

**ANDOVER ELEMENTARY SCHOOL
ANDOVER, CT
Board of Education
Meeting Wednesday, December 10, 2025
7:00 pm
Virtual Meeting/School Library**

Members Present: Caitlin Greenhouse (Chairperson), Gerard Cremé (virtual), Brianne Lanzieri, Shannon Louden, Marcie Miner, Sharon St. Rock

Members Absent: None

Administration: Valerie Bruneau, Superintendent
Taylor Parker, Principal
Terri Smith, Finance (virtual)
Jodiann Tenney, Finance

Others: Anne Cremé, Liz Lokiec (virtual), Kimberly Person (virtual), Amber Pritchard (virtual), Kirstina Frazier (virtual), Jen McGoldrick (virtual), Jaime Webber (virtual), Jennie Morrell (virtual), Doris Maldonado (virtual), Alicia Lee (virtual), Scott Sauyet (virtual), Melissa Loteczka (virtual), Robert England (virtual), Haley Proto, Kevin Grindell

1. Call to Order, Pledge of Allegiance, Opening Statement

The meeting was called to order at 7:01 p.m. by Superintendent Bruneau, followed by the Pledge of Allegiance.

2. Comments from the Public – None.

3. Nominations for Board of Education Officers

Chairperson:

S. Louden nominated C. Greenhouse to serve as Board Chairperson, seconded by G. Cremé. M. Miner noted that C. Greenhouse does a great job as Chair. Roll call vote was taken:

**G. Cremé – aye
S. Louden – aye**

**C. Greenhouse – aye
M. Miner – aye**

**B. Lanzieri – aye
S. St. Rock – aye**

6-0-0 (PASSED)

Chairperson Greenhouse took over the meeting.

Vice-Chairperson:

G. Cremé nominated S. Louden as Vice-Chairperson, seconded by S. St. Rock. No discussion. Roll call vote was taken:

**G. Cremé – aye
S. Louden – aye**

**C. Greenhouse – aye
M. Miner – aye**

**B. Lanzieri – aye
S. St. Rock – aye**

6-0-0 (PASSED)

Secretary:

S. Louden nominated G. Cremé as Secretary, seconded by S. St. Rock. No discussion. Roll call vote was taken:

**G. Cremé – aye
S. Louden – aye**

**C. Greenhouse – aye
M. Miner – aye**

**B. Lanzieri – aye
S. St. Rock – aye**

6-0-0 (PASSED)

4. Communications

Chairperson Greenhouse noted that communications were received from four interested parties to fill the Board seat vacated by E. Becker, which will be addressed later in the meeting

5. Student/Other Celebrations

Principal Parker reported that right now students are in the testing window, which happens before break and again in January. Reviewed the State of Connecticut shift from School Readiness to LGPs and included informational sheets in the Board packet for review. LGP purpose is broadened to ensure meeting all needs of the families and young children in the community. Andover partnered with Hebron and Lebanon for their LGP. Introduced Doris Maldonado, who was hired as the parent ambassador for this LGP. D. Maldonado reported that she was at an all-day training on December 9th, which was promising. Since LGPs are a new configuration to support families with young children, this is a work in process as it rolls out. As the parent ambassador, she is the trusted messenger to get information out to community members about what is available through the LGP. She is currently gathering resources and information with the other towns to ensure collaboration. The LGP is made up of community stakeholders, and she will also be collaborating with other organizations within the Town (i.e., library, community center). Principal Parker noted that LGP meetings will be held in January, March & May, with Andover hosting in May. Needs assessment will be the first priority.

6. Approval of Minutes

Minutes from November 12, 2025, Regular Board of Education Meeting

S. Louden made a motion to approve the minutes from November 12, 2025, Regular Board of Education Meeting seconded by B. Lanzieri. No discussion. G. Cremé and S. St. Rock abstained.

4-0-2 (PASSED)

7. Opportunity to Add or Delete Agenda Items

S. Louden made a motion to move Item 9.E. 9000s Policies to next month, seconded by S. St. Rock. Discussion. Approved.

6-0-0 (PASSED)

C. Greenhouse made a motion to move Item 9.D. ahead of 9.A., seconded by M. Miner. No discussion. Approved.

6-0-0 (PASSED)

8. Reports

A. Chairperson's Oral Report – Chairperson Greenhouse reported that several Board members attended the CABE/CAPSS meeting, and it was well done, with good information for BOE members. Supt. Bruneau was a member of the committee that organized. Recommends that any BOE member, who is able, go next year on either Friday or Saturday. Discussion that Friday is often a better day, vendor rooms. Discussion regarding corrected Action Plan that needs to go to State Board of Education, has spoken with the BOS and this was due in June but has not yet been submitted. State is asking for it.

B. Superintendent's Report – Supt. Bruneau echoed the benefits of CABE/CAPSS conference. Reviewed the maintenance items that were addressed this past month, including toilet seal repairs, steam trap repair, pest update, and repaired boiler damper. Grant report included working on After School Grant, going very well, regular programming (3-4 times per week), the goal is to have a target number of students and days before end of school year to be funded for next year. Waiting on SEED allocation, waiting for First Selectman to give permission to release those funds. These funds will be used to support extra, targeted intervention for students who may struggle with standardized testing.

Budget: Introduced Jodiann Tenney. J. Tenney shared some information on how they are gathering information and crunching numbers for the budget. Noted that salaries are driven by contracts that are already approved, health & dental is also based on contractual needs. J. Tenney and Supt. Bruneau explained teacher increases through Step process. Supt. Bruneau went through the line items that address staffing and utilities. Supt. Bruneau answered BOE member questions.

C. Principal's Report – Principal Parker reported that there were a few errors in the enrollment report, she reviewed verbally. Two new students started on Tuesday (3rd & 5th grade), current enrollment is 256, anticipating another 4-6 Andover students in PreK program in January/February. Professional Development, Regional Administrative Curriculum team with Hebron, Marlborough, and RHAM – this group frequently talks about ways to encourage more collaboration for teachers, especially to ensure all students are moving into RHAM on equal footing from all sending districts. W/Kirstina Frazier, starting a Math PLC. Applied to EastConn for a no-cost PD for PreK teachers, received funding and has PreK teachers from around the region attending AES in January for this PD. Reviewed social/emotional learning (SEL) and the way they are using the survey information from children. Each month teachers talk with students about a specific SEL topic and dig deeper into the topic then children are given the survey questions at the end of the month. Principal Parker reviewed the topics that were reviewed in October and November, and the updated survey data in comparison to previous survey data. Reviewed next steps including professional development in the area of SEL.

D. Financial Report – Jodiann thanked everyone for the welcome, indicated the school community climate has been wonderful, pleased with the level of financial controls in place. Reviewed the financial reports as presented and answered BOE member questions with regards to the budget.

E. Liaison Reports

LGP – See Celebrations for information.

PTA – B. Lanzieri, no report.

CIP – S. Loudon noted there was no meeting.

9. Items for Discussion & Actions

A. Item: Percy Cook Trail

Action: Discussion and Possible Action

****This item moved from 9D in item 7 Add/Delete above.**

Kevin Grindell from Barton & Loguidice in Glastonbury, presented on the project which seeks to connect the Percy Cook Trail to the Hop River trail and make the trail handicap accessible. He reviewed the project and how it will impact the BOE/school property. In the preliminary/conceptual design phase to determine efficacy of the project. Town has received a design grant for this initial phase and is gathering data. K. Grindell answered questions from BOE members. Asked BOE members to review and think about this project and share any concerns or opportunities in the next month or so.

B. Item: Board Vacancy

Action: Vote to Fill Board Vacancy

Chairperson Greenhouse noted that there are four people interested in filling this Board vacancy. Each candidate was able to take time to introduce themselves to the Board. Haley Proto, Doris Maldonado, Alicia Lee, and Jessie Person shared their backgrounds and information on their interest in the BOE position. BOE members discussed the potential candidates, including conflicts of interest.

Roll call vote was taken:

| | | |
|-------------------------------|-----------------------------------|---------------------------------|
| G. Cremé – Alicia Lee | C. Greenhouse – Alicia Lee | B. Lanzieri – Alicia Lee |
| S. Louden – Alicia Lee | M. Miner – Jessie Person | S. St. Rock – Alicia Lee |

Alicia Lee was voted on to the Board of Education.

Chairperson Greenhouse thanked all of the interested parties for their time and interest in the Board. They were encouraged to remain involved and invited to volunteer in areas that interest them within the school board.

C. Item: 2026 Board of Education Meeting Schedule

Approve 2026 Board of Education Meeting Schedule

Discussion on dates for 2026 BOE meetings as presented.

S. Louden made a motion to approve the 2026 Board of Education Meeting Schedule as presented, seconded by S. St. Rock. No further discussion.

6-0-0 (PASSED)

D. Item: Solar Project Update

Action: Discussion and Possible Action

Shutdown is going to happen on Saturday so the panels can be put in and then will move on to the final phase.

E. Item: 9000s Policies

Action: Discussion and Possible Action

****This item was deleted in Item 4 Add/Delete and moved to January's meeting.**

Supt. Bruneau reviewed the policy revision outline and specifically the 9000s policies for the new BOE members.

F. Item: Bathroom Project Update

Action: Discussion and Possible Action

Chairperson Greenhouse reported that Fuss & O'Neill used the design and build process to determine companies to do the work on this project, based on the size and scope of the project. Board needs to determine next steps, Chairperson Greenhouse reviewed potential options. Board discussion regarding RFP process, if there is a need to get comparables, and Fuss & O'Neill's process for determining their recommendations. Three options for Board to

consider:

- Proceed with Fuss & O'Neill's recommendation to use the Richards Group.
- Engage with formal RFP process.
- Get comparables from 2 other companies on our own to compare without formal RFP.

S. Louden made a motion to go with Fuss & O'Neill's recommendation and move ahead with the Richards Group, seconded by S. St. Rock. No discussion.

3-3-0 (FAILED)

B. Lanzieri made a motion to put the project out to a formal RFP process, seconded by M. Miner. No discussion.

2-4-0 (FAILED)

C. Greenhouse made a motion to pause the work with Fuss & O'Neill, and to show the plans to two other contractors to get comparable bids, seconded by B. Lanzieri. Discussion.

5-1-0 (PASSED)

10. Comments from the Public on Agenda Items

R. England – Thanked the Board for their thoughtful consideration and plans for the bathroom project.

S. Sauyet – Thanked Haley, Robert, & Doris, and congratulated Alicia.

J. Morrell – Welcomed the new members of the Board.

L. Lokiec – Thanked the BOE for the route they are taking on bathroom project.

A. Lee – Excited to join the BOE.

J. McGoldrick – Thanked Supt. Bruneau and Principal Parker and their commitment.

H. Proto – Thanked the BOE, congratulated Alicia, agreed on the bathroom project plan.

11. Other Action Items – None.

12. Upcoming Meetings

- Regular BOE Meeting – January 14, 2026, 7:00 p.m.
- Items for next meeting – 9000 Series Policies, 2026-2027 School Calendar

13. Adjournment

S. Louden made a motion to adjourn the meeting at 10:15 pm, seconded by S. St. Rock. No discussion.

6-0-0 (PASSED)

AES BOE Meeting
Dec. 10, 2025
Approved 1/14/26

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Respectfully submitted,

Dawn M. Longley, Clerk

Grants/Tuition/Expenses FY26
as of 11/30/2025

| Account Id | Description | FY25 E/O | Anticipated FY26 | Actual Cash Rec'd | 25/26 Checks to be deposited | 25/26 Total Cash Received |
|--|---|-----------------|----------------------|-------------------|---------------------------------|------------------------------|
| PREK REVENUE YTD: | | | | | | |
| 009-250-0909-0000 | Prek Tuition Revenue (NG) | \$ | 155,566.00 | 44,460.00 | | |
| 009-250-0909-0119 | Prek Early Start Tuition | \$ | 60,480.00 | 20,094.30 | | |
| 009-250-0909-0219 | Prek Smart Start Tuition | \$ | 31,940.00 | 8,240.00 | | |
| | PREK REVENUE TOTAL YTD | 4,129.00 | \$ 247,986.00 | 72,794.30 | | 76,523.30 |
| | | | | | | \$ 5,683.58 |
| PREK TUITION EXPENSES: (Local Tuition) | | | | | | |
| 009-101-0909-0000 | Prek Certified | | \$ | 40,938.04 | \$ | 40,938.04 |
| 009-102-0909-0000 | Prek Non-Cert Salaries | | \$ | 25,588.63 | \$ | 25,588.63 |
| 009-106-0909-0000 | Prek Subs | | \$ | 2,940.00 | \$ | 2,940.00 |
| 009-610-0909-0000 | Prek supplies | | \$ | 1,773.05 | \$ | 1,773.05 |
| | PREK TUITION TOTAL: | | | 71,239.72 | 0.00 | 71,239.72 |
| EARLY START (Early Start) PREK 2026: | | | | | | |
| 009-101-0965-1001 | Prek Early Start Salaries | | Anti Budget FY26 | 25/26 Expended | 25/26 Encumb | 25/26 Balance |
| | | | 66,000.00 | 39,529.33 | | 26,470.67 |
| | Prek Early Start Competitive Total | | 66,000.00 | 39,529.33 | 0.00 | 26,470.67 |
| SMART START PREK 2026: | | | | | | |
| 009-101-0976-1001 | Prek Smart Start Ops - Inst Salary | | 65,000.00 | 19,729.84 | | 45,270.16 |
| | Smart Start Total | | 65,000.00 | 19,729.84 | 0.00 | 45,270.16 |
| Total Anticipated 2025-2026 Revenue: | | | | | | |
| | \$247,986.00 (Local Tuition) | | | | | |
| | \$123,000.00 (Early Start Grant) | | | | | |
| | \$65,000.00 (Smart Start Grant) | | | | | |
| | For a total of \$435,986.00 | | | | | |
| Less 399,951.00 (Total anticipated salary expense for eight (8) staff | | | | | | |
| | \$36,035 for supplies/classroom expenditures | | | | | |