

**TOWN OF SIMSBURY
BOARD OF EDUCATION**

Record of Proceedings

Regular Meeting

May 26, 2020

Ms. Susan Salina called the virtual meeting to order at 6:33 p.m.

Roll Call:

Members present: Mmes. Susan Salina, Tara Willerup, Lydia Tedone, Jen Batchelar and Sharon Thomas. Messrs. Todd Burrick and Jeff Tindall.

Members absent: Mr. Brian Watson

Also present: Superintendent Matt Curtis, Assistant Superintendent Erin Murray, Assistant Superintendent Sue Homrok-Lemke, Director of Personnel Neil Sullivan, Director of Finance Amy Meriwether, and Recording Secretary Katie Wilde.

PUBLIC AUDIENCE

Ms. Salina shared comments from *Louisa Lindberg*, 30 Fairview Street. Ms. Lindberg urged that 6th grade not be moved to HJMS. She expressed concern with the impact of construction activities to neighboring homes.

Mr. Tindall stated that AP French teacher Stephanie Duchesneau gathered her class of 12 students, while social distancing, to thank them and gave each of them a handmade mask with the colors of the university they will be attending in the fall. He noted the value of connections.

Ms. Thomas reported on the Simsbury Advisory Committee of the Boys & Girls Clubs of Hartford. Both she and Mr. Curtis are members of the committee. Ms. Willerup reported on the Equity Council meeting. Ms. Tedone reported on activities at the state level.

Mr. Sullivan reported that the Return to Simsbury Schools Task Force will have their second meeting tomorrow. Ms. Murray reported that K-6 summer school programs will be offered virtually. Grade 7-11 enrichment packets will be made available virtually and for pickup. The high school PE/Wellness and Personal Finance summer courses will be offered virtually.

Ms. Lemke reported that late last week the state provided guidance, with stipulations, on Extended School Year (ESY) programming. The special education department is looking at providing a hybrid model with most students involved in distance learning and some with in-person programming.

Mr. Curtis recommended that the board leave their summer meetings on the calendar as there will be task force updates provided over the course of the summer. He noted that there are 3 weeks in the current school year. Board members expressed their gratitude for all of the work that has been accomplished in the past 3 months.

RECOMMENDED ACTIONS

A. Approval of Minutes of May 12, 2020 Meeting

Public Audience

Approval of
Minutes of May

<p>Ms. Willerup: MOVE to approve the minutes of the May 12, 2020 meeting.</p> <p>Mr. Burrick: Seconded. So moved</p>	<p>12, 2020</p>
<p>B. Approval of Minutes of May 12, 2020 Special Meeting</p> <p>Ms. Tedone: MOVE to approve the minutes of the May 12, 2020 special meeting.</p> <p>Ms. Batchelar:Seconded. So moved</p>	<p>Approval of Minutes of May 12, 2020 Special Meeting</p>
<p>C. Personnel</p> <p>Ms. Thomas: MOVE that the Board of Education accept the resignation of Melissa Luke effective June 30, 2020.</p> <p>Ms. Batchelar:Seconded. So moved.</p>	<p>Personnel</p>
<p>D. Adoption of Fee Schedule for Use of Public Schools</p> <p>Mr. Burrick: MOVE that the fee schedule for use of public schools for 2020-21 be approved as submitted by the administration.</p> <p>Ms. Tedone: Seconded. So moved.</p>	<p>Adoption of Fee Schedule for Use of Public Schools</p>
<p>E. Review and Approval of 2021-22 School Calendar</p> <p>Mr. Sullivan reviewed the nuances of the proposed calendar.</p> <p>Ms. Tedone: MOVE to adopt the 2021-22 school calendar as presented.</p> <p>Ms. Willerup: Seconded. So moved.</p>	<p>Approval of 2021-22 School Calendar</p>
<p><u>INFORMATION AND REPORTS</u></p>	
<p>A. Facilities Master Plan Update</p> <p>Mr. Sullivan noted that many conversations have occurred over the past year on this topic. He reviewed the more than 20 public meetings that took place. Meetings relative to existing conditions took place between April and June 2019. Initial options were discussed in meetings between October and November 2019. The narrowing of options was reviewed between December 2019 and February 2020. A decision on the location of grade 6 was discussed between March and May 2020.</p> <p>In April 2020 all five 6th grade teams engaged with Mr. Sullivan and Ms. Murray to discuss the location of grade 6. The majority of these teachers felt 6th grade fits more naturally at the middle school. On May 4th the BOE Curriculum Committee met and reviewed the research relative to the location of 6th grade. Mr. Sullivan stated that these meetings have brought us to a place where we can take the first step in determining the long range master plan.</p> <p>Mr. Sullivan noted that moving 6th grade to HJMS allows the possibility for spreading out preschool among multiple schools. Transition needs will be met as students</p>	<p>Facilities Master Plan</p>

move after 5th grade. Parents of 6th graders will be given similar access to their children as they are at the elementary schools. Scheduling, busing and recess will be addressed but are not a driving factor in the decision.

Mr. Tindall stated that there have been more than 20 meetings, 2 surveys, meetings with staff and administrators, engagement from all parties. He noted that not everyone will agree with the decision, but there was productive conversation with all who participated. Mr. Tindall thanked all who were involved in the process.

Ms. Willerup: MOVE that the Facilities Master Plan agenda item be moved to an action item.

Ms. Tedone: Seconded. So moved.

Mr. Burrick: Move that the Board of Education direct Tecton Architects to complete the long-range facilities master plan for the Simsbury Public Schools by prioritizing the option of a 6th graded addition to Henry James and a renovate-as-new project at Latimer Lane as the first capital improvement projects in the timeline.

Ms. Willerup: Seconded.

Ms. Willerup stated that the development of the long range plan was developed as the best plan for students. Ms. Thomas stated that the administration will work with Tecton Architects on next steps. Ms. Salina noted that the next steps will include discussions with the BOS and BOF. Mr. Curtis stated that the BOF has requested a presentation by Tecton Architects at a summer meeting so they can begin to look at modeling.

Ms. Salina stated that Mr. Watson communicated that he is in favor of this plan.

The vote as unanimous. The motion carried.

B. Proposed 2020-21 Textbooks

Ms. Murray stated that textbooks recommended for adoption are reviewed by the department supervisor, building principal and central office prior to submission to the board. The recommended non-fiction book is *Born a Crime* by Trevor Noah. This book will be read in English Level II senior classes at SHS at the beginning of the school year. Ms. Murray stated that the book is a personal essay about how the author overcame prejudice in South Africa and will be brought forward for approval at the next board meeting. Board members spoke in support of this book.

C. Review of Purchasing Policy Revisions

Mr. Sullivan noted that normally the Policy Committee would meet in March to address policy due to changes in legislation and other items. Due to the quarantine only one policy is moving forward for board approval. Policy sections related to purchasing require technical changes in order to be in accordance with federal purchase guidelines, as noted by the auditor. The town addressed their policy last year.

The Policy Committee participated in online conversation relative to this policy, The

Proposed 2020-21 Textbooks

Purchasing Policy Revisions

BOE By-Laws allow for the bypass of the three board meetings for policy adoption. The purchasing policy will be brought forward to the board at their next meeting for approval.

PUBLIC AUDIENCE

None

ADJOURNMENT

Ms. Tedone: MOVE to adjourn the meeting at 7:29 p.m.

Ms. Thomas: Seconded. So moved.

Jen Batchelar
Secretary

Katie Wilde
Recording Secretary

Public Audience

Adjournment

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis
DATE: June 9, 2020
RE: Personnel Recommendations

I. Retirement

Kurt Dougan

Assignment	Technology Education Teacher, HJMS/SHS
Simsbury Exp	20 years
Effective	July 1, 2020

BOARD MOTION:

“MOVE that the Board of Education accept the retirement of Kurt Dougan effective July 1, 2020.”

MTC:cdf

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew T. Curtis, Superintendent of Schools

DATE: June 9, 2020

RE: Approval of Unaffiliated Salary Adjustments

It is anticipated that the Chairman of the Board of Education Personnel and Negotiations Subcommittee will recommend compensation for unaffiliated employees for the 2020-21 school year.

MEMO TO: Members of the Board of Education

FROM: Matthew T. Curtis
Superintendent of Schools

DATE: June 9, 2020

RE: Board of Education Policies

The Policy Committee recently reviewed revisions to the 3300 Expenditures/Expending Authority section of the 3000 Business Series. This update, to the current purchasing policy, is necessary in order to be in accordance with federal purchasing guidelines to avoid a finding in our next audit. We received a finding in our most recent audit because the appropriate language was not in our existing policy

The Policy Committee is recommending adoption of the following policies:

- 3320: Purchasing
- 3321: Local Purchasing
- 3324: Payment of Bills
- 3325: Disbursements
- 3326: Payroll Procedures
- 3327: Travel

A copy of the recommended policy changes have been provided to you this evening for further review. The Policy Committee is recommending adoption of the policies listed above.

“MOVE to adopt revised Board of Education purchasing policies, as noted, effective June 9, 2020.”

MTC:kdw

TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent
DATE: June 9, 2020
RE: TEXTBOOK ADOPTION, 2020-2021

Each spring, the Board of Education reviews and adopts new textbooks (which include related supplementary materials and teacher resource kits) to be used by students and staff the following year. Textbooks recommended for adoption are initially selected by a department, committee, or staff member and are reviewed by the department supervisor, building principal and central office prior to submission to the Board for approval.

The attached list represents the book that is required for all students to read in a specific course, grade, or ability level.

“MOVE that the Board approve the textbook adoption for the 2020-2021 school year as submitted by the administration.”

MTC:da

Att.

TEXTBOOK ADOPTION, 2020-2021

SUBJECT	GRADE/ LEVEL	TITLE	AUTHOR	PUBLISHER	PUB. DATE
English	12, Level II	<i>Born a Crime</i>	Trevor Noah	Spiegel & Grau	2016

Trevor Noah’s memoir, *Born a Crime*, is set in South Africa and recounts his childhood growing up under Apartheid. Noah was the child of a white father and a black mother, a situation that was illegal in South Africa at the time, making his existence “a crime.” Noah explores the prejudice present in South Africa, and recounts how he was able to overcome adversity. The memoir not only introduces a nonfiction book to the World Literature class, but it also provides a nice link between the books in the curriculum and the first formal writing assignment – the personal essay.

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew T. Curtis, Superintendent of Schools

DATE: June 9, 2020

RE: Task Force Updates

Two parallel teams of professionals that will lead our reopening plans have been formed. The first is the Return to Simsbury Schools Task Force and is being chaired by Neil Sullivan, Director of Personnel. This group is focused on the operational decisions and logistics that need to be in place for a safe return to school. Membership on this group includes leaders from our various departments: custodial/maintenance, health services, transportation, technology, finances, security, human resources, and mental health supports. In addition, we have representation from the teachers' association, administrators at all levels (elementary, middle, high, and preschool), and the parent community. The RSS Task Force will be convening weekly as our plans ramp up.

In addition, we have formed the Reopen Simsbury Teaching and Learning Team, chaired by Erin Murray, Assistant Superintendent. With the distinct possibility that distance learning will continue in some form this fall, we need to take advantage of the lessons learned from the past few months in order to refine and improve the instruction we are delivering to students. In addition, we know that the transition back to traditional classroom learning will come with its own challenges, and the Teaching and Learning team will be looking into both closing academic gaps and the needed emphasis on social-emotional learning as students return to school. The work of this team will unfold in tiers involving administrators, curricular leaders and department supervisors, classroom teachers, and special educators.

This evening Neil Sullivan and Erin Murray will provide an update to the board on the work of their task force, and answer questions from board members.

MTC:kdw