

**Minutes of the Bethel Board of Education Regular Meeting held on August 20, 2015, in Board of Education Conf. Room E.**

**Attendance: None.**

**Administrative Attendance: C. Carver, K. Brooks, T. Yonsky, M. Rutledge, C. Troetti**

**L. Craybas, Chairman, called the meeting to order at 7:00 PM.**

**Board Members Present: Attendance Taken at 7:00 PM:**

**Present Board Members:**

**Mrs. Jennifer Ackerman  
Mr. Stuart Carlsen  
Mr. Scott Clayton  
Mr. Larry Craybas  
Mr. William Duff  
Mr. Nicholas Hoffman  
Mrs. Melanie O'Brien  
Mrs. Robin Renner**

**Absent Board Members:**

**Mrs. Kristen Lacey**

**Updated Attendance:**

**Mr. Stuart Carlsen was updated to absent at: 8:47 PM**

**1. Call to Order**

- 1.A. Roll Call for Quorum**
- 1.B. Pledge of Allegiance**

**2. Board Recognition/A Salute to Excellence**

None.

**3. Consent Calendar**

- 3.A. Approval of Minutes**

**Motion Passed:** Move to approve the Consent Calendar passed with a motion by Mr. Larry Craybas and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman Yes

Mr. Stuart Carlsen Yes

Mr. Scott Clayton Yes

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**TOWN OF BETHEL**

Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**3.A.1. June 25, 2015 - Special Meeting**

**3.A.2. June 30, 2015 - Special Meeting**

**3.A.3. July 13, 2015 - Special Meeting**

**4. Correspondence**

Under new statute the Fire Marshal Report, completed annually, requires submission to the Board of Education. This is not a new report. We receive it after the annual inspection by our Fire Marshall and work to rectify all issues. The two documents contain the following information:

- Annual report by school from the Fire Marshall.
- A status update on all of the issues noted by the Fire Marshall.

All issues except three have been resolved. The subsequent issues are scheduled to be completed next week.

**5. Audience Participation**

None.

**6. Administrative/Board Member Update**

**6.A. CABE/CAPSS Convention 2015**

Please review the Convention at a Glance and registration form for the CABE/CAPSS Convention on November 20-21, 2015. If you would like to attend, please complete the registration form and return to Sue Pare. She will register you.

**6.B. BOE Discussion Topics Calendar**

Dr. Carver spoke to the Board about the Board Calendar. As an outcome of the Board of Education Retreat, the members requested keeping the "business" portion of the agenda to 1 hour and spending more time getting reports and updates on matters related to the implementation of the Strategic Plan. Dr. Brooks, Mrs. Rutledge and Dr. Carver are recommending a schedule. If the Smarter Balance assessment is not available for the September meeting, we would just focus on intervention. At the Board's request, Dr. Carver also embedded a cycle of executive session items, focused on security.

**6.C. AP Scores**

Annually our students at Bethel High School take the Advanced Placement Exams. We are extremely proud of the results.

- 82% of students received scores of 3 or better, earning them college credit.
- We have substantially increased the number of students taking the exam through increased access.

The summary by Dr. Brooks provided a break down by course and gave a 5 year overview of results.

#### **6.D. Legislative Summary**

There was a significant amount of legislation passes in the 2015 legislative regular session which directly effects education. The purpose is to provide you with a summary of the legislation, impact and unanswered questions or clarifications needed. The document will be useful to the Policy Committee of the Bethel Board of Education, as there will be likely many changes required. Dr. Carver will summarize the legislation passed in the Special Session for the September, 2015 meeting.

#### **6.E. Annual Performance Report - Special Education**

The State Department of Education released the Annual Performance Report by district for Special Education. Bethel received the highest classification of "meets requirements". Classification is based on select indicators from Connecticut's Performance Plan to the Office of Special Education Programs (OSEP). At the top of the report, under the classification, it indicates the focus area for the reporting year. The targets for performance are set by the State of Connecticut. It is important to note that the state is always a year behind in its reporting. The current report is from the 2013-2014 school year.

Congratulations to the Special Education Staff for achieving the highest rating.

#### **6.F. Reduced Standardized Testing for Grade 11 Students**

Governor Dannel P. Malloy announced that the U.S. Department of Education has approved a waiver request he submitted on behalf of the State of Connecticut to reduce the amount of standardized testing required for public high school students. In an effort to eliminate duplicative testing, reduce over-testing, mitigate student stress, and address parental concerns, the Governor last fall sought federal approval to replace the 11th grade Smarter Balance Assessment or SBAC exam with the SAT. With this approval, starting in the fall 2015-2016 school-year, the SAT will be used in lieu of SBAC, and will be free for all Connecticut students.

#### **6.G. BMS Chromebook Student User Guidelines and Agreement**

We will be going 1:1 with Chromebooks at the middle school next year. The BMS Chromebook

Student User Guidelines and Agreement will be provided to parents and students outlining expectations for use. We modeled the manual after several other districts. The manual has been reviewed and approved by our attorney at Shipman and Goodwin.

The guidelines provide an overview of expectations related to:

- Care
- Use Responsible Use
- Legal Properties
- Protection and Storage
- Damage/Destroyed/Lost/Stolen Chromebooks
- Applicable BOE Policies

Parents and students will need to sign off on the agreement prior to the student being issued a Chromebook.

## **7. Reports to the Board**

### **7.A. Finance**

#### **7.A.1. ED001**

**Motion Passed:** Move to approve the budget transfers for June 25-30, 2015 passed with a motion by Mr. Nicholas Hoffman and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### **7.A.2. Final Budget Transfers**

**Motion Passed:** The Board of Education moves to deposit \$175,381 into the unexpended funds account as recommended by the administration passed with a motion by Mr. Stuart Carlsen and a second by Mr. Scott Clayton.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes

Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**7.B. Personnel**

**7.B.1. Job Descriptions**

**7.B.1.a. 1.15 - Coordinator of Art K-12**

**Motion Passed:** Move to approve the job description 1.15 - Coordinator of Art K-12 passed with a motion by Mr. William Duff and a second by Mr. Nicholas Hoffman.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**7.B.1.b. 1.17 - Coordinator of Music K-12**

**Motion Passed:** Move to approve job description 1.17 - Coordinator of Music K-12 passed with a motion by Mr. William Duff and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**7.B.1.c. 1.25 - Curriculum Leader 6-8**

**Motion Passed:** Move to approve the job description 1.25 - Curriculum Leader 6-8 passed with a motion by Mr. William Duff and a second by Mrs. Robin Renner.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes

Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### 7.B.1.d. 2.02 - Instructional Coach

**Motion Passed:** Move to approve the job description 2.02 - Instructional Coach passed with a motion by Mr. William Duff and a second by Mr. Nicholas Hoffman.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### 7.B.1.e. Professional Learning Community Leader

**Motion Passed:** Move to approve the job description Professional Learning Community Leader passed with a motion by Mr. William Duff and a second by Mr. Nicholas Hoffman.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### 7.B.1.f. Chemical Hygiene Officer

**Motion Passed:** Move to approve the job description Chemical Hygiene Officer passed with a motion by Mr. William Duff and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes

Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### 7.B.1.g. Tech Champion

**Motion Passed:** Move to approve the job description Tech Champion passed with a motion by Mr. William Duff and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### 7.B.1.h. Tech Champion/Web Master

**Motion Passed:** Move to approve the job description Tech Champion/Web Master passed with a motion by Mr. William Duff and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### 7.B.1.i. IEP Coach

**Motion Passed:** Move to approve the job description IEP Coach passed with a motion by Mr. William Duff and a second by Mr. Stuart Carlsen.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent

Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

### 7.B.1.j. Data & Applications Specialist

**Motion Passed:** Move to approve the job description Data & Applications Specialist passed with a motion by Mr. William Duff and a second by Mr. Nicholas Hoffman.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

### 8. Action Items

#### 8.A. 2015-16 Educator Evaluation and Support Plan

**Motion Passed:** Move to approve Bethel's 2015-2016 Educator Evaluation and Support Plan. passed with a motion by Mr. Larry Craybas and a second by Mr. Nicholas Hoffman.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

### 9. Recommended Executive Session

**Motion Passed:** Move to enter into Executive Session at 8:47 PM passed with a motion by Mr. Larry Craybas and a second by Mr. Scott Clayton.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Yes
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent

Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**Administrative Attendance: C. Carver, K. Brooks, T. Yonsky, C. Troetti (left at 9:10 PM)**

**Present Board Members:**

**Mrs. Jennifer Ackerman**  
**Mr. Scott Clayton**  
**Mr. Larry Craybas**  
**Mr. William Duff**  
**Mr. Nicholas Hoffman**  
**Mrs. Melanie O'Brien**  
**Mrs. Robin Renner**

**Absent Board Members:**

**Mr. Stuart Carlsen**  
**Mrs. Kristen Lacey**

**9.A. CT General Statues 1-210(b)(9) Negotiations - Non-Union**

**Motion Passed:** Move to come out of Executive Session at 9:22 PM passed with a motion by Mr. William Duff and a second by Mr. Scott Clayton.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Absent
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**Motion Passed:** Move to approve Administrator Athletic Director position. passed with a motion by Mr. Nicholas Hoffman and a second by Mr. William Duff.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Absent
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

**Motion Passed:** Move to adjust Supervisor of Facility & Security Operations salary by \$5,000 as a permanent of salary. passed with a motion by Mr. Nicholas Hoffman and a second by Mr. William Duff.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Absent
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

#### 10. Adjourn

**Motion Passed:** Move to adjourn at 9:25 PM passed with a motion by Mr. William Duff and a second by Mrs. Jennifer Ackerman.

Mrs. Jennifer Ackerman	Yes
Mr. Stuart Carlsen	Absent
Mr. Scott Clayton	Yes
Mr. Larry Craybas	Yes
Mr. William Duff	Yes
Mr. Nicholas Hoffman	Yes
Mrs. Kristen Lacey	Absent
Mrs. Melanie O'Brien	Yes
Mrs. Robin Renner	Yes

Respectfully submitted,  
Susan Pare  
Board Recorder