

SIMSBURY BOARD OF EDUCATION  
REGULAR MEETING  
March 26, 2024  
Central School  
6:30 p.m.  
AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECOGNITIONS
- IV. PUBLIC AUDIENCE
- V. COMMITTEE REPORTS/BOE COMMUNICATIONS
- VI. RECOMMENDED ACTIONS
  - A. Approval of Central School Roof Plans & Project Manual EXHIBIT I
  - B. Approval of Tariffville School Roof Plans & Project Manual EXHIBIT II
  - C. Cancellation of April 9, 2024 Regular Meeting EXHIBIT III
- VII. INFORMATION AND REPORTS
  - A. Fine Arts Program Report EXHIBIT IV
  - B. Central School Report EXHIBIT V
  - C. 2022-23 Audit Report EXHIBIT VI
- VIII. PUBLIC AUDIENCE
- IX. FUTURE BUSINESS
  - A. Next Board Meeting, Tuesday, April 23, 2024, Latimer Lane School

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MEMORANDUM TO: Board of Education

FROM: Matthew Curtis, Superintendent

DATE: March 26, 2024

RE: Approval of Central School's Partial Roof Replacement Project Manual and Plans

The architect for the Central School roof project, Albert Jacunski of Jacunski Humes Architects has developed the final roof plans, budget estimate, and project manual. To proceed, the Office of School Construction Grants & Review (OSCG&R) must review these documents for reimbursement eligibility.

Approvals by both the Board of Education and Public Building Committee are required prior to the review meeting with the state.

The following three motions are requested:

"MOVE to approve the final plans and project manual, dated March 4, 2024, prepared by Jacunski Humes Architects, LLC for the Central School reroofing and related work project."

"MOVE to approve the Central School reroofing Project Budget Cost Estimate, dated March 15, 2024, prepared by Jacunski Humes Architects, LLC in the amount of \$369,983."

"MOVE to approve the Superintendent, Mathew T. Curtis and Board Chair, Jeff Tindall to sign the Department of Administrative Services from SCG-042 to request a review of the final plans and project manual prepared by Jacunski Humes Architects, LLC for the Central School reroofing and related work project."

MTC:kdw

MEMORANDUM TO: Board of Education  
FROM: Matthew Curtis, Superintendent  
DATE: March 26, 2024  
RE: Approval of Tariffville School's Partial Roof Replacement Project Manual and Plans

The architect for the Tariffville School roof project, Albert Jacunski of Jacunski Humes Architects has developed the final roof plans, budget estimate, and project manual. To proceed, the Office of School Construction Grants & Review (OSCG&R) must review these documents for reimbursement eligibility.

Approvals by both the Board of Education and Public Building Committee are required prior to the review meeting with the state.

The following three motions are requested:

"MOVE to approve the final plans and project manual, dated November 10, 2023, prepared by Jacunski Humes Architects, LLC for the Tariffville School reroofing and related work project."

"MOVE to approve the Tariffville School reroofing Project Budget Cost Estimate, dated June 26, 2023, prepared by Jacunski Humes Architects, LLC in the amount of \$975,736."

"MOVE to approve the Superintendent, Mathew T. Curtis and Board Chair, Jeff Tindall to sign the Department of Administrative Services from SCG-042 to request a review of the final plans and project manual prepared by Jacunski Humes Architects, LLC for the Tariffville School reroofing and related work project."

MTC:kdw

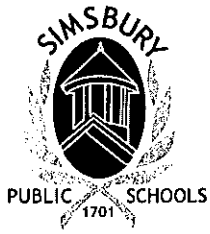
MEMORANDUM TO: Members of the Board of Education  
FROM: Matthew T. Curtis  
Superintendent of Schools  
DATE: March 26, 2024  
RE: Cancellation of April 9, 2023 Meeting

Due to the closure of school for spring recess April 8-12, the Chairman of the Board of Education is recommending cancellation of the April 19, 2024 Board of Education meeting.

BOARD MOTION

"Move to cancel the Board of Education meeting scheduled on April 9, 2024."

MTC:kdw



## Report to Simsbury Board of Education

Leader: Shannon Gagne

Date: 03/26/2024

School or Program: Visual Arts

### 1. Share some of your school/program staff and student achievements.

#### Staff Achievements

- **CAEA Conference:** 4 district art teachers presented at the Connecticut Art Education Association Fall Conference on October 3 at the New Britain Museum of American Art: **Shannon Gagne, Kristie Arbesman, Laurel Archambault, and Dan Rosenthal-Baxter.**
- Central School art teacher, **Tara Harrison**, is a committee member of **Adding Voices**, a group that creates conferences and workshops that are intentionally committed to equity, social justice, and inclusion in teaching, learning, and building community for art educators who are Black, Brown or part of the Global Majority. Tara is also a guest contributor for their community-driven publication.
- **Special Needs Art Teacher of the Year:** SHS Teacher, **Kristie Arbesman**, received the 2023 Connecticut Outstanding Special Needs Educator of the Year Award. Kristie was selected by her peers within the Connecticut Art Education Association.
- **Shannon Gagne, Megan Lavoie, and student Hannah Granger** led professional development for administrators across the state on Mastery-Based Learning in the Arts.
- **Shannon Gagne, Laurel Archambault, Kristie Arbesman, Thea Ciciotte, Stephanie Lauretano:** Donated works of art to The Art for Aids Fundraiser.
- **Stephanie Lauretano** was accepted to participate in a two-week Assistant Training Residency this summer with renowned glass artist, Rose Hawley, at Art in The Beach Shack in Florida. This opportunity not only promises to enrich Stephanie's development as a glass artist but also holds the potential to enhance the glass curriculum at Simsbury High School. Her experiences and insights gained from this residency are sure to inspire and benefit students in their artistic pursuits.
- January 2025: **Shannon Gagne, Stephanie Lauretano, Thea Ciciotte, Megan Lavoie, Kristie Arbesman, Andrew Mullen, Laurel Archambault & Sarah McLaughlin's** exhibition proposal was accepted into the Windsor Art Center Exhibition Space. The "Artistic Voices Unveiled" exhibition celebrates the commitment to art education and creative expressions of Simsbury's secondary art teachers. Beyond their roles as educators, these artists bring their passion for the artistic process into their classrooms, forging connections with students and the community. This exhibition will not only showcase their artwork but will also highlight the profound impact their commitment to their craft has on their students and fellow artists.

## Student Achievements

- **Scholastic Art Awards:** In January, 9 Simsbury High School and 4 Henry James Memorial School students were recognized for their achievements during the annual Connecticut Regional Scholastic Art Awards. The SHS students garnered 13 awards, and the HJMS garnered 5 awards.
- Scholastic Art Award Scholarships:
  - **Nyah Vazquez:** 120,000 (4 years)
  - **Ella Cenevivia** 92,000 (4 years)
  - **Mariam Saltah** 100,000 (4 years)
- **Congressional Art Competition:** **Nana-Poku Boakye** was selected as the winner of the 2023 Congressional Art Competition with his photo, "Silenced". As the competition winner, Nana attended a national reception at the Capitol in Washington DC on June 20 hosted by the Congressional Art Institute. Additionally, his piece was hung in the Cannon Tunnel on the campus of the Capitol, where it will remain for one year.
- **Simsbury Camera Club 2023 Teen Photo Competition:** The Simsbury Public Library & the Simsbury Camera Club co-sponsored the Teen Photo Challenge which was open to Simsbury teens 12-19 years old. Simsbury High School took home 6 of the 10 honors!
- **31st Annual National Arts Program 2024:** HJMS Art Teachers, **Laurel Archambault**, and SHS Art Teachers, **Kristie Arbesman**, **Shannon Gagne**, and **Stephanie Lauretano** have artwork featured in the 31st annual National Arts Program at the Artspace Gallery in Hartford from March 9-29. Additionally, three HJMS students (**Ryan Hefferon**, **Ekaterina Panko**, and **Sophia Shmulsky**) and four SHS Students (**Ella Cenevia**, **Lola Erdmann**, **Gina Renzi**, and **Nyah Vazquez**) have artwork featured at the event as well.

## 2. What are your leadership/program priorities this year?

- My leadership priorities for the 2024 school year in K-12 Art education encompass fostering inquiry, promoting a culture of **Social-Emotional Learning (SEL)**, and emphasizing the development of the **Vision of the Graduate (VOG)** attributes. All K-12 students now maintain digital portfolios meticulously organized according to the **Studio Habits of Mind (SHOM)**, facilitating a comprehensive and structured approach to showcasing their artistic development.
- The art department's goal is to develop a **culturally sustaining curriculum**, as we aim to develop a comprehensive resource tailored for both teachers and students, emphasizing inclusivity and diversity in the arts. During Diversity, Equity, Inclusion, and Belonging (**DEIB**) Week, our initiative involves six art teachers collaborating with eleven students to deliver six workshops. These workshops will not only celebrate diverse perspectives but also foster understanding and appreciation for different cultures and identities.
- Furthermore, our K-12 curriculum has been enriched with a wide range of diverse artists, media, and contemporary themes. This update ensures that our students are exposed to a multitude of cultural influences and artistic expressions, promoting a more inclusive and representative educational experience for all.

- Develop a plan for the long-term sustainability of the art curriculum, including updates, professional development, and resource allocation.
- Participate in the Action Plan Committee to update the art curriculum with New State Design Principles (Universal Curricula Design Principles), and collaborate with art Leaders and the State Department to Design a new position statement for the arts.

### 3. What are your current and future challenges?

- A challenge at the secondary level lies in creating a high school schedule that offers flexibility for student course selection while ensuring adequate preparation for Advanced Placement (AP) and capstone art classes. Balancing student choice with readiness for advanced coursework is key to our current and future goals. **Currently, we have 51 students enrolled in 10 different media strands for the 2024-25 school year.**
- Elementary art teachers face significant challenges with scheduling, particularly when managing seven classes that span seven different grade levels. This becomes even more stressful when teachers must travel between schools. Additionally, the practice of folding in classes (where a teacher oversees one full class and half of another to reduce the number of sections in a day) presents further logistical issues. Balancing these demands while maintaining quality instruction poses ongoing challenges.

### 4. What are the financial implications for your program and planning?

The financial implications for our program and planning are significant, particularly due to our project-based discipline. Over time, we have observed increased costs in materials and shipping. Our commitment to choice and voice, fostering innovation, designing student-centered lessons, and accommodating the rising costs of materials have collectively impacted our overall budget. Balancing these factors while ensuring a high-quality educational experience for our students remains a priority as we navigate financial planning and resource allocation.

### 5. What additional support do you need in order to maintain and enhance your program's success?

To sustain and enhance our program's success, we require support in several key areas:

- Maintaining current staffing to retain top talent in art education
- Ensuring sustained administrative support from Marie DeKemper
- Providing dedicated PD time for K-12 art department staff
- Preserving Professional Learning Communities (PLCs) for teachers to collaborate on instructional strategies that directly impact student growth



## Report to Simsbury Board of Education

Leader: Beth Hennessy

Date: 3/26/24

School or Program: Central School

### 1. Share some of your school/program staff and student achievements.

Central School's 2023-2024 goals are aligned with the district strategic plan and focused on Student Growth and Success, a Compassionate and Connected School Culture and our Premier Workforce.

#### Student Growth and Success

- Accelerate unfinished learning for ALL students in the area of reading.
  - ❖ Increase professional learning around tiered instruction and refine instructional practices to increase student achievement
  - ❖ Continue data team practices to reflect on achievement and adapt instruction
  - ❖ Build strong collaborative practices with the special education department

- **Compassionate and Connected School Culture**

- ❖ Buildership Practices:

Year 1- **Setting the Stage** (2022-2023) The focus of the school-wide work was to reset practices post-pandemic. Buildership is a way of enlisting the support of teachers, students, and families as key players in the school improvement process. The constituents identified changes we could make in the school to create connections, increase collaboration, develop more consistency of practices; thereby increasing a sense of belonging within the school.

Year 2- **Working the Plan** (2023-2024)

- ❖ **Students:** This year we focused on student leadership in grades 5 and 6. Sixty (60) students are responsible for a variety of self-selected roles in the school. Some examples include-hall monitors, teaching assistants, literacy buddy, recess rack managers, morning announcements, sailboat counters, assembly greeters, morning greeters, library assistants, PTO liaison, Turkey Trot Coordinators, and Afterschool Action Club (Kindness Week, PJ Fundraiser, Coffee Cart, Look for the Good--gratitude campaign., 6th grade captains--Classroom Captains



- ❖ **Teachers:** Teachers organize and run multiple committees throughout the year. Examples include: Character Education Program, Central Sails assemblies, Cheer events for the faculty and staff, School-wide events, Community Involvement (Connections to McLean Home, Anthropology, Governor's House, Meals on Wheels, Healing Meals, Senior Center, Visiting Nurses, Assemblies and LARTNEC celebrations)
- ❖ **Parents/PTO:** Family voice is alive at Central School. The focus of the PTO is to enhance the school community and bring families together. There are many events throughout the year to encourage families to join the school community.

## 2. What are your leadership/program priorities this year?

- **Premier Workforce:** The focus is on prioritizing professional growth and teamwork.
  - ❖ Use the PLC structure to foster collaborative practices to increase teacher learning and increase student achievement
  - ❖ Provide building-based professional development opportunities for teams to work together in consultation with our math coaches and language arts consultants
  - ❖ Review student performance data throughout the year to reflect on instructional practices and adjust tiered instruction

## 3. What are your current and future challenges?

- Refinement of our Special Education service delivery model—the focus has been on maximizing school resources by evaluating the current schedule, teacher caseloads and needs of students.
  - ❖ Building general education and special education teacher capacity to respond to student needs
  - ❖ As we focus on accelerating learning for all students, we came to new understandings of how we need to respond instructionally to meet the needs of all students.
  - ❖ Highly collaborative team to support the work—Department Supervisor, Language Arts Consultant, Math Coach
- Thoughtful curriculum implementation in multiple areas (2024-2025).
- Building teacher capacity and toolboxes while balancing the complexity of change.

## 4. What are the financial implications for your program and planning?

- The more recent additions of a full time social worker, special education department supervisor and special education teacher have made a significant impact at Central School. We recognize the financial commitment the board has already provided in supporting these newer resources. The challenge now becomes the continuation of designing excellent instruction (coordinated with the classroom teacher) to meet all students' needs while ensuring effectiveness and efficiency in resource utilization.

- ❖ Professional Development needs to continue to build teacher capacity (revised math program, special education achievement gap, Science of Reading learning implications K-2)
- ❖ Updating and Modernizing the School--3 different sections to maintain (1997, 1954, 1913). The parking areas and bus circle need to be widened, a library upgrade is needed, and other building updates (paint, carpet, flooring) need attention.

**5. What additional support do you need in order to maintain and enhance your program's success?**

In addition to what has already been listed in this update:

- Continued work with the Teaching and Learning Team to refine our practices (systems, structures, resources) as we support students that may need additional support (intervention program).
  - ❖ Director of Elementary Curriculum: curriculum implementation, SRIP, MIP
  - ❖ Director of Pupil Services: professional development for general education/special education teacher teams, scheduling, and IEP development

Thank you for your continued support! Central School is a special community, and on behalf of the faculty and staff, thank you! I am incredibly grateful to work in partnership with a fantastic Central Office team and supportive Board of Education.

MEMORANDUM TO: Members of the Board of Education  
 FROM: Matthew Curtis  
 Superintendent of Schools  
 DATE: March 26, 2024  
 RE: 2022-23 Audit Report

The firm of CliftonLarsonAllen LLP, Certified Public Accountants, has completed its 2023 audit report for the Town of Simsbury. The entire report, including the management advisory letter, is available in the Superintendent's office.

Below is a summarization of the changes in the Town's General Fund Balance for the year ended June 30, 2023, as presented in the audit report:

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues	\$ 117,288,585	\$ 117,859,726	\$ 571,141
Expenditures	<u>\$ 117,288,585</u>	<u>\$ 117,856,537</u>	<u>\$ (567,952)</u>
Surplus (Deficit)		<u>\$ 3,189</u>	<u>\$ 3,189</u>
Excess of revenues over expenditures (GAAP basis)			\$ 4,688,174
Net transfers to other funds			\$ (4,878,014)
General fund balance at July 1, 2022			<u>\$ 20,041,310</u>
General fund balance at June 30, 2023			\$ 19,851,470
Non-spendable (\$137,956)/Committed (\$651,308)/ Assigned (\$68,319) portion of General fund balance at June 30, 2023			<u>\$ 857,583</u>
Unassigned General fund balance available for appropriation at July 1, 2023			\$ 18,993,887

A summary of changes in fund balance for the Reserve Fund for Capital and Non-Recurring expenditures is presented below:

Fund balance at June 30, 2022	\$ 1,739,834
Revenue and other sources	\$ 3,539,582
Expenditures and other uses	\$ (3,006,104)
Fund Balance at June 30, 2022	<u>\$ 2,273,312</u>

The auditor's June 30, 2023 management advisory letter for the Board of Education includes the following comments:

**Accounting Procedures Manual:**

- "We recommend the Town and Board of Education consider the development of a comprehensive accounting procedures manual for their finance offices."

**2023 Update:** The Town has started to accumulate all current relevant written procedures/instructions into one common subdirectory on the Finance Department network drive. The majority of procedures changed with the current implementation of the new Munis accounting system. The manual will be finished by the end of 2024.

**Fraud Risk Assessment**

- We recommend that both the Town and Board of Education have a Fraud Risk Assessment performed. A Fraud Risk Assessment is designed to proactively identify fraud risk, pinpoint opportunities to reduce the cost of fraud, determine if adequate fraud prevention exists and to help create cost effective fraud prevention and detection policies and procedures.

**2023 Update:** The funding request for a Fraud Risk Assessment was made during the FY24 budget process and approved. A request for proposals will be distributed post budget season in May or June.