

SIMSBURY BOARD OF EDUCATION
REGULAR MEETING
March 28, 2023
Tootin' Hills School
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. Personnel EXHIBIT I
 - B. Acceptance of Gift from Central School PTO EXHIBIT II
 - C. Review and Approval of 2024-25 School Calendar EXHIBIT III
 - D. Cancellation of April 11, 2023 Regular Meeting EXHIBIT IV
- VI. INFORMATION AND REPORTS
 - A. Tootin' Hills School Report EXHIBIT V
 - B. 2021-22 Audit Report EXHIBIT VI
- VII. PUBLIC AUDIENCE
- VIII. FUTURE BUSINESS
 - A. Next Board Meeting, Tuesday, April 25, 2023,
Tariffville School

*Watch Board of Education meetings LIVE and rebroadcast on Comcast Channels
95 or 1070 and on Frontier Channel 6070 as well as LIVE and on-demand at
www.simsburytv.org.*

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

I. Retirement

Barbara Barker

Experience 20 years
Assignment Science Teacher, Simsbury High School
Effective June 30, 2023

BOARD MOTION:

“MOVE that the Board of Education accept the retirement of Barbara Barker effective June 30, 2023.”

MTC:cdf

TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: March 28, 2023
RE: Acceptance of Donation from Central School PTO

In keeping with the Board of Education Policy 2311, Gifts from the Public, Board approval is required for any gift to the school system which exceeds \$1,500.

The administration is requesting Board of Education approval of a donation to Central School from its parent-teacher organization of \$9,000. The purpose of the donation is to purchase new tables and seating for the Central School LMC.

“MOVE that the proposed gift of \$9,000 to Central School by the Central School Parent-Teacher Organization be approved.”

TO: Members of the Board of Education
FROM: Matthew Curtis, Superintendent of Schools
DATE: March 28, 2023
RE: 2024-25 School Calendar

This calendar was prepared in accordance with state law guidelines, BOE school calendar established policies, SEA contractual working days, and the ad-hoc 2009 Calendar Advisory Committee's recommendations. The state legislature has removed their requirement of school districts to follow a regional school calendar. Nevertheless we have kept the April recess during the second full week in April, inclusive of Good Friday. The calendar presented this evening includes the required 180 days of instruction and an additional day for professional development in the spring at a date yet to be determined.

The administration is recommending that the Board review and adopt the 2024-2025 calendar as presented.

"MOVE to adopt the 2024-25 school calendar as presented."

MTC:kdw



Simsbury Public Schools Calendar 2024-25 *DRAFT*

AUGUST				
M	T	W	T	F
26	27	28*	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE				
M	T	W	T	F
2	3	4	5	6
9**	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

*First Day of School
**School will close for the year upon completion of the 180th student school day.

School Holiday/Vacation/Full Day Professional Development

Early Dismissal

School Holiday/Vacation/Full Day Professional Development

August 28*	Students' First Day	January 20	MLK Day
September 2	Labor Day	February 17-18	Winter Recess
October 3	Rosh Hashanah	March 14	Professional Development
October 14	Columbus Day	April 14-18	Spring Recess
November 5	Election Day/Prof. Development	April 18	Good Friday
November 28-29	Thanksgiving Recess	May 26	Memorial Day
Dec. 23 – Jan. 1	Holiday Recess	June 9**	Students' Last Day
		June 19	Juneteenth

** Subject to change if needed to make-up for inclement weather days.

SIMSBURY PUBLIC SCHOOLS

2024-25 INFORMATION K-12

REGULAR DAY SCHOOL HOURS

Simsbury High School	7:32 a.m. – 2:10 p.m.
Henry James Memorial School	7:32 a.m. – 2:10 p.m.
Central School	8:15 a.m. – 2:50 p.m.
Latimer Lane School	8:15 a.m. – 2:50 p.m.
Tariffville School	8:15 a.m. – 2:50 p.m.
Tootin’ Hills School	8:15 a.m. – 2:50 p.m.
Squadron Line School	8:45 a.m. – 3:20 p.m.

EARLY DISMISSAL SCHOOL HOURS (Professional Development, Elementary Report Card Conferences, day before Thanksgiving and last day of school)

Secondary 7-12 early dismissal time

Simsbury High/Henry James	11:15 a.m.
---------------------------	------------

Elementary early dismissal times

Central School	12:00 p.m.
Latimer Lane School	12:00 p.m.
Tariffville School	12:00 p.m.
Tootin’ Hills School	12:00 p.m.
Squadron Line School	12:30 p.m.

In the event of an early closing due to inclement weather or other emergency reasons the above early release schedule will be followed in all grades. Lunch will be served at all elementary schools on early release days. Grab and go lunch will be available at HJMS and SHS on early release days.

Announcements will be listed on the following stations:

**Television Stations: Channel 3 WFSB; Channel 8 WTNH; Channel 30 WVIT
Emergency closing information is also posted on the SPS website**

DATES SCHOOL WILL NOT BE IN SESSION

September 2	Labor Day	January 1	New Year’s Day
October 3	Rosh Hashanah	January 20	MLK Day
October 14	Columbus Day	February 17-18	Winter Recess
November 5	Election Day/Prof. Dev.	March 14	Professional Dev.
November 28-29	Thanksgiving Recess	April 14-18	Spring Recess
December 23-31	Holiday Recess	May 26	Memorial Day

REFERENCE TELEPHONE NUMBERS

Central School	860-658-4732	Henry James Memorial School	860-651-3341
Latimer Lane School	860-658-4774	Simsbury High School	860-658-0451
Squadron Line School	860-658-2251	Board of Education Office	860-651-3361
Tariffville School	860-658-5825	Special Services Department	860-658-3873
Tootin’ Hills School	860-658-7629	Salter’s Express Company	860-651-3311

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew T. Curtis
Superintendent of Schools

DATE: March 28, 2023

RE: Cancellation of April 11, 2023 Meeting

Due to the closure of school for spring recess April 10-14, the Chairman of the Board of Education is recommending cancellation of the April 11, 2023 Board of Education meeting.

BOARD MOTION

“Move to cancel the Board of Education meeting scheduled on April 11, 2023.”

MTC:kdw

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: March 28, 2023
RE: Tootin' Hills School Report: Professional Learning Communities

Tonight, we are excited to continue our school-based presentations to the board. Tootin' Hills' Principal, Anjanette Belmonte, along with members of the Tootin' Hills kindergarten team, will present on the impact of our professional learning communities on student growth. Professional learning communities (PLCs) are groups of educators who meet regularly to share expertise, analyze student work, and plan next instructional steps based on student performance.

After a brief introduction by Mrs. Homrok-Lemke, Mrs. Belmonte will share an overview, purpose and guiding beliefs of student-centered PLCs, the grade-level teams that work collaboratively with our coaches and administration to dive deep into formal assessment data quarterly throughout the school year.

Tootin' Hills kindergarten teachers also will discuss the ways in which this data-focused meeting positively impacts the teaching and learning for all by:

- celebrating students' growth and those exited from tiered intervention
- discussing concerns at the individual student level and asking further questions about the data
- determining the next teaching moves to ensure students are meeting or exceeding expectations

This team is excited to share how the district priorities are aligned with Tootin's teaching and learning focus and some of the positive outcomes from these efforts for both staff and students.

MTC:kdw

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew Curtis
Superintendent of Schools

DATE: March 28, 2023

RE: 2021-22 Audit Report

The firm of CliftonLarsonAllen LLP, Certified Public Accountants, has completed its 2022 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, 2022, as presented in the audit report:

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues	\$ 106,346,259	\$ 108,184,285	\$ 1,838,026
Expenditures	<u>\$ 106,346,259</u>	<u>\$ 106,328,668</u>	<u>\$ 17,591</u>
Surplus (Deficit)		<u>\$ 1,855,617</u>	<u>\$ 1,855,617</u>
Excess of revenues over expenditures (GAAP basis)			\$ 3,988,204
Net transfers to other funds			\$ (1,927,674)
General fund balance at July 1, 2021			<u>\$ 17,980,780</u>
General fund balance at June 30, 2022			\$ 20,041,310
Non-spendable(\$69,409)/Committed(\$651,308)/ Assigned(\$280,215) portion of General fund balance at June 30, 2022			<u>\$ 1,000,932</u>
Unassigned General fund balance available for appropriation at July 1, 2022			\$ 19,040,378

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, 2021	\$ 1,695,221
Revenue and other sources	\$ 2,686,602
Expenditures and other uses	<u>\$ (2,641,989)</u>
Fund Balance at June 30, 2022	\$ 1,739,834

The auditor's June 30, 2022 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.”

2020 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 will change with the current implementation of the new Munis accounting system. Once implementation has been completed, procedures for the Town and Board of Education will mirror each other, and one manual for both entities created. This is anticipated to be completed once the Munis conversion is complete in FY24.

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.

2020 Update: The funding request for a Fraud Risk Assessment was made during the FY24 budget process.