



## REGULAR BOARD OF EDUCATION MEETING

Monday, August 12, 2024 7:00 PM

Town Council Chambers

Glastonbury Town Hall

2155 Main Street

Glastonbury, CT 06033

1. Call to Order
2. Pledge of Allegiance
3. Information Session for Public Comment
4. Special Reports
  - A. Glastonbury Public Schools Programs and Initiatives to Prevent and Address Racism and Hate
5. Business Requiring Action
  - A. Approval of Equity Statement for Glastonbury Public Schools
  - B. Approval of Final 2023-2024 Budget Transfers and End of Year Budget Report
  - C. Approval of the Glastonbury East Hartford Magnet School Budget for the 2024-2025 School Year
  - D. Approval of Glastonbury High School Student Trip to Philadelphia, Pennsylvania
  - E. Approval of Glastonbury High School Student Trip to Salamanca, Spain
  - F. Approval of Smith Middle School Student Trip to Salamanca, Spain
  - G. Approval of Glastonbury High School Student Trip to Paris and Dinard, France
  - H. Approval of the July 8, 2024 Meeting Minutes
6. Reports and Discussion
  - A. Student Activity Report
  - B. School Food Services Report
  - C. Early Learning Center (ELC) Update
  - D. Digital Citizenship and Online Safety Instruction, K-12
  - E. Glastonbury Education Foundation
7. Committee Reports
8. Chairman's Reports
9. Superintendent's Report
  - A. Self-Insurance Reserve Update, June 2024
  - B. Staff Appointments
    1. Austin Barlow, Smith Middle School, Grade 8 Science Teacher
    2. Elizabeth Giannelli, Buttonball Lane Elementary School, Kindergarten Teacher

3. Julia MacIntryre, Glastonbury High School, Mathematics Teacher
4. Lexi Munger, Glastonbury High School, English/Language Arts Teacher
- C. Staff Resignations
  1. Matthew Dunbar
  2. Jolene Piscetello
  3. Lynnae Smith
- D. Dates to Remember
10. Adjournment
  - A. Please note: It is possible that the Board of Education may go into Executive Session

## **How to Participate in Board of Education Meeting Public Comments**

At this time, there are two options for participating in public comment during Board of Education meetings.:

### **1) In-Person Comment.**

The Board sets aside thirty (30) minutes for public comments. Comments are limited to 3 minutes per speaker and a person may speak only once. Each speaker must start by stating their name and address. There will be a sign-up sheet in the back of the room. In-person meetings are held in the Town Hall Town Council Chambers, 2155 Main Street, Glastonbury, unless otherwise noted on the [Board of Education Meeting webpage](#) and the Board Meeting agenda.

### **2) Written Comment.**

Use the form below to submit a written comment before 12 noon on the meeting day. Written comments are attached to the BOE Meeting Agenda.

**[Public Comments for Glastonbury Board of Education Meeting](#)**

Public Comments for BOE Meeting (Responses) 2024

Timestamp	Your Full Name	Your STREET Address	Your Comment to be attached to the agenda of the next Glastonbury Board of Education meeting. NOTE: This field accepts up to 2500 characters. Please submit a second response to this form if you require additional text.
7/11/2024 11:12:21	Sheela Aryal	107 Stallion Dr	Request for school bus to stop in stallion dr to pick up kids go to Hebron Avenue Elementary School.
7/21/2024 13:00:40	Aashish Sharma	125 Stallion Dr	School Bus Route - Requesting school bus comes inside the Stallion Dr street to pickup kids. We now have several children on this street with no street lights and would greatly benefit the safety of kids and community if the bus makes a stop inside.
7/21/2024 13:07:43	Digish Shah	48 Stallion Dr, Glastonbur	These comments are in regards to the school bus stop at the intersection of bell street and stallion drive. Current bus stop is a safety concern for all the parents on stallion drive. Bell street has gotten increasingly busy. Current pick up/drop off spot is especially Specially more Unsafe during winter as sidewalk, entry and exit points are usually blocked by small banks left behind by snowploughs. I am requesting board of education to move the bus stop to a specific point on Stallion drive. Thank you
8/1/2024 19:33:02	David Ayiku	16 Shelburne Way	Code of conduct for middle and high school students
8/11/2024 11:05:43	Lisa Mendum	45 Candlewood Road	<p>1. I'd like to ask that public comments submitted online be read out in their entirety up to the three minutes allowed. Not doing so can omit important detail and context.</p> <p>2. I have been following the suggestion of implementing dual credit programs with great interest. My sophomore will graduate in 2027. My 4th grader in 2033. They would both directly benefit from these accreditation schemes since both have their eyes on careers within the trades that would be covered. Time is running out for my sophomore since implementation now would not have any impact until school year 2026/27. If I remember correctly, the curriculum is already mapped out for school year 2025/26 so no changes would come into effect until the following year. There doesn't seem to be any downside to implementing this new accreditation. There are numerous potential benefits to our community, industry and economy as well as potential impact to the financial burden to families. Please provide a status update.</p>
8/11/2024 16:38:35	Brooke Oppenheimer	737 Matson Hill Road	<p>I am the parent of two GHS students who have been directly impacted by the racially charged social media incident.</p> <p>I first want to thank the BOE for its recent message to the community that called the incident for what it was: "a violent and racist threat" reflecting "hatred and evil in Glastonbury." It meant a lot to me, my family, and hopefully the entire community.</p> <p>The facts of this incident – alarming as they were – are, however, an excellent source for educating our youth (and community) about the (1) presence of hate (yes, unfortunately its here), (2) the harm to individuals and a community that can result from such hate, (3) the risks of social media, and (4) the added harm of being complacent in the presence of such behavior. I am eager to hear the BOE's plan to use this incident as a teachable moment.</p> <p>If the BOE truly intends to address this situation, then it will require Dr. Bookman to affirmatively address the juvenile's status in the Glastonbury School System. It is my current understanding that GHS is accepting the child's withdrawal, not proceeding with the expulsion process, and then using the expulsion process as a threat if the child attempts to return to GHS for the 2025-2026 year. If this is true, this is not GHS affronting the problem, it is GHS sweeping the issue under the rug. It is offensive to the victims, to Glastonbury, and our global community, and it allows such intimidating behavior to continue.</p> <p>First: A withdrawal (without an expulsion) allows the juvenile to shift to another school, finish, and then proceed to college without any of these schools (and their families) knowing about the vile death threats that this juvenile made to those of color. With no actual consequences, this child will not learn nor understand the harm of their actions. Instead, this child will learn that there is always a way to maneuver out of trouble. Further, it teaches our youth that it's okay if these acts continue somewhere else (just not Glastonbury).</p> <p>Second: If it is true that GHS plans to hold its expulsion just for the purpose of preventing the child from returning, then it should re-evaluate its role as an education provider. If this juvenile undergoes the appropriate punishment and treatment, GHS should be willing to take this child back and continue to educate them. This is the job of our education system.</p> <p>Thank you for listening and for all your work. Again, we really appreciate the BOE tackling this issue.</p>

Public Comments for BOE Meeting (Responses) 2024

Timestamp	Your Full Name	Your STREET Address	Your Comment to be attached to the agenda of the next Glastonbury Board of Education meeting. NOTE: This field accepts up to 2500 characters. Please submit a second response to this form if you require additional text.
8/11/2024 16:43:57	Audrey Yellen Quinlan	90 Candlelight Dr	<p>Part I</p> <p>Glastonbury Public School System should, ".... take reports of bullying seriously."</p> <p>Ivelisse Correa, BLM 860 Vice President, made this comment regarding the victimization of a GHS student whose identity was stolen by another student and the ensuing disclosure of the horrific details the accused student posted on the victim's social media. Does our school system take bullying seriously? Let's look at the Glastonbury school system.</p> <p>Many school systems have readily available bullying report forms on their websites. Does GPS? No. Some school systems have not only report forms but also directions as to how to download a bullying report app. An example is the West Hartford school system. Searching "bullying" on their website, I immediately found, "ANONYMOUS ALERTS/REPORTS SUSPECTED BULLYING." The school system provides the following: an extensive description of their bullying policy; an online report form for EACH elementary school, middle school, and high school; and directions related to how to download the "Anonymous Alerts" app.</p> <p>This is the sequence of my search for a bullying report form on the GPS website:            1.I searched "bullying report form-nothing.            2.I looked at the Parent section: Forms for Parents and Guardians-nothing.            3.I dove into the GPS Revised Policy 5131.9 Bullying Prevention and Intervention, and I found, "Students and parents (or guardians of students) may file written reports of bullying."            Is that the BEST our Board of Education and Superintendent can do?</p>
8/11/2024 16:44:33	Audrey Yellen Quinlan	90 Candlelight dr	<p>Part II</p> <p>Given recent acts of bullying, it is imperative the Board of Education and the Superintendent work in tandem to take reports of bullying seriously, the following must take place:</p> <ol style="list-style-type: none"> <li>1.Provide on the GPS website a bullying report form for each school's webpage and instructions how to download Anonymous Alert app.</li> <li>2.Provide the following forms on the GPS website and on each school's webpage:               <ol style="list-style-type: none"> <li>a.Incident Report Form-given to the victim's parent[s]/guardian[s]</li> <li>b.Letter to Victim's Parent(s)/Guardian(s)-Notice of Investigation</li> <li>c.Letter to Victim's Parent(s)/Guardian(s)-Results of Bullying Investigation</li> <li>d.Letter to Victim's Parent(s)/Guardian(s)-Student Who Committed Bullying Results of Bullying Investigation</li> <li>e.Safe School Climate Specialist Investigation Summary Report</li> </ol> </li> <li>3. *REDACTED REPORT FORMS [a-e] MUST BE GIVEN TO BOE MEMBERS. The Superintendent will immediately provide a redacted Incident Report Form [a] to the victim's parents[s]/guardian[s] and Board of Education members. Forms b-e within 24 hours upon completion.</li> </ol> <p>These forms can be found on the Colchester CT Public School website. What is particularly critical for the victim's sense of safety and to help the bully understand the consequences her/his poor behavior, is the intervention section [How will the school protect the victim?] and the consequences of further bullying section form (d).</p> <p>*Board of Education members are ELECTED by the citizens and BOE members must have the information necessary to answer questions by the people they represent and "I don't know" is not a sufficient response when a parent is concerned about bullying. If a Board of Education member is unwilling to drastically reform the bullying report policy in our school system as cited above, it is time for that member[s] to resign because she/he is NOT taking bullying seriously.</p>

GLASTONBURY BOARD OF EDUCATION  
EXECUTIVE SUMMARY REPORT

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**Title of Report:** Glastonbury Public Schools Programs and Initiatives to Prevent and Address Racism and Hate

**Board Meeting Date:** August 12, 2024

**Action:**                      **Report:** X                      **Information:**                      **Discussion:**

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Initiatives and programs to prevent and address racism and hate in our school district aren't just important—they are essential. These efforts lay the groundwork for an environment where every individual feels safe, respected, and valued. By rolling out comprehensive educational programs focused on equity, diversity, and inclusion, we can give our students the tools and empathy needed to challenge prejudices and foster a more inclusive community. These initiatives can take many forms, from workshops and seminars to support groups and peer mentoring, all aimed at promoting understanding and acceptance.

### District Wide

- Cultural competency training of administrators (23-24 SY) and staff (24-25 SY)
- Restorative practices training of administrators (23-24 SY) and staff (24-25 SY)
- Anti-bias training for all hiring committees and increasing staff diversity
- Cultural competency training at New Teacher Orientation
- "Speak Love Not Hate Campaign" ( launching in 24-25 SY)
- Equity, Diversity, and Inclusion Council hosted an educating series (LGBTQIA, Neurodiversity, Anti-Semitism, Mental Health)
- Administrators use Anti-Defamation League's *Responding to Bias Incidents in Middle and High Schools: Resources and Best Practices for School Administrators & Educators*
- Individualized coaching intensives for faculty and students to build cultural competency
- K-12 literacy resources support our commitment to ALL students seeing themselves and others in the books and content they read ("Windows & Mirrors")
- Developed audit tool to ensure our curriculum and instruction is equitable and culturally responsive

### Elementary

- Second Step Program based on cognitive behavioral intervention models designed to increase children's social competence
- Zones of Regulation to build students' capacity in self-regulation and emotional control
- Restorative Practices that focus on building, improving, and repairing relationships and social connections
- Collaborative problem-solving strategies to teach foundational interpersonal skills
- Explicit instruction with common language around prosocial behaviors for students
- Kindness clubs and other building-based programs (e.g. Gratitude Wall) to support positive behaviors
- Digital citizenship lessons are delivered to every student; in Gr. 2 & 3; these lessons focus on hate speech and cyberbullying and provide students with strategies and tools
- Community Connectors and Welcoming Day (Nayaug School to build relationships and connections with families who enrolled through Open Choice)

## Intermediate and Secondary

- Creation and Partnerships with the Anti-Defamation League (ADL)
  - Gideon Welles was named the ADL's "Spotlight School" for No Place for Hate in 2023-2024 SY
  - Smith earned the designation of No Place for Hate School in the 2023-2024 School Year
  - GHS 10-Year partnership, Truth About Hate/Names Can Really Hurt Us (10th-grade program facilitated by upperclassmen)
- Youth Wellness Initiative Mentorship program with Diligence Training (launching 24-25 SY Gideon Welles)
- Town Hall meetings to address bullying, racism, challenging behaviors, etc., aligned to our Be Kind core value
- Development of the Acceptance Community and Tolerance Club (ACT Club) for students as an ongoing opportunity for students to engage and continue work of the Names Program
- Creation of the VOICES Committee (Vision of Inclusivity, Community, and Equity in Schools, which was formerly the Safe School Climate Committee)
- Promotion of multiple clubs for student participation
  - Peer Educations,
  - Cultural Diversity Club,
  - Future Leaders of Diversity,
  - Gay-Straight Alliance (GSA),
  - Acceptance, Community, and Tolerance Club (ACT)

Deconstructing racism, bias, and hate is an ongoing process. By investing in these initiatives, we're not only supporting our students today, but we are shaping a more compassionate and just society for the future. Moreover, these programs help build a culture of accountability, where discriminatory behaviors aren't tolerated, and everyone is encouraged to speak up against hate.

**Submitted By:** Dr. Tonya Claiborne

**Reviewed By:** Alan B. Bookman

GLASTONBURY BOARD OF EDUCATION  
EXECUTIVE SUMMARY REPORT

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**Title of Report:** Equity Statement for Glastonbury Public Schools

**Board Meeting Date:** August 12, 2024

**Action:**

**Report:** X

**Information:**

**Discussion:**

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On March 6, 2024, the EDI Council collaborated to draft a District Equity Statement. This draft was shared with all administrators for feedback on April 24, 2024. On May 1, the EDI Council reconvened to review the suggestions and revised the statement that reads as follows:

*At Glastonbury Public Schools, we believe in fostering a community where equity is a lived reality. We are committed to creating an educational system that is just and responsive. Through intentional policies and inclusive practices, we will provide opportunities, support, and access for all members of our school community to thrive. We recognize there may be times we fall short and injustices may occur. Our response to those instances is how we will be measured.*

**Submitted By:** Dr. Tonya Claiborne

**Reviewed By:** Alan B. Bookman

**GLASTONBURY BOARD OF EDUCATION  
EXECUTIVE SUMMARY REPORT FORM**

**Title of Report:** End-of-Year Final Report, FY2023-2024 Education Budget

**Board Meeting Date:** August 12, 2024

**Action:** X                      **Report:**                      **Information:**                      **Discussion:**

**Overview:**

In April, the Board of Education approved preliminary budget transfers based on our projections for the year end. On July 31, 2024, all open purchase orders were completed and final invoices paid. Now that all the transactions have been completed for FY 23/24, a number of additional transfers are required. The major variances occurred in, operations/maintenance, program and staff development, special education, and systemwide support services.

**Board of Education Approved 2023-2024 Recap**

	Board Approved	Final	Variance
Town Appropriated Budget	120,268,065	120,268,065	-
Supplemental Appropriations:			-
Custodial Fee Reimbursement	30,000	20,152	-9,848
Magnet School Transportation Grant	15,600	6,500	-9,100
Excess Cost/Agency Placement Grant	1,400,000	1,246,825	-153,175
<b>Total Approved Expenditures</b>	121,713,665	121,541,542	-172,123
<b>Actual Expenditures</b>		121,275,050	
<b>Final year-end transfer to 1 % Non-Lapsing Fund</b>		<b>266,492</b>	

Attached please find the Final Report for FY2023-2024, which includes:

- **Attachment I** shows the Spring Revised Budget as approved by the Board of Education on April 22, 2024. In addition, it shows the actual expenditures and balances remaining by program for 2023-2024.
- **Attachment II** is listed as Authorization #1 and lists the final transfers required so that no program is left in a deficit position at year-end.
- **Attachment III** is a recap of the Board of Education Budget for 2023-2024 starting in January 2023 through June 30, 2024.

**Submitted By:** Karen Bonfiglio

**Reviewed By:** Alan B. Bookman

**BOARD OF EDUCATION BUDGET  
FY 2023 - 2024  
FOR PERIOD ENDING JUNE 30, 2024  
BEFORE TRANSFERS**

<b>PROG</b>	<b>DESCRIPTION</b>	<b>SPRING REVISED *</b>	<b>FINAL EXPENDITURES</b>	<b>BALANCES</b>
0200	ART	1,510,799	1,495,779	15,020
0300	ELEMENTARY EDUCATION	16,677,333	16,583,757	93,576
0400	ENGLISH/READING & LANGUAGE ARTS	4,610,111	4,538,235	71,876
0500	MATHEMATICS	2,959,059	2,979,399	(20,340)
0600	SCIENCE	3,742,061	3,704,420	37,641
0700	HISTORY & SOCIAL SCIENCES	2,522,383	2,519,387	2,996
0900	CAREER & TECHNICAL EDUCATION	1,998,560	1,949,460	49,100
1000	COMMUNITY SERVICES	409,112 <sup>1</sup>	373,665	35,447
1100	PACE: MATH & SCIENCE RESOURCE	653,984	653,426	558
1300	WORLD LANGUAGES & ML	4,861,352	4,812,970	48,382
1400	SCHOOL COUNSELING	4,366,833	4,341,325	25,509
1500	HEALTH ED & PHYSICAL ED.	2,317,302	2,315,871	1,431
1600	HEALTH SERVICES	1,037,322	985,501	51,821
1900	LIBRARIES MEDIA CENTERS	1,394,080	1,394,434	(354)
2000	MUSIC	2,006,301	1,993,432	12,869
2100	OPERATIONS & MAINTENANCE	7,428,602	8,694,782	(1,266,180)
2200	UTILITIES	2,440,457	2,305,335	135,122
2300	PROGRAM & STAFF DEVELOPMENT	565,000	347,307	217,693
2400	TRANSPORTATION	4,300,920 <sup>2</sup>	4,237,229	63,691
2700	SPECIAL EDUCATION	17,657,614 <sup>3</sup>	17,259,295	398,319
2800	ATHLETICS & CLUBS	2,177,291	2,135,389	41,902
3000	AGRISCIENCE & TECHNOLOGY	425,397	400,399	24,998
3100	ELEMENTARY OPERATIONS	2,467,924	2,461,655	6,269
3200	SECONDARY OPERATIONS	2,893,006	2,834,316	58,690
3300	SYSTEMWIDE SUPPORT SVCS.	3,671,958	3,557,389	114,569
3400	FRINGE BENEFITS & SUBSTITUTES	22,033,393	22,060,572	(27,179)
3600	TECHNOLOGY SUPPORT SVCS.	4,413,388	4,340,323	73,065
	<b>TOTAL</b>	<b>121,541,542</b>	<b>121,275,050</b>	<b>266,492</b>

**\* AFTER SUPPLEMENTAL APPROPRIATIONS APPLIED:**

1. CUSTODIAL FEE REIMBURSEMENT	-20,152
2. MAGNET SCHOOL TRANSPORTATION GRANT	-6,500
3. EXCESS COST/AGENCY PLACEMENT GRANT	-1,246,825
	(1,273,477)

**GLASTONBURY PUBLIC SCHOOLS  
GLASTONBURY, CONNECTICUT**

Attachment II

**FY 2023-2024  
BUDGET TRANSFER REQUEST FORM  
AUTHORIZATION #1**

The School Administration requests that the Glastonbury Board of Education give consideration and approval to this request for transfer of funds between established programs of the 2023-2024 operating school budget.

DOLLAR	TO	PROGRAM NAME	FROM	PROGRAM NAME
TRANSFER				
\$ 20,340	0500	MATH	0200	ART
			0300	ELEMENTARY EDUCATION
\$ 354	1900	LIBRARIES/MEDIA CENTERS	0300	ELEMENTARY EDUCATION
\$ 1,266,180	2100	OPERATIONS/MAINTENANCE	0300	ELEMENTARY EDUCATION
			0400	ENGLISH/READING & LANGUAGE ARTS
			0600	SCIENCE
			0700	HISTORY & SOCIAL SCIENCES
			0900	CAREER & TECHNICAL EDUCATION
			1000	COMMUNITY SERVICES
			1100	PACE: MATH & SCIENCE RESOURCE
			1300	WORLD LANGUAGES & ML
			1400	SCHOOL COUNSELING
			1500	HEALTH ED & PHYSICAL ED.
			1600	HEALTH SERVICES
			2000	MUSIC
			2200	UTILITIES
			2300	PROGRAM & STAFF DEVELOPMENT
			2400	TRANSPORTATION
			2700	SPECIAL EDUCATION
			2800	ATHLETICS & CLUBS
\$ 27,179	3400	FRINGE BENEFITS	2800	ATHLETICS & CLUBS
			3000	AGRISCIENCE & TECHNOLOGY

**BOARD OF EDUCATION BUDGET  
FY 2023-2024  
FINAL REPORT PERIOD ENDING JUNE 30, 2024**

Attachment III

<b>PROG</b>	<b>DESCRIPTION</b>	<b>BOARD APP. BUDGET JANUARY, 2023</b>	<b>BOARD APP. BUDGET WITH REDUCTIONS</b>	<b>FINAL EXPENDITURES JUNE, 2024</b>
0200	ART	1,510,899	1,510,899	1,495,779
0300	ELEMENTARY EDUCATION	16,780,865	16,750,865	16,583,757
0400	ENGLISH/READING & LANGUAGE ARTS	4,711,340	4,711,340	4,538,235
0500	MATHEMATICS	3,026,454	3,026,454	2,979,399
0600	SCIENCE	3,860,005	3,860,005	3,704,420
0700	HISTORY & SOCIAL SCIENCES	2,580,014	2,580,014	2,519,387
0900	CAREER & TECHNICAL EDUCATION	2,032,145	2,032,145	1,949,460
1000	COMMUNITY SERVICES	388,960 <sup>1</sup>	388,960 <sup>1</sup>	373,665 <sup>1</sup>
1100	PACE: MATH & SCIENCE RESOURCE	653,984	653,984	653,426
1300	WORLD LANGUAGES & ML	4,865,748	4,865,748	4,812,970
1400	SCHOOL COUNSELING	4,310,417	4,310,417	4,341,325
1500	HEALTH ED & PHYSICAL ED.	2,314,542	2,314,542	2,315,871
1600	HEALTH SERVICES	1,028,775	1,028,775	985,501
1900	LIBRARIES MEDIA CENTERS	1,356,995	1,356,995	1,394,434
2000	MUSIC	2,005,895	2,005,895	1,993,432
2100	OPERATIONS & MAINTENANCE	7,402,062	7,402,062	8,694,782
2200	UTILITIES	2,907,706	2,907,706	2,305,335
2300	PROGRAM & STAFF DEVELOPMENT	595,000	595,000	347,307
2400	TRANSPORTATION	4,399,016 <sup>2</sup>	4,339,016 <sup>2</sup>	4,237,229 <sup>2</sup>
2700	SPECIAL EDUCATION	16,745,792 <sup>3</sup>	16,485,792 <sup>3</sup>	17,259,295 <sup>3</sup>
2800	ATHLETICS & CLUBS	2,114,496	2,114,496	2,135,389
3000	AGRISCIENCE & TECHNOLOGY	415,157	415,157	400,399
3100	ELEMENTARY OPERATIONS	2,430,298	2,430,298	2,461,655
3200	SECONDARY OPERATIONS	2,817,626	2,707,626	2,834,316
3300	SYSTEMWIDE SUPPORT SVCS.	3,876,302	3,876,302	3,557,389
3400	FRINGE BENEFITS & SUBSTITUTES	21,129,222	21,129,222	22,060,572
3600	TECHNOLOGY SUPPORT SVCS.	4,468,350	4,468,350	4,340,323
<b>SUB TOTAL</b>		<b>120,728,065</b>	<b>120,268,065</b>	<b>121,275,050</b>

**SUPPLEMENTAL APPROPRIATIONS :**

1	CUSTODIAL FEE REIMBURSEMENT	-30,000	-30,000	-20,152
2	MAGNET SCHOOL TRANSPORTATION GRANT	-15,600	-15,600	-6,500
3	EXCESS COST/AGENCY PLACEMENT GRANT	-1,400,000	-1,400,000	-1,246,825
<b>TOTAL OPERATIONAL BUDGET</b>		<b>119,282,465</b>	<b>118,822,465</b>	<b>120,001,573</b>

**Capitol Region Education Council**  
**Glastonbury-East Hartford Magnet School**  
**2024-2025 Budget Proposal**



**Submitted by Kristi Hummel**  
**Principal**  
**June 2024**

**GEHMS Student Enrollment 2024-2025**

GEHMS Enrollment as of October 1, 2023					
Grade	East Hartford	Glastonbury	Hartford	Other	Total
PreK 3	1	7	11	5	24
PreK 4	4	12	10	10	36
K	11	8	30	18	67
1	13	7	30	17	67
2	15	7	26	17	65
3	16	4	21	23	64
4	11	9	32	18	70
5	16	11	25	15	67
Total	87	65	185	123	460
% of Total	19%	14%	40%	27%	100%

GEHMS Anticipated Enrollment 2024-2025					
Grade	East Hartford	Glastonbury	Hartford	Other	Total
PreK 3	2	3	7	18	30
PreK 4	1	7	11	11	30
K	9	19	26	12	66
1	12	9	26	19	66
2	13	8	27	18	66
3	14	7	27	18	66
4	16	4	24	22	66
5	11	9	30	16	66
Total	78	66	178	134	456
% of Total	17%	14%	40%	29%	100%

## **GEHMS Revenue Projections**

- GEHMS receives revenue from the State of Connecticut Department of Education and the Boards of Education of the sending districts, as well as other small amounts from various grants. We also operate a Before and After Care program that brings in revenue sufficient to cover the expenses of the program.
- The State Department of Education and the State Legislature paid the Interdistrict Magnet School Grant at the statutory level of \$10,443 per student from 2010-2011 through 2015-2016. The grant was reduced by approximately 5% to \$9,921 for 2016-2017 and 2017-2018, then returned to \$10,443 for 2018-2019. The grant amount included in the 2019-2020 through 2023-2024 State budgets was \$10,652. Public Act 24-81 changed the mechanism for funding magnet schools by phasing in a partial reduction in the tuition rates we are allowed to charge districts with a corresponding phased increase in state support. CREC's tuition rates to districts are limited to 58% of 2023-2024 rates per Public Act 24-81, signed into law by the Governor on May 30, 2024. Therefore, tuition charged to the sending districts for GEHMS will be \$6,335 \* 58%, or \$3,674 per student.
- We anticipate a student population of 456 students during the 2024-2025 school year resulting in total projected revenue of \$9,915,879.

## **GEHMS Budget Highlights**

- The proposed 2024-2025 expenses reflect an increase of \$488,316 (5.2%) over the previous year budget. Salary increases of \$300,927 were budgeted at 4.0% for teachers per contract, 2.25% for administrators per contract, and 3.0% for other positions.
- For 2024-2025, salaries and benefits were reduced for 1.0 FTE SPED Certified positions and 4.0 FTE SPED Paraprofessional positions; 2.0 FTE Support Staff positions were added.
- Lines 210-270 Benefits reflect an increase of \$800 per FTE for Health Insurance.
- Lines 341 External Staffing and 139 Temporary Employees show a combined increase of \$15,000. These lines reflect the use of either external consultants or temporary staff on payroll.
- Line 423 Custodial Services, provided by Glastonbury Public Schools, is budgeted at \$450,000; no increase over the current year.
- Line 611 Instructional Supplies reflects an increase of \$16,700.

- Line 620 Utilities/Energy is budgeted at \$250,000, a \$10,000 increase over current year.

### **CREC's Allocation of its Indirect Costs**

- CREC's indirect costs are allocated at \$470,772 in line item "311/312 CREC Admin in the 2024-2025 GEHMS budget.
- CREC's indirect costs are organizational costs that are not attributable to a single program or type of program. They are the total cost of our divisions of business services (accounting, contract and insurance administration, and payroll), human resources, communications, grants and development, and CREC's central office facilities.
- The extent to which CREC's indirect costs are charged to its state grants is strictly governed by SDE regulations. The \$470,772 charge to this budget is 5.00% of program expenses. CREC's indirect rate is the lowest of Connecticut's six regional education service centers.

### **CREC's Allocation of its Magnet School Management Services Costs**

- CREC magnet school central office management services costs of \$489,041 for 2024-2025 are on line item "315 Management Services". This is an increase of \$132,945 over the 2023-2024 budget.
- CREC's magnet school management services costs consists of the CREC Council-approved Magnet School Office budget.
- The Management Services on line 315 represents the *direct* supervisory, administrative and professional support costs exclusively associated with CREC's 17 magnet schools and programs. It includes the personnel and non-personnel costs attributable to our superintendent of magnet schools; assistant superintendents of magnet schools; business manager; intervention teams and district Special Education staff; curriculum directors and science, math and reading coaches.
- The extent to which CREC's magnet school management services costs are charged to each magnet school is approved by SDE as part of its review of each school's annual budget. These costs are assigned to all CREC magnet schools on a per student basis. In 2024-2025, the costs are budgeted at \$1,038 per student.

## GEHMS Budget Summary

The table below shows the past two years of GEHMS budgets, and the approved 2024-2025 budget.

	2022-2023 Budget	2023-2024 Revised Budget	2024-2025 Council Approved Budget	Increase (Decrease) from 2023-2024 Budget
<b>Salaries</b>				
101/102 Certified Salaries	\$4,011,192	\$4,158,342	\$4,399,550	\$241,208
122 Paraprofessionals	564,946	606,801	522,049	(\$84,752)
123 Support Staff	328,582	416,244	496,998	\$80,754
129 Other Non-certified	155,074	114,077	137,794	\$23,717
139 Temporary	15,000	45,000	85,000	\$40,000
<b>Benefits</b>				
210 Health Insurance	1,153,740	1,293,760	1,300,708	\$6,948
220 FICA	139,528	150,963	156,882	\$5,919
250 Unemployment Ins	20,218	15,886	16,669	\$783
260 Workers Comp	65,709	63,546	66,677	\$3,131
270 Retirement Insurance	38,418	42,074	42,803	\$729
<b>Prof/Tech. Services</b>				
311/312 CREC Admin	411,130	428,598	470,772	\$42,174
314 Computer Services	144,636	129,330	156,527	\$27,197
315 Management Serv.	421,764	356,096	489,041	\$132,945
320 Prof. Consulting	0	0	5,000	\$5,000
32210 CREC Staff Dvlpmnt	14,557	19,074	18,549	(\$525)
333 Other consultants	36,000	21,420	36,000	\$14,580
341 External Staffing	115,000	300,000	275,000	(\$25,000)
<b>Property Services</b>				
411 Safety & Security	90,000	96,000	110,000	\$14,000
423 Custodial	350,000	450,000	450,000	\$0
430 Maintenance & Repairs	25,000	30,000	25,000	(\$5,000)
442 Equipment Rental	12,000	12,000	11,000	(\$1,000)
490 Other Property Services	0	55,000	40,000	(\$15,000)

	2022-2023 Budget	2023-2024 Revised Budget	2024-2025 Council Approved Budget	Increase (Decrease) from 2023-2024 Budget
<b>Other Services</b>				
51901 Field Trips	20,000	8,000	10,000	\$2,000
521 Property Insurance	350	1,500	1,500	\$0
522 Liability Insurance	18,233	28,002	30,659	\$2,657
531 Postage	2,500	2,500	3,000	\$500
532 Telephone	9,000	9,500	11,000	\$1,500
540 Advertising	0	10,000	1,000	(\$9,000)
550 Printing	3,000	3,000	2,000	(\$1,000)
581 Travel	2,000	2,500	2,000	(\$500)
591 Workshop Expenses	6,000	6,000	6,500	\$500
592 Other Purchased Serv	12,000	19,350	25,000	\$5,650
<b>Supplies</b>				
611 Instructional Supplies	174,466	117,000	133,700	\$16,700
613 Maintenance Supplies	2,000	3,500	3,000	(\$500)
614 Other Materials & Supplies	12,000	20,500	42,000	\$21,500
615 Medical Supplies	2,000	2,500	1,500	(\$1,000)
616 Office Supplies	3,000	3,500	3,500	\$0
617 Pupil Incentives	2,500	2,500	2,500	\$0
620 Utilities	215,000	240,000	250,000	\$10,000
641 Textbooks	3,500	2,500	0	(\$2,500)
642 Library Books	4,000	5,000	4,000	(\$1,000)
643 Software	25,000	25,000	20,000	(\$5,000)
<b>Equipment</b>				
733 Equipment (\$5000+)	5,000	110,000	50,000	(\$60,000)
<b>Other Objects</b>				
810 Dues & Fees	500	1,000	1,000	\$0
<b>Totals</b>	<b>\$8,634,544</b>	<b>\$9,427,563</b>	<b>\$9,915,879</b>	<b>\$488,316</b>

**Glastonbury Public Schools**  
**TRAVEL APPROVAL FORM**

**THIS FORM MUST BE COMPLETED AND APPROVED BEFORE PARTICIPANTS ARE SOLICITED**

INTERNATIONAL \_\_\_\_\_ US   x   CT \_\_\_\_\_

DESTINATION: Philadelphia, PA

DEPARTURE DATE: Friday, April 4th, 2025

RETURN DATE: Sunday, April 6th, 2025

ESTIMATED NUMBER OF PARTICIPANTS: 50-75

WILL ANY SCHOOL TIME BE USED: Yes 4/4/25

SPONSORING TEACHER: Dr. Ethan Nash

COST PER PARTICIPANT: \$650

OTHER CHAPERONE(S): 4-7 additional Chaperones to be determined

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AGENCY/ORGANIZATION MAKING ARRANGEMENTS: Perkins Travel

SCHOOL(S) PARTICIPATING: Glastonbury High School

STUDENTS' REQUIREMENTS FOR PARTICIPATION: Enrollment and Participation in a Glastonbury HS curricular choral ensemble

PURPOSE OF TRIP: The trip to Philadelphia is modeled after the highly successful trips to Washington D.C. that choir members took in 2016 and 2023. The students will receive valuable coaching from an esteemed choral conductor, shortly before their Spring Concert. In addition, they will hear a high-quality performance in concert by a college choir. Performances at the Independence National Historical Park and at Christ Church will give the group the opportunity to share their music with a wider audience and to learn in the process. Finally, seeing the production of *& Juliet* at the Academy of Music will give the students an additional opportunity to see a performance of a very high caliber, as well as to see a musical that most haven't experienced before.

ITINERARY (MAY BE ATTACHED): See Attached

STATEMENT OF ANTICIPATED OUTCOMES FOR STUDENTS: As a result of the trip, students will...

- Improve their performance skills both individually and as an ensemble, through coaching received from the clinician as well as through the live performances they will give.
- Gain insight as a result of seeing high caliber performances by both college level and professional musicians and actors.
- Have many opportunities to learn through the tours of the National Liberty Bell Center, the Presidents' House, Independence Hall and the Ghost Tour.
- Students will strengthen ties with one another, getting to know people they may not have known as well which in turn will make for a more unified and successful choral program.

**APPROVAL:**

DIRECTOR: Destin Lopez 7-11-24  
( DATE )

PRINCIPAL(S): James E. Bean 7/12/24  
(of first school where trip is taking place) ( DATE ) (of second school if applicable) ( DATE )

PRINCIPAL(S): \_\_\_\_\_  
(of first school where chaperones teach) ( DATE ) (of second school if applicable) ( DATE )

SUPERINTENDENT APPROVAL: Alan Bookman 7-23-24  
( DATE )

**GLASTONBURY HIGH SCHOOL "TENTATIVE" ITINERARY**  
**PHILADELPHIA, PA.**  
**APRIL 4-6, 2025**

**FRIDAY, APRIL 4, 2025**

7:45AM TWO BUSES ARRIVE AT GLASTONBURY HIGH SCHOOL  
8:15AM DEPART GLASTONBURY HIGH SCHOOL FOR PHILADELPHIA  
TBA LUNCH STOP ENROUTE, ON OWN, BEFORE ARRIVING IN PHILADELPHIA  
2:30PM CLINIC AT TEMPLE UNIVERSITY (PENDING CONFIRMATION)  
4:00PM DEPART CLINIC FOR HARD ROCK CAFÉ PHILADELPHIA  
5:00PM DINNER AT THE HARD ROCK CAFÉ (INCLUDED)  
6:30PM GROUP WILL WALK BACK TO **LIBERTY BELL PAVILION, 6<sup>TH</sup> & CHESTNUT STREETS**, TO MEET GUIDES FOR START OF GHOST TOUR  
7:00PM GUIDED GHOST TOUR OF PHILADELPHIA—TOUR WILL UTILIZE FOUR GUIDES  
8:30PM AT CONCLUSION OF TOUR, GUIDES WILL ESCORT THE GROUP TO THE **BUS LOADING ZONE ON 3<sup>RD</sup> STREET BETWEEN WALNUT AND CHESTNUT-BUSES WILL MEET THE GROUP HERE FOR LOADING**  
8:40PM DEPART PHILADELPHIA FOR CHECK IN AT HOLIDAY INN PHILADELPHIA-CHERRY HILL HOTEL  
9:15PM APPROXIMATE ARRIVAL AT THE HOLIDAY INN FOR CHECK-IN  
10:30 PM CURFEW  
11:00PM TWO SECURITY GUARDS ON DUTY

**SATURDAY, APRIL 5, 2025**

TBA WAKE-UP  
8:30AM BREAKFAST AT THE HOTEL (INCLUDED)  
9:30AM DEPART THE HOTEL FOR SIGHTSEEING IN PHILADELPHIA  
10:00AM SELF GUIDED TOUR OF THE LIBERTY BELL CENTER, PRESIDENTS' HOUSE AND INDEPENDENCE HALL  
11:30 AM PUBLIC PERFORMANCE AT INDEPENDENCE NATIONAL HISTORICAL PARK  
12:15 PM LUNCH AT BOURSE FOOD HALL (FOOD COURT, LUNCH ON THEIR OWN)  
1:15 PM DEPART LUNCH FOR ACADEMY OF MUSIC  
1:30 PM ARRIVE AT THE ACADEMY OF MUSIC TO BE SEATED FOR THE SHOW  
2:00 PM "& JULIET" (SHOW IS APPROXIMATELY 2 HOURS AND THIRTY MINUTES WITH ONE INTERMISSION)  
4:45 PM GROUP WILL DEPART ACADEMY OF MUSIC FOR DINNER  
5:00PM DINNER AT LOCAL RESTAURANT (INCLUDED)  
6:30PM DEPART RESTAURANT FOR TEMPLE UNIVERSITY  
7:00PM APPROXIMATE ARRIVAL AT TEMPLE UNIVERSITY FOR CHORAL CONCERT  
7:30 PM CHORAL CONCERT OF TEMPLE UNIVERSITY CHOIRS  
9:00 PM DEPART TEMPLE UNIVERSITY FOR THE HOTEL  
9:30 PM APPROXIMATE ARRIVAL AT THE HOLIDAY INN PHILADELPHIA-CHERRY HILL  
TBA CURFEW  
11:00PM TWO SECURITY GUARDS ON DUTY

**SUNDAY, APRIL 6, 2025**

7:00AM WAKE-UP  
8:30AM BREAKFAST AT THE HOTEL (INCLUDED)  
10:00AM GROUP WILL START CHECKING OUT OF THE BEDROOMS AND LOADING THE BUSES  
10:30AM DEPART THE HOTEL FOR CHRIST CHURCH (22 N 2<sup>ND</sup> STREET) OR SIMILAR  
11:00AM PERFORMANCE AT CHRIST CHURCH FOLLOWED BY TOUR  
12:00PM DEPART CHRIST CHURCH FOR READING TERMINAL MARKET  
12:30PM GROUP WILL HAVE LUNCH AT READING TERMINAL MARKET (ON OWN)  
1:30PM DEPART READING TERMINAL MARKET FOR GLASTONBURY HIGH SCHOOL  
6:30PM APPROXIMATE ARRIVAL AT GLASTONBURY HIGH SCHOOL

**\*\* PLEASE NOTE ALL TIMES ARE APPROXIMATE AND SUBJECT TO CHANGE AT ANY TIME FOR ANY REASON\*\***

WHERE YOU ARE STAYING:

HOLIDAY INN PHILADELPHIA-CHERRY HILL HOTEL

2175 MARLTON PIKE W

CHERRY HILL, NJ 08002

TEL: 856-663-5300

**THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION HAS IMPLEMENTED ELECTRONIC LOGS IN ALL COACH BUSES. THIS WILL TAKE THE PLACE OF THE PAPER LOGBOOKS. THE PURPOSE OF THE ELECTRONIC LOGS IS TO ENFORCE THE LEGALITY OF THE BUS DRIVER HOURS. BUS DRIVERS CAN LEGALLY BE ON DUTY FOR 15 HOURS IN ONE DAY WITH 10 OF THOSE HOURS DRIVING. THEY MUST HAVE 8 HOURS OFF BETWEEN THE 15 HOURS ON DUTY DAY. THE 10 HOURS OF DRIVING INCLUDE ALL THE HOURS A DRIVER HAS DRIVEN IN A DAY, NOT JUST THOSE HOURS RELATING TO THE ITINERARY.**

# TRAVEL APPROVAL FORM

**THIS FORM MUST BE COMPLETED AND APPROVED BEFORE PARTICIPANTS ARE SOLICITED**

INTERNATIONAL

US

CT

**DESTINATION:** Salamanca, Spain

**SCHOOL(s) PARTICIPATING:** GHS

**DEPARTURE DATE:** April 11, 2025

**RETURN DATE:** April 19, 2025

**ESTIMATED NUMBER OF PARTICIPANTS:** 16-24

**WILL ANY SCHOOL TIME BE USED:** No

**SPONSORING TEACHER:** Marcia Guedes Baird

**COST PER PARTICIPANT:** \$2,600

**OTHER CHAPERONES:** Jimmy Wildman and (Paula Sierra, if numbers warrant)

**AGENCY/ORGANIZATION MAKING ARRANGEMENTS:** GPS, Sanditz Travel and Colegio Delibes, Salamanca, Spain

**STUDENTS' REQUIREMENTS FOR PARTICIPATION:** Presently enrolled in Spanish in Glastonbury High School, in good academic and behavioral standing, as per Board of Education policy, good attendance and successful completion of application process which includes interview and team recommendations.

**PURPOSE OF TRIP:** The purpose of this Spanish Immersion program with Colegio Delibes in Salamanca, Spain will greatly enhance our students' conversational skills, knowledge and appreciation of the Spanish culture and way of life through immersion in the target language and culture.

**Itinerary (dates and details of itinerary are subject to adjustment):**

- 20 hours of classes (maximum 12 students in each class)
- All the material for the classes: books, photocopies, etc.
- Private tutoring included, when necessary, for individual students
- Course certificate for each student at their completed level.
- Accommodation with host family in double room, full board, 1 week.
- Guided tour around Salamanca and the cathedrals with Delibes teacher.
- One Spanishseminar in the conference room.
- Tour of Salamanca doing "The Salamanca QUEST" with Delibes teacher.
- Visit to the "Filigrana Charra" with Delibes teacher.
- "Chocolate con churros" in Madrid on the arrival day.
- "The literature tour" around the city guided by Delibe teacher.
- Entrances to all museums, palaces, etc.
- Tapas route tour and tasting with Delibes teacher.
- After school dance class with professional dancer.
- After school cooking class with a professional chef.
- Wifi internet access, computer facilities at Delibes.
- Medical insurance.
- Round trip Transfer in private bus Madrid (airport) – Salamanca - Madrid.
- Tuition payments insured.
- 24-hour emergency phone included for teacher.
- One full-day excursion to Avila and Segovia.
- Private bus, guide and entrance to the museums included.

**STATEMENT OF ANTICIPATED OUTCOMES FOR STUDENTS:** The Smith Middle School Spanish Immersion Program provides 8<sup>th</sup> grade students first-hand experiences in homes, school and the community in Salamanca, Spain. Glastonbury students will improve their conversational Spanish as well as learn about the everyday cultural differences and similarities of living with a Spanish host family. The students will experience Salamanca and Madrid's historical sights and remarkable monuments.

**APPROVAL:**

DIRECTOR: Amanda Robustelli-Price

DATE: 06.24.2024

PRINCIPAL (Hebron Ave. School): Linda Provost

DATE: 7/22/24

PRINCIPAL (Glastonbury High School): Nancy Bean

DATE: 7/19/2024

PRINCIPAL (Smith Middle School): B. Skarvelas

DATE: 7.16.24

PRINCIPAL (Naubuc School ): Michael Litke

DATE: 7/22/24

SUPERINTENDENT APPROVAL: Ohly Barker

DATE: 7/24/24

Board of Education Approval Date: \_\_\_\_\_

# TRAVEL APPROVAL FORM

**THIS FORM MUST BE COMPLETED AND APPROVED BEFORE PARTICIPANTS ARE SOLICITED**

INTERNATIONAL

US

CT

DESTINATION: Salamanca, Spain

SCHOOL(S) PARTICIPATING: SMS

DEPARTURE DATE: February 14, 2025

RETURN DATE: February 22, 2025

ESTIMATED NUMBER OF PARTICIPANTS: 32

WILL ANY SCHOOL TIME BE USED: Yes-three days

SPONSORING TEACHER: Kristen Klin

COST PER PARTICIPANT: \$2,600

OTHER CHAPERONES: Jill Garrish, Colleen Brennan, Jimmy Wildman

AGENCY/ORGANIZATION MAKING ARRANGEMENTS: GPS, Sanditz Travel and Colegio Delibes, Salamanca, Spain

**STUDENTS' REQUIREMENTS FOR PARTICIPATION:** Presently enrolled in 8<sup>th</sup> grade Spanish, in good academic and behavioral standing, as per Board of Education policy, good attendance and successful completion of application process which includes interview and team recommendations.

**PURPOSE OF TRIP:** The purpose of this Spanish Immersion program with Colegio Delibes in Salamanca, Spain will greatly enhance our students' conversational skills, knowledge and appreciation of the Spanish culture and way of life through immersion in the target language and culture.

**Itinerary (dates and details of itinerary are subject to adjustment):**

- 20 hours of classes (maximum 12 students in each class)
- All the material for the classes: books, photocopies, etc.
- Private tutoring included, when necessary, for individual students
- Course certificate for each student at their completed level.
- Accommodation with host family in double room, full board, 1 week.
- Guided tour around Salamanca and the cathedrals with Delibes teacher.
- One Spanish seminar in the conference room.
- Tour of Salamanca doing "The Salamanca QUEST" with Delibes teacher.
- Visit to the "Filigrana Charra" with Delibes teacher.
- "Chocolate con churros" in Madrid on the arrival day.
- "The literature tour" around the city guided by Delibe teacher.
- Entrances to all museums, palaces, etc.
- Tapas route tour and tasting with Delibes teacher.
- After school dance class with professional dancer.
- After school cooking class with a professional chef.
- Wifi internet access, computer facilities at Delibes.
- Medical insurance.
- Round trip Transfer in private bus Madrid (airport) – Salamanca - Madrid.
- Tuition payments insured.
- 24-hour emergency phone included for teacher.
- One full-day excursion to Avila and Segovia.
- Private bus, guide and entrance to the museums included.

**STATEMENT OF ANTICIPATED OUTCOMES FOR STUDENTS:** The Smith Middle School Spanish Immersion Program provides 8<sup>th</sup> grade students first-hand experiences in homes, school and the community in Salamanca, Spain. Glastonbury students will improve their conversational Spanish as well as learn about the everyday cultural differences and similarities of living with a Spanish host family. The students will experience Salamanca and Madrid's historical sights and remarkable monuments.

**APPROVAL:**

**DIRECTOR:** Amanda Robustelli-Price **DATE:** 06.24.2024

**PRINCIPAL (Smith Middle School):** B. Skarvelas **DATE:** 7.16.24

**PRINCIPAL (Hopewell School):** Jessica Skender **DATE:** 7/18/24

**SUPERINTENDENT APPROVAL:** Ala Bostm **DATE:** 7/24/24

**Board of Education Approval Date:** \_\_\_\_\_

# TRAVEL APPROVAL FORM

**THIS FORM MUST BE COMPLETED AND APPROVED BEFORE PARTICIPANTS ARE SOLICITED**

- INTERNATIONAL  
 US  
 CT

**DESTINATION:** Paris and Dinard, France; Collège le Bocage

**DEPARTURE DATE:** March 20, 2025 **RETURN DATE:** March 30, 2025 **SCHOOL(S) PARTICIPATING:** GHS

**ESTIMATED NUMBER OF PARTICIPANTS:** 20 **WILL ANY SCHOOL TIME BE USED:** Yes - six days

**SPONSORING TEACHER:** Scott Minnick **OTHER CHAPERONES:** Kyra Kabulis, Cecile Perraud

**COST PER PARTICIPANT:** \$2,700

**AGENCY/ORGANIZATION MAKING ARRANGEMENTS:** GPS and Sanditz Travel

**STUDENTS' REQUIREMENTS FOR PARTICIPATION:** Presently enrolled in French program of studies, in good academic and behavioral standing, as per BOE policy, good attendance and successful completion of application process which includes interview and teacher/guidance counselor recommendations.

**PURPOSE OF TRIP:** Linguistic and cultural exchange with our sister school, Collège le Bocage, in Dinard, France. This exchange, with a long and successful history of making Franco-American friendships, greatly enhances our students' conversational skills, knowledge and appreciation of French culture through immersion in the target language. This will be the 27<sup>th</sup> year of this exchange.

**Itinerary:** (dates and details of itinerary are subject to adjustment)

- Early evening departure from JFK to arrive in Paris
- Four school visits to Bocage Middle School and a local high school
- Time spent with host families
- Several day excursions:
  - ❖ D-Day beaches/American
  - ❖ Cemetery/museum in Caen
  - ❖ Coastal areas in and around Dinard
  - ❖ Dinan (medieval town)
  - ❖ Mont Saint Michel
  - ❖ Visiting monuments and museums in Paris

**STATEMENT OF ANTICIPATED OUTCOMES FOR STUDENTS:** The French Exchange promotes an understanding between France and the United States by providing first-hand experiences in homes, schools and communities for the students involved. Students will improve their conversational French as well as learn about the everyday cultural differences and similarities of living with a French family. Students will see first-hand some of the remarkable monuments in Normandy and Brittany. Our hosting of the French teachers and students allows all of our participating students, faculty and staff at GHS and families in our local community to participate in, and benefit from, the program. Continuing our exchange with Collège will further cement our relationship with the educators and families connected to the school.

## **APPROVAL:**

**DIRECTOR:** Amanda Robustelli-Price

**DATE:** 07.03.2024

**PRINCIPAL (Glastonbury High School):** Nancy Bean

**DATE:** 7/19/2024

**PRINCIPAL (Smith Middle School):** B. Sharvelas

**DATE:** 07.18.2024

**SUPERINTENDENT APPROVAL:**  **DATE:** 7/24/24

**BOARD OF EDUCATION APPROVAL DATE:** \_\_\_\_\_

**Regular Board of Education Meeting**

Monday, July 8, 2024 7:00 PM

Town Council Chambers

Glastonbury Town Hall

2155 Main Street

Glastonbury, CT 06033

Mrs. Kali Cavanaugh: Present

Mrs. Alison Couture: Present

Mrs. Jennifer Faust: Present

Dr. Douglas Foyle: Present

Ms. Jenn Jennings: Present

Mr. David Peniston, Jr.: Present

Mr. Matthew Saunig: Present

Ms. Julie Thompson: Present

Also Present: Alan B. Bookman, Superintendent  
Kate Lund, Assistant Superintendent  
Citizens and Staff Members, representatives of the press

**1. Call to Order**

Dr. Foyle called the meeting to order at 7:00 pm.

**2. Pledge of Allegiance**

**3. Awards and Recognition**

- 3.A. Christina O'Brien, Director of Language Arts/Reading K-5
- 3.B. Alicia Farris, Assistant Principal/Special Education Supervisor, Naubuc School
- 3.C. Kristen Sparks, Assistant Principal, Glastonbury High School

**4. Information Session for Public Comment**

Andrew Ethier, 30 Bell Street, Glastonbury, addressed the Board regarding his appreciation with the response he received about the incident, involving his daughter, at Glastonbury High School.

Jenn Jennings, 34 Cranesbill Drive, Glastonbury, addressed the Board regarding the use of an app to schedule appointments at Glastonbury High School. She also inquired about the date of the next curriculum meeting.

**5. Business Requiring Action**

5.A. Acceptance of the Glastonbury East Hartford Elementary Magnet School Budget 2024-2025  
Board accepts the Glastonbury East Hartford Elementary Magnet School budget for the 2024-2025 school year for first reading. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea

Mrs. Alison Couture: Yea  
Mrs. Jennifer Faust: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

#### 5.B. Educator and Administrator Evaluation and Support Plans

Board approves the revised educator and administrator evaluation and support plans. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea  
Mrs. Alison Couture: Yea  
Mrs. Jennifer Faust: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

#### 5.C. Approval of GHS Student Trip to Manchester, New Hampshire

Board approves the Glastonbury High School Girls and Boys Cross Country Team trip to Manchester, New Hampshire, reserving the right to cancel this trip if there are any government advisories against travel to this destination, or any other serious threats or crises, or any other reason deemed appropriate by the Board. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea  
Mrs. Alison Couture: Yea  
Mrs. Jennifer Faust: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

#### 5.D. Approval of the June 24, 2024 Meeting Minutes

Board approves the meeting minutes of Monday, June 24, 2024. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea  
Mrs. Alison Couture: Yea

Mrs. Jennifer Faust: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

## **6. Reports and Discussion**

### 6.A. Technology Annual Report

Chief Technology Officer, Chris Macca, highlighted areas of his report to the Board.

### 6.B. LINKS Update

Dr. Bookman shared highlights of the report.

### 6.C. Glastonbury Education Foundation

Ms. Julie Thompson shared that no meeting has occurred, but they are preparing for the Gala.

## **7. Committee Reports**

The Budget Committee is scheduled to meet on August 5, 2024.

## **8. Chairman's Reports**

## **9. Superintendent's Report**

Dr. Bookman shared the following:

- Invitations for the Ribbon Cutting Ceremony, at Naubuc School, on August 28, 2024, at 8:00 am.
- An update on the Self Insurance Reserve Fund
- Apprised the Board on the search for a new Assistant Superintendent

### 9.A. Staff Appointments

9.A.1. Alicia Farris, Naubuc School, Assistant Principal/Special Education Supervisor

9.A.2. Adriana Robert, Naubuc Elementary School, Grade 1 Elementary Teacher

9.A.3. Kristen Sparks, Glastonbury High School, Assistant Principal

### 9.B. Adult and Continuing Education Classes for Fall 2024

### 9.C. Dates to Remember

## **10. Adjournment**

Board moves to adjourn into Executive Session for updates on legal issues and invites the Superintendent to join them and for a second item, the Board adjourns into Executive Session to discuss the Superintendent's evaluation. The Board entered into Executive Session at 8:46 PM. The Board remained in Executive Session until 9:11 pm. This motion, made by Ms. Julie Thompson and seconded by Mrs. Kali Cavanaugh, Carried.

Mrs. Kali Cavanaugh: Yea  
Mrs. Alison Couture: Yea  
Mrs. Jennifer Faust: Yea  
Dr. Douglas Foyle: Yea

Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

10.A. Please note: It is possible that the Board of Education may go into Executive Session

Respectfully Submitted,

Kali Cavanaugh, Secretary

Approved:

GLASTONBURY BOARD OF EDUCATION  
**EXECUTIVE SUMMARY REPORT**

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**Title of Report:** 2023-2024 Year-End Reports for Student Activities

**Board Meeting Date:** August 12, 2024

**Action:**

**Report:** X

**Information:**

**Discussion:**

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**Overview:**

Glastonbury Public Schools maintains a separate fund to promote the safe handling of Student Activity money. The centralized accounting system is managed by a coordinator who oversees approximately 230 accounts, verifies deposits and approved expenses, and provides training to advisors and personnel involved in the collection of student and parent funds. All transactions are reviewed by the business manager to ensure the proper use of student and community funds. In addition to all account books being audited at Central Operations, an annual audit is completed by the town's independent auditors.

At various levels, student involvement is encouraged under the guidance of a staff advisor. At the elementary level and middle school level, some student councils assist with school stores and/or raising charitable contributions. The GHS School Store is managed by students and is overseen by one of the business teachers. Merchandise can be purchased online or at the store. Secondary clubs which take place after school are usually governed by students who assist the advisor in maintaining their club's financial records, educating the students about the cash flow management process.

Activity accounts include foreign exchange trips, field trips, yearbook sales, dances, after-school clubs and sports, summer camps, a regional Vo-Ag program and Adult Education. FIRST Robotics, Model UN, Vo-Ag and music students compete regionally and nationally.

From the student activity accounts, forty scholarships were awarded to Glastonbury High School students, totaling \$42,045 in college assistance. The Bridgeworks program promotes life-skills by preparing and selling gift baskets, note cards and other useful items, while students apply basic math skills to create receipts, deposit slips and invoices.

Drama productions and concerts showcase the teaching of the arts in Glastonbury and provide a positive liaison with the public. This year's performances include:

- Gideon Welles – Nemo Jr.
- Smith Middle School – Little Mermaid Jr.
- Glastonbury High School – Our Town and Anything Goes

Fundraising continues to be an important part of student activities as it sparks an awareness of and compassion for others within the community, state, and world. In addition, students and staff work together toward a common goal.

Student Activity Fund revenue for the fiscal year 2023-2024, has been recorded as follows:

Description	Beginning Balance	Deposits	Expenditures	Ending Balance
Buttonball Lane Total	\$10,246	\$9,381	\$7,758	\$11,869
Eastbury Total	\$912	\$2,430	\$1,574	\$1,767
Eastbury Links Total	\$3,000	\$0	\$551	\$2,449
Hebron Avenue Total	\$6,440	\$3,868	\$3,380	\$6,928
Hopewell Total	\$10,539	\$5,133	\$4,414	\$11,258
Naubuc Total	\$14,820	\$4,746	\$7,163	\$12,403
Nayaug Total	\$6,378	\$6,040	\$6,827	\$5,592
Gideon Welles Total	\$26,888	\$26,483	\$27,719	\$25,652
Smith Total	\$32,973	\$124,239	\$132,312	\$24,901
GHS Total	\$406,543	\$435,767	\$379,323	\$462,987
Scholarships Total	\$290,058	\$34,054	\$42,049	\$282,063
Adult/Vocational Education Total	(\$33,536)	\$171,989	\$187,508	(\$49,054)
Art Total	\$2,074	\$250	\$200	\$2,124
Athletics Total	\$35,417	\$45,473	\$35,767	\$45,124
World Language Total	\$113,657	\$132,457	\$154,671	\$91,443
Health Education/Physical Education Total	\$10,908	\$3,342	\$1,809	\$12,441
Music Total	\$38,761	\$106,980	\$107,103	\$38,638
Science Total	\$18,190	\$14,409	\$19,327	\$13,272
Summer Programs Total	\$44,661	\$56,481	\$53,231	\$47,910
GPS/Central Office Total	\$292,950	\$1,187,594	\$1,062,985	\$417,558
	<b>\$1,331,880</b>	<b>\$2,371,116</b>	<b>\$2,235,670</b>	<b>\$1,467,326</b>

Submitted By: Karen Bonfiglio

Reviewed By: Alan B. Bookman

GLASTONBURY BOARD OF EDUCATION  
EXECUTIVE SUMMARY REPORT

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**Title of Report:** 2023-2024 Year-End Report for School Food Service Department (SFSD)

**Board Meeting Date:** August 12, 2024

**Action:**                      **Report: X**                      **Information:**                      **Discussion:**

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**Overview:**

Glastonbury Public Schools continues to participate in the Healthy Food Certification Program. Glastonbury School Food Services (SFSD) received \$50,667 in funding for this program during 2023-24. The CT standards for the Healthy Food Program remain more stringent than the USDA guidelines for competitive foods that all schools nationwide are now required to follow.

This is the first year we have operated as part of the Lighthouse Co-Op group, which currently consists of 22 districts. We have seen a decrease in our supply expenses which is likely a reflection of the improved buying power of the Co-Op. We continue to allocate a portion of the district's USDA commodity dollars to the fresh fruit and vegetable program through the Department of Defense (DoD).

The final rule regarding the Nutrition Requirements in School Meals went into effect on July 1, 2024. These changes address sugar and sodium in foods offered. They will begin in the 2025-26 school year and will be phased in over several years to allow manufacturers time to reformulate products to meet these standards.

The State of Connecticut provided State Transition Assistance for Breakfast and Lunch Expenses (STABLE) funds to districts that allowed all students to receive free breakfast and extended free lunches to students eligible for reduced meals. We continued to see significant participation in the breakfast program which resulted in increased reimbursement funding. STABLE funds received for the free breakfast and free lunch totaled \$127,119. We anticipate to receive approximately \$25,000 more for meals served in May and June. We expect a decrease in breakfast participation for the 2024-25 school year since the program is ending. For 2023-24 we served a total of 102,255 breakfast and 450,308 lunch meals. Compared to last year, this is an increase of 25,784 breakfast and a decrease of 86,128 lunch meals. The comparison of meals does not include those served at GEHMS as they participate in the Community Eligibility Provision (CEP) which provides free meals for the entire school year.

In December, we received \$139,642 for supply chain assistance. For the past two years we received a total of \$507,144. These funds are allowed to only be used for unprocessed or minimally processed foods such as milk and produce. We do not anticipate any additional funding for supply chain assistance.

SFSD ended the year with only one part-time open position not filled. We transitioned two full-time positions from GHS to district floaters to assist in covering for absences. The SFSD employees will receive raises as approved by the Board of Education. Staff continues to receive the yearly mandated training to meet the USDA professional standard requirements. All new hires will be required to obtain ServSafe food handler training. Documentation of these certifications will be filed with the Town Health Department when we apply for our food licenses.

Food Services is transitioning over to a new software program for 2024-25. This one program will improve workflow and eliminate the three systems we currently use.

SFSD had a fund balance exceeding the allowable 3 months of operating expenses. These excess funds were used to purchase new equipment which included: a new walk-in freezer at Smith Middle School, a reach-in refrigerator for Hopewell, 2-door reach-in freezers for Gideon Welles, Buttonball, Naubuc, and GHS, and a new milk cooler for Buttonball.

The SFSD was completely self-operating for the 2023-24 school year. We began the school year with a balance of \$1,119,387. We ended the year with a net profit of \$293,660 resulting in a year-end balance of \$1,413, 047. We will likely once again have excess funds that we will need to submit a plan of action to the State on how they will be utilized. We will be evaluating staffing needs and any other equipment replacements which includes replacement of the serving line at Hebron Ave School and possibly installing an additional walk-in freezer at Glastonbury High.

**Submitted By:** Karen Bonfiglio and Jessica D'Agnese

**Reviewed By:** Alan B. Bookman

## Glastonbury School Food Services Year-End Report 2023-2024

	Actuals	Actuals	Projected	Actuals
	2021-2022	2022-2023	2023-2024	2023-2024
<b>Beginning Balance</b>	201,834	590,532	1,119,387	1,119,387
<b>Income</b>				
Lunch, Milk, Breakfast, A la Carte	98,687	579,486	1,547,690	1,412,800
Federal Reimbursement	3,032,814	2,749,656	1,463,409	1,616,715
State Reimbursement	38,803	40,345	41,000	42,809
Healthy Foods Reimbursement	37,551	51,399	51,500	50,667
Catering & Miscellaneous	25,292	39,347	40,000	35,905
Miscellaneous	0	0	0	0
Interest Income	0	0	0	0
BOE	0	0	0	0
<b>Total Income</b>	3,233,147	3,460,234	3,143,599	3,158,896
<b>Expenses</b>				
Supplies	1,510,110	1,523,025	1,628,406	1,392,084
Personnel Expense	1,236,053	1,262,123	1,309,986	1,361,933
Equipment	98,285	146,231	100,000	110,218
Miscellaneous Expenses	0	0	1,500	1,001
Contracted Services	0	0	0	0
<b>Total Expenses</b>	2,844,448	2,931,379	3,039,892	2,865,236
<b>Net Income or loss</b>	<b>388,698</b>	<b>528,855</b>	<b>103,707</b>	<b>293,660</b>
Summer Projects & Equipment				
<b>Year End Balance</b>	<b>590,532</b>	<b>1,119,387</b>	<b>1,223,094</b>	<b>1,413,047</b>

<b>Meal Price</b>		
Grades K-6*	\$3.00	\$0.00
Grades 7-12*	\$3.50	\$0.00
Adult	\$4.50	\$4.50
<b>Breakfast</b>	<b>\$1.50</b>	<b>\$0.00</b>

**\*Breakfast for children 18 and under were offered at no charge through the USDA STABL Funds from 8/23/23 - 6/11/24 and the family contribution for families approved for reduced lunches were covered by the USDA STABL Funds during the same period.**

GLASTONBURY BOARD OF EDUCATION  
EXECUTIVE SUMMARY REPORT

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**Title of Report:** Early Learning Center (ELC) Update

**Board Meeting Date:** August 12, 2024

**Action:**                      **Report:** X                      **Information:**                      **Discussion:**

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The Early Learning Center (ELC) enjoyed its fourth successful year thanks to the support of the Board of Education and efforts of our talented and dedicated staff. The ELC program continues to provide wonderful care for children while supporting the recruitment and retention of staff in our school system. We develop our curriculum aligned with the CT ELDS and promote purposeful play in all of our ELC classrooms, which aligns with current initiatives across the state and is widely accepted as best practice in the field of early childhood education.

We are thrilled to continue our partnership with students in the Glastonbury High School Child Development and Early Childhood Education courses who visit the ELC as part of their course curricula. Last year the high school classes had a combined 17 on-site field experiences across the year at the ELC. High school students began by conducting observations in classrooms and their cumulative course assessments included planning, teaching and reflecting on an experience as a “teacher” within those ELC classrooms. For the first time, we were able to hire one of these students in a part-time position in the afternoons to meet a staffing need. We look forward to this continued partnership and providing rich and valuable learning experiences for our high school students. Our students at Smith middle school who took the Understanding Young Children course were able to conduct virtual visits as part of their curricula.



For the 2023-24 school year the ELC was supported by a dedicated team of 14 full-time teachers, 4 part-time teachers and 1 part-time high school student along with the program coordinator and assistant coordinator. The ELC was able to provide outstanding early childhood education for a total of 70 children (8 infants, 27 toddlers, 35 preschool/pre-K). Of those 70 children, approximately 76 percent were the children of GPS staff. We expect that number to be 85 percent for the 2024-2025 school year. The long wait list of families hoping to join the program includes 18 staff members specifically for our infant and toddler programming. While priority is always given to Glastonbury staff, we unfortunately will not be able to accommodate most of these requests in our infant and toddler programming given limited space. We have also seen an increase in interest from families who participate in the Integrated Preschool program for our preschool/Pre-K programming. In the future, we will continue to keep an eye on possibilities for expansion in order to accommodate staff demand for this wonderful program.

Weekly tuition rates were set for the 2024-25 school year at \$395 infants, \$375 toddlers and \$350 preschool/pre-K. This tuition increase will ensure that the program continues to be self-supporting with no cost to taxpayers. We will continue to revisit tuition each year with the goal of providing outstanding care at a reasonable cost for our employees and families.

**Submitted By:** Elizabeth Cole

**Reviewed By:** Alan B. Bookman

GLASTONBURY BOARD OF EDUCATION  
EXECUTIVE SUMMARY REPORT

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**Title of Report:** Digital Citizenship and Online Safety Instruction, K-12

**Board Meeting Date:** August 12, 2024

**Action:**

**Report:** X

**Information:**

**Discussion:**

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We have integrated comprehensive digital citizenship and online safety instruction across all grade levels (K-12). These lessons equip students with the skills to be critical consumers of information and responsible, safe users of technology. This initiative aligns with our district's strategic goals to provide safe, inclusive learning environments and support social, emotional, and physical well-being of our students.

At the elementary level, library media specialists deliver digital citizenship lessons during designated library times. The curriculum is designed to teach students about creative work, online safety, and the principles of being a responsible digital citizen.

At the secondary level, library media specialists collaborate with Health/PE, history, and English teachers to integrate digital citizenship lessons into research assignments.

The digital citizenship curriculum follows a detailed scope and sequence to ensure consistent learning outcomes across grade levels. Highlights include:

- **Grade 1:** Learning about the importance of giving credit for creative work and the basics of online safety.
- **Grade 2:** Comparing online safety with real-world safety and understanding safe internet usage.
- **Grade 3:** Emphasizing the responsibilities of a digital citizen and maintaining online privacy.
- **Grade 4:** Addressing cyberbullying and fostering upstanding digital behavior.
- **Grade 5:** Understanding plagiarism, copyright, and proper citation practices.
- **Grade 6:** Developing digital etiquette, effective searching strategies, and website evaluation skills. Learning about their digital footprint and the implications of their online actions. Instruction overlaps with lessons from a visiting police officer who conducts a comprehensive social media unit, reinforcing the importance of responsible social media use.
- **Grades 7-8:** Applying digital etiquette, fair use, and strategic searching in their research, and exploring the impact of social media on health. Additionally, the School Resource Officer presents to all students about the significance of their digital footprint and the long-term effects of their online behavior.
- **Grade 9-12:** Utilizing the News Literacy Project's Checkology Classroom to understand digital literacy concepts, evaluate source credibility, and recognize the role of algorithms and misinformation. Lessons focus on social media advertisements and the impact of false information shared online, including the consequences of sharing misleading content and its effects on various groups of people.
- **Grades 10-12:** Demonstrating cumulative digital literacy skills through interdisciplinary research projects and managing misinformation and disinformation.

Additionally, our Health teachers deliver related instruction in grades 7-10. These lessons focus on the harmful influences of social media and its impact on well-being and mental health, aligned with national and state standards.

- **Grade 7:** Students explore the use and misuse of social media and technology, explaining how social media can both positively and negatively impact relationships, as well as describing its effects on physical and emotional safety.
- **Grade 8:** The curriculum expands on these concepts by helping students recognize factors that lower self-worth, such as social media comparisons and negative external messages. Students learn to apply strategies and resources to manage the influences of social media on health and well-being, and to identify situations requiring support from trusted adults or health professionals.
- **Grade 9:** Students delve into the interrelationships and impacts of various influences, including media and social media, on health behaviors and overall well-being. They analyze the accessibility of trusted adults, health professionals, and other resources to promote health and well-being.

Engaging parents in our digital citizenship and online safety efforts is essential for reinforcing lessons at home. At the elementary level, Common Sense Media offers home components on cyberbullying, digital drama, and hate speech, which are shared with parents. In Grade 6, a former police officer provides an "internet safety briefing" to parents. For Grades 7 and 8, a trifold publication complements the School Resource Officer's digital footprint presentation to all students. For Grades 9-12, the PTO has sponsored a screening of *Screenagers*, a film about the effects of cell phones and screen time on young adults.

Beyond this, we recommend parents consider additional tools and resources to support at-home efforts, such as the *WaitUntil8th* pledge, which encourages delaying the introduction of smartphones until the eighth grade, and parental control apps like *Bark* to help monitor and manage personal device usage. These tools can help reinforce the importance of digital responsibility and safety, complementing the lessons taught in school.


Our digital citizenship and online safety instruction is a critical component of our educational framework, ensuring that students become informed, responsible, and ethical users of technology. In spite of our efforts and programs, the ultimate responsibility for making safe and informed choices rests with families and individual students. Our hope and need are for continued partnership and support from families. We will continue to provide resources and support to foster a safe and responsible digital environment for our students.

**Submitted By:** Kate Lund

**Reviewed By:** Alan B. Bookman

**TOWN OF GLASTONBURY****MEMORANDUM****DEPARTMENT OF ADMINISTRATIVE SERVICES****FINANCIAL ADMINISTRATION**

TO: Board of Finance  
Jonathan Luiz, Town Manager

FROM: Keri Rowley, Director of Finance & Administrative Services 

DATE: July 8, 2024

SUBJECT: Self Insurance Reserve Update June 2024

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The attached report summarizes the Self Insurance Reserve fund through June 2024. The total reserve is \$13,077,018 allocated \$5,035,075 and \$8,041,943 between Town and Board of Education, respectively. As of June the fund is experiencing a \$1,909,407 loss for the fiscal year.

There are 27 large loss claims which are defined as any claims that exceed \$50,000. BOE has 16 while the Town has 11 large loss claims. There are 11, 7 for BOE and 4 for the Town, that have exceeded the individual Stop Loss limit. The Individual Stop Loss limit is \$200,000 for BOE and \$150,000 for the Town.

As of June 30, we are expecting to receive reimbursement of \$1,500,722 from CT Prime for FY2024 large loss claims (\$869,729 for BOE and \$630,993 for the Town). This balance due is not reflected in the financial summary.

cc: Dr. Alan Bookman, Superintendent  
Karen Bonfiglio, Business Manager

**SELF INSURANCE RESERVE FUND**

YTD Balances As of June 30, 2024

	Town	Education	Total
<b>Contributions</b>			
Employer	\$3,552,863	\$13,250,801	\$16,803,664
Employee	1,231,292	3,791,795	5,023,088
Stop Loss Reimbursement	398,262	391,638	789,899
<b>Total Revenues</b>	<b>\$5,182,417</b>	<b>\$17,434,234</b>	<b>\$22,616,651</b>
<b>Expenditures</b>			
<b>Anthem</b>			
ASO Fees	\$121,254	\$475,709	\$596,963
Claims	4,570,358	17,378,085	21,948,443
	\$4,691,611	\$17,853,794	\$22,545,405
<b>Delta Dental</b>			
ASO Fees	\$18,306	-	\$18,306
Claims	196,448	-	196,448
	\$214,753	-	\$214,753
Bank Fees/PCORI Fee	\$1,227	\$4,626	\$5,853
CT Prime	402,254	1,267,792	\$1,670,047
OneDigital Consultant Fees	18,000	72,000	90,000
	\$421,481	\$1,344,418	\$1,765,900
<b>Total Expenditures</b>	<b>\$5,327,846</b>	<b>\$19,198,212</b>	<b>\$24,526,059</b>
Current Year Revenues Less Expenses	(\$145,429)	(\$1,763,978)	(\$1,909,407)
Reserve July 1, 2023	\$5,180,504	\$9,805,921	\$14,986,425
Reserve at end of month	\$5,035,075	\$8,041,943	\$13,077,018

	Town		BOE		Total
Reserve at end of month	\$ 5,035,075	\$	8,041,943	\$	13,077,018
Recommended Minimum Reserve <sup>A</sup>	\$ 1,137,582	\$	3,967,498	\$	5,105,080
Variance Over/(Under) Reserved	\$ 3,897,493	\$	4,074,445	\$	7,971,938

A. As of March 2024. The next update will be provided in August 2024.