

**BETHANY BOARD OF EDUCATION
Regular Meeting**

AGENDA

**Wednesday, March 12, 2025
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. Student Recognition (Policy 1170)

- a. South Central Area Superintendent's Association Award Recipients

3. PTO Report

4. 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.

5. Approval of Minutes (Bylaw 9326)

- a. February 12, 2025 Regular Meeting.....Action Item

6. Committee Reports (Bylaw 9132)

- a. Curriculum
- b. Facilities
- c. Finance
 - i. Report of expenditures and adjustments to the 2024-2025 Operating Budget through February 2025.....Action Item

7. Unfinished Business (Bylaw 9300)

- a. Approval of Superintendent's Proposed 25-26 Spending Plan.....Action Item

8. New Business (Bylaw 9300)

- a. The Policy Committee met on February 11, 2025, and recommends the following policies for first reading:
 - i. Recommended Retirement.....Action Item
 1. Policy 3171.1 – Non-Lapsing Education Funds
 - ii. Recommended revisions.....Action Item
 1. Policy 1250 - Visitors and Observations
 2. Policy 1312 - Public Complaints
 3. Policy 1316 - Conduct on School Property
 4. Policy 1321 - Public Performances by Students
 5. Policy 1330 - Use of School Facilities
 - iii. No revisions recommended.....Action Item
 1. Policy 1220 – Citizens’ Ad Hoc Advisory Committees
 2. Policy 1311.1 - Political Activities of School Employees
 3. Policy 1321.2 - Videotaping of Educational Activities
 4. Policy 1322 - Student Contests and Competitions
 5. Policy 1324 - Fundraising Activities

9. Administrative Reports (Policy 2500)

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

10. Chairman Report (Bylaw 9121)

11. Correspondence (Bylaw 9300)

12. 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.

13. Executive Session

- a. Superintendent Goals Mid-Year Review

14. Regular Meeting Reconvenes

15. Meeting Adjourned

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: March 12, 2025

Re: Meeting Minutes

It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the February 12, 2025 Regular Meeting Minutes as presented.

**BETHANY BOARD OF EDUCATION
Regular Meeting Minutes
BCS Learning Commons
February 12, 2025**

Present

Angelo Amato
Susan Bradford
Joseph Cafasso
John Paul Garcia
Shannon Lane
Amy Lestinsky

Administration

Kai Byrd
Cheryl Kiesel
Tom Reed-Swale

Absent

Caroline Leary
EJ Maher

Shawn Uscilla, arrived at 6:37 p.m.

Call to Order

Mr. Garcia called the meeting to order at 6:31 p.m.

Presentation

Silver Petrucelli shared its plans and the estimated costs of the North Campus Repair Project.

PTO Report

Mrs. Zaldo reported on recent and upcoming PTO events.

Public Comment

None

Minutes

Motion by Lestinsky, seconded by Uscilla to accept the January 8, 2025 Regular Meeting Minutes as presented. *The motion carries 6 yes (Amato, Bradford, Cafasso, Garcia, Lestinsky, Uscilla), 1 abstain (Lane), 2 absent (Leary, Maher)*

Committee Reports

Curriculum:

The committee met on February 5, 2025, and listened to a presentation from Mrs. Kiernan, 5th grade Science Teacher. They also received an update on Curriculum and Professional learning from Ms. Kiesel.

Finance:

Motion by Uscilla seconded by Cafasso to accept the report of expenditures and adjustments to the 2024-2025 Operating Budget through January 31, 2024. *The motion carries 7 yes (Amato, Bradford, Cafasso, Garcia, Lane, Lestinsky, Uscilla), 2 absent (Leary, Maher)*

Policy:

The committee met on February 11, 2025. They discussed policies to be shared with the Board of Education for a first reading at the March meeting.

Unfinished Business

Motion by Lestinsky, seconded by Uscilla to approve the mandated revisions to policies 3100 and 4152.6 as presented. *The motion carries 7 yes (Amato, Bradford, Cafasso, Garcia, Lane, Lestinsky, Uscilla), 2 absent (Leary, Maher)*

Motion by Lane, seconded by Cafasso to approve the recommended revisions to policies 1212, 5111, and 5141.5 as presented. *The motion*

carries 7 yes (Amato, Bradford, Cafasso, Garcia, Lane, Lestinsky, Uscilla), 2 absent (Leary, Maher)

Motion by Lane, seconded by Cafasso to approve no revisions to policies 0111, 1112, 1140, 1170, and 1210 as presented. *The motion carries 7 yes (Amato, Bradford, Cafasso, Garcia, Lane, Lestinsky, Uscilla), 2 absent (Leary, Maher).*

New Business

Motion by Lestinsky, seconded by Uscilla to approve the use of the 10-248a account to fund the Ramp Repair Project estimated expense of \$174,823.51. *The motion carries 7 yes (Amato, Bradford, Cafasso, Garcia, Lane, Lestinsky, Uscilla), 2 absent (Leary, Maher).*

Superintendent Report

Mrs. Byrd reported that on January 31, 2025, PK-6 enrollment was 435 students.

Mrs. Byrd provided a personnel update.

Mrs. Byrd reported that there is no new information from the insurance company regarding the increase for the upcoming year, therefore, the proposed increase is still currently at 8.8%.

Director Report

Ms. Kiesel reported on Curriculum and Special Services.

Principal Report

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

Chairman Report

Mr. Garcia reported on the request by the town regarding summer camp options.

Communications

Ramya Suriyanarayananarajan, 51 Humiston Drive, sent correspondence to the BOE on January 13, 2025 stating her disappointment in the Board for not adopting Diwali as a holiday in next school year's calendar.

Public Comment

None

Adjournment

The meeting adjourned at 8:07 p.m.

Visitors in Attendance

In Person: 3

On Livestream: 18

Donna Ricciardi
Recording Secretary

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: March 12, 2025

Re: Finance Committee Report of Expenditures and Adjustments

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

The attached report presents the adopted 2024-2025 Operating Budget with encumbrances through February 28, 2025.

Recommended Motion:

- i. Move that the Board of Education accept the report of expenditures and adjustments to the 2024-2025 Operating Budget through February 28, 2025.

Bethany Board of Education								
Operating Budget 2024-2025 Summary - as of February 2025								
	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ January	Var% January	Var\$ February	Var% February
General Education								
Salaries								
Certified	\$2,468,422	\$2,466,864	\$1,308,710	\$2,370,041	\$ 73,143	2.97%	\$ 96,823	3.92%
Curriculum (Supplemental)	\$0	\$0	\$0	\$0	\$ -	0.00%	\$ -	0.00%
Non-Certified	\$272,806	\$264,766	\$227,378	\$320,549	\$ (36,625)	-13.83%	\$ (55,784)	-21.07%
Nurse	\$55,742	\$55,742	\$26,830	\$55,742	\$ -	0.00%	\$ -	0.00%
Total Salaries	\$2,796,970	\$2,787,372	\$1,562,919	\$2,746,333	\$ 36,518	1.31%	\$ 41,039	1.47%
Benefits	\$506,581	\$506,581	\$264,182	\$406,581	\$ 60,000	11.84%	\$ 100,000	19.74%
Services								
BCS	\$5,300	\$5,300	\$1,837	\$5,300	\$ -	0.00%	\$ -	0.00%
Curriculum	\$96,999	\$93,249	\$70,257	\$93,249	\$ -	0.00%	\$ -	0.00%
IT	\$68,500	\$68,500	\$60,991	\$95,367	\$ (26,000)	-37.96%	\$ (26,867)	-39.22%
Total Services	\$170,799	\$167,049	\$133,085	\$193,916	\$ (26,000)	-15.56%	\$ (26,867)	-16.08%
Supplies								
BCS	\$66,660	\$66,660	\$43,726	\$66,660	\$ -	0.00%	\$ -	0.00%
Curriculum	\$4,600	\$4,600	\$1,362	\$4,600	\$ -	0.00%	\$ -	0.00%
IT	\$100,020	\$100,020	\$121,535	\$120,860	\$ (20,840)	-20.84%	\$ (20,840)	-20.84%
Total Supplies	\$171,280	\$171,280	\$166,623	\$192,120	\$ (20,840)	-12.17%	\$ (20,840)	-12.17%
Other								
BCS	\$1,550	\$1,550	\$1,186	\$1,550	\$ -	0.00%	\$ -	0.00%
Curriculum	\$670	\$670	\$0	\$670	\$ -	0.00%	\$ -	0.00%
IT	\$33,720	\$53,720	\$40,154	\$46,720	\$ 7,000	13.03%	\$ 7,000	13.03%
Total Other	\$35,940	\$55,940	\$41,340	\$48,940	\$ 7,000	12.51%	\$ 7,000	12.51%
Subtotal	\$3,681,570	\$3,688,221	\$2,168,148	\$3,587,889	\$ 56,678	1.54%	\$ 100,332	2.72%
Special Education								
Salaries	\$1,417,928	\$1,419,648	\$802,214	\$1,287,894	\$ 113,657	8.01%	\$ 131,754	9.28%
Benefits	\$278,774	\$278,774	\$203,647	\$300,774	\$ -	0.00%	\$ (22,000)	-7.89%
Services	\$400,256	\$400,256	\$308,381	\$568,297	\$ (167,747)	-41.91%	\$ (168,042)	-41.98%
Supplies	\$9,566	\$9,566	\$9,763	\$9,566	\$ -	0.00%	\$ -	0.00%
Other	\$2,490	\$2,490	\$1,111	\$2,490	\$ -	0.00%	\$ -	0.00%
Subtotal	\$2,109,014	\$2,110,734	\$1,325,116	\$2,169,021	\$ (54,090)	-2.56%	\$ (58,287)	-2.76%
Operations and Overhead								
Salaries	\$1,110,471	\$1,066,510	\$683,296	\$1,066,510	\$ -	0.00%	\$ -	0.00%
Benefits	\$247,219	\$247,219	\$122,155	\$215,319	\$ 20,000	8.09%	\$ 31,900	12.90%
Services	\$155,367	\$165,956	\$128,690	\$166,529	\$ -	0.00%	\$ (573)	-0.35%
Supplies	\$44,800	\$44,800	\$33,489	\$44,800	\$ -	0.00%	\$ -	0.00%
Utilities (Electricity)	\$138,000	\$138,000	\$82,958	\$158,000	\$ -	0.00%	\$ (20,000)	-14.49%
Facilities and Maintenance	\$142,105	\$167,105	\$147,670	\$171,005	\$ (3,900)	-2.33%	\$ (3,900)	-2.33%
Student Transportation	\$300,672	\$300,672	\$178,790	\$300,672.00	\$ -	0.00%	\$ -	0.00%
Other	\$19,800	\$19,800	\$10,155	\$19,800.00	\$ -	0.00%	\$ -	0.00%
Subtotal	\$2,158,434	\$2,150,063	\$1,387,204	\$ 2,142,635.80	\$ 16,100	0.75%	\$ 7,427	0.35%
Total	\$7,949,018	\$7,949,018	\$4,880,468	\$7,899,546	\$ 18,688	0.24%	\$ 49,472	0.62%
Prek Account								
as of 07/01/2024			Revenue	Expenditures	Balance			
Tuition Revenue for FY			\$9,475.28		\$84,949.50			
Total Expenditures for FY				\$34,861.80	\$59,562.98			
Estimated Balance at Month End					\$59,562.98			
10-248a								
as of 07/01/2024			Revenue	Expenditures	Balance			
Total Revenue for FY			\$65,562.18		\$360,013.55			
Total Expenditures for FY				\$830.00	\$424,745.73			
Estimated Balance at Month End					\$424,745.73			

excess cost =

#1 rcv'd= \$43,519

#2 rcv'd =

Total =

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: March 12, 2025

Re: Unfinished Business

It is recommended that under UNFINISHED BUSINESS:

The Superintendent is recommending a budget totaling \$8,207,602 which represents an increase of \$259,584 (3.25%) over the 2024-2025 adopted budget.

Recommended Motion:

- a. Move that the Board of Education adopt the Superintendent's recommended Spending Plan for the 2025-2026 school year in the amount of \$8,207,602.

Bethany Board of Education 2025-2026 Superintendent's Proposed Spending Plan

\$ Increase over PY	\$36,207.00	\$260,902.00	\$410,423.00	\$258,584.00		
% Increase over PY	0.50%	3.46%	5.16%	3.25%		
	2022-2023	2023-2024	2024-2025	2025-2026		
	Adopted Budget	Adopted Budget	Adopted Budget	Proposed Budget	Variance %	Comments
General Education						
Salaries						
Certified	\$2,027,620	\$2,239,147	\$2,466,864	\$2,600,343	5.41%	Contractual Salary Increases
Curriculum (Supplemental)	\$43,033	\$0	\$0	\$65,850	100.00%	Boost
Non-Certified	\$325,500	\$261,922	\$264,766	\$292,034	10.30%	Salary Increases
Nurse	\$52,883	\$54,057	\$55,742	\$57,485	3.13%	Salary Increases
Total Salaries	\$2,449,036	\$2,555,126	\$2,787,372	\$3,015,712	8.19%	
Benefits	\$529,045	\$502,865	\$506,581	\$410,436	-18.98%	Reflecting 8.5% Increase
Services						
BCS	\$5,230	\$5,800	\$5,300	\$5,300	0.00%	
Curriculum	\$93,220	\$94,012	\$93,249	\$83,722	-10.22%	ARP/ESSER offset \$25K
IT	\$66,300	\$52,600	\$68,500	\$111,650	62.99%	Backup Server Storage/HP Switches
Total Services	\$164,750	\$152,412	\$167,049	\$200,672	20.13%	
Supplies						
BCS	\$51,989	\$65,380	\$66,660	\$74,455	11.69%	Increase in supply costs
Curriculum	\$38,600	\$5,646	\$4,600	\$5,100	10.87%	Increase in supply costs
IT	\$102,800	\$111,270	\$100,020	\$101,970	1.95%	Increase in supply costs
Total Supplies	\$193,389	\$182,296	\$171,280	\$181,525	5.98%	
Other						
BCS	\$1,300	\$1,550	\$1,550	\$1,550	0.00%	
Curriculum	\$1,003	\$650	\$670	\$670	0.00%	
IT	\$42,600	\$31,250	\$53,720	\$91,830	70.94%	Replacement Storage Server
Total Other	\$44,903	\$33,450	\$55,940	\$94,050	68.13%	
Subtotal	\$3,381,124	\$3,426,149	\$3,688,221	\$3,902,395	5.81%	
Special Education						
Salaries	\$1,301,701	\$1,333,108	\$1,419,648	\$1,593,562	12.25%	Contractual Increases + Social Wrker
Benefits	\$340,576	\$294,914	\$278,774	\$304,046	9.07%	Reflecting 8.5% Increase
Services	\$245,396	\$397,265	\$400,256	\$131,282	-67.20%	Contracted Nurse not needed/Grant offsets
Supplies	\$28,769	\$7,064	\$9,566	\$15,443	61.44%	Increase in supply costs
Other	\$3,186	\$2,852	\$2,490	\$1,610	-35.34%	PreK offsets
Subtotal	\$1,919,628	\$2,035,203	\$2,110,734	\$2,045,943	-3.07%	
Operations and Overhead						
Salaries	\$1,024,163	\$1,050,846	\$1,066,510	\$1,114,376	4.49%	Salary Increases
Benefits	\$237,805	\$248,635	\$247,219	\$255,543	3.37%	Reflecting 8.5% Increase
Services	\$168,265	\$169,229	\$165,956	\$156,140	-5.92%	Reallocated Board Expenses & Quickbooks
Supplies	\$39,300	\$44,800	\$44,800	\$43,000	-4.02%	Decrease in BOE Supply Needs
Utilities (Electricity)	\$85,000	\$120,000	\$138,000	\$138,000	0.00%	
Facilities and Maintenance	\$116,550	\$131,330	\$167,105	\$172,500	3.23%	Increase in Biding Repairs/Maintenance
Student Transportation	\$281,759	\$291,678	\$300,672	\$321,160	6.81%	7% contractual increase
Other	\$24,100	\$20,725	\$19,800	\$18,545	-6.34%	Reduction in Dues/Fees
Subtotal	\$1,976,942	\$2,077,243	\$2,150,063	\$2,219,264	3.22%	
Capital	\$0	\$0	\$0	\$40,000	100.00%	Added for SY25-26
Total	\$7,277,693	\$7,538,595	\$7,949,018	\$8,207,602	3.25%	

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: March 12, 2025

Re: New Business

It is recommended that under New Business:

Recommended Motions

- a. (i)1. Move the Board of Education accept the policy 3171.1 for Recommended Retirement for first reading. Action Item
- a. (ii)1-5. Move the Board of Education accept the policies 1250, 1312, 1316, 1321, and 1330 for Recommended Revision for first reading. Action Item
- a. (iii)1-5. Move the Board of Education accept the policies 1220, 1311.1, 1321.2, 1322, and 1324 for No Revision for first reading. Action Item

Non-Lapsing Education Funds

The Bethany Board of Education (Board) may request the Bethany Board of Finance deposit into a non-lapsing account any unexpended funds from the Board's prior fiscal year general operating budget, provided such deposited amount does not exceed two percent (2%) of the total budget appropriation for education for such prior fiscal year pursuant to Connecticut General Statutes.

Any expenditure from the Non-Lapsing Education Fund shall be authorized solely by the Board. Each expenditure from such account shall be made only for educational purposes.

The Bethany Board of Finance shall create the non-lapsing account and be responsible for the accounting of the funds in accordance with Governmental Accounting Standards and Generally Accepted Account Principles (GAAP). The account shall be subject to the annual audit as required by State statute. The Board shall review the fund balance on an annual basis.

Capital Non-Recurring Funds

In accordance with Connecticut General Statutes, the Board may request any unexpended funds from the Board's prior fiscal year general operating budget be appropriated to a capital non-recurring account. The Board will make a recommendation to the Bethany Board of Finance for approval at a Town Meeting.

Each expenditure from such account shall be made only for capital and non-recurring expenditures, restricted to the funding of all or part of the planning, construction, reconstruction, or acquisition of any specific capital improvement or the acquisition of any specific item of equipment.

Interest and investment earnings received with respect to amounts held in the fund shall be credited to such fund, in a separate bank account maintained by the Town Treasurer.

Such fund may be discontinued after the approved funds have been exhausted.

Legal References: Connecticut General Statutes § 7-361
 Connecticut General Statutes § 10-51(d)(2)
 Connecticut General Statutes § 10-222
 Connecticut General Statutes § 10-248a, as amended

Policy adopted: January 8, 2020
Policy revised: December 14, 2022

Source: CABA

MEMORANDUM OF AGREEMENT

This Agreement, made and entered into this _____ day of _____, 20__ by and between the Board of Education of the town of Bethany herein by _____, its Chairperson (hereinafter referred to as "BOE") and the Board of Finance of Bethany acting herein by _____, its Chairperson, duly authorized (hereinafter referred to as "BOF").

WHEREAS, Connecticut General Statutes 10-248a, specifically authorizes the BOF to establish a non-lapsing account to deposit unexpended funds from the prior fiscal year's budgeted appropriation for educational purposes capped at two percent (2%) of the BOE operating budget for that year; and

WHEREAS, the BOE is desirous of establishing a non-lapsing account in accordance with the statutes; and

WHEREAS, although the BOF is not compelled by statute to establish such a non-lapsing account, the BOF is desirous of doing so to provide the BOE with an incentive to reduce costs, pursuant to the terms and conditions set forth herein, and

NOW, THEREFORE, in consideration of the BOF establishing a non-lapsing account in accordance with Connecticut General Statutes 10-248a, the parties hereby agree as follows:

1. The BOF shall vote to establish a non-lapsing account for the deposit of unexpended education funds from the fiscal 20__ / 20__ year to be used by the BOE in accordance with Connecticut General Statutes 10-248a.
2. The funds deposited in said account shall be and are subject to the additional appropriation process established pursuant to the Code of the town of Bethany that requires approval by both the BOF and the legislative body.
3. The BOE agrees that its request for appropriation for any such funds shall be for the sole purpose and strictly limited to educational purposes. The funds shall not be used for any other purpose. Notwithstanding the foregoing, the BOE may request an appropriation for reasons other than those set forth above in the event of an emergency.
4. The BOE acknowledges that the BOF is not compelled to establish said fund but is desirous of doing so only upon the consideration of the terms and conditions as set forth in paragraph 3.
5. The BOE hereby agrees to waive its right to request an appropriation for any funds established in the non-lapsing account established pursuant to this Agreement for any other purpose other than specifically set forth herein.
6. This Agreement shall become effective and binding upon the parties hereto upon the approval thereof by the affirmative vote of the board of each respective part and the subsequent execution hereof.
7. This Agreement does not bind the BOF to agree to deposit unexpended funds of the BOE in any future year but any such authorization to do so shall be in accordance with the terms herein.
8. This Agreement may not be modified orally but only by written agreement between the parties hereto upon affirmative vote of the respective boards.

Appendix 3171.1(b)

9. This Agreement shall terminate upon the following events i.) by agreement of the parties hereto; ii.) upon the non-lapsing account established herein having a zero (0) balance; iii.) 120-day written notification prior to the start of a new fiscal year from the BOF to the BOE.

In Witness whereof, the parties hereto subscribe their names on the date and year first above written.

BOARD OF EDUCATION

BOARD OF FINANCE

Chairperson Signature

Chairperson Signature

Chairperson Printed Name

Chairperson Printed Name

Date

Date

Policy 3171.1 Form – Approved January 8, 2020 Revised December 14, 2022

Recommended Revision**Visitors and Observations**

The Bethany Board of Education (Board) and Administration of the Bethany Public School District (District) encourages visits by members of the community and other interested parties to the school. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the Administration or designee before being permitted to visit the school. The Board, through the Administration, reserves the right to limit visits in accordance with Administrative Regulations.

The Board further desires to work collaboratively with parents/guardians with an educational nexus, its educational programs, or the student being observed, to observe their student in their current classroom or observe proposed educational placements within the school. The Board, through the Administration, reserves the right to limit observations of current and proposed educational placements in accordance with Administrative Regulations and the Board's Guidelines for Independent Educational Evaluations.

Although Board members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Board, or when delegated specific tasks by specific Board action.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school, limiting access to those areas of the building and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times. All visitors and observers permitted into the school or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

The Administration or designees shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Administration believes are on the premises for the purposes of committing an illegal act.

[The Board directs the Superintendent to establish and maintain administrative regulations for this policy.](#)

Legal Reference: "Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations," Connecticut State Department of Education (March 28, 2018).

Policy adopted: September 9, 1991
Policy revised: November 18, 2015
Policy revised: June 13, 2018
Policy revised: December 12, 2018
Policy revised: January 8, 2020
Policy revised: December 8, 2021

[Policy revised:](#)

Recommended Revision**Public Complaints**

The Bethany Board of Education (Board) welcomes comments and suggestions for improvement from the citizens whom it serves. Constructive criticism of the school is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the school to do their tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will promptly be referred to the administration for study and possible solution.

Since individual Board members have no authority to resolve complaints, other than by formal Board action, Board members shall refer persons making complaints about the school to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written notice to the Board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it is the policy of the Board that such complaints will not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the Board and anonymous telephone complaints will not be brought to the Board by any individual Board member, administrator, or other Bethany Public School District employee. The administration will not act on any anonymous complaint.

Parents/guardians should be made aware of the proper channels of communication and appeal. Complaints for which specific resolution procedures are provided shall be directed through those channels. The decision of the Principal regarding a student must include notice to the parent/guardian of the next step of appeal. Any appeal from the decision of the Superintendent to the Board shall be in writing and signed.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the school level, either party is encouraged to bring the matter to the attention of the Superintendent.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent. When appropriate, discussion of the complaint may be held during Executive Session.

The Board will not consider or act upon complaints that have not been explored at the appropriate level or complaints for which specific resolution procedures have been established that do not include Board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. The Board's decision is final.

Upon receipt of a written petition signed by one percent (1%) of the voters or fifty (50) voters, whichever is greater, the Board of Education shall hold a public hearing on any question specified in the petition within three (3) weeks of receipt of the petition.

Challenged Material

A procedure for processing and responding to criticism of approved [library or instructional](#) materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed [internal school professional](#) committee to re-evaluate the material in question [for compliance with standards set forth by State and Federal laws and adopted Board of Education policies.](#)

~~In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.~~

Legal Reference: Connecticut General Statutes § 10-238
Keyishian v. Board of Regents 385 U.S. 589, 603 (1967)
President's Council, District 25 v. Community School Board No. 25 457 F. 2d 289 (1972), cert. denied 409 U.S. 998 (1976)
Minarcini v. Strongsville City School District, 541 F. 2d 577 (6th Cir. 1976)
Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853 (1982)
Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Policy adopted: September 9, 1991
Policy revised: October 7, 2015
Policy reviewed: January 9, 2018
Policy revised: December 8, 2021
[Policy revised:](#)

Source: CABE [and BPSD](#)

Recommended Revision**Conduct on School Property**

The Bethany Board of Education (Board) expects mutual respect, civility, and orderly conduct among all individuals on school property or at school events. Bethany Public School District (District) staff will treat parents/guardians and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering District grounds.

This policy promotes mutual respect, civility, and orderly conduct among Board members, District employees, parents/guardians, and the public. It is not intended to deprive any individual of the right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff. ~~Volatile, hostile, or aggressive actions and words cannot be tolerated, and individuals who engage in these activities may face legal penalties.~~

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile, or aggressive actions. The Board seeks public cooperation with this endeavor.

- A. Expected behaviors include but are not limited to:
 - 1. Respect and courtesy in language, demeanor, and actions.
 - 2. Moderate tone and volume of voice.
 - 3. Active and respectful listening.
 - 4. Respectful acknowledgment of cultural differences.
 - 5. Respect for the personal, civil, and property rights of others.
 - 6. Appropriate and courteous use of telephone, public address systems, electronic devices, and any other verbal communication device.
 - 7. Appropriate and courteous written communication, including notes, letters, email, and text messages.
- B. Unacceptable behaviors include but are not limited to:
 - 1. Rude, insulting, or demeaning language and/or actions.
 - 2. Persistently unreasonable demands.
 - 3. Intrusive and/or interruptive behavior.
 - 4. Displays of temper.
 - 5. Harassment and intimidation.
 - 6. Threatening and/or abusive gestures and behavior.

Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved.

Any individual who disrupts or threatens to disrupt normal school or office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the premises by a member of the administrative staff or designee.

COMMUNITY RELATIONS

1316(b)

If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation.

The Administration or designees shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Administration believes are on the premises for the purposes of committing an illegal act.

Legal Reference: Connecticut General Statutes § 1-225
 Connecticut General Statutes § 1-232
 Connecticut General Statutes § 10-221
 Connecticut General Statutes § 10-238
 Connecticut General Statutes § 10-239
 Connecticut General Statutes § 53a-185

[“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education \(March 28, 2018\).](#)

Policy adopted: November 18, 2015
Policy reviewed: January 9, 2018
Policy revised: December 8, 2021
[Policy revised:](#)

Source: CABE [and Shipman](#)

Recommended Technical Revision**Public Performances by Students**

The Bethany Board of Education (Board) recognizes the educational value from student participation in civic and community events. Teachers are encouraged to prepare students for public performances which contribute to student education when they don't interfere unduly with other educational activities or programs.

At least once a year all parents/guardians will be notified that photos, videos, or recording of students may appear on the Bethany Public School District (District) website or in local publications. Parents who do not want their student interviewed, photographed, or videotaped by the media shall inform the school administration accordingly. Parents/guardians who do not want their student interviewed or photographed or videotaped by the media should direct their child accordingly.

School groups may participate in local public events as authorized by Administrative Regulations.

The District will comply with Board Policies and Administrative Regulations related to providing media access to students.

Legal Reference: **The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g 34 C.F.R. Part 99**

Policy adopted: September 9, 1991
Policy revised: October 7, 2015
Policy revised: December 12, 2018
Policy revised: December 8, 2021

Policy revised:

Source: CABE & BPSD

Recommended Revision**Use of School Facilities****A. Application Procedures**

In accordance with Connecticut General Statutes § 10-239, the Bethany Board of Education (Board) may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title IX of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures and shall be subject to such restrictions as the Superintendent or designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the principal or designee, and shall not be used without the express written permission of the administrator.

The principal or designee shall retain copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or designee.

B. Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for the use of Bethany Public School District (District) facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.
2. Activities of school-related organizations (e.g. PTO and similar organizations).
3. Town department or agency activities.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, [vapor products](#), alcoholic beverages, or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served, or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served, and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations, or materials shall not be permitted on school property.
5. Advertising, decorations, or other materials that promote the use of illegal drugs, tobacco products, [vapor products](#), or alcoholic beverages shall not be permitted.
6. Activities that are disruptive to the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

D. Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board. The following guidelines shall be incorporated into such fee schedule:

Category	Fee
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g. PTO and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, or other personnel deemed by the responsible administrator to be necessary in connection with the use of a District facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or designee if such waiver is deemed by the Superintendent or designee to be in the best interest of the school system and/or the Town.

E. Responsibility for Damage to Property or Loss of Property

In order to use District facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any District property arising out of the use of the facilities.

F. Health and Safety Protocols

In order to use District facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the District at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

Legal Reference: Connecticut General Statutes § 10-215f
 Connecticut General Statutes § 10-221q
 Connecticut General Statutes § 10-239
 Connecticut General Statutes Title IX
 20 U.S.C. § 7905
 ~~20 U.S.C. § 101 et seq.~~ [36 U.S.C. § 1010 et seq.](#)

Policy adopted: September 9, 1991
Policy revised: December 9, 1998
Policy revised: December 9, 2015
Policy revised: April 11, 2018
Policy revised: December 9, 2020
Policy revised: December 8, 2021
[Policy revised:](#)

Source: Shipman/BPSD

Citizens' Ad Hoc Advisory Committees

The Bethany Board of Education (Board) endorses appropriate ad hoc advisory committees for various Bethany Public School District programs and activities. When it establishes a committee, the Board shall provide guidelines for membership and delineate the committee's responsibilities, authority, and meeting requirements pursuant to the Freedom of Information Act (FOIA).

All committees created by the Board shall follow the provisions of the FOIA as required by Statute.

Legal Reference: Connecticut General Statutes § 1-200 through 1-241
Academic Freedom Policy (adopted by Connecticut State Board of Education,
9/9/81)

Policy adopted: September 9, 1991
Policy revised: October 4, 1993
Policy revised: November 18, 2015
Policy reviewed: January 9, 2018
Policy revised: December 8, 2021

[Policy reviewed:](#)

Source: CABE

Political Activities of School Employees

The Bethany Board of Education (Board) recognizes the right of its employees, as citizens, to engage in political activity. However, the Board recognizes that school property and school time are paid for by all the people of the Bethany Public School District (District), and should not be used for partisan political purposes, except as provided for in policies pertaining to the use of school facilities by civic and political organizations.

Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of students in writing or addressing campaign materials, and the distribution of campaign materials to students on District property or during school time in any manner which would indicate that a District employee is using a position in the District to further personal partisan views on candidates for public office or questions of public property. Teachers and other District employees will not attempt to influence students concerning political party affiliations and will not praise or denigrate any particular political party.

Nothing in this policy will be interpreted as prohibiting teachers from conducting appropriate activities that encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classrooms.

Legal Reference: Connecticut General Statutes § 7-421
 Connecticut General Statutes § 7-421b
 Connecticut General Statutes § 9-369b
 Connecticut General Statutes § 10-156e
 Connecticut General Statutes § 10-239
 Connecticut General Statutes § 31-51q
 Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)
 Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)
 Equal Access Act, 20 U.S.C. §§ 4071-4074

Policy adopted: September 9, 1991
Policy revised: December 9, 2015
Policy reviewed: January 9, 2018
Policy revised: December 8, 2021
[Policy reviewed:](#)

Source: CABE

Videotaping of Educational Activities

The Bethany Board of Education (Board) hereby establishes limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

Visual Recording: Registering visual images on film, tape, digitally, or by other mechanical or electronic means.

Audio Recording: Registering sounds on tape, digitally, or by other mechanical or electronic means.

Outside Entity: Any individual, group, organization, or corporation other than the administration, staff, or students of the Bethany Public School District (District) or individuals authorized to act on behalf of the District.

Recording by Outside Entities

The Board prohibits the use of video or audio recording equipment on District property or at District activities by outside entities without permission from the Superintendent or designee unless authorized by law.

This prohibition shall not apply to:

1. Performances or activities to which the general public is invited, such as ceremonies, concerts, and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Board or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting District facilities in accordance with Board policies and established administrative procedures.

Recording by District Employees

The District may make audio or visual recordings to provide security, to maintain order, for professional staff development use, or for other purposes related to furthering the educational mission of the District. This may include the use of video equipment in District buildings and on District transportation. No recording equipment will be placed in areas of the buildings where the occupant would have a reasonable expectation of privacy, such as restroom facilities. Recordings by and on behalf of District employees that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act and other applicable laws.

Recording by Students

The District prohibits the use of video or audio recording equipment on District property or at District activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as ceremonies, concerts, and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by District administration.

Recording of Meetings

The Board of Education recognizes a parent's/guardian's right to record a Planning and Placement Team meeting held pursuant to the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

The Board prohibits the use of audio, video, or other recording devices at other meetings held between District employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of District security cameras or devices.

Legal Reference: 20 U.S.C. § 1400-1487, 34 C.F.R. Part 300
 20 U.S.C. § 1232g, 34 C.F.R. Part 99

Policy adopted: December 8, 2021
[Policy reviewed:](#)

Source: CABA/BPSD

Student Contests and Competitions

Contests and competitions for students may be considered for approval by the Superintendent on recommendation of the school administration. The following criteria are to be considered in determining whether or not approval may be given.

1. The contest is educationally sound and worthy.
2. The contest is stimulating to the student and school and desirable for both.
3. The contest must not place an undue burden on the students, families, teachers, and the school.
4. The contest is not commercial or sectarian.
5. The contest will not take students from school unnecessarily.
6. Participation from state and national groups will be considered.

Policy adopted: November 18, 2015

Policy reviewed: January 9, 2018

Policy revised: December 8, 2021

[Policy reviewed:](#)

Source: CABE

Fundraising Activities

Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent. No such fundraising activities may involve door-to-door solicitation in the community by students.

The Bethany Board of Education (Board) will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying Administrative Regulations.

Any fundraising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

Legal Reference: Connecticut General Statutes § 10-215f

Policy adopted: September 9, 1991

Policy revised: October 7, 2015

Policy reviewed: April 10, 2018

Policy revised: December 8, 2021

[Policy reviewed:](#)

Source: CABA & BPSD

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: March 12, 2025

Re: Superintendent Report

Under ADMINISTRATIVE REPORTS:

- Enrollment Update
- Personnel Update
- Budget 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	18	18	20	20	21	21			
K (4)	53	53	54	54	54	54	54			
1 (3)	56	56	57	58	58	59	59			
2 (3)	46	46	46	46	46	46	46			
3 (3)	62	62	62	62	61	61	61			
4 (3)	57	57	56	56	56	56	56			
5 (4)	77	77	77	77	76	76	76			
6 (3)	62	62	61	61	61	62	62			
TOTAL (23)	430	431	431	434	432	435	435			

*Four 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: March 12, 2025

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: March 12, 2025

Re: Principal's Report

Under ADMINISTRATIVE REPORTS:

- BCS Happenings

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: March 12, 2025

Re: Executive Session

It is recommended under EXECUTIVE SESSION:

Recommended Motion:

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