

SIMSBURY BOARD OF EDUCATION
REGULAR MEETING
October 13, 2020
Virtual Meeting
6:30 p.m.
AGENDA

- I. CALL TO ORDER
- II. PUBLIC AUDIENCE
- III. BOARD AND ADMINISTRATIVE COMMUNICATIONS
- IV. RECOMMENDED ACTIONS
 - A. Approval of Minutes of September 22, 2020 Meeting EXHIBIT I
 - B. Personnel EXHIBIT II
 - C. Approval of Superintendent's Contract EXHIBIT III
 - D. Adoption of Face Mask Policy EXHIBIT IV
- V. INFORMATION AND REPORTS
 - A. October 1 Enrollment Report/Magnet School Enrollment EXHIBIT V
 - B. Class Size Report EXHIBIT VI
 - C. COVID Expenditures EXHIBIT VII
- VI. PUBLIC AUDIENCE
- VII. FUTURE BUSINESS
 - A. Next Board Meeting, Tuesday, October 27, 2020,
Location TBD

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**TOWN OF SIMSBURY
BOARD OF EDUCATION**

Record of Proceedings

Special Meeting

September 22, 2020

Ms. Susan Salina called the special meeting to order at 6:34 p.m. in the Simsbury High School auditorium.

Roll Call:

Members present: Mmes. Susan Salina, Tara Willerup, Lydia Tedone, Jen Batchelar and Sharon Thomas. Messrs. Todd Burrick, Jeff Tindall and 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, BOE Student Representatives Katherine Bonnell and Shannon Zeilman, and Recording Secretary Katie Wilde.

PUBLIC AUDIENCE

Ms. Batchelar read a letter submitted for public comment requesting an extension of the hybrid model for grades 3-6. The letter was signed by 47 families.

Michael Hunter, 14 Fawnbrook Lane, spoke as a school district employee and parent. He urged the board to move forward with the next phase of the hybrid plan as distance learning does not reach students in the best way.

BOARD AND ADMINISTRATIVE COMMUNICATIONS

Ms. Willerup reported on the Curriculum Committee meeting where new textbooks were discussed as well as the role of the Capstone Coordinator. Ms. Tedone reported on activities of the NSBA, and her presentation relative to the Passion Project.

RECOMMENDED ACTIONS

A. Approval of Minutes of September 8, 2020 Meeting

Ms. Willerup: MOVE to approve the minutes of the September 8, 2020 meeting.

Mr. Tindall: Seconded. So moved.

B. Personnel

Ms. Tedone: MOVE that the Board of Education accept the resignation of Alden Paye effective October 8, 2020.

Ms. Batchelar: Seconded. So moved.

INFORMATION AND REPORTS

A. School Opening Update

Mr. Curtis stated that the administration will report on the strategies and progress the district is making based on the four guiding principles for reopening school. He

Public Audience

Communications

Approval of
Minutes of
September 8,
2020

Personnel

School Opening
Report

stated the focus of tonight's presentation is contract tracing and our relationship with the Farmington Valley Health District, and distance learning at the secondary level. Mr. Curtis reviewed the most recent public health data markers. The 7 day average is 2.4 cases; this number will lower to 1.4 in next week's data set.

Mr. Sullivan reviewed the hybrid model to full in-person transition. He stated that grade 3-6 teachers are looking forward to the full return of their students. Mr. Sullivan discussed the plans in place and going forward at HJMS. The middle school administration has been excellent with their use of outside space and thoughtful about their use of teams. They have plans in place to enable the return of full in-person learning on October 13.

Mr. Sullivan discussed the inherent challenges at SHS with a full in-person return. The size of the facility, student class schedules, the need to move larger classes to larger spaces, and tweaking lunch procedures all need to be addressed before the high school can open in full. At this point in time, only smaller high schools are making plans to open in full. Mr. Sullivan briefly reviewed the transition timeframes for neighboring communities. Mr. Curtis noted that Mondays will remain remote learning at the secondary level in order for teachers to continue to support distance learners.

Ms. Lemke reviewed the contact tracing process in schools that is performed in close conjunction with then Farmington Valley Health District (FVHD). Information provided by parents, teachers, administrators and paraprofessionals is used to determine close contacts. Close contacts are defined as those within 6 feet of the person who tested positive for greater than 15 minutes up to 48 hours prior to symptom onset or test date.

Ms. Lemke provided some contact tracing scenarios for schools. She noted that the FVHD also reaches out to close contacts of confirmed cases. The FVHD and the school district have partnered to develop positive case protocols, communication, confirmation of contact tracing information, and ongoing updates.

Ms. Salina asked if parents are continuing to utilize the absence line. Ms. Lemke responded that parents still call in and provide details on their child's absence. Follow-up phone calls are made if necessary.

Ms. Murray addressed distance learning at the secondary level. She stated that 100 HJMS students and 185 SHS students are logging into the classroom. The district is committed to engaging all students in high quality, engaging instruction. Ms. Murray noted that we made a huge change in the use of technology over the last 6 months, which has caused a learning curve for our teachers. We continue to involve our teachers in ongoing professional learning opportunities.

Ms. Murray stated that due to the huge change in how we are utilizing technology, we have experienced some significant interruptions in the delivery of our instruction. Our technicians are working diligently to address the issues and we continue to provide learning opportunities on technology for teachers. Webcams and microphones have been installed in all of the classrooms at SHS and HJMS. We have purchased 100 PC towers as replacements, in order to increase processing speed, as this has been causing our biggest issue with video. Ms. Murray noted the need to ensure we are

providing an equitable opportunity for all students.

Ms. Murray stated that Monday afternoons are utilized for secondary teachers to connect with their distance learning students. This also provides time for school counselors and psychologists to connect with students.

Ms. Batchelar asked if the number of home schooled students has increased this year. Ms. Murray responded that the number has doubled.

Shannon Zeilman, BOE Student Representative, stated that the technical difficulties have made it harder to stay engaged when students are not in school. Katherine Bonnell, BOE Student Representative, noted that everyone is following health and safety protocols when they are in school.

Ms. Batchelar stated that the technology issues seem to be getting better. She asked how teachers know if distance learning students are having issues. Ms. Murray responded that during students' connections with school counselors they can determine what is working and what is not working. Sending a survey has also been discussed. Ms. Salina pointed out that when the school district virtualized, as a cost savings measure, we didn't anticipate the current level of technological need as being a factor in the decision.

B. Year End Results

Ms. Meriwether reviewed general fund balances. She stated that at the close of the 2019-20 fiscal year the BOE ended with a surplus of \$266,308.32. The Board of Finance approved the request to move these funds to the non-lapsing account. In the General Control line item there is a budget deficit of \$43,688.71 due to 3 staff retirements during the year that overlapped with the onboarding of new staff members. There were also additional expenditures for individuals taking on responsibilities of the Business Manager during his leave.

Ms. Meriwether noted that there was a budget savings in the Instruction line item due to staff savings with the appointment of the SHS principal and staff transition which amounts to \$100,000 in savings. The Food Services account has a deficit due to the impact of COVID. \$100,000 was transferred from the general fund to this account. The Out of District Tuition account has a budget deficit of \$371,316 due to an increase in special education students outplaced receiving higher value services.

Ms. Meriwether reviewed the Food Services Profit and Loss statement. The USDA requirement that we continue our food service program, at no cost to families resulted in a significant loss in 2020. Without the transfer of \$100,000 into this account we would not have been able to meet our financial obligations. Ms. Meriwether noted that at this time last year, the food service account sold 16,224 meals. This year that number is 2,509 meals. The increase in minimum wage is also a factor for this account. Ms. Meriwether stated that the fund balance in this account needs to be built up. The Food Services Director is looking into changing the menu in order to save money. The account will be revisited in November, but needs to be a focus item during the budget process. This information will be brought to the Board of Finance at their next meeting so they are aware of the situation.

Year End Results

Ms. Meriwether provided an update on COVID related expenses. There has been an increase of \$100,000 in expenditures since the last BOE meeting. Some of this is attributed to our expenditures to resolve the technology issues. The personnel costs for 5 teachers are included, but this number will be updated with our October 1 numbers. In fiscal year 2021 COVID expenditures equal \$922,864. We have received two rounds of State Cares Act funding, we had some left over capital money, and the \$260,000 in savings from last year result in an offset of approximately \$700,000. This leaves a deficit of \$221,000 which will be funded by the non-lapsing account. The non-lapsing account has a remaining balance of \$163,000.

C. Review of Face Mask Policy

Mr. Sullivan stated that the state is now requiring that Boards of Education have a formal policy relative to face masks in schools. He reviewed the proposed policy and accompanying regulations. The policy will be placed on the next board agenda for approval.

PUBLIC AUDIENCE

None

ADJOURNMENT

Ms. Willerup: MOVE to adjourn the meeting at 8:01 p.m.

Ms. Batchelar: Seconded. So moved.

Jennifer Batchelar
Secretary

Katie Wilde
Recording Secretary

Face Mask
Policy

Public Audience

Adjournment

MEMORANDUM TO: Members of the Board of Education
FROM: Matthew T. Curtis
DATE: October 13, 2020
RE: Personnel Recommendations

I. Retirement

Wendy Darasz

Assignment Reading Intervention Teacher/Elementary Teacher
Simsbury Exp 19 years
Effective October 9, 2020

BOARD MOTION:

“MOVE that the Board of Education accept the retirement of Wendy Darasz effective October 9, 2020.”

II. Appointments

Sarah DeCarolis

Education BA, Central Connecticut State University
Experience 5.5 years
Salary Schedule BA, Step 6
Assignment Family & Consumer Science Teacher, HJMS/SHS
Effective TBD

Jill Duarte

Education BA, Keene State College
MA, Sacred Heart University
Experience 8 years
Salary Schedule MA, Step 7
Assignment Grade 2 - Distance
Effective October 9, 2020

Kyrstin Giliberto

Education BA, Central Connecticut State University
MA, University of Bridgeport
6th Year, University of Bridgeport
Experience 6 years
Salary Schedule 6th year, Step 6
Assignment Grade 3 - Distance
Effective October 2, 2020

Jaimie LaPine

Education BA, Berklee College of Music
MA, University of Hartford
Experience 6 years
Salary Schedule MA, Step 6
Assignment Music Teacher – Henry James Memorial School
Effective October 5, 2020

Agnieszka Petlik

Education BA, Central Connecticut State University
MA, St. Joseph College
6th year, University of Connecticut
Experience 6.5 years
Salary Schedule 7th Year, Step 7
Assignment Grade 1 - Distance
Effective September 29, 2020

TO: Members of the Board of Education

FROM: Matthew T. Curtis, Superintendent of Schools

DATE: October 13, 2020

RE: Renewal of Superintendent's Contract

It is anticipated that the Chairman of the Board of Education Personnel & Negotiations Committee will recommend the renewal of the Superintendent's contract for the period July 1, 2020 to June 30, 2023.

"MOVE that the Board of Education approve the Superintendent's contract for 2020-21 with a salary increase of 3.0%."

MTC:kdw

MEMO TO: Members of the Board of Education

FROM: Matthew T. Curtis
Superintendent of Schools

DATE: October 13, 2020

RE: Board of Education Policies

The Policy Committee recently reviewed the new Use of Face Coverings in School policy and accompanying regulations. This policy was created as a result of recent guidance from the CT State Department of Education. The same policy will reside in both the Personnel Series and Student Series of the district's policy book.

The Policy Committee is recommending adoption of the Use of Face Coverings policy which will be placed in the following two locations:

- 4220 Use of Face Coverings in School (Personnel Series)
- 5136 Use of Face Coverings in School (Student Series)

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

“MOVE to adopt the Board of Education Use of Face Coverings in School policies effective October 13, 2020.”

MTC:kdw

MEMORANDUM TO: Members of the Board of Education

FROM: Matthew T. Curtis
Superintendent of Schools

DATE: October 13, 2020

RE: October 1 Enrollment Report
Magnet School Enrollment Report

Index:

Table I Comparison of Actual K-12 Enrollment – 10/1/20 vs. 10/1/19
 Table II Comparison of Elementary Enrollment by School 10/1/20 versus 10/1/19
 Table III Comparison of Projected Enrollment 10/1/20 versus Actual Enrollment 10/1/20 by School
 Table IV Comparison of Projected Enrollment 10/1/20 versus Actual Enrollment 10/1/20 by Grade Level
 Table V Summer Registration and Withdrawal Data
 Table VI 5-Year Historical Enrollment by School 2016-17 through 2020-21
 Table VII October 1, 2020 Enrollment by School
 Table VIII Attendance at Magnet and Out-of-District Programs (not included in 10/1/20 enrollment)
 Table IX Attendance at Magnet and Out-of-District Programs (included in 10/1/20 enrollment)

**Table I -- Comparison of Actual Enrollment Figures
10/01/20 versus 10/01/19**

Grade	Actual 10/1/2020	Actual 10/1/2019	Differential
K-6	2018	2038	-20
7-8	633	633	0
9-12	1309	1354	-45
Totals	3960	4025	-65

In comparison to our October 2019 data:

- K-6 enrollment has decreased by 20 students.
- Henry James Memorial School enrollment has remained the same.
- Simsbury High School enrollment has decreased by 45 students.
- The overall district enrollment has decreased by 65 students.

Table II – Comparison of Elementary Enrollment by School

10/1/20 vs. 10/1/19

School	Actual 10/1/20	Actual 10/1/19	Differential
Central	376	376	0
Latimer Lane	441	445	-4
Squadron Line	599	601	-2
Tariffville	241	247	-6
Tootin' Hills	361	369	-8
TOTALS K-6	2018	2038	-20

Table III -- Comparison of Projected Enrollment 10/01/20 versus Actual Enrollment 10/01/20 By School

School	Projected 10/1/20	Actual 10/1/20	Differential
K-6 Overall	2095	2018	-77
Central	391	376	-15
Latimer	467	441	-26
Squadron Line	618	599	-19
Tariffville	244	241	-3
Tootin' Hills	375	361	-14
Henry James	635	633	-2
Simsbury High School	1295	1309	+14
Totals	4025	3960	-65

Table IV -- Comparison of Projected Enrollment 10/01/20 versus Actual Enrollment 10/01/20 by Grade Level

Grade	Projected 10/1/20	Actual 10/1/20	Differential
K	294	252	-42
1	301	288	-13
2	291	286	-5
3	321	302	-19
4	303	308	+5
5	271	267	-4
6	314	315	+1
7	306	305	-1
8	329	328	-1
9	301	320	+19
10	309	302	-7
11	339	345	+6
12	346	342	-4
Totals	4025	3960	-65

The projected enrollment, collaboratively generated by the Human Resources Department and Milone & MacBroom in December of 2019, was 4025. The overall October 1 enrollment of 3960 is 65 students less than our December 2019 projections

Table V – Registered Students vs. Withdrawals Summer 2020 (not including K)*

School	Registered Summer 2020	Withdrew Summer 2020
Central	35	17
Latimer	23	19
Squadron	36	23
Tariffville	13	8
Tootin' Hills	11	19
Henry James	31	34
Simsbury High School	55	29
Totals	204	149

***Net Increase = 55**

Summer in-migration for 2020-21 was a net increase of 55 students compared to a net increase of 76 for the summer of 2019-20 and a net increase of 41 for the summer of 2018-19

**Table VI
5-Year Historical Enrollment by School**

Year	Central	Latimer	Squadron	Tariffville	Tootin'	HJMS	SHS	'20	'19	'18	'17	'16
2020	376	441	599	241	361	633	1309	3960				
2019	376	445	601	247	369	633	1354		4025			
2018	378	408	582	248	373	610	1419			4018		
2017	387	410	576	248	355	658	1405				4039	
2016	359	389	623	255	350	690	1444					4110
+/-								-150				

- All figures reflect the K-12 October 1 enrollment data from each year.
- All enrollment figures include Open Choice students.
- During the five year period overall enrollment has decreased by 150 students, representative of a 3.8% decrease.

Table VII October 1 Enrollment by School

	CENTRAL				LATIMER				SQUADRON				TARIFFVILLE				TOOTIN'				HENRY JAMES			SIMS. HIGH			TTL	
	Students	Outplaced	Teachers	Open Choice	Students	Outplaced	Teachers	Open Choice	Students	Outplaced	Teachers	Open Choice	Students	Outplaced	Teachers	Open Choice	Students	Outplaced	Teachers	Open Choice	Students	Outplaced	Open Choice	Students	Outplaced	Open Choice	Students	
PK sped									38																			38
PK reg									38																			38
K	41		2	2	56		3	3	73		4	2	31		2	3	51		3	4								252
1	52		3	1	70		4	3	96		5	5	28		1	3	42		2	1								288
2	48		3	2	68		3	2	81		4	3	29		2	0	60		3	2								286
3	61		3	2	66		3	2	87		4	3	35		2	3	53		3	1								302
4	57		3	3	69		4	3	94	1	4	2	36		2	1	52		3	6								308
5	46	1	2	0	51		3	2	88		4	2	35		2	3	47	2	2	4								267
6	71		4	2	61		3	1	80		4	2	47		2	4	56	1	3	3								315
7																					305	5	13				305	
8																					328	2	18				328	
9																								320	4	13	320	
10																								302	3	8	302	
11																								345	4	15	345	
12																								342	3	8	342	
TLS		1	20	12		0	23	16		1	29	19		0	13	17		3	19	21		7	31		14	44		
TLENRL	376				441				599				241				361				633			1309			3960	

	Open Choice		Outplaced		Enroll Totals		Pre K Enroll/Squadron	
TTLS	PreK	11	Sped K-6	5	2018	Pre K Sped	38	
	K-6	85	RegEd OP		633	Pre K Reg	38	
	7 - 8	31	Sped 7 - 8	7	1309		76	
	9 - 12	44	RegEd OP	0	3960			
TOTAL		171	Sped 9 - 12	14			76	
				26		System TOTAL	4036	
				0				

Summary of Table VII:

This table illustrates enrollment by school and grade, as well as data on out-placed students, and information on the number of identified special education students in our pre-k enrollments. (Note: Preschool students are not reflected in the official October 1 enrollment report submitted to the Connecticut State Department of Education.)

- The largest class in the district is the 11th grade (345 students), followed by the 12th grade (342 students).
- The smallest class in the school system is Kindergarten (252 students). The second smallest classes is 5th Grade (267 students).
- In addition, 171 students from Hartford are enrolled in Simsbury through Open Choice in grades PK-12, a decrease of 7 students from last year. Of that number, 11 Open Choice students are enrolled in the Children's Academy Preschool Program at Squadron Line School.

**Table VIII: Attendance at Magnet and Out-of-District Programs
(not included in 10/1/20 enrollment)**

Grade	Academy of Aerospace & Engineering (Elem, Middle, HS) [CREC]	Academy of Science & Innovations [CREC]	Ana Grace Academy of the Arts [CREC]	Betances Early Reading Lab School Betances STEM Magnet [HFRD]	Breakthrough Magnet and Breathrough II [HFRD]	Capital Preparatory Magnet School [HFRD]	Explorations Charter School	Global Experience Magnet School (GEMS) [BFLD]	Greater Hartford Academy of the Arts (Middle, HS) - Full Day [CREC]	Greater Hartford Classical Magnet [HFRD]	Hartford Magnet Trinity College Academy [HFRD]	Howell Cheney Regional Vo-Tech School	International Magnet School for Global Citizenship [CREC]	Journalsim & Media Academy Magnet [HFRD]	Metropolitan Learning Cntr [CREC]	Montessori Magnet at Moylan School [HFRD]	Montessori Magnet School at Annie Fisher [HFRD]	Museum Academy [CREC]	Noah Webster Micro Society Magnet School [HFRD]	Oliver Wolcott Technical H S	Public Safety Academy [CREC]	Reggio Emilia Magnet [CREC]	Renzulli Gifted & Talented Academy	Solomon Schechter Charter School	Suffield VoAg	Two Rivers Magnet Middle School (CREC)	U of H Magnet [CREC]	Univ High School of Sci/Eng [HFRD]	Wintonbury Early Childhood Magnet [BFLD]	Totals
Pk			6		3												3	4				7					1		52	76
K			6														2	3				3								14
1			2															1				2					1			6
2			1														1					1								3
3			1										1						1								2			5
4			2																											2
5			1														1	1				2					2			7
6											1																			1
7		1							1						1															3
8	1														1															2
9							1								2													3		6
10		1								1	1	1																		4
11	1						2		2												1				3		1			10
12									1						1															2
Totals	2	2	19	0	3	0	3	0	4	1	2	1	1	0	5	0	7	9	1	0	1	15	0	0	3	0	6	4	52	141

Summary of Table VIII:

This table illustrates the number of students attending Hartford Area Magnet Schools and Out-of-District vocational and technical programs. Although these students live in Simsbury, they are not reflected in the October 1 enrollment report. On October 1, 2019, 125 students were enrolled in full-day magnet and out-of-district programs. This year’s number of 141 reflects an increase of 16 students.

Please note of the 141 students enrolled, 90 students (64%) attend K and PK programs.

**Table IX: Attendance at Magnet and Out-of-District Programs
(included in 10/1/20 enrollment)**

Grade	GHAA (1/2 day) [CREC]	Bristol Tech	FVDC [CREC]	Totals
8				0
9				0
10	2			2
11			2	2
12				0
Totals	2	0	2	4

Summary of Table IX:

This table illustrates Simsbury students attending part-time Magnet Schools and other programs. Students at the Greater Hartford Academy of Performing Arts attend that institution on a part-time basis, with the remainder of the instructional day spent at Simsbury High School. Those students are reflected in the October 1 enrollment report. In addition, our five students attending the Farmington Valley Diagnostic Center are reflected in the October 1 enrollment report.

On October 1, 2020, 4 students were enrolled in part-time magnet and out-of-district programs illustrating a decrease of 5 students over the 9 enrolled in 2019.

MTC:cdf

MEMO TO: Members of the Board of Education
FROM: Matthew T. Curtis, Superintendent of Schools
DATE: October 13, 2020
RE: **K-12 Class Size Report**

Attached is the October 2020 Class Size Report for the elementary schools, the middle school, and the high school. It is a companion report to the October 1, 2020 Enrollment Report. This report provides an analysis of actual class sizes throughout the school system as they relate to Board-established guidelines and administrative procedures on class size.

The information contained in this report is particularly useful as the school system prepares for the annual budget development process and we work toward ensuring that class sizes throughout the district remain within the Board's guidelines.

MTC:cdf

5128 CLASS SIZE

Class Size Policy

The Board shall approve policies establishing class size, taking into account the educational welfare of the student, the nature of the subjects being taught, the grade level, the availability of teachers and classrooms, and the financial ability of the town to support the educational program.

Administrative Regulations:

The following guidelines will be used by the administration when recommending staffing for the schools:

A. Elementary Class Size

- Student/Teacher ratio:
Elementary schools will maintain a minimum overall class size of no less than a 20:1 student/classroom teacher ratio.*
- Recommended class size:

	<u>Average Class Size</u>	<u>Appropriate Range</u>
K-2*	20	16 - 22
3-6	23	18 - 25

* In a situation where, adherence to the minimum teacher-student ratio of 1:20, calculated on the total enrollment of a school, there exists a classroom or classrooms substantially out of parity with that ratio, and where the principal of an elementary school finds that an additional teacher, part-teacher or tutor, is necessary to carry out the intent of the class size policy, the principal may request that an additional teacher, part-teacher, or tutor, be assigned to such school and the superintendent is authorized to employ such teacher, part-teacher or tutor, as long as the appropriate budget limit is not exceeded.

B. Secondary Class Size

- Core department class size recommendation
 - Math, Science, English, Social Studies, and World Language

	<u>Average Class Size</u>	<u>Appropriate Range</u>
<u>Level</u>	<u>For Staffing Purposes</u>	<u>Of Students</u>
Level I	23	18 – 25
Level II	23	18 – 25
Level III	15	13 – 17

- Simsbury High School Elective/Henry James Middle School Unified Arts Classes – Class Size Recommendation

<u>Department</u>	<u>Appropriate Range</u>
Art	15 – 19
Family & Consumer Science	15 – 19
Technology Education	15 – 19
Health	15 – 19 (HJMS) 21 – 25 (SHS)
Physical Education	21 – 25
Business	21 – 25 (SHS)
Music	Dependent on Ensemble

- Guidance Department Student/Counselor Ratio
 - No more than 220 students per counselor at SHS
 - No more than 235 students per counselor at HJMS
- Classes or sections with an enrollment that falls below the appropriate range may be eliminated or combined with other classes.

Exceptions to BOE Class Size Guidelines

The following are criteria that *may* justify classes or sections with enrollment lower than the Board of Education class size guidelines, based on the recommendation of the school principal with approval of superintendent/designee.

Exception	Example(s)	Comments
1. New class needs a pilot year, with expectation of higher enrollment in future		
2. To balance an individual teacher's student load	Small AP Theory or small group lesson taught by choral teacher who has 250 students in his/her other classes	
3. Unavoidable scheduling conflict or the number of students signed up necessitates creating an additional section of - {an important course} {a course required for balanced middle school teaming} {a course required for graduation} {a course students need to continue a multi-year sequence}	78 students sign up for freshman honors English, so must offer either 3 sections of 26 or 4 sections of 19/20 Advanced Placement courses	In some cases such a class might be combined with a small section from the preceding year of the sequence (i.e., combining sections of Spanish IV and Spanish V)

Revised June 13, 2018

Elementary Class Size Report – October 1, 2020

School	K			1			2			3			4			5			6		
Central		17	17	12	12	14	12	13	13	16	16	18	15	15	16		19	23	16	17	17
Latimer	15	16	16	13	13	13	16	16	17	18	18	18	14	15	15	14	15	15	15	16	17
Squadron	15	16	17	14	14	14	15	15	15	16	16	16	16	17	17	16	16	17	17	17	18
	17			15	15		16			17			18			17			18		
Tariffville		11	12			19		11	13		14	15		13	15		13	15		19	19
Tootin' Hills	11	12	14		16	17	15	16	17	13	14	14	14	14	15		18	18	17	17	17
Distance Learning		23	23	16	19	19	22	22	22	19	22	22	20	21	22		23	25		19	20
				20																	

Level	District's Average Class Size		Appropriate Range	Classroom FTE		# of Classes that Exceed Range		# of Classes Below Range	
	2019-20	2020-21		2019-20	2020-21	2019-20	2020-21	2019-20	2020-21
Grades K – 2 In Person	19.8	14.5	16-22*	44	44	6	0	4	28
Grades 3 – 6 In Person	20.9	16.3	18-25*	56	60	0	0	5	47
Grades K – 2 Distance	n/a	20.7	16-22	n/a	9	n/a	2		0
Grades 3-6 Distance	n/a	21.3	18-25	n/a	10	n/a	0		0
Total K-6				100	123	6	2	9	75
% of K-6 Classrooms						6.0%	1.6%	9.0%	61%

*Goal was revised to keep classes at 18 or move them to larger spaces

SIMSBURY PUBLIC SCHOOLS
HENRY JAMES MEMORIAL SCHOOL

CONNECTIONS, CHALLENGE, CHARACTER

October 2020
CLASS SIZE SUMMARY REPORT

Henry James Memorial School
CLASS SIZE SUMMARY REPORT – October 2020

Course	# Classes	Total Enrollment	Max.	Min.	Average	Recommended Range	# of classes exceeding range	# of classes below range
Grade 7	x	305	x	x	x	x	x	x
Grade 8	x	328	x	x	x	x	x	x
UNIFIED ARTS								
Tech. Ed 7	18	300	19	15	16.6	15-19	0	0
Tech. Ed. 8	18	324	19	17	18	15-19	0	0
Art 7	18	300	19	15	16.6	15-19	0	0
Art 8	18	324	19	17	18	15-19	0	0
Family Consumer Sci. 7	18	300	19	14	16.6	15-19	0	1
Family Consumer Sci. 8	18	324	19	17	18	15-19	0	0

Course	# Classes	Total Enrollment	Max.	Min.	Average	Recommended Range	# of classes exceeding range	# of classes below range
WORLD LANGUAGE								
Intro Latin 1	2	47	25	22	23.5	18-25	0	0
Intro Latin 2	3	56	19	18	18.7	18-25	0	0
Intro Spanish 1	6	128	25	17	21.3	18-25	0	2
Intro Spanish 2	7	141	22	19	20.1	18-25	0	0
Intro French 1	4	72	20	17	18	18-25	0	2
Intro French 2	4	67	18	15	16.8	18-25	0	3
Intro Chinese 1	1	17	17	17	17	18-25	0	1
Intro Chinese 2	1	19	19	19	19	18-25	0	0

Course	# Classes	Total Enrollment	Max.	Min.	Average	Recommended Range	# of classes exceeding range	# of classes below range
MATHEMATICS								
Pre-Algebra 7I	6	124	23	18	20.6	18-25	0	0

Math 7 II	7	150	25	18	21.1	18-25	0	0
Algebra 7I	1	19	19	19	19	18-25	0	0
Algebra 8 I	6	124	22	17	20.6	18-25	0	1
Math 8 II	8	168	24	19	21	18-25	0	0
AdvAlgebra/Geometry	1	25	25	25	25	18-25	0	0
ENGLISH LANGUAGE ARTS								
English 7 I	8	165	25	19	20.6	18-25	0	0
English 7 II	6	127	24	20	21.2	18-25	0	0

Course	# Classes	Total Enrollment	Max.	Min.	Average	Recommended Range	# of classes exceeding range	# of classes below range
English 8 I	9	193	24	20	21.4	18-25	0	0
English 8 II	6	122	22	18	20.3	18-25	0	0
SCIENCE								
Science 7	14	300	26	19	21.4	18-25	1	0
Science 8	15	322	25	19	21.5	18-25	0	0
SOCIAL STUDIES								
Social Studies 7	14	291	25	16	20.1	18-25	0	1
Social Studies 8	15	318	26	18	21.2	18-25	1	0
READING								
Reading T2 (7 & 8)	6	26	8	1	4.3	8-10	0	5
Reading T3 (7 & 8)	5	16	4	1	3.2	8-10	0	5

Course	# Classes	Total Enrollment	Max.	Min.	Average	Recommended Range	# of classes exceeding range	# of classes below range
Wellness (PE/Health)								
Wellness 7	14	300	24	19	21.4	21-25	0	1
Wellness 8	15	322	23	20	16.1	21-25	0	2
MUSIC								
Music Comp 1	6	91	18	9	15.1	**	-	-
Concert Band 7	5	70	20	12	14	**	-	-
Concert Chorus 7	5	116	34	15	23.2	**	-	-
String Orchestra 7	2	33	18	15	16.5	**	-	-
Music Comp 2	6	100	19	13	16.6	**	-	-
Concert Band 8	5	60	15	10	12	**	-	-
Concert Chorus 8	5	128	25	22	25.6	**	-	-
String Orchestra 8	2	44	23	21	22	**	-	-

** Class size is dependent on music ensemble (band/chorus/orchestra/music composition).

Henry James Memorial School
Analysis of Class Size related to Board of Education Class Size Guidelines

Description of Class	Number of Classes			Number of Classes Exceeding Range			Number of Classes Below Range		
	18-19	19-20	20-21	18-19	19-20	20-21	18-19	19-20	20-21
Core Classes	139	139	146	4	3	2	20	12	10
Art	34	34	36	0	0	0	0	0	0
Family & Consumer Science	34	34	36	0	0	0	0	0	1
Technology Education	34	34	36	0	0	0	0	0	0
Wellness	26	26	29	5	1	0	5	1	3
Totals	267	267	283	9	4	2	25	13	14

CLASS SIZE/SCHEDULING INFORMATION OF MENTION:

1. Overall enrollment at HJMS is similar to last year:
 - a. 633 (2019) vs. 633 (2020)
 - b. Present grade 7 is slightly smaller than the year before (-18= **from 305 to 323**)
 - c. Present grade 8 is slightly larger than the year before (+18= **from 328 to 310**)

2. Using the state's guidelines for COVID planning, we used the summertime to focus our efforts on better balancing both grade level teams so that there would be class sizes falling within BOE guidelines AND maintaining appropriately sized cohorts in each grade level. It is evident that this reconfiguration has proven successful.
 - a. **Grade 7 – maintained itself at 2 full time and one .8 team**
 - i. Grade 7 cohorts are as follows:
 1. Yellow @ 105 with 12 DL
 2. Blue @ 91 with 15 DL
 3. Red @ 105 with 13 DL
 - b. **Grade 8 – went from 2 full time teams and one .8 team to 3 full time teams.**
 - i. Grade 8 cohorts are as follows:
 1. Purple @ 105 with 13 DL
 2. Orange @ 110 with 18 DL
 3. Green @ 109 with 16 DL

3. It is important to share that this year's schedule build was greatly impacted by the state regulations regarding reopening during COVID. We have done our best to balance class size, balance cohort size, balance distance learners per team, and maintain social distancing. In order to achieve these goals we focused on a true teaming model, a model in which each grade level attends their core classes at the same time throughout the day and attends their off-team classes at the same time. Additional classes were needed to achieve this model and can be seen reflected in the increase in total classes for the year (+16 = **from 267 to 283**).

4. We are happy to report that the number of classes exceeding BOE guidelines has gone down 50% (**from 4 to 2**). The overages are found predominantly in the core areas (science and Social Studies).

5. There is a slight increase in the total number of under-enrolled classes from last year (+1 = **from 13 to 14**). These under-enrolled classes can be found, predominantly, in core subjects (varied) and wellness.

SIMSBURY HIGH SCHOOL

October 2020

CLASS SIZE SUMMARY REPORT

Course Name	Teacher Dept.	# of Classes	Total Enrollment	Max	Min	Average	Rec. Range	# Exceed Range	# Below Range
ENGLISH									
Gr. 9 English-I	ENG	7	138	21	17	19.7	18-25	0	1
Gr. 9 English-II	ENG	8	170	22	19	21.25	18-25	0	0
Gr. 10 English-I	ENG	6	129	23	21	21.5	18-25	0	0
Gr. 10 English-II	ENG	8	160	23	17	20	18-25	0	1
Gr.11-APEngLang-I	ENG	7	118	20	14	16.86	18-25	0	5
Gr. 11 English-II	ENG	10	228	23	19	22.8	18-25	0	0
Gr.12-APComp&Lit-I	ENG	4	83	23	18	20.75	18-25	0	0
English 12-II (World Lit &Mod Fic)	ENG	22	465	23	19	21.14	18-25	0	0
Film Study-II	ENG	3	63	22	20	21	18-25	0	0
PublSpeaking-II	ENG	2	37	21	16	18.5	18-25	0	1
Advanced Film Study -II	ENG	1	23	23	23	23	18-25	0	0
AP Research-I	ENG	1	8	8	8	8	18-25	0	1
MATH									
Algebra 1-II	MATH	8	168	22	20	21	18-25	0	0
Algebra 1-III	MATH	1	10	10	10	10	13-17	0	1
Geometry-I	MATH	3	72	26	22	24	18-25	1	0
Geometry-II	MATH	9	179	22	18	19.22	18-25	0	0
Geometry-III	MATH	3	45	16	14	15	13-17	0	0
Algebra 2-I	MATH	3	70	24	23	23.5	18-25	0	0
Algebra 2-II	MATH	8	158	21	18	19.67	18-25	0	0
Algebra 2-III	MATH	4	75	20	18	18.75	13-17	4	0
Integ.Algebra-III	MATH	2	33	18	15	16.5	13-17	1	0
Pre-Calculus-I	MATH	3	66	23	21	22	18-25	0	0
Pre-Calculus-II	MATH	6	146	25	24	24.33	18-25	0	0
Pre-Calculus-III	MATH	2	43	22	21	21.5	13-17	2	0
Calculus-II	MATH	3	48	16	16	16	18-25	0	3
AP CalcBC-I	MATH	1	13	13	13	13	18-25	0	1

Course Name	Teacher Dept.	# of Classes	Total Enrollment	Max	Min	Average	Rec. Range	# Exceed Range	# Below Range
APCalculusAB-I	MATH	2	46	23	23	23	18-25	0	0
AP CompSci A-I	MATH	2	33	18	15	16.5	18-25	0	1
AP CompSci Principles-I	MATH	2	45	23	22	22.5	18-25	0	0
CompSci Principles-II	MATH	2	37	20	17	18.5	18-25	0	1
Computer Science A	MATH	1	9	9	9	9	18-25	0	1
AP Stats-I	MATH	2	31	16	15	15.5	18-25	0	2
Statistics-II	MATH	2	40	21	19	20	18-25	0	0
Math Support 9	MATH	2	16	9	7	8	18-25	0	2
SCIENCE									
Intgr&Phys Sci-I*	SCI	6	146	25	24	24.33	18-25	0	0
Intgr&Phys Sci-II*	SCI	8	155	22	16	19.38	18-25	0	1
AP Biology-I*	SCI	2	43	22	21	21.5	18-25	0	0
Biology-I*	SCI	5	105	22	20	21	18-25	0	0
Biology-II*	SCI	8	145	20	15	18.13	18-25	0	2
AP Chemistry-I*	SCI	2	36	18	18	18	18-25	0	0
Chemistry-I*	SCI	5	111	24	20	22.2	18-25	0	0
Chemistry-II*	SCI	8	144	20	16	18	18-25	0	3
AP Physics 1-I*	SCI	3	56	21	15	18.67	18-25	0	1
Physics-II*	SCI	5	74	18	11	14.8	18-25	0	4
Forensics A-II*	SCI	5	102	22	20	21	18-25	0	0
AP Environmental Science-I*	SCI	3	58	22	18	19.33	18-25	0	0
Environmental Science-II*	SCI	1	21	21	21	21	18-25	0	0
Princ Biomedical Sci-II	SCI	3	72	25	23	24	18-25	0	0
Human Body Systems-II	SCI	3	59	20	19	19.5	18-25	0	0
Medical Interventions-II	SCI	2	34	18	16	17	18-25	0	1
Biomedical Innovations-II	SCI	2	29	16	13	14.5	18-25	0	2
SOCIAL STUDIES									
World Civ 1-I	SS	6	134	23	20	22.33	18-25	0	0
World Civ 1-II	SS	9	179	20	19	19.5	18-25	0	0
World Civilization2/Civics-I	SS	4	89	23	21	22.25	18-25	0	0
World Civilization2/Civics-II	SS	9	147	20	14	16.33	18-25	0	7
AP Seminar-I	SS	3	61	21	19	20.33	18-25	0	0

Course Name	Teacher Dept.	# of Classes	Total Enrollment	Max	Min	Average	Rec. Range	# Exceed Range	# Below Range
AP US History-I	SS	7	156	24	19	22.29	18-25	0	0
US History-II	SS	9	175	23	27	19.44	18-25	0	1
AP Economics-I	SS	1	22	22	22	22	18-25	0	0
AP Psychology-I	SS	3	67	23	21	22.33	18-25	0	0
AP US Gov&Pol.-I	SS	7	128	20	16	18.29	18-25	0	2
AP European History-I	SS	1	16	16	16	16	18-25	0	1
Law-II	SS	3	60	20	20	20	18-25	0	0
Psychology-II	SS	8	163	22	19	20.38	18-25	0	0
Sociology-II	SS	3	69	25	22	23	18-25	0	0
WORLD LANGUAGE									
Chinese 2-I	LANG	1	15	15	15	15	18-25	0	1
Chinese 3-I	LANG	1	13	13	13	13	18-25	0	1
Chinese 4-I	LANG	1	13	13	13	13	18-25	0	1
Chinese 5-1	LANG	1	4	4	4	4	18-25	0	1
French 2-I	LANG	1	22	22	22	22	18-25	0	0
French 2-II	LANG	2	32	18	14	16	18-25	0	1
French 3-I	LANG	1	18	18	18	18	18-25	0	0
French 3-II	LANG	2	43	22	21	21.5	18-25	0	0
French 4-I	LANG	1	23	23	23	23	18-25	0	0
French 4-II	LANG	2	25	13	12	12.5	18-25	0	2
French 5-II	LANG	1	9	9	9	9	18-25	0	1
AP French 5-I	LANG	1	15	15	15	15	18-25	0	1
Latin 1-II	LANG	1	12	12	12	12	18-25	0	1
Latin 2-I	LANG	2	38	22	16	19	18-25	0	1
Latin 2-II	LANG	1	10	10	10	10	18-25	0	1
Latin 3 Prose-I	LANG	2	27	17	10	13.5	18-25	1	1
Latin 3 Prose-II	LANG	1	8	8	8	8	18-25	0	1
Latin 4-I,II	LANG	2	36	22	14	18	18-25	0	1
AP Latin 5-I	LANG	1	9	9	9	9	18-25	0	1
Spanish 1-II	LANG	3	71	24	23	23.67	18-25	0	0
Spanish 2-I	LANG	2	48	24	24	24	18-25	0	0
Spanish 2-II	LANG	7	134	20	18	19.14	18-25	0	0

Course Name	Teacher Dept.	# of Classes	Total Enrollment	Max	Min	Average	Rec. Range	# Exceed Range	# Below Range
Spanish 3-I	LANG	3	51	19	15	17	18-25	0	2
Spanish 3-II	LANG	5	99	21	19	19.8	18-25	0	0
Spanish 4-I	LANG	2	43	22	21	21.5	18-25	0	0
Spanish 4-II	LANG	4	78	20	19	19.5	18-25	0	0
Spanish 5-II	LANG	1	24	24	24	24	18-25	0	0
Spanish Transitional-II	LANG	1	15	15	15	15	18-25	0	1
AP Spanish 5-I	LANG	1	21	21	21	21	18-25	0	0

Course	Department	# of Classes	Total Enrollment	Max	Min	Avg.	Rec. Range	# exceed range	# below range
Art	Elective Area-Art	26	327	21	10	12.58	15-19	2	3
Business	Elective Area-Business	35	615	21	11	17.57	21-25	0	15
Family & Consumer Science	Elective Area-FACS	27	365	18	7	13.5	15-19	0	6
Physical Education and Wellness	Elective Area -Health/PE	44	882	24	15	20.5	21-25	0	20
Music	Elective Area- Music	22	361	46	6	16.05	varies	NA	NA
Technology and Engineering	Elective Area - Tech Ed	31	391	18	10	12.61	15-19	0	8

ANALYSIS OF NOTABLE NUMBERS FOR CLASSES EXCEEDING AND FALLING BELOW THE RANGES:

SECONDARY CLASS SIZE

• Core department class size recommendation

<u>Level</u>	<u>Average</u>	<u>Range</u>
Level I	23	21-25
Level II	23	21-25
Level III	15	13-17
PE/Health	23	21-25

Note: At high school level, in core disciplines where no Level III courses are offered, target range for Level II is 18-22 (average of 20).

• Simsbury High School Electives

<u>Department</u>	<u>Appropriate Range</u>
Art	
2D Classes	18-22
Other Classes	15-18
Business	20-24
Family and Consumer Sciences	
General Cooking	15-18
Vocational Culinary Arts	12-15
Child Development	21-25
Music	ensemble based

	Number of Classes					Number of Classes Exceeding					Number of Classes Below				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Core Classes	380	367	370	350	344	36	63	44	13	9	118	105	84	74	65
Visual Art	31	30	33	29	26	0	0	1	6	2	15	10	8	1	3
Business	43	32	28	33	35	1	0	0	0	0	26	10	7	8	15
Family & Consumer Science	16	16	21	21	27	2	0	0	0	0	8	7	4	4	6
Technology & Engineering	32	30	31	31	31	3	1	2	0	0	5	5	10	10	8
Physical Ed./Wellness	50	50	42	42	44	2	0	1	1	0	23	26	7	9	20
Performing Arts	22	22	21	20	22	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTALS	574	547	546	526		44	64	48	20	11	195	163	120	106	117

Class Size/Scheduling Information of Mention:

Building a schedule proved to be challenging this year. The first schedule built was the new Drop 2 schedule, and all sections and teacher assignments were based on the rotating schedule. When we decided later in the summer to go to a block schedule, we moved 30 sections to make sure the schedule “worked”. Then, all norms around balancing classes were put on hold, and we focused almost exclusively on having fewer than 15 students in each of the alphabet breakdowns so that classes would not start the year with more than 14 students in a classroom. By the time we were able to finish that task we had to lock the schedule in and begin to share information with teachers and students. Even with these challenges, we have fewer class size issues than we have had in the past. This is a credit to all the work of our PowerSchool experts, including Cindy Heffernan and Cathy McIlveen.

TO: Members of the Board of Education
FROM: Matthew Curtis, Superintendent of Schools
DATE: October 13, 2020
RE: COVID Expenditures

Below is the most recent breakdown of unbudgeted expenditures, anticipated revenue losses and savings estimates associated with COVID-19:

<u>Expense/Program</u>	<u>Actual @ 6/30/20</u>	<u>FY21 To Date</u>	<u>Fund Impacted</u>
Athletics Programs Revenue Loss (Pay to Play)	\$ (110,270.47)	\$ -	General Fund
Food Services Program Loss	(100,000.00)	-	General Fund
Desks	(55,750.00)	(5,915.00)	General Fund
Desk Shields	-	(76,460.52)	General Fund
PPE (Gloves, Masks, sanitizer, plexiglass)	(55,146.55)	(21,742.74)	General Fund
Cleaning Supplies	(39,537.01)	(28,918.71)	General Fund
Laptops	(16,904.63)	-	General Fund
Chromebooks/IPADS and Cases	(8,324.31)	(196,998.30)	General Fund
Distance Learning Software & Supplies	(7,662.94)	(77,169.93)	Grant Fund/General Fund
Signage	(2,427.06)	(5,193.88)	General Fund
Staff Time (Cleaning, Opening Prep Etc)	(1,768.81)	(59,104.38)	General Fund
Hot Spots	(992.32)	(1,046.18)	General Fund
			Capital Fund/General
Ventilation	-	(92,680.74)	Fund
Speakerphones, Headsets, Adapters, Micropones	-	(50,058.54)	General Fund
Tents	-	(25,601.95)	General Fund
Portable Sinks	-	(20,058.00)	General Fund
USB Charging Stations	-	(9,104.15)	General Fund
Instructional Supplies (Outdoor Learning)	-	(5,427.18)	General Fund
Teacher Carts	-	(4,908.93)	General Fund
Report Card Software	-	(3,000.00)	General Fund
Recess Equipment & Supplies	-	(2,859.31)	General Fund
Personnel	-	(120,000.00)	General Fund
Total Expenses & Loss in Revenues	<u>(398,784.10)</u>	<u>(806,248.44)</u>	
Transportation Savings	476,356.84	-	General Fund
Substitute Teacher Savings	162,378.32	-	General Fund
Instructional Supply Savings	113,690.24	-	General Fund
Conference & Education Savings	53,642.30	-	General Fund
Utilities Savings	<u>126,842.23</u>	<u>-</u>	General Fund
Total Savings	932,909.93	-	
Net Savings (Loss) to the Board of Education	\$ 534,125.83	\$ (806,248.44)	