

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 - 1/8/20 Board of Education Meeting>

**BOARD OF EDUCATION
Bristol, Connecticut
January 8, 2020 – Regular Meeting Board Meeting**

The regular meeting of the Bristol Board of Education was held on Wednesday, January 8, 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, Thomas O'Brien, 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

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 Central's student led clarinet quartet. Student performers included: Paris Machado, Robin Pan, Jeane John and Jenna Lukasiewicz. The audience remained standing for the Pledge of Allegiance

MOMENT OF SILENCE

Chair Dube called for a Moment of Silence for Ruthann (Foo) Field a Physical Education Teacher, Adult Education Teacher and Guidance Counselor at Northeast, Chippens Hill and Bristol Central from 10/29/79 to 12/18/19. Marion Giordano Crumb a Business Teacher and Classroom Teacher at Bristol Central, Bristol Eastern and Mountain View from 9/3/74 to 6/30/94.

Chair Dube read the meeting norms.

STAFF AND STUDENT RECOGNITION

2019-2020 Business Education Mini Grant Presentation – Dr. Dietter presented the 2019-2020 Bristol Business Education Foundation Mini Grant winners. Earlier in the evening the Bristol Business Education Foundation hosted an award ceremony at the Imagine Nation museum, where grants totaling \$15,000 were awarded to Bristol teachers. Council Liaison Peter Kelley shared how inspirational the reception was and that Bristol Public Schools teachers are motivated and inspired and think outside the box. Dr. Dietter shared that over \$415,000 has been awarded to Bristol staff and students. Dr. Dietter congratulated all the grant awardees and shared the winning grant titles while grant winners stood to be recognized.

APPROVAL OF MINUTES

November 6, 2019 - Regular Meeting

Minutes from the November 6, 2019 Regular Meeting were approved as written.

Motion Passed: with a motion by Karen Vibert and seconded by Kristen Giantonio.

December 4, 2019 – Regular Meeting

Minutes from the December 4, 2019 Regular Meeting were approved as written.

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

COMMITTEE REPORTS

Operations Committee – Jill Browne reported that the Operations Committee met on December 17th and three main items were discussed; Fields and Facility Rentals; Current Enrollment and Feasibility; and Capital Improvement Plan. With regard to facilities usage/rental, the District is realizing revenue that is slightly more than the OT paid to custodial staff to rent the facilities. The additional revenue can cover the cost of consumable items such as paper goods in lavatories and electrical cost during usage. A rate increase is not recommended by administration at this time. With regard to Fields usage/rental, the Operations committee believes that the District is charging considerably less than all neighboring communities, and is missing the opportunity to generate revenue that can be used to maintain and repair the turf fields. As such, the Operation Committee voted to forward this discussion to the Policy Committee for a possible change in fees for fields rental. The committee discussed the current enrollment and feasibility. Dr. Carbone lead a discussion regarding the enrollment forecast from the study conducted by Milone & MacBroom in 2017. Milone & MacBroom conducted an analysis of Bristol’s past and present school enrollments and projected them forward 10 years. (Their complete report, “Bristol Comprehensive School Enrollment Analysis & Projections,” is contained in Appendix A, in Volume 2 of the feasibility study found on the District’s website). Dr. Carbone pointed out that the current District enrollment exceeds the prediction. The administration requested an update to the enrollment study to ensure accurate data by which the District can move forward and plan accordingly. Dr. Carbone was to reach out to Milone & MacBroom to discuss updating their forecast. Dr. Carbone reported this evening that she had reached out to Milone & MacBroom and they will engage in furthering their study and will be looking at current trends and patterns so that we have accurate information as we look at facilities and bring on new schools. Finally, the Capital Improvement Plan was presented by the administration. The committee voted to move the plan forward to the full Board. The Northeast Middle School gym floor appears on the plan in Year one, however, the administration would like to request funding for the current year so that work can be done immediately at the close of the school year. This work will require asbestos abatement, and planning will need to take place now – this item cannot wait until the approval of the Capital Improvement Plan. Mrs. Browne asked for a motion to add two Operation Committee items to the agenda Under New Business.

Board of Finance Special Appropriation Request

Motion to add the Board of Finance Special Appropriation Request to the agenda under New Business.

Motion Passed: with a motion by Jennifer Dube, seconded by Eric Carlson.

10 Year Capital Improvement Plan

Motion to add the 10 Year Capital Improvement Plan to the agenda under New Business.

Motion Passed: with a motion by Eric Carlson, seconded by Tom O’Brien.

Finance Committee – Commissioner Vibert announced the upcoming Budget Workshop dates. The dates are Tuesday, January 21st and Wednesday, January 29th. With snow dates of Wednesday, January 22nd and Thursday, January 30th. Commissioner Vibert reported that CAFE will be lobbying for the cap to be removed from the Excess Cost Grant. She encouraged everyone to contact legislators and people in Hartford to show their support and the importance of this topic. Commissioner Vibert turned the report over to Mrs. Browne. Mrs. Browne reported that the committee met on Monday, January 6th. The snapshot shared at the meeting showed the budget as December 31st. We see the general expenditures continue as expected in most areas across the general fund, the trend of rising special education costs continues. Most notably, we see additional expenditures in para educator salaries, professional services, district placed tuitions and out-of-town transport. The additional expenditures at the close of December have caused an overall deficit in special education of approximately \$433,000. For reference, at the close of December 2018 the Special Education Department was over budget by \$2.2M, that is a considerable improvement over last year. In the tuition line we have improved by over \$800,000. Mrs. Browne thanked the board for their support and budget preparation last year. It was expected that the Board would exceed its budget in the area of Special Education tuition. We have

Finance Committee – con't

made a request for what we would call Marginal Costs in the amount of \$900,000 last year. Since last April we have had 9 additional students enroll that require out of district placements and we did not account for these students in preparation of the budget. The increase in para educator salaries may surprise some, but it is important to note that adding a para educator as a support to a special needs student may prevent a higher cost alternative, while also providing the student access to their home school. Although this area of budget shows as overspent, this can be the most efficient and effective way to support a student's needs. At the end of December, the district had collected \$64,296 in revenues from Rental, Tuition and Medicaid sources. Once the February installment of the Special Education Excess Cost Grant is received and all revenues are applied to the general fund, the snapshot will improve significantly. The current operating budget as of December 31, 2019 is \$74,490 compared to \$674,713 at the same time in 2018. In order to mitigate the budget deficit in special education, in early December we issued a budget freeze to all departments. We will only allow spending for items that directly support the curriculum or are essential items for maintenance and classroom support. It is too early for an end-of year forecast, we are hopeful that the freeze will help us to complete the year close to our budget figure. On December 20th, Food Service Director, David Foulds, Mrs. Jill Browne, Dr. Carbone and Commissioners Dube and Sklenka toured Bristol Central, West Bristol and Chippens Hill. At the three locations, food service and delivery as well as management of student movement during the most populated lunch waves was observed. At all locations, students were served within 7 minutes of the start of lunch, leaving time for students to finish their lunches. Financially, the snapshot shows a deficit of approximately \$105,000. During the month of December, we experienced three snow days and two late arrivals which resulted in a significant change to our expected December federal reimbursement. However, the late and canceled days did not impact our purchasing and preparation. Had we been in full attendance on these days, our snapshot would look very similar to the end of November - another month with fewer serving days – in which we showed a \$43,000 deficit. We continue to forecast that our numbers will improve moving forward in the cafeteria.

Kimberly Culkin, Special Education Director presented the monthly Special Education report. As of January 1st there were 1,719 students identified as requiring special education services. That is out of the district's total enrollment of 8,355 students. This brings the identification rate of 20.48% in December to 20.57%. In the month of December, staff conducted 25 Risk Assessments and 9 Psychiatric Evaluations were conducted. Overall since the start of the school year, 111 Risk Assessments have been conducted, 25 Psychiatric Evaluations and 5 Independent Educational Evaluations. In the month of December, 25% of the newly enrolled students required special education instruction within that number, one student came to us requiring an out of district placement. Since April of last year we have had 9 newly enrolled students requiring out of district placement. We currently have 115 students in Out of District – Private; 57 students in Out of District – Public (such as magnet schools).

CHAIRMAN REPORT

Chair Dube provided a wrap up of the Board Retreat that was held on Wednesday, December 18, 2019.

STUDENT REPRESENTATIVE REPORTS

Bristol Central Senior Student Representative Katherine Funk presented her board report highlighting several activities that have taken place at BCHS. Some of the activities highlighted were Festivus, Spirit Week, Ramily BC Values Contest and the winter concert. Winter sports teams were active over the break, basketball, wrestling and track all had games, matches or meets. The swim team held their first swim meet yesterday. BC's annual wrestling tournament was held on Saturday, January 4th. The Future Teacher's Club visited South Side School, Western New England University came to BC for an on-sight decision day. Local barber offered free haircuts to students before Winter break. There will be a prom dress boutique this spring, the drama department is preparing for their spring musical "In The Heights" and midterms will begin on January 22nd. The afterschool study group "Coco and Cram" will once again be available to students to study for midterms. Scholarship help is available afterschool or with Mrs. Pastraynak on Wednesday. Bristol Central recently said good bye to several people, they celebrated with a retirement party for Mr. Hernandez,

STUDENT REPRESENTATIVE REPORTS – con’t

Mrs. Davis and Mrs. Martin. They also had to say good bye to Ms. Field, a guidance counselor at Bristol Central. They came together as a school to remember her and the BC family showed support.

Bristol Eastern’s Junior Student Representative Madison Turner shared several activities that have taken place at Bristol Eastern. The Beta club presented “A Christmas Carol” and held three shows for the community. The Beta Club and NHS also hosted well-attended craft fairs. There was a combined chorus and band holiday concert on December 18th for the public and again on December 20th for the students. Bristol Eastern held its first Winter Wonderlunch it was an opportunity for students to participate in holiday themed activities and offer acts of kindness toward one another. Students were also given snow cones to enjoy and they were grateful to the administration for this treat. December 20th also served as the last day of the “26 Days of Kindness” a program that was started following the Newtown tragedy. During the 26 school days leading up to winter breaks students set aside an opportunity to show an act of kindness to others. On January 14th Eastern will be hosting the Grade 8 Open House, where incoming freshman families will hear about classes, clubs, sports and activities that will be available to them next year. Mid-Term will be held the last week in January, which will also bring Semester 1 to a close.

SUPERINTENDENT REPORT

Dr. Carbone presented the District Priority Update.

CONSENT AGENDA

PERSONNEL

Administrator Hire - Effective January 9, 2020

Vetrano, Melanie - BEHS - Assistant Principal

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

Teacher Retirement - Effective December 1, 2019

Heyl, Cindy - ID - Grade 2 Teacher

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

Teacher Resignations

Harris, John - WB - Grade 6-8 Art Teacher - Effective November 26, 2019

Kelley, Lynn - WB - Grade 7 Social Studies Teacher - Effective November 6, 2019

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

New Teacher Hire

Bannon, Kathleen - BEHS - TESOL/Spanish Teacher - Effective January 15, 2020

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

Teacher Request for Unpaid Leave of Absence

Fraser, Kathleen - SSS - Special Education Teacher - Effective May 19, 2020 through end of school year.

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

PUBLIC COMMENT

No members of the public wished to address the Board.

DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS

High School Program of Studies for 2020-2021

Each year, the Board of Education receives a presentation highlighting proposed changes to the high school program of studies booklet. This year, Michael Higgins, Principal at Bristol Eastern presented the 2020-2021 Program of Studies. This year's Program of Studies has been revised to include the language articulated in the BPS Vision of the Graduate so that students and parents may see our course offerings as they relate to the Vision of the Graduate. Along with the inclusion of the Vision of the Graduate language, the graduation requirements have been updated to reflect the differences between the requirements for next year's juniors and seniors versus next year's freshmen and sophomores. Also, the course offerings by department have been designated as those that will meet the STEM required courses and electives as well as those that will meet the Humanities required courses and electives.

NEW BUSINESS

Board of Finance Special Appropriation Request

Motion to authorize the Administration to request a Special Appropriation from the Board of Finance in the amount \$285,000 to be applied to a new gym floor at Northeast Middle School.

Motion Passed: with a motion by Eric Carlson, seconded by Chris Wilson.

10 Year Capital Improvement Plan

Motion to pass the 10 Year Capital Improvement Plan as written.

Motion Passed: with a motion by Eric Carlson, seconded by John Sklenka.

BUILDING REPORTS

MBIAMS Update – Dr. Michael Dietter presented a MBIAMS update. The committee met and received updates provided by architects which included information on mechanicals/heating and cooling systems; Construction manager timelines and the building turn over to D'Amato and Downes for winterization and monitoring; Preliminary Fixtures, Furniture and Equipment or FFE, commenced, teachers and other BOE experts provided input and suggestions to architects for final planning on classroom spaces; Building Committee Calendar for 2020 was finalized. Additional activities include monthly precon meetings and FFE activities associated with community and general school spaces. Dr. Dietter shared the MBIAMS Winter update, copies of the update were on the table for anyone who would like to take one. A reminder that the community can follow us on twitter @BuildingMbiam. The next meeting will be held on Thursday, January 23, 2020 at 6:30 p.m. in Room 36.

LIAISON/INFORMATION REPORTS

Commissioner Wilson shared a CREC liaison report.

Commissioner Giantonio shared meeting information regarding the upcoming Bristol SEPTO meeting. The meeting will be held on Tuesday, January 14th at 6:30 p.m. at the Bristol Public Library.

Commissioner Sklenka shared information from various activities that happened at Edgewood school during the month of December. They will be holding Read Across America on March 2nd.

Commissioner Dube reported on various events happening at West Bristol School during the month of December.

January 8, 2020 – Regular Board of Education Meeting

ADJOURNMENT

There being no other business to come before the Board of Education the meeting should adjourn. (8:02 p.m.)

Motion Passed: with a motion by Karen Vibert, seconded by Kristen Giantonio.

Respectfully Submitted

Susan P. Everett

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Executive Secretary to Board of Education