

**BETHANY BOARD OF EDUCATION  
Regular Meeting**

**AGENDA**

**Wednesday, June 12, 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. May 8, 2024 Regular Meeting.....Action Item

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

- a. Finance
  - i. Report of expenditures and adjustments to the 2023-2024 Operating Budget through May 31, 2024.....Action Item
- b. Policy

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

- a. Approved for first reading at the BOE Regular Meeting on May 8, 2024, the following policies are recommended for revision:
  - 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

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

- a. Child Care Leave of Absence Requests.....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 Matter - Superintendent Evaluation and Contract.....Action Item

**13. Regular Meeting Reconvenes**

- a. Superintendent Contract and Salary.....Action Item

**14. Meeting Adjourned**

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: June 12, 2024

Re: Meeting Minutes

It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the May 8, 2024 Regular Meeting Minutes as presented.

**BETHANY BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**BCS Learning Commons and via Live Stream**  
**May 8, 2024**

**Present**

Angelo Amato  
Susan Bradford  
Joseph Cafasso  
John Paul Garcia  
Shannon Lane  
Caroline Leary  
Amy Lestinsky  
EJ Maher, arrived at 6:37 p.m.  
Shawn Uscilla

**Administration**

Kai Byrd  
Cheryl Kiesel  
Tom Reed-Swale

**Absent**

**Call to Order**

Mr. Garcia called the meeting to order at 6.30 p.m.

**PTO Report**

Mrs. Zaldo reported on recent and upcoming PTO events.

**Public Comment**

None.

**Minutes**

**Motion** by Lestinsky, seconded by Uscilla to accept the April 10, 2024 Regular Meeting Minutes as presented. *The motion carries 8 yes (Amato, Bradford, Cafasso, Garcia, Lane, Leary, Lestinsky, Uscilla), 1 absent (Maher).*

**Committee Reports**

**Curriculum:**

The committee met on May 1, 2024. They received an update on Curriculum and Professional Learning and a report card presentation from Ms. Kiesel and Mr. Reed-Swale.

**Facilities:**

The committee met on May 7, 2024. They discussed plans for the building and grounds.

**Finance:**

**Motion** by Cafasso, seconded by Leary to accept the report of expenditures and adjustments to the 2023-2024 Operating Budget through April 30, 2024, as presented. *The motion carries unanimously.*

**Unfinished Business**

None.

**New Business**

**Motion** by Leary, seconded by Amato to accept the policies for revision for first reading. *The motion carries unanimously.*

**Superintendent Report**

Mrs. Byrd reported that on April 30, 2024, PK-6 enrollment was 450 students.

Mrs. Byrd provided a personnel update reporting on the resignations of two Paraprofessionals.

In honor of Teacher Appreciation Week, Mrs. Byrd recognized and thanked all staff for their dedication and commitment to the growth and success of all BCS students.

**Director Report**

Ms. Kiesel referred to Mr. Amato's Curriculum Committee update.

**Principal Report**

Mr. Reed-Swale reported on BCS's recent and upcoming events.

**Chairman Report**

Mr. Garcia acknowledged correspondence received from staff thanking the Board for teacher/staff appreciation gifts.

Mr. Garcia reminded the Board members of the BOE's Night of Gratitude.

Mr. Garcia thanked the Board for their service and for working together toward the common goals of the education of students and the happiness of the teachers and staff.

**Communications**

None.

**Public Comment**

None

**Adjournment**

The meeting adjourned at 6:58 p.m.

**Visitors in Attendance**

**In Person: 3**

**On Livestream: 8 (20 views)**

Donna Ricciardi  
Recording Secretary

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: June 12, 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 May 31, 2024.

Recommended Motions:

- i. Move that the Board of Education accept the report of expenditures and adjustments to the 2023-2024 Operating Budget through May 31, 2024.

Bethany Board of Education Operating Budget 2023-2024 Summary - as of May 2024								
	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ Apr	Var% Apr	Var\$ May	Var% May
General Education								
Salaries								
Certified	\$2,239,147	\$2,286,089	\$1,757,909	\$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	\$121,547	\$282,402	\$ (23,778)	-9.19%	\$ (23,778)	-9.19%
Nurse	\$54,057	\$54,058	\$39,966	\$54,058	\$ -	0.00%	\$ -	0.00%
Total Salaries	\$2,555,126	\$2,598,770	\$1,919,423	\$2,617,089	\$ (18,318)	-0.70%	\$ (18,318)	-0.70%
Benefits	\$502,865	\$439,519	\$342,332	\$383,369	\$ 52,343	11.91%	\$ 56,150	12.78%
Services								
BCS	\$5,800	\$5,800	\$2,304	\$5,800	\$ -	0.00%	\$ -	0.00%
Curriculum	\$94,012	\$94,012	\$70,912	\$94,012	\$ -	0.00%	\$ -	0.00%
IT	\$52,600	\$52,600	\$57,173	\$64,318	\$ (11,718)	-22.28%	\$ (11,718)	-22.28%
Total Services	\$152,412	\$152,412	\$130,389	\$164,130	\$ (11,718)	-7.69%	\$ (11,718)	-7.69%
Supplies								
BCS	\$65,380	\$65,380	\$63,420	\$65,380	\$ -	0.00%	\$ -	0.00%
Curriculum	\$5,646	\$5,646	\$8,854	\$8,500	\$ (2,854)	-50.55%	\$ (2,854)	-50.55%
IT	\$111,270	\$113,868	\$117,173	\$119,400	\$ (5,532)	-4.86%	\$ (5,532)	-4.86%
Total Supplies	\$182,296	\$184,894	\$189,447	\$193,280	\$ (8,386)	-4.54%	\$ (8,386)	-4.54%
Other								
BCS	\$1,550	\$1,550	\$934	\$1,550	\$ -	0.00%	\$ -	0.00%
Curriculum	\$650	\$650	\$326	\$650	\$ -	0.00%	\$ -	0.00%
IT	\$31,250	\$31,250	\$32,694	\$40,000	\$ (8,750)	-28.00%	\$ (8,750)	-28.00%
Total Other	\$33,450	\$33,450	\$33,954	\$42,200	\$ (8,750)	-26.16%	\$ (8,750)	-26.16%
Subtotal	\$3,426,149	\$3,409,045	\$2,615,544	\$3,400,067	\$ 5,170	0.15%	\$ 8,978	0.26%
Special Education								
Salaries	\$1,333,108	\$1,362,993	\$1,115,350	\$1,359,490	\$ (1,498)	-0.11%	\$ 3,502	0.26%
Benefits	\$294,914	\$269,430	\$226,007	\$251,393	\$ 23,000	8.54%	\$ 18,037	6.69%
Services	\$397,265	\$396,265	\$202,689	\$410,449	\$ (14,190)	-3.57%	\$ (14,184)	-3.58%
Supplies	\$7,064	\$7,064	\$21,340	\$7,064	\$ -	0.00%	\$ -	0.00%
Other	\$2,852	\$2,852	\$1,931	\$2,852	\$ -	0.00%	\$ -	0.00%
Subtotal	\$2,035,203	\$2,038,604	\$1,567,316	\$2,031,248	\$ 7,312	0.36%	\$ 7,355	0.36%
Operations and Overhead								
Salaries	\$1,050,846	\$1,039,336	\$914,632	\$1,016,481	\$ 18,855	1.81%	\$ 22,855	2.20%
Benefits	\$248,635	\$267,848	\$164,656	\$195,085	\$ 102,143	38.13%	\$ 72,763	27.17%
Services	\$169,229	\$174,229	\$178,536	\$164,473	\$ 3,980	2.28%	\$ 9,756	5.60%
Supplies	\$44,800	\$44,800	\$27,718	\$44,800	\$ -	0.00%	\$ -	0.00%
Utilities (Electricity)	\$120,000	\$120,000	\$102,537	\$120,000	\$ -	0.00%	\$ -	0.00%
Facilities and Maintenance	\$131,330	\$131,330	\$168,402	\$223,741	\$ (35,170)	-26.78%	\$ (92,411)	-70.37%
Student Transportation	\$291,678	\$291,678	\$262,810	\$ 291,678.00	\$ -	0.00%	\$ -	0.00%
Other	\$20,725	\$20,725	\$17,654	\$ 20,904.00	\$ (179)	-0.86%	\$ (179)	-0.86%
Subtotal	\$2,077,243	\$2,089,946	\$1,836,944	\$ 2,077,161.71	\$ 89,629	4.29%	\$ 12,784	0.61%
Total	\$7,538,595	\$7,537,595	\$6,019,804	\$7,508,478	\$ 102,111	1.35%	\$ 29,117	0.39%
Prek Account			Revenue	Expenditures	Balance			
as of 07/01/2023					106457.06			
Tuition Revenue for FY			27917.9		134374.96			
Total Expenditures for FY				45460.5	88914.46			
Estimated Balance at Month End					\$88,914.46			
10-248a			Revenue	Expenditures	Balance			
as of 07/01/2023					369940.74			

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: June 12, 2024

Re: Unfinished Business

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It is recommended that under UNFINISHED BUSINESS:

Recommended Motions:

- a.(i)1.-7. Move that the Bethany Board of Education approve the revisions to Policies 5260, 3453, 3517, 4112.5/4212.5, 4118.14/4218.14, 4152.6/4252.6, and 5114 as presented.....Action Item



**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  
                                 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  
Policy revised:

Source: Shipman

**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: CABA

## 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 § 31-51i

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

**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  
8<sup>th</sup> 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

### Recommended revisions

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:

~~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  
8<sup>th</sup> 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-380o

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

### Recommended revisions

4152.6(a)

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: ~~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, 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-380o~~ 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
<a href="#"><u>Policy revised:</u></a>	

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
<a href="#"><u>Policy revised:</u></a>	

Source: Shipman

# Memorandum



To: Board of Education Members  
From: Kai Byrd, Superintendent  
Date: June 12, 2024  
Re: New Business

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It is recommended that under NEW BUSINESS:

Per the Professional Agreement between the Bethany Board of Education and the Bethany Education Association Article XII, Section D, the Board of Education, upon recommendation of the Superintendent, shall grant a Child Care Leave of Absence. Attached are letters from Hanna Kane, Cary Pedicini, and Chelsea Pugliese requesting a Child Care Leave of Absence following their maternity leaves to the end of the 2024-2025 school year.

Recommended Motions:

- a. Move that the Board of Education grant a Child Care Leave of Absence to Hanna Kane following her maternity leave to the end of the 2024-2025 school year.
- b. Move that the Board of Education grant a Child Care Leave of Absence to Cary Pedicini following her maternity leave to the end of the 2024-2025 school year.
- c. Move that the Board of Education grant a Child Care Leave of Absence to Chelsea Pugliese following her maternity leave to the end of the 2024-2025 school year.

June 5th, 2024

Dear Bethany Board of Education,

In accordance with the BEA contract, I am requesting a Child Care Leave until April 1st, 2025 following my maternity leave. If for any reason the board does not have the ability to honor a request of April 1st, it is my formal request to utilize a Child Care Leave for the remainder of the 2024-2025 school year.

Sincerely,  
Hanna Kane

4/8/2024

Dear Bethany Board of Education,

In accordance with the BEA Contract, I am requesting a Child Care Leave for 37 weeks, through my expected delivery date (or up until delivery) of September 27th, 2024 until the remainder of the 2024-2025 school year, following my maternity leave. My expected due date is September 27th, 2024, however I am planning to work up until delivery so that date may be exceeded (please note it as up until delivery date). Please let me know if you have any additional questions. Thank you for your time and consideration!

Sincerely,  
Cary Pedicini

June 2, 2024

Dear Bethany Board of Education,

In accordance with the BEA Contract, I am requesting a Child Care Leave for the remainder of the 2024-2025 school year following my maternity leave.

Sincerely,

Chelsea Pugliese

# Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: June 12, 2024

Re: Superintendent Report

## Under ADMINISTRATIVE REPORTS:

- Recognitions
- Enrollment Update
- Personnel Update

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

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

\*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	5/2023
<b>PK</b>	27	26	27	27	27	29	31	33	33	34
<b>K (3)</b>	44	43	43	43	43	42	42	43	43	43
<b>1 (3)</b>	56	56	56	56	56	56	56	56	56	56
<b>2 (3)</b>	54	54	54	54	53	53	53	53	53	53
<b>3 (4)</b>	71	72	73	73	73	73	74	74	74	74
<b>4 (3)</b>	65	66	66	66	66	65	65	64	65	65
<b>5 (3)</b>	64	65	65	65	65	65	64	64	64	64
<b>6 (2)</b>	47	47	47	47	47	47	47	46	46	46
<b>TOTAL (21)</b>	<b>428</b>	<b>429</b>	<b>431</b>	<b>431</b>	<b>430</b>	<b>430</b>	<b>432</b>	<b>433</b>	<b>434</b>	<b>435</b>

\*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	5/2022
<b>PK</b>	16	17	19	22	23	23	23	23	23	25
<b>K (3)</b>	50	49	50	50	51	51	51	51	52	52
<b>1 (3)</b>	51	51	51	51	51	51	51	51	51	51
<b>2 (4)</b>	66	66	66	66	67	66	66	67	67	67
<b>3 (3)</b>	57	57	57	58	59	59	59	62	63	63
<b>4 (3)</b>	58	59	59	60	60	60	61	61	61	61
<b>5 (2)</b>	40	40	42	43	43	43	43	43	44	44
<b>6 (3)</b>	49	49	50	51	51	51	52	52	52	52
<b>TOTAL (21)</b>	<b>387</b>	<b>388</b>	<b>394</b>	<b>401</b>	<b>405</b>	<b>404</b>	<b>406</b>	<b>410</b>	<b>413</b>	<b>415</b>

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



# Memorandum



To: Board of Education Members

From: Cheryl Kiesel

Date: June 12, 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: June 12, 2024

Re: Principal's Report

Under ADMINISTRATIVE REPORTS:

- BCS Happenings