

*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:*

<https://www.youtube.com/watch?v=LZd64H-Ojqk&list=PLVHmFM06lZKxUaAHa4nrzJYZRPJ7g7KPe>

**BOARD OF EDUCATION  
Bristol, Connecticut  
February 5, 2020 – Regular Meeting**

The regular meeting of the Bristol Board of Education was held on Wednesday, February 5, 2020, at 7:00 p.m., in the auditorium of the Board of Education Administration Building, located at 129 Church Street, Bristol, Connecticut.

**PRESENT:** Commissioners: Eric Carlson, Jennifer Dube, Kristen Giantonio, Shelby Pons, John Sklenka, Karen Vibert, Allison Wadowski and Christopher Wilson; Dr. Catherine Carbone, Superintendent, Dr. Michael Dietter, Deputy Superintendent, Dr. Sam Galloway, Director of Human Resources and Peter Kelley, Council Liaison

**ABSENT:** Commissioner Thomas O'Brien

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Chair Jennifer Dube called the meeting to order at 7:00 p.m. and asked the audience to stand for the National Anthem. The National Anthem was performed by Bristol Eastern Madrigal Singers under the direction of Michael Coderre. The audience remained standing and recited the Pledge of Allegiance.

Chair Dube read the meeting norms.

**STAFF AND STUDENT RECOGNITION**

**MLK Essay Contest Winner – Giavana Hatcher – Grade 6 – Northeast Middle School** – Dan Sonstrom, Principal of Northeast Middle School introduced Giavana Hatcher as one of the State MLK Essay Contest Winners. Giavana and her family were present in the audience and Giavana stood to read her winning essay.

**Troops to Teachers – Melissa Michaud-Maltese – BCHS** – Dr. Carbone introduced Mrs. Melissa Michaud-Maltese a Special Education Teacher at Bristol Central High School and newly tapped Teacher Leader in Residence for the Troops to Teachers Program. Mrs. Michaud-Maltese was present in the audience and stood to explain a little about the Troops to Teachers Program and her new role. The program was established in 1994 through the Department of Defense to help transitioning veterans seek out roles in the education field. They take current educators and help match them by using their expertise from their years of service and what they would like to teach now. In her role, Melissa will be meeting with program coordinators at all of the State Universities (including UCONN) and assisting veterans in all aspects of what they will need to enter the education field. She will be identifying highly qualified veteran throughout the State for all school districts including Bristol.

**APPROVAL OF MINUTES**

**January 8, 2020 - Regular Meeting**

Minutes from the January 8, 2020 Regular Meeting were approved as written.

**Motion Passed:** with a motion by Kristen Giantonio and seconded by Eric Carlson.

## COMMITTEE REPORTS

**Communications Committee** – Commissioner Pons reported that the committee met earlier this evening and discussed four agenda items: Partnerships with the United Way (PLTI) Parent Leadership Training Institute, we discussed the Welcoming Schools Initiative, QPR Training which is a suicide prevention training and received an update on the Communications Position for the district.

**Finance Committee** – Commissioner Vibert reported that the Finance Committee met twice on January 21st and January 29th in budget workshops. The administration provided an in-depth budget presentation as well as a projected Food Services budget. A significant portion of the budget is earmarked for contractual obligations, that increase is about 2.88%. Other increases such as utilities, supplies, transportation and other things come in at less than a quarter of a percent. There was discussion of our priorities, Vision of a Graduate, Indicators of Success, Bristol demographics and several other items including a very detailed presentation on grant funding. On February 3rd the committee met and unanimously voted to move the Superintendent's Proposed Budget to the full board for approval. The recommended budget has an increase of 4.98% for the 2020-2021 school year in the amount of \$120,773,659. The Finance Committee will meet next Wednesday, February 12th and a full report of that meeting will be given at the March meeting.

**Operations Committee** – Commissioner Carlson reported that the committee met on January 17th. They discussed Field and Facility rentals and insuring that the rental rates are adequate to cover the rentals. The Policy Committee is charged with setting the rental rates, however the Operations Committee received an update of rental rates for surrounding towns. The committee also discussed IT tech support, the IT workload is strained. Currently there are six techs working in our schools with a workload of 1,800 devices per technicians. The committee also discussed the Northeast Middle School ceiling tiles which need to be replaced. A bid has gone out, but came back higher than expected, so it will be re-bid.

**Personnel Committee** – Commissioner O'Brien was not present this evening, so the Personnel Committee report will be given at the March Board meeting.

**Policy Committee** – Commissioner Giantonio reported that the committee met on January 22nd and had a brief discussion of the governance of the Policy Committee. The committee discussed the school calendar for this year and the 2020 Election Year Calendar and Presidential Primary. That policy revision will come up later on the agenda. The following policies were also discussed and will appear later on the agenda; Policy 3515 – Fee Schedule for Rentals, that was referred by the Operations Committee; Policy 5111 – Student Admissions and Placement and Policy 5112 – Student age of attendance. The three recommended policy changes will appear later on the agenda where Dr. Dietter will explain the revisions in further detail.

**Student Achievement Committee** – Commissioner Wilson reported that the committee met January 15th and discussed three items: SAT and PSAT scores from the fall and last spring. The committee looked at the results and compared them to prior years and other contiguous towns. Another item discussed was EDSight, the CT Website Portal that contains all the data for all of the districts in the State of Connecticut. Mrs. Carly Fortin highlighted information and statistics that can be found on the website and how to read many of the tables and graphs. Our peer school systems as well as contiguous towns can be compared and analyzed with this site. The final item discussed was a co-op hockey opportunity, Chris Cassin, Director of Athletics and Wellness had a family request to come before the committee to discuss this opportunity. Mr. Cassin outlined the program, and how it would or would not work, the expenses and how it would affect other sports. No decision was made; the committee will continue to discuss it as more information is made available.

## CHAIRMAN REPORT

Chair Jennifer Dube provided her Budget Workshop Update. The Administration presented a detailed budget workshop. Of the 4.98% ask, 2.88% is contractual obligations, leaving 2.10% to innovations in education.

**CHAIRMAN REPORT – con't**

Once the budget is moved and accepted by the full board, it will be presented as the Board of Education's Recommended Budget and will be presented on March 18, 2020 at 6:00 p.m. at City Hall. Chairwoman Dube encouraged as many people as possible come to show their support.

**STUDENT REPRESENTATIVE REPORTS**

Bristol Central Junior Student Representative Madison Laprise presented her board report highlighting several activities that have taken place at BCHS. Highlighted activities included: Semester I coming to a close; Midterms; Two "Coco and Cram" sessions to help prepare for mid-terms; January Extended Family on how to study and prepare for midterm exams; February extended Family focused on the BC Mission Statement project. The Junior class held two fundraisers one at Chili's and the Annual Talent Show, funds from the events will help lower ticket prices to the junior prom. There will also be a raffle where several Prom based prizes (such as a dress, tux or tickets) can be won. Winter sports have reached their mid-point and have been successful thus far; core teachers have been providing underclassman with information for course recommendations for next year. Several new science courses at the UCONN and accelerated level have been added to the Program of Studies and a course selection sheet has been sent home to aid students in the selection process.

Bristol Eastern Senior Student Representative Drew Dauphinee shared several activities that have taken place at Bristol Eastern. Highlighted activities included: Midterm exams and the close of First Semester. They are also preparing the junior class for the upcoming SAT's in March; On January 6<sup>th</sup> there was orientation for upcoming freshman; winter sports have continued throughout January and they will soon be wrapping up their seasons or head into post season play. All winter sports will play throughout the next month, the Boys wrestling continues their recent tradition with a very strong season along with Girls Basketball. To raise money that will benefit local animal shelters, a BE student held a pet supply drive from January 2<sup>nd</sup> through the 10<sup>th</sup>. The first BE corn hole tournament was held on January 19<sup>th</sup> to support the Model UN Club trip to New York City. An upcoming fundraiser on February 14<sup>th</sup> will be the Valentines' Day Dance at Nuchies for Project Graduation. A karaoke night was just held open to all students and staff, it was well attended and a lot fun. Similarly, there was a coffee house hosted by the choral group Strawberry Fields that was filled with snacks and music. The first annual talent show hosted by Theater Arts will be held on February 27<sup>th</sup> at 7:00 p.m.

**SUPERINTENDENT REPORT**

Dr. Carbone presented the District Priorities Update and provided an overview of the Superintendent's Recommended Budget that will appear later on this evenings agenda for a vote. Highlighted activities that have been taking place were shared with the board Included: Learner Focused – Learning Walk through with Coaches and Administrators, Coaching Academy Feedback Sessions, Climate Learning Walk throughs using NorthStar 1; Inspire & Cultivate Talent – Troops to Teacher – Teacher in Residence and Teach for Connecticut – Cultivating Para-educators; Community Engagement & Partnerships – Expand Workplace Experiences within the Bristol Hospital and City of Bristol, Bristol Hospital and NAACP Shadow Day for grades 10 -12 and Community Health Center, Inc. will be expanding with school-based health services in several schools.

Dr. Carbone shared the innovations or staffing changes that will result in the 2020-2021 Superintendent's Recommended Budget. They include: 2 Math Coaches, 4 Library Media Specialists, .5 CNA Instructor, .5 Career Workplace Experience Educator, Elementary Dean of Studies and an Instructional Technology Technician. The 2020-2021 Superintendent's Recommended Budget reflects a 4.98% increase from the current budget of \$115,040,860 to \$120,773,659. The budget represents a 3% increase in employee benefits and salaries due to contractually obligations and a 1% increase in student tuition and transportation. The remaining .98 hundredth of a percent supports innovations and enhancements and programs.

**CONSENT AGENDA**

**PERSONNEL**

**New Administrator Hire**

Bulls, Tanya – STAF/SSS – Elementary Dean of Students – Effective 2/6/20

**Motion Passed:** with a motion by Kristen Giantonio and seconded by John Sklenka

**Teacher Resignation**

Morales, Lindsay – BCHS and BEHS – School Psychologist – Effective February 7, 2020

**Motion Passed:** with a motion by Kristen Giantonio and seconded by John Sklenka

**New Teacher Hires**

Carlisle, Laura – BOE/BECC – Special Education Teacher/Evaluator – Effective date TBD

Elezovski, Ermina – WB – Grade 2 Teacher – Effective January 02, 2020

McKirryher, Jonna – WB – Special Education Teacher – Effective January 21, 2020

**Motion Passed:** with a motion by Kristen Giantonio and seconded by John Sklenka

**A-2 Resignation – Effective January 10, 2020**

Levy, Marissa – BCHS – Musical Advisor (2nd semester only)

**Motion Passed:** with a motion by Kristen Giantonio and seconded by John Sklenka

**Sixth Year Salary Credit – Effective February 1, 2020**

<b>Name</b>	<b>Assignment</b>
Boissonneault, Matthew	BCHS - English Teacher
Bonilla-Jusino, Kiara	WB - Phys. Ed. Teacher
Lattimer, David	BCHS - English Teacher
McCane, Tara	CHMS - Soc. Studies Teacher
Platt, Adam	BCHS - English Teacher

**Motion Passed:** with a motion by Kristen Giantonio and seconded by John Sklenka.

Dr. Carbone introduced Tanya Bulls as the newly appointed Elementary Dean of Studies. Mrs. Bulls stood and briefly addressed the Board. She shared a little about her background and her goals for her work within the district. and she is excited to have joined the Bristol Public Schools.

**PUBLIC COMMENT**

No members of the public wished to address the Board.

**DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS**

**Amendment to 2019-2020 School Year Calendar – April 28, 2020 – Primary Day**

Dr. Dietter presented the Amendment to 2019-2020 School Year Calendar – April 28, 2020 – Primary Day. The Presidential Primary will be held on Tuesday, April 28, 2020. Based on the 19-20 school year calendar, school is in session. The Policy Committee discussed safety concerns associated with having students and

**Amendment to 2019-2020 School Year Calendar – April 28, 2020 – Primary Day – con't**  
staff in session while members of the public are in the school buildings to vote. It is recommended that the 19-20 School Year calendar be amended to reflect that staff and students will not be in session on Tuesday, April 28, 2020. With this recommended change, the last day of school, will now be June 18<sup>th</sup>.

**Motion Passed:** with a motion by John Sklenka and seconded by Karen Vibert

**Addition of IT Technician Position**

Mrs. Browne presented the Addition of IT Technician Position. The district currently has a total of 6 IT Technicians that service multiple schools, and an average of 1,800 devices per tech (which is exceedingly high for the industry). Upon the analysis of our City IT Director, he believes that we need at least three (3) additional technicians to support the equipment we have in place, and this is the first request toward that goal. It is also an opportunity to update our job descriptions which no longer reflects the high level of work that is performed by the various skilled members in our staff. We would like to standardize the role across the school district. We expect that the amount we would need to request from the City would be between \$12,000 and \$16,000 depending on the start date.

**Motion Passed:** with a motion by Eric Carlson and seconded by Kristen Gianonio

**Quarterly Enrollment Numbers**

Dr. Galloway presented the Quarterly Enrollment Numbers to the Board. He reported that the net change in students since his last report is eight (8) students. He shared current enrollment versus October enrollment for each school. The current student enrollment is 8,376 and the October enrollment was 8,368. Questions followed his report regarding class sizes at the high schools.

**Request that the BOE approve the Authorization for Schematic Design for the Stafford Roof Project**

Mrs. Jill Browne and Project Manager Tim Callahan presented the Request that the BOE approve the Authorization for Schematic Design for the Stafford Roof Project. In order to receive funding from the state, the Board of Education and City Council must authorize the preparation of schematic drawings and outline specifications. Mr. Callahan read the motion.

*RESOLVED, that the Bristol Board of Education authorizes at least the preparation of schematic drawings and outline specifications for the Stafford School Roof Replacement Project to include Solar Panels, and Mechanical Upgrades at the Stafford School located at 212 Louisiana Avenue in Bristol, CT and forwards this request on to City Council for final approval.*

**Motion Passed:** with a motion by Karen Vibert and seconded by Eric Carlson.

Questions followed regarding what mechanical upgrades were being done, who is funding the project and location of the summer program that is traditionally run at Stafford School.

**Approval of the Superintendent's Recommended Budget for the 2020-2021 School Year**

Dr. Carbone called for Approval of the Superintendent's Recommended Budget for the 2020-2021 School Year. The Superintendent's recommended budget for the Bristol Public Schools for the 2020-2021 School Year in the amount of \$120,773,659 was presented at the budget workshops held on January 21, 2020, and January 29, 2020. The budget has been approved by the Finance Committee and will be presented to the Board Finance on Wednesday, March 18, 2020. Dr. Carbone read the motion:

*That the Board of Education accept and approve the Superintendent's Recommended Budget for the 2020-2021 school year in the amount of \$120,773,659, which represents a 4.98% increase to the current operating budget. Approval of this motion will result in the budget as presented becoming*

**Approval of the Superintendent’s Recommended Budget for the 2020-2021 School Year – con’t**

*the Board of Education’s Recommended Budget, and as such will be presented to the City Board of Finance on March 18, 2020.*

**Motion Passed:** with a motion by Karen Vibert and seconded by John Sklenka

**POLICY REVISION**

Dr. Dieter presented the recommended policy revisions submitted by the Policy Committee. Dr. Dieter provided a summary of revisions for each policy revision.

**Policy 3515 - Fee Schedule for Rentals**

Discussion followed regarding special consideration for some non-profit groups in determining fee structure.

**Motion Passed:** with a motion by Kristen Giantonio and seconded by John Sklenka.

**Policy 5111 - Students Admission/Placement**

**Motion Passed:** with a motion by Kristen Giantonio and seconded by John Sklenka

**Policy 5112 - Students Ages of Attendance**

Discussion followed regarding the non-discrimination statement not being included in this policy.

**Motion Passed:** with a motion by Kristen Giantonio and seconded by Eric Carlson

**NEW BUSINESS** – There was no New Business to come before the Board.

**BUILDING REPORTS**

**MBIAMS Update** – Dr. Michael Dieter presented a MBIAMS update. Dr. Dieter provided a summary of activities that have occurred in the last month. There is a complete D & D set here at the BOE building, forensic insight soil analysis is ongoing, mapping of sight and sewer drain lines, working with water department on a schedule to jet the lines, Mr. Callahan has been working with our architects as well as state representatives to review application paperwork and we understand that we are update on everything. The construction team met with state planners and discussed timeline, budget, and the constructability process. There is a USGS monument medallion on the property. It will need to be removed during construction and brought back. Mr. Callahan has been working with a contractor to secure the appropriate documentation and process for moving on. Test borings have been completed at the site for the soil and the environmental analysis is in process. Within the building they have been looking at lighting designs, within the theater they are looking at things to ensure acoustically they are maintaining structures to get the maximum benefit for production, they have made a final decision about the theater ceiling, there has been approval of the kitchen layout, the Office of State Construction Grants and Revision has finished working with the State Historic Preservation group. The construction manager has been working with our architects to conduct a constructability review and lastly the expenditure report which is filed each month and was presented by Mr. Callahan. Questions followed regarding any changes in timeline or budget. There have been no significant changes, the project will really begin moving in June. The timeline for completion is still March 2022 and the \$63-million-dollar cost is still expected.

**Stafford School – Roof Project** – Mrs. Browne presented the Stafford School Roof Project update. Mrs. Browne reported that the committee met on January 16th and reviewed their progress to date. The structural

**Stafford School – Roof Project – con't**

survey and forensic process is complete we will now seek State grant funding. Construction documents and specs are underway and the committee plans to review them at the next scheduled meeting which is February 20<sup>th</sup> at 5:30 p.m. Following that will be plan completion and cost estimate review with the State; pending their approval, the project will go out to bid in a March/April timeframe. Once bids are reviewed and a contractor is chosen, we will then seek City Council approval. We are on track to begin construction in June with substantial completion at the end of August. This project has a budget of 2.5 million dollars, we have a reimbursement rate of approximately 44% and that includes the non-reimbursable HVAC mechanicals.

**South Side HVAC Project** – Mrs. Browne presented the South Side HVAC Project update. Mrs. Browne reported that the committee met on January 16th and received a Project Manager update and an update from Weston & Sampson Engineering. The design development and construction documents were completed at the end of January and we now are waiting for the associated cost estimates. Pending the completion and the committee approval of the cost estimates, construction documents and final bid specs are to be completed by the end of March. The project will go out to bid in April with an award timeline for some time in May. We are on track to begin construction in June and complete major construction in August. The next scheduled meeting will be February 20th at 6:30 p.m.

**INFORMATION/LIAISON REPORTS**

Councilman Peter Kelley – shared information regarding theater upgrades at both high schools, shared services between the City and the BOE and NEMS gymnasium floor replacement.

Commissioner Wilson – shared that 45 years ago today the IDEA was established. For his liaison report he reminded commissioners of the February 20th Legislative Breakfast in Hartford.

Commissioner Pons shared information from Chippens Hill Middle school. A group of youth leaders were able to attend the CT Association of Schools Student Leadership Council meeting held at Sacred Heart. The students participated in climate work and enjoyed the experience. They also held their first one book one read. They read Fish in a Tree and at the conclusion of the book, the author came to visit the school.

Commissioner Vibert shared that South Side School is doing a lot of climate and culture work. They are using Mark Brackets work. A staff member, a parent and Commissioner Vibert participated in a book club. They are looking forward to their one school one book adventure and they have chosen a Jackie Robinson book.

At Bristol Eastern Commissioner Vibert had an opportunity to visit a classroom where they are doing illustrative mathematics on Chromebooks. She also visited an AVID classroom where they circled up about how their first semester went. Commissioner Vibert shared a photograph of the pennants that show the colleges that AVID students have been accepted at.

Commissioner Giantonio shared that the West Bristol Student Advisory Council hosted their first dance, the PTO hosted a family dinner and bingo night and the winter band and chorus concert nights were held in January; all activities were well attended. She also shared meeting information for the Greater Bristol SEPTO meeting. The next meeting will be held on February 11th at 6:30 p.m. at the Bristol Public Library.

Commissioner Wadowski shared information from Ivy Drive regarding a school wide positive behavior system, that centers around P.R.I.D.E. The December 13th pajama day raised \$400.00 to benefit CCMC. Also in December they held a toy drive and were able to donate 12 boxes of new toys to a local charity. In January they hosted NEMS Express Singers for a concert and on January 24<sup>th</sup> they held Yoga Day for the entire school.

**INFORMATION/LIAISON REPORTS – con't**

Chair Jennifer Dube shared information from BECC where in February they will continue to work on preparing students academically and emotionally for kindergarten, they will also be welcoming many new students transitioning from the birth to 3 program into the Bristol Public Schools. They will be visiting with the Senior Center to sing valentine songs and share some special valentine's with them during their valentine's lunch.

**VOTE TO CONVENE INTO EXECUTIVE SESSION for the purpose of discussing:**

1. Superintendent Evaluation

**Motion Passed:** with a motion by Kristen Giantonio and seconded by John Sklenka (8:31 p.m.)

**EXECUTIVE SESSION**

**PRESENT:** Commissioners: Eric Carlson, Jennifer Dube, Kristen Giantonio, Shelby Pons, John Sklenka, Karen Vibert, Allison Wadowski and Christopher Wilson;

Executive Session was called to order at 8:45 p.m.

**Commissioner Discussion**

Chair Jennifer Dube clarified meeting structure, appropriate parent communication and BOE meeting decorum for commissioners.

**Superintendent Evaluation**

Commissioners discussed the Superintendent's Mid-Year Assessment.

**RECONVENE INTO PUBLIC SESSION**

The Board of Education reconvened into Public Session to take votes on any decision items discussed in Executive Session.

**ADJOURNMENT**

There being no other business to come before the Board of Education the meeting should adjourn. (9:17 p.m.)

Respectfully Submitted

*Susan P. Everett*

Susan P. Everett

Executive Secretary to Board of Education