

**Regular Board of Education Meeting**  
**Wednesday, November 15, 2023, 7:00 PM**  
**Town Hall Meeting Room**

**I. Administrative Reports**

*Goal*

*Attachment*

*Recommended Motion*

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

*Goal*

*Attachment*

**Rationale:** Ms. Rosemarie Weber, Board Chair, will share opening remarks.

*Recommended Motion*

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

*Goal*

*Attachment*

**Rationale:** Ms. Cheri Burke, Superintendent, will provide district updates.

*Recommended Motion*

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

*Goal*

*Attachment*

**Rationale:** Mr. Chase Alexander and Ms. Katie O'Neill, Student Representatives, will report on activities taking place at the high school.

*Recommended Motion*

**D. Business Manager's Report (5 min.)**

*Goal*

*Attachment*

**Rationale:** Ms. Anna Robbins, Business Manager, will present the October 2023 statement of accounts.

*Recommended Motion*

**II. Public Comment (20 min.)**

*Goal*

*Attachment*

**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.

*Recommended Motion*

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

*Goal*

*Attachment*

*Recommended Motion*

**A. Minutes**

*Goal*

*Attachment*

**Rationale:** The Board will approve/amend the minutes of the November 1, 2023 Board of Education meeting.

{{RecommendedMotion}}

#### **IV. Old Business**

{{Goal-}}

{{Attachment:}}

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

{{RecommendedMotion}}

#### **V. New Business**

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

#### **A. Continuous Improvement Plan for Special Student Populations (20 min.)**

{{Goal-}}

{{Attachment:}}

**Rationale:** Ms. Angela Ehrenwerth, Director of Pupil Services, and Ms. Jennifer Parsons, Assistant Superintendent, will present the Continuous Improvement Plan for special student populations to the Board.

{{RecommendedMotion}}

#### **B. First Reading of District Communications Plan (20 min.)**

{{Goal-}}

{{Attachment:}}

**Rationale:** The Board will discuss the draft 2024-2027 District Communications Plan.

{{RecommendedMotion}}

#### **C. FY25 Budget Timeline and Process (5 min.)**

{{Goal-}}

{{Attachment:}}

**Rationale:** The Board will discuss the FY25 Budget timeline and process.

{{RecommendedMotion}}

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

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

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

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

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

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

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

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

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

{{Goal-}}

{{Attachment:}}

{{RecommendedMotion}}

**1. CREC/CABE**

{{Goal-}}

*{{Attachment:}}*

{{RecommendedMotion}}

**2. Granby Education Foundation**

{{Goal-}}

*{{Attachment:}}*

{{RecommendedMotion}}

**C. Calendar of Events**

{{Goal-}}

*{{Attachment:}}*

{{RecommendedMotion}}

**D. Board Member Announcements**

{{Goal-}}

*{{Attachment:}}*

{{RecommendedMotion}}

**E. Action Items**

{{Goal-}}

*{{Attachment:}}*

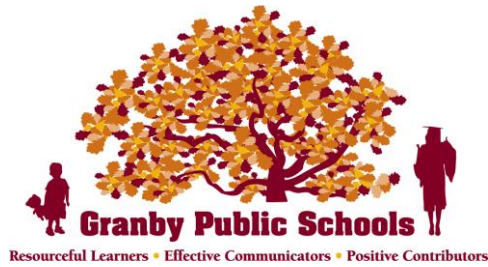
{{RecommendedMotion}}

**VII. Adjournment**

{{Goal-}}

*{{Attachment:}}*

{{RecommendedMotion}}



Cheri P. Burke  
*Superintendent of Schools*

[www.granbyschools.org](http://www.granbyschools.org)

Jennifer M. Parsons  
*Assistant Superintendent*

Angela E. Ehrenwerth  
*Director of Pupil Services*

Anna M. Robbins, SFO  
*Business Manager*

To: Granby Board of Education  
From: Anna Robbins, Business Manager  
Date: November 15, 2023  
Re: Statement of Accounts as of October 2023

The financial forecast for FY24, as of October 31, 2023, shows an unfavorable full-year forecast of \$269K which is \$21K worse than the previous month. Regular education is projected to overbudget \$95K which is \$67K worse than the previous month. Changes to the full-year forecast for electricity and substitute services within the district contribute to the projected increase. Electricity usage as well as the cost of generation has increased significantly. Building usage after school hours and on weekends has contributed significantly to the increase. Long-term conservation and efficiency programs are currently being considered. We continue to closely monitor the use of substitute services districtwide. The forecast reflects forty-one (out of a possible 180) days of usage and will continue to be updated.

The special education forecast is overbudget \$174K which is \$47K better than the previous month. The favorable change in the out-of-district tuition and transportation cost contribute to the improved forecast for special education. Savings in salaries due to transitioning staff also contributes to the favorable change.

Revenue to the Town is projected to be unfavorable \$211K. The forecast for the Special Education Excess Cost Grant is the only contributing factor at this time and is sure to fluctuate as the year progresses.

The forecast for the Quality & Diversity fund continues to be positive which is due to the strong opening balance from the previous fiscal year. Expenses and revenues are holding steady at this time.

**Granby Board of Education  
FY 2023-2024  
Statement of Accounts  
for the period ended  
October 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of October	This Month Forecast Compared to Prior Month
<b>Certified Salaries:</b>								
Administration	1,828,252	581,319	1,200,173	1,781,491	46,761	97.44%	(8,659)	0
Regular Education	11,546,140	2,252,145	8,903,441	11,155,586	390,554	96.62%	23,816	22,035
Special Education	2,023,752	404,450	1,532,081	1,936,531	87,221	95.69%	50,831	39,811
<b>Total</b>	<b>15,398,144</b>	<b>3,237,914</b>	<b>11,635,695</b>	<b>14,873,609</b>	<b>524,536</b>	<b>96.59%</b>	<b>65,988</b>	<b>61,845</b>
<b>Substitute/Tutor/Support Salaries</b>								
Substitutes	8,104	2,549	2,298	4,847	3,257	59.81%	0	0
Sped Support (Speech, O.T. & P.T.)	471,674	98,267	375,613	473,880	(2,206)	100.47%	(848)	(126)
Tech Support	270,464	103,411	242,252	345,663	(75,199)	127.80%	(67,184)	0
Tutors - Regular Education	39,291	4,257	19,811	24,068	15,223	61.25%	1,214	0
Tutors - Special Education	39,650	25,652	7,167	32,820	6,831	82.77%	(2,796)	0
<b>Total</b>	<b>829,183</b>	<b>234,136</b>	<b>647,141</b>	<b>881,278</b>	<b>(52,094)</b>	<b>106.28%</b>	<b>(69,614)</b>	<b>(126)</b>
<b>Teaching Assistant Salaries:</b>								
Regular Education TA	415,079	75,398	362,537	437,935	(22,856)	105.51%	(22,361)	(6,435)
Special Education TA	1,336,188	166,652	1,123,998	1,290,651	45,537	96.59%	27,654	(14,641)
<b>Total</b>	<b>1,751,267</b>	<b>242,051</b>	<b>1,486,535</b>	<b>1,728,586</b>	<b>22,681</b>	<b>98.70%</b>	<b>5,293</b>	<b>(21,076)</b>
School Secretaries' Salaries	698,450	177,452	509,204	686,656	11,794	98.31%	7,892	823
Central Office Salaries	625,582	178,052	447,747	625,799	(217)	100.03%	4,021	0
Custodial & Maintenance Salaries	1,441,472	433,878	950,932	1,384,810	56,662	96.07%	(16,607)	0
Bus Monitors	5,441	0	0	0	5,441		0	0
Salary Contingency	86,852	0	0	0	86,852		0	0
<b>Total Salaries</b>	<b>20,836,391</b>	<b>4,503,483</b>	<b>15,677,254</b>	<b>20,180,737</b>	<b>655,654</b>	<b>96.85%</b>	<b>(3,026)</b>	<b>41,467</b>
<b>Employee Benefits</b>	<b>5,896,807</b>	<b>1,550,796</b>	<b>3,831,937</b>	<b>5,382,732</b>	<b>514,075</b>	<b>91.28%</b>	<b>0</b>	<b>0</b>
<b>Total Salaries &amp; Employee Benefits</b>	<b>26,733,198</b>	<b>6,054,278</b>	<b>19,509,191</b>	<b>25,563,469</b>	<b>1,169,729</b>	<b>95.62%</b>	<b>(3,026)</b>	<b>41,467</b>

**Granby Board of Education  
FY 2023-2024  
Statement of Accounts  
for the period ended  
October 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of October	This Month Forecast Compared to Prior Month
<b>Purchased Services:</b>								
Instructional Purchased Service	647,971	123,648	336,450	460,098	187,873	71.01%	20,100	(9,900)
Administration Purchased Service	500,043	141,917	285,753	427,670	72,373	85.53%	38,552	1,368
Maintenance Purchased Service	100,133	23,135	19,714	42,849	57,284	42.79%	0	0
<b>Total</b>	<b>1,248,147</b>	<b>288,700</b>	<b>641,917</b>	<b>930,617</b>	<b>317,530</b>	<b>74.56%</b>	<b>58,652</b>	<b>(8,532)</b>
Legal Services	55,000	18,902	20,098	39,000	16,000	70.91%	0	0
<b>Repairs &amp; Maintenance:</b>								
Instructional Repairs & Maintenance	76,199	23,472	2,933	26,405	49,794	34.65%	0	0
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	0	0
Maintenance Repairs & Maintenance	451,698	134,172	134,190	268,362	183,336	59.41%	0	0
<b>Total</b>	<b>536,397</b>	<b>157,644</b>	<b>137,123</b>	<b>294,767</b>	<b>241,630</b>	<b>54.95%</b>	<b>0</b>	<b>0</b>
<b>Transportation:</b>								
Transportation Regular Education	1,041,852	23,367	871,975	895,341	146,510	85.94%	0	0
Transportation Special Education	1,132,279	78,295	1,080,798	1,159,093	(26,814)	102.37%	(74,648)	25,059
Transportation Vocational Tech	118,350	(18,210)	122,678	104,468	13,882	88.27%	0	0
<b>Total</b>	<b>2,292,481</b>	<b>83,452</b>	<b>2,075,451</b>	<b>2,158,903</b>	<b>133,578</b>	<b>94.17%</b>	<b>(74,648)</b>	<b>25,059</b>
Insurance Property & Liability	109,200	60,918	50,141	111,059	(1,859)	101.70%	0	0
Communications	96,240	19,645	52,874	72,519	23,721	75.35%	0	0
<b>Tuition:</b>								
Tuition Special Education	2,131,185	583,489	1,687,902	2,271,391	(140,205)	106.58%	(174,082)	(3,216)
Tuition Adult Education	10,967	11,983	0	11,983	(1,016)	109.26%	0	0
<b>Total</b>	<b>2,142,152</b>	<b>595,472</b>	<b>1,687,902</b>	<b>2,283,374</b>	<b>(141,221)</b>	<b>106.59%</b>	<b>(174,082)</b>	<b>(3,216)</b>
Conference & Travel Expense	75,344	9,887	8,260	18,147	57,197	24.09%	0	0

**Granby Board of Education  
FY 2023-2024  
Statement of Accounts  
for the period ended  
October 31, 2023**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Budget Balance	% Enc/Exp	Full Year Forecast as of October	This Month Forecast Compared to Prior Month
<b>General Supplies:</b>								
General Supplies Regular Education	336,106	117,415	65,183	182,598	153,508	54.33%	0	0
General Supplies Special Education	37,950	15,021	2,246	17,267	20,683	45.50%	0	0
General Supplies Administration	87,546	24,705	29,072	53,776	33,770	61.43%	0	0
General Supplies Maintenance	146,372	46,032	71,737	117,770	28,602	80.46%	0	0
<b>Total</b>	<b>607,974</b>	<b>203,173</b>	<b>168,238</b>	<b>371,411</b>	<b>236,563</b>	<b>61.09%</b>	<b>0</b>	<b>0</b>
Electricity	491,867	158,029	585,760	743,789	(251,922)	151.22%	(75,000)	(75,000)
Fuel/Natural Gas	228,631	113,899	84,745	198,644	29,987	86.88%	0	0
Textbooks/Workbooks	117,948	62,734	2,167	64,902	53,046	55.03%	0	0
Library/Media Center	67,971	23,444	4,626	28,070	39,901	41.30%	0	0
Software	426,051	298,537	87,643	386,180	39,871	90.64%	0	0
Dues & Fees	50,621	31,823	2,989	34,812	15,809	68.77%	0	0
<b>Replacement Equipment:</b>								
Replacement Equip Admin	2,500	2,966	0	2,966	(466)	118.65%	(466)	0
Replacement Equip Maintenance	6,000	0	0	0	6,000	0.00%	0	0
<b>Total</b>	<b>8,500</b>	<b>2,966</b>	<b>0</b>	<b>2,966</b>	<b>5,534</b>	<b>34.90%</b>	<b>(466)</b>	<b>0</b>
Student Activities	867,570	117,736	389,385	507,121	360,449	58.45%	0	0
<b>Total General Fund</b>	<b>36,155,291</b>	<b>8,301,239</b>	<b>25,508,510</b>	<b>33,809,749</b>	<b>2,345,542</b>	<b>93.51%</b>	<b>(268,570)</b>	<b>(20,223)</b>
SPED	7,342,704						(173,889)	46,887
GEN ED	28,812,587						(94,681)	(67,109)

Quality & Diversity	October		Better/(Worse) Than Budget
	Budget	Forecast	
<b>Opening Balance</b>	32,130	227,851	195,721
<b>Expenses</b>	1,085,711	1,092,127	(6,416)
<b>Revenue</b>	1,075,350	1,007,239	(68,111)
<b>Ending Balance</b>	21,769	142,962	121,193

**Granby Board of Education  
FY 2023-2024  
Statement of Accounts  
for the period ending  
October 31, 2023  
For Selected Special Education Accounts**

<b>II. Expenditures</b>	<b>FY23-24 Budget</b>	<b>Expended</b>	<b>Encumbered</b>	<b>Expended &amp; Encumbered</b>	<b>Balance</b>	<b>Full Year Forecast October</b>	<b>This Month Forecast Compared to Prior Month</b>
Legal Expense	27,500	5,456	6,044	11,500	16,000	0	0
Special Education Certified Staff	2,023,752	404,450	1,532,081	1,936,531	87,221	50,831	39,811
Teacher Assistants	1,336,188	166,652	1,123,998	1,290,651	45,537	27,654	(14,641)
Special Education Tutors	39,650	25,652	7,167	32,820	6,831	(2,796)	0
Evaluation, Therapy & Contracted Services	128,870	21,248	60,317	81,565	47,305	0	0
General Supplies Special Education	39,605	7,740	9,201	16,941	22,664	0	0
Conference & Travel Expense	12,000	1,501	4,782	6,283	5,717	0	0
Sped Support (Speech, O.T., & P.T.)	471,674	98,267	375,613	473,880	(2,206)	(848)	(126)
Special Ed Transportation	1,132,279	78,295	1,080,798	1,159,093	(26,814)	(74,648)	25,059
Out of District Tuition	2,131,185	583,489	1,687,902	2,271,391	(140,205)	(174,082)	(3,216)
<b>Total Selected Special Education Accounts</b>	<b>7,342,704</b>	<b>1,392,751</b>	<b>5,887,903</b>	<b>7,280,654</b>	<b>62,050</b>	<b>(173,889)</b>	<b>46,887</b>

**Granby Board of Education  
 FY 2023-2024  
 Statement of Accounts  
 for the period ending  
 October 31, 2023**

<b>I. Revenue</b>	<b>FY 2023-2024 Budget</b>	<b>Currently Anticipated</b>	<b>Received To Date</b>	<b>Full Year Forecast October</b>	<b>This Month Forecast Compared to Last Month Forecast</b>
<b>Reg. Tuition from other Towns</b>	736,893	736,983	0	90	0
<b>SPED Tuition from other Towns</b>	646,412	646,412	0	0	0
<b>SDE Excess Cost Reimbursement</b>	1,165,402	953,894		(211,508)	(32,336)
<b>Rental Fees</b>	5,000	5,000	0	0	0
<b>Pay for Participation</b>	42,000	42,000	22,518	0	0
<b>Sub Total</b>	<u>2,595,707</u>	<u>2,384,289</u>	<u>22,518</u>	<u>(211,418)</u>	<u>(32,336)</u>

**Regular Board of Education Meeting – Draft Minutes  
Wednesday, November 1, 2023, 7:00 p.m.  
Central Services**

Present Board Members: Kristina Gilton, Katharine Leenders, Monica Logan, Donna Nolan, David Peling, Whitney Sanzo, Rosemarie Weber, Chase Alexander and Katie O’Neill (arrived @ ~7:35 p.m.) (Student Representatives).

Absent Board Members: N/A

Rosemarie Weber called the meeting to order at 7:00 p.m.

**I. Administrative Reports**

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

Rosemarie Weber, Board Chair, welcomed everyone to the meeting and extended a special welcome to Principal Colleen Bava and Principal Pauline Greer. She also welcomed Jenny Emery, former BOE member. Ms. Weber stated there is a lot to celebrate and a lot of spirit in the schools. She attended the National Honor Society (NHS) Induction Ceremony last week. She also shared that she read an article in *The Drummer* about our graduates, Kylie Coxon, who published a book of poems. Ms. Weber highlighted Kylie to showcase the success of Granby students.

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

- Ms. Burke informed everyone that tonight’s meeting is being taped by GCTV and will be available tomorrow.
- Ms. Burke welcomed everyone in attendance and extended a special welcome to Ms. Colleen Bava, Principal of Kelly Lane Primary School, and Ms. Pauline Greer, Principal of Wells Road Intermediate School, who were in attendance to present their Continuous Improvement Plans to the Board.
- Congratulations to the Board of Education on receiving the CABE Leadership Award, Level Two, for the 14<sup>th</sup> year in a row! The Board will be recognized at the upcoming CABE Convention on November 17<sup>th</sup>.
- Congratulations to all of the students who were inducted into the National Honor Society last week.
- The new Assistant Principal of the Middle was announced this week. Mr. Alex Schwartz will join Granby Public Schools on November 27<sup>th</sup> and is coming to us from Farmington Public Schools where he is an instructional coach and teacher leader. He was selected from over 80 applicants.
- The District Communications Plan is coming together and will be presented for a first reading at the next Board Meeting on November 15<sup>th</sup>.
- Work began on the first edition of the *Vision* for this school year which will be out the end of November/beginning of December.
- PSATs for 8<sup>th</sup> graders were held on Wednesday last week and went well.
- The first PTO Meeting of the year was also held last week and was very well attended.
- Jennifer Parsons and Ms. Burke attended a meeting held by the State Department of Education and consultants with regard to Granby’s reading waiver. Ms. Parsons did an excellent job responding to the request for additional information. A decision will be made by December 1<sup>st</sup> and the district can plan accordingly for the 2025 school year.
- There has been an adjustment regarding the age of children starting Kindergarten as a result of recent legislation. Children need to turn 5 years old on or before September 1<sup>st</sup> to be automatically legible for kindergarten. Information can be found on the website here: [https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded\\_file/991/GPS/3664343/Kindergarten\\_Age\\_Letter\\_10-23-23.pdf](https://core-docs.s3.us-east-1.amazonaws.com/documents/asset/uploaded_file/991/GPS/3664343/Kindergarten_Age_Letter_10-23-23.pdf)
- The next regularly scheduled Board of Education Meeting will be held on November 15<sup>th</sup> and will be held back in the Town Hall Meeting Room and available via Zoom as well GCTV.

**I.C. Student Representative Reports**

- Chase Alexander reported that Katie O’Neill is at a NCCC playoff volleyball game this evening vs. SMSA; boys’ soccer completed the regular season and will play on Tuesday at 2:00 p.m. at home; girls’ soccer will scrimmage Avon at home on November 3<sup>rd</sup> and will play in the State tournament at home on November 6<sup>th</sup>; field hockey will play Glastonbury on November 3<sup>rd</sup>; cross

country finished their season and will play in a State meet on November 6<sup>th</sup>; football will play on November 3<sup>rd</sup> at Cromwell.

- Halloween was yesterday and all of the sports teams put together team costumes. Field hockey won with Alice in Wonderland.
- GMHS will host a mattress sale fundraiser on Saturday, November 18<sup>th</sup> from 10 a.m.-5 p.m. to benefit the Music Department and the senior class.
- The GMHS drama production *A Christmas Carol*, will be held on November 10<sup>th</sup> at 7 p.m., November 11<sup>th</sup> at 7 p.m. and November 12<sup>th</sup> at 2 p.m. Tickets are \$15 for Senior Citizens, Teachers and Students and \$18 for the general public.
- GMHS hosted a blood drive last week and the event ran successfully with a strong mix of first-time and returning donors. Chase volunteered and said it was great to see people and it was a good cause.
- Students in AP/ECE French have been practicing for the UConn Quiz Bowl, which is a trivia contest that will be held at UConn on Thursday, November 9<sup>th</sup>.
- Students created positive messages and developed questions in their advisories in preparation for the Veterans' Day assembly.
- The NHS Induction Ceremony was held last week and NHS held their first meeting with all of the new members.

## **II. Public Comment**

Tricia Rivard, 29 Strawberry Fields, Ms. Rivard stated she her children graduated from the Granby Public Schools and she was attending this meeting to support teachers. She stated there is an 18% turnover in teachers this year which is out of control. She shared with the Board that she is seriously concerned about this.

Jenny Emery, 71 Loomis Street. Ms. Emery stated she moved from the BOE to the BOF because money matters but stated she continues to believe in a strong public education system which Granby has. She thanked the Board and Granby Public School staff for all they do and have done for students. Granby is an open and affirming school system which is very important to her. She thanked the Board for making the broadest and most inclusive education possible for the children in Granby and developing their critical thinking skills.

## **III. Consent Agenda**

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

A motion was made by Donna Nolan and seconded by Monica Logan that the Granby Board of Education adopt the consent agenda. This motion passed unanimously at 7:17 p.m.

## **IV. Old Business**

There was no Old Business to report.

## **V. New Business**

### **V.A. Elementary Continuous Improvement Plans**

Ms. Colleen Bava, Kelly Lane Primary School Principal, and Ms. Pauline Greer, Wells Road Intermediate School Principal, presented their respective Continuous Improvement Plans to the Board. Ms. Bava reported on student learning and achievement that all students will demonstrate growth toward mastery of ELA and Math as measured by performance at the proficiency level or higher. With regard to Math scores, Ms. Bava explained there is no spring assessment for Kindergarten students; however, in the fall, Kindergarten students achieved 77% in Math which is huge and she informed the Board growth trends are starting to go up post-COVID. The goal for Kindergarten in 2024 is 80%. First grade students scored at 82% in the spring but fell to 49% in the fall. The goal is 70% and Ms. Bava stated she is very confident students will attain this goal. Second grade students scored 71% proficiency in the spring and dipped slightly in the fall to 69%. The goal is 80% which is attainable. Ms. Bava reviewed the ELA (DIBELS) test scores and stated this test is computer-based and is the first time students take this type of test. Kindergarten students scored 37% and she is confident they will attain the 80% goal. First graders

scored 75% in the spring and dipped to 53% in the fall. Ms. Bava reviewed Kelly Lane's academic action steps for this school year as well as MTSS. She stated it is a collective responsibility. Instructional coaches work with teachers, classroom teachers work with students, interventionists work with students who have a little more need, and everyone meets weekly in PLC to talk about the data.

For *Goal #2, Community Engagement*, Kelly Lane will enhance communication and build trusting relationships with all stakeholders by hosting principal/parent events three (3) times per year; reviewing survey data to reflect on areas of improvement to communications practices; and, classrooms engaging in two (2) parent learning engagement opportunities. Ms. Weber stated she is impressed with the parent opportunities and wished those opportunities were available when her children were small.

Ms. Greer presented her plan and informed the Board the alignment with Kelly Lane and Wells Road will be noticeable. She stated for SBAC, growth of students at Wells Road can be seen and she noted SBAC is not an easy test and a challenge for students. Wells Road is adopting 100% of growth towards mastery with proficiency or higher levels of 80% in ELA; 70% in Math; and, 80% in Next Generation Science Standards (NGSS) for 5<sup>th</sup> grade students. She shared the STAR test is the best predictor for SBAC. Third grade students scored 50% on Star as well as 50% on STAR in the fall and the goal is 80%. Fourth grade students scored 60% on Star in the spring and scored 63% on SBAC in the fall with an 80% goal for 2024. Fifth grade students scored 66% on STAR in the spring and 71% on SBAC in the fall. In Math, 3<sup>rd</sup> grade scored 53% on STAR in the spring and 55% on STAR in the fall; 4<sup>th</sup> grade students scored 66% on the spring STAR, 67% on SBAC and 58% on the fall STAR; and, 5<sup>th</sup> grade students scored 56% on the spring Start, 66% on the fall SBAC and 47% on the fall Star. The NGSS test is taken in Grade 5 students scored 64% in 2022-2023. Ms. Parsons stated as students get older, their foundational skills get stronger as well as their ability to dive into comprehension. Reading tends to get stronger and Math sees the increase in the number of standards. Monica Logan inquired if the district is still seeing the impact of the now 3<sup>rd</sup> graders when they were in Kindergarten due to COVID and the answer is, yes, this impact is still being seen. Ms. Greer reviewed the action steps for Wells Road as well as MTSS which aligns with Kelly Lane to ensure each other's information is accessible. Kristina Gilton inquired if vertical articulation is helpful for students coming into Wells Road from Kelly and Ms. Greer stated, absolutely. conversations are had with Ms. Bava as well as middle school administration. David Peling inquired if data was primarily discussed in PLC meetings and Ms. Greer stated it is one of the places that data is discussed as it is also discussed in MTSS cycles, leadership teams, and grade level meetings. Ms. Weber inquired how often the literary and math staff developers go to Wells Road and Ms. Greer stated both Wells Road and Kelly Lane get 5 full days each. Ms. Weber also inquired what makes up a coaching cycle. Ms. Greer stated there is an ELA, Math/Science and an Instructional Coach. Teachers sign up for 4-6-week cycle with a goal. Ms. Parsons stated the Curriculum Subcommittee will look at different coaching models at their next meeting; however, a coach may work with multiple teachers in a coaching cycle.

For *Goal #3 Community Engagement*, that Wells Road will enhance communication and build trusting relationships with all stakeholders is being accomplished by providing at least two learning engagement or academic celebration opportunities for families; establishing at least two (2) whole school or grade-level events; and, increasing classroom use of mobile app-based communication.

## **VI. Miscellaneous**

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

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

David Peling reported the Curriculum Subcommittee met this evening to discuss the Assistant Superintendent's monthly report as follows: Met with the principals; met with the State regarding the K-3 reading waiver; reviewed data platform and coaching cycles; curriculum work with Dept. chair; held first learning walk; met with FVHD on mental health; SEL Committee met and planned for DESSA administration; Wellness Committee had their first meeting; hired Middle School Assistant Principal; met with CREC Open Choice coaches; and Granby Equity Team met. Reviewed and approved a new course proposal, Strength and Conditioning and Human Performance at the high school. There is an option of getting a certificate for a Strength & Conditioning Coach. A Motion passed in favor 3-0. Received a curriculum cycle overview and plans going forward. There will be a 5-year curriculum program review. Also discussed the Kindergarten age adjustment requirement.

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

This subcommittee did not meet.

**VI.B. Other Board-Related Reports****VI.B.1. CREC/CABE**

Kristina Gilton reported CREC Council has not met. Will report at next meeting.

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

Whitney Sanzo reported the GEF has not met. Will report at next meeting.

**VI.C. Calendar of Events**

Rosemarie Weber highlighted the upcoming drama play, *A Christmas Carol*; SEPTO meeting; conferences starting November 16<sup>th</sup> with early release days; and, the mattress fundraiser. There are many good things going on in the district.

**VI.D. Board Member Announcements**

Donna Nolan asked Katie O'Neill how her game turned out and she informed the Board the girls' volleyball team won the game 3-0 and will advance to the conference semi-finals on Thursday, November 2<sup>nd</sup> vs. Coventry.

**VI.E. Action Items**

There were no action items this evening.

**VII. Executive Session**

A motion was made by Donna Nolan and seconded by David Peling that the Granby Board of Education enter into an Executive Session to discuss collective bargaining. This motion passed unanimously at 8:18 p.m.

In Executive Session, a motion was made by Donna Nolan and seconded by Katie Leenders that the Granby Board of Education hold a Special Meeting on Friday, November 3, 2023 to discuss ratification of the GEA contract. This motion passed unanimously at 8:30 p.m.

A motion was made by Donna Nolan and seconded by Kristina Gilton that the Granby Board of Education enter back into regular session. This motion passed unanimously at 8:33 p.m.

**VIII. Adjournment**

A motion was made by Donna Nolan and seconded by Katie Leenders that the Granby Board of Education adjourn the regular meeting. This motion passed unanimously at 8:34 p.m.

Respectfully submitted,

Monica Logan  
Board Secretary

**Special Board of Education Meeting - Draft Minutes**  
**Friday, November 3, 2023 4:30 p.m.**  
**Central Services**

Present Board Members: Kristina Gilton, Katharine Leenders, Monica Logan, Donna Nolan, David Peling, Whitney Sanzo (via Zoom), and Rosemarie Weber.

Absent Board Members: N/A

Rosemarie Weber called the meeting to order at 4:37 p.m.

**I. Granby Education Association (GEA) Contract Ratification**

The Board discussed ratification of the GEA contract effective July 1, 2024 through June 30, 2027. A motion was made by Donna Nolan and seconded by Monica Logan that the Granby Board of Education ratify the contract for the Granby Education Association effective July 1, 2024 through June 30, 2027. Rosemarie Weber thanked GEA President KC Petruzzi and the entire negotiating team for all of their time and hard work put into negotiating a new contract. This motion passed unanimously at 4:38 p.m.

**II. Adjournment**

A motion was made by David Peling and seconded by Donna Nolan that the Granby Board of Education adjourn the Special Board of Education Meeting. This motion passed unanimously at 4:40 p.m.

Respectfully submitted,

Monica Logan  
Board Secretary

# Special Populations Presentation

## Pupil Services Continuous Improvement Plan 2023-2024



# Granby School District

1,738 students

4 schools/programs

\$19,021 per pupil

184.5 certified staff FTE

Accountability Index: 81.6

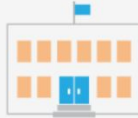
Website:  
<http://www.granbyschools.org>

Phone: 860-844-5250

Grade Range: PK-12

[Printable Reports \(PPRs\)](#)

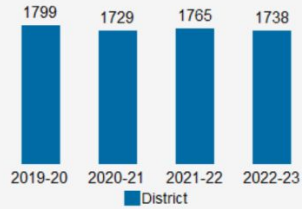
[Next Generation Accountability Report](#)



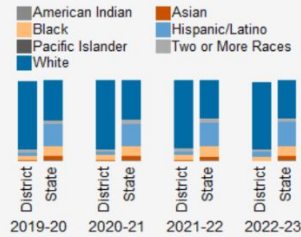
Information Icon - *Click for information about the chart.* Next Generation Accountability Metric Icon - *Click for indicator number and target or [view the full Next Generation Accountability Report here.](#)*

## - Students

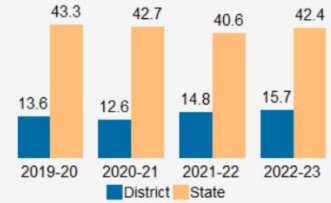
**District Enrollment**



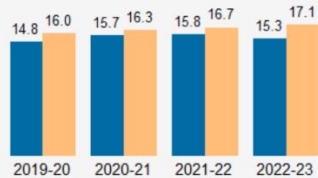
**Percentage of Enrollment by Race/Ethnicity**



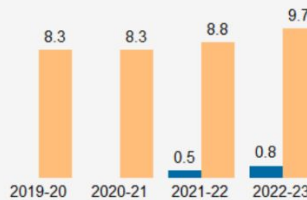
**Percentage Eligible for Free/Reduced Price Meals**



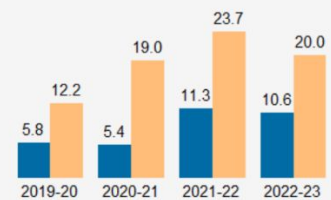
**Percentage Students with Disabilities**



**Percentage English Learners**



**Percentage of Students Chronically Absent**   
 Target: <=5



## October 1, 2021 Enrollment<sup>2</sup>

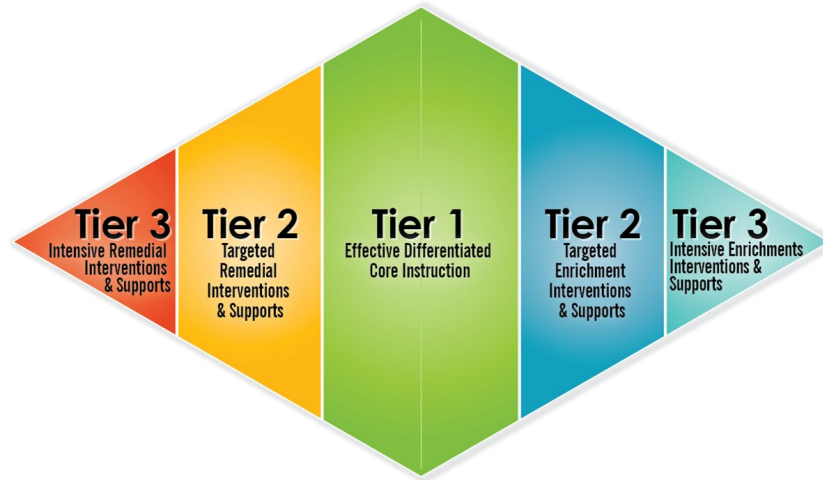
	District		State
	Count	Percent of Total (%)	Percent of Total (%)
Female	854	48.4	48.5
Male	911	51.6	51.5
Non-Binary	0	0.0	0.1
American Indian or Alaska Native	*	*	0.3
Asian	35	2.0	5.1
Black or African American	104	5.9	12.6
Hispanic or Latino of any race	86	4.9	29.0
Native Hawaiian or Other Pacific Islander	*	*	0.1
Two or More Races	52	2.9	4.3
White	1,482	84.0	48.6
English Learners/Multilingual Learners	8	0.5	8.8
Eligible for Free or Reduced-Price Meals	262	14.8	40.6
Students with Disabilities <sup>3</sup>	278	15.8	16.7

<sup>2</sup> This table represents students in grades PK-12 reported by the district in the Public School Information System (i.e., PSIS Reporting District).

<sup>3</sup> Students in this category are students with an individualized education program (IEP) only. This category does not include students with Section 504 plans or services plans.

# Multi Tiered Systems of Support

**Interventionists & Tutors**  
support students in or out of the classroom with specific tier 2 and 3 goals



**Instructional Specialists**  
support teachers in planning and implementing enrichment strategies as well as direct instruction for gifted students

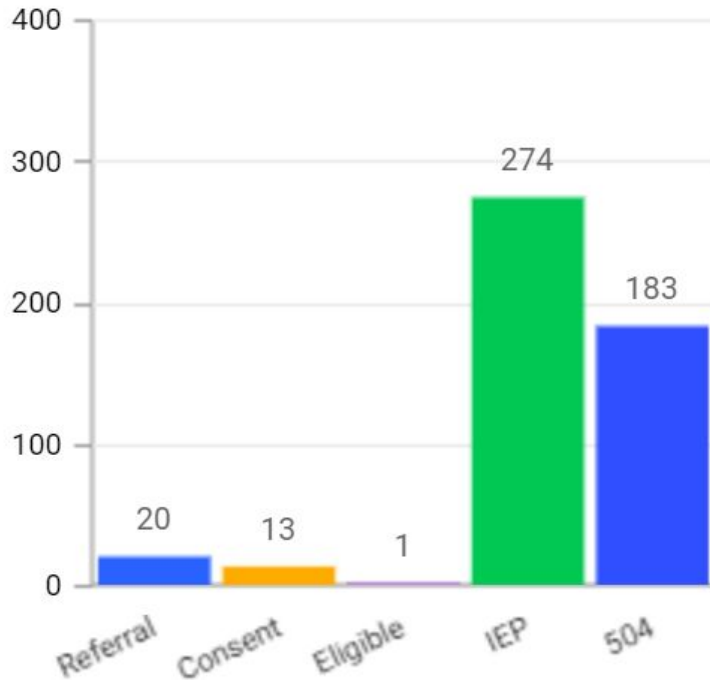
**Instructional Coaches**  
work with teachers to plan differentiated tier 1 instruction and supports

**Classroom Teachers**  
deliver differentiated tier 1 instruction in the classroom as well as tier 1 supports

**Teaching Assistants**  
support learners in the classroom and provide targeted skills practice (PK-2)

# Pupil Services by the Numbers

## Students by Status

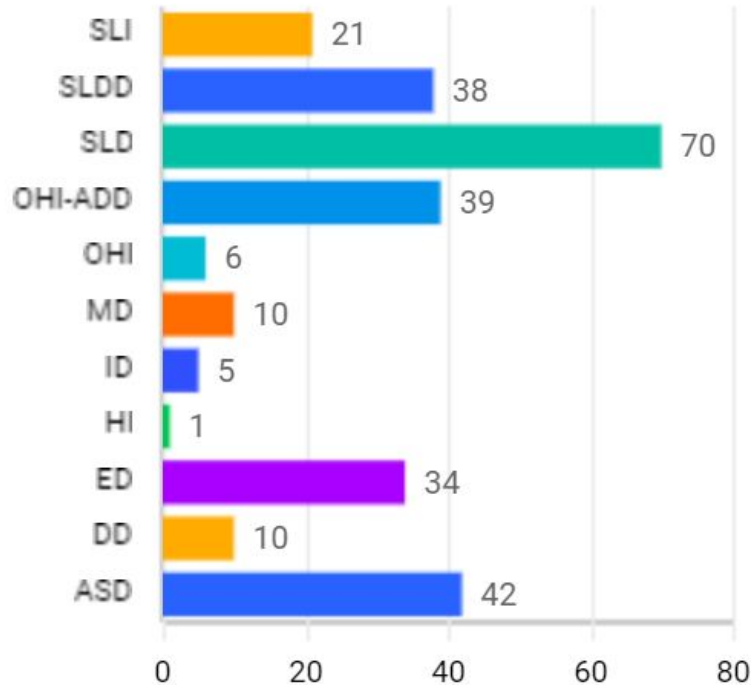


As of 11/12/23, there are 274 students with IEPs and 183 students Section 504 plans.

IEP Prevalence Rate = 15.5%  
504 Prevalence Rate = 10.4%  
Percent with Plans = 25.9%

# Pupil Services by the Numbers

## Students by Disability



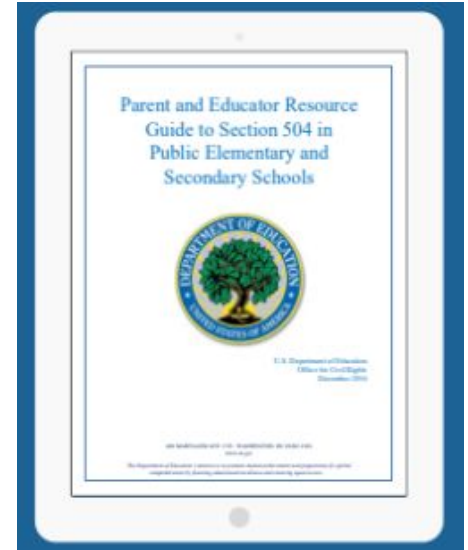
SLI=Speech Language Impaired  
SLDD=Specific Learning Disability: Dyslexia  
SLD=Specific Learning Disabilities  
OHI: ADD=Other Health Impaired; ADD  
OHI: Other Health Impaired  
MD: Multiple Disabilities  
HI: Hearing Impaired  
ID: Intellectual Disability  
ED: Emotional Disability  
DD: Developmental Disability  
ASD: Autism Spectrum Disorder

There are 13 categories of disability under the IDEA.

Top 3 eligibility categories in Granby are:  
Specific Learning Disabilities & Dyslexia,  
Other Health Impairment: ADD/ADHD and  
Autism Spectrum Disorder.

# Section 504

- Qualifying conditions include broad range of physical or mental impairments. Some examples:
  - Medical conditions (ie injury, cancer, epilepsy)
  - Anxiety / Depression
  - ADD/ADHD
- A plan may include some accommodations like:
  - Health care plan
  - Extended time on assignments and tests
  - Electronic organizers, color coded folders
- A plan may also include direct services like counseling.



# Who's Who in Pupil Services?

*Special Education  
Teachers, PK - 22*

*Physical Therapist*

*School  
Psychologists*

*Occupational Therapist & Certified  
Occupational Therapy Assistant*

*School Social Workers*

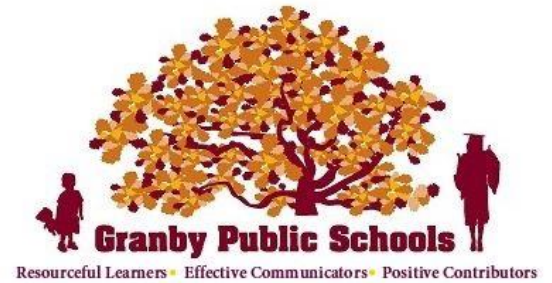
*Special Education  
Teaching Assistants*

*Board Certified  
Behavior Analyst*

*Director of Pupil Services*

*Speech & Language  
Pathologists & Speech  
Assistant*

*Administrative Assistant &  
Secretarial Support*



# Board Goal #1: Student Learning and Achievement

**Superintendent Goal:** 100% of students will demonstrate growth toward mastery of Science, ELA and Math as measured by performance at the proficiency level or higher on state summative assessments.

**Pupil Services Department Goal:** 100% of students with special needs will show measurable gains in academic achievement as measured by progress on individual IEP goals/ objectives, curriculum-based measures, and/or state summative assessments when provided effective core instruction, specialized instruction and ongoing progress monitoring of performance.

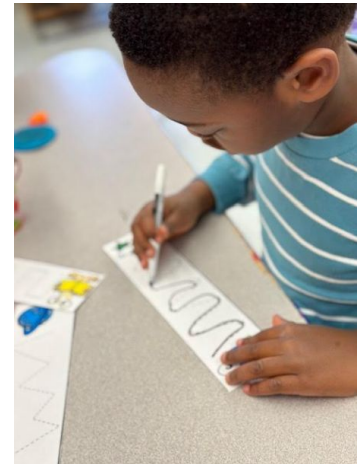
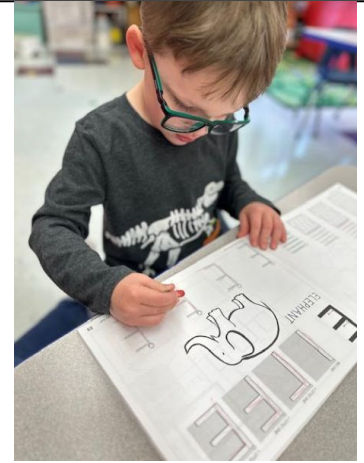
ELA/LITERACY: STAR & SBAC			
	Spring STAR	SBAC	Fall STAR
Grade 2	16.7%		23.1%
Grades 3-5	18.8%	23.9%	32.7%
Grades 6-8	11.5%	15.6%	8.0%
MATH: STAR & SBAC			
	Spring STAR	SBAC	Fall STAR
Grade 2	23.1%		26.7%
Grades 3-5	16.3%	21.6%	44.4%
Grades 6-8	4.8%	12.9%	14.3%

READING & WRITING PSAT/SAT: 22-23 Grade 11 Cohort	
Grade 10 PSAT	Grade 11 SAT
43.8%	37.5%
MATH PSAT/SAT: 22-23 Grade 11 Cohort	
Grade 10 PSAT	Grade 11 SAT
18.8%	25.0%

Note: Small sample size in grade 2 and changes in cohorts across all grade bands should be considered when examining this data.

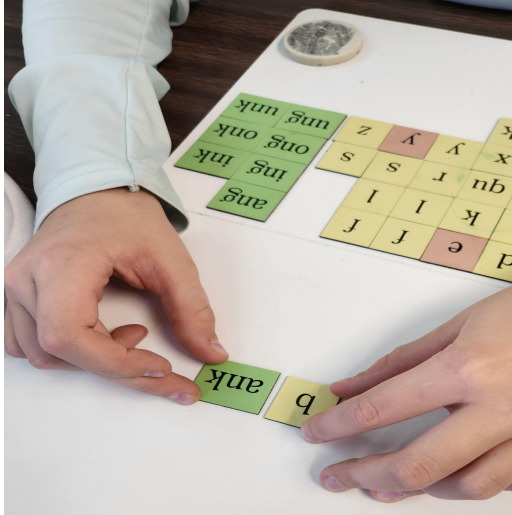
## Pupil Services Academic Action Steps

- Emphasis on multisensory learning techniques and strategies
- Build capacity around use of assistive technology tools with students
- Enhance progress monitoring tools to facilitate measurable growth and inform instruction
- Expansion of evaluation practices with a focus on learning disabilities, executive functioning and transition
- Expansion of co-teaching at GMMS & GMHS
- Support professional learning and staff capacity in the areas of structured literacy, speech & language therapy, co-teaching
- Expand in-district professional development for special education teaching assistants

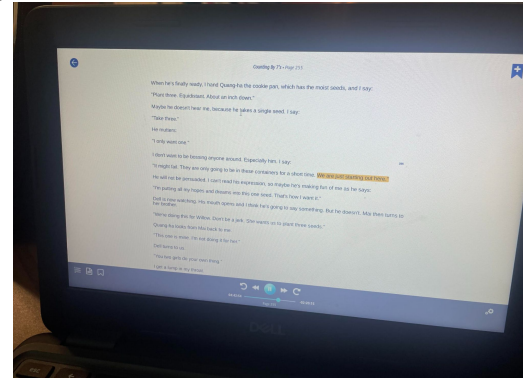
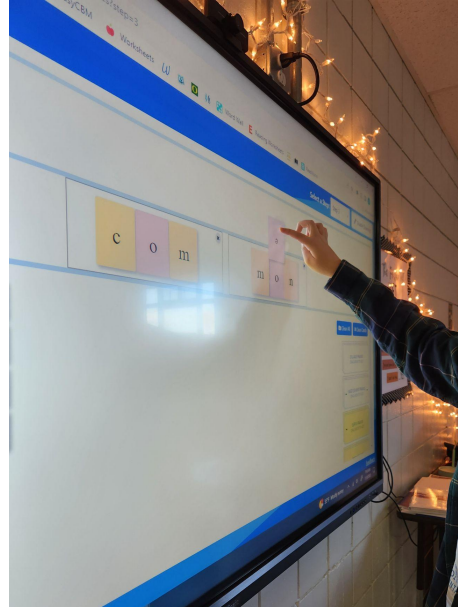


# Examples of Specially Designed Instruction & Goals

## Literacy



Students in 6th & 7th grade are using Wilson Reading System materials to further develop their literacy skills using a highly structured and multisensory approach.



A 7th grade student is reading from a text in class using the VOICEtext feature in Learning Ally.

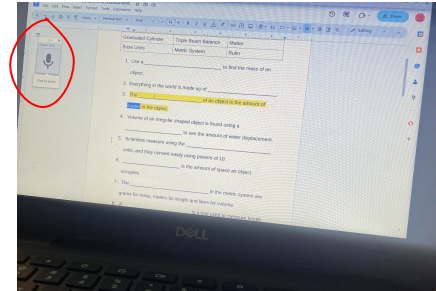
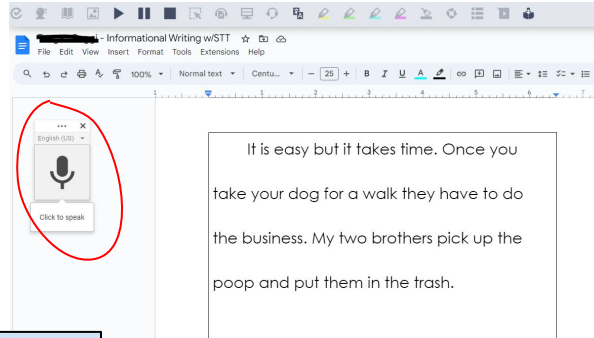
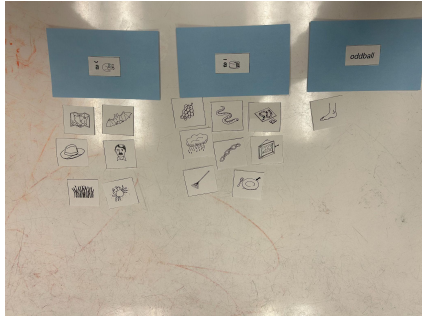
**Sample Goal:** Given explicit, sequential, and multisensory phonics instruction, STUDENT will use combined knowledge of all letter-sound correspondences, syllabication patterns, and morphology (e.g. roots and affixes) to accurately read unfamiliar multisyllabic words in context and out of context, increasing his score on a baseline decoding assessment from 17/120 to 70/120.

**Sample Objective:** Given explicit, sequential, multisensory phonics instruction STUDENT will blend, segment, and manipulate sounds in words with up to 6 sounds with 80% accuracy as measured by teacher created assessments by 02/23/2024.

# Literacy

## Examples of Specially Designed Instruction & Goals

# Writing



**Sample Objectives:** Given visual supports, repeated practice and specialized instruction, STUDENT will find her name in a field of 5 names.

Given visual supports to fade over time, STUDENT will write her first name with 100% accuracy in 4 out of 5 trials as measured by teacher created checklists.

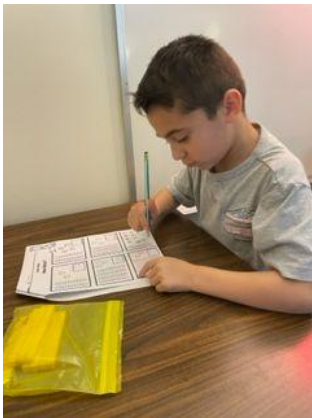
**Sample Goal:** Given technology and graphic organizers, STUDENT will be able to organize their thoughts and ideas to write a non-fiction writing piece with at least 3 paragraphs in 4 out of 5 opportunities as measured by work samples and observations.

Students use "Voice Typing" and "Google Read & Write" with electronic graphic organizers for writing and work completion.

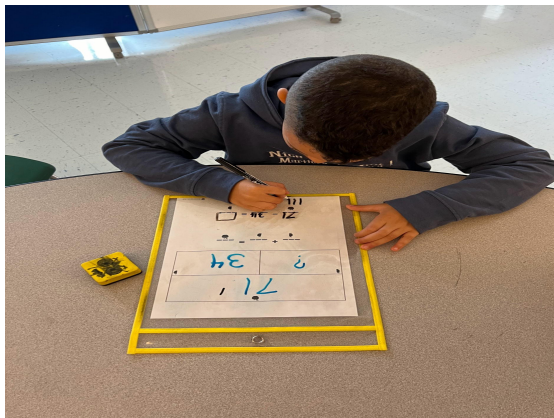
Students use picture cards from Words Their Way in order to sort vowel sounds to enhance their phonemic awareness skills and understanding of the difference between short and long vowels. This skill is beneficial both for reading and writing.

# Math

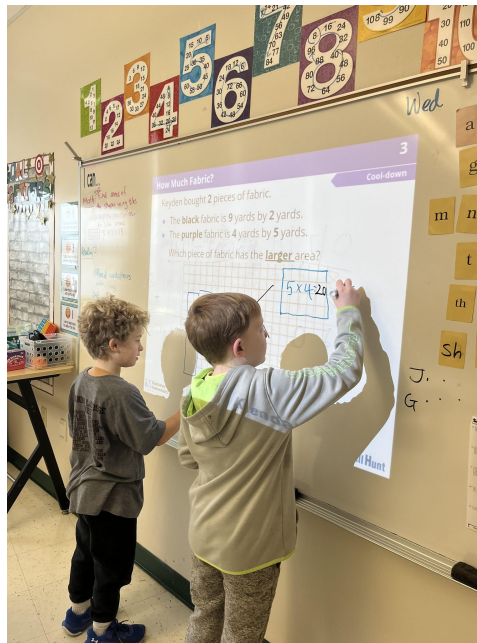
## Examples of Specially Designed Instruction & Goals



A second grader is using manipulatives (tens and ones) to compose 2 digit numbers.



Second grade students are learning to use this template with added visuals (part, part whole) to support their problem solving ability with addition and subtraction word problems within 100.



3rd grade students collaborate to solve multi-step word problems using a big whiteboard and projector. They have opportunities to apply learned skills and carry over to the classroom.

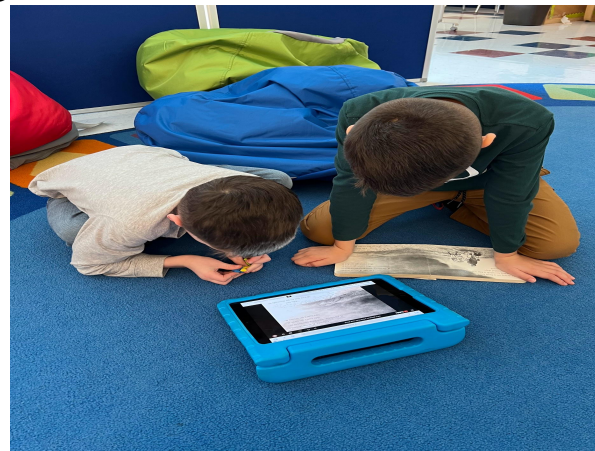
Sample Goal: Given explicit, multi-sensory instruction and opportunities for repetition and practice, STUDENT will be able to solve a word problem within 1000, in 4 out of 5 opportunities.

Sample Objective: Given anchor charts and visuals, STUDENT will be able to determine if a word problem will require addition or subtraction with 80% accuracy as measured by teacher created checklists and observations.

## Communication

# Examples of Specially Designed Instruction & Goals

The speech-language pathologists work with both high tech and low tech augmentative/alternative communication (AAC) tools to help students with emerging communication skills learn to express themselves and participate in the classroom.



Second grade students listen to a story as they followed along in a hard copy of a book. This was a way to have them work on listening comprehension and answering 'wh' questions.

**Sample Goal:** Given prompting, models, and access to an AAC device, STUDENT will make clear choices, express "all done", label items, and increase the ability to imitate sounds, word approximations, words, phrases and sentences as well as increase the frequency of requesting desired items and actions, as measured by mastery of the following objectives.

**Sample Objective:** Given school, speech room or play environment STUDENT will increase the frequency of spontaneous communication using AAC, gestures, speech approximations, words, phrases and/or sentences to 35 communication attempts in a 30 minute speech session.



In first grade, peers are learning to use the FM system to play math games with a peer that has a hearing impairment.

Behavior

## Examples of Specially Designed Instruction & Goals

Transition

### How can you help yourself?

The BLUE zone	The GREEN zone	The YELLOW zone	The RED zone
How might you feel?	How might you feel?	How might you feel?	How might you feel?
sad tired bored moving slowly	happy okay focussed ready to learn	nervous confused silly not ready to learn	angry frustrated scared out of control
What might help you?	What might help you?	What might help you?	What might help you?
Talk to someone Stretch Take a brain break Stand Take a walk Close my eyes	The goal of this exercise is to get to the GREEN zone. What can you do to be happy, calm and ready to learn?	Talk to someone Count to 20 Take deep breaths Squeeze something Draw a picture Take a brain break	Stop what I'm doing Make sensible choices Take deep breaths Ask for a break Find a safe space Ask for help



GMHS students use opportunities around the GMHS campus to help build their skills in following directions and seeing a job to completion.

Sample Goal: Given direct instruction in workplace behaviors, STUDENT will follow directions and advocate for themselves while performing vocational activities.

Sample Goal: STUDENT will develop self-awareness and self-regulation skills by identifying and appropriately responding to their emotional states in order to effectively navigate different zones and promote positive behavior and well-being.

# Board Goal #2: Community Engagement

**Superintendent Goal:** *Develop a District Communications Plan responsive to the needs of Granby Public Schools and all relevant partners and groups.*

**Department Goal:** *The Pupil Services Department will partner with families to support engagement, ongoing communication and collaboration between staff and families.*

- Continued partnership with the Special Education Parent Teacher Organization (SEPTO)
- Support SEPTO in partnering with the Connecticut Parent Advocacy Center (CPAC) for training session
- Promote personalized, reliable and regular channels of communication by case managers to families regarding student performance and progress
- Full implementation of the CT-SEDS Parent Portal for IEP & 504 documents
- Continue to build on and off campus internship opportunities



# Communication & Engagement

## CT-SEDS Parent Portal & Progress Reporting

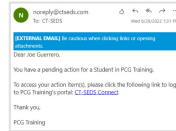
### Pupil Services Webpage

#### CT-SEDS PARENT PORTAL QUICK START GUIDE

The Connecticut State Department of Education is excited to share a new statewide special education data system with educators and parents. The CT-SEDS Parent Portal is a new way for you to view and sign documents (IEP, Section 504, Services Plans) for your student.

When your student's school sends you a new document, an **automated email** will be sent to you that contains a link to the **Parent Portal**.

If you do not receive an email, reach out to the school or your student's case manager to have another email sent.



#### Parent Portal Authentication Page



Choose the way you would like to receive your access code.

- Text Message** – Use this option if at least one phone number in your parent record is a cell phone.
- Voice Call** – An automated voice call will be sent to your phone number (cellular or landline) with an audible message including your access code.
- Email** – An e-mail containing your access code will be sent to the e-mail address in your parent record.

## Progress Report on IEP Goals and Objectives

Reporting Period: MS/HS November Progress Period, 11/09/2023

Granby School District

IEP Dates: 10/26/2023 - 05/23/2024

### PUPIL SERVICES



Granby Memorial High School students engaged in a pre-vocational landscaping project took a welcome break to greet their administrators. From left, Angela Ehrenwerth, director of pupil services; Tristan Sheppard, Jake Rossi, Austin Munson; Cheri Burke, superintendent of schools; Jennifer Parsons, assistant superintendent of schools. (Photo by Nicole Muller, the Granby Drummer)

#### Integrated Preschool Program

Granby B.E.A.R. Transition Academy

#### PARENT RESOURCES

#### SEPTO

The Special Education Parent Teacher Organization (SEPTO) will meet every other month, on the second Monday of the month, from 7:30-8:15 p.m. at Wells Road School in the Media Center.

- September 11, 2023
- November 13, 2023
- January 8, 2024
- March 11, 2024
- May 13, 2024

Please come to meet SEPTO leadership, learn how this group may be of help to you and discuss tips for a successful start to the school year.

## Special Education Parent Teacher Organization (SEPTO)

#### SEPTO

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- March 11, 2024
- May 13, 2024

**Monday, November 13th:** Please come to discuss preparing for and making the most of parent teacher conferences for students with special needs. We will also share information about training we are planning with the Connecticut Parent Advocacy Center (CPAC). If you wish to attend remotely, the google meets link is: <https://meet.google.com/gjr-ggiw-kbi>.

Email:

[granbyctsepto@yahoo.com](mailto:granbyctsepto@yahoo.com)

Facebook: @Granby CT SEPTO

## Community Partners

Geisslers Supermarket  
 Learning Steps  
 Farmington Valley YMCA  
 Granby Public Library  
 Waste Not Want Not Kitchen  
 Top Drawer Consignment Boutique  
 Live Every Day Physical Therapy

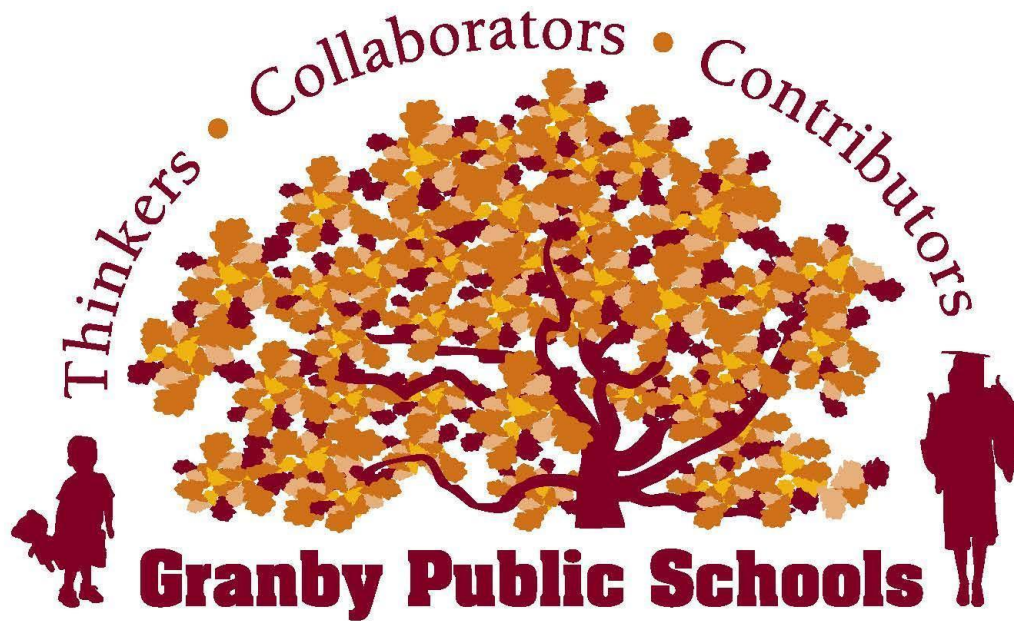


## For Inspiration...



Granby B.E.A.R. Transition Academy students create a message of inspiration for their message board every few weeks. These are two of my favorites.





Pupil Services Department

Continuous Improvement Plan 2023-2024

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# GRANBY PUBLIC SCHOOLS

## Vision of a Graduate

*All Granby Public Schools students will become resourceful learners and effective communicators who positively contribute at the local, national and global levels.*

<b>Resourceful Learners</b>	<ul style="list-style-type: none"><li>❖ Ask questions and identify problems or challenges</li><li>❖ Identify strategies and methods for personal success</li><li>❖ Explore and connect areas of interest</li><li>❖ Set goals and persist in achieving these goals</li><li>❖ Gather and evaluate a variety of sources and perspectives</li><li>❖ Synthesize information and create solutions</li><li>❖ Solve complex problems by applying approaches from multiple disciplines</li></ul>
<b>Effective Communicators</b>	<ul style="list-style-type: none"><li>❖ Listen closely and respectfully participate in discourse</li><li>❖ Value diverse voices and viewpoints</li><li>❖ Prepare a message for an identified purpose and audience</li><li>❖ Express ideas clearly in a variety of ways</li><li>❖ Support arguments with evidence</li><li>❖ Adapt and adjust thinking based on feedback and new learning</li><li>❖ Use tools and technology flexibly and strategically</li></ul>
<b>Positive Contributors</b>	<ul style="list-style-type: none"><li>❖ Develop meaningful connections with others</li><li>❖ Collaborate for a common goal</li><li>❖ Exhibit compassion and empathy</li><li>❖ Make healthy and responsible decisions</li><li>❖ Use personal talents and knowledge to contribute to society</li><li>❖ Demonstrate civic responsibility</li><li>❖ Understand that actions have impact on the local community, the country and our global society</li></ul>

## Board Goal #1: Student Learning and Achievement

**Improve student achievement, academic performance and opportunity at all grade levels and for all ability levels and decrease achievement gaps on the path to college and career readiness.**

**Superintendent Goal: 100% of students will demonstrate growth toward mastery of Science, ELA and Math as measured by performance at the proficiency level or higher on state summative assessments.**

**Department Goal: 100% of students with special needs will show measurable gains in academic achievement as measured by progress on individual IEP goals/ objectives, curriculum-based measures, and/or state summative assessments when provided effective core instruction, specialized instruction and ongoing progress monitoring of performance. (Strategic Initiatives 1.D, 1.E, 1.I, 1.M, 1.N)**

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
Continue to refine the delivery of specially designed instruction that is data driven, standards-based and curriculum aligned to reduce achievement differences amongst students with special needs	Administrators, Pupil Services Staff, Instructional Coach, Department Leader, Content Area Specialists	Ongoing	Specialized instructional materials for students PK-22	<b><u>Spring STAR/SBAC/Fall STAR ELA/Literacy</u></b> Grade 2:16.7%/NA/23.1% Grades 3-5:18.7%/23.9%/32.7% Grades 6-8:11.5%/15.6%/8.0%
Further refine the development of IEP goals & objectives that include learning conditions, explicit and clear baselines, targets and projected rate of improvement	Pupil Services Staff	Ongoing	Quality IEP Training & Resources; Collegial feedback on goals/objectives; Case reviews	<b><u>MATH</u></b> Grade 2:23.1%/NA/26.7% Grades 3-5:16.3%/21.6%/44.4% Grades 6-8:4.8%/12.9%/14.3%
Complete a districtwide inventory of progress monitoring tools across multiple disciplines that will support assessment needs in special education on IEP goals and objectives	Pupil Services Staff	2023-2024 School Year	Specialized & curriculum-based data collection tools	<b><u>PSAT/SAT</u></b> <b><u>22-23 Grade 11 Cohort</u></b> <b><u>Reading/Writing</u></b> PSAT gr 10-43.8% SAT gr 11-37.5%
Enhance assessment practices by expanding evaluations tool knowledge through training and coaching in the areas of learning disabilities, executive functioning and transition	Pupil Services Staff	Ongoing	Standardized, norm & criterion referenced assessment tools	<b><u>Math</u></b> PSAT gr 10-18.8% SAT gr 11-25%
Continue instructional coaching across all grade levels with a focus on instructional and assessment practices as well as assistive technology to support increased access to and participation in core curriculum	Administrators, Instructional Coach, Dept Leader, Pupil Services Staff	Ongoing	Schedule of coaching cycles & support sessions; Access to specialized instructional materials & assistive tech	Improved student achievement
Conduct data review meetings at least 3 times per year with each administrator, Coach or Department Chair and Content Areas Specialist to review academic achievement of students with special needs	Administrators, Instructional Coach, Dept Leader, Content Area Specialists	3 x per year per building	Academic achievement data	Improved student achievement
Expand co-teaching at the middle and high school levels to broaden the continuum of special education services and supports available to students	Administrators, Pupil Services Staff, Department Leader, Content Area Specialists	2023-2024 School Year	Common planning time & training	Improved student achievement

## Board Goal #2: Community Engagement

**Enhance communication and build trusting relationships with all stakeholders.**

**Superintendent Goal: Develop a District Communications Plan responsive to the needs of Granby Public Schools and all relevant partners and groups.**

**Department Goal: The Pupil Services Department will partner with families to support engagement, ongoing communication and collaboration between staff and families. (Strategic Initiatives 2.A, 2.B, 2.E)**

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
Continue to partner with the Special Education Parent Teacher Organization (SEPTO) to foster ongoing communication and collaboration between staff and families	Administrators, Pupil Services Staff	Every other month	Meeting schedule: every other month	Schedule of SEPTO meetings & topics
Support SEPTO in partnering with the Connecticut Parent Advocacy Center (CPAC) to provide at least 1 parent training session by CPAC	Administrator, Pupil Services Staff	1 x in 23-24 school year	CPAC Contact; Date/time/location for training	Scheduled training & parent input on quality of information
Utilize building-based communications and updates to the the Pupil Services department website to enhance communications and information to families	Administrator	Every other month SEPTO info; 2 x per year updates to website to highlight work of department	Time to compose communications	Communication artifacts (ie notifications in building-based e-blasts, newsletters, website)
Promote personalized, reliable and regular channels of communication by case managers to families regarding student performance and progress and to address parent inquiries and concerns	Administrators, Pupil Services Staff	Ongoing; At least monthly by provider	Email, mobile apps, photos, videos, phone calls	Examples of provider communication
Full implementation of the CT-SEDS Parent Portal for IEP & 504 documents and IEP Progress Reporting	Administrator, Pupil Services Staff	2023-2024 School Year	CT-SEDS Parent Portal	CT-SEDS Parent Portal Accessibility
Continue to attend Planning and Placement Team meetings, Section 504 meetings, parent meetings, etc along with phone/email contact to foster a collaborative relationship with families	Administrator	Ongoing & As needed	Scheduled meetings	Meeting attendance
Continue to support meaningful parent and student participation in the IEP and Section 504 process through directed work in seeing parent/student input before, during and after the meeting	Administrators, Pupil Services Staff	Ongoing	Scaffolded questioning before, during and after meetings to better support student & parent input	Increased specificity in student & family input on the IEP; Feedback to providers
Continue to build on and off campus internship opportunities for high school students with special education needs as well as community-based internships for post-secondary students as they work toward their transition IEP goals and objectives	Administrators, Pupil Services Staff, Transition Coordinator, Department Leader, Content Area Specialist	Ongoing	In-house and community partners	Documentation of internship opportunities

**Board Goal #3: Safety and Social Emotional Well-Being**  
**Foster a safe and positive social emotional environment for everyone.**

**Department Goals: The Pupil Services Department will support social/emotional/behavioral learning of students and staff to foster a positive learning environment that is responsive and encouraging. (Strategic Initiatives 3.A, 3.B, 3.D)**

<b>Action Steps</b>	<b>Person(s) Responsible</b>	<b>Timeline</b>	<b>Resources/Finances</b>	<b>Evidence/Measurements</b>
Support and assist MTSS team to develop an inventory social/emotional/behavioral tiered interventions at Tier 1, 2 and 3 that are targeted and appropriate in intensity and frequency	Administrators, Pupil Services Staff, Content Area Specialists	5-4 meetings in the 23-24 school year	EduClimber; SEL interventions & progress monitoring tools	Completion of Task
Implement year 2 of the state-approved social emotional screener (Devereux Student Strengths Assessment), which now includes a student self-report for HS students. Support teams in designing and implementing an action plan based on the data gathered	Administrators, SEL Committee members, Site based leadership	3 x year administration of DESSA	Access to the Devereux Student Strengths Assessment (DESSA)	Data from DESSA & action plan
Continue to support the work of the district-wide Social and Emotional Learning (SEL) Committee with the Assistant Superintendent to examine our curriculum, interventions and supports at all tiers of instruction using the Collaborative for Academic, Social, and Emotional Learning (CASEL) framework	Administrators, Pupil Services Staff, Instructional Coach, Department Chair, Content Area Specialists	4 committee meetings in the 23-24 school year	Review of District SEL practices & procedures, CASEL framework, Meeting time	SEL Action Plan
Coordinate refresher training on conducting threat assessments using the Comprehensive School Threat Assessment Guidelines (CSTAG) by the CT Center for School Safety and Crisis Prevention	Administrators, School Psychologists, School Social Worker, School Counselors	6 hour training	Consultant from CT Center for School Safety & Crisis Prevention; CSTAG	Completion of training; Increasing knowledge of school safety
Enhance assessment practices by expanding evaluations tool knowledge through training and coaching in the area of executive functioning	Standardized, norm & criterion referenced assessment tools	Ongoing	Standardized, norm & criterion referenced assessment tools	Improved student achievement & social/emotional/behavioral functioning
Complete a districtwide inventory of progress monitoring tools for social/emotional/behavioral functioning that will support assessment needs in special education on IEP goals and objectives	Pupil Services Staff	2023-2024 School Year	Specialized & curriculum-based data collection tools	Improved student achievement & social/emotional/behavioral functioning
Support continued partnership with community-based mental health providers to assist families in accessing services and supports	Administrators, Diagnostic Team	Ongoing	Resources & communication with community providers	Community-based referral information

## Board Goal #4: Budget Development and Fiscal Management

**Practice responsible budget development and management through transparency and maximize available financial resources through a balance of fiscal discipline and innovative educational investments.**

**Department Goals: The Pupil Services Department will aim to be fiscally responsible through careful identification of needs and appropriate spending to support student learning and growth. (Strategic Initiatives 4.E, 4.F, 4.G)**

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
Continue to work with all stakeholders within Granby Public Schools to monitor caseloads, needs of students (academic, functional, social/emotional/behavioral) and staff assignments to ensure appropriate staffing and supports are provided	Administrators, Instructional Coach, Department Leader, Content Area Specialists, Pupil Services Staff	Ongoing	Ongoing monitoring	Caseload numbers, student need, staff assignment
Continue to review and analyze the changing needs of students and adjust supports accordingly by expanding the continuum of service delivery options in District as appropriate to ensure student needs are being appropriately met in the Least Restrictive Environment	Administrators, Instructional Coach, Department Leader, Content Area Specialists, Pupil Services Staff	Ongoing	Ongoing monitoring	Adjusted resource allocation when needed  Generated ideas / proposal
Continue participation with the Farmington Valley Directors Group to partner on resources and programming for students with special education needs in the Farmington Valley	Administrator	Monthly Meetings	Attendance at monthly meetings	Shared resources and programming when available
Continue to assess PK-22 special education service delivery to identify possible programming supports to reduce the need for some out of district placements, including thoughtful, graduated and part-time returns to district from outplacement settings when appropriate	Administrators, Pupil Services Staff, Instructional Coach, Department Leader, Content Area Specialists	Ongoing	Ongoing service delivery analysis	Adjusted programming when applicable
Monitor first year implementation of the Granby BEAR Transition Academy and explore partnerships and collaborations with neighboring towns	Administrators, Department Chair, Content Area Specialist, Transition Coordinator, Transition Academy Teacher, Pupil Services Staff	Ongoing throughout the 23-24 school year	Allocation of appropriate staff, Community location, Community-based partners for internships, Student performance & progress	Program Review
Continue to investigate the possibility of alternative educational programming within the Granby Public Schools to more effectively meet the needs of students in grades 8-12 who have struggled with engagement and success in a traditional school model	Administrators, Department Leader, Content Area Specialists, Committee Members, Business Manager, Facilities Manager	2023-2024 School Year	Review of draft proposals developed	Program Proposal

## Board Goal #5: 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.**

**Department Goals: The Pupil Services Department supports the implementation of the Granby Public Schools Anti-Bias/Anti-Racism Plan by promoting equitable practices and outcomes for all students, particularly those with identified special needs, through specialized instruction, programming and family support. (Strategic Initiatives 5.A, 5.B, 5.D, 5.E, 5.F, 5.H)**

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
Continue to support the mission of the Best Buddies Program, Unified Sports and Young Athletes Program by building awareness expanding opportunities for these groups	Administrators, Best Buddies Faculty Advisor, Athletic Director, Unified Sports Coach, Young Athletes Coordinator, Volunteers	Ongoing	Financial Support, Meeting time, Athletic & activity Schedule	Sustaining & increasing membership & participation
Continue to build staff capacity to utilize differentiated instructional and assessment practices as well as universal design for learning through consultation and collaboration with Pupil Services Staff	Administrators, Pupil Services Staff, Instructional Coach, Department Leader, Content Area Specialists	Ongoing	Protocols, Time for consultation & collaboration	Greater access to and performance in general education
Continue to examine special education needs and data using an equity lens during monthly Special Education Leadership Meetings (CAS Leaders, PK-5 Coach, 6-12 Dept Chair) through careful consideration of trends and patterns in eligibility, service delivery and the broader needs of students and families	Administrators, Instructional Coach, Department Leader, Content Area Specialists	Ongoing	IEP Goals/Objective Data, CT-SEDS Data, Curriculum-based data	Summarization of trends and needs
Discuss diverse needs of special education students, those with Section 504 plans and other presenting with high needs during PLC meetings with an equity lens in mind	Administrators, Pupil Services Staff	PLC meeting schedule	PLC meeting times	PLC Agendas
Continue to partner with Granby's Family Engagement Specialist on a regular basis to better support the needs of students with disabilities across our varied communities	Administrators, Pupil Services Staff, Family Engagement Specialist	Ongoing & as needed	Collaboration Time	Enhanced student access to supports and services

## Board Goal #6: Professional Learning

**Develop the instructional skills and strategies of our teaching staff through ongoing, meaningful and systemic professional learning opportunities.**

**Department Goals: The Pupil Services Department will provide meaningful professional learning opportunities to enhance practice and increase learning outcomes for students. (Strategic Initiatives 6.A, 6.B, 6.E)**

Action Steps	Person(s) Responsible	Timeline	Resources/Finances	Evidence/Measurements
Continue to support staff in year 2 of CT-SEDS implementation for all students with IEPs and Section 504 Plans through ongoing support at each building's monthly department meetings, building-based PLC meetings and district PD days	Administrators, Instructional Coach, Department Leader, Content Area Specialists	Weekly/Bi-weekly PLC meetings, Monthly department meetings, District PD days	CSDE reference materials, Professional development, Time, Collaboration opportunities, CTSEDS Help Desk	Completion of plans in SEDS
Support training of special education teachers K-12 in enhancing their knowledge and skill in delivering specialized reading instruction through participating in structured literacy training such as the Wilson Reading System and Orton-Gillingham.	Administrators, Instructional Coach, Department Leader, Special Education Teacher	Training sessions occurring throughout the 23-24 school year	SERC & Other Agencies PD Schedule; Release time; Reading materials	Completion of training sessions; Enhanced delivery of specialized reading instruction & progress monitoring
Support Speech-Language Pathologists in attending 1 day of training at the American Speech-Language-Hearing Association's (ASHA) national conference	Administrators, Speech-Language Pathologists	November 2023 2022-2023 School Year	Conference fees, Travel, Release Time	Enhanced staff capacity & professional development
Access SDE's subscription to the New England Assistive Technology (NEAT) Center for Assistive Technology (AT) and Augmentative & Alternative Communication (AAC) needs	Administrators, Department Leader, Content Area Specialists, Pupil Services Staff	As applicable for specific student needs	Referral & consultation time with NEAT	Enhanced individualized supports for students; Enhanced staff capacity in AT & AAC
Increase staff capacity in transition assessments & planning for middle and high school teams	Administrators, Department Leader, Content Area Specialists, Pupil Services staff	Selected department meetings	Inventory of transition assessments; Release time for selected staff to attend PD	Enhanced IEP transition goal/objectives; Scope & sequence of transition activities to complete in middle school, high school & in the transition program (if applicable)
Support special education and related services staff in connecting their specialized instruction and assessment, with the District's work on EEI, specifically practice & feedback	Administrator, Pupil Services Staff	Ongoing through goal setting meetings, post-observation conferences, PLC discussions	Elements of Effective Instruction	Evidence of practice & feedback elements through direct staff observation & discussion
Implement the 23-24 professional development plan for special education teaching assistants	Administrators, Spec Ed Teaching Assistants, Pupil Services Staff / Case Managers	Ongoing per established schedule	Development & delivery of training materials; Case managers scheduling embedded sessions	Increased TA capacity to implement IEPs & build student independence



# COMMUNICATIONS PLAN 2024-2027

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*We believe effective two-way communication with all district audiences promotes trust and supports a positive environment for teaching and learning.*

*It is the responsibility of the Granby Board of Education to set district goals and to regularly review progress toward meeting those goals. In addition to approving this three-year communications plan, our Board will review and approve specific strategies as part of normal Board and budget operations. We will also track our district's progress in achieving the goals of this plan.*

## **Granby Public Schools Communication Goals 2024-2027**

1. Provide the information that audiences are seeking in an easy to find, engaging, concise, and understandable format.
2. Increase opportunities for audiences to express concerns, share suggestions, participate in decision-making, and be a meaningful part of the school community.



# COMMUNICATIONS PLAN 2024-2027

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**Goal 1: Provide the information that audiences are seeking in an easy to find, engaging, concise, and understandable format.**

## OBJECTIVES AND STRATEGIES

### **Improve Website**

Re-organize GPS web presence to help users find the information they seek.

- Include district/school dates and GMHS and GMMS daily bulletins (with school activities and club info) on home pages.
- Highlight budget news, initiatives, awards and celebrations, and key family information.
- Increase available information about GPS curriculum, strategic goals, equity work, and policies related to student conduct.
- Update central internal staff website to contain HR information, teaching resources, forms, new staff onboarding information, important policies, mandated training, etc.
- Add engaging student and staff photos and videos to help tell the district's story.

### **Create Engaging Newsletters**

- Establish a common platform for accessible family newsletters.
- Set district standards for newsletter publication and distribution.
- Create a bi-annual internal staff newsletter to highlight staff awards, district successes, policies, BOE decisions, budget information, staff milestones, etc.

### **Increase Readability of all Communications**

Train administrators and content creators on writing for today's audiences to improve readability and to engage targeted audiences..

### **Publicize Important Board of Education Decisions**

Summarize important BOE decisions/votes as needed. Include as appropriate in student announcements, school newsletters, staff website, and *The Granby Drummer Vision* insert.

### **Refine Guidelines for Grade and Assignment Posting**

- Develop shared outcomes and expectations for use of PowerSchool and Google Classroom.
- Provide training and support as needed.
- Communicate the guidelines to students and families.



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# COMMUNICATIONS PLAN 2024-2027

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## **Strengthen District Identity**

- Ensure school environments are welcoming to all.
- Create a branding committee with representatives from various audiences.
- Work with a graphic designer to update district and school logos using common elements (e.g., colors, fonts) to create cohesion.
- Create high quality raster (for websites, letterhead, etc.) and vector (for commercial banners, spirit gear) files for each logo in a variety of orientations.
- Include a branding guide to ensure consistent logo use and help build our school brand.

## **Share School Successes**

- Add awards and recognition as a standing agenda item to Board meetings.
- Use the district social media accounts to celebrate GPS students and staff.
- Publicize districtwide accolades in various media outlets.
- Share engaging student and staff videos to help tell the district's story.

## **Review Efficacy of Current Communications Platforms**

- Review and evaluate the use of district communication systems such as *School Messenger*, *Apptegy*, *Remind*, *Ecollect*, *Digital Backpack*, *My School Bucks* for redundancies and possible savings.
- Research alternative platforms which could potentially replace many or all.

## **Prepare Audiences for Emergencies**

Share a clear description of crisis communication protocols with appropriate audiences.



# COMMUNICATIONS PLAN 2024-2027

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**Goal 2: Increase opportunities for audiences to express concerns, share suggestions, participate in decision-making, and be a meaningful part of the school community.**

## OBJECTIVES AND STRATEGIES

### **Publicize Process for Getting Concerns Addressed**

Create and share a public and internal “Addressing School Concerns” process chart to help all audiences get their questions answered and problems resolved as quickly as possible.

### **Increase Opportunities to Address Questions**

- Post a public *Ask GPS* blog for district leaders to answer questions from students, families, and the community.
- Create additional internal avenues for staff to share concerns and questions and to collaborate on solutions.

### **Engage Parents and Community Members**

- Partner with family groups to support students and schools.
- Capitalize on open house events and school conference days to showcase school resources and student work.
- Continue to promote family and community engagement opportunities around events and school projects.
- Publicize opportunities and guidelines for volunteers.
- Extend a welcome to community members attending public events such as athletic contests, school plays, and concerts. Arrange for transportation if needed/possible.
- Create a committee to design a reciprocal intergenerational activity/event where students visit the community and community members visit the schools.

### **Connect District Leaders and Superintendent with Families and Community**

- Set up informal events for families to meet with principal (e.g. coffee with the Principal)
- Record and share “SuperChat” videos to highlight students and programs.
- Attend community meetings and events.
- Create avenues for families and community members to be heard when key policies, programs, and initiatives are considered.

**Curriculum Subcommittee Meeting - Approved Minutes  
October 4, 2023, 5:30 p.m.  
Central Services**

Present:

David Peling  
Kristina Gilton  
Whitney Sanzo  
Rosemarie Weber

Absent:

Cheri Burke  
Jennifer Parsons

Member of the Public: N/A

Meeting commenced at: 5:35 p.m.

Meeting adjourned at: 6:36 p.m.

1. Public Comment: N/A
2. Approve Minutes from the September 6, 2023 Curriculum Subcommittee Meeting: A motion was made by David Peling and seconded by Kristina Gilton to approve the minutes from the September 6, 2023 Curriculum Subcommittee Meeting. This motion passed.
3. District Communications Plan: Reviewed the data from the district communication surveys and focus groups and also held a BOE-level focus group.
4. Other: N/A

A motion was made by David Peling and seconded by Kristina Gilton to adjourn the meeting. This motion passed unanimously at 6:36 p.m.



## UPCOMING DISTRICT EVENTS

Nov. 10-12	HS Drama Play " <i>A Christmas Carol</i> "	11/10 7:00 p.m. 11/11 7:00 p.m. 11/12 2:00 p.m.	HS Auditorium
Nov. 13-17	National Education Week		
November 13	SEPTO Meeting	7:30-8:30 p.m.	Wells Road Media Center
November 15	Finance Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.	Central Services Town Hall Meeting Room
November 16	Early Release (Secondary Only-Conf.)		
November 16	Secondary Evening Conferences	5:00-7:30 p.m.	GMMS/GMHS
November 18	Mattress Fundraiser	10 a.m.-5 p.m.	Community Gym
November 22	Early Release (All Schools)		
Nov. 23-24	Thanksgiving Recess (No School)		Offices Closed
December 1	NHS Sports Tournament	6:00-9:00 p.m.	HS Main Gym/Comm. Gym
December 6-8	Early Release (Elementary Only-Conf.)		
December 6	Evening Conferences (Kelly Lane)		
December 7	Evening Conferences (Wells Road)		
December 21	GMHS Winter Choral Concert	7:00-9:00 p.m.	HS Auditorium
December 22	Early Release (All Schools)		
Dec. 25-Jan. 1	Winter Break		Offices closed Dec. 25 <sup>th</sup> and Jan. 1 <sup>st</sup>