

**BETHANY BOARD OF EDUCATION
Regular Meeting**

AGENDA

Wednesday, September 10, 2025 at 6:30 p.m.

Board of Education Office Meeting Room

[ZOOM Link](#)

Meeting ID: 899 7731 8237, Passcode: MAk8vf

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. July 3, 2025 Special Meeting.....Action Item
- b. August 13, 2025 Regular Meeting.....Action Item

5) Committee Reports (Bylaw 9132)

- a. Curriculum
- b. Finance
 - i. Report of expenditures and adjustments to the 2024-2025 Operating Budget through June 30, 2025.....Action Item
 - ii. Report of expenditures and adjustments to the 2025-2026 Operating Budget through July 31, 2025 Action Item
 - iii. Report of expenditures and adjustments to the 2025-2026 Operating Budget through August 30, 2025.....Action Item
 - iv. Transfer of the 2024-2025 Operating Budget Surplus.....Action Item
- c. Facilities
- d. Transportation

6) Unfinished Business (Bylaw 9300)

- a. None

7) New 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 1600 – Possession of Deadly Weapons or Firearms
 - 2. Policy 2100 – Administrative Staff Organization
 - 3. Policy 2130 – Job Descriptions
 - 4. Policy 2141 – Recruitment and Appointment of Superintendent
 - 5. Policy 2400 – Evaluation of the Superintendent
 - 6. Policy 3120 – Budget Development
 - 7. Policy 3150 – Budget Adoption
 - 8. Policy 3231 – Medical Reimbursement for Special Education Students
 - 9. Policy 3520.13 – Data-Based Information and Management Systems
 - ii. No Revisions.....Action Item
 - 1. Policy 3320 - Purchasing and Bidding

8) Administrative Reports (Policy 2500)

- a. Superintendent Report
- b. Director Report
- c. Principal Report

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 10, 2025

Re: Meeting Minutes

It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the July 3, 2025 Special Meeting Minutes as presented.
- b. Move the Bethany Board of Education accept the August 13, 2025 Regular Meeting Minutes as presented.

**BETHANY BOARD OF EDUCATION
Special Meeting Minutes
Zoom Meeting 5:00 p.m.
July 3, 2025**

Present

Angelo Amato, arrived at 5:04 p.m.
Susan Bradford
Joseph Cafasso
John Paul Garcia
Shannon Lane
Amy Lestinsky
Shawn Uscilla

Administration

Kai Byrd

Absent

Caroline Leary
EJ Maher

Call to Order

Mr. Garcia called the meeting to order on Zoom at 5:03 p.m.

New Business

Motion by Uscilla, seconded by Lestinsky to approve the use of \$200,000 from the 10-248a account for the North and South Stair Project. The motion carries 7 yes (Amato, Bradford, Cafasso, Garcia, Lane, Lestinsky, Uscilla) 2 absent (Leary, Maher)

Adjournment

The meeting adjourned at 5:13 p.m.

Visitors in Attendance

In Person: 0

Donna Ricciardi
Recording Secretary

BETHANY BOARD OF EDUCATION
Regular Meeting Minutes
BCS Learning Commons
August 13, 2025

Present

Angelo Amato
Susan Bradford
Joseph Cafasso
Shannon Lane
Caroline Leary
Shawn Uscilla, left at 6:59 p.m.

Administration

Kai Byrd
Cheryl Kiesel
Tom Reed-Swale

Absent

John Paul Garcia
Amy Lestinsky
EJ Maher

Call to Order	Mr. Amato called the meeting to order at 6:33 p.m.
PTO Report	None
Public Comment	None
Amendment to Agenda	Motion by Amato, seconded by Cafasso to amend the agenda to include the approval of the June 11, 2025 meeting minutes. <i>The motion carries 6 yes (Amato, Bradford, Cafasso, Lane, Leary, Uscilla), 3 absent (Garcia, Lestinsky, Maher)</i>
Minutes	Motion by Bradford, seconded by Cafasso to accept the June 11, 2025 Regular Meeting Minutes as presented. <i>The motion carries 4 yes (Amato, Bradford, Cafasso, Leary), 2 abstain (Lane, Uscilla) 3 absent (Garcia, Lestinsky, Maher)</i>
Committee Reports	
Facilities:	Mr. Uscilla provided updates on both the North Stair Project and the Septic project.
Policy:	Mrs. Bradford stated that the committee met on August 12, 2025 and will present 10 policies for review at the next BOE meeting.
Unfinished Business	None
New Business	Motion by Uscilla, seconded by Bradford to approve the school lunch price increase from \$3.30 to \$3.50 for the 2025-2026 school year. <i>The motion carries 6 yes (Amato, Bradford, Cafasso, Lane, Leary, Uscilla), 3 absent (Garcia, Lestinsky, Maher)</i>
Superintendent Report	Mrs. Byrd reported that as of Wednesday, August 13, 2025, PK-6 enrollment was 427 students, and reminded the Board members that there is still time for this number to change before the first day of school.

Mrs. Byrd shared a personnel update, welcoming new staff members and stating that the District is fully staffed.

Mrs. Byrd provided an update on the District's next Strategic Plan. She stated the goals of the plan and requested the participation of at least two BOE members. It is the intention to have a completed plan to the BOE in March 2026.

Director Report

Ms. Kiesel reported on Professional Development, Curriculum, and Special Services.

Principal Report

Mr. Reed-Swale provided a back to school report.

Chairman Report

None

Communications

None

Public Comment

None

Adjournment

The meeting adjourned at 7:14 p.m.

Visitors in Attendance

On Zoom Meeting: 1

Donna Ricciardi
Recording Secretary

Memorandum



To: Board of Education Members
From: Kai Byrd, Superintendent
Date: September 10, 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 June 30, 2025.

Recommended Motion:

- i. Move that the Board of Education accept the final report of expenditures and adjustments to the 2024-2025 Operating Budget through June 30, 2025.

The attached reports present the adopted 2025-2026 Operating Budget with encumbrances through August 31, 2025.

Recommended Motions:

- ii. Move that the Board of Education accept the report of expenditures and adjustments to the 2025-2026 Operating Budget through July 31, 2025.
- iii. Move that the Board of Education accept the report of expenditures and adjustments to the 2025-2026 Operating Budget through August 31, 2025.

Bethany Board of Education
Operating Budget 2024-2025 Summary - as of June 2025

	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ May	Var% May	Var\$ June	Var% June
General Education								
Salaries								
Certified	\$2,468,422	\$2,466,864	\$2,361,732	\$2,361,732	\$ 103,564	4.20%	\$ 105,132	4.26%
Curriculum (Supplemental)	\$0	\$0	\$0	\$0	\$ -	0.00%	\$ -	0.00%
Non-Certified	\$272,806	\$264,766	\$388,347	\$388,347	\$ (123,284)	-46.56%	\$ (123,581)	-46.68%
Nurse	\$55,742	\$55,742	\$51,543	\$51,807	\$ 3,900	7.00%	\$ 3,935	7.06%
Total Salaries	\$2,796,970	\$2,787,372	\$2,801,622	\$2,801,886	\$ (15,820)	-0.57%	\$ (14,515)	-0.52%
Benefits	\$506,581	\$506,581	\$367,830	\$367,830	\$ 136,310	26.91%	\$ 138,751	27.39%
Services								
BCS	\$5,300	\$5,300	\$3,486	\$3,537	\$ -	0.00%	\$ 1,763	33.26%
Curriculum	\$96,999	\$93,249	\$70,474	\$72,338	\$ 23,456	25.15%	\$ 20,911	22.43%
IT	\$68,500	\$68,500	\$149,768	\$177,335	\$ (105,780)	-154.42%	\$ (108,835)	-158.88%
Total Services	\$170,799	\$167,049	\$223,727	\$253,209	\$ (82,325)	-49.28%	\$ (86,160)	-51.58%
Supplies								
BCS	\$66,660	\$66,660	\$64,148	\$68,331	\$ 0	0.00%	\$ (1,671)	-2.51%
Curriculum	\$4,600	\$4,600	\$1,656	\$2,736	\$ (200)	-4.35%	\$ 1,864	40.53%
IT	\$100,020	\$100,020	\$133,337	\$133,337	\$ (27,448)	-27.44%	\$ (33,317)	-33.31%
Total Supplies	\$171,280	\$171,280	\$199,141	\$204,404	\$ (27,647)	-16.14%	\$ (33,124)	-19.34%
Other								
BCS	\$1,550	\$1,550	\$979	\$979	\$ -	0.00%	\$ 571	36.82%
Curriculum	\$670	\$670	\$0	\$0	\$ -	0.00%	\$ 670	100.00%
IT	\$33,720	\$53,720	\$40,154	\$48,847	\$ 4,307	8.02%	\$ 4,873	9.07%
Total Other	\$35,940	\$55,940	\$41,133	\$49,826	\$ 4,307	7.70%	\$ 6,114	10.93%
Subtotal	\$3,681,570	\$3,688,221	\$3,633,454	\$3,677,156	\$ 14,825	0.40%	\$ 11,065	0.30%
Special Education								
Salaries	\$1,417,928	\$1,419,648	\$1,333,898	\$1,333,898	\$ 86,197	6.07%	\$ 85,750	6.04%
Benefits	\$278,774	\$278,774	\$277,366	\$277,366	\$ (3,848)	-1.38%	\$ 1,408	0.51%
Services	\$400,256	\$400,256	\$498,749	\$499,346	\$ (130,042)	-32.49%	\$ (99,090)	-24.76%
Supplies	\$9,566	\$9,566	\$14,889	\$14,889	\$ (4,364)	-45.62%	\$ (5,323)	-55.64%
Other	\$2,490	\$2,490	\$1,221	\$1,221	\$ -	0.00%	\$ 1,269	50.96%
Subtotal	\$2,109,014	\$2,110,734	\$2,126,122	\$2,126,719	\$ (52,056)	-2.47%	\$ (15,986)	-0.76%
Operations and Overhead								
Salaries	\$1,110,471	\$1,066,510	\$1,032,519	\$1,032,519	\$ 9,253	0.87%	\$ 33,991	3.19%
Benefits	\$247,219	\$247,219	\$198,793	\$199,640	\$ 44,874	18.15%	\$ 47,579	19.25%
Services	\$155,367	\$165,956	\$159,324	\$159,324	\$ 19,989	12.04%	\$ 6,632	4.00%
Supplies	\$44,800	\$44,800	\$45,659	\$45,659	\$ -	0.00%	\$ (859)	-1.92%
Utilities (Electricity)	\$138,000	\$138,000	\$124,607	\$124,607	\$ 5,000	3.62%	\$ 13,393	9.70%
Facilities and Maintenance	\$142,105	\$167,105	\$209,999	\$209,999	\$ (24,255)	-14.51%	\$ (42,894)	-25.67%
Student Transportation	\$300,672	\$300,672	\$300,672	\$300,672.00	\$ -	0.00%	\$ -	0.00%
Other	\$19,800	\$19,800	\$12,291	\$12,290.76	\$ 7,700	38.89%	\$ 7,509	37.93%
Subtotal	\$2,158,434	\$2,150,063	\$2,083,863	\$ 2,084,710.73	\$ 62,560	2.91%	\$ 65,352	3.04%
Total	\$7,949,018	\$7,949,018	\$7,843,439	\$7,888,586	\$ 25,330	0.32%	\$ 60,432	0.76%

Prek Account			Revenue	Expenditures	Balance			
as of 07/01/2024					\$84,949.50			
Tuition Revenue for FY			\$24,665.16		\$109,614.66			
Total Expenditures for FY				\$52,449.39	\$57,165.27			
Estimated Balance at Month End					\$57,165.27			
10-248a			Revenue	Expenditures	Balance			
as of 07/01/2024					\$360,013.55			
Total Revenue for FY			\$68,406.99		\$428,420.54			
Total Expenditures for FY				\$16,600.00	\$411,820.54			
Estimated Balance at Month End					\$411,820.54			

excess cost =

#1 rcv'd = \$43,519

#2 rcv'd = \$12,548

#3 rcv'd =

Total =

Bethany Board of Education								
Operating Budget 2025-2026 Summary - as of July 2025								
	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$	Var%	Var\$ July	Var% July
General Education								
Salaries								
Certified	\$2,600,343	\$2,485,174	\$0	\$2,485,174			\$ -	0.00%
Curriculum (Supplemental)	\$65,850	\$65,850	\$550	\$65,850			\$ -	0.00%
Non-Certified	\$292,034	\$295,809	\$995	\$295,809			\$ -	0.00%
Nurse	\$57,485	\$57,485	\$0	\$57,485			\$ -	0.00%
Total Salaries	\$3,015,712	\$2,904,318	\$1,545	\$2,904,318			\$ -	0.00%
Benefits	\$410,436	\$410,436	\$20,764	\$410,436			\$ -	0.00%
Services								
BCS	\$5,300	\$12,300	\$163	\$12,300			\$ -	0.00%
Curriculum	\$83,722	\$120,922	\$0	\$120,922			\$ -	0.00%
IT	\$111,650	\$94,070	\$7,484	\$94,070			\$ -	0.00%
Total Services	\$200,672	\$227,292	\$7,647	\$227,292			\$ -	0.00%
Supplies								
BCS	\$74,455	\$79,455	\$5,159	\$79,455			\$ -	0.00%
Curriculum	\$5,100	\$5,100	\$0	\$5,100			\$ -	0.00%
IT	\$101,970	\$101,970	\$42,968	\$101,970			\$ -	0.00%
Total Supplies	\$181,525	\$186,525	\$48,127	\$186,525			\$ -	0.00%
Other								
BCS	\$1,550	\$1,550	\$0	\$1,550			\$ -	0.00%
Curriculum	\$670	\$670	\$0	\$670			\$ -	0.00%
IT	\$91,830	\$31,830	\$26,142	\$31,830			\$ -	0.00%
Total Other	\$94,050	\$34,050	\$26,142	\$34,050			\$ -	0.00%
Subtotal	\$3,902,395	\$3,762,621	\$104,225	\$3,762,621			\$ -	0.00%
Special Education								
Salaries	\$1,593,562	\$1,626,455	\$22,680	\$1,626,455			\$ -	0.00%
Benefits	\$304,046	\$304,046	\$14,954	\$304,046			\$ -	0.00%
Services	\$131,282	\$182,367	\$1,578	\$182,367			\$ -	0.00%
Supplies	\$15,443	\$15,443	\$9	\$15,443			\$ -	0.00%
Other	\$1,610	\$1,610	\$50	\$1,610			\$ -	0.00%
Subtotal	\$2,045,943	\$2,129,921	\$39,271	\$2,129,921			\$ -	0.00%
Operations and Overhead								
Salaries	\$1,114,376	\$1,142,527	\$76,472	\$1,142,527			\$ -	0.00%
Benefits	\$255,543	\$255,543	\$18,970	\$255,543			\$ -	0.00%
Services	\$156,140	\$183,785	\$35,453	\$183,785			\$ -	0.00%
Supplies	\$43,000	\$43,000	\$488	\$43,000			\$ -	0.00%
Utilities (Electricity)	\$138,000	\$138,000	\$0	\$138,000			\$ -	0.00%
Facilities and Maintenance	\$212,500	\$212,500	\$26,761	\$212,500			\$ -	0.00%
Student Transportation	\$321,160	\$321,160	\$0	\$321,160.00			\$ -	0.00%
Other	\$18,545	\$18,545	\$4,966	\$18,545.00			\$ -	0.00%
Subtotal	\$2,259,264	\$2,315,059	\$163,109	\$2,315,059.49			\$ -	0.00%
Total	\$8,207,602	\$8,207,602	\$306,605	\$8,207,602			\$ -	0.00%
Prek Account			Revenue	Expenditures	Balance			
as of 07/01/2025					\$57,165.27			
Tuition Revenue for FY			\$0.00		\$57,165.27			
Total Expenditures for FY				\$114.59	\$57,050.68			
Estimated Balance at Month End					\$57,050.68			
10-248a			Revenue	Expenditures	Balance			
as of 07/01/2025					\$411,820.54			
Total Revenue for FY			\$701.34		\$412,521.88			
Total Expenditures for FY				\$7,825.00	\$404,696.88			
Estimated Balance at Month End					\$404,696.88			
excess cost =								
#1 rcv'd=								
#2 rcv'd =								
Total =								

Bethany Board of Education								
Operating Budget 2025-2026 Summary - as of August 2025								
	Adopted Budget	Revised Budget	YTD July-June	Forecast	Var\$ July	Var% July	Var\$ August	Var% August
General Education								
Salaries								
Certified	\$2,600,343	\$2,485,174	\$0	\$2,523,244	\$ -	0.00%	\$ (38,070)	-1.53%
Curriculum (Supplemental)	\$65,850	\$65,850	\$6,350	\$65,850	\$ -	0.00%	\$ -	0.00%
Non-Certified	\$292,034	\$295,809	\$8,804	\$295,809	\$ -	0.00%	\$ -	0.00%
Nurse	\$57,485	\$57,485	\$1,712	\$57,485	\$ -	0.00%	\$ -	0.00%
Total Salaries	\$3,015,712	\$2,904,318	\$16,866	\$2,942,389	\$ -	0.00%	\$ (38,070)	-1.31%
Benefits	\$410,436	\$410,436	\$24,689	\$410,436	\$ -	0.00%	\$ -	0.00%
Services								
BCS	\$5,300	\$12,300	\$0	\$12,300	\$ -	0.00%	\$ -	0.00%
Curriculum	\$83,722	\$120,922	\$0	\$120,922	\$ -	0.00%	\$ -	0.00%
IT	\$111,650	\$94,070	\$16,484	\$94,070	\$ -	0.00%	\$ -	0.00%
Total Services	\$200,672	\$227,292	\$16,484	\$227,292	\$ -	0.00%	\$ -	0.00%
Supplies								
BCS	\$74,455	\$79,455	\$7,942	\$79,455	\$ -	0.00%	\$ -	0.00%
Curriculum	\$5,100	\$5,100	\$0	\$5,100	\$ -	0.00%	\$ -	0.00%
IT	\$101,970	\$101,970	\$72,748	\$101,970	\$ -	0.00%	\$ -	0.00%
Total Supplies	\$181,525	\$186,525	\$80,690	\$186,525	\$ -	0.00%	\$ -	0.00%
Other								
BCS	\$1,550	\$1,550	\$175	\$1,550	\$ -	0.00%	\$ -	0.00%
Curriculum	\$670	\$670	\$0	\$670	\$ -	0.00%	\$ -	0.00%
IT	\$91,830	\$31,830	\$0	\$31,830	\$ -	0.00%	\$ -	0.00%
Total Other	\$94,050	\$34,050	\$175	\$34,050	\$ -	0.00%	\$ -	0.00%
Subtotal	\$3,902,395	\$3,762,621	\$138,904	\$3,800,692	\$ -	0.00%	\$ (38,070)	-1.01%
Special Education								
Salaries	\$1,593,562	\$1,626,455	\$106,049	\$1,623,537	\$ -	0.00%	\$ 2,918	0.18%
Benefits	\$304,046	\$304,046	\$6,191	\$304,046	\$ -	0.00%	\$ -	0.00%
Services	\$131,282	\$182,367	\$10,514	\$182,367	\$ -	0.00%	\$ -	0.00%
Supplies	\$15,443	\$15,443	\$9	\$15,443	\$ -	0.00%	\$ -	0.00%
Other	\$1,610	\$1,610	\$50	\$1,610	\$ -	0.00%	\$ -	0.00%
Subtotal	\$2,045,943	\$2,129,921	\$122,813	\$2,127,003	\$ -	0.00%	\$ 2,918	0.14%
Operations and Overhead								
Salaries	\$1,114,376	\$1,142,527	\$196,289	\$1,142,527	\$ -	0.00%	\$ -	0.00%
Benefits	\$255,543	\$255,543	\$24,672	\$255,543	\$ -	0.00%	\$ -	0.00%
Services	\$156,140	\$183,785	\$42,513	\$183,785	\$ -	0.00%	\$ -	0.00%
Supplies	\$43,000	\$43,000	\$7,147	\$43,000	\$ -	0.00%	\$ -	0.00%
Utilities (Electricity)	\$138,000	\$138,000	\$10,147	\$138,000	\$ -	0.00%	\$ -	0.00%
Facilities and Maintenance	\$212,500	\$212,500	\$52,937	\$212,500	\$ -	0.00%	\$ -	0.00%
Student Transportation	\$321,160	\$321,160	\$0	\$ 321,160.00	\$ -	0.00%	\$ -	0.00%
Other	\$18,545	\$18,545	\$16,542	\$ 22,488.71	\$ -	0.00%	\$ (3,944)	-21.27%
Subtotal	\$2,259,264	\$2,315,059	\$350,247	\$ 2,319,003.20	\$ -	0.00%	\$ (3,944)	-0.17%
Total	\$8,207,602	\$8,207,602	\$611,964	\$8,246,698	\$ -	0.00%	\$ (39,096)	-0.48%
Prek Account								
as of 08/01/2025			Revenue	Expenditures	Balance			
Tuition Revenue for FY			\$0.00		\$57,050.68			
Total Expenditures for FY				\$0.00	\$57,050.68			
Estimated Balance at Month End					\$57,050.68			
10-248a								
as of 08/01/2025			Revenue	Expenditures	Balance			
Total Revenue for FY			\$602.10		\$404,696.88			
Total Expenditures for FY				\$141,910.63	\$263,388.35			
Estimated Balance at Month End					\$263,388.35			
excess cost =								
#1 rcv'd=								
#2 rcv'd =								
Total =								

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: September 10, 2025

Re: Finance Committee Transfer of 2024-2025 Operating Budget Surplus

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

Recommended Motion

- a. Move that the Bethany Board of Education approve the request to transfer the 2024-2025 operating surplus in the amount of \$60,432 to the BOE 10-248a account.

Memorandum



To: Board of Education Members
From: Kai Byrd, Superintendent
Date: September 10, 2025
Re: New Business

It is recommended that under New Business:

Recommended Motions

- a. (i)1-9. Move the Board of Education accept the policies for Recommended Revision for first reading.....Action Item
- b. (ii)1. Move the Board of Education accept the policy for No Revision for first reading..... Action Item

Recommended Revision**Possession of Deadly Weapons or Firearms****I. Definitions:**

- a. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Connecticut General Statutes § 53a-3(6).
- b. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged." Connecticut General Statutes § 53a-3(19).
- c. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under sections 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, an inspector of motor vehicles in the Department of Motor Vehicles, who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States marshal or deputy marshal, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Connecticut General Statutes § 53a-3(9).
- d. **Real Property** means the land and all temporary and permanent structures comprising the Bethany Public School District's (District) elementary school and administrative office building. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, gymnasiums, fields, and parking lots.
- e. **School-Sponsored Activity** means "any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Connecticut General Statutes § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Connecticut General Statutes § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of the school or the District's administrative office building, on school transportation, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of the individual's official duties who is in lawful possession of a deadly weapon or firearm may bring such items on the real property of the school or administrative office building in the District, on school transportation, or to a school-sponsored activity.

COMMUNITY RELATIONS

1600(b)

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of the school or the District's administrative office building, on school transportation, or to a school-sponsored activity if:

- a. The person brings the deadly weapon or firearm on the real property of the school or administrative office building, on school transportation, or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of the individual's intention to bring such item, and the person must receive prior written permission from school officials.
- b. The person possesses the deadly weapon or firearm on the real property of the school or administrative office building, on school transportation, or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

V. Consequences

- a. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of the District, or administrative office building, on school transportation, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- b. A student who possesses and/or uses any deadly weapon or firearm on the real property of the school, or administrative office building, on school transportation, or at a school-sponsored activity in violation of this policy shall be disciplined in accordance with the Bethany Board of Education (Board) Student Discipline Policy.
- c. The Board reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school building, on school transportation, or administrative office building, or at a school-sponsored activity, from using any and all school facilities.

Legal Reference: Connecticut General Statutes § 10-233a
 Connecticut General Statutes § 10-244a
 Connecticut General Statutes § 29-28(e)
 Connecticut General Statutes § 53a-3
 Connecticut General Statutes § 53a-217b

Policy adopted: September 9, 1998
Policy revised: October 7, 2015
Policy revised: November 9, 2016
Policy revised: April 8, 2020
Policy revised: December 8, 2021

[Policy revised:](#)

Recommended Revision**Administrative Staff Organization**

The legal authority of the Bethany Board of Education (Board) shall be transmitted through the Superintendent along specific lines of responsibility from person to person as shown in the organizational structure of the Bethany Public School District (District). The Superintendent shall organize the staff to achieve the District's goals and objectives consistent with the District's educational philosophy. The administrative staff organization shall foster an environment of excellence wherein teachers can help students learn most effectively.

The Superintendent shall have the necessary freedom to revise the organizational structure subject to Board approval of major changes or the elimination and creation of positions. The Superintendent shall maintain the administrative organization and structure current with clear supervision and accountability requirements throughout the District.

Professional development activities will be provided for all staff. The Superintendent will work toward achieving excellence in education through varied professional development programs to develop leadership skills, ~~stimulate interest of underrepresented groups in administrative positions,~~ and provide career advancement support and professional development opportunities for new and experienced administrators.

The Superintendent will be responsible for developing a District staffing plan and notify the Board annually through budget planning for the subsequent year. ~~Such staffing plans should encourage staff diversity reflecting state demographics and not limited to the local community composition.~~

Administrative duties and functions will be evaluated against their contributions to better instruction ~~and enhancement of student motivation~~ and achievement.

Policy adopted: September 9, 1991
Policy revised: March 9, 2016
Policy revised: December 12, 2018
Policy revised: December 8, 2021
[Policy revised:](#)

Source: CABE

Recommended Revision**Job Descriptions**

All employees of the Bethany Public School District (District) are subject to the policies of the Bethany Board of Education, applicable laws, and current employee agreements.

The Superintendent or designee shall develop job descriptions for District employees which shall include at a minimum:

- Job title.
- General statement of duties and listing of specific responsibilities.
- To whom the employee is directly responsible.
- Education or training required.
- ~~Wage range.~~

Job descriptions for all employees shall be provided to employees by the Superintendent or designee with copies maintained in a manual of job descriptions. ~~and on the District website.~~

Legal Reference: **Connecticut General Statutes § 21-30**

Policy adopted:	September 9, 1991
Policy revised:	March 9, 2016
Policy revised:	December 12, 2018
Policy revised:	December 8, 2021
<u>Policy revised:</u>	

Source: CABA

Recommended Revision**Recruitment and Appointment of Superintendent**

The appointment of a Superintendent is the legal responsibility of the Bethany Board of Education (Board). The Board may choose to first consider certified and qualified internal candidates prior to conducting an active search to find the person it believes can most effectively translate into action the policies of the Board, ~~the aspirations of the community, and foster a diverse professional staff.~~ Efforts ~~will~~ may be made to increase recruitment of underrepresented groups, ~~including but not limited to women, minorities, and people with disabilities, through the use of nontraditional sources.~~ Applicants who can best fulfill the role will be sought from within and outside the Bethany Public School District (District).

Recruitment of Superintendent**1. Consultant**

When the Board starts a search for a new Superintendent, it may hire a qualified search consultant. ~~The selection of a consultant will be through a process consistent with the Board's affirmative action policies.~~

2. Time Frame/Budget

The Board will estimate a time frame for the search and prepare a budget for the search process including anticipated expenses for all facets of the search and should be updated as the search progresses.

3. Desired Qualifications, Functions, and Responsibilities of Superintendent

The Board, in collaboration with the search consultant, if applicable, will develop a set of qualifications and prioritize the functions and responsibilities associated with the Superintendent's position.

The Board and the consultant, if applicable, ~~will~~ may recognize efforts made to increase recruitment of underrepresented groups. Some of the recruitment procedures ~~will~~ may include sending notices of Superintendent vacancies to various groups, ~~such as the following types of organizations: placement offices, women's centers or minority affairs offices, Superintendent organizations, journals, associations, and other publications and associations which reach underrepresented groups.~~ Other recruitment sources may also include local news media, local community organizations, newspapers, newsletters, and specialized employment programs. ~~A network of people who have access to contact with underrepresented groups of candidates will be established and maintained.~~

4. Interviews

A background check of professional qualification is essential.

There may be two (2) to three (3) interviews - one (1) preliminary interview conducted by the consultant, if applicable, and others by the entire Board. All Board members will interview all finalist candidates. All Board members will also be given an opportunity to informally meet the proposed candidate before a commitment is made for employment.

5. The Board's Negotiation sub-committee will negotiate the contract with the finalist.
6. The Board will hire the new Superintendent.
7. The Board must decide how to best handle the transition period (from the time the contract is signed until the new person comes, as well as the first three (3) months with the new Superintendent).

Appointment of Superintendent

A vote of the majority of the Board members, present at a Board meeting for which due notice has been given of the intended action, will be required for the appointment of the Superintendent.

The Board may employ an Acting Superintendent, properly certified or not, for a probationary specified period, not to exceed one (1) school year, with the approval of the Commissioner of Education. Such time may be extended by the Commissioner for good cause shown. During such probationary period, the Acting Superintendent shall assume all duties of the Superintendent for the time specified and shall successfully complete a school leadership program, approved by the State Board of Education, offered at a public or private institution of higher education in the State. At the conclusion of the probationary period, the Board may request the Commissioner of Education to grant a waiver of certification, if not properly certified, for the Acting Superintendent, allowing the Board, if desired, to appoint the Acting Superintendent as the District's permanent Superintendent.

Legal References: Connecticut General Statutes § 10-157, as amended
 Connecticut General Statutes § 10-222

Policy adopted: March 9, 2016
Policy revised: March 14, 2018
Policy revised: December 8, 2021
[Policy revised:](#)

Source: CABA/BPSD

Recommended Revision**Evaluation of the Superintendent**

The evaluation process for the Superintendent shall be collaborative, goal-oriented, and offer numerous opportunities for focused and targeted feedback from the Bethany Board of Education (Board) to the Superintendent regarding job performance. It is the Board's belief that this collaborative and candid approach to evaluation will improve Board and Superintendent communications and relationships, and most importantly, will enhance the overall success of the Bethany Public School District (District).

While the Board and Superintendent (Leadership Team) have different roles and responsibilities, their work must complement each other. Ultimately, all serve to advance the goals and objectives of their community for public education and, most importantly, student learning. As the Board's Chief Executive Officer (CEO), Connecticut Education Law requires the Superintendent's job performance is evaluated annually. Whether written or oral, the annual evaluation of the District's Chief Executive Officer is one of the most important responsibilities of the Board.

Recommended Evaluation Process

The formal evaluation should in no way preclude informal discussions between the Superintendent and Board as needed.

Beginning of the Year Evaluation of the Superintendent- July-November

- Step 1: In a public meeting, the Board may conduct its self-evaluation and goal setting ~~(July)~~.
- Step 2: The Leadership Team meets to discuss District goals and objectives. Any discussion of District goals including the Board's Operational Goals and the District's Strategic Plan Goals must be held in a public meeting. This structured conversation is intended to serve as a goal/priority setting session for the District's Leadership Team for the upcoming school year ~~(July)~~.
- Step 3: A meeting should be scheduled by the Board between the Superintendent and the Board, according to Board policy and Superintendent's contract in Executive Session, unless the Superintendent exercises the statutory right to require that such discussion is held in a public meeting. The purpose of this meeting is to share and discuss the Board's draft evaluation of the Superintendent's performance and serves as a final opportunity for candid discussion between the Board and the Superintendent prior to the completion of a formal performance evaluation ~~(July)~~.
- Step 4: In Executive Session, the Board has an opportunity to discuss the Superintendent's performance goals for the upcoming school year with the Superintendent. Some of these will have been reflected in the most recent evaluation of the Superintendent's performance review ~~(July)~~.
- Step 5: The Superintendent's formal performance evaluation is completed and presented either verbally or in writing to the Superintendent by a representative(s) of the Board. It is important to note that if the Board's performance evaluation of the Superintendent is in writing, it is a public document and subject to the Freedom of Information Act. Any written copy of the Superintendent's performance evaluation must also be placed in the Superintendent's official personnel file ~~(August)~~.
- Step 6: In a public meeting, the Board adopts their Board Operational Goals ~~(September/October)~~.
- Step 7: In Executive Session, the Superintendent shares the final performance goals for the upcoming school year with the Board ~~(October/November)~~.

Mid-Year Meeting – December-February

- Step 1: In a public meeting, the Board may informally review~~s~~ its own performance in light of previously adopted goals.
- Step 2: In Executive Session, it is recommended that the Board provide targeted informal feedback to the Superintendent about the effectiveness of the previously established goals and objectives.

These mid-year sessions provide the Leadership Team with an opportunity to identify and strategize new and/or unexpected challenges. This level of team collaboration allows all parties to be contributing members of a fluid, responsive and strategic team.

End of the Year Evaluation of the Superintendent – March-June

- Step 1: The Superintendent and Board Chair meet to discuss the Superintendent's evaluation and timeline ~~(April/May)~~.
- Step 2: The Superintendent shares a self-evaluation with the Board addressing the progress and effectiveness of the performance goals. This self-assessment may be supplemented by submitting documentation as a formal narrative, portfolio or some other mutually agreed upon format, with the understanding that any such written documentation regarding the Superintendent's job performance should aid the Board in completing a comprehensive and fair evaluation of the Superintendent ~~(May/June)~~.
- Step 3: The Board conducts the evaluation of the Superintendent according to Board policy in Executive Session unless the Superintendent exercises the statutory right to require that such discussion be held in a public meeting. It is recommended that there be no prior sharing of written performance evaluation commentary (hard copy or electronic) among Board members prior to the Executive Session ~~(June)~~.

Legal Reference: Connecticut General Statutes § 10-157(a)
Connecticut General Statutes § 10-220
Freedom of Information Act §§ 1-200 to 1-241

Policy adopted: May 10, 2017
Policy reviewed: October 1, 2018
Policy revised: December 16, 2021
Policy revised:

Source: CABA/CAPSS/BPSD

Superintendent's Leadership Performance Areas and Specific Areas of Responsibility

Successful Superintendents of Schools are visionary CEOs who lead dynamic enterprises in a shifting climate of policy, politics, society, economics, and law. Balancing and managing national reform and accountability initiatives against local circumstances, they create the conditions that drive their district's leadership, quality of instruction, and student achievement. Research has shown that the nation's most successful Superintendents possess highly developed leadership, vision, and strategic thinking skills and that these skills, combined influence student achievement.

The following framework may help guide the Superintendent's evaluation and development. This framework may be changed to reflect continuing developments that shape the Superintendent's areas of responsibility.

I. Educational Leadership

The Superintendent will demonstrate vision and learning in education quality, with specific efforts and results.

Educational Leadership will include, but not be limited to, the following areas: vision, culture, instructional materials, curriculum, hiring, training, performance, issue management, measurable results, presence, and personal development.

II. Organizational Management

The Superintendent will effectively manage and report all aspects of the District's finances and operations.

Organizational Management will include, but not be limited to, the following areas: budget process, budget development, budget management, contract negotiation, grants & excess cost, expense reporting, day-to-day management, facilities planning, facilities maintenance, school environment safety, and health.

III. Community and Board of Education Relations

The Superintendent will foster an effective relationship with the Board, including communication, collaboration, and commitment to priorities. Focus on a culture of effective, collaborative, mutually supportive relationships with the parent community.

Community and Board of Education Relations will include, but not be limited to, the following areas: proactive Board communication, responsive Board communication, policy, commitment to Board priorities, information, and advice, Board collaboration, proactive community communication, responsive community communication, community collaboration, and follow-through.

IV. Personal and Professional Qualities

The Superintendent will maintain the highest standards of personal integrity, professionalism, and leadership.

Personal and Professional Qualities will include, but not be limited to, the following areas: personal integrity, professionalism, personal interaction skills, communication style, work ethic, transparency, and commitment to excellence.

Policy 2400 – Appendix A – Revised December 8, 2021

Recommended Revision**Budget Development**

The Board of Education (Board) asks the Superintendent to direct the development and preparation of the budget and submit it to the Board for its tentative approval and for a later public hearing.

The Superintendent is asked to confer with the District staff on budgetary needs, as well as consider priorities that have been determined by the Board.

The Board may review the Superintendent's proposed budget at one (1) or more budget meetings and make changes as the majority of the Board may desire.

All Board budget meetings are public meetings, and the public is encouraged to attend and contribute to the budget development process within guidelines for public participation at Board meetings.

Legal References: Connecticut General Statutes § 10-51

Connecticut General Statutes § 10-222

~~June 2017 Special Session Public Act 17-2 § 156~~

Policy adopted: April 13, 2016

Policy revised: June 13, 2018

Policy revised: December 8, 2021

[Policy revised:](#)

Source: CABA/BPSD

Recommended Revision**Budget Adoption**

The Bethany Board of Education (Board) will present an itemized estimate of the cost for the operation of the school to the municipal fiscal authority (Bethany Board of Finance) not later than two (2) months preceding the annual meeting at which appropriations are to be made. The estimated cost of operating the Bethany Public School District (District) for the ensuing year shall be the final budget for the District, modified, if necessary, by any difference in the amount requested by the Board and the amount appropriated by the town for the operation of the District.

If reductions are made in the budget by the Bethany Board of Finance or at the town or District budget meeting or referendum, the Superintendent shall prepare a final budget recommendation for Board review, modification, if needed, and approval; such budget shall reflect changes made from the originally approved education budget to remain within the reduced figure ultimately approved by town authority.

Legal References: Connecticut General Statutes § 10-51

Connecticut General Statutes § 10-222

~~June 2017 Special Session Public Act 17-2 § 156~~

Policy adopted: September 9, 1991

Policy revised: April 13, 2016

Policy revised: April 11, 2018

Policy revised: December 8, 2021

[Policy revised:](#)

Source: CABA/BPSD

Recommended Revision**Medical Reimbursement for Special Education Students**

The Bethany Board of Education may seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law.

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

Legal References: Connecticut General Statutes § 10-76d, as amended

[17-2, Sec. 51 and PA 18-182](#)

42 CFR Parts 431, 433 and 440, Medicaid Program

5.299, The Medicare, Medicaid & SCHIP Extension Act of 2007

34 C.F.R. §300.154(d) - Individuals with Disabilities Act (IDEA)-Part B

Policy adopted: April 13, 2016

Policy revised: December 12, 2018

Policy revised: December 8, 2021

[Policy revised:](#)

Source: CABE/[BPSD](#)

Recommended Revision**Data-Based Information and Management Systems****Student Data Protection and Privacy/Cloud-Based Issues**

The Bethany Board of Education (Board) may, pursuant to this policy, enter into a contract with a third party for either or both of the following purposes:

1. To provide services, including Cloud-based services, for the digital storage, management, and retrieval of student records.
2. To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use student records in accordance with the contractual provisions listed below.

The Board, when entering into a contract with a contractor for purposes listed above, shall ensure the contract includes, but is not limited to the following:

1. A statement that student records, student information, and student-generated content continue to be the property of and under the control of the Board. (They are not the property of, or under the control of a software or electronic services contractor.)
2. A description of the means by which the Board may request the deletion of any student information, student records, or student-generated content in the possession of the contractor that is not a) otherwise prohibited from deletion or required to be retained under state or federal law, or b) stored as a copy of a disaster recovery storage system and that is i) inaccessible to the public, and ii) unable to be used in the normal course of business by the contractor, provided the Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate data following a disaster recovery.
3. A statement that the contractor will not use student information, student records, or student-generated content for any purposes except those the contract authorizes.
4. A description of the procedures by which a student, parent/legal guardian of a student may review personally identifiable information (PII) contained in the student's records, student information, or student-generated content and correct erroneous information if any in such student material.
5. A statement that the contractor shall take actions designed to ensure the security and confidentiality of student records record, student information, and student-generated content.
6. A description of the procedures that a contractor will follow for notifying the Board, in compliance with Connecticut General Statutes Section 10-234dd, when there has been an unauthorized release, disclosure, or acquisition of student information, student records, or student-generated content.
7. A statement that a student's records, student information, or student-generated content shall not be retained or available to the contractor upon expiration of the contract between the contractor and the Board except a student, parent, or legal guardian of a student may choose to independently establish or maintain an electronic account with the contractor after the expiration of such contract for the purpose of storing student-generated content.

8. A statement that the contractor and the Board shall ensure compliance with the federal Family Educational Rights and Privacy Act, 20 U.S.C. 1232g (FERPA).
9. A statement that Connecticut laws shall govern the contract and the rights and duties of all parties to the contract including the contractor and the Board.
10. A statement that if any provision of the contract or the application of the contract is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions of the contract which can be given effect without the invalid provision or application.
11. A prohibition against the contractor using personally identifiable information contained in student records to engage in advertising or for any other purposes other than those authorized pursuant to the contract.

The Board of Education may use the uniform student data privacy terms-of-service agreement addendum, developed by the Commission for Educational Technology (CET), in contracts entered into pursuant to C.G.S. 10-234bb. Such amendment shall conform to the requirements for a contract listed above.

Any provision of a contract or a terms of service agreement addendum entered into between a contractor and the Board, that conflicts with the provisions listed above shall be void. Moreover, a contract is void if it lacks any of the above provisions. The Superintendent or designee will give the contractor reasonable notice to amend the contract of a terms of service agreement addendum to include the missing provisions.

Any contract or a terms of service agreement addendum that does not include the provisions listed above shall be void provided the Superintendent or designee has given reasonable notice to the contractor and the contractor has failed within a reasonable time to amend the contract or the terms of service agreement addendum to include the required provisions.

The Superintendent or designee shall maintain and update, as necessary, a website with information relating to all contracts entered into pursuant to this policy. Not later than five (5) business days after executing a contract pursuant to this policy, the Superintendent or designee shall post notice of such contract on the District's website. The notice shall include the contract and:

1. state that the contract has been executed and the date that such contract was executed;
2. provide a brief description of the contract and the purpose of the contract; and
3. state what student information, student records or student-generated content may be collected as a result of the contract.

On or before September 1st annually, the Superintendent or designee shall electronically notify students and the parents/guardians of students of the address of the Internet website described in this policy.

The Superintendent or designee and a contractor may include in any contract executed pursuant to this policy, a student data privacy terms of service agreement addendum, previously described, to satisfy the requirements of this policy.

The Board is not required to enter into a contract pursuant to this policy if the use of an Internet website, online service, or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time, and such Internet website, online service or mobile application is unable to comply with the provisions of this policy, provided:

1. such Internet website, online service, or mobile application complies with the FERPA, as amended from time to time, and the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as amended from time to time.
2. The Board can provide evidence that it has made a reasonable effort to:
 - a. enter into a contract with such consultant or operator to use such Internet website, online service or mobile application, and
 - b. find an equivalent Internet website, online service, or mobile application operated by a consultant or an operator that complies with the provisions of this section.
3. The consultant or operator complies with the provisions of Section 10-234cc, as amended for such use, and
4. The parent/legal guardian of such child and, in the case of a child with an individualized education program, a member of the planning and placement team, sign an agreement that
 - a. Acknowledges such parent/legal guardian is aware that such Internet website, online service or mobile application is unable to comply with the provisions of this policy, and
 - b. Authorizes the use of such Internet website, online service or mobile application

The Superintendent or designee shall, upon request of a child's parent/legal guardian, provide the evidence described above to such parent/legal guardian.

The Board expects that an operator shall implement and maintain security procedures and practices that meet or exceed industry standards and that are designed to protect student information, student records, and student-generated content from unauthorized access, destruction use, modification, and disclosure; and delete any student information, student records or student-generated content within a reasonable amount of time if a student, parent/guardian or Board requests deletion of such student information, student records or student-generated content unless:

1. State or federal law prohibits such deletion or otherwise requires the retention of such student information, student records or student-generated content, or
2. A copy of such student information, student records, or student-generated content is in the possession of the operator as part of a disaster recovery storage system and is inaccessible to the public and unable to be used in the normal course of business by the operator, provided such student, parent/legal guardian of a student or the Board may request the deletion of any such student information, student records or student-generated content if such copy is used by the operator to repopulate accessible data following a disaster recovery.

The Superintendent or designee will utilize the written guidance developed by the Department of Education in consultation with the Commission for Educational Technology concerning the implementation of FERPA and the laws relating to student data privacy. Such written guidance includes a plain language explanation of how such student data privacy laws are to be implemented, information about the uniform student data privacy terms-of-service agreement addendum, and how such addendum may be incorporated into contracts executed pursuant to Section ~~10-243bb~~ 10-234bb, as amended.

Notice of Breach of Security/Data Breacher

Upon notice of a breach of security by a contractor, the Board shall, not later than two (2) business days after receipt of such notice, notify the students and the parents or legal guardians of the students whose student information, student records, or student-generated content was involved in such breach. The Superintendent or designee shall also, as required, post notice of the breach on its website.

Upon the discovery of a breach of security that results in the unauthorized release of student information, excluding directory information, the contract shall contain the provision that the contractor must notify the Board of such breach without unreasonable delay, and in no case later than thirty (30) days from the discovery of the breach.

Upon the discovery of a breach of security that results in the unauthorized release of directory information, student records, or student-generated content, the contract shall contain the provision that the contractor must notify the Superintendent or designee without unreasonable delay and in no case later than sixty (60) days from the discovery of the breach.

Definitions

1. **Contractor** means an operator or consultant that is in possession of or has access to student information, student records, or student-generated content as a result of a contract with a local board of education.
2. **Operator** means the operator of an Internet website, online service, online application (app), or mobile application with actual knowledge that such Internet website, service, or mobile application is used primarily for school purposes and was designed and marketed for school purposes and who collects, maintains or uses student information.
3. **Consultant** means a professional who provides non-instructional services, including administrative, planning, analytical, statistical, or research services to a board of education under a contract.
4. **Student** means a Connecticut resident enrolled in a preschool program participating in the state-wide public school information system, pursuant to Section 10-10a of the Connecticut General Statutes, or enrolled in grades K to 12, inclusive, in a public school, or receiving special education and related services under an individualized education program, or otherwise the responsibility of the Board.
5. **Deidentified information** means information that has been altered to prevent the identification of an individual student.
6. **Eligible student** means a student who has reached eighteen (18) years of age.
7. **Student-generated content** means materials created by a student, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, or photographs. Student-generated content does not include student responses to a standardized assessment.
8. **Student records** mean:
any information directly related to a student that is maintained by the District, the State Board of Education, or the Department of Education or any information acquired from a student through the use of educational software assigned to the student by a teacher or other District employee.

Student records do not mean any of the following:

- a. Deidentified information, allowed under the contract to be used by the contractor to improve educational products for adaptive learning purposes and for customizing student learning.
 - b. Deidentified information, used to demonstrate the effectiveness of the contractor's products in the marketing of such products.
 - c. Deidentified information, used for the development and improvement of the contractor's products and services.
9. **Online service** includes Cloud computing services, which must comply with this policy if they otherwise meet the definition of an operator.
10. **Student information** is personally identifiable information regarding a student that in any media or format that is not publicly available that meets any of the following:
 - a. Is created or provided by a student, or the student's parent or legal guardian, by using an operators' website, online service, or mobile application (app) for school purposes.
 - b. Is created or provided by an employee or agent of the Board, to an operator for school purposes.
 - c. Is gathered by an operator through the operation of the operator's Internet website, online service, or mobile application (app) and identifies a student, including, but not limited to, information in the student's educational record or email account, first and last name, home address, telephone number, date of birth, email address, or other information that allows physical or online contact, discipline records, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, or behavioral assessments.
11. **School purposes** means purposes that customarily take place at the direction of a teacher, or school District or aid in the administration of school activities, including, but not limited to, instruction in the classroom, administrative activities, and collaboration between students, school personnel, or parents or legal guardians.
12. **Targeted advertising** means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records, or student-generated content or inferred from the usage of the operator's Internet website, online service, or mobile application by such student. It does not include any advertising to a student on a website that the student accesses at the time or in response to a student's response or request for information or feedback.

The Board, through this policy, places restrictions on an "operator" as defined in this policy. An operator shall not knowingly engage in any of the following activities with respect to their Internet website, online service, or mobile application:

1. Engage in targeted advertising on the operator's Internet website, online service, or mobile application:
2. Use student information to create a profile of a student for purposes other than the furtherance of school purposes.
3. Sell student information, unless the sale is part of the purchase, merger, or acquisition of an operator by a successor operator, and the operator and the successor operator continue to be subject to the provisions of this policy regarding student information.
4. Disclose student information unless the disclosure is made:
 - a. in furtherance of school purposes of the Internet website, online service, or online application, provided the recipient of the student information uses such student information to improve the operability and functionality of the Internet website, online service or mobile application and complies with this policy;
 - b. to ensure compliance with federal or state law;
 - c. in response to a judicial order;
 - d. to protect the safety of users or others or the security of the Internet website, online service, or mobile application; or
 - e. to an entity hired by the operator to provide services for the operator's Internet website, online service or mobile application provided the operator contractually:
 - i. prohibits the entity from using student information for any purpose other than providing the contracted service to, or on behalf of, the operator;
 - ii. prohibits the entity from disclosing student information provided by the operator to subsequent third parties; and
 - iii. requires the service provider comply with this policy.

The Board recognizes that an operator may:

1. Use student information
 - a. to maintain, support, evaluate or diagnose the operator's Internet website, online service, or mobile application; or
 - b. for adaptive learning purposes or customized student learning.
2. Use de-identified student information
 - a. to develop or improve the operator's Internet website, online service or mobile application (app), or other Internet websites, online services or mobile applications owned by the operator; or
 - b. to demonstrate or market the effectiveness of the operator's Internet website, online service, or mobile application.

3. Share aggregated de-identified student information for the improvement and development of Internet websites, online services, or mobile applications designed for school purposes.

Nothing in this policy shall be construed to:

1. limit the ability of a law enforcement agency to obtain student information from an operator as authorized by law or pursuant to a court order;
2. limit the ability of a student or the parent or legal guardian of a student to download, transfer or otherwise save or maintain student information;
3. impose a duty upon a provider of an interactive computer service, as defined in 47 USC 230, as amended from time to time, to ensure compliance with this section by third-party information content providers, as defined in 47 U.S.C. 230, as amended from time to time;
4. impose a duty upon a seller or provider of online services or mobile applications to ensure compliance with this policy with regard to such online services or mobile applications;
5. limit an Internet service provider from providing a student, parent, or legal guardian of a student or local board of education with the ability to connect to the Internet;
6. prohibit an operator from advertising other Internet websites, online services, or mobile applications that are used for school purposes to parents or legal guardians of students provided such advertising does not result from the operator's use of student information; or
7. apply to Internet websites, online services, or mobile applications that are designed and marketed for use by individuals generally, even if the account credentials created for an operator's Internet website, online service, or mobile application may be used to access Internet websites, online services, or mobile applications that are designed and marketed for school purposes.

The Superintendent or designee, upon determination that a request for directory information is related to school purposes, may disclose directory information to any person requesting such directory information. If the Superintendent or designee determines that a request for directory information is not related to school purposes, the District shall not disclose such directory information.

Legal References: Connecticut General Statutes § 1-19(b)(11)
 Connecticut General Statutes § 7-109
 Connecticut General Statutes § 10-15b
 Connecticut General Statutes § 10-209
 Connecticut General Statutes § 10-234aa
 Connecticut General Statutes § 10-234bb, as amended
 Connecticut General Statutes § 10-234cc
 Connecticut General Statutes § 10-234dd, as amended
 Connecticut General Statutes § 11-8a

Connecticut General Statutes § 11-8b

Connecticut General Statutes § 46b-56(e)

Connecticut Public Records Administration Schedule V – Disposition of Education Records (Revised 1983).

Public Act 16-189

Public Act 17-200

Public Act 18-125

Federal Family Educational Rights and Privacy Act of 1974 (Section 438 of the General Education Provisions Act, as amended, added by Section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g.)

Department of Education 34 C.F.R. Part 99 (May 9, 1980, 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232g (2014)

Children's Online Privacy Protection Act (COPPA) 15 U.S.C. §§ 6501 et seq. (2014)

Policy adopted: April 13, 2016
Policy revised: January 11, 2017
Policy revised: December 13, 2017
Policy revised: December 12, 2018
Policy revised: December 8, 2021
[Policy revised:](#)

Source: CABE

No Change Recommended**Purchasing and Bidding****Purchasing**

The duties of purchasing for the Bethany Board of Education (Board) shall be directed by the Superintendent or designee who shall conduct all purchase transactions for the Bethany Public School District (District) in accordance with Board Policies, the annual approved budget spending plan, and within the limitations prescribed by law and legal opinions.

The Superintendent shall determine the procedures for the purchasing program of the District, including ordering, verifying receipt of orders, distribution of materials received, and payment of invoices. Every transaction involving the transfer of property shall be by purchase order or formal contract. Purchase orders and other purchase obligations shall be signed by the Superintendent.

The purchase system shall be followed as established with exception to be made only upon the approval of the Superintendent, and purchases or contracts made outside of the approved purchasing system shall not be the responsibility of the Board. The Superintendent and other staff shall:

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the proper amount of the product.
4. Pay the proper price.

Specifications governing materials are a joint responsibility of the school administration and District office.

Bidding

Bidding limits and requirements are determined by the Town of Bethany Municipal Code.

Legal References: Connecticut General Statutes § 10-51
 Connecticut General Statutes § 10-222
 Connecticut General Statutes § 10-259
 Bethany Municipal Code, Chapter 12 § 12-1

Policy adopted: September 9, 1991
Policy revised: April 11, 2012
Policy revised: April 13, 2016
Policy revised: October 5, 2016
Policy revised: December 12, 2018
Policy revised: December 8, 2021

[Policy reviewed:](#)

Source: CABA/BPSD

Memorandum



To: Board of Education Members

From: Kai Byrd, Superintendent

Date: September 10, 2025

Re: Superintendent Report

Under ADMINISTRATIVE REPORTS:

- Enrollment Update
- Personnel Update

BETHANY COMMUNITY SCHOOL

2025-2026 ENROLLMENT SUMMARY

2025-2026 ENROLLMENT SUMMARY

Grade (Sections)	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026
PK	17									
K (3)	47									
1 (3)	59									
2 (3)	60									
3 (3)	45									
4 (3)	62									
5 (3)	58									
6 (4)	76									
TOTAL (22)	424									

*Four Open Choice students included.

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	21	22	22
K (4)	53	53	54	54	54	54	54	54	54	54
1 (3)	56	56	57	58	58	59	59	59	59	59
2 (3)	46	46	46	46	46	46	46	46	46	46
3 (3)	62	62	62	62	61	61	61	61	61	61
4 (3)	57	57	56	56	56	56	56	56	56	56
5 (4)	77	77	77	77	76	76	76	76	77	77
6 (3)	62	62	61	61	61	62	62	62	62	62
TOTAL (23)	430	431	431	434	432	435	435	435	437	437

*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.

Memorandum



To: Board of Education Members

From: Cheryl Kiesel

Date: September 10, 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: September 10, 2025

Re: Principal's Report

Under ADMINISTRATIVE REPORTS:

- BCS Happenings