

## Regular BoE Meeting

Wednesday, April 5, 2023 7:00 PM

Board of Education and virtual via Zoom Platform, 129 Church Street, Bristol, CT 06010

1. **CALL TO ORDER/ PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE/MEETING NORMS**

2. **STAFF AND STUDENT RECOGNITION**

2.1. Bristol Central - Ryan Ring - Senior -  
Recipient of the University of Rhode Island -  
Alfred J Verrecchia Scholar Award

2.2. Bristol Eastern - Jessica Lopez - Senior and  
Emily Zurowski - Freshman - State DECA  
Competition Winners

2.3. Greene-Hills - Carlos Aldama - GHS - Gr. 4 -  
Fire Prevention Poster Contest Winner

3. **APPROVAL OF MINUTES**

4. **COMMITTEE REPORTS**

5. **STUDENT REPRESENTATIVE REPORTS**

6. **CHAIR REPORT**

7. **SUPERINTENDENT REPORT**

8. **CONSENT AGENDA**

8.1. PERSONNEL

8.1.a. Teacher Retirements

8.1.b. Teacher Resignations

8.1.c. New Teacher Hires

8.1.d. A-1 Resignation - Effective February 22,  
2023

8.1.e. A-1 Hires

8.1.f. Teacher Request for Unpaid Leave of  
Absence

8.2. TEAM Mentors/Cooperating Teachers Applicants

8.3. GRANTS

8.3.a. FRC Grant Award: Girl Up! Leadership and  
Empowerment Skills for Girls

8.3.b. FRC Grant Award: Raising Readers Grant,  
The Stocker Foundation

8.3.c. FRC Grant Award: Expanded WatchD.O.G.S.  
Program

8.3.d. FRC Grant Award: School Readiness, QE  
grant

8.3.e. FRC Grant Award: United Way of West  
Central CT, SEARCH Grant Award

8.3.f. FRC Grant Award: Community Development  
Block Grant

8.3.g. FRC Grant Award: Parent Trust Fund,  
People Empowering People Parent Leadership  
Training

9. **PUBLIC COMMENT**

10. **DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM  
REPORTS**

10.1. BCHS Study Abroad - France 2024 (February  
23, 2024 - March 2, 2024)

10.2. Healthy Foods Certification for the 2023-  
24 School Year

10.3. Federal Holiday Revision on 2023-2024 and  
2024-2025 School Year Calendars

10.4. Parent Conference and Marking Period  
Dates for SY 2023-2024 and 2024-2025

10.5. High School Graduation Date and End of  
Year Closing Date

10.6. Special Services Report

11. **POLICY REVISIONS**

11.1. Policy 1331 - Smoke-Free Environment -  
Revised

11.2. Policy 1412 - Community Relations - Fire  
Department - Revision

11.3. Policy 1415 - Community Relations -  
BPRYCS - Revision

12. **NEW BUSINESS**

13. **BUILDING REPORTS**

14. **INFORMATION/LIAISON REPORTS**

15. **ADJOURNMENT**

**BRISTOL BOARD OF EDUCATION**  
**Bristol, Connecticut**  
**Wednesday, March 1, 2023 – 6:30 p.m.**  
**Special Meeting - Meet & Greet Minutes**

A Special Bristol Board of Education meeting was held on Wednesday, March 1, 2023, at 6:30 p.m. in Room 36 of the Bristol Board of Education, located at 129 Church Street, Bristol, Connecticut.

**PRESENT:** Commissioners: Eric Carlson, Jill Fitzsimmons-Bula, Kristen Giantonio, Shelby Pons, Maria Simmons, Dante Tagariello, and Chair Jennifer Dube

**EXCUSED:** Commissioners: Russell Anderson and Todd Sturgeon

**ALSO PRESENT:** Dr. Catherine Carbone, Superintendent, Dr. Michael Dietter, Deputy Superintendent, Carly Fortin, Director of Teaching and Learning, and Cera Orner, Candidate

**I. CALL TO ORDER**

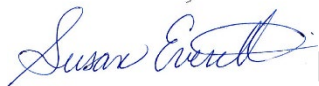
Chair Dube called the Special Meeting to order at 6:30 p.m.

Cera Orner introduced herself to the Commissioners and shared her background. Ms. Orner shared her views on Bristol and her goals.

**II. ADJOURNMENT**

There being no other business, the meeting should adjourn. (6:47 p.m.)

Respectfully Submitted,



Susan Everett, Recording Secretary  
Bristol Board of Education

The minutes presented within this document are a summary of the discussion that took place at the Board of Education meeting. To view the meeting in its entirety and hear full reports please go to: [March 1, 2023 Meeting Recording](#) **Passcode:** C8g\*U%2R

**BRISTOL BOARD OF EDUCATION**  
**Bristol, Connecticut**  
**Wednesday, March 1, 2023 – 7:00 p.m.**  
**Regular Meeting Minutes**

The Bristol Board of Education meeting was held on Wednesday, March 1, 2023, at 7:00 p.m. at the Bristol Board of Education auditorium and via the Zoom Meeting Platform.

**PRESENT:** Commissioners: Eric Carlson, Kristen Giantonio, Jill Fitzsimons-Bula, Shelby Pons, Maria Simmons, Dante Tagariello, and Jennifer Dube; **ALSO PRESENT:** Dr. Catherine Carbone, Superintendent, Dr. Michael Dietter, Deputy Superintendent and Jolene Lusitani, Council Liaison (virtual)

**EXCUSED:** Commissioners Russell Anderson and Todd Sturgeon

**CALL TO ORDER/ PLEDGE OF ALLEGIANCE/MEETING NORMS**

Chair Dube called the meeting to order at 7:00 p.m. and asked the audience to stand for The Pledge of Allegiance. Chair asked to observe a moment of silence for Edith (Hummel) Frechette a Teacher at John J. Jennings from September 1963 to June 1969 and a Substitute Teacher from May 1978 to August 2004.

Chair Dube read the meeting norms into the record.

**CABE - Bonnie B. Carney Communications Award Presentation**

CABE established the Awards of Excellence for Educational Communications in 1975 recognizing that effective communication with parents and taxpayers in a school district is critical to daily operations and increasing community involvement and support of schools. In 2016 the award was renamed in honor of longtime CABE staff member Bonnie B. Carney. CABE Board of Directors Member Lydia Tedone was in attendance to present the Bristol BoE with the Newsletter Award given to districts with over 5000 families.

**Board Member Appreciation Month**

March is Board Member Appreciation Month. Dr. Carbone thanked the board on behalf of the staff, families and students of Bristol Public Schools. Dr. Carbone recognized the crucial role board members play in our community. Dr. Carbone thanked board members for their commitment to the youth of Bristol and advocacy to ensure our schools remain a pathway to a promising future. The success of our community is inextricably linked to its investments in education and its youth. Thank you for giving of yourself to serving on a board of education, a hallmark of American society!

**STAFF AND STUDENT RECOGNITION** – The Board recognized the following staff members:

**Emily Gomes - Ivy Drive - 2023 Neag School Alumni Award Winner - 2023 Outstanding School Administrator**

The Neag School of Education at UCONN and its Alumni Board announced annual awards for Alumni within the field of education and educational leadership. Of the eight honorees for this year's awards, Emily Gomes has been recognized as the 2023 Outstanding School Administrator. The formal ceremony will take place at the Neag School's 25th Annual Alumni Awards Celebration on Saturday, March 11, 2023.

**Dr. Sam Galloway - Recognition of Service**

This evening was Dr. Galloway's last official Board of Education meeting as the Director of Talent management. In a few short weeks, Dr. Galloway will begin serving as the Superintendent of Somers Public Schools. Dr. Carbone recognized Dr. Galloway, for his service to Bristol Public Schools and wished him the greatest success with the Somers School District.

## **APPROVAL OF MINUTES**

### **February 1, 2023 - Special Meeting - Meet & Greet**

*On a motion by Dante Tagariello and a second, by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to approve February 1, 2023, Special Meeting minutes as written. Commissioner Giantonio Abstained.*

### **February 1, 2023 - Regular BoE Meeting**

*On a motion by Dante Tagariello and a second, by Eric Carlson, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to unanimously approve February 1, 2023, Regular Meeting minutes as written.*

## **COMMITTEE REPORTS**

### **Finance Committee**

Commissioner Tagariello reported that the Board of Education Budget for the fiscal year 2023-2024 year will appear later on the agenda for a vote. He has not received any additional questions about the agenda in the intervening month.

### **Policy Committee**

Commissioner Giantonio reported that Committee met on February 22nd and discussed and approved a revision to Policy 5123 – Promotion, Acceleration, and Retention. The second item discussed was a minor revision to Policy 6174 - Summer school which will be up for your consideration later on the agenda, the committee also continued discussion about gate fees and received an update from the administration regarding operational changes that have been made. They will continue to update the committee.

### **Student Achievement**

Commissioner Giantonio reported that the committee met on Wednesday, February 15<sup>th</sup>. The committee discussed the consideration of a swimming Co-Op team, you will hear more about the co-op later in the agenda. The committee did approve for the district to enter into a swimming Co-op. The committee also received information in regard to high school chemistry from the Office of Teaching and Learning. The committee had requested to hear out on a regular basis regarding the efforts to improve in that area. There was also a decision item that will be up for your consideration, Rising Educators II Pilot Program.

## **STUDENT REPRESENTATIVE REPORTS**

### **Bristol Central High School**

BCHS Junior Representative, Isabel Paolino provided the monthly report. The report consisted of information for the month of February. Highlights from the report included a winter sports update, Interact members attended the Valentine senior dinner and made Valentine cards for the Pines, the seniors were very grateful for the company, the club also met with a child from Make-a-Wish and got to hear about her wish that was granted and received information about what the Make-a-Wish Foundation does; Students dressed up for Spirit Week leading up to the Winter Wonderland dance, the dance helps raise money for the junior class; Latin students celebrated the ancient Roman Holiday of Lupercalia they made cards for their classmates and gifted goodies to their Delicia; Students are starting off semester 2 strong and many seniors are hearing decisions back from colleges.

### **Bristol Eastern High School**

Senior Representative Pushpita Hossain provided the monthly report. Highlights from the report included a winter sports wrap-up; Amnesty International plans to create its second annual walkout similar to the one hosted last year for gun violence; the African-American Read-In was held, where students were able to read poems, musical lyrics, and other literature on African-American individuals in our history, this included a video in the Auditorium which consisted of inspiring speeches, musical videos and performances from black artists that deserve to be recognized, the Diversity Club plans to hold their Culture Day April 28th members are starting to prepare for cultural foods performances and more; the Diversity Club will be assisting on a Citywide Cultural Night festival hosted by Pushpita Hossain and Bristol Youth Services, we plan to host vendors from black and brown businesses lots of dancing, music and Food Services, the process and schedule for both of these events are still in the works, the art Club has decided to

### **Bristol Eastern High School - cont'd**

host several fundraisers for the end of the year trip, we will be selling different items for a tag sale and will be opening a small online shop for the school to purchase item created by the art club and they will be hosting an art contest; musical performers hosted their annual Coffee House in the cafeteria, students showcased their talents on their instruments and their vocal performances that range from individual to group presentations; the Student council completed the First Responders Blood Drive on March 1st with the help of its members, officers, school and the public; continues to follow it's strictly submit their nominations; SAT's are coming up in March, juniors continue to prepare for these exams, parent teacher conferences will be held next week, prom season is approaching soon and tickets will be sold in the upcoming months, seniors have been submitting scholarships as the guidance department does its best to encourage and support the class with the scholarship workshops; seniors have been receiving decisions from institutions and slowly sharing their commitments with their communities. Pushpita will give her final report at the June Board of Education meeting.

### **CHAIR REPORT**

No Chair Report was given this evening.

### **SUPERINTENDENT REPORT**

Dr. Carbone presented the monthly Superintendent Report. Dr. Carbone shared that March is school visitation month in Bristol Public School. All students that have been redistricted to a new school for the 2023-24 school year will be visited by the principal and select staff from their newly assigned school on March 7, 8, or 9. On March 14, 15, and 16, students who will attend a new school due to redistricting will participate in a school visit and a field trip to their new school.

On March 21 and 28, we invite all parents of students that are being redistricted for the 2023-24 school year to an open house. Each school community will facilitate its own open house activity - the elementary date is March 21 and the K-8 Middle school date is March 28. On both evenings, the open house will begin at 6 pm. The lottery for Bristol Arts and Innovation Magnet Schools is coming to a close, students and families are responding to the lottery acceptance process and at this time, there are 3 seats remaining in grade 6, and 6 seats each in grades 7 and 8 for the 23-24 school year. Also, for parents of children born before January 1, 2018, kindergarten registration is now open. Parents can access the registration forms through our district website. Currently, 226 families are in process of registering for kindergarten, a family night for new kindergarten students will take place in May.

### **CONSENT AGENDA**

Chair Dube called for a motion to approve the Consent Agenda, which included Items 8.A.1. through 8.A.7.

*On a motion by Dante Tagariello and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to unanimously approve the Consent Agenda as written.*

### **PERSONNEL**

#### **A.1. New Administrative Hire**

Orner, Cera - CW - Director of Athletics - effective TBD

*On a motion by Dante Tagariello and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to unanimously approve New Administrative Hire as written.*

#### **A.2. Teacher Retirement**

Bossi, Joan - WB - 6-8 Instructional Support - effective June 9, 2023

*On a motion by Dante Tagariello and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to unanimously accept the Teacher Retirement as written.*

### **A.3. Teacher Resignations**

Bantea, Emil - BEHS - World Language Teacher - effective June 9, 2023  
Brown, Amber - WB - Grade 3 Teacher - effective June 9, 2023  
Diaz, Elaine - BEHS - Family Consumer Science Teacher - effective June 9, 2023  
Dixon, Sharon - WB - Grade 6 Mathematics Teacher - effective February 24, 2023  
Duffy, Clayton - WB - Grade 7 Math Teacher - effective June 9, 2023  
Ellison, Lisa - WB - Social Worker - effective March 23, 2023  
Haynes, Ralph - BAIMS - Special Education Teacher - effective February 20, 2023  
Infante, Lucia - CW - World Language Teacher - effective February 13, 2023  
Livingston, Michael - STAF - Grade 1 Teacher - effective February 27, 2023  
MacDonald, Scott - BAIMS - Grade 7 ELA Teacher - effective June 9, 2023  
Mandile, Francesco - WB - Wellness Teacher - effective June 9, 2023  
Nazarenius, Brittny - WB - Kindergarten Teacher - effective June 9, 2023  
Saucier, Anne Marie - EPH - Special Education Teacher - effective March 6, 2023  
Wayton, Matthew - BCHS - Special Education Teacher - effective June 9, 2023

*On a motion by Dante Tagariello and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to unanimously accept the Teacher Resignations as written.*

### **A.4. New Teacher Hire**

Beauchamp, Nicole - CW - Secondary Math Coach - effective March 13, 2023

*On a motion by Dante Tagariello and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to unanimously approve the New Teacher Hire as written.*

### **A.5. A-1 Resignation - effective February 24, 2023**

Dixon, Sharon - WB - Grade 6 Team Leader

*On a motion by Dante Tagariello and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to unanimously approve the A-1 Resignation as written.*

### **A.6. A-2 Hire - effective August 23, 2022**

Maust, Andrew - CHMS - Musical Advisor

*On a motion by Dante Tagariello and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to unanimously approve the A-2 Hire as written.*

### **A.7. Teacher Request for Unpaid Leave of Absence**

Jones, Jenny - MTV - Special Education Teacher - effective February 21, 2023, through March 27, 2023

*On a motion by Dante Tagariello and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to unanimously approve the Teacher Request for Unpaid Leave of Absence as written.*

Dr. Carbone recognized the newly appointed Athletic Director, Cera Orner. Ms. Orner was in the audience and stood to be recognized and briefly addressed the Board. Ms. Orner will begin in the district on March 27, 2023.

### **PUBLIC COMMENT**

No members of the public wished to address the Board.

## **DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS**

### **Approval of Superintendent's Recommended Budget**

Mrs. Boisvert and Dr. Carbone presented the Approval of the Superintendent's Recommended Budget. The Superintendent's recommended budget was presented at the budget workshops held on January 17, 2023, and January 24, 2023, for the Bristol Public Schools 2023-2024 School Year in the amount of \$127,989,000. The budget was approved by the Finance Committee at a meeting held on February 8, 2023. Once approved, the Board of Education Budget will be presented to the Board of Finance on Wednesday, March 15, 2023.

*On a motion by Dante Tagariello and a second by Kristen Giantonio, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) accepts and approves the Superintendent's Recommended Budget for the 2023-2024 school year in the amount of \$127,989,000, which represents a 2.94% increase to the current operating budget. Approval of this motion will result in the budget as presented becoming the Board of Education's Recommended Budget for FY24.*

### **2023-2024 and 2024-2025 School Calendars - Second Reading**

Dr. Galloway presented the 2023-2024 and 2024-2025 School Calendars for a Second Reading. The calendar has been vetted by BAPS, BFT, AFSCME 818, AFSCME 2267, AFSCME 2551, and the PTA/PTO Presidents for input. The Parent Conference dates are being reviewed and will appear on the April agenda for a vote.

*On a motion by Dante Tagariello and a second by Eric Carlson, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) approve the 2023-2024 and 2024-2025 School Year Calendars as written.*

Dr. Galloway addressed the board regarding his time in the district and thanked the Board for allowing him to be here for eight years.

### **Co-Op Swim Team for Fall 2023**

Dr. Dietter presented the Co-Op Swim Team for Fall 2023. Due to a decrease in participation at BEHS and BCHS, the swimming teams would be combined to form a Co-Op. At this time, participation numbers support CIAC guidelines for application to Co-Op status.

*On a motion by Kristen Giantonio and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) approves the recommendation of the BPS administration and the Student Achievement Committee for submission of a Co-Op application to the CIAC.*

### **Update on Public Use of Fields**

Dr. Dietter provided an Update on the Public Use of Fields. In collaboration with BPRYCS, scheduling and routine maintenance of community-use athletic fields at the Pk-5, K-8, and MS buildings will be done through BPRYCS. Bristol Central and Bristol Eastern high school fields will continue rental and maintenance agreements via Bristol Public Schools. Scholar-athlete programs will have preference over community organizations. BPS will maintain ownership and control over all aforementioned fields. Questions followed regarding rental fees and savings.

### **Special Services Report**

Dr. Kim Culkin presented the monthly Special Services Report. During the month of January 2023, 18.75% of students newly enrolled in Bristol Public Schools were receiving special education services; 1 student attended an ODP at the time of their enrollment. As of February 1, 2023, 1748 of 8187 Bristol students are identified as students requiring Special Education programming. This enrollment reflects 21.35% of the total BPS student population. During the month of January 2023, 38 risk assessments were conducted by BPS staff. Additionally, during the month of January, 9 calls were made to 911 for staff and student-related emergencies, and 24 calls to 211 were placed for student assessment. As of February 1, 2023, 119 of our students with disabilities require out-of-district placements at private special education school programs, and a total of 77 students require special education programming services at other public out-of-district schools, including magnet schools.

## **POLICY REVISIONS**

Dr. Dietter presented the policy revisions before the board this evening.

### **Policy 5123 - Promotion/Acceleration/Retention – Revision**

Discussion and Revision occurred of Policy 5123 Promotion/Acceleration/Retention, a change of credits to be promoted from Gr. 9 to Gr. 10 - from 5.25 to 6.5 credits. Also, the removal of language regarding summer school no longer applies.

*On a motion by Kristen Giantonio and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) approves Policy 5123 - Promotion/Acceleration/Retention with the recommended revisions.*

### **Policy 6174 - Summer School - Revision**

Discussion and Revision occurred of Policy 6174 Summer School the committee removed language that is no longer accurate.

On a motion by Kristen Giantonio and a second by Shelby Pons, the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) approves Policy 6174 - Summer School with the recommended changes.

## **NEW BUSINESS**

There was no New Business to come before the Board.

## **BUILDING REPORTS**

Dr. Dietter provided the building reports on behalf of Tim Callahan.

**High School Culinary Art Project** – the architect and engineer are looking at other layout options that are closer to where the utilities access the building, that relocation will reduce the renovation cost as well as any disruptions to the physical site so we're to come on that we will be applying for renovation and reimbursement at the end of June.

**CHMS Underground Storage Tanks** – The Board of Education applied to the State for reimbursement on this project, once that gets approved, the next step will be for us to go out to bid and secure a contractor.

**CHMS and Hubbell HVAC** – that work is being managed under ESSER/ARP recognizing that the majority of the work will likely occur at Chippens Hill Middle School. The survey work has been ongoing including schematic design drawings a narrative and estimates are currently being reviewed.

**Edgewood School** – Edgewood is closing as an elementary school at the end of the school year and will be reopened as a preschool for the 23-24 school year. We are preparing to submit the grant for reimbursement at the end of June. Renovations there will be limited to upgrades to the electrical system for air conditioning units as well as to modifying bathrooms and other spaces so that we are compliant with rules and regulations governing preschools

**Northeast Middle School** – the Board of Education has applied to the state for reimbursement of 130,000 square foot new building the new school will house approximately 748 students grades 6 through 8. We are awaiting approval from the state, and we have been notified that we are on a shortlist.

**MBIAMS** – This project is approaching the finish line. There are a few minimal punch list items that we are addressing on a daily basis and it is likely that the building committee will be meeting for its final meeting in the next few months.

**Southside School** – Commissioning of the new equipment is almost complete. These are the HVAC units, the rooftop units that were replaced two summers ago. The project is nearing its end and the committee will be meeting

**BUILDING REPORTS – cont'd**

**Southside School – cont'd**

for a final time to accept the project as complete. On a side note, we did apply for reimbursement for a new grant, and if we receive that grant the recommendation would be to use it for the cost of renovations at Edgewood School.

**Greene-Hills HVAC Repair** – Sav Mor is the successful bidder here and we are in the planning stages for construction long lead items submittals have been started and the contract has been signed.

**INFORMATION/LIAISON REPORTS**

A liaison report was given by Commissioner Giantonio for West Bristol school and she also shared information regarding the Connecticut Judicial Branch Civic Academy. Chair Dube also provided a liaison report for BAIMS.

**ADJOURNMENT**

There being no other business to come before the Board, and,

On a motion by Dante Tagariello and a second by Eric Carlson the Board of Education (Commissioners Carlson, Giantonio, Fitzsimons-Bula, Pons, Simmons, Tagariello, and Dube) voted to adjourn the meeting (7:50 p.m.).

Respectfully Submitted,



Susan Everett, Recording Secretary  
Bristol Board of Education

DRAFT

**BRISTOL BOARD OF EDUCATION**  
**Bristol, Connecticut**  
**Monday, March 13, 2023 – 6:00 p.m.**  
**Special Meeting – BoE Retreat Minutes**

A Special Bristol Board of Education meeting was held on Monday, March 13, 2023, at 6:00 p.m. in Room 36 of the Bristol Board of Education, located at 129 Church Street, Bristol, Connecticut.

**PRESENT:** Commissioners: Jill Fitzsimmons-Bula, Kristen Giantonio, Shelby Pons, Maria Simmons, Todd Sturgeon, Dante Tagariello, and Chair Jennifer Dube

**EXCUSED:** Commissioners: Russell Anderson and Eric Carlson

**ALSO PRESENT:** Dr. Catherine Carbone, Superintendent, and Richard Lemons, Facilitator

**I. CALL TO ORDER**

Chair Dube called the BoE Commissioner Retreat to order at 6:00 p.m.

Dr. Carbone introduced Dr. Lemons to the Commissioners present. Dr. Lemons introduced himself, his background, and Partners for Educational Leadership.

Dr. Lemons and Dr. Carbone presented various materials regarding norms, roles, and responsibilities. The meeting concluded with the plan for a follow-up meeting for those who did not make this evening's meeting

**II. ADJOURNMENT**

There being no other business, and,

*On a motion by Dante Tagariello and a second, by Maria Simmons, the Board of Education (Commissioners Fitzsimmons-Bula, Giantonio, Pons, Simmons, Sturgeon, Tagariello, and Dube) unanimously voted to adjourn the meeting. (8:09 p.m.)*

Respectfully Submitted,



Susan Everett, Recording Secretary  
Bristol Board of Education

# Katy Ganino Reddick

**Connecticut Teacher Certification in Latin and Classical Humanities (7-12).**  
**Elementary World Language Cross Endorsement (K-6).**  
**Teaching English to Speakers of Other Languages (TESOL) (PreK - 12).**  
Certification Numer: CO92017000

## EDUCATION

**Southern Connecticut State University**  
M.S. in TESOL, May 2022.

**New Haven, CT**

**American Academy in Rome**, Summer School 2004

**Rome, Italy**

**Fulbright Scholarship** to study at the American Academy.  
Studied archaeological remains found at sites and in museums throughout central Italy.

**Boston University, School of Education**  
M.A.T. in Latin and Classical Studies, January 2004.

**Boston, MA**

**Williams College**  
B.A. in Classics and Art History, Cum Laude, June 1996.

**Williamstown, MA**

Recipient of the **Charles Bridgen Lansing Fellowship in Latin and Greek.**  
**Class of 1960 Scholar in Art History.**

Additional graduate coursework has been completed in classics, Italian, and language acquisition at **Harvard Extension School, University of Massachusetts at Boston, Wesleyan University, Central Connecticut State University, and Fairfield University.**

Participated in Lifelong Learning opportunities at **Trinity College**, (Hartford, CT), **Express Fluency** (Brattleboro, VT), and **CANE Summer Institutes.**

## EMPLOYMENT EXPERIENCE

**Regional School District 13 (2008-present)**

**Durham, CT**

- **English Language Area Coordinator (2022-present)**
  - Implemented use of Language Line for translation services and training for front office staff.
  - Identified students through administration of the pre-LAS Links exam.
  - Scheduled and administered the LAS Links English proficiency exam.
  - Created ELL plans for all identified learners and supported implementation of the plans.
  - Evaluated and chose curricula for identified students.
  - Co-created a group for Spanish speaking families in the district.
  - Communicated with families regarding student placement in services.

- **Coginchaug Regional High School (2021-2022)**
  - Taught Latin and classical cultures at the high school level.
  - Created and implemented a new curriculum.
  - Reestablished and advised the Latin Honor Society.
  - Proposed new courses for multilingual students and the Classics program.
- **Frank Ward Strong Middle School (2008-present)**
  - Taught Latin and classical cultures in 6<sup>th</sup>-8<sup>th</sup> grade classrooms.
  - Co-created textbook free curriculum based on the fables of Phaedrus.
  - Wrote and implemented a new 6th grade curriculum.
  - Advocated for and received training in **restorative practices**.
  - Trained in **self-leadership social emotional wellness model**.
  - Trained as a TEAM mentor for new teachers.
  - Initiated and coordinated the World Flavors Cooking Club.
  - Initiated and coordinated World Language Celebration Week.
  - Created anti-slavery project.
  - Advised student book groups.
  - Served on interview committees.
  - Ran online newspaper.
  - Participated in a pedagogy book group.
  - Worked collaboratively with intermediate school teachers.
  - Created department budget.
  - Served as a liaison to the **Middlesex Consortium World Language Professional Development Committee**.
  - Served as faculty representative on the District's Staff Forum.

**Wayland Middle School (2004-2008)**

Wayland, MA

- Taught Latin and classical cultures in 7<sup>th</sup>-8<sup>th</sup> grade classrooms (100% of course load).
- Led teacher advisory groups.
- Accompanied overnight field trips.
- Mentored METCO students and coordinated mentoring program.
- Coordinated the Amnesty International Chapter.
- Participated in a literacy study group.
- Led workshops for colleagues on Weight and Body Image in early adolescents.

**Silver Lake Regional School District (2000-2004)**

Kingston, MA

- Taught Latin and classical cultures in 7<sup>th</sup>-12<sup>th</sup> grade classrooms (100% of course load).
- Served as a trained mentor to new staff.
- Created district curriculum plan.
- Led the Latin club.
- Served on the assistant principal search committee and foreign language study group.
- Participated in writing across the curriculum and differentiated education workshops.

**Chapman Historical Museum (1998-2000)**

Glens Falls, NY

- Developed and implemented educational programming for schools and the general public.
- Organized lectures series and workshops.
- Oversaw volunteer docent staff an interpretation.

**AmeriCorps, The Providence Children's Museum (1997-1998)** Providence, RI

- Developed Head Start program including curriculum, teacher workshops, and assessment tools.
- Planned and executed weekly pre-school programs.
- Installed Museum's collections and interpreted exhibits.

**Psalmodi Excavations, Psalmodi, France (June 1996, 1997)** Psalmodi, France

- Served as general factotum to the project.
- Sorted and catalogued Late Antique pottery.
- Wrote catalog descriptions for Romanesque and Gothic sculpture fragments.
- Worked extensively with a Macintosh database, Filemaker Program.

**The Bement School (1996-1997)** Deerfield, MA

- Taught Latin to 7<sup>th</sup>-9<sup>th</sup> grade students.
- Lived as a house parent in a dormitory with students.
- Coached girls' basketball and led the outdoor skills programs.

**Williams Collecte Museum of Art (WCMA) (1993-1996)** Williamstown, MA

- Museum Docent
  - Led educational programs for students at the museum and in classrooms.
- Security Associate
  - Patrolled galleries to maintain security.

**The Mystic Seaport Museum (1993-1997)** Mystic, CT

- Interpreted 19<sup>th</sup> century history.
- Demonstrated 19<sup>th</sup> century open hearth cooking and printing presses.
- Worked in gallery exhibits and special costumed events such as Lantern Light Tours.
- Volunteered on the Greenman House Archaeological Project.

**PUBLICATIONS**

- *Latin Lesson Plan – Roman Foods and Modern Slavery: Connecting to Human Rights Today.* Diversity & Inclusion in the Latin Classroom: Cambridge University Press. December 2, 2022.
- *Incorporating Circles to Build Classroom Community.* Diversity & Inclusion in the Latin Classroom: Cambridge University Press. December 9, 2021.
- *PearDeck Flashcard Factory: The Gift that Keeps Giving:* Prima (Volume 25: 3, August 2021)
- *Caesar. Meet Tacitus!* **New England Classical Journal** (Volume 43: 3, August 2016.)
- *Ecce Romani:* Pearson Prentice Hall (4th Edition, 2008)
  - Served as consultant and wrote for the 4th edition.
  - Wrote and drastically revised the workbook for Ia and Ib of the series.
  - Provided feedback on artwork, website, etc.
- Published short articles on teaching through the CANE online newsletter (2013-2018).
  - Drawing the Roman Domus.
  - Reading Comprehension.
  - Slavery and Social Media.

**ADDITIONAL EMPLOYMENT**

**Southern Connecticut State University (Fall, 2022)**

New Haven, CT

- Served as an adjunct professor in the TESOL Certification program.
- Taught TSL 505: English Paedagogical Grammar.

**Cambridge Latin Course (2020-present)**

- Provided feedback on the North American edition Sixth Edition of the *Cambridge Latin Course* textbook and its on-line interface.
- Consulted with teachers interested in textbook adoption.
- Contributed to the *Cambridge Latin Diversity, Equity, and Inclusion* initiative.

**Pearson Prentice Hall (2006-2008)**

- Served as consultant and wrote for the 4th edition of the *Ecce Romani* textbook.
- Drastically revised and created new exercises for the workbook for Ia and Ib of the series.
- Provided feedback on artwork, website, etc.

**PROFESSIONAL ORGANIZATIONS & LEADERSHIP ROLES**

**American Classical League (ACL)**

- Program Chair for the Excellence through Classics (ETC) program (2022-present).

**American Council on the Teaching of Foreign Languages (ACTFL)**

**Classical Association of Massachusetts (CAM)**

- Vice President (2006-2008).

**Classical Association of New England (CANE)**

- Chair of the Scholarship Committee (2009-2014).
- Executive Committee: Member at Large (2004-2007).
- Received the CANE **Cornelia Coulter Scholarship** for study at the American Academy, Rome (2002).
- Received the CANE **Certification Scholarship** to complete graduate studies (2003).
- Attended the CANE Summer Institute (2022).

**Classical Association of Connecticut (ClassConn)**

- President, this three year position morphs from Vice President into President and then immediate Past President. (2022-2024).
- CANE Representative (2014-2018).

**Connecticut Teachers of English to Speakers of Other Languages (ConnTESOL)**

**Connecticut Council of Language Teachers (CT COLT)**

- Semifinalist for Teacher of the Year (2021).
- Ran summer book club (2022).

**LangCampCT (now part of the CT COLT professional development options)**

- Co-founded and organized the first unconference for language teachers in Connecticut (2016).
- Served on the planning committee 2019.

## PRESENTATIONS

- “Social Justice Standards & Ready-to-Use DEI Lesson Plans” - 2023 CANE Annual Meeting
- “Free Voluntary Reading: the What, the Why, the How” - 2022 CT COLT Annual Meeting
- “Apostrophe S: Style Versus Usage” - 2019 ConnTESOL
- PearDeck- Tech Round Table - 2019 CT COLT Annual Meeting
- “Emotions, Engagement, and Classroom Community: Show Me How it Works”, scheduled - 2019 ACL Centennial Institute
- “Tacitus at the Secondary Level” - 2015 CANE Annual Meeting
- “Why Twitter” - 2014 ACL Institute
- “Why Twitter” - 2014 CANE Annual Meeting
- “Social Media and Social Justice” - 2016 CT COLT Annual Meeting
- “Tricks We Can Steal from English Teachers” - 2006 MAFLA Annual Meeting
- “Human Rights in the Latin Classroom” - 2005 MAFLA Annual Meeting

## COMMUNITY ORGANIZATIONS

### Church of the Epiphany

Durham, CT

- Sunday school teacher (2018-2020).
- Vestry member (2011-2014).
- Outreach Coordinator (2017- 2019).
- Updated Facebook page.

### Amnesty International Shoreline Chapter (2012-present, intermittent)

Madison, CT

- Case file coordinator for prisoners of conscience.
- Participated in tabling events and regular letter writing sessions.
- Created and updated chapter Facebook Group.

### Durham Farmers Market (2016-2018)

Durham, CT

- Member of the steering committee.
- Updated social media feed.

### Trinity Church Boston (2006 - 2008)

Boston, MA

- Trained extensively to provide professional tours of this National Historic Landmark.

### Amnesty International Boston/Brookline Chapter (2000-2008)

Boston, MA

- Member of the steering committee.
- Case file coordinator for prisoners of conscience.
- Participated in tabling events and regular letter writing sessions.

# Tylar Young

## SPECIAL EDUCATION TEACHER

### SKILLS & CORE ATTRIBUTES

Goal Orientated	Patient	Multi-tasking
Self-motivating	Excellent Communicator	Highly Organized
Hard working	Student-focused	Team player

**Computer Skills:** *Microsoft Office Suite, Google Suite*

### EXPERIENCE SUMMARY

#### Special Education Teacher , July 2021 – PRESENT

##### ***Steps At East School- Edadvance***

- Attends training sessions, passes content assessment, and delivers designated instructional models for eligible students through utilization of educational strategies.
- Develops and maintains individualized skill-appropriate lesson plans.
- Ensures supervision of students at all times.
- Write IEP's and Implement accommodations and modifications in the classroom.
- Conduct and participate in IEP Meeting.
- Create and Implement FBA's and Behavior Plans.
- Create weekly lesson plans that meet the needs of the students.
- Maintains inventory of educational materials and supplies.
- Develops and implements Individualized Educational Program (IEP) plans for students.
- Works cooperatively with school team members in developing instructional goals and strategies.
  
- Coordinates the delivery of special education services in each student's IEP.
- Conducts special education evaluations and reevaluations.
- Implements both whole group and individual student behavior management plans.
- Works closely with sending districts to provide shared students with appropriate programming in the Least Restrictive Environment.
- Physical Requirements: must occasionally lift, move, or support staff with physically escorting students. Position can require physical interaction with students who have difficulty regulating emotions and controlling behavior.

#### Special Education Teacher , November 2020 – June 2021

##### ***High Roads School of Wallingford***

- Attends training sessions, passes content assessment, and delivers designated instructional models for eligible students through utilization of Catapult materials and educational strategies.
- Identifies and enrolls eligible students through existing test scores, administering tests, and/or other acceptable methods as required by Catapult, local, state, and/or federal agencies.
- Develops and maintains individualized skill-appropriate lesson plans.
- Ensures supervision of students at all times, including escorting students safely to and from Catapult classroom or to mobile/trailer classroom.
- Establishes and maintains student forms and files as required by Catapult, local, state, and/or federal

agencies.

Establishes and maintains a positive customer relationship with classroom teachers and principals, including providing achievement objectives and updated approved schedules of services.

Attends and documents conferences/meetings/trainings with Catapult Supervisors, classroom teachers, principals, and parents as required by Catapult, local, state, and/or federal agencies.

Conducts progress monitoring.

Write IEP's and Implement accommodations and modifications in the classroom.

Conduct and participate in IEP Meeting.

Create and Implement FBA's and Behavior Plans.

Create weekly lesson plans that meet the needs of the students.

Maintains inventory of educational materials and supplies.

Must demonstrate positive and enthusiastic attitude towards internal and external customers.

#### **MENTOR, JANUARY 2020 – PRESENT**

##### ***Department of Children and Families (Non-Paid Position)***

- Works with one specific therapeutic child to work on different strengths and weaknesses on understanding the need of help and how to ask for help.
- Have worked with hospitals to understand the plan and create a plan for the therapeutic child
- Communicates regularly with therapeutic foster families to understand and help with the needs of the child
- When with child, helps create plans for ways to cope with certain things he is going through.

#### **COACH, JULY 2019 – PRESENT**

##### ***Forbes Flyers Jump Rope Team***

- Monitors and enhances team performance; provides encouragement and constructive feedback.
- Identifies team and player strengths and weaknesses; develops, strategizes and implements training plans.
- Manages administrative tasks, aids with sports promotion and development.
- Advises team on health and lifestyle issues.

#### **Special Education PARAPROFESSIONAL SEPTEMBER 2016 – August 2020**

##### ***Torrington Public Schools, June 2017 – present***

***(ASEP) Bristol Eastern High School via Delta-T Group, March 2017 – March 2018***

***(ABC programs) Forbes School via Delta-T Group, March 2017 – March 2018***

##### ***Kelly Services, Region 6, September 2016 – December 2017***

- Consistently and continuously maintains a safe work environment; attended PPT and 504 meetings.
- Leads classroom in instructional tasks, including reading and listening; reviews students' work.
- Works with students individually and in small groups to aid in learning and skill development.
- Assess and observes children to create behavioral and academic plans for specific students.
- Observes student behavior and learning, communicates observations regularly to teacher or supervisor.
- Accompany and assist with supervision on approved instructional field trips.
- Helps students to build and maintain clothing, grooming, health habits, and bathroom activities as needed.
- Communicate to appropriate personnel any unusual situations or needs of students including abuse, self-harm, or medical conditions.

#### **ASSISTANT GOLF PRO, APRIL 2015 – JUNE 2017**

##### ***Litchfield CC, Litchfield CT, March 2017 – June 2017***

##### ***Greenwood CC, Winsted, CT, April 2015 – August 2016***

- Managed carts and driving range, including aiding guests and ensuring golf carts are clean.
- Provided customer service in pro shop, including using POS system; achieved high customer service ratings.
- Taught younger golfers and children golfing techniques and rules.
- Managed tournaments.

**EDUCATION**

**Bachelor's of Science in Education (1-6 Certification In Connecticut) , Fort Hays State University, Hays, KS,.2017 2020**  
Northwest Community College, Winsted, 2016 – 2018

**Masters in Special Education, University of Hartford (Currently DSAP special education certified going for normal certification )**

**ACTIVITIES AND LEADERSHIP**

- The Forbes Flyers Jump Rope Team, Torrington, CT, September 2003 – Present
- Internship at Forbes School, Torrington CT, September 2015 – September 2016
- THS Golf Team, Torrington, CT, April 2013 – June 2016

**HONORS AND AWARDS**

- National youth service day award winner, 2008 & 2017
- Rho Kappa Membership for the Frank M. Turner Chapter, Torrington, CT, May 2015 – Present
- John Denza National Honor Society Member October 2015 – Present
- Dean's List, 3 times

## **Application for Team Mentor\Cooperating Teacher Application**

**Name:** Angelina Saporito

**School:** Ivy Drive School

**Grade Level:** Special Education Resource K-3

**Date:** February 24, 2023

I have been teaching special education in Bristol for 8 years with a Provisional Educator License for Special Education Comprehensive Grades K-12 and Elementary Grades 1-6. I began my career teaching the Functional Special Education classroom at Chippens Hill, moved to the Extended Resource position at Chippens Hill, and have spent the last 5 years within the Resource position at Ivy Drive. While teaching in Bristol, I have been a member of numerous school based committees including school-wide SRBI, Climate, and SLT. I have also participated in planning and presenting professional development for teachers at Ivy Drive, including Google/computer based strategies for differentiation during the COVID-19 pandemic hybrid year of teaching. Currently, I am serving as the building expert/liaison for CT-SEDS, working with administration and special education service providers to train and ease the transition between systems when developing and revising IEPs. In addition to my academic-based experiences, I have also served as a Girl's Varsity Assistant Coach at Bristol Eastern for the past 7 years.

I am interested in being trained to be a mentor or cooperating teacher for a variety of reasons. First, I believe that it is my responsibility to my profession to give back to the community that helped me become the teacher I am today. I feel that both new teachers, as well as student teachers require supportive, well-rounded teachers willing to share their time, knowledge, and classrooms. During my undergraduate experience at Salve Regina University, I was fortunate to spend both semesters of my senior year within classrooms getting real-time experience where I learned valuable and practical application of teaching strategies, classroom management, and staff relations. If classrooms such as the ones I was lucky enough to work in are not available to student teachers, then potential educators will not be given the opportunity to truly learn about the profession they will be entering. The same experience can be said for new teachers. Although college prepares those wishing to pursue education, it is just as important for new teachers to continue to work with, and be exposed to, veteran teachers with the ability to ask and answer questions and share ideas in a safe space. This mentorship would allot me the opportunity to create a safe environment where the most current theoretical ideas being taught in the University setting can be practically applied in an actual classroom. In order to be the best educator possible one must have the malleability to adapt and embrace the ever changing model of the modern classroom and student. By finding which of these new ideas and theories work the best, not only am I becoming a better educator, I am also bettering the educational experience of my students and district as a whole.

I feel that I have a lot to offer student teachers or beginning teachers. To allow a student teacher to complete their field experience in a Bristol school would give exposure to a variety of curriculum programs and teaching styles that are studied and very relevant in today's teacher preparation programs. I would be able to assist those looking to pursue general education positions in differentiating curriculum for struggling learners, and I would be able to model how

to implement effective and appropriate grade level accommodations and modifications to those looking to pursue special education. I would also be able to share my experiences and knowledge of administering multiple assessments, including SBAC, IABs, CTAA, and those standardized assessments needed to complete initial and re-evaluations. I have worked to learn how to best analyze the data gathered from these assessments and use that data to drive instruction, evaluate student performance, and develop IEP goals and objectives based on common core standards. In my current role, I work seamlessly with educators of different departments in order to effectively serve our students and develop programming for those requiring IEPs. This requires a high level of interdepartmental communication as well as interdisciplinary understanding. Being a good team member is something that takes tact and humility, and time to develop relationships with counterparts and coworkers. The networking opportunities I can provide to these new and student teachers will be invaluable to their success as they move further in their careers.

Thank you for your time and consideration for this position.



# Brittany Micari

BUSINESS TEACHER

📞 860-965-1382

✉️ [brittanymicari@bristol12.org](mailto:brittanymicari@bristol12.org)

📍 Bristol Eastern High School  
632 King St. Bristol, CT 06010

Dear Ms. Carly Fortin,

February 2, 2023

Please accept this letter of application in consideration of becoming a TEAM mentor and cooperating teacher at Bristol Public Schools. I currently hold the position as a Business Teacher at Bristol Eastern High School since 2021. Prior to my current role, I was a Business Teacher at Cheshire High School for 7 years. During my tenure at Cheshire High School, I worked with a TEAM certified colleague to help guide a student teacher as a co-mentor and multiple business interns. I found these experiences to be incredibly rewarding to help give back to the profession of teaching and help the next generation of teachers grow. I am now looking to further develop my skillset as a mentor teacher and complete the TEAM mentor training.

In 2013, I completed my student teaching experience at Southington High School with the help of two inspiring cooperating teachers. It was then that I knew I wanted to one day become a mentor teacher. Now, after being in the classroom for a decade, I believe that I have the experience and skillset necessary to help guide a new teacher to navigate the multifaceted and complex role of being a classroom teacher.

I have developed a large toolbox of strategies to build connections with students, deliver engaging lessons and develop the knowledge and skills of high school business students. I have taught in calm waters and the turbulent waters of the pandemic. To highlight some of my experiences over the past 10 years I am proud to have accomplished the following:

- Founded DECA club at both CHS and BEHS. Mentored hundreds of students to compete at both the state and national level.
- Led whole school PD workshops at CHS in educational technology and hybrid learning acceleration techniques.
- Worked with Cheshire community to develop a simulated ad agency to create authentic learning for advanced marketing students.
- CHS Class of 2018 Co-Advisor. Responsible for organizing class fundraisers, prom and a variety of senior activities.
- Member of the district wide Bristol Mastery Credit Experience committee.

My hope is that the above professional highlights showcase how much I truly enjoy my role within the classroom and beyond. I enjoy designing and delivering creative and enriching lessons for my students and I enjoy working with other educators to challenge our professional practices to strive for excellence and are always working to improve our craft.

I hope to guide a future student teacher to find their own way to inspire students through thoughtful classroom management, creative lessons that challenge students to think critically and make connections to the world around them. The student teacher I had the opportunity to work with in the spring of 2021 is now a first year business teacher at Southington High School. We were able to keep in touch through the job search process and continue to collaborate today. Helping this new teacher find her voice was one of the most rewarding experiences of my career and I look forward to working with future student teachers as a TEAM mentor.

Thank you for your time and consideration. Please feel free to contact me to discuss this opportunity further.

Kind regards,

Brittany Micari

February 24, 2023

To whom it may concern,

I am writing this letter to express my interest in becoming a TEAM Mentor for the Bristol Public School system. My name is Cassandra Dupre and I am the current Kindergarten, 1st and 2nd grade Special Education teacher for the Breakthrough program at Ivy Drive School. I have been working in the Bristol Public School system since 2013. For the first two years of my time in Bristol, I worked as a paraeducator in the ASEP program while I pursued my Master's degree in Special Education. While working in the ASEP program, I worked alongside some of the most talented special educators in Bristol who helped guide me every step of the way and lead me to my next role as a special education teacher. Once I became eligible, I applied for, and accepted the GOAL teacher position at Mountain View School working with Kindergarten through 2nd grade students. Again, I was supported and encouraged by some of Bristol's greatest educators in all different roles for over four years as I continued to gain knowledge and experience. I continued to broaden my skills as a resource teacher on the 8th grade team at Greene Hills following the COVID school closure and navigated virtual learning alongside a team of experienced middle school teachers. Finally, I returned to teach in the Breakthrough program as the district worked together to bring all GOAL classrooms together in one building to create a new and improved program and experience for our students in Bristol as the Breakthrough program.

To this day, I continue to feel encouraged and supported by the experienced staff of the Bristol Public Schools. I feel incredibly blessed to have been heavily supported in my earliest years of teaching by teachers, principals, support staff, and mentors and would love to be able to help foster the same support to new and upcoming teachers aspiring to gain the same knowledge and experience I did just ten years ago. In my time of teaching as a special educator, I have acquired important and necessary skills in the following areas:

- Effective and consistent communication between home and school
- Prepare and differentiate enticing lessons following district grade level curriculum
- Collaborate with colleagues in both general education and special education

I would truly be honored to be trained as a TEAM mentor for the upcoming school year. With my experience as a special education teacher in a self-contained program, I feel that my position offers a different perspective of the special educator's role along with a diverse set of strategies and approaches towards educating students with special needs. Students in the Breakthrough program have been most successful with clear, concise and predictable instruction and programming; however, the most important piece of being a successful educator overall, is forming relationships with students. If there is one thing I would like to stress as a mentor teacher, it is simply the fact that getting to know and taking an interest in students is one of the key ways to educate students successfully. I look forward to continuing my work with some of Bristol's future educators.

Thank you for considering me for this opportunity,

*Cassandra Dupre*

Cassandra Dupre

February 17, 2023

**TO: Carly Fortin, Director of the Office of Teaching & Learning**  
**FROM: Erin Meyer, BEHS Science Department Chair, Biology, Anatomy and Physiology, AP Biology teacher Grades 10-12**  
**RE: Application to serve as a Cooperating Teacher/TEAM Mentor**

My name is Erin Meyer, I have been teaching high school Biology, Anatomy and Physiology, and AP Biology at Bristol Eastern High School since 2010. I participated in the TEAM program as a new teacher. The program and my mentor helped me develop the skills I needed as a new teacher. Those skills helped me build the foundation I needed to continue to grow as an educator. I would like to be trained as a TEAM mentor so I can work with new teachers and help them develop the skills that they too will use for years to come.

A successful mentor needs to be a person who possesses a growth mindset and is a reflective lifelong learner who is always working to improve their practice. I am always looking for ways to grow as an individual and a professional. I recently finished my sixth year and 092 certifications. I would like to become a TEAM mentor so I continue to evolve as a leader and help develop new teachers and educators who will be valuable to our district and profession.

An effective mentor must build a relationship so their mentee feels comfortable and safe to receive constructive feedback. My experience serving as the science department chair has given me the opportunity to work alongside my adult peers during an arduous few years of teaching through the pandemic. I helped lead professional development in person and virtually. I lead our department through revising the curriculum and common assessments to effectively measure student learning both in person and virtually.

An effective teacher takes the whole child into consideration when they are working on planning and implementing their lessons. Over the past five years, there has been a shift in our understanding that if a child does not feel safe and secure physically and emotionally they can not effectively learn. I want to help new educators see and learn how to create an environment that supports the social and emotional well-being of our students.

A constructive teacher is an active member of the school community. Over the course of my career, I have been a member of many school and district-wide committees including the Science National Honor Society mentor, BEHS governance member, and the district CIIC champion team member, attending the Summer Climate Camp. I am currently a member of the BEHS Climate and Culture committee where we continuously collaborate to improve our school for faculty, staff, and students. I am a member of the Crisis team where we work to review procedures to ensure a safe and secure school.

Over the past 12 years, I have worked to surround myself with like-minded individuals who embrace change and also have a growth mindset. I want to be that positive influence and role model for new educators. I believe working as a mentor and cooperating teacher will improve my teaching practice.

Respectfully,  
Erin Meyer

*Erin Meyer*

Feb 16, 2023

To TEAM Mentor Committee,

My name is Kathleen Stailey. I am the K-5 PE teacher at Ivy Drive School. This is the 4th year I have been an educator in the Bristol Public Schools and my 15th year total. I have taught pre-k students up to 8th graders. I want to be trained to be a TEAM mentor/cooperating teacher because I believe that I have a lot to offer a new physical educator. I still remember my cooperating teachers from my student teaching experience. There were lots of questions that I had about what it was like to really be a PE teacher day in and day out, year after year. I had 2 different placements and it was beneficial for me to be able to get two different answers. I think my experience working in three different schools/systems and multiple grade levels gives me a background of best practices that will be beneficial for any PE teacher in any school system.

One qualification that I have to bring to a student teacher/mentee is my ability to work cooperatively as a team member to aid the professional growth of a student or beginning teacher. My current schedule has me teaching alone for 4 days of the week with a colleague coming into my school to teach with me 1 day a week. When my colleague comes, we are constantly in communication with each other about the plans for the day, who will take the lead of what part of the lesson, and after each class we will discuss how things went and how we can change for the next class if needed. I have learned to be honest with my thoughts in a respectful way, and be able to offer ideas and thoughts to be able to enhance our lessons. This quality is very important to work with a student teacher/mentee as there needs to be constant communication and an exchange of ideas going both ways.

Another qualification I can bring to a student teacher/mentor is the ability to be reflective and the ability to talk about the art of teaching. I believe that teaching physical education is a unique task. There are best teaching practices that are important but it is also an ever changing environment with lots of moving parts. I believe modeling the practice of reflecting after each class and changing things that need to be changed at any time is very important. I am able to model changing a lesson mid lesson that is not going well, pivoting the activity to be able to meet the learning target and communicating how and why I made the changes I did.

I am involved in different activities inside and outside of school that also makes me a well rounded physical educator. I am a member of CTAHPERD (Connecticut Alliance of Health, Physical Education, Recreation, and Dance) and attend yearly professional development opportunities. I organize and run Jump Rope for Heart for our school community. I am a member of our school climate team and attended Climate camp this past summer. I was the lead member of the elementary physical education curriculum team that wrote and submitted our PE and health curriculum last school year. These experiences have let me work with different educators across the district and the state. I have learned so much about effective teaching and how to add elements to my lessons to make them highly effective and engaging for all students. I would be honored to be able to share these experiences with a student teacher/mentee.

In closing, I have all of the qualifications that are needed to mentor a student teacher/beginning teacher. I know what a physical educator has to deal with on a daily basis. I am able to communicate and model these confidently. I look forward to the opportunity to be trained to be a TEAM mentor.

Kathleen Stailey

2/23/2023

To whom it may concern,

I'm writing this letter to state my interest in being trained as a mentor/cooperating teacher for Bristol Public Schools. I know how important my mentor was to me as a new teacher and the support I was given was immensely helpful in shaping me into the educator I am today. I wish to support new educators/student teachers as I have been supported. I feel that this program is vital to creating strong, successful Bristol educators and I can't wait to work collaboratively. After reviewing the job summary and discussing with other Bristol TEAM mentors, I believe I am a qualified candidate.

I have taught in Bristol for 8 years and believe that I am qualified to aid educators in being successful in their new career. I have worked closely with multiple student interns and supported them in accomplishing their goal of becoming an educator. I have also supported multiple teammates in navigating their new roles as educators. I strive to be both a leader and a cooperative teammate within my third grade team. I am on the South Side SLT and work closely with my administration to provide professional development for my school on equity and engagement.

I am a lifelong learner and have recently received my graduate degree in Literacy Instruction. I am always willing to engage in continuous professional learning to impact instruction and student growth. For example, I implemented a new educational practice using vertical learning spaces and randomized grouping to optimize student discourse and collaboration between peers during IM lessons. I then worked with my team to help them implement this new learning in their classrooms.

I am able to offer years of experience in both third and fifth grade, as well as working with students across the school in Enrichment and science activities. I am the school Enrichment coach and the science leader. I work closely with the Enrichment students running the Odyssey of the Mind program, Chess Club, and Invention Convention. Each year I lead the South Side STEAM Day committee where I work closely with a team of staff members to provide STEAM Day activities and lessons for the entire school.

In addition to the above qualifications, I have an excellent combination of communication and listening skills to support new teachers as they traverse their role as an educator (or student teacher) in Bristol. I am confident that I will be able to provide a student or beginning teacher with the knowledge and skills to be successful in this career.

Thank you for considering my application as a TEAM mentor teacher.

Leandra Feron  
South Side School  
Third Grade

Terry Grant  
Greene-Hills School K-8, Grade 8 Science

February 3, 2023

To Whom It May Concern:

My name is Terry Grant and for the past twenty two years I have been a teacher in Bristol, Connecticut. Through the course of my career, I have taught at both the elementary and middle school levels, while also holding certificates for high school science courses and administration. As I look towards the final ten to fifteen years of my teaching career, I believe it is time to pass on what I have learned to future teachers. There may not always be a Mr. Grant in the building, but I like to believe some of the legacy I have created will continue on through what I have taught a beginning teacher.

Besides knowledge of instructional practices and student interactions, I offer a lot of insight to a beginning teacher. Following the HQI Live model of observations, I have very specific teaching points and instructional purposes in my classroom. Holding a "press conference" post observation is a fantastic method for both a student teacher and a mentor teacher to discuss the intentional moves during a lesson. This was something I learned at an optional professional development opportunity over the summer and I am always seeking new professional development opportunities to enhance my teaching practice.

I can also help a new teacher plan their lessons. All of my lesson plans follow the pacing guide as outlined by the science department as well as the targeted priority strands. I invented my own Google Forms lesson plan builder around both the identified target for the lesson and the next target in the sequence so that I always know where the lesson is and where it is going. Student norms and success criteria are used throughout my classes with a focus on student engagement. Rarely will a lesson plan feature the teacher directly teaching from the board, but rather students engaged in group talk or demonstrating their mastery of the learning target for the lesson. It is important for a beginning teacher to see this method of instruction modeled and be able to practice it. Student engagement and success criteria is at the forefront of best practices in schools and a beginning teacher would be well prepared for this instructional model after their time working with me.

Over the years I have worked on several committees and teams. Presently, I am the Greene-Hills School Gifted Coach and Science Department Coordinator. Through these roles, I work with other teachers throughout the city while also planning activities within the building. I also serve on the School Leadership Team and am an active member on our Grade 8 team. Schools are teams of people working together, whether it be teachers, administrators, parents or students. We all work together collectively to ensure that our students are successful, no exceptions.

This is what I offer to a student teacher or beginning teacher and why I should be selected for the TEAM Mentor/Coach training program.

Sincerely,  
Terry Grant  
Lesson Plan Rubric



**Bristol Public Schools**  
**Field Trip Request Form for Travel**  
**Outside the Continental United States**  
Page 1 of 2

All field trips outside of the Continental United States must be approved by the Board of Education. The following information must be presented to the BOE no less than 6 months prior to the date of the proposed trip. The Superintendent and building principal will be provided with a final list of student participants, hotels and flight arrangements one month prior to departure.

<b>Name of School:</b>	Bristol Central High School		
<b>Date of Request:</b>	February 2023		
<b>Trip Destination:</b>	La Queue les Yvelines, France		
<b>Proposed Dates:</b>	February 23 - March 2 , 2024		
<b>Approx. # Students:</b>	20-25		
<b>Grade Levels:</b>	9-12		
<b>Requesting Teacher(s):</b>	<a href="#">Anya Rochester</a>		
<b>Chaperones</b>	1. <a href="#">Kelly MONAHAN-DINOIA</a>	4	
	2. Steve Troche or Ryan Padden	5.	
	3.	6.	
	<i>If more teachers/chaperones are required, please attach a list on a separate piece of paper.</i>		
<b>Transportation</b>	• Bus	• Train	• Plane
	• Other:		
<b>Lodging</b>	• Hotel/Motel	• Private Homes	• Other:
<b>Name of Travel Agency</b>			
<b>Total Estimated Budget</b>	20 students and 2 chaperones - \$55,000		
<b>Total Estimated Cost to Student</b>	approximately \$2,600 each (airline ticket price will determine the final cost)		
<b>Fundraising</b>	<b>Are fund raising activities planned?</b>	Yes	No
	<b>Please describe:</b>		

**Proposed Itinerary:** Please write a brief narrative explaining the purpose and educational value of the proposed trip.

**Please attach a copy of the full brochure from the travel agency.**



Bristol Public Schools  
**Field Trip Request Form**  
(Use for all Field Trips)  
Page 1 of 2

Name of School	Bristol Central High School	
Date of Request	February 2023	
Type of Trip (Check one)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Curriculum-based</li> <li><input checked="" type="checkbox"/> <b>Enrichment</b></li> <li><input type="checkbox"/> Recreational</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Athletic</li> <li><input type="checkbox"/> Other</li> </ul>
Trip Destination:	La Queue les Yvelines, France	
Proposed Dates:	February 23 - March 2 , 2024	
Number of Students participating (approximately):	20-25	
Grade level of students: 9-12	Team (when applicable):	
Name of teacher(s) making request: Anya Rochester		
Number and names of chaperones:		
1. Anya Rochester 860-680-1401	2. Kelly Monahan-DiNoia 860-202-4645	
3. <a href="#">Steve Troche</a> 860-716-8561 or Ryan Padden 860-919-9833	4.	
5.	6.	
7.	8.	
<i>If more teachers or chaperones are required, please attach list on a separate piece of paper.</i>		
Transportation:	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Bus</b></li> <li><input type="checkbox"/> Train</li> <li><input checked="" type="checkbox"/> <b>Plane</b></li> <li><input type="checkbox"/> Car</li> <li><input type="checkbox"/> Other</li> </ul>	
Estimated Total Budget:	20 students and 2 chaperones - \$55,000	
Estimated Cost to student:	approximately \$2,600 each (airline ticket price will determine the final cost)	
Are fund-raising activities planned? <ul style="list-style-type: none"><li><input type="checkbox"/> Yes (please describe)</li><li><input checked="" type="checkbox"/> <b>No</b></li></ul>	Description of fund-raising activities	
Please describe if/how lunch or snacks will be provided to students on the trip so that the school is aware of potential dietary needs.	Students will be primarily fed by their host families in France. These families will provide breakfast, a lunch to go and dinner each day of our stay.	
Reviewed Field trip plan and proposed student list with the school nurse on _____ (See signed School Health Field Trip Approval Form)		
Plan and Educational Rationale: (Attach a detailed plan for the proposed trip with a separate statement that describes the importance of the trip to the student's classroom education and the district's specific curricular focus for those children.)		

I have read the DISTRICT GUIDELINES FOR PLANNING PUPIL FIELD TRIPS, and I hereby request approval to plan a school-sponsored trip.

Name of Requester: Anya Rochester

Date: February 28, 2024



Bristol Public Schools  
**Field Trip Request Form**  
Page 2 of 2

**FOR OVERNIGHT and/or OUT OF STATE TRIPS ONLY:**

<b>What comparable educational experience is available in the Bristol area?</b>	
None	
<b>Proposed dates:</b>	February 23 - March 2 , 2024
<b>Proposed lodging information:</b>	Students will be hosted by French families whose children attend Lycée Jean Monnet in La Queue les Yvelines, France.

**APPROVALS**

Approval Needed	Timeline	From	Signature	Date
<b>Day Field Trip</b>	<b>4 weeks before</b>	Principal		
		Superintendent		
<b>APPROVAL FOR PLANNING OF:</b> Overnight OR Out of state OR Out of country trip	<b>12 weeks before</b>	Principal		
		Superintendent		
<b>FINAL APPROVAL FOR:</b> Overnight OR Out of state OR Out of country trip	<b>4 weeks before</b>	Principal		
		Superintendent		

**FOR TRIPS OUTSIDE OF THE CONTINENTAL U.S. ONLY:**

*Please attach the approval of Exhibit A - Field Trip Request Form for Travel Outside the Continental United States*

## Trip to France: Anticipated Expenses (based on 20 paying students)

Category	Cost	Final Cost	Total Cost
1. Bus to and from airport	\$1,200 X 2	\$2,400	\$2,400
2. Airfare with fees and taxes	\$1,200 (x22)	\$26,400	\$28,800
3. Excursions in France (estimated based on prices two years ago); includes tips	\$750 per person (x22)	\$16,500	\$45,300
4. Emergency fund	\$130 per person (x22)	\$2,860	\$48,160
5. Travel insurance	\$200 per person (x22)	\$5,000	\$53,160
<b>TOTAL COST</b>			<b>\$54,700</b>
<b>Divided by 20 students</b>	<b>\$2,658</b>		
*Extra money built in for flight or unexpected expenses; if it is not needed, it will be refunded as it has been in the past.			

### Proposal for an Exchange: BCHS and BEHS and the Lycée Jean Monnet in La Queue-lez-Yvelines, France

As part of our ongoing efforts to broaden the horizons of our students, as well as meet the national, state and curricular standards of world language learning, we hope to continue the exchange between BCHS and the students of the Lycée Jean Monnet that is currently in its fifth cycle (tenth year). It is important to note that our exchange programs make us more competitive with surrounding towns that offer more years of language study and similar programs. This field trip also allows us to provide similar real-world experiences that other disciplines at BCHS do in more local field trips to learn about careers and real-world application of content knowledge. Immersing students in French culture and helping them to interact with our rapidly-changing world helps them to begin to navigate our planet as global citizens who must have twenty-first century skills in order to be successful after high school.

The French teachers and students came to stay with us in March of 2018, continuing a joint exchange program that was created under the guidance of former Bristol teacher, Dorothy Raviele. They were housed by Bristol families and attended classes with their correspondents.

The French students took trips to Boston, New York, Yale, and Mystic. BCHS and BEHS students joined the French students on a visit to Ellis Island and the 9/11 Memorial, an experience that would be repeated in France with the French students accompanying BC students on the Normandy excursion. In February of 2024, we hope to allow our students a similar experience in France. Students will be staying in the homes of the students chosen by M. Gaël Manescau, my colleague in France who has been running this exchange program since its inception in the early 2000s. They will attend classes and participate in excursions to Paris, Normandy, and Versailles. My colleague in France and I will plan the excursions and the cost of food and housing will be borne by the host families.

The dates of our proposed journey are from February 23 - March 2 , 2024 Students going to France will have no serious disciplinary issues and must have good attendance. They must be enrolled in French.

EXCHANGE WITH THE LYCÉE JEAN MONNET – BRISTOL CENTRAL HIGH SCHOOL AND BRISTOL EASTERN HIGH SCHOOL

Chaperone Contact Information:

Anya Rochester  
Kelly Monahan-DiNoia

Day 1 Arrival Coach bus to le lycée. Arrive at le lycée Jean Monnet

*Weekend with families*

Day 2 School welcome: breakfast + welcome by Principal and/or Assistant Principal + Guided tour of school + Classes with French students until 5:30 p.m. (Lunch with French hosts)

Night time (*Pot luck supper*) at the high school - French families provide food, drink, and entertainment.

Day 3 Full day in Paris (1) (French hosts pack lunch)

Leave from train station Montfort at 8:25 a.m. (arrive 9:02 a.m. at Paris-Montparnasse)

- Morning: Eiffel Tower (10:30), Bateaux mouches (cruise on the Seine)
- Afternoon: Montmartre, Arc de Triomphe, Place de la Concorde,

Champs-Élysées, the Catacombes.

- Evening: dinner and late afternoon in Paris.

Return at 9:41 p.m. at Garancières (train leaves at 8:58 p.m. at Paris-Montparnasse)

Day 4: Full day Normandy French+Americans (French hosts pack lunch)

Leave school in a coach bus at 6:00 a.m.

- Morning: Visit the Mémorial de Caen + Arromanches (lunch at Arromanches).
- Afternoon (1.30 pm): Visit the American cemetery (Colleville-Sur-Mer) + Pointe

du Hoc.

Return to the school around 8:30 p.m.

Day 5: Full day in Paris (2) (French hosts pack lunch)

Leave from train station Montfort at 8:25 a.m. (arrive 9:02 a.m. at Paris-Montparnasse)

- Morning: Visit to the Louvre Museum. Lunch in the Tuileries garden.
- Afternoon: Notre-Dame de Paris (subject to change), le Quartier Latin, souvenir

shopping/free time

Day 6: Versailles and gardens and Parly II (Subject to change - Parly II may be replaced with something else - will engage in student discussion to determine).

# 2023 - 2024 District Calendar



Teach and Learn with  
Passion and Purpose

AUGUST							1
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	TMD	PDD	PDD	31			

SEPTEMBER							20
S	M	T	W	T	F	S	
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17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

OCTOBER							21
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22	23	24	25	26	27	28	
29	30	31					

NOVEMBER							18
S	M	T	W	T	F	S	
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5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

DECEMBER							16
S	M	T	W	T	F	S	
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17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

JANUARY							20
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7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

EXPLANATION OF DATES		
Aug.	28	Teacher Meeting Day
Aug.	29 & 30	Teacher Professional Development Days
Aug.	31	First Day of School
Sep.	4	Labor Day - No School
Oct.	9	Indigenous People Day/Columbus Day - No School
Oct.		PDD - Shortened Day: 9-12 only PSAT Administration
Nov.	7	Professional Development Day - No School
Nov.	10	Veterans Day - No School
Nov.	22	Thanksgiving Recess - Shortened Day All
Nov.	23 & 24	Thanksgiving Recess - No School
Dec.	22	Holiday Recess - Shortened Day All
Dec./Jan.	25 - 2	Holiday Recess - No School
Jan.	1	New Years Day Observance - No School
Jan.	15	Martin Luther King Jr. Day - No School
Feb.	19	Presidents' Day - No School
Feb.	20	Vacation Day - No School
Mar	29	Good Friday - No School
April	8-12	Spring Break - No School
May	27	Memorial Day - No School
June	11	Projected Last Day of School

Parent Conference Days: Shortened Days		
Elem:	October	(Snow Date: Nov.)
	March	(Snow Date: April)
K-8:	October	(Snow Date: Nov.)
	March	(Snow Date: April)
MS:	October	(Snow Date: Nov.)
	March	(Snow Date: April)
HS:	October	(Snow Date: Nov.)
	March	(Snow Date: April)

Shortened Days Not Listed Above
Elementary, K-8 and Middle School - Last 3 days of school
High School - Midterms on the 88-91st school days;
Final Exams - Last five days of school

Emergency Days
Students must attend school 181 days. With no snow days the last day of school will be <b>June 11th</b> . Each snow day will advance the last day of school forward to no later than June 30.

FEBRUARY							19
S	M	T	W	T	F	S	
				1	2	3	
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11	12	13	14	15	16	17	
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MARCH							20
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APRIL							17
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MAY							22
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26	27	28	29	30	31		

JUNE							7
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23	24	25	26	27	28	29	
30							

Total Days of School: 181
No School
Shortened Day - All
Shortened Day - 9-12 only

# 2024 - 2025 District Calendar



Teach and Learn with  
Passion and Purpose

AUGUST						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	TMD	PDD	PDD	OFF	31

SEPTEMBER							20
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29	30						

OCTOBER							22
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NOVEMBER							17
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DECEMBER							16
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22	23	24	25	26	27	28	
29	30	31					

JANUARY							21
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12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

EXPLANATION OF DATES:		
Aug.	27	Teacher Meeting Day
Aug.	28 & 29	Teacher Professional Development Days
Sep.	2	Labor Day - No School
Sept.	3	First Day of School
Oct.	14	Indigenous People Day/Columbus Day - No School
Oct.		PDD - Shortened Day: 9-12 only PSAT Administration
Nov.	5	Professional Development Day - No School
Nov.	11	Veterans Day - No School
Nov.	27	Thanksgiving Recess - Shortened Day All
Nov.	28 & 29	Thanksgiving Recess - No School
Dec.	23	Holiday Recess - Shortened Day
Dec./Jan.	24-1	Holiday Recess - No School
Jan.	1	New Years Day Observance - No School
Jan.	20	Martin Luther King Jr. Day - No School
Feb.	17	Presidents' Day - No School
Feb.	18	Vacation Day - No School
April	18	Good Friday - No School
April	14-18	Spring Break - No School
May	26	Memorial Day - No School
June	11	Projected Last Day of School

Parent Conference Days: Shortened Days		
Elem:	October	(Snow Date: Nov. )
	March	(Snow Date: April)
K-8:	October	(Snow Date: Nov. )
	March	(Snow Date: April )
MS:	October	(Snow Date: Nov. )
	March	(Snow Date: April )
HS:	October	(Snow Date: Nov. )
	March	(Snow Date: April )

Shortened Days Not Listed Above
Elementary, K-8 and Middle School - Last 3 days of school
High School - Midterms on the 88-91st school days; Final Exams - Last five days of school

Emergency Days:
Students must attend school 181 days. With no snow days the last day of school will be <b>June 11th</b> . Each snow day will advance the last day of school forward to no later than June 30.

FEBRUARY							18
S	M	T	W	T	F	S	
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MARCH							21
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30	31						

APRIL							17
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27	28	29	30				

MAY							21
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18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JUNE							8
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8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Total Days of School: 181
No School
Shortened Day - All
Shortened Day - 9-12 only



## 2023-2024

### PARENT CONFERENCE SCHEDULE-DRAFT!!!!

	CONFERENCE DATES	CONFERENCE SNOW DATES
<b>ELEMENTARY SCHEDULE</b>		
FALL	Wednesday, October 25, 2023 Thursday, October 26, 2023 Friday, October 27, 2023 (Afternoon conferences)	Thursday, November 9, 2023
SPRING	Wednesday, March 20, 2024 Thursday, March 21, 2024 Friday, March 22, 2024	Thursday, April 4, 2024
<b>K-8 SCHEDULE</b>		
FALL	Wednesday, October 25, 2023 Thursday, October 26, 2023 Friday, October 27, 2023 (Afternoon conferences)	Thursday, November 9, 2023
SPRING	Wednesday, March 20, 2024 Thursday, March 21, 2024 Friday, March 22, 2024	Thursday, April 4, 2024
<b>MIDDLE SCHEDULE</b>		
FALL	Tuesday, October 24, 2023 Wednesday, October 25, 2023 Thursday, October 26, 2023 Friday, October 27, 2023 (Afternoon conferences)	Thursday, November 9, 2023
SPRING	Wednesday, March 20, 2024 Thursday, March 21, 2024	Thursday, April 4, 2024
<b>HIGH SCHOOL SCHEDULE</b>		
FALL	Tuesday, October 10, 2023 Wednesday, October 11, 2023 Thursday, October 12, 2023	Thursday, November 9, 2023
SPRING	Thursday, March 7, 2024	Thursday, April 4, 2024



## 2023-2024 MARKING PERIOD SCHEDULE DRAFT

ELEMENTARY			
Marking Period Ends		# Days in Marking Period	Date for Issuance of Report Card
1 <sup>st</sup> marking period	December 1, 2023	61	December 15, 2023
2 <sup>nd</sup> marking period	March 8, 2024	60	March 22, 2024 or during conferences
3 <sup>rd</sup> marking period	Last day of school	60	Last day of school
K-8 AND MIDDLE SCHOOL			
Marking Period Ends		# Days in Marking Period	
1 <sup>st</sup> marking period	December 1, 2023	61	
2 <sup>nd</sup> marking period	March 8, 2024	60	
3 <sup>rd</sup> marking period	Last day of school	60	
HIGH SCHOOL			
Marking Period Ends		# Days in Marking Period	
1 <sup>st</sup> marking period	November 1, 2023	43	
2 <sup>nd</sup> marking period	January 18, 2024	44	
Midterm Exams	January 19-24, 2024	4	
3 <sup>rd</sup> marking period	March 27, 2024	43	
Final Exams	June 5-10, 2024	4	
4 <sup>th</sup> marking period	Last day of school	44	



## 2024-2025

### PARENT CONFERENCE SCHEDULE-DRAFT

	CONFERENCE DATES	CONFERENCE SNOW DATES
<b>ELEMENTARY SCHEDULE</b>		
FALL	Wednesday, October 23, 2024 Thursday, October 24, 2024 Friday, October 25, 2024 (Afternoon conferences)	Thursday, November 7, 2024
SPRING	Wednesday, March 19, 2025 Thursday, March 20, 2025 Friday, March 21, 2025	Thursday, April 3, 2025
<b>K-8 SCHEDULE</b>		
FALL	Wednesday, October 23, 2024 Thursday, October 24, 2024 Friday, October 25, 2024 (Afternoon conferences)	Thursday, November 7, 2024
SPRING	Wednesday, March 19, 2025 Thursday, March 20, 2025 Friday, March 21, 2025	Thursday, April 3, 2025
<b>MIDDLE SCHEDULE</b>		
FALL	Tuesday, October 22, 2024 Wednesday, October 23, 2024 Thursday, October 24, 2024 Friday, October 25, 2024 (Afternoon conferences)	Thursday, November 7, 2024
SPRING	Wednesday, March 19, 2025 Thursday, March 20, 2025 Friday, March 21, 2025	Thursday, April 3, 2025
<b>HIGH SCHOOL SCHEDULE</b>		
FALL	Tuesday, October 15, 2024 Wednesday, October 16, 2024 Thursday, October 17, 2024	Thursday, November 7, 2024
SPRING	Thursday, March 6, 2025	Thursday, April 3, 2025



## 2023-2024 MARKING PERIOD SCHEDULE DRAFT

ELEMENTARY			
Marking Period Ends		# Days in Marking Period	Date for Issuance of Report Card
1 <sup>st</sup> marking period	December 3, 2024	61	December 16, 2024
2 <sup>nd</sup> marking period	March 11, 2025	60	March 24, 2025 or during conferences
3 <sup>rd</sup> marking period	Last day of school	60	Last day of school
K-8 AND MIDDLE SCHOOL			
Marking Period Ends		# Days in Marking Period	
1 <sup>st</sup> marking period	December 3, 2024	61	
2 <sup>nd</sup> marking period	March 11, 2025	60	
3 <sup>rd</sup> marking period	Last day of school	60	
HIGH SCHOOL			
Marking Period Ends		# Days in Marking Period	
1 <sup>st</sup> marking period	November 4, 2024	43	
2 <sup>nd</sup> marking period	January 20, 2025	44	
Midterm Exams	January 21-24, 2025	4	
3 <sup>rd</sup> marking period	March 28, 2025	43	
Final Exams	June 5-10, 2025	4	
4 <sup>th</sup> marking period	Last day of school	44	

## Community Relations

### Smoke Free Environment

#### Students

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings, and all school property, both inside and outside and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices (e-cigarettes) or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

#### Definitions

**Electronic nicotine delivery system** means an electronic device used in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

**Liquid nicotine container** means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except “liquid nicotine container” does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

**Vapor product** means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson.

Breaks by employees to smoke or use tobacco products are considered recreational activities. If an employee takes a break from work to smoke or use tobacco products or leaves school grounds at any time for any reason other than District business, including to smoke or use tobacco products, He/she will not be considered to be acting within the normal course and scope of employment.

An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

#### Staff and Public

An ongoing program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes is prohibited by state law.

(cf. [1120](#) Board of Education Meetings)

(cf. [1330](#) Use of School Facilities)

(cf. 4118.231/4218.231 Employee Smoking, Drinking, and Use of Drugs on School Premises)

(cf. [5131.6](#) Drugs, Tobacco, and Alcohol)

Legal Reference: Connecticut General Statutes

[10-233a\(h\)](#) Definitions, “School-sponsored activity”

[19a-342](#) Smoking prohibited in certain places. Signs required. Penalties. (as amended by PA 19-13)

[21a-242](#) Schedules of controlled substances.

P.A. 14-76 An Act Concerning the Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products

P.L. 107-110, Section 4303, “Non-smoking Policy for Children’s Services”

20 U.S.C. 7181-7184 The Pro Children Act of 2001, PL 107-110, 115 Stat 1174

**Policy adopted:**

## **Community Relations**

### **Fire Department**

Members of the Volunteer Fire Department and the Town Fire Marshall play a vital role in the school safety program. The Superintendent of Schools and administrative staff shall have the following responsibilities:

1. Establish and maintain relationships with the local Fire Marshall and Fire Departments.
2. Work with the faculty in determining the nature and timing of the Department's participation in the school program.
3. Coordinate and supervise planned activities.

As necessary or appropriate administrators shall seek the advice and cooperation of the Fire Marshall and Fire Department in :

1. Planning and conduct of fire drills.
2. Fire prevention education.
3. First aid, especially in fire related incidents.
4. Conforming to state and local fire codes.

(cf. [6114](#) Emergencies and Disaster Preparedness)

Policy adopted: