

BOARD OF EDUCATION

City Hall - 45 Lyon Terrace
Bridgeport, Connecticut 06604

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MEMBERS OF THE BOARD

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Bridgeport, Connecticut

October 2, 2020

Board Members:

A meeting of the Governance Committee of the Board of Education will be held remotely via Microsoft Teams on Monday, October 5, 2020, commencing at 6:30 PM. A link to view the meeting will be made available to the public through <https://www.bridgeportedu.net/stream>.

Agenda

1. Approval of Minutes – September 3, 2020
2. Discussion and Possible Action on Control Transfer Policy #5116a

Bobbi Brown
Secretary
Board of Education

Governance Committee Members:

Hernan Illingworth (Chair)
Jessica Martinez
John R. Weldon
Michael J. Testani (Staff)

Thursday, September 3, 2020

MINUTES OF THE GOVERNANCE COMMITTEE OF THE BRIDGEPORT BOARD OF EDUCATION, held September 3, 2020, at Bridgeport Regional Vocational Aquaculture School and by video call, Bridgeport, Connecticut.

The meeting was called to order at 6:13 p.m.

Committee members present were Chair Hernan Illingworth and John Weldon. Board members Sybil Allen and Albert Benejan were present

Superintendent Michael J. Testani was present.

Mr. Weldon moved approval of the minutes of the meeting of August 17, 2020. The motion was seconded by Mr. Illingworth and unanimously approved.

The next agenda item was on Policy 5158. Carli Rocha-Reaes, coordinator of school counseling, said this applies to students with complaints and mediations related to disabilities under Section 504. The prior policy was from 2012, but needs to be updated to reflect current procedures as posted on the district website. She said she will be the 504 coordinator for the district going forward.

Ms. Roca Perez said the mediation procedures have been added to the policy, along with updated contact information and a section for adding Ms. Altro-Dixon as the person to contact for an employee with a disability.

Mr. Weldon moved *“to refer the revised policy to the full board for their review and approval.”* The motion was

seconded by Mr. Illingworth and unanimously approved.

The next agenda item was on control transfer policy 5116-A.

Supt. Testani said the district had historically been very liberal in granting controlled transfers. He said control transfers are for one year and should be revisited each year, but children end up staying in schools for several years, and along with siblings being transferred into a school it impacts kindergarten classes and other schools. This has led to certain schools being overcrowded and some schools being under-enrolled.

The superintendent said he was proposing simple language to revise the policy to reflect the requirement that space and program is available and the transfer is for a demonstrable need. He said many times there is not a need for a control transfer, but just a desire. He said redistricting is being looked at because of overcrowding at some schools.

Supt. Testani said the language of the proposal will allow the student to stay in a school for the last year of a K-6 school, K-8 school or high school even if the family moves.

The superintendent said he was not looking for approval tonight, but just to begin the conversation. He said it was important to do this simultaneously with redistricting.

In response to a question, the superintendent said Tisdale and Johnson Schools had received a lot of control transfers. Because of overcrowding families who move into those neighborhoods sometimes have difficulties registering their child in the local school.

Mr. Illingworth said as a parent he understood the need for a

control transfer. He said this was a great starting point to have a conversation to come up with something fair and manageable.

Supt. Testani said the policy should be that the parent will express what the need is and the administration will evaluate it on based on what they put forth, rather than listing reasons to allow a transfer which the parent can mold to fit a reason on the list. He said it was found that the control transfers are heavily weighted towards three or four schools, and the need to transfer goes away when a different school is offered to the parents.

Mr. Weldon said he understood the need for designees of the superintendent to work on the requests, but he suggested the superintendent be the final set of eyes looking at each request.

The superintendent said perhaps a parent might have to list several choices for the transfer, and if one school is very crowded one of the other choices can be accommodated.

Mr. Benejan said he was in support of making changes.

The superintendent said data management was looking into software that would be able to track the transfers better.

Mr. Illingworth said we should not rush into this, but it was a great conversation to have.

Mr. Weldon moved to adjourn the meeting. Ms. Martinez seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 6:38 p.m.

Respectfully submitted,

John McLeod

Draft



BRIDGEPORT BOARD OF EDUCATION

CONTROLLED TRANSFER POLICY

It is the policy of the Bridgeport Board of Education that students shall attend schools based upon geographic district lines. Exceptions to this policy are permitted under the **Controlled Transfer Policy**, which permits transfers to other schools within Bridgeport. **TRANSPORTATION WILL NOT BE PROVIDED FOR CONTROLLED TRANSFERS.**

A. The procedure for applying for a Controlled Transfer is as follows:

1. Applicants may pick up an application, as well as a policy statement, at the Office of Student Choice www.bridgeportedu.com click PARENT tab followed by SCHOOL CHOICE
2. The application must be filled out and returned to Office of Student Choice, Room 302, City Hall 45 Lyon Terrace, Bridgeport, and Ct 06604.
3. The application will be reviewed and a decision will be made in writing to the applicant.
4. A copy of the application and the approval or denial letter will be kept on file in the Office of Student Choice.
5. This policy does not apply to BPS Magnet Schools.

B. A Controlled Transfer will be granted under the following conditions:

1. A Controlled Transfer may be granted into classrooms where the current enrollment in grades K and one (1) is less than 23, in grades 2 through 8 with enrollments less than 28 students. In grades 9- 12, a controlled transfer application may be granted on a case by case basis by Central Office administration.

C. Procedure for revoking a Controlled Transfer:

1. Controlled Transfer applicants will be informed, in writing, that the Controlled Transfer will be revoked at any time for the following reasons:
 - Violation of the Code of Conduct Attendance policy or a Type 3 Code of Conduct Disciplinary Offense
 - The letter informing the parent of the controlled transfer revocation will reference the Code of Conduct disciplinary violation and include a copy from the Code of Conduct
 - After the completion marking period 2, any controlled transfer that is revoked will not take effect until the beginning of the next school year
 - If the student does not meet the terms of the Controlled Transfer for discipline, attendance and/or tardiness the following procedure is implemented:
 - The principal will contact the parent/guardian in writing to warn that the student could have his/her Controlled Transfer revoked according to the provisions outlined in the letter granting the Controlled Transfer. A copy of the letter will be sent to the Office of Student Choice - letter #1.
 - If the student continues to violate the Controlled Transfer Policy, a second letter will be sent to the parent/guardian. A copy of the letter will be sent to the Office of Student Choice - letter # 2.
 - Upon the third violation of the Controlled Transfer Policy, the Office of Student Choice will confer with the appropriate assistant superintendent and make a determination as to whether the Controlled Transfer should be revoked.
 - Should the request for revocation be approved, the Office of Student Choice will notify the principal of the Controlled Transfer assigned school and the new district school of the decision to revoke the Controlled Transfer and to assign the student to the new district school. A third and final letter will be sent to the parent/guardian from the Office of Student Choice revoking the controlled transfer.
 - Until the student has reported to the district school, the principal from the Controlled Transfer assigned school assists in the transfer to the new district school. This may entail phone calls, home visits or referrals to the appropriate agencies.

D. Appeal Process

- If the applicant disagrees with the decision, they will have 15 business days from receipt of the decision to appeal.
- The Controlled Transfer will remain in effect during the appeal process for a revocation
- Lack of space at the Controlled Transfer assigned school will be cause for immediate revocation, even while pending the outcome of an appeal.

E. Procedure for appeals is as follows:

- a. Applicant must, in writing, request that the Office of Student Choice have an Assistant Superintendent of Schools review the application.
- b. The Assistant Superintendent will review each appeal application and render a decision in writing to the applicant within ten (10) business days.
- c. If the applicant is still not satisfied with the Assistant Superintendent's decision, the applicant can request, in writing, that the Superintendent of Schools review the decision.
- d. The Superintendent will review each appeal application submitted to them from the Assistant Superintendent and render a decision in writing to the applicant within fifteen (15) business days.
- e. If the applicant is still not satisfied with the Superintendent's decision, the applicant can request, in writing, a meeting with the Board of Education.
- f. The Board of Education will schedule a meeting with the applicant and review their application. A final decision on the appeal will be rendered by the Board of Education within ten (10) business days after the meeting
- g. Should the appeal process timelines not be followed by the administration, the appeal will be upheld.