

# Bethel Board of Education Regular Meeting

Thursday, October 21, 2021 7:00 PM

BMS Media Center, Bethel Middle School, 600 Whittlesey Drive, Bethel (In-Person Only Meeting) Masks & Social Distancing must be followed., 600 Whittlesey Drive, Bethel, CT 06801

1. <b>Call to Order</b>	<b>Speaker (s) :</b> Policy 9326
1.A. Roll Call for Quorum	
1.B. Pledge of Allegiance	
2. <b>Board Recognition/A Salute to Excellence</b>	
2.A. Dedication of Bethel High School Press Box	
3. <b>BOARD REPORTS - PROGRESS TOWARDS DISTRICT INITIATIVES</b>	
3.A. AP Program Presentation	<b>Speaker (s) :</b> Reine Issa
3.B. NWEA Update Fall 2021-2022	<b>Speaker (s) :</b> Michelle Rutledge, Director of Teaching and Learning
4. <b>Consent Calendar</b>	<b>Speaker (s) :</b> Policy 9326
4.A. Approval of Minutes	
4.A.1. September 16, 2021	
5. <b>Correspondence</b>	<b>Speaker (s) :</b> Policy 9326
6. <b>Public Comment</b> (Please note: The Board welcomes Public Comment and asks that speakers please limit their comments to 2 minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the Bethel Public School System.)	<b>Speaker (s) :</b> Policy 9326
7. <b>Administrative/Board Member Update</b>	<b>Speaker (s) :</b> Policy 9326
7.A. Board Chairperson Update	
7.B. Administrative Update	
8. <b>Action Items</b>	
8.A. MOU with Bethel Police Department, SRO Program	
8.B. 2021-2022 School Calendar Revision	
9. <b>Reports to the Board</b>	
9.A. <b>Policy</b>	<b>Speaker (s) :</b> Policy 9310, 9311, 9313
9.A.1. District Safe School Climate Plan (Regulation 5131.911)	

9.A.2. **Second Reading/Approval**

9.A.2.a. Policy/Regulation 5118 - Nonresident Students

9.A.2.b. Policy/Regulation 1140 - Distribution of Materials

9.A.2.c. Policy 1170 - Recognition of Citizens, Staff Members, Members of Board of Education, Students

9.A.2.d. Policy 1312 - Public Relations

9.A.2.e. Policy 3524.2 Green Cleaning

9.A.2.f. Policy/Regulation 5141.3 - Health Assessment and Immunizations

9.B. **Resource Management & Business Operations**

9.B.1. Personnel

**Speaker (s) :** Policy  
9326

9.B.1.a. Job Description 6-03 - Administrative Assistant to Assistant Superintendent

9.B.2. Finance

9.B.2.a. 1st Quarter Budget Transfers

9.B.2.b. Long-Term Capital Plan 2021-2031 - Draft

9.B.2.c.

9.B.3. Facilities

**Speaker (s) :** Policy  
3132

9.B.3.a. ROCKWELL/JOHNSON SCHOOL RENOVATION PROJECTS INFORMATION/UPDATE

10. **Recommended Executive Session**

10.A. CT General Statutes 1-210(b) (9)

Negotiations - BEA Negotiations

1. Review of confidential documents related to collective bargaining.

2. Discussion and possible action to ratify the tentative agreement with the Bethel Education Association.

11. **Adjourn**

# AP Program



An Overview of Most Recent Five Years - October 20, 2021

# Breakdown of Students Taking AP Courses by Grade

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
# of AP Students	185	214	207	218	217	232
Grade 10	4%	13%	13%	14%	13%	22%
Grade 11	42%	38%	33%	32%	34%	34%
Grade 12	52%	46%	54%	54%	52%	44%

# Testing Environment

<https://apcentral.collegeboard.org/exam-administration-ordering-scores/exam-dates>

Tests:

- Paper and pencil
- Digital (May 2020, and some tests in 2021)

Test Duration (Most exams 3-4 hours with 10 minutes break between section 1 and section 2):

- Morning exams: 8:00 am
- Afternoon exams: 12:00 pm

# Benefits of Taking AP Courses



- College credit
- Confidence, study habits, and time management
- College admission decisions
- Eligibility for scholarships
- More likely to complete college in four years

# The Meaning of AP Scores

Score	Equivalent Letter Grade	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
5	A+ or A	9%	16%	17%	23%	12%
4	A-, B+, or B	25%	26%	26%	29%	19%
3	B-, C+, or C	30%	30%	31%	23%	29%
2	Possibly qualified	25%	19%	16%	15%	24%
1	No recommendation	11%	9%	10%	10%	16%
	TOTAL	100%	100%	100%	100%	100%

- The percentages are percentages of total exams administered in a given year.
- Connecticut State Colleges and Universities (CSCU) will grant credits to any student earning a score of 3 or higher on any AP exam (CSCU and CSDE, April 18, 2019).

# AP Equity and Excellence



	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
<b>Total AP Students</b>	185	214	207	218	217
<b>Total AP Students with 3+</b>	124 (67%)	165 (77%)	153 (74%)	176 (81%)	138 (64%)
<b>Grade 10</b>	88%	91%	81%	91%	71%
<b>Grade 11</b>	62%	75%	78%	90%	66%
<b>Grade 12</b>	64%	68%	70%	67%	55%

For each grade level, the percentage is the percentage of the exams on which the students scored 3 or higher; it is calculated by dividing the number of exams with a score of 3 or higher by the total number of exams the students took in that grade level.

## Resources for Teachers and Students - [AP Classroom](#)

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1. Unit guides with resources for every topic and skill
2. On demand [AP Daily videos](#) to assign to students and track what students watch
3. Personal progress checks
4. A question bank to build own tests using every AP question relevant to the course
5. AP practice exams

# Professional Learning for Teachers



- Workshops and Summer Institutes
- Teacher Webinars
- AP Community
- AP mentoring
- Become an AP Reader

# Communication to Parents Regarding AP

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- AP Potential letters based on PSAT scores
- Program of Studies
- Open House
- Curriculum Night
  - Sign into your score report, send score reports to colleges, understand your scores, and get personalized practice <https://collegereadiness.collegeboard.org>
  - Earn scholarships for college planning <https://opportunity.collegeboard.org/>
  - Discover your AP potential and get AP course recommendations based on past test scores <https://apstudents.collegeboard.org/choosing-courses/by-past-exam-scores>

# Financial Aid - The CSDE and the College Board

	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b># of Students</b>	185	214	207	218	217	233
<b>% FRL</b>	12.4%	11.2%	22.2%	21.1%	17.5%	18%
<b>Grade 10</b>	2	3	3	2	5	9
<b>Grade 11</b>	11	8	18	15	10	14
<b>Grade 12</b>	10	13	25	29	23	20

Note: %FRL is the percentage of the total number of AP students who qualify for FRL.

## Trends in the Data - Strengths

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- Growth of program
- A variety of courses
- All students have access to AP courses
- An average of 73% of the students scored 3+
- An average of 20% of AP students get financial aid
- Ability to administer the tests in different testing environments
- Students' persistence and perseverance

## Trends in the Data - Growth Opportunities



- Increase the % of students scoring 3+
- Increase the number of students taking AP
- Increase the number of underrepresented students

## What We Do with the Data



AP Teachers - AP Instructional Reports to identify strengths, areas for improvement, and instructional shifts

Included in the School Profile

thank you!

**Minutes of the Board of Education Resource Management & Business Operations Committee Meeting held on Thursday, October 7, 2021, in Board of Education Conference Room E 1 School Street, Bethel, CT 06801.**

**Attendance: None.**

**Administrative Attendance: C. Carver, K. Brooks, T. Yonsky**

**N. Hoffman, Chairman, called the meeting to order at 7:01 PM.**

**Board Members Present:**

<b>Mr. Scott Clayton:</b>	<b>Present</b>
<i>Mr. Bill Foster:</i>	<i>Absent</i>
<b>Mr. Nicholas Hoffman:</b>	<b>Present</b>
<i>Mrs. Courtney Martin, Alternate:</i>	<i>Absent</i>
<b>Mr. Daniel Nostin:</b>	<b>Present</b>
<b>Ms. Melanie O'Brien, Ex. Officio:</b>	<b>Present</b>

**1. Executive Session CT General Statutes 1-210(b)(e)(11)**

**1.A.1. Transportation Hearing deliberations**

**1.A. Discussion of any matter that would result in the disclosure of confidential records or information excluded from the FOIA's disclosure requirements under CT General Statutes 1-210(b)**

**Move to enter into Executive Session at 7:01 PM Passed with a motion by Mr. Nicholas Hoffman and a second by Ms. Melanie O'Brien.**

Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mr. Daniel Nostin:	Yea
Ms. Melanie O'Brien:	Yea

**Move to come out of Executive Session at 7:10 PM. Passed with a motion by Mr. Nicholas Hoffman and a second by Ms. Melanie O'Brien.**

Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mr. Daniel Nostin:	Yea
Ms. Melanie O'Brien:	Yea

**2. Possible action related to transportation hearing.**

**Move to deny transportation hearing bus stop request as presented. Passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Scott Clayton.**

Mr. Scott Clayton:	Nay
Mr. Daniel Nostin:	Abstain

Mr. Nicholas Hoffman:	Yea
Ms. Melanie O'Brien:	Yea

### 3. Long-Term Capital Plan 2021-2031 - Draft

By November 30th of each year, the Board of Education needs to submit to the Board of Selectman the Capital Plan. The Board will need to vote on the plan at the November Board meeting. Mrs. Yonsky reviewed the Capital Plan items with the committee.

### 4. 1st Quarter Budget Transfers

<b>Move to accept the budget transfers and move to the Board for approval. Passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Daniel Nostin.</b>
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Ms. Melanie O'Brien:	Abstain (With Conflict)
Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mr. Daniel Nostin:	Yea

### 5. Upcoming Bids

Mrs. Yonsky reported she is working on the bus RFP.

### 6. New Business

Dr. Carver reported the district is due to resubmit the All Hazards Safety & Security Plan to the State by November 1st. The plan will need to be signed by the Board Chair.

### 7. Public Comment

None.

### 8. Adjourn

<b>Move to adjourn at 7:30 PM. Passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Daniel Nostin.</b>
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Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mr. Daniel Nostin:	Yea
Ms. Melanie O'Brien:	Yea

Respectfully submitted, Susan Pare, Board Recorder

**Minutes of the Board of Education Resource Management & Business Operations Committee  
- Transportation Hearing Meeting held on Wednesday, September 29, 2021, in the Board of  
Education Conf. room.**

**Attendance:** None.

**Administrative Attendance:** K. Brooks, T. Yonsky

**N. Hoffman, Chairman, called the meeting to order at 5:15 PM.**

**Board Members Attendance:**

**Mr. Scott Clayton:** Present, arrived 5:18 PM

**Mr. Bill Foster:** Present

**Mr. Nicholas Hoffman:** Present

**Ms. Melanie O'Brien, Ex. Officio:** Present

*Mrs. Courtney Martin, Alternate:* Absent

*Mr. Daniel Nostin:* Absent

**1. Executive Session CT General Statutes 1-210(b)(e)(11)**

**Move to enter into Executive Session at 5:15 PM. Passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Bill Foster.**

**Mr. Scott Clayton:** Absent

**Mr. Bill Foster:** Yea

**Mr. Nicholas Hoffman:** Yea

**Ms. Melanie O'Brien, Ex. Officio:** Yea

**1.A. Discussion of any matter that would result in the disclosure of confidential records or information excluded from the FOIA's disclosure requirements under CT General Statutes 1-210(b)**

**1.A.1. Transportation Hearing deliberations**

**Move to come out of Executive Session at 6:00 PM. Passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Scott Clayton.**

**Mr. Scott Clayton:** Yea

**Mr. Bill Foster:** Yea

**Mr. Nicholas Hoffman:** Yea

**Ms. Melanie O'Brien, Ex. Officio:** Yea

**2. Possible action related to transportation hearing.**

**Move to table pending further research by committee. Passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Scott Clayton.**

**Mr. Scott Clayton: Yea**

**Mr. Bill Foster: Yea**

**Mr. Nicholas Hoffman: Yea**

**Ms. Melanie O'Brien, Ex. Officio: Yea**

#### **4. Adjourn**

**Move to adjourn at 6:05 PM. Passed with a motion by Mr. Scott Clayton and a second by Mr. Nicholas Hoffman.**

**Mr. Scott Clayton: Yea**

**Mr. Bill Foster: Yea**

**Mr. Nicholas Hoffman: Yea**

**Ms. Melanie O'Brien, Ex. Officio: Yea**

Respectfully submitted,  
Susan Pare  
Board Recorder

Minutes of the Board of Education Policy Committee Meeting held on Thursday, October 7, 2021, in Board of Education Conference Room E, 1 School Street, Bethel, CT 06801.

Attendance: None.

Administrative Attendance: C. Carver, K. Brooks, T. Yonsky

S. Clayton, Chairman, called the meeting to order at 6:01 PM.

**Board Members Present:**

<b>Mr. Scott Clayton:</b>	<b>Present</b>
<i>Mr. Bill Foster:</i>	<i>Absent</i>
<b>Mr. Nicholas Hoffman:</b>	<b>Present</b>
<b>Mrs. Jen Larsen:</b>	<b>Present</b>
<b>Mr. Daniel Nostin, Alternate:</b>	<b>Present, Arrived 6:08 PM</b>
<b>Ms. Melanie O'Brien, Ex. Officio:</b>	<b>Present</b>

**1. Second Reading**

**1.A. Policy/Regulation 5118 - Nonresident Students**

**Move Policy/Regulation 5118 - Nonresident Students to the full Board for approval. Passed with a motion by Mr. Scott Clayton and a second by Mr. Nicholas Hoffman.**

Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin, Alternate:	Absent
Ms. Melanie O'Brien, Ex. Officio:	Yea

**1.B. Policy/Regulation 1140 - Distribution of Materials**

**Move to the Board Policy/Regulation 1140 - Distribution of Materials for approval with changes. Passed with a motion by Mr. Scott Clayton and a second by Mr. Nicholas Hoffman.**

Ms. Melanie O'Brien, Ex. Officio:	Abstain
Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin, Alternate:	Yea

**1.C. Policy 1170 - Recognition of Citizens, Staff Members, Members of Board of Education, Students**

**Move to the Board Policy/Regulation 1170 - Recognition of Citizens, Staff Members, Members of Board of Education, Students for approval. Passed with a motion by Mr. Nicholas Hoffman**

**and a second by Mr. Daniel Nostin, Alternate:** .

Ms. Melanie O'Brien, Ex. Officio:	Abstain
Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin, Alternate:	Yea

#### **1.D. Policy 1312 - Public Relations**

**Move to the Board Policy 1312 - Public Relations for approval. Passed with a motion by Mr. Scott Clayton and a second by Mr. Nicholas Hoffman.**

Ms. Melanie O'Brien, Ex. Officio:	Abstain
Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin, Alternate:	Yea

#### **1.E. Policy 3524.2 Green Cleaning**

**Move to the Board Policy 3524.2 Green Cleaning for approval. Passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Scott Clayton.**

Ms. Melanie O'Brien, Ex. Officio:	Abstain
Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin, Alternate:	Yea

#### **1.F. Policy/Regulation 5141.3 - Health Assessment and Immunizations**

**Move Policy/Regulation 5141.3 - Health Assessment and Immunizations to the Board for approval with noted addition of position. Passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Scott Clayton.**

Ms. Melanie O'Brien, Ex. Officio:	Abstain
Mr. Scott Clayton:	Yea
Mr. Nicholas Hoffman:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin, Alternate:	Yea

#### **2. Policies for future review/discussion**

Dr. Carver noted that she and the committee will continue to look at the 1000 series, CAFE policy and legislation changes and continue to bring them to the committee for review. Also, the new cannabis law states penalties for violations can't be more extensive than penalties for alcohol.

Mrs. Yonsky will begin to look at the business policies, 3000 series.

Dr. Carve spoke to the committee about looking at the class rank policy. The committee requested Mr. Troetti, BHS Principal, attend a committee meeting to speak to the committee about the policy.

### 3. New Business

None.

### 4. Public Comment

None.

### 5. Adjourn

**Move to adjourn at 6:53 PM. Passed with a motion by Mr. Scott Clayton and a second by Mr.**

**Daniel Nostin, Alternate:** .

Ms. Melanie O'Brien, Ex. Officio: Abstain

Mr. Scott Clayton: Yea

Mr. Nicholas Hoffman: Yea

Mrs. Jen Larsen: Yea

Mr. Daniel Nostin, Alternate: : Yea

Respectfully submitted,  
Susan Pare  
Board Recorder

DESSA-HSE Student Self-Report Items and Subscales  
7/1/2020

**PROMPT:** *During the past four weeks, how often did you...*

**RESPONSE OPTIONS:** *Never*  
*Rarely*  
*Sometimes*  
*Often*  
*Almost Always*

Item	Scale
keep trying when unsuccessful?	GB
serve an important role at home or school?	PR
think about positive things?	SA/OT
take steps to reach a goal?	GB
look forward to classes or activities at school?	SA/OT
get along well with different types of people?	SO
seek out more information when wanted or needed?	GB
take an active role in your learning?	GB
say good things about your classmates?	SA/OT
show respect for others in a game or competition?	SO
ask to take on additional work or responsibilities?	GB
respect another person's opinion?	SO
encourage positive behaviors in others?	PR
prepare for school, activities, or upcoming events?	PR
contribute to group efforts?	SO
do chores, tasks, or homework without being reminded?	PR
share with others?	SO
get things done in a timely fashion?	PR
cooperate with peers or siblings?	SO
work hard on projects or schoolwork?	GB
have high expectations for yourself?	SA/OT
follow the example of a positive role model?	DM
agree with the way others think about you?	SA/OT
show good judgment?	DM
show appreciation of others?	RS
stay focused despite a problem or distraction?	SM
teach someone how to do something?	SA/OT
do the steps of a task in order?	SM
ask for advice?	DM
think before you acted?	SM
accept another choice when your first choice was not available?	SM
ask questions when you did not understand something?	SA/OT
recognize your personal strengths?	SA/OT
ask somebody for feedback?	SA/OT
stay calm when faced with a challenge?	SM
make a suggestion or request in a polite way?	RS
learn from experience?	DM
follow the advice of a trusted adult?	DM
cope well with changes in plans?	SM
do the right thing in a difficult situation?	DM
offer to help somebody?	RS
respond to another person's feelings?	RS
cope well when going from one setting to another?	SM
share credit when appropriate?	RS
work carefully on projects or schoolwork?	PR

Scale Key	
SA/OT	Self-Awareness and Optimistic Thinking
SM	Self-Management
SO	Social-Awareness
RS	Relationship Skills
PR	Personal Responsibility
GB	Goal-Directed Behavior
DM	Decision Making

**Memorandum of Understanding  
Between the  
Bethel Board of Education  
&  
Bethel Police Department  
Town of Bethel, CT for a  
School Resource Officers'  
Program**

## **AGREEMENT FOR THE SCHOOL RESOURCE OFFICER PROGRAM**

**THIS AGREEMENT**, made as of this 17th day of March, 2016, by and between the TOWN OF BETHEL, hereinafter referred to as the "Town" and the BOARD OF EDUCATION OF BETHEL, hereinafter referred to as the "Board" or "the school system";

**Commented [1]:** Effective date?

**Commented [2]:** We will add it once approved by all groups. Do you think we should have a joint meeting?

### **WITNESSETH:**

**THAT WHEREAS**, the school system desires special law enforcement services to be rendered by the Chief of the Bethel Police Department (the "Police Department"), namely the providing of School Resource Officers (SROs) for use in the school system pursuant to § 10-244a of the Connecticut General Statutes and;

**WHEREAS**, the Chief of Police, the Bethel Police Commission, the First Selectman, and the Board of Education have agreed that the Bethel Police Department will provide such special law enforcement services to the school system upon certain terms and conditions provided hereinafter,

**NOW, THEREFORE**, this memorandum of understanding will be used by the Police Department and the Board to cooperatively run the SRO Program.

### **I. DUTIES AND RESPONSIBILITIES OF THE POLICE DEPARTMENT**

- A. The Chief of Police shall provide sworn officers to be assigned to specific schools, as School Resource Officers. The selection and assignment of the individual officers shall be at the discretion of the Chief of Police. It is understood that the Police Department may have to remove the SRO from the school for periods of time to attend to other duties, be that training, staff shortages, meetings, or other various reasons to include unforeseen emergencies. It is further understood that the School Resource Officers are employees of the Bethel Police Department and will be subject to the rules and regulations, policies, and procedures of the police department.
- B. The Chief of Police shall ensure that the exercise of any law enforcement powers by the School Resource Officers is in compliance with the authority granted by law to sworn police officers.

## II. ASSIGNMENT OF THE SRO

1. The selection of officers for assignment to the SRO Program shall be the responsibility of the Police Chief or his/her designee, with input from the Superintendent or his/her designee. Such assignment is at-will and subject to change. The Chief of Police may reassign an SRO as he deems necessary and or appropriate.
2. In the event of the resignation, dismissal, or reassignment of the SRO, the Chief of Police will provide a replacement for the SRO within a reasonable amount of time. If the SRO is absent from his/her school, due to personal illness, vacation, meetings, or other law enforcement reasons, a replacement may not be provided, but every attempt will be made to ensure at least one SRO is on duty.
3. Each SRO shall be assigned a primary school with oversight responsibilities for other designated schools as well. Each SRO will report directly to the assigned school at times determined by the principal, Police Chief or his/her designee, with input from the Superintendent or his/her designee.-
4. During the scheduled student year, the SRO will primarily work a Monday through Friday schedule with Saturday and Sunday off. On certain occasions, the work schedule may fluctuate to permit the SRO to work extra-curricular student events (ball games, dances, etc.). Any incurred overtime expenses will be billed to the Board of Education as per established practice.
5. The SRO shall work with the principal and school personnel in his/her assigned school as a staff member. Each school principal is the primary authority for school rules & regulations and discipline.
6. In an emergency or when the SRO is not readily available school personnel should call 911 for assistance and then the Superintendent (203-788-8205 - cell)-
7. Each SRO will be assigned a portable police radio, ~~and~~ a portable school radio, and a school cell phone which will be turned on at all times while the SRO is on duty.
8. SRO shall comply with the police department dress code which shall be the standard uniform of the day while working in the school. On occasion, the SRO may wear plainclothes with prior approval of his/her assigned school Principal. An inspection of the SROs uniform, equipment, and vehicle will be conducted regularly by his/her supervisor.

**Commented [3]:** should we use "their" instead of his/her?

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## III. GOALS & OBJECTIVES OF THE SRO PROGRAM

Assignment of a uniformed law enforcement officer to a school by the Police Department to work in cooperation with the school administrators, students, staff, parents and community members in the following areas:

1. Law Enforcement - To help maintain a safe and secure environment that will be conducive to learning. To help prevent crime and violence in our schools and on our school grounds. To help decrease criminal offenses committed against persons and property in and around schools and to help enhance overall safety
2. Education- Counseling - To promote positive attitudes regarding the police role in society and to inform students of their rights and responsibilities as lawful citizens. To help students learn more about the law and the criminal justice system

3. Law Enforcement - Education - To establish a liaison with school personnel in a cooperative effort to prevent disruptive or violent behaviors.

3.4. School Official: SRO's are considered school officials in the capacity of district and school safety.

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#### IV. DUTIES AND RESPONSIBILITIES OF THE PARTIES

- A. A designee of the Chief of Police shall work with the Superintendent of Schools or his/her designee to coordinate the activities of, and otherwise communicate with, the School Resource Officers on behalf of the school system.
- B. The Police Department will provide funds needed to purchase necessary equipment such as a vehicle.
- C. The Board shall provide and maintain the following for each SRO through the duration of this memorandum of understanding: office space, furniture, and access to one of the school's telephones on its existing lines, cell phone, and security camera video access on laptop or at the SRO Office.
- D. The duties of the Superintendent of Schools and Administration shall include but not be limited to:
  1. Facilitating the implementation of the School Resource Officer Program.
  2. Assisting in the yearly evaluation of the School Resource Officer Program.
  3. Working closely with the School Resource Officers to help design law related instruction to address specific law related issues.

In the event the Superintendent and the principal of the school, to which the SRO is assigned, determine that the particular SRO is not effectively performing his/her duties and responsibilities, the principal will state in writing the reasons to the Superintendent. The Superintendent, upon receiving such information will inform the Chief of Police of the concerns. The Superintendent and the Chief of Police, or their designees will meet with the SRO, and the principal to mediate or resolve any problems of the school to which the SRO is assigned. If, within a reasonable amount of time after the commencement of such mediation, the problem cannot be resolved or mediated, or in the event mediation is not sought by the Chief of Police, the SRO may be reassigned from the program and a replacement will be obtained.

#### V. SRO REPORTING RESPONSIBILITIES:

##### A. Chain of Command

1. As employees of the Police Department, SROs shall follow the Chain of Command as set forth by the Police Department.
2. In the performance of their SRO duties, SROs shall coordinate and communicate with the principal or the principal's designee of the school to which they are assigned.

##### B. Law Enforcement & School Based Activities by the SRO-Access to

Commented [4]: We would need to update our policy.

### Student Records:

1. The SRO shall complete arrest and/or investigative reports in accordance with police department policy.
2. All school arrests, to include those on school grounds, custody or not, shall be brought to the attention of the school principal, Superintendent, SRO supervisor, and the department's Detective Youth Officer.
3. The SRO shall not conduct searches of students or others except as permitted bylaw.
- ~~3-4.~~ The use of confidential school records by the SRO shall be prohibited except under legally regulated conditions. The SRO shall have access to school records only in accordance with MOU, district policy, state, and federal law.
5. The SRO will be considered a "school official" because it performs a function otherwise that it would pay an employee, school security:
  - Performs an institutional service or function for which the agency or institution would otherwise use employees;
  - Is under the direct control of the Bethel Public Schools or institution with respect to the use and maintenance of education records;
  - Is subject to the requirements in § 99.33(a) that the personally identifiable information (PII) from education records may be used only for the purposes for which the disclosure was made, e.g., to promote school safety and the physical security of students, and governing the redisclosure of PII from education records; and
- ~~4.~~ Meets the criteria specified in the school or local educational agency's (LEA's) annual notification of FERPA rights for being a school official with a legitimate educational interest in the education records.
- ~~5-6.~~ The use of confidential school records by the SRO shall be prohibited except under legally regulated conditions. The SRO shall have access to school records only in accordance with MOU, district policy, state, and federal law.

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### **VI. SRO DUTIES:**

1. To assist in educating students as to the role of police in our society and other law enforcement, related issues, i.e., crime prevention, recognition of substance abuse, driver safety, and gang violence.
2. To serve as an instructor of law related education by working closely with teachers in customizing and designing instruction to address specific law related issues.

### **VII. RESOLUTIONS**

1. To serve as a positive role model and mentor for students.
2. To make students aware of the consequences of juvenile delinquency through close contact with students and school personnel.
3. To act as a liaison between the police department and school principals, faculty and students.
4. To serve on the School and District Safe School and Security committee.

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5. To work with the Principal and District Administration to annually assess safety in the schools and on the complex, making recommendations.
6. To communicate as necessary and appropriate with other security personnel and other SROs assigned to campuses in the Bethel Public Schools.
7. To inform students of their rights and responsibilities as lawful citizens.
8. To provide information and input to school-based student service professionals and school staff members to help plan to meet the needs of students.
9. To act as a liaison resource to the Police Department and the principal in investigating criminal law violations occurring in the school or on school property and in the community.
10. To formulate educational crime prevention programs to reduce the opportunity for crimes against persons and property in the schools.
11. To participate in the Parent-Teacher ~~Organization Association and other~~ meetings as requested.
12. To be available/on duty during extracurricular activities and athletic events when feasible. If costs are incurred they will be billed as overtime/extra work.
13. Adapt and maintain a visible, motivated, proactive approach to crime and school problems.
14. To understand that the SRO assigned is not a school disciplinarian. Disciplining students is a school responsibility.

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Each SRO shall be familiar with the Bethel Public Schools Student Handbook/Code of Conduct and adhere to the principal's scope of authority in the school.

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If the SRO is asked to perform a duty the SRO considers outside the scope of his/her duties and/or inappropriate the matter shall be referred to the officer's supervisor and the Superintendent will be notified.

#### **VIII. SUPERVISION:**

- A. There shall be an SRO Supervisor whose duties shall include:
  1. Supervision and oversight of the SRO Program.
  2. Visiting School Resource Officers during their school assignments.
  3. Reviewing reports and related paperwork completed by School Resource Officers.
  4. Coordinating School Resource officers' duties and others that are related to law enforcement on school campuses.
- B. There shall be a Department Commander ~~(Lieutenant)~~ whose duties shall include:
  1. Oversight of the SRO Program.
  2. Meeting, as necessary, with the SRO Supervisor and or the Superintendent to ensure the effectiveness of the SRO Program.

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#### **IX. TRAINING:**

The Police Department and the school system shall work collaboratively to provide necessary ongoing training for all School Resource Officers. Included in this training should be knowledge of policies, procedures, and programs in schools that will help to make the resource officer's job most effective. Each SRO is expected to complete the 40-hour training program provided by the National Association of School Resource Officers (NASRO) and any other legislative or district requirements. Police department training shall be provided for School Resource Officers as deemed necessary by the police department and at the Town's expense. Monthly meetings shall be provided for School Resource Officers to share best practices and to provide support for the officers.

**Commented [8]:** Are we keeping this last sentence? We talked about deleting or clarifying with whom?

**Commented [9]:** I thought we were. That it happened at the Police Department.

**Commented [10]:** Okay thanks

#### **X. TERM OF AGREEMENT**

This Agreement shall be made from date of signing and shall continue until either party indicates an interest in modification or termination. Modifications by agreement shall be cause for re-issue and re-signing of the MOU/document.

#### **XI. TERMINATION**

While both parties are committed to maintaining the SRO program, it is understood that circumstances may arise that necessitate the termination of this Agreement. Accordingly, either party may terminate this Agreement by serving written notice upon the other parties at least thirty (30) days in advance of such termination.

#### **XII. COMPLETE AGREEMENT**

This Agreement is the complete Agreement of the parties; it may be amended or modified only in writing; and supersedes, cancels, and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof

\_\_\_\_\_  
Christine L. Carver, Ed.D.  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stephen Pugner, Police Chief  
Bethel Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Meline O'Brien, Chair  
Bethel Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony Rubino, Chair  
Bethel Police Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Matt Knickerbocker  
First Selectman

\_\_\_\_\_  
Date

# BETHEL PUBLIC SCHOOLS 2021 - 2022 CALENDAR

**August** 2

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

19 - BHS Freshman Orientation  
23-25 - New Staff Orientation  
26,27 - Professional Learning Day - No School - K-12  
30 - **First Day of School (Note: Full Day K-12)**

**September** 19

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

6 - Labor Day  
7 - Rosh Hashanah  
16 - Yom Kippur  
22 - Professional Learning - ED - K-12

**October** 20

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 - Professional Learning Day - No School K-12  
13 - Professional Learning - ED - K-12  
13 - PSAT - Early Dismissal - BHS  
27, 28, 29 - Conference Day - Early Dismissal - K-12  
27 - Professional Learning - Early Dismissal - BHS (\*BHS No Conferences)  
28 - Conference Day (Evening) & Prof. Learning - Early Dismissal - BHS

**November** 18

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

2 - Professional Learning Day - No School - K-12  
11 - Veteran's Day Observed  
17 - Professional Learning - ED - K-12  
24 - Early Dismissal K-12  
25-26 - Thanksgiving Recess

**December** 17

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

15 - Professional Learning - ED - K-12  
23 - Early Dismissal - K-12  
24 - 31 - Holiday Recess  
31 - New Year's Day Observed

**January** 19

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

14 - Professional Learning Day - No School - K-12  
17 - Martin Luther King Day  
26 - Professional Learning - ED - K-12

**February** 18

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

\*21-22 Presidents' Day Recess

**March** 23

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	*16	17	18
21	22	23	24	25
28	29	30	31	

9 - Professional Learning - ED - K-12  
16, 17, 18 - Conference Day - Early Dismissal - K-8  
16 - \*Full School Day - BHS ONLY (\*BHS No Conferences)  
17 - Conference Day (Evening) & Prof. Learning - Early Dismissal - BHS  
18 - Conference Day - Early Dismissal - BHS  
23 - SAT/PSAT & Prof. Learning - Early Dismissal - BHS ONLY

**April** 16

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

15 - Good Friday  
11-15 - Spring Recess  
27 - Professional Learning - ED - K-12

**May** 21

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

27 - Professional Learning Day - Early Dismissal K-12  
30 - Memorial Day Observed

**June** 13

M	T	W	T	F
		1	2	3
6	7	8	9	10^
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

17 - Last day of school - Early Dismissal - K-12 (Tentative)  
17 - High School Graduation will be no later than 6/17  
Final date TBD @ 1st BOE meeting in April.

**July** 0

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

TBD - First Day of Summer School  
4 - Fourth of July  
TBD - Last Day of Summer School

	BHS Freshmen Orientation
	Beginning/Ending of Student Year
	Schools Closed - Holiday/Recess
	Early Dismissal K-12- Holiday/Recess
	Professional Learning Day - Early Dismissal K-12
	Professional Learning Day - No School

	Conference Day - Early Dismissal - K-12
	Conf. Day - (Evening) & Prof. Learning - Early Dismissal - BHS
	*Full School Day - BHS ONLY (* BHS No Conferences)
	SAT/PSAT & Prof. Learning - Early Dismissal - BHS ONLY
	Make-up days for emergency closings.
	*Built in Emergency Closing date
	Snow Day/Schools Closed

BOE Approved 2/18/21  
Revised: 5/7/21, 10/21/21

\*This 186-day calendar includes five (5) emergency closing days. If these days are not used they will be deducted in June. Any additional emergency closing days, beyond the five (5) included days, will be made up June 20-30, as needed. High School Graduation will take place no later than June 17th. If 5 or more snow days are used by Presidents' Day Recess, the District will be in session on February 21st and February 22nd. We will make every effort to avoid using April 11-15 as make-up days. Please be aware of this information when making travel plans. State law does not allow for extending the school day, school to be in session on a Saturday or Sunday, or going beyond June 30th.

Note: Calendar provides for 186 student days (~181st Day.)

<b>Position Title:</b>	<b>Administrative Assistant to Assistant Superintendent of Schools</b>
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**Qualifications:**

- A. Ability to solve problems independently, follow complex instructions, prioritize work, and multitask.
- B. Ability to answer questions ~~in-person~~ and handle telephone calls tactfully and courteously.
- C. Knowledge of office procedures, equipment and practices.
- D. Knowledge of proper English usage, grammar, spelling, and punctuation.
- E. Strong computer skills, with proficiency in [Google Workspace](#), Microsoft Office Suite (Word, Excel, PowerPoint) [School Messenger](#), [Novell GroupWise Calendar](#), [Protraxx](#), [Professional Development Database](#), and [Infinite Visions BudgetSense](#).
- F. Ability to manage grant applications through the egrants management system
- E.G. Ability to make revisions and updates to the district website
- F.H. Ability to take and transcribe dictation
- G.I. Ability to make accurate mathematical calculations.
- H.J. Ability to use discretion and to maintain confidential information
- K. Strong organizational skills
- I.L. Ability to perform the duties of the Board of Education Recorder
- J.M. Such alternatives to any of the above as may be in the best interests of the school system.
- ~~K. Ability to perform the duties of the Board of Education Recorder.~~
- ~~L. Support the Bethel Education Foundation.~~

**Education/Training/Experience:**

Associates Degree with at least 3 years secretarial experience or an equivalent combination of training and experience.

**Reports To:**

Assistant Superintendent of Schools

**Job Goal:**

To manage and operate an efficient office and to assist the Assistant Superintendent with the management of district-wide curricula, and professional learning, and programming, development.

**Performance Responsibilities:**Preparation of Reports, Projects, and Presentations

1. Prepares, updates and maintains
  - ~~o registration, records, and reports for District-wide Professional Learning records Development using Protraxx Database~~
  - o Curriculum projects proposals and workflow for the curriculum process Reports
  - o Curriculum work records for district consultants
  - o ~~K-12 Power Standards~~
  - o New Teacher Orientation and workshops
  - o Curriculum, instruction, assessment, and grant account records
  - o ~~Forms for website using Moodle~~
2. Coordinates with Board Curriculum sub-committees as needed.
3. ~~Coordinates with administrators, department heads, and teachers meetings to support building and district needs~~ Board and sub-committees, agenda items for Board packets.
4. Schedules Prepares personnel evaluations for those employees who report to the Assistant Superintendent.

5. ~~Coordinates the scheduling, organization, and printing of materials relevant to current curriculum projects, District-wide Professional Learning Development, New Teacher Induction Program, TEAM Mentor Program and other necessary committee work; manages and prioritizes multiple project tasks.~~
6. Prepares all documents, reports, or presentations for the Board as the Assistant Superintendent may request ~~using appropriate word processing, PowerPoint, database or spreadsheet application.~~
7. Orders and distributes materials needed for curriculum.
8. Assists the Assistant Superintendent with the documentation and preparation of reports required by the state, including state and federal grants.
9. Assists in the preparation of the annual budget.
10. Assists in monitoring the use of annual budget, state, and federal grant funds.
11. Prepares, processes, monitors and maintains records of all purchase orders.

#### Professional Learning & District Programming Development

1. ~~Coordinates the scheduling, organization, and printing of materials relevant to current curriculum projects, district-wide Professional Learning, New Teacher Induction Programming, TEAM Mentor Programming~~
2. ~~and other necessary committee work; manages and prioritizes multiple project tasks.~~
1. ~~Assists in scheduling and coordinating all district-wide Professional Learning Development workshops.~~
3. ~~Coordinates with consultants for district-wide Professional Learning Development and curriculum work.~~
4. ~~Member of the Family School Partnership Committee helping to plan for our district's Parent University.~~
- 2.5. ~~Assists in creating the advertisement and materials needed for the STEAM Expo.~~
3. ~~Assists in training in technology Professional Development workshops for staff as necessary.~~
- 4.6. ~~Meets with Professional Development Committee and Supervisor of Information Technologies to assist in program planning, coordination, implementation, and evaluation of technology workshops.~~
- 5.7. ~~Technology Plan Revision Committee member to assist in ensuring all educators are proficient in the use and integration of technology.~~

#### Correspondence

1. Drafts routine correspondence independently.
2. Takes dictation and prepares letters or documents as required.
3. Reviews all correspondence, prioritizing and categorizing correspondence for review.
4. ~~Completes all word processing functions for the office, including memoranda and meeting notices.~~
- 4.5. ~~Assists in drafting and sending any School Messenger communication to staff and/or families.~~

#### Data Maintenance

1. ~~Supervises and a~~Assists with all PowerSchool data ~~coordination~~ within the Assistant Superintendent's office.
2. ~~Receives and screens all incoming calls, handling routine matters independently, and routing calls as needed.~~
- 3.2. Prepares and maintains ~~computer files of~~ district-wide student assessment ~~data and master test results.~~
4. ~~Prepares and maintains computer files for revised curriculum.~~
- 5.3. Prepares and maintains ~~computer records for~~ state and federal grants.
6. ~~Maintains Policy/Regulation Manuals.~~
7. ~~Maintains Job Descriptions Manual.~~
- 8.4. ~~Maintains Emergency Crisis Manual and Emergency Procedures Manual.~~

#### Office Management

1. Implements the practices associated with the office of the Assistant Superintendent of Schools.
2. Receives and screens all incoming calls, handling routine matters independently, and routing calls as needed.
3. Maintains electronic calendar and meeting schedule for Assistant Superintendent of Schools.
4. Maintains files within ~~in~~ Assistant Superintendent's office.
5. Schedules and coordinates all workshops, conferences and meetings directed by the Assistant Superintendent of Schools.
6. ~~Assists in the planning and implementation of new technology as directed by Assistant Superintendent of Schools.~~
7. Prepares authorizations and purchase orders for curriculum projects and keeps records of time sheets.
- 7.8. ~~Manages district website for Curriculum, Instruction, and Assessment~~
- 8.9. Develops and implements new procedures for office functions as needed.
- 9.10. Organizes all materials created and maintained in the office.
- 10.11. Performs other duties as assigned by the Assistant Superintendent of Schools.

**Term of Employment:** Twelve month year

**Evaluations:** Performance will be evaluated annually by the Assistant Superintendent of Schools.

Revised: 4/12/2011; Updated 5/11/15; Updated 10/11/21

**BETHEL BOE BUDGET 2021-2022**  
**BUDGET TRANSFERS SUMMARY BY PERIOD**

Object Codes		Approved Budget	July-Sept Adjustments	Oct-Mar Adjustments	Apr-May Adjustments	June Adjustments	Adjustments	Total Transfers	Final Budget
Salaries	1000	32,888,544	-	-	-	-	-	-	32,888,544
Employee Benefits	2000	9,288,230	-	-	-	-	-	-	9,288,230
Professional Services	3000	1,046,213	-	-	-	-	-	-	1,046,213
Purchased Property Services	4000	245,200	-	-	-	-	-	-	245,200
Other Purchased Services	5000	4,299,104	-	-	-	-	-	-	4,299,104
Supplies	6000	891,390	(1,200)	-	-	-	-	(1,200)	890,190
Property	7000	310,362	1,200	-	-	-	-	1,200	311,562
Miscellaneous	8000	81,045	-	-	-	-	-	-	81,045
<b>Total Budget</b>		<b>49,050,088</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>49,050,088</b>
Total Transfers From			(1,200)	-	-	-	-	(1,200)	
Total Transfers To			1,200	-	-	-	-	1,200	
% of Total Budget								0.00%	

BETHEL BOE BUDGET 2021-2022  
BUDGET TRANSFERS BY PERIOD

Account Number	Description	Increased	Decreased	Notes
1 100.14.1100.109.7303	EQUIPMENT INSTRUCTIONAL - JS - MUSIC	1,200	0	Principal's Request
100.14.1100.109.6110	INSTRUCTIONAL SUPPLIES - JS - MUSIC	0	(1,200)	For 2 keyboards for JS music program
<b>Total for Request</b>		1,200	(1,200)	