BETHANY BOARD OF EDUCATION
Regular Meeting

AGENDA

Wednesday, September 11, 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. August 14, 2024 Regular Meeting……Action Item

5. **Committee Reports (Bylaw 9132)**
   a. Curriculum
   b. Finance
      i. Report of expenditures and adjustments to the 2023-2024 Operating Budget through June 30, 2024……Action Item
      ii. Report of expenditures and adjustments to the 2024.2025 Operating Budget through July 31, 2024 ……Action Item
      iii. Report of expenditures and adjustments to the 2024-2025 Operating Budget through August 30, 2024……Action Item
   c. Facilities
   d. Transportation

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

a. Approved for first reading at the BOE Regular Meeting on August 14, 2024, the following policies are recommended for revision/no revision:

i. Revisions……Action Item

1. Policy 4117.5 – Exit Interview
2. Policy 3250 – Materials/Services Fees, Charges
3. Policy 3510 – Operation and Maintenance of Property
4. Policy 3560 – Capital Improvements
5. Policy 3000 – Concept and Roles in Business and Non-Instructional Operations
6. Policy 3280 – Gifts, Grants, and Bequests
7. Policy 3313 – Relations with Vendors
8. Policy 3324 – Ordering Goods and Services – Contracts
9. Policy 3514 – Equipment
10. Policy 3524.1 – Pesticide Application on School Property
11. Policy 3533 – Employee/Officer Bonds
12. Policy 3541.23 – Transportation Contractor
13. Policy 5113 – Student Attendance, Truancy, and Chronic Absenteeism
14. Bylaw 9110 – Number of Members, Terms of Office, Oath of Office

ii. No Revisions……Action Item

1. Policy 3110 – Fiscal Year
2. Policy 3221 – Individuals with Disabilities Education Act Fiscal Compliance
3. Policy 3313.1 – Local Purchasing
4. Policy 3326.1 – Payroll Procedures and Authorized Signatures
5. Policy 3434 – Periodic Audits
6. Policy 3435 – Fraud Prevention and Investigation
7. Policy 3440 – Inventories
8. Policy 3450 – Monies in School Buildings
9. Policy 3513.1 – Energy Conservation
10. Policy 3513.2 – Waste Management, Resource Conservation, and Recycling
11. Policy 3516.3 – Accident Prevention and Reporting
12. Policy 3532 – Property Insurance
13. Policy 3543.311 – Holds on the Destruction of Electronic Information and Paper Records
14. Policy 4113.6/4213.6 – Remote Work
15. Policy 4147.1/4247.1 – Bloodborne Pathogens

7. New Business (Bylaw 9300)

a. None

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: September 11, 2024

Re: Meeting Minutes

It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

a. Move the Bethany Board of Education accept the August 14, 2024 Regular Meeting Minutes as presented.

BETHANY BOARD OF EDUCATION
Regular Meeting Minutes
BCS Learning Commons and via Live Stream
August 14, 2024

Present
Susan Bradford
Joseph Cafasso
John Paul Garcia
Shannon Lane
Caroline Leary
Amy Lestinsky

Administration
Kai Byrd
Cheryl Kiesel
Tom Reed-Swale

Absent
Angelo Amato
EJ Maher
Shawn Uscilla

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 planned for the 2024-2025 school year, and encouraged families to join PTBoard and Facebook.

Public Comment

Naomi Rosenstein, 30 N. Humiston Drive, spoke about the need for the BCS K.I.D.S program.

BCS Community Response

Mrs. Byrd shared a timeline of the response from the District regarding the ongoing criminal matter and resources that have and will be provided to assist families.

Mrs. Byrd presented information on the new BCS K.I.D.S before and after school program and took questions from Board members.

Minutes

Motion by Cafasso, seconded by Leary to accept the June 12, 2024 Regular Meeting Minutes as presented. *The motion carries 5 yes (Bradford, Cafasso, Garcia, Lane, Leary), 3 absent (Amato, Maher, Uscilla) and 1 abstain (Lestinsky).*

Committee Reports

The committees have not met recently.

Unfinished Business

None

New Business

Motion by Lestinsky, seconded by Cafasso to accept the policies for revision or no revision as recommended. *The motion carries 6 yes (Bradford, Cafasso, Garcia, Lane, Leary, Lestinsky), 3 absent (Amato, Maher, Uscilla).*

Superintendent Report

Mrs. Byrd reported that the current enrollment is 412, but explained that there are several families that have not completed registration as of today.

Mrs. Byrd provided a personnel update:

- The resignation of three Specials teachers, three Classroom teachers, the RBT, a Paraeducator, and a BCS Office Clerk.
- The retirement of an Administrative Assistant.

DRAFT

- The hiring of two Specials teachers, two Classroom teachers, three Custodians, and three Paraeducators.
- The other open positions are in the process of being filled.

Director Report

Ms. Kiesel reported on Curriculum & Special Services.

Principal Report

Mr. Reed-Swale thanked Kevin and the custodial staff for getting the building ready for staff and students for the start of the school year.

Mr. Reed-Swale shared some end of summer tasks being accomplished at the school and provided some dates for upcoming events.

Chairman Report

Mr. Garcia reviewed with Board members the multiple drawings/options for construction to be done to the ramp and stairs at the front of the school.

Communications

None.

Public Comment

Jennifer Searles, 134 N. Humiston Drive, thanked everyone for the resources being provided to families and how quickly they were provided, asked about the plan to address issues with math for incoming 6th grade students, asked how much time is spent testing students, and asked to consider rotating periods for Team Summit.

Naomi Rosenstein, 30 N. Humiston Drive, thanked everyone for their hard work on the BCS K.I.D.S program and had a few questions regarding the program.

Valerie Hallstrom, 204 Fairwood Road, expressed gratitude for the proposed BCS K.I.D.S. program and provided suggestions on the collaboration with J.C.C.

Gunnar Lauer, 53 Lacey Road, thanked the District for their hard work on the BCS K.I.D.S. program and for the communication provided. He requested more information on the circumstances involving the ongoing criminal matter.

Johanna Fernandez, 108 Gaylord Mountain Road, thanked the Board for offering the BCS K.I.D.S program, expressed a need for the program, and had questions regarding the timeframe of when it will begin.

Adjournment

The meeting adjourned at 7:55 p.m.

<u>Visitors in Attendance</u>
In Person: 14
On Livestream: 35

Donna Ricciardi
Recording Secretary

DRAFT

Memorandum

To: Board of Education Members

From: Kai Byrd, Superintendent

Date: September 11, 2024

Re: Finance Committee Report of Expenditures and Adjustments

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

The attached report presents the adopted 2023-2024 Operating Budget with encumbrances through June 30, 2024.

Recommended Motion:

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

The attached reports present the adopted 2024-2025 Operating Budget with encumbrances through August 31, 2024.

Recommended Motions:

ii. Move that the Board of Education accept the report of expenditures and adjustments to the 2024-2025 Operating Budget through July 31, 2024.

iii. Move that the Board of Education accept the report of expenditures and adjustments to the 2024-2025 Operating Budget through August 31, 2024.

Bethany Board of Education

Operating Budget 2023-2024 Summary - as of June 2024

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var$ May	Var% May	Var$ June	Var% June
General Education								
Salaries								
Certified	$2,239,147	$2,286,089	$2,264,181	$2,264,181	$ 5,460	0.24%	$ 21,908	0.96%
Curriculum (Supplemental)	$0	$0	$0	$0	$ -	0.00%	$ -	0.00%
Non-Certified	$261,922	$258,624	$140,728	$140,728	$ (23,778)	-9.19%	$ 117,896	45.59%
Nurse	$54,057	$54,058	$53,452	$53,452	$ -	0.00%	$ 606	1.12%
Total Salaries	**$2,555,126**	**$2,598,770**	**$2,458,360**	**$2,458,360**	$ (18,318)	-0.70%	$ 140,410	5.40%
Benefits	**$502,865**	**$439,519**	**$380,468**	**$380,468**	$ 56,150	12.78%	$ 59,051	13.44%
Services								
BCS	$5,800	$5,800	$196,888	$196,888	$ -	0.00%	$ (191,088)	-3294.61%
Curriculum	$94,012	$94,012	$88,665	$88,665	$ -	0.00%	$ 5,347	5.69%
IT	$52,600	$52,600	$67,174	$67,174	$ (11,718)	-22.28%	$ (14,574)	-27.71%
Total Services	**$152,412**	**$152,412**	**$352,726**	**$352,726**	$ (11,718)	-7.69%	$ (200,314)	-131.43%
Supplies								
BCS	$65,380	$65,380	$78,736	$78,736	$ -	0.00%	$ (13,356)	-20.43%
Curriculum	$5,646	$5,646	$9,647	$9,647	$ (2,854)	-50.55%	$ (4,001)	-70.87%
IT	$111,270	$113,868	$124,012	$124,012	$ (5,532)	-4.86%	$ (10,144)	-8.91%
Total Supplies	**$182,296**	**$184,894**	**$212,395**	**$212,395**	$ (8,386)	-4.54%	$ (27,501)	-14.87%
Other								
BCS	$1,550	$1,550	$934	$934	$ -	0.00%	$ 616	39.74%
Curriculum	$650	$650	$326	$326	$ -	0.00%	$ 324	49.85%
IT	$31,250	$31,250	$73,516	$73,516	$ (8,750)	-28.00%	$ (42,266)	-135.25%
Total Other	**$33,450**	**$33,450**	**$74,776**	**$74,776**	$ (8,750)	-26.16%	$ (41,326)	-123.55%
Subtotal	**$3,426,149**	**$3,409,045**	**$3,478,726**	**$3,478,726**	$ 8,978	0.26%	$ (69,681)	-2.04%
Special Education								
Salaries	$1,333,108	$1,362,993	$1,353,370	$1,353,370	$ 3,502	0.26%	$ 9,623	0.71%
Benefits	$294,914	$269,430	$246,555	$246,555	$ 18,037	6.69%	$ 22,875	8.49%
Services	$397,265	$396,265	$302,456	$302,456	$ (14,184)	-3.58%	$ 93,809	23.67%
Supplies	$7,064	$7,064	$33,398	$33,398	$ -	0.00%	$ (26,334)	-372.78%
Other	$2,852	$2,852	$2,226	$2,226	$ -	0.00%	$ 626	21.95%
Subtotal	**$2,035,203**	**$2,038,604**	**$1,938,005**	**$1,938,005**	$ 7,355	0.36%	$ 100,599	4.93%
Operations and Overhead								
Salaries	$1,050,846	$1,039,336	$1,001,792	$1,001,792	$ 22,855	2.20%	$ 37,544	3.61%
Benefits	$248,635	$267,848	$172,966	$172,966	$ 72,763	27.17%	$ 94,882	35.42%
Services	$169,229	$174,229	$196,505	$196,505	$ 9,756	5.60%	$ (22,276)	-12.79%
Supplies	$44,800	$44,800	$41,368	$41,368	$ -	0.00%	$ 3,432	7.66%
Utilities (Electricity)	$120,000	$120,000	$122,861	$122,861	$ -	0.00%	$ (2,861)	-2.38%
Facilities and Maintenance	$131,330	$131,330	$216,492	$216,492	$ (92,411)	-70.37%	$ (85,162)	-64.85%
Student Transportation	$291,678	$291,678	$291,678	$ 291,678.00	$ -	0.00%	$ -	0.00%
Other	$20,725	$20,725	$17,553	$ 17,553.35	$ (179)	-0.86%	$ 3,172	15.30%
Subtotal	**$2,077,243**	**$2,089,946**	**$2,061,215**	**$ 2,061,215.40**	$ 12,784	0.61%	$ 28,730	1.37%
Total	**$7,538,595**	**$7,537,595**	**$7,477,946**	**$7,477,946**	$ 29,117	0.39%	$ 59,648	0.79%

Prek Account			**Revenue**	**Expenditures**	**Balance**
as of 07/01/2023					$106,457.06
Tuition Revenue for FY			$31,923.74		$138,380.80
Total Expenditures for FY				$53,431.30	$84,949.50
Estimated Balance at Month End					**$84,949.50**

10-248a			**Revenue**	**Expenditures**	**Balance**
as of 07/01/2023					$369,940.74
Total Revenue for FY			$123,679.25		$493,619.99
Total Expenditures for FY				$133,606.44	$360,013.55
Estimated Balance at Month End					**$360,013.55**

excess cost =

#1 rcv'd= $45,310-applied directly to invoicing-does not impact budget

#2 rcv'd = $17,157

Total = 62,467

Bethany Board of Education

Operating Budget 2024-2025 Summary - as of July 2024

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var$	Var%	Var$ July	Var% July
General Education								
Salaries								
Certified	$2,468,422	$2,466,864	$0	$2,466,864			$ -	0.00%
Curriculum (Supplemental)	$0	$0	$0	$0			$ -	0.00%
Non-Certified	$272,806	$264,766	$962	$264,766			$ -	0.00%
Nurse	$55,742	$55,742	$0	$55,742			$ -	0.00%
Total Salaries	**$2,796,970**	**$2,787,372**	**$962**	**$2,787,372**			$ -	0.00%
Benefits	**$506,581**	**$506,581**	**$23,082**	**$506,581**			$ -	0.00%
Services								
BCS	$5,300	$5,300	$0	$5,300			$ -	0.00%
Curriculum	$96,999	$93,249	$0	$93,249			$ -	0.00%
IT	$68,500	$68,500	$196	$68,500			$ -	0.00%
Total Services	**$170,799**	**$167,049**	**$196**	**$167,049**			$ -	0.00%
Supplies								
BCS	$66,660	$66,660	$5,694	$66,660			$ -	0.00%
Curriculum	$4,600	$4,600	$112	$4,600			$ -	0.00%
IT	$100,020	$100,020	$59,681	$100,020			$ -	0.00%
Total Supplies	**$171,280**	**$171,280**	**$65,487**	**$171,280**			$ -	0.00%
Other								
BCS	$1,550	$1,550	$0	$1,550			$ -	0.00%
Curriculum	$670	$670	$0	$670			$ -	0.00%
IT	$33,720	$53,720	$36,260	$53,720			$ -	0.00%
Total Other	**$35,940**	**$55,940**	**$36,260**	**$55,940**			$ -	0.00%
Subtotal	**$3,681,570**	**$3,688,221**	**$125,987**	**$3,688,221**			$ -	0.00%
Special Education								
Salaries	$1,417,928	$1,419,648	$32,637	$1,419,648			$ -	0.00%
Benefits	$278,774	$278,774	$14,269	$278,774			$ -	0.00%
Services	$400,256	$400,256	$50	$400,256			$ -	0.00%
Supplies	$9,566	$9,566	$75	$9,566			$ -	0.00%
Other	$2,490	$2,490	$0	$2,490			$ -	0.00%
Subtotal	**$2,109,014**	**$2,110,734**	**$47,031**	**$2,110,734**			$ -	0.00%
Operations and Overhead								
Salaries	$1,110,471	$1,066,510	$64,504	$1,066,510			$ -	0.00%
Benefits	$247,219	$247,219	$8,990	$247,219			$ -	0.00%
Services	$155,367	$165,956	$43,562	$165,956			$ -	0.00%
Supplies	$44,800	$44,800	$2,763	$44,800			$ -	0.00%
Utilities (Electricity)	$138,000	$138,000	$0	$138,000			$ -	0.00%
Facilities and Maintenance	$142,105	$167,105	$18,804	$167,105			$ -	0.00%
Student Transportation	$300,672	$300,672	$0	$ 300,672.00			$ -	0.00%
Other	$19,800	$19,800	$1,509	$ 19,800.00			$ -	0.00%
Subtotal	**$2,158,434**	**$2,150,063**	**$140,132**	**$ 2,150,062.80**			$ -	0.00%
Total	**$7,949,018**	**$7,949,018**	**$313,149**	**$7,949,018**			$ -	0.00%

Prek Account			**Revenue**	**Expenditures**	**Balance**			
as of 07/01/2024					$84,949.50			
Tuition Revenue for FY			$1,244.23		$86,193.73			
Total Expenditures for FY				$58.99	$86,134.74			
Estimated Balance at Month End					**$86,134.74**			

10-248a			**Revenue**	**Expenditures**	**Balance**			
as of 07/01/2024					$360,013.55			
Total Revenue for FY			$759.53		$360,773.08			
Total Expenditures for FY				$0.00	$360,773.08			
Estimated Balance at Month End					**$360,773.08**			

excess cost =

#1 rcv'd=

#2 rcv'd =

Total =

Bethany Board of Education

Operating Budget 2024-2025 Summary - as of August 2024

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var$ July	Var% July	Var$ August	Var% August
General Education								
Salaries								
Certified	$2,468,422	$2,466,864	$93,959	$2,452,708	$ -	0.00%	$ 14,156	0.57%
Curriculum (Supplemental)	$0	$0	$0	$0	$ -	0.00%	$ -	0.00%
Non-Certified	$272,806	$264,766	$7,760	$264,766	$ -	0.00%	$ -	0.00%
Nurse	$55,742	$55,742	$0	$55,742	$ -	0.00%	$ -	0.00%
Total Salaries	**$2,796,970**	**$2,787,372**	**$101,719**	**$2,773,216**	$ -	0.00%	$ 14,156	0.51%
Benefits	**$506,581**	**$506,581**	**$56,757**	**$506,581**	$ -	0.00%	$ -	0.00%
Services								
BCS	$5,300	$5,300	$0	$5,300	$ -	0.00%	$ -	0.00%
Curriculum	$96,999	$93,249	$47,957	$93,249	$ -	0.00%	$ -	0.00%
IT	$68,500	$68,500	$392	$68,500	$ -	0.00%	$ -	0.00%
Total Services	**$170,799**	**$167,049**	**$48,349**	**$167,049**	$ -	0.00%	$ -	0.00%
Supplies								
BCS	$66,660	$66,660	$18,900	$66,660	$ -	0.00%	$ -	0.00%
Curriculum	$4,600	$4,600	$241	$4,600	$ -	0.00%	$ -	0.00%
IT	$100,020	$100,020	$74,473	$100,020	$ -	0.00%	$ -	0.00%
Total Supplies	**$171,280**	**$171,280**	**$93,614**	**$171,280**	$ -	0.00%	$ -	0.00%
Other								
BCS	$1,550	$1,550	$0	$1,550	$ -	0.00%	$ -	0.00%
Curriculum	$670	$670	$0	$670	$ -	0.00%	$ -	0.00%
IT	$33,720	$53,720	$36,260	$53,720	$ -	0.00%	$ -	0.00%
Total Other	**$35,940**	**$55,940**	**$36,260**	**$55,940**	$ -	0.00%	$ -	0.00%
Subtotal	**$3,681,570**	**$3,688,221**	**$336,699**	**$3,674,065**	$ -	0.00%	$ 14,156	0.38%
Special Education								
Salaries	$1,417,928	$1,419,648	$53,788	$1,418,230	$ -	0.00%	$ 1,419	0.10%
Benefits	$278,774	$278,774	$36,707	$278,774	$ -	0.00%	$ -	0.00%
Services	$400,256	$400,256	$17,621	$400,256	$ -	0.00%	$ -	0.00%
Supplies	$9,566	$9,566	$4,114	$9,566	$ -	0.00%	$ -	0.00%
Other	$2,490	$2,490	$480	$2,490	$ -	0.00%	$ -	0.00%
Subtotal	**$2,109,014**	**$2,110,734**	**$112,710**	**$2,109,315**	$ -	0.00%	$ 1,419	0.07%
Operations and Overhead								
Salaries	$1,110,471	$1,066,510	$167,991	$1,066,510	$ -	0.00%	$ -	0.00%
Benefits	$247,219	$247,219	$21,383	$247,219	$ -	0.00%	$ -	0.00%
Services	$155,367	$165,956	$48,535	$165,956	$ -	0.00%	$ -	0.00%
Supplies	$44,800	$44,800	$6,800	$44,800	$ -	0.00%	$ -	0.00%
Utilities (Electricity)	$138,000	$138,000	$13,414	$138,000	$ -	0.00%	$ -	0.00%
Facilities and Maintenance	$142,105	$167,105	$49,007	$167,105	$ -	0.00%	$ -	0.00%
Student Transportation	$300,672	$300,672	$0	$ 300,672.00	$ -	0.00%	$ -	0.00%
Other	$19,800	$19,800	$3,626	$ 19,800.00	$ -	0.00%	$ -	0.00%
Subtotal	**$2,158,434**	**$2,150,063**	**$310,757**	**$ 2,150,062.80**	$ -	0.00%	$ -	0.00%
Total	**$7,949,018**	**$7,949,018**	**$760,165**	**$7,933,443**	$ -	0.00%	$ 15,575	0.20%

Prek Account			**Revenue**	**Expenditures**	**Balance**			
as of 07/01/2024					$84,949.50			
Tuition Revenue for FY			$1,866.35		$86,815.85			
Total Expenditures for FY				$5,878.08	$80,937.77			
Estimated Balance at Month End					**$80,937.77**			

10-248a			**Revenue**	**Expenditures**	**Balance**			
as of 07/01/2024					$360,013.55			
Total Revenue for FY			$1,520.66		$361,534.21			
Total Expenditures for FY				$0.00	$361,534.21			
Estimated Balance at Month End					**$361,534.21**			

excess cost =

#1 rcv'd=

#2 rcv'd =

Total =

Memorandum

To: Board of Education Members

From: Kai Byrd, Superintendent

Date: September 11, 2024

Re: Unfinished Business

It is recommended that under UNFINISHED BUSINESS:

Recommended Motions:

a.(i)1- 14 Move that the Bethany Board of Education approve the revisions to the following policies as presented:

1. Policy 4117.5 – Exit Interview
2. Policy 3250 – Materials/Services Fees, Charges
3. Policy 3510 – Operation and Maintenance of Property
4. Policy 3560 – Capital Improvements
5. Policy 3000 – Concept and Roles in Business and Non-Instructional Operations
6. Policy 3280 – Gifts, Grants, and Bequests
7. Policy 3313 – Relations with Vendors
8. Policy 3324 – Ordering Goods and Services – Contracts
9. Policy 3514 – Equipment
10. Policy 3524.1 – Pesticide Application on School Property
11. Policy 3533 – Employee/Officer Bonds
12. Policy 3541.23 – Transportation Contractor
13. Policy 5113 – Student Attendance, Truancy, and Chronic Absenteeism
14. Bylaw 9110 – Number of Members, Terms of Office, Oath of Office

a.(ii)1- 15 Move that the Bethany Board of Education approve no revisions to the following policies as presented:

1. Policy 3110 – Fiscal Year
2. Policy 3221 – Individuals with Disabilities Education Act Fiscal Compliance
3. Policy 3313.1 – Local Purchasing
4. Policy 3326.1 – Payroll Procedures and Authorized Signatures

5. Policy 3434 – Periodic Audits
6. Policy 3435 – Fraud Prevention and Investigation
7. Policy 3440 – Inventories
8. Policy 3450 – Monies in School Buildings
9. Policy 3513.1 – Energy Conservation
10. Policy 3513.2 – Waste Management, Resource Conservation, and Recycling
11. Policy 3516.3 – Accident Prevention and Reporting
12. Policy 3532 – Property Insurance
13. Policy 3543.311 – Holds on the Destruction of Electronic Information and Paper Records
14. Policy 4113.6/4213.6 – Remote Work
15. Policy 4147.1/4247.1 – Bloodborne Pathogens

Exit Survey/Interview
Mandated Revisions

In an effort to continually improve the working atmosphere in the Bethany Public School District (District), ~~a voluntary exit interview will be offered to each certified employee departing~~ **an exit survey/interview shall be completed by all certified professional educators and district employees who voluntarily resign from** the District.

The survey shall include questions relating to the reason why the employee is ceasing employment, whether or not the employee is leaving the profession, the demographics of the employee, and the areas in which the employee taught or served. The Superintendent shall conduct the interview.

~~Each certified employee will be given the opportunity to complete an exit interview questionnaire and to discuss their employment experiences with the Superintendent.~~

The ~~questionnaire~~ **survey** and interview notes may be rendered anonymous upon request of the employee and will be kept in a confidential file in the Office of the Superintendent.

Legal References: **Connecticut General Statutes**
P.A. 23-159 An Act concerning Teachers and Paraeducators.

Policy approved: July 1, 1996
Policy revised: May 8, 2013
Policy revised: May 11, 2016
Policy revised: December 9, 2020
Policy revised: May 10, 2023
Policy revised:

Source: BPSD**/CABE**

Recommended Revisions

Materials/Services Fees, Charges

~~In accordance with Connecticut General Statutes' requirement~~ **In line with the responsibility of the state** to provide a free public school education, the Bethany Board of Education will provide ~~at no cost~~ to students instructional equipment, books, and materials as it deems necessary, needed to maintain the desired instructional program, subject to reasonable rules concerning their care and use. ~~No fees, deposits or other charges not specifically outlined in an approved parent/student handbook shall be levied.~~

Students shall be charged for damaged or lost textbooks, library/media materials, **technology devices/accessories**, and other educational equipment or materials. Fines and assessments shall be levied, collected, and disbursed subject to Board Policy and Administrative Regulations. The ~~school~~ **Bethany Public School District** is authorized to withhold report cards until payment ~~for a return of the textbook, library/media, or other educational equipment~~ **is received** or material is ~~made~~ **returned**.

Copies of Records

Any person who applies in writing will receive a plain or certified copy of any public record. The maximum fee per page allowable under the Connecticut Freedom of Information Act will be charged.

Legal References: Connecticut General Statutes § 1-15

Connecticut General Statutes § 10-221

Connecticut General Statutes § 10-228

Connecticut General Statutes § 10-228a

Connecticut General Statutes § 10-229

Policy adopted: September 9, 1991
Policy revised: February 8, 2012
Policy revised: April 13, 2016
Policy revised: April 7, 2021
Policy revised:

Source: CABE **and BPSD**

Recommended revisions

Operation and Maintenance of Property

The care, custody, and safekeeping of all Bethany Public School District (District) property shall be the general responsibility of the Superintendent who shall establish procedures necessary to:

1. provide information on the condition, location, and value of District property **and equipment**;
2. safeguard District property **and equipment** against loss, damage, or undue depreciation;
3. recover and restore to usefulness any District property **and equipment** which may be lost, stolen, or damaged;
4. ~~insure~~ **ensure** the proper maintenance and safekeeping of District property **and equipment**.

School maintenance shall be provided by the **head of the** ~~District~~ Facilities ~~Manager~~ **Department**.

~~Within the school, the Principal shall be responsible to the Superintendent for the proper care and maintenance of buildings and equipment.~~

Legal References: Connecticut General Statutes § 10-203
Connecticut General Statutes § 10-220

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

Source: CABE

Recommended revision

Capital Improvements

Except for emergencies or reasons of economy, the purchase of major pieces of equipment shall be scheduled so that annual budgetary appropriations for capital improvement will be of similar size or will show a continuous trend without severe fluctuations.

A long-range and short-range plan for capital improvement shall be developed by the Superintendent in order to prevent severe fluctuations in the annual capital improvement fund and to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints. ~~Development of capital improvement will be carried out in coordination with the Town's Capital Improvement Projects (CIP).~~

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

Source: CABE

Technical Revision

Concept and Roles in Business and Non-Instructional Operations

The Bethany Board of Education (Board) recognizes that money and money management comprise the foundation of the Bethany Public School District's educational programs and shall work with town boards and elected officials to provide adequate appropriations in support of these programs. To make that support as effective as possible, the Board shall:

1. Encourage advance planning through the best possible budget procedures.
2. Develop long-range educational and financial plans to provide appropriate educational programs for students within the community's ability to pay.
3. Explore all practical sources of financial support.
4. Guide the expenditure of funds so as to extract the greatest educational returns.
5. Establish top-quality, accepted accounting and reporting procedures.
6. Work cooperatively with other appropriate governmental agencies and officials.

Non-Instructional Operations

The operation and maintenance of the ~~school's~~ **District's** facilities and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources**,** and to support environmentally the efforts of the staff to provide a good education.

Policy adopted: September 9, 1991
Policy reviewed: January 11, 2012
Policy revised: April 13, 2016
Policy revised: April 7, 2021
Policy revised:

Source: CABE

Technical revision

Gifts, Grants, and Bequests

The ~~Bethany Board of Education may accept on behalf of and for the~~ Bethany Public School District (District) **may accept** any bequest or gift of money or property for a purpose deemed to be suitable and to be used for the educational benefits of students in the District.

The Superintendent shall set criteria to be met in the acceptance of gifts, grants, and bequests and the procedure for examining and evaluating offers of these gifts to the District.

All gifts, grants, and bequests shall be accepted for the District at the discretion of the Superintendent.

Legal Reference: Connecticut General Statutes § 7-194

Connecticut General Statutes § 10-9

Policy adopted: September 9, 1991
Policy revised: April 11, 2012
Policy revised: April 13, 2016
Policy revised: April 7, 2021
Policy revised:

Source: CABE

Technical revision

Relations with Vendors

General

The Bethany Board of Education (Board) wishes to maintain good working relations with vendors who supply materials, supplies, and services to the Bethany Public School District (District). Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

Members of the Board and **District** employees shall avoid any conflict, or appearance of conflict, between personal interests and the interests of the District in dealing with suppliers, contractors, and all organizations or individuals doing or seeking to do, business with the District.

Although some suppliers offer gifts to **District** employees at different times which are not intended to influence the District's procurement practices, the Board requests that vendors do not place on their gift lists the names of individuals employed by, or officially connected with, the District.

Gifts

No Board member or **District** employee shall directly or indirectly solicit any gift or accept or receive any gift having a value of twenty-five dollars ($25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the Board member or **District** employee, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

Policy adopted: September 9, 1991
Policy revised: April 11, 2012
Policy revised: April 13, 2016
Policy revised: April 7, 2021
Policy revised:

Source: CABE

Technical revision

Equipment

Authorized Use of School Equipment

The Bethany Board of Education (Board) may permit the use of Bethany Public School District (District) equipment by school personnel and community groups when such use does not interfere with the District's educational programs. "District equipment" is defined as including but is not limited to any movable hardware that is not normally identified as part of a room or building, including chairs, risers, tables, portable stages, audio-visual equipment, tools, physical education equipment, and computers.

User fees, if applicable, shall be paid in advance to cover actual costs, depreciation, and insurance. Users shall be responsible for reimbursing the District for lost or damaged equipment.

The Board reserves the right to deny use of equipment for non-school use.

School administration and department heads shall be authorized to release equipment assigned to the building or department in accordance with this policy and appropriate administrative **procedures or** regulations.

Personal Use of School Equipment by Employees

School equipment shall not be used by any employee, student, or community group for personal use at any time without prior approval from the Superintendent. No equipment may be removed from school premises for personal use by anyone without prior approval from the Superintendent.

The Superintendent shall work with the school administration or department head to develop specific procedures for the use of school equipment by employees working in the regular or extracurricular program during times when school is not normally in session.

Similar procedures shall be developed for maintenance and custodial employees performing duties outside regular working hours.

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: CABE

Technical revision

Pesticide Application on School Property

It is the policy of the Bethany Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of the school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticide in any Bethany Public School District (District) building or grounds is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any District building, or grounds during regular school hours or during planned activities at any school except as provided by Connecticut State Statute or regulation.

Parents/guardians of children and/or District employees may register for prior notice of pesticide application. The District shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents/guardians and/or District employees in the event of a threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice to parents/guardians and/or District employees in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

There shall be no application of any lawn care pesticide on the grounds of **the** District with students in grade six (6) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions.

The Board directs the Superintendent to promulgate administrative regulations in furtherance of this policy.

Legal References: Connecticut General Statutes § 10-231a
Connecticut General Statutes § 10-231b
Connecticut General Statutes § 10-231d

Policy adopted: April 13, 2016
Policy revised: November 9, 2016
Policy revised: April 7, 2021
Policy revised:

Source: Shipman

Technical revision

Employee/Officer Bonds

All **Bethany Public School** District employees who handle funds shall be covered by a blanket fidelity bond secured by the Town of Bethany.

Legal References: ~~Connecticut General Statutes § 10-47~~

Connecticut General Statutes § 10-220

Policy adopted: September 9, 1991
Policy reviewed: May 9, 2012
Policy revised: May 11, 2016
Policy reviewed: April 7, 2021
Policy revised:

Source: CABE

Technical revision

Transportation Contractor

Bethany Public School District (District) transportation shall be provided by private contractors consistent with contractual arrangements as offered by the Bethany Board of Education from time to time.

Transportation contractors shall comply with all provisions of the contract, with all current State Statutes and regulations of the Commissioner of Motor Vehicles.

In addition, the District expects its school transportation contractor to train all school bus drivers with instruction pertaining to the identification, signs, and symptoms of anaphylaxis and in the administration of epinephrine by a cartridge injector (EpiPen), the notification of emergency personnel, and the reporting of an incident involving a student's life-threatening allergic reaction. Such training shall occur following the issuance or renewal of an endorsement to operate a school bus for carrier employees and upon the hiring of a school bus driver, except a driver who received the training after the most recent issuance or renewal of his/her endorsement is not required to repeat it.

Prior to employment of bus drivers, the District expects its school transportation carrier to conduct a full query of the Federal Motor Carrier Safety Administration's Drug and Alcohol Clearinghouse (Clearinghouse) to obtain information about the driver's eligibility under federal rules to perform a safety-sensitive function. ~~The transportation carrier will also contact prior employers where the applicant was a CDL driver for information to determine the driver's eligibility to perform safety-sensitive functions. (Prior employers' inquiries will continue until January 2023.)~~

The transportation contractor will also utilize the Clearinghouse for current CDL drivers who are employees on at least an annual basis. Required personnel information that is collected and maintained in connection with the testing program shall also be reported, as required, to the Clearinghouse.

Legal Reference: Connecticut General Statutes § 10-212c

Connecticut General Statutes § 14-261b

Connecticut General Statutes § 14-276a

Connecticut General Statutes § 52-557b

United States Code, Title 49

2717 Alcohol and controlled substances testing (Omnibus Transportation Employee Testing Act of 1991)

Code of Federal Regulations, Title 49, Parts 40, 392, 395

Holiday v. City of Modesto, 229 Cal. App. 3d. 528, 540 (1991)

International Brotherhood of Teamsters v. Department of Transportation, 932 F. 2d 1292 (1991)

American Trucking Association, Inc. v. Federal Highway Administration, WL 136022 (1995)

Policy adopted: April 7, 2021
Policy revised:

Source: CABE

Technical Revision

Student Attendance, Truancy, and Chronic Absenteeism

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Bethany Board of Education (Board), through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board takes seriously the issue of chronic absenteeism. To address this issue, the Board through its Superintendent will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

Connecticut General Statutes § 10-184

Connecticut General Statutes § 10-186

Connecticut General Statutes § 10-198a

Connecticut General Statutes § 10-198b, as amended

Connecticut General Statutes § 10-198c

Connecticut General Statutes § 10-198d

Connecticut General Statutes § 10-198e

Connecticut General Statutes § 10-198f

Connecticut General Statutes § 10-220

Public Act 22-47

Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)

Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)

Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Connecticut State Department of Education, Reducing Chronic Absence in Connecticut's Schools: A Prevention and Intervention Guide for Schools and Districts (April 2017)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral for Truancy and Defiance of School Rules* (February 22, 2018)

Connecticut State Department of Education Memorandum, *Youth Service Bureau Referral Guide* (February 2018)

Connecticut State Department of Education Memorandum, *Mental Health Wellness Days* (January 24, 2022)

Connecticut State Department of Education Memorandum, *Adoption of Definition of Remote Absence* (September 7, 2022)

Connecticut State Board of Education Resolution (September 7, 2022)

Policy adopted:	October 9, 2002
Policy revised:	May 13, 2015
Policy revised:	March 9, 2016
Policy revised:	November 9, 2016
Policy revised:	December 13, 2017
Policy reviewed:	October 1, 2018
Policy revised:	December 8, 2021
Policy revised:	May 11, 2022
Policy revised:	December 14, 2022
Policy revised:	

Source: Shipman

Technical revision

Number of Members, Terms of Office, Oath of Office

The Bethany Board of Education (Board) shall consist of nine (9) members. Their terms of office shall be in accordance with ~~the Bethany Town Charter and any other~~ governing laws. Members shall take office at the first regularly scheduled meeting in January. Members of the Board shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes.

All officers of the Board shall hold office for a term of two (2) years and until their successors are elected and have qualified, except in case of removal in accordance with the Bylaws of the Board.

Legal Reference: Connecticut General Statutes § 1-25

~~Town of Bethany Charter § 3.15~~

Bylaw adopted: September 9, 1991
Bylaw revised: February 10, 2016
Bylaw revised: November 9, 2016
Bylaw revised: April 8, 2020
Bylaw revised: December 14, 2022
Bylaw revised:

Source: CABE ~~& Town Charter~~

No change recommended

Fiscal Year

The fiscal year shall commence July first and end June thirtieth.

Legal References: Connecticut General Statutes § 10-51

Connecticut General Statutes § 10-222

Connecticut General Statutes § 10-259

Policy adopted: April 13, 2016
Policy reviewed: April 7, 2021
Policy reviewed:

Source: CABE

No change recommended

Individuals with Disabilities Education Act Fiscal Compliance

The Bethany Board of Education (Board) will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act (IDEA), and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time. The Superintendent shall develop administrative regulations with regard to such fiscal compliance.

Legal References: Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)

34 C.F.R. § 300.144

34 C.F.R. § 300.202(a)(3)

34 C.F.R. § 300.133(d)

34 C.F.R. § 300.172

34 C.F.R. § 300.205(d)

34 C.F.R. § 300.226(a)

34 C.F.R. § 300.209(b)

34 C.F.R. § 300.818, Appendix A

Policy adopted: April 13, 2016
Policy revised: November 9, 2016
Policy revised: April 7, 2021
Policy reviewed:

Source: Shipman

No change recommended

Local Purchasing

As a public agency, the Bethany Board of Education (Board) is aware of its responsibility to spend its funds so as to obtain the greatest possible educational value for every dollar spent. Therefore, even though the Board may make its purchases locally whenever bids and prices are fully comparable with those of outside bidders, the lowest qualified bid and the lowest qualified price for goods and services shall be sought and may be accepted.

Policy adopted: September 9, 1991
Policy revised: April 11, 2012
Policy revised: April 13, 2016
Policy revised: April 7, 2021
Policy reviewed:

Source: CABE

No changes recommended

Payroll Procedures and Authorized Signatures

The Superintendent or his/her designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll designee shall be authorized to make all deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Board of Education (Board). Each payroll and other orders for the payment of expenses by the town treasurer on behalf of the Board shall be signed by the Superintendent or his/her designee.

Legal Reference: Connecticut General Statutes § 10-248

Policy adopted: April 13, 2016
Policy revised: April 7, 2021
Policy reviewed:

Source: CABE

No change recommended

Periodic Audits

An audit of all accounts of the Bethany Public School District (District) shall be made annually by an independent public accountant selected by the town of Bethany.

The audit shall include all funds of the District including appropriated budget funds, all student activity funds, cafeteria funds and accounts, and all other funds under the control or jurisdiction of the Bethany Board of Education (Board). The audit shall identify all expenditures by source of funds and shall contain:

1. a statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut; and
2. a summary of audit exceptions and management recommendations.

The annual audit shall be reported to the Board at a regularly scheduled public meeting by the Superintendent or his/her designee.

The Superintendent shall report on a corrective plan including periodic updates when warranted.

Legal Reference: Connecticut General Statutes § 7-392
Connecticut General Statutes § 7-393
Connecticut General Statutes § 10-260a

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

Source: CABE

No changes recommended

Fraud Prevention and Investigation

The Bethany Board of Education expects all employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the Bethany Public School District (District) to act with integrity and due diligence in duties involving the District's fiscal resources.

The Superintendent or his/her designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, employee error, misrepresentation by third parties, or imprudent employee action, financial impropriety, or irregularity within the District.

An employee who suspects fraud, impropriety, or irregularity shall immediately report the suspicions to his/her immediate supervisor and/or the Superintendent or his/her designee. The Superintendent or his/her designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Policy adopted: April 13, 2016
Policy revised: April 7, 2021
Policy reviewed:

Source: CABE

No change recommended

Inventories

Equipment

An inventory of equipment shall be maintained in a manner authorized by the State Board of Education. All items whose current value exceeds one thousand dollars ($1,000) shall be included in the inventory, with the exception of equipment permanently fixed in a building such as heaters or lockers. The equipment inventory shall serve both the functions of control and conservation. The inventory shall include at least the description, name, date of acquisition, identification numbers, original cost, and location of use of all items. A record of the date and mode of disposal of all equipment removed from the inventory shall also be kept.

Supplies

An inventory of supplies which are stored shall be maintained for the instructional, cafeteria, maintenance, and operations personnel. A physical inventory shall be taken annually.

Instructional Equipment

An annual inventory of instructional equipment for each classroom (e.g., globes, maps, stands, small shop tools, etc.) shall be maintained.

Property/Equipment/Supplies

All property, equipment, and supplies that are purchased with Individuals with Disabilities Education Act funds must:

- Be labeled to include; Bethany Public School District, grant funding source, and year.
- Be clearly marked to indicate that all property, equipment, supplies are for assistive technology, instructional or educational use and shall be inventoried in accordance with Federal Guidelines.
- Be identified on Purchase Orders that indicate the source of funds.
- Be labeled and inventoried as required if item has an acquisition cost equal to or greater than five thousand dollars ($5,000) per unit and a useful life of more than one (1) year. Items with a value less than five thousand dollars ($5,000) per unit and a useful life of more than one (1) year will be labeled with grant funding source and budget code.

The inventory system shall be under the supervision of the Superintendent or his/her designee.

Legal Reference: Connecticut General Statutes § 10-47
Connecticut General Statutes § 10-220

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

Source: CABE

No changes recommended

Monies in School Buildings

Monies collected by Bethany Community School employees and by student organizations shall be handled both carefully and prudently.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in the school except in safes provided for safekeeping of valuables, and even then no more than one hundred dollars ($100) should be so kept.

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

Source: CABE

No changes recommended

Energy Conservation

The Bethany Board of Education (Board) believes that measures should be taken to conserve energy resources and to reduce expenditures of funds for energy while providing a safe and comfortable learning environment for all staff and students. Therefore, the Board hereby directs the administration, supported by the school staff, to continually assess the consumption of energy and implement reasonable operating procedures to reduce energy consumption in the Bethany Public School District (District).

The Superintendent or his/her designee shall establish an energy efficiency program which shall include specific strategies designed to help the District use energy more efficiently and to help ensure that funds intended for student learning are not diverted to cover energy costs.

The Superintendent or his/her designee shall regularly inspect District facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its energy conservation goals. Further, every effort shall be made to identify funding opportunities and cost-reducing incentive programs to help the District achieve its conservation goals.

The Superintendent or his/her designee shall periodically report to the Board on the District's progress in meeting its energy conservation goals.

Policy adopted: December 10, 2008
Policy reviewed: May 9, 2012
Policy revised: April 13, 2016
Policy revised: April 7, 2021
Policy reviewed:

Source: CABE

No change recommended

Waste Management, Resource Conservation, and Recycling

The Bethany Board of Education (Board) recognizes the importance of minimizing the Bethany Public School District's (District) use of natural resources, providing a high-quality environment that promotes health and productivity, and effectively managing the District's resources. To that end, the Superintendent or his/her designee shall develop a resource management program which includes strategies for implementing effective and sustainable resource practices, exploring renewable and clean energy technologies, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles.

The Superintendent or his/her designee shall regularly inspect District facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its conservation and management goals.

The Superintendent or his/her designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the District achieve its conservation and management goals.

Policy adopted: December 10, 2008
Policy reviewed: May 9, 2012
Policy revised: April 13, 2016
Policy revised: April 7, 2021
Policy reviewed:

Source: BPSD

No change recommended

Accident Prevention and Reporting

The practice of safety is considered a facet of the instructional plan of the Bethany Public School District (District) by virtue of educational programs in traffic and pedestrian safety, fire prevention, emergency procedures, etc., appropriately geared to students at different grade levels.

The Principal shall be responsible for the supervision of a safety program for the school and the Superintendent shall have overall responsibility for the safety program of the District. General areas of emphasis shall include, but not be limited to:

1. in-service training;
2. accident record-keeping;
3. facility inspection;
4. fire prevention; and
5. emergency procedures and traffic safety problems relevant to students, employees, and the community.

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

Source: CABE

No change recommended

Property Insurance

The insurance coverage of the Bethany Public School District (District) should provide the broadest, most complete coverage available, but should be secured at the most economical cost to the District consistent with sound insurance principles. Since good service is vital to an effective insurance program, the insurance agent who is awarded any part of the District's insurance business must be able to provide prompt and efficient service.

The Superintendent or his/her designee will work cooperatively with town agencies to provide appropriate coverage for buildings and property under the jurisdiction of the Bethany Board of Education.

Legal References: Connecticut General Statutes § 10-47
Connecticut General Statutes § 10-220
Connecticut General Statutes § 10-235
Connecticut General Statutes § 10-236
Connecticut General Statutes § 10-236a
Connecticut General Statutes § 14-29
Connecticut General Statutes § 52-557

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

Source: CABE

No Change Recommended

Holds on the Destruction of Electronic Information and Paper Records

The Bethany Board of Education (Board) complies with all state and federal regulations regarding the retention, storage, and destruction of electronic information and paper records.

All Bethany Public School District officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References: Rules 34 and 45 of the Federal Rules of Civil Procedure

General Letters 96-2, 98-1. 2001-1 and 2009-2 of the Public Records Administrator Record Retention Schedules Towns, Municipalities and Boards of Education

Silvestri v. General Motors Corp., 271 F.3d 583 (Fourth Circuit 2001)

Policy adopted: April 13, 2016
Policy revised: April 7, 2021
Policy reviewed:

Source: Shipman

No change recommended

4113.6
4213.6

Remote Work

The Bethany Board of Education (Board) recognizes that providing staff members the flexibility of working remotely may be necessary at times when widespread illness, a declared pandemic health emergency, natural disasters, or other roadblocks interrupt the Bethany Public School District's (District) ability to conduct school and/or business on a regular basis. An authority outside the District may, in addition to the Board and/or the Superintendent, direct school closures. In addition, the Board understands and supports the belief that during normal times of operation, it may be beneficial to have some staff members, with appropriate approval, fulfill their professional responsibilities by working remotely.

In order to address any immediate concern related to quarantine, natural disaster, or other event that interrupts normal operations, the Board directs the Superintendent to promulgate administrative regulations to outline expectations and provide guidance should the need arise for staff to work from home.

Legal References: Connecticut General Statutes § 10-221

Policy adopted: April 7, 2021
Policy reviewed:

Source: CABE

No change recommended

4147.1
4247.1

Bloodborne Pathogens

The Bethany Board of Education (Board) is committed to promoting a safe and healthful work environment for its staff. In pursuit of this goal and in accordance with the United States Department of Labor Occupational Safety and Health Administration regulations dealing with "Safe Workplace" standards relating to exposure to bloodborne pathogens, the Board directs the Superintendent to create an Exposure Control Plan.

Legal References: 29 C.F.R. § 1910.1030 OSHA Bloodborne Pathogens standards

Policy adopted: April 8, 2015
Policy revised: April 11, 2018
Policy revised: January 8, 2020
Policy revised: April 7, 2021
Policy reviewed:

Source: Shipman

Memorandum

To: Board of Education Members

From: Kai Byrd, Superintendent

Date: September 11, 2024

Re: Superintendent Report

Under ADMINISTRATIVE REPORTS:

- Enrollment Update
- Personnel Update

BETHANY COMMUNITY SCHOOL
2024-2025 ENROLLMENT SUMMARY

2024-2025 ENROLLMENT SUMMARY

Grade (Sections)	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025
PK	17									
K (4)	53									
1 (3)	56									
2 (3)	46									
3 (3)	62									
4 (3)	57									
5 (4)	77									
6 (3)	62									
TOTAL (23)	**430**									

*Five Open Choice students included.

2023-2024 ENROLLMENT SUMMARY

Grade (Sections)	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
PK	28	27	28	28	29	29	29	29	31	31
K (4)	54	55	55	56	56	56	56	56	56	56
1 (3)	44	44	44	44	44	43	43	43	43	43
2 (3)	60	60	60	60	60	60	60	60	60	60
3 (3)	53	53	53	53	53	53	53	53	53	53
4 (4)	76	76	76	77	77	78	78	78	78	78
5 (3)	64	64	64	64	64	64	64	63	63	63
6 (3)	66	66	66	67	67	67	67	66	66	66
TOTAL (23)	**445**	**445**	**446**	**449**	**450**	**450**	**450**	**448**	**450**	**450**

*Six Open Choice students included.

2022-2023 ENROLLMENT SUMMARY

Grade (Sections)	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
PK	27	26	27	27	27	29	31	33	33	34
K (3)	44	43	43	43	43	42	42	43	43	43
1 (3)	56	56	56	56	56	56	56	56	56	56
2 (3)	54	54	54	54	53	53	53	53	53	53
3 (4)	71	72	73	73	73	73	74	74	74	74
4 (3)	65	66	66	66	66	65	65	64	65	65
5 (3)	64	65	65	65	65	65	64	64	64	64
6 (2)	47	47	47	47	47	47	47	46	46	46
TOTAL (21)	**428**	**429**	**431**	**431**	**430**	**430**	**432**	**433**	**434**	**435**

*Six Open Choice students included.

Memorandum

To: Board of Education Members

From: Cheryl Kiesel

Date: September 11, 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: September 11, 2024

Re: Principal's Report

Under ADMINISTRATIVE REPORTS:

- BCS Happenings