Superintendent Doyen will keep the Board updated.
6. Review New Policy #5113.2 Truancy  
Superintendent Doyen reviewed the changes.
7. Review New Policy #5125 Student Records, Confidentiality  
Superintendent Doyen reviewed the changes.

- E. Enrollment Report  
The current enrollment is 206. S. Loudon noted that this is 65% of where we were five years ago. This is a regional issue.
- F. Financial Report  
The various categories were reviewed. There is a \$60,000.00 deficit in health insurance. This will be covered by the salary line item. There are as many as 12 magnet school placements. There is one out of district placement which will end this year. The percentages expended and the amounts encumbered were explained. This is a new reporting format.
- G. Health Room Report  
This is an end of year and entire year report.
- H. Technology Report  
Superintendent Doyen reported that the two days a week services from Eastconn will be continued. M. Russo questioned how the consolidating of printers was going. J. Briody reported this has not been done as of yet. Teachers will need training on sending documents to the copiers. All staff have g-mail accounts.

**7. Action Items**

- A. Appoint Lucy Kiermaier to the Pre-K Paraprofessional Position

**Motion made by D. Maguire to appoint Lucy Kiermaier to the Pre-K Paraprofessional position. Motion seconded by M. Russo.**

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

- B. Approve Resealing and Restriping of Parking Lot

**Motion made by D. Maguire to approve resealing and restriping of the parking lot in the amount of \$10,500.00 prior to the start of school Motion seconded by C. Murray.**

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

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

**9. Executive Session for the purpose of negotiations/Non-Affiliated Staff**

**Motion made by M. Russo to enter into Executive Session at 8:25 p.m. for discussion of negotiations for Non-Affiliated staff and to include the Superintendent. Motion seconded by G. Cremé.**

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

**Members exited Executive Session at 8:48 p.m.**

**Action Items (continued)**

- C. Approve for Business Manager and Superintendent/SpEd Secretary upon retirement from Andover School the continuation of health insurance coverage provided to Non-Cert Staff at group rates at their own expense.

**Motion made by M. Russo to approve for Business Manager and Superintendent/ SpEd Secretary upon retirement from Andover School the continuation of health insurance coverage provided to Non-Cert staff at group rates at their own expense. Motion seconded by G. Cremé.**

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

- D. Approve 2017-2018 salary increase for Business Manager and Superintendent/SpEd Secretary as discussed.

**Motion made by D. Maguire to approve 2017-2018 salary increase for Business Manager and Superintendent/SpEd Secretary as discussed. Motion seconded by M. Russo.**

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

- E. Approve payment to Superintendent for 6 additional days worked in 2016-2017, per contract

**Motion made by G. Cremé to approve payment to Superintendent for 6 additional days worked in 2016-2017, per contract. Motion seconded by M. Russo.**

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

**Respectfully Submitted,**

**Kathleen E. Chapman, Board Clerk**