

SIMSBURY BOARD OF EDUCATION
REGULAR MEETING
November 28, 2023
BOE Conference Room
6:30 p.m.
AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC AUDIENCE
- IV. COMMITTEE REPORTS/BOE COMMUNICATIONS
- V. RECOMMENDED ACTIONS
 - A. Approval of Minutes of November 14, 2023 Meeting EXHIBIT I
 - B. Personnel EXHIBIT II
- VI. INFORMATION AND REPORTS
 - A. Social & Emotional Learning (SEL) Update EXHIBIT III
 - B. Nutrition Services Update EXHIBIT IV
 - C. Capital Improvement Plan EXHIBIT V
 - D. 2024-25 Budget Calendar EXHIBIT VI
- VII. PUBLIC AUDIENCE
- VIII. FUTURE BUSINESS
 - A. Next Board Meeting, Tuesday, December 12, 2023,
BOE Conference Room

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**TOWN OF SIMSBURY
BOARD OF EDUCATION**

Record of Proceedings

Regular Meeting

November 14, 2023

Ms. Susan Salina called the meeting to order at 6:30 p.m. in the Board of Education Conference Room.

Roll Call:

Members present: Mmes. Susan Salina, Tara Willerup, Lydia Tedone and Jen Batchelar. Messrs. Jeff Tindall, Todd Burrick and Brian Watson. Ms. Sharon Thomas arrived at 6:34 p.m.

Also present: Assistant Superintendent Sue Homrok-Lemke, Assistant Superintendent Neil Sullivan, BOE Student Representative Sophia Luzietti and Recording Secretary Katie Wilde.

PUBLIC AUDIENCE

Lori Boyko, 15 Oakhurst Road, noted the Equity Council run by Dr. Batchelor includes teachers, parents, board members and members of the community. She suggested that given the composition of the group, the meetings should be considered public meetings with posted agendas and minutes.

COMMITTEE REPORTS/BOE COMMUNICATIONS

Ms. Luzietti reported on activities at the elementary schools. She noted that the SHS Tri-M Honor Society was chosen as the CT Chapter of the Year and were filmed and interviewed by WFSB Channel 8. Ms. Luzietti stated that the Tech Ed students created 274 pens during their Veterans Day Pen-a-thon, and raised \$1,200. She noted the girls' soccer team is competing in the Class L semifinal this week.

Ms. Thomas gave a shout out to the girls' volleyball team who is also doing well. She stated that she attended the Simsbury Plan of Conservation and Development and suggested the document should be reviewed to ensure it captures our capital projects.

Ms. Willerup noted that Simsbury Celebrates will happen on the Saturday after Thanksgiving. Mr. Tindall urged everyone to contribute to the Jack Bannon Turkey Trot. Ms. Tedone reported that the CABE/CAPSS Convention starts on Thursday with the Delegate Assembly.

Mr. Sullivan reported on the progress of the Latimer Lane School project and noted that the first move in date has been pushed up to December 4. Ms. Lemke reported on the professional development held on Election Day. She also noted that Mr. Curtis will be attending the CT Teacher of the Year ceremony with Christy Cestone on Wednesday. Ms. Salina congratulated the newly elected and re-elected board members.

RECOMMENDED ACTIONS

A. Approval of Minutes of October 10, 2023 Meeting

Public Audience

Communications

Approval of
Minutes of

<p>Mr. Watson: MOVE to approve the minutes of the October 10, 2024 meeting.</p> <p>Ms. Thomas: Seconded. So moved</p>	<p>October 10, 2023</p>
<p>B. Approval of Minutes of November 2, 2023 Special Meeting</p> <p>Ms. Thomas: MOVE to approve the minutes of the November 2, 2023 Special Meeting.</p>	<p>Approval of Minutes of November 2, 2022</p>
<p>Mr. Burrick: Seconded. So moved. Ms. Willerup abstained.</p> <p>C. Personnel</p>	<p>Personnel</p>
<p>Ms. Willerup: MOVE that the Board of Education accept the resignation of Megan Shumway effective November 17, 2023.</p> <p>Mr. Tindall: Seconded. So moved.</p>	
<p>D. Acceptance of Gift from Central School PTO</p> <p>Ms. Batchelor: MOVE that the proposed gift of \$3,350 to Central School by the Central School Parent-Teacher Organization be approved.</p>	<p>Central School PTO Gift</p>
<p>Ms. Willerup: Seconded. So moved.</p> <p>E. Acceptance of Gift to Cultural Enrichment Committee</p>	<p>Cultural Enrichment Committee Gift</p>
<p>Ms. Thomas: MOVE that the proposed gift of funds from all the elementary school parent-teacher organizations to provide cultural programming to elementary school students be accepted.</p> <p>Ms. Willerup: Seconded. So moved.</p>	
<p><u>INFORMATION AND REPORTS</u></p>	
<p>A. Henry James Memorial School Report</p> <p>Scott Baker, HJMS Principal, discussed highlights from the 2022-23 school year. The SEL Committee continued their work refining how ROAR (Respect, Responsibility and Integrity) lives in the school community. Extra-curricular life has been rebooted with 65% of students participating in after school activities. Jacqueline Petrella, HJMS Assistant Principal, spearheaded a parent education series. The first ever Grade 8 Promotion Ceremony was held at the end of the year. Trips to Quebec and NYC resumed, as did fall and spring festivals, neon night and culture night. Robotics, Math Counts and Chess are back at competitions. The One School One Book series was launched last year and will continue this year.</p> <p>Mr. Baker reviewed the HJMS indicators of success. 74% of 7th and 8th grade students met goal in ELA, a 2% increase over last year. Mr. Baker noted that there was a larger than typical decline from 6th grade to 7th grade and the school is collaborating with the elementary schools to address this concern. 66% of 7th and 8th graders met goal in Math, a 9% increase over last year, demonstrating strong</p>	<p>HJMS Report</p>

movement. 76% of 7th and 8th grade students met goal in Science, a 1% increase over last year. Mr. Baker stated that the focus in math and reading was on targeting specific standards and developing a more robust spiral review of skills.

Mr. Baker reviewed the culture data resulting from the student/staff/parent survey. He stated that strengths noted by students included feeling a sense of belonging, after school activities and events, and “fun” was the most frequently used word to describe the school. Concerns included congregating in bathrooms, the need for more water bottle fillers and the lack of air conditioning. The bathroom situation and the water bottle fillers are being addressed. Homework was only mentioned twice where as the prior year it was highly mentioned. Final steps of implementing the HJMS homework policy are in the works which includes a one page guideline sheet that will go into next year’s parent/student handbook.

Ms. Petrella addressed the staff survey results. 90% of staff feel like they fit in at HJMS and feel supported. Behavior was a primary concern, in addition to staff getting to know each other, and students lack of basic study skills. Ms. Petrella stated that increased supervision in the hallways and cafeteria is addressing behavior. The creation of the HJMS All-Stars Bulletin Board and staff trading cards have been implemented for staff to become more familiar with one another. Summer work on study skills will be implemented in 2023-24. Board members expressed concern and suggested that study skills be incorporated into the school day.

Ms. Petrella addressed the strengths from the family survey which include a feeling of overall safety, culture/belonging and communication. Parents suggested more face time with teachers, more parenting series, and concerns about behavior. In response, Ms. Petrella stated that parent-teacher conferences will be implemented in 2024-25, the parenting series will continue into this school year, and supervision has increased in unstructured settings.

Ms. Petrella reviewed the ROAR goals that are used to structure the climate committee work at the school. She noted that 90% of student office referrals reflect 6% of the school population.

Mr. Baker addressed HJMS areas of focus based on the 2019-24 BOE Strategic Plan. These include climate and culture, student growth and teaching & learning. He presented a video of staff and students stating their ROAR goals.

B. Capital Improvement Plan

Ms. Salina stated that this item will be moved to the next agenda, as the key players were unable to attend tonight’s meeting.

C. Quarterly Budget Analysis

Ms. Lemke noted changes to two of our grant awards. The IDEA pre-school grant has an increase of \$56,197 over the prior year. The Carl Perkins grant has an increase of \$7,329 over the prior year. She stated that on the expenditure side transportation spending is higher due to increased needs for outside vendor transportation for special education students. Maintenance of plant and equipment has a lower rate of spending this year due to HVAC repairs completed prior to the start of the school year. Out of district tuition spending increased in the current year

CIP

Quarterly Budget Analysis

related to the timing of payments, in addition to increased tuition costs.

PUBLIC AUDIENCE

None.

Public Audience

ADJOURNMENT

Ms. Thomas: MOVE to adjourn the meeting at 7:46 p.m.

Adjournment

Ms. Willerup: Seconded. So moved.

Jennifer Batchelar
Secretary

Katie Wilde
Recording Secretary

MEMORANDUM TO: Members of the Board of Education
 FROM: Matthew T. Curtis
 DATE: November 28, 2023
 RE: Personnel Recommendations

I. Resignation

Javier Rivera

Experience .5 year
 Assignment Special Education Teacher, Tootin' Hills School
 Effective November 22, 2023

BOARD MOTION:

"MOVE that the Board of Education accept the resignation of Javier Rivera effective November 22, 2023."

II. Appointments

Lisa Abel

Education BA, University of Miami
 MA, University of Hartford
 6th year, Central Connecticut State University
 Experience 20 years
 Salary Schedule 6th Year, Step 10
 Assignment Department Supervisor, Music & Performing Arts K-12
 Effective November 6, 2023

Danielle Cottone

Education BA, Simmons College
 MA and M.Ed Grand Canyon University
 Experience 6 years
 Salary Schedule 6th Year, Step 7
 Assignment Special Education Teacher, Simsbury High School
 Effective December 18, 2023

Jenifer Cybert

Education BA, University of Connecticut
 MA, University of Hartford
 Experience 19 years
 Salary Schedule 6th Year, Step 10
 Assignment School Psychologist, Simsbury High School
 Effective To Be Determined

Kelly O'Connell

Education BA, Northern Arizona University
 MA, Smith College
 6th Year, University of Connecticut
 Experience 20 years
 Salary Schedule 6th Year, Step 10
 Assignment Teacher of the Deaf/Hard of Hearing, District-wide
 Effective November 27, 2023

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: November 28, 2023
RE: Social and Emotional Learning

Our district's strategic plan explicitly addresses the need to develop social emotional learning in the Simsbury Public Schools (SPS). More specifically, a component of our *Compassionate and Connected School Culture* goal is to develop, plan, and implement appropriate social and emotional competencies necessary for success. To guide this work, SPS adopted the Collaborative for Academic, Social and Emotional Learning's (CASEL) five social-emotional competencies: self-awareness, social awareness, relationship skills, self-management and responsible decision-making. CASEL identifies social-emotional learning (SEL) as the process through which we "acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions".

In 2020, a team of administrators, teachers, and staff began working on a five-year elementary SEL strategic plan. The team developed lessons, an online teacher resource site, and communications shared with our school community and families. Dr. Batchelor joined the team in 2022 to lead the team in developing a K-12 SEL framework aligned with our Vision of a Graduate and SEL. Currently, we teach these competencies through explicit SEL lessons and activities integrated into the curriculum, K-12. This framework supports our existing character education programs and provides guaranteed opportunities for all students.

This evening, Dr. Batchelor, Director of Equity and Access, Nancy Forsberg, Assistant Principal at Squadron Line School, and Caroline Farrah, Tariffville School teacher, will provide a K-12 overview of social-emotional learning across our district.

EXHIBIT IV

MEMO TO: Members of the Board of Education
FROM: Matthew Curtis, Superintendent
DATE: November 28, 2023
RE: Nutrition Services Update

Neil Sullivan, Assistant Superintendent, and Bonnie Anderson, Director of Nutrition Services, will provide an overview of the Nutrition Services Department, to include:

- Highlights of the National School Lunch Program
- Overview of Reimbursable Meals
- Participation Numbers for Breakfast and Lunch
- Training for Leaders and Workers
- Current Challenges and Opportunities
- Financial Report
- State of Connecticut Program Review
- Latimer Lane Renovation

Mr. Sullivan and Mrs. Anderson will be happy to address any questions you may have following their presentation.

MC:cdf

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew Curtis
Superintendent of Schools

DATE: November 28, 2023

RE: Discussion of the Capital Improvement Plan

This year the Town Manager requested two changes to the town’s capital planning process.

- The 6-year plan has been extended to a 12-year plan.
- The formation of a “Capital Review Committee” to rank, order, and recommend projects.

The new committee is comprised of representatives from the Public Works, Public Schools, and Culture, Parks & Recreation Departments, along with the Director of Finance, and Budget Director. Projects are ranked by the following criteria

- Safety 20%
- Presence on a capital master plan 20%
- Required for management/maintenance 20%
- Alignment with BOS/BOE/Town Manager goals 15%
- Funding source and impact on operating budget 15%
- Contribution to quality of life / economic vitality 10%

Preliminary discussions are being held regarding the order of projects across the 12 year plan, and its impact on the town’s debt service. An initial report is expected on November 3rd.

Attached you will find the administration’s draft 12 Year Capital Improvement Plan (2025-2036).

The following projects, in the first year of the plan, would be potentially funded in the upcoming budget year 2024-25:

- | | |
|--|-------------|
| • Tootin’ Hills partial roof replacement | \$1,120,000 |
| • SHS amphitheater & auditorium improvements | \$ 400,000 |
| • District network infrastructure improvements | \$ 350,000 |
| • District flooring improvements | \$ 250,000 |

Tootin’ Hills Roof – Roof sections V3 and V4 were originally installed in 1995 and 2000 respectively. The Tecton capital improvement plan recommends they both be replaced in 2024.

SHS Amp & Aud – Both large assembly locations at the high school are in need of improvements. The amphitheater needs its worn-out carpeting and seating replaced. The carpet replacement will require asbestos abatement. The auditorium's theater lighting and sound systems need to be replaced. Most of the theater lighting is the original incandescent equipment from 1968. It is very inefficient and operates at extremely hot temperatures by today's standards.

District Network Infrastructure Improvements – This is a recurring biennial capital fund which provides for upgrades and improvements to the district's technology infrastructure.

District Flooring Improvements – Many of the schools have areas where the flooring is beyond its life expectancy and visibly worn-out. Flooring replacements are a common request from the school principals every year. Addressing these needs on an individual basis with CNR funds has proven to be a failing strategy. We would like to implement a recurring biennial capital fund to catch up and get onto a regular replacement schedule.

**BOARD OF EDUCATION MEETING SCHEDULE
PREPARATION OF THE 2024-25 BUDGET**

November 28, 2023	Board of Education Budget Meeting / 6:30 p.m. BOE Conference Room 2024-25 Budget Calendar
December 19, 2023	<u>BOF-BOE-BOS</u> Meeting / 6:00 p.m. Friends of the Library Program Room 2024-25 Budget
January 9, 2024	Board of Education Budget Meeting / 6:30 p.m. BOE Conference Room <ul style="list-style-type: none"> • Discussion of budget context and major drivers • Special Education Program Review
January 23, 2024	Board of Education Budget Meeting / 6:30 p.m. BOE Conference Room <ul style="list-style-type: none"> • Enrollment and Staffing • BOE to receive budget books
February 3, 2024 (Sat.)	Board of Education Budget Workshop / 9:00 a.m. – 3:00 p.m. HJ Library Media Center <ul style="list-style-type: none"> • Line Item Budget • Curriculum, Textbooks and Professional Development • Equipment and Supplies • Technology Software • Insurance and Pension • Capital Non-Recurring Fund (CNR) • 6 Year Capital Improvement Plan (CIP) • Revenues and Grants
February 13, 2024	Board of Education / 6:30 p.m. BOE Conference Room <ul style="list-style-type: none"> • Presentation of Superintendent's 2024-25 Budget • Non-Public School Budget • Approval of the 6 Year Capital Improvement Plan for submission to the Board of Selectmen
February 27, 2024	Board of Education Adoption of 2024-25 Budget

BUDGET DEADLINES / CHARTER REQUIREMENTS

<i>Projected Dates – Subject to Change</i>	
February 15, 2024	Submission Deadline for 6 Year Capital Improvement Plan
March 5, 2024	Board of Education Budget Presentation to Board of Finance Discussion 5:45 p.m.
TBD	Board of Finance Discussion (if needed) 5:45 p.m.
April 2, 2024	Board of Finance Public Hearing on Capital and Operating Budgets 6:00 p.m.
April 16, 2024	Board of Finance Final Public Hearing (continuation, if needed) 5:45 p.m.
April 30, 2024	Budget Referendum at Henry James Memorial School (tentative)