

Tentative minutes of the **Bethel Board of Education Special Meeting** held on **Thursday, February 17, 2011**, in Board of Education Conference Room E.

Attendance: Jen Larsen

Administrative Attendance: G. Chesley, J. Jordan, T. Yonsky, R. Germinaro, D. Muharem, C. Troetti

L. Craybas, Chairman, called the meeting to order at 7:02 p.m.

1. **Call to Order**

A. *Roll Call for Quorum*

Board Members Present: S. Carlsen, L. Craybas, J. DeRosa, M. Duff, K. Lacey, A. Mannion, M. O'Brien, R. Renner

Board Members Absent: None

B. *Pledge Allegiance*

2. **Approval of Minutes**

A. *February 3, 2011 – Special Meeting*

<p>Motion by S. Carlsen: Move to approve the minutes of February 3, 2011 – Special Meeting. Seconded by R. Renner Motion Carried Unanimously</p>

B. *February 8, 2011 – Special Meeting*

<p>Motion by S. Carlsen: Move to approve the minutes of February 8, 2011 – Special Meeting. Seconded by R. Renner AYE: S. Carlsen, L. Craybas, J. DeRosa, M. Duff, K. Lacey, M. O'Brien, R. Renner NAY: None Abstain: A. Mannion Motion Carried</p>

3. **Audience Participation**

None.

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TOWN OF BETHEL
TOWN CLERK

4. 2011-2012 Education Budget Workshop/Approval

Motion by L. Craybas: Move to approve an operating budget for the Bethel Public Schools for the 2011-2012 fiscal year of \$38,622,910 to be offset by the Education Jobs Federal Funding of \$476,994 for a net budget of \$38,145,916.

Seconded by S. Carlsen

Dr. Jordan reviewed a list of personnel, technology improvements, and program initiatives that were removed from the budget before being presented to Board.

Motion by L. Craybas: Move to amend motion to reflect removing \$5,000 for increase in custodial overtime for each school.

Seconded by S. Carlsen

Motion Carried Unanimously

Motion by L. Craybas: Move to amend motion by removing \$11,447 for (2) lunch monitors at Rockwell and Berry School.

Seconded by S. Carlsen

Motion Failed

Dr. Chesley distributed copies of letters from parents supporting full-day Kindergarten to the Board.

Dr. Chesley and Dr. Jordan spoke about the impact of full-day Kindergarten. They explained there will be less of a need for remedial work in years to come.

Motion by L. Craybas: Move to approve an operating budget for the Bethel Public Schools for the 2011-2012 fiscal year of \$38,617,910 to be offset by the Education Jobs Federal Funding of \$476,994 for a net budget of \$38,140,916.

Seconded by M. Duff

Motion Carried Unanimously

Motion by M. Duff: Move to approve the 460 Account 2011-2012 budget in the amount of \$555,126.02 be presented to the Board of Finance.

Seconded by S. Carlsen

Motion Carried Unanimously

5. Reports to the Board

1. Finance

a) *Healthy Foods Certification*

Motion by L. Craybas: Move on behalf of the Bethel Board of Education and pursuant to section 10-215f of the Connecticut General Statutes, we hereby certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2011 through June 30, 2012. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

Seconded by A. Mannion

Motion Carried Unanimously

Motion by L. Craybas: Move pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the Board of Education or governing authority, will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

Seconded by M. O'Brien

Motion Carried Unanimously

b) Official Signatures

Board officer signatures must be updated annually as required by law. These appear on a variety of official Board and Town transactions.

Motion by A. Mannion: Move to authorize Lawrence Craybas, Robin Renner, and Theresa Yonsky to endorse all checks and orders for payment for the Board of Education. All checks and payment orders require two signatures. And to further give authority to them and Richard Missimer to inquire about all accounts and to request data regarding these accounts.

Seconded by S. Carlsen

Motion Carried Unanimously

c) Signing of the Board of Education Code of Ethics

Board members signed the Code of Ethics as a way to officially commit to ethical, productive, and cooperative behavior as individual Board members and as a governing body.

2. Personnel and Negotiations

a) Job Descriptions

Administrative Job Descriptions:

- 1.01 Superintendent of Schools
- 1.02 Associate Superintendent
- 1.03 Principal
- 1.04 Principal, Assistant - Bethel High School
- 1.04.1 Principal, Assistant - Bethel Middle School
- 1.07 Director, Special Education & Pupil Services
- 1.08 Director, Fiscal Services
- 1.09 Supervisor, Facility Operations
- 1.10 Coordinator of Health Services
- 1.11 Director of Continuing Education
- 1.12 Coordinator of Community Programs
- 1.13 Director of Athletics
- 1.14 Department Head, 7-12
- 1.15 Coordinator, Art K-12
- 1.16 Department Chairperson, Special Ed., MS/HS
- 1.16.1 Supervisor, Special Education
- 1.17 Coordinator, Music, K-12
- 1.18 Coordinator, Physical Education, K-12
- 1.18.1 Coordinator, Health Education, K-12
- 1.19 Coordinator, Computer Science
- 1.20 Chairperson, Prof. Development Council
- 1.21 Coordinator, School Counseling K-12
- 1.22 Coordinator, Psychological Services
- 1.23 Coordinator, Speech/Language Services
- 1.25 Curriculum Leader, Grades 6-8
- 1.26 Department Chairperson, 9-12, BHS
- 1.29 Supervisor, Reading/Language Arts
- 1.30 Student Activities Director

**Motion by L. Craybas: Move to approve Job Descriptions 1.02 – 1.30.
Seconded by J. DeRosa
Motion Carried Unanimously**

**Motion by S. Carlsen: Move to approve Job Descriptions 1.01 as corrected.
Seconded by L. Craybas
Motion Carried Unanimously**

3. Curriculum

- a) Approval of the spelling curriculum (grades 1-8)**

**Motion by R. Renner: Move to approve spelling curriculum grades 1-8.
Seconded by A. Mannion
Motion Carried Unanimously**

**Motion by L. Craybas: Move to enter into Executive Session at 8:06 p.m.
Seconded by R. Renner
Motion Carried Unanimously**

Board of Education Members Present: S. Carlsen, L. Craybas, J. DeRosa,
M. Duff, K. Lacey, A. Mannion, M. O'Brien, R. Renner

Board of Education Members Absent: None

Administrators: G. Chesley, J. Jordan

**Motion by S. Carlsen: Move to come out of Executive at: 8:20 p.m.
Seconded by A. Mannion
Motion Carried Unanimously**

6. **Adjourn**

**Motion by S. Carlsen: Move to adjourn at 8:20 p.m.
Seconded by A. Mannion
Motion Carried Unanimously**

Respectfully submitted,

Susan Pare
Board Recorder