

REGULAR MEETING  
BERLIN BOARD OF EDUCATION  
MONDAY, DECEMBER 11, 2023  
6:00 P.M. – BOARD OF EDUCATION MEETING ROOM  
238 KENSINGTON ROAD, BERLIN



You may click on this link to view the livestream of the meeting:  
[https://www.youtube.com/channel/UCBMUXMxSi05OrZUdfNpMAnw?view\\_as=subscriber](https://www.youtube.com/channel/UCBMUXMxSi05OrZUdfNpMAnw?view_as=subscriber)

## AGENDA

### I. CALL TO ORDER

Pledge of Allegiance

### II. STUDENT PRESENTATION – BERLIN HIGH SCHOOL MADRIGAL SINGERS

### III. COMMITTEE REPORTS/CORRESPONDENCE TO THE BOARD

- A. Report of Student Representatives
- B. Committee Reports
- C. Committee Assignments for 2023-2024
- D. CREC Report
- E. Correspondence to the Board

### IV. AUDIENCE OF CITIZENS

*Members of the Berlin community are encouraged to share their thoughts with the Board of Education and are invited to do so during this segment of the meeting. When appropriate to do so, members of the Board and the administration may respond to comments; however, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting. Residents speaking during this portion of the meeting will be limited to 3 minutes per resident.*

### V. PERSONNEL – RETIREMENT

Teacher of Business/Capstone – Berlin High School

### VI. NEW BUSINESS

- A. Berlin High School Program of Studies for 2024-2025
- B. Approval of the District Continuous Improvement Plan
- C. Policy Review/Revision – Second Reading/Adoption
  - 1. Policy 4111.1 – Increasing Educator Diversity Plan
  - 2. Policy 4118.241 – Reports of Suspected Abuse or Neglect of Children
  - 3. Policy 5141.21 – Administration of Student Medications in the Schools
  - 4. **New** Policy 5112 – Admission to the Public Schools at or Before Age Five
  - 5. Policy 6146 – High School Graduation Requirements
  - 6. Policy 5129 – Policy to Improve Completion Rates of the FAFSA
  - 7. Policy 5144.2 – Recess and Play-Based Learning
  - 8. Policy 5141.5 – Suicide Prevention and Intervention
  - 9. Policy 6161.8 – Parental Access to Instructional Material
  - 10. Bylaw 9010 – Construction and Posting of Agenda
- D. Discussion Regarding Admission to Public Schools at or Before Age 5

## **AGENDA – DECEMBER 11, 2023 – CONTINUED**

### **VII. CONSENT AGENDA**

- A. Approval of Minutes
  - 1. Regular Meeting of November 27, 2023
  - 2. Special Meeting of November 27, 2023
- B. Monthly Budget Report – Period ending November 30, 2023
- C. Facilities Update
- D. Overnight Field Trip Request – McGee School – Washington, DC – May 29-31, 2024

### **VIII. ADJOURNMENT**

Each meeting is live streamed by the Berlin Public School District on YouTube. The meetings are available to be viewed on the BHSTV Broadcast YouTube channel immediately after the meeting has taken place. You can view any meeting by visiting: <http://bit.ly/bhstv-live>

# **Berlin High School**

## **Program of Studies**

**Significant Changes**

**2024-2025**





## Graduation Requirements

Additional Information	<p>The following has been added to section 3 under Graduation Requirements:</p> <p><b>Berlin High School ePortfolio</b> Starting in grade 9, students will begin developing an academic portfolio, also known as the <b>ePortfolio</b>. The ePortfolio is a personalized website that curates a digital footprint that supports individual purpose, passion, and pride as Berlin High School students. Students will add sample pieces to the ePortfolio over the course of their four years, with a direct correlation between course work, service work, achievements, and the Berlin Public Schools Vision of a Graduate. By the conclusion of grade 11, students will reflect on their ePortfolio as they prepare for their <i>Senior Capstone Experience</i>. Following the Capstone Experience, all grade 12 students will participate in a reflective defense of their ePortfolio. The objective is to capture the culminating skills and experiences achieved and prepare students for the next chapter beyond Berlin High School in higher education or a chosen career field.</p>
------------------------	---

## Career Development & Work-Based Learning Experiences

New Section	This has replaced the section previously titled “Internship / Work-Based Learning Experiences”
-------------	--

Career development in high school is an active engagement by students across a variety of in- and out-of-school learning experiences involving family, staff, and community. Berlin High School provides opportunities for students to identify personal strengths and work values that align with potential career paths. Students should take advantage of career learning opportunities that are offered at BHS as well as pursue career learning through personal channels such as family, friends, and community contacts. Opportunities will be advertised throughout the school year through classroom teachers, daily announcements, student email, Schoology announcements, and other relevant social media such as Work-Based Learning on Instagram.

### Internship Opportunities

Students who have completed career awareness and exploration opportunities in a career field can apply to receive an unpaid internship for the coming semester as a culminating Capstone Experience. This requires proper planning and documentation *prior* to requesting this in twelfth grade. Students must work with their school counselor and the school’s Work-Based Learning Coordinator if accepted into the program. An occupational safety training, personalized learning plan, and site visit is required before internship hours can be started. All plans must be approved by the principal. Students must maintain required credits in their schedule; only under extraordinary circumstances the principal can exempt students from this requirement.



Suggested career development activities for BHS students include but are not limited to:

Grade	Potential Extended Learning Opportunities
9	<ul style="list-style-type: none"> <li>● Complete career awareness activities: Naviance, O*Net</li> <li>● Participate in clubs/activities related to student interests</li> <li>● Attend in-school speaker events</li> <li>● Participate in relevant industry or business tours</li> </ul>
10	<ul style="list-style-type: none"> <li>● Career awareness activities: Naviance, O*Net</li> <li>● Participate in clubs/activities related to student interests or changing interests</li> <li>● Volunteer in the community particularly in a career area of interest</li> <li>● Attend in-school speaker events</li> <li>● Identify career pathways; conduct a deeper dive into wages, job growth, training/education needed</li> <li>● Participate in relevant industry or business tours</li> <li>● Inquire about or conduct informational interviews with a professional</li> </ul>
11	<ul style="list-style-type: none"> <li>● Evaluate career options identified through career awareness activities</li> <li>● Participate in clubs/activities related to student interests</li> <li>● Attend in-school speaker events, career panels</li> <li>● Engage with professionals at a school sponsored career fair</li> <li>● Attend BHS college fair</li> <li>● Identify any job shadow opportunities if applicable</li> <li>● Develop a working resume and practice interview skills</li> <li>● Create a personal email to be used with colleges/schools/businesses for communication</li> <li>● Seek entry-level employment to build career readiness skills, add to your resume, and build references</li> <li>● Identify schools and training relevant to a career interest</li> <li>● Tour relevant schools and training available for identified career paths</li> <li>● Apply for unpaid internship in connection to the Capstone Experience (if applicable)</li> </ul>
12	<ul style="list-style-type: none"> <li>● Identify at least two potential career paths along with corresponding education/training providers</li> <li>● Participate in relevant in- and out-of-school career experiences</li> <li>● Attend in-school speaker events, career panels, etc.</li> <li>● Earn an industry recognized credential relevant to a career pathway (e.g. CNA, Adobe, CAD, etc.)</li> <li>● Attend BHS college fair and career fair as needed for further identification of post-secondary pathway</li> <li>● Identify any job shadow opportunities</li> <li>● Apply for unpaid internship in connection to the Capstone Experience (if applicable)</li> </ul>

## Career Technical Education (CTE)

### Business

New Course	<p>The following course will be offered in partnership with the Science Department:</p> <p><b>SCSU EC The Business of Science** HS</b>  <b>1/2 Year .50 credit</b>  <b>Grades 11 and 12</b>  <i>Prerequisite: Biology</i></p> <p>This course will examine phenomena within the fields of environmental science and biotechnology from not only the scientific perspective, but also from the perspectives of management, economics, law, and ethics. Students in this course will gain a greater appreciation for the practice of environmental management and the promise of emerging biotechnological tools. This course will provide students with hands-on lab and field experiences, as well as extensive case study analysis, all of which will showcase the interconnectedness between scientific investigation and business management. Phenomenon based learning and sensemaking through the lens of NGSS will allow students to gain a meaningful and authentic learning experience which will help propel them to success beyond the secondary level. College credit is available through Southern Connecticut State University where students are expected to register for SCSU EC BIO 298. Students are individually responsible for the costs associated with Southern Connecticut State University enrollment.</p>
------------	---

### Family & Consumer Science

Suspended Course	<ul style="list-style-type: none"> <li>ProStart: Restaurant Management and Culinary Arts I</li> </ul>
------------------	---

### Technical Education

Offering Changes	<ul style="list-style-type: none"> <li>Architectural Design is available as an Honors Challenge course</li> <li>Engineering Design &amp; Robotics I has been changed to a half year, .50 credit course</li> <li>Engineering Design &amp; Robotics II has been changed to a half year, .50 credit course</li> </ul>
------------------	--

## English

Offering Changes	<ul style="list-style-type: none"> <li>The following English courses are offered to grade 12 students only: <ul style="list-style-type: none"> <li>21st Century Journalism and Media Literacy</li> <li>American Voices &amp; Modern Issues</li> <li>Creative Writing</li> <li>Mythology</li> <li>Speech</li> <li>Sports Literature</li> </ul> </li> </ul>
------------------	---



## Music & Theatre Arts

Offering Changes	<ul style="list-style-type: none"> <li>Music Technology I has been expanded to includes grade 9 in addition to grades 10, 11, and 12</li> </ul>
------------------	---

## Math

New Course	<p><b>AP Precalculus**</b> <b>HS02110H1</b></p> <p><b>Full Year</b> <b>1.00 credit</b></p> <p><b>Grades 10, 11, and 12</b> <b>NCAA Eligible</b></p> <p><i>Prerequisite: Honors Algebra II</i></p> <p>This course includes a rigorous, in-depth study and application of linear, quadratic, polynomial, rational, exponential, and logarithmic functions. Analysis of trigonometric functions, identities, and applications will also be studies. Additional topics include analysis of conic sections, an introduction to vectors, matrices, parametric curves, vector functions, the polar coordinate system, and the complex plane. A graphic calculator is required for this course. Students who enroll in this course are expected to take the AP Precalculus exam. Students are individually responsible for costs associated with the Advanced Placement examination.</p>
------------	--

## School Counseling

Suspended Course	<ul style="list-style-type: none"> <li>Sophomore Workshop</li> </ul>
------------------	--

## Science

New Courses	<p><b>Concepts in Chemistry</b> <b>HS</b></p> <p><b>Full Year</b> <b>1.00 credit</b></p> <p><b>Grade 9</b> <b>NCAA Eligible</b></p> <p><i>Prerequisite: Pre-Algebra 8 or Honors Algebra I and teacher recommendation</i></p> <p>This course is an introductory chemistry course applying grade appropriate math skills. NGSS science and engineering practices are applied to investigate crosscutting concepts such as energy and matter, structure and function, and stability and change. Effective communication skills are cultivated through model development, peer collaboration, discussion driven inquiry, and technical writing requirements. Core ideas include the structure and properties of matter, patterns in the periodic table, chemical reactions, and nuclear processes.</p> <p><b>SCSU Earth and Space Science**</b> <b>HS</b></p> <p><b>Full Year</b> <b>1.25 credit</b></p> <p><b>Grades 11 and 12</b> <b>NCAA Eligible</b></p> <p><i>Prerequisite: Chemistry and Biology (any levels)</i></p> <p>This course covers the study of the physical and chemical components of the Earth, builds from prior knowledge in previous science courses, and focuses on the study of the Earth's lithosphere, atmosphere, hydrosphere, and its celestial environment. Students enrolled in this course analyze and describe Earth's interconnected systems and how they are</p>
-------------	---

	<p>changing due to natural processes and human influence. SCSU EC ESC 200 course includes concepts of physical geology including the composition, structure, and dynamics of the earth from the atomic scale of minerals to the planetary scale of plate tectonics. ESC 220 includes an introduction to the physical and chemical characteristics of ocean water and the ocean basins. The course focuses on the composition and properties of seawater, waves, tides, coastal processes, and ocean circulation. The relationships between chemical and physical oceanographic processes and the geology and biology of the oceans will be explored. Other units of study include: Earth's surface processes, topography, rocks, minerals, natural resource management, plate tectonics, earthquakes, volcanoes, geologic history, the atmosphere, weather, climate, oceanography, Earth in space, solar system, and stars. Throughout the year, NGSS science and engineering practices will be applied to solving problems related to the units of study. College credit is available through Southern Connecticut State University where students are expected to register for SCSU EC ESC 200 (3 credits) and ESC 220 (4 credits). Students are individually responsible for the costs associated with Southern Connecticut State University enrollment.</p> <p>The following course will be offered in partnership with the Business Department:</p> <p><b>SCSU EC The Business of Science** HS</b>  <b>1/2 Year .50 credit</b>  <b>Grades 11 and 12</b>  <i>Prerequisite: Biology</i></p> <p>This course will examine phenomena within the fields of environmental science and biotechnology from not only the scientific perspective, but also from the perspectives of management, economics, law, and ethics. Students in this course will gain a greater appreciation for the practice of environmental management and the promise of emerging biotechnological tools. This course will provide students with hands-on lab and field experiences, as well as extensive case study analysis, all of which will showcase the interconnectedness between scientific investigation and business management. Phenomenon based learning and sensemaking through the lens of NGSS will allow students to gain a meaningful and authentic learning experience which will help propel them to success beyond the secondary level. College credit is available through Southern Connecticut State University where students are expected to register for SCSU EC BIO 298. Students are individually responsible for the costs associated with Southern Connecticut State University enrollment.</p>
Offering/Name Change	<ul style="list-style-type: none"> <li>• With the suspension of Astronomy II, Astronomy I has changed to Astronomy</li> <li>• Investigations in Chemical Reactivity will be phased out in 2026; this curriculum will be shifted to grade 9 students in the newly created Concepts in Chemistry class</li> </ul>
Suspended Courses	<ul style="list-style-type: none"> <li>• Astronomy II</li> <li>• Integrated Earth &amp; Physical Science</li> </ul>
Sequence Change	The suggested course sequence for Science has been updated.



### *Typical Course Sequence in Science*

Grade	College Preparatory	Advanced/Honors
Grade 9	Concepts in Chemistry Chemistry: Matter and Interactions	Advanced Chemistry*
Grade 10	Biology Advanced Biology*	Advanced Biology* AP UConn ECE Biology**
Grade 11	Earth & Space Science Chemistry: Investigations in Chemical Reactivity Science Electives	AP UConn ECE Science (Chemistry or Environmental Science)** SCSU Earth and Space Science**
Grade 12	Physics Additional Core Science and/or Science Electives	AP UConn ECE Science (Biology, Chemistry, or Environmental Science)** SCSU Earth and Space Science** UConn ECE Physics Science Electives

### Social Studies

Offering Changes	<ul style="list-style-type: none"> <li>● Debating Current Events will be offered every other year</li> <li>● The following have been expanded to include students in grades 10, 11, and 12: <ul style="list-style-type: none"> <li>○ African American/Black Studies</li> <li>○ Conflicts in Reel History</li> <li>○ Human Rights and Social Justice</li> <li>○ Puerto Rican/Latino Studies</li> <li>○ Reel American History</li> </ul> </li> </ul>
------------------	--

### World Language

Name Change	<ul style="list-style-type: none"> <li>● Spanish I has changed to Spanish IA</li> </ul>
New Courses	<p><b>Spanish Conversation &amp; Culture</b> <span style="float: right;"><b>HS24059B</b></span>  <b>Full Year</b> <span style="float: right;"><b>1.00 credit</b></span>  <b>Grades 9, 10, 11, and 12</b></p> <p>This course is by teacher or world language supervisor recommendation only. It is offered to give students an introduction to the language and cultures of Spanish-speaking countries. Curriculum is tailored to the needs and interests of the students. Cultural thematic units may include music, food, history, and art. This course can be taken before Spanish IA.</p>

	<p><b>Spanish IB</b></p> <p><b>Full Year</b></p> <p><b>Grades 9, 10, 11, and 12</b></p> <p><i>Prerequisite: Spanish IA</i></p> <p><b>HS</b></p> <p><b>1.00 credit</b></p> <p><b>NCAA Eligible</b></p> <p>Performance Target: Novice Mid/High</p> <p>Extension Target: Intermediate Low</p> <p>This is the second of two introductory courses in which students will continue to develop the interpretive, presentational, and interpersonal modes of communication in Spanish through thematic units that explore daily life and the diverse cultures of Spanish-speaking communities within North America and Spain. Thematic units will include school life, family, sports, and shopping/around the town. Authentic and Spanish-language resources are utilized to offer a variety of opportunities to interpret and respond to Spanish speakers. Students are encouraged to practice using the language as much as possible in and out of the classroom.</p>
--	--



# **Berlin Public Schools Continuous Improvement Plan**

November 27, 2023  
Board of Education Meeting

**BERLIN**  
**PUBLIC SCHOOLS**  
PURPOSE PASSION PRIDE

# Berlin's Mission and Core Values

**Mission:** We empower our students to be enthusiastic, curious learners and kind, compassionate leaders in our community and the world.

## Core Values:

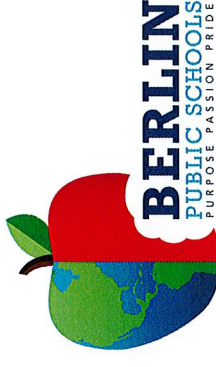
- **PURPOSE** - We understand our goals and why our efforts matter.
- **PASSION** - We inspire a passion for learning and foster meaningful, caring relationships.
- **PRIDE** - We act in ways that cultivate pride in ourselves, our school, and our community.





## **Berlin's Beliefs About Learning**

1. All students learn when they feel safe, included, respected, and valued by their community.
2. We must believe in, challenge, and support all students to reach their personal goals and our high expectations.
3. Learning is enhanced by a cycle that includes goal setting, practice, feedback, and reflection.
4. Students are empowered and engaged by choice and authentic learning experiences.



## Berlin Vision of the Graduate

<b>COMMUNICATE</b> effectively.	<b>COLLABORATE</b> to accomplish a shared goal.
<b>LEARN</b> continuously.	<b>THINK</b> critically.
<b>INNOVATE</b> to design solutions to problems.	<b>CONTRIBUTE</b> to local and global communities.







### District Goal #1

The Berlin Public Schools will commit to building an organization that focuses on the learning of all members resulting in the optimal growth of each student: *By nurturing learning of all community members, we can ensure that students receive the appropriate supports and enrichments needed to maximize growth.*

#### Desired Outcome:

All students' performance will increase and learning gaps will decrease.

#### As measured by:

- Student Performance Data on standardized tests in grades 3 - 12, with a focus on individual growth
- Student Performance Data on district assessments in all grades

#### Actions

Curate strategies to support students including:

- developing understanding of building relationships with students and the connection to engagement
- curate high yield instructional strategies
- explore and implement differentiation as part of Tier 1 Practices

Update and streamline the protocols and practices in the Scientific Research Based

intervention process across the district

- SRBI Handbook with expectations implemented at each school
- Teacher toolbox with identified instructional strategies

	22-23	23-24	24-25	25-26	26-27
•	•	✓	✓	✓	+
•	•	•	✓	✓	+
•	•	•	✓	✓	+
•	•	✓	✓	+	+







## District Goal #2

The Berlin Public Schools will integrate the Vision of the Graduate competencies into daily learning experiences outlined in the district curriculum: *If all district staff understands the purpose of the Vision of the Graduate and implements it with fidelity, students in Berlin will graduate College and Career Ready.*

### Desired Outcome:

The competencies outlined in Berlin's Vision of the Graduate will be reflected in all curricula and identified in lesson design, delivery and assessment, ensuring that students will graduate college and/or career ready.

### As measured by:

- Percent of students on track for high school graduation
- 11th and 12th graders enrolled in college-and-career-readiness courses during high school
- College entrance and persistence rate
- Successful completion of guaranteed learning experiences across K-12

### Actions

publicize the Vision of the Graduate:

- Replace Berlin Learner Outcomes by the Vision of the Graduate.
- Sub-groups will work on graphic design, website, etc.
- Present to the Board of Education and Parent Groups at each school.

Introduce and revise draft Vision of the Graduate continua based on feedback from stakeholders.

	22-23	23-24	24-25	25-26	26-27
	√	√	+	+	+
	•	√	√	+	+
	•	√	√	√	√
	√	√	+	+	+

create a vertically articulated curriculum that reflects Berlin's Vision of the Graduate: • Design a template for Atlas to include the Vision of the Graduate. • Update curriculum to reflect the Vision of the Graduate.	• •	√ •	√ √	√ √	+ √
update K - 5 report cards to incorporate tenets of the Vision of the Graduate.	•	•	•	√	√
create and implement a process to communicate student progress and attainment of Vision of the Graduate Competencies in grades 6 - 12.	•	•	√	√	√
design e-portfolio and Capstone processes that reflect the Vision of the Graduate competencies.	•	•	√	√	√
develop and implement student-led conferences: • Grades K - 5 • Grades 6 - 8	• •	• •	√ •	√ √	+ √
expand career connected learning opportunities for students in grades 9 - 12.	•	√	√	√	+
• Learn/Plan √ Implement + Reflect/Revise					





### District Goal #3

The Berlin Public Schools will support the development of the social emotional well-being of all members: *If staff and students learn about and utilize social emotional strategies, the school community will be healthier and members will be available to teach and learn.*

Desired Outcome:						
All schools will create welcoming, supportive cultures that focus on the important aspects of social emotional well-being.						
As measured by:						
<ul style="list-style-type: none"> <li>Increased attendance rates at all levels.</li> <li>Decreased conflict-based referrals to the office.</li> <li>Decreased number of at-risk reports.</li> <li>Participation in co-curricular activities.</li> <li>Feedback from student, staff, and family climate surveys.</li> </ul>						
Actions		22-23	23-24	24-25	25-26	26-27
Incorporate the tenets of the RULER work from the Yale Center of Emotional Intelligence. <ul style="list-style-type: none"> <li>Provide professional learning (RULER, wellness, mindfulness) for all staff.</li> <li>Create resources for new teachers to learn the work.</li> </ul>		√	√	√	√	√
		.	.	√	√	√

<p>connect RULER ideas to practical strategies, including:</p> <ul style="list-style-type: none"> <li>• Morning Meetings/Circle Time/Advisory</li> <li>• Use of strategies including therapy dogs, brain breaks, etc.</li> <li>• Teach coping strategies for students to become independent problem solvers</li> <li>• Activities to build climate in the district</li> <li>• Work to develop partnerships with families including broadening communication, celebrating student successes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>+</li> <li>+</li> <li>+</li> <li>+</li> <li>+</li> </ul>
<p>implement RULER principles with students, including the mood meter, class charters, meta-moments, etc.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>+</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
			<ul style="list-style-type: none"> <li>• Learn/Plan</li> <li>✓ Implement</li> <li>+ Reflect/Revise</li> </ul>		



**AD-HOC COMMITTEE FOR POLICY REVIEW/REVISION – NOVEMBER 27, 2023**

**POLICY REVIEW/REVISION – FIRST READING – NOVEMBER 27, 2023**

**SECOND READING/ADOPTION – DECEMBER 11, 2023**

Shipman & Goodwin LLP is recommending revisions to current policies or new policies as noted below:

<b>Policy 4111.1</b>	<p><b>Increasing Educator Diversity Plan (formerly titled Plan for Minority Educator Recruitment)</b></p> <p>Boards of education were required to develop and implement a “plan for minority educator recruitment” to reduce racial, ethnic and economic isolation and provide students with opportunities to interact with teachers from a variety of racial, ethnic, and economic backgrounds. Effective July 1, 2023, state law requires that such plan be named the “increasing educator diversity plan.” The new law also changes various references from “minority” to “diverse” without redefining the term’s underlying meaning. The policy is being revised to account for these language adjustments. Boards are now required to submit their “increasing educator diversity plan” to the Commissioner of Education by March 15, 2024 for review and approval. In customizing and implementing plans, boards should be mindful of state and federal legal requirements as well as evolving legal developments in the wake of the U.S. Supreme Court’s <a href="#"><u>decision</u></a> in <i>Students for Fair Admissions, Inc. v. President and Fellows of Harvard College</i> and <i>Students for Fair Admissions, Inc. v. University of North Carolina</i>.</p>
<b>Policy 4118.241</b>	<p><b>Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students By Employees</b></p> <p>Under current law, school employees must make certain mandated reports, as described in this policy. The policy contains several appendices, one of which contains relevant excerpts of statutory definitions of sexual assault and related terms covered by mandatory reporting laws and the policy. Effective October 1, 2023, the definition of “sexual contact” and “sexual assault in the fourth degree” have been expanded to include sexual contact with the deceased. The corresponding appendices are being revised to reflect the new definitions.</p>
<b>Policy 5141.21</b>	<p><b>Administration of Student Medications in the Schools</b></p> <p>In 2022, the state law regarding the administration of medication in schools was revised to allow specified school personnel to maintain and administer opioid antagonists to students in emergency circumstances, provided certain requirements are met. Boards were authorized to enter into agreements with prescribing practitioners and pharmacists (“prescribers”) related to the distribution and administration of opioid antagonists (<i>e.g.</i>, Narcan) for the reversal of an opioid overdose. The law was revised again this year to specify that this agreement may apply to intranasally (administered through the nose) or orally administered opioid antagonists. The law was also revised to allow boards and prescribers to enter into agreements permitting boards to install a “secure box” containing opioid antagonists and/or a “vending machine” distributing</p>



	<p>opioid antagonists on their premises, provided certain requirements are met. This policy is being revised to include provisions for boards that enter into these new agreements.</p>
<p><b>New</b> <b>Policy 5112</b></p>	<p><b>Admission to the Public Schools at or Before Age Five - <i>including Administrative Regulations</i></b></p> <p>Current law requires children to be at least five years old on or before January 1 of the school year in order to enroll in the public schools. Beginning July 1, 2024, children must turn five years old on or before September 1 of the school year in order for that child's parent or guardian to enroll the child in kindergarten. The law further provides, effective July 1, 2024, that a child who is not five years old on or before September 1 of the school year may be admitted to public school (1) upon written request by the child's parent or guardian to the school principal and (2) after the principal and an appropriate certified staff member conduct an assessment of the child to ensure that admitting the child is developmentally appropriate. In light of the new statutory requirements, this new policy was drafted to address admission to the public schools. Shipman &amp; Goodwin will continue to monitor whether additional guidance will be provided by the SDE as related to the new statutory provisions.</p>
<p><b>Policy 6146</b></p>	<p><b>High School Graduation Requirements</b></p> <p>Under prior law, students graduating in 2024 and beyond were required to complete a one-credit mastery-based diploma assessment to graduate high school. Public Act No. 23-204 amends this requirement to afford boards discretion whether to require this one-credit mastery-based diploma assessment as a graduation requirement, and this policy is being revised to reflect this change. The revised policy also includes the new requirement that students graduating in 2027 and beyond complete one-half credit in Personal Finance Management and Financial Literacy, which may be counted toward the humanities or as an elective credit, in order to graduate. In addition, this policy has been revised to address the new FAFSA graduation requirement detailed in the summary concerning the revisions made to the Policy to Improve Completion Rates of the FAFSA. Other technical revisions are being made, including the elimination of outdated policy language.</p>
<p><b>Policy 5129</b></p>	<p><b>Policy to Improve Completion Rates of the FAFSA - <i>including Administrative Regulations</i></b></p> <p>This policy is being revised to include the new Free Application for Federal Student Aid ("FAFSA") graduation requirements for students graduating in 2025 and beyond. Students in these graduating classes are now required to satisfy one of the following before graduation: (1) complete a FAFSA; (2) for students without legal immigration status, complete and submit to a public institution of higher education an application for institutional financial aid; or (3) complete a waiver of completion of the FAFSA and/or financial aid application. The policy is being further revised to identify that certain certified educators may complete a waiver on behalf of any graduating student, under specific circumstances. In addition, technical revisions for clarity have been made.</p>

<p><b>Policy 5144.2</b></p>	<p><b>Recess and Play-Based Learning (formerly titled Physical Activity, Undirected Play and Student Discipline)</b>  Public Act No. 23-159 and 23-101 add new play-based learning requirements for preschool through Grade 5. Beginning with the 2024-2025 school year, each board of education must provide for play-based learning during the instructional time of each regular school day for students in preschool and kindergarten. Teachers who instruct students in Grades 1 to 5 must be permitted to utilize play-based learning during the instructional time of a regular school day. This policy is also being revised to include these upcoming play-based learning requirements. The new law also includes a definition of “recess,” which has been incorporated throughout the policy. Minor technical revisions have also been made for clarity.</p>
<p><b>Policy 5141.5</b></p>	<p><b>Suicide Prevention and Intervention - <i>including Administrative Regulations</i></b>  Under current law, boards are required to adopt a written policy and procedures for addressing youth suicide prevention and youth suicide attempts. State law also authorizes, but does not require, boards to establish a student assistance program, which, if established by the board, must identify risk factors for youth suicide, procedures to intervene with such youths, referral services, and training for teachers and other school professionals and students who provide assistance to such program. If established, such student assistance program must comply with statutory requirements, including but not limited to Public Act 23-167’s new requirement that the risk factors identified in a school district’s student assistance program be based on the state-wide strategic suicide prevention plan developed by the Connecticut Suicide Advisory Board (“CSAB”). In addition, boards may now use an assessment, from a list recommended by the CSDE, to determine the suicide risk of students who: (1) exhibit mental health distress, (2) have been identified as at risk of suicide or (3) are considered to be at an increased risk of suicide based on the risk factors identified by statute and in the CSAB’s suicide prevention plan. The policy and administrative regulations are being revised to comply with current legislative requirements. Please note that if a board chooses to adopt a student assistance program and/or uses an assessment recommended by the CSDE, it must ensure such program and assessment comply with Public Act 23-167 and relevant state guidance and statutes, and align with board policy and administrative regulations regarding suicide prevention and intervention. In reviewing, revising and implementing policy and procedures regarding youth suicide prevention and intervention, districts should consult closely with their school medical advisor and other qualified mental health professionals, as these policies, regulations and procedures are informed by both medical and mental health best practices as well as legal recommendations.</p>
<p><b>Policy 6161.8</b></p>	<p><b>Parental Access to Instructional Material</b>  This policy is being revised to comply with Public Act No. 23-160, which requires boards to make available all curriculum approved by the district’s curriculum committee and all associated curriculum materials in accordance with the requirements of the Protection of Pupil Rights</p>



	Amendments (“PPRA”). The new state law mirrors the existing requirements of the PPRA.
<b>Bylaw 9010</b>	<b>Construction and Posting of Agenda</b> This bylaw is being revised to comply with Section 6 of Public Act 23-160 which expands the duties of boards of education to require posting on the board’s website any associated documents that board members may review at such meeting (provided such documents are not exempt from disclosure under the Freedom of Information Act).

*The chart above is a summary of the revisions that are being made to each policy or bylaw, or in the case of a new policy, the reason why the policy was developed. For each policy revision listed above, there is a “red-lined” copy of the sample policy from Shipman & Goodwin provided. Not all sample policies will mirror our current policies, as some of our policies have been customized for our district. Refer to your policy book or our website for current policies. The revisions shown on the “red-lined” sample policies are being incorporated into our current policies, unless otherwise noted. Revisions in blue are additions, revisions in red are deletions, and revisions in green show language that is being moved within the policy. The “red-lined” policies are provided should you want to see more details for the revisions summarized above.*



# **BERLIN BOARD OF EDUCATION**

**November 27, 2023**

## **MINUTES**

## **ANNUAL MEETING**

Attendance: Julia Dennis  
Melissa Gibbons  
Brian DeLude  
Jennifer Jurgen  
Jaymee Miller  
Gina Nappi  
Adam Salina  
Tracy Sisti  
Peter Zarabozo  
Student Representatives: Ian Saunders  
Anousha Hashim

Also in attendance: Superintendent of Schools Brian J. Benigni; Director of Business Operations Jeffrey Cugno; Finance Director Ashley Dorsey; Co-Directors of Curriculum Laurie Gjerpen and Kara Watson; and Principal of McGee Middle School Salvatore Urso.

### **I. CALL TO ORDER**

Pledge of Allegiance

Superintendent Brian Benigni called the meeting to order at 7:22 p.m. in the Berlin High School Auditorium at 139 Patterson Way, Berlin, Connecticut. The Pledge of Allegiance was recited. Superintendent Benigni congratulated re-elected Board member Gina Nappi and welcomed newly-elected Board members Brian DeLude and Jennifer Jurgen.

### **II. SPECIAL PRESENTATION**

Certificate of Appreciation Award to Former Board Members Matthew Tencza and Dr. Kari Sassu

Superintendent Benigni thanked former Board members Matthew Tencza and Dr. Kari Sassu for their service to the Board of Education.

### **III. REORGANIZATION**

A. Annual Election of Officers

The election of officers shall be conducted in accordance with State Statute 10-218. Elections shall be in open session. Board of Education past practice has been that elections are carried out using signed ballots. Also, according to Policy 9050, officers shall be elected from the Board, "...by majority vote of those Board members present and voting."

1. President: Superintendent Benigni presided over the election of President. Ms. Sisti nominated Ms. Dennis. Ms. Miller seconded the nomination.

Superintendent Benigni collected the signed ballots and announced that Ms. Dennis was unanimously affirmed, 9:0.

2. Secretary: Mr. Salina nominated Ms. Sisti. Ms. Nappi seconded the nomination.

President Dennis collected the signed ballots and announced that Ms. Sisti was unanimously affirmed, 9:0.

At this time, Superintendent Benigni and President Dennis presented Dr. Kari Sassu with a Certificate of Appreciation for her time and dedication, serving on the Board of Education.

Superintendent Benigni stated, under VI. New Business, Item A needs to be removed from the agenda as the Curriculum Committee was not able to address the District Continuous Improvement Plan 2023-2024 at its meeting on November 27, 2023. In its place, Principal Urso will present the McGee After School Academy Presentation.

**Moved by Mr. Salina, seconded by Ms. Gibbons, that we table Topic A, Approval of the District Continuance Improvement Plan 2023-2024, and in its place that we add the McGee After School Academy Presentation.**

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

- B. MOTION for Annual Schedule of Regular Meetings

Board members were provided with a memo regarding proposed Board of Education meeting dates, in accordance with Policy 9085.

**Moved by Mr. Salina, seconded by Ms. Nappi, to approve the Annual Schedule of Regular Meetings, in accordance with Policy 9085, as presented.**

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

- C. MOTION for Fiscal Management

Approval of designees for the purpose of signing checks for the General Fund and Grants, Berlin High School Enterprise Fund, Berlin Public Schools Activity Fund, Cafeteria Fund, and the Board of Education Programs is necessary, in accordance with Policy 9046.

1. **Moved by Mr. Salina, seconded by Ms. Miller, that Kevin Delaney and the Board of Education president be designated signers of the General Fund and Grants.**

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

2. Moved by Mr. Salina, seconded by Ms. Miller, that Karen Despres and Sondra Crispino be designated signers of the Berlin High School Enterprise Fund.

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

3. Moved by Mr. Salina, seconded by Ms. Miller, that each principal and Sondra Crispino be designated signers of the Berlin Public Schools Activity Fund.

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

4. Moved by Mr. Salina, seconded by Ms. Miller, that Brian Benigni and Sondra Crispino be designated signers of the Cafeteria Fund.

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

5. Moved by Mr. Salina, seconded by Ms. Miller, that Ashley Dorsey and Sondra Crispino be designated signers of the BOE Programs.

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

- D. Appointment of Board Legal Counsel for 2023-2024

In accordance with Board Policy 9055, the legal counsel to represent the Board of Education for the next year, 2023-2024, should be selected at this time.

**Moved by Mr. Salina, seconded by Ms. Miller, that the law firm of Shipman & Goodwin of Hartford be appointed to continue as the Board of Education counsel for the 2023-2024 year and that they should be so informed.**

In response to Mr. Salina's question are you comfortable with continuing with Shipman & Goodwin, Superintendent Benigni stated, Shipman & Goodwin are very responsive, provide great service and is totally comfortable with continuing with them as the legal counsel to represent the Board of Education.

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

#### **IV. COMMITTEE REPORTS/CORRESPONDENCE TO THE BOARD**

- A. Report of Student Representatives

Mr. Saunders reported on November 9, 2023 Berlin High School hosted the annual Veterans Day Celebration; the Berlin High School Redcoat football team has officially moved forward to the playoffs



with their next game on November 28, 2023 in Rockville; and this year the sophomore class won the annual Powder Puff football tournament with all proceeds supporting Berlin Helping Berlin.

Miss Hashim reported on November 16, 2023 the Berlin High School chapter of the National Honor Society hosted their Fall Induction Ceremony for members of the Class of 2024; the annual Upbeat Christmas Tree sales began on November 25, 2023 and will continue through December 17, 2023 at the Berlin VFW; and this year, Advisory was rebranded as Red Sea Block, which takes place every Monday.

B. Committee Reports

Ms. Miller reported the Curriculum Committee met prior to tonight's meeting and discussed the textbooks, recommended for adoption, and the 2024-2025 Berlin High School Program of Studies.

Ms. Sisti reported the Ad-Hoc Committee for Policy Review/Revision met prior to tonight's meeting and discussed Policy Review/Revision, which appears later in the agenda for a first reading.

C. CREC Report

There was no CREC report this evening.

D. Correspondence to the Board

There was no correspondence to the Board this evening.

Ms. Dennis reported she attended the Connecticut Association of Boards of Education/Connecticut Association of Public School Superintendents (CABE/CAPSS) Convention on November 17, 2023. Ms. Dennis reported the Board did earn the CABE Board of Distinction Award, and on Wednesday, December 6, 2023, CABE will hold its New Board Member Orientation/Leadership Conference.

**V. AUDIENCE OF CITIZENS**

William Kirschner, 219 Lamentation Drive, Berlin, Connecticut, addressed the Board regarding the district providing transportation for students enrolled in the Pre-K program. Mr. Kirschner requested the Board maximize existing resources to reduce the burden on preschool parents, guardians and caregivers who are likely making extra round trips during normal working hours, transporting their children to the preschool program. He requested, rather than considering the use of full-size buses or adding extra vans and drivers, the Board consider utilizing the already empty seats on each of the half dozen vans transporting eligible classmates. He requested the Board consider offering a seat lottery, of any equitable format, to reduce the burden to taxpayers.

Dr. Kari Sassu, 69 Walden Court, Berlin, Connecticut, thanked the Board for their kind words offered. Dr. Sassu congratulated newly-elected Board members Jennifer Jurgen and Brian DeLude and re-elected Board member Gina Nappi. Dr. Sassu stated it has been a pleasure and an honor to serve the Berlin community for the last eight years.

**VI. NEW BUSINESS**

- A. McGee Middle School – Board of Education Information Session –November 27, 2023 – Efforts and Action Steps to Improved Student Performance/Achievement

McGee Middle School Principal Salvatore Urso presented to the Board efforts and action steps to improve student performance and achievement in some of the state-wide assessments and responded to questions from the Board concerning his presentation, a copy which was provided to Board members. Included in his presentation were factors that impact achievement; universal strategies to support the Common Core State Standards; new programming for the 2023-2024 Extended Day – After School Academy; and representation of targeted students for the Extended Day After School Academy.

- B. Policy Review/Revision

1. Second Reading/Adoption

- a. Policy 1011 – Non-Discrimination (Community)
- b. Policy 4112.51 – Employment and Student Teacher Checks
- c. Policy 4152.6 – Family and Medical Leave
- d. Policy 4118.11 – Non-Discrimination (Employees)
- e. Policy 5131.911 – Bullying Prevention and Intervention
- f. Policy 5145.4 – Non-Discrimination (Students)
- g. Policy 5113 – Student Attendance, Truancy and Chronic Absenteeism
- h. Policy 5144 – Student Discipline
- i. Policy 6146.11 – Weighted Grading and Calculation of Grade Point Averages

Shipman & Goodwin recommended revisions to policies based on statutory and/or regulatory changes, citation updates, and best practices. The Ad-Hoc Committee for Policy Review/Revision met on October 4, 2023, to review the proposed revisions. A first reading took place at the October 10, 2023 Board meeting. The second reading took place this evening.

**Moved by Mr. Salina, seconded by Ms. Miller, to adopt the revised policies (items a.-i.) listed above, as presented.**

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

2. First Reading

- a. Policy 4111.1 – Increasing Educator Diversity Plan
- b. Policy 4118.241 – Reports of Suspected Abuse or Neglect of Children
- c. Policy 5141.21 – Administration of Student Medications in the Schools
- d. New Policy 5112 – Admission to the Public Schools at or Before Age Five
- e. Policy 6146 – High School Graduation Requirements
- f. Policy 5129 – Policy to Improve Completion Rates of the FAFSA
- g. Policy 5144.2 – Recess and Play-Based Learning
- h. Policy 5141.5 – Suicide Prevention and Intervention
- i. Policy 6161.8 – Parental Access to Instructional Material
- j. Bylaw 9010 – Construction and Posting of Agenda

Shipman & Goodwin has recommended a new policy and revisions to policies based on statutory and/or regulatory changes, citation updates, and best practices. The Ad-Hoc Committee for Policy Review/Revision met on November 27, 2023, to review the proposed new policy and recommended revisions. Superintendent Benigni highlighted the revisions to Policy 5141.21, Administration of Student Medications in the Schools, and new Policy 5112, Admission to the Public Schools at or Before Age Five. Superintendent Benigni stated this is new legislation, and beginning July 1, 2024, a child who is not five years old on or before September 1 of the school year may be admitted to public school upon written request by the child's parent or guardian to the school principal and after the principal and an appropriate certified staff member conduct an assessment of the child to ensure that admitting the child is developmentally appropriate. Board members entered into a lengthy discussion concerning the Board's policy for parents enrolling their child in kindergarten for the 2024-2025 school year and the assessment. Since this is a first reading, no action is required; the second reading/adoption will take place at the December 11, 2023 Board meeting.

C. Approval of Educational Specifications for the Design and Construction of Upgraded Science Laboratory Classrooms at Catherine M. McGee Middle School

In October of 2023, the Board of Education requested the Town Council include the renovation of these laboratory classrooms as a capital project for FY 2025. Due to the preliminary cost estimate provided to the Board by a professional estimating firm, the Town's Capital Planning Committee recommended that the Town consider bond financing for the project. In that light and pursuant to ordinance, the Board desires to approve and submit the Educational Specifications for the Design and Construction of Upgraded Science Laboratory Classrooms (Project), which Director of Business Operations Jeffrey Cugno presented this evening, a copy which was provided to Board members, for review by the Town Council, and asked that the information be referred to Berlin's Public Building Commission, which acts as the standing School Building Committee for the Town. The Project shall include the planning, design, programming, budgeting, construction and commissioning for the upgrades and renovations to the existing laboratory classrooms.

**Moved by Mr. Salina, seconded by Ms. Miller, to approve the Educational Specifications for the Design and Construction of Upgraded Science Laboratory Classrooms at Catherine M. McGee Middle School, dated November 1, 2023, and to submit such to the Berlin Town Council for review and action.**

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

D. Adoption of Textbooks

Co-Directors of Curriculum and Instruction Laurie Gjerpen and Kara Watson presented the following textbooks, recommended for adoption, to the members of the Board of Education:

*Pobre Anna bailó tango*, by Patricia Verano, Veronica Moscoso, and Blaine Ray and published by TPRS Books. This textbook will be used to supplement the text, *Avancemos Level 3*, in the Grade 11 Spanish 4 course.



*Environmental Economics and Natural Resource Management*, by David Anderson and published by Routledge (2019). This is a new textbook to be used in Grades 11-12 in the SCSU EC The Business of Science course.

*Business and Environmental Sustainability: Foundations, Challenges and Corporate Functions*, by Sigrun Wagner and published by Routledge (2020). This is a new textbook to be used in Grades 11-12 in the SCSU EC The Business of Science course.

*Editing Humanity: The CRISPR Revolution and the New Era of Genome Editing*, by Kevin Davies and published by Simon and Schuster (2020). This is a new textbook to be used in Grades 11-12 in the SCSU EC The Business of Science course.

*Building Backwards to Biotech: The Power of Entrepreneurship to Drive Cutting-Edge Science to Market*, by Stephanie Wisner and published by New Degree Press (2022). This is a new textbook to be used in Grades 11-12 in the SCSU EC The Business of Science course.

*Illustrative Mathematics*, by various authors from IM and published by Kendall Hunt. This is a replacement textbook to be used in Grades K-5 mathematics.

These textbooks have been reviewed and recommended for adoption by the Textbook Selection Committee. The Curriculum Committee reviewed the recommendations at its meeting on November 27, 2023. The recommended textbooks are available for viewing by contacting Laurie Gjerpen or Kara Watson. The textbook recommendation forms have been posted in Schoology.

**Moved by Mr. Salina, seconded by Ms. Miller, to adopt the textbooks, *Pobre Anna bailó tango*, by Patricia Verano, Veronica Moscoso, and Blaine Ray and published by TPRS Books; *Environmental Economics and Natural Resource Management*, by David Anderson and published by Routledge (2019); *Business and Environmental Sustainability: Foundations, Challenges and Corporate Functions*, by Sigrun Wagner and published by Routledge (2020); *Editing Humanity: The CRISPR Revolution and the New Era of Genome Editing*, by Kevin Davies and published by Simon and Schuster (2020); *Building Backwards to Biotech: The Power of Entrepreneurship to Drive Cutting-Edge Science to Market*, by Stephanie Wisner and published by New Degree Press (2022); and *Illustrative Mathematics*, by various authors from IM and published by Kendall Hunt.**

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

## **VII. CONSENT AGENDA**

- A. Approval of Minutes – Regular Meeting of October 10, 2023
- B. Monthly Budget Report – Period ending October 31, 2023

C. Facilities Update

Director of Operations Jeffrey Cugno provided a written report, which has been posted in Schoology.

D. Request for Leave of Absence – Emma Hart Willard School – Teacher of Grade 5

Kristin Hart, Teacher of Grade 5 at Emma Hart Willard School, requested an unpaid leave of absence, for childrearing purposes, to begin immediately following her maternity leave through the end of the 2023-2024 school year.

E. Overnight Field Trip Request – BHS – Washington, DC – April 14-17, 2024

Berlin High School Principal Katie Amenta requested permission for approximately eight AP Government students, along with a chaperone, to travel to Washington, DC, to participate in the Close Up Program on April 14-17, 2024. This program provides an opportunity for students to learn more about how the national government works and students will develop debating and research skills.

**Moved by Mr. Salina, seconded by Ms. Miller, to approve the consent agenda as presented.**

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

**VIII. ADJOURNMENT**

**At 8:57 p.m., a motion was made by Mr. Salina, seconded by Ms. Miller, to adjourn.**

**FAVOR: ALL**

**MOTION CARRIED: 9:0; including President Dennis**

Respectfully submitted,

Tracy Sisti, Secretary, Berlin Board of Education

**BERLIN BOARD OF EDUCATION**  
**November 27, 2023**  
**MINUTES**  
**SPECIAL MEETING**

Attendance: Julia Dennis  
Melissa Gibbons – Arrived at 6:07 p.m.  
Brian DeLude  
Jennifer Jurgen  
Jaymee Miller – Arrived at 6:07 p.m.  
Gina Nappi  
Adam Salina  
Tracy Sisti  
Peter Zarabozo  
Student Representatives: Ian Saunders  
Anousha Hashim – Absent

Also in attendance: Superintendent of Schools Brian J. Benigni; Director of Business Operations Jeffrey Cugno; Finance Director Ashley Dorsey; Supervisor of Special Education – Elementary Michelle Zeuschner; Co-Directors of Curriculum Laurie Gjerpen and Kara Watson; Principal of Berlin High School Katie Amenta; Assistant Principals of Berlin High School Karen Despres and Brian Testroet; Principal of McGee Middle School Salvatore Urso; Assistant Principal of McGee Middle School Tim Chiaverini; Principal of Griswold School Jonathan Campbell; Principal of Willard School Megan Sirois; and Principal of Hubbard School Alfred Souza.

**I. CALL TO ORDER**  
Pledge of Allegiance

Ms. Dennis called the meeting to order at 6:03 p.m. in the in the Berlin High School Auditorium at 139 Patterson Way, Berlin, Connecticut. The Pledge of Allegiance was recited.

**II. STUDENT PRESENTATION – BERLIN HIGH SCHOOL**

Prelude music was provided by Pianist Liam Pham. Madrigals Caroline Benoit, Robin Crisler, Max Ding, Nathaniel Elmani, Glenn Fearn, Addison Guarino, Austin Lauria, Cameron Malcarne, Ryan Markey, Dana Metcalf, Thomas Morisse-Corsetti, Elyse Niemic, Meghan Snyder, and Ryan Tang performed the “National Anthem” and “America The Beautiful.” Pianist Liam Phan performed “The Cat and Mouse” by Aaron Copland.

**III. SPECIAL PRESENTATION – BERLIN LIONS CLUB DONATION**

At the Berlin Fair, the Berlin Lions Club put out tip jars at their locations that sell beverages. The tips were designated for the support of Berlin teachers and their classrooms. The positive feedback received was overwhelming. Customers loved the idea and contributed generously to the cause. The Berlin Lions and the community recognize the challenges teachers face in creating a classroom environment that is welcoming, inspiring and enriching. In an expression of appreciation and support, the Berlin Lions Club presented each elementary classroom with a gift card for the purchase of materials. Berlin Lions Club representatives Gary Bienkowski, Dan Daigle, Greg Dehm, and Fair President Steve Kulinski, were present this evening to make the donation.



**IV. AWARDS & PRESENTATIONS IN CONJUNCTION WITH AMERICAN EDUCATION WEEK**

**A. Superintendent's CAPSS (Connecticut Association of Public School Superintendents) Student Awards**

The administration and staff have selected ten students to receive the Connecticut Association of Public School Superintendents (CAPSS) Superintendent/Student Award Recognition Program, "Certificate of Excellence" award. Students are selected for this prestigious annual award based upon criteria such as demonstrated leadership to the school community, community service and service to others, and academic prowess relative to ability. Building Principals and Superintendent Brian Benigni presented the CAPSS awards this year to fifth graders Grace Davis and Daniel Bouchard from Griswold School; Callie Starr and Lucas Williams from Hubbard School; and Allison Bowman and Oakland Gaffney from Willard School. Also recognized were eighth graders Avery Wethje and Henry Cookson from McGee School; and seniors Hiba Jebli and Jacob Miller from Berlin High School.

**B. Introduction of the 2024 Building Teachers of the Year and the District Teacher of the Year**

Superintendent Brian Benigni recognized the following building Teachers of the Year for 2024: Kara McCourt from Griswold; Mary Raney from Hubbard; Alexandra Ivimey from Willard; Kristen Pandolfi from McGee; and Nicole Carrasquillo from Berlin High School. Alexandra Ivimey went on to become the Berlin School District's Teacher of the Year. They each received a certificate of recognition, a book store gift card, and a copy of Parker J. Palmer's book, The Courage To Teach.

**C. Introduction of the 2024 Paraprofessional of the Year**

Supervisor of Special Education – Elementary Michelle Zeuschner recognized Nicole Sapko, from Mary E. Griswold School, as the 2024 Paraprofessional of the Year. Nicole has been nominated for the 2024 Anne Marie Murphy Paraeducator of the Year award. She was presented with a certificate of recognition and a book store gift card.

**D. Support Staff Recognition Awards**

Co-Directors of Curriculum Laurie Gjerpen and Kara Watson recognized support staff members for their outstanding performance and dedication to the students, staff, and parents of the Berlin Public Schools. This year's recipients were Ashley Davis, Griswold; Erika Fuqua, Hubbard; Martha Sanchez, Willard; Tracey Lord, McGee; Laura Meneo, Berlin High; and Kim Pethigal (absent) for the Board of Education Central Office. They each were presented with a certificate of appreciation and recognition along with a book store gift card.

**E. "Friend of Berlin Schools" Awards**

The "Friend of Berlin Schools" awards are awarded annually to those volunteers nominated by each school's administration, PTO or community, and selected by the Board of Education for their outstanding contributions as a volunteer who has devoted time and energy to helping the children and

Berlin Board of Education Minutes  
November 27, 2023  
Special Meeting

schools of the Berlin Public Schools. Superintendent Brian Benigni and Board President Julia Dennis recognized this year's recipients: Vanessa D'Anna, Griswold; Kathryn Sassu, Hubbard; Officer Brandon Lagueux, Willard; Jennifer Jurgen and Imelda Mongillo, McGee; and Officer Mark DePinto for Berlin High. They each were presented with a certificate of appreciation and recognition along with a book store gift card.

**V. ADJOURNMENT**

Ms. Dennis adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Tracy Sisti, Secretary, Berlin Board of Education

**Berlin Board of Education**  
**Monthly Budget Report**  
**November 30, 2023**

Description	General Fund Budget	Budget Adjustments	Adjusted GL Budget	Current Month Expenditures	YTD Expenditures	Unexpended Balance	Encumbrances	Uncommitted Balance	Percentage Remaining	Proposed Transfers
10 Administrative Salaries	\$2,865,490.71	\$324,520.00	\$3,190,010.71	\$248,397.50	\$1,214,733.70	\$1,975,277.01	\$1,898,956.62	\$76,320.39	2.39%	
11 Certified Salaries	\$22,662,492.82	(\$324,520.00)	\$22,337,972.82	\$1,872,095.88	\$6,595,076.71	\$15,742,896.11	\$15,923,395.99	(\$180,499.88)	-0.81%	
12 Non-Certified Salaries	\$8,073,331.06	(\$24,892.00)	\$8,048,439.06	\$669,441.61	\$2,391,935.17	\$5,656,503.89	\$5,112,605.23	\$543,898.66	6.76%	
20 Benefits	\$7,612,575.00	\$0.00	\$7,612,575.00	\$141,535.93	\$6,109,343.13	\$1,503,231.87	\$967,295.86	\$535,936.01	7.04%	
30 Contracted Services	\$2,007,536.11	\$24,042.00	\$2,031,578.11	\$109,011.31	\$462,469.72	\$1,569,108.39	\$612,421.66	\$956,686.73	47.09%	\$63.00
40 Utilities	\$485,915.00	\$0.00	\$485,915.00	\$36,787.94	\$106,147.91	\$379,767.09	\$293,129.10	\$86,637.99	17.83%	
51 Transportation	\$3,345,950.00	\$0.00	\$3,345,950.00	\$342,296.69	\$852,896.02	\$2,493,053.98	\$2,044,238.11	\$448,815.87	13.41%	
56 Tuition	\$2,572,543.00	\$0.00	\$2,572,543.00	\$375,667.52	\$943,545.57	\$1,628,997.43	\$1,033,805.23	\$595,192.20	23.14%	
60 Supplies	\$951,824.90	(\$3,775.60)	\$948,049.30	\$48,951.89	\$283,034.35	\$665,014.95	\$40,745.67	\$624,269.28	65.85%	(\$3,277.04)
70 Equipment	\$208,725.00	\$4,625.60	\$213,350.60	\$4,567.55	\$32,810.53	\$180,540.07	\$11,659.89	\$168,880.18	79.16%	
80 All Other Expenditures	\$68,687.00	\$0.00	\$68,687.00	\$8,055.30	\$46,081.64	\$22,605.36	\$1,107.10	\$21,498.26	31.30%	\$3,214.04
Total	\$50,855,070.60	\$0.00	\$50,855,070.60	\$3,856,809.12	\$19,038,074.45	\$31,816,996.15	\$27,939,360.46	\$3,877,635.69	7.62%	\$0.00

1 Proposed transfers are to reallocate funding for course fees for AP Math students at BHS, to cover the balance of science reimbursement at McGee, and to reallocate funding for a tuba repair at Oriswold.





# Donation Report

Month November 2023

Donation Date	Donor	Donation To	Reason for Donation	Donation Amount
11/27/2023	Susan Cameron	BHS Scholarships: Patterson Scholarship, Account # 234	Richard Paterson Scholarship: (1) \$2,000 award for a student in good academic standing and a participant of co-curricular activities, planning to attend a 4-year college or university, AND (1) \$1,000 award for a student in good academic standing and a participant of co-curricular activities, planning to attend a 2-year college or trade school. Awards will be given annually until funds are fully exhausted.	\$ 50,000.00
Total Donations Received:				\$ 50,000.00

Town of Berlin Board of Education

-11BOE REPORT#####GRANTS

Fiscal Year: 2023-2024

- ☐ Subtotal by Collapse Mask  
☐ Exclude Inactive Accounts with zero balance

☐ Include pre encumbrance  
☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 11/1/2023 To Date: 11/30/2023

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00500.00.00.0000.00.0000.00	YMCA Book Sponsorship	\$1,783.46	\$0.00	\$0.00	\$1,783.46	\$0.00	\$1,783.46	100.00%
00501.00.00.0000.00.0000.00	Cromwell Public Schools	\$144,552.69	\$12,051.53	\$51,425.90	\$93,126.79	\$55,250.48	\$37,876.31	26.20%
00502.00.00.0000.00.0000.00	Special Education Reim.	\$1,010,849.90	\$92,509.90	\$99,895.39	\$910,954.51	\$0.00	\$910,954.51	90.12%
00503.00.00.0000.00.0000.00	Chromebok Contracts	\$40,184.50	\$89.90	\$4,683.00	\$35,501.50	\$0.00	\$35,501.50	88.35%
00504.00.00.0000.00.0000.00	School Counseling Resource Acc	\$2,744.42	\$0.00	\$0.00	\$2,744.42	\$0.00	\$2,744.42	100.00%
00505.00.00.0000.00.0000.00	Adult Education Grant	\$45,136.00	\$0.00	\$0.00	\$45,136.00	\$0.00	\$45,136.00	100.00%
00506.00.00.0000.00.0000.00	Early Childhood Grant	\$5,482.51	\$0.00	\$1,698.31	\$3,784.20	\$0.00	\$3,784.20	69.02%
00508.00.00.0000.00.0000.00	Para Deductible Program	\$29,620.64	\$0.00	\$28,915.33	\$705.31	\$0.00	\$705.31	2.38%
00509.00.00.0000.00.0000.00	Metro Charities/Willard Curric	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
00511.00.00.0000.00.0000.00	Marjorie Moore/Blast outdoor 1	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$16,000.00	100.00%
00512.00.00.0000.00.0000.00	McGee Blast Program-Syla	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
00514.00.00.0000.00.0000.00	Consolidated	\$31,706.70	\$0.00	\$0.00	\$31,706.70	\$0.00	\$31,706.70	100.00%
00515.00.00.0000.00.0000.00	McKinney Vento Grant	\$9,031.85	\$2,405.00	\$2,405.00	\$6,626.85	\$0.00	\$6,626.85	73.37%
00516.00.00.0000.00.0000.00	Prior Years Return	\$14,195.67	\$0.00	\$0.00	\$14,195.67	\$0.00	\$14,195.67	100.00%
00520.00.00.0000.00.0000.00	TEAM Mentor Salaries	\$1,215.00	\$0.00	\$0.00	\$1,215.00	\$0.00	\$1,215.00	100.00%
00524.00.00.0000.00.0000.00	Medicaid Funding	\$169,075.97	\$8,050.88	\$28,666.43	\$140,409.54	\$75,995.75	\$64,413.79	38.10%
00535.00.00.0000.00.0000.00	E-RATE	\$54,377.81	\$99.00	\$1,594.10	\$52,783.71	\$299.00	\$52,484.71	96.52%
00600.00.00.0000.00.0000.00	Title 1 Grant	\$165,775.00	\$10,729.00	\$11,129.00	\$154,646.00	\$20,666.79	\$133,979.21	80.82%
00602.00.00.0000.00.0000.00	IdeaPartB,Section 611 Grant	\$665,961.00	\$8,667.04	\$21,321.59	\$644,639.41	\$0.00	\$644,639.41	96.80%
00603.00.00.0000.00.0000.00	Idea,PartB,Section 619 Grant	\$24,338.00	\$0.00	\$0.00	\$24,338.00	\$0.00	\$24,338.00	100.00%
00604.00.00.0000.00.0000.00	Title II Part A Teach Grant	\$43,814.00	\$0.00	\$0.00	\$43,814.00	\$0.00	\$43,814.00	100.00%
00609.00.00.0000.00.0000.00	Title III Grant	\$14,824.00	\$70.00	\$1,140.16	\$13,683.84	\$0.00	\$13,683.84	92.31%
00700.00.00.0000.00.0000.00	Title I Grant	\$78,076.59	\$8,720.82	\$30,522.87	\$47,553.72	\$65,406.13	(\$17,852.41)	-22.87%
00701.00.00.0000.00.0000.00	Sheff Settlement	\$113,345.00	\$4,563.90	\$14,183.87	\$99,161.13	\$41,215.25	\$57,945.88	51.12%
00702.00.00.0000.00.0000.00	Idea Part B, Section 611 Grant	\$247,504.26	\$48,121.16	\$171,357.74	\$76,146.52	\$398,293.58	(\$320,147.06)	-129.35%
00703.00.00.0000.00.0000.00	Idea Part B Section 619	\$22,286.00	\$2,557.62	\$8,410.65	\$13,875.35	\$18,542.77	(\$4,667.42)	-20.94%
00704.00.00.0000.00.0000.00	Title II Grant	\$46,124.00	\$0.00	\$0.00	\$46,124.00	\$0.00	\$46,124.00	100.00%
00706.00.00.0000.00.0000.00	Choice Grant	\$675,326.51	\$117,537.07	\$280,657.73	\$394,668.78	\$590,740.41	(\$196,071.63)	-29.03%
00709.00.00.0000.00.0000.00	Title III	\$7,809.20	\$861.39	\$2,858.24	\$4,950.96	\$158.57	\$4,792.39	61.37%
00711.00.00.0000.00.0000.00	ESSER II FUNDS	\$107,847.28	\$0.00	\$107,839.24	\$8.04	\$0.00	\$8.04	0.01%
00712.00.00.0000.00.0000.00	ESSER II STATE SET ASIDE	\$3,461.00	\$0.00	\$3,461.00	\$0.00	\$0.00	\$0.00	0.00%
00713.00.00.0000.00.0000.00	P Card Rebate	\$5,592.34	\$0.00	\$0.00	\$5,592.34	\$0.00	\$5,592.34	100.00%
00715.00.00.0000.00.0000.00	ARP ESSER	\$412,054.66	\$19,187.34	\$67,769.72	\$344,284.94	\$38,314.61	\$305,970.33	74.25%
00716.00.00.0000.00.0000.00	ARP IDEA 611	\$45,869.20	\$0.00	\$26,076.05	\$19,793.15	\$19,793.15	\$0.00	0.00%
00723.00.00.0000.00.0000.00	Open Choice-Acceptance Rate	\$6,900.00	\$855.00	\$855.00	\$6,045.00	\$0.00	\$6,045.00	87.61%
00800.00.00.0000.00.0000.00	Special Grants	\$101,809.64	\$0.00	\$0.00	\$101,809.64	\$0.00	\$101,809.64	100.00%
Grand Total:		\$4,365,924.80	\$337,076.55	\$966,866.32	\$3,399,058.48	\$1,322,676.49	\$2,076,381.99	47.56%

End of Report

## **Facilities Update**

Business Office

Berlin Public Schools

### **Berlin Board of Education (BOE) Meeting – December 11, 2023**

The following information has been compiled for the purpose of providing a monthly summary update and status on various construction and improvement projects being planned and/or implemented at our educational facilities; as well as any current matters affecting our Custodial, Security or Food Service Depts. Please note that previously reported projects or planning efforts that may be underway will not be addressed herein unless there are significant changes to the work, schedule, or funding; or if the implementation has been completed.

- **McGee Middle School**

- Educational Specifications (Statement of Need) for the **Design and Construction of Upgraded Science Laboratory Classrooms at McGee (Project)** was approved by the BOE in November. The Project will be on the Town Council Agenda for consideration at its December 11<sup>th</sup> meeting.
- The **Outdoor Classroom Project** is currently being constructed on site. The pavilion, concrete pad, sidewalk and guardrail should be completed within the next two weeks (weather permitting) with final site work following. Facility will be operational for the Blast Program and other McGee classes by Spring.

- **Griswold Elementary School**

- The Business Office has solicited and received quotes from Structural Engineering firms for the development and submission of an existing condition report on the **Modular Classrooms**. We hope to have a completed report with recommendations (if any) for necessary renovations to the structure.



# BERLIN PUBLIC SCHOOLS

## OVERNIGHT FIELD TRIP REQUEST FORM

(Requires BOE approval)

Revised 9/8/2021

**This form must be completed and submitted to the Superintendent before approval can be given to an overnight field trip sponsored by the Berlin Public Schools.**

"All student field trips shall require prior written approval by the building principal and the assistant superintendent of schools. In addition, all overnight student field trips shall require the prior written approval of the Superintendent or his/her designee and the Board of Education.

The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy."

**DESTINATION:** Washington DC

1. Describe the purpose of this trip and attach the itinerary which is being sent home to parents which includes dates, destinations, estimated departure and arrival times, names, addresses, and phone numbers of overnight lodging facilities.

Experience (witness) / learn about the historical significance of the Nation's Capitol - Students will visit and tour museums, national cemetery

2. What is the educational rationale for the trip? white house, Capitol, and more  
Students will gain knowledge as travelers and visitors to the Nation's Capitol. Each monument, museum, memorial, or ceremony offers a story through reading, artifacts, or interaction.

3. Dates May 29-31, 2024 ~~2023~~

4. What will be the method of transportation? Coach Bus

5. Number of students Estimate 170 based on parent survey

6. Names of chaperones approx 15 (in process of recruiting)

7. What is the cost of the trip per student? \$ 799

What is the cost to the student? \$ 799

What is the cost to the chaperone? \$ 0

What is the total cost of the trip? \$ 136,000 estimated

8. What are the sources of funding? Student funded with payment of nurse through student activity fund ✓

Are there fund raising activities planned? yes

If yes, please explain. Sale of Candy - follow district protocols - will be submitted by trip coordinators ✓

9. What provisions have been made for students in financial need?

PTO will support using hardship funds (total \$3000)

10. Is this trip being organized by an outside agency? yes

IF YES, please list the agency. Nation's Classroom

11. Is there a contract of any sort involved? The contract is between families and

IF YES, attach a copy of the contract to be approved by the Business Manager Nation's Classroom  
PRIOR TO EXECUTION OF THE AGREEMENT.

12. What provisions have been made for reimbursement to participants if the trip is canceled?

Insurance Optional for Families  
BOE Field Trip Policy

13. What is the date of the REQUIRED parent and student informational meeting?

Jan 11, ~~2023~~ <sup>2024</sup>

Submitted by: Salvatore Urso, Principal

Tentative Approval: \_\_\_\_\_  
(Department Supervisor) (Date)

[Signature] 12/4/23  
(Building Principal) (Date)

Approved: [Signature] 12/6/23  
(Director of Finance) (Date)

Approved: [Signature] 12/6/23  
(Superintendent) (Date)

BOE Approval: \_\_\_\_\_  
(Date)



Day One	Day Two	Day Three
<p>Group Assembles at McGee Middle School</p> <p>Board Your Private Deluxe Motorcoach</p> <p>Depart for Washington, D.C.</p> <p>Lunch Included En Route</p> <p>Meet Your NationsClassroom Tour Guides</p> <p>Tour-Smithsonian Museum</p> <p>Photo Stop-White House</p> <p>Dinner Included</p> <p>Illuminated Monument Tour</p> <ul style="list-style-type: none"><li>• Vietnam Wall</li><li>• Korean War</li><li>• Lincoln</li><li>• World War II</li></ul> <p>Check-in to Washington, DC Area Hotel</p> <p>Private Security Reports</p>	<p>Full American Breakfast At Hotel</p> <p>Depart for Touring</p> <p>Tour-Capitol Hill</p> <ul style="list-style-type: none"><li>• U.S. Capitol Building</li><li>• Library of Congress</li><li>• Supreme Court</li></ul> <p>Tour-National Archives</p> <p>Lunch Included</p> <p>Photo Stop-Law Enforcement Memorial</p> <p>Tour Smithsonian Museums</p> <ul style="list-style-type: none"><li>• American History</li><li>• Natural History</li></ul> <p>Photo Stop-Eisenhower Memorial</p> <p>Dinner Included</p> <p>Illuminated Monument Tour</p> <ul style="list-style-type: none"><li>• Jefferson</li><li>• FDR</li><li>• Martin Luther King, Jr</li></ul> <p>Return to Hotel</p> <p>Private Security Reports</p>	<p>Full American Breakfast At Hotel</p> <p>Bags on Bus/Check Out</p> <p>Depart for Touring</p> <p>Tour-Arlington National Cemetery</p> <ul style="list-style-type: none"><li>• Changing of the Guards</li><li>• Kennedy Gravesites</li><li>• Challenger Memorial</li></ul> <p>Photo Stop-U.S. Marine Corps Memorial (Iwo Jima)</p> <p>Lunch Included</p> <p>Photo Stop-U.S. Air Force Memorial</p> <p>Dinner Included En Route</p> <p>Late Evening Arrival at McGee Middle School</p>