

**BETHANY BOARD OF EDUCATION
Regular Meeting**

AGENDA

**Wednesday, May 8, 2024
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. April 10, 2024 Regular Meeting..... Action Item

5. Committee Reports (Bylaw 9132)

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

6. Unfinished Business (Bylaw 9300)

- a. None.

7. New Business (Bylaw 9300)

a. The Policy Committee met on April 9, 2024 and is recommending the following policies for first reading:

i. Revisions.....Action Item

1. Policy 3260 - Disposal of Obsolete or Surplus Equipment, Materials, and Supplies
2. Policy 3453 - School Activity Funds
3. Policy 3517 - School Security and Safety
4. Policy 4112.5/4212.5 - Employment and Student Teacher Checks
5. Policy 4118.14/4218.14 - Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990
6. Policy 4152.6/4252.6 - Family and Medical Leave Act
7. Policy 5114 - Student Discipline

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. Meeting Adjourned

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: May 8, 2024

Re: Meeting Minutes

It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the April 10, 2024 Regular Meeting Minutes as presented.

BETHANY BOARD OF EDUCATION
Regular Meeting Minutes
BCS Learning Commons and via Live Stream
April 10, 2024

Present

Angelo Amato
Susan Bradford
Joseph Cafasso
John Paul Garcia
Shannon Lane, arrived at 6:32 p.m.
Caroline Leary
Amy Lestinsky
Shawn Uscilla

Administration

Kai Byrd
Cheryl Kiesel
Tom Reed-Swale

Absent

EJ Maher

Call to Order

Mr. Garcia called the meeting to order at 6.32 p.m.

PTO Report

Mrs. Zaldo reported on recent and upcoming PTO events.

Public Comment

None.

Minutes

Motion by Cafasso, seconded by Uscilla to accept the March 13, 2024 Regular Meeting Minutes as presented. *The motion carries 6 yes (Amato, Bradford, Cafasso, Garcia, Leary, Maher, Uscilla), 2 abstain (Lane, Lestinsky), 1 absent (Maher).*

Mr. Garcia requested that any public comment at future meetings is summarized in the minutes.

Committee Reports

Curriculum:

The committee met on April 3, 2024. They received an update on Curriculum and Professional Learning.

Facilities:

The committee has not met recently, but Mr. Uscilla provided an update on a recent walk-through of the building and grounds.

Finance:

Motion by Uscilla, seconded by Lestinsky to accept the report of expenditures and adjustments to the 2023-2024 Operating Budget through March 31, 2024, as presented. *The motion carries 8 yes (Amato, Bradford, Cafasso, Garcia, Lane, Leary, Lestinsky, Uscilla), 1 absent (Maher).*

Unfinished Business

Motion by Lestinsky, seconded by Cafasso to approve the revisions to Policies 1118, 4118.11/4218.11, 5145.4, 5111 as presented. The motion carries 8 yes (Amato, Bradford, Cafasso, Garcia, Lane, Leary, Lestinsky, Uscilla), 1 absent (Maher)

New Business

Motion by Bradford, seconded by Lestinsky to approve the Connecticut State Department of Education’s Healthy Food Option for the period of July 1, 2024 through June 30, 2025. *The motion carries 8 yes (Amato, Bradford, Cafasso, Garcia, Lane, Leary, Lestinsky, Uscilla), 1 absent (Maher).*

Motion by Amato, seconded by Leary to approve the Connecticut State Department of Education’s Exemption for Food and Beverage Items for the period of July 1, 2024 through June 30, 2025. *The motion carries 8 yes (Amato, Bradford, Cafasso, Garcia, Lane, Leary, Lestinsky, Uscilla), 1 absent (Maher).*

Superintendent Report

Mrs. Byrd reported that on March 31, 2024, PK-6 enrollment was 448 students.

Mrs. Byrd stated that current enumeration numbers indicate that there are 57 students eligible for kindergarten next school year.

Mrs. Byrd stated that, at this time, there is no plan to reduce the current number of kindergarten sections given that the incoming numbers mirror the enrollment numbers from last year.

Mrs. Byrd provided a personnel update. The Business Manager position has been filled by Donna Ricciardi.

Director Report

Ms. Kiesel reported on Curriculum and Special Services. Her report is on file in the BOE Packet.

Principal Report

Mr. Reed-Swale reported on BCS's recent and upcoming events. Mr. Reed-Swale's report is on file in the BOE Packet.

Chairman Report

Mr. Garcia presented the option for holding an Open Forum directly after May's Board of Education meeting.

Mr. Garcia reaffirmed the Board of Education's support for the teachers and staff at Bethany Community School.

Communications

None.

Public Comment

None

Adjournment

The meeting adjourned at 7:48 p.m.

Donna Ricciardi
Recording Secretary

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: May 8, 2024

Re: Finance Committee Report of Expenditures and Adjustments

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

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

Recommended Motions:

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

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

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ Mar	Var% Mar	Var\$ Apr	Var% Apr
General Education								
Salaries								
Certified	\$2,239,147	\$2,286,089	\$1,586,410	\$2,280,629	\$ 5,460	0.24%	\$ 5,460	0.24%
Curriculum (Supplemental)	\$0	\$0	\$0	\$0	\$ -	0.00%	\$ -	0.00%
Non-Certified	\$261,922	\$258,624	\$108,634	\$282,402	\$ 1,222	0.47%	\$ (23,778)	-9.19%
Nurse	\$54,057	\$54,058	\$35,735	\$54,058	\$ -	0.00%	\$ -	0.00%
Total Salaries	\$2,555,126	\$2,598,770	\$1,730,778	\$2,617,089	\$ 6,682	0.26%	\$ (18,318)	-0.70%
Benefits	\$502,865	\$439,519	\$316,367	\$387,176	\$ 55,078	12.53%	\$ 52,343	11.91%
Services								
BCS	\$5,800	\$5,800	\$1,452	\$5,800	\$ -	0.00%	\$ -	0.00%
Curriculum	\$94,012	\$94,012	\$66,764	\$94,012	\$ -	0.00%	\$ -	0.00%
IT	\$52,600	\$52,600	\$53,947	\$64,318	\$ -	0.00%	\$ (11,718)	-22.28%
Total Services	\$152,412	\$152,412	\$122,162	\$164,130	\$ -	0.00%	\$ (11,718)	-7.69%
Supplies								
BCS	\$65,380	\$65,380	\$53,032	\$65,380	\$ -	0.00%	\$ -	0.00%
Curriculum	\$5,646	\$5,646	\$7,193	\$8,500	\$ (2,854)	-50.55%	\$ (2,854)	-50.55%
IT	\$111,270	\$113,868	\$117,103	\$119,400	\$ (5,532)	-4.86%	\$ (5,532)	-4.86%
Total Supplies	\$182,296	\$184,894	\$177,328	\$193,280	\$ (8,386)	-4.54%	\$ (8,386)	-4.54%
Other								
BCS	\$1,550	\$1,550	\$350	\$1,550	\$ -	0.00%	\$ -	0.00%
Curriculum	\$650	\$650	\$326	\$650	\$ -	0.00%	\$ -	0.00%
IT	\$31,250	\$31,250	\$32,215	\$40,000	\$ (1,500)	-4.80%	\$ (8,750)	-28.00%
Total Other	\$33,450	\$33,450	\$32,891	\$42,200	\$ (1,500)	-4.48%	\$ (8,750)	-26.16%
Subtotal	\$3,426,149	\$3,409,045	\$2,379,526	\$3,403,875	\$ 51,873	1.52%	\$ 5,170	0.15%
Special Education								
Salaries	\$1,333,108	\$1,362,993	\$1,016,601	\$1,364,490	\$ 10,352	0.76%	\$ (1,498)	-0.11%
Benefits	\$294,914	\$269,430	\$204,533	\$246,430	\$ 23,000	8.54%	\$ 23,000	8.54%
Services	\$397,265	\$397,265	\$182,925	\$411,455	\$ (14,190)	-3.57%	\$ (14,190)	-3.57%
Supplies	\$7,064	\$7,064	\$19,300	\$7,064	\$ -	0.00%	\$ -	0.00%
Other	\$2,852	\$2,852	\$1,931	\$2,852	\$ -	0.00%	\$ -	0.00%
Subtotal	\$2,035,203	\$2,039,604	\$1,425,292	\$2,032,292	\$ 19,162	0.94%	\$ 7,312	0.36%
Operations and Overhead								
Salaries	\$1,050,846	\$1,039,336	\$840,186	\$1,020,481	\$ 15,105	1.45%	\$ 18,855	1.81%
Benefits	\$248,635	\$267,848	\$140,578	\$165,705	\$ 47,650	17.79%	\$ 102,143	38.13%
Services	\$169,229	\$174,229	\$175,021	\$170,249	\$ 3,980	2.28%	\$ 3,980	2.28%
Supplies	\$44,800	\$44,800	\$24,415	\$44,800	\$ -	0.00%	\$ -	0.00%
Utilities (Electricity)	\$120,000	\$120,000	\$92,840	\$120,000	\$ -	0.00%	\$ -	0.00%
Facilities and Maintenance	\$131,330	\$131,330	\$149,419	\$166,500	\$ (35,170)	-26.78%	\$ (35,170)	-26.78%
Student Transportation	\$291,678	\$291,678	\$233,942	\$ 291,678.00	\$ -	0.00%	\$ -	0.00%
Other	\$20,725	\$20,725	\$17,383	\$ 20,904.00	\$ (179)	-0.86%	\$ (179)	-0.86%
Subtotal	\$2,077,243	\$2,089,946	\$1,673,784	\$ 2,000,316.71	\$ 31,386	1.50%	\$ 89,629	4.29%
Total	\$7,538,595	\$7,538,595	\$5,478,602	\$7,436,483	\$ 102,421	1.36%	\$ 102,111	1.35%
Prek Account								
as of 07/01/2023			Revenue	Expenditures	Balance			
Tuition Revenue for FY			12904.22		119361.28			
Total Expenditures for FY				36818.2	82543.08			
Estimated Balance at Month End					\$82,543.08			
10-248a								
as of 07/01/2023			Revenue	Expenditures	Balance			
Total Revenue for FY			112167.75		482108.49			
Total Expenditures for FY				114148.92	367959.57			
Estimated Balance at Month End					367959.57			
excess cost =								
#1 rcv'd= \$45310-applied directly to invoicing-does not impact budget								
#2 rcv'd =								
Total =								

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: May 8, 2024

Re: New Business

It is recommended that under NEW BUSINESS:

Recommended Motion:

- a.(i.)1.- 7. Move that the Board of Education accept the policies for revision for first reading.

Disposal of Obsolete or Surplus Equipment, Materials, and Supplies

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the Superintendent or his/her designee. For items or groups of items, having a current value of \$2,000 or more, obsolete or surplus materials, equipment, and supplies shall be removed from the Bethany Public School District's (District) inventory and disposed of only with the approval of the Superintendent. Items with values less than \$2,000, with no useful life or monetary value may be disposed of only with the approval of the Superintendent and without further reference to this policy.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school, the Superintendent or his/her designee shall notify the First Selectman of the Town of the equipment or materials approved for disposal and shall request a written response within fifteen (15) days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent to be in the best interests of the District. Such equipment or materials shall not be donated to an employee of the District and shall only be sold to an employee of the District if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

When books are sold either to used book vendors or shredders, this money must be returned to the general fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

Legal References: Connecticut General Statutes § 10-220

 Connecticut General Statutes § 10-241

Policy adopted: September 9, 1991

Policy revised: February 8, 2012

Policy revised: April 13, 2016

Policy revised: April 7, 2021

Source: BPSD/CABE

Recommended revisions**Disposal of Obsolete or Surplus Equipment, Materials, and Supplies**

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other ~~school~~ [Bethany Public School District \(District\)](#) employee. ~~Such items will be set aside and reported to the Superintendent or his/her designee.~~ For items or groups of items, having a current value of \$2,000 or more, obsolete, or surplus materials, equipment, and supplies shall be removed from the ~~Bethany Public School~~ District's ~~(District)~~ inventory and disposed of [in accordance with this policy](#), only with the approval of the Superintendent [or Central Office designee](#). ~~Upon approval.~~ ~~Items~~ [items](#) with values less than \$2,000, with no useful life or monetary value may be disposed of ~~only with the approval of the Superintendent and~~ without further reference to this policy.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the ~~school~~ [District](#), the Superintendent or ~~his/her~~ [Central Office](#) designee shall notify the First Selectman of the Town of the equipment or materials approved for disposal and shall request a written response within fifteen (15) days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not [retained within the District or](#) transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent [or Central Office designee](#) to be in the best interests of the District. Such equipment or materials shall not be donated to an employee of the District and shall only be sold to an employee of the District if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials. [All proceeds must be returned to the general fund.](#)

[If the equipment or materials cannot be donated or sold, the Superintendent or Central Office designee may dispose of such items.](#)

When books are sold either to used book vendors or shredders, this money must be returned to the general fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

Legal References: Connecticut General Statutes § 10-220

 Connecticut General Statutes § 10-241

Policy adopted: September 9, 1991

Policy revised: February 8, 2012

Policy revised: April 13, 2016

Policy revised: April 7, 2021

[Policy revised:](#)

Source: [Shipman/BPSD](#)/~~CABE~~

School Activity Funds

The Superintendent or his/her designee may establish school activity funds to handle any of the following:

1. Funds generated from the school lunch program that is not provided by local appropriations.
2. Such funds of the school and school organizations as approved by the Superintendent, including funds received by gifts or donations.

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective school or organizations.

The accounts of any school activity fund shall be considered Board of Education accounts and shall be audited by the town auditor in the same manner as all other Board of Education accounts.

Legal References: Connecticut General Statutes § 10-237

Policy adopted: April 13, 2016

Policy revised: April 7, 2021

Source: Shipman

Recommended revisions**School Activity Funds**

The Superintendent or ~~his/her~~ [Central Office](#) designee may establish school activity funds to handle any of the following:

1. ~~Funds generated from~~ [The finances of that part of the cost for](#) the school lunch program that is not provided by local appropriations.
2. Such funds of the school and school organizations as ~~approved by~~ the Superintendent [or Central Office designee may determine to be in the best interest of the Bethany Public School District \(including which funds may include amounts received by as gifts or donations\)](#).

The Superintendent ~~or his/her designee~~ shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or ~~his/her~~ [Central Office](#) designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective school or organizations.

The accounts of any school activity fund shall be considered [Bethany](#) Board of Education ([Board](#)) accounts and shall be audited by the town auditor in the same manner as all other Board ~~of Education~~ accounts.

Legal References: Connecticut General Statutes § 10-237

Policy adopted: April 13, 2016

Policy revised: April 7, 2021

[Policy revised:](#)

Source: Shipman

School Security and Safety

It is the goal of the Bethany Board of Education (Board) to ensure that all facilities, grounds, and equipment meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

The Board will develop and implement an All-Hazards School Security and Safety Plan to bolster its existing emergency preparedness, response capability, and school safety and security measures and to best meet all-hazards threats.

The school's Security and Safety Plan will be based on the school security and safety plan standards developed by the Connecticut Department of Emergency Services and Public Protection and will adhere to the requirements of state law.

The school's Security and Safety Plan should be kept securely and will only be provided to appropriate school staff and administration, members of the school security and safety committees, members of state and local law enforcement, first responders, local municipal officials, or other persons authorized by the Board or the Superintendent (e.g., consultants, contractors). Pursuant to Connecticut General Statutes § 1-210(b)(19), the plan will not be available to the public.

Legal Reference: Connecticut General Statutes § 1-210(b)(19)
 Connecticut General Statutes § 10-222k
 Connecticut General Statutes § 10-222m
 Connecticut General Statutes § 10-222n
 Connecticut General Statutes § 10-231
 Connecticut General Statutes § 28-7
 Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*.
 Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013.

Policy adopted: September 9, 1991
Policy reviewed: May 9, 2012
Policy revised: April 13, 2016
Policy revised: November 9, 2016
Policy revised: April 7, 2021

Source: Shipman

Recommended revisions**School Security and Safety**

~~It is the goal of the Bethany Board of Education (Board) to ensure that all facilities, grounds, and equipment meet accepted injury and violence prevention standards for design, installation, use, and maintenance.~~

The ~~Board~~ Superintendent will develop and implement an All-Hazards ~~School~~ Security and Safety Plan for the Bethany Public School District (District) to bolster its existing emergency preparedness, response capability, and school safety and security measures and to best meet all hazards threats.

The ~~school's~~ District's Security and Safety Plan will be based on the ~~school~~ security and safety plan standards developed by the Connecticut Department of Emergency Services and Public Protection and will adhere to the requirements of state law.

~~The school's~~ Security and Safety Plans should be kept securely and will only be provided to appropriate school staff and administration, members of the school security and safety committees, members of state and local law enforcement, first responders, local municipal officials, or other persons authorized by the Board or the Superintendent (e.g., consultants, contractors). Pursuant to Connecticut General Statutes § 1-210(b)(19), the plan will not be available to the public.

Legal Reference: Connecticut General Statutes § 1-210(b)(19)
 Connecticut General Statutes § 10-222k
 Connecticut General Statutes § 10-222m
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 Connecticut General Statutes § 10-231
 Connecticut General Statutes § 28-7
 Connecticut Department of Emergency Services and Public Protection, *School Security and Safety Plan Standards*.
 Federal Emergency Management Agency, *Guide for Developing High-Quality School Emergency Operations Plans*, June 2013.

Policy adopted: September 9, 1991
 Policy reviewed: May 9, 2012
 Policy revised: April 13, 2016
 Policy revised: November 9, 2016
 Policy revised: April 7, 2021
Policy revised:

Source: Shipman

PERSONNEL – CERTIFIED/CLASSIFIED

4112.5

4212.5

Employment and Student Teacher Checks

In order to create a safe and orderly environment for students, all offers of employment with the Bethany Public School District (District) will be conditional upon the successful outcome of security, fingerprint, and criminal record checks as determined by the Superintendent or designee in accordance with state and federal laws. In addition, any person offered employment with the District shall submit to a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry.

The background and reference checks shall be done in compliance with the statutory guidelines contained in the Administrative Regulations.

District employees shall within thirty (30) days after they are offered employment, submit to state and national criminal checks.

Student teachers placed in Bethany Community School as part of completing preparation requirements for the issuance of an educator certificate shall be required to undergo the same security and criminal record checks and DCF Child Abuse and Neglect Registry check required of District employees.

Criminal Justice Information is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.

Legal Reference: Connecticut General Statutes § 10-221d
 Connecticut General Statutes § 29-17a
 Public Act 16-67

 Criminal Justice Information (CJIS) Security Policy, Version 5.4, U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

Policy adopted: June 13, 2012
Policy revised: March 11, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised: January 8, 2020
Policy revised: December 14, 2022

Source: CABE

PERSONNEL – CERTIFIED/CLASSIFIED

4112.5

Recommended revisions

4212.5

Employment and Student Teacher Checks

~~In order to create a safe and orderly environment for students, all offers of employment~~ Each applicant for a position with the Bethany Public School District (District) and each student who is enrolled in a teacher preparation program with the District as defined in Connecticut General Statutes § 10-10a, and completing a student teaching experience in the District (collectively referred to as “applicants”), shall be subject to ~~will be conditional upon~~ the successful outcome of security, fingerprint, and criminal record checks ~~as determined by the Superintendent or designee~~ in accordance with state and federal laws. In addition, any ~~person offered employment with the District~~ applicant shall submit to a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry.

~~The background and reference checks shall be done in compliance with the statutory guidelines contained in the Administrative Regulations:~~

~~District employees shall within thirty (30) days after they are offered employment, submit to state and national criminal checks:~~

~~Student teachers placed in Bethany Community School as part of completing preparation requirements for the issuance of an educator certificate shall be required to undergo the same security and criminal record checks and DCF Child Abuse and Neglect Registry check required of District employees:~~

~~Criminal Justice Information is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information:~~

The Superintendent is directed to promulgate Administrative Regulations in furtherance of this policy.

Legal Reference:

[Connecticut General Statutes § 10-212](#)

Connecticut General Statutes § 10-221d

[Connecticut General Statutes § 10-222c](#)

Connecticut General Statutes § ~~29-17a~~ 31-40x

[Connecticut General Statutes § 31-51j](#)

[Connecticut General Statutes § 31-51tt](#)

[Public Law 114-95, codified at 20 U.S.C. § 1001 et seq.](#)

~~Public Act 16-67~~

Criminal Justice Information (CJIS) Security Policy, Version 5.4, U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, ~~October 6, 2015~~ as revised.

Policy adopted: June 13, 2012
Policy revised: March 11, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised: January 8, 2020
Policy revised: December 14, 2022

[Policy revised:](#)

Source: CABE

PERSONNEL – CERTIFIED/NON-CERTIFIED

4118.14(a)

4218.14(a)

Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination against an individual with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (Title II or ADA) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (collectively, Section 504/ADA), an individual must:

1. have a physical or mental impairment that substantially limits one (1) or more major life activities;
2. have a record of such impairment; or
3. be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Bethany Board of Education (Board) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians, and members of the public who participate in school-sponsored programs. In this regard, the Board prohibits discrimination against any person with a disability in any of the services, programs, or activities of the Bethany Public School District (District).

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact:

Director of Special Services
Bethany Public School District
44 Peck Road
Bethany, CT 06524
(203) 393-3350

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the District by utilizing the grievance/complaint procedures outlined in the administrative regulations may file a complaint with the:

U.S. Department of Education
Office for Civil Rights
Boston Office
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617) 289-0111
OCR.Boston@ed.gov

PERSONNEL – CERTIFIED/NON-CERTIFIED

4118.14(b)

4218.14(b)

Employees may also file a complaint regarding employment discrimination on the basis of disability with the:

Equal Employment Opportunity Commission
Boston Area Office
John F. Kennedy Federal Building
15 New Sudbury Street
Room 475
Boston, MA 02203-0506
(800) 669-4000

Employees may also file a complaint with the:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Boulevard
Hartford, CT 06103-1835
(800) 477-5737

Anyone who wishes to file a grievance/complaint with the District or who has questions or concerns about this policy should contact the Section 504/ADA Coordinator for the District at (203) 393-3350.

Legal Reference: 29 U.S.C. §§ 705, 794
 42 U.S.C. § 12101 et seq.
 28 C.F.R. Part 35
 34 C.F.R. Part 104

Policy adopted: April 6, 1992
Policy revised: March 12, 2014
Policy revised: May 11, 2016
Policy revised: January 11, 2017
Policy revised: April 7, 2021

Source: CABA

PERSONNEL – CERTIFIED/NON-CERTIFIED

4118.14(a)

Recommended revisions

4218.14(a)

Employees and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination against an individual with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (Title II or ADA) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (collectively, Section 504/ADA), an individual must:

1. have a physical or mental impairment that substantially limits one (1) or more major life activities;
2. have a record of such impairment; or
3. be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the Bethany Board of Education (Board) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians, and members of the public who participate in school-sponsored programs. In this regard, the Board prohibits discrimination against any person with a disability in any of the services, programs, or activities of the Bethany Public School District (District).

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact:

[Susan Carpenter](#)
[Human Resources](#) Director ~~of Special Services~~
Bethany Public School District
44 Peck Road
Bethany, CT 06524
(203) 393-~~3350-1170~~ [x800](#)
scarpenter@bethany-ed.org

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the District by utilizing the grievance/complaint procedures outlined in the administrative regulations [and/or](#) may file a complaint with the [following agencies](#):

Office of Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
(617) 289-0111
OCR.Boston@ed.gov

PERSONNEL – CERTIFIED/NON-CERTIFIED

4118.14(b)

4218.14(b)

~~Employees may also file a complaint regarding employment discrimination on the basis of disability with the:~~

U.S. Equal Employment Opportunity Commission, Boston Area Office
John F. Kennedy Federal Building
~~15 New Sudbury Street~~
~~Room 475~~
475 Government Center
Boston, MA 02203-~~0506~~
(800) 669-4000

~~Employees may also file a complaint with the:~~

Connecticut Commission on Human Rights and Opportunities
450 Columbus Boulevard
Hartford, CT 06103-1835
(860) 541-3400
(800) 477-5737

~~Anyone who wishes to file a grievance/complaint with the District or who has questions or concerns about this policy should contact the Section 504/ADA Coordinator for the District at (203) 393-3350.~~

Legal Reference: 29 U.S.C. §§ 705, 794
 42 U.S.C. § 12101 et seq.
 28 C.F.R. Part 35
 34 C.F.R. Part 104

Policy adopted: April 6, 1992
Policy revised: March 12, 2014
Policy revised: May 11, 2016
Policy revised: January 11, 2017
Policy revised: April 7, 2021
Policy revised:

Source: Shipman

Family and Medical Leave Act

The Bethany Board of Education (Board) will provide leave to eligible employees consistent with the Federal Family and Medical Leave Act of 1993 (FMLA) as amended and the Family Medical Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010, which expanded certain leave to military families and veterans for specific circumstances, and 2013 Final Rules.

Employees who have worked for the Board for at least twelve (12) months, and who have worked at least 1,250 actual work hours, during the twelve (12) months preceding the start of the leave or, in the case of paraprofessionals in an educational setting, who have worked at least 950 actual hours of work, during the twelve (12) months preceding the start of the leave, are eligible for unpaid leave under the FMLA.

The Board directs the Superintendent to promulgate Administrative Regulations in furtherance of this Policy and in accordance with the Federal FMLA.

- Legal References:
- P.L. 103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993, as amended by H.R. 4986, the National Defense Authorization Act for Fiscal Year 2008, Section 585. 29 U.S.C. §2601 et seq. and the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565, Title V
 - Final Rule - published in Federal Register, Vol. 60, Nov. 4, Friday, January 6, 1995, as amended on February 3, 1995, March 30, 1995, and on November 17, 2008. Rules and Regulations (29 CFR Part 825)
 - Final Rule – published in Federal Register, Vol. 78, Wed. February 6, 2013
 - Final Rule - published in Federal Register, Vol. 80, No. 37 Wednesday, February 25, 2015
 - Connecticut General Statutes § 46b-3800
 - Public Act 07-245
 - Public Act 12-43
 - United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)*
 - Obergefell v. Hodges, No. 14-556, 135 S. Ct. 2584 (2015)*

- Policy adopted: March 7, 1994
- Policy revised: January 14, 2009
- Policy revised: April 8, 2015
- Policy revised: May 11, 2016
- Policy revised: November 9, 2016
- Policy revised: March 14, 2018
- Policy revised: April 7, 2021

Source: Shipman & CABE

PERSONNEL – CERTIFIED/NON-CERTIFIED

4152.6(a)

Recommended revisions

4252.6(a)

Family and Medical Leave Act

The purpose of this policy is to apprise Bethany Public School District employees of their rights under The Bethany Board of Education (Board) will provide leave to eligible employees consistent with the Federal Family and Medical Leave Act of 1993 (FMLA) as amended and the Family Medical Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010, which expanded certain leave to military families and veterans for specific circumstances, and 2013 Final Rules and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

Employees other than school paraprofessionals who have ~~worked for~~ been employed by the Bethany Board of Education (Board) for at least twelve (12) months, and who have worked at least 1,250 actual work hours, during the twelve (12) months immediately preceding the start of the leave ~~or, in the case of paraprofessionals in an educational setting, who have worked at least 950 actual hours of work, during the twelve (12) months preceding the start of the leave,~~ are eligible for unpaid leave under the FMLA.

A school paraprofessional in an educational setting is eligible for FMLA if the paraprofessional has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of such leave.

Full-time instructional employees meet the 1,250 hours of service requirement unless the Board can demonstrate that the full-time instructional employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

The Board directs the Superintendent to promulgate Administrative Regulations in furtherance of this Policy and in accordance with the Federal FMLA and applicable Connecticut state law.

Legal References: ~~PL. 103-3 and 29 CFR Part 825~~ The Family and Medical Leave Act of 1993, ~~as amended by H.R. 4986, the National Defense Authorization Act for Fiscal Year 2008, Section 585.~~ 29 U.S.C. § 2601 et seq. ~~and the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565, Title V,~~ as amended

~~Final Rule—published in Federal Register, Vol. 60, Nov. 4, Friday, January 6, 1995, as amended on February 3, 1995, March 30, 1995, and on November 17, 2008. Rules and Regulations (29 CFR Part 825) .100 et seq.~~

~~Final Rule—published in Federal Register, Vol. 78, Wed. February 6, 2013~~

~~Final Rule—published in Federal Register, Vol. 80, No. 37 Wednesday, February 25, 2015~~

29 CFR 1635.1 et seq.

42 U.S.C. 2000ff et seq.

Connecticut General Statutes § ~~46b-3800~~ 31-51rr

[Regulations Connecticut State Agencies 31-51rr-1 et seq.](#)

~~Public Act 07-245~~

~~Public Act 12-43~~

~~*United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)*~~

~~*Obergefell v. Hodges, No. 14-556, 135 S. Ct. 2584 (2015)*~~

Policy adopted: March 7, 1994
Policy revised: January 14, 2009
Policy revised: April 8, 2015
Policy revised: May 11, 2016
Policy revised: November 9, 2016
Policy revised: March 14, 2018
Policy revised: April 7, 2021
[Policy revised:](#)

Source: Shipman

Student Discipline

It is the goal of the Bethany Board of Education (Board) to ensure the safety and welfare of all students in attendance and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies and administrative regulations. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a Board policy or administrative regulation. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a Board policy or administrative regulation.

Students are expected to conduct themselves in a manner that reflects positively on themselves, their families, and the Bethany Public School District. It is expected that respect and cooperation will be the basis of interactions with staff and fellow students.

The Board directs the Superintendent to promulgate administrative regulations regarding disciplinary actions for students that do not conduct themselves in an appropriate manner.

Legal References: Connecticut General Statutes §§ 10-233d
 Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq., as amended
 by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L.
 108-446
 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a)

Policy adopted: September 9, 1991
 Policy revised: October 3, 1994
 Policy revised: November 6, 1995
 Policy revised: September 9, 1998
 Policy revised: June 11, 2008
 Policy revised: May 13, 2015
 Policy revised: March 9, 2016
 Policy revised: November 9, 2016
 Policy revised: December 13, 2017
 Policy revised: December 12, 2018
 Policy revised: May 11, 2022

Source: Shipman

Recommended revision**Student Discipline**

~~It is the goal of the Bethany Board of Education (Board) to ensure the safety and welfare of all students in attendance and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies and administrative regulations. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a Board policy or administrative regulation. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a Board policy or administrative regulation.~~

~~Students are expected to conduct themselves in a manner that reflects positively on themselves, their families, and the Bethany Public School District. It is expected that respect and cooperation will be the basis of interactions with staff and fellow students.~~

It is the policy of the Bethany Board of Education to create a school environment that promotes respect of self, others, and property within the Bethany Public School District (District). Compliance with this policy and accompanying administrative regulation will enhance the District's ability to maintain discipline and reduce interference with the educational process that can result from student misconduct.

The Board directs the Superintendent to promulgate administrative regulations regarding disciplinary actions for students that do not conduct themselves in an appropriate manner.

Legal References:

[Connecticut General Statutes §§ 10-222d](#)

~~Connecticut General Statutes §§ 10-233d~~

~~Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq., as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446~~

~~Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a)~~

Policy adopted: September 9, 1991
 Policy revised: October 3, 1994
 Policy revised: November 6, 1995
 Policy revised: September 9, 1998
 Policy revised: June 11, 2008
 Policy revised: May 13, 2015
 Policy revised: March 9, 2016
 Policy revised: November 9, 2016
 Policy revised: December 13, 2017
 Policy revised: December 12, 2018
 Policy revised: May 11, 2022

[Policy revised:](#)

Source: Shipman

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: May 8, 2024

Re: Superintendent Report

Under ADMINISTRATIVE REPORTS:

- Enrollment Update
- Personnel Update

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

Grade (Sections)	08/2023	09/2023	10/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	4/30/2024
PK	28	27	28	28	29	29	29	29	31
K (4)	54	55	55	56	56	56	56	56	56
1 (3)	44	44	44	44	44	43	43	43	43
2 (3)	60	60	60	60	60	60	60	60	60
3 (3)	53	53	53	53	53	53	53	53	53
4 (4)	76	76	76	77	77	78	78	78	78
5 (3)	64	64	64	64	64	64	64	63	63
6 (3)	66	66	66	67	67	67	67	66	66
TOTAL (23)	445	445	446	449	450	450	450	448	450

* Six Open Choice students included.

2022-2023 ENROLLMENT SUMMARY

Grade (Sections)	08/2022	09/2022	10/2022	11/2022	12/2023	1/2023	2/2023	3/2023	4/2023
PK	27	26	27	27	27	29	31	33	33
K (3)	44	43	43	43	43	42	42	43	43
1 (3)	56	56	56	56	56	56	56	56	56
2 (3)	54	54	54	54	53	53	53	53	53
3 (4)	71	72	73	73	73	73	74	74	74
4 (3)	65	66	66	66	66	65	65	64	65
5 (3)	64	65	65	65	65	65	64	64	64
6 (2)	47	47	47	47	47	47	47	46	46
TOTAL (21)	428	429	431	431	430	430	432	433	434

*Six Open Choice students included.

2021-2022 ENROLLMENT SUMMARY

Grade (Sections)	08/2021	09/2021	10/2021	11/2021	12/2021	1/2022	2/2022	3/2022	4/2022
PK	16	17	19	22	23	23	23	23	23
K (3)	50	49	50	50	51	51	51	51	52
1 (3)	51	51	51	51	51	51	51	51	51
2 (4)	66	66	66	66	67	66	66	67	67
3 (3)	57	57	57	58	59	59	59	62	63
4 (3)	58	59	59	60	60	60	61	61	61
5 (2)	40	40	42	43	43	43	43	43	44
6 (3)	49	49	50	51	51	51	52	52	52
TOTAL (21)	387	388	394	401	405	404	406	410	413

*Five Open Choice students included. One OOD student is not included above.

Memorandum



To: Board of Education Members

From: Cheryl Kiesel

Date: May 8, 2024

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

Under ADMINISTRATIVE REPORTS:

- **Curriculum**
 - Professional Development
 - Grant Update

- **Special Education**
 - Department Updates

Memorandum



To: Board of Education Members

From: Tom Reed-Swale

Date: May 8, 2024

Re: Principal's Report

Under ADMINISTRATIVE REPORTS:

- BCS Happenings