

REGULAR MEETING  
BERLIN BOARD OF EDUCATION  
MONDAY, MARCH 11, 2024  
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 – MARY E. GRISWOLD SCHOOL**

### **III. SPECIAL RECOGNITION**

- A. Community Work Partner – Jeff Michaud, Complete Sheet Metal
- B. Board Member Appreciation

### **IV. 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. NEW BUSINESS**

- A. Facility Therapy Dog Presentation
- B. Adopted 2024-2025 Board of Education Budget Update
- C. Proposed School Calendar 2025-2026 and Establishment of BHS Graduation Date for 2026
- D. Revisions to the Adopted 2024-2025 School Calendar
- 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

## **AGENDA– REGULAR MEETING – MARCH 11, 2024 – CONTINUED**

- F. Approval of the Increasing Educator Diversity Plan

### **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

### **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 Public Schools Calendar 2024-25

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	



**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

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 APD	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
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)	
<b>Elementary School #</b>	
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)
<b>Middle School *</b>	
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)
<b>High School &amp;</b>	
October 10, 2024	(Evening)
October 24, 2024	(After School)
March 13, 2025	(Evening)
March 20, 2025	(After School)

Report Card Dates	
<b>Elementary School</b>	
December 4, 2024	
March 14, 2025	
June 16, 2025	
<b>Middle School</b>	
December 9, 2024	
March 19, 2025	
June 17, 2025	
<b>High School</b>	
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)	
<b>Graduation: June 13, 2025</b>	
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:



<b>Policy 2201</b>	<p><b>Retention and Disposition of Records and Information (formerly titled Retention of Electronic Records and Information) - <i>including Administrative Regulations</i></b></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 &amp; 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>
<b>Policy 3323</b>	<p><b>Purchasing</b></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 &amp; 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>
<b>Policy 4118.5</b>	<p><b>Employee Use of the District's Computer Systems and Electronic Communications - <i>including Administrative Regulations</i></b></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.
<b>Policy 5144</b>	<b>Student Discipline</b> 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.
<b>Policy 5131.83</b>	<b>Student Use of the District's Computer Systems and Internet Safety - <i>including Administrative Regulations</i></b> 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.
<b>Policy 5131.81</b>	<b>Use of Private Technology Devices by Students</b> 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.
<b>Policy 6141.9</b>	<b>Enrollment in an Advanced Course or Program and Challenging Curriculum - <i>including Administrative Regulations</i></b> 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.
<b>Policy 6172.1</b>	<b>Policy for the Equitable Identification of Gifted and Talented Students</b> 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.*

 		<b>IMPORTANT NOTES:</b>  1. Formal approval by your local or regional board of education, or equivalent governing body for schools must be obtained prior to submitting your Increasing Educator Diversity Plan. Be prepared to provide the day, month and year that the plan was approved by the board or equivalent governing body as part of the upload of your submission. 2. In the absence of an original motion or a preexisting board or board equivalent policy expressly conferring authority on the superintendent or equivalent schools administrator to make any necessary Plan revisions, the school board or equivalent governing body will be expected to formally approve any necessary revisions to its Plan prior to resubmitting the revised Plan by May 15, 2024	
Creating an Action Plan and Sustaining Efforts to Increase Educator Diversity — A Toolkit for District and School Leaders COVER PAGE			
District:	Berlin Public Schools		
Vision:	Berlin is committed to actively increasing diversity among our educators, recognizing the profound impact that a varied and inclusive staff can have on student success. Berlin Public Schools aspires to create a future where every student benefits from the richness of a varied and inclusive teaching staff, preparing them to thrive in an interconnected and diverse world.		
Theory of Action	If the District outlines a strategic approach for increasing educator diversity through effective recruitment and retention strategies, then we will assist in expanding the number of diverse applicants and ultimately assist with increasing the diversity of our education staff.		
Team Lead:	Denise Parsons, Director of Human Resources		
Team Members:	Brian Benigni, Superintendent; Laurie Gjerpen, Director of Curriculum; Katie Amenta, High School Principal; Abby Froeb, Middle School Dean of Students; Jean Borrup, Teacher & Director of ESOL; Karen Vecchitto, HR Generalist		



# Increasing Educator Diversity Plan Template



## Creating an Action Plan and Sustaining Efforts to Increase Educator Diversity — A Toolkit for District and School Leaders

### RECRUITMENT

Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)		Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?				
Attract and recruit diverse candidates through various outreach opportunities	Denise Parsons, Director of Human Resources	<ul style="list-style-type: none"> <li>* Expand Berlin's in-person presence at career fairs</li> <li>* Develop marketing materials that celebrate Berlin and share the benefits of working here</li> <li>* Develop relationships with various associations for diverse educators</li> <li>* Develop relationships with university educators and provide student outreach through their clubs and career centers.</li> </ul>	Building Administrators, Human Resources, Curriculum & Instruction	Data provided through application software will indicate an increase in the number of diverse candidates.	Utilize current system	Candidates can decline identifying their race & ethnicity on the application. We currently have a 20% ratio of candidates that do not respond to the request for data.	Utilize District staff to identify existing relationships with universities and associations

Increase interest in teaching careers with the current students of the Berlin Public Schools	Building Administrators at BHS & McGee Middle School	<ul style="list-style-type: none"> <li>* Work with student POC clubs to encourage excitement about teaching</li> <li>* Provide teaching and learning opportunities for current students through our Pre-K programming</li> <li>* Initiate a Future Teachers Club at the Middle School.</li> <li>* Facilitate volunteer hours with BHS students in elementary classrooms</li> <li>* Utilize existing student activities/clubs to provide students with opportunities to develop teaching skills such as presenting to groups.</li> </ul>	Building Administrators at BHS & McGee Middle School	1/1/2025	Building administrators will send a teacher rep to at least two meetings annually of POC clubs to share about careers in teaching.	Look for grant funding to support new stipends for teachers involved in new student clubs	Low student interest in new clubs. Utilize educators to identify and encourage promising students to participate.	Work with students in existing clubs that could be on similar track for educators
Provide growth opportunities for non-certified staff to move into teaching positions	Human Resources and Building Administrators	<ul style="list-style-type: none"> <li>* Create a tuition reimbursement program for staff interested in pursuing teaching.</li> <li>* Create a mentorship program for diverse paras interested in pursuing a career in teaching.</li> <li>* Work with existing interested paras who wish to pursue certification</li> </ul>	Human Resources & Building Administrators (including SpecEd Administrators)	Ongoing	Interested paras pursue additional training, including certification	Funding required for tuition programs	Limited interest and limited funding. To mitigate we will seek out grant opportunities in addition to requesting budget increases.	Once funding obtained, communicate programming opportunities to staff
Investigate opportunities for international recruitment	Denise Parsons, HR	Identify international recruiters to determine if this is an affordable option for Berlin	Superintendent & HR	May 2024	Identification of an additional valid recruitment source	Funding for additional costs and additional time requirements	Delays in processing H1B Visas, candidates fall through. To mitigate we will assign a designated District representative to provide supports.	Work with Administrators to educate them on the possibility and procedures.



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# Increasing Educator Diversity Plan Template



Creating an Action Plan and Sustaining Efforts to Increase Educator Diversity — A Toolkit for District and School Leaders

## HIRING & SELECTION

Goal  (What are we trying to do?)	Who Manages the Goal?  (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress  (How will we know if we are on track for success?)	Resources Required  (What people, time, money, and technology will be needed?)	Risks and Mitigation  (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts  (Who needs to be consulted/engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Hire qualified diverse teachers across all levels of the District	Human Resources and Building Administrators	<ul style="list-style-type: none"> <li>* Utilize staff, students and community members on hiring committees when possible</li> <li>* Ensure all committee members are trained on implicit bias.</li> <li>* Invite existing educators of color to participate on interview panels</li> </ul>	Human Resources & Administrators	Current & Ongoing	We will see an increase in diversity of our staff at all levels	Time needed for training prior to search involvement	Lack of available certified teachers of color in the job market. We will look inward to increase pool of applicants coming out of Berlin.	Ensure all staff are aware of expectations, especially those leading search committees.



# Increasing Educator Diversity Plan Template



WestEd.org

## Creating an Action Plan and Sustaining Efforts to Increase Educator Diversity — A Toolkit for District and School Leaders

### RETENTION

Goal  (What are we trying to do? How will you sustain educators in ways that increase their retention?)	Who Manages the Goal?  (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress  (How will we know if we are on track for success?)	Resources Required  (What people, time, money, and technology will be needed?)	Risks and Mitigation  (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts  (Who needs to be consulted/engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Retain current pool of diverse educators throughout the District.	Building Administrators and Curriculum & Instruction	<ul style="list-style-type: none"> <li>* Encourage organically developed communities for diverse employees</li> <li>* Enhance new teacher orientation programming to ensure connectivity for diverse employees</li> <li>* Maintain a culture in schools where all employees feel valued and connected</li> <li>* Establish a more comprehensive exit interview</li> </ul>	Superintendent & Administrators	Ongoing	Maintain and/or increase the number of diverse staff	Funding for establishing communities of connectivity; time to develop culture enhancing activities; time for exit interviews	Inconsistent implementation and interpretation. Clear and specific expectations need to be communicated	Expectations need to be clarified for Building & District Administrators.

**BERLIN BOARD OF EDUCATION**  
**February 12, 2024**  
**MINUTES**  
**SPECIAL MEETING**

Attendance: Julia Dennis  
Melissa Gibbons  
Brian DeLude  
Jennifer Jurgen  
Jaymee Miller  
Gina Nappi  
Adam Salina  
Tracy Sisti – Absent  
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; Director of Pupil Personnel Services Linda Holian; Supervisor of Special Education – Elementary Michelle Zeuschner; Director of Human Resources Denise Parsons; 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 Willard School Megan Sirois; and Principal of Hubbard School Alfred Souza.

**I. CALL TO ORDER**

Ms. Dennis called the meeting to order at 5:56 p.m. in the Berlin High School Auditorium at 139 Patterson Way, Berlin, Connecticut.

**II. 2024-2025 BUDGET OVERVIEW TO THE PUBLIC**

The Board held an informational meeting for the public to receive input on the Superintendent's Proposed Operating Budget for 2024-2025.

Superintendent Benigni and Ms. Dennis provided a slideshow of the Superintendent's Proposed Budget for Fiscal Year 2024-2025. Superintendent Benigni stated the goals for his proposed 2024-2025 budget are to provide quality education; prepare students for multiple options and opportunities; maintain favorable class sizes and course offerings; consistent support of technology; and commitment to a safe learning environment for all students and staff. Ms. Dennis stated Berlin's mission is to empower students to be enthusiastic, curious learners and kind compassionate leaders in the community and the world, and the core values are purpose, passion and pride. Ms. Dennis shared Berlin's Beliefs about Learning and the Vision of the Graduate.

Superintendent Benigni's proposed 2024-2025 budget (\$54,105,092) has an overall increase of 6.39% (\$3,250,021.40). Superintendent Benigni stated staffing contractual obligations represent 4.21% of the overall 6.39% increase; contracted services, transportation and utilities represents .71% of the overall 6.39% increase; supplies, equipment, all other expenditure represent 1.31% of the overall 6.39% increase; AND new staff represents .35% of the overall 6.39% increase.

Ms. Dennis stated the Special Education Budget accounts for 25.5% of the overall budget.



Superintendent Benigni stated 3.5 FTE new staff were added in 2024 which included a certified math teacher, certified special education teacher, IT Technician and an office assistant (\$293,425). Three positions, previously funded by grants, the Certified Reading Specialist, Certified Math Specialist and Family Communication Specialist are moving into the General Fund (\$265,233). Total staffing changes have an increase of \$177,920. The only new staff being proposed is a 1.00 FTE Certified Science Teacher and a 1.00 FTE elementary teacher.

Superintendent Benigni shared a comparison of Superintendents' request for DRG D.

Administrative Salaries: There is an increase of \$117,347.29 or 3.68%, which is driven by an affiliated contract increase of 2.25% or 4.60% with step; non-affiliated administrators are budgeted at 3%; and increased FTE is the re-categorization of the Lead Teacher to the Dean of Students.

Certified Salaries: There is an increase of \$1,292,733.18 or 5.79%, which is driven by 160 teachers on max step for the 2024-2025 school year, and 105 teachers advance a step for the 2024-2025 school year. This increase also includes one math teacher and one BLAST teacher positions added in FY24; one reading and one math specialist positions previously funded through ARP ESSER; an additional science teacher position for FY25; Department Supervisor Library Media and Technology Integration; and anticipated salary lane changes.

Non-Certified Salaries: There is an increase of \$410,441.94 or 5.10%, which is driven by rate increases for affiliated staff are determined by contract and non-affiliated contracts are budgeted at 3%. This increase also includes an increase to the per diem substitute account; increased funding for custodial overtime; increased hours for EL tutors; additional IT Technician added in FY24; one Family Communication Specialist previously funded through ARP ESSER; and additional seasons for the Unified Sports Program.

Employee Benefits: There is an increase of \$497,195.00 or 6.53%, which is driven by a 10% rate increase for medical insurance set by the Town; rate increase for dental insurance is 0%; and the employer percentage for staff groups has been adjusted to meet the contractual obligation for each group. This increase also includes new staff benefits.

Contracted Services: There is an increase of \$241,135.89 or 11.87%, which is driven by contracted services for professional services for PPS; legal services; transportation for athletics; and operational and educational systems. Most professional services increase three to seven percent annually. This increase also includes the Effective School Solutions Program at Berlin High School and professional development.

Utilities: There is an increase of \$27,107.00 or 5.58%, which is driven by the increase for natural gas and water and sewer. Berlin and Cromwell will split the utility costs for the CCTA program at 50%.

Transportation: There is an increase of \$93,625.00 or 2.80%, which is driven by the contractual increase of 3% for the 2024-2025 school year with New Britain Transportation; the cost of fuel is negotiated annually, and the price per gallon for both diesel and gasoline is expected to increase; increase for vehicle repair and maintenance; and Special Education Transportation is budgeted net of Excess Cost.

Tuition: There is a decrease of \$98,978.00 or 3.85%, which includes anticipated 3% increase for all Special Education outplacements for the 2024-2025 school year and Special Education tuition budgeted net of Excess Cost. Also included are unanticipated Special Education placements for the 2024-2025 school year; tuition cost for Career Pathways and Independent study; and adjustment for House Bill 6941 – Vo-Ag and Magnet tuitions (conservatively budgeted at 80% of FY24 cost).

Supplies, Textbooks and Materials: There is an increase of \$238,337.74 or 25.23%. To assist with the rising cost of inflation, building principals and department heads were asked to increase their supply budgets for the 2024-2025 school year. These building budgets have not increased in four years and principals and department leaders have redistributed funds from supplies, equipment, and all other expenditures to best fit the needs of their students and programs for the 2024-2025 school year. This increase also includes textbooks and an increase for custodial supplies and materials.

Equipment: There is an increase of \$373,238.40 or 174.94%, which is driven by student and classroom technology approaching end-of-life and in need of replacement. This increase also includes 1:1 Technology and district technology.

All Other Expenditures: There is an increase of \$57,837.86 or 80.44%, which includes the increase for CAFE membership and increase for Berlin High School graduation which is budgeted in the student accountability account for FY24 and will need to be fully funded in the General Fund in FY25.

Superintendent Benigni and Ms. Dennis provided the five year FTE Comparisons; Open Choice Enrollment and Funding History; Open Choice anticipated budget for 2024-2025; budget funding history; Berlin's five year adopted budgets compared to area districts; FY24 Budget Percentage Increase for DRG D; net current expenditure per pupil DRG D and State Comparison; Preview of Student Achievement Report ELA and Math SBA grades 3-8; Preview of Student Achievement Report Next Generation Science Standards – 11<sup>th</sup> Grade; Preview of Student Achievement Report SAT; state funding; federal funding; and elementary, middle and high school enrollment projections

### **III. ADJOURNMENT**

**At 6:32 p.m., a motion was made by Mr. Salina, seconded by Ms. Miller, to adjourn.**

**FAVOR: ALL**

**MOTION CARRIED: 8:0; including President Dennis**

Respectfully submitted,

Melissa Gibbons, Berlin Board of Education



**BERLIN BOARD OF EDUCATION**  
**February 12, 2024**  
**MINUTES**  
**REGULAR MEETING**

Attendance: Julia Dennis  
Melissa Gibbons  
Brian DeLude  
Jennifer Jurgen  
Jaymee Miller  
Gina Nappi  
Adam Salina  
Tracy Sisti – Absent  
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; Director of Pupil Personnel Services Linda Holian; Supervisor of Special Education – Elementary Michelle Zeuschner; Director of Human Resources Denise Parsons; 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 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 6:32 p.m. in the Berlin High School Auditorium at 139 Patterson Way, Berlin, Connecticut. The Pledge of Allegiance was recited.

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

Peer leaders/students provided a presentation on the Unified program at Berlin High School. Presenters this evening were Olivia Watson/Patrick Serafin, Samantha Hartan/Aliya Eishehofer, Brennan Smith/Gabe Matta, Jessica Vale da Serra/Taylor Wilcox, Macie Krawciw/Caitlyn Jerard, Elyse Niemiec/Julia Blair, Adrianna Varricchio/Dora Accarpi, Mya Lamoureux/Leah Prendergast, and Katie Zibell/Mark Lanteri. This presentation celebrated the growing Unified program at Berlin High School, which has evolved from Unified Sports to an entire Unified curriculum, along with the partnerships created between peer leaders and students that create a culture of empathy, inclusion, and acceptance.

**III. SPECIAL RECOGNITION**

Elks Americanism Essay Contest Finalists

Americanism Chairman Mark Pruzin, Exhausted Ruler Suzanne Topliff and Leading Knight Pat Buden provided information about the Americanism Essay Contest that the New Britain Elks sponsored this past November for students in Grades 6-7, in the Berlin and New Britain school systems. Recognized this evening were Grade 6 finalists Andrew Alger and Luke Redditt and Grade 7 finalists Brianna Giannone and Audrey Jurczyk. Each finalist was presented with a Certificate of Achievement and monetary gift from members of the New Britain Elks.

In addition, Americanism Chairman Mark Pruzin, on behalf of the New Britain Elks, recognized Principal Urso and Superintendent Benigni for their continued support and dedication for the Americanism Essay Contest.

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

##### **A. Report of Board Members**

Ms. Dennis reported on the Connecticut Association of Boards of Education (CABE) Board of Directors meeting, which was held on February 7, 2024.

Mr. DeLude encouraged Berlin citizens to attend the Berlin High School musical *The Addams Family, A New Musical*.

##### **B. Report of Student Representatives**

Mr. Saunders reported, two weeks ago, the Berlin High School Mock Trial Team competed in the semifinalist round at the New Britain Courthouse and advanced on to states in early March; the girls and boys indoor track team has advanced to states; and Alliana Wicik, a senior student and National Honor Society member was recently awarded an academic scholarship, from the organization, for her academic and extracurricular excellence over the past four years at Berlin High School.

Miss Hashim reported, last Wednesday, the Math Team at Berlin High School hosted their first competition as part of the Capital Area Math League, which is composed of 24 schools across the state. At the end of the season, the top 50% of teams will advance to compete in the New England Math meet. Miss Hashim reported senior, Madelyn Lazzara, recently won the Connecticut Regional Scholastic Art Awards Gold Key Award.

##### **C. Committee Reports**

Mr. Zarabozo reported the Finance & Operations Committee met on Friday, February 9, 2024, and discussed the proposed 2024-2025 budget. The Committee put together a summary and letter to answer questions received from the Board of Finance, a copy which went out to all Board members.

Ms. Miller reported the Curriculum Committee met prior to tonight's meeting and discussed the Student Achievement Report, which appears later in the agenda.

Ms. Gibbons reported the Community Engagement Committee met on February 5, 2024 and discussed reports from individual Board members at each Board meeting, continued use of Facebook and articles submitted to the *Berlin Citizen*.

##### **D. CREC Report**

There was no report this evening.

##### **E. Correspondence to the Board**

Superintendent Benigni reported the Board won the Bonnie B. Carney Award of Excellence for Educational Communications. Superintendent Benigni shared a thank you note received from Laurie Pieciewicz.



**V. AUDIENCE OF CITIZENS**

Imelda Mongillo, 86 Devonshire Way, Berlin, Connecticut, addressed the Board regarding the Board's Proposed Board of Education Budget for 2024-2025, which appears later in the agenda for adoption.

**VI. PERSONNEL**

Retirement – Finance Assistant – Central Office

Wendy Weed, Finance Assistant at Central Office, has submitted her letter of intent to retire effective June 30, 2024.

**Moved by Mr. Salina, seconded by Ms. Nappi, that the Board accept the retirement of Wendy Weed, Finance Assistant at Central Office, effective June 30, 2024. Also to thank her for the 14 years of service she has provided to the youth of Berlin and wish her good health and happiness in her retirement years.**

**FAVOR: ALL**

**MOTION CARRIED: 8:0; including President Dennis**

**VII. NEW BUSINESS**

A. Student Achievement Report

Curriculum Directors Laurie Gjerpen and Kara Watson, along with Secondary Department Supervisors Liz Atwood-Daly, Jeff Cronk, Ross Hanson, and Adam Leonard, shared a number of measures of student achievement. The presentation, a copy which was provided to Board members, included the Smarter Balanced Assessment (SBA) for Grades 3-8; Next Generation Science Standards (NGSS) results for students in Grades 5, 8 and 11; the Scholastic Aptitude Test (SAT) results; and Advanced Placement (AP) Program results. The information shared will help to explain trends in the student performance data, the impact on planning for continuous improvement, related professional development, and curriculum to be reviewed. The Curriculum Committee met earlier today to review the report.

Co-Directors of Curriculum Gjerpen and Watson began the presentation with the Smarter Balanced Results for 2023. They reviewed the results of the Smarter Balanced Growth model; Connecticut Statewide Data Trends for school years 2018-2019, 2021-2022 and 2022-2023 for students with high needs and students without high needs; percentage of students achieving levels 1 – 4 by Grade for English Language Arts and Mathematics 2023; 2023 English Language Arts and Mathematics by Grade and Performance Level; 2023 subgroup performance for English Language Arts and Mathematics; Literacy and Numeracy Subgroups; and the DRG comparison 2023 for English Language Arts and Mathematics. Ongoing work and next steps for the elementary and middle schools include providing professional development for multiple departments related to the teaching of reading, writing and math, including ongoing work with math and literacy coaches; ongoing examination and revision of units of instruction and expectations in literacy and math, including vertical articulation across grade levels; review and revise protocols for test preparation; strengthening use of formative assessment data to provide targeted support and enrichment opportunities for students; collaboration with the Pupil Personnel Services Department to align and extend instruction; utilize the Data Warehouse to monitor student progress and tighten up protocols for reviewing data; and implementing the new Multi-Tiered Systems of Success (MTSS) Process that was developed during the 2022-2023 school year.

With regard to the NGSS results for 2023, Department Supervisor Adam Leonard reviewed the Connecticut Statewide Data Trends for school years 2018-2019, 2021-2022 and 2022-2023 for students with high needs and students without high needs; percentage of students achieving levels 1 – 4 by Grade; 2023 Science by grade and performance level; DRG NGSS all grades comparison 2023; 2023 subgroup performance percentage meeting or exceeding achievement level. Ongoing work and next steps for the elementary, middle and high schools include professional development opportunities; review and revision of units and assessments; and review and revise protocols for test preparation.

With regard to the 2023 SAT school day results, Department Supervisors Jeff Cronk and Ross Hanson reviewed the SAT Scores & Subscores; the new SAT test for reading and writing and mathematics; state-wide data for students with high needs and students without high needs; Evidence-Based Reading and Writing (EBRW) and mathematics results; EBRW and mathematics state comparisons; 2023 SAT EBRW and mathematics by performance level; the DRG comparison for EBRW and mathematics; 2023 results by subgroup EBRW and mathematics grade 11; and Ongoing Work and Next Steps.

With regard to the AP Program, Secondary Department Supervisor Liz Atwood-Daly reviewed the AP courses offered at Berlin High School; AP performance; percentage of AP exams scoring 3 or higher; number of AP exams scoring 3 or higher; additional college credit-bearing courses at Berlin High School 2022-2023; UCONN ECE course offerings and participation data; number of enrollments in college credit-bearing courses at Berlin High School; graduation rates; post secondary plans for the class of 2023; post-secondary school persistence data; and additional student achievement highlights.

Included within the Student Achievement Report, provided to Board members, were appendices containing additional student performance data.

#### B. Open Choice Program Participation for 2024-2025

Superintendent Benigni provided Board members with a document reflecting, by grade, his recommended number of Open Choice students for 2024-2025. Superintendent Benigni recommended the district accommodate an additional fifteen (15) students for the 2024-2025 school year and provided the Board with his recommendation for placement of 14 students within grade kindergarten and one student within grade 10. Superintendent Benigni stated the grade 10 student is a sibling of one of the kindergarten students. The 14 kindergarten students would be disbursed amongst the schools, depending on class sizes, and no additional teachers would be added. Superintendent Benigni stated, although the seats are being offered, it does not mean they have been accepted.

**Moved by Mr. Zarabozo, seconded by Mr. Salina, to approve the superintendent's recommendation regarding the level of participation in the Open Choice Program for the 2024-2025 school year as presented; 14 kindergarten seats and one Grade 10 seat.**

In response to Mr. Salina's question how many seats did the district offer last year, Superintendent Benigni stated he will provide the exact data; however, he believes 21 seats were offered with 13 accepted. Superintendent Benigni stated seats are not being filled, which is unique to the Open Choice Program. Also, if a student no longer resides in Hartford, they are no longer eligible for the Open Choice Program, which is another reason why numbers have gone down.



In response to Ms. Nappi's question, how many seats is the district allowed to offer, Superintendent Benigni stated, there is no limitation. The issue now is even if seats are offered, the district is not receiving responses.

**FAVOR: ALL**

**MOTION CARRIED: 8:0; including President Dennis**

C. Naming of Berlin High School & McGee Band Rooms

Ms. Dennis stated, at the January 8 Board meeting, she informed the Board that the ad-hoc subcommittee recommended the Board move forward with naming the Berlin High School band room in honor of Paul J. Karam and the McGee School band room in honor of Ronald A. Campanario. If the Board is in agreement, with the subcommittee's recommendation, a motion is in order.

**Moved by Ms. Nappi, seconded by Mr. Salina, to authorize naming the Berlin High School band room in honor of Paul J. Karam and the McGee School band room in honor of Ronald A. Campanario.**

Mr. Salina and Superintendent Benigni shared the impact these two gentlemen have had on students, the Berlin community as well as themselves.

**FAVOR: ALL**

**MOTION CARRIED: 8:0; including President Dennis**

D. Review and Anticipated Adoption of the Proposed Board of Education Budget for 2024-2025

The Board of Education has reviewed and discussed the Superintendent's Proposed Budget for 2024-2025. The Finance & Operations Committee met on February 9 to discuss the proposed budget. An informational meeting was held earlier this evening to provide an overview of the 2024-2025 proposed budget to the public and receive feedback. The Board of Education and the Board of Finance will hold a joint meeting on March 6 to discuss the adopted budget.

**Moved by Mr. Zarabozo, seconded by Mr. DeLude, to adopt the Board of Education Operating Budget for 2024-2025 in the amount of \$54,105,092.**

Ms. Gibbons thanked all the individuals that took part in answering all the Board's questions. She stated, although all requests have a purpose, she believes the amount requested is high.

**FAVOR: 6**

**OPPOSED: 2**

**MOTION CARRIED: 6:2; including President Dennis;  
Board members Gibbons and Nappi opposed**

E. Joint Meeting with Town Council and Board of Finance

The Board held a discussion concerning Mayor Kaczynski's request, following the January 9, 2024 Town Council meeting, that the Board President and Superintendent Benigni attend the next Town Council meeting to respond to questions concerning the budget. Ms. Dennis stated she felt it was important that all Board members be included and proposed that the Town Council should attend the joint meeting already scheduled to take place between the Board of Finance and the Board of Education on March 6.

F. Pre-K Transportation Discussion

This past June, the Board discussed the feasibility of providing pre-K transportation for all students as a follow up to a parent's request. At the June 12 Board meeting, Superintendent Benigni stated the district is legally mandated to provide transportation for students eligible for the pre-K program and is not required to provide transportation for community model representatives enrolled in the pre-K program. He stated there would be considerable costs to transport community role models and provided Board members with this information.

At the August 28 Board meeting, Finance Director Ashley Dorsey provided an approximation of the additional cost to transport role model students. Based on the 2023-2024 enrollment, 21 students are enrolled in the program. The projection is for next year, using 2024-2025 rates and assuming 21 students will need transportation to and from home and school. Students can be transported on buses or vans. Although students can be legally transported by bus, she stated it is not recommended as students are too small. In addition to the daily cost of the bus, an aide will also need to be on each bus with students. The district will need three additional buses, one bus per school district for route efficiency, each at a daily rate of \$351.71, for 181 student days, for a total of \$190,989.39. In addition, the district would need a minimum of three aides, each at their daily rate, for a minimum of four hours, for 181 school days for a total of \$65,138.28. The total estimated cost for bus transportation is \$256,127.67, a .05% impact on the overall budget for next year, without any other contractual increases. The other option, and parents' preference, is van transportation. Because of a student's size, all students would need to be in a five-point harness. The district would need to purchase ten additional vans for pre-school transportation as only two five-point harnesses fit in one van. The estimated startup cost is \$430,000. With regard to driving costs, the district would need ten drivers, at their hourly rate, for a minimum of four hours, for 181 student days, which totals approximately \$326,243.40. The total estimated cost to transport students in vans is \$756,243.40, a 1.5% impact on the overall budget for next year, without any other contractual increases. A copy of the presentation provided at the August 28 Board meeting has been posted in Schoology. The Board considered the information presented and, based on that information, no action was taken.

At the request of a parent, providing Pre-K transportation to all students was discussed again this evening since the Board composition changed after this issue was discussed at the August 28 meeting, and after consideration, based upon the information provided, no action was taken.

**VIII. CONSENT AGENDA**

- A. Approval of Minutes
  - 1. Regular Meeting of January 8, 2024
  - 2. Special Meeting of January 5, 2024
  - 3. Special Meeting of January 10, 2024

4. Special Meeting of January 22, 2024

B. Monthly Budget Report – Period ending January 31, 2024

C. Facilities Update

Director of Operations Jeffrey Cugno provided a report that has been posted in Schoology.

D. Overnight Field Trip Request – BHS Upbeat March Leadership Training, Groton, CT – March 22-24, 2024

Berlin High School Principal Katie Amenta and Upbeat Director Sheel Patel requested permission for Upbeat students to travel to Project Oceanology, in Groton, CT, to attend the March Leadership Training on March 22-24, 2024. Students will participate in a workshop to learn about basic communication skills. By participating in this training, students will develop relationships with their peers and staff members to help build and maintain a sense of community at Berlin High School.

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

**FAVOR: ALL**

**MOTION CARRIED: 8:0; including President Dennis**

**IX. ADJOURNMENT**

**At 8:56 p.m., a motion was made by Mr. Salina, seconded by Mr. Zarabozo, to adjourn.**

**FAVOR: ALL**

**MOTION CARRIED: 8:0; including President Dennis**

Respectfully submitted,

Melissa Gibbons, Berlin Board of Education



**Berlin Board of Education**  
**Monthly Budget Report**  
**February 29, 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	\$365,429.62	\$2,070,001.11	\$1,120,009.60	\$1,043,689.21	\$76,320.39	2.39%	
11 Certified Salaries	\$22,662,492.82	(\$324,520.00)	\$22,337,972.82	\$2,810,929.05	\$13,160,969.41	\$9,177,003.41	\$9,220,208.91	(\$43,205.50)	-0.19%	
12 Non-Certified Salaries	\$8,073,331.06	(\$24,892.00)	\$8,048,439.06	\$1,113,525.09	\$4,975,425.74	\$3,073,013.32	\$2,654,397.06	\$418,616.26	5.20%	
20 Benefits	\$7,612,575.00	\$0.00	\$7,612,575.00	\$196,012.73	\$6,816,371.25	\$796,203.75	\$543,923.54	\$252,280.21	3.31%	
30 Contracted Services	\$2,007,536.11	\$25,859.46	\$2,033,395.57	\$98,787.17	\$856,248.68	\$1,177,146.89	\$713,162.71	\$463,984.18	22.82%	
40 Utilities	\$485,915.00	\$0.00	\$485,915.00	\$70,837.60	\$247,479.46	\$238,435.54	\$196,642.28	\$41,793.26	8.60%	
51 Transportation	\$3,345,950.00	\$0.00	\$3,345,950.00	\$297,111.72	\$1,820,008.22	\$1,525,941.78	\$1,333,957.74	\$191,984.04	5.74%	
56 Tuition	\$2,572,543.00	\$0.00	\$2,572,543.00	\$7,939.34	\$1,534,547.16	\$1,037,995.84	\$461,017.96	\$576,977.88	22.43%	
60 Supplies	\$951,824.90	(\$7,052.64)	\$944,772.26	\$62,713.98	\$456,428.77	\$488,343.49	\$42,353.97	\$445,989.52	47.21%	
70 Equipment	\$208,725.00	\$4,121.14	\$212,846.14	\$2,838.90	\$57,618.98	\$155,227.16	\$2,227.13	\$153,000.03	71.88%	
80 All Other Expenditures	\$68,687.00	\$1,964.04	\$70,651.04	\$1,739.99	\$53,436.61	\$17,214.43	\$32,946.56	(\$15,732.13)	-22.27%	
Total	\$50,855,070.60	\$0.00	\$50,855,070.60	\$5,027,865.19	\$32,048,535.39	\$18,806,535.21	\$16,244,527.07	\$2,562,008.14	5.04%	\$0.00

# Town of Berlin Board of Education

## 11BOE REPORT#####GRANTS

Fiscal Year: 2023-2024

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 2/1/2024 To Date: 2/29/2024

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	\$197,618.41	\$10,234.27	\$75,206.53	\$122,411.88	\$32,933.85	\$89,478.03	45.28%
00502.00.00.0000.00.0000.00	Special Education Reim.	\$1,010,849.90	\$82,785.31	\$280,305.88	\$730,544.02	\$0.00	\$730,544.02	72.27%
00503.00.00.0000.00.0000.00	Chromebok Contracts	\$40,814.50	\$384.80	\$5,067.80	\$35,746.70	\$0.00	\$35,746.70	87.58%
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	\$9,982.51	\$2,445.90	\$4,322.25	\$5,660.26	\$89.02	\$5,571.24	55.81%
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%
00510.00.00.0000.00.0000.00	Perkins Grant	\$28,954.00	\$235.00	\$4,472.69	\$24,481.31	\$16,944.99	\$7,536.32	26.03%
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	\$11,835.32	\$13,386.67	\$18,320.03	\$7,742.58	\$10,577.45	33.36%
00515.00.00.0000.00.0000.00	McKinney Vento Grant	\$9,031.85	\$0.00	\$2,405.00	\$6,626.85	\$0.00	\$6,626.85	73.37%
00516.00.00.0000.00.0000.00	Prior Years Return	\$14,195.67	\$0.00	\$0.00	\$14,195.67	\$0.00	\$14,195.67	100.00%
00517.00.00.0000.00.0000.00	APRA- Right to Read Grant	\$93,000.00	\$0.00	\$0.00	\$93,000.00	\$0.00	\$93,000.00	100.00%
00518.00.00.0000.00.0000.00	Marjorie Moore Gris Robotics/S	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	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	Medical Funding	\$192,714.38	\$12,076.32	\$56,844.55	\$135,869.83	\$47,817.65	\$88,052.18	45.69%
00555.00.00.0000.00.0000.00	E-RATE	\$54,377.81	\$0.00	\$15,559.79	\$38,818.02	\$318.99	\$38,499.03	70.80%
00600.00.00.0000.00.0000.00	Title 1 Grant	\$165,775.00	\$4,657.04	\$22,451.99	\$143,323.01	\$15,496.68	\$127,826.33	77.11%
00602.00.00.0000.00.0000.00	IdeaPartB, Section 611 Grant	\$665,961.00	\$40,711.69	\$172,462.98	\$493,498.02	\$131,294.35	\$362,203.67	54.39%
00603.00.00.0000.00.0000.00	Idea,PartBSection 619 Grant	\$24,338.00	\$0.00	\$0.00	\$24,338.00	\$0.00	\$24,338.00	100.00%
00604.00.00.0000.00.0000.00	Title II Part A Teach Grant	\$43,814.00	\$0.00	\$0.00	\$43,814.00	\$0.00	\$43,814.00	100.00%
00605.00.00.0000.00.0000.00	Title IV Part A 7/1/22 - 6/30/	\$13,574.00	\$777.00	\$777.00	\$12,797.00	\$0.00	\$12,797.00	94.28%
00609.00.00.0000.00.0000.00	Title III Grant	\$14,824.00	\$0.00	\$1,380.16	\$13,443.84	\$0.00	\$13,443.84	90.69%
00700.00.00.0000.00.0000.00	Title I Grant	\$78,076.59	\$13,081.23	\$61,045.74	\$17,030.85	\$34,883.26	\$17,852.41	-22.87%
00701.00.00.0000.00.0000.00	Sheff Settlement	\$113,345.00	\$13,791.87	\$46,459.73	\$66,885.27	\$9,586.35	\$57,298.92	50.55%
00702.00.00.0000.00.0000.00	Idea Part B, Section 611 Grant	\$247,504.26	\$20,202.27	\$182,953.75	\$64,550.51	\$60,890.30	\$3,660.21	1.48%
00703.00.00.0000.00.0000.00	Idea Part B Section 619	\$22,286.00	\$3,830.98	\$17,258.51	\$5,027.49	\$9,295.98	(\$4,268.49)	-19.15%
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%
00705.00.00.0000.00.0000.00	Title IV Part A 2023-2025	\$12,080.00	\$0.00	\$0.00	\$12,080.00	\$0.00	\$12,080.00	100.00%
00706.00.00.0000.00.0000.00	Choice Grant	\$1,171,363.51	\$197,117.66	\$610,545.65	\$560,817.86	\$478,574.39	\$82,243.47	7.02%
00709.00.00.0000.00.0000.00	Title III	\$7,809.20	\$955.21	\$4,762.74	\$3,046.46	\$412.93	\$2,633.53	33.72%
00710.00.00.0000.00.0000.00	Excess Cost	\$746,676.00	\$466,770.34	\$466,770.34	\$279,905.66	\$0.00	\$279,905.66	37.49%
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	\$25,885.92	\$117,032.66	\$295,022.00	\$156,649.22	\$138,372.78	33.58%
00716.00.00.0000.00.0000.00	ARP IDEA 611	\$45,869.20	\$0.00	\$45,869.20	\$0.00	\$0.00	\$0.00	0.00%
00722.00.00.0000.00.0000.00	Open Choice-Educational Enhanc	\$6,900.00	\$0.00	\$0.00	\$6,900.00	\$0.00	\$6,900.00	100.00%
00723.00.00.0000.00.0000.00	Open Choice-Acceptance Rate	\$6,900.00	\$0.00	\$2,271.03	\$4,628.97	\$0.00	\$4,628.97	67.09%
00800.00.00.0000.00.0000.00	Special Grants	\$101,809.64	\$0.00	\$0.00	\$101,809.64	\$0.00	\$101,809.64	100.00%
<b>Grand Total:</b>		\$5,854,979.93	\$907,778.13	\$2,349,828.21	\$3,505,151.72	\$1,002,930.54	\$2,502,221.18	42.74%

End of Report

## **Facilities Update**

Business Office

Berlin Public Schools

### **Berlin Board of Education (BOE) Meeting – March 11, 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 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.

- **Berlin High School**

- A new location for the **Athletic Department Office** will be on the second floor across from the B Gym. The Business Office is working with the Athletic Director and Principal to plan for furnishings and some renovations to the space. A preliminary layout and budget will be prepared shortly for review. We hope to have the premises completed and the Office open by the end of this school year.

- **McGee Middle School**

- Following the Educational Specifications and the preliminary cost estimate information for the renovation of the **Science Laboratory Classrooms** being received by the Town's Public Building Commission (PBC) for review, Town Engineer requested additional information regarding the planned use for the classrooms. At the direction of the Superintendent, the District Curriculum Dept. and various science instructors provided the requested information to the PBC for review and use in planning and developing the space.



- **Griswold Elementary School**

- The structural engineering report for the **Modular Classrooms** has been completed. It has been recommended that the wooden decking and exit ramps at the rear of the structure be repaired. The Town Facilities Dept. has notified the Business Office that it intends to plan for and provide the necessary repairs shortly.

- **Central Connecticut Transition Academy (CCTA)**

- The **installation of security and safety improvements** at the CCTA, including new entry and exit doors with access controls has been put under contract. The estimated time line for material and equipment delivery and installation is 8-10 weeks.