

The minutes presented within this document are a summary of the discussion that took place at the Board of Education meeting. To view the meeting in its entirety and hear full reports please go to: [May 3, 2023 Meeting Recording](#) Passcode: 40@!32pL

**BRISTOL BOARD OF EDUCATION**  
**Bristol, Connecticut**  
**Wednesday, May 3, 2023 – 7:00 p.m.**  
**Regular Meeting Minutes**

The Bristol Board of Education meeting was held on Wednesday, May 3, 2023, at 7:00 p.m. at the Bristol Board of Education auditorium and via the Zoom Meeting Platform.

**PRESENT:** Commissioners: Russell Anderson, Eric Carlson, Jill Fitzsimons-Bula, Kristen Giantonio, Shelby Pons, Maria Simmons, and Todd Sturgeon; **ALSO PRESENT:** Dr. Catherine Carbone, Superintendent and Dr. Michael Dietter, Deputy Superintendent and Lynn Boisvert, Business Manager

**EXCUSED:** Commissioners: Jennifer Dube and Dante Tagariello

**CALL TO ORDER/ PLEDGE OF ALLEGIANCE/MEETING NORMS**

Vice Chair Kristen Giantonio called the meeting to order at 7:00 p.m. and asked the audience to stand for The Pledge of Allegiance. Vice Chair Giantonio asked the audience to observe a moment of silence for Beryl Harrigan a Teacher at Patterson and John J. Jennings Schools from September 1962 to June 1992 and Deanna Sato a teacher at Bristol Eastern and Bristol Central from September 1973 to June 1997.

Vice Chair Giantonio read the meeting norms into the record.

**STAFF AND STUDENT RECOGNITION** – The Board recognized the following staff, students and district accolades:

1. YES Academy Students
2. CABE Student Leadership Awards
3. Staff Achievement Award Winners
4. NAMM - Best Communities for Music Education Award
5. Costa Rica 2023 Trip Recap

**APPROVAL OF MINUTES**

**April 5, 2023 Regular Meeting**

*On a motion by Russell Anderson and a second, by Eric Carlson, the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to approve April 5, 2023, Regular Meeting minutes as written.*

**April 19, 2023 Special Meeting - Meet & Greet**

*On a motion by Russell Anderson and a second, by Eric Carlson, the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to approve April 19, 2023, Special Meeting – Meet & Greet minutes as written. Commissioners Pons and Fitzsimons-Bula Abstained.*

**April 19, 2023 Special BoE Meeting**

*On a motion by Eric Carlson and a second, by Russell Anderson, the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to approve April 19, 2023, Special BoE Meeting minutes as written. Commissioner Fitzsimons-Bula Abstained.*

**COMMITTEE REPORTS**

**Communication Committee**

Commissioner Giantonio reported that the committee met on April 26th the meeting consisted of several discussion items. The committee reviewed usage rates from ParentSquare and received an explanation from the Superintendent about the Advisory Councils that she will be creating in our district. A partnership update was given from the Farm

**Communication Committee – con't**

to School Program with Shelburne Farm in Vermont, Strategic Planning and parent engagement were reviewed, and the committee had a lively discussion about parent engagements in our community and reviewed how we can extend our Communications with the school district by exploring some social media options.

**Policy Committee**

Commissioner Giantonio reported that Committee met on April 26th and continued to discuss gate fees and student activity fees. With the discussion lasting an hour and another committee meeting following it, a motion was made to move all other policies to the next regularly scheduled meeting.

**Student Achievement Committee**

Commissioner Sturgeon reported that the committee met on April 19th. There were a couple of Information Only items on the agenda – the school calendar regarding religious observances and the BAIMS Lottery. There was quite a bit of conversation regarding the school calendar, according to Policy 6115 Ceremonies and Observances student absences for religious observation shall be excused, and no field trips, exams, or projects will be held or scheduled on such holidays. Dr. Carbone did report that the district sends out a yearly memo on creating a supportive environment for those students who may be celebrating different holidays during the school year. The second information item was the BAIMS Lottery. Dr. Carbone and Mrs. Fortin presented the current status of enrollment in Lottery BAIMS the current data shows that we have a very high retention rate of students that will be returning to BAIMS Grade 6 has a retention rate of 97% in grade 7 has a retention rate of 98%.

**Finance Committee**

Commissioner Simmons reported that the committee met on April 12th. Commissioners received updates related to the general fund balance which remains in deficit north of 4 million as well as the cafeteria budget which operates in a positive cash position while we are in a deficit position we do expect the deficit to be covered by our excess cost reimbursement. The committee reviewed a bid waiver and unanimously voted to move it to the full board for a vote, it will appear later on this evening's agenda, and the committee discussed gate fees at Bristol Central and Bristol Eastern. Commissioners requested further information showing the deposits and draws in each cash account to better understand the character of fundraising and expenses.

**STUDENT REPRESENTATIVE REPORTS**

**Bristol Central High School**

BCHS Junior Student Representative, Isabel Paolino provided the monthly Student Representative report. Highlights from the report included a spring sports update, spring break, SAT scores for Juniors, theater performance of Chicago, students attending Latin Day, students vs. faculty game to raise money for the graduation party, the InterAct Club activities, Junior Prom, and upcoming AP testing.

**Bristol Eastern High School**

Senior Student Representative Pushpita Hossain provided the monthly report for Rita Gao, while Rita attended a UCONN event. Highlights from the report included a spring sports update, an update on Mrs. Klima, she did not win National Teacher of the Year, but BE is so proud of her accomplishments, club updates, a report on a successful Culture Day, Career Exploration Day, AP testing, the upcoming Junior and Senior proms and the theater presentation of Pippen.

**CHAIR REPORT**

Vice Chair Giantonio provided the monthly Chair Report. Changes have been made to committees. They were read into the record as follows:

Alternate to the Communications and Community Relations Committee will be Maria Simmons, who will be replacing Eric Carlson.

Alternate to the Student Achievement Committee will be Maria Simmons, who will be replacing Dante Tagariello.

## **SUPERINTENDENT REPORT**

Dr. Carbone presented the monthly Superintendent Report. Highlights from the report include Dr. Carbone's recognition of the student accomplishments and representative reports that were presented this evening, the formal introduction of Jessica Lemos as the new Special Services Supervisor for the high schools, the BAIMS gala will be held this weekend, May 6, 2023. We are very excited to formally open the Rockwell Theater to the Bristol community and the state. The program begins at 5 pm for a mocktail reception with a formal performance beginning at 6 pm. During the event, we will recognize the community members who supported this project as well as the building committee members who helped make the theater and the school a reality. Kevin Raponey, former student and current professional performer will be our headliner along with our very own drama and theater production members at BE and BC for a night we are calling "Broadway on the Boulevard". Tickets are still available. Dr. Carbone recognized the many people who have worked to make the evening possible. Lea McCabe, Lisa Carroll, Susan Everett, Michelle Crowley, David Foulds, Mary Perlin, April Berube, Brian Burke, Ryan Hill, Shannon Burton, Jesse Gamble, Theresa MacDonald, Lindsey DiPietro, BCHS Central Stage Tech Crew, and BEHS Print Shop. Dr. Carbone also shared, On April 20, KultureCity, the nation's leading nonprofit on sensory accessibility and acceptance for those with invisible disabilities, partnered with Bristol Public Schools to launch a first-of-its-kind partnership with a school district during an official ribbon-cutting ceremony at Ivy Drive Elementary School. Connecticut State Department of Education's Special Education Director Bryan Klimkiewicz and KultureCity Board Members Sean Culkin and Evelyn Yang joined the leadership of KultureCity along with the members of the Bristol Board of Education, administration, and Principal Emily Gomes to officially launch our partnership. We will continue expanding this partnership with the greater Bristol community with more to come on these possibilities. Dr. Carbone shared that the first staff meeting for the New Edgewood PreK Academy occurred on April 26, 2023. Staff from our school readiness programs and BECC were able to tour Edgewood School and conduct a staff meeting to begin the transition programming for staff and materials. Also, Kindergarten Orientation will be held May 10th from 5:30-6:30 at each of our elementary and K-8 schools. We are entering the last 6 weeks of school, for our graduating seniors and their families, some dates and times to keep in mind are the BCHS Senior Prom will be May 19, 2023, at the Aqua Turf, BEHS Senior Prom will be May 20, 2023, at the Farmington Club; BCHS Graduation - June 13, 2023, 6:00 pm and BEHS Graduation - June 13, 2023, 6:00 pm.

## **CONSENT AGENDA**

Vice Chair Giantonio called for a motion to approve the Consent Agenda, which will now include Items 8.A.1. through 8.A.5.

*On a motion by Todd Sturgeon and a second by Eric Carlson the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to approve the Consent Agenda as written.*

## **PERSONNEL**

### **VIII.A.1. Administrative Resignation**

Gervais, Jeremy - BEHS - Assistant Principal - Effective July 1, 2023

*On a motion by Todd Sturgeon and a second by Eric Carlson the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to accept the Administrative Resignation as written.*

### **VIII.A.2. Teacher Retirement - Effective June 30, 2023**

Gworek, Gary - NEMS - Grade 7 Social Studies Teacher

*On a motion by Todd Sturgeon and a second by Eric Carlson the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to accept the Teacher Retirement as written.*

### **VIII.A.3. Teacher Resignations**

Hanson, Alba - STAF - Literacy Coach - effective April 24, 2023

Wayton, Matthew - BCHS - Special Education Teacher - effective April 17, 2023

*On a motion by Todd Sturgeon and a second by Eric Carlson the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to accept the Teacher Resignations as written.*

### **VIII.A.4. New Teacher Hires - Effective August 31, 2023**

Levesque, Robyn - WB - Grade 7 Math Teacher

McLaughlin, Meredith - WB - Psychologist

Mullaney, Courtney - CHMS - Grade 7 Math Teacher

Reddick, Katherine - BEHS - Latin Teacher

*On a motion by Todd Sturgeon and a second by Eric Carlson the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to approve the New Teacher Hires as written.*

### **VIII.A.5. A-1 Resignation - Effective June 14, 2023**

Cawley, Meghan - CHMS - Silver Team Leader

*On a motion by Todd Sturgeon and a second by Eric Carlson the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to accept the approve the A-1 Resignation as written.*

### **PUBLIC COMMENT**

No members of the public wished to address the Board.

### **DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS**

#### **April 1 Enrollment Count for the 2022-2023 School Year**

Dr. Kim Culkin presented the April 1 Enrollment Count for the 2022-2023 School Year. Commissioners were provided a revised copy of the enrollment report received via email at their seats. In particular, there is a Pre-K enrollment number that is updated and also a distinction between students attending our programs to destinations separated by their home schools. Dr. Culkin provided the summary of the April 2023 enrollment report as well as a comparison to the April enrollment report of 2022. As of April 2023, in grades Pre-k through Grade 5 total number of students enrolled in Bristol Public Schools not including our students attending the destination programs is 3,578 which is 101 students more than the year prior. The enrollment of students in Bristol Public Schools attending Grades 6 through 8 again separating out our students attending our destinations program is a total enrollment of 1,499 students and which is 282 students less compared to that same time last year. High School enrollment, students in grades 9 through 12 and this includes our students attending Bristol Preparatory Academy and our community vocational programs is 2,542 which is an increase of 148 students compared to last year's total. In April the number of students being provided programming at our Destinations Program which is a program for grades K through 12 is 41 students an increase of 20 students compared to last school year. The overall number of students attending Bristol Public Schools at the time of your April quarterly report was 7,660 and that's a slight decrease of only 13 students compared to the previous April.

#### **2023-2024 Fiscal Year Budget Reduction**

Lynn Boisvert, Business Director presented the 2023-2024 Fiscal Year Budget Reductions. The city asked for an overall reduction of one million dollars from the BoE Approved FY24 BOE Budget, after review these changes were recommended to the Finance Committee, who at its April 12 meeting, unanimously voted to bring these changes to the full board for approval. The following is a list of the reductions:

### **2023-2024 Fiscal Year Budget Reduction- cont'd**

- Reduction of \$500,000 to the Group insurance line coming from the City Insurance Reserve Fund
- \$228,096 in Retirements/Resignations since January of Cert and Non-Cert Staff
- \$50,000 in Regular Pupil Transportation by realigning routes
- \$30,000 Band Uniforms were cut from the budget
- \$38,644 in additional Benefits from grant funds reducing the Insurance line by a total of \$538,644
- \$25,000 in Kitchen Maintenance Repairs moved from the GF to the Foodservice budget.
- \$50,000 increase in Excess Cost Revenues due to the State's Excess Cost formula

All of these changes bring our FY24 budget to \$127,067,260

Vice Chair Giantonio called for a motion to approve the 2023-2024 Fiscal Year Budget Reductions.

*On a motion by Todd Sturgeon and a second by Russell Anderson the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) voted to approve the 2023-2024 Fiscal Year Budget Reductions.*

### **Bid Waiver Request for TinaRose Produce**

Lynn Boisvert, Business Director presented the Bid Waiver Request for TinaRose Produce. At the April 12<sup>th</sup> Finance Committee meeting, we presented the Bid waiver for TinaRose Produce. It is a vendor that is used for the fresh fruits and vegetables grant that we received for \$254,000 and it is also a fill-in vendor for the National School Lunch Program for fresh vegetables that we cannot receive from the DOD provider that we have in a contract with because we have gone over the threshold for the grant amount; we need to seek a bid waiver for TinaRose produce.

*On a motion by Todd Sturgeon and a second by Eric Carlson the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons, Simmons, and Sturgeon) resolves to authorize the Business Services Department to seek a bid waiver from the City Board of Finance for produce purchases from TinaRose Produce and forward to the City Board of Finance for consideration and any action.*

### **Innovate and Elevate Continuation Plan 6-month Review**

Dr. Dietter presented the Innovate and Elevate Continuation Plan 6-month Review. The plan remains the same, we are date stamping and making clerical and directory changes.

### **Special Services Report**

Amy Martino, Director of Special Services presented the monthly Special Services Report. As of April 1, 2023, 1,789 of the 8,226 enrolled Bristol Public Schools students are identified as requiring Special Education programming. This enrollment reflects 21.75% of the total BPS student population. As of March 2023, 114 students with disabilities require out-of-district placements at private special education school programs. There are 78 students requiring special education programming services at other public out-of-district schools, including magnet schools.

During the month of March 2023, 8.3% of newly registered students were identified as students with special education programming needs at the time of registration. Three (3) students enrolled in BPS during the month of March 2023 received their programs and services at out-of-district special education school programs at the time of enrollment. During the month of March, there were twelve (12) 211 and five (5) 911 calls.

### **NEW BUSINESS**

There was no New Business to come before the Board.

### **BUILDING REPORTS**

Dr. Dietter, Deputy Superintendent provided the monthly building reports.

BC/BE Culinary Project we have finalized construction documents in the estimate submission has been made to the Office School Grants and Construction Grants and review we are slotted as a priority grant for June 30t.

Edgewood Renovation we are finalizing our construction documents and the estimate has also been submitted to Office School Grants and Construction Grants for priority Grant with a June 30th response anticipated.

Chippens Hill M.S. ESSR/ARF Funds we are looking to do some of air conditioning and ventilation upgrades finalizing construction documents and estimate with an anticipated construction completion timeline of August 24<sup>th</sup>. We are really starting to formulate that plan.

Northeast Middle School (New Building) we have been shortlisted at the State Legislature. At a recent meeting, the building committee did approve QA&M as our architect for the project. The RFQ is out for a Construction Manager at Risk and we are waiting for final approval from the state. We have set the stage with the preliminary work, so once the approval happens, we can hit the ground running.

Greene-Hills we have hired the firm Sav-Mor for the construction. Submittals of the proposals and subcontractors has started and we are looking to mobilize construction in earnest a late June we anticipate two shifts of work through the summer to have heat in the fall when it gets cooler. We will provide updates throughout the summer.

Dr. Carbone clarified that we will apply for the grant by June 30, 2023, however, we do not anticipate a response until next year. Yet we have applied and will soon hear a response about Northeast Middle School.

#### **INFORMATION/LIAISON REPORTS**

Liaison Reports were given by Commission Simmons for Bristol Eastern and South Side School; Commissioner Giantonio shared a report from West Bristol and shared information regarding the Jane Doe No More class that she recently attended.

#### **ADJOURNMENT**

There being no other business to come before the Board, and,

*On a motion by Todd Sturgeon and a second by Eric Carlson the Board of Education (Commissioners Anderson, Carlson, Fitzsimons-Bula, Giantonio, Pons and Simmons and Sturgeon) voted to adjourn the meeting (8:22 p.m.).*

Respectfully Submitted,



Susan Everett, Recording Secretary  
Bristol Board of Education