

**BETHANY BOARD OF EDUCATION**  
**Regular Meeting**  
**Board of Education Retreat**

**AGENDA**

**Wednesday, July 14, 2021**  
**6:00 p.m.**

**Bethany Board of Education Conference Center**

**MISSION STATEMENT**

We inspire and empower children to thrive in the world of tomorrow.

**1. Call to Order**

- a. Pledge of Allegiance

**2. Election of Board of Education Officers (Bylaw 9120)**

- a. Election of Board Officers ..... Action Item

**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.

**4. Executive Session**

- a. Personnel Matter – Superintendent Contract

**5. Approval of Minutes (Bylaw 9326)**

- a. June 9, 2021 Regular Meeting..... Action Item

**6. Unfinished Business (Bylaw 9300)**

- a. None.

**7. New Business (Bylaw 9300)**

- a. Teacher & Administrator Evaluation & Support Plan Flexibilities..... Action Item
- b. Board of Education Committee Membership (Bylaw 9132)
- c. Board Self-Evaluation Discussion (Policy 2400)
- d. Development of 2021-2022 Board Goals (Policy 0111)

**8. Superintendent Report (Policy 2500)**

**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. Professional Development**

- a. Board Chair, Superintendent, and BOE Executive Assistant

**13. Meeting Adjourned**

# Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *cm*

Date: July 14, 2021

Re: Election of Board Officers

---

The Bethany Board of Education Bylaws of the Board #9120 states:

*"The Board of Education shall, not later than one (1) month after the date on which the newly elected members take office, elect from its own members a Chairperson, Vice-Chairperson, and Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until his/her successor is chosen."*

Current Board Chair, Dr. Christopher Pittenger will call the Board of Education organizational meeting to order on Wednesday, July 14, 2021.

Motion: Move that the Board of Education move to the election of Board officers then return to the regular agenda.

A member of the Board must second the motion then a vote will be taken to immediately move to the election of Board officers.

## **Nomination of the Chairperson**

A member of the Board will need to make a motion to nominate a Chairperson of the Board.

The Chairperson shall preside at all of the meetings of the Bethany Board of Education adhering to meeting governance and Robert's Rules of Order Newly Revised and shall perform other duties as directed by law and State Department of Education Regulations. A detailed listing of the official duties of the Chairperson are listed in Bylaw #9121.

Motion: Move the Board of Education accept nominations for the position of Chairperson.

A member will second the motion then a vote will be taken to accept nominations.

Board members wishing to nominate an individual for Chairperson will be recognized by the Superintendent of Schools. The format will be "I nominate \_\_\_\_\_ for Chairperson for the Bethany Board of Education." A member will need to second the nomination.

The Superintendent will address the nominee as follows "\_\_\_\_\_ do you accept the nomination for Chairperson?"

The Superintendent will state "\_\_\_\_\_ is nominated. Are there any further nominations for Chairperson?" When there are no further nominations:

Motion: Move the nominations for Chairperson be closed.

This motion requires a second.

The nominee(s) and other Board members will be given an opportunity to speak on behalf of the nominee, if they so choose.



### **Election of the Chairperson**

The Superintendent will entertain a motion to open the balloting:

Motion: Move the Board of Education open balloting for the position of Chairperson.

The election of the Chairperson will be by written ballot. The Board members will cast a written ballot which will be collected by the Recording Secretary who is designated as the teller. The Recording Secretary will count the votes which will be verified by the Superintendent. The Superintendent will state the results of the ballot for the record.

The Superintendent will state "Let the record indicate \_\_\_\_\_ has been elected Chairperson of the Bethany Board of Education." The new Chairperson will assume leadership of the meeting.

### **Nomination of the Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson at Board meetings in his/her absence and assist the Chairperson as requested by him/her (Bylaw #9122).

Motion: Move the Board of Education accept nominations for the position of Vice-Chairperson.

A member will second the motion then a vote will be taken to accept nominations.

Board members wishing to nominate an individual for Vice-Chairperson will be recognized by the Chair. The format will be "I nominate \_\_\_\_\_ for Vice-Chairperson for the Bethany Board of Education." A member will need to second the nomination.

The Chair will address the nominee as follows "\_\_\_\_\_ do you accept the nomination for Vice-Chairperson?"

The Chair will state "\_\_\_\_\_ is nominated. Are there any further nominations for Vice-Chairperson?" When there are no further nominations:

Motion: Move the nominations for Vice-Chairperson be closed.

This motion requires a second.

The nominee(s) and other Board members will be given an opportunity to speak on behalf of the nominee, if they so choose.

### **Election of the Vice-Chairperson**

The Chair will entertain a motion to open the balloting:

Motion: Move the Board of Education open balloting for the position of Vice-Chairperson.

The election of the Vice-Chairperson will be by written ballot. The Board members will cast a written ballot which will be collected by the Recording Secretary who is designated as the teller. The Recording Secretary will count the votes which will be verified by the Superintendent. The Chair will state the results of the ballot for the record.

The Chairman will state "Let the record indicate \_\_\_\_\_ has been elected Vice-Chairperson of the Bethany Board of Education."

### **Nomination of the Secretary**

The Secretary shall perform the duties of the Chairperson at Bethany Board of Education meetings in the absence of the Chairperson and Vice-Chairperson. The Secretary will keep records in the absence of the Recording Secretary (Bylaw #9123).

Motion: Move the Board of Education accept nominations for the position of Secretary.

A member will second the motion then a vote will be taken to accept nominations.

Board members wishing to nominate an individual for Secretary will be recognized by the Chair. The format will be "I nominate \_\_\_\_\_ for Secretary for the Bethany Board of Education." A member will need to second the nomination.

The Chair will address the nominee as follows "\_\_\_\_\_ do you accept the nomination for Secretary?"

The Chair will state "\_\_\_\_\_ is nominated. Are there any further nominations for Secretary?" When there are no further nominations:

Motion: Move the nominations for Secretary be closed.

This motion requires a second.

The nominee(s) and other Board members will be given an opportunity to speak on behalf of the nominee, if they so choose.

### **Election of the Secretary**

The Chair will entertain a motion to open the balloting:

Motion: Move the Board of Education open balloting for the position of Secretary.

The election of the Secretary will be by written ballot. The Board members will cast a written ballot which will be collected by the Recording Secretary who is designated as the teller. The Recording Secretary will count the votes which will be verified by the Superintendent. The Chair will state the results of the ballot for the record.

The Chairman will state "Let the record indicate \_\_\_\_\_ has been elected Secretary of the Bethany Board of Education."

The Chair will then return to the regular agenda.

# Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *mm*

Date: July 14, 2021

Re: Executive Session

---

It is recommended under EXECUTIVE SESSION:

Recommended Motion:

- a. Move the Bethany Board of Education enter into Executive Session to discuss the Superintendent's Contract and that the Superintendent and Susan Carpenter, Human Resources Coordinator and BOE Executive Assistant are invited to attend.

# Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent

Date: July 14, 2021

Re: Meeting Minutes

---

It is recommended under APPROVAL OF MINUTES:

Recommended Motion:

- a. Move the Bethany Board of Education accept the June 9, 2021 Regular Meeting Minutes as presented.

**BETHANY BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**Via Zoom Webinar**  
**June 9, 2021**

**Present**

Doreen Fox  
John Paul Garcia  
Lisa Gaw  
EJ Maher  
Chris Pittenger, Chair  
Dorothy Seaton, Vice Chair  
Lynette White, Secretary  
Namita Wijesekera

**Administration**

Colleen Murray  
Kai Byrd  
Tom Reed-Swale

**Absent**

Shawn Uscilla

**Call to Order**

Dr. Pittenger called the meeting to order at 6:32 p.m.

**Presentation**

Bethany First Selectman, Paula Cofrancesco, presented retiring Board members Doreen Fox, Lisa Gaw, and Dorothy Seaton with proclamations thanking them for their service.

**PTO Report**

A PTO report was given by Amy Lestinsky. Mrs. Lestinsky reported on recent and upcoming PTO events.

**Public Comment**

None.

**Minutes**

**Motion** by Garcia, seconded by Gaw to accept the May 12, 2021 Regular Meeting Minutes as presented. *The motion carries 8 yes, 1 absent (Uscilla).*

**Committee Reports**

**Finance:**

**Motion** by Gaw, seconded by Garcia to adopt the report of expenditures and adjustments to the 2020-2021 Operating Budget through May 31, 2021 as presented. *The motion carries 8 yes, 1 absent (Uscilla).*

Mrs. Murray further reported that she and Chris Pittenger attended the Board of Finance meeting last night and received their approval to allow up to two percent of the 2020-2021 operating budget from unexpended funds be deposited into the Non-lapsing Fund 10-248a account to be used for future educational purposes. The consensus of the Board is that the full balance of unexpended funds up to 2% be deposited into the non-lapsing account.

Mrs. Murray also stated that the non-lapsing 10-248a account was transferred to an interest-bearing Municipal Investment Reserve Account.

**Curriculum:**

The committee has not met recently and will reconvene in September.

**Facilities:**

The committee has not met recently and will reconvene in the Fall.

**Ad Hoc Facilities:**

Mr. Garcia reported the committee met to conduct a facilities walkthrough. The committee then met to determine facilities priorities to develop the 5-year Facilities Plan.



<b>Policy:</b>	The committee has not met recently and will reconvene in the Fall.
<b>Technology:</b>	The committee has not met recently and will reconvene in the Fall.
<b>Transportation:</b>	The committee has not met recently and will reconvene in the Fall.
<b>ACES:</b>	Mr. Maher discussed recent topics from ACES.
<b>Unfinished Business</b>	None.
<b>New Business</b>	None.
<b>Superintendent Report</b>	<p>Mrs. Murray reported that on May 31, 2021, PK-6 enrollment was 375 students.</p> <p>Mrs. Murray reported 48 kindergartners have pre-registered for the 2021-2022 school year. At this time, total projected K-6 enrollment is 377 students.</p> <p>Mrs. Murray announced the Bethany Education Association officers for the next school year are Kim Wolcott, President, Michelle Schwenger, Vice President, Jaime Bowen, Treasurer, and Nina Brewer, Secretary.</p> <p>Mrs. Murray announced that paraprofessional, Maulana Melton was named the 2022 BCS Staff Member of the Year, and Melissa Rakowski was named the 2022 BCS Teacher of the Year.</p> <p>Mrs. Murray provided an update regarding the details of the American Rescue Plan's Safe Return to In-Person Instruction and Continuity of Services. She has met with all stakeholders and will use the results of those meetings along with the results of the staff and family surveys to inform the plan.</p>
<b>Director Report</b>	Mrs. Byrd reported on Curriculum and Special Services. Her report is on file in the BOE Packet.
<b>Principal Report</b>	Mr. Reed-Swale reported on BCS's recent and upcoming events. His report is on file in the BOE Packet.
<b>Chairman Report</b>	<p>Dr. Pittenger thanked Mrs. Fox, Mrs. Gaw, and Mrs. Seaton for their service to the Board and that they will be missed.</p> <p>Dr. Pittenger announced the BOE Retreat will be held in-person on Wednesday, July 14, 2021.</p>
<b>Communications</b>	Reviewed and on file in the Board of Education Office.
<b>Public Comment</b>	Amy Lestinsky, 140 High Road. Mrs. Lestinsky thanked the BOE members and wished them well on behalf of outgoing PTO officer, MaryGrace Crisci.
<b>Executive Session</b>	<b><u>Motion</u></b> by Pittenger, seconded by Seaton that the Board of Education enters into Executive Session to discuss the Superintendent's Evaluation and Employment Contract Timelines and that Superintendent Colleen Murray is invited to attend. <i>The motion carries 8 yes, 1 absent (Uscilla).</i>

**Attendance**

**Present**

Doreen Fox  
John Paul Garcia  
Lisa Gaw  
Chris Pittenger  
Dorothy Seaton  
Lynette White  
Namita Wijesekera

**Administration**

Colleen Murray

**Absent**

EJ Maher  
Shawn Uscilla

**Reconvene**

Moved from Executive Session and the regular meeting reconvened at 8:50 p.m.

**Motion** by Pittenger, seconded by Seaton that the Board of Education approve the Superintendent's 2021-2022 contract include a 4% base salary increase, a \$5,000 annuity increase, 10 carryover vacation days, and a severance pay clause for unused sick days. *The motion carries 7 yes, 2 absent (Maher, Uscilla).*

**Adjournment**

The meeting adjourned at 8:54 p.m.

Susan L. Carpenter  
Recording Secretary

# Memorandum

To: Board of Education Members

From: Colleen Murray, Superintendent

Date: July 14, 2021

Re: Teacher & Administrator Evaluation Plans



As the impact of the COVID-19 pandemic continues into the 2021-2022 school year, a balanced approach to returning educators, staff, and students back to in-person teaching and learning, and to support student and educator growth and improvement, will be necessary. As such, the Connecticut State Department of Education is providing flexibilities to the fundamental requirements of the CT Guidelines for Educator Evaluation 2017 for the 2021-2022 school year.

These flexibilities are provided to facilitate support, feedback, and growth for Connecticut educators and administrators, in order to best meet the needs of students. They are intended to prioritize the need to focus on:

- social and emotional learning and overall well-being of students, staff, and educators;
- equitable learning opportunities for all students;
- culturally responsive teaching and learning practices;
- academic achievement; and
- engagement with families.

The flexibilities include:

- **Student Learning Indicators (45%)** - Educators are required to develop one (not two) student learning goals with at least two measures of accomplishments. The goals should focus on social and emotional learning, student engagement, engaging families, cultural responsiveness, or academic achievement. Administrators are required to develop two student learning goals focused on supporting the health, safety, and social and emotional well-being of staff and students, ensuring equity for the most vulnerable students and their families, mastery-based learning, or developing systematic approaches to incorporating social and emotional practices and/or culturally responsive practices into the teaching and learning process.
- **Observations of Performance and Practice (40%)** - It is recommended that observations of performance, site visits, and reviews of practice/artifacts be formative in nature, and take place more frequently and for shorter amounts of time throughout the school year for the purpose of providing feedback and support. It is recommended that a minimum of two informal observations and one review of practice followed by a post-observation conference be held for educators in Year 1 and 2 who are rated Effective or Exemplary. For administrators, artifact reviews may replace one of the required site visits.

- **Stakeholder Feedback (10%)** - It is recommended that educators prioritize their focus on implementing strategies for ongoing communication and family engagement.
- **Whole School Learning Indicators/Teacher Effectiveness (5%)** - School-wide focus on social and emotional learning, equitable learning opportunities for all students, professional learning, or professional learning communities.
- **4-Level Matrix Rating System**
  - End-of-year self-assessment
  - Holistic ratings for Outcomes (50%) and Practice (50%)
  - Final rating
  - Report to BOE status of educator evaluations
  - Report aggregate evaluations to Connecticut State Department of Education

As required, these flexibilities were approved by the BCS Steering/Professional Development Evaluation Committee on June 15, 2021.

It is recommended under NEW BUSINESS:

Recommended Motion:

- a. Move the Bethany Board of Education approves the adoption of the Connecticut State Department of Education Teacher and Administrator Evaluation Plan Flexibilities for the 2021-2022 school year.





# BETHANY PUBLIC SCHOOL DISTRICT 2020-2021 BOARD OF EDUCATION SELF-EVALUATION FORM

<b>Vision</b>	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
1. The Board has a vision/mission for the district with a primary focus on student achievement.	1	2	3	4
2. The Board institutes a process for long-range and strategic planning that aligns with the vision/mission for the district and develops such plans collaboratively with all stakeholders.	1	2	3	4
3. The Board develops goals that align with the vision/mission for the district which foster continuous improvement.	1	2	3	4
4. The Board communicates clearly the goals and expectations for the district, staff, and students with an emphasis on quality instruction in the classroom and high achievement for all students in the district.	1	2	3	4

**Notes:**

---



---



---

<b>Community Leadership</b>	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
1. The Board invites input from the community (e.g., visitor participation, forums, surveys) and incorporates appropriate community perspectives into Board action.	1	2	3	4
2. The Board works to promote the accomplishments of the district, within the school/district and the community at large.	1	2	3	4
3. The Board collaborates with other school boards or agencies to inform federal, state and local policy makers of concerns and issues related to education.	1	2	3	4
4. The Board provides community leadership on educational issues.	1	2	3	4

**Notes:**

---



---



---

<b>Board Operations</b>	<b>Unacceptable Performance</b>		<b>Acceptable Performance</b>	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
1. The Board ensures the district policy manual is up-to-date and comprehensive.	1	2	3	4
2. The Board conducts meetings that are efficient, effective and focus primarily on student achievement and other district policies.	1	2	3	4
3. The Board makes decisions based on analysis of relevant research and data.	1	2	3	4
4. The Board adopts a fiscally responsible budget based on the district's priorities and regularly monitors the fiscal health of the district.	1	2	3	4
5. The Board collectively executes its legal responsibilities and ensures the district adheres to all federal and state laws and Board policies.	1	2	3	4
6. The Board conducts a comprehensive orientation to familiarize new Board members with their role on the team.	1	2	3	4
7. The Board conducts an effective annual self-evaluation.	1	2	3	4
8. The Board participates in professional development as it pertains to their role as a Board member.	1	2	3	4

**Notes:**

---



---



---

<b>Board Ethics</b>	<b>Unacceptable Performance</b>		<b>Acceptable Performance</b>	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
1. The Board establishes a Code of Ethics and Codes of Conduct, and performs business in accordance with the Codes.	1	2	3	4
2. The Board members maintain confidentiality regarding sensitive communications.	1	2	3	4
3. The Board members honor Board decisions even when the vote is not unanimous.	1	2	3	4
4. The Board does not let politics interfere with district business.	1	2	3	4
5. The Board deals with both internal and external conflicts openly, honestly and respectfully.	1	2	3	4

**Notes:**

---



---



---

Board/Superintendent Team	Unacceptable Performance		Acceptable Performance	
	1 Does Not Meet Expectations	2 Needs Improvement	3 Meets Expectations	4 Exceeds Expectations
1. The Board works effectively with the Superintendent as a collaborative leadership team to focus around high achievement for all students in the district.	1	2	3	4
2. The Board schedules time, at least semi-annually, to discuss Board/Superintendent relations and progress towards district goals.	1	2	3	4
3. The Board demonstrates support and respect for the Superintendent's role as the Chief Executive Officer of the district.	1	2	3	4
4. The Board provides direction to the Superintendent as a whole, not from individual Board members.	1	2	3	4
5. The Board follows the chain of command as identified in Board Policy and Bylaws.	1	2	3	4

Notes:

---



---



---





# Bethany Public School District

## Board of Education Operational Goals

### 2020-2021

These goals reflect the **Board's priorities for its own operation**. Goals for the District and the Bethany Community School are reflected in the District Goals, the Superintendent's Goals, and the Bethany Strategic Plan 2020.

#### Goal #1

The Board will maintain a focus on high standards of learning, social development, and emotional support for all of our children, with continual improvement.

- Monitor student achievement through the examination of multiple sources of data regularly throughout the school year.
- Engage in regular dialogue with administration about both areas of strength and opportunities for improvement.
- Continually strive to support a well-rounded education for all students that take into account their individual strengths, interests, and needs.
- Continually support the social, emotional, and physical needs of our students, both because these are important goals in and of themselves and because social, emotional, and physical health is essential for optimal learning.

#### Goal #2

The Board will continue and augment efforts in communication and outreach to staff, parents, students, and the broader community.

- Schedule and conduct Board of Education Open Forums two times a year.
- Encourage public attendance and participation, including teachers and staff, at Board meetings.
- Communicate important issues to the school community, through letters and other mechanisms as appropriate, throughout the school year.
- Ensure the presence of Board members at major school events, to maintain the visibility and availability of Board members.

#### Goal #3

The Board will seek to enhance its efficacy and efficiency through professional development.

- Institute a structured orientation for new members to familiarize them with their roles and responsibilities as Board members.
- Continually seek out opportunities for professional development to enhance understanding and ability to function as effective Board members.

#### Goal #4

The Board will perform all of its duties with the highest ethical standards.

- The Board will be cognizant of the importance of confidentiality of both students and staff.



# Memorandum



To: Board of Education Members

From: Colleen Murray, Superintendent *CM*

Date: July 14, 2021

Re: Superintendent Report

---

## Under ADMINISTRATIVE REPORTS:

- 2020-2021 Final Enrollment Update
- 2021-2022 Anticipated Enrollment Update
- Facilities Update
- Personnel Update
- 2020-2021 Budget Update
- Safe Return Plan
- American Rescue Plan Grant

**BETHANY COMMUNITY SCHOOL  
2020-2021 ENROLLMENT SUMMARY**

Grade	AUG 31, 2020*	SEP 30, 2020*	OCT 31, 2020*	NOV 30, 2020*	DEC 31, 2020*	JAN 31, 2021*	FEB 28, 2021*	MAR 31, 2021*	APR 30, 2021*	MAY 31, 2021*
<b>PK</b>	16	16	16	16	17	17	17	19	19	21
<b>K</b>	54	53	53	53	53	52	52	52	51	51
<b>1</b>	62	61	61	61	61	61	61	61	61	61
<b>2</b>	53	53	53	53	53	53	53	54	54	54
<b>3</b>	55	55	55	56	56	57	56	56	55	55
<b>4</b>	39	40	40	40	40	40	40	40	40	40
<b>5</b>	48	48	48	48	48	47	47	47	47	49
<b>6</b>	43	43	43	43	43	44	44	44	44	44
<b>TOTAL</b>	<b>370</b>	<b>369</b>	<b>369</b>	<b>370</b>	<b>371</b>	<b>371</b>	<b>370</b>	<b>373</b>	<b>371</b>	<b>375</b>

\* One Staff Member & Five Open Choice students included.  
Two OOD students are not included above.

**BETHANY COMMUNITY SCHOOL  
2021-2022 ANTICIPATED ENROLLMENT SUMMARY**

<b>Grade</b>	<b>JUL 14, 2021*</b>
<b>PK</b>	18
<b>K</b>	54
<b>1</b>	53
<b>2</b>	66
<b>3</b>	58
<b>4</b>	58
<b>5</b>	41
<b>6</b>	50
<b>TOTAL</b>	<b>398</b>

\* Six Open Choice students included.  
One OOD student is not included above.