

*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=fnbeRBgj\\_OQ](https://www.youtube.com/watch?v=fnbeRBgj_OQ)*

**BOARD OF EDUCATION**  
**Bristol, Connecticut**  
**December 4, 2019 – Regular Meeting Board Meeting**

The regular meeting of the Bristol Board of Education was held on Wednesday, December 4, 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: 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 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 the Greene–Hills and West Bristol All Stars under the direction of Mrs. Chris Sipes. The audience remained standing for the Pledge of Allegiance.

**MOMENT OF SILENCE**

Chair Dube called for a moment of silence for Bill Brostrom a Tech Ed Teacher at Bristol Central from 3/1/99 to 6/30/13 and Lillian Stuart Johnson Mosa a History Teacher at South Side School from 9/6/60 to 9/10/63.

Chair Dube read the meeting norms and Commissioner O’Brien was the norm checker for the evening.

**STAFF AND STUDENT RECOGNITION**

The following students and staff members were recognized by the Board of Education:

Drum Circle – Music Teacher Chris Sipes, asked commissioners and the audience to participate in a drum circle demonstration.

Lisa Ayotte – Punny Books Published – Lisa Ayotte an Instructional Support Teacher at Hubbell Elementary was present and stood to be recognized for three of her punny books being published. Mrs. Ayotte has donated copies of the books to all of the K–8 schools.

Imagine a Day Without Water – On October 23<sup>rd</sup> the district participated in “Imagine a Day Without Water” The district partnered with the Bristol Water Department to bring awareness to the importance of water conservation. Elementary students created posters showing how their lives rely on the availability of water. A copy of those posters is on display in the Superintendent’s Office.

Thirst Project – Bristol Eastern – The Thirst Project has partnered with the largest youth organization seeking to ensure that all of our global citizens have access to clean water. Student Representatives from the Thirst Project were present and stood to be acknowledged. Chelsea Boateng, Thirst Project Club President shared how and why their group was established and some of the things they plan to do to raise awareness and funds for their cause. The group is currently trying to build a well. They club will be sending out an email regarding donations and how you can support the work that they are doing.

CNA Program – Mrs. Carly Fortin, Director of OTL announced that the Certified Nursing Assistant Program at Bristol Eastern will be reinstated. This is being made possible by funds from the Perkins Grant which will appear later on the agenda for a vote. Dr. Jaime Rechenberg, Secondary STEM Supervisor shared

more information regarding the reinstatement of the CAN program. Questions followed regarding the reinstatement and partnerships for the program.

Community Gardens/Bristol Public Works – Emily Gomes, Principal at Ivy Drive introduced Lindsey Rivers and Jason Morrocco from Bristol Public Works to discuss some of the projects that are taking place in our buildings. Lindsey River addressed the board and shared that vegetable gardens have been installed at Ivy Drive, Greene–Hills and Stafford School. Stafford School also has an outdoor classroom and through the Sustainable CT Grant (which is a matching grant) they will be able to create an outdoor learning space in each of our schools. Most recently Bristol Central established a greenhouse, where the students are taking an active part in the project.

### **APPROVAL OF MINUTES**

**November 6, 2019– Regular Meeting** – The November 6, 2019 Regular Meeting Minutes will appear on next month’s agenda, as they did not appear on the agenda as an attachment.

### **November 18, 2019 – Special Meeting**

**Motion Passed:** with a motion by Thomas O’Brien and seconded by Kristen Giantonio.

### **COMMITTEE REPORTS**

Finance – Although the committee has not met, Commissioner Vibert asked that Mrs. Browne share the monthly financial report. At this time, the Board of Education has begun to exceed initial budget numberst in Regular Education Transportation. After close scrutiny the additional costs can be attributed to several students receiving special accommodations through 504 Plans, two students from out–of–area and one gifted student taking classes at a different school and that caused us to go over budget on that line. We and are nearing the end of contracts in special education placements; however, we expect that we will exceed our budget in Tuition and Professional Services in future months as students join the district requiring special education services and possible outplacements already in place. We will closely monitor and report any movement in this regard. The City has transferred out monies for medical insurance; these funds no longer show as available in our overall budget. We did not have significant transfers for the month of October, with the exception of the transfer activity approved by the Finance Committee in order to continue the Board of Education Membership with the Connecticut Association of Boards of Education (CABE). In regards to the Cafeteria Report

- Districtwide, lunches have increased by an average of 1,000 meals per day
- Lunch Cash Sales comparison:
  - Cash sales have dropped by about \$28,700 YTD
- Reimbursement Comparison:
  - Reimbursements YTD have increased by \$104,442

Kimberly Culkin, Special Education Director presented the monthly Special Education report. As of November 1, 1,700 students out of our 8,330 students have been identified as requiring special education programing. This enrollment represents 21.25% of Bristol students. Of the new students enrolling in Bristol Schools during the month of October, 29% came to us already identified as needing special education services. Since April of 2019, 8 newly registered students came already placed in an out–of–district school programs for their special education needs. As of November 1, 2019 we have conducted 70 Risk Assessments, 12 psychiatric evaluations and received 4 requests for independent evaluations. 118 of our 1,700 students require out-of-district placements at special education school programs and 54 students require special education programming at other out-of-district placements such as magnet schools.

### **CHAIRMAN REPORT**

Chair Dube gave a Welcome and Introduction as the new Board of Education Chair.

## **CHAIRMAN REPORT – con't**

Chair Dube reported that the Board Retreat was not held due to the weather. It has been rescheduled to Wednesday, December 18th from 6:00 p.m. – 8:00 p.m. in Room 36 of the Board of Education.

Chair Dube reported that she had established Board of Education Committee Assignments. Commissioners were provided a copy prior to the Board meeting. The full board would need to approve the committee assignments. Chair Dube called for a motion to add Committee Assignment Approval to the agenda under New Business.

### **Addition of Committee Assignment Approval to the Agenda**

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

## **STUDENT REPRESENTATIVE REPORTS**

Junior Student Representative Madison LaPraise from Bristol Central presented her board report highlighting several activities taking place at BC. Some the activities Madison highlighted were the end of quarter one, the sold out homecoming dance, junior and senior class fundraisers at Panera, the annual Thanksgiving luncheon, girls powder puff football event, pep rally, Bristol Central bringing home the bell for the 5<sup>th</sup> year in a row, successful off seasons for the girls' volleyball and soccer, the drama program presented "Almost Maine" and some Italian students had the opportunity to attend the UCONN ECE quiz bowl where Bristol Central won first place in the team and individual competition.

Senior Student Representative Drew Dauphinee from Bristol Eastern shared a wrap up of the events that have taken place in this short month due to the holidays and the weather. The fall sports season wrapped up early in month; with the undefeated volleyball and soccer teams getting eliminated in the State quarter finals. The fall sports banquet was held, as well as the annual pep rally, Thanksgiving Day football game, spirit week, the annual holiday luncheon and a fall choral concert featuring BE singing groups. The end of the month saw a boys and a girls' powder puff football tournament and the end of the first quarter. Upcoming events include a holiday band and choral concert, participation in a "stuff a cruiser" toy drive, and the theater department presenting "A Christmas Carol."

## **SUPERINTENDENT REPORT**

Dr. Carbone presented the District Priority Update, specifically speaking about the Alliance Grant as it will appear later on the agenda for a vote.

Dr. Carbone acknowledged and thanked two former Board Commissioners who were not recognized at the November Board Meeting; Morris "Rippy" Patton, IV and Karen Hintz. They will each have the book Oh the Places You Go by: Dr. Seuss donated to the schools they represented, receive a BOE gift and the former board member events admission pass. Mrs. Hintz and Mr. Rippy were present in the audience and stood to be recognized and received their gifts.

## **CONSENT AGENDA**

### **PERSONNEL**

#### **Administrator Retirements**

Giordano, Margaret – EDGE – Principal – effective June 30, 2020

Jones, Marci – GH – Assistant Principal – effective June 30, 2020

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

**Teacher Retirement**

Sirois, Susan – NEMS – Gr. 6 & 7 Math Teacher – effective June 30, 2020

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

**New Teacher Hires**

Barichko, Christine – GH & WB – Spanish Teacher – effective November 18, 2019

DeMarco, Joseph – CHMS – Grade 7 Social Studies Teacher – effective December 2, 2019

Mazzei, Sarah – WB – Grade 2 Teacher – effective December 2, 2019

Overton, Kenya – CHMS – Math Instructional Support Teacher – effective November 4, 2019

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

**Grants**

**Alliance Grant**

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

**Carl R. Perkins V.: Strengthening Career and Technical Education for the 21st Century Act (amended Carl Perkin Act of 2006) Grant**

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

**PUBLIC COMMENT**

Jeff Caggiano – 27 Cricket Hill Road – Addressed the Board to say thank you for recognizing him at the November meeting. Mr. Caggiano congratulated the returning and new members of the board and conveyed his well wishes. He will continue to be involved in the Bristol Public Schools. Mr. Caggiano thanked the board for the four years that he was able to service.

**DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS**

**TEAM Mentors and Cooperating Teachers**

Carly Fortin, Director of the Office of Teaching and Learning presented the TEAM Mentors and Cooperating Teachers. 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**

Kathleen Fraser

Katie Pepe

Megan Riley

**Assignment**

Special Education Teacher, South Side School

District-wide Physical Education Teacher

Special Education teacher, West Bristol School

**Motion Passed:** with a motion by Karen Vibert and seconded by Thomas O'Brien.

**Legal Obligations of the Board Presentation**

Board of Education Attorney Jessica Ritter, of the Law Firm of Shipman and Goodwin presented an interactive presentation of the Legal Obligations of the Board of Education. Commissioners were provided copies of the PowerPoint presentation and a clicker to follow along and respond as needed.

**NEW BUSINESS**

**Board Committee Assignment Approval**

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

**BUILDING REPORTS**

**MBIAMS Update** – Dr. Michael Dietter presented a MBIAMS update. The committee met and the final design considerations are being made. The second Community Forum was held on Thursday, November 21st, it was well attended. At the forum, the architects spoke about the design considerations and there is now a 3-D model of the project located in the lobby of the BOE building along with new elevation drawings, and floor plan proposals. Carly Fortin, Director of Teaching and Learning gave an update regarding current programming and configurations, there was a slide show put together by Terry Marselle chronicling the current status and conditions of the building. The Board of Finance did approve a request to increase the total cost of the project to \$63M; the original cost of the projected was just under \$54M. The cost increase is associated with removal and remediation of environmental issues. The next meeting of the MBIAMS will be Thursday, December 5th at 6:30 p.m. in Room 36 of the Board of Education building. Questions followed regarding the Board of Finance project increase and causes of the increase.

**Stafford School Roof Project** – Mrs. Jill Browne reported that the Stafford School Roof Project committee met on November 21st and discussed the roof walk and scope review that was conducted. Construction documents and specs are now underway. Mrs. Browne shared the tentative project timeline. The next committee meeting will be held January 16th at 5:30 p.m. in Room 36 of the Board of Education building.

**South Side HVAC Project** – Mrs. Jill Browne reported that the South Side HVAC project committee has met on November 21st. The committee reviewed options for design for conventional system replacement. Construction documents and specs are now underway for this project. Mrs. Browne shared the tentative project timeline. The next committee meeting will be held January 16th immediately following the Stafford School Roof Project meeting at 6:30 p.m. in Room 36 of the Board of Education building. Questions followed regarding the scope of the project. Commissioner Carlson shared that he may have a conflict of interest as he may bid on the South Side project.

**Appointment of Building Committee Representatives**

Stafford School Roof Project – Commissioner Vibert will be the Board Representative for this committee.  
South Side HVAC Project – Commissioner Pons will be the Board Representative for this committee.

**LIAISON/INFORMATION REPORTS**

Commissioner Vibert reported that she will be attending a State Relations Committee Meeting at CAFE to discuss issues they will be bringing to the legislature for 2020.

Commissioner Dube reported on various events happening at West Bristol School.

Commissioner Giantonio shared meeting information from Bristol SEPTO.

Commissioner Sklenka shared that he is looking forward to working with Bristol Central and Chippens Hill Middle School.

**VOTE TO CONVENE INTO EXECUTIVE SESSION**

The Board of Education would convene into Executive Session for the purpose of discussing the 2020–2023 Bristol Association of Principals and Supervisors (BAPS) Contract. Attorney Ritter, Dr. Galloway and Dr. Carbone were invited to join Executive Session. (9:04 p.m.)

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

**EXECUTIVE SESSION**

**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. Sam Galloway and Jessica Ritter, Esq.

Executive Session was called to order at 9:14 p.m.

**2020–2023 Bristol Association of Principals and Supervisors (BAPS) Contract**

Attorney Jessica Ritter reviewed and presented the highlights of the BAPS contract negotiations. Commissioner O’Brien explained contract timelines. Discussion followed regarding a Dean position and future additions at K–8 schools and larger elementary schools.

**RECONVENE INTO PUBLIC SESSION**

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

**2020–2023 BRISTOL ASSOCIATION OF PRINCIPALS AND SUPERVISORS (BAPS) CONTRACT**

Approval of 2020–2023 Bristol Association of Principals and Supervisors (BAPS) Contract.

**Motion Passed:** with a motion by Thomas O’Brien and seconded by Eric Carlson.

**ADJOURNMENT**

There being no other business to come before the Board of Education the meeting should adjourn. (9:45p.m.)

Respectfully Submitted

*Susan P. Everett*

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Executive Secretary to Board of Education