

**BETHANY BOARD OF EDUCATION  
Regular Meeting**

**AGENDA**

**Wednesday, October 11, 2023  
6:30 p.m.**

**Bethany Community School Learning Commons**

**[Live Stream Link](#)**

**MISSION STATEMENT**

**We inspire and empower children to thrive in the world of tomorrow.**

**1. Call to Order**

- a. Pledge of Allegiance

**2. PTO Report**

**3. Public Comment (Policy 1120 & Bylaw 9325)**

The Board of Education welcomes public comment. Individuals or groups may address the Board concerning any subject which is within the Board's jurisdiction. Three minutes will be allotted to each speaker and a maximum of fifteen minutes to each subject matter. The speaker is requested to state their name and address. [Submit a public comment online](#) to be read at the next available opportunity.

**4. Approval of Minutes (Bylaw 9326)**

- a. September 13, 2023 Regular Meeting Minutes ..... Action Item

**5. Committee Reports (Bylaw 9132)**

- a. ACES
- b. Curriculum
- c. Facilities
- d. Finance
  - i. Report of expenditures and adjustments to the 2023-2024 Operating Budget through September 30, 2023 ..... Action Item
- e. Policy
- f. Transportation

**6. Unfinished Business (Bylaw 9300)**

- a. 2023-2024 Board of Education Operational Goals ..... Action Item

**7. New Business (Bylaw 9300)**

- a. Teacher Contract..... Action Item

**8. Administrative Reports (Policy 2500)**

- a. Superintendent
- b. Director of Special Services, Curriculum, and Instruction
- c. Principal

**9. Chairman Report (Bylaw 9121)**

**10. Correspondence (Bylaw 9300)**

**11. Public Comment (Policy 1120 & Bylaw 9325)**

The Board of Education welcomes public comment. Individuals or groups may address the Board concerning any subject which is within the Board's jurisdiction. Three minutes will be allotted to each speaker and a maximum of fifteen minutes to each subject matter. The speaker is requested to state their name and address.

**12. Executive Session**

- a. Personnel – Superintendent's Goals

**13. Regular Meeting Reconvenes**

**14. Meeting Adjourned**

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: October 11, 2023

Re: Meeting Minutes

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It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the September 13, 2023 Regular Meeting Minutes as presented.

**BETHANY BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**BCS Learning Commons**  
**September 13, 2023**

**Present**

Susan Bradford  
John Paul Garcia  
Amy Lestinsky  
EJ Maher  
Chris Pittenger  
Lynette White

**Administration**

Kai Byrd  
Cheryl Kiesel  
Tom Reed-Swale

**Absent**

Angelo Amato  
Shawn Uscilla  
Namita Wijesekera

**Call to Order**

Dr. Pittenger called the meeting to order at 6:34 p.m.

**PTO Report**

Mrs. White reported on recent and upcoming PTO events.

**Public Comment**

None.

**Minutes**

**Motion** by White, seconded by Lestinsky to accept the July 20, 2023 Regular Meeting Minutes as amended. *The motion carries 4 yes (Bradford, Garcia, Lestinsky, Pittenger, White), 2 abstain (Garcia, Maher), 3 absent (Amato, Uscilla, Wijesekera).*

**Committee Reports**

**ACES:**

Ms. Bradford reported on the July meeting where the focus was on property acquisition.

**Curriculum:**

The committee met and received an update on Curriculum and Professional Learning.

**Facilities:**

The committee met and received an update on Building and Grounds projects, Pavilion Project, and 5-year Facilities Plan.

**Finance:**

**Motion** by Pittenger, seconded by Garcia to accept the report of expenditures and adjustments to the 2022-2023 Operating Budget through June 30, 2023 as presented. *The motion carries 6 yes (Bradford, Garcia, Lestinsky, Maher, Pittenger, White), 3 absent (Amato, Uscilla, Wijesekera).*

**Motion** by Pittenger, seconded by Garcia to accept the report of expenditures and adjustments to the 2023-2024 Operating Budget through July 31, 2023 as presented. *The motion carries 6 yes (Bradford, Garcia, Lestinsky, Maher, Pittenger, White), 3 absent (Amato, Uscilla, Wijesekera).*

**Motion** by Pittenger, seconded by Garcia to accept the report of expenditures and adjustments to the 2023-2024 Operating Budget through August 31, 2023 as presented. *The motion carries 6 yes (Bradford, Garcia, Lestinsky, Maher, Pittenger, White), 3 absent (Amato, Uscilla, Wijesekera).*

<b>Negotiations:</b>	Mr. Maher reported that we have reached a tentative agreement with the Bethany Education Association.
<b>Policy:</b>	The committee has not met recently.
<b>Transportation:</b>	The committee met this evening and discussed transportation updates.
<b>Unfinished Business</b>	None.
<b>New Business</b>	<p><b>Motion</b> by Garcia, seconded by Lestinsky to grant a Child Care Leave of Absence to Megan Banker to the end of the 2023-2024 school year following her maternity leave. <i>The motion carries 7 yes (Amato, Bradford, Garcia, Lestinsky, Maher, Pittenger, White), 2 absent (Uscilla, Wijesekera).</i></p> <p>The Board reviewed its 2023-2024 Board Goals.</p>
<b>Superintendent Report</b>	<p>Mrs. Byrd reported that on August 31, 2023, PK-6 enrollment was 445 students.</p> <p>Mrs. Byrd provided an update on Facilities projects.</p> <p>Mrs. Byrd announced recent resignations and newly hired staff members.</p>
<b>Director Report</b>	Ms. Kiesel reported on Curriculum and Special Services. Her report is on file in the BOE Packet.
<b>Principal Report</b>	Mr. Reed-Swale reported on BCS's recent and upcoming BCS events. Mr. Reed-Swale's report is on file in the BOE Packet.
<b>Chairman Report</b>	<p>Dr. Pittenger stated the Fall Open Forum will be held on October 24, 2023 at 6:30 pm via Zoom.</p> <p>Dr. Pittenger encouraged Board members to attend the CABA Conference on November 17 and 18, 2023 in Mystic.</p>
<b>Communications</b>	None.
<b>Public Comment</b>	<p>Octavio Goncalves, 35 Timber Lane.</p> <p>Naomi Rosenstein, 30 North Humiston Drive.</p>
<b>Adjournment</b>	The meeting adjourned at 8:01 p.m.

Susan L. Carpenter  
Recording Secretary

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: October 11, 2023

Re: Finance Committee Report of Expenditures and Adjustments

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It is recommended that under COMMITTEE REPORTS, (a) Finance:

The attached reports present the adopted 2023-2024 Operating Budget with encumbrances through September 30, 2023.

Recommended Motions:

- i. Move that the Board of Education accept the report of expenditures and adjustments to the 2023-2024 Operating Budget through September 30, 2023.

Bethany Board of Education  
Operating Budget 2023-2024 Summary - as of September 2023

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ Aug	Var% Aug	Var\$ Sept	Var% Sept
<b>General Education</b>								
<b>Salaries</b>								
Certified	\$2,239,147	\$2,286,089	\$272,712	\$2,280,629	\$ 5,460	0.24%	\$ 5,460	0.24%
Curriculum (Supplemental)	\$0	\$0	\$0	\$0	\$ -	0.00%	\$ -	#DIV/0!
Non-Certified	\$261,922	\$258,624	\$20,233	\$223,517	\$ 35,107	13.57%	\$ 35,107	13.57%
Nurse	\$54,057	\$54,058	\$5,555	\$54,058	\$ -	0.00%	\$ -	0.00%
<b>Total Salaries</b>	<b>\$2,555,126</b>	<b>\$2,598,770</b>	<b>\$298,500</b>	<b>\$2,558,203</b>	<b>\$ 40,567</b>	<b>1.56%</b>	<b>\$ 40,567</b>	<b>1.56%</b>
<b>Benefits</b>	<b>\$502,865</b>	<b>\$439,519</b>	<b>\$141,977</b>	<b>\$439,519</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Services</b>								
BCS	\$5,800	\$5,800	\$222	\$5,800	\$ -	0.00%	\$ -	0.00%
Curriculum	\$94,012	\$94,012	\$51,674	\$94,012	\$ -	0.00%	\$ -	0.00%
IT	\$52,600	\$52,600	\$33,769	\$52,600	\$ -	0.00%	\$ -	0.00%
<b>Total Services</b>	<b>\$152,412</b>	<b>\$152,412</b>	<b>\$85,665</b>	<b>\$152,412</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Supplies</b>								
BCS	\$65,380	\$65,380	\$21,563	\$65,380	\$ -	0.00%	\$ -	0.00%
Curriculum	\$5,646	\$5,646	\$607	\$5,646	\$ -	0.00%	\$ -	0.00%
IT	\$111,270	\$113,868	\$93,859	\$113,868	\$ -	0.00%	\$ -	0.00%
<b>Total Supplies</b>	<b>\$182,296</b>	<b>\$184,894</b>	<b>\$116,030</b>	<b>\$184,894</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Other</b>								
BCS	\$1,550	\$1,550	\$0	\$1,550	\$ -	0.00%	\$ -	0.00%
Curriculum	\$650	\$650	\$0	\$650	\$ -	0.00%	\$ -	0.00%
IT	\$31,250	\$31,250	\$23,262	\$31,250	\$ -	0.00%	\$ -	0.00%
<b>Total Other</b>	<b>\$33,450</b>	<b>\$33,450</b>	<b>\$23,262</b>	<b>\$33,450</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Subtotal</b>	<b>\$3,426,149</b>	<b>\$3,409,045</b>	<b>\$665,433</b>	<b>\$3,368,478</b>	<b>\$ 40,567</b>	<b>1.19%</b>	<b>\$ 40,567</b>	<b>1.19%</b>
<b>Special Education</b>								
Salaries	\$1,333,108	\$1,362,993	\$218,091	\$1,363,935	\$ (942)	-0.07%	\$ (942)	-0.07%
Benefits	\$294,914	\$269,430	\$77,684	\$269,430	\$ -	0.00%	\$ -	0.00%
Services	\$397,265	\$397,265	\$20,981	\$397,265	\$ -	0.00%	\$ -	0.00%
Supplies	\$7,064	\$7,064	\$2,764	\$7,064	\$ -	0.00%	\$ -	0.00%
Other	\$2,852	\$2,852	\$250	\$2,852	\$ -	0.00%	\$ -	0.00%
<b>Subtotal</b>	<b>\$2,035,203</b>	<b>\$2,039,604</b>	<b>\$319,770</b>	<b>\$2,040,546</b>	<b>\$ (942)</b>	<b>-0.05%</b>	<b>\$ (942)</b>	<b>-0.05%</b>
<b>Operations and Overhead</b>								
Salaries	\$1,050,846	\$1,039,336	\$262,323	\$1,074,443	\$ (35,107)	-3.38%	\$ (35,107)	-3.38%
Benefits	\$248,635	\$267,848	\$58,757	\$267,848	\$ -	0.00%	\$ -	0.00%
Services	\$169,229	\$174,229	\$91,926	\$174,474	\$ -	0.00%	\$ (245)	-0.14%
Supplies	\$44,800	\$44,800	\$3,895	\$44,800	\$ -	0.00%	\$ -	0.00%
Utilities (Electricity)	\$120,000	\$120,000	\$18,078	\$120,000	\$ -	0.00%	\$ -	0.00%
Facilities and Maintenance	\$131,330	\$131,330	\$47,937	\$131,330	\$ -	0.00%	\$ -	0.00%
Student Transportation	\$291,678	\$291,678	\$28,868	\$ 291,678.00	\$ -	0.00%	\$ -	0.00%
Other	\$20,725	\$20,725	\$10,141	\$ 20,904.00	\$ -	0.00%	\$ (179)	-0.86%
<b>Subtotal</b>	<b>\$2,077,243</b>	<b>\$2,089,946</b>	<b>\$521,924</b>	<b>\$ 2,125,476.77</b>	<b>\$ (35,107)</b>	<b>-1.68%</b>	<b>\$ (35,531)</b>	<b>-1.70%</b>
<b>Total</b>	<b>\$7,538,595</b>	<b>\$7,538,595</b>	<b>\$1,507,127</b>	<b>\$7,534,501</b>	<b>\$ 4,518</b>	<b>0.00%</b>	<b>\$ 4,094</b>	<b>0.05%</b>

excess cost =  
#1 rcv'd=  
#2 rcv'd =  
Total =

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: October 11, 2023

Re: Unfinished Business

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It is recommended under UNFINISHED BUSINESS:

Recommended Motion:

- a. Move the Bethany Board of Education adopt the 2023-2024 Board of Education Goals.





# Bethany Public School District

## Board of Education Operational Goals

### 2022-2023

These goals reflect the **Board's priorities for its own operation**. Goals for the District and the Bethany Community School are reflected in the District Goals, the Superintendent's Goals, and the Bethany Strategic Plan.

#### Goal #1

The Board will maintain a focus on high standards of learning, social development, and emotional support for all of our children, with continual improvement.

- Monitor student achievement through the examination of multiple sources of data regularly throughout the school year.
- Engage in regular dialogue with administration about both areas of strength and opportunities for improvement.
- Continually strive to support a well-rounded education for all students that takes into account their individual strengths, interests, and needs.
- Continually support the social, emotional, and physical needs of our students, both because these are important goals in and of themselves and because social, emotional, and physical health is essential for optimal learning.

#### Goal #2

The Board will continue and augment efforts in communication and outreach to staff, parents, students, and the broader community.

- Schedule and conduct Board of Education Open Forums two times a year.
- Encourage public attendance and participation, including by teachers and staff, at Board meetings.
- Communicate important issues to the school community, through letters and other mechanisms as appropriate, throughout the school year.
- Ensure the presence of Board members at major school events, to maintain the visibility and availability of Board members.

#### Goal #3

The Board will seek to enhance its efficacy and efficiency through professional development.

- Institute a structured orientation for new members to familiarize them with their roles and responsibilities as Board members.
- Continually seek out opportunities for professional development to enhance understanding and ability to function as effective Board members.

#### Goal #4

The Board will perform all of its duties with the highest ethical standards.

- The Board will be cognizant of the importance of confidentiality of both students and staff.
- Board members will attend and participate in meetings and subcommittee meetings as scheduled.

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: October 11, 2023

Re: New Business

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It is recommended under NEW BUSINESS:

Recommended Motion:

- b. Move the Bethany Board of Education approve the contract between the Bethany Education Association and the Board of Education effective July 1, 2024 through June 30, 2027.

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: October 11, 2023

Re: Superintendent Report

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## Under ADMINISTRATIVE REPORTS:

- Enrollment Update
- Personnel Update
- 2024-2025 Budget Development

**BETHANY COMMUNITY SCHOOL  
2023-2024 ENROLLMENT SUMMARY**

Grade (Sections)	08/31/2023	09/30/2023
PK	28	27
K (4)	54	55
1 (3)	44	44
2 (3)	60	60
3 (3)	53	53
4 (4)	76	76
5 (3)	64	64
6 (3)	66	66
<b>TOTAL (23)</b>	<b>445</b>	<b>445</b>

\* Six Open Choice students included.

**2022-2023 ENROLLMENT SUMMARY**

Grade (Sections)	08/31/2022*	09/30/2022*
PK	27	26
K (3)	44	43
1 (3)	56	56
2 (3)	54	54
3 (4)	71	72
4 (3)	65	66
5 (3)	64	65
6 (2)	47	47
<b>TOTAL (21)</b>	<b>428</b>	<b>429</b>

\* Six Open Choice students included.

**2021-2022 ENROLLMENT SUMMARY**

Grade (Sections)	08/31/2021*	09/30/2021*
PK	16	17
K (3)	50	49
1 (3)	51	51
2 (4)	66	66
3 (3)	57	57
4 (3)	58	59
5 (2)	40	40
6 (3)	49	49
<b>TOTAL (21)</b>	<b>387</b>	<b>388</b>

\*Five Open Choice students included.

One OOD student is not included above.

# Memorandum



To: Board of Education Members

From: Cheryl Kiesel

Date: October 11, 2023

Re: Director of Special Services, Curriculum, and Instruction Report

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## Under ADMINISTRATIVE REPORTS:

- **Curriculum**
  - Professional Development
  - Grant Update
  
- **Special Education**
  - Department Updates

# Memorandum



To: Board of Education Members

From: Tom Reed-Swale

Date: October 11, 2023

Re: Principal's Report

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## Under ADMINISTRATIVE REPORTS:

- Steering Committee
- BCS Happenings

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: October 11, 2023

Re: Executive Session

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It is recommended under EXECUTIVE SESSION:

Recommended Motion:

- a. Move the Bethany Board of Education enter into Executive Session to discuss the Superintendent's Goals and Kai Byrd is invited to attend.