

SIMSBURY BOARD OF EDUCATION
REGULAR MEETING
October 26, 2021
HJMS
Library Media Center

6:30 p.m.
AGENDA

- I. CALL TO ORDER
- II. PUBLIC AUDIENCE
- III. COMMITTEE REPORTS/BOE COMMUNICATIONS
- IV. RECOMMENDED ACTIONS
 - A. Approval of Minutes of October 12, 2021 Meeting EXHIBIT I
 - B. Personnel EXHIBIT II
- V. INFORMATION AND REPORTS
 - A. HJMS Report EXHIBIT III
 - B. Quarterly Budget Analysis EXHIBIT IV
 - C. Policy First Reading EXHIBIT V
- VI. PUBLIC AUDIENCE
- VII. FUTURE BUSINESS
 - A. Next Board Meeting, Tuesday, November 9, 2021,
BOE Conference Room

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**TOWN OF SIMSBURY
BOARD OF EDUCATION**

Record of Proceedings

Regular Meeting

October 12, 2021

Ms. Susan Salina called the meeting to order at 6:30 p.m. in the Board of Education Conference Room.

Roll Call:

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

Members absent: Mmes. Lydia Tedone and Sharon Thomas. Mr. Jeff Tindall.

Also present: Superintendent Matt Curtis, Assistant Superintendent Sue Homrok-Lemke, Assistant Superintendent Neil Sullivan, Director of Infrastructure & Technology Jason Casey, Director of Finance Amy Meriwether, BOE Student Representative Olivia Antidormi and Recording Secretary Katie Wilde.

PUBLIC AUDIENCE

None

Public Audience

COMMITTEE REPORTS/BOE COMMUNICATIONS

Ms. Antidormi reported on activities at the elementary school and the parents self-guided tour at HJMS. She pointed out that at SHS all of the varsity athletic teams have winning records.

Communications

Ms. Willerup stated that a state representative is promoting a STEM contest for students. Ms. Batchelar complimented HJMS for their virtual open house which was done in real time with teachers.

Ms. Lemke reported that October 20th is a half day of schools as faculty will participate in professional development at the building and department level. Mr. Sullivan stated that the Policy Committee will meet on Thursday to review policy changes based on last spring's legislation.

Mr. Curtis stated he attended a meeting with the Commissioner of Education and other Hartford area superintendents. The discussion was relative to the many state requirements being put in place relative to teaching and learning. Mr. Curtis stated that the COVID rate in the state continues to trend downward for positive cases and the Farmington Valley rate is half of that of the state.

Ms. Salina noted that the CABA/CAPSS Convention in November is closed to new registrants, but they are maintaining a waiting list. The event is capped at 200 participants.

RECOMMENDED ACTIONS

A. Approval of Minutes of September 28, 2021 Meeting

Approval of
September 28,
2021 Minutes

Ms. Willerup: MOVE to approve the minutes of the September 28, 2021 meeting.

Ms. Batchelar: Seconded. So moved.

B. Acceptance of Completion of HJMS Project Phase III

Mr. Burrick: MOVE that the Simsbury Board of Education accepts as complete the Henry James Phase III project (128-0109EA) and authorizes the acceptance of the school building grants.

Acceptance of Completion of HJMS Project Phase III

Ms. Willerup: Seconded. So moved.

C. Approval of SHS Graduation Date

Mr. Watson: MOVE that the Simsbury High School graduation date be established on June 10, 2022.

Approval of SHS Graduation Date

Ms. Batchelar: Seconded. So moved.

INFORMATION AND REPORTS

A. October 1 Enrollment Report/Magnet School Enrollment

October 1 Enrollment Report/Magnet School Enrollment

Mr. Sullivan provided a comparison of 10/1/21 enrollment compared with 10/1/20 enrollment, noting the increase of 69 students which includes an increase of 59 students at Squadron Line School. He reviewed actual versus projected enrollment, noting that the actual enrollment is 9 students above projected. Mr. Sullivan pointed out that this year's Kindergarten class of 303 students is the largest we have had in 15 years and 13 students over projection. Enrollment at the elementary level is increasing while enrollment at the secondary level is decreasing. Overall enrollment over the past 5 years has declined by 10 students.

Mr. Sullivan provided an enrollment analysis. This year there are 99 Pre-K students; there are 4,128 students in the school system; the largest cohorts are 7th and 12th grade; the smallest cohorts are 1st and 6th grade. There are currently 165 Open Choice students enrolled in Simsbury. Mr. Sullivan reviewed the Open Choice historical enrollment. He noted that this year there was a lower number of applicants in the Open Choice lottery and there is a concern that we will be able to maintain a 4% rate going forward.

Mr. Sullivan reviewed attendance at magnet schools and out-of-district programs. As of October 1st we have 125 students at full-time programs outside of Simsbury. 75 of these students attend Pre-K or Kindergarten programs. 7 students attend part-time and out-of-district programs. Mr. Sullivan reviewed the number of homeschooled students. Of the 28 students who started homeschooling in 2020-21, 8 students remained in homeschooling this year and 20 returned to in-person school.

Mr. Sullivan discussed the new housing developments in town, noting that the number of new students resulting from these developments has increased from 57 to 172 students over the past 5 years. Mr. Sullivan reviewed next steps for his department. Submit October 1 data to demographer; manage Latimer Lane enrollment and space utilization through end of construction; and study Squadron Line capacity and program needs.

B. Class Size Report

Mr. Sullivan reviewed elementary class sizes. He pointed out that class size and classroom FTE were affecting last year due to the number of students in distance learning and COVID protocols. He stated that currently there is one class over guideline by one student. This is a second grade class at Squadron Line School with 23 students. Mr. Sullivan noted that there are 12 elementary classes below the guideline range.

Jacqueline Petrella, HJMS Assistant Principal, noted that HJMS had 39 new registrants late in the summer. She stated that teams are split relatively evenly across grades. The teams are no longer cohorted for specials as they were last year. Ms. Petrella pointed out the Wellness class is now 5 days per week. The current schedule is three 8 period days and two block days. Ms. Petrella noted that the Connections class was brought back this year with 12-15 students in each class. She addressed class size. There are 9 core classes over-enrolled by 1 student, 9 Wellness classes over-enrolled and one group of 6 students who equate to 6 over-enrolled classes in Art, Family & Consumer Science, and Tech Ed. The 19 under-enrolled classes are mostly under-enrolled by 1.

Ken Pera, SHS Assistant Principal, addressed class size at SHS. He stated that of the 542 classes this year there is an increase of 1 class exceeding class size guidelines for a total of 12 classes. Mr. Pera noted that the 110 classes below the class size guideline are mostly classes that are offered as singletons or doubletons and is unavoidable. There are also classes with a larger number of sections that may have classes 1 student below the guideline. Mr. Pera stated that SHS also had a number of late registrants this year.

Mr. Sullivan stated that once the NESDEC projections come in they will be shared at a future board meeting as we move into the budget season.

C. Year End Budget Analysis

Ms. Meriwether stated that there was no change to the district's revenues. The spending freeze helped to alleviate the overall expenditures. Ms. Meriwether reviewed the expenditure categories. In General Control there was a budget surplus of \$80,226 due to the retirements of the Business Manager and an Assistant Superintendent. Instruction had a budget deficit of \$55,713 due to COVID expenditures that were in excess of grant funds. Health services had a surplus of \$17,422 related to savings due a decrease in the number of substitutes and overtime costs. Transportation had a surplus of \$175,550 related to a decrease in Athletics transportation and the cancellation of summer school programs due to COVID. Operation of Plant had a deficit of \$77,063 due to COVID expenditures in excess of grant funds and increased custodial overtime due to COVID. Insurance/Pension had a deficit of \$273,707 due to an increase in the number of employees who took health insurance, increased social security costs related to overtime, as well as an increased insurance premium related to the completion of the HJMS project. Student Body Activities/Community Services had a surplus of \$48,411 due to the cancellation of activities due to COVID. Equipment – New/Replace had a deficit of \$35,717 due to COVID expenses in excess of grant funds, in particular the purchase of technology. Out-of-District tuition had a surplus of \$66,900 due to an unanticipated

Class Size
Report

Year End
Budget Analysis

increase in the excess cost reimbursement rate.

Ms. Meriwether addressed Food Services. There was a deficit of \$300,000 due to the free meal program for all students. This loss was offset with subsidies of \$100,000 and a \$60,000 fund balance in the account. The loss between March 2020 and June 2020 of \$30,000 remains as a deficit in the account in case additional funding becomes available to replenish the account.

PUBLIC AUDIENCE

Lori Boyko, 15 Oakhurst Road, stated that a large population of parents continues to be concerned with students still wearing masks. She stated that students are not at risk, are missing visual cues, and are experiencing increased anxiety and fear. She noted that CT has the lowest COVID rate in the country, yet we continue to wear masks.

Public Audience

ADJOURNMENT

Ms. Willerup: MOVE to adjourn the meeting at 7:52 p.m.

Ms. Batchelar: Seconded. So moved.

Adjournment

Jennifer Batchelar
Secretary

Katie Wilde
Recording Secretary

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis
DATE: October 26, 2021
RE: Personnel Recommendations

I. Resignation

Alexa Morawski

Assignment Grade 3, Tootin' Hills
Simsbury Exp 1 year
Effective October 14, 2021

BOARD MOTION:

“MOVE that the Board of Education accept the resignation of Alexa Morawski effective October 14, 2021.”

II. Appointment

Kennedy Quirk

Education BA and MA, Endicott College
Experience 1 year
Salary Schedule MA, Step 2
Assignment Grade 3
Effective October 15, 2021

MTC:cdf

TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: October 26, 2021
RE: Henry James Memorial School Report

Henry James Memorial School continues to exemplify excellence in middle level education through their lived mission of "Connections, Challenge and Character". Tonight, Principal Scott Baker and Assistant Principal Jaqueline Petrella will present on the middle school's strategic plan priorities, 2020-2021 accomplishments, and provide the board an in-depth look at how student performance data is being analyzed and utilized to support growth in all middle school learners during the continued pandemic transition.

This evening, you will hear Mr. Baker and Mrs. Petrella discuss the action steps Henry James Memorial School is poised to take in each of four strategic goal areas:

Student Growth and Success: Transition back to pre-covid schedule, intervention redesign, instructional inquiry, student-centered learning, and homework study

Compassionate and Connected School Culture: Reenergized social-emotional learning (SEL) & climate committees, redesigned *Connections* period, school and team pride, and extra-curricular life

Premier Workforce: Wellness initiatives for both staff and students, HJMS department supervisor leadership, streamlined protocols, and sharing passions with students

Strategic and Sustainable Investments: Utilizing newly built and renovated instructional spaces and continued Facilities and Enrollment implications for grade 6

The HJMS administration looks forward to sharing how these collective school-wide efforts will continue to provide the highest quality experiences for our middle school students in Simsbury.

TO: Members of the Board of Education
 FROM: Matthew T. Curtis, Superintendent of Schools
 RE: Financial Report/Quarterly Budget Analysis
 DATE: October 26, 2021

Below is the first quarter budget analysis of the Simsbury Public Schools for the fiscal year 2021-22.

Revenues

Below is a summary of the District's State grant awards:

- **Open Choice Academic and Social Support** – Funding is used to promote academic and social success for students participating in the Hartford Region Choice program. Simsbury was awarded \$196,900 in the current fiscal year, an increase of \$10,275 compared to the prior fiscal year.
- **Open Choice Attendance & Early Learning** - Funding is used to support salaries and benefits for 7 FTE certified staff, tutors, magnet school tuitions, additional Choice student supports, equipment and preschool development. Simsbury's current year entitlement, based on the district's 10/1/21 enrollment, will be \$1,463,000, a decrease of \$49,000 compared to the prior fiscal year's original entitlement received.
- **Special Education Placements & Excess Cost** – Funding is provided to reimburse the District for special education costs in excess of 4.5 times the cost of educating a regular education student. Simsbury will receive its current year preliminary award from the State in January 2022. The prior year reimbursement award totaled \$1,874,527.
- **Adult Education** – Funding to support Connecticut mandated adult education programs administered by the District. Simsbury has not, as yet, received its current year award from the State. The prior year award totaled \$14,574.
- **Talent Development (TEAM)** – Funding provides partial reimbursement for TEAM mentor stipends. The current year award is not, as yet, determined. The prior year award totaled \$4,302.
- **Private School Health Services** – Funding to support private school health services provided by the District's health services staff as required by Connecticut statute. Simsbury has not, as yet, received its current year award from the State. The prior year award totaled \$18,709.

Below is a summary of the District's Federal grant awards:

- **Title I – Improving Basic Programs** – Funding is used to pay for tutor costs as well as instructional materials and equipment. Simsbury has received a preliminary award of \$118,334 in the current fiscal year, a decrease of \$10,833 compared to the prior fiscal year.
- **Title II Part A – Teacher Quality** – Funding is used to recruit and retain highly qualified teachers and provide professional development teachers and principals. Simsbury has received a preliminary award of \$56,603 in the current fiscal year, a decrease of \$6,951 compared to the prior fiscal year.
- **Title III Part A – English Language Acquisition** - Funding is used to assist students whose native language is other than English in order to obtain English proficiency and literacy. Simsbury has received a preliminary award of \$9,461 in the current fiscal year, an increase of \$1,066 compared to the prior fiscal year.
- **Title IV, Part A – Student Support & Academic Enrichment** – Funding is used to (1) provide all students with access to a well-rounded education, (2) improve school conditions for student learning and (3) improve the use of technology in order to improve the academic achievement and digital literacy of all students. Simsbury has received a preliminary award of \$10,000 in the current fiscal year. No change from prior year funding.
- **IDEA – Part B and Pre-School** - Funding is used to support the education of identified students; salaries for teaching and support staff, professional development, outside consulting, tutoring services, instructional supplies and equipment, and technology licensing. Simsbury has received a final award of \$1,078,691 in the current fiscal year, an increase of \$33,035 compared to the prior fiscal year.
- **Carl Perkins** – Funding is used to develop the academic, career and technical skills of secondary students who elect to enroll in career and technical education programs. Specific expenditures supported by the grant include substitute coverage for professional development, student transportation and equipment. Simsbury was awarded \$30,441 in the current fiscal year, an increase of \$1,255 compared to the prior fiscal year.

- **American Rescue Plan (ARP) IDEA** – Funding will be used for mental health and behavioral support services, literacy trainings, testing and assessment materials, professional development and additional assistive technology. Simsbury has received a preliminary award of \$223,887 and the grant period is from July 1, 2021 through June 30, 2023.
- **American Rescue Plan (ARP) ESSER** – Funding will be used for elementary and secondary staff costs and material relating to 2021 – 2023 regular school years and 2021 – 2023 summer intervention programs, professional development costs associated with social emotional learning and Equity Council recommendations, and technology equipment and software enhancements. Simsbury has received an award of \$967,121 and the grant period is from March 13, 2020 – September 30, 2024.
- **Emergency Connectivity Funding** – Funding will be used for (820) Chromebooks and (12) Hot Spot connections. The District received an award of \$262,667 through the District's E-rate On-Line program.
- **Medicaid School Based Child Health Program** – Section 51 of PA17-2 mandates the district's participation in the Medicaid School Based Child Health Program. Net reimbursements are approximately \$20,000 annually.

Expenditures

<u>General Fund</u>	2021-22		2020-21	2021-22	2020-21
	<u>Original Budget</u>	<u>YTD Expenditures</u>	<u>YTD Expenditures</u>	<u>% Spent</u>	<u>% Spent</u>
General Control	2,168,004.00	615,582.96	644,205.13	28.39%	29.53%
Instruction	45,540,356.00	7,181,916.45	7,096,327.67	15.77%	15.91%
Health Services	720,313.00	119,460.13	104,420.05	16.58%	14.35%
Pupil Transportation	2,789,676.00	383,450.16	431,517.32	13.75%	15.43%
Operation of Plant	4,957,857.00	1,157,583.46	1,207,361.59	23.35%	25.01%
Maint of Plant/Equipment	1,236,649.00	150,553.90	724,150.07	12.17%	56.83%
Insurance/Pension	14,245,726.00	4,677,975.49	4,720,963.12	32.84%	34.73%
Food Services	8,896.00	3,022.20	2,511.86	33.97%	28.24%
Student Body Activities	675,906.00	0.00	4,274.07	0.00%	0.62%
Community Services	32,563.00	0.00	0.00	0.00%	0.00%
Equipment-New/Replace	88,984.00	104,289.21	147,680.00	117.20%	100.00%
Out of District Tuition	1,417,000.00	214,144.19	3,226.00	15.11%	0.23%
Total Public Budget	73,881,930.00	14,607,978.15	15,086,636.88	19.77%	20.86%

General Control – Decrease in spending is from salary savings via the implementation of shared services in the prior year with the retirement of the School Business Manager.

Health Services – The Town of Farmington pays for a portion of one of our nurses' salary. The receivable for this dollar value was booked in FY21 in the first quarter but booked in FY22 in the second quarter, which is why the expenditures are showing higher in the current year as compared to the prior year.

Transportation – Decreased expenditures are a result of "regular" transportation payments in the current year compared to the prior year. In the prior year the bus contract with Salter's was renegotiated due to COVID to help support their operations in the summer months.

Insurance and Pension – Decreased expenditures are related to timing. Prior year OPEB contribution payment was made by this time last year. The OPEB contribution calculation has not been completed yet to date and therefore no payment has been made.

Maintenance of Plant and Equipment – Prior year balance includes the \$550,300 CNR transfer to the CNR fund. This transfer has not happened yet in the current year.

Equipment New/Replaced – Decreased equipment purchases in the current year relate to less instructional technology needed in the current year compared to the prior year when classes were being held remote/hybrid.

Out of District Tuition –Increased spending in the current year relates to timing of when tuition payments were made in the current year compared to the prior year.

Enrollment Comparison 2021-22 to 2020-21

<u>Grade</u>	<u>Actual 10/1/2021</u>	<u>Actual 10/1/2020</u>	<u>Difference</u>
K-6	2084	2018	66
7-8	643	633	10
9-12	1302	1309	-7
Total	4029	3960	69

Staffing Comparison (FTE)

	<u>2021-22</u>	<u>2020-21</u>
Certified Teaching Staff	377.49	377.67
Certified Administrators	19.00	18.00
Custodial/Maintenance	38.00	41.00
Nurses	10.67	10.67
Clerical/Paraprofessionals	144.48	150.89
Unaffiliated	43.56	45.56
Tutors	17.93	11.11
Total	651.13	654.90

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew T. Curtis
Superintendent of Schools

DATE: October 26, 2021

RE: Board of Education Policies – First Reading

The Policy Committee recently reviewed revised policies based on state legislative requirements. The Vaccination Regulations are provided for your information and will be added to the 4000 Personnel series. The policy revisions are part of the 5000 Student series. The Policy Committee is recommending adoption of the following policies:

- Vaccination Regulations
- 5113 – Student Attendance (*Mental Health Days*)
- 5131 – Bullying Prevention and Intervention Policy/Safe School Climate Plan (*Bullying Definition*)
- 5146 – Student Welfare (*Student Immunization Religious Exemption*)
- 6140 – School Calendar (*Setting of Graduation Date*)

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