



*City of Bristol
Youth Commission*

INFORMATION TO ACCESS THIS MEETING

<https://bristolct-gov.zoom.us/j/82680215001?pwd=XmaNr0bWTawrQ0v8D0DVkDxv6KEF24.>

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The regular meeting will be held on Wednesday, December 11, 2024, at 6:00 PM. in City Hall, Meeting Room 1-4 (107), 111 North Main Street, Bristol, CT.

AGENDA

1. Call to Order
 - a. Attendance
 - b. Pledge of Alligiance
2. Public Participation
3. Approval of Minutes
 - a. Approval of Minutes: October 23, 2024, Regular Meeting Minutes
4. Supervisor's Report
 - a. Supervisor's Report
 - b. Year to Date Financials
 - c. B.E.S.T Update
5. New Business
 - a. Adoption of the Youth Commission Calendar
 - b. Memorandum Between the Board of Education and Youth Services Bureaus

- c. Youth and Community Services Fiscal Year 2026 Approved Division Budget
 - d. By Commissioners
- 6. Old Business
 - a. By Commissioners
 - b. Holiday Gift Giving Program Update and Facility Site Visit
- 7. Adjournment

PER ORDER OF THE CHAIRPERSON
Officer Matthew Gotowala



Youth Commission

Wednesday, October 23, 2024 at 6:00 p.m.

Bristol City Hall-111 North Main Street Bristol, CT 06010 Room 1-4

1. Call to Order

Officer Matthew Gotowala, Chair, called the meeting to order at 6:01 p.m.

a. Attendance

Members Present:

Officer Matthew Gotowala, Chair
Deborah Ahl, Vice Chair
Ryan Broderick, Commissioner
Jonathan Lukasiewicz, Commissioner
Donna Osuch, Commissioner
Miguel Salguero, Commissioner
Renee Singleton, Commissioner
Luke Viens, Commissioner

Stephen Bynum, Youth and Community
Services Supervisor
Dr. Joshua Medeiros, Superintendent
Aubrey Minkler, Youth and Community
Services, Community Services Coordinator
Deedra Willingham, B.E.S.T Drug Free
Communities, Project Coordinator

Absent:

Lance Washington, Commissioner
Richard Kilby, Commissioner

2. Public Participation

None.

3. Approval of Minutes

a. Approval of Minutes: September 11, 2024, Regular Meeting Minutes

MOTION: Made by Commissioner Veins to Approve the September 11, 2024, Regular Meeting Minutes.

Seconded by Commissioner Osuch, all in favor, motion carried.

4. Supervisor's Report

a. Supervisor's Report

Youth and Community Supervisor Stephen Bynum presented the Supervisor's Report. Supervisor Bynum went over some of the current and upcoming programs that Youth and Community Service staff are running and their success. He presented the current Statistics of the Juvenile Review Board as well as an update on a new name for the Young Men with Issues Group, that will now be called the Young Men of the Future; discussion followed.

b. Year to Date Financials

Youth and Community Supervisor Stephen Bynum presented the Year to Date Financial. Supervisor Bynum stated that they will continue to keep an eye on the Welfare, Evictions, and Auctions account since there is no longer the ability to have free storage. That budget may need to be increased only if it is needed. Supervisor Bynum advised the Board that Bristol Parks and Recreation, Youth and Community Services have been awarded the JRB Grant, which is broken down into quarterly payments and will see that in the upcoming budget reviews; discussion followed.

5. Old Business

a. Appetite for Reading "Little Library" Update

Youth and Community Services Supervisor Stephen Bynum presented the Update on the Appetite for Reading "Little Library" Program. He stated that he had been in contact with Sapphire, and she is currently waiting on the funding she had requested from an organization; discussion followed.

6. New Business

a. Holiday Gift Giving Program (New Location: City Hall)

- **How to Apply**
- **Donor Recruitment and Suggestions (Ways to Give)**
- **Frequently Asked Questions**
- **How to Volunteer**

Community Services Coordinator Aubrey Minkler presented the upcoming Holiday Gift Giving Program. The program will begin accepting applications and will close on December 4, 2024. There are opportunities to donate gifts, or you can sponsor a family; discussion followed.

b. Holiday Events

- **Stuff a Cruiser - at Walmart on November 9, 2024**
- **Shop With a Cop - Date to be Determined**

Community Services Coordinator Aubrey Minkler presented information on the Stuff a Cruiser Event and the Shop with a Cop Event; discussion followed.

c. B.E.S.T Updates

B.E.S.T Project Coordinator Deedra Willingham presented the B.E.S.T Updates. She presented that Red Ribbon Week will end October 31, 2024. The Four (4) Point Program started at the Bristol Central and Bristol Prep Schools this week. She also stated that there is a discussion about vape detectors being in middle schools; discussion followed.

7. Committee Reports

None.

8. Any other matter to come before said meeting

None.

9. Adjournment

MOTION: Made by Vice Chair Ahl to adjourn at 6:49 p.m.
Seconded by Commissioner Broderick, all in favor, motion carried.

Respectfully Submitted
Amaris Estrada
Recording Secretary
Youth Commission



111 North Main Street, City Hall 2nd Floor Bristol, CT 06010 | 860-584-6160 | Parksandrecreation@bristolct.gov

Youth & Community Services Supervisor Report
Youth Commission
(December 11, 2024)

I. Counseling Updates

The Youth and Community Services Division is responsible for the coordination of a comprehensive community-based youth services bureau and the delivery of essential life services for Bristol residents in need. The Bureau strives to enhance the networking and support between family, school, peer, and community environments. Direct services include juvenile diversion programming, individual and family counseling, crisis support and positive youth development opportunities

This report is being generated to reflect data for individual and Family Counseling, Intakes and Referrals:

- Number of intakes conducted by staff: 6 (October - Present)
- Number of clients currently receiving services: 12 (Full-time staff and Contractors)
- Number of families referred by the BOE: 0 (Positive Youth Development Groups)
- Number of families referred for (FWSN) Families with Service's Needs: 2

Community Services and the Parent and Child Program:

- Intakes (October - Present) Basic Needs (28), Relocation (1), Evictions (22) and Foreclosures (45)
- Intakes for the caring closet (October - Present) (13)

To learn more about the City of Bristol's Parks, Recreation, Youth & Community Services Department; visit us at

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2024/2025 JRB Board Member

Bristol Juvenile Review Board Members 2024-2025

Name	Agency	Address	Work Phone	E-mail
Dianne Laviero-Ward Chairperson	Bristol Public Schools	632 King St. Bristol, CT	860-584-7876	diannelaviero-ward@bristol12.org
Ashante Malone Vice-Chairperson	Bristol Youth Services	51 High St. Bristol, CT	860-314-4690	ashantemalone@Bristolct.gov
Erika Treannie Coordinator	Bristol Youth Services Bristol Public School Director of Climate and Culture	51 High St. Bristol, CT	860-314-4690	erikatreannie@bristol12.org
Ashley Lopez Asst.	Bristol Public Schools LEAP Advisor	129 Church St. Bristol, CT 06010		ashleylopez@bristol12.org
Dr. Molly Goodine	Bristol Public Schools Spec. Srv. Sup.	129 Church St. Bristol CT	860-584-7020	mollygoodine@bristol12.org
Dr. Jessica Lemos	Bristol Public Schools Spec. Srv. Sup.	129 Church St. Bristol CT	860-584-7020	jessicalemos@bristol12.org
Anthony Johnson	Bristol Boys and Girls Club	255 West St. Bristol, CT	860-583-4734	ajohnson@bbgc.org
Vachelle Fernandez	New Britain Juvenile Court	20 Franklin Sq. New Britain, Ct	860-515-5088	Vachelle.Fernandez@jud.ct.gov
Raven Cody	Bristol Youth Services	51 High St. Bristol	860-314-4690	RavenCody@bristolct.gov
Melissa Garden	DCF	1 Grove St. New Britain		melissa.garden@ct.gov

Geoff Sinatro	Bristol Public School BCHS AP	480 Wolcott St. Bristol, CT	860-584-7735	geoffreysinatro@bristol12.org
Officer Travisano	Bristol Police Dept. BEHS/SRO	131 N. Main St. Bristol, CT	860-584-3000	nicolastravisano@bristolct.gov
Michael Higgins	Bristol Public School BEHS/Principal	632 King St. Bristol, CT	860-584-7876	michaelhiggins@bristol12.org
Sarah Quirk	Wheeler Clinic	1 Hope St. Bristol	(860) 920-4162	SQuirk@wheelerclinic.org

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Current Juvenile Review Board Statistics:

We currently have 5 open cases

Open Cases: Please note we have more charges than cases due to some cases have multiple charges.

Charge	Number of Charges
Breach of Peace 2nd	3
Criminal Mischief	1
Burglary, Crim Mis, Disorderly, Consp. to Burglary	2
Larceny 6th	0

Assault	0
Assault, threat, interfering	0
Disorderly Cond. / Tress	0

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Pending Cases: 1

Charge	Number of Cases
Larceny	1

Total Gender for open cases

Female	3
Male	2

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Youth Commission Updates

December 2024

Girls with Goals

The Girls with Goals program at Bristol Eastern High School and Bristol Central High School concluded on December 3rd and December 4th, 2024. At BCHS, the group, consisted of 6 participants and was facilitated by Youth & Family Coordinator Ashante Malone, with co-facilitation by BYS intern Savannah Watts. At BEHS, Youth & Family Coordinators Ashante Malone and Raven Cody lead a group of 8 participants. Throughout the program at both schools, participants explored key topics such as healthy social media use, conflict resolution, self-esteem and self-image, mental health, healthy relationships, and teen dating violence through discussions, planned activities, and presenters. Overall, the facilitators were committed to ensuring an inclusive space where every participant felt valued and heard. Due to the safe and supportive environment established by the facilitators, students felt comfortable asking questions, sharing personal stories, and providing feedback.

When asked if there has been any positive changes in their lives as a result of the group, participants reported "I learned more about many different topics and it helped me understand more things" "yes, I became a better person" and "yes, I let go of someone who hurt me and found someone who doesn't hurt me." 100% of participants rated that the group was a safe place to talk about personal experiences, the group helped them gain self-confidence and learn more about themselves and their abilities, and the group experience met their expectations.

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Young Women's Issues Group

The Young Women's Issues Group is a 22-week program that is facilitated by Youth and Family Coordinators Ashante Malone and Raven Cody. The group began October 23rd and is scheduled to run through April 30th. There have been about 8 students attending consistently. A tentative curriculum and schedule has been developed, however, can change based on the need of group participants. To date, facilitators have focused on building a rapport with the participating students and have developed group norms and expectations as a group. Topics to be covered include, Mental Health and Substance Use, Conflict Resolution, and Teen Dating Violence. Group facilitators also hope to organize a few field trips for the group through throughout the year.

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Empower Hour

The Empower Hour Program concluded the first session for the 2024-2025 school year. The first session started on Wednesday, September 25th, and had the final group meeting on Wednesday, November 13th for Bristol youth ages 6 through 9. This session was facilitated by Youth & Family Coordinator Raven Cody and BYS intern Savannah Watts. Facilitators also pulled in BYS intern Alfred Valero to act as an extra support for participants with higher levels of needs. The remaining topics that were covered were conflict resolution, setting boundaries, and relationship building. Out of the 13 registered participants, 11 completed the program and received a certificate of completion. Additionally, the parents of the participants were invited to provide feedback via an anonymous survey. 100% of surveys completed and received indicated that parents felt their child benefited from the program and would recommend it to other parents or guardians. The group facilitators were dedicated to addressing the diverse needs of all the participants throughout the entire session, ensuring that each meeting was engaging, supportive, and inclusive for everyone involved!

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Lunch Buddies

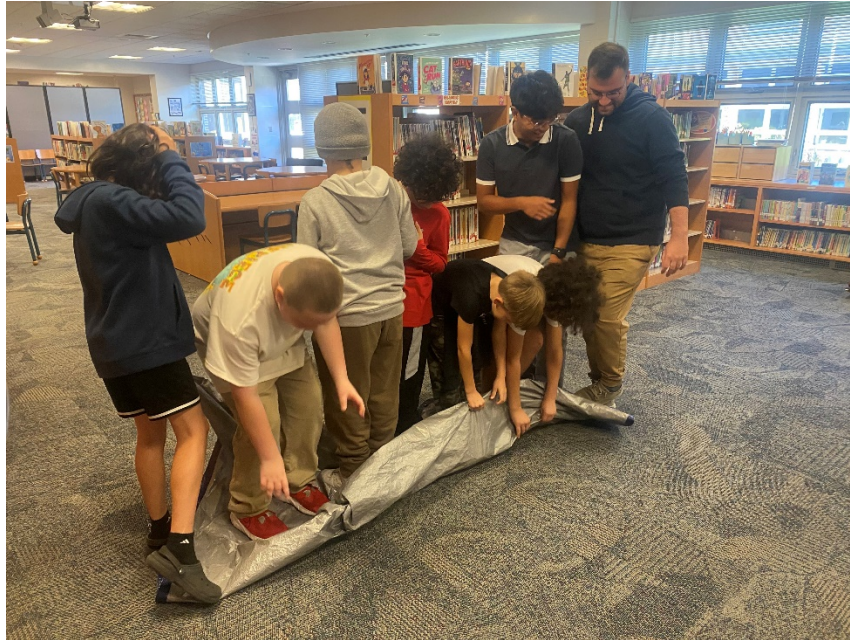
The Lunch Buddies program, the social skills group for 4th and 5th grade students at Mountain View Elementary School, is currently in its sixth weekly session. This group is facilitated by BYS interns Lawrence Woods and Alfred Valero, with the supervision and support of Youth & Family Coordinator, Raven Cody. The program is designed to develop interpersonal skills by teaching key life skills such as emotion regulation and leadership. Recently, facilitators incorporated a “Talking Stick” to encourage others to equally participate and to respect each other while they are speaking. So far, it has been a positive addition to the program that the students enjoy holding and using to participate.

The most recent session focused on the importance of personal boundaries. Participants defined the meaning of personal boundaries and how to effectively communicate their comfort level to others, as well as respecting boundaries others put in place. Students discussed how this can come easy to some but can be challenging to others. The next session will be dedicated to conflict resolution. Students will learn practical skills to address disagreements peacefully. The group will wrap up on December 16th, where participants will complete post-surveys to evaluate growth and efficiency, as well as group evaluations to provide feedback on topics, activities, facilitators, and the program overall.

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Paul Vivian Internship Experience Program

The Paul Vivian Internship will begin in January 2025. To date, two students have been referred to the program and will be placed at The Boys and Girls Club. As a requirement of the program, students will be required to complete information/educational sessions that provided insight into the workforce. Discussions will be centered on skills needed in the workplace, how to dress for success, resume building and maintaining professionalism. As an incentive for completing these sessions. Students are currently able to work up to 7 hours with the potential to work more in the future.

Young Men of the Future

The young men of the future program started with its initial 3-part teambuilding phase. Program activities included getting to know your activities, program description and expectations, full value contract and topic exploration. Some of the identified topics were mental health, current events, individual and community goals, jobs and training skills. The program currently has 13 registered students.

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BEST-Bristol Eliminating Substance Use Together

Youth Leaders Program

The youth leaders program kicked off in October 24 with 5 registered youth in participation. Group members were provided an introduction to the program and participated in getting to know you activities. Program topics and interest discussed by members were ways to provide information and drug free activities to the community. Participants created vision boards to develop future goals and ideas for themselves and the Bristol Community. BEST was able to once again support the safe grad parties at both BCHS and BEHS. Each school was presented a check in the amount of \$3,000.00 dollars during the school's prep rally. Youth leaders will work with grad planners to provide safe and health drug free activities and resources.

4-Point program – The life skills program continues to receive referrals from both High schools and has provided resource materials to the local middle schools. The program has created parent resource guides which are mailed out to parents at the completion of the program. In the future we are looking to create a parent meeting to discuss participants goals, ways to have conversations and how to support your child. To date we have 3 students who completed the program. Parents were provided with updates weekly via phone contact.

Bristol Youth Wellness Survey – Every two years the Drug Free Communities grant requires us to collect data. This coming year is a data collection year and we are currently working to schedule a meeting with the acting superintendent of Bristol public schools to discuss the distribution of that survey to students. The survey covers the 4-core measure which include:

- 30-day use Alcohol, tobacco and other drug use.
- Perceptions of Risk
- Perceptions of Parent disapproval
- Perceptions of Peer disapproval

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YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
001 GENERAL FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
0017025 YOUTH & COMMUNITY SERVICES								
0017025 432026 YOUTH SERVICES BURE	-41,845	-41,845	-20,922.00	.00	.00	-20,923.00	50.0%	
0017025 432147 ENHANCEMENT SERVICE	-12,995	-12,995	-6,496.00	.00	.00	-6,499.00	50.0%	
0017025 432157 YOUTH SERVICES SUPP	-18,385	-18,385	-9,191.50	.00	.00	-9,193.50	50.0%	
0017025 450301 WELFARE EVICTION RE	-7,500	-7,500	-6,550.00	.00	.00	-950.00	87.3%	
0017025 514000 REGULAR WAGES & SAL	294,025	294,025	117,806.57	.00	.00	176,218.43	40.1%	
0017025 515100 OVERTIME WAGES & SA	6,000	6,000	1,193.45	.00	.00	4,806.55	19.9%	
0017025 515200 PARTTIME WAGES & SA	0	0	1,604.30	.00	.00	-1,604.30	100.0%	
0017025 517000 OTHER WAGES	1,700	1,700	1,677.88	.00	.00	22.12	98.7%	
0017025 531000 PROFESSIONAL FEES &	25,000	25,000	2,235.00	.00	6,265.00	16,500.00	34.0%	
0017025 531115 JRB COORDINATION	8,225	8,225	2,300.00	.00	550.00	5,375.00	34.7%	
0017025 531120 PROJECT AWARE	41,845	41,845	3,991.02	.00	15,911.00	21,942.98	47.6%	
0017025 531135 ENHANCEMENT SERVICE	12,995	12,995	5,479.85	.00	580.00	6,935.15	46.6%	
0017025 531136 YOUTH SERVICES SUPP	18,385	18,385	56.99	.00	.00	18,328.01	.3%	
0017025 553000 TELEPHONE	680	680	278.74	.00	401.26	.00	100.0%	
0017025 561800 PROGRAM SUPPLIES	750	750	45.22	.00	.00	704.78	6.0%	
0017025 581120 CONFERENCES & MEMBE	2,400	2,400	1,105.75	.00	225.25	1,069.00	55.5%	
0017025 581240 WELFARE EVICTIONS &	9,000	9,000	2,375.00	.00	300.00	6,325.00	29.7%	
0017025 581745 NONREIMBURSEABLE IN	2,300	2,300	124.00	.00	300.00	1,876.00	18.4%	
0017025 587232 RELOCATION COSTS	60,000	60,000	1,316.00	.00	1,700.00	56,984.00	5.0%	
TOTAL YOUTH & COMMUNITY SERVICES	402,580	402,580	98,430.27	.00	26,232.51	277,917.22	31.0%	
TOTAL GENERAL FUND	402,580	402,580	98,430.27	.00	26,232.51	277,917.22	31.0%	
TOTAL REVENUES	-80,725	-80,725	-43,159.50	.00	.00	-37,565.50		
TOTAL EXPENSES	483,305	483,305	141,589.77	.00	26,232.51	315,482.72		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	402,580	402,580	98,430.27	.00	26,232.51	277,917.22	31.0%

** END OF REPORT - Generated by Amaris Estrada **

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR:		ORIGINAL	REVISED				AVAILABLE	PCT
106	SPECIAL GRANTS & DONATIONS	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1067025 YOUTH & COMMUNITY SERVICES								
1067025	432150 25G08 JUV DIVERSION	0	-21,000	-5,250.00	.00	.00	-15,750.00	25.0%
1067025	531125 25G08 JUVENILE DIVER	0	21,000	1,762.50	.00	5,237.50	14,000.00	33.3%
TOTAL YOUTH & COMMUNITY SERVICES		0	0	-3,487.50	.00	5,237.50	-1,750.00	100.0%
TOTAL SPECIAL GRANTS & DONATIONS		0	0	-3,487.50	.00	5,237.50	-1,750.00	100.0%
TOTAL REVENUES		0	-21,000	-5,250.00	.00	.00	-15,750.00	
TOTAL EXPENSES		0	21,000	1,762.50	.00	5,237.50	14,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	-3,487.50	.00	5,237.50	-1,750.00	100.0%

** END OF REPORT - Generated by Amaris Estrada **

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
106 SPECIAL GRANTS & DONATIONS	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
1067025 YOUTH & COMMUNITY SERVICES								
1067025 431007 25G10 MISC. FEDERAL	0	-125,000	.00	.00	.00	-125,000.00	.0%	
1067025 514000 25G10 REGULAR WAGES	0	67,755	8,583.82	.00	.00	59,171.18	12.7%	
1067025 515200 25G10 PARTTIME WAGES	0	15,552	.00	.00	.00	15,552.00	.0%	
1067025 520700 25G10 F.I.C.A.	0	5,165	.00	.00	.00	5,165.00	.0%	
1067025 520750 25G10 MEDICARE INSUR	0	1,225	.00	.00	.00	1,225.00	.0%	
1067025 531000 25G10 PROFESSIONAL F	0	11,846	.00	.00	7,500.00	4,346.00	63.3%	
1067025 554000 25G10 TRAVEL REIMBUR	0	5,240	14.90	.00	.00	5,225.10	.3%	
1067025 561800 25G10 PROGRAM SUPPLI	0	4,466	812.78	.00	.00	3,653.22	18.2%	
1067025 589100 25G10 MISCELLANEOUS	0	0	6,000.00	.00	4,500.00	-10,500.00	100.0%	
1067025 591500 25G10 TRANSFER OUT I	0	13,751	.00	.00	.00	13,751.00	.0%	
TOTAL YOUTH & COMMUNITY SERVICES	0	0	15,411.50	.00	12,000.00	-27,411.50	100.0%	
TOTAL SPECIAL GRANTS & DONATIONS	0	0	15,411.50	.00	12,000.00	-27,411.50	100.0%	
TOTAL REVENUES	0	-125,000	.00	.00	.00	-125,000.00		
TOTAL EXPENSES	0	125,000	15,411.50	.00	12,000.00	97,588.50		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	15,411.50	.00	12,000.00	-27,411.50	100.0%

** END OF REPORT - Generated by Amaris Estrada **



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

To: Town & City Clerk

From: Youth Commission
(Name of Board or Commission)

Contact Person: Amaris Estrada Telephone Number: 860-584-6160

Address: 51 High Street Bristol, CT 06010

E-mail Address: amarisestrada@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing
of dates of the regular meetings of the Youth Commission
(Name of Board or Commission)

MONTH	DATE	TIME & PLACE OF MEETING
February 2024	12 th	6:00 p.m.– City Hall Council Chambers & Virtually
April 2024	23 rd	6:00 p.m.– City Hall Meeting Room 1-2 & Virtually
June 2024	11 th	6:00 p.m.– City Hall Council Chambers & Virtually
August 2024	13 th	6:00 p.m.– City Hall Council Chambers & Virtually
October 2024	22 nd	6:00 p.m.– City Hall Meeting Room 1-2 & Virtually
December 2024	10 th	6:00 p.m.– City Hall Council Chambers & Virtually

Yours truly,

(Signature) **Chair**

(Signature) **Recording Secretary**

(Date)



 **CYSA** CONNECTICUT YOUTH
SERVICES ASSOCIATION

YSB DIRECTORS ROUNDTABLE



IMPORTANT DATES

September 9: FY25 Re-Certification Survey Due

September 16: FY24 Budget Actuals Training, 10 AM - 12 PM

September 17: YSB 101, 9 AM - 3 PM

September 24: FY24 Budget Actual Q&A Session, 12 PM - 1 PM

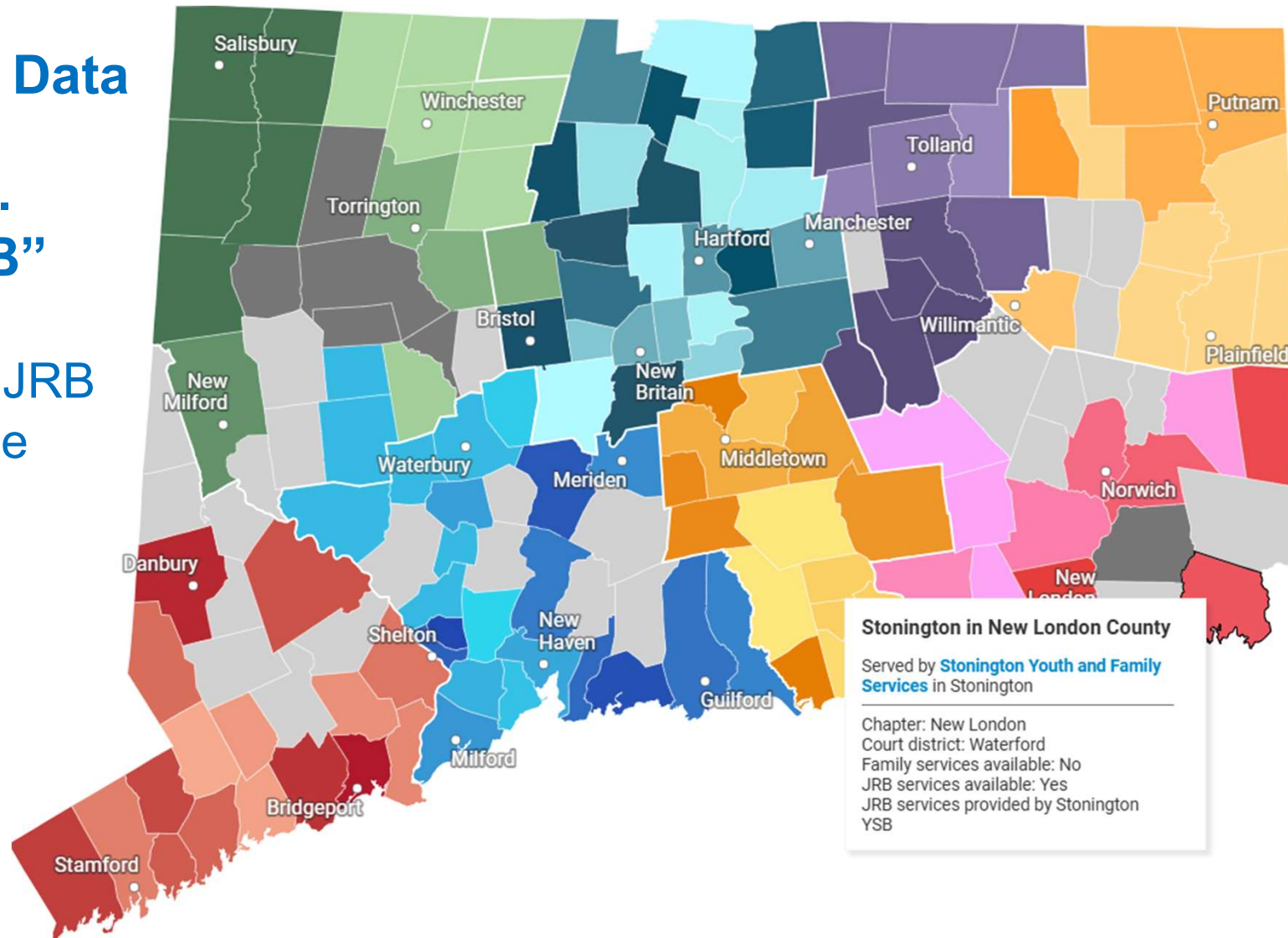
September 27: FY24 Budget Actual Q&A Session, 12 PM - 1 PM

September 30: FY24 Budget Actuals Due

October 18: Annual Conference, 8 AM – 4 PM, Hartford Marriott

NEW Interactive Data Dashboard on CYSA's Website. "Find a YSB/JRB"

Identifies YSB and JRB coverage across the state.





CYSA recognizes the critical importance of data analysis to drive informed decisions.

CYSA has faced limited access to data outside of the YSB system which has hampered the ability to:

- Identify trends
- Track progress
- Provide meaningful outcome-related information



Data Initiatives + Progress **Community Level**

YSB and School Collaboration

Passed during the last Legislative session, Public Act #24-45 connects YSBs with local schools and facilitates the sharing of important school-level data.

**Deeper insights, early identification
and prevention efforts.**

THE NEW LAW YSBs & STUDENT DATA

Section 23 of Public Act #24-45 states that Boards of Education must enter into a memoranda of agreement with YSBs upon their request to establish procedures for the release of student information.

Through the MOU, YSB staff will be considered a “school official” and in accordance with FERPA entitled to receive relevant personally identifiable student data.



PROCESS

Review the MOU and determine the needs of your YSB.



Consider your relationship with your school district(s).



Discuss the MOU with your superintendent by **November 1**



Finalize MOU by **February 1**

Share feedback/issues/concerns with your Chapter Rep and/or CYSA Leadership.

Questions for Consideration

Q: Have school districts been alerted to this new Public Act?

A: Yes, CAGE and CAPPS shared information about the MOU with school superintendents and Boards of Education on August 7th.

Q: Is parental permission required to access the data through the MOU?

A: The MOU codifies the YSB staff person as a school official, therefore the release of information is allowed under FERPA.

Q: What data should a YSB consider requesting initially from their school districts through the MOU?

A: YSBs should initially consider requesting access to school data systems such as PowerSchool and working with school administration to obtain truancy, attendance, and support meeting information.

Questions for Consideration

Q: For regional districts with multiple school districts, are separate MOUs required for each?

A: Yes, if your YSB covers more than one district you will need to formalize an MOU with each district.

Q: What if a school district declines to discuss the MOU or ultimately refuses to sign it?

A: YSBs should do their best to foster a collaborative process, however, issues such as this can be brought to the attention of CYSA Leadership who can assist with troubleshooting.

Q: How often will the MOU need to be formalized? What if there are staffing changes?

A: MOU can, by its terms, be automatically extended each year, with 30 days notice for each party to withdraw. The agreement should reference an addendum that will include changes in staff list, changes in services provided, specific data requests, etc.

Questions for Consideration

Q: Under the MOU, what data will YSB staff have access to?

A: The MOU gives YSB staff the same rights and responsibilities as school staff. YSBs should work with school administration through a collaborative process to determine the appropriate data to be shared. Please note, clinical and progress notes can only be shared through a release of information as protected under HIPAA.

Q: I am already working collaboratively with my school district and have access to this information. How will this affect me?

A: The MOU will codify the existing relationship in an official manner providing you with the legal protection and authority to access student level data. Without it you are technically not in alignment with existing laws.

YSBs should consider how they collaborate and communicate with their schools, and where they may receive student information that should otherwise be covered by an MOU. For example, if a YSB staff person has a role with a student assistance team and/or attends meetings where several students may be discussed. YSBs should consider the formal relationship with the school district that covers their interactions with a school, and the instances in which parental permission may be required.

Questions for Clarification

Q: How will YSBs utilize this data?

A: Having access to school level data can help YSBs understand the depth of a child's needs, track and monitor existing behaviors, and eventually provide data to assess the effectiveness of interventions. For the first year we will focus on creating the school partnership and codifying it through the MOU. As DillingerRAD continues to help modernize the collection and use of data, they will provide opportunities for YSBs to leverage data more fully.

Q: What safeguards do YSBs have in place to protect student data?

A: Once the MOU is secured, we recommend first accessing student data through the School Information System (SIS), in many instances this is Powerschool. This will ensure you are accessing data safely. When ready, YSBs should then consult DillingerRAD to discuss how to download additional data to merge with their own. DillingerRAD has the experience and the appropriate infrastructure to help manage and protect FERPA data.

Questions for Clarification

Q: How often should requests for data be made by the YSB?

A: Data should be used to support your operational strategy and needs. This will look different for every YSB and should be an ongoing, collaborative process with your school district. We encourage you to seek support from CYSA and DillingerRAD as they can help you better understand your data needs and how best to support your overall, long-term strategy.

Q: Can YSBs share their data with the school district, or does the data sharing only go one-way?

A: The MOU only establishes rules governing the access of student data by YSB personnel. The YSB can work with the school district to share data but that is at the discretion of the YSB and should be carefully considered. Please note, HIPAA related data should never be shared without informed consent.

IMPORTANT RESOURCES

[Public Act 24-45- Sections 23 & 24](#)

[Office of Legislative Research: Public Act 24-45 Analysis](#)

[CABE/CAPSS Memo to Boards of Ed & Superintendents](#)

[MOU Template](#)

[FAQs 9.4.24](#)

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
BRISTOL BOARD OF EDUCATION
AND THE
BRISTOL YOUTH SERVICE BUREAU

This agreement ("Agreement") is made by and between the Bristol Board of Education (the "Board") and the Bristol Youth Service Bureau (the "YSB") (collectively, "the Parties").

WHEREAS, section 23 of Public Act 24-45, provides in relevant part:

(b) A local or regional board of education shall, upon request of the youth service bureau that provides services for such board, enter into a memorandum of understanding with such youth service bureau regarding the circumstances under which educational records of students may be shared between the board and the youth service bureau in the provision of services for which such youth service bureau is providing for such board.

(c) Any memorandum of understanding entered into under this section shall require that the local or regional board of education shall provide, and such youth service bureau shall receive and maintain, any educational records of students in a manner that is in accordance with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended from time to time, and 34 CFR 99.1 et seq., as amended from time to time.

and,

WHEREAS, the Board and the YSB agree that students and their families working with the YSB can benefit from collaboration between the Board and the YSB, and such collaboration can include school officials sharing educational records of certain students with YSB personnel and YSB officials sharing information about such students with school officials, as contemplated by the enactment of Section 23 of Public Act 24-45, and

WHEREAS, the Board may delegate to the YSB services or functions to support students and their families, and

WHEREAS, access to personally-identifiable student information for YSB personnel providing such services or functions will aid YSB personnel in performing such services or functions on behalf of the Board as described herein

Whereas, YSB personnel performing such services or functions on behalf of the Board may be considered school officials as defined by the regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g at 34 C.F.R. § 99.31(a)(1),

NOW, THEREFORE, the Parties agree to the following:

1. When the Board has delegated responsibilities to the YSB for any of the services and functions listed in Paragraph 2 below, the Board, acting through the Superintendent or designee,

may provide YSB personnel providing such services or functions personally-identifiable student information related to the behavior, discipline, disability, attendance, and academic performance of such student or students served by the YSB as required to fulfill such responsibilities.

2. Such services or functions performed by YSB personnel on behalf of the Board may include the following:

- attendance support and truancy prevention, including participation on attendance review teams in accordance with Conn. Gen. Stat. § 10-198c(b)(2)
- programming for students subject to exclusionary discipline,
- behavioral health evaluation,
- crisis intervention,
- trauma support,
- individual therapy, family therapy, or group therapy, teen pregnancy programs,
- employment and training programs,
- leadership development programs,
- mentoring,
- life skills training,
- community service,
- service learning,
- teen parent education,
- after-school programming,
- summer programming.
- needs assessment and planning,

Nothing in this section shall be construed to require the YSB to deliver services or provide functions other than those specifically agreed to.

3. The Parties agree that the YSB personnel providing such services or functions shall be under the direct control of the Board with respect to the use and maintenance of such education records.

4. The YSB and its personnel shall not use student information, student records and student-generated content for any purposes other than those authorized pursuant to this Agreement.

5. The YSB shall take such actions necessary and establish such protocols necessary to ensure the security and confidentiality of information provided to the YSB in accordance with this Agreement.

6. As to information it receives in accordance with this Agreement, the YSB and its personnel will comply with the provisions of the Family Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended from time to time, and 34 CFR 99.1 *et seq.*, as amended from time to time, as well as with the provisions of the Student Data Privacy Act, Conn. Gen. Stat. § 10-234aa *et seq.*, as set forth in Appendix A.

7. All obligations assumed by the YSB under this Agreement shall be equally applicable to

APPENDIX A

The following obligations as set forth in Conn. Gen. Stat. are applicable to the YSB as to the use of personally-identifiable student information the Board provides to the YSB in accordance with this Agreement:

- (1) Student information, student records and student-generated content are not the property of or under the control of YSB;
- (2) The Board may request that the YSB delete any student information, student records or student-generated content in the possession of the YSB that is not (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the YSB provided that the Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery;
- (3) The YSB shall not use student information, student records and student-generated content for any purposes other than those authorized pursuant to this Agreement;
- (4) A student, parent or legal guardian of a student may review personally identifiable information contained in student information, student records or student-generated content and correct erroneous information, if any, in such student record by requesting that the YSB make that correction;
- (5) The YSB shall take appropriate actions designed to ensure the security and confidentiality of student information, student records and student-generated content;
- (6) The YSB shall notify the Board, in accordance with the provisions of Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student information, student records or student-generated content;
- (7) The YSB shall not retain or have access to student information, student records or student-generated content upon the expiration of this Agreement;
- (8) The YSB and the Board shall ensure compliance with the Family Educational Rights and Privacy Act, 20 USC 1232g, as amended from time to time;
- (9) The laws of the state of Connecticut shall govern the rights and duties of the YSB and the Board; and
- (10) If any provision of this Agreement or the application of this Agreement is held invalid by a court of competent jurisdiction, the invalidity does not affect other provisions or applications of this Agreement that can be given effect without the invalid provision or application.

any employee, agent, volunteer, officer, director, or other individual working with, through, or under the YSB, who has access to any personally-identifiable information from a student educational record. It is the obligation of the YSB to ensure compliance with this provision.

8. This Agreement controls over any prior agreements between the Parties concerning student information.

9. The Board or the YSB may terminate this Agreement by notifying the other party in writing of that action. In such case, at the request of the YSB the Board shall enter into a revised memorandum of understanding with the YSB regarding the circumstances under which the Board may share educational records of students with the YSB in connection with the provision by the YSB of services to the Board.

Agreed to:

BRISTOL BOARD OF EDUCATION

BRISTOL YOUTH SERVICES BUREAU

Its Superintendent

Ans White

Its Director

Stephen M. By

10/30/24

Account Name	Object #	Description	Justification (+ or -)	FY 25 Approved	Supervisor FY 26 Request	Superintendent FY 26 Recommended
Youth Service Bureau	0017025-432026	State of CT YSB grant to fund project aware programs	Additional funds to YSB	\$ 41,845.00	\$41,845	\$ 41,845.00
Enhancement Services	0017025-432147	State of CT YSB grant to fund direct service program enhancements	Additional funds to YSB	\$ 12,995.00	\$12,995	\$ 12,995.00
Youth Services Supplement	0017025-432157	State of CT YSB grant to fund youth diversionary initiatives	Additional funds to YSB	\$ 18,385.00	\$18,385	\$ 18,385.00
Welfare & Evictions Reimburs.	0017025-450301	Reimbursements for eviction services and relocation costs as mandated by State of CT	based on trends	\$ 7,500.00	\$7,500	\$ 9,000.00
Regular Wages*	0017025-514000	Y & CS Supervisor, Community Services Coordinator, Youth and Family Coordinators I & II		\$ 294,025.00	\$ 294,025.00	\$ 294,025.00
Overtime Wages	0017025-515100	Farmer's Market, client emergency, evictions C.S. coord. : relocation of tenants who've lost housing in	decreased- no farmers market	\$ 6,000.00	\$ 6,000.00	\$ 4,000.00
Parttime Wages	0017025-515200	part-time seasonal program apprentice	moved from profess fees	\$ -	\$ -	\$ 2,500.00
Other Wages	0017025-517000	Vacation buy-back for 1 BPSA employees		\$ 1,700.00	\$1,900	\$ 1,700.00
Professional Fees & Services	0017025-531000	Contractors for counseling, facilitators, trainers		\$ 25,000.00	\$ 20,000.00	\$ 20,000.00
JRB Coordination	0017025-531115	C.S: Trainings/Consult. for fair housing, code enforcement, psychiatric disorders (hoarding) or Coordinator for family interviews, background studies,		\$ 8,225.00	\$ 8,225.00	\$ 8,225.00
Project Aware	0017025-531120	finding community service sites, monitoring juveniles'	Additional funds to YSB	\$ 41,845.00	\$ 41,845.00	\$ 41,845.00
Enhancement Services	0017025-531136	Grant funds for Youth Service Bureaus to enhance services to juveniles who have committed a	Additional funds to YSB	\$ 12,995.00	\$ 12,995.00	\$ 12,995.00
Youth Services Supplement	0017025-561800	Grant Funds for Youth Service Bureaus to enhance services to youth and parents in accordance with the	Additional funds to YSB	\$ 18,385.00	\$ 18,385.00	\$ 18,385.00
Telephone	0017025-553000	telephone service for community services	based on trends	\$ 680.00	\$ 680.00	\$ 700.00
Program Supplies	0017025-561800	Easel paper, markers, certificates, props for activities, journals, electronic devices, therapeutic crafts and	not needed	\$ 750.00	\$ -	\$ -
Conferences & Memberships	0017025-581120	Connecticut Local Administrators of Social Services membership dues (\$280.00) plus additional annual		\$ 2,400.00	\$ 2,600.00	2,400
Welfare, Evictions & Auctions	0017025-581240	Fees for storage facilities; mandate to store residents personal property following an eviction or relocation. Private storage unit @ \$359.00 x 12 mos. \$4,308 plus an additional 2 units for evictions or relocation property @ \$280 x 2 x 8 mos. \$4,480 totaling \$8,788.00	based on trends	\$ 9,000.00	\$ 11,000.00	11,000
Nonreimburseable Incidentals	0017025-581745	Emergency assist. with basic needs and items to assist residents with employability.		\$ 2,300.00	\$ 2,300.00	2,300
Relocation Costs	0017025-587232	Fees associated with condemnations per city ordinance and state statute and the Uniform Relocation Assistance Act.	CC new policy coming	\$ 60,000.00	\$ 60,000.00	60,000
Division Revenue				\$ 382,450.00	\$ 382,650.00	\$ 82,225.00
Division Expenditure				\$ 408,175.00		\$ 403,675.00

Summary of Changes
Reduction in overtime as farmers market is no longer run by city. Do not need CSC for SNAP/EBT

Welfare/evictions increase due to additional storage units with Vincent P. Kelly being offline per DPW