

RECEIVED
COLCHESTER, CT
2020 MAY 14 AM 10:27
Judy O'Meara
SCHOOL CLERK

MEMBERS PRESENT: Chair Mary Tomasi, Vice Chair Chris McGlynn, Amy Domicka, Suesen Hickey, Jessica Morozowich, Joanne Rose, Mitchell Koziol.

ADMINISTRATION PRESENT: Superintendent Jeffrey Burt, Principal Colchester Elementary School Principal Judy O'Meara, Jack Jackter Intermediate School Principal Elise Butson, Director of Teaching and Learning Charles Hewes, Director of Pupil Services and Special Education Kathleen Perry, Director of Education Operations Mario Hurtado, Director of Human Resources Shannon Ramsby, Chief Financial Officer Maggie Cosgrove.

1. MEETING OPENING

1.1 Call to Order

Chair Tomasi called this remote Zoom Regular Meeting to order at 4:03 pm with a roll call for attendance. All present. Student Harrison Maher, from Mrs. Stanavage's Kindergarten class, led the Pledge Allegiance by way of a previously recorded video.

Chair Tomasi thanked the teachers who have risen above the call of duty and to the administrators who have been supportive through this crisis and a message to the students – keep up the good work.

2. ADDITIONS/CHANGES TO THE AGENDA

None at this time.

3. CELEBRATIONS

3.1 CIAC 2020 Scholar-Athletes

Bacon Academy is proud to announce the 2020 CAS-CIAC Scholar-Athlete recipients: Veronica Krystofik and Matthew Voiland. Both are in their academic class' top five students and both are multi-season athletes. Congratulations!

3.2 Braeden O'Brien 10th Win in Wrestling

Bacon Academy Junior Braeden O'Brien celebrated his 100th wrestling win.

3.3. Natalie Rolon-Issa: New England Shot Put Champion

Bacon Academy Senior Natalie Rolon-Issa was the New England Shot Put Champion. Natalie qualified for the Nationals competition, that was unfortunately cancelled due to COVID-19.

3.4. Bacon Academy Eastern CT Conference (ECC) Athlete Recognitions 2019-2020

Please see attached for the list of all 2019-20 Bacon Academy athletes recognized by the Eastern Connecticut Conference for excellence in athletics. Congratulations to all!

3.5. Fund for Teachers

JJIS 5th Grade Teachers Leslie Cicilline and Dawn May were awarded Fund for Teachers Grants. The name of their project is "If Redwoods Could Talk". They will be traveling to the Redwood State Forests to study the movement of energy through ecosystems. They will be using multiple intelligence theory to create science experiences for students. C. Hewes noted that over 20 teachers in the district have received these grants.

3.6. Food Security Program Recognition

Leanne Ranheim, Food Service Manager, explained how the food program is working and she has submitted an application for a \$3,000 grant for districts that are serving food. To date, the outstanding Food Services team has served over 7,000 meals as part of the Food Security Program. Please join the Board in thanking this dedicated team:

Leanne Ranheim
Fran Bysko
Krista Mikan
Dorothy Gardner
Laurie Albert
Lynn Payne
Jessica Cordova
Colleen Sobota
Jennifer Waterman
Lori Coffin
Kelly Gagoz
Denise Treglia
Val Sullivan
Kerry Filloramo-Hochdorfer
Karen McGlynn
Cheryl Couture
Erin Smith

4. PUBLIC COMMENT

No comments received.

5. REPORT FROM SUPERINTENDENT

5.1 Communications

An email was received from L. Bassett asking what savings will be seen with the closing of the schools and expressing his disappointment over graduation activities. Superintendent Burt will discuss the savings under Item 5.3 and graduation for the students is being worked on.

5.2 2020-2021 Budget Process and Timeline Update

The BOE budget will be presented to the Board of Finance on May 19 for review.

5.3. 2019-2020 Budget Update

Superintendent Burt noted there will be savings from the bus contract, substitute teacher and certified line items, heating oil, electricity, diesel oil. The Finance Department still needs to do a complete review but noted that no funds are coming in from the cafeteria. However, there may not be a full accounting until July.

6. POLICIES/REGULATIONS FOR FIRST READING

6.1 3240P Tuition Fees

6.2. 5142P Student Safe

6.3 Bylaw 9325.1 Order of Business

6.4. 6172.6P and 6172.6R Virtual Online Courses

As this is the first reading, no action was taken.

7. PRIORITY DISCUSSION/ACTION ITEMS

7.1 Adjustments to Technology Budget

These adjustments will allow the District to provide one to one devices for the Fall.

Motion by: J. Morozowich

to reduce the number of Chromeboxes and Monitors from 96 to 48 and increase the number of iPads from 85 to 100.

Second by: J. Rose

Vote: Unanimous to approve by roll call vote.

7.2. Possible Action on 2020-2021 Budget

Superintendent Burt responded to several questions submitted prior to the meeting.

The revised budget was presented and reviewed with the Board members.

The budget is now at a 0.40% increase, a \$165,488 increase over last year's budget.

Motion by: A. Domeika

to approve the 2020-2021 Board of Education revised budget of \$41,402,610, an increase of 0.40% or \$165,488 over last year's budget and to move it forward to the Board of Finance.

Second by: M. Koziol.

Vote: Unanimous to approve by roll call vote.

7.3 Distance Learning Update

Dr. Hewes stated that the distance learning is going well. A few small items had to be changed. Learning recovery will possibly go into next year. A Parent Focus Group was held and feedback from parents and teachers has been good.

7.4 Special Education Distance Learning Update

K. Perry presented a summary of distance learning and special accommodations for children who have an IEP or have a 504 plan. Teachers, paraprofessional and service personnel are working with families and students to set a schedule and provide small group and individual counseling, social skill lessons, sing-alongs, story time, and speech therapy for example.

8. GRANTS/OTHER FINANCIALS

8.1 Budget transfer over \$5,000: Finals site

Finals site requires this upgrade for continued web hosting.

Motion by: S. Hickey

to approve the budget transfer in the amount of \$9,000 for Finals site (website host) and webmaster.

Second by: C. McGlynn.

Vote: Unanimous to approve by roll call vote.

8.2 Donation for Bacon Academy Baseball Field

This donation is part of a matching gift program via Benevity for the Voya Company.

Motion by: M. Koziol

to accept this donation of \$500 from Bacon Academy parent Stanley Harasimowitz for the purpose of improving the Bacon Academy baseball field.

Second by: J. Morozowich.

Vote: Unanimous to approve by roll call vote.

8.3. Donation to Bacon Academy Band

Matthew Tedone, father of 2018 graduate Katherine Pritchett, put Bacon Academy Band as a beneficiary of a donation from Pfizer (his employer). His wishes are for the \$500 to benefit the Bacon Academy Band.

Motion by: S. Hickey

to accept the check in the amount of \$500 to benefit the Bacon Academy Band program.

Second by: C. McGlynn.

Vote: Unanimous to approve by roll call vote.

9. CURRICULUM/INSTRUCTION/ASSESSMENTS (None at this time)

10. CONTINUED DISCUSSION/ACTION ITEMS

10.1 WJMS Building Project Update

No change, still waiting for resolution to the sewer line situation.

11. POLICIES/REGULATIONS FOR SECOND READING (None)

12. CONSENT AGENDA

12.1. Approval of April 7, 2020 Minutes

12.2. Approval of April 20, 2020 Minutes

12.3. Approval of April 27, 2020 Minutes

12.4. Approval of April 29, 2020 Minutes

12.5. Bacon Academy Disposal of Lathes from Tech Ed Department

Motion by: M. Koziol

to approve the Consent Agenda as presented.

Second by: S. Hickey.

Vote: Unanimous to approve by roll call vote.

13. REPORTS FROM BOARD COMMITTEES

13.1. Policy

13.2 Budget

13.3 Personnel

13.4 Ad-Hoc Curriculum

13.5 Ad-Hoc Consolidation

No reports at this time.

14. REPORTS FROM BOARD LIAISONS

S. Hickey stated that a meeting of C3 was held on April 28 and they are holding virtual classes with stories, activities and classes for parents.

A. Domeika said Parks and Recreation are also offering online videos for kids.

J. Morozowich said C3 had a seminar on resiliency and will have another one on May 15, 2020. A recording is available, contact C. Praisner for more information.

15. BOARD ANNOUNCEMENTS AND INFORMATION ITEMS

15.1. Next Meetings

15.2 Enrollment Report for May 2020 BOE Meeting is at 2293 students

Board of Education
May 12, 2020 – Regular Meeting

- 15.3. Regulations (None at this time)
- 15.4 Approved Committee Meeting Minutes
- 15.5. Monthly Budget Reports
- 15.6 Health Insurance Reserve Analysis
- 15.7. Budget Transfer Under \$5,000 (None at this time)

16. INFORMATION ITEMS: NON-SUBSTANTIVE POLICY CHANGES (None)

17. PUBLIC COMMENT

No comments received.

18. ADJOURNMENT

Chair Tomasi adjourned this Regular Meeting at 6:48 pm.

Link to the recording of this May 12, 2020 meeting –
<https://www.colchesterct.org/page.cfm?=26>

Respectfully submitted,

Mary Jane Slade
Recording Secretary

BACON ACADEMY ECC ATHLETE RECOGNITIONS

2019-2020

Football

All State

Sean Baldyga

ECC All Star

Jacob Figueroa

Terrance Gignac

Conor Brown

Dylan Graham

Noah Violette

Jake Cavallo

Sean Baldyga

Honorable Mention

Amzie Hinkley

Sportsmanship

Russell Pajor

Scholar Athlete

Sean Baldyga

Cross Country

All State

Jordan Malloy

ECC All Star

Jordan Malloy

Erin Mathieu

Ryan Moores

Honorable Mention

Connor Wilcox

Kellen Paparella

Sportsmanship

Isabella Crowell

Jeremy Luizzi

Scholar Athlete

Erin Mathieu

Luke Maynard

Soccer

ECC All Star

Addison Belcamino

Ty Stanchina

Matt Voiland

Honorable Mention

Sarah Vilardo

Connor Wilcox

Kellen Paparella

Sportsmanship

Jason Consiglio

Cate Rowllins

Scholar Athlete

Nick Janus

Shannon Hickey

Volleyball

ECC All Star

Veronica Krystofik

Sportsmanship

Lindsay Amor

Scholar Athlete

Ashley Clark

Wrestling

ECC All Star

Braeden O'Brien

Honorable Mention

Owen Burton

Sportsmanship

Aaron Running

Scholar Athlete

Owen Burton

Basketball

ECC All Star

Caitlin Shea

Valerie Luizzi

Honorable Mention

Cassidy LaSaracina

Casey Hart

Sportsmanship

Noah Violette

Emma Mancuso

Scholar Athlete

Victoria Violette

Luke LaSaracina

Indoor Track

ECC All Star

Natalie Rolon-Issa

Jordan Malloy

Honorable Mention

Peyton Adams

Fencing

ECC All Star

Ellen McIntyre

Cheerleading

ECC All Star

Morgan Merchant

Honorable Mention

Kyra Williams

Sportsmanship

Moe Zachas

Morgan Merchant

Scholar Athlete

Jade Hostetler

Morgan Merchant

Colchester Public Schools

Budget Questions – May 12, 2020

Q. What are the necessary Capital Improvement Projects in order of priority?

A. The Capital Reserve will be at \$429,000 unexpended with a potential increase with some end of year monies from this fiscal year. The following items are a priority (not in order) that were included in the original proposed budget, totaling \$87,250. The plan was to use existing reserve funds to finish these projects in the 2020-21 school year. The remaining reserve would be \$341,750 plus any additional EOY funds from this fiscal year.

- BA:
 - Roof Repairs \$5,000
 - HVAC Repairs \$8,000
 - Resurface Track \$43,750
- JJIS
 - Heating System Repair - \$13,650
- CES
 - Window Replacement \$7,000
 - AC Unit \$9,850

Q. Please distinguish between unappropriated reserve (\$429?) and capital reserve (\$349? everything but \$75k is allocated to a specific project).

A. Assigned Fund Balance \$429,771.29:

At the end of each fiscal year, budgeted appropriations lapse for any funds that have not been expended or encumbered. Per a joint resolution adopted by the BOF, BOS and BOE in December 2005, the BOE Capital Reserve Fund was established. Per this resolution, any Unexpended/Unencumbered BOE budgeted funds shall be appropriated to the BOE Capital Reserve Fund following the requirements of the Town Charter as it pertains to appropriations. Any such unexpended/unencumbered funds are reflected as Assigned Fund Balance in the Town's audited financial statements until such time that the funds are appropriated.

The current balance of this portion of Assigned Fund Balance is \$429,771.29. This balance was generated from the FY 18/19, FY 17/18 and FY 16/17 BOE budget unexpended/unencumbered balances. As noted, these funds have not been appropriated, and cannot be expended until appropriated.

BOE Capital Reserve:

The BOE Capital Reserve Fund reflects the activity and balances of appropriations that have been approved and are accounted for in this fund. As shown on the quarterly report as of 3/31/20 (copy attached), the total unexpended/unencumbered balance for all projects for which appropriations have been approved is \$349,385.07. Of this amount, \$75,685.45 is the unexpended/unencumbered balance for School Building Maintenance items.

BOE Budget - Capital Outlay & Transfers to BOE Capital Reserve

The original Superintendent's budget proposal included an amount of \$215,735 for Capital allocated as follows:

- Capital Outlay (281007-48734) in the amount of \$106,250 for projects to be completed during the fiscal year
- Transfer to BOE Capital Reserve (260007-50205) in the amount of \$109,485 for projects & future capital needs being funded over multiple years' budgets.

The Transfer to BOE Capital Reserve amount was then increased by \$40,000 by the BOE before presenting the budget to the BOF.

Q. Can you clarify dollar figures for M&J savings between the two fiscal years (2019/2020; 2020/2021).

A. Rough estimates are a savings of \$76,000 this fiscal year and a credit in July 2020 of approximately \$15,000. The savings this year will be used as EOY funds to offset supplies, cafeteria fund shortfall, or placed into reserve. The finance office is working with M&J on exact numbers in the next few weeks for month invoices and a contractual amendment.

Q. How will "Integrationist Stipends" be used in place of a Technology Integrationist?

A. The technology integration stipends are in our current budget and we have four staff members, one in each building, who receive this stipend to assist teachers with integrating technology into their instruction. These are additional duties above and beyond their regular position and they will now continue in these roles for next year. The proposed budget had a full time integrationist to replace the four part time positions to meet the needs of our teachers.

Q. Where is the Special Education Teacher reduction coming from?

A. There are two special education retirements at BA and due to the drop in the number of students with an IEP we are able to reduce the overall number of special education teachers by 1.0 FTE and still meet the needs of students in all buildings. Director of Special Education and Pupil Services Kathleen Perry worked closely with the building administration to determine the needs of students at each level and ensure that they can be met with the new staffing number.

Q. Where is the 0.4 teacher reduction at Bacon Academy coming from?

A. The reduction will be determined as soon as the final schedule has been completed at BA. Each year, as a typical function of high school scheduling, some classes may or may not run based on student selection. In addition, as the student population has declined over the past few years it has reduced the need for teachers. Each year as the schedule is created efficiencies can be determined to still have reasonable class sizes and course offerings.

Q. Paraprofessionals 4.0 – Where exactly are coming from? What is the number of remaining paraprofessionals in the school and how are they utilized? Is there a greater need for paraprofessionals with distance learning?

A. The total proposed reduction of paraprofessionals is seven. Of these seven, four were recent reductions of two at CES, one at JJIS, and one at WJJMS. Three of the seven were in the original budget proposal and were reduced at CES to offset the need for the teaching position of Math Interventionist at CES. The remaining number of paraprofessionals is just over 80. Our outstanding paraprofessionals fill a number of roles throughout the district, from math and reading intervention, direct support to students with IEPs, supporting our libraries and nurses offices. The reductions were made as a result of the general enrollment decline and the specific decline this year in the number of students with IEPs. The reductions were done in collaboration between the special education office and the building administration. The remaining staff will be able to continue appropriate services for our students.

Q. How are the WJJMS Clubs to be funded?

A. The WJJMS Student Activity Fund is going to fund the WJJMS Clubs for one school year.

Q. How will the Safe Futures program be funded at WJJMS?

A. The funds will be requested from the WJJMS PTO.

Q. What is the role of the “Greeter” and what are the ramifications of cutting the position at CES?

A. The role of the greeter, or Entrance Security Personnel, is to provide additional security at the entrance to CES, JJIS, and BA. The Entrance Security Personnel has a desk, activation controls for the doors in and out of the space (lobby at JJIS & CES, vestibule at BA), and a computer with a visitor ID and log entry system that produces a visitor specific ID badge and checks the visitor’s ID against the national sex offender registry. The reduction of the position at CES would continue the current way in which visitors are buzzed into the school and are required to check in at the main office visitor’s desk. This position will be postponed for one year as it is part of the district’s long-range security plan.

Q. BOE Professional Development – what does this cover? Can this be cut more?

A. Last year the BOE decided discontinue their membership with CABE due to the expense compared to the services gained and the approximately \$9,500 dues were shifted to BOE professional development to pay for Board members to attend the CABE/CAPSS conference in November and for Board members to attend any other professional development conference hosted by CABE, CAPSS, RESCs, or any other organization. These funds can also be used for Board orientations and roles/responsibilities workshops. The proposed 2020-21 budget had an original amount of \$8,080 and the most recent round of reductions suggested a reduction of \$2,000. The CABE/CAPSS conference registration fee is approximately \$600 per attendee.

Q. What is the impact on the cafeteria fund in the current fiscal year and what is the potential impact on the fiscal year?

A. The estimated shortfall this fiscal year is between \$70,000 and \$80,000 and end of year funds will be used to cover this amount leaving the fund whole prior to the start of next year. At this time, it is too early to tell what the school year will look like for the 2020-21 school year and we will address any significant challenges to the cafeteria fund as we will with all of the challenges that may be presented to us next year.

Q. Is the “Dedicated Webmaster” still in the budget? (\$2,808)

A. Yes, this is a necessary position to assist in the move to the new website that will need to be completed before our current vendor removes all support in December, 2020.

Q. Can Board members be more involved in the budget process this summer as the district plans ahead for future difficulties.

A. Of course, the Board and the administration can collaboratively develop priorities and address the potential issues in future budgets. It is the responsibility of the educational professionals of the administration to develop the details of the budget to best address the needs of the students and the district based on the priorities set by the BOE.

Q. What are some targeted "non-annualized" costs that can be in the FY 2020-2021 budget that will place CPS in a good position for the subsequent two years?

A. A significant majority of items in the budget are “annualized” other than capital improvement costs, such as the BA track. Items like the textbooks at BA are cycled over the years under a relatively fixed cost to different departments on a rotating cycle.

Special Education Update COVID-19 Impact Board of Education Meeting

I would like to begin my presentation by, first and foremost, saying how incredibly proud we are of the special education and related service personnel who we are honored and humbled to lead. I can say without any doubt that each and every one of them has risen to this challenge and surpassed any and all of the expectations that Rebecca and I could have had for them. Each and every day, we are continually in awe of their creativity, their compassion, their professionalism and their dedication to the children and families of Colchester. Not a day goes by that one of them doesn't share a video, a photo, a message or a story of how they have connected with a student, taught a new skill, provided a family with support or simply brightened the day of a student. The time and effort that they are putting in each and every day is exceptional and is certainly recognized and appreciated.

Since the closure of school, special education teachers and related service providers, including paraprofessionals, have been servicing students remotely. They have worked with families to establish a consistent means of communication, to develop a schedule for their child and to provide students with synchronous and asynchronous learning opportunities. The department's priority has been to work collaboratively with families, recognizing each family's needs during this uncertain time. Special education teachers and related service personnel are working directly with students, collaborating with general education colleagues and consulting with parents while providing social-emotional/counseling services to students.

What does online learning “look like” for students with disabilities in Colchester?

It is impossible to summarize and list all of the work that our staff are doing with students on Individual Education Plans (IEPs). Our staff have adapted very specialized instructional methodologies, communication systems, positive behavioral support programs, individualized therapies, and social-emotional supports to a digital platform virtually overnight. Below is but a brief example of what is happening each and every day.

-virtual story time, sing-alongs, morning meetings and small group and individual lessons in preschool

-1:1 and small-group speech-language, occupational therapy and physical therapy sessions throughout the district

- Special education and general education teachers collaborating to ensure that students' accommodations and modifications are implemented at all grade levels
- 1:1 counseling sessions with school psychologists and school social workers
- small group social skills lessons with school psychologists and school social workers
- 1:1 and small group instruction provided by special education teachers addressing students' IEP goals and benchmarks
- Virtual job shadowing, daily living skills and functional academic skills activities with students
- Paraprofessionals checking in each morning with students, joining in Google classroom lessons to support students, reinforcing new skills in small group meets, establishing "office hours" during which time students can receive extra help, reading stories to students.....

Special Education teachers and related service personnel are meeting weekly with district administrators in order to review state and district updates and to address any challenges that have emerged over the week. Related service personnel and special education teachers have continued to meet as Professional Learning Communities in order to share successful practices and increase their remote teaching capacities by learning and sharing with one another.

Upon the receipt of new state and legal guidance this week, the district has begun to hold remote Planning and Placement Team Meetings for any student who is due for an annual review meeting or who has missed a meeting due to the COVID-19 school closure. Parents are being given the option of holding the meeting this school year, if they are comfortable doing so remotely, or waiting until we resume school if that better suits their needs as a family. For those students who were due for re-evaluations or for initial evaluations, those evaluations have been paused until we again have access to students.

Since the start of remote learning special education staff have been documenting each and every learning activity that has been provided to students along with the ongoing communication that they are having with each student and family. The special education department continues to reach out to families, at least on a weekly basis, in order to assess what each student and what each family needs during this difficult time. The district recognizes that, for some of these students, the loss of face to face instruction will have a significantly greater impact than for those students who do not have special learning needs. The district will work with staff and families to develop plans for those students who have been significantly impacted. These students will be provided with the appropriate services to target the areas of need that have arisen as a result of this extended school closure.

At this time, we are planning for both in-person and virtual Extended School Year Services which will run from July 6th through August 7th. We continue to monitor ongoing state and legal guidance, make appropriate adjustments and implement programming for our students to the greatest degree possible given these challenging circumstances.