

SIMSBURY BOARD OF EDUCATION
REGULAR MEETING
May 25, 2021
Tariffville School
Cafeteria

6:30 p.m.
AGENDA

- I. CALL TO ORDER
- II. PUBLIC AUDIENCE
- III. COMMITTEE REPORTS/BOE COMMUNICATIONS (new BOE student reps)
- IV. RECOMMENDED ACTIONS
 - A. Appointment of Squadron Line Assistant Principal EXHIBIT I
 - B. Approval of Minutes of May 11, 2021 Meeting EXHIBIT II
 - C. Personnel EXHIBIT III
 - D. Approval of Unaffiliated Salary Adjustments EXHIBIT IV
 - E. Approval of Latimer Lane Education Specifications EXHIBIT V
 - F. Approval of 2021-22 Textbooks EXHIBIT VI
 - G. Adoption of Fee Schedule for Use of Public Schools EXHIBIT VII
- V. INFORMATION AND REPORTS
 - A. Tariffville School Program EXHIBIT VIII
 - B. Spirit Council Update EXHIBIT IX
- VI. PUBLIC AUDIENCE
- VII. EXECUTIVE SESSION

It is anticipated that the Board of Education will enter Executive Session to discuss the evaluation of the superintendent.
- IX. FUTURE BUSINESS
 - A. Next Board Meeting, Tuesday, June 8, 2021,
BOE Conference Room

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**TOWN OF SIMSBURY
BOARD OF EDUCATION**

Record of Proceedings

Regular Meeting

May 11, 2021

Ms. Susan Salina called the meeting to order at 6:32 p.m. in the Tootin' Hills School cafeteria.

Roll Call:

Members present: Mmes. Susan Salina, Jen Batchelar and Sharon Thomas. Messrs. Todd Burrick and Brian Watson.

Members absent: Mmes. Lydia Tedone and Tara Willerup. Mr. Jeff Tindall.

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

PUBLIC AUDIENCE

None.

Public Audience

COMMITTEE REPORTS/BOE COMMUNICATIONS

Ms. Zeilman reported on activities at the elementary schools and middle school. Ms. Thomas stated that CAFE sent out a survey for BOE members relative to diversity and inclusion from a board member perspective. They continue to gauge interest in forming affinity groups. Ms. Thomas reported on the progress of the Equity Council, noting they are getting to a point where they can share their recommendations with the BOE.

Communications

Mr. Sullivan reported that the Squadron Line Assistant Principal process is going well with finalist interviews on Thursday. Ms. Lemke reported that graduation will be held June 7 at 6:00 p.m. at the Simsbury Meadows. The rain date is June 8. A meeting will be held on May 19 to determine the number of guests who will be allowed. Ms. Lemke noted that 12 proposals have been submitted for the Magowan grant.

Mr. Curtis noted the positive results of the budget referendum. He thanked Board of Finance and Board of Selectmen members for their support of the Latimer Lane School renovation project throughout the process.

RECOMMENDED ACTIONS

A. Approval of Minutes of April 27, 2021 Meeting

Mr. Burrick: MOVE to approve the minutes of the April 27, 2021 meeting.

Mr. Watson: Seconded. So moved.

Approval of
Minutes of April
27, 2021
Meeting

B. Personnel

Mr. Watson: MOVE that the Board of Education accept the retirement of Catherine

Personnel

Hoerle effective June 30, 2021.

Ms. Thomas: Seconded. So moved.

C. End of Year Authorizations

End of Year Authorizations

Ms. Thomas: MOVE that the Simsbury Board of Education authorizes the Superintendent to act as the Board's agent in renewing applications to state and federally funded programs.

Mr. Watson: Seconded. So moved.

Mr. Watson: MOVE that the Simsbury Board of Education authorizes the Superintendent to transfer funds from those accounts in which a deficit is anticipated.

Ms. Batchelar: Seconded. So moved.

Ms. Batchelar: MOVE that the Simsbury Board of Education authorizes the Superintendent (or designee), with Board of Finance approval, to approve any and all expenditures from the Non-Lapsing fund to the General Fund operating fund for COVID-19 related expenditures.

Ms. Thomas: Seconded. So moved.

Mr. Burrick: MOVE that the Superintendent, with the approval of the Board Chairman, be authorized to hire staff for the 2021-22 school year during the period of July and August when the Board is not in session.

Mr. Watson: Seconded. So moved.

D. Approval of Collective Bargaining Unit Agreement Between the Simsbury Board of Education and the Simsbury School Nurses Association

Approval of Simsbury School Nurses Association Contract

Mr. Sullivan thanked those who participated in the negotiation process. He reviewed the particulars of the contract.

Mr. Burrick: MOVE that the Board of Education ratify the proposed changes in the collective bargaining agreement between the Simsbury Board of Education and the Simsbury School Nurses Association for the period July 1, 2021 through June 30, 2024.

Mr. Watson: Seconded. So moved.

INFORMATION AND REPORTS

A. Latimer Lane Project Education Specifications

Latimer Lane Project Education Specifications

Mr. Sullivan stated that the Latimer Lane School project grant is due to the state by June 30. He reviewed the schedule over the next 6 weeks in order to meet that deadline.

Jeff Wyszynski, Tecton Architects, provided a high level overview of the education specifications for the project. He stated that the education specifications are the most important piece of the grant process as these specifications will be used by the state to determine what pieces of the project are eligible for reimbursement. Mr. Wyszynski briefly reviewed the 15 components of the education specifications that need to be developed. He presented a milestone schedule demonstrating a 2 year project timeline, noting that the timeline could possibly be condensed.

Ms. Salina asked if the project has been determined as "renovate as new" or "new". Mr. Wyszynski responded that the status won't be determined by the state until after the grant is submitted. He noted that in prior meetings with the Office of School Construction Grants Review (OSCGR) the discussion was around "renovate as new".

Mr. Wyszynski reviewed the projected cost summary, noting the project cost estimate is equal to the amount approved at referendum. He presented conceptual site plans, noting they are a test fit of the education specifications and program needs. Mr. Wyszynski walked the board through the design for the proposed renovations and addition. In response to Mr. Burrick, he explained how the current stair situation will be addressed, adding ramps in 3 locations. In response to Mr. Curtis, Mr. Wyszynski stated the amount of new construction is 16,000 square feet. He pointed out that the special education locations are centralized as part of the core spaces.

Ms. Salina asked if the amount of parking will be increased. Mr. Wyszynski stated that there are currently 100 spaces and the number will be increased slightly, along with stabilizing other locations for potential parking when needed. In response to Mr. Watson, he addressed the playgrounds and fields.

B. Proposed 2021-22 Textbooks

Ms. Lemke stated that there is one new textbook proposed for next year. The text is for the AP Statistics class, *The Practice of Statistics* by Starnes/Tabor. Ms. Lemke stated that the text matches the updated AP Central curriculum and uses technology throughout the text. The text has been reviewed by teachers and the administration, and is available for review in the Assistant Superintendent's office.

C. Fee Schedule for Use of Simsbury Public Schools

Mr. Sullivan briefly reviewed the proposed fee schedule. He noted the increase is approximately 2% over last year in order to cover costs, such as custodial wages.

PUBLIC AUDIENCE

Ms. Batchelar reported that at the last Curriculum Committee meeting the addition of the American Sign Language course for next year was discussed. Ms. Lemke stated that there has been enough enrollment in the course to offer 2 sections. Seniors interested in taking the course will receive the curriculum through Proximity Learning, which the district also uses for Chinese. Students in grades 9-11 will have an in-person class for American Sign Language.

Ms. Salina asked about the process for changing Columbus Day. Ms. Lemke responded that information is being put together.

EXECUTIVE SESSION

Proposed 2021-22 Textbooks

Fee Schedule for Use of SPS

Public Audience

Executive

Ms. Thomas: MOVE to enter executive session at 7:28 p.m. to discuss the evaluation of the superintendent.

Mr. Burrick: Seconded. So moved.

ADJOURNMENT

Ms. Thomas: MOVE to adjourn the meeting at 8:08 p.m.

Mr. Burrick: Seconded. So moved.

Jennifer Batchelar
Secretary

Katie Wilde
Recording Secretary

Session

Adjournment

MEMORANDUM TO: Members of the Board of Education
 FROM: Matthew T. Curtis
 DATE: May 25, 2021
 RE: Personnel Recommendations

I. Retirement

Burke LaClair

Assignment Business Manager
 Simsbury Exp 13 years
 Effective May 31, 2021

Jane Ellen Peregrin

Assignment Director of School Counseling, Simsbury High School
 Simsbury Exp 8 years
 Effective June 30, 2021

BOARD MOTION:

“MOVE that the Board of Education accept the retirements of Burke LaClair effective May 31, 2021 and Jane Ellen Peregrin effective June 30, 2021.”

II. Resignation

Suzanne Szekeres

Assignment Speech & Language Pathologist, Central School
 Simsbury Exp 5 years
 Effective June 30, 2021

BOARD MOTION:

“MOVE that the Board of Education accept the resignation of Suzanne Szekeres effective June 30, 2021.”

III. Notice of Intent to Retire

Kim Roth

Assignment Elementary Teacher, Latimer Lane
 Simsbury Exp Currently 20 years
 Effective June 20, 2023

BOARD MOTION:

“MOVE that the Board of Education accept the notice of intent to retire of Kim Roth effective June 30, 2023.”

MTC:cdf

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: May 25, 2021
RE: Approval of Unaffiliated Salary Adjustments

It is anticipated that the Chairman of the Board of Education Personnel and Negotiations Subcommittee will recommend compensation for unaffiliated employees for the 2021-22 school year.

MTC\kw

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: May 25, 2021
RE: Approval of Latimer Lane Education Specifications

At the May 11, 2021 Board of Education meeting, Neil Sullivan, Assistant Superintendent, and Jeff Wyszynski, Principal at Tecton Architects, presented the Latimer Lane Education Specifications. Additionally, Mr. Wyszynski shared some architectural renderings of the proposed project as well as a conceptual floor plan that was developed over the last few weeks. With Mr. Wyszynski's support, the district is well positioned to submit a complete grant application to OSCGR by the June 30th deadline.

"MOVE that the Board of Education approve the Latimer Lane Education Specifications."

TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent
DATE: May 25, 2021
RE: TEXTBOOK ADOPTION, 2021-2022

Each spring, the Board of Education reviews and adopts new textbooks (which include related supplementary materials and teacher resource kits) to be used by students and staff the following year. Textbooks recommended for adoption are initially selected by a department, committee, or staff member and are reviewed by the department supervisor, building principal and central office prior to submission to the Board for approval.

The attached list represents the book that is required for all students to read in a specific course, grade, or ability level. A copy of the book is available for review at tonight's meeting.

"MOVE that the Board approve the textbook adoption for the 2021-2022 school year as submitted by the administration."

MTC:da

Att.

TEXTBOOK ADOPTION, 2021-2022

SUBJECT	GRADE/ LEVEL	TITLE	AUTHOR	PUBLISHER	PUB. DATE
AP Statistics	11/12, Level AP	<i>The Practice of Statistics</i>	Starnes/Tabor	W.H. Freeman&Co	2020

The text matches the updated AP Central curriculum and uses technology throughout the text.

Unit 1: Exploring One-Variable Data

Unit 2: Exploring Two-Variable Data

Unit 3: Collecting Data,

Unit 4: Probability Random Variables, and Probability Distributions

Unit 5: Sampling Distributions

Unit 6: Inference for Categorical Data Proportions

Unit 7: Inference for Quantitative Data: Means

Unit 8: Inference for Categorical Data: Chi-Square

Unit 9: Inference for Quantitative Data: Slopes.

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: May 25, 2021
RE: Approval of Fee Schedule for Use of Public Schools

The Board of Education previously received the proposed 2021-22 fee schedule for use of public school buildings effective July 1, 2021. The administration is recommending the approval of the following motion:

“MOVE that the fee schedule for use of public schools for 2021-22 be approved as submitted by the administration.”

/cm

ADMINISTRATIVE PROCEDURES
FEE SCHEDULE FOR THE USE OF SIMSBURY PUBLIC SCHOOL BUILDINGS
2021-22

The Simsbury Public Schools welcome the use of school facilities by outside groups to encourage the widest possible use for educational, cultural, and recreational purposes consistent with the primary purpose of meeting the statutory and traditional educational needs. The monetary investment in the school plant justifies its fullest use. Charges for the use of school facilities by approved groups shall be in accordance with fee schedule as approved by the Board of Education effective July 1, 2021. These fees permit the school system to cover the basic costs of making these areas available after the normal school day.

Note: Unoccupied heating zones will be maintained following normal school hours, holidays, and vacation periods, resulting in temperatures approximating 50-55 degrees.

INCREMENTAL MAINTENANCE	2021-22
Elementary Schools and Henry James Memorial School	
One unit of classroom space	
minimum charge for 3 hours or fraction thereof	\$ 51.30
per hour or fraction thereof thereafter	\$ 17.10
Each additional unit of classroom space	
for first 3 hours or fraction thereof	\$ 44.70
per hour or fraction thereafter	\$ 14.90
Main Gymnasium at Henry James Memorial School	
minimum charge for 3 hours or fraction thereof	\$ 238.50
with showers and lockers	\$ 79.50
minimum charge for 3 hours or fraction thereof	
without showers and lockers	\$ 99.90
per hour or fraction thereof thereafter	\$ 33.30
Secondary Gymnasium at Henry James Memorial School	
minimum charge for 3 hours or fraction thereof	\$ 212.70
with showers and lockers	\$ 70.90
minimum charge for 3 hours or fraction thereof	
without showers and lockers	\$ 90.00
per hour or fraction thereof thereafter	\$ 30.00

**ADMINISTRATIVE PROCEDURES
FEE SCHEDULE FOR THE USE OF SIMSBURY PUBLIC SCHOOL BUILDINGS
2021-22**

Auditorium/Gymnasium at Elementary Schools

minimum charge for 3 hours or fraction thereof	\$ 79.50
per hour or fraction thereof thereafter	\$ 26.50

Cafeteria

minimum charge for 3 hours or fraction thereof	\$ 66.60
per hour or fraction thereof thereafter	\$ 22.20

Kitchen - Cooking

minimum charge for first hour	\$ 42.90
per hour or fraction thereof thereafter	\$ 28.60

Simsbury High School

One unit of classroom space

minimum charge for 3 hours or fraction thereof	\$ 84.00
per hour or fraction thereof thereafter	\$ 28.00

Each additional unit of classroom space

for first 3 hours or fraction thereof	\$ 44.70
per hour or fraction thereafter	\$ 14.90

Amphitheater

minimum charge for 3 hours or fraction thereof	\$ 79.50
per hour or fraction thereafter	\$ 26.50

Cafeteria

minimum charge for 3 hours or fraction thereof	\$ 109.50
per hour or fraction thereof thereafter	\$ 36.50

Kitchen - Cooking

minimum charge for first hour	\$ 64.80
per hour or fraction thereof thereafter	\$ 45.20

Auditorium

minimum charge for 3 hours or fraction thereof	\$ 200.10
per hour or fraction thereof thereafter	\$ 66.70

ADMINISTRATIVE PROCEDURES
FEE SCHEDULE FOR THE USE OF SIMSBURY PUBLIC SCHOOL BUILDINGS
2021-22

Main Gymnasium

minimum charge for 3 hours or fraction thereof
with showers and lockers \$ 303.60
per hour or fraction thereof thereafter \$ 101.20

minimum charge for 3 hours or fraction thereof
without showers and lockers \$ 154.80
per hour or fraction thereof thereafter \$ 51.60

Locker rooms / shower area only (no use of gymnasium) \$ 241.50
minimum charge for 3 hours or fraction thereof \$ 80.50

Auxiliary Gymnasium

minimum charge for 3 hours or fraction thereof
with showers and lockers \$ 273.90
per hour or fraction thereof thereafter \$ 91.30

minimum charge for 3 hours or fraction thereof
without showers and lockers \$ 135.60
per hour or fraction thereof thereafter \$ 45.20

**ADMINISTRATIVE PROCEDURES
FEE SCHEDULE FOR THE USE OF SIMSBURY PUBLIC SCHOOL BUILDINGS
2021-22**

STANDARD MAINTENANCE

Elementary Schools and Henry James Memorial School

One unit of classroom space

minimum charge for 3 hours or fraction thereof	\$ 204.90
per hour or fraction thereof thereafter	\$ 68.30

Each additional unit of classroom space

per hour or fraction thereafter	\$ 28.00
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Auditorium/Gymnasium at Elementary Schools

minimum charge for 3 hours or fraction thereof	\$ 451.80
per hour or fraction thereof thereafter	\$ 150.60

Main Gymnasium at Henry James Memorial School

minimum charge for 3 hours or fraction thereof	
with showers and lockers	\$ 623.70
per hour or fraction thereof thereafter	\$ 207.90

minimum charge for 3 hours or fraction thereof

without showers and lockers	\$ 480.90
per hour or fraction thereof thereafter	\$ 160.30

Secondary Gymnasium at Henry James Memorial School

minimum charge for 3 hours or fraction thereof	
with showers and lockers	\$ 548.70
per hour or fraction thereof thereafter	\$ 182.90

minimum charge for 3 hours or fraction thereof

without showers and lockers	\$ 429.60
per hour or fraction thereof thereafter	\$ 143.20

Cafeteria

minimum charge for 3 hours or fraction thereof	\$ 303.60
per hour or fraction thereof thereafter	\$ 101.20

Kitchen - Cooking

minimum charge for first hour	\$ 98.50
per hour or fraction thereof thereafter	\$ 66.70

**ADMINISTRATIVE PROCEDURES
FEE SCHEDULE FOR THE USE OF SIMSBURY PUBLIC SCHOOL BUILDINGS
2021-22**

Simsbury High School

One unit of classroom space

minimum charge for 3 hours or fraction thereof	\$ 461.40
per hour or fraction thereof thereafter	\$ 153.80

Each additional unit of classroom space

per hour or fraction thereafter	\$ 84.00
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Amphitheater

minimum charge for 3 hours or fraction thereof	\$ 520.20
per hour or fraction thereafter	\$ 173.40

Cafeteria

minimum charge for 3 hours or fraction thereof	\$ 604.50
per hour or fraction thereof thereafter	\$ 201.50

Kitchen - Cooking

minimum charge for first hour	\$ 124.21
per hour or fraction thereof thereafter	\$ 79.50

SHS or HJMS Auditorium

minimum charge for 3 hours or fraction thereof	\$ 1,150.50
per hour or fraction thereof thereafter	\$ 383.50

Main Gymnasium

minimum charge for 3 hours or fraction thereof with showers and lockers	\$ 1,298.40
per hour or fraction thereof thereafter	\$ 432.80

minimum charge for 3 hours or fraction thereof without showers and lockers	\$ 1,175.70
per hour or fraction thereof thereafter	\$ 391.90

Auxiliary Gymnasium

minimum charge for 3 hours or fraction thereof with showers and lockers	\$ 1,054.80
per hour or fraction thereof thereafter	\$ 351.60

minimum charge for 3 hours or fraction thereof without showers and lockers	\$ 951.60
per hour or fraction thereof thereafter	\$ 317.20

ADMINISTRATIVE PROCEDURES
FEE SCHEDULE FOR THE USE OF SIMSBURY PUBLIC SCHOOL BUILDINGS
2021-22

CUSTODIAL FEE

Time shall be computed from 15 minutes before the building is opened to the public to 15 minutes after the building is closed to the public.

Time shall be computed for special or excessive cleaning or labor from the use of the facility.

Monday through Saturday

minimum charge for 2 hours or fraction thereof	\$ 103.60
per hour or fraction thereof thereafter	\$ 51.80

Sundays and Holidays

minimum charge for 2 hours or fraction thereof	\$ 133.80
per hour or fraction thereof thereafter	\$ 66.90

AUDIO TECH FEE

Monday through Friday

Hourly rate	\$ 34.40
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Saturday and Sunday

Hourly rate	\$ 49.60
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Nutrition Services

When cafeterias are rented and the kitchen is used by the public, the Cafeteria Manager and/or his/her assistant must be in charge. Rate of pay for cafeteria workers will be time and one-half for weekdays and Saturday and double time for Sundays and holidays. The rate will vary depending on the employee assigned. The amounts shown are the maximum hourly rates.

Monday through Saturday

minimum charge for 2 hours or fraction thereof	\$ 83.80
per hour or fraction thereof thereafter	\$ 41.90

Sundays and Holidays

minimum charge for 2 hours or fraction thereof	\$ 111.80
per hour or fraction thereof thereafter	\$ 55.90

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: May 25, 2021
RE: Tariffville School Presentation

Tariffville School prides itself on having a nationally recognized character education program. CLIMB which stands for "Character Lives in My Behavior" is the foundation of how the school operates on a day-to-day basis. It includes the school's expectations for student behavior and how the students are taught to be contributing citizens in and outside of Tariffville School. The school's vision statement clearly outlines the goals and ideals of the CLIMB program and supports the school's philosophy.

"The Tariffville School community provides a safe and nurturing environment where mutual respect among adults and students is practiced, diversity is celebrated, and where parents and families are seen as vaulted partners in laying the foundation of life-long learning"

The CLIMB program incorporates caring, respect, responsibility and citizenship into all aspects of a student's experience at Tariffville School. Students' success is recognized during CLIMB Assemblies and teachers reflect with students when poor behavior choices are made through Better Choice Slips.

This evening you will learn more about Tariffville School's CLIMB program from Principal Steve Matyczyk, sixth grade teachers Kim Wolf and Chris Liss, as well as some Tariffville students.

MTC:kdw

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: May 25, 2021
RE: SPIRIT Council

SPIRIT (Simsbury Problem Identification & Resolution of Issues Together) Council began as a result of a community-facilitated discussion by the Department of Justice in the Spring of 2019 in response to a blackface incident at Simsbury High School. During that forum, it became apparent there were both educational and town-based opportunities to explore equity in our community. In October of 2019, SPIRIT Council convened its first meeting to define its vision, mission and priorities.

Tonight, SPIRIT Council Co-Chairs, Nicole Kodak and Cheryl Cook and other SPIRIT members will provide an update to the board on actions taken since its inception. Specifically, they will review the four Council subcommittees and the current actions of each. Finally, they will discuss our continued collaboration as we make equitable improvements in Simsbury.

MTC:kdw