

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=UjFyYWvY55o&t=2775s>

**BOARD OF EDUCATION
Bristol, Connecticut
May 1, 2019 – Regular Meeting Minutes**

The regular meeting of the Bristol Board of Education was held on Wednesday, May 1, 2019 at 7:00 p.m., in the auditorium of the Board of Education Administration Building, located at 129 Church Street, Bristol, Connecticut.

PRESENT: Commissioners: Jeff Caggiano, Jennifer Dube, Kristen Giantonio, Joseph Grabowski, Karen Hintz, Thomas O'Brien, Tina Taylor, Karen Vibert, and Christopher Wilson; Dr. Susan Kalt Moreau Superintendent, Dr. Catherine Carbone, Assistant Superintendent, Dr. Sam Galloway, Human Resource Director and Peter Kelley, Council Liaison

CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Chairman Wilson called the meeting to order at 7:01 p.m. and asked the audience to stand for The Pledge of Allegiance.

Chairman Wilson called for a moment of silence for Martin Setter a Business Teacher at Bristol Eastern and Bristol Central from 9/5/67 to 1/11/01 and Sheila Kelley, a community member and wife of Council Liaison Peter Kelley.

STAFF AND STUDENT RECOGNITION

Dr. Moreau introduced the following students to be recognized by the Board of Education. Students stood to be recognized.

CABE Student Leadership Awards

Bristol Central – David Gao and Kiara Suazo

Bristol Eastern – Emily Belanger

Chippens Hill Middle School – Pushpita Hossain and Julia Armington

Northeast Middle School – Clinton Bartley and Alyssa Adorno

Greene-Hills School – Fatima Aamir and Joshua Charrette

West Bristol – Christopher Oren and Rachel Wygant

Bristol Boys & Girls Club Youth of the Year

Bristol Central Senior – Stanley Cardona

United Way Youth Live United Award

Chippens Hill – 8th Grader – Kaidyn Sigmund

National Latin Exam

Kelly Monahan-DiNoia introduced the following students to be recognized by the Board of Education. Students stood to be recognized.

Bristol Central Students – Nadine Masayda – Latin II and Corinna Marsh and Noah Taylor – Latin I

APPROVAL OF MINUTES – April 3, 2019 Regular Meeting

On motion by Commissioner Giantonio and seconded by Commissioner Hintz, it was unanimously

VOTED: That the Board of Education approve the April 3, 2019 Regular Meeting minutes as written.

Commissioners, Caggiano, Taylor and Wilson abstained.

COMMITTEE REPORTS

Personnel Committee – Commissioner O’Brien reported that the committee met to discuss staff award winners.

Student Achievement – Commissioner Dube reported that the committee met on April 17th to discuss the Information Processing II Curriculum, the Sports and Entertainment Marketing Curriculum and programming at the Memorial Boulevard Intradistrict Arts Magnet School.

Communications and Community Relations – Commissioner Caggiano reported that the committee met on April 10th and discussed the spring newsletter. The schools will need to help out more to ensure that we continue to get information in for the newsletter. Dr. Carbone shared that we are doing well at getting information. The committee also discussed the community conversation; the will be the second conversation this year and it will be held on May 30th.

Finance Committee – Commissioner Vibert reported that there will be deficit as we close out the year based on the areas of Transportation, Special Education and Magnet School Tuition; we are in the black in the Food Services budget. Jill Browne delivered the Finance Report for the month March. Mrs. Browne reported that at the close of March, fixed cost expenditures continue to remain steady. The March 31st snapshot suggests an operation deficit of 1.158M; for comparison, at this time last year, our total operating budget was –\$352,476. The following areas are over budget: Transportation, Magnet Tuition, and Special Education. Regular Education Transportation is over budget by \$165,165, Magnet Tuitions are over budget by \$252,356 and Special Education is over budget by \$2,374,084. Our special education deficit increased by \$107k over last month’s report. This number fluctuates based on student need and enrollment. Overall, our budget remains steady. We continue to forecast that we will have approximately \$1.1M in the teacher salary line available for transfer and can utilize these monies to mitigate the costs of special education services. We have these funds available, due to several retirements, and we did not fill five positions. We have issued a directive that all requisitions be entered by April 18th and all purchase orders be closed by May 10th. Once this happens, we should be able to forecast more accurately. We are at the end of the third quarter, and we are forecasting a deficit in the range of \$800K–1.2M to end the year. We are expecting the results of our food services administrative review to come in by the end of the month; hopefully we will have the .06 per meal reimbursement will be back for the month of June.

Operations Committee – Commissioner Hintz reported that the committee met on April 16th to consider two matters. Bristol Eastern parents want to make improvements to the girls’ softball field and the boys baseball field with dugouts and fencing. The anticipated cost is over \$100,000 for both projects, they were looking for permission to start fundraising for the projects. The committee steered the group to our professional staff - Tim Callahan, Peter Fusco and Chris Cassin will help to guide them through the process. They received approval to fundraise for the initial \$25,000 for site planning and fencing. Once they work through all the approvals/permissions and have a firmer plan the committee will consider the new plans and let them continue. The committee voted to add a 7th school to the CEP program; Bristol Central will be added for the 2019-2020 school year; making all students eligible for free breakfast and lunch.

CHARIMAN REPORT

Chairman Wilson provided a legislative update and Dr. Dietter provided an update on the Memorial Boulevard Intradistrict Arts Magnet School Building Committee. The committee met twice this past month; they have reviewed preliminary drawings for the schematics. They provided the architects with feedback from the programming committee, so they made some adjustments. Right now, the work is focusing with the Office of School Construction, Grants and Review as well as with the Office of State Historical Preservation. Attention is being paid to the front entry, and other historical features of the building, primarily the theater. The project is progressing within the expected timelines; they are

CHARIMAN REPORT – con't

anticipating the environmental study results will be available soon, once in, the next steps will be established based on what is said regarding remediation and abatement inside the building and on the site. The committee encourages public participation, the next meeting will be held May 9th at 6:30 p.m. in Room 36. The Student Achievement Committee is also another way to hear about the programing aspects of the building; their next meeting is tentatively scheduled for May 19th. The programming committee also came out with a FAQ (Frequently Asked Questions) that will be available on the Board of Education website and will answer some of the general questions people are asking. The committees are looking at a date in early June for the public to come in and view drawings, look at programming maps and ask questions.

STUDENT REPRESENTATIVE REPORTS

Bristol Eastern Student Representative Lori Chen reported that Bristol Eastern celebrated Purple Up Day; which recognizes students whose parents have or currently serve in the military. Those students, faculty and staff were recognized by wearing purple, the day also recognized students who have chosen to go into the military. Lori thanked all those who have served. Lori shared that students are preparing for AP Testing, she thanked Mrs. Jones her AP Stats teacher who has offered to stay after school to help students prepare. Seniors are preparing for graduation and there are a variety of activities taking place during the next month such as: Tunxis Community College field trip, Academic Honors Banquet, SAT Carnival for Juniors, Seussical the Musical, and much more.

Bristol Central Student Representative Abby Tijhuan Grant-Christie shared that today was college decision day; seniors must commit to their college of choice. Abby has committed to UCONN, she is officially a Husky, with hopes of pursuing a career as an ultrasound technician or a pediatrician. Abby shared several events that will take place during the month of May – AP Exams, Proms, Mr. BCHS where the proceeds raised will be donated to the Leukemia and Lymphoma Society, the Make A Wish Foundation and the Boys and Girls Club. Abby thanked the board for the opportunity to serve at the Student Representative this year; she is grateful for the opportunity and it has helped her with her public speaking and writing.

Chairman Wilson invited both students to come back to a Board of Education meeting to share their college experience and how the school district did or did not prepare them for college.

SUPERINTENDENT REPORT

Dr. Moreau reported that we have begun taking applications for Junior representative at Bristol Central and Junior and Senior representatives at Bristol Eastern.

Dr. Moreau gave a budget update:

The budget request was for \$119,998,531 with adjustments (\$522,000) as part of the ECS/Alliance District Increase and (\$721,820) for health insurance. The revised request became \$118,754,711. The Board of Finance just approved a budget of \$115,040,860 which is an increase of 3.26%. That leaves the administration tasked with make reductions in the amount of \$3,713,85. Recommended reductions will be presented at the May 20th Finance Committee Meeting.

Dr. Moreau shared her monthly update on District Priorities:

Inspire and Cultivate Talent

- We have begun posting open positions for the 2019-2020 school year utilizing the new hiring manual.

- The District Continuous Improvement team analyzed the teacher evaluation evidence guides and provided feedback.
- Teacher and administrator evaluation will be finalized over the next 4-6 weeks.

Organizational and Operational

- Town Hall meetings have been held at the BOE building over the last couple of months; where we share how the work that each department has done contributes to the success of the district. A new committee that was established by Dr. Carbone the BOE (Building Our Enthusiasm) committee held a culture sharing potluck luncheon. Dress down was included, and the proceeds benefited Oakhill Chapter 126.
- Our Alliance Building Repairs Grant security camera upgrades have been installed, we are working out the kinks.
- The budget reductions we are proposing will have the least amount of direct impact on students.
- Improve data systems for teachers that allow them to enter and analyze data.

Community Engagement

- Planning the next community conversation (Trainings 5/9 & 5/16; Event 5/30 at Bristol Central)
- Our mentors will be thanked at a luncheon on May 22nd.
- We have posted the revised role for our Community Engagement, Communications and Grants Program Manager position.
- The Bristol Tramps made a \$1,000 donation to the Unified Sports Program.
- Through the generosity of the city, Southside, Stafford, Hubbell and Mountain View schools who are currently raising funds for new playgrounds, will receive funding totaling \$150,000 as part of the 10-year capital plan.
- The Department of Special Services is participating in a Panel Discussion showcasing Positive Parent/District partnerships at the Parent Symposium on May 13th in Cromwell, CT.

Learner Focused

- Elementary Invention Convention was held, Mountain View was the citywide winner, they will be going to the State convention.
- Middle school robotic competition was held at Northeast on April 18th despite it being the Thursday before April break there was a huge turnout.
- Throughout the month of May and June, we will recognize the achievement and efforts of students.

CONSENT AGENDA

On motion by Commissioner Dube; seconded by Commissioner Taylor, it was unanimously

VOTED: That the Board of Education approve the following Consent Agenda items:

Teacher Retirements

Gauvin, Connie – GH – Grade 2 Teacher – effective June 30, 2019

Greene, Kristine – CHMS – Grade 8, Language Arts – effective June 30, 2019

Tamburro, Frank – GH – Music Teacher – effective June 30, 2019

Teacher Resignation – Effective May 3, 2019

Brown, Hillary – EPH – Special Education Teacher, Extended Resource

New Teacher Hire – Effective May 6, 2019

Pac, Amanda – GH – Grade 4 Teacher

A-1 Appointment – Effective April 11, 2019

Pratt, Stacey – CHMS – Team Leader – Green

A-3 Resignation – Effective April 1, 2019

Ouellette, Michelle – CHMS – Webmaster

Grants

Approval of Title IV A Funds for Student Support

PUBLIC COMMENT

No members of the public wished to address the Board.

DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS

Dr. Galloway presented the Quarterly Enrollment Numbers. Commissioners were provided the report and were able to follow along. Dr. Galloway reported that there are 37 fewer students in the district than last year at this time; overall the district numbers are stable. Dr. Galloway walked commissioners through the report; of note Edgewood, Hubbell Greene-Hills are all within board guidelines, while Greene-Hills is up a bit. Ivy Drive, Mountain View, South Side and Stafford are stable. West Bristol will not have the issues they had this year with the eighth (8th) grade numbers, protocols have been tightened up that should help with that issue. Question followed regarding kindergarten numbers and what they look like for next year. Regarding the high schools, Dr. Galloway has spoken with the registrar about the large numbers at Bristol Central, (100+ students) they are attributing it to the housing on this side of town. Dr. Galloway responded to a question regarding the loss of 77 magnet school students. The students are not lost, but rather centralized registration is scrubbing data, calling schools and families to verify where students are living and pulling out those that no longer belong on Bristol's roll. Dr. Galloway also shared the number of Bristol students that are currently enrolled at each technical high school.

TEAM Mentors/Cooperating Teachers Applicants

Teachers trained to serve as TEAM (Teacher Education and Mentoring) mentors and cooperating teachers provide assistance and support to student teachers and first year beginning teachers in the district in areas such as lesson design and classroom management and provide feedback and support in the areas of instructional planning and student assessment. Cooperating teachers are those teachers who are trained to work with student teachers. We need to increase the number of cooperating teachers in the district in order to meet the need of student teachers. Mentors must be assigned to first-year teachers to provide mentoring and support to newly certified teachers; this program is required by the State Department of Education. Principals recruit teachers to apply to be a TEAM mentor/cooperating teachers; the applications are reviewed by the TEAM Coordinating Committee. The following teachers were approved by the TEAM Coordinating Committee and are recommended to be TEAM Mentors/cooperating teachers. Approved teachers must attend a three-day training program and update their training every three years.

Teacher	Assignment
Cary Rubbo	Literacy Coach, GHS/WBS
Erin Daly	Grade 4, Ellen P. Hubbell School
Marcy Deschaine	Grade 3, Mountain View School
Kathy Lanahan	Grade 1, West Bristol School
Gina Brower	Social Studies Teacher, Bristol Eastern High School

On motion by Commissioner Hintz; seconded by Commissioner Dube, it was unanimously

VOTED: That the Board of Education approve the selected TEAM Mentors/Cooperating Teachers Applicants.

Request that the BOE approve Final Plans and Cost Estimate for the BCHS UST Removal

The Board of Education is eligible for reimbursement for removal and replacement of underground storage tanks. The Bristol Central High School tank is nearing 30 years old and must be removed and replaced to remain compliant with the State of CT guidelines. Dr. Moreau read the resolution:

Resolved that the Board of Education approve final plans and project manual(s) as prepared for bidding and dated 4/22/19 and the professional cost estimate, dated 4/22/19 for the Bristol Central underground storage tank removal located at 480 Wolcott Road in Bristol, CT.

On motion by Commissioner Vibert; seconded by Commissioner Grabowski, it was unanimously

VOTED: That the Board of Education resolve to approve the final plans and project manual(s) as prepared for bidding and dated 4/22/19 and the professional cost estimate, dated 4/22/19 for the Bristol Central underground storage tank removal located at 480 Wolcott Road in Bristol, CT.

Following a roll call vote; Chairman Wilson declared the resolution **PASSED** with all nine (9) commissioners in favor of the vote.

Request that the BOE approve Final Plans and Cost Estimate for the BEHS UST Removal

The Board of Education is eligible for reimbursement for removal and replacement of underground storage tanks. The Bristol Eastern High School tank is nearing 30 years old and must be removed to remain compliant with the State of CT guidelines. Dr. Moreau read the resolution:

Resolved that the Board of Education approve final plans and project manual(s) as prepared for bidding and dated 4/22/19 and the professional cost estimate, dated 4/22/19 for the Bristol Eastern UST removal located at 632 King Street, Bristol, CT.

On motion by Commissioner Caggiano; seconded by Commissioner Giantonio, it was unanimously

VOTED: That the Board of Education resolve to approve the final plans and project manual(s) as prepared for bidding and dated 4/22/19 and the professional cost estimate, dated 4/22/19 for the Bristol Eastern UST removal located at 632 King Street, Bristol, CT.

Following a roll call vote; Chairman Wilson declared the resolution **PASSED** with all nine (9) commissioners in favor of the vote.

CURRICULUM REVISION

Information Processing II Curriculum – Second Reading

The Information Processing II curriculum was last revised in 2006. The State of Connecticut standards for Career and Technical Education have been updated, leading to a need to revise the Information Processing courses. Information Processing I was revised and approved by the Board of Education in March 2018. Information Processing II was redesigned to expand upon students' learning from Information Processing I and offer opportunities for students to gain the knowledge and skills they would need to become certified Microsoft Office Specialists. The ability to use Microsoft Office is a vital skill in today's world for both college and careers. Students will learn advanced features in Microsoft Word, Excel, and PowerPoint. Microsoft Word topics include columns, templates, wizards, merging, advanced tables and charts. Microsoft Excel topics will include creating spreadsheets, analyzing worksheet data, goal seeking, and what/if analysis. Microsoft PowerPoint topics will include advanced graphics and media techniques, tables and charts, and creating professional presentations by adding audio, video, and

sound to slideshows. At the end of this course, students may choose to take an assessment that could lead to certification.

On motion by Commissioner Dube; seconded by Commissioner Giantonio, it was unanimously

Information Processing II Curriculum – Second Reading – con't

VOTED: That the Board of Education approve the Information Processing II Curriculum.

Sports and Entertainment Marketing Curriculum – Second Reading

Sports and Entertainment Marketing is the second course in the CTE Marketing Pathway. The first course, Introduction to Marketing, was approved in the 2016–17 school year. To qualify as a career and technical education pathway in an area, our district needs to offer at least two courses. Qualifying as a CTE pathway benefits students by deepening their understanding of the content and benefits our program in that this pathway could now potentially qualify for funding under the federal Perkins grant. Funding would support materials for the pathway, authentic on-the-job learning experiences for students, and professional learning experiences for our teachers. Additionally, our district could begin to pursue a pathway in this area with Tunxis Community College, potentially expanding our opportunities to offer college credit for our students. Sports and Entertaining Marketing is designed to study marketing principles and concepts in the sports and entertainment industry. Instructional topics will include an orientation to the sports and entertainment industry, economics, event execution, career opportunities, decision making, event marketing, advertising and promotion, and legal aspects/contracts. Students will use technology to complete case studies, class assignments, simulations, and projects. Authentic learning opportunities will be created for students as they begin to apply some of their learning to marketing our own Bristol Public Schools athletic events.

On motion by Commissioner Dube; seconded by Commissioner Taylor, it was unanimously

VOTED: That the Board of Education approve the Sports and Entertainment Marketing Curriculum.

TEXTBOOK RECOMMENDATIONS

Information Processing II Textbook – First Reading

The Information Processing II curriculum has been revised. A textbook resource for the course was last purchased in 2006. Due to the updated standards at the state level for Career and Technical Education, the revisions made to our Bristol curriculum, incorporating a broader range of technical skills and applications, and changes in the technology utilized within the course, new textbooks are required. The broad goals of the course seek to ensure that students are equipped with the knowledge and skills within the Microsoft Office Suite to meet the technological and business demands required by the opportunities they will have at college and within the professional working world. Thus, a textbook is needed to provide students with activities and simulations that represent the demands they will encounter in their future professional careers. In addition, the textbook being recommended is most closely aligned to the tasks that are required of students within the Microsoft Office Specialist certification process, allowing our teachers the opportunity to best prepare students. The textbook that the committee recommends is *Learn by Doing: Microsoft Office Specialist*, BE Publishing, 2018.

Mrs. Fortin requested a waiver of the Second Reading, so that the books can be purchased before the end of the school year.

On motion by Commissioner Taylor; seconded by Commissioner Grabowski, it was unanimously

VOTED: That the Board of Education waive the second reading of the Information Processing II Textbook.

Information Processing II Textbook – First Reading – con't

On motion by Commissioner Grabowski; seconded by Commissioner Dube, it was unanimously

VOTED: That the Board of Education approve the Information Processing II Textbook.

Sports and Entertainment Marketing Textbook – First Reading

Sports and Entertainment Marketing is a new course within our Career and Technical Education department and is the second course within the marketing pathway. The textbook selected for the course provides students not only with content that is aligned to the standards upon which our curriculum is based but also provides students with tasks that simulate the types of scenarios they will encounter should they choose to pursue marketing as a potential career after high school.

Mrs. Fortin requested a waiver of the Second Reading, so that the books can be purchased before the end of the school year.

On motion by Commissioner Dube; seconded by Commissioner Taylor it was unanimously

VOTED: That the Board of Education waive the second reading of the Sports and Entertainment Marketing Textbook.

On motion by Commissioner Giantonio; seconded by Commissioner O'Brien, it was unanimously

VOTED: That the Board of Education approve the Sports and Entertainment Marketing Textbook.

World History – Textbook Recommendation – Academic Level – Second Reading

A question followed regarding commissioners being able to view the interactive tools that come with the textbook. Mrs. Fortin believes she can give demo access to commissioners that are interested.

On motion by Commissioner Caggiano; seconded by Commissioner Grabowski, it was unanimously

VOTED: That the Board of Education approve the World History – Textbook – Academic Level.

NEW BUSINESS

There was no New Business to come before the board.

INFORMATION

There was no Information to come before the board.

LIAISON REPORTS

Commissioner Giantonio shared information regarding the upcoming SEPTO meeting being held May 14th at Chapter 126, they will be highlighting safety in the Bristol Public Schools. Javier Rosario, BOE Safety and Security Director will be the special guest along with Dr. Dietter.

Commissioner Dube reported that West Bristol's Wounded Warrior Project bottle collection fundraiser is very close to reaching their goal. You can continue to drop off nonalcoholic bottles to the school, so they can reach their goal.

Commissioner Vibert shared information from South Side School and her visit today, where she had the opportunity to see Bristol Central students read to a classroom of “future rams”. They come every week at the end of their day.

Commissioner Taylor shared that Greene–Hills Schools held a Career Day before April vacation that was well attended and well received by all the students. They heard about various occupations: ESPN, EMS, Dental Hygienist, Basketball Marketing Executives, Art Teacher, etc and in the afternoon participated in a resume writing workshop.

Chairman Wilson shared information regarding CABA’s Summer Leadership Conference at Water’s Edge on August 7th; and his recent attendance at Bristol Eastern’s and Bristol Central’s NHS induction ceremonies.

ADJOURNMENT

There being no other business to come before the board, the meeting was adjourned. (8:15 p.m.)

Respectfully Submitted

Susan P. Everett

Susan P. Everett

Executive Secretary to Board of Education