

## Regular Board of Education Meeting

Wednesday, October 7, 2020 7:00 PM

High School Auditorium\* \*All attendees must wear face masks and maintain social distance.

This meeting is also available via Zoom. See the Granby Public Schools' website for details.

### I. Administrative Reports

#### A. Chairman's Corner (5 min.)

**Rationale:** Ms. Melissa Migliaccio, Board Chair, will share opening remarks.

#### B. Superintendent's Announcements (5 min.)

**Rationale:** Dr. Jordan Grossman, Superintendent, will provide district updates.

#### C. Student Representative Reports (5 min.)

**Rationale:** Mr. Jack DeGray and Mr. Jacob Scotto, Student Representatives, will report on activities taking place at the high school.

#### D. Schools in the Spotlight (15 min.)

**Goals:** *Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.*

**Rationale:** Ms. Mindy Shilansky, High School Music Teacher, along with Nick Boyd, Grade 12, will present on GMHS music instruction in the time of COVID.

#### E. Secondary School Improvement Plans (20 min.)

**Goals:** *Professional Learning: Develop the instructional skills and strategies of our teaching staff through ongoing, meaningful and systemic professional learning opportunities., Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.*

**Attachments:**

GMHS School Improvement Plan 2020-21

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GMMS School Improvement Plan 2020-2021

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**Rationale:**

Mr. Michael Dunn, High School Principal, and Mr. Taylor Wrye, Middle School Principal, will present their respective School Improvement Plans for the 2020-2021 school year.

### II. Public Comment

**Rationale:** Granby community engagement and attendance at BOE public meetings is welcomed. The Public Comment segment of the meeting agenda is set aside so the BOE may receive public comments. Procedurally, public remarks will be limited to about 5 minutes and citizens will be asked to identify themselves. Because the BOE is limited by the Freedom of Information Act to discussing only matters on the agenda, the BOE is not permitted to engage in a discussion of the comments presented.

### III. Consent Agenda (5 min.)

#### A. Minutes

**Attachments:**

Approved Minutes 9-16-20

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Approved BOE Retreat Minutes 9-30-20

19

**Rationale:** The Board will approve/amend the minutes of the September 16, 2020 Board of Education meeting and the September 30, 2020 Board of Education Retreat.

### IV. Old Business

**A. Second Reading and Approval of Policy 6172.3 - Homeschooling (5 min.)**

*Goals: Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

**Attachments:**

Draft Policy 6172.3 - Homeschooling 20

**Rationale:** The Curriculum/Policy/Technology/Communications recommends Policy 6172.3, Homeschooling, to the Board for a second reading and approval.

**B. Second Reading and Approval of Revised Policy 4118.237/4218.237/5141.8, Face Masks/Coverings (5 min.)**

*Goals: Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

**Attachments:**

Revised Draft Policy 4118.237 - Face Masks 23

**Rationale:** The Curriculum/Policy/Technology/Communications Subcommittee recommends Policy 4118.237/ 4218.237/5141.8 Face Masks/Coverings, as amended, to the Board for a second reading and approval.

**C. Update on Anti-Bias/Anti-Racism Plan (20 min.)**

**Attachments:**

Granby Equity Team’s Action Plan to Support Anti-Bias and Anti-Racism 25

**Rationale:**

Ms. Jennifer Parsons, Assistant Superintendent, will update the Board on the work of the Granby Equity Team as it relates to anti-bias/anti-racism.

**V. New Business**

**Rationale:** There is no New Business to report.

**VI. Miscellaneous (20 min.)**

**A. Board Standing Committee Reports**

**1. Curriculum/Policy/Technology/Communication**

**Attachments:**

Curriculum SC Minutes 9-16-20 32

**2. Finance/Personnel/Facilities**

**Attachments:**

Approved Finance SC Minutes 8-18-20 33

**B. Other Board-Related Reports**

**1. CREC/CABE**

**2. Granby Education Foundation**

**C. Calendar of Events**

**D. Board Member Announcements**

**E. Action Items**

**VII. Executive Session/Non-Meeting**



Granby Memorial High School

School Improvement Plan 2020-2021



## Granby Public Schools

Vision, Mission, Achievement Goal, Learning Principles, Theory of Action



**Vision:** Every student educated in the Granby Public Schools will graduate on time, prepared for 21<sup>st</sup> Century Citizenship.

**Mission:** All students will become powerful thinkers, effective collaborators, and compassionate contributors in preparation for success in a dynamic, interdependent world.

### Achievement Goal:

Students will demonstrate powerful thinking by systemically solving problems through analyzing and synthesizing information and articulating/defending a position.

### Learning Principles:

*Reflect our district's beliefs and values and describe the non-negotiable conditions required in every learning environment that are a guaranteed right for every student. These conditions constitute effective teaching and serve as guiding principles to which staff and students are held accountable.*

Students learn best when teachers provide opportunities for them to:

- Contribute to the creation of a positive, safe and supportive learning environment that personalizes learning, celebrates growth and fosters risk-taking, collaboration, discourse, and questioning;
- Take ownership and responsibility for their learning by setting and accomplishing personal learning goals and monitoring their growth by self-assessing, reflecting and applying meaningful and timely feedback;
- Have choices, engage in exploration and practice and demonstrate perseverance;
- Engage in authentic, real-world and relevant tasks that challenge them to demonstrate their understanding in varied and meaningful ways;
- Build upon prior knowledge, make connections and transfer learning to new situations; and,
- Understand clearly defined learning objectives that represent big ideas and that teachers model and structure to foster independence.

### Theory of Action:

We know teacher quality has the greatest impact on increasing student learning.

Therefore, if students are providing access to highly effective teachers who also develop caring responsive relationships, *AND* if the structures and culture of professional learning communities are used to support high expectations for student learning and improve instruction through the use of:

- standards-based curriculum,
- data driven decision making
- effective teaching strategies,
- ongoing monitoring, and
- flexible time for struggling learners,

*THEN* we will meet the needs of all learners and all students will achieve at high levels.

### 2014-2019 Board of Education Goals

*The 2014-2019 five-year Board of Education goals to support the district's vision, mission and achievement goal:*

1. *Provide a rigorous and diverse 21<sup>st</sup> Century Curriculum.*
2. *Invest in the professional capital of the staff.*
3. *Develop an operational plan that ensures continued success in an environment of declining enrollment.*
4. *Promote positive engagement and communication with the community.*
5. *Explore opportunities for alternative revenue sources.*
6. *Influence local and state educational policy.*

Granby Memorial High School

**Vision, Mission & District Achievement Goal**

**Goal:** *Continue to improve systems and practices to maximize equitable opportunities for all students.*

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
1. Work with consultants to increase staff capacity to facilitate meaningful student dialogue including through acknowledging others' views	CT Ctr for School Change, Bridges Program, Faculty	August and October PD and ongoing	CCSC coaching, NCCJ Bridges Partnership, Meeting time	Improved practices, student survey measures
2. Engage staff in school-based implementation of Granby Equity Team actions including E3s and stakeholder surveys	Granby Equity Team, CCSC CoachGM, HS Equity Network, School Leadership Team, Faculty	Ongoing	Granby Equity Team, CCSC coaching, Meeting time	Student and staff survey measures
3. Provide training to increase staff capacity to create trauma-informed and socially-emotionally responsive classrooms and school environment	Social workers and school psychologists, consultants, teachers	August and November PD and ongoing	Meeting times, consultant technical assistance	Student and family surveys and SLOs gauging improvements in communication/engagement with families
4. Continue to enlist staff in increasing enrollment and support of minority students in college level courses	Counselors, School Leadership Team, OC Social Worker and Teachers	Fall prior to winter course enrollments	Meeting times	Increase % of minority students in AP, ECE, CCP
5. Include multiple stakeholder inputs in GMHS Building Project process and related career programming development	Building committee, Assistant Superintendent, department leaders	Ongoing through committee process	Meeting times, career programming consultation	Career programming plan, inclusive building plan

Granby Memorial High School

**Student Achievement**

**Goal:** *All students will meet GMHS Learning Expectations as measured by departmental and standardized assessments including increasing % of juniors meeting benchmark between fall 2020 PSAT and spring 2021 CT SAT*

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
1. Deepen departmental focus on teaching, measuring and reporting GMHS Learning Expectations (supporting arguments with evidence, effectively addressing counterclaims, closely reading complex texts, persevering in problem solving)	Department leaders, departments, PLC teams	October and ongoing	School Leadership, department and PLC meeting time	Revised Learning Expectation measures, rubrics and reporting, PLC SMART Goal measures
2. Embed standards/SAT-aligned learning targets and practice into instruction	Teachers, Coaches	Ongoing	PLC time, instructional coaching, College Board resources	Decrease achievement gaps in college-readiness exam benchmarks in Literacy and Math
3. Address NEASC-highlighted need to reduce inconsistencies in grading practices	School Leadership Team, Collaborative Action Team	Fall	Meeting times, resources, current policies	Revised practices and policy
4. Revise SRBI structures and practices to support struggling learners, especially in a remote learning environment	SRBI team, School Leadership Team, PLC teams	Ongoing	SRBI, School Leadership and PLC Meeting time, grading resources	Improved SRBI practices and outcomes.
5. Collaborate with district colleagues to launch a formal process to re-evaluate Core Values, Beliefs and Learning Expectations by articulating a vision of a Granby Public Schools graduate, embedding academic, equity and social/emotional indicators (2 year step)	District Committee	Winter and Spring	Meeting time, exemplars	Vision of the GMHS Graduate draft

Granby Memorial High School

**Instruction**

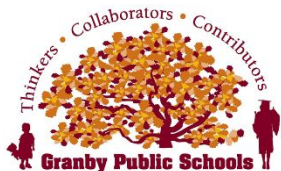
**Goal:** *Refine use of formative assessments of clear learning targets to adjust instruction, including through an online platform.*

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
1. Increase staff capacity to engage students in effective remote/online instruction	Tech support, LMC Specialist, teacher leaders	August and October PD and ongoing	Tech support, software and hardware, meeting time	Improved capacity, "tech toolbox"
2. Continue focus on developing teacher capacity to clarify learning targets and use of formative assessments	Administrators, department leaders, coaches	Ongoing	Meeting time, T-Eval process, coaching	Rounds data, learning target exemplars, T-Eval feedback
3. Continue to develop teacher and team capacity to use formative data, including student work, to inform instructional adjustments	PLCs, coaches	Ongoing	Meeting time, coaching	Formative assessments, data protocols
4. Facilitate comprehensive completion of NEASC Two Year Update Report and implementation of recommendations	Principal, School Leadership Team,	December to submit, ongoing to implement	Meeting time	Completed report and follow up
5. Collaborate with Director of Guidance and School Counseling Department to implement strategic plan	Director of Guidance, School Counselling Department	Ongoing	Meeting time	Plan outcomes



**Granby Memorial Middle School**

**School Improvement Plan 2020-2021**



# Granby Public Schools

Vision, Mission, Achievement Goal, Learning Principles, Theory of Action



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## Vision, Mission, and District Achievement Goals

**Goal:**

Granby Memorial Middle School will strengthen school climate and promote positive school culture through Restorative Practices.

**Theory of Action:**

Acknowledging that school life quality and character directly impact student development, learning, and achievement.

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
All Granby Memorial Middle School staff members will be trained in Restorative Practices	All Staff Members	2020/21	Time / School Climate Consultants	100% of GMMS Employees will attend R.P. training.
Strengthen the Granby Memorial Middle School community by creating and implementing structures, systems, and strategies that increase students' sense of belonging at school	Administration and GMMS Staff	Ongoing	Planning Time	Establishment of School Climate Team that will meet once a quarter.
Create learning opportunities for our community to understand the importance of R.P and our efforts to address Social Emotional Learning (SEL)	Administration, School Climate Team, GMMS Staff	Ongoing	Smore Newsletter Platform / Time	Monthly Communication to GMMS stakeholders
Implement the National School Climate Center's Comprehensive School Climate Inventory (CSCI) Survey.	Administration, National School Climate Center, SCT & CAS	May 2021	Time to take CSCI survey for Students, Parents and Staff / Funds	75% participation rate from Students, Parents, and Staff.

# Student Achievement

**Goal 1:**

To improve Granby Memorial Middle School students' academic performance by creating and implementing a new middle school schedule that provides a comprehensive middle school experience for all students.

**Theory of Action:**

This work strives to improve our students' academic and social/emotional growth by creating an environment that best suits their needs.

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
Establish a Scheduling Committee to create and implement a new middle school schedule for the 21-22 school year.	Administration	Winter 2021	Time	Create a Committee with representatives from multiple stakeholder groups
Collaborate with high performing middle schools throughout New England to research their scheduling models.	Administration, Scheduling Committee	Ongoing	Time, electronic communication	Receive and review at least five to ten schedules to be presented to the scheduling committee.
Evaluate the current course offerings to ensure that the courses are meeting the current needs of our middle school students.	Administration, CAS leaders	Ongoing	Time	Review all the course offerings  Compare courses from other schools to ensure that we are offering the best courses for our students
Seek stakeholder feedback regarding the process of developing and implementing a new schedule	Scheduling Committee	Ongoing	Surveys, electronic communication	Send out surveys to the GMMS community to solicit feedback
Provide regular updates to staff and the community.	Principal, Co-Chair of Scheduling Committee	Ongoing / Monthly	Smore Newsletter Platform / Time	Updates will be provided in the monthly Bear Necessities Newsletter

<p><b>Goal 2:</b> To improve overall student academic performance by increasing the Student Growth Percentile (SGP) with the STAR assessment in the subject areas of English Language Arts and Mathematics.</p> <p><b>Theory of Action:</b> Student Growth Percentiles provide insight on how a student has grown throughout the year regardless of academic achievement level.</p>				
Review STAR data from current and previous years.	CAS leaders, Coaches	Fall 2020	Time, STAR	Review STAR instructional reports in the Fall as a baseline and then meet again throughout the year to analyze and synthesize the results.
Implement Interim Assessments / IAB's throughout the school year.	Teachers	Ongoing	Time, Interim Assessments	Students in each grade level will take the Interim Assessments / IBA at least once a quarter for both ELA and Mathematics
Review best practices in addition to reviewing student work samples.	Coaches, CAS Leaders, Teachers	Ongoing	Time to Collaborate, Student Work & Data.	Teachers will share best practices with Colleagues during times of collaboration
Analyze and refine current practices, structures and programming.	Coaches, CAS Leaders, Teachers	Ongoing	Time	Departments will meet and collaborate best practices during monthly department meetings.

# Instruction

**Goal:**

GMMS staff will expand their knowledge and use of learning technologies.

**Theory of Action:**

Educational technology profoundly affects student achievement by creating an individualized learning environment that meets all students' unique needs.

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
Provide all students with Chromebooks	IT Dept.	Ongoing	Distribution Time / Funds	100% of GMMS students will have a Chromebook
Provide teachers with the necessary hardware and software	IT Dept.	Ongoing	Funds	100% of GMMS teachers will have a laptop in addition to a desktop
Professional Development on Learning Technologies	Administration, CAS, Coaches, Technology Experts	Ongoing	Time	Teachers will attend professional development, staff meetings, and department meetings that are designed to share best practices around learning technologies.
The implementation of Google Classroom in every class that is taught at GMMS	GMMS Staff	Ongoing	Google Apps For Education (GAPE) / Professional Development	100% of GMMS teachers will utilize Google Classroom in their daily instruction.
<a href="#">Incorporate International Society for Technology in Education (ISTE) standards into lesson and unit plans</a>	CAS Leaders, Coaches	Ongoing	ISTE / Time	Teachers review the ISTE standards  Identify units and lessons that are already aligned  Start to align curriculum with the ISTE standards

**Regular Board of Education Meeting – Approved Minutes**  
**September 16, 2020 7:00 p.m.**  
**High School Auditorium**

Present Board Members: Jenny Emery (via Zoom), Mark Fiorentino, Melissa Migliaccio, David Peling, Sarah Thrall, Rosemarie Weber, Brandon Webster (via Zoom), and Jack DeGray and Jacob Scotto (Student Representatives)

Absent Board Members: N/A

Melissa Migliaccio called the meeting to order at 7:03 p.m.

**I.A. Chairman's Corner**

Melissa Migliaccio, Board Chair, shared opening remarks and stated there has been a tremendous amount of resources devoted to the safe reopening of our schools. Thank you to custodians, secretaries, teaching assistants, nurses, and Central Services' staff who have performed the impossible. The culmination of that and our website *Stronger Together* says everything.

**I.B. Superintendent's Announcements**

- Dr. Grossman thanked the public in-person and on-line for attending the meeting tonight.
- The first 11 days of school have gone extremely well. Today's first full in-person day for Kelly Lane and Wells Road also went very well. It was the first full in-person day since March 13<sup>th</sup>. On September 21<sup>st</sup> we will welcome back our middle and high school students.
- Jennifer Parsons, Assistant Superintendent, will take the Board through the metrics from the Farmington Valley Health District (FVHD) which will be involved in any decisions we make for school, school closures, etc.
- Attendance for the full reopening today for Kelly and Wells were as follows: Kelly Lane had a 98.4% (5/311) attendance rate for in-person students and a 94.8% rate (3/58) for remote students; Wells Road had 97.8% (6/279) for in-person and 97% (2/66) for remote students.
- The State of Connecticut is requiring school districts to have an in-person and remote option.
- Last week the final Reopening Task Force Meeting was held. A special thank you to Rosemarie Weber who was a Chair of the Committee.
- Also, a special thank you to the YMCA child care program.
- This evening our Athletic Director, Brian Maltese, will speak about where the district is with athletics and football.
- Open houses will start next week and will run through October 1<sup>st</sup>.
- A reminder that the BOE retreat will be held on September 30<sup>th</sup> from 4-7:30 p.m. Kindly complete two surveys (on Board goals and self-evaluation) by this Friday.
- There will be no school on September 28<sup>th</sup> in observance of the Yom Kippur holiday.
- The next BOE Meeting will be held on October 7<sup>th</sup>.

**I.B. Assistant Superintendent's Report**

Ms. Jennifer Parsons, Assistant Superintendent, stated she collaborates with the FVHD and has a direct line with them on a weekly basis. A document provided by the FVHD was presented and showed the leading indicator in making decisions around school models. The leading indicator is new COVID-19 cases on a 7-day average/100,000 people. This document comes out every Thursday or Friday and states how Granby is doing week-to-week. A low risk level and full reopening is less than 10 cases/100,000 on a 7-day rolling average and currently there are 1.4 cases per 100,000 in the Farmington Valley; there are 3.9 cases in Hartford County; and 3.2 cases in the State of CT for the period August 30-September 5. If the rates creep toward the orange category (10-25 cases/100,000), Granby would be in a true hybrid category. Over 25 cases would indicate full remote learning. The metrics will be reviewed on a weekly basis but the FVHD will be in touch with us on any given day if there are any changes.

Ms. Parsons stated she has also been working with teachers and administrators on the various working models as we may need to pivot at any time into a different model. All learners across the district before coming back to school in-person have had the ability to participate in live synchronous meetings. Additionally, Ms. Parsons has been working with remote teachers and the remote learning coach on scheduling. Technology-wise, work is being done on a suite of tools to offer teachers to support them if they need to move into hybrid or remote learning. Ms. Parsons stated another focus of her work has been policies; meeting with the Wellness Committee around the new food service program; and, meeting with Professional Development and Education Committee to make a recommendation on flexibility provided around teacher evaluation for more informal observations.

#### **I.D. Student Representative Report**

- Ms. Migliaccio extended a warm welcome to Jacob Scotto as our new student BOE representative. Jacob stated he is involved in football, tennis, drama club, and chamber singers.
- Jack DeGray stated his experience is going well at the high school thus far.
- Football, soccer and field hockey are practicing and are happy to be doing so.
- Today in advisory there was a class vote to see if students were happy to go back to school and the consensus was that many students fear going forward in full could put them back to full remote; however, speaking for everyone, Jack stated students are happy to be back in full.

Brandon Webster inquired how the buses are running for students. Dr. Grossman stated some buses have 1-2 students on them, there are others that have up to 7 and today some had 15. We will get a better handle on this by the end of the week for Kelly Lane and Wells Road.

#### **I.E. Business Manager's Report**

Ms. Anna Robbins, Business Manager, presented the June 2020 and July/August 2020 statement of accounts. For FY20, financial results show a return to the town of \$902K. Special education expenses were unfavorable \$106K and regular education expenses were favorable just over \$1M. Salaries and benefits made up 75.93% of the total budget for FY20. Due to the pandemic and the unprecedented move to remote learning in mid-March, nearly every line item showed budgetary savings except for special education out-of-district tuition and general supplies. The over-budget condition in general supplies reflects spending on PPE and other COVID-related expenses which were submitted for the FEMA claim. The Quality and Diversity Fund was favorable \$164K due to savings on magnet school tuitions, after-school activities, transportation, and professional development. Revenue to the town showed a shortfall of \$55K for FY20 which was offset by unfavorable results in the Excess Cost Reimbursement, rental fees and pay-for-participation fees.

For FY21, as of August 31<sup>st</sup>, the BOE shows a negative forecast of \$325K. Special education expenditures were unfavorable \$60K and regular education expenses were unfavorable \$265K. The driving factor for special education is the net change for out-of-district placements. The forecast for regular education is related directly to the return to schoolhouse learning. The personnel line items include the forecast for additional custodial support and bus monitors. There are also projected increases for software, transportation and general supplies. The district received a Care Grant for \$47K which will offset some of the over-budget conditions and there could also be some additional funds to help offset the additional unbudgeted costs associated with reopening; however, the district has not received an application yet. Revenue for the town reflects a projection of additional revenue from regular tuition from other towns; however, Excess Cost Funding from the state is lower than budgeted. Although out-of-district costs for special education are higher than budgeted, fewer students are meeting the stop loss limits. Projections for rental fees and pay-for-participation are uncertain at this time. The overall projection for revenue to the town is unfavorable \$146K.

Jenny Emery stated the Board will deal with budget transfers later in the agenda and stated the net is less than anticipated revenue and that \$900K returned to the town is unprecedented. Expenditures in this year certainly would be outside of the budget. Purchased some PPE and other items out of last year's budget (almost \$200K) and still turned over \$900K to the town. Ms. Emery

stated this year's situation does not concern her yet. Major things are the temporary custodians and bus monitors and both are related to safety. Anna Robbins has been very proactive in seeking other grants and is hoping to receive more relief.

## **II. Public Comment**

Grace Matthews, 1 Quail Lane, North Granby. Ms. Matthews thanked the Board for allowing her to express her concerns stating that she has brought her concerns to leadership and the Association prior to speaking. She stated it is a shared common goal of acting in the best interest of children and wanting students back in the classroom. She stated she feels that every measure must be checked and rechecked prior to a full reopening and it is clear the Stronger Together Plan is intended to be refined based on new knowledge and feedback. Her personal concerns are that, according to students, the self-assessment is not being used and better systems should be implemented since we are not proactively checking temperatures or requiring testing. Student workstations spaced 3' apart up to 6' apart will not be the reality for some teachers in her building upon full entry; desk shields will not work unless students stay faced forward; and, the masks distributed to students are not of high quality. Ms. Matthews stated fully reopening schools might dissuade families of remote students from sending their students back to school since they chose to keep their children home during the staggered transitional opening. She would like to ensure the district can say everything has been done to protect staff and students.

Karl Kampfmann, Granby, stated his reasons for speaking are twofold: 1) He feels this in-person meeting sends a powerful message that we are back on the road to recovery; and, 2) He thanked the BOE, educators and administrators for all they did during Phase I of the pandemic. The distance learning plan was not perfect; however, it kept students engaged and also put a plan together to get students back to school, not only for education but also for social reasons as well as the mental health of students to get back to a normal way of life. It gives students hope.

Danika Janski, Granby, stated she is a parent with two children at the high school and she is happy that all students will be back in school on Monday and that keeping our kids in the best learning environment is the best thing for them and their education.

Sarah Scotto, West Granby, stated she is a parent of a Class of 2020 graduate and as well as two high school students. She thanked the Board for all they have done to get students back to school and is happy students will be back full-time and in-person on Monday. She stated she is a dentist so she feels confident sending her children to school in a mask. Her children have told her students do keep their masks on. She stated there are challenges with remote days with her students feeling they are not part of the class. Today a teacher was having an issue with technology and got frustrated. There is no substitute for in-person learning. The plan created minimizes the risks.

Karen Richmond-Goddard, resident and teacher at the high school stated she has a son in 11<sup>th</sup> grade at the high school. She stated she is currently taking a graduate class and her school provided 14 days of professional development so teachers felt equipped for the return. She stated our technology department and administration tried to give the best they could but more instruction should have been given for remote and on-line learning. She stated technology has shaken a lot of people's confidence. She also stated social distancing in the commons will be difficult to monitor and she expressed her concerns that Granby is going back earlier than other districts.

## **III. Consent Agenda**

### **III.A. Minutes**

A motion was made by Rosemarie Weber and seconded by Sarah Thrall that the Granby Board of Education adopt the consent agenda. This motion passed at 7:56 p.m. with two abstentions (Melissa Migliaccio and Brandon Webster).

## **IV. Old Business**

There was no Old Business to report.

## **V. New Business**

### **V.A. Athletic Update**

Mr. Brian Maltese, Athletic Director, updated the Board on the fall athletic program and stated this year will be much different than sports seasons in the past and the health and safety of the students to get them back to their respective sport is of the utmost importance. Mr. Maltese informed the Board the initial first 3 weeks, students will be in cohorts of no more than 10 students with 30 minutes of conditioning and 30 minutes of skill work. Masks must be worn to and from practice. The NCCC is split into two (2) sections of seven (7) rather than 14 in our geography pool in order to mitigate travel. Each team has sanitizer spray bottles to sanitize equipment between uses. Locker rooms are currently being used for storage and athletes are encouraged to dress in athletic clothing for the school day. Mr. Maltese is working with Mr. Dunn on revising these protocols with the colder weather approaching. Games will begin on October 1<sup>st</sup> with 6 home and 6 away games. Mr. Maltese stated Phase II will begin Sept. 21-25 and Phase 3 Sept. 26-30. CIAC did not have any guidelines for cheerleading so Granby got together with other districts who have cheerleading and came up with guidelines. Received news today that the CIAC is not allowing football. There will be no practices in the fall; however, the team will work on conditioning. Awaiting guidance as to what the potential later date might be—possibly the spring. Mr. Maltese stated there are 263 total athletes for the fall which aligns to what we have had in the past. Middle school field hockey and cross country started this week, aligning with what is being done at the high school. Melissa Migliaccio inquired if football athletes will be able to pivot to another sport. Mr. Maltese stated, yes, players can switch up to the first contest of that sport which is October 1<sup>st</sup>. Jenny Emery thanked Mr. Maltese for his presentation and also Shannon Sullivan for getting water to the fields. David Peling inquired if there was any guidance on the winter season. Mr. Maltese stated there is no guidance as of yet. Mark Fiorentino inquired if people are allowed to attend games when they start. Mr. Maltese stated this is an ongoing conversation with Mike Dunn and Dr. Grossman; however, the district is trying to wait to see what the metrics tell us in the next couple of weeks.

### **V.B. First Reading of Policy 6172.3 - Homeschooling**

The Curriculum/Policy/Technology/Communications Subcommittee recommended Policy 6172.3, Home Schooling, to the Board for a first reading. Sarah Thrall stated this policy normalizes an existing practice that a family needs to file with the district when planning to homeschool a student. She has received some comments and will incorporate those changes for the second reading.

### **V.C. First Reading of Policy 4118.237/4218.237/5141.8, Face Masks/Coverings**

The Curriculum/Policy/Technology/Communications Subcommittee recommended Policy 4118.237/4218.237/5141.8, Face Masks/Coverings, to the Board for a first reading. Sarah Thrall stated she has received a few comments on this policy and will also incorporate them for the second reading. Jennifer Parsons stated this policy correlates to the Executive Order in place. Jenny Emery inquired if there are any discipline issues with students wearing masks and Ms. Parsons stated mask wearing by students has been exceptional. Rosemarie Weber stated she is impressed with the level of mask wearing going on with the students and it is truly a testament as to how much they want to be in school and participating in activities.

### **V.D. FY20 Year-End Budget Transfers**

The Board discussed the approval of FY20 year-end budget transfers as recommended by the Business Manager and Finance/Personnel/Facilities Subcommittee. A motion was made by Jenny Emery and seconded by Dave Peling that the Granby Board of Education approve year-end budget transfers for FY20 as recommended by the Business Manager and Finance/Personnel/Facilities Subcommittee. Ms. Emery stated there are several specific pages in the packet about budget transfers. The budget is approved by the voters but the BOE has the discretion of returning money to the town. Some accounts are underspent and accounts are moved around. \$199K was spent in June once the equipment needs were known but, other than that, it is just the moving around in line items and the BOE needs to approve the changes from one line to another where the money was spent. This motion passed unanimously at 8:29 p.m.

## **VI. Miscellaneous**

### **VI.A. Board Standing Committee Reports**

#### **VI.A.1. Curriculum/Policy/Technology/Communication**

Sarah Thrall reported this subcommittee had a special meeting this evening to discuss a draft Title IX policy and it was decided to keep the policy in subcommittee for one more meeting as it is a pretty comprehensive policy. In May, there were new federal regulations on Title IX and changes to the definition of sexual harassment and broadens the district to events and supervision as well as who you can report sexual harassment to and the process followed. Melissa Migliaccio stated she prefers that the subcommittee takes their time with this policy. Ms. Parsons stated although we do not have this policy revised as of yet, we are in compliant with our current Title IX policy as well as staff training.

#### **VI.A.2. Finance/Personnel/Facilities**

Jenny Emery reported this Subcommittee met this evening and discussed food service issues. Last spring Granby participated in the federal seamless summer option program to keep feeding students despite schools closing. Sodexo was our food service provider at the time and the program was supposed to be cost neutral; however, now Sodexo is stating we owe them money which administration is working to resolve. Separate from that issue, Fresh Picks out of VT, our current vendor, has been dealt a difficult hand to make the food system work and be cost neutral to us. This requires a certain level of participation and since school has restarted, we are at 20% or less of what is normally expected for students purchasing lunch. This is happening to all of the vendor's other customers as well. CDC guidance states for students to bring food from home even though there is no instance of transmission with food service. This is causing a real cost to the district so we invited the food service representative to talk to us and through a combination of expense reduction and activities that promote more utilization of the food service program, looking to try to ultimately move toward the revenue neutral program. There is no final answer but the good news is the federal government re-upped the summer seamless option program and Granby may want to participate in this which would allow access to food service to everyone for free. Administration will summarize the details and make a recommendation to the subcommittee at the next meeting.

### **VI.B. Other Board-Related Reports**

#### **VI.B.1. CREC/CABE**

Mark Fiorentino stated CREC met today for the first time this school year. CREC schools went back in full 5 days a week at the beginning and reported it is going well. Additionally, CREC is expanding the program to help certify minority teachers and Granby should not lose focus on this for our plan.

#### **VI.B.2. Granby Education Foundation**

GEF will meet next Monday.

### **VI.C. Calendar of Events**

Open houses will be done virtually this year.

### **VI.D. Board Member Announcements**

There were no Board member announcements this evening.

### **VI.E. Action Items**

There were no action items this evening.

## **VII. Executive Session/Non-Meeting**

A motion was made by Melissa Migliaccio and seconded by Sarah Thrall to enter into an Executive Session to discuss a collective bargaining agreement. This motion passed unanimously at 8:43 p.m. The Executive Session ended at approximately 8:50 p.m.

Respectfully submitted,

Rosemarie Weber, Board Secretary

**Board of Education Retreat – Approved Minutes  
September 30, 2020 4:00 p.m.  
High School Commons**

Present Board Members: Jenny Emery, Mark Fiorentino, Melissa Migliaccio, David Peling, Sarah Thrall, Rosemarie Weber, and Brandon Webster.

Absent Board Members: N/A

Melissa Migliaccio called the Board Retreat to order at 4:00 p.m.

**I. Superintendent Updates**

Dr. Jordan Grossman shared updates of activities around the district.

**II. Assistant Superintendent's Update**

Ms. Jennifer Parsons, Assistant Superintendent, presented, *"Let's Talk: A responsive approach to uncomfortable topics"* which was presented to the staff by the Connecticut Center for School Change.

**III. BOE Self-Evaluation**

The Board reviewed and discussed annual survey results for their self-evaluation.

**IV. BOE/Budget Goals**

The Board discussed BOE and budget goals for the 2020-2021 school year. They reviewed the current goals and Dr. Grossman presented a draft of goals for 2020-2021. The Board will review these goals again at an upcoming meeting.

The Board also discussed their strategic goals and will begin the development of a new strategic plan.

A motion was made by Dave Peling and seconded by Brandon Webster to adjourn the Board Retreat and enter into an Executive Session to discuss a collective bargaining agreement. This motion passed unanimously at 7:05 p.m. The Executive Session adjourned at 7:25 p.m.

Respectfully submitted,

Rosemarie Weber  
Board Secretary

## **Instruction**

### **Homeschooling**

#### **Home Instruction**

The District believes that formal education in public schools is highly beneficial both for the child and for society, but it is also the right of parents to homeschool their children. Parents must follow State of Connecticut regulations regarding homeschool instruction. Parents must file with the Superintendent of Schools, a Notice of Intent form which provides basic information about the program to be provided for their child. A Notice of Intent must be filed annually.

Children educated through homeschooling are considered to be non-public school students and are not part of the system's educational responsibility.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents.

10-220 Duties of boards of education.

## **Instruction**

### **Homeschooling**

#### **Procedures Concerning Requests from Parents to Educate Their Child at Home**

Compliance with the following procedures will satisfy the statutory requirements for homeschool instruction:

1. Parents must file with the Superintendent of Schools in the town in which they reside, a State Department of Education developed Notice of Intent form which provides basic information about the program to be provided to their child. A Notice of Intent will be effective for up to one year (see attached).
2. Filing must occur within ten days of the start of the homeschool instruction program.
3. The school district will receive the Notice of Intent, check it for completeness and keep it as part of the district's permanent records. A complete form will be one which provides basic program information including name of teacher, subjects to be taught and days of instruction, and the teacher's method of assessment.
4. A parent, by filing a Notice of Intent, acknowledges full responsibility for the education of their child in accordance with the requirements of state law. Receipt of a Notice of Intent in no way constitutes approval by a school district of the content or effectiveness or a program of homeschool instruction.
5. If a parent fails to file a Notice of Intent or files an incomplete form, then a certified letter shall be sent to the parent requesting compliance within ten days.
6. Any continued refusal by the parent to comply with the reasonable request of the school district for completion and filing of the Notice of Intent may cause the child to be considered truant.
7. A school district should not accept nor require a Notice of Intent for any child younger than five years or older than eighteen years.

Regulation approved:

**Granby Public Schools  
Granby, Connecticut  
NOTICE OF INTENT TO HOMESCHOOL STUDENT**

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Homeschool Teacher: \_\_\_\_\_

The subjects to be taught are:

	<b>YES</b>	<b>NO</b>
(Required) Reading		
Writing		
Spelling		
English Grammar		
Geography		
Mathematics		
US History		
Citizenship (Including a study of Town, State, and Federal Governments)		
(Recommended) Science		
Other		

Total number of days scheduled for homeschool instruction: \_\_\_\_\_

Teacher's methods of assessment of student progress: \_\_\_\_\_

An annual portfolio review will be held on or about: \_\_\_\_\_

I acknowledge and accept full responsibility for the education of my child in accordance with the requirements of State law.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I only acknowledge receipt of this form and render no opinion as to the appropriateness of the planned program.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

## **Personnel Certified/Non-Certified**

### **Students**

#### **Face Masks/Coverings**

The District recognizes the importance of protecting the health and safety of students, staff, and the community during the COVID-19 pandemic. As such, and in accordance with requirements and guidelines issued by the Connecticut State Department of Education (“SDE”), the District requires that all individuals entering a school building, a District facility, or a District transportation vehicle wear an appropriate face covering. An appropriate face covering shall consist of a cloth mask or disposable procedure-style mask that completely covers the individual’s nose and mouth. An appropriate face covering shall not include bandanas or exhalation valve masks. Any ~~individual~~ student or staff member who presents for entrance into a school building, District facility or District transportation vehicle who is not wearing an appropriate face covering shall be provided an appropriate face covering by the District.

Compliance with this policy shall be mandatory for all individuals while in a school building, District facility and/or District transportation vehicle, unless an applicable exception applies. Any individual who refuses to wear an appropriate face covering at all times while in a school building, District facility or District transportation vehicle shall be denied admission and/or required to leave the premises, unless an applicable exception applies. In addition, failure to comply with this policy may lead to disciplinary action for students and staff, and exclusion from school property for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

The District authorizes the Superintendent or designee to develop administrative regulations and/or protocols to implement this policy. Such administrative regulations and/or protocols shall outline authorized exceptions to the requirement that all individuals wear an appropriate face covering in the school buildings, District facilities and District transportation vehicles and may identify additional face covering rules as related to the safe operation of the school community.

This policy is in response to State of Connecticut Executive Order 7 and will be effective as long as this executive order is in place.

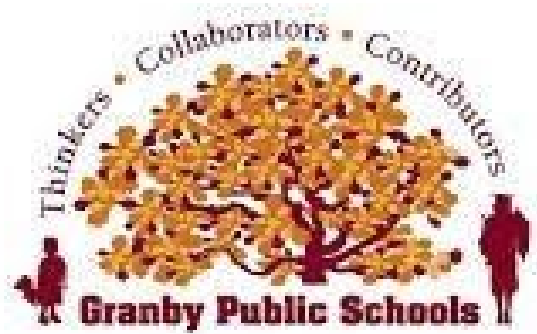
#### **Legal References:**

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together, Connecticut State Department of Education, as amended by Addendums 1-11 (June 29, 2020 through August 31, 2020).

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_



**Granby Public Schools**  
**Anti-Bias and Anti-Racism Action Plan**  
**2020-2022**

**Granby Public Schools Equity Team**

**Steering Committee:**

**Sarah Amara, Wells Road Reading Interventionist  
Ann Belding, GMMS/GMHS Reading Specialist  
Pauline Greer, Wells Road Principal  
Kerry Lord, Connecticut Center for School Change  
Patrice Nelson, Connecticut Center for School Change  
Jennifer M. Parsons, Interim Assistant Superintendent  
Jacky Paton, GMHS Science Department Chair**

**Granby Board of Education Members**

**Melissa Migliaccio - Board Chair  
Mark Fiorentino - Vice Board Chair  
Rosemarie Weber - Secretary  
David Peling  
Jenny Emery  
Sarah Thrall  
Brandon Webster**

**Membership:**

**Colleen Bava, Kelly Lane Principal  
Dan Bodman, Parent  
Kim Bressemer, GMHS Psychologist  
Alicia Budney, Wells Road Teacher  
Mike Dunn, GMHS Principal  
Madeline Green, GMHS Student  
Jordan E. Grossman, Ed.D., Superintendent  
Lynn Guelzow, Community Member  
Talina Hogan, Parent  
Ursula Jackson, Wells Road Social Worker / Open Choice Liaison  
Cathryn Kibby, Kelly Lane Teacher  
Karen Kudish, GMHS Teacher  
Raleigh Leggett, Parent  
Rose Mouning, Parent  
Kim Narciso, Kelly Lane Teacher  
Adesuwa Okoro, GMHS Student  
Cheryl Page, Kelly Lane Social Worker  
Dave Peling, Board of Education  
Clark Pfaff, Community Member  
Raquel Porter, Parent  
Laurie Smith, Wells Road Library Media Specialist  
Heather Tanis, Assistant Principal, Granby Memorial Middle School  
Harlem Van Cole, GMHS Student  
Kathy Waddington, GMMS Teacher  
Ivana Walker, GMMS Staff  
Anne Zummo-Malone, Parent**

**Granby Public Schools Administration**

**Jordan E. Grossman, Ed.D., Superintendent  
Jennifer M. Parsons, Assistant Superintendent  
Aimee Martin, Director of Pupil Services  
Mike Dunn, Principal, Granby Memorial High School  
Kimberly Calcasola, Ed.D., Assistant Principal, Granby Memorial High School  
Julie Groene, Assistant Principal, Granby Memorial High School  
Taylor Wrye, Principal, Granby Memorial Middle School  
Heather Tanis, Assistant Principal, Granby Memorial Middle School  
Pauline Greer, Principal, Wells Intermediate School  
Colleen Bava, Principal, Kelly Lane Primary School**

## Granby Equity Team's Action Plan to Support Anti-Bias and Anti-Racism

### Granby Public Schools' Equity Statement:

Equity in the Granby Public Schools ensures practices that allow all students to achieve at high levels, and that outcomes are not predicted by race, religion, ethnicity, socioeconomic status, gender, gender identity, or sexual orientation; and barriers are removed to meet the needs of students of all abilities and backgrounds; thereby realizing the district mission for all students to become powerful thinkers, effective collaborators, and compassionate contributors.

### Granby Equity Team Mission:

The Granby Equity Team will lead the district in creating and holding all stakeholders accountable for an Anti-Bias Anti-Racism action plan that increases consciousness, responsiveness, and advocacy around critical race and equity issues.



**Key Networks -**

**Granby Equity Team (GET) Steering Committee:** The Steering Committee for 2020-21 will consist of Jennifer Parsons (Assistant Superintendent), Pauline Greer (Principal, Wells Road Intermediate School), Jacky Paton (Science Teacher Granby Memorial High School), Ann Belding (Secondary Schools Literacy Coach) and Sarah Amara (Interventionist, Wells Road Intermediate School). The purpose of this team will be to keep the momentum going around this important work and develop a cohesive and systemic approach. This committee will plan GET meetings in conjunction with the Connecticut Center for School Change (CCSC) and develop a progression and throughline for the larger team’s experiences.

**Granby Equity Team (GET):** The Granby Equity Team should have 2-3 teacher representatives from each building in addition to an administrator, students (6-12) and parents. Currently additional representation from GMMS is needed. Parent representatives from all resident towns will be invited. The commitment will be to attend monthly evening meetings that are two hours in length and come prepared to fully participate and contribute to the team. The membership will be expected to bring back and help lead the work of the GET in their buildings or with their constituent groups. Within meetings the GET will create and oversee the Anti-Bias Anti-Racism Action Plan, monitor and measure the work, participate in experiential learning to develop consciousness, and establish a common language for talking about equity and race issues.

**Board of Education Initiatives:**  
The Board of Education (BOE) representative will report out to the full BOE on the work of the GET and coordinate with key members of the BOE that would like to pursue additional experiences. BOE members will participate in consciousness building activities.

**Parent or Community Forums:** The parents and community members on the GET belong to additional networks in which they will share and report out on the work of the Granby Public Schools, promote collaborations and gather feedback.

**Student Leadership Groups:** The students involved on GET will collaborate with their student leadership groups and meet with advisors to plan for student based awareness activities.

**School Based Staff:**  
The school based GET members will collaborate with their school based leadership teams to embed the work of the GET in school level planning. All staff will participate in ongoing professional learning with the CCSC.

**Administrative Community of Practice (COP):**  
The administrative team will work with the CCSC four times over the course of the year to develop leadership skills related to equitable experiences for all learners.

## Actions to Build Consciousness:

“Increase awareness and understanding of faculty, staff, and students on the impact of racism, bias, and marginalization on student experiences and outcomes.”

Actions	Target Audience	Responsible	Timeline	Supporting Data
Embed conscious building activities such as “Experiences to Explore Equity” (E3’s) along with work to develop common vocabulary into GET meetings.	GET members	GET Steering and CCSC	9/23, 10/28, 12/9, 1/27, 2/24, 3/31, 4/28, 5/26	vocabulary feedback
Develop and deliver, in conjunction with the CCSC, a series of professional learning experiences for staff that increases their consciousness around racial identity and implicit bias.	staff	GET Steering and CCSC	8/27, 10/13, 2/10, 5/28	feedback survey data
Develop awareness within the Board of Education forum through ongoing updates on the work of the GET.	BOE	Assistant Superintendent	ongoing	feedback
Gather information from key stakeholders including students, staff, and families on their experiences in relation to bias and racism in the school setting	students staff families	GET	late winter	survey data
Conduct ongoing data review to inform key district-wide systems such as identification for student supports and programming. Analyzing discipline rates and academic achievement to identify trends and achievement and opportunity gaps.	students	GET	ongoing	data analysis
Build the mindset and tools needed to review lesson development and curriculum units with an equity lens.	staff	DLT/Coaches	ongoing	feedback toolkit
Offer optional quarterly book club discussions for staff through the Better World Book Club.	staff	Library Media Specialists	quarterly	participation
Conduct a book discussion of <u>Waking Up White</u> with a small group of BOE members, teachers, and administrators followed by a larger group virtual session with author Debbie Irving, “I’m a Good Person, Isn’t that Enough?”	designated small group and large group	Assistant Superintendent	Book Club 11/1 - 12/23 Event 1/13	feedback participation

## Actions to Build Responsiveness:

“Increase capacity of school and district leaders to actively lead for equitable opportunities, experiences, and outcomes for students, in particular addressing the abilities and mindsets necessary to implement equity-focused classroom practices.”

Actions	Target Audience	Responsible	Timeline	Supporting Data
Establish protected time and space for regular equity based discussions (morning circles, advisory, etc...) and build teacher tool boxes for approaching conversations.	students staff	Building Principals	ongoing	schedules tool box
Develop leadership capacity and action planning strategies for equity through the administrative COP.	administrators	Assistant Superintendent & CCSC	9/21, 11/23, 1/25, 3/15	DIP/SIP
Determine areas in need of adjustments and coordinating strategies for improvement based on review of discipline and academic data.	all	GET/DLT	spring	action steps
Develop an equity lens for use by teachers and staff when reviewing data at ongoing PLC meetings that involves disaggregating data.	staff	GET/DLT/Coaches	ongoing	data discussions
Identify culturally responsive texts to embed into existing curriculum units.	students	DLT/Coaches/Teachers	ongoing	book selection
Create a webpage with book lists and resources addressing equity, racism, and bias.	staff students families	GET Steering and CCSC	late winter	use of resources
Develop comprehensive wrap-around supports for Open Choice participants including establishing partner family and alumni connections, additional supports for orientation, retention and college and career transitions.	students families	Choice Liaisons administrators	spring	menu of supports
Design and implement a community book club, proposed title - <u>Stamped: Racism, Antiracism, and You.</u>	all	committee, including CREC consultant	2/1-3/31	participation
Explore partnership with CREC for Minority Teacher In-Residence Program.	workforce	Superintendent and Assistant Superintendent	ongoing	increase in minority teacher percentage
Engage in celebrations of culture and diverse backgrounds.	students	student groups student advisors	ongoing	events participation

## Actions to Build Advocacy:

“Increase agency and action to actively address issues of racism and equity in Granby Public Schools.”

Actions	Target Audience	Responsible	Timeline	Supporting Data
Develop a Vision of a Graduate with equity and social emotional learning embedded within the vision. Ensure students within GPS feel seen and heard and that their voices matter.	students	Administrators/DLT	spring	vision of a graduate documents
Engage a community partner to co-facilitate the 21 Day Equity Challenge.	all	committee, including community partner	spring	participation
Exploration of curriculum resources including Teaching Tolerance Social Justice Standards.	students	DLT/Coaches	spring-summer	adoption of resources
Conduct a curriculum audit with an equity lens to ensure perspectives and counter perspectives are included when developing understanding of an event or concept.	students teachers	Administrators/DLT	summer through to 2021-22 school year	curriculum revisions
Hold open sessions for teachers and students to have dialogue around race and bias.	teachers students	GET Steering teachers	ongoing	participation
Create a plan to expand the BRIDGES program facilitated by students for students.	students	High School Principals	spring-summer	participation

**Curriculum Subcommittee Meeting  
September 16, 2020, 5:30 p. m.  
Via Google Meet**

Present:

Sarah Thrall  
Rosemarie Weber

Brandon Webster  
Jennifer Parsons

Absent:

Melissa Migliaccio  
Jordan Grossman

Member of the Public: N/A

Meeting commenced at: 5:44 p.m.

Meeting adjourned at: 6:30 p.m.

1. Public Comment: None
2. Draft Policy 4000.1/5145.44 – Title IX

Assistant Superintendent Parsons reviewed the draft policy that relates to Title IX. She highlighted that new regulations had been passed regarding sexual harassment and identified the key changes of a) the definition of sexual harassment, b) standards of evidence, and c) the option to offer an informal resolution to a complaint. After the overview and discussion, the Subcommittee decided to keep the policy at the committee level and will continue review at the next meeting on October 7, 2020. Ms. Parsons confirmed that we are currently compliant with any laws and keeping the policy in committee does not impact the District's ability to comply

3. Other
  - a. The Committee reviewed the Homeschool policy being voted on by the full Board at their subsequent meeting
  - b. The Committee reviewed the language changes and suggestions in the Mask policy being reviewed by the full Board at their subsequent meeting

A motion was made by Rosemarie Weber and seconded by Sarah Thrall to adjourn the meeting. This motion passed unanimously at 6:30 p.m.

**Special Finance Subcommittee Meeting – Draft Minutes**  
**August 18, 2020, 6:00 p.m.**  
**via ZOOM**

Attendance:

Jenny Emery	Present	Jordan Grossman	Present
Mark Fiorentino	Absent	Anna Robbins	Present
David Peling	Present	Shannon Sullivan	Present
Melissa Migliaccio	Present	Mike Guarco (guest)	Present

Meeting commenced at 6:00 p.m. Meeting adjourned at 6:53 p.m.

1. Public Comment: BOF Chairman, Mike Guarco was welcomed as a guest.
2. Approve Minutes from the June 17, 2020 Meeting: Dave moved, and Jenny seconded approval. Passed unanimously.
3. Leaves of Absence: Jordan reviewed his recommendation to approve requested unpaid leaves of absence for one year for two teachers: Jennifer Ferrigno and Lila Falkenberg. Provisions in the CEA contract allow for this, and past precedent is for the Superintendent to make a recommendation to the Finance Committee. The situation has been reviewed by legal counsel, and the Jordan advised that the absences can be accommodated with one-year replacement teacher contracts. Jenny moved, and Dave seconded, endorsement of the leaves. Motion passed unanimously.
4. Reopening: Anna and Jordan presented a detailed accounting of expenses related to school reopening in the Covid-19 environment. Approximately \$200,000 was spent on hard goods which were identified and ordered before the closure of the 2019-20 budget (June 30, 2020), after which some \$900,000 will remain to return to the Town. This was a change from the discussions in early June, viewed as reasonable given the clearly identified need, the opportunity to save money by acting quickly, and the final increase in the expected surplus. A full and final accounting will be presented to the BOE, including final approval of inter-account transfers within the overall approved budget, at a full BOE meeting.

Additional unbudgeted expense has been incurred in the 2020-21 fiscal year for “consumables”, (such as PPE and equipment to make sanitizer) of approximately \$74,000. Additional recommended expense was discussed, as follows:

- Approximately \$243,000 for temporary custodial staff to meet recommended cleaning protocols; and
- \$258,000 for bus monitors to assure kids follow the masking and seating protocols.

In both cases, these estimates are conservative, in that they assume the additional resources are needed all year, while this may not be the case. In addition to allowing us to meet recommendations for health and safety, these resources also contribute to building the confidence needed throughout the school community. Jordan and Shannon noted that the custodians have been very accommodating in working with the administration. Anna explained that she is working with both the State and FEMA to seek reimbursement for all Covid-19-related expenses, but that most of the external funding would be going to high-need districts.

Discussion ensued regarding additional significant expenses that might be anticipated; Dave asked specifically about instructional expense. Jordan indicated we believe we are in a good place in this regard, and again noted the excellent cooperation we have had from the teachers, thus far. He also noted that our “best case scenario” is that we are able to keep kids learning in the buildings, and therefore should expect additional expense will emerge, especially as it regards cleaning supplies. While savings from other budgeted items may emerge to help offset these unanticipated (when the budget was developed) expenses, we should expect that funds beyond the approved budget will be needed.

Jenny noted that it is unprecedented for us to be spending money beyond the budget except in Special Education, where a protocol is in place with the Board of Finance. Mike Guarco commented that it appears we are taking the right steps, and that we should continue to communicate with the BOF, which will need to act to support funding these unbudgeted expenses. Jordan noted that the Finance Subcommittee may need to meet more often as the situation unfolds.

After additional discussion, the BOE Finance Subcommittee expressed its support for the Administration’s planned unbudgeted expenditures, as presented thus far.

With no other business, Dave moved and Jenny seconded adjournment at 6:53 p.m.