

SIMSBURY BOARD OF EDUCATION
REGULAR MEETING
May 10, 2022
BOE Conference Room
6:30 p.m.
AGENDA

- I. CALL TO ORDER
- II. RECOGNITIONS
- III. PUBLIC AUDIENCE
- IV. COMMITTEE REPORTS/BOE COMMUNICATIONS
- V. RECOMMENDED ACTIONS
 - A. Approval of Minutes of April 26, 2022 Meeting EXHIBIT I
 - B. Acceptance of Donation from Central School PTO EXHIBIT II
 - C. Acceptance of Donation from Latimer Lane School PTO EXHIBIT III
- VI. INFORMATION AND REPORTS
 - A. 2020-21 Audit Report EXHIBIT IV
 - B. Policy First Reading EXHIBIT V
- VII. PUBLIC AUDIENCE
- VIII. EXECUTIVE SESSION

It is anticipated that the Board of Education will enter Executive Session to discuss student matters.
- IX. FUTURE BUSINESS
 - A. Next Board Meeting, Tuesday, May 24, 2022,
Latimer Lane School

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TOWN OF SIMSBURY BOARD OF EDUCATION

Record of Proceedings

Regular Meeting

April 26, 2022

Ms. Susan Salina called the meeting to order at 6:34 p.m. in the Tariffville School cafeteria.

Roll Call:

Members present: Mmes. Susan Salina, Jen Batchelar, Tara Willerup and Sharon Thomas. Messrs. Jeff Tindall and Todd Burrick.

Members absent: Mrs. Lydia Tedone and Mr. Brian Watson.

Also present: Assistant Superintendent Sue Homrok-Lemke, Assistant Superintendent Neil Sullivan, Director of Finance Amy Meriwether, BOE Student Representative Alex Picoult and Recording Secretary Katie Wilde.

RECOGNITIONS

Jeff Pinney, Director of Athletics & Activities, introduced Bob Hale, Director of Unified Sports at the CT Association of Schools (CAS). Mr. Hale stated that Unified Sports is a registered program of Special Olympics. He presented the unified sports program in Simsbury with a banner recognizing them as a National Unified Champion School.

Recognitions

PUBLIC AUDIENCE

Lori Boyko, 15 Oakhurst Road, read a quote from Desmond Tutu. She noted this year's SEL dogma and questioned if teachers doing group therapy does more harm than good.

Public Audience

Katie Boyle, Latimer Lane parent, expressed concern that there will be larger 3rd grade classes next year. She noted the benefits of smaller class sizes.

Liz Peterson, 32 Fox Den Road, stated that the audience cannot hear the public audience comments and she suggested that BOE meetings be held in the HJMS auditorium.

COMMITTEE REPORTS/BOE COMMUNICATIONS

Mr. Picoult reported on the Radium Girls performances at SHS last weekend. He noted that NGSS testing is on Thursday and the junior prom will be held on Saturday. Mr. Picoult reported on events at the elementary schools.

Committee
Reports/BOE
Communications

Ms. Thomas congratulated SHS students receiving honors and high honors. She stated that 10 students participated in the Congressional Art Award program through Jahana Hayes office. Ms. Batchelar reported that the Policy Committee met to review one policy that will come before the board at the next meeting.

Mr. Sullivan reported on the districtwide staff recognition ceremony. He noted that Lisa Pugmeyer at Tariffville School was named the Paraeducator of the Year. Mr. Sullivan stated that COVID numbers have increased and we are watching three clusters in one school.

Ms. Lemke addressed the 2022-23 school calendar, stating that the first three days will be half days for students as this has been beneficial in the past.

Ms. Salina stated she attended the staff recognition ceremony, noting the number of years of service for our staff members. She addressed the audience, stating that the board likes to visit the schools over the course of the year for their meetings.

RECOMMENDED ACTIONS

A. Approval of Minutes of March 22, 2022 Meeting

Mr. Tindall: MOVE to approve the minutes of the March 22, 2022 meeting.

Ms. Willerup: Seconded. So moved.

B. Approval of Minutes of March 31, 2022 Special Meeting

Ms. Willerup: MOVE to approve the minutes of the March 31, 2022 special meeting.

Mr. Burrick: Seconded. So moved. Ms. Batchelar and Ms. Thomas abstained.

C. Personnel

Mr. Burrick: MOVE that the Board of Education accept the resignation of Kristen Pomery and Nysheria Sims-Oliver effective June 30, 2022.

Ms. Willerup: Seconded. So moved.

Mr. Burrick: MOVE that the Board of Education accept the retirements of Marcia Gibbs, Debra Lotstein, and Tracy Zeiner effective June 30, 2022.

Ms. Batcher: Seconded. So moved.

D. Adoption of Healthy Food & Beverage for 2022-23

Mr. Burrick: Move that pursuant to C.G.S. Section 10-215f, the Simsbury Board of Education certifies that all food items offered for sale to students in the schools under its jurisdictions, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022 through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school store, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

Ms. Willerup: Seconded. So moved.

Mr. Tindall: MOVE that pursuant to Sections 10-215f of the C.G.S., the Simsbury Board of Education hereby will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the

Approval of
Minutes of
March 22, 2022

Approval of
Minutes of
March 31, 2022

Personnel

Adoption of
Healthy Food &
Beverage for
2022-23

following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales.

Ms. Batchelar: Seconded. So moved.

Ms. Willerup: MOVE that the Simsbury Board of Education will allow the sale to students of beverages not listed in Section 10-221q of the C.G.S. provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales.

Ms. Batchelar: Seconded. So moved.

E. Acceptance of Gift from Tariffville School

Gift from
Tariffville School

Mr. Burrick: MOVE that the proposed gift of \$2,000 to Tariffville School by the Tariffville School Parent-Teacher Organization be approved.

Ms. Batchelar: Seconded. So moved.

F. Acceptance of Gift to SHS Hall of Fame

Gift to SHS Hall
of Fame

Ms. Willerup: MOVE that the proposed gift of funds from Tracy Hagan Mallory to fund SHS Hall of Fame events be accepted.

Ms. Thomas: Seconded. So moved.

G. Acceptance of Gift to the SHS Baseball Booster Club

Gift to SHS
Baseball
Boosters

Mr. Tindall: MOVE that the proposed gift of \$5,000 from the Cordani Family be approved.

Ms. Willerup: Seconded. So moved.

H. Acceptance of Gift to the PTO Cultural Enrichment Committee

Gift to PTO
Cultural
Enrichment

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.

Ms. Batchelar: Seconded. So moved.

INFORMATION AND REPORTS

A. Tariffville School Report

Steve Matyczyk, Principal, introduced School Psychologist Jan Hanlon and Social Worker Erin Naspo. He stated that this evening they will discuss the similarities and differences in the jobs. Mr. Matyczyk noted that the supports they provide to students is vital to the school and its culture. Ms. Hanlon and Ms. Naspo discussed the areas in which their jobs overlap. This includes Tier 1 consultations, Tier 2 counseling, 504 counseling and risk/threat assessments.

Ms. Hanlon stated that she participates in all levels of student intervention. Students who continue to struggle after intervention are referred for a special ed educational assessment. Ms. Hanlon stated she develops 504 plans, provides IEP driven counseling, behavioral plans, and behavior de-escalation and management.

Ms. Naspo stated that her role includes a lot of family outreach to see that student needs are being met. Mr. Burrick asked how families know to reach out to you. Ms. Naspo responded that word of mouth, school listserv communications and teachers inform parents. She noted the outreach programs that run through her office. This includes home visits, food/clothing/holiday/resource support, community referrals, Open Choice support, mentor coordination and attendance monitoring. Ms. Hanlon stated that it is great having a social worker in the building to meet the needs of children.

B. Athletics and Activities Report

Jeff Pinney, Director of Athletics and Activities provided an update on the department. He stated the importance of providing opportunities for students outside of the classroom, as much of the high school experience is outside of school hours. Mr. Pinney stated that the success of the department is measured based on offerings, participation and accomplishments.

Mr. Pinney noted that SHS has 38 varsity sports and a total of 86 teams. Additionally, 65 clubs and activities are offered after school. Mr. Pinney provided statistics on the number of students participating in athletics. In 2021-22, 61% of individual students participate in athletics which is a total of 783 students. Total participation this year, including multi-sport athletes, is 1,453.

Mr. Pinney reviewed the varsity team accomplishments over the course of the year, individual student-athlete accomplishments, as well as staff/department accomplishments. He provided an overview of the coaching training requirements and the role of volunteers. He stated that there are 101 paid coaching positions and 23 volunteers. Mr. Pinney reviewed the department's accomplishments over the past year and the goals moving forward. He reviewed his 2021-22 budget and those items paid through the Pay-to-Participate program. In response to Ms. Salina, Mr. Pinney provided an update on the bleacher project. He stated that due to supply

Committee

Tariffville School
Report

Athletics &
Activities Report

issues the work will begin after the fall season.

C. Quarterly Budget Analysis

Ms. Meriwether addressed the budget deficit which is currently around \$500,000. A budget freeze has been instituted that should provide \$100,000 in savings. Ms. Meriwether stated that the additional \$400,000 can be taken from the non-lapsing fund. In fiscal year 2022-23 we are anticipating an increase in our Open Choice fund of \$370,000 which will allow us to replenish those funds and leaves a net use of non-lapsing funds of \$30,000.

Ms. Meriwether noted that causes for the deficit include the addition of 3 teachers, special education needs, the social and emotional learning supports put in place, and the issues we have had with transportation this year. She stated that when the books are closed out in April she will provide an update if anything changes significantly.

PUBLIC AUDIENCE

Liz Peterson, 32 Fox Den Road, stated that she does not think the BOE conference room is an appropriate venue for board meetings and not normal for how a board meeting should function.

Lori Boyko, 15 Oakhurst Road, questioned whether committee meetings are open to the public. She expressed concern with some of the teacher assignments as she feels some are not appropriate for teachers to teach our children.

EXECUTIVE SESSION

Mr. Burrick: MOVE to enter Executive Session at 8:55 p.m. to discuss the evaluation of the superintendent.

Mr. Tindall: Seconded. So moved.

ADJOURNMENT

Ms. Willerup: MOVE to adjourn the meeting at 9:50 p.m.

Mr. Tindall: Seconded. So moved.

Jennifer Batchelar
Secretary

Katie Wilde
Recording Secretary

Quarterly
Budget Analysis

Public Audience

Executive
Session

Adjournment

TO: Members of the Board of Education

FROM: Matthew T. Curtis, Superintendent of Schools

DATE: May 10, 2022

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 \$2,500. This donation will help to defray the cost of the annual Grade 6 Camp Jewell trip for Central School families.

“MOVE that the proposed gift of \$2,500 to Central School by the Central School Parent-Teacher Organization be approved.”

/cm

TO: Members of the Board of Education

FROM: Matthew T. Curtis, Superintendent of Schools

DATE: May 10, 2022

RE: Acceptance of Donation from Latimer Lane 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 Latimer Lane School from its parent-teacher organization of \$2,719. This donation will help to defray the cost of the annual Grade 6 High Meadow Picnic trip for Latimer Lane School families.

"MOVE that the proposed gift of \$2,719 to Latimer Lane School by the Latimer Lane School Parent-Teacher Organization be approved."

/cm

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew Curtis
Superintendent of Schools

DATE: May 10, 2022

RE: 2020-21 Audit Report

The firm of CliftonLarsonAllen LLP has completed its 2021 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, 2021, as presented in the audit report:

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues	\$ 103,404,989	\$ 104,396,636	\$ 991,647
Expenditures	\$ 100,692,509	\$ 100,692,509	\$ 0*
Surplus (Deficit)	\$ 2,712,480	\$ 3,704,127	\$ 991,647

- (*) The Board of Education's contribution to the end of the year operating expenditure budget balance was \$0; \$(6,870) from the public school budget and \$6,870 from the non-public school budget.

Excess of revenues over expenditures (GAAP basis)	\$ 4,348,445
Net transfers to other funds	\$ (5,271,945)
General Fund balance at July 1, 2020	\$ 18,904,280
General Fund balance at June 30, 2021	\$ 17,980,780
Non-spendable \$158,914	
Committed \$651,308	
Assigned \$215,191	
	\$ (1,025,413)
Unassigned General Fund balance available for appropriation at July 1, 2021	\$ 16,955,367

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, 2020	\$ 1,662,683
Revenue and other sources	\$ 2,568,121
Expenditures and other uses	\$ (2,535,583)
Fund Balance at June 30, 2021	<u>\$ 1,695,221</u>

The auditor's June 30, 2021 management advisory letter for the Board of Education addressed the 2021 status of the 2020 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."

2021 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. Full completion is estimated during 2023.

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.

2021 Update: The funding request for a Fraud Risk Assessment was made during the FY20 budget process. It has been included in year three (FY24) of the six-year capital plan for the Town of Simsbury.

EXHIBIT V

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew T. Curtis
Superintendent of Schools

DATE: May 10, 2022

RE: Board of Education Policies – First Reading

The Policy Committee recently reviewed revised policy based on state legislative requirements. The policy revision is part of the 4000 Personnel series. The Policy Committee is recommending adoption of the following policies:

- 4500 ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

A copy of the recommended policies has been provided to you this evening for your review. Following any discussion, these policies will be brought forward for a second reading at the next Board of Education meeting.

MTC:kdw

4500 ALCOHOL AND DRUG-FREE WORKPLACE

PURPOSE

~~The purpose of this policy is to establish a workplace which is free of the effects of alcohol and free from drug abuse. By accomplishing this purpose, the Board also seeks to ensure a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems which may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with the Drug Free Workplace Act.~~

STATEMENT OF POLICY

~~Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol and shall not be under the influence of such substances while on Board premises or while conducting Board business on or off Board premises. Any employee who discovers illegal drugs or alcohol on Board premises shall notify the Superintendent or his/her designee who shall investigate the matter.~~

~~An employee must report any conviction under a criminal drug statute for violations occurring on or off Board premises while on Board business, to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction, within ten (10) days thereafter.~~

~~Employees shall only use prescription drugs on Board premises which have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed.~~

~~Violations of this policy may result in disciplinary action, up to and including possible termination of employment.~~

EMPLOYEE ASSISTANCE

~~In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon, or other problem with alcohol or drugs.~~

~~An employee who feels he or she has developed an addiction to, dependence upon, or other problem with alcohol or drugs, is encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program which requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective~~

~~bargaining agreement and/or any applicable Board policies and regulations.~~

~~Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.~~

~~Legal References:~~

~~Connecticut General Statutes:~~

~~———— (Not applicable)~~

~~United States Code:~~

~~Safe and Drug-Free Schools and Community Act, 41 U.S.C. Section 7101 et seq.~~

~~Adopted April 8, 2008~~

4500 ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

PURPOSE

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board of Education (the "Board") also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, a controlled substance, or alcohol, and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs, a controlled substance, or alcohol on school property shall notify the Superintendent or the Superintendent's designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, and the use of tobacco products in any area of a school building, on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity.

While Connecticut law allows for the legal use of marijuana under certain circumstances, because marijuana use is still prohibited under federal law, the use

of marijuana at work, or outside of work if it impairs an employee's ability to perform their job, constitutes a violation of this policy.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

DEFINITIONS

"Any area" means the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

"Cannabis" means marijuana, as defined in Conn. Gen. Stat. § 21a-240.

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 812), including marijuana.

"Electronic cannabis delivery system" means an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.

"Electronic nicotine delivery system" means an electronic device used in the delivery of nicotine to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid or synthetic nicotine.

"School property" means any land and all temporary and permanent structures comprising the district's school and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

"School-sponsored activity" means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property.

"Smoke" or "smoking" means the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

"Vapor product" means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means,

regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product.

EMPLOYEE ASSISTANCE

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

Employees who feel they have developed an addiction to, dependence upon, or other problem with alcohol or drugs are encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program that requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

- Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)
- Conn. Gen. Stat. § 19a-342
- Conn. Gen. Stat. § 19a-342a
- Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)
- June Special Session, Public Act No. 21-1

United States Code:

- Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95, § 4001
- Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

Revised June 14, 2022