

Bethel Board of Education Regular Meeting - Superintendent's Proposed Budget Presentation - Part II

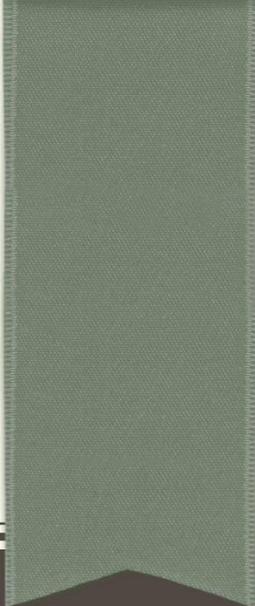
Thursday, January 18, 2024 7:00 PM

Board of Education Conference Room E, Live Stream:

<http://devos2.bethel.k12.ct.us/show?video=763ff4de0370> Materials can be viewed at: <https://meetings.boardbook.org/Public/Organization/2425> The opportunity for members of the public wishing to make comments can attend and comment in-person or may send public comments to the Board via email or letter and it will be included as part of the record of the meeting., 1 School Street, PO Box 253, Bethel, CT 06801

1. Call to Order	Speaker (s) : Policy 9326
1.A. Roll Call for Quorum	
1.B. Pledge of Allegiance	
2. Superintendent's Proposed 2024-2025 Education Budget Presentation	Speaker (s) : Christine Carver
3. Board Recognition/A Salute to Excellence	
3.A. Gifts, Grants, & Bequests	
4. Consent Calendar	Speaker (s) : Policy 9326
4.A. Approval of Minutes	
4.B. December 14, 2023 - Board of Education Annual Meeting	
4.C. January 4, 2023 - Special Meeting	
5. Correspondence	Speaker (s) : Policy 9326
6. Public Comment (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.)	Speaker (s) : Policy 9326
7. Administrative/Board Member Update	Speaker (s) : Policy 9326
7.A. Board Chairperson Update	
7.A.1. 2024 Proposed Standing Committees Assignments	Speaker (s) : Scott Clayton
7.B. Administrative Update	
7.B.1. 2023-2024 BOE District Data Sheet	
7.B.2. 2024-2025 School Calendar - DRAFT	Speaker (s) : Christine Carver
7.B.3. 2025-2026 School Calendar - DRAFT	
8. Reports to the Board	

8.A. Policy	Speaker (s) : Policy 9310, 9311, 9313
8.A.1. Regulation 5113 - Student Attendance and Truancy	Speaker (s) : Christine Carver
8.A.2. First Reading	
8.A.2.a. Policy 4112.51 - Employment & Student-Teacher Checks	Speaker (s) : Christine Carver
8.A.2.b. Policy 4121 - Substitute Teachers	Speaker (s) : Christine Carver
8.A.2.c. Policy & Regulation 3542.43 - Food Service Charging	Speaker (s) : Jen Variale
8.A.2.d. Policy 5112 - Ages of Attendance	Speaker (s) : Christine Carver
8.A.2.e. Policy & Regulation 5112.4 - Disenrollment	Speaker (s) : Christine Carver
8.A.2.f. Policy 6159 - Individualized Education Program/Special Education Program	
8.A.2.g. Policy 5141.21 Administration of Medication	Speaker (s) : Christine Carver
8.A.2.h. Bylaw 9323 - Construction of the Agenda	Speaker (s) : Christine Carver
9. Adjourn	



PART 2 – THE NUMBERS THAT SUPPORT THE STORY

JANUARY 18, 2024

Agenda

1. Quick recap of the “story”.
2. The numbers behind the “story”.
3. Overview of budget workshops & process.



The Recap

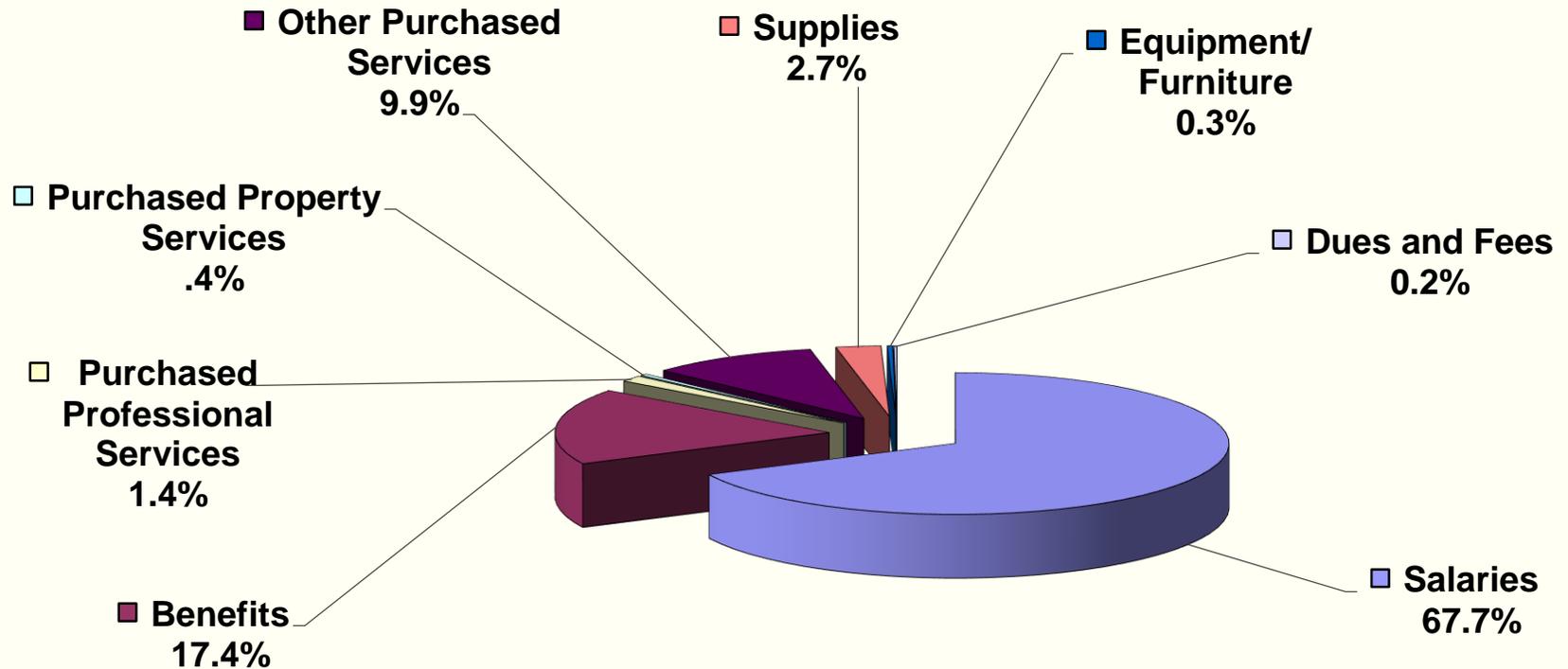
- Enrollment has increased
- Increase in “high needs” students creating increased challenges in meeting academic and social emotional needs of our students
 - Multilingual Learners
 - Students with Disabilities
 - Free and Reduced Lunch
- Many legislative mandates are effecting the budget moving forward, some of which are listed below:
 - Air Quality
 - Change in Kindergarten Start Age
 - Change in requirements to keep students with disabilities through the school year of their 22nd birthday
- The district has received a number of grants to offset the needs
 - We planned for the fiscal cliff with ARP-ESSR
 - 2 grants for mental health and High Dosage Tutoring
 - Community Health Centers are Staffed
 - Excess Cost Reimbursement is better – offset of Special Education Cost

The Recap

- The Town is anticipated to receive \$688,684 in ECS Revenue (adopted budget), which must be used for education (to offset the budget).
- The district received a significant amount of grants this year, which will help offset social emotional needs and math intervention at Bethel Middle School.
- Our School Based Health clinics are finally staffed, allowing more students to access services.
- We still spend significantly less on our per pupil expenditures than the State, DRG and Region. We are concerned that with increased needs, this is problematic. Budget Drivers:
 - Contractual Increases
 - General Inflation
 - Special Education
 - Unfunded Mandates
- The budget proposal reflects the funding of all our current curricular and extra curricular programs with:
 - 1.0 FTE Special Education Teacher for Berry School to lower class size for students with severe disabilities
 - 1.0 FTE Multilingual/Literacy Teachers for students at Bethel Middle School

Budget Summary

Salaries and Benefits comprise 85.1% of the budget.



Summary of Budget Drivers

- Contractual Salary increases are the primary budget driver.
- Health Insurance costs are contained due to the change in our health plan.
- Modest increases in Supplies and Benefits were offset by reductions in other areas.

Key Drivers of Budget Increase	23-24	24-25	\$ Increase	% of 24-25 Budget Increase
Salaries	35,490,873	37,082,260	1,591,388	2.99%
Supplies	1,277,053	1,450,479	173,426	0.33%
Benefits	9,470,626	9,523,898	53,272	0.10%
All Others	6,920,612	6,694,495	-226,117	-0.43%
Total	53,159,164	54,751,132	1,591,969	2.99%

Budget Summary

- 2024-2025 Base Budget: \$54,751,132.
- Increase: \$1,591,969, 2.99% YTY

Account	Description	FTE	2023-2024 Budget	FTE	2024-2025 Proposed	Variance	% of Change	% of Increase
1000	Salaries	415.30	35,490,873	422.30	37,082,260	1,591,388	4.48%	2.99%
2000	Benefits		9,470,626		9,523,898	53,272	0.56%	0.10%
3000	Purchased Professional Services		793,584		747,839	-45,745	-5.76%	-0.09%
4000	Purchased Property Services		251,800		238,475	-13,325	-5.29%	-0.03%
5000	Other Purchased Services		5,567,251		5,435,041	-132,210	-2.37%	-0.25%
6000	Supplies		1,277,053		1,450,479	173,426	13.58%	0.33%
7000	Equipment/Furniture		219,162		173,399	-45,763	-20.88%	-0.09%
8000	Dues and Fees		88,815		99,741	10,926	12.30%	0.02%
	Total	415.30	53,159,164	422.30	54,751,132	1,591,969	2.99%	2.99%

Changes to Personnel (FTE) - Reminder

- Added 1 Special Education Teacher and 5 Paraeducators in September 2023 due to changes in Excess Cost
- Budget includes increase in Special Education Teacher (Berry School) and Multilingual/Literacy Teacher (Bethel Middle School)
- Additional Special Education Teacher and Speech and Language Pathologist were included in the IDEA grant (increase in funding due to increase in number of students with disabilities.)



Salary Accounts 1000

- Personnel increases Special Education Teachers & Multilingual Teacher and a shift from other staff.
- Salaries are increasing per contractual obligations and the increase in minimum wage.
- The paraeducators union is renegotiating this spring. Funds are held in contingency to cover an increase.
- Includes Paraeducators moved this year.
- Substitute spending has been increased to match historical and forecasted levels.

Account	Description	FTE	2023-24 Budget	FTE	2024-25 Proposed	Variance	%	% of Increase
1000 - SALARY ACCOUNT								
1110	Teachers	271.75	24,236,868	276.13	25,261,891	1,025,023	4.23%	1.93%
Var	Administrators	19.00	3,320,786	19.00	3,435,793	115,007	3.46%	0.22%
1140	Additional Degrees	0.00	115,000	0.00	115,000	0	0.00%	0.00%
1150	Retirements	0.00	196,481	0.00	265,930	69,449	35.35%	0.13%
1210	Tutors	1.95	244,432	1.51	247,432	3,000	1.23%	0.01%
1214	Secretaries	26.00	1,408,312	26.00	1,492,622	84,310	5.99%	0.16%
1215	Lunch Monitors	5.73	112,779	5.19	116,136	3,356	2.98%	0.01%
1216	Paraeducators	44.00	1,224,469	49.00	1,325,163	100,694	8.22%	0.19%
1217	Nurses	8.00	525,149	8.00	536,626	11,477	2.19%	0.02%
1218	Custodians	23.00	1,428,079	23.00	1,474,558	46,479	3.25%	0.09%
1221	Others	15.87	1,284,860	14.47	1,241,533	-43,327	-3.37%	-0.08%
1224	Job Coaches	0.00	64,800	0.00	66,235	1,435	2.21%	0.00%
1230	Contingency	0.00	126,678	0.00	130,698	4,020	3.17%	0.01%
1310	Substitutes & Interns	0.00	715,977	0.00	898,212	182,235	25.45%	0.34%
1510	Coaches & Advisors	0.00	486,202	0.00	474,430	-11,772	-2.42%	-0.02%
	Total Salary Accounts	415.30	35,490,873	422.30	37,082,260	1,591,387	4.48%	2.99%

Benefits 2000

- Health Benefits are flat due to savings associated with changing our healthcare plan to an High Deductible Health Plan.
- The savings are a short term benefit.

Account	Description	FTE	2023-24 Budget	FTE	2024-25 Proposed	Variance	%	% of Increase
2000 - BENEFITS								
2100	Health Benefits		8,230,280		8,230,280	0	0.00%	0.00%
2220	Social Security/Medicare		1,065,446		1,118,718	53,272	5.00%	0.10%
2105	Life Insurance		63,000		68,000	5,000	7.94%	0.01%
2110	Long Term Disability		70,000		70,000	0	0.00%	0.00%
2600	Unemployment Comp		25,000		20,000	-5,000	-20.00%	-0.01%
2111	Flexible Spending Acct		4,000		4,000	0	0.00%	0.00%
2112	403(b) Third Party Administrator		7,500		7,500	0	0.00%	0.00%
2000	Other		5,400		5,400	0	0.00%	0.00%
	Total Benefit Costs		9,470,626		9,523,898	53,272	0.56%	0.10%

Purchased Professional Services 3000

- \$85,000 was moved from Purchased Professional Services to Software Subscriptions (Supplies).
- \$35,000 increase in Purchased Special Education Services

Account	Description	FTE	2023-24 Budget	FTE	2024-25 Proposed	Variance	%	% of Increase
3000 - PURCHASED PROFESSIONAL SERVICES								
3101	Purch. Serv. - Fiscal		107,800		22,800	-85,000	-78.85%	-0.16%
3201	Purch. Serv. - SW		47,700		46,000	-1,700	-3.56%	0.00%
3202	Purch. Serv. - Special Ed		330,000		365,000	35,000	10.61%	0.07%
3203	Adult Ed - Danbury		53,260		43,260	-10,000	-18.78%	-0.02%
3301	Curriculum & Tech Empl Training		13,500		17,500	4,000	29.63%	0.01%
3301	Special Ed Empl Training		5,000		5,000	0	0.00%	0.00%
3302	Professional Development		35,070		38,220	3,150	8.98%	0.01%
3401	Prof. Technical Services		201,254		210,059	8,805	4.38%	0.02%
	Total Purchased Services		793,584		747,839	-45,745	-5.76%	-0.09%

Purchased Property Services 4000

- 5.29% reduction in property services

Account	Description	FTE	2023-24 Budget	FTE	2024-25 Proposed	Variance	%	% of Increase
4000 - PURCHASED PROPERTY SERVICES								
4301	Repair and Maintenance		10,250		11,475	1,225	11.95%	0.00%
4310	Contracted Services - Buildings		57,500		57,500	0	0.00%	0.00%
4303	Equipment Repair		20,350		19,900	-450	-2.21%	0.00%
4440	Leases - Fiscal Services		11,000		9,000	-2,000	-18.18%	0.00%
4440	Leases/Rentals - Schools		7,100		7,600	500	7.04%	0.00%
4442	Leases - Copiers		120,600		120,000	-600	-0.50%	0.00%
4320	Repairs - Technology		25,000		13,000	-12,000	-48.00%	-0.02%
	Total Purchased Property Services		251,800		238,475	-13,325	-5.29%	-0.03%

Other Purchased Services 5000

- Special Education Tuition was reduced in anticipation of receiving increased Excess Cost Reimbursement.
- Transportation costs are increasing.

Account	Description	FTE	2023-24 Budget	FTE	2024-25 Proposed	Variance	%	% of Increase
5000 - OTHER PURCHASED SERVICES								
5100	In-Town Transportation		1,609,947		1,754,544	144,597	8.98%	0.27%
5102	Reg Ed Out of Town Trans		260,787		184,559	-76,228	-29.23%	-0.14%
5103	Special Ed Out of Town Trans		786,385		844,271	57,886	7.36%	0.11%
5103	St. Mary's Transportation		149,035		147,594	-1,441	-0.97%	0.00%
5104	Special Ed In District Transportation		575,580		715,792	140,212	24.36%	0.26%
5101	Sports & Clubs Transportation		103,063		104,261	1,198	1.16%	0.00%
5201	Sports Insurance		28,292		28,242	-50	-0.18%	0.00%
5301	Communications & Research Services		199,339		187,620	-11,719	-5.88%	-0.02%
5302	Postage		15,000		11,000	-4,000	-26.67%	-0.01%
5400	Advertising		3,000		3,000	0	0.00%	0.00%
5500	Printing		27,500		24,750	-2,750	-10.00%	-0.01%
5601	Regular Ed Tuition		80,938		77,861	-3,077	-3.80%	-0.01%
5602	Special Ed Tuition		1,706,605		1,329,198	-377,407	-22.11%	-0.71%
5800	Prof. Development/Travel/Mileage		21,780		22,350	570	2.62%	0.00%
	Total Other Purchased Services		5,567,251		5,435,041	-132,210	-2.37%	-0.25%

Supplies 6000

- Instructional supplies were reduced \$18,750, because we purchased a new reading program.
- Software subscriptions increase is offset by a \$85,000 reduction in professional services and \$42,713 in technology equipment.
- Custodial and health supplies were increased to reflect spending trend and rising costs.

Account	Description	FTE	2023-24 Budget	FTE	2024-25 Proposed	Variance	%	% of Increase
6000 - SUPPLIES								
6110	Instructional Supplies		366,345		347,595	-18,750	-5.12%	-0.04%
6112	Health Supplies		14,942		22,800	7,858	52.59%	0.01%
6113	Sports & Clubs Supplies		14,300		16,200	1,900	13.29%	0.00%
6114	Vehicle Supplies		2,500		2,500	0	0.00%	0.00%
6115	Testing Materials		30,000		30,000	0	0.00%	0.00%
6200	Gasoline & Diesel		210,000		210,000	0	0.00%	0.00%
6411	Library Books		22,000		24,000	2,000	9.09%	0.00%
6412	Reference Materials		2,000		2,500	500	25.00%	0.00%
6410	Textbooks		42,000		41,900	-100	-0.24%	0.00%
6502	Tech Supplies & Software Subscriptns		358,516		501,734	143,218	39.95%	0.27%
6901	Custodian Supplies		86,000		120,000	34,000	39.53%	0.06%
6901	Other Supplies		128,450		131,250	2,800	2.18%	0.01%
	Total Supplies		1,277,053		1,450,479	173,426	13.58%	0.33%

Equipment 7000

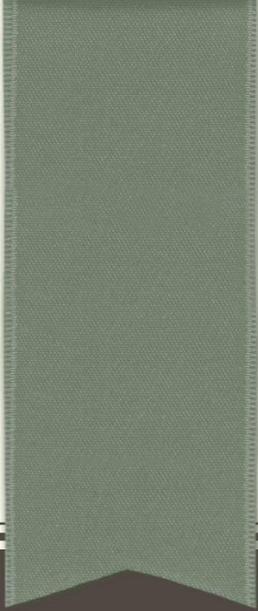
- Technology equipment was reduced in order to fund software subscriptions.

Account	Description	FTE	2023-24 Budget	FTE	2024-25 Proposed	Variance	%	% of Increase
7000 - EQUIPMENT								
7303	Instructional Equipment		32,900		25,100	-7,800	-23.71%	-0.01%
7302	Furniture and Fixtures		18,862		26,612	7,750	41.09%	0.01%
7304	Technology Equipment		156,400		113,687	-42,713	-27.31%	-0.08%
7301	Equipment - Vehicles		5,000		5,000	0	0.00%	0.00%
7306	Technology - Software		3,000		0	-3,000	-100.00%	-0.01%
7307	Equipment - Building		3,000		3,000	0	0.00%	0.00%
	Total for Equipment		219,162		173,399	-45,763	-20.88%	-0.09%

Dues and Fees 8000

- Dues and Fees are increasing 12.3% YTY.
- High School dues and fees include NEASC, College Board, SWC, National Honors Society, ISTE, History Bowl, Jazz Festivals, and US Bands

Account	Description	FTE	2023-24 Budget	FTE	2024-25 Proposed	Variance	%	% of Increase
8000 DUES AND FEES								
8100	Dues & Fees - High School		25,365		27,791	2,426	9.56%	0.00%
8100	Dues & Fees - Middle School		2,500		3,000	500	20.00%	0.00%
8100	Dues & Fees - Berry School		250		500	250	100.00%	0.00%
8100	Dues & Fees - Johnson School		500		500	0	0.00%	0.00%
8100	Dues & Fees - Rockwell School		450		500	50	11.11%	0.00%
8100	Dues & Fees - Special Ed		500		500	0	0.00%	0.00%
8100	Dues & Fees - Health		1,400		1,650	250	17.86%	0.00%
8100	Dues & Fees - Technology		1,900		2,000	100	5.26%	0.00%
8100	Dues & Fees - Curriculum		2,500		7,000	4,500	180.00%	0.01%
8100	Dues & Fees - BOE		37,750		40,000	2,250	5.96%	0.00%
8100	Dues & Fees - Superintendent		13,300		13,300	0	0.00%	0.00%
8100	Dues & Fees - Fiscal Services		2,400		3,000	600	25.00%	0.00%
	Total Dues and Fees		88,815		99,741	10,926	12.30%	0.02%



460 ACCOUNT

Facilities Spending History

- 5 year average spending exceeds \$600,000 per year.
- 2022 – 2023 spending was \$683,880.
- There is a continued and ongoing need to maintain and repair our facilities.

		Facilities Spending History					
		2018-2019	2019-2020	2020-2021	2021-2022	2022 - 2023	5 Year
		Actuals	Actuals	Actuals	Actuals	Actuals	Average
460-207	Outside Contractor Funding & Supplies	289,516	169,746	185,780	198,952	254,206	219,640
460-313 C)	Preventive Maintenance Contracts	239,613	204,101	251,028	266,347	312,911	254,800
460-406 D)	School Building Repairs and Maintenance	184,420	109,913	155,993	63,399	116,763	126,097
Total	Total Spending	713,549	483,760	592,800	528,697	683,880	600,537
	Budget	500,008	450,000	445,000	350,000	450,000	439,002
	Transferred to BOE, Unexpended Funds Account and Grants	213,541	33,760	147,800	178,697	233,880	161,536

Facilities Spending – Top Categories

- HVAC maintenance and repairs are an ongoing need

	2018-2019	2019-2020	2020-2021	2021-2022	2022 - 2023
HVAC Repair & Maintenance	\$ 256,315	\$ 118,559	\$ 208,960	\$ 231,260	\$ 282,348
Landscaping	\$ 80,075	\$ 59,963	\$ 50,800	\$ 84,005	\$ 82,764
Plumbing Services	\$ 53,388	\$ 32,125	\$ 83,849	\$ 22,671	\$ 12,073
Elevator Repair & Maintenance	\$ 27,049	\$ 28,645	\$ 34,117	\$ 31,889	\$ 58,216
Alarm Services	\$ 19,556	\$ 33,394	\$ 28,971	\$ 23,669	\$ 27,995
Roof Repair and Maintenance	\$ 18,016	\$ 17,065	\$ 11,082	\$ 9,368	\$ 19,670
Electrician Services	\$ 19,689	\$ 7,903	\$ 24,628	\$ 4,937	\$ 9,946
Plumbing Supplies	\$ 11,778	\$ 17,348	\$ 13,673	\$ 5,447	\$ 13,001
Glass Repair	\$ 5,362	\$ 29,430	\$ 11,748	\$ 4,790	\$ 2,595
Lock Repair Services and Hardware	\$ 14,078	\$ 7,248	\$ 13,685	\$ 2,746	\$ 13,694
All other categories	\$ 208,244	\$ 132,082	\$ 111,286	\$ 107,915	\$ 161,578
Total Facilities Spending	\$ 713,549	\$ 483,760	\$ 592,800	\$ 528,697	\$ 683,880

Examples of Unexpected Repairs

- 93 Work Orders that were returned from Town to Board of Education (2021-Present)
 - No licensed trades people on staff
- HVAC Examples
 - We continue to experience a high volume of HVAC system malfunctions that result in time and materials service calls.
 - 2022 – 2023
 - BMS Replace failing domestic hot water heaters for \$46,470
 - BMS AHU11 repair for frozen heating coil burst \$ 16,874
 - Berry School RTU5 faulty blower wheel bearing and shaft repair for \$6,500
 - 43 additional service calls for mechanical and automation issues totaling \$69,386
 - 7 Heating Boiler service calls totaling \$9,114
 - 2023 – 2024 to date
 - BHS rebuilt 2 heating pumps for \$15,998
 - BMS AHU6 broken shaft and bearing replacement for \$16,788
 - BMS AHU13 shaft and bearings repair for \$11,733
 - Berry School replace AC Unit in Computer room that reached end of life for \$11,524
 - Berry School RTU5 replace condenser fan motors for \$7,882
 - BHS replace solenoid dampers for \$5,962
 - 31 additional service calls to date totaling \$25,814
- Elevator Examples 2022 - 2023
 - BMS Elevator Repair \$19,206
 - 6 Elevator service calls totaling \$10,653
- Electricity Examples
 - Mr. Germinaro, who is retiring, currently provides some jobs as a licensed trades person. We will need to hire contractors after July 1st.



460 Budget Summary

- Supply Accounts and Outside Contractor funding have been aligned to historical spending trend.
- 2024 – 2025 proposed budget is less than 2022 – 2023 actual spending.

Facilities Account - 460						
Accounts	Description	Actuals 2022 - 2023	Budget 2023-2024	Proposed Budget (2024-2025)	Variance	% Change
460-207 A)	Supply Accounts	49,718	55,800	61,800	6,000	10.75%
460-207 B)	Outside Contractor Funding	204,488	76,900	155,500	78,600	102.21%
460-313 C)	Preventive Maintenance Contracts	312,911	310,350	324,640	14,290	4.60%
460-406 D)	School Building Repairs and Maintenance	116,763	70,830	84,077	13,247	18.70%
	Total	683,880	513,880	626,017	112,137	21.82%
			Adjusted to			
			463,880	626,017	162,137	34.95%

2024 – 2025 Proposed Budget by Category

- Spending by category has been conservatively planned for.
- The proposed amounts are by category and include both the preventative maintenance and outside contractor funding (460 B & C).
- Maintenance contracts due not cover time & materials when something needs repair, covers the cost if our Town Maintenance Department does not have skills to make the repair.

Facilities Spending History - Top Categories

	Actuals 2018-2019	Actuals 2019-2020	Actuals 2020-2021	Actuals 2021-2022	Actuals 2022 - 2023	Proposed 2024 - 2025	Compare to 22-23 % Change
HVAC Repair & Maintenance	\$ 256,315	\$ 118,559	\$ 208,960	\$ 231,260	\$ 282,348	\$ 245,000	-13.23%
Landscaping	\$ 80,075	\$ 59,963	\$ 50,800	\$ 84,005	\$ 82,764	\$ 70,000	-15.42%
Plumbing Services	\$ 53,388	\$ 32,125	\$ 83,849	\$ 22,671	\$ 12,073	\$ 15,000	24.24%
Elevator Repair & Maintenance	\$ 27,049	\$ 28,645	\$ 34,117	\$ 31,889	\$ 58,216	\$ 28,590	-50.89%
Alarm Services	\$ 19,556	\$ 33,394	\$ 28,971	\$ 23,669	\$ 27,995	\$ 20,500	-26.77%
Roof Repair and Maintenance	\$ 18,016	\$ 17,065	\$ 11,082	\$ 9,368	\$ 19,670	\$ 11,500	-41.54%
Electrician Services	\$ 19,689	\$ 7,903	\$ 24,628	\$ 4,937	\$ 9,946	\$ 15,500	55.84%
Plumbing Supplies	\$ 11,778	\$ 17,348	\$ 13,673	\$ 5,447	\$ 13,001	\$ 14,000	7.68%
Glass Repair	\$ 5,362	\$ 29,430	\$ 11,748	\$ 4,790	\$ 2,595	\$ -	-100.00%
Lock Repair Services and Hardware	\$ 14,078	\$ 7,248	\$ 13,685	\$ 2,746	\$ 13,694	\$ 10,000	-26.98%
Emergency Contingency						\$ 50,000	100.00%
All other categories	208,244	132,082	111,286	107,915	161,578	145,927	-9.69%
Total Facilities Spending	713,549	483,760	592,800	528,697	683,880	\$ 626,017	-8.46%

Supply Accounts & Outside Contractors

- Supply Accounts and Outside Contractor funding have been aligned to historical spending trend.
- 2024 – 2025 Proposed budget is slightly below the five-year spending average is \$219,640

460 - 207 A & B: Supplies and Contractors				
	Budget 2023-2024	Proposed 2024-2025	Variance	% Change
A) Supply Accounts				
Paint and painting products and supplies	9,300	9,300	0	0.0%
Electrical Repair Supplies	17,500	17,500	0	0.0%
Plumbing / General Hardware / Carpentry Supplies	29,000	35,000	6,000	20.7%
Subtotal Supplies	55,800	61,800	6,000	10.8%
B) Outside Contractor Funding				
Emergency contingency / after hour call backs:	20,600	50,000	29,400	142.7%
Licensed Plumber / Drain Repair Service:	25,800	15,000	-10,800	-41.9%
Licensed Electrical Service Repairs:	15,500	15,500	0	0.0%
Licensed EMS / HVAC Repair Contractor:	15,000	55,000	40,000	266.7%
Alarm System Repair Service	0	5,000	5,000	100.0%
Playground Repairs	0	5,000	5,000	100.0%
Security Systems Repairs	0	10,000	10,000	100.0%
Subtotal Contractors	76,900	155,500	78,600	102.2%
Total Supplies and Contractors	132,700	217,300	84,600	63.8%

Preventative Maintenance Contracts

- Largest increase is in lawn care and maintenance, which includes playground mulch.

Preventative Maintenance Contracts

C) 313 Preventive Maintenance Contracts	Budget 2023-2024	Proposed 2024-2025	Variance	% of Change	Notes
All schools HVAC service and repair:	160,000	155,000	-5,000	-3.1%	
Lawn care and maintenance service:	49,000	70,000	21,000	42.9%	Includes playground mulch
Schools elevator repair and service	24,000	27,590	3,590	15.0%	
Burglar & fire alarm monitoring / service:	15,500	15,500	0	0.0%	
District sprinkler system testing / service:	8,800	15,400	6,600	75.0%	
Roof warranty / Maintenance, shared with Town	13,000	11,500	-1,500	-11.5%	
Electrical generator inspection and service	3,950	9,000	5,050	127.8%	
Pest and rodent control service:	7,700	8,000	300	3.9%	
Boiler water treatment service:	5,150	6,500	1,350	26.2%	
Annual snow blower maintenance repairs	2,100	2,100	0	0.0%	
Fire extinguisher and kitchen Hood inspection service:	1,950	2,000	50	2.6%	
State boiler inspection of equipment	1,050	1,050	0	0.0%	
State elevator inspection of equipment	850	1,000	150	17.6%	
Clock / Intercom / Public address systems service:	2,500	0	-2,500	-100.0%	Moved to Contracted Services
Security equipment repair service	9,700	0	-9,700	-100.0%	Moved to Contracted Services
Playground maintenance repair service	3,100	0	-3,100	-100.0%	Moved to Contracted Services
Solar equipment service and repair	2,000	0	-2,000	-100.0%	Removed
Total	310,350	324,640	14,290	4.6%	

406 School Building Maintenance and Repairs

D) 406 School Building Maintenance and Repairs		Proposed 2024-2025	Notes
All Schools			
CO - 1	HVAC Automation Software License Renewal	35,000	
CO - 2	Dumpster Enclosure Repairs / Modifications	27,637	
	All Schools Total	62,637	
Bethel High School		0	
Bethel Middle School			
MS 600-1	Replace / refurbish student restroom partition panels.	8,000	Carryover from 23-24 Budget
MS 600-2	Install card access for exterior door used for recess	3,500	
	MS Total	11,500	
Johnson School		0	
Berry School			
BS 200-1	Replace Carpet in office and Circle of Friends Classrooms	9,940	
Rockwell School		0	
	Grand Total	84,077	
	HVAC Inspections per C.G.S. 10-220 (d)	100,000	
	Total with HVAC Inspections	184,077	

2024 – 2025 proposed budget includes \$84,077 for school maintenance and repairs.

Note: HVAC Inspections required by C.G.S 10-220 (d) are not included in the 2024 – 2025 budget proposal.

Budget Summary

	23-24	24-25	\$ Increase	% Increase
Board of Education	53,159,164	54,751,132	1,591,968	2.99%
Facilities	463,880	626,017	162,137	34.95%



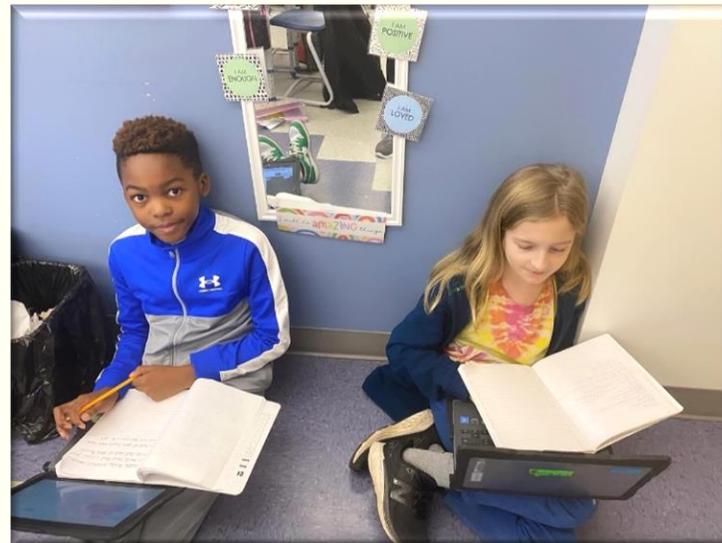
Overall Percentage with ECS Increase to Town

- Phase in schedule for Increased Education Cost Sharing (ECS) or state aide to support education.
- Bethel to receive increase of \$688,684 to offset the cost of education in the community.

	\$ Increase	% Increase
Proposed Increase in Spending	1,591,969	2.99%
ECS increased State Aide	-688,684	-1.30%
Net of ECS Offset	903,285	1.69%

BOE Budget Meeting Dates

Date	Meeting	Focus Areas
1/23/2024	Budget Workshop	Schools & Athletics
1/25/2024	Budget Workshop	IT, Curriculum, Special Education
1/30/2024	Budget Workshop	Facilities
2/1/2024	Budget Workshop	Approval
2/6/2024	Alternate Date	



Process for Submitting Questions & Workshop Format

- Complete questions on Google Doc by noon the day of the meeting,
- Focus questions on topic for presentation that evening, as we have the appropriate administrators to answer the questions.



Regional District's Budgets

Town	Percent Increase
Brookfield	6.52%
Danbury	Not Presented
Easton	6.90%
Monroe	7.15%
New Fairfield	Not Presented
New Milford	4.46
Newtown	Not Presented
Region 12	Not Presented
Region 9	Not Presented
Region 15	Not Presented
Redding	Not Presented
Ridgefield	Not Presented



BETHEL EDUCATION
FOUNDATION

15th ANNUAL BENEFIT

FORMERLY THE BARNUM BALL

Paint the Town

Saturday, March 2, 2024

6:00 - 10:00pm

The Candlewood Inn, Brookfield, CT

\$110 per person

Tickets: www.BethelEdFoundation.org

by Feb 20



Adults 21 & over

◆ AUCTIONS ◆ ALL-INCLUSIVE FOOD & DRINK ◆ FORMAL ATTIRE ◆

HONORING THIS YEAR'S RECIPIENTS OF THE DR. JANICE JORDAN EXCELLENCE IN EDUCATION AWARD
Elementary: Jake Craybas, Rockwell Secondary: Debbie Tierney, Bethel Middle School

YOU DON'T HAVE TO ATTEND THE BENEFIT TO BID ON THE SILENT AUCTION
INCLUDING MANY EXPERIENCES AND UNIQUE SCHOOL ITEMS!

*Thank you to
our sponsors*
as of Jan 9th



Carasuzzi's



Interested in Sponsoring or Donating to the Auction?
check our our website: www.BethelEdFoundation.org

RECEIVED

Bethel Public Schools
Bethel, CT

JAN 05 2024

Notification of Receipt of Gifts, Grants, and Bequests ~~Bethel~~ BETHEL PUBLIC SCHOOLS
CENTRAL OFFICE

Please send a copy of this form to the Superintendent's Office as soon as your school has received a gift, grant, or bequest. The receipt will be announced at the Board of Education's regular meeting. Each school is responsible for sending the donor an acknowledgment for the gift.

Gift, Grant, or Bequest Received: \$1,000 check

How the Gift, Grant, or Bequest Will Be Used: Scholarships, workshops, or special projects

Estimated Cash Value of the Gift, Grant, or Bequest: \$1,000

Donor's Name and Address: Anne Brecher, 3 Ward Dr, Danbury CT, 06810

(NOTE: No Goods or Services were provided by the Bethel Public Schools/Bethel Board of Education in exchange for your contribution.)

Receiving School: Bethel High School

Gift, Grant, or Bequest Received by (Print Name): Christopher Troetti

Date Received: 12/25/23

Copy to: Donor
Principal
Superintendent

(Ref: Board Policy 3280)
Rev: 6/2017

Minutes of the Bethel Board of Education Regular Meeting - Annual Meeting held on Thursday, December 14, 2023, in Board of Education Conference Room E, 1 School Street, Bethel, CT 06801.

Attendance: Melanie O'Brien

Administrative Attendance: K. Brooks, J. Variale, M. Rutledge, C. Sipala

J. Ackerman, Vice Chair, called the meeting to order at 7:00 PM.

Board Members Attendance:

Mrs. Jennifer Ackerman:	Present
Mr. Scott Clayton:	Present
Mrs. Kara DiBartolo:	Present
Mr. Bill Foster:	Present
Mrs. Jen Larsen:	Present
Mrs. Jennifer Lewis:	Present
Mrs. Courtney Martin:	<i>Absent</i>
Mr. Daniel Nostin:	Present
Ms. Pat Rist:	Present

1. Call to Order

- 1.A. Roll Call for Quorum
- 1.B. Pledge of Allegiance

2. Selection of Temporary Chairperson

Move to nominate Dr. Brooks as temporary Chairman Passed with a motion by Mrs. Jennifer Ackerman and a second by Mr. Daniel Nostin.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

3. Annual Meeting

3.A. Election of Officers

3.A.1. Nominations for Chairman of the Board

Move to nominate Scott Clayton for Chairman of the Board of Education for 2024. Passed with a motion by Mr. Daniel Nostin and a second by Mrs. Jennifer Ackerman.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

3.A.2. Nominations for Vice Chairman of the Board

Move to nominate Dan Nostin for Vice Chairman of the Board of Education for 2024. Passed with a motion by Mr. Bill Foster and a second by Ms. Pat Rist.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

3.A.3. Nominations for Secretary of the Board

Move to nominate Jen Larsen for Secretary of the Board of Education for 2024. Passed with a motion by Mr. Daniel Nostin and a second by Mrs. Jennifer Ackerman.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

Move to add agenda item 12.B.1.c. Pay-to-Play. Passed with a motion by Mr. Bill Foster and a second by Mr. Daniel Nostin.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

3.B. 2024 Board of Education Meeting Dates

Move to approve the 2024 Board of Education Meeting Dates. Passed with a motion by Mr. Scott Clayton and a second by Mrs. Jennifer Ackerman.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

3.C. 2024 Proposed Standing Committees Assignments

Scott Clayton, Chair, spoke to the Board regarding the 2024 Standing Committees. Proposed 2024 standing committees will come to the Board at the next meeting.

3.D. Code of Ethics

Board members signed the Code of Ethics for 2024.

4. New Board Members Welcome

- Congratulations to Jennifer Lewis who has been elected to the Board of Education and sworn in.
- Congratulations to Pat Rist who has been appointed and sworn in to the vacant seat on the Board left by Melanie O'Brien's resignation. The Board welcomed both Jennifer and Pat to the Board.

5. Board Recognition/A Salute to Excellence

- Congratulations to the BHS NJROTC Academic Team that participated in level one of the National Joint Leadership Academic Bowl. Each of the two teams placed in the top twenty percent nationally and qualified for level two.
- Thank you to Board Member, Kara DiBartolo, who volunteered as the Book Fairy last week at the Rockwell/Berry Literacy Night. She read for an hour and a half to groups of students.

5.A. Gifts, Grants, & Bequests

Gifts

- Loren & Patrick Salerno, Lorenzo Industries in Bethel donated \$3000 in Amazon gift cards to be distributed to our families in need for the holidays.

6. Action Item

6.A. School Resource Officer Memorandum of Agreement (SRO MOU) Review and Approval

Move to approve the School Resource Officer Memorandum of Agreement (SRO MOU) as revised. Passed with a motion by Mr. Scott Clayton and a second by Mr. Daniel Nostin.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

7. BOARD REPORTS - PROGRESS TOWARDS DISTRICT INITIATIVES

7.A. Issues Affecting the 2024-2025 Proposed Board of Education Budget

Dr. Brooks informed the Board this item is rescheduled for January 4, 2023, due to Dr. Carver's absence.

8. Consent Calendar

8.A. Approval of Minutes

8.A.1. November 16, 2023

Move to approve the minutes of November 16, 2023. Passed with a motion by Mr. Scott Clayton and a second by Mr. Daniel Nostin.

Mrs. Jennifer Ackerman:	Abstain
Mrs. Jennifer Lewis:	Abstain
Ms. Pat Rist:	Abstain
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin:	Yea

9. Correspondence

- Letter of resignation from the Board of Education from Ms. Melanie O'Brien, Board Chair.
- Email -Bethel CT Public Schools Mail - Fwd_ BOE decision for IceCats Hockey - W. Capone - Bethel Hockey Families.
 - Letter from BHS hockey families regarding the BOE decision for Ice Cats Hockey fees (12/12/23)
 - Letter from BHS hockey families regarding Bethel's hockey fees (11/16/23)
- Email - Bethel CT Public Schools Mail - School Calendar - J. Schenkel

10. Public Comment

M. O'Brien, 12 Cross Hill Road. Spoke to the Board about Board member responsibilities and thanked the Board for their work and commitment to the schools and community. Ms. O'Brien was presented with the school bell and Jen Ackerman thanked Ms. O'Brien for her service to the Board.

11. Administrative/Board Member Update

11.A. Board Chairperson Update

Scott Clayton, Chair spoke to the Board about his past service on the Board. He has served on the Board for 17 years.

11.B. Administrative Update

None.

11.B.1. 2023-2024 BOE District Data Sheet

The Board was provided with the monthly 2023-2024 BOE District Data Sheet.

12. Reports to the Board

12.A. Curriculum, Assessment, & Professional Practices

12.A.1. Literary Arts Publications Curriculum

Motion to approve the Literary Arts Publications curriculum. Passed with a motion by Mrs. Jennifer Ackerman and a second by Mrs. Jen Larsen.

Mrs. Jennifer Lewis:	Abstain
Ms. Pat Rist:	Abstain
Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin:	Yea

12.A.2. English 31 & 32 Curricula

Motion to approve the English 31 and English 32 curricula. Passed with a motion by Mrs. Jennifer Ackerman and a second by Mr. Daniel Nostin.

Mrs. Jennifer Lewis:	Abstain
Ms. Pat Rist:	Abstain
Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin:	Yea

12.A.3. Creative Writing Curriculum

Motion to approve the Creative Writing curriculum. Passed with a motion by Mrs. Jennifer Ackerman and a second by Mr. Daniel Nostin.

Mrs. Jennifer Lewis:	Abstain
Ms. Pat Rist:	Abstain
Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mr. Daniel Nostin:	Yea

12.B. Resource Management & Business Operations

12.B.1. Finance

12.B.1.a. Circle of Friends Early Childhood Program Tuition

Move to approve the proposed Circle of Friends tuition rates for 2024-2025. Passed with a motion by Mr. Daniel Nostin and a second by Mrs. Kara DiBartolo.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

12.B.1.b. Substitute Rate of Pay

Move to approve the proposed substitute and building substitute pay increases effective on 1/1/2024 as proposed. Passed with a motion by Mr. Daniel Nostin and a second by Mrs. Jen Larsen.

Mr. Scott Clayton:	Abstain
Mrs. Jennifer Ackerman:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

12.B.1.c. Pay-to-Play

Bill Foster informed the Board at the Resource Management & Business Operations committee meeting that the majority of the committee members felt it was not the appropriate time to take on the additional costs or fees in the Board's budget. Therefore, it died in committee.

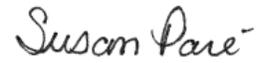
13. Adjourn

Motion to adjourn at 7:54 PM. Passed with a motion by Mr. Scott Clayton and a second by Mr. Daniel Nostin.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea

Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mr. Daniel Nostin:	Yea
Ms. Pat Rist:	Yea

Respectfully submitted,



Susan Pare
Board Recorder

Minutes of the Bethel Board of Education Special Meeting - Budget Prep Preview Presentation held on Thursday, January 4, 2024, in Board of Education Conference Room E, 1 School Street, Bethel, CT 06801 and via Live Stream.

Attendance: None.

Administrative Attendance: C. Carver, K. Brooks, J. Variale, C. Sipala, L. DiBiase, M. Rutledge, D. Burns, M. Stabile

S. Clayton, Chair, called the meeting to order at 7:00 PM.

Board Members Attendance:

Mrs. Jennifer Ackerman:	Present, arrived at 7:03pm
Mr. Scott Clayton:	Present
Mrs. Kara DiBartolo:	Present
Mr. Bill Foster:	Present
Mrs. Jen Larsen:	Present
Mrs. Jennifer Lewis:	Present
Mrs. Courtney Martin:	Present
Mr. Daniel Nostin:	<i>Absent</i>
Ms. Pat Rist:	Present

1. Call to Order

1.A. Roll Call for Quorum

1.B. Pledge of Allegiance

2. Issues Affecting the 2024-2025 Proposed Board of Education Budget & Strategic Plan Update

Dr. Carver spoke to the Board about "The Story" of the issues affecting the 2024-2025 education budget in preparation for the presentation of the proposed 2024-2025 education budget. She reviewed the budget goals and drivers, projected enrollment, the need for planning due to community development, the change in the Kindergarten start age due to the change in legislation, legal requirements for preschool, the Circle of Friends preschool program's need for additional sessions, and the reallocation of two position to the program to fill that need. She reviewed the increase in enrollment, students with disabilities, and high needs, requiring the need for an additional Special Education Teacher at the elementary level to meet the needs. Dr. Carver reviewed the grants received to support student well-being.

She spoke about the impact on the budget from the new law Public Act 23-137 requiring that the district serve students with disabilities through the school year of their 22nd birthday, excess

costs, increase in Multilingual Learners, many with large academic gaps, and the need for an additional Literacy Specialist to meet the needs of the Multilingual Learners.

Dr. Carver summarized the budget increase will reflect maintaining existing curricular and extra-curricular programs with two (2) increases in requested staffing:

- 1.0 FTE to meet the needs of our students with disabilities with complex needs at Berry School
- 1.0 FTE to meet the literacy needs of our multilingual learners

Strategic Plan Update

Dr. Carver gave the Board an update on the Strategic Plan. She spoke about the goals, accomplishments, and work in the plan's areas of Empowered Learner, Emotional intelligence, and Resources. She provided the Board with a Winter Update.

3. Recommended Executive Session

Move to enter into Executive Session at 8:07 PM for the purpose of negotiations. Passed with a motion by Mr. Scott Clayton and a second by Mrs. Courtney Martin.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mrs. Courtney Martin:	Yea
Ms. Pat Rist:	Yea

Administrative Attendance: C. Carver, K. Brooks, J. Variale, C. Troetti

Board Members Attendance:

Mrs. Jennifer Ackerman:	Present
Mr. Scott Clayton:	Present
Mrs. Kara DiBartolo:	Present
Mr. Bill Foster:	Present
Mrs. Jen Larsen:	Present
Mrs. Jennifer Lewis:	Present
Mrs. Courtney Martin:	Present
Mr. Daniel Nostin:	<i>Absent</i>
Ms. Pat Rist:	Present

3.A. CT General Statues 1-210(b)(9) Negotiations - Bethel Education Association

Move to come out of Executive Session at 8:32 PM. Passed with a motion by Mr. Scott Clayton and a second by Ms. Pat Rist.

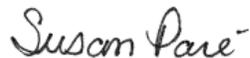
Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mrs. Courtney Martin:	Yea
Ms. Pat Rist:	Yea

4. Adjourn

Move to adjourn at 8:32 PM. Passed with a motion by Mr. Scott Clayton and a second by Ms. Pat Rist.

Mrs. Jennifer Ackerman:	Yea
Mr. Scott Clayton:	Yea
Mrs. Kara DiBartolo:	Yea
Mr. Bill Foster:	Yea
Mrs. Jen Larsen:	Yea
Mrs. Jennifer Lewis:	Yea
Mrs. Courtney Martin:	Yea
Ms. Pat Rist:	Yea

Respectfully submitted,



Susan Pare
Board Recorder

To: Bethel Board of Education

From: Scott Clayton-Board Chair

Date: January 2, 2024

Re: Committee Assignments

CC: Dr. Christine Carver-Superintendent
Sue Pare- Executive Assistant to the Superintendent

Policy

Chair: Dan Nostin

Vice Chair: Kara DiBartolo

Bill Foster

Jen Larsen

Alternate: Pat Rist

Curriculum, Assessment, and Professional Practices

Chair: Jennifer Ackerman

Vice Chair: Jen Larsen

Courtney Martin

Kara DiBartolo

Alternate: Jen Lewis

Resource Management and Business Operations

Chair: Bill Foster

Vice Chair: Dan Nostin

Jen Lewis

Pat Rist

Alternate: Courtney Martin

Community Outreach, Alignment, and Communication

Chair: Courtney Martin

Vice Chair: Jen Ackerman

Pat Rist

Jen Lewis

Alternate: Jen Larsen

BETHEL PUBLIC SCHOOLS

2024- 2025 CALENDAR

DRAFT
 With August 28th Start Date
 Subject to Change
 BOE Review/Approval 2024

August 3

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19 - BMS 6th Grade Orientation
 20 - BHS Freshman Orientation
 22-23 - New Staff Orientation
 26, 27 - Professional Learning Day - No School - K-12
 28 - First Day of School (Note: Full Day K-12)

September 20

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				

2 - Labor Day

October 21

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	

3 -Rosh Hashanah
 11 - Professional Learning - No School - K-12
 16, 17, 18, Conference Day - Early Dismissal - K-12
 16 - PSAT & Professional Learning - Early Dismissal - BHS (*BHS No Conferences)
 17 - Conference Day (Evening) & Prof. Learning - Early Dismissal -BHS

November 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

5 - Professional Learning Day - No School - K-12/ELECTION DAY
 11 - Veteran's Day Observed
 27-29 -Thanksgiving Recess

December 15

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			

23-31- Holiday Recess

January 21

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

1 - New Year's Day Observed
 20 - Martin Luther King Day

February 17

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

**17-18 Presidents' Day Recess
 19 - Professional Learning Day - No School - K-12

March 20

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				

19, 20, 21- Conference Day - Early Dismissal - K-8
 19 - SAT/PSAT & Prof. Learning - Early Dismissal - BHS
 20 - Conference Day (Evening) & Prof. Learning - Early Dismissal - BHS
 21 - Conference Day - Early Dismissal - BHS

April 17

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		

14 - 18 Spring Recess
 18 - Good Friday

May 21

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

23 - Professional Learning Day - Early Dismissal K-12
 26 - Memorial Day Observed

June 15

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

20 - *Last day of school - Early Dismissal - K-12 (Tentative)
 20 - High School Graduation will be no later than 6/20
 Final date TBD @ 1st BOE meeting in April.

July 0

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	

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

	6th Grade Orientation		Conference Day - Early Dismissal - K-12
	BHS Freshmen Orientation		Conf. Day - (Evening) & Prof. Learning - Early Dismissal - BHS
	Beginning/Ending of Student Year		SAT/PSAT & Prof. Learning - Early Dismissal - BHS
	Schools Closed - Holiday/Recess		Make-up days for emergency closings.
	Early Dismissal K-12- Holiday/Recess		*Built in Emergency Closing date
	Professional Learning Day - Early Dismissal K-12		Snow Day/Schools Closed
	Professional Learning Day - No School		

BOE Accepted 3/2/23
 Revised 2/27/23, 3/3/23, 1/3/24, 15/24, 1/9/24, 1/10/24, 1/12/24

****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 21-30, as needed. High School Graduation will take place no later than June 20th.**
 If 5 or more snow days are used by Presidents' Day Recess, the District will be in session on February 17th and February 18th. We will make every effort to avoid using April 14-18 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.)

BETHEL PUBLIC SCHOOLS

2025- 2026 CALENDAR

DRAFT
Subject to Change
BOE Review/Approval 2025

August 3

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

18 - BMS 6th Grade Orientation
19 - BHS Freshman Orientation
21 - 22 - New Staff Orientation
25, 26 - Professional Learning Day - No School - K-12
27 - First Day of School (Note: Full Day K-12)

September 20

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			

1 - Labor Day
23 - Rosh Hashanah

October 21

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

2 -Yom Kippur
10 - Professional Learning Day - No School - K-12
15, 16, 17, Conference Day - Early Dismissal - K-12
15 - PSAT - & Professional Learning - Early Dismissal - BHS (*BHS No Conferences)
16 - Conference Day (Evening) & Prof. Learning - Early Dismissal -BHS

November 15

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

4 - Professional Learning Day - No School - K-12
11 - Veteran's Day Observed
26-28 -Thanksgiving Recess

December 17

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	31		

23 - Early Dismissal K-12
24 - 31- Holiday Recess

January 19

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1 - New Year's Day Observed
2 - Holiday Recess
19 - Martin Luther King Day

February 17

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

**16-17 Presidents' Day Recess
18 - Professional Learning Day - No School - K-12

March 22

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			

18, 19, 20- Conference Day - Early Dismissal - K-8
18 - SAT/PSAT & Prof. Learning - Early Dismissal - BHS
19 - Conference Day (Evening) & Prof. Learning - Early Dismissal - BHS
20 - Conference Day - Early Dismissal - BHS

April 16

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	

3 - Good Friday
13 - 17 Spring Recess

May 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

22 - Professional Learning Day - Early Dismissal K-12
25 - Memorial Day Observed

June 16

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

22 - *Last day of school - Early Dismissal - K-12 (Tentative)
22 - High School Graduation will be no later than 6/22
Final date TBD @ 1st BOE meeting in April.

July 0

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

TBD - First Day of Summer School
3 - Fourth of July Observed
TBD - Last Day of Summer School

	6th Grade Orientation		Conference Day - Early Dismissal - K-12
	BHS Freshmen Orientation		Conf. Day - (Evening) & Prof. Learning - Early Dismissal - BHS
	Beginning/Ending of Student Year		SAT/PSAT & Prof. Learning - Early Dismissal - BHS
	Schools Closed - Holiday/Recess		Make-up days for emergency closings.
	Early Dismissal K-12- Holiday/Recess		*Built in Emergency Closing date
	Professional Learning Day - Early Dismissal K-12		Snow Day/Schools Closed
	Professional Learning Day - No School		

DRAFT 1/12/24

**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 22-30, as needed. High School Graduation will take place no later than June 22th.

If 5 or more snow days are used by Presidents' Day Recess, the District will be in session on February 16th and February 17th. We will make every effort to avoid using April 13-17 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.)

Students

Student Attendance and Truancy

ADMINISTRATIVE REGULATIONS REGARDING ATTENDANCE, TRUANCY, AND CHRONIC ABSENTEEISM

I. Attendance and Truancy

A. Definitions for Section I

1. “Absence” - any day during which a student is not considered “in attendance”, ~~as defined in these regulations.~~
2. “Disciplinary absence” - Any absence as a result of school or district disciplinary action, ~~except for each day that the student receives alternative education programming for at least half of the instructional school day.~~ ~~A disciplinary absence is not considered excused or unexcused for attendance and truancy purposes.~~
3. “Educational evaluation” - for purposes of this policy, an educational evaluation is an assessment of a student’s educational development, which, based upon the student’s presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities.
4. “Excused absence” - a student is considered excused from school if the school has received documentation (see section B) describing the reason for the absence within ten (10) school days of the student’s return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student’s 10th absence, is considered excused when the student’s parent/guardian approves, through a note, phone call or electronic submission, such absence and submits appropriate written documentation in

Deleted: at his/her assigned school, or on a school-sponsored activity (e.g. field trip), for at least one-half of the school day

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Deleted: Any student serving an out-of-school suspension or expulsion should be considered absent.

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Students**Student Attendance and Truancy**

accordance with this regulation.

- b. For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - vi. lack of transportation that is normally provided by a district other than the one the student attends.
- c. A student, age five to eighteen, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for

Students

Student Attendance and Truancy

obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.

5. "In Attendance" - any day during which a student is present at the students assigned school, and/or participating in an activity sponsored by the school (e.g. field trip), for at least one-half of the school day; and/or participating in statutorily authorized remote learning as determined through a combination of: synchronous virtual classes, synchronous virtual meetings, activities of time logged electronic systems, and/or completion and submission of assignments for at least half the instructional day.
6. "Student" - a student enrolled in the Bethel Public Schools.
7. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in a thirty-day period or ten (10) unexcused absences from school in any school year.
8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one-half of the school day, which is not excused or considered a disciplinary absence.
9. "Mental health wellness day" means a school day during which a student attends to his/her emotional and psychological well-being in lieu of attending school. Such days must be nonconsecutive.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

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Students**Student Attendance and Truancy****B. Documentation Requirements for Absences**

1. Documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note, email, or voicemail message from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - (1) signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - (2) signed note from the school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - (1) a police summons;

Students

Student Attendance and Truancy

- (2) a subpoena;
 - (3) a notice to appear;
 - (4) a signed note from a court official;
 - (5) other official, written documentation of the legal requirement to appear in court; or
 - (6) up to two (2) non-consecutive mental health days.
- d. funeral or death in the family, or other emergency beyond the control of the student's family: written documents must explain the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
- 5. The Bethel Public Schools reserves the right to randomly audit documentation received, through telephone and other methods of communication, to determine its authenticity.
 - 6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

Students

Student Attendance and Truancy

- C. Absenteeism for Extended Periods of Time
 - 1. For students who are absent for more than fifteen (15) consecutive days related to travel (not due to illness), they will be considered unexcused absences.
 - 2. Parents should be aware, the Bethel Public Schools cannot guarantee class placement or schedule upon return.

- D. Extraordinary Educational Opportunities
 - 1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available for this exemption;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
 - 2. Family vacations do not qualify as extraordinary educational opportunities.
 - 3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal in writing or via email prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional

Students**Student Attendance and Truancy**

circumstances at the discretion of the building administrator;

- b. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
 - c. include additional documentation, where available, about the opportunity.
 4. The building principal shall provide a response in writing or via email and include the following:
 - a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity;
 - e. the understanding that the building administrator may withdraw approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
 5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
 6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
 7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of

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Students

Student Attendance and Truancy

individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions:

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the District office and exercised the option of not sending the child to school at five (5) or six (6) years of age.
2. A student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. A student who is eighteen (18) years of age or older may withdraw from school. Such student shall personally appear in person at the school counseling office and sign a withdrawal form. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided such student with information on the educational options available in the school system and community.
4. Beginning July 1, 2023 a student seventeen (17) years of age shall not be considered truant if the parent or persons having control over such child withdraws such child from school and enrolls such child in an adult education program pursuant to Conn. Gen Statutes 10-69. Such a parent or person shall personally appear at the school counseling office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from the school counselor or school administrator of the school that the district has provided such

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Students

Student Attendance and Truancy

a parent or person with information on the educational options within the school system and in the community and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.

3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

Remediation of Truancy

1. Notify parents annually of their obligations under the attendance policy.
2. Establish a system to monitor student attendance.
3. Make reasonable efforts by telephone and by mail to notify parents or other persons having control if the child does not arrive at school and there has been no previous approval of other indications which indicates parents are aware of the absence.
4. Identify a student as "truant" when the student accumulates four unexcused in a thirty-day period or ten in a school year.
5. Develop a plan with the student's family that is identified as truant to increase attendance.
6. Refer to a Planning and Placement Team as appropriate.
7. Make a referral to the Department of Children and Families for educational neglect as appropriate.
8. Provide notice to the parents/guardian the information concerning 2-1-1 Infoline and other pediatric mental health and behavioral health screening sources and tools provided by the State Department of Education.

Students so identified as Truant may be subject to:

1. Loss of academic credit at Bethel High School.

Students**Student Attendance and Truancy**

- E. Readmission to School Following Voluntary Withdrawal
1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
 2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.
- F. Determinations of Whether a Student is "In Attendance":
1. A student serving an out-of-school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one-half of the ~~instructional~~ school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
 2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
 3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

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Students**Student Attendance and Truancy**G. Procedures for students in grades K-8*

1. Notification

- a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the Bethel Public Schools.
- b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-12. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal or his/her designee shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. Reasonable efforts shall include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil

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Students

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or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

H. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise non-responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.
- b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. On or before August 15, 2018, if the Commissioner of Education determines that any school under the jurisdiction of Bethel Board of Education has a disproportionately high rate of truancy, the district shall implement a truancy intervention model identified by the Department of Education pursuant to Conn. Gen. Stat. § 10-198e.
- d. In addition to the procedures specified in subsections a through

Students**Student Attendance and Truancy**

c above, a regular education student who is experiencing attendance problems should be referred to the building intervention team to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team (“PPT”) meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.

I. Attendance Records

All attendance records developed by the Board shall include the individual student’s state-assigned student identifier (SASID).

II. Chronic Absenteeism**A. Definitions for Section II**

1. “Chronically absent child” - a child who is enrolled in a school under the jurisdiction of the Bethel Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;
2. “Absence” - an excused absence, unexcused absence, or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations;
3. “District chronic absenteeism rate” - the total number of chronically absent children under the jurisdiction of the Bethel Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and
4. “School chronic absenteeism rate” - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Students

Student Attendance and Truancy

B. Establishment of Attendance Review Teams

If the Bethel Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the Bethel Board of Education has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the Bethel Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the Bethel Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, and chronically absent children and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children, and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The Bethel Board of Education and its attendance review teams, if any, will consider any

Students

Student Attendance and Truancy

chronic absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the Board of Education to reduce truancy in the school district.

Legal References:

Public Act No. 22-47

Connecticut General Statutes § 10-220

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Connecticut General Statutes § 10-198f

5113(16)

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Connecticut State Department of Education, *Guidelines for Reporting Student Attendance in the Public School Information System* (January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

~~Connecticut State Department of Education, *Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts* (April 2017)~~

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Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education, *Youth Service Bureau Referral Guide* (February 2018)

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BETHEL PUBLIC SCHOOLS

Bethel, Connecticut