

SIMSBURY BOARD OF EDUCATION
REGULAR MEETING
November 10, 2020
BOE Conference Room
6:30 p.m.
AGENDA

- I. CALL TO ORDER
- II. PUBLIC AUDIENCE
- III. BOARD AND ADMINISTRATIVE COMMUNICATIONS
- IV. RECOMMENDED ACTIONS
 - A. Appointment of Director of Instructional Technology EXHIBIT I
 - B. Approval of Minutes of October 27, 2020 Exec. Session EXHIBIT II
 - C. Approval of Minutes of October 27, 2020 Meeting EXHIBIT III
 - D. Personnel EXHIBIT IV
 - E. Cancellation of November 24, 2020 Meeting EXHIBIT V
- V. INFORMATION AND REPORTS
 - A. Capital Improvement Plan EXHIBIT VI
 - B. 2021-22 Budget Calendar EXHIBIT VII
 - C. COVID Expenditures EXHIBIT VIII
 - D. BOE Committee Assignments EXHIBIT IX
- VI. PUBLIC AUDIENCE
- VII. FUTURE BUSINESS
 - A. Next Board Meeting, Tuesday, December 8, 2020,
Board of Education Conference Room

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**TOWN OF SIMSBURY
BOARD OF EDUCATION**

Record of Proceedings

Special Meeting

October 27, 2020

Ms. Susan Salina called the meeting to order at 5:45 p.m. in the BOE Conference Room.

Roll Call:

Members present: Mmes. Susan Salina, Lydia Tedone and Jen Batchelar.
Messrs. Todd Burrick, Jeff Tindall and Brian Watson.

Members absent: Mmes. Tara Willerup and Sharon Thomas.

Also present: Superintendent Matt Curtis

EXECUTIVE SESSION

Mr. Burrick: MOVE that the Board of Education enter executive session to interview an administrative candidate and include Superintendent Curtis.

Mr. Tindall: Seconded. So moved.

ADJOURNMENT

Mr. Burrick: MOVE to adjourn the meeting at 6:24 p.m.

Ms. Tedone: Seconded. So moved.

Jennifer Batchelar
Secretary

Katie Wilde
Recording Secretary

Executive
Session

Adjournment

**TOWN OF SIMSBURY
BOARD OF EDUCATION**

Record of Proceedings

Regular Meeting

October 27, 2020

Ms. Susan Salina called the regular meeting to order at 6:30 p.m.

Roll Call:

Members present: Mmes. Susan Salina, Lydia Tedone and Jen Batchelar.
Messrs. Todd Burrick, Jeff Tindall and Brian Watson.

Members absent: Mmes. Tara Willerup and Sharon Thomas.

Also present: Superintendent Matt Curtis, Assistant Superintendent Erin Murray, Assistant Superintendent Sue Homrok-Lemke, Director of Personnel Neil Sullivan, Director of Finance Amy Meriwether, and Recording Secretary Katie Wilde.

PUBLIC AUDIENCE

Miriam Johnson, 320 Bushy Hill Road, expressed concern with an 8th grade assignment relative to the presidential election. The assignment involved a comparison of both candidates, and she suggested that leading words were used and the assignment did not employ critical thinking.

Public Audience

BOARD AND ADMINISTRATIVE COMMUNICATIONS

Ms. Tedone reported on a NSBA Public School Transformation webinar she participated in. Mr. Sullivan noted that 4 schools will be used as polling locations and he thanked those principals and custodians for all they have done to make sure the schools are safe and clean. Ms. Murray reported on how Veterans Day will be celebrated in the schools. She stated that 198 SHS students participated in an online math competition.

Communications

Mr. Curtis stated that he and Amy met with Jeff Wysznski (Tecton) and Jeff will facilitate a meeting with the state. Mr. Curtis met with the PTO presidents this morning and talked the through the first months of school. Mr. Curtis presented the most recent data from the Farmington Valley Health District, noting that he will share more detailed information in a parent/staff letter at the end of the week.

RECOMMENDED ACTIONS

A. Approval of Minutes of October 7, 2020 Special Meeting

Ms. Batchelar: MOVE to approve the minutes of the October 7, 2020 Special Meeting.

Approval of
Minutes of
October 7, 2020
Special Meeting

Mr. Watson: Seconded. So moved.

B. Approval of Minutes of October 13, 2020 Meeting

Approval of
Minutes of

will provide coherence K-12. Ms. Murray noted that this work provides an opportunity that can follow students through life.

Ms Salina stated that she is glad students can choose from opportunities outside of the learning clusters. She asked if a student's capstone project will be tied to an advisor and graded at points along the process. Ms. McKay responded that there will be a course framework in place and students can work with a faculty advisor or community member if they choose. Mr. Tindall asked how the capstone project has been received by teachers. Ms. McKay stated that the teachers she has spoken with are already doing this work and other teachers want to grow their programs through the capstone program.

B. HJMS Project Update

Jason Casey, Interim Director of Special Projects/Director of Systems Technology, reported on the status of Phase 3 of the HJMS construction project. The project is substantially complete and the space can be occupied for its intended use. Contractors remain onsite finishing up the approximately 20 items remaining. Contractors should no longer be onsite by the end of November. Mr. Casey stated that the project is coming in approximately \$1.2 million under budget. He presented pictures of the renovated spaces.

C. Quarterly Budget Analysis

Ms. Meriwether reported on state and federal grant awards to the district, noting that not all grants have been awarded yet. She reviewed expenditures to date. Ms. Meriwether noted that specifically, there is an increase in the insurance/pension budget line item due to an increase in the defined pension plan annual contribution that was budgeted for. It is expected that the out of district tuition budget line item will be in a deficit due to two unanticipated outplacements this year.

Ms. Meriwether stated that there have been no COVID related expenditures in the past couple of weeks. She stated the district has applied for the re-distribution of funds from the CARES Act, for an additional \$80,000, if awarded.

PUBLIC AUDIENCE

None

ADJOURNMENT

Ms. Tedone: MOVE to adjourn the meeting at 7:35 p.m.

Ms. Batchelar:Seconded. So moved.

HJMS Project Update

Quarterly Budget Analysis

Public Audience

Adjournment

Jennifer Batchelar
Secretary

Katie Wilde
Recording Secretary

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis
DATE: October 13, 2020
RE: Personnel Recommendations

I. Retirement

Susan Gesualdi

Assignment	Social Studies Teacher, Simsbury High School
Simsbury Exp	32.5 years
Effective	January 20, 2021

BOARD MOTION:

"MOVE that the Board of Education accept the retirement of Susan Gesualdi effective January 20, 2021."

MTC:cdf

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis
Superintendent of Schools
DATE: November 10, 2020
RE: Cancellation of November 24, 2020 Meeting

Due to the following week's tri-board budget planning meeting, the Chairman of the Board of Education is recommending cancellation of the November 24, 2020 Board of Education meeting.

BOARD MOTION

"Move to cancel the Board of Education meeting scheduled on November 24, 2020."

MTC:kdw

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew Curtis
Superintendent of Schools

DATE: November 10, 2020

RE: Capital Improvement Project Plan – Initial Review

As a first step in the process of developing the next Six Year Capital Improvement Plan (CIP), attached you will find a preliminary draft of the Board of Education Projects for the 2021/22 fiscal year. This draft “rolls forward” the projects from last year’s plan and additionally incorporates the findings from the Tecton study. This budget demonstrates the immediate needs of our aging schools and the importance of continuing our renovation discussions.

The budget addresses the following 3 areas:

District Security Improvements – This is a continuation of the work that began last year. It includes projects such as reconfiguring vestibules to control the flow of visitors into the schools, and the addition of alarm systems to locations that lack them.

SHS Bleachers and Press Box – This is a resubmittal of the request that was not funded last year. The bleachers were built in 1968, and now present both safety and functionality concerns. A new architectural report has recently been commissioned to provide greater detail on the costs associated with this project.

School Improvements – These recommendations are items from the Tecton study described as “immediate needs”. The study allows us to consider the long-term savings associated with renovating or replacing structures versus the ongoing and mounting costs of maintaining those that are beyond their life expectancy.

**BOARD OF EDUCATION MEETING SCHEDULE
PREPARATION OF THE 2021-22 BUDGET**

November 10, 2020	Board of Education Budget Meeting/ 6:30 p.m. BOE Conference Room <ul style="list-style-type: none">• 2021-22 Budget Calendar
November 30, 2020	<u>BOF-BOE-BOS</u> Meeting / 5:30 p.m. Virtual Meeting <ul style="list-style-type: none">• 2021-22 Budget
December 8, 2020	Board of Education Budget Meeting / 6:30 p.m. location TBD <ul style="list-style-type: none">• Discussion of budget context and major drivers
January 12, 2021	Board of Education Budget Meeting / 6:30 p.m. location TBD <ul style="list-style-type: none">• Special Education Program Review• 6 Year Capital Improvement Plan (CIP)
January 26, 2021	Board of Education Budget Meeting / 6:30 p.m. location TBD <ul style="list-style-type: none">• Enrollment and Staffing• BOE to receive budget books
February 6, 2021 (Sat.)	Board of Education Budget Workshop / 9:00 a.m. – 3:00 p.m. location TBD <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 9, 2021	Board of Education / 6:30 p.m. location TBD <ul style="list-style-type: none">• Presentation of Superintendent's 2021-22 Budget• Non-Public School Budget• Approval of the 6 Year Capital Improvement Plan for submission to the Board of Selectmen
February 23, 2021	Board of Education Adoption of 2021-22 Budget

BUDGET DEADLINES / CHARTER REQUIREMENTS

	<i>Projected Dates – Subject to Change</i>
February 15, 2021	Submission Deadline for 6 Year Capital Improvement Plan
March 9, 2021	Board of Education Budget Presentation to Board of Finance 6:00 p.m.
April 6, 2021	Board of Finance Public Hearing on Capital and Operating Budgets 6:00 p.m.
April 20, 2021	Board of Finance Final Public Hearing (continuation, if needed) 5:45 p.m.
May 4, 2021	Budget Referendum at Henry James Memorial School (tentative)

TO: Members of the Board of Education
 FROM: Matthew Curtis, Superintendent of Schools
 DATE: November 10, 2020
 RE: COVID Expenditures

Below is the most recent breakdown of unbudgeted expenditures, anticipated revenue losses and savings estimates associated with COVID-19:

<u>Expense/Program</u>	<u>Actual @ 6/30/20</u>	<u>FY21 To Date</u>	<u>Fund Impacted</u>
Athletics Programs Revenue Loss (Pay to Play)	\$ (110,270.47)	\$ -	General Fund
Food Services Program Loss	(100,000.00)	-	General Fund
Desks	(55,750.00)	(5,915.00)	General Fund
Desk Shields	-	(76,460.52)	General Fund
PPE (Gloves, Masks, sanitizer, plexiglass)	(55,146.55)	(37,716.96)	General Fund
Cleaning Supplies	(39,537.01)	(28,918.71)	General Fund
Laptops	(16,904.63)	-	General Fund
Chromebooks/IPADS and Cases	(8,324.31)	(196,998.30)	General Fund
Distance Learning Software & Supplies	(7,662.94)	(70,663.55)	Grant Fund/General Fund
Signage	(2,427.06)	(5,184.71)	General Fund
Staff Time (Cleaning, Opening Prep Etc)	(1,768.81)	(51,120.71)	General Fund
Hot Spots	(992.32)	(2,087.40)	General Fund
			Capital Fund/General
Ventilation	-	(92,380.74)	Fund
Speakerphones, Headsets, Adapters, Micropones	-	(56,282.37)	General Fund
Tents	-	(32,309.39)	General Fund
Portable Sinks	-	(20,100.97)	General Fund
USB Charging Stations	-	(9,029.36)	General Fund
Instructional Supplies (Outdoor Learning)	-	(4,889.35)	General Fund
Teacher Carts	-	(5,930.48)	General Fund
Report Card Software	-	(3,000.00)	General Fund
Recess Equipment & Supplies	-	(3,514.60)	General Fund
Personnel	-	(120,000.00)	General Fund
Total Expenses & Loss in Revenues	<u>(398,784.10)</u>	<u>(822,503.12)</u>	
Transportation Savings	476,356.84	-	General Fund
Substitute Teacher Savings	162,378.32	-	General Fund
Instructional Supply Savings	113,690.24	-	General Fund
Conference & Education Savings	53,642.30	-	General Fund
Utilities Savings	<u>126,842.23</u>	<u>-</u>	General Fund
Total Savings	932,909.93	-	
Net Savings (Loss) to the Board of Education	\$ 534,125.83	\$ (822,503.12)	