

**New Hartford Public Schools
Board of Education Regular Meeting
Antolini School Library
June 6, 2023 @ 7:00 p.m.
Google Meet joining info
Video call link: <https://meet.google.com/fgp-fuai-hcv>**

PRESENT: Superintendent, Jeff Sousa; Chairman Karl Hermonat; Tim Klepps; Tom Buzzi; Penny Miller; Deirdre Tindall; Travis Bonhomme; Tony Persechino; Kelly O'Dell Longhi; Mary Stempien; and Colleen Wipperman, Recording Secretary

A. Chair to Open Meeting: 7:01

B. Pledge of Allegiance

C. Chair to Select Order of Business: None

D. Communications to the Board of Education/Public Comment: There was no communication to the board.

Laura Fritch of 64 Holcomb Hill Rd- Advocate for the staff and students, particularly at NHES. Would like the board to make sure that in the future, before making decisions like removing a grade section, that the people that are directly affected be made aware.

Camille Buford of 495 Town Hill Road- Likes the Google surveys but they can be misleading or misunderstood. She would like the surveys to be more thorough with detail in sentencing or structure.

E. Board of Education Chair's Report:

To be more efficient with the Board's time and to avoid the back and forth arguments, each board member will have 2 minutes to speak. One board member at a time without interrupting. If additional time is needed, we will need to raise our hand. Voting will happen like a roll call. You will have a chance to discuss then vote.

F. Superintendent's Report

Superintendent Jeff Sousa announced that Janet Scully will be retiring after 20 years. He also celebrated all staff district wide for their student centered work this year. Mr. Sousa highlighted students and invited the community to the Art Show at Antolini June 8, from 3:30-5:30. Mr. Sousa acknowledged Mrs. Savage for her hours of countless work in preparing the Art Show.

1. Recommendation of ELA curriculum

Superintendent Jeff Sousa presented the board with highlights that support his recommendation for the implementation of the EL Education pending board approval. One of the major differences between this program and the one we have now is the new program is systematically based on the phonemic literacy skills we know students will respond to. Cost is projected at \$100,000. Expected to receive a \$13,000 grant this year and next year.

MOTION by Tom Buzzi to adopt ELE curriculum as recommended. **Second by** Penny Miller.

**UNANIMOUS
MOTION PASSES**

2. Update on enrollment and class section implications

Superintendent Jeff Sousa met with administration, classroom teachers, interventionists, and parents. Superintendent Sousa's recommendation is to not have the 4th section of kindergarten but to have a 4th section of grade 2. He does not recommend consolidating those classrooms into 3 sections. There will be two sections at NHES and two sections at BAK.

MOTION by Karl Hermonat to add 2nd grade section for 2023-2024 school year for a total of four sections and authorize the superintendent to offset the \$90,000 cost of that section by reducing other areas of the 2023-2024 budget. **Second by** Penny Miller.

Discussion

Board members are concerned about the number of students currently enrolled for the 2023-2024 kindergarten sections. It was mentioned that if the number goes over the 20 per class, Superintendent Sousa will consult the BOF.

**UNANIMOUS
MOTION PASSES**

Superintendent Sousa wanted to make a clarification regarding CJR. CJR does provide support to all, not solely for special education.

G. Routine Business

1. Line item transfer -

Received a tuition check for \$9,854.19 that was used to cover overages to Administration Salaries, Administrative Assistant Salaries and Salaries Secretary Substitutes.

Due to new negotiated contracts, unforeseen overtime and an inherited budget, these numbers had to be adjusted. These numbers do not include raises given to some members of the Central Office staff. We may have more line item transfers for these lines to close out the fiscal year.

MOTION by Penny Miller to accept the line item transfers as presented. 2nd by Tony Persechino.

**UNANIMOUS
MOTION PASSES**

Travis Bonhomme asked if the Board could add discussion to the next board meeting regarding the special ed needs and special ed caseloads at Antolini School.

2. Approval of minutes - May 16, 2023

MOTION by Penny Miller to accept the minutes as presented. Second by Tony Persechino

**UNANIMOUS
MOTION PASSES**

3. Expenditure report

MOTION by Penny Miller to accept the expenditure report. Second by Tony Persechino.

UNANIMOUS

MOTION PASSES

H. New Business

Policy Subcommittee met on May 31, 2023 -

First reading A policy on Independent Evaluations -

New changes/suggestions: Ensure that the person contracted for services is qualified and experienced (specifics for each area as opposed to simply being licensed). Ensure the evaluator works with school staff and has the opportunity to see the student in the school setting. The reports are completed in a timely manner. Ensure cost is reasonable, and explain the procedure.

Superintendent Jeff Sousa wants to make sure we hold third parties responsible in alignment with the expectations to meet the needs of our students. This guidance came from surrounding districts, and checked in with CABE to make sure it is in accordance with our policies. CABE will review and if we make policy after 2nd reading they will post on our website.

I. Old Business

Policy Updates (Second Reading)

A policy on Minimum Duty-Free Lunch Periods for Teacher

MOTION by Penny Miller to accept the policy on Minimum Duty-Free Lunch Periods for Teachers. **Second by** Mary Stempien

UNANIMOUS

MOTION PASSES

A policy on Class Size

MOTION by Penny Miller to accept the policy on Class Size. **Second by** Tony Persechino

Discussion

Board members are concerned that 25 students in grades 3-6 is too many. A couple suggestions were to see what the surrounding districts ratios are and to just lower the number of students now. Leaving the numbers where they are will give flexibility when projections are given. Another obstacle is coming up with the money to hire more staff to create smaller classes. In the end, we need a board policy with the current language that provides flexibility.

AYE: Tom Buzzi, Deirdre Tindall, Penny Miller, Karl Hermonat, Mary Stempien, Tim Klepps, and Tony Persechino

NAY: Travis Bonhomme and Kelly O'Dell Longhi

MOTION PASSES

An update to policy on Student Attendance, Excused Absences and Truancy

MOTION by Tim Klepps to approve the update to policy on Student Attendance, Excused Absences and Truancy. **Second by** Penny Miller

UNANIMOUS

An update to policy on Student Discipline

MOTION by Tim Klepps to approve the update to policy on Student Discipline. **Second by** Penny Miller.

UNANIMOUS

J. Reports

Superintendent Jeff Sousa updated the board that NHPS is now a member of EdAdvance. A letter will be sent to the State Department of Education.
Congratulations to Christian and Alex Plourd, School Psychologists welcomed their baby Audrey this past week.

MOTION by Karl Hermonat to enter executive session at 8:10pm. **Second by** Penny Miller.

UNANIMOUS

MOTION PASSES

K. Executive Session

New Hartford Board of Education Superintendent Evaluation

MOTION by Mr. Hermonat to extend superintendent Sousa's contract for three years starting 7/1/23 through 6/30/26. **Second by** Mrs. Miller

UNANIMOUS

MOTION by Mr. Hermonat to increase superintendent Sousa's annual salary to \$180,250 for the period July 1, 2023 through June 30, 2024 which represents a 3% increase. **Second by** Mrs. Miller.

UNANIMOUS

L. Adjournment

MOTION by Mrs. Miller to adjourn at 8:55 pm. **Second by** Ms. Tindall.

UNANIMOUS

Respectfully submitted by,

Colleen Wipperman
Recording Secretary

Recorded meetings will be posted to:

https://www.youtube.com/channel/UCX-ZlomWmjG81dc_QM3rfg

Grade 4 Field Trip to Noah Webster House



Carding
wool



Sewing



Learning to write
with quill pens



Churning butter
and cooking on the
hearth



Reader's Theater in Mrs. Underwood's 3rd Grade



6th Grade White Memorial Trip



Human Hungry
Hungry Hippos



Family Dinner



Nature Hike

Second Grade Enrichment Program

Second graders had a special day meeting their Bakerville/NHES penpal and learning some awesome science from the CT Science center program.



Kindergarten Activity Day

We welcomed our incoming kinders for the fall of 2023!



Schoolwide Kickball Tournament

Our school climate committee organized a kickball day to encourage good sportsmanship and kindness!



Student-driven Fundraiser

Bakerville 2nd grade students came up with the idea to make bracelets and sell them to raise money for St. Jude Children's.

They raised \$920!



Curriculum Review Process



Step 1: Analysis and Planning

- Establish a curriculum committee
- Gather feedback from stakeholders
- Conduct needs assessment
- Analyze state and district level data - identify strengths and weaknesses
- Develop a draft content area philosophy - what do we value and look for in our curriculum, instruction and assessments?
- Review possible curriculum/programs



Step 2: Develop

- ELA committee members will pilot components within curriculum
- Review implementation outcomes
- Make recommendations

Step 4: Evaluate

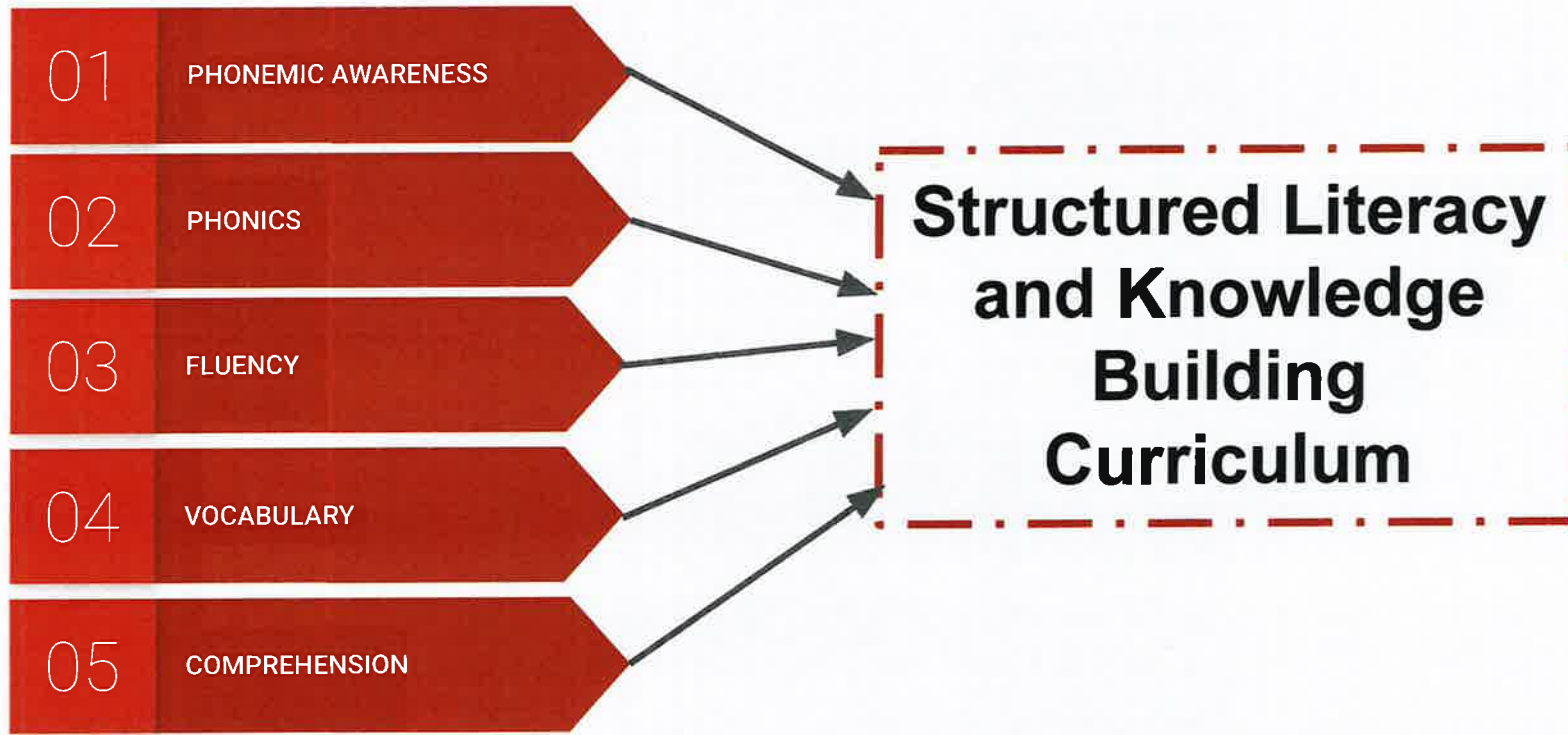
- Determine the success and impact of the curriculum
- Solidify philosophy



Step 3: Implement

- Implement new curriculum/program
- Develop scope and sequence; pacing guides
- Provide professional development and support for all staff
- Inform families/community

How will we provide these components of a comprehensive approach to reading programming next year?





What is Knowledge Building Curriculum*

- A knowledge-building ELA curriculum is intentionally designed to build a deep and wide knowledge base in the various fields of science, history, literature, and the arts, starting in kindergarten. This enables students make sense of what they're reading.
- Research tells us that the following ingredients are crucial in students' ability and intrinsic desire to read well:
 - Coherently building knowledge of words and the world.
 - Teaching students to read through systematic foundational skills instruction until word recognition is automatic and students are fully fluent.
 - Affording every student access to focused, close communal reading of content-rich complex texts.

*Adapted from the Knowledge Building Campaign



EL Education

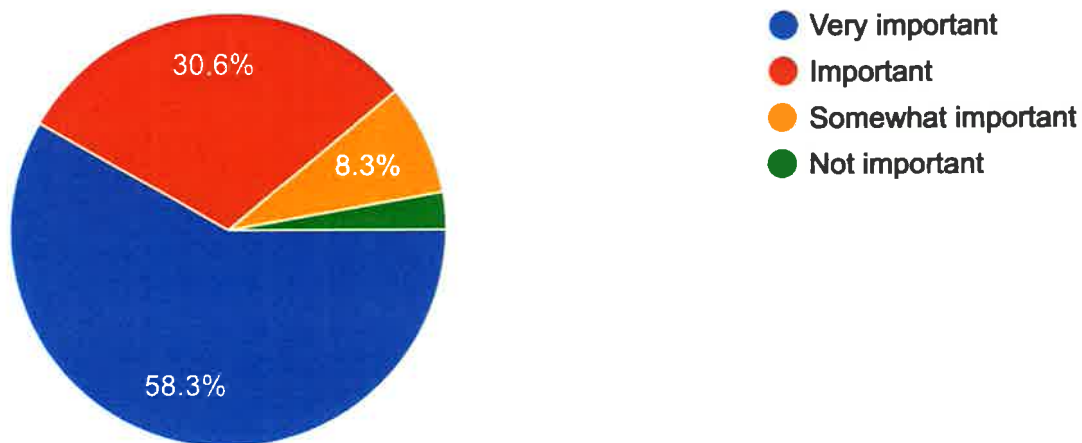
- Minutes of instruction: Grades K-5: 120; (K-2 has an optional 60 minute lab); grade 6: 45 minutes
- 4 modules per grade level (3 units in each)
- K-5 includes a skills or ALL block - differentiated
- Topics are science and social studies related; more emphasis on science
- Every lesson is designed to have students read, write, think and talk; other protocols are built and develop throughout the curriculum
- Habits of character embedded
- Multiple texts and decodable books
- Includes accountable independent reading
- Variety of assessments including performance tasks; writing builds through the units
- Emphasis on vocabulary and close reading



Curriculum Survey Results

How important is using a structured literacy approach to learning how to read (systematic and explicit phonics and phonemic awareness instruction, use of decodable books) in an ELA curriculum?

72 responses

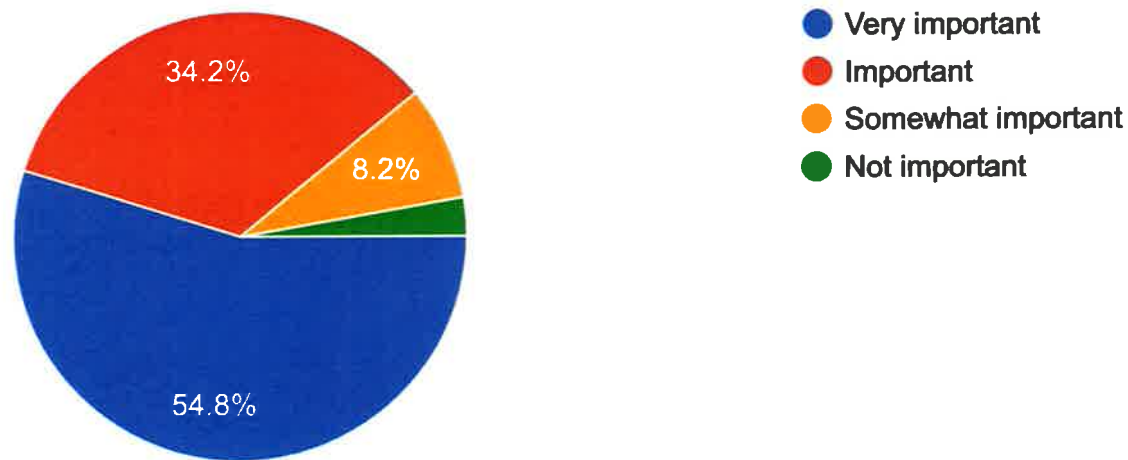




Curriculum Survey Results

How important is having opportunities for student choice (book choice, multiple modes for assessment, learning tasks) in an ELA curriculum?

73 responses

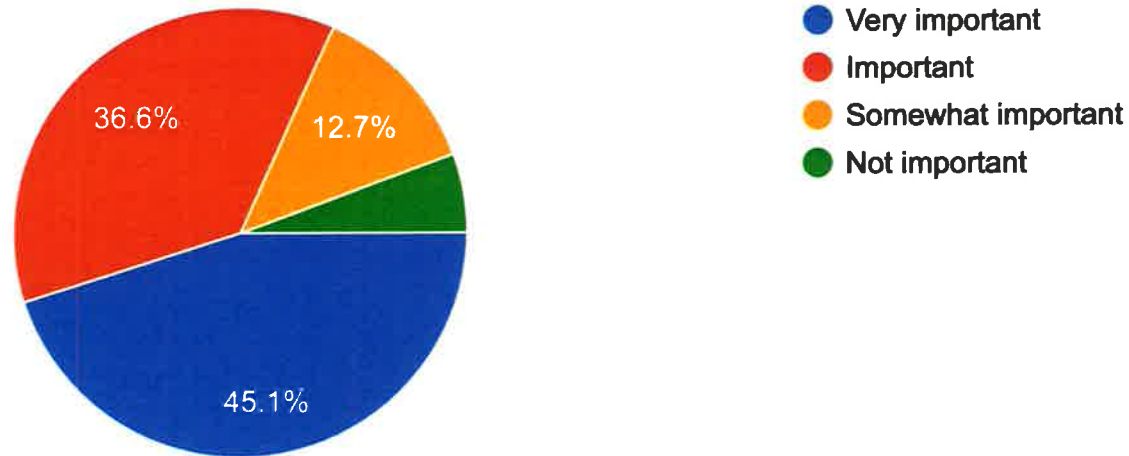




Curriculum Survey Results

How important is acquiring new knowledge through content specific topics (i.e. American Revolution, Westward Expansion, astronomy, Native ..., light and sound, weather) in an ELA curriculum?

71 responses

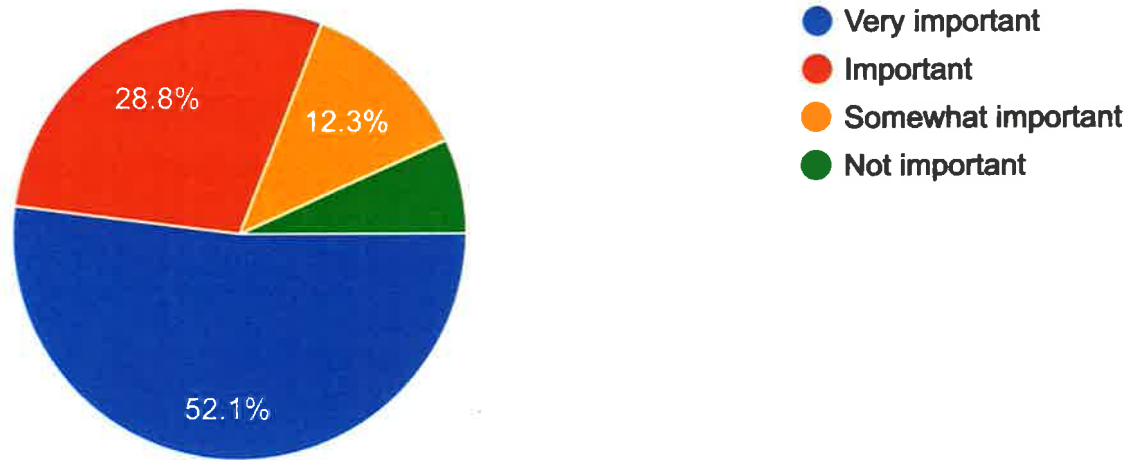




Curriculum Survey Results

How important is integrating STEM (science, technology, engineering, mathematics) into reading and writing units in an ELA curriculum?

73 responses

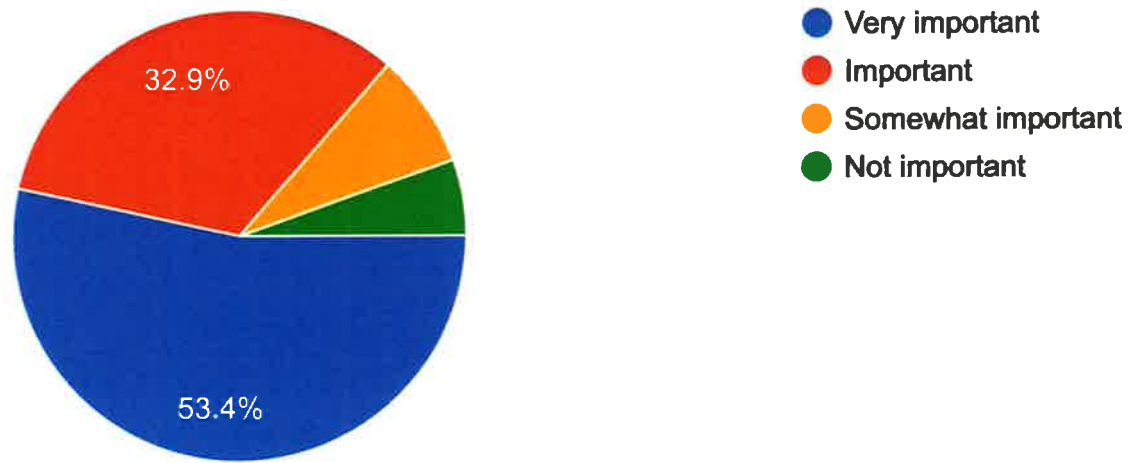




Curriculum Survey Results

How important is embedded 21st century skills (collaboration, communication, critical thinking, creativity) in an ELA curriculum?

73 responses





Next Steps

- **Recommend implementation of EL Education pending board approval on June 6***
- Extension submitted and approved by CSDE. This will allow us to plan and budget for the implementation of our new program over the next two years.
- Develop roll-out plan
 - Instructional materials
 - Professional development
 - Communication to families

2022-2023 Budget Transfers Request

		TO	AMOUNT	REASON
\$9,854.19	TUITION CHECK	ADMIN. SALARIES	\$6,300.00	TO COVER OVERAGES
		ADMIN. ASSIST. SALARIES	\$3,305.00	TO COVER OVERAGES
		SALARIES SEC. SUB.	\$249.19	TO COVER OVERAGES

A new mandated policy to consider.

Personnel Certified

Minimum Duty-Free Lunch Periods for Teachers

The Board of Education, in compliance with P.A. 22-80, shall provide a minimum 30-minute uninterrupted lunch period for teachers and other certified staff.

Legal Reference: Connecticut General Statutes

PA 22-80 An Act Concerning Childhood Mental and Physical Health
Services in School.

Policy adopted:

cps 7/22

Class Size

The Board agree that unless it experiences serious constraints of budget, instructional time and/or space, school organization, teacher qualifications and individual student needs the following pupil/teacher ratio guidelines will apply in determining the number of regular classroom teacher positions: 18:1 for pre-kindergarten; 20:1 for grades K through 2; 25:1 for grades 3 through 6; and for special instruction, State guidelines.

Existing policy updated to reflect new legislation.

Students

Attendance, Excused Absences and Truancy

Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the students' parents, guardians or with the students themselves when they become of legal age.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

The New Hartford Board of Education establishes two levels of criteria for an absence to be considered an excused absence (see table below).

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to be Considered Excused	Documentation Required Within 10 Days
1	One through nine	Any reason that the student's parent or guardian approves.	Parent or guardian notification
2	Ten and above	• Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length.</i>) • Student's observance of a religious holiday. • Death in the student's family or other emergency beyond the control of the student's family. • Mandated court appearances (additional documentation required). • The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). • Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria.)	Parent or guardian note and in some cases additional documentation (see details of specific reason).

**Note: The total number of days absent includes both excused and unexcused absences.*

It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the tenth and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused.

Students

Attendance, Excused Absences and Truancy (continued)

Release of Student During School Day

The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be required only in emergency situations.

Dismissal before the normal end of the school day must be in writing.

Students who become ill during the school day may be excused by the school nurse, and transportation home will be arranged by school personnel and parent or legal guardian.

Excused Absences for Children of Service Members

An enrolled student, age four to thirteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

Mental Health Wellness Day

A student, in order to attend to his/her emotional and psychological well-being, is permitted to take a "mental health wellness day" in lieu of attending school. Such days must be nonconsecutive. Two such days are permitted per school year.

Truancy

Regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent or legal guardian having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s) or legal guardian in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18) inclusive.

1. Annually notify parent(s) or legal guardian having control of each child enrolled, ages four (4) to thirteen (13), inclusive in writing of the obligations of the parent or legal guardian pursuant to student attendance (C.G.S. 10-184).

Students

Attendance, Excused Absences and Truancy

Truancy (continued)

2. Obtain from each parent or legal guardian having control of an enrolled child a telephone number or other means of contacting such parent or legal guardian during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. Notify, by telephone, the parent(s) or legal guardian whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent(s) or legal guardian is aware of the student's absence.

The required notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.
5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent(s) or legal guardian of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Referral will be made to the Pupil Placement Team (PPT) to determine whether or not an education evaluation is appropriate, prior to filing a written complaint with the Superior Court.
8. File a written complaint, by the Superintendent or designee with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is a "family with service needs" if the parent(s) or legal guardian of the child identified as "truant" fails.
 - a. To attend the required meeting to evaluate why the child is truant, or
 - b. To cooperate with the school in trying to solve the truancy problem.
 - c. Such filing shall occur not later than fifteen (15) calendar days after such failure to attend the required meeting or such failure to cooperate with the school in trying to solve the truancy problem.
9. Provide for the coordination of services and refer enrolled students who are truant to community agencies providing child and family services.

A student who is identified as "truant" may be subject to the following consequences:

 - a. Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
 - b. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.
10. Provide notice to the parents/guardian the information concerning the 2-1-1 Infoline and other pediatric mental and behavioral health screening sources and tools provided by the State Department of Education.

Students

Attendance, Excused Absences and Truancy

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

In the calculation of the District's chronic absenteeism rate and the school chronic absenteeism rate, a student's engagement, in grades 9-12, in remote virtual learning shall be excluded if such engagement accounts for not less than one-half of the school day. In addition, the calculation of chronic absenteeism rates shall exclude absence resulting from a student taking a mental health day pursuant to P.A. 21-46.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups such as race, ethnicity, gender, eligibility for free and reduced priced lunches, students whose primary language is no English, and student with disabilities.

Students

Attendance, Excused Absences and Truancy

Chronic Absenteeism

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Legal Reference: Connecticut General Statutes
 10-184 Duties of parents ~~(as amended by PA 98-243 and PA 00-157)~~
 10-198a Policies and procedures concerning truants ~~(as amended by PA 00-157, PA 11-136, PA 14-198, and PA 16-147)~~
 10-199 through 10-202 Attendance, truancy in general ~~(Revised 1995 PA 95-304)~~
 10-221(b) Board of education to prescribe rules
Campbell v New Milford, 193 Conn 93 (1984).
Action taken by State Board of Education on January 2, 2008, to define "attendance."
Action taken by the State Board of Education on June 27 2012 to define "excused" and "unexcused" absences.
 10-198b State Board of Education to define "excused absence", "unexcused absence", and "disciplinary absences" ~~(as amended by PA 21-46)~~
 10-198c Attendance review teams ~~(as amended by PA 17-14)~~
 10-198d Chronic absenteeism ~~(as amended by PA 18-182)~~
 10-198e Identification of truancy identification models ~~(as amended by PA 18-182)~~
 PA 22-47 An Act Concerning Children's Mental Health

Policy adopted: March 10, 2014
 Policy revised: June 16, 2015
 Policy revised: January 18, 2022
 Policy revised:

NEW HARTFORD PUBLIC SCHOOLS
 New Hartford, Connecticut

Students

Discipline

Physical Exercise and Discipline of Students

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. The Board requires that each student in elementary school shall have not less than twenty minutes daily in total devoted to physical exercise, except that a Planning and Placement Team may alter such schedule for a child requiring special education and related services. Further, the Board permits, in its elementary schools, including an additional amount of time, beyond the required twenty minutes for physical exercise, devoted to undirected play during the regular school day, subject to the approval of the building administration.

All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity. Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

1. **Loss of Recess as Disciplinary Consequence**

Except as provided below, school employees may NOT prevent a student in elementary school from participating in the entire time devoted to physical exercise or undirected play in the regular school day as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

~~Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved in writing by the building administration prior to the imposition of the discipline. Such approval may be granted for safety reasons, as a last resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective.~~

~~This restriction shall not apply to students who are receiving in-school suspension.~~

School employees may prevent or restrict recess when:

- a. a student poses a danger to the health or safety of other students or school personnel or
- b. it is limited to the shorter recess period if there are two or more recess periods in the school day, so long as the student is allowed to participate in at least 20 minutes of physical activity during the school day.

~~Recess prevention or restriction may be imposed only once during a school week, unless the student is a danger to the health or safety of other students or school personnel. Recess prevention or restriction is not allowed for a student's failure to complete their work on time or for the student's academic performance. Discipline may be imposed~~

before recess begins and/or imposed during recess. Appropriate interventions shall be used to redirect a student's behavior during recess.

Students

Discipline

Physical Exercise and Discipline of Students (continued)

2. Physical Activity as Punishment

School employees may NOT require students enrolled in grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day.

3. Wellness Instruction

School employees shall not prevent students from participating in physical exercise or undirected play during wellness instruction as a form of discipline.

This restriction does not apply to brief periods of respite/time-outs, referrals to the building administrator, or for safety reasons.

At no time shall an entire class be prevented from participating in wellness instruction or physical exercise activity as a disciplinary consequence.

The Superintendent of Schools is authorized to develop guidelines to implement this policy.

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For the purpose of this policy, "school employee" means a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to, or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

Any employee who fails to comply with this policy will be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of District students and who fails to comply with the requirements of this policy may be subject to having his/her contract for services suspended by the District.

(cf. 6142.10 – Health Education Program)

(cf. 6142.101 – Wellness)

(cf. 6142.61 – Physical Activity)

(cf. 6142.6 – Physical Education)

Students

Discipline

Physical Exercise and Discipline of Students (continued)

Legal Reference: Connecticut General Statutes

10-221o Lunch periods. Recess. ~~(as amended by P.A. 12-116, An Act Concerning Educational Reform, P.A. 13-173, An Act Concerning Childhood Obesity and Physical Exercise in Schools and P.A. 19-173 An Act Concerning the Improvement of Child Development Through Play)~~

10-221u Boards to adopt policies addressing the use of physical activity as discipline. ~~(as amended by PA 18-15)~~

PA 22-81 An Act Expanding Preschool and Mental and Behavioral Services for Children.

Policy adopted: December 16, 2021
Policy revised:

NEW HARTFORD PUBLIC SCHOOLS
New Hartford, Connecticut



BOARD OF DIRECTORS MEETING
May 4, 2023

MINUTES

On May 4, 2023, the EdAdvance Board of Directors held a meeting during which a quorum was present. President John Kissko called the meeting to order at 5:26 PM and recorded the following members in attendance:

1. Roll Call:

Name (District): Joseph Abdella, Region 12
 Deb Bell, Region 7
 Roxy Fainer, Thomaston
 John Kissko, Torrington
 Karen Kulesa, Plymouth
 Dave Schneiderbeck, Region 6
 Lynn Stone, Litchfield

EdAdvance

Personnel: Jeffrey Kitching, Executive Director
 Richard Carmelich, III, Chief Operations Officer
 Carol Montory, Board Clerk

2. Approval of March 2, 2023 Minutes

Upon a motion by Lynn Stone, duly seconded by Roxy Fainer, the Board unanimously approved the minutes of the March 2, 2023 meeting.

3. Questions and Comments from the Public: None

4. Communications

i. Written

Jeff highlighted a thank you note that he received from Representative Karen Reddington-Hughes. She attended both the legislative breakfast and the press event for the School-Based Mental Health Grant held at EdAdvance.

5. Old Business: None

6. New Business:

- a) Action Item: Approval of Head Start: Prenatal to Five COLA & Quality Improvement Funds Application

Upon motion by Lynn Stone, duly seconded by Joseph Abdella, the Board of Directors unanimously approved of EdAdvance's submission of a supplemental grant application for the Head Start: Prenatal to Five COLA & Quality Improvement Funds.

- b) Action Item: Healthy Food Certification – Healthy Food Option

Upon a motion by Roxy Fainer, duly seconded by Deb Bell, the Board of Directors unanimously approved of EdAdvance's *Healthy Food Certification - Healthy Food Option* pursuant to C.G.S. Section 10-215f, EdAdvance certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023, through June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

- c) Action Item: Healthy Food Certification – Combined Food and Beverages Exemption

Upon a motion by Roxy Fainer, duly seconded by Joseph Abdella, the Board of Directors unanimously approved of EdAdvance's *Healthy Food Certification – Food and Beverage Exemption* as stated: EdAdvance will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the food and beverage sales.

- d) Presentation: Construction Projects and Related Loans

Jeff provided an update on the Torrington properties. In February, the Board approved the financing for the construction and renovation of the two newly purchased Torrington properties, East School and 95 and 104 Grove Street. We are now ready to sign the loan agreements with the Thomaston Savings Bank and we needed to adjust the cost estimates for the projects. We will be asking for the Board's approval for the financing in the next two agenda items.

Renovations to East School that have been or will be completed include replacing the roof; installing new HVAC units on the roof; new windows; paving; renovations to the second floor; upgrades to the flooring and lighting; and putting up studs to create walls. The facility will be renamed the EdAdvance Regional Learning Center.

The Grove Street property needed a zoning waiver to build a school where a school once existed. The City of Torrington gave us a small sliver of land to resolve a setback requirement issue for the property, and in exchange, EdAdvance will provide public access to the city owned land behind the school. The waiver was approved last month, and we anticipate breaking ground in mid-June.

e) Action Item: Approval for the Financing of the 95 and 104 Grove Street Torrington Properties

Upon a motion by Roxy Fainer, duly seconded by Lynn Stone, the Board of Directors unanimously approved of this motion, 1) to authorize and empower EdAdvance to accept the loan from the lender and to borrow up to \$6,075,000 from the lender, substantially upon the terms and conditions set forth in the commitment letter; 2) to authorize and empower EdAdvance to execute and deliver to the lender a construction mortgage and an assignment of leases and rents encumbering 95 and 104 Grove Street, Torrington, Connecticut; 3) to agree that the proceeds of the Financing Transaction shall be used to finance certain renovation work at the above address; 4) to authorize, empower and direct the Executive Director to execute, negotiate, enter into, administer and deliver any and all instruments, documents, certificates, affidavits and agreements required by the lender in connection with the closing of the loan; 5) to authorize that the Executive Director is hereby authorized, empowered and directed to take all steps and do all acts and things, as are or may become necessary or appropriate to effect the purposes and intentions of the foregoing recitals and resolutions; 6) to authorize that all actions previously taken by the Executive Director or any officer, agent or attorney of EdAdvance relating to the foregoing resolutions and the transactions are hereby adopted, ratified, confirmed and approved.

f) Action Item: Approval for the Financing of the 215 Hogan Drive Torrington Property

Upon a motion by Roxy Fainer, duly seconded by Joseph Abdella, the Board of Directors unanimously approved of this motion, 1) to authorize and empower EdAdvance to accept the loan from the lender and to borrow up to \$4,360,000 from the lender, substantially upon the terms and conditions set forth in the commitment letter; 2) to authorize and empower EdAdvance to execute and deliver to the lender a construction mortgage and an assignment of leases and rents encumbering 215 Hogan Drive, Torrington, Connecticut; 3) to agree that the proceeds of the Financing Transaction shall be used to finance certain renovation work at the above address; 4) to authorize, empower and direct the Executive Director to execute, negotiate, enter into, administer and deliver any and all instruments, documents, certificates, affidavits and agreements required by the lender in connection with the closing of the loan; 5) to authorize that the Executive Director is hereby authorized, empowered and directed to take all steps and do all acts and things, as are or may become necessary or appropriate to effect the purposes and intentions of the foregoing recitals and resolutions; 6) to authorize that all actions previously taken by the Executive Director or any officer, agent or attorney of EdAdvance relating to the foregoing resolutions and the transactions are hereby adopted, ratified, confirmed and approved.

g) Presentation: State Single Audit and Federal Single Audit for FY 2021-2022

Rich spoke about the results of the State Single Audit and the Federal Single Audit. These audits are related to the grants we receive from the state and the federal government. The auditors had a finding in the Federal Single Audit. The material weakness was related to the Early Childhood Home Visiting grant. We are the fiduciary for the grant, and we needed to provide documentation that all the subgrantees that we use are in compliance with all applicable federal statutes and regulations. We are in the process of creating a remediation plan to prevent this from happening again.

h) Presentation/Approval: FY 2023-2024 COLA Increase

Jeff presented the proposed agency COLA for FY 2023-2024. Based on the presented budget, a 3% COLA for eligible staff for FY 2023-2024 was recommended to the Board.

Upon a motion by Lynn Stone, duly seconded by Deb Bell, the Board of Directors unanimously approved the COLA for FY 2023-2024 as presented to the Board.

i) Presentation/Approval: Proposed Agency Budget for FY 2023-2024

Jeff presented EdAdvance's proposed preliminary agency budget for FY 2023-2024. This proposed preliminary budget projects a \$259,131 deficit at the end of FY 2024. As part of our budget process, we present new budget projections in October after the new fiscal year starts.

Upon motion by Roxy Fainer, duly seconded by Deb Bell, the Board of Directors unanimously approved the FY 2023-2024 budget as presented.

j) Presentation/Approval: Addition of New Hartford Public Schools as an EdAdvance Member District

Jeff spoke about the transfer of New Hartford Public Schools from being a CREC member district to an EdAdvance member district. The conversation for this transfer has been going on for a while. The New Hartford Superintendent and CREC both informed their Boards that they want the transfer to happen. In March, Jeff attended the New Hartford Board of Education meeting to speak about this and at that meeting the New Hartford Board of Education passed a motion to affiliate with EdAdvance and terminate their membership with CREC. Since we are structured to work with smaller districts and we already have the Region 7 districts of Barkhamsted, Colebrook, and Norfolk as member districts, this addition is a good move. EdAdvance will need to write a letter to the Commissioner of Education informing the department of this change.

Upon motion by Deb Bell, duly seconded by Lynn Stone, the Board of Directors unanimously approved the addition of New Hartford Public Schools as an EdAdvance member district.

k) Approval: Personnel Report for March and April 2023

Upon motion by Joseph Abdella, duly seconded by Roxy Fainer, the Board of Directors unanimously approved the Personnel Report for March and April 2023 as submitted.

7. Reports/Updates:

i. Executive Director's Report – *Jeffrey C. Kitching*

- Jeff spoke about the Northwest Hill Councils of Governments (NWCOG) leasing space here in our Litchfield building. We have empty space in our building, there is plenty of parking, and the NWCOG will have access to our meeting rooms. It will be a good partnership. Rob Phillips, the NWCOG Executive Director, hopes to have his Board of Directors act on the move this month, so renovation work can begin. They hope to move in by September.
- Jeff reported that we have the vice-president position open on our Board of Directors. If anyone would like to fill the position, please reach out to Jeff. We will present our officers' slate for a vote at our June meeting.
- Jeff reported that we had over 80 applicants for our four \$1500 scholarships.

The northern region scholarship winners are:

- Marissa VanOrmer, Thomaston High School, will be attending Boston College to study Applied Psychology and Human Development. Her essay was about mentoring young elementary students.
- Rebecca Michelle Varnum, Nonnewaug High School, will be attending Boston College to study Nursing. Her essay was about multiple fundraising initiatives that raised \$35,000 for cancer research.

The southern region scholarship winners are:

- Connor Dullinger, Newtown High School, will be attending UCLA to study Political Science. His essay was about his involvement with Families United in Newtown, working to support students with learning or behavioral cognitive disabilities.
- Lauren Jacobs, Newtown High School, will be attending Dartmouth College to study Mathematical Data Analytics. Her essay was about her involvement with Hope Squad and her efforts to raise awareness of the issues of mental health and suicide.

ii. Business and Operations – *Richard Carmelich*

- Rich had nothing to report.

8. Executive Session: Discussion of Executive Director's Evaluation and Contract

Upon a motion by Roxy Fainer, duly seconded by Joseph Abdella, the meeting was adjourned to Executive Session at 6:19 PM to discuss the Executive Director's evaluation and contract and invite in Jeff Kitching.

John Kissko declared the Board out of Executive Session at 7:02 PM.

9. Adjournment

With nothing further to discuss, the meeting was adjourned at 7:03 PM.

Minutes recorded by:
Carol Montory, Board Clerk


Deb Bell, Secretary