

REGULAR MEETING
BERLIN BOARD OF EDUCATION
MONDAY, APRIL 22, 2024
6:00 P.M. – BOE MEETING ROOM
238 KENSINGTON ROAD, BERLIN, CT



You may click on this link to view the livestream of the meeting:
https://www.youtube.com/channel/UCBMUXMxSi05OrZUdfNpMANw?view_as=subscriber

AGENDA

I. CALL TO ORDER

Pledge of Allegiance

II. SPECIAL PRESENTATIONS

1. CABE 2023 Bonnie B. Carney Award of Excellence Presentation
by Liz Brown, CABE Past President
2. Roles and Responsibilities of Board Members, *Atty. Jessica Ritter, Shipman & Goodwin, LLP*

III. STUDENT PRESENTATION – CATHERINE M. MCGEE SCHOOL

IV. COMMITTEE REPORTS/CORRESPONDENCE TO THE BOARD

- A. Report of Board Members
- B. Report of Student Representatives
- C. Committee Reports
- D. CREC Report
- E. Correspondence to the Board

V. 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.

VI. CONSENT AGENDA

- A. Approval of Minutes – Regular Meeting of March 11, 2024
- B. Monthly Budget Report – Period ending March 31, 2024
- C. Facilities Update
- D. Requests for Leave of Absence
 1. Teacher of Grade 3 – Emma Hart Willard School
 2. School Counselor – Berlin High School
- E. Overnight Field Trip Request – BHS Upbeat – Camp Jewell – May 3-5, 2024

VII. NEW BUSINESS

- A Facility Therapy Dog at Mary E. Griswold School

AGENDA – REGULAR MEETING – APRIL 22, 2024 – CONTINUED

- B. Non-renewal of Contracts for Non-tenured Staff
- C. State Healthy Food Certification Statement for July 1, 2024 through June 30, 2025
- D. Proposed 2025-2026 School Calendar and Establishment of BHS Graduation Date for 2026
- E. Proposed Revisions to the Adopted 2024-2025 School Calendar
- F. Policy Review/Revision
 - 1. Second Reading/Adoption
 - a. Policy 2201 – Retention and Disposition of Records and Information
 - b. Policy 3323 – Purchasing
 - c. Policy 4118.5 – Employee Use of the District’s Computer Systems and Electronic Communications
 - d. Policy 5144 – Student Discipline
 - e. Policy 5131.83 – Student Use of the District’s Computer Systems and Internet Safety
 - f. Policy 5131.81 – Use of Private Technology Devices by Students
 - g. Policy 6141.9 – Enrollment in an Advanced Course or Program and Challenging Curriculum
 - h. Policy 6172.1 – Policy for the Equitable Identification of Gifted and Talented Students
 - 2. First Reading – New Policy 5118.2 – Children of Non-Resident Board Employees: Qualified Tuition Reduction
- G. Status of the Board of Education’s Adopted Budget for 2024-2025
- H. Social Media
- I. Discussion of Board Policy 5131.81 – Use of Private Technology Devices by Students
- J. Discussion of Open Choice Program Participation

VIII. ADJOURNMENT

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BERLIN BOARD OF EDUCATION

March 11, 2024

MINUTES REGULAR MEETING

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

Also in attendance: Superintendent of Schools Brian J. Benigni; Finance Director Ashley Dorsey; Director of Pupil Personnel Services Linda Holian; Director of Human Resources Denise Parsons; Co-Directors of Curriculum Laurie Gjerpen and Kara Watson; Assistant Principal of Berlin High School Brian Testroet; Principal of McGee Middle School Salvatore Urso; Principal of Griswold School Jonathan Campbell; Principal of Hubbard School Alfred Souza; and Interim Principal of Willard School Tim Chiaverini.

I. CALL TO ORDER

Pledge of Allegiance

Ms. Dennis called the meeting to order at 6:04 p.m. in the Board of Education (“the Board”) meeting room at 238 Kensington Road, Berlin, CT. The Pledge of Allegiance was recited.

II. STUDENT PRESENTATION – MARY E. GRISWOLD SCHOOL

The Griswold First Grade Team showcased the first year implementation of the RULER approach to social and emotional learning with students. Teachers Sarah Britton, Kaylie Corjulo, Megan Lorch and Daniella Sznaj showcased how feeling words and self-regulation strategies are being taught, the class charter, and morning meeting routines. Grade 1 student presenters were Piper Abrahamson, Abigail Cichocki, Sloan Harvey, Mary Michael, Charlotte Schmitt, Jackson Secor, Stella Sullivan and Nathan Travinski.

III. SPECIAL RECOGNITION

A. Community Work Partner – Jeff Michaud, Complete Sheet Metal

The Board, CCTA Teacher Vicki Muggleston and student Justin Charron recognized Jeff Michaud, of Complete Sheet Metal (CSM), for going above and beyond as a community work partner. In the fall of 2023, a long-time staff member gave Vicki the contact information for Jeff Michaud at CSM. The CCTA is always in need of job sites and usually receives the best connections through staff, and this time was no different. Vicki met with Jeff to explain the purpose of the CCTA - to assist special education students with vocational, postsecondary education or any activity of daily living. He seemed excited to help out and give back to his community, so he offered to host one of Berlin’s students. Almost immediately, student, Justin, was made to feel like a valued team member at CSM. Justin has been given increasingly more difficult tasks, as he has shown his commitment to the job. Jeff personally oversees Justin’s experience and strives to make it as authentic as possible. Jeff is

not content to give *just* a work experience to Justin and has gone above and beyond in making him part of the CSM family. Justin has full CSM gear, including sweatshirt and work boots from Mickey Finn's. For Justin's birthday in November, Jeff managed to pull off the ultimate experience for Justin - a trip to see WWE live in Waterbury. Not only did Jeff purchase tickets, he and his team made it a group trip so they could provide Justin with transportation. Recently, Justin was invited to and attended Jeff's surprise birthday party. These experiences are the organic benefits of working with amazing people. We cannot replicate them or explain them to students - they are only to be experienced by the lucky few. CCTA cannot thank Jeff and his team enough for being open to this experience and investing fully in someone else's life. Jeff's dedication has inspired Vicki to push the boundaries of what CCTA can offer to Justin. Their next project together combines state agency, public school and community member support in order to provide Justin with a paid internship at CSM over the summer. This valuable experience would not be possible for Justin without Jeff's dedication and compassion. Jeff is truly changing a life.

B. Board Member Appreciation

The month of March is Connecticut Board of Education Member Appreciation month. Superintendent Brian Benigni thanked Board members for their time and effort they devote to Board business during the course of the year.

A short recess was taken from 6:31 p.m. until 6:41 p.m.

IV. REPORTS/CORRESPONDENCE TO THE BOARD

A. Report of Board Members

Board members Sisti, Nappi and DeLude reported on their attendance at the Berlin High School musical production, *The Addams Family, A New Musical*.

Ms. Jurgen reported on her attendance at the Central Connecticut Adult-Youth Workshop held on March 1 and 2, 2024.

Ms. Gibbons reported on her attendance at the Willard Wonderland Dance on Friday, February 23, 2024, which she also hosted.

Ms. Dennis reported on her attendance at the Central Connecticut Adult-Youth Workshop and the Berlin High School musical production, *The Addams Family, A New Musical*.

B. Report of Student Representatives

Miss Hashim reported, on February 21, 2024, Berlin High School students and the Upbeat Program helped current eighth grade students navigate Berlin High School, learn about classes offered and provided them with a chance to learn what to expect this coming fall; the Berlin High School Performing Arts Department's production of the comical rendition of *The Addams Family, A New Musical* was performed this past week; the dedicated students of the Certified Nursing Assistant class were awarded their certifications at their graduation ceremony in early February; and public speaker Michael, Chief the Poet, Peterson will visit Berlin High School students to discuss the power behind words and the impact they have on March 20, 2024.

Mr. Saunders reported on the Central Connecticut Adult-Youth Workshop, which was held March 1 and 2, 2024; members of the Medical Club and students interested in careers in the medical field visited the Yale Campus for the HOSA Spring State Leadership Conference on March 1, 2024; and this past week Berlin High School students learned about assigning words to their feelings with the RULER approach. Mr. Saunders provided Board members with highlights from the Berlin High School wrestling season.

C. Committee Reports

Mr. Zarabozo reported the Finance & Operations Committee met last week with the Board of Finance to present the Board's Operating Budget. The Committee also met to discuss the implementation of the Increasing Educator Diversity Plan and any financial implications it may have.

Mr. DeLude reported the Curriculum Committee met prior to tonight's meeting and discussed the proposed revised 2024-2025 adopted school calendar; the proposed 2025-2026 school calendar; and the Increasing Educator Diversity Plan.

Ms. Sisti reported the Community Engagement Committee met on March 6, 2024 and discussed the Board's social media presence.

D. CREC Report

There was no CREC report this evening.

E. Correspondence to the Board

Superintendent Benigni shared a thank you note from Maureen Mullins.

Ms. Dennis reported Board members received an email from a member of the community regarding an item on tonight's agenda.

V. AUDIENCE OF CITIZENS

Alexis Guarino, 31 Bernard Road, Berlin, Connecticut, addressed the Board in support of the facility therapy dog for Griswold School.

VI. NEW BUSINESS

A. Facility Therapy Dog Presentation

Jonathan Campbell and Linda Holian highlighted the benefits of a facility therapy dog and the positive social and emotional impact for students and staff and responded to the Board's questions. In attendance was Maureen Mellett, Lead Trainer at Blue Path Service Dogs (Blue Path) and Jasper, a therapy dog. Currently, there is a therapy dog that visits on a weekly basis, which allows for a limited number of students to work with the therapy dog. A full-time facility therapy dog would allow all students and staff to benefit on a consistent basis, which helps to promote a sense of purpose, ignite passion, and foster a sense of pride. Mr. Campbell's presentation included the history of access to therapy dogs at Griswold School, beginning in 2018 through the present; benefits of animal assisted interventions; testimonials; vision and reasoning for the therapy dog; and considerations.

Ms. Mellett provided an overview of the Blue Path organization, training and on-going support for partner schools. She stated the one-time fee to take ownership of a facility therapy dog from Blue Path is approximately \$10,000, and throughout the life of the therapy dog, Blue Path provides support for the program at no charge. Ms. Mellett did state veterinary care and grooming are not covered by Blue Path.

Superintendent Benigni stated this item will come before the Board for approval, along with the outlined policy from Shipman and Goodwin, LLP, at a later date.

B. Adopted 2024-2025 Board of Education Budget Update

Ms. Dennis stated the joint Board of Education/Board of Finance meeting was held on March 6, 2024 with the Town Council in attendance. Ms. Dennis thanked Board members and administrators for attending. Superintendent Benigni stated the Board of Education Budget is at a hold at 6.39%. Superintendent Benigni thanked the Board for attending the meeting with the Board of Finance and Town Council. Superintendent Benigni stated he appreciated the listing of all the positive aspects of the school district prior to the start of that meeting.

Ms. Dennis stated the Board will host a town hall style meeting on April 29, 2024.

C. Proposed School Calendar 2025-2026 and Establishment of BHS Graduation Date for 2026

Board members were provided with the proposed school calendar for 2025-2026, which was posted in Schoology. Public Act 19-195 allows Boards of Education to establish a firm graduation date for students in Grade 12 for that school year, which, at the time of establishment, provides for at least 180 days of school. In accordance with the Public Act, Superintendent Benigni recommended that the Board set the date of the 2026 Berlin High School graduation for Friday, June 12, 2026. Included in the proposed school calendar for 2025-2026 are three additional shortened days for professional learning.

Moved by Ms. Gibbons, seconded by Mr. DeLude, to adopt the 2025-2026 Berlin Public Schools Calendar as proposed and set the 2026 Berlin High School graduation date for Friday, June 12, 2026.

After a lengthy discussion concerning the additional shortened days for professional learning, their placement on the calendar and the imposition placed on families, the Board unanimously tabled this item to the next Board meeting.

D. Revisions to the Adopted 2024-2025 School Calendar

As a follow-up to the discussion held during the prior agenda item, this item was also tabled to the next Board meeting.

E. Policy Review/Revision – First Reading

1. Policy 2201 – Retention and Disposition of Records and Information
2. Policy 3323 – Purchasing
3. Policy 4118.5 – Employee Use of the District’s Computer Systems and Electronic Communications

4. Policy 5144 – Student Discipline
5. Policy 5131.83 – Student Use of the District’s Computer Systems and Internet Safety
6. Policy 5131.81 – Use of Private Technology Devices by Students
7. Policy 6141.9 – Enrollment in an Advanced Course or Program and Challenging Curriculum
8. Policy 6172.1 – Policy for the Equitable Identification of Gifted and Talented Students

Shipman & Goodwin, LLP has recommended revisions to the policies listed above to ensure legal compliance and consistency among policies. The Ad-Hoc Committee for Policy Review/Revision met on March 11, 2024 to review the recommended revisions. Since this was a first reading, no action was required; the second reading/adoption will take place at the April 22, 2024 Board meeting.

F. Approval of the Increasing Educator Diversity Plan

Board members were provided with the Increasing Educator Diversity Plan, which has been posted in Schoology. Director of Human Resources Denise Parsons presented the Increasing Educator Diversity Plan and responded to the Board’s questions, which requires formal approval by the Board, prior to submitting it to the State Department of Education on or before March 15. Ms. Parsons’ presentation included the Vision; Theory of Action; Team Members; and Action Plans for recruitment, hiring and selection and retention of diverse staff.

Moved by Mr. Zarabozo, seconded by Ms. Jurgen, to approve the Increasing Educator Diversity Plan as presented and authorize the Superintendent to submit the plan to the Department of Education on or before March 15, 2024, as required by statute. Also to authorize the Superintendent to make any necessary plan revisions after the formal review by the Department of Education.

FAVOR: ALL

MOTION CARRIED: 7:0; including President Dennis

VII. CONSENT AGENDA

- A. Approval of Minutes
 1. Special Meeting of February 12, 2024
 2. Regular Meeting of February 12, 2024
- B. Monthly Budget Report – Period ending February 29, 2024
- C. Facilities Update

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

Moved by Ms. Gibbons, seconded by Ms. Jurgen, to approve the consent agenda as presented.

With regard to the Facilities Update, in response to Ms. Gibbons' question what is the reasoning for a new location for the Athletic Department Office, Superintendent Benigni stated, it is to grant more space for the Athletic Director.

FAVOR: ALL
MOTION CARRIED: 7:0; including President Dennis

VIII. ADJOURNMENT

At 8:20 p.m., a motion was made by Mr. Zarabozo, seconded by Ms. Gibbons, to adjourn.

FAVOR: ALL
MOTION CARRIED: 7:0; including President Dennis

Respectfully submitted,

Tracy Sisti, Secretary, Berlin Board of Education

**Berlin Board of Education
Monthly Budget Report
March 31, 2024**

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	\$250,350.10	\$2,320,351.21	\$869,659.50	\$811,204.91	\$88,454.59	1.83%	
11 Certified Salaries	\$22,662,492.82	(\$24,520.00)	\$22,337,972.82	\$1,868,006.33	\$15,028,975.74	\$7,308,997.08	\$7,351,315.00	(\$42,317.92)	-0.19%	
12 Non-Certified Salaries	\$8,073,331.06	(\$24,892.00)	\$8,048,439.06	\$733,963.14	\$5,709,388.88	\$2,339,050.18	\$2,102,990.01	\$236,060.17	2.93%	
20 Benefits	\$7,612,575.00	\$0.00	\$7,612,575.00	\$133,754.89	\$6,950,126.14	\$662,448.86	\$423,639.99	\$238,808.87	3.14%	
30 Contracted Services	\$2,007,536.11	\$25,859.46	\$2,033,395.57	\$268,383.04	\$1,124,631.72	\$908,763.85	\$650,292.33	\$258,471.52	12.71%	(\$2,300.00)
40 Utilities	\$485,915.00	\$0.00	\$485,915.00	\$19,711.02	\$267,190.48	\$218,724.52	\$177,849.76	\$40,874.76	8.41%	
51 Transportation	\$3,345,950.00	\$0.00	\$3,345,950.00	\$320,959.82	\$2,140,968.04	\$1,204,981.96	\$1,024,829.48	\$180,152.48	5.38%	
56 Tuition	\$2,572,543.00	\$0.00	\$2,572,543.00	\$15,269.72	\$1,549,816.88	\$1,022,726.12	\$461,017.96	\$561,708.16	21.83%	
60 Supplies	\$951,824.90	(\$7,052.64)	\$944,772.26	\$79,892.17	\$536,320.94	\$408,451.32	\$60,992.57	\$347,458.75	36.78%	\$2,300.00
70 Equipment	\$208,725.00	\$4,121.14	\$212,846.14	\$2,071.34	\$59,690.32	\$153,155.82	\$116,710.42	\$36,445.40	17.12%	
80 All Other Expenditures	\$68,687.00	\$1,964.04	\$70,651.04	\$7,287.94	\$60,724.55	\$9,926.49	\$39,092.20	(\$29,165.71)	-41.28%	
Total	\$50,855,070.60	\$0.00	\$50,855,070.60	\$3,699,649.51	\$35,748,184.90	\$15,106,885.70	\$13,219,934.63	\$1,886,951.07	3.71%	\$0.00

1 Proposed transfer is to reallocate funding from the BHS Music Repair/Maintenance and Transportation accounts to the BHS Music Instructional Supply account.

2 Due to the necessary close out of this fiscal year budget by June 30th and the customary process of final reconciliation of accounts and related transfers, the Superintendent is also requesting the Board's approval to authorize on its behalf any and all additional transfers related to year-end administrative activities.

Town of Berlin Board of Education

11BOE REPORT#####GRANTS

Fiscal Year: 2023-2024

From Date: 3/1/2024

To Date: 3/31/2024

Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
00500.00.00.0000.0000.00.0000.00	YMCA Book Sponsorship	\$1,783.46	\$0.00	\$0.00	\$1,783.46	\$0.00	\$1,783.46	100.00%
00501.00.00.0000.0000.00.0000.00	Cromwell Public Schools	\$197,618.41	\$6,376.18	\$81,582.71	\$116,035.70	\$26,557.67	\$89,478.03	45.28%
00502.00.00.0000.0000.00.0000.00	Special Education Reim.	\$1,010,849.90	\$41,798.17	\$322,104.05	\$688,745.85	\$0.00	\$688,745.85	68.14%
00503.00.00.0000.0000.00.0000.00	Chromebook Contracts	\$41,704.50	\$19.85	\$5,187.65	\$36,516.85	\$37.38	\$36,479.47	87.00%
00504.00.00.0000.0000.00.0000.00	School Counseling Resource Acc	\$2,744.42	\$0.00	\$0.00	\$2,744.42	\$0.00	\$2,744.42	100.00%
00505.00.00.0000.0000.00.0000.00	Adult Education Grant	\$45,136.00	\$0.00	\$0.00	\$45,136.00	\$0.00	\$45,136.00	100.00%
00506.00.00.0000.0000.00.0000.00	Early Childhood Grant	\$9,982.51	\$89.02	\$4,411.27	\$5,571.24	\$0.00	\$5,571.24	55.81%
00508.00.00.0000.0000.00.0000.00	Para Deductible Program	\$29,620.64	\$705.31	\$29,620.64	\$0.00	\$0.00	\$0.00	0.00%
00509.00.00.0000.0000.00.0000.00	Metro Charities/Willard Curric	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	100.00%
00510.00.00.0000.0000.00.0000.00	Perkins Grant	\$28,954.00	\$1,198.00	\$5,670.69	\$23,283.31	\$15,746.99	\$7,536.32	26.03%
00511.00.00.0000.0000.00.0000.00	Marjorie Moore/Blast outdoor 1	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$16,000.00	100.00%
00512.00.00.0000.0000.00.0000.00	McGee Blast Program-Syta	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
00514.00.00.0000.0000.00.0000.00	Consolidated	\$31,706.70	\$6,655.22	\$20,041.89	\$11,664.81	\$775.54	\$10,889.27	34.34%
00515.00.00.0000.0000.00.0000.00	McKinney Vento Grant	\$9,031.85	\$0.00	\$2,405.00	\$6,626.85	\$0.00	\$6,626.85	73.37%
00516.00.00.0000.0000.00.0000.00	Prior Years Return	\$14,195.67	\$0.00	\$0.00	\$14,195.67	\$0.00	\$14,195.67	100.00%
00517.00.00.0000.0000.00.0000.00	APRA- Right to Read Grant	\$93,000.00	\$0.00	\$0.00	\$93,000.00	\$0.00	\$93,000.00	100.00%
00518.00.00.0000.0000.00.0000.00	Marjorie Moore Gris Robotics/S	\$10,000.00	\$2,105.24	\$2,105.24	\$7,894.76	\$1,888.27	\$6,006.49	60.06%
00520.00.00.0000.0000.00.0000.00	TEAM Mentor Salaries	\$1,215.00	\$0.00	\$0.00	\$1,215.00	\$0.00	\$1,215.00	100.00%
00524.00.00.0000.0000.00.0000.00	Medicaid Funding	\$200,958.16	\$8,050.94	\$64,895.49	\$136,062.67	\$39,766.77	\$96,295.90	47.92%
00555.00.00.0000.0000.00.0000.00	E-RATE	\$54,377.81	\$426.28	\$15,986.07	\$38,391.74	\$549.60	\$37,842.14	69.59%
00600.00.00.0000.0000.00.0000.00	Title I Grant	\$165,775.00	\$3,870.62	\$26,322.61	\$139,452.39	\$11,819.76	\$127,632.63	76.99%
00602.00.00.0000.0000.00.0000.00	IdeaPartB,Section 611 Grant	\$665,961.00	\$32,142.22	\$204,605.20	\$461,355.80	\$121,895.79	\$339,460.01	50.97%
00603.00.00.0000.0000.00.0000.00	Idea,PartBSection 619 Grant	\$24,338.00	\$0.00	\$0.00	\$24,338.00	\$0.00	\$24,338.00	100.00%
00604.00.00.0000.0000.00.0000.00	Title II Part ATeach Grant	\$43,814.00	\$0.00	\$0.00	\$43,814.00	\$0.00	\$43,814.00	100.00%
00605.00.00.0000.0000.00.0000.00	Title IV Part A 7/1/22 - 6/30/	\$13,574.00	\$4,485.00	\$5,262.00	\$8,312.00	\$0.00	\$8,312.00	61.23%
00609.00.00.0000.0000.00.0000.00	Title III Grant	\$14,824.00	\$0.00	\$1,380.16	\$13,443.84	\$0.00	\$13,443.84	90.69%
00700.00.00.0000.0000.00.0000.00	Title I Grant	\$78,076.59	\$8,720.82	\$69,766.56	\$8,310.03	\$26,162.44	\$17,852.41	-22.87%
00701.00.00.0000.0000.00.0000.00	Sheff Settlement	\$113,345.00	\$12,235.86	\$58,895.59	\$54,649.41	\$18,481.20	\$36,168.21	31.91%
00702.00.00.0000.0000.00.0000.00	Idea Part B, Section 611 Grant	\$247,504.26	\$12,393.86	\$195,347.61	\$52,156.65	\$46,551.16	\$5,605.49	2.26%
00703.00.00.0000.0000.00.0000.00	Idea Part B Section 619	\$22,286.00	\$2,852.73	\$20,111.24	\$2,174.76	\$6,148.14	(\$3,973.38)	-17.83%
00704.00.00.0000.0000.00.0000.00	Title II Grant	\$46,124.00	\$0.00	\$0.00	\$46,124.00	\$0.00	\$46,124.00	100.00%
00705.00.00.0000.0000.00.0000.00	Title IV Part A 2023-2025	\$12,080.00	\$0.00	\$0.00	\$12,080.00	\$0.00	\$12,080.00	100.00%
00706.00.00.0000.0000.00.0000.00	Choice Grant	\$1,171,363.51	\$65,165.04	\$675,710.69	\$495,652.82	\$410,424.81	\$85,228.01	7.28%
00709.00.00.0000.0000.00.0000.00	Title III	\$7,809.20	\$534.76	\$5,297.50	\$2,511.70	\$436.43	\$2,075.27	26.57%
00710.00.00.0000.0000.00.0000.00	Excess Cost	\$746,676.00	\$167,014.02	\$633,784.36	\$112,891.64	\$0.00	\$112,891.64	15.12%
00711.00.00.0000.0000.00.0000.00	ESSER II FUNDS	\$107,847.28	\$0.00	\$107,839.24	\$8.04	\$0.00	\$8.04	0.01%
00712.00.00.0000.0000.00.0000.00	ESSER II STATE SET ASIDE	\$3,461.00	\$0.00	\$3,461.00	\$0.00	\$0.00	\$0.00	0.00%
00713.00.00.0000.0000.00.0000.00	P Card Rebate	\$5,592.34	\$0.00	\$0.00	\$5,592.34	\$0.00	\$5,592.34	100.00%
00715.00.00.0000.0000.00.0000.00	ARP ESSER	\$412,054.66	\$56,656.38	\$173,689.04	\$238,365.62	\$112,403.65	\$125,961.97	30.57%
00716.00.00.0000.0000.00.0000.00	ARP IDEA 611	\$45,869.20	\$0.00	\$45,869.20	\$0.00	\$0.00	\$0.00	0.00%
00722.00.00.0000.0000.00.0000.00	Open Choice-Educational Enhanc	\$6,900.00	\$214.53	\$214.53	\$6,685.47	\$0.00	\$6,685.47	96.89%
00723.00.00.0000.0000.00.0000.00	Open Choice-Acceptance Rate	\$6,900.00	\$0.00	\$2,271.03	\$4,628.97	\$0.00	\$4,628.97	67.09%
00800.00.00.0000.0000.00.0000.00	Special Grants	\$101,809.64	\$0.00	\$0.00	\$101,809.64	\$0.00	\$101,809.64	100.00%
Grand Total:		\$5,864,113.71	\$433,810.05	\$2,783,638.26	\$3,080,475.45	\$839,645.60	\$2,240,829.85	38.21%

End of Report

Facilities Update

Business Office

Berlin Public Schools

Berlin Board of Education (BOE) Meeting – April 4, 2024

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, Building Usage or Transportation operations. 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.

- **Berlin High School**

- The planning for the relocation, furnishings and renovation of the new **Athletic Department Office** is proceeding. The Athletic Director and the Principal are working with the Business Office to procure the necessary furniture, carpeting and equipment for the space. The Town Facilities Dept. will be assisting with the contracting for the limited renovation services planned. We hope to have the premises completed and the Office open by the end of this school year.

- **McGee Middle School**

- The Town's Public Building Commission (PBC) has received the requested information necessary to review and evaluate the District's preliminary proposal for the renovation of the **Science Laboratory Classrooms**. The District anticipates that the PBC will be soliciting and engaging an AE firm to further develop the plans and specifications for the renovations. Upon completion of the planning phase, and the development of a final cost estimate, the PBC will address a plan for providing the funding for consideration by the Town.

- Final site work at the new **Outdoor Classroom Project** will be completed by the end of April. The Facility should be open for educational programming and student use shortly.
 - The planned **Band Room Improvements** have been completed, and some limited excess funds from the associated Legislative Grant are being used for the purchase and installation of cabinets for needed storage in the space.
- **Griswold Elementary School**
 - The wooden decking and exit ramps at the rear of the **Modular Classrooms** have been repaired by the Town, following the completion and review of the structural engineering report provided by the District.

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: YMCA Camp Jewell (6 Prock Hill Rd Colebrook, CT 06021)

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.

The purpose of this trip is to provide students with the opportunity to develop leadership skills, build relationships with their peers and building staff members, and plan and facilitate a service project for a group in need in their community.

2. What is the educational rationale for the trip?

- Students will have the opportunity to develop and improve a variety of leadership skills, including team building, communication, and stepping outside of their comfort zone
- Students will work with groups to brainstorm, plan, and facilitate a service project for a group in need in the community
- Students will develop relationships with their peers and building staff members to help build and maintain a sense of community at BHS

3. Dates Friday, May 3, 2024 through Sunday, May 5, 2024

4. What will be the method of transportation? School buses from NBT

5. Number of students 50-60 students

6. Names of chaperones Sheel Patel, Marc DelValle, Morgan Hanna, Nicole Bugella, Jaymee Miller

7. What is the cost of the trip per student? \$200 per student

What is the cost to the student? \$100 deposit to guarantee attendance, refunded if student attends

What is the cost to the chaperone? \$0

What is the total cost of the trip? \$9,750 - \$11,700

8. What are the sources of funding? Grant funding and donations

Are there fundraising activities planned? No

If yes, please explain. _____

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

A student in financial need may reach out to Sheel Patel to request assistance by waiving the deposit requirement

10. Is this trip being organized by an outside agency? No

IF YES, please list the agency. _____

11. Is there a contract of any sort involved? Yes, see attached

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



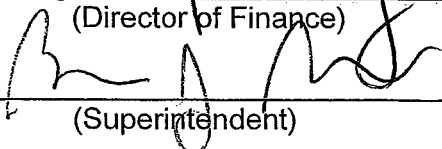
12. What provisions have been made for reimbursement to participants if the trip is canceled?

Checks will not be deposited until the week of May 6, if necessary. In the event of cancellation, checks will be returned to students.


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

Wednesday, April 24, 2024 at 6:30 pm via Zoom

Submitted by: Sheel Patel

Tentative Approval: _____	
(Department Supervisor)	(Date)
	<u>04/01/24</u>
(Building Principal)	(Date)
Approved: 	<u>4/15/24</u>
(Director of Finance)	(Date)
Approved: 	<u>4/11/24</u>
(Superintendent)	(Date)
BOE Approval: _____	(Date)

Berlin Public Schools Calendar 2025-26



School Hours

BHS	7:25 am – 2:10 pm
McGee	7:35 am – 2:20 pm
Elem.	8:40 am – 3:25 pm
AM PK	9:00 am – 11:30 am
PM PK	12:30 pm – 3:00 pm
CCTA	8:00 am – 2:00 pm

AUGUST (2/2)				
M	T	W	T	F
25 PD	26 PD	27 PD	1st Day of School	29

SEPTEMBER (20/22)				
M	T	W	T	F
1 LD	2	3	4	5
8	9	10	11	12 BF
15	16	17 APD	18	19
22	23	24 APD	25	26
29	30			

OCTOBER (21/43)				
M	T	W	T	F
		1 APD	2	3
6	7	8	9&	10
13 FB	14 PD	15	16	17
20	21	22 *	23 #&*	24
27	28	29#	30 *#	31

NOVEMBER (16/59)				
M	T	W	T	F
3 PD	4 PD	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26 ED	THANKS GIVING	

DECEMBER (17/76)				
M	T	W	T	F
1	2	3 APD	4	5
8	9	10	11	12
15	16	17	18	19
22	23 ED	WINTER BREAK		
29 WB	30 WB	31 WB		

JANUARY (19/95)				
M	T	W	T	F
			1 WB	2 WB
5	6	7	8	9
12	13	14	15	16
19 MLK	20	21	22	23
26	27	28 APD	29	30

FEBRUARY (17/112)				
M	T	W	T	F
2	3	4*	5*	6
9	10	11*	12 APD	13 PDW
16 PDW	17 PD	18	19	20
23	24	25	26	27

MARCH (22/134)				
M	T	W	T	F
2	3	4 APD	5	6
9	10	11 APD	12	13
16	17	18 #	19 #&#	20
23	24	25 #	26&	27
30	31			

APRIL (16/150)				
M	T	W	T	F
		1 APD	2	3 GF
6	7	8	9	10
APRIL BREAK				
20	21	22	23	24
27	28	29	30	

MAY (20/170)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20 APD	21	22
25 MD	26	27	28	29

JUNE (11/181)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15 [©] ED	[16]	[17]	[18]	[19]

[Make-up days will be added to the end of the school year as needed through June 30.]

- Key**
- August 28 First Day of School for Students
 - PD** Prof. Development (No School for Students)
 - LD** Labor Day
 - BF** Berlin Fair
 - FB** Fall Break
 - ED** Early Dismissal
 - WB** Winter Break
 - MLK** Martin Luther King Day
 - PDW** Presidents' Day Weekend
 - GF** Good Friday
 - MD** Memorial Day
 - APD** Afternoon Prof. Dev. (Early Dismissal)

- Conferences (Early Dismissal)**
- Elementary School #**
 - October 22, 2025 (After School)
 - October 29, 2025 (After School)
 - October 30, 2025 (Evening)
 - March 18, 2026 (After School)
 - March 19, 2026 (Evening)
 - March 25, 2026 (After School)
 - Middle School ***
 - October 22, 2025 (Evening)
 - October 23, 2025 (After School)
 - October 30, 2025 (After School)
 - February 4, 2026 (After School)
 - February 5, 2026 (Evening)
 - February 11, 2026 (After School)
 - High School &**
 - October 9, 2025 (After School)
 - October 23, 2025 (Evening)
 - March 19, 2026 (After School)
 - March 26, 2026 (Evening)

- Report Card Dates**
- Elementary School**
 - December __, 2025
 - March __, 2026
 - June 15, 2026
 - Middle School**
 - December __, 2025
 - March __, 2026
 - June __, 2026
 - High School**
 - November __, 2025
 - February __, 2026
 - April __, 2026
 - June 2026

School will close for the year upon completion of 181 Student Days (©June 15, 2026)
188 Staff Days (June 15, 2026)
Graduation: June 12, 2026

- Special Observance Days**
- | | |
|--------------------|-----------------|
| Sept. 23-24, 2025* | Rosh Hashanah |
| Oct. 2, 2025* | Yom Kippur |
| Oct. 7-8, 2025* | Sukkot |
| Oct. 21, 2025 | Diwali |
| Jan. 6, 2026 | Three Kings Day |
| Feb. 18, 2026* | Ramadan |
| March 4, 2026 | Holi |
| March 20, 2026* | Eid Al-Fitr |
| April 2-3, 2026* | Passover |
| April 13, 2026 | Bright Monday |
| May 27, 2026* | Eid al Adha |
- Faculty will make appropriate accommodations for students affected by these and other special observance days.
*These holidays begin at sundown on the evening before the date specified.

Berlin Public Schools Calendar 2024-25



School Hours

BHS	7:25 am – 2:10 pm
McGee	7:35 am – 2:20 pm
Elem.	8:40 am – 3:25 pm
AM PK	9:00 am – 11:30 am
PM PK	12:30 pm – 3:00 pm
CCTA	8:00 am – 2:00 pm

AUGUST (2/2)				
M	T	W	T	F
26 PD	27 PD	28 PD	1st Day of School	30

SEPTEMBER (19/21)				
M	T	W	T	F
2 LD	3	4	5	6
9	10	11	12	13 BF
16	17	18	19	20
23	24	25 APD	26	27
30				

OCTOBER (21/42)				
M	T	W	T	F
	1	2	3	4
7	8	9*	10 & *	11
14 FB	15 PD	16	17	18
21	22	23* #	24 & #	25
28	29	30#	31	

NOVEMBER (17/59)				
M	T	W	T	F
				1
4 PD	5 PD	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27 ED	THANKS GIVING	

DECEMBER (15/74)				
M	T	W	T	F
2	3	4 APD	5	6
9	10	11	12	13
16	17	18	19	20 ED
WINTER BREAK				
30	31			

JANUARY (21/95)				
M	T	W	T	F
		1 WB	2	3
6	7	8	9	10
13	14	15	16	17
20 MLK	21	22	23	24
27	28	29 APD	30	31

FEBRUARY (17/112)				
M	T	W	T	F
3	4	5*	6*	7
10	11	12*	13 PD	14 PDW
17 PDW	18 PD	19	20	21
24	25	26	27	28

MARCH (21/133)				
M	T	W	T	F
3	4	5 APD	6	7
10	11	12	13 &	14
17	18	19 #	20 & #	21
24	25	26 #	27	28
31				

APRIL (17/150)				
M	T	W	T	F
	1	2 APD	3	4
7	8	9	10	11
APRIL BREAK				18 GF
21	22	23	24	25
28	29	30		

MAY (21/171)				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21 APD	22	23
26 MD	27	28	29	30

JUNE (10/181)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13 ED
[16]	[17]	[18]	[19]	[20]

[Make-up days will be added to the end of the school year as needed through June 30.]

Key

- August 29** First Day of School for Students
- PD** Prof. Development (No School for Students)
- LD** Labor Day
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- MD** Memorial Day
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Conferences (Early Dismissal)

Elementary School #
October 23, 2024 (After School)
October 24, 2024 (Evening)
October 30, 2024 (After School)
March 19, 2025 (After School)
March 20, 2025 (Evening)
March 26, 2025 (After School)

Middle School *
October 9, 2024 (After School)
October 10, 2024 (After School)
October 23, 2024 (Evening)
February 5, 2025 (After School)
February 6, 2025 (Evening)
February 12, 2025 (After School)

High School &
October 10, 2024 (Evening)
October 24, 2024 (After School)
March 13, 2025 (Evening)
March 20, 2025 (After School)

Report Card Dates

Elementary School
December 4, 2024
March 14, 2025
June 16, 2025
Middle School
December 9, 2024
March 19, 2025
June 17, 2025
High School
November 18, 2024
February 4, 2025
April 10, 2025
June 2025

School will close for the year upon completion of 181 Student Days
(©June 13, 2025)
188 Staff Days (June 13, 2025)
Graduation: June 13, 2025

Special Observance Days

Oct. 3-4, 2024*	Rosh Hashanah
Oct. 12, 2024*	Yom Kippur
Oct. 17-18, 2024*	Sukkot
Oct. 31, 2024	Diwali
Jan. 6, 2025	Three Kings Day
March 1-March 29*	Ramadan
March 14, 2025	Holi
March 30, 2025*	Eid Al-Fitr
April 13-14, 2025*	Passover
April 21, 2025	Bright Monday
June 6, 2025*	Eid al Adha

Faculty will make appropriate accommodations for students affected by these and other special observance days.
*These holidays begin at sundown on the evening before the date specified.

AD-HOC COMMITTEE FOR POLICY REVIEW/REVISION – MARCH 11, 2024

POLICY REVIEW/REVISION – FIRST READING – MARCH 11, 2024

SECOND READING/ADOPTION – APRIL 22, 2024

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

Policy 2201	<p>Retention and Disposition of Records and Information (formerly titled Retention of Electronic Records and Information) - <i>including Administrative Regulations</i></p> <p>This policy and administrative regulations are being revised to address the retention and disposition of paper records, as well as electronic records. Revisions reflect the Office of the Public Records Administrator’s (the “OPRA’s”) April 3, 2023 guidance, which addresses the disposition of original paper records after such records have been scanned. Previously, districts were only permitted to dispose of the original paper records after they completed the RC-075.1 form and received authorization from the OPRA. The OPRA’s new guidance allows districts to bypass this process, but only after the district has (1) developed a district-specific digitization policy that meets OPRA’s requirements and (2) submitted such digitization policy to the OPRA. The digitalization policy must include, among other things, requirements for the destruction of original records. While the guidance does not expressly require the OPRA’s approval, Shipman & Goodwin recommend that districts pursuing this process obtain written confirmation and seek approval from the OPRA prior to using the alternative method for disposing of original source records that have been digitalized.</p>
Policy 3323	<p>Purchasing</p> <p>This policy is being revised to clarify when various procurement processes apply to the board’s purchase of goods and services. The need to publish legal notices inviting sealed bids or requests for competitive proposals in a daily newspaper has been eliminated, unless such publication is required by law. Shipman & Goodwin clarified that, when choosing a vendor, the board will make a provisional award subject to finalization of the contract. They also clarified the conditions in which the board may award a bid to a vendor other than the lowest bidder. For schools participating in the National School Lunch Program, they added a section noting that the board will comply with relevant federal regulations and school food authority procurement reviews. Finally, they added a section confirming that the board, when procuring goods or services pursuant to a grant or award, will comply with applicable grant or award requirements.</p>
Policy 4118.5	<p>Employee Use of the District’s Computer Systems and Electronic Communications - <i>including Administrative Regulations</i></p> <p>This policy and administrative regulations are being revised to prohibit employee use of generative artificial intelligence using the district’s computer systems in a manner that causes disruption or is otherwise inappropriate, unlawful, or violates board policies and/or other school rules and regulations. Alternative policy language has also been provided</p>

	for districts that wish to prohibit employee use of generative artificial intelligence altogether. In addition, the social media platforms referenced in the policy have been updated and other technical revision for clarity have been made.
Policy 5144	Student Discipline This policy is being revised to prohibit the unauthorized use of generative artificial intelligence. Changes are also being made to address consistent discipline practices and promote strategies to teach, encourage, and reinforce positive student behavior in light of recent guidance issued by the U. S. Department of Education Office for Civil Rights and U. S. Department of Justice Civil Rights Division, Resource on Confronting Racial Discrimination in Student Discipline.
Policy 5131.83	Student Use of the District’s Computer Systems and Internet Safety - <i>including Administrative Regulations</i> This policy and administrative regulations are being revised to prohibit the unauthorized use of generative artificial intelligence by students using the district’s computer systems. Several technical revisions are being made to this policy for clarity.
Policy 5131.81	Use of Private Technology Devices by Students This policy is being revised to prohibit the unauthorized use of generative artificial intelligence by students using their own private technological devices on school property and/or during school-sponsored activities. Technical revisions are being made to this policy for clarity.
Policy 6141.9	Enrollment in an Advanced Course or Program and Challenging Curriculum - <i>including Administrative Regulations</i> The U. S. Department of Education Office for Civil Rights recently released a fact sheet regarding meaningful participation in advanced coursework and specialized programs for students who are English learners. In light of this fact sheet, this policy and administrative regulations are being revised to specifically address students who are English learners/multilingual learners and to include additional optional sections related to reducing barriers to opportunities for advanced courses and programs for English learners/multilingual learners.
Policy 6172.1	Policy for the Equitable Identification of Gifted and Talented Students The U. S. Department of Education Office for Civil Rights recently released a fact sheet regarding meaningful participation in advanced coursework and specialized programs, including gifted and talented programs, for students who are English learners/multilingual learners. In light of this fact sheet, this policy is being revised to specifically address students who are English learners/multilingual learners in evaluating and identifying students as gifted or talented and providing services, if any, for gifted and talented students.

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.

FIRST READING: 4/22/24	ADOPTED:	REVISED:
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Children of Non-Resident Board Employees: Qualified Tuition Reduction

Berlin Board of Education (“Board”) employees who are not residents of the Town of Berlin shall be permitted to have their child(ren) attend the Berlin Public Schools (“District”) on a space available basis, subject to the following stipulations and the administrative regulations to be developed and implemented by the Superintendent of Schools or designee:

- Non-resident Board employees who wish to enroll their child(ren) in the District schools shall submit an application for enrollment on an annual basis. The Superintendent of Schools or designee will review such applications and approve or deny the applications based on the standards identified in this policy and the associated administrative regulations.
- Non-resident Board employees will be permitted to enroll their child(ren) only during their time of employment in the District.
- A non-resident Board employee who enrolls their child(ren) in the Berlin Public Schools shall pay tuition for their child(ren)'s enrollment in District. The tuition will be **(determine percentage)** of the annual tuition rate (exclusive of transportation) established by the Board in each budget year. Payment of the tuition shall be made to the Board prior to the start of the school year in which the child(ren) is enrolled.
- Subject to applicable law and the provisions of this policy, the non-resident Board employees will pay, in entirety, any extra costs beyond the regular school program that are directly attributable to their child(ren).
- This policy does not obligate the Board to provide special education programs or services or create unique programs for students. If a non-resident student is enrolled or continued in enrollment in the District and such student is eligible for services under the Individuals with Disabilities Education Act (“IDEA”), the Board shall not act as the local education agency for such child. In instances where special or additional services are provided for a non-resident student, a supplemental tuition or fee may be charged based upon the actual costs associated with providing the special or additional services, provided such fees are justified by a substantial increase in costs to the District, in accordance with applicable law.
- Non-resident Board employees who enroll a child(ren) will be responsible for the transportation of their child(ren) to and from school.
- Non-resident Board employees are not permitted to enroll any child who is currently excluded by expulsion from another public or private school.
- Non-resident Board employees are not permitted to request school or teacher placement-and shall not be given priority in placement in the District’s preschool program.
- Enrollment, if approved, will be conditioned upon annual execution of a formal contract between the Board and the non-resident Board employee. Continued enrollment in the District is contingent upon compliance with the contractual provisions, including but not limited to the requirement that non-

FIRST READING: 4/22/24	ADOPTED:	REVISED:
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resident student behavior be consistent with the standards for appropriate student behavior in the District. The Board reserves the right to terminate its approval of any child's enrollment.

For purposes of this policy and its associated administrative regulations, "Board employee" is defined as any employee of the Board that is paid in any category other than solely a stipend position.

For purposes of this policy and its associated administrative regulations, "tuition" means the annual per pupil cost as set forth in the Board's approved budget for the current year.

Legal References:

34 C. F. R. 104.39

34 C. F. R. 300. 130-300.144

**TITLE: Children of Non-Resident Board Employees: Qualified Tuition Reduction –
Administrative Regulations**

Effective 5-13-24

The Berlin Public Schools (the “District”) recognizes the potential benefits to the student body and community in permitting non-resident Berlin Board of Education (“Board”) employees to enroll their children in the District’s schools. The attendance of non-resident Board employee children in the District’s schools shall be at a discounted tuition, in accordance with Board policy 5118.2 and applicable law. The following provisions shall apply to the admittance of non-resident Board employee children.

I. General Provisions:

The following terms and conditions are to be used as guidelines when determining eligibility of non-resident Board employee children enrolling or continuing enrollment in the District:

- A. The Superintendent or designee may approve the enrollment or continuation of a non-resident student in attendance if class size and the availability of resources permit. Decisions regarding class size and/or the availability of resources shall be made by the Superintendent or designee.
- B. The Superintendent or designee shall not hire additional staff to permit enrollment or continuation of non-resident students. If staffing is insufficient to permit enrollment or continuation of a non-resident student, then the non-resident student may not be enrolled or permitted to continue enrollment.
- C. Non-resident students shall be assigned to whichever class the Superintendent or designee deems appropriate.
- D. If a non-resident student is enrolled or continues in enrollment in the District and requires specialized programming, the cost of which exceeds the discounted tuition rate, a supplemental tuition or fee may be charged based upon the actual costs associated with providing the special or additional services, provided such costs are justified by a substantial increase in cost to the District, and in accordance with applicable law.
- E. Application for enrollment shall be made in writing annually on a form supplied by the Superintendent or designee. Enrollment, if approved, will be conditioned upon annual execution of a formal contract between the Board and the non-resident Board employee.
- F. The District shall have no responsibility for transporting a non-resident student to or from the District schools and the student’s residence.
- G. A non-resident student’s enrollment and continuation in the District is contingent upon compliance with the contractual agreement between the Board and the non-resident Board employee.
- H. A non-resident student’s continuation in the District will be contingent upon the student’s compliance with all applicable rules and regulations of the Board and the individual school, satisfactory attendance and academic progress, and the availability of staff and school resources. The Superintendent or designee may terminate the non-resident student’s enrollment at any time

**TITLE: Children of Non-Resident Board Employees: Qualified Tuition Reduction –
Administrative Regulations**

Effective 5-13-24

if, in the Superintendent's opinion, continuation is not in the best interest of the school system or the student.

Only non-resident students who meet the criteria set forth in the Board's policy and these administrative regulations may enroll or continue in enrollment within the District.

II. Tuition

- A. An annual tuition rate shall be set by the Board, in accordance with the associated Board policy. Non-resident Board employees who enroll their child(ren) in the District shall be charged **(determine percentage)** of the annual tuition set by the Board. Additional educational and/or support programming or costs shall be determined on an individualized basis for students in accordance with the contract between the Board and the non-resident Board employee. Any additional charges shall be justified by a substantial increase in cost to the District.
- B. Tuition and additional fees, if applicable, for the entire school year must be paid prior to the start of the school year of enrollment. Non-resident Board employees who fail to make payment for the entire school year by such date shall not be eligible to enroll their child(ren) in the District for the remainder of that school year, but may reapply the following year. In the event a student withdraws from District schools or otherwise no longer attends school within the District in the middle of the school year, pro-rata fees will be refunded.

Effective 5-13-24

Berlin Public Schools
Request for Enrollment of Non-Resident Board Employee Child

Request form must be completed and submitted by the non-resident Board of Education employee. The student’s transcripts or report cards for the last two years must be attached to the initial enrollment request. Completed forms shall be submitted to the Superintendent of Schools at Berlin Public Schools, 238 Kensington Road, Berlin, CT 06037.

Name of Student: _____

Grade at Time of Request: _____

Name of Requesting Board Employee: _____

Phone Number: _____

Address: _____

Is this an initial enrollment request or request for continued enrollment? _____

I have read the policy and administrative regulations regarding Children of Non-Resident Board Employees (Policy 5188.2) and understand that enrollment, if approved, is subject to the terms and conditions stated therein and the terms and conditions of a contract between me and the Board of Education. I further understand that tuition payment will be payable by the first Monday in November of the school year. I understand that that my child will not be allowed to enroll or continue as a student in the Berlin Public Schools if payment is not made at the time identified in the policy, administrative regulation and contract.

Parent/Guardian Signature

Date

Proposed Cuts to the FY25 BOE General Fund Budget:

FY24 Budget	\$50,855,071.00
BOE Adopted Budget (6.39%)	\$54,105,092.00
BOF Proposed Budget (2.75%)	\$52,252,092.00
Cuts Needed from BOE Adopted Budget	\$1,853,000.00
Proposed Percentage Increase	2.75%

Positions:

New Staff Request (Elementary Placement)	\$88,960.00
BHS Teacher (Core, TBD, 1.0 FTE)	\$88,960.00
Administrator (1.0 FTE)	\$120,000.00
Elementary Teacher (K, Griswold, 1.0 FTE)	\$68,000.00
Elementary Teacher (Grade 4, Willard, 1.0 FTE)	\$68,000.00
Instructional Paraprofessional (K, Griswold, .5 FTE)	\$15,000.00
Office Assistant (BHS, .5 FTE)	<u>\$24,220.00</u>
Total Positions:	\$473,140.00

Programs:

ESS at BHS	\$275,000.00
ESS at Middle School	<u>\$150,000.00</u>
Total Programs:	\$425,000.00

All Other:

Supplies	\$199,285.00
Equipment	\$373,238.00
All Other Expenditures	\$57,837.00
Tuition (Unanticipated Placements)	\$198,500.00
Utilities	\$20,000.00
Transportation	\$40,000.00
Contracted Services	\$50,000.00
Benefits	\$16,000.00
Total All Other:	\$954,860.00

Total Cuts	\$1,853,000.00
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Alternatives

Middle School Sports	\$120,744.00
High School Sports (Freshmen, JV)	\$98,613.00
All Secondary & Elementary Clubs	\$56,449.00
Instructional Paraprofessional (Math, Griswold, 1.0 FTE)	\$27,000.00
Total Alternatives	\$302,806.00

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

Students may possess privately-owned technological devices on school property and/or during school-sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, “Board technology resources” refers to the Berlin Board of Education’s (the “Board’s”) computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the Berlin Public Schools (the “District”) and accessible by students.

Privately Owned Technological Devices

For the purposes of this policy, “privately owned technological devices” refers to privately owned desktop computers, personal computing devices, cellular phones, Smartphones, Smartwatches, network access devices, radios, personal audio players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices.

Generative Artificial Intelligence

For the purposes of this policy, “generative artificial intelligence” refers to a technology system, including but not limited to ChatGPT, capable of learning patterns and relationships from data, enabling it to create content, including but not limited to text, images, audio, or video, when prompted by a user.

Use of Privately-Owned Technological Devices

Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the District’s digital learning platform or otherwise engage in remote learning if remote learning has been authorized in accordance with applicable law.

On school property, at a school-sponsored activity, while in use for a remote learning activity if remote learning has been authorized in accordance with applicable law, or while being used to access or utilize Board technology resources, the use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of a harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;

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- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene, obscene as to minors, or contains pornography;
- Cyberbullying;
- Using such privately owned device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member;
- Using such privately owned device for the unauthorized use of generative artificial intelligence; or
- Taking any action prohibited by any Federal or State law.

Search of Privately Owned Technological Devices

A student's privately owned technological device may be searched if the device is on Board property or in a student's possession at a school-sponsored activity and if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law, rules of the school, and/or policies of the Board of Education. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technological device is stolen, lost, or damaged, while the device is on school property or during a school-sponsored activity, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property or at school-sponsored

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activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

Access to Board Technology Resources

The Board may permit students, using their privately owned technological devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the District and accessible by students. Additionally, it is the expectation of the Board that students who access these resources while using privately owned technology devices will act at all times appropriately in ways that are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board's technology resources shall only be used to access educational information and to promote learning activities both at home and at school. Students are expected to act at all times appropriately in ways that are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures for using school accounts. No user may deviate from these log-on/access procedures. **Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately owned technological devices while they are logged on to the network.** Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so *despite* the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and any privately owned technological devices that access the same.

Harm to Board Technology Resources

Any act by a student using a privately owned technological device that harms the Board technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

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Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

Legal References:

Conn. Gen. Stat. § 10-233j

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 *et seq.*

Electronic Communications Privacy Act of 1986, 28 U.S.C. §§ 2510 through 2523