

GROTON BOARD OF EDUCATION  
SPECIAL MEETING MINUTES  
FEBRUARY 16, 2022 @ 6:00 P.M.  
REMOTE MEETING

**Members Present:** Chairperson Kim Shepardson Watson (arrived at 6:22 p.m.), Andrea Ackerman, Dean Antipas, Vice Chairperson Katrina Fitzgerald, Matthew Shulman, Elizabeth Porter, Rita Volkmann, Beverly Washington, Jay Weitlauf

**Also Present:** Susan Austin, Phil Piazza, Sam Kilpatrick, Ken Knight, Laurie LePine, Thomas Lonsdale, Carmita Hodge, Edward Keleher, Peter Bass

Vice Chairperson Fitzgerald called the meeting on the superintendent's proposed 2022- 2023 budget to order at 6:00 p.m.

I. BUDGET WORK SESSION

- Enrollment
  - Ms. Austin gave an overview of the enrollment by grade history handouts. **(ATTACHMENT #1)**
  - Mr. Lonsdale explained the differences of FY22 and FY23 projected enrollments.
- FHS/GMS
  - Mr. Bass gave an overview of the Middle School enrollments and shared his action plan for the Middle School.
  - Ms. Austin and Mr. Lonsdale explained the average class sizes at the high school and shared the ranges of the average class sizes.
  - Mr. Keleher reviewed his action plan. **(ATTACHMENT #2)** Ms. Carmita Hodge shared the work she has been doing with students of color (Black Student Union - BSU) to encourage others to take higher level courses.

Mrs. Volkmann and Mrs. Washington requested class sizes by teachers and the classes they teach.

Mr. Shulman requested discussion at a COW of the Career Pathways.

- Elementary Schools
  - Mr. Lonsdale reviewed how he worked through the enrollment numbers at the elementary level.
  - Ms. Austin noted that she has cost savings in the budget including the reduction of four FTEs through retirements.
- District/Building Administration – Mr. Knight reviewed the following functions:
  - 2311 Board of Education Services
  - 2312 Superintendent Office Services
  - 2313 Business Office
  - 2410 School Administration

Mrs. Fitzgerald requested discussion at a COW regarding what we are doing for minority recruitment.

- Discussion regarding the Adjusted Superintendent Budget (**ATTACHMENT #3**)
  - Mr. Knight reviewed the proposed Superintendent FY23 Adjusted Budget.

II. Discussion And Possible Action Re: The Graduation Date At Fitch High School

MOTION: Ackerman, Antipas: To set the graduation date as June 17, 2022.  
**PASSED - UNANIMOUSLY**

III. Adjournment

MOTION: Ackerman, Porter: To adjourn at 9:10 p.m.  
**PASSED - UNINAMOUSLY**

**Enrollment by Grade History**

GRADE	FY23 Projected	FY22 PSIS	FY21 PSIS	FY20 PSIS	FY19 PSIS	FY18 PSIS	FY17 PSIS
Pre-School	208	128	123	123	133	149	145
Pre-K	72	50	35	71	57	65	65
K/Transition K	382	375	347	403	371	399	403
1	368	318	359	332	352	367	344
2	318	352	291	336	352	330	363
3	352	290	312	334	312	349	362
4	290	293	315	307	343	340	358
5	293	322	274	326	326	347	350
<b>Subtotal Elem Schools</b>	<b>2,283</b>	<b>2,128</b>	<b>2,056</b>	<b>2,232</b>	<b>2,246</b>	<b>2,346</b>	<b>2,390</b>
6	322	289	324	340	349	331	297
7	289	302	333	337	337	288	322
8	302	314	313	337	286	302	334
<b>Subtotal Middle School</b>	<b>913</b>	<b>905</b>	<b>970</b>	<b>1,014</b>	<b>972</b>	<b>921</b>	<b>953</b>
9	314	323	292	258	282	285	291
10	323	247	238	267	269	254	299
11	247	215	250	234	255	274	245
12	215	273	241	246	275	230	254
<b>Subtotal High School</b>	<b>1,099</b>	<b>1,058</b>	<b>1,021</b>	<b>1,005</b>	<b>1,081</b>	<b>1,043</b>	<b>1,089</b>
<b>Subtotal In District Schools</b>	<b>4,295</b>	<b>4,091</b>	<b>4,047</b>	<b>4,251</b>	<b>4,299</b>	<b>4,310</b>	<b>4,432</b>
Out of District	370	370	422	464	448	462	486
<b>Total Enrollment</b>	<b>4,665</b>	<b>4,461</b>	<b>4,469</b>	<b>4,715</b>	<b>4,747</b>	<b>4,772</b>	<b>4,918</b>
Increase/(Decrease)	204	(8)	(246)	(32)	(25)	(146)	(69)

<b>Summary of Increase/(Decrease)</b>							
Elementary	155	72	(176)	(14)	(100)	(44)	(52)
Middle	8	(65)	(44)	42	51	(32)	3
High	41	37	16	(76)	38	(46)	(4)
Out of District	-	(52)	(42)	16	(14)	(24)	(16)
	204	(8)	(246)	(32)	(25)	(146)	(69)

**2021-2022 Enrollment**

Grade	Expected Enrollment	FTE	Avg Class Size	Oct 1, 2021 PSIS	Jan 15, 2022 Enrollment
Pre-School*	0	0	0	0	0
Pre-K*	0	0	0	0	0
K	67	3	22	54	55
1	71	3	24	54	55
2	62	3	21	65	61
3	48	3	16	50	47
4	56	3	19	48	47
5	65	3	22	58	59
<b>Total</b>	<b>369</b>	<b>18</b>	<b>21</b>	<b>329</b>	<b>324</b>

Charles Barnum

**2022-2023 Projected Enrollment**

Grade	Projected Enrollment	FTE	Avg Class Size
Pre-School*	0	0	0
Pre-K*	0	0	0
K	61	3	20
1	55	3	18
2	54	3	18
3	65	3	22
4	50	3	17
5	48	3	16
<b>Total</b>	<b>333</b>	<b>18</b>	<b>19</b>

Catherine Kolnaski

Grade	Expected Enrollment	FTE	Avg Class Size	Oct 1, 2021 PSIS	Jan 15, 2022 Enrollment
Pre-School*	0	0	0	0	0
Pre-K*	0	0	0	0	0
K	71	4	18	71	77
1	61	4	15	56	54
2	62	3	21	60	58
3	59	3	20	63	61
4	57	3	19	50	51
5	59	3	20	59	58
<b>Total</b>	<b>369</b>	<b>20</b>	<b>18</b>	<b>359</b>	<b>359</b>

Grade	Projected Enrollment	FTE	Avg Class Size
Pre-School*	0	0	0
Pre-K*	0	0	0
K	72	4	18
1	70	4	18
2	56	3	19
3	60	3	20
4	63	3	21
5	50	3	17
<b>Total</b>	<b>371</b>	<b>20</b>	<b>19</b>

Northeast Academy

Grade	Expected Enrollment	FTE	Avg Class Size	Oct 1, 2021 PSIS	Jan 15, 2022 Enrollment
Pre-School*	0	0	0	0	0
Pre-K*	0	0	0	0	0
K	69	3	23	60	61
1	75	4	19	64	65
2	85	4	21	77	77
3	78	3	26	65	65
4	70	3	23	59	61
5	71	3	24	72	72
<b>Total</b>	<b>448</b>	<b>20</b>	<b>22</b>	<b>397</b>	<b>401</b>

Grade	Projected Enrollment	FTE	Avg Class Size
Pre-School*	0	0	0
Pre-K*	0	0	0
K	70	4	18
1	60	3	20
2	64	3	21
3	77	4	19
4	65	3	22
5	59	3	20
<b>Total</b>	<b>395</b>	<b>20</b>	<b>20</b>

**2021-2022 Enrollment**

Grade	Expected Enrollment	FTE	Avg Class Size	Oct 1, 2021 PSIS	Jan 15, 2022 Enrollment
Pre-School**	104	4	13	68	74
Pre-K*	36	1	18	20	28
K	81	4	20	93	91
1	61	4	15	72	69
2	68	4	17	65	64
3	57	4	14	57	53
4	65	4	16	74	76
5	69	4	17	77	73
<b>Total</b>	<b>541</b>	<b>29</b>	<b>19</b>	<b>526</b>	<b>528</b>

**Mystic River**

Grade	Projected Enrollment	FTE	Avg Class Size
Pre-School**	108	4	14
Pre-K*	36	1	18
K	82	4	21
1	93	4	23
2	72	4	18
3	65	4	16
4	57	3	19
5	74	4	19
<b>Total</b>	<b>587</b>	<b>28</b>	<b>21</b>

**2022-2023 Projected Enrollment**

Grade	Expected Enrollment	FTE	Avg Class Size	Oct 1, 2021 PSIS	Jan 15, 2022 Enrollment
Pre-School*	96	3	16	60	75
Pre-K*	36	1	18	30	33
K/Transition K	104	5	21	97	92
1	67	4	17	72	72
2	72	4	18	85	85
3	46	3	15	55	54
4	56	4	14	62	58
5	41	3	14	56	54
<b>Total</b>	<b>518</b>	<b>27</b>	<b>19</b>	<b>517</b>	<b>523</b>

**Thames River**

Grade	Projected Enrollment	FTE	Avg Class Size
Pre-School*	100	3	17
Pre-K*	36	1	18
K/Transition K	97	5	19
1	90	4	23
2	72	4	18
3	85	4	21
4	55	3	18
5	62	3	21
<b>Total</b>	<b>597</b>	<b>27</b>	<b>22</b>

Grade	Expected Enrollment	FTE	Avg Class Size	Oct 1, 2021 PSIS	Jan 15, 2022 Enrollment
Pre-School**	200	7	14	128	149
Pre-K*	72	2	18	50	61
K/Transition K	392	19	21	375	376
1	335	19	18	318	315
2	349	18	19	352	345
3	288	16	18	290	280
4	304	17	18	293	293
5	305	16	19	322	316
<b>Total</b>	<b>2,245</b>	<b>114</b>	<b>19.7</b>	<b>2,128</b>	<b>2,135</b>

**Total Elementary**

Grade	Projected Enrollment	FTE	Avg Class Size
Pre-School**	208	7	15
Pre-K*	72	2	18
K/Transition K	382	20	19
1	368	18	20
2	318	17	19
3	352	18	20
4	290	15	19
5	293	16	18
<b>Total</b>	<b>2,283</b>	<b>113</b>	<b>20</b>

\*1/2 day sessions  
 \*\*1/2 day sessions, includes 1 self-contained classroom

**2021-2022 Enrollment**

Grade	Expected Enrollment	Average Class Size*	Oct 1, 2021 PSIS	Jan 15, 2022 Enrollment
6	315	20	289	289
7	328	20	302	302
8	307	18	314	312
<b>Total</b>	<b>950</b>	<b>19</b>	<b>905</b>	<b>903</b>

Groton Middle School

**2022-2023 Projected Enrollment**

Grade	Projected Enrollment	Average Class Size*
6	322	20
7	289	18
8	302	18
<b>Total</b>	<b>913</b>	<b>19</b>

Grade	Expected Enrollment	Average Class Size*	Oct 1, 2021 PSIS	Jan 15, 2022 Enrollment
9	288		323	319
10	237		247	249
11	248		215	218
12	239		273	264
<b>Total</b>	<b>1,012</b>	<b>15</b>	<b>1,058</b>	<b>1,050</b>

Fitch High School

<b>Subtotal In District Schools</b>	<b>4,207</b>	<b>4,091</b>	<b>4,088</b>
<b>Out of District Students</b>	<b>396</b>	<b>370</b>	<b>370</b>
<b>Total Groton Students</b>	<b>4,603</b>	<b>4,461</b>	<b>4,458</b>

Grade	Projected Enrollment	Average Class Size*
9	314	
10	323	
11	247	
12	215	
<b>Total</b>	<b>1,099</b>	<b>16</b>

<b>Subtotal In District School:</b>	<b>4,295</b>
<b>Out of District Students</b>	<b>370</b>
<b>Total Groton Students</b>	<b>4,665</b>

\* Based on core classes  
 \*\* Based on core classes, but not able to calculate class size by grade, as classes have students from different grade levels

**PREFERRED MAXIMUM CLASS SIZE GUIDELINES**  
*(Approved by Groton Board of Education at its Regular Meeting on )*

PREFERRED MAXIMUM CLASS SIZE

<u>ACADEMIC</u>	
Kindergarten - 1	20
Grades 2-3	23
Grades 4-12	25
Remedial Self-Contained 6-12	14
Remedial Individual/Small Group	40 (total teacher load)

SPECIAL AREAS

Technology Education (9-12)	20
Culinary Arts (9-12)	16
General Music (K-12)	25
Art (9-12)	20
Physical Education	30

PUPIL - TEACHER RATIOS FOR SUPPORT PERSONNEL

Guidance Counselors	200:1
Library/Media Specialist	500:1
Special Education:	
Self-contained	12:1
Resource Room	20:1



# Fitch High School

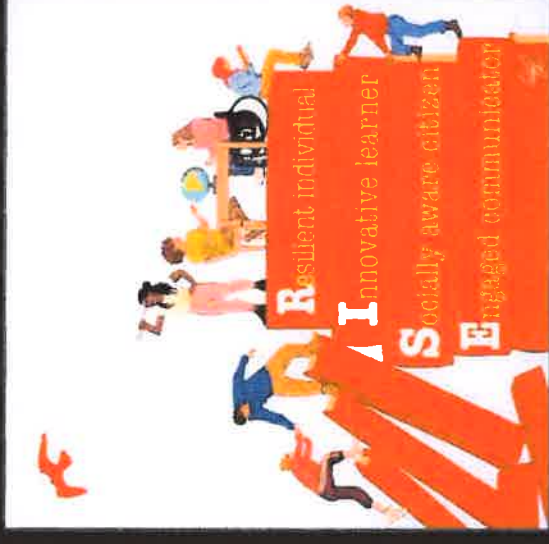


Increasing Enrollment in Higher Level Classes



## Goal

To significantly increase enrollment in Advanced Placement, Early College Experience, International Baccalaureate, and Honors level courses, as well as participation in the full International Baccalaureate Diploma Program.



## Inspire Students to take the Most Rigorous Courses

**Step 1:** Educating and enrolling students in the Higher Level Classes and/or programs that they are qualified to take.

**Step 2:** Increasing the number of students that are qualified to take higher level courses and programs.

**Step 3:** Increase the supports for ALL students enrolled in higher level courses to ensure success.

## Step 1: Recommendation Process

### Identify Students Eligible for AP/IB/ECE/Honors

- Teachers add recommendation to PowerSchool
  - Completed in February

### Review Teacher Recommendations

- Review team consists of Admin, counselors and Department Leaders
  - Completed in first week of March

### Review Student Selection of Courses

- Students select courses during the month of March
- Review team completes during 1st week of April

## Step 1: Communications for Students and Families

- Letter home to students that qualify for Higher Level Courses
  - First week in March
- Meetings scheduled with families to explain the commitments required for success in the IB Diploma Program
  - March into April 2022
- Messaging sent to families and students about the course selection process and the importance of selecting a challenging and focused schedule

## Step 2: Increasing the Number of Students that are Qualified to take Higher Level Courses

- Identify areas where students are being disqualified from HLCs. (MS/HS)
  - February to March of 2022
- Meeting with HS/MS Admin Team - re: course placement. Determine strategies to increase the numbers of students eligible for HLCs
  - April to Summer of 2022

## Step 2: Increasing the Number of Students that are Qualified to take Higher Level Courses (Continued)

- Working with the BSU - encouragement of all students to take higher level courses (January to June of 2022)
- Identifying Underserved Populations - Creating supports to move students to High Level Courses.
- Bring in students and alumni to discuss the college/AP/IB experience with students in the 9th and 10th grade
  - Visit occurred prior to Covid
  - Discuss their college experience with Seniors
  - Discuss Impact of HLCs with Sophomores

## Step 3: Increase the supports for ALL students enrolled in higher level courses to ensure success

- Determine the Need for Summer Courses to Support HLC Enrollment
  - March to April of 2022
- Determining supports for students in Higher Level Courses (i.e: IB/AP TASC)
- Identify possible supports for students in College Prep courses to move to Honors/AP/IB (Math/English supports)

Groton Public Schools  
 Superintendent FY2023 Adjusted Budget 2/11/2022

FY22 Final Budget		\$	77,438,090		
		<u>Total Budget</u>		<u>Variance to FY21 Budget</u>	
1	Initial FY23 Preliminary Budget	\$	79,749,421	\$	2,311,331 2.98%
2					
3	Add: 0.5 FTE American Sign Language (ASL) teacher	\$	72,514		
4	Remove New Perspective on Learning (covered by DODEA)	\$	(40,000)		
5	Adjustments to Health Insurance	\$	11,163		
6					
7	<b>FY23 Superintendent Budget, 1/10/22</b>	<b>\$</b>	<b>79,793,098</b>	<b>\$</b>	<b>2,355,008 3.04%</b>
8					
9	Reduction 4.0 FTE Retirements without replacements		(348,017)		
10	Adjustment to Severance (based on actual calculation)		45,993		
11	Adjustment to Pension (based on town report)		30,894		
12	Adjustment to Health Insurance (based on recalculation)		(10,960)		
13					
14	<b>FY23 Adj Superintendent Budget, 1/26/22</b>	<b>\$</b>	<b>79,511,008</b>	<b>\$</b>	<b>2,072,918 2.68%</b>
15					
16	Reduce General Supplies (paid for by ARP ESSER)		(50,000)		
17	Reduce Software (paid for by ARP ESSER)		(50,000)		
18	Reduce Custodial Supplies (paid for by ARP ESSER)		(50,000)		
19	Reduce Instructional Equipment (paid for by ARP ESSER)		(50,000)		
20					
21	<b>FY23 Adj Superintendent Budget, 2/11/22</b>	<b>\$</b>	<b>79,311,008</b>	<b>\$</b>	<b>1,872,918 2.42%</b>
22					
23	Adjustment to Liability Insurance per Town of Groton (due to new schools)		44,792		
24	Reduce Postage expense (reduced usage)		(10,500)		
25	Reduce Board Placements (assume less placed students)		(282,329)		
26	Reduce Agency Placements (assume less placed students)		(113,250)		
27	Reduce Magnet School tuitions (assume 5% reduction in magnet enrollment)		(97,555)		
28	Reduce Workers Comp (based on town report)		(32,266)		
29	Reduce Health Insurance Reserve		(125,000)		
30					
31	<b>FY23 Adj Superintendent Budget, 2/11/22</b>	<b>\$</b>	<b>78,694,900</b>	<b>\$</b>	<b>1,256,810 1.62%</b>