

# Board of Education Regular Meeting

Tuesday, January 17, 2023 6:00 PM

Remote Session

## I. CALL TO ORDER, VERIFICATION OF QUORUM

## II. PLEDGE OF ALLEGIANCE

II.A. I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation, indivisible, with liberty and justice for all.

## III. APPROVAL OF MINUTES

III.A. Meeting minutes from the December 19, 2022 Weston Board of Education Regular Meeting

III.B. Meeting minutes from the January 6, 2023 Weston Board of Education Workshop

III.C. Meeting minutes from the January 11, 2023 Weston Board of Education Public Forum #1

III.D. Meeting minutes from the January 12, 2023 Weston Board of Education Workshop

## IV. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS

IV.A. Discussion with WHS Student Board of Education Representatives

## V. PUBLIC COMMENT

## VI. RECOGNITION

VI.A. Discussion and vote to accept the WHS PTO donation of \$1,939.06 for vinyl graphics for the front doors and windows of WHS

VI.B. Discussion and vote to accept the WHS PTO donation of up to \$2,000 for an 85" smart tv, cart and sound bar.

## VII. NEW BUSINESS

VII.A. Consent Agenda (new hires, resignations, retirements and transfers)

VII.B. Pupil Personnel Services and Special Education Update

VII.C. Finance and Operations Update

VII.C.1. Discussion and vote on December 2022 Financial Report

## VIII. OLD BUSINESS

VIII.A. Weston Board of Education Policies, Regulations, and Bylaws (second read)

VIII.A.1. Discussion and vote of policy 6115: Ceremonies and Observances

VIII.A.2. Discussion and vote of new mandatory policy/regulation Series 5000: Students: Completion Rates of the Free Application for Federal Student Aid (FAFSA)

VIII.A.3. Discussion and vote of policy/regulation  
5114: Student Discipline

VIII.A.4. Discussion and vote of policy/regulation  
1250: Visitors and Observations

**IX. SUPERINTENDENT UPDATE**

**X. COMMITTEE REPORTS (approved committee minutes  
and committee chair update, if any)**

X.A. Communications Committee

X.B. Curriculum Committee

X.C. EOC (Educational Optimization Committee)

X.D. Finance & Operations Committee

X.E. Policy Committee

X.F. Negotiations Committee

X.G. CES (Cooperative Educational Services)

X.H. CABA (Connecticut Association of Boards of  
Education)

X.I. WEF (Weston Education Foundation)

**XI. NEXT SCHEDULED MEETINGS OF THE BOARD OF  
EDUCATION**

XI.A. Weston Board of Education Forum #2 with  
Administration on FY 2024 Budget Request on  
January 19, 2023 at 6:00 PM.

XI.B. Weston Board of Education workshop on  
January 23, 2023 at 9:00 AM. This meeting will  
be remote and live streamed.

XI.C. Weston Board of Education special meeting  
regarding the Approval and Adoption of  
Recommended Operating & Capital Budgets on  
January 24, 2023 at 6:00 PM. This meeting will  
be remote and live streamed.

XI.D. Weston Board of Education regular meeting  
will be February 13, 2023 at 6:00 PM. This  
meeting will be remote and will be live streamed.

XI.E. Review of Pending Agenda Items for Next  
Meeting

**XII. ADJOURNMENT**

**Board of Education Regular Meeting**

Monday, December 19, 2022 6:00 PM  
Remote Session

**Present:** Steven Ezzes, David Felton, Peter Gordon, Chad Hoepfner, Bernie Kingsley, and Sharon Ferraro (arrived late) Present: 6

**Absent:** Melissa Walker. Absent: 1.

**Additional attendees:** Lisa Barbiero, Superintendent; Tina Henckel, Assistant Superintendent; Phillip Cross, Director of Finance & Operations; Daniel DiVito, Director of Digital Learning & Technology; Tracy Edwards, Director of Pupil Personnel Services; Terri Kavanagh, Director of Human Resources; Building Principals: Meghan Ward, Daniel Doak, Pattie Falber, Laura Kaddis; Student Representatives: Emma McCarthy, Josh Metviner

I. **CALL TO ORDER, VERIFICATION OF QUORUM**

There is a quorum. The time is 6:06 PM. Move that the Weston Board of Education begin the December 19, 2022 meeting. Unseconded with a motion by Steve Ezzes.

II. **PLEDGE OF ALLEGIANCE**

A. I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation, indivisible, with liberty and justice for all.

III. **APPROVAL OF MINUTES**

A. **Meeting minutes from the November 14, 2022 Weston Board of Education Regular Meeting**

Move that the Weston Board of Education approve the November 14, 2022 Board of Education meeting minutes. Carried with a motion by Felton, David and a second by Gordon, Peter.

Steven Ezzes: Yea, David Felton: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea

**Yea: 5, Nay: 0**

B. **Meeting minutes from the November 28, 2022 Weston Board of Education Workshop**

Move that the Weston Board of Education approve the November 28, 2022 Board of Education meeting minutes. Carried with a motion by Felton, David and a second by Hoepfner, Chad.

Steven Ezzes: Yea, David Felton: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea

**Yea: 5, Nay: 0**

C. **Meeting minutes from the December 5, 2022 Weston Board of Education Special Meeting**

Move that the Weston Board of Education approve the December 5, 2022 Board of Education meeting minutes. Carried with a motion by Felton, David and a second by Hoepfner, Chad.

Steven Ezzes: Yea, David Felton: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea

**Yea: 5, Nay: 0**

IV. **STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS**

A. **Discussion with WHS Student Board of Education Representatives**

Student representative Emma McCarthy spoke about a toy drive at Weston High School and other activities in the week leading up to the winter break. Student representative Josh Metviner also reported on recent high school activities he described as a 'mini spirit week.'

V. **PUBLIC COMMENT**

There were no members of the public who wished to comment.

VI. **NEW BUSINESS**

A. **Consent Agenda (new hires, resignations, retirements and transfers)**

Superintendent Barbiero presented the consent agenda that lists new hires, terminations, retirements, resignations and transfers within WPS and requested that the Board accept the consent agenda as presented.

Move that the Weston Board of Education accept the consent agenda as presented. Carried with a motion by Felton, David and a second by Hoepfner, Chad.

Steven Ezzes: Yea, David Felton: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea

**Yea: 5, Nay: 0**

B. **Pupil Personnel Services and Special Education Update**

Tracy Edwards, Director of Pupil Personnel Services, spoke about the staffing challenges in the Weston PPS department, and confirmed that the department is aggressively seeking replacements for the two recent resignations. She reported on a successful parents meeting in November led by Assistant Director, Patty Morrow, who spoke about updates to CT SEDS and dyslexia guidelines. She also reported that a team of teachers participated in professional development in the area of reading. Lastly, Ms. Edwards spoke about the Early Learning Center (ELC) lottery.

**C. Discussion and vote on approval of an overnight field to Boston Heritage Festival 2023-April 21-22, 2023**

Assistant Superintendent Tina Henckel described the purpose of the music department's trip to the Boston Heritage Festival, the types of ensembles performing and the other cultural activities taking place.

Move that the Weston Board of Education approve overnight field to Boston Heritage Festival 2023-April 21-22, 2023. Carried with a motion by Felton, David and a second by Hoepner, Chad.

Steven Ezzes: Yea, David Felton: Yea, Peter Gordon: Yea, Chad Hoepner: Yea, Bernie Kingsley: Yea

**Yea: 5, Nay: 0**

**D. Discussion and vote on approval of overnight field trip to Europe April 6-April 15, 2023**

Ms. Henckel described some of the trip destinations and activities and the connections to the social studies curriculum.

Move that the Weston Board of Education approve an overnight field trip to Europe April 6-April 15, 2023 Carried with a motion by Felton, David and a second by Hoepner, Chad.

Steven Ezzes: Yea, David Felton: Yea, Peter Gordon: Yea, Chad Hoepner: Yea, Bernie Kingsley: Yea

**Yea: 5, Nay: 0**

**E. Weston Board of Education Policies, Regulations, and Bylaws (first read)**

**1. Discussion of policy 6115: Ceremonies and Observances**

Superintendent Barbiero presented policy 6115: Ceremonies and Observances. This policy will be brought to the Board at the January meeting for a second read and vote.

**2. Discussion of new mandatory policy/regulation Series 5000: Students: Completion Rates of the Free Application for Federal Student Aid (FAFSA)**

Ms. Barbiero described the new mandatory policy/regulation: Students: Completions Rates of the Free Application for Federal Student Aid (FAFSA). This policy will be brought to the Board at the January meeting for a second read and vote.

3. **Discussion of policy/regulation 5114: Student Discipline**  
Superintendent Barbiero presented policy/regulation 5114: Student Discipline. She noted that the Student Discipline policy is a very dense policy and that it requires frequent review. Board members and members of the administration discussed the processes and decision making leading to suspension and expulsion, parent involvement in the process, as well as student support. This policy will be brought to the Board at the January meeting for a second read and vote.
4. **Discussion of policy/regulation 1250: Visitors and Observations**  
Superintendent Barbiero presented the policy/regulation 1250: Visitors and Observations. This policy regarding the parameters of someone observing a class, sets up a protocol for prior approval. This policy will be brought to the Board at the January meeting for a second read and vote.

VII. **OLD BUSINESS**

A. **Weston Board of Education Policies, Regulations, and Bylaws (second read)**

1. **Discussion and vote on second read of a new policy Series 2000/Administration: Uniform Treatment of Recruiters**

Move that the Weston Board of Education approve the new policy Series 2000/Administration: Uniform Treatment of Recruiters Carried with a motion by Felton, David and a second by Hoepfner, Chad.

Steven Ezzes: Yea, David Felton: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea

**Yea: 5, Nay: 0**

2. **Discussion and vote on second read of a new policy Series 4000 Personnel: Emergency Action Plan for Interscholastic and Intramural Athletic Events**

Move that the Weston Board of Education approve the new policy Series 4000 Personnel: Emergency Action Plan for Interscholastic and Intramural Athletic Events Carried with a motion by Felton, David and a second by Kingsley, Bernie.

Steven Ezzes: Yea, David Felton: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea

**Yea: 5, Nay: 0**

**3. Discussion and vote on second read of a new policy Series 4000/Personnel: Exertional Heat Illness Awareness for Intramural and Interscholastic Athletes**

Move that the Weston Board of Education approve the new policy Series 4000/Personnel: Exertional Heat Illness Awareness for Intramural and Interscholastic Athletes Carried with a motion by Felton, David and a second by Gordon, Peter.

Steven Ezzes: Yea, David Felton: Yea, Peter Gordon: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea

**Yea: 5, Nay: 0**

**VIII. SUPERINTENDENT'S REPORT**

Superintendent Barbiero highlighted some of the festivities taking place in the district during the month of December. She stated that the administrative team has been working on the 2024 budget and will be presenting it the week after the winter break. She also mentioned that the District Update newsletter will be sent out this week.

**IX. COMMITTEE REPORTS (approved committee minutes and committee chair update, if any)**

- A. Communications Committee
- B. Curriculum Committee
- C. Finance & Operations Committee
- D. Policy Committee
- E. Negotiations Committee
- F. CES
- G. CABE
- H. Weston Education Foundation

**X. NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION**

- A. There will be a Special Board of Education meeting on January 5, 2023, at 6:00 PM to conduct a formal presentation of the requested capital and operating budgets. This meeting will be remote and live-streamed.

B. The next regular session of the Weston Board of Education will be January 17, 2023 at 6:00 PM. This meeting will be remote and live streamed.

C. Review of Pending Agenda Items for Next Meeting

**XI. ADJOURNMENT**

Move that the Weston Board of Education adjourn the December 19, 2022 meeting at 7:20 PM. Carried with a motion by Ferraro, Sharon and a second by Felton, David.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepner: Yea, Bernie Kingsley: Yea

**Yea: 6, Nay: 0**

Respectfully submitted by:

June Curiano

\_\_\_\_\_  
Chairperson

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Superintendent

**Weston Board of Education Workshop**

Friday, January 6, 2023 9:00 AM

Remote Session

**Present:** Steven Ezzes, David Felton, Sharon Ferraro, Peter Gordon, Chad Hoepfner, Bernie Kingsley, Melissa Walker. Present: 7.

I. **CALL TO ORDER, VERIFICATION OF QUORUM**

II. A quorum has been met. Move that the Weston Board of Education begin the January 6, 2023 special meeting at 9:03 AM. Unseconded with a motion by Ezzes, Steven.

III. **FY24 BUDGET**

A. **Board workshop on the FY24 budget.**

Superintendent Barbiero began the meeting by asking each board member to take turns asking questions so they could get a better understanding of the topics they were focusing on. Discussions took place around the content of the questions asked during the workshop. Superintendent Barbiero asked Mr. Ezzes and Ms. Walker to gather a list of questions from each board member and send them to her. Answers to these questions will be compiled and reviewed during the next workshop.

IV. **NEXT SCHEDULED MEETING OF THE BOARD OF EDUCATION**

A. There will be a Weston Board of Education Forum #1 with Administration on FY 2024 Budget Request on January 11, 2023 at 6:00 PM.

B. There will be a Weston Board of Education workshop on January 12, 2023 at 9:00 AM. This meeting will be remote and live streamed.

C. There will be a Weston Board of Education regular meeting on January 17, 2023 at 6:00 PM. This meeting will be remote and live streamed.

D. There will be a Weston Board of Education Forum #2 with Administration on FY 2024 Budget Request on January 19, 2023 at 6:00 PM.

E. There will be a Weston Board of Education workshop on January 23, 2023 at 9:00 AM. This meeting will be remote and live streamed.

F. There will be a Weston Board of Education special meeting regarding the Approval and Adoption of Recommended Operating &

Capital Budgets on January 24, 2023 at 6:00 PM. This meeting will be remote and live streamed.

V. **ADJOURNMENT**

Move that the Weston Board of Education adjourn the January 6, 2023 workshop at 12:05 PM. Carried with a motion by Ferraro, Sharon and a second by Felton, David.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

Respectfully submitted by:  
Jodi Sacchetta  
Board Clerk

DRAFT

**Weston Board of Education - Public Forum #1 with Administration**

Wednesday, January 11, 2023 6:00 PM

Remote Session

**Present:** Steven Ezzes, David Felton, Sharon Ferraro, Peter Gordon, Chad Hoepfner, Bernie Kingsley, Melissa Walker. Present: 7.

I. **CALL TO ORDER, VERIFICATION OF QUORUM**

A quorum has been met. Move that the Weston Board of Education begin the January 5, 2023 special meeting. This motion, made by Ezzes, Steven, Unseconded.

II. **PUBLIC FORUM REGARDING FY24 BUDGET REQUEST**

Chairperson Ezzes began the meeting with a brief overview of the budget. Superintendent Barbiero commented that the administration is committed to providing as much information as possible to help understand the budget. She shared a screen and showed people where to find budget information on the website.

There were no members of the public that came forward for public comment.

III. **BOARD OF EDUCATION DISCUSSION REGARDING FY24 BUDGET REQUEST**

There is a workshop on Thursday, January 12, 2023 and the board will continue discussions at that time.

IV. **NEXT SCHEDULED MEETING OF THE BOARD OF EDUCATION**

A. Weston Board of Education workshop on January 12, 2023 at 9:00 AM. This meeting will be remote and live streamed.

B. Weston Board of Education regular meeting on January 17, 2023 at 6:00 PM. This meeting will be remote and live streamed.

C. Weston Board of Education Public Forum #2 with Administration on FY 2024 Budget Request on January 19, 2023 at 6:00 PM.

D. Weston Board of Education workshop on January 23, 2023 at 9:00 AM. This meeting will be remote and live streamed.

E. Weston Board of Education special meeting regarding the Approval and Adoption of Recommended Operating & Capital Budgets on January 24, 2023 at 6:00 PM. This meeting will be remote and live streamed.

V. **ADJOURNMENT**

Move that the Weston Board of Education adjourn the January 5, 2023 special meeting at 6:17 PM. This motion, made by Ferraro, Sharon and seconded by Hoepfner, Chad, Carried.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Chad Hoepner: Yea, Bernie Kingsley: Yea, Melissa Walker: Yea

Yea: 7, Nay: 0

Respectfully submitted by:  
Jodi Sacchetta  
Board Clerk

DRAFT

**Weston Board of Education Workshop**  
Thursday, January 12, 2023 9:00 AM  
Remote Session

**Absent:** Bernie Kingsley

**Present:** Steven Ezzes, David Felton, Sharon Ferraro, Peter Gordon, Chad Hoepfner, Melissa Walker. Present: 6, Absent: 1.

I. **CALL TO ORDER, VERIFICATION OF QUORUM**

A quorum has been met. Move that the Weston Board of Education begin the January 6, 2023 special meeting. This motion, made by Ezzes, Steven, Unseconded.

II. **FY24 BUDGET**

A. **Board workshop on the FY24 budget.**

The discussion among board members at this workshop focused on CILs, technology, sustainability and the WMS academic workshop model. Superintendent Barbiero briefly went over the question and answer document relating to questions the board members submitted in advance and indicated there is more being added to this document, and the final version will be updated and published shortly.

III. **NEXT SCHEDULED MEETING OF THE BOARD OF EDUCATION**

A. Weston Board of Education regular meeting on January 17, 2023 at 6:00 PM. This meeting will be remote and live streamed.

B. Weston Board of Education Forum #2 with Administration on FY 2024 Budget Request on January 19, 2023 at 6:00 PM.

C. Weston Board of Education workshop on January 23, 2023 at 9:00 AM. This meeting will be remote and live streamed.

D. Weston Board of Education special meeting regarding the Approval and Adoption of Recommended Operating & Capital Budgets on January 24, 2023 at 6:00 PM. This meeting will be remote and live streamed.

IV. **ADJOURNMENT**

Move that the Weston Board of Education adjourn the January 12, 2023 workshop at 12:39 PM. This motion, made by Felton, David and seconded by Hoepfner, Chad, Carried.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter  
Gordon: Yea, Chad Hoepner: Yea, Melissa Walker: Yea

Yea: 6, Nay: 0

Respectfully submitted by:  
Jodi Sacchetta  
Board Clerk

DRAFT



WESTON HIGH SCHOOL PTO

December 15, 2022

Lisa Barbiero  
Superintendent of Schools  
Weston School District  
24 School Road  
Weston, CT 06883

Dear Ms. Barbiero,

On behalf of the Weston High School PTO, we are pleased to inform you and the Board of Education that our organization would like to provide the following:

- \$1,939.06 for vinyl graphics for the front doors and windows of WHS. The graphics will contribute to school spirit and coordinate with graphics being installed on the athletics doors. They also provide a layer of security as staff and students can see outside through perforations in the vinyl, but from the outside, you can't see in.

We are grateful to our members for recognizing the importance of supporting students and staff with the additional funds needed to enhance their educational and social experiences at Weston High School. We look forward to all our continued success.

Warmest regards,

Casey Saussy  
WHS PTO Philanthropy Chair

CC: Christine Harris, WHS PTO President  
Meghan Ward, WHS Principal



**WESTON HIGH SCHOOL PTO**

December 15, 2022

Lisa Barbiero  
Superintendent of Schools  
Weston School District  
24 School Road  
Weston, CT 06883

Dear Ms. Barbiero,

On behalf of the Weston High School PTO, we are pleased to inform you and the Board of Education that our organization would like to provide the following:

- Up to \$2,000 for an 85" smart tv, cart and sound bar to benefit instruction for students by showing visual demonstrations of skills, strategies and game play. It will also be used to improve the CPR curriculum and expand resources for all students.

We are grateful to our members for recognizing the importance of supporting students and staff with the additional funds needed to enhance their educational experience at Weston High School. We look forward to all our continued success.

Warmest regards,

A handwritten signature in black ink that reads 'Casey Saussy'. The signature is fluid and cursive, with a large loop at the end.

Casey Saussy  
WHS PTO Philanthropy Chair

CC: Christine Harris, WHS PTO President  
Meghan Ward, WHS Principal

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**INTEROFFICE MEMORANDUM**

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**TO:** LISA BARBIERO

**FROM:** TERRI – HUMAN RESOURCES

**SUBJECT:** CONSENT AGENDA – BOE MTG 1/17/2023

**DATE:** 1/13/2023

**NEW HIRES:**

- Margaret Hogan, (1.0) Administrative Assistant – Scheduler in PPS. Effective 1/17/2023. This is a budgeted addition to staff.
- Diana Marchetti, (1.0) Special Education Teacher at WMS. Effective 1/30/2023, replacing A. Begin who resigned.

**RETIREMENTS:**

- None

**RESIGNATIONS:**

- Michelle O'Connor, (1.0) BCBA at WMS/WHS, effective 2/3/2023. Took a position in another CT district.

**TRANSFERS:**

- None

**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** 1/17/23

**Information Only**

**Action Requested**

**Agenda Item Subject:** Approval of the December 2022 Financial Report

**Submitted by:** Phillip Cross

**Document Summary/Purpose and/or Recommended Action:**

Following is the 6th FY23 (December 2022) Financial Report Including Internal Services Fund (for Dental). We are recommending approval of the report.

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>



January 13, 2023

**TO:** BOE Finance Committee

**FROM:** Phillip Cross, Director of Finance and Operations

**SUBJECT:** December Financial Report for FY 22-23

Below is a summary report of the FY 23 Budget as of December 31, 2022.

FY-23 CATEGORY SUMMARY							
Object Series	Adjusted Budget	YTD Actuals	Encumbrance	Anticipated	Projected to End of Year	Available Balance	Previous Month Balance
Salaries (1000's)	33,765,943	13,837,960	18,377,996	1,510,215	33,726,171	39,772	35,868
Benefits (2000's)	10,377,379	5,125,064	4,771,029	470,710	10,366,803	10,576	-
Professional Services (3000's)	1,527,747	521,084	763,150	243,513	1,527,747	-	-
Property Services (4000s)	2,275,996	848,566	916,217	464,966	2,229,749	46,247	46,247
Other Services (5000s)	6,992,440	3,367,538	3,052,059	125,821	6,545,418	447,022	32,135
Supplies (6000s)	2,523,469	1,101,397	1,104,774	317,297	2,523,469	-	-
Equipment (7000s)	102,022	83,190	10,618	8,214	102,022	-	-
Other Objects (8000s)	126,306	92,863	8,582	24,861	126,306	-	-
Revenue (9000s)	(1,300,119)	(317,048)	-	(1,158,459)	(1,475,508)	175,389	89,987
<b>Total</b>	<b>\$ 56,391,182</b>	<b>\$ 24,660,613</b>	<b>\$ 29,004,426</b>	<b>\$ 2,007,138</b>	<b>\$ 55,672,177</b>	<b>\$ 719,006</b>	<b>\$204,237</b>

The month over month change is \$514,769. The breakdown is as follows:

**Salary - \$3,904**

- FML & turnover savings - \$16,938
- Degree level change – (\$5,212)
- Formula Correction – (\$7,822)

**Benefits - \$10,576**

- Workers compensation insurance premium less than budgeted - \$10,576.

**Other Services - \$414,887**

- General, property and athletic insurance premium less than budgeted - \$24,567. This amount includes \$17,935 for Member's Equity Distribution from CIRMA. The distribution, if any, is based on CIRMA's operational performance, financial strength, and on the success of our members' risk management efforts.

**SPED Tuition/Settlements & Transportation**

- We are seeing an increase in out-of-district placements, primarily for mental health and behavioral challenges that cannot be supported in the district. Because of this increase in the number of placements, there is an associated rise in transportation costs. At the same time, the type of placement for certain students has changed, which has allowed our costs to remain relatively budget neutral. Finally, there has been a decrease in our settlement costs due to changes in students' needs and students exiting the district.
  - SPED Transportation – (\$39,690)
  - Out of District Tuition - \$70,532
  - Tuition settlement - \$359,477

**Revenue Offsets -\$85,402**

- Based on current enrollment there is a projected increase in both Pre-School \$29,534 and non-resident tuition -\$57,293
- Excess Cost grant – We have submitted our initial anticipated expenditures that will qualify for excess cost reimbursement. Our anticipated reimbursement will be \$803,723, which is \$7,977 less than budgeted.
- Better than anticipated Medicaid reimbursement -\$6,552

## **Surplus Analysis**

The analysis below summarizes the makeup of this year's surplus.

<b>FY 23 - Surplus Analysis</b>	
<b>Description</b>	<b>Amount</b>
Salary Savings	39,772
Security System Lease Paid in Full in FY 22	46,247
Tuition & Settlements	430,009
Insurance - CIRMA Equity Distribution	17,935
Other Insurance Savings	17,208
Transportation Fleet reduction	83,417
Transportation Credits	89,987
Increase in Pre-K & Non-resident Tuition	86,827
Increase Medicaid Reimbursement	6,552
<u>Offsets:</u>	
Transportation	(90,971)
Excess Cost Less than Budget	(7,977)
<b>Total</b>	<b>719,006</b>

## **Internal Services Fund**

Dental claims are within the expected range.

**WESTON PUBLIC SCHOOLS  
INTERNAL SERVICES FUND  
FOR HEALTH BENEFITS PROGRAM**

Fiscal Year Ended							2023
<b>STATEMENT OF REVENUES AND EXPENDITURES</b>							
Fund Balance -July 1, 2022 (Unaudited)							\$ 418,466
Revenues:							
General Fund Appropriation							\$ 434,330
Reimbursements							\$ -
Total Contributions							\$ 434,330
Total Revenues (A)							\$ 434,330
Budgeted Claims							
Delta Dental:							
Claims							\$ 411,980
Administrative Fees							\$ 22,350
Total Dental Claims (B)							\$ 434,330
Net Change (A-B)							\$ -
Projected Fund balance June 30, 2023							\$ 418,466
<b>Delta Dental- Actual Claims</b>							
<b>Month</b>							<b>Claims &amp; Fees</b>
July							27,017
August							43,476
September							24,354
October							27,952
November							31,169
December							26,161
<b>Total</b>							<b>\$ 180,129</b>
Actual YTD Spend Rate							41.5%
Theoretical YTD Spend Rate							50.0%
YTD Theoretical variance %							-8.5%

**WESTON PUBLIC SCHOOLS**

**FY23 FINANCIAL REPORT**

As of December 31, 2022

Period: 6 of 12

2019-2020 Year-End Expense	2020-2021 Year-End Expense	2021-2022 Year-End Expense	Object Code	Description	2022-2023							
					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				<b><u>Salaries &amp; Wages (1000s)</u></b>								
2,940,692	2,721,241	2,881,354	1110	Administrators	3,139,234	(61,447)	3,077,787	1,399,296	1,427,442	236,522	3,063,261	14,526
14,458,759	13,925,352	14,465,388	1111	General Ed. Teachers	14,936,002		14,936,002	5,911,008	9,031,943	-	14,942,951	(6,949)
2,279,850	2,372,055	2,303,563	1112	Special Ed. Teachers	2,569,234		2,569,234	939,178	1,634,643	-	2,573,821	(4,587)
1,020,707	1,031,899	983,206	1113	Guidance	959,571	61,447	1,021,018	396,849	624,170	-	1,021,018	-
472,621	503,136	468,881	1114	Psychologist	524,553		524,553	158,722	238,450	-	397,172	127,381
193,946	162,383	202,927	1115	Social Worker	331,170		331,170	139,830	223,728	-	363,558	(32,388)
517,368	555,781	543,134	1116	Speech & Hearing	566,144		566,144	243,570	330,396	-	573,966	(7,822)
758,161	1,046,642	1,184,208	1117	Academic Assistants	1,013,599		1,013,599	362,200	542,450	65,481	970,131	43,468
205,471	210,287	169,686	1118	Talented & Gifted	110,854		110,854	42,636	68,218	-	110,854	-
399,004	412,193	403,577	1119	Library/Media	412,186		412,186	169,082	248,316	-	417,398	(5,212)
59,505	47,413	46,587	1135	Transition Coordinator	48,239		48,239	22,264	35,622	-	57,886	(9,647)
824,102	785,011	832,301	1139	Certified Stipends	893,646		893,646	336,573	110,165	446,908	893,646	-
584,428	577,980	574,562	1140	Academic Leader (CIL's)	670,133		670,133	271,977	401,564	-	673,541	(3,408)
371	1,779	2,650	1141	Mentor Teacher	3,000		3,000	-	-	3,000	3,000	-
272,612	277,908	187,872	1142	Behavioral Analyst	233,099		233,099	85,966	92,810	58,722	237,499	(4,400)
44,359	45,069	45,835	1145	English Language Learner	46,614		46,614	29,582	28,686	-	58,267	(11,653)
<b>\$ 25,031,956</b>	<b>\$ 24,676,129</b>	<b>\$ 25,295,731</b>		<b>Sub-Total Certified Salaries</b>	<b>\$ 26,457,277</b>	<b>\$ -</b>	<b>\$ 26,457,277</b>	<b>\$ 10,508,732</b>	<b>\$ 15,038,603</b>	<b>\$ 810,634</b>	<b>\$ 26,357,969</b>	<b>99,308</b>
					4.59%			39.7%	56.8%	3.1%	99.6%	0.4%
				<b><u>Other Certified Salaries</u></b>								
55,905	28,996	45,700	1131	Homebound Tutor	44,500		44,500	19,203	-	25,297	44,500	-
-	-	-	1136	Degree Level Change	43,520		43,520	-	-	-	-	43,520
147,029	164,963	278,078	1137	Substitute Teacher	178,801		178,801	89,520	-	89,281	178,801	-
185,735	243,990	212,521	1138	Summer Work -Certified Staff	160,408		160,408	145,084	-	15,324	160,408	-
136,838	106,600	99,315	1143	Building Substitutes	203,175		203,175	50,540	87,603	65,033	203,175	-
208,344	608,730	295,291	1144	Long term Substitute	118,000		118,000	159,346	41,722	(83,067)	118,000	-
-	-	-	1160	Turnover Savings	(115,000)		(115,000)	-	-	-	0	(115,000)
<b>\$ 733,851</b>	<b>\$ 1,153,278</b>	<b>\$ 930,904</b>		<b>Sub-Total Other Certified Salaries</b>	<b>\$ 633,404</b>	<b>\$ -</b>	<b>\$ 633,404</b>	<b>\$ 463,693</b>	<b>\$ 129,324</b>	<b>\$ 111,867</b>	<b>\$ 704,884</b>	<b>(\$71,480)</b>

**WESTON PUBLIC SCHOOLS**

**FY23 FINANCIAL REPORT**

As of December 31, 2022

Period: 6 of 12

2019-2020 Year-End Expense	2020-2021 Year-End Expense	2021-2022 Year-End Expense	Object Code	Description	2022-2023										
					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available			
								73.2%	20.4%	17.7%	111.3%	-11.3%			
				<i><u>Non-Certified Salaries</u></i>											
406,422	373,111	381,506	1210	Non-Cert. Supervisors	390,091		390,091	185,238	204,647	-	389,884	207			
215,220	234,060	223,520	1211	Nurses	231,336		231,336	91,877	139,486	-	231,363	(27)			
295,567	297,217	306,924	1215	Occupational Therapist	318,970		318,970	114,249	135,488	69,233	318,970	-			
1,267,185	1,199,438	1,140,104	1221	Secretarial	1,240,609		1,240,609	542,364	604,385	93,861	1,240,609	-			
1,761,865	1,837,631	1,767,360	1231	Para Educators	1,800,527		1,800,527	686,741	1,061,896	51,890	1,800,527	-			
165,721	129,307	146,862	1234	Bus Aides	175,000		175,000	69,673	9,438	95,889	175,000	-			
525,426	600,663	485,773	1235	Technicians	492,122		492,122	240,522	255,354	-	495,877	(3,755)			
61,021	61,157	61,996	1237	Vocational Specialist	63,982		63,982	26,661	37,157	-	63,818	164			
239,373	246,331	247,175	1241	Safety Monitors	253,848		253,848	109,215	144,200	-	253,414	434			
476,898	509,851	506,491	1251	Custodians	515,976		515,976	242,763	272,368	-	515,130	846			
455,850	492,769	460,027	1261	Maintenance Mechanics & Grounds	482,372		482,372	216,297	251,999	-	468,296	14,076			
72,573	74,781	84,861	1269	Athletic Support Staff	101,762		101,762	35,005	34,728	32,029	101,762	-			
168,675	182,698	197,442	1280	Non Certified Stipends	194,475		194,475	89,781	58,923	45,771	194,475	-			
<b>\$ 6,111,794</b>	<b>\$ 6,239,015</b>	<b>\$ 6,010,040</b>		<b>Sub-Total Non-Certified Salaries</b>	<b>\$ 6,261,070</b>	<b>\$ -</b>	<b>\$ 6,261,070</b>	<b>\$ 2,650,385</b>	<b>\$ 3,210,069</b>	<b>\$ 388,673</b>	<b>\$ 6,249,127</b>	<b>\$ 11,944</b>			
				<i><u>Other Non-Certified Salaries</u></i>				42.3%	51.3%	6.2%	99.8%	0.2%			
50,411	28,910	47,199	1213/1 223/12 33	Non-Certified Substitutes	47,500		47,500	18,403	-	29,097	47,500	-			
163,643	135,970	176,085	1212/2 2/38/42 /52/62	Overtime	203,700		203,700	83,875	-	119,825	203,700	-			
155,964	104,948	127,252	1268	Summer Work-Non-Cert.	162,991		162,991	112,871	-	50,120	162,991	-			
<b>\$ 370,019</b>	<b>\$ 269,828</b>	<b>\$ 350,536</b>		<b>Sub-Total Other Salaries</b>	<b>\$ 414,191</b>	<b>\$ -</b>	<b>\$ 414,191</b>	<b>\$ 215,149</b>	<b>\$ -</b>	<b>\$ 199,042</b>	<b>\$ 414,191</b>	<b>-</b>			
								51.9%	0.0%	48.1%	100.0%	0.0%			
<b>\$ 32,247,620</b>	<b>\$ 32,338,250</b>	<b>\$ 32,587,211</b>		<b>TOTAL SALARIES</b>	<b>\$ 33,765,943</b>	<b>\$ -</b>	<b>\$ 33,765,943</b>	<b>\$ 13,837,960</b>	<b>\$ 18,377,996</b>	<b>\$ 1,510,215</b>	<b>\$ 33,726,171</b>	<b>\$ 39,772</b>			
								3.62%			41.0%	54.4%	4.5%	99.9%	0.1%

**WESTON PUBLIC SCHOOLS**

**FY23 FINANCIAL REPORT**

As of December 31, 2022

Period: 6 of 12

2019-2020 Year-End Expense	2020-2021 Year-End Expense	2021-2022 Year-End Expense	Object Code	Description	2022-2023							
					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				<i><b>Benefits (2000's)</b></i>								
7,790,363	8,324,773	8,412,125	2000	Health Insurance	9,321,902		9,321,902	4,607,734	4,735,435	(21,266)	9,321,902	-
(1,361,419)	(1,437,860)	(1,508,844)	2022	Premium Cost Share	(1,664,207)		(1,664,207)	(706,089)	-	(958,118)	(1,664,207)	-
552,072	562,991	540,802	2001	Social Security	460,428		460,428	246,269	-	214,159	460,428	-
460,986	464,653	465,667	2002	Medicare	501,860		501,860	197,405	-	304,455	501,860	-
205,411	175,279	175,275	2003	Workers Compensation	185,790		185,790	175,214	-	-	175,214	10,576
60,043	56,973	25,494	2004	Unemployment Compensation	60,000		60,000	-	-	60,000	60,000	-
315,665	468,582	149,718	2005	Early Retirement Incentive	-		-	-	-	-	-	-
1,088,303	1,072,998	1,177,822	2007	Pension Contributions	1,324,006		1,324,006	570,601	-	753,405	1,324,006	-
58,565	75,005	83,227	2010	Tuition Reimbursement	75,000		75,000	2,624	-	72,376	75,000	-
64,926	63,528	63,952	2011-12	Life & Disability Insurance	67,600		67,600	31,306	35,594	700	67,600	-
24,556	86,591	105,506	2014	Sick Bank	45,000		45,000	-	-	45,000	45,000	-
<b>\$9,259,470</b>	<b>\$9,913,513</b>	<b>\$9,690,744</b>		<b>TOTAL BENEFITS</b>	<b>\$10,377,379</b>	<b>\$ -</b>	<b>\$10,377,379</b>	<b>\$5,125,064</b>	<b>\$4,771,029</b>	<b>\$470,710</b>	<b>\$10,366,803</b>	<b>\$ 10,576</b>
					7.09%			49.4%	46.0%	4.5%	99.9%	
				<i><b>Professional &amp; Technical Services (3000s)</b></i>								
195,184	174,773	545,611	3210	Contracted Services Educational	385,700		385,700	117,606	324,633	(56,539)	385,700	-
265,218	139,888	128,921	3220-21	Consulting Services	120,835		120,835	50,387	66,637	3,811	120,835	-
80,956	89,901	123,549	3235	Testing	79,950		79,950	63,074	38,034	(21,158)	79,950	-
217,617	210,355	6,158	3239	Other Pupil Services	182,085		182,085	20,776	1,614	159,695	182,085	-
72,230	220,134	64,991	3303	Management Services	70,733		70,733	38,197	20,362	12,174	70,733	-
2,335	2,015	1,775	3304	License Fees-Facilities	3,500		3,500	1,995	340	1,165	3,500	-
237,145	204,996	245,731	3306	Legal Fees-SPED	240,000		240,000	68,585	171,415	-	240,000	-
186,270	164,948	167,193	3306	Legal Fees- Districtwide	150,000		150,000	115,681	26,719	7,600	150,000	-
68,638	83,425	95,138	3308	Police/Fire	111,869		111,869	13,034	93,023	5,812	111,869	-
148,442	72,208	67,382	3309	Professional Technical Services	129,349		129,349	31,749	20,373	77,227	129,349	-
52,049	21,917	49,966	3310	Sports Officials	53,726		53,726	-	-	53,726	53,726	-
<b>\$ 1,526,084</b>	<b>\$ 1,384,560</b>	<b>\$ 1,496,415</b>		<b>TOTAL PROF. &amp; TECH SERVICES</b>	<b>\$ 1,527,747</b>	<b>\$ -</b>	<b>\$ 1,527,747</b>	<b>\$ 521,084</b>	<b>\$ 763,150</b>	<b>\$ 243,513</b>	<b>\$ 1,527,747</b>	<b>\$ -</b>
								34.1%	50.0%	15.9%	100.0%	

**WESTON PUBLIC SCHOOLS**

**FY23 FINANCIAL REPORT**

As of December 31, 2022

Period: 6 of 12

2019-2020 Year-End Expense	2020-2021 Year-End Expense	2021-2022 Year-End Expense	Object Code	Description	2022-2023							
					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				<i>Property Services (4000s)</i>								
746,875	848,529	859,036	4200	Cleaning Services	923,080		923,080	456,098	456,594	10,387	923,080	-
40,741	39,855	48,405	4202	Rubbish Removal	51,133		51,133	20,803	30,330	-	51,133	-
95,688	68,301	122,591	4302	Equipment Repairs	153,927		153,927	27,829	42,096	84,002	153,927	-
264,497	155,864	164,029	4400	Equipment Rental	161,655		161,655	54,081	107,574	-	161,655	-
198,222	121,171	74,770	4500	Repair Allowance	200,000		200,000	1,340	2,448	196,212	200,000	-
30,540	64,302	29,913	4514	Fire Alarm System	32,000		32,000	11,054	7,046	13,900	32,000	-
215,822	167,812	172,720	4518	Sewer System Plant Maintenance	164,795		164,795	52,453	102,342	10,000	164,795	-
142,513	145,229	171,669	4520	Service Contracts	171,757		171,757	95,812	75,945	-	171,757	-
60,393	58,389	61,247	4530	Parks & Recreation	69,944		69,944	-	-	69,944	69,944	-
153,145	12,703	16,959	4540	Athletic Facilities Repairs	29,500		29,500	11,033	18,467	-	29,500	-
219,284	151,315	186,270	4541	Contracted Services	225,570		225,570	82,174	73,376	70,020	225,570	-
17,370	53,702	122,304	4600	Special Projects	-		-	-	-	-	-	-
9,032	9,450	2,366	4604	Snow Plowing	10,500		10,500	-	-	10,500	10,500	-
81,552	81,552	138,631	4701	Security System Monitoring	82,135		82,135	35,888	-	-	35,888	46,247
<b>\$ 2,275,674</b>	<b>\$ 1,978,173</b>	<b>\$ 2,170,908</b>		<b>TOTAL PROPERTY SERVICES</b>	<b>\$ 2,275,996</b>	<b>\$ -</b>	<b>\$ 2,275,996</b>	<b>\$ 848,566</b>	<b>\$ 916,217</b>	<b>\$ 464,966</b>	<b>\$ 2,229,749</b>	<b>\$ 46,247</b>
								37.3%	40.3%	20.4%	98.0%	

**WESTON PUBLIC SCHOOLS**

**FY23 FINANCIAL REPORT**

As of December 31, 2022

Period: 6 of 12

2019-2020 Year-End Expense	2020-2021 Year-End Expense	2021-2022 Year-End Expense	Object Code	Description	2022-2023							
					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				<i><b>Other Services (5000's)</b></i>								
1,252,415	1,509,158	1,589,157	5100	Regular Transportation	1,668,812		1,668,812	1,564,306	21,089	-	1,585,395	83,417
685,161	490,473	729,788	5101	SPED Transportation	825,763		825,763	484,192	381,261	-	865,453	(39,690)
61,557	54,105	96,953	5104	Athletic Transportation	108,009		108,009	61,483	97,807	-	159,290	(51,281)
6,816	-	1,537	5105	Extra-Curricular Transportation	22,950		22,950	1,644	-	21,306	22,950	-
91,051	67,457	104,190	5112	Diesel & Gasoline	140,855		140,855	58,099	31,471	51,285	140,855	-
70,605	89,784	103,321	5200	General Liability Insurance	147,409		147,409	118,237	9,905	-	128,142	19,267
16,650	16,650	15,525	5202	Athletic Insurance	17,078		17,078	14,400	-	-	14,400	2,678
96,485	97,536	100,707	5205	Property Insurance	106,776		106,776	104,154	-	-	104,154	2,622
91,922	87,620	89,975	5300	Communications	94,106		94,106	33,460	54,099	6,547	94,106	-
32,786	30,801	30,990	5400	Postage	32,144		32,144	14,033	14,900	3,211	32,144	-
5,964	2,592	4,440	5500	Advertising	4,000		4,000	633	250	3,117	4,000	-
16,281	14,386	17,176	5501	Printing	28,659		28,659	9,825	3,935	14,899	28,659	-
1,143,427	1,528,352	2,007,688	5600	Out of District Tuition	2,474,231		2,474,231	761,871	1,641,828	-	2,403,699	70,532
1,242,870	1,044,742	923,345	5601	Tuition Settlements	1,265,606		1,265,606	123,825	782,304	-	906,129	359,477
286,110	286,110	-	5605	Tuition - ESS Contract	-		-	-	-	-	-	-
44,827	29,716	15,346	5800	Travel & Conference	38,312		38,312	15,226	8,205	14,882	38,312	-
8,258	6,106	3,163	5801	Mileage Reimbursement	11,130		11,130	1,253	625	9,252	11,130	-
2,528	3,190	2,349	5900	Other Purchased Services	6,600		6,600	898	4,379	1,322	6,600	-
<b>\$ 5,155,714</b>	<b>\$ 5,358,780</b>	<b>\$ 5,835,649</b>		<b>TOTAL OTHER SERVICES</b>	<b>\$ 6,992,440</b>	<b>\$ -</b>	<b>\$ 6,992,440</b>	<b>\$ 3,367,538</b>	<b>\$ 3,052,059</b>	<b>\$ 125,821</b>	<b>\$ 6,545,418</b>	<b>\$ 447,022</b>
								48.2%	43.6%	1.8%	93.6%	
				<i><b>Supplies &amp; Materials (6000's)</b></i>								
449,521	418,014	395,832	6110	Materials	509,177		509,177	204,155	139,387	165,635	509,177	-
21,452	17,064	22,091	6120	Office Materials	30,670		30,670	12,603	8,163	9,904	30,670	-
143,209	136,447	184,684	6130	Maintenance Materials	181,624		181,624	52,905	71,132	57,587	181,624	-
88,739	37,883	71,587	6131	Custodial Materials	78,348		78,348	29,148	27,711	21,489	78,348	-
16,200	12,891	16,815	6132	Security Materials	17,184		17,184	7,122	10,497	(435)	17,184	-
467,463	489,133	522,319	6140	Software	534,715		534,715	472,698	33,402	28,615	534,715	-
163,396	324,134	196,324	6410	Books	87,539		87,539	22,069	33,967	31,503	87,539	-
338,642	358,623	388,111	6510	Heating Oil	402,574		402,574	61,605	340,969	-	402,574	-
619,849	705,182	722,884	6520	Electricity	678,638		678,638	239,092	439,546	-	678,638	-
1,745	1,431	2,079	6530	Propane gas	3,000		3,000			3,000	3,000	-
<b>\$ 2,310,217</b>	<b>\$ 2,500,801</b>	<b>\$ 2,522,725</b>		<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$ 2,523,469</b>	<b>\$ -</b>	<b>\$ 2,523,469</b>	<b>\$ 1,101,397</b>	<b>\$ 1,104,774</b>	<b>\$ 317,297</b>	<b>\$ 2,523,469</b>	<b>\$ -</b>
								43.6%	43.8%	12.6%	100.0%	

WESTON PUBLIC SCHOOLS

FY23 FINANCIAL REPORT

As of December 31, 2022

Period: 6 of 12

2019-2020 Year-End Expense	2020-2021 Year-End Expense	2021-2022 Year-End Expense	Object Code	Description	2022-2023							
					Adopted Budget	Budget Transfers	Adjusted Budget	YTD Expended	Encumbered	Anticipated	Expended & Encumbered To EOY	Balance Available
				<i>Equipment (7000's)</i>								
472,391	629,991	541,176	7300	Equipment	102,022		102,022	83,190	10,618	8,214	102,022	-
<b>\$ 472,391</b>	<b>\$ 629,991</b>	<b>\$ 541,176</b>		<b>TOTAL EQUIPMENT</b>	<b>\$ 102,022</b>	<b>\$ -</b>	<b>\$ 102,022</b>	<b>\$ 83,190</b>	<b>\$ 10,618</b>	<b>\$ 8,214</b>	<b>\$ 102,022</b>	<b>\$ -</b>
								81.5%	10.4%	8.1%	100.0%	
				<i>Other Objects (8000's)</i>								
91,658	80,424	87,211	8100	Dues, Fees and Memberships	100,911		100,911	76,923	3,334	20,653	100,911	-
21,888	20,110	24,317	8900	Other Objects	25,395		25,395	15,940	5,248	4,207	25,395	-
<b>\$ 113,546</b>	<b>\$ 100,534</b>	<b>\$ 111,528</b>		<b>TOTAL OTHER OBJECTS</b>	<b>\$ 126,306</b>	<b>\$ -</b>	<b>\$ 126,306</b>	<b>\$ 92,863</b>	<b>\$ 8,582</b>	<b>\$ 24,861</b>	<b>\$ 126,306</b>	<b>\$ -</b>
								73.5%	6.8%	19.7%	100.0%	0.0%
				<i>Revenue Offset (9000's)</i>								
(102,106)	(22,498)	(29,042)	9200	Technology Revenue	(29,042)		(29,042)	-	-	(29,042)	(29,042)	-
(60,515)	(61,920)	(73,800)	9201	Participation Fees, Athletics	(66,365)		(66,365)	(53,900)	-	(12,465)	(66,365)	-
(15,914)	-	(18,350)	9202	Gate Receipts, Athletics	(15,000)		(15,000)	-	-	(15,000)	(15,000)	-
-	(134,377)	(77,445)	9204	Transportation Credits	-		-	(89,987)	-	-	(89,987)	89,987
(655,410)	(859,340)	(812,440)	9205	Excess Cost SPED	(811,700)		(811,700)	-	-	(803,723)	(803,723)	(7,977)
(89,626)	(74,625)	(79,561)	9206	Pre School Tuition SPED	(63,000)		(63,000)	(68,354)	-	(24,180)	(92,534)	29,534
(68,171)	(76,283)	(75,981)	9207	Regular Ed. Tuition	(62,581)		(62,581)	(67,092)	-	(52,782)	(119,874)	57,293
(46,817)	(37,813)	(19,878)	9208	Revenue from Town for Fields	(42,681)		(42,681)	(18,554)	-	(24,127)	(42,681)	-
(39,600)	(11,000)	(40,000)	9209	Parking Fees	(45,000)		(45,000)	-	-	(45,000)	(45,000)	-
(24,112)	(14,161)	(46,050)	9210	Theater Receipts	(60,250)		(60,250)	(9,010)	-	(51,240)	(60,250)	-
(2,706)	-	-	9212	Facility Use Rental	(17,500)		(17,500)	-	-	(17,500)	(17,500)	-
(6,947)	(6,815)	(4,768)	9215	Medicaid Revenue	(6,000)		(6,000)	(10,152)	-	(2,400)	(12,552)	6,552
				Budgeted Reduction	(81,000)		(81,000)	-	-	(81,000)	(81,000)	-
<b>(\$1,111,924)</b>	<b>(\$1,298,832)</b>	<b>(\$1,277,316)</b>		<b>Total Revenue Offset</b>	<b>(\$1,300,119)</b>	<b>\$ -</b>	<b>(\$1,300,119)</b>	<b>(\$317,048)</b>	<b>\$0</b>	<b>(\$1,158,459)</b>	<b>(\$1,475,508)</b>	<b>\$ 175,389</b>
								24.4%	0.0%	89.1%	113.5%	-13.5%
<b>\$ 52,248,792</b>	<b>\$ 52,905,769</b>	<b>\$ 53,679,039</b>		<b>GRAND TOTAL</b>	<b>\$ 56,391,182</b>	<b>\$ -</b>	<b>\$ 56,391,182</b>	<b>\$ 24,660,613</b>	<b>\$ 29,004,426</b>	<b>\$ 2,007,138</b>	<b>\$ 55,672,177</b>	<b>\$ 719,006</b>
								43.73%	51.43%	3.56%	98.72%	1.28%

~~Ceremonies and Observances~~

**Separation of Church and State**

**Salute to the Flag and the Star Spangled Banner**

Ceremonies and Observances

Separation of Church and State

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion.

This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

As required by the Every Student Succeeds Act, the Superintendent will, by October 1 of each year, certify in writing to the state that students of the District are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent will ensure that the staff, parents/guardians and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent will also distribute guidelines to each school concerning religion in the schools, after such guidelines/regulations have been approved by the Board attorney and reviewed by the Board.

**Pledge of Allegiance**

Students will be offered the opportunity to recite the Pledge of Allegiance to the United States Flag at least once during each school day. Participation in reciting the Pledge of Allegiance will be voluntary. Students may choose to not recite ~~refuse to participate in reciting~~ the Pledge of Allegiance for any reason, including religious, political, philosophical or personal reasons. If a student chooses not to participate, he/she may stand or sit in silence.

~~As required by the Every Student Succeeds Act, the Superintendent will, by October 1 of each year, certify in writing to the state that students of the District are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent will ensure that the staff, parents/guardians and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent will also distribute guidelines to each school concerning~~

~~religion in the schools, after such guidelines/regulations have been approved by the Board attorney and reviewed by the Board.~~

### **Observance of Religious Holidays**

It is Board policy that school will be closed on holidays as outlined in the WPS district calendar~~the first day of Rosh Hashanah and on Yom Kippur.~~ Teachers should refrain from administering tests and quizzes on the day after these holidays. Major school functions should not be scheduled on the evening immediately preceding these holidays.

~~Individuals whose observance of other recognized religious holidays should be accorded like accommodations.~~

### **Absence for Religious Observation**

Student absences from school, including co-curricular activities and sports, for religious observances shall be excused. Furthermore, such absences should not prohibit receipt of attendance-related awards nor impact student grades or participation in school events.

### **Recognition of Religious Holidays**

The objective study of religious holidays provides a natural opportunity to promote an appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs; reflecting the diversity of global cultures.

1. Recognition of religious holidays will not dominate the educational program and ~~must~~should support curricular objectives.
2. All religions ~~must~~should be afforded equal dignity, but none advanced nor disparaged.
3. Symbols such as Santa Claus, menorah, dreidels, shofar, Easter eggs, Christmas wreaths and trees, etc., while they may have no religious significance or liturgical applications, have unquestionably become associated with religious celebrations. Therefore, to avoid having students or visitors to the schools feel uncomfortable or left out, staff should be sensitive when displaying holiday symbols. If used in classrooms or hall bulletin boards, they are to be used in an educational context, and are to reflect cultural and religious diversity.
4. Decorations in public areas should be minimal. They should not use the holiday symbols of one religion exclusively or dominantly, or display them in such a way as to suggest that the school is celebrating a particular religious holiday.
5. Programs should focus on seasonal rather than religious themes! inclusive of concerts, enrichment programs and Parent-Teacher Organization sales.
6. Performances which recognize holidays ~~must~~should be of an artistic nature, not religious. Religious music ~~must~~should not dominate any school program. Program selections should not, by their nature, exclude students from participation.
7. The Cafeteria staff will consider religious dietary restrictions when planning menus (non-meat meals, limiting pork to one menu choice).
8. Parents may exclude their children from programs involving the recognition of religious holidays or if celebration is in conflict with family beliefs. A written request for exclusion should be sent to the Principal.

Legal Reference: Connecticut General Statutes  
10-1 6a Silent Meditation  
10-29a Certain days to be proclaimed by governor  
10-230 Flags for schoolrooms and schools  
PA 02-119, An Act Concerning Bullying Behavior in Schools and  
Concerning the Pledge of Allegiance  
BOE Policy 6154 Homework  
No Child Left Behind Act

Policy adopted: November 25, 2002  
Policy revised: April 27, 2004  
Policy revised: \_\_\_\_\_, 2022

Weston Public Schools  
Weston, Connecticut

DRAFT

**POLICY TO IMPROVE COMPLETION RATES OF THE FREE APPLICATION FOR  
FEDERAL STUDENT AID (FAFSA)**

The \_\_\_\_\_Weston Board of Education (the “Board”) understands that completion of the Free Application for Federal Student Aid (“FAFSA”) is an important step in the path to postsecondary education and is associated with higher rates of college enrollment. The Board is committed to improving the completion rates of the FAFSA for students enrolled in the \_\_\_\_\_Weston Public Schools (the “District”).

In order to improve the completion rates of the FAFSA by students enrolled in grade twelve in the District ~~[IF THE BOARD MAINTAINS AN ADULT EDUCATION PROGRAM~~ **ADD: and students enrolled in the District’s adult education program**], the District shall develop a systematic program through which such students are educated about the purpose and content of the FAFSA, encouraged to complete the FAFSA, and assisted in the completion of the FAFSA, as may be necessary and appropriate. The Board directs the Superintendent or designee to develop administrative regulations in furtherance of this policy. The Board further directs the Superintendent or designee to conduct periodic assessments of such regulations, at least annually, to determine effectiveness in improving completion rates of the FAFSA.

Any information contained in a FAFSA, held by the Board, shall not be a public record for purposes of the Freedom of Information Act and thus shall not be subject to disclosure under the provisions of section 1-210 of the Connecticut General Statutes.

Each year, the Superintendent or designee will report to the Board the FAFSA completion rate for each high school in the District ~~[IF THE BOARD MAINTAINS AN ADULT EDUCATION PROGRAM~~ **ADD: and for the District’s adult education program**].

The Board may accept gifts, grants and donations, including in-kind donations, to implement the provisions of this policy.

Legal Reference:

Conn. Gen. Stat. § 10a-11i  
Conn. Gen. Stat. § 10-223m

ADOPTED: \_\_\_\_\_, 2022

Weston Public Schools  
Weston, CT

~~*[Boards of education are required to adopt a policy to improve the completion rates of the Free Application for Federal Student Aid (“FAFSA”). The specific measures that the Board and the District will take to improve the completion rates are left up to the Board and the District. We recommend that the Board and the District consider what works best for the specific student population and implement measures accordingly. The measures in these administrative regulations are designed to be suggestions and are not required by law.]*~~

### ADMINISTRATIVE REGULATIONS ADDRESSING IMPROVING THE COMPLETION RATES OF FAFSA

In order to improve the completion rates of the Free Application for Federal Student Aid (“FAFSA”) by students enrolled in the \_\_\_\_\_ Weston Public Schools (the “District”) **[IF THE BOARD MAINTAINS AN ADULT EDUCATION PROGRAM ADD: and students enrolled in the District’s adult education program]**, the District will:

- ~~• Develop a FAFSA Task Force to identify challenges, successes, and next steps in improving the completion rates of the FAFSA among students in grade twelve **[IF THE BOARD MAINTAINS AN ADULT EDUCATION PROGRAM ADD: and students enrolled in the District’s adult education program]**.~~
- Track data from the FAFSA website ~~such students~~ regarding FAFSA completion, including date of completion.
- ~~• Identify FAFSA coaches who will be assigned a caseload of students to assist students in completing the FAFSA and monitor their completion rates.~~
- ~~• Provide incentives to students who have completed the FAFSA, which may include but are not limited to, spirit days and giveaways, if funding permits.~~
- Conduct annual presentations to students and families about the purpose and importance of the FAFSA and the District’s resources available to help students in completing the FAFSA.
- During college preparation meeting(s) the school counselor and/or college and career counselor shall remind students and families of the importance of completing the FAFSA.
- ~~• Provide professional development to identified District staff regarding the FAFSA and best practices for supporting students in completing the FAFSA.~~

Legal Reference:

Conn. Gen. Stat. § 10-223m

6/19/2022

**STUDENT DISCIPLINE**

I. Definitions

- A. **Cannabis** means marijuana, as defined by Conn. Gen. Stat. § 21a-240.
- B. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- C. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g., hunting); type of projectile; force and velocity of discharge; method of discharge (e.g., spring v. CO2 cartridge) and potential for serious bodily harm or death.
- D. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- E. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- F. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- G. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.

- H. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- I. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- J. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- K. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- L. **School Days** shall mean days when school is in session for students.
- M. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Weston Board of Education (the "Board") and includes activities conducted on or off school property.
- N. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

- O. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- P. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.
- Q. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- R. For purposes of this policy, references to “school”, “school grounds” and “classroom” shall include physical educational environments, as well as environments in which students are engaged in remote learning, which means instruction by means of one or more Internet-based software platforms as part of a remote learning model.

II. Scope of the Student Discipline Policy

A. ***Conduct on School Grounds, on School Transportation, or at a School-Sponsored Activity:***

1. Suspension. Students may be **suspended** for conduct on school grounds, on school transportation, or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.**
2. Expulsion. Students may be **expelled** for conduct on school grounds, on school transportation, or at any school-sponsored activity that either **(1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.**

B. *Conduct off School Grounds:*

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**

C. *Seriously Disruptive of the Educational Process:*

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school;** (2) **whether other students from the school were involved or whether there was any gang involvement;** (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon,** as defined in Section 29-38 of the Connecticut General Statutes, and **whether any injuries occurred;** and (4) **whether the conduct involved the use of alcohol.** The Administration and/or the Board of Education may also consider (5) **whether the off-campus conduct involved the illegal use of drugs.**

D. On and after January 1, 2022, a student shall not have greater discipline, punishment, or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, member of the school staff or other person(s).
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.

4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, alienage, ancestry, gender identity or expression, marital status, age, pregnancy, veteran status or any other characteristic protected by law.
7. Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in Paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire.

Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.

15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), electronic cannabis delivery system, or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For purposes of Paragraph 15, the term “electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law, including cannabis.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in Paragraph 15 above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of

any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances, including cannabis.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds, on school transportation, or

at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds, on school transportation, or at a school-sponsored activity without the written permission of the principal or designee.
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as an act that is direct or indirect and severe, persistent or pervasive, which:
  - a. causes physical or emotional harm to an individual;
  - b. places an individual in reasonable fear of physical or emotional harm; or
  - c. infringes on the rights or opportunities of an individual at school; or

Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the

conduct is intended as a joke, including but not limited to violating school or district health and safety protocols.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### IV. Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where the principal has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the Administration has reason to believe:

1. was in **possession on school grounds, on school transportation, or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument** or a **martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
3. was engaged **on or off school grounds or school transportation in offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms “**dangerous instrument,**” “**deadly weapon,**” “**electronic defense weapon,**” “**firearm,**” and “**martial arts weapon,**” are defined above in Section I.

- C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no **student enrolled in such a preschool program** shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the Administration has reason to believe that that a student enrolled in such preschool program was in **possession of a firearm** as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds, on school transportation, or at a preschool program-sponsored event. The term “**firearm**” is defined above in Section I.
- D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or designee determines that a student should or must be expelled, the Superintendent or designee shall forward such recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

- E. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades

kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV.B(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV.C. For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

V. Procedures Governing Removal from Class

- A. A student may be removed from class by a teacher or administrator if the student deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send the student to a designated area and notify the principal or the principal's designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
  - 1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
  - 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
    - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such

a disruption of the educational process that he or should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or

- b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds or on school transportation is of a violent or sexual nature that endangers persons.
3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
  4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
  5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
  6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
  7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or designee of the name of the student being suspended and the reason for the suspension.

8. The student shall be allowed to complete any classwork, including examinations, without penalty, which the student missed while under suspension.
  9. The school Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
  10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration.
  11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
  12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
  13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before

the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

VII. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

VIII. Procedures Governing Expulsion Hearing

A. ***Emergency Exception:***

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

B. ***Hearing Panel:***

- 1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must

be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.

2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

**C. *Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):***

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to the student's parent(s) or guardian(s) at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to the student's parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the Administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Administration.
  - f. The student may be represented by an attorney or other advocate of the student's choice at the student's expense or at the expense of the student's parent(s) or guardian(s).

- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or the student's parent(s) or guardian(s) requires the services of an interpreter because they do not speak the English language or are disabled.
- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and about free or reduced-rate legal services and how to access such services.
- j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. ***Hearing Procedures:***

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.

5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or designee.
7. Each witness for the Administration will be called and sworn. After a witness has finished testifying, the witness will be subject to cross-examination by the opposite party or the witness' legal counsel, by the Presiding Officer and by Board members.
8. The student shall not be compelled to testify at the hearing.
9. After the Administration has presented its case, the student will be asked if the student has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, the student will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or the student's representative.
10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems that have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the

second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.

14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
18. The hearing may be conducted virtually, via video conference, at the direction of the Board, in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health emergency. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

E. ***Presence on School Grounds, on School Transportation, and Participation in School-Sponsored Activities During Expulsion:***

During the period of expulsion, the student shall not be permitted to be on school property or on school transportation, and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property or school transportation for a specified purpose or to participate in a particular school-sponsored activity.

F. ***Stipulated Agreements:***

In lieu of the procedures used in this Section, the Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on the student's own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. **Alternative Educational Opportunities for Expelled Students**

A. ***Students under sixteen (16) years of age:***

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

**B. *Students sixteen (16) to eighteen (18) years of age:***

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if the student requests it and if the student agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to participation in the adult education program.
2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent, time.
3. The Board of Education shall count the expulsion of a pupil when the student was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when the student is between the ages of sixteen and eighteen.

**C. *Students eighteen (18) years of age or older:***

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

**D. *Content of Alternative Educational Opportunity***

1. For the purposes of Section IX, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.

2. The Superintendent, or designee, shall develop administrative regulations concerning alternative educational opportunities, which administrative regulations shall be in compliance with the standards adopted by the State Board of Education. Such administrative regulations shall include, but are not limited to, provisions to address student placement in alternative education; individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

E. ***Students identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”):***

Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted by the State Board of Education.

F. ***Students for whom an alternative educational opportunity is not required:***

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required by law or as described in this policy. In such cases, the Board, or if delegated by the Board, the Administration, shall determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

X. **Notice of Student Expulsion on Cumulative Record**

Notice of expulsion and the conduct for which the student was expelled shall be included on the student’s cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student’s period of expulsion is shortened or waived in accordance with Section VIII.D(16), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student's period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

## XI. Change of Residence During Expulsion Proceedings

### A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

### B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently

renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. ***Suspension of IDEA students:***

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. ***Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:***

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of the student's disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or designee) should consider the nature of the misconduct and any relevant educational records of the student.

**C. *Removal of Special Education Students for Certain Offenses:***

1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
  - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds, on school transportation, or at a school-sponsored activity, or
  - b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school,

on school transportation, or at a school-sponsored activity;  
or

- c. Has inflicted serious bodily injury upon another person while at school, on school premises, on school transportation, or at a school function.

2. The following definitions shall be used for this subsection XII.C.:

- a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
- b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
- c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
- d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

- 1. The parents/legal guardians of the student must be notified of the decision to recommend the student for expulsion.
- 2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship

between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of the student's disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.
  4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team *shall not be required to meet* to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or other residential placement.
- B. If a student who committed an expellable offense seeks to return to a school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such

readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Documentation and Reporting Requirements

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation to the local police.

Legal References:

Connecticut General Statutes:

- § 10-16 Length of school year
- § 10-74j Alternative education
- §§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act
- § 10-222d Safe school climate plans. Definitions. Safe school climate assessments
- §§ 10-233a through 10-233f Suspension and expulsion of students
- § 10-233l Expulsion and suspension of children in preschool programs

- § 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.
- § 19a-342a Use of electronic nicotine delivery system or vapor product prohibited. Exceptions. Signage required. Penalties
- § 21a-240 Definitions
- § 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing
- § 21a-278 Penalty for illegal manufacture, distribution, sale, prescription, or administration by non-drug-dependent person
- §§ 21a-408a through 408p Palliative Use of Marijuana
- § 29-35 Carrying of pistol or revolver without permit prohibited. Exceptions
- § 29-38 Weapons in vehicles
- § 53a-3 Definitions
- § 53-206 Carrying of dangerous weapons prohibited
- § 53-344 Sale or delivery of cigarettes or tobacco products to persons under twenty-one.
- § 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to persons under twenty-one years or age

Public Act No. 21-46, “An Act Concerning Social Equity and the Health, Safety and Education of Children.”

*Packer v. Board of Educ. of the Town of Thomaston*, 717 A.2d 117 (Conn. 1998).  
*State v. Hardy*, 896 A.2d 755 (Conn. 2006).  
*State v. Guzman*, 955 A.2d 72 (Conn. App. Ct. 2008).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018.

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.  
 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).  
 18 U.S.C. § 921 (definition of “firearm”)  
 18 U.S.C. § 930(g)(2) (definition of “dangerous weapon”)  
 18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)  
 21 U.S.C. § 812(c) (identifying “controlled substances”)

34 C.F.R. § 300.530 (defining “illegal drugs”)  
Gun-Free Schools Act, 20 U.S.C. § 7961  
*Honig v. Doe*, 484 U.S. 305 (1988)

ADOPTED: June 21, 1999  
REVISED: October 20, 2008  
April 18, 2016  
May 20, 2019  
February 22, 2021  
\_\_\_\_\_, 2022

WESTON PUBLIC SCHOOLS  
Weston, CT

DRAFT

**Regulation 5114  
Students**

**ADMINISTRATIVE REGULATIONS REGARDING ALTERNATIVE  
EDUCATIONAL OPPORTUNITIES FOR EXPELLED STUDENTS**

I. Applicability of these Administrative Regulations

These administrative regulations shall apply in cases when, pursuant to state law, a student in the                      ~~Weston~~ Public Schools (the “District”) is entitled to an alternative educational opportunity during a period of expulsion.

II. Responsible Personnel

The building principal of the school from which the student has been expelled, or designee(s), shall maintain responsibility for compliance with these administrative regulations relative to the individual student who is being provided with the alternative educational opportunity.

III. Student Placement Procedures

A. After a student has been expelled, and unless extraordinary circumstances exist, the building principal, or designee(s), will take the following steps:

1. Meet with the expelled student’s parent(s)/guardian(s) prior to the student’s placement in an alternative educational setting to provide information concerning the potentially appropriate alternative educational opportunities for the student and to inform the parent(s)/guardian(s) and student of the right to apply for early readmission to school in accordance with Conn. Gen. Stat. Section 10-233d(j).
2. Consult with relevant school personnel from the school from which the student was expelled, who are knowledgeable about the student, to obtain information regarding the student’s academic, social, and behavioral history that will help inform the decision concerning an appropriate alternative educational opportunity. Such information may be gathered by written reports.
3. After placement options have been shared with the parent(s)/guardian(s), convene a placement meeting at which all alternative educational opportunities are explored and a placement decision is made.

B. The educational programming and placement for expelled students who are eligible to receive special education and related services under the

Individuals with Disabilities Education Act (“IDEA”) shall be determined by the student’s Planning and Placement Team (“PPT”). In such case, Subsection A above shall not apply.

#### IV. Individualized Learning Plan

##### A. Development of the Individualized Learning Plan

After the student has been accepted into an alternative educational placement, the principal, or designee, will develop an Individualized Learning Plan (“ILP”) that will govern the programming for the student for the period of expulsion. To develop the ILP, the principal, or designee, will collaborate with school personnel from the school from which the student was expelled, the student and the parent/guardian, and will review all relevant student records.

##### B. Contents of the Individualized Learning Plan

1. The ILP will reference student records with information relevant to the provision of an alternative educational opportunity. These records may include:
  - a. Student success plan (for students who have a student success plan as mandated by state law, the student success plan may inform the ILP but does not replace the ILP);
  - b. Individualized education program (“IEP”);
  - c. Section 504 Plan;
  - d. Individualized health care plan or emergency care plan; and/or
  - e. Other relevant academic and behavioral data.
2. The ILP will address the following:
  - a. The student’s academic and behavioral needs and appropriate academic and behavioral goals and interventions, including the student’s core classes at the time of expulsion and the student’s current placement or progress in the curriculum for those classes so that the student has an opportunity to continue to progress in the Board’s academic program and earn graduation credits, if applicable;

- b. Benchmarks to measure progress towards the goals and ultimately, progress towards graduation;
  - c. Provision for the timing and method for reviewing the student's progress in the alternative educational opportunity and for communicating that progress to the parent/guardian or student. For most students, monitoring and reviewing the student's progress will include monitoring the student's attendance, work completion and progress toward meeting the relevant academic standards for particular coursework, and thus progressing toward graduation, if applicable. The student's progress and grades will be communicated to the parents/guardians or student with the same frequency as similar progress for students in the regular school environment is reported and communicated to parents/guardians or students. The student's progress and grades will also be reported to the school from which the student was expelled;
  - d. Provision for the timely transfer of the student's records both from the student's school to the alternative educational opportunity provider, and also from the alternative educational opportunity provider to the student's school; and
  - e. The possibility of early readmission to the school from which the student was expelled and the early readmission criteria, if any, established by the Board of Education or Superintendent, as applicable.
- V. Review of Student's Placement in Alternative Educational Opportunity and Individualized Learning Plan
- A. A review of the appropriateness of the placement must occur at least once per marking period.
  - B. The placement review must include:
    - 1. Review of the ILP to (1) assess progress and make adjustments as necessary and (2) determine its alignment with the goals of the student's IEP, where applicable; and

2. Consideration of opportunities for early readmission as set forth in the ILP, as established by the Board of Education or Superintendent, as applicable.

## VI. Transition Plan for Readmission

- A. Before a student is readmitted to the school from which the student was expelled, relevant staff should provide an opportunity to meet with the parents/guardians and student to discuss the student's readmission. As part of the readmission process and the student's ILP, the principal, or designee, should consider:
  1. Efforts to readmit the student at a semester starting point (at the high school level);
  2. A plan to transfer the student's credits and records back to the school from which the student was expelled:
    - a. The District will award an expelled high school student appropriate high school credit for work satisfactorily completed during the period the student participates in the alternative educational opportunity and will transfer relevant records back to the school from which the student was expelled;
    - b. The District will provide an expelled student transferring to a new school district a progress summary of all work completed during the course of the student's expulsion, and will indicate the course credit earned by the student for that work.
  3. The student's need for academic and other supports upon returning to school; and
  4. Efforts to connect the returning student with opportunities to participate in extracurricular activities.
- B. In the event the principal, or designee, determines that a student's alternative educational opportunity is no longer beneficial to the student, but it remains inappropriate to return the student to the school from which the student was expelled, a plan for a different alternative educational opportunity may be developed in accordance with the procedures outlines in these Administrative Regulations.

## Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233d

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled* (January 3, 2018).

ADOPTED: June 21, 1999  
REVISED: October 20, 2008  
April 18, 2016  
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February 22, 2021  
\_\_\_\_\_, 2022

WESTON PUBLIC SCHOOLS  
Weston, CT

11/10/2021

**POLICY REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

The Weston Board of Education (the “Board”) encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school Principal or designee before being permitted to visit any school building. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations.

The Board further desires to work collaboratively with parents with an educational nexus with the district, its educational programs or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board’s schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board’s Guidelines for Independent Educational Evaluations.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors’ reception area of the school office, prominently displaying visitors’ badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

**Legal References:**

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

Adopted: November 6, 1989

Revised: August 19, 2013

Revised: \_\_\_\_\_, 2022

**WESTON PUBLIC SCHOOLS**  
Weston, Connecticut

**ADMINISTRATIVE REGULATIONS  
REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS**

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the building Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for the proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When a parent/guardian makes a request to observe an identified student or student program, the request will be reviewed with the student's parent/guardian to determine the purpose of the observation, specific questions being addressed, the location(s) of the observation, and the date, time and length of the observation.
5. When determining whether to approve a request to visit and/or observe individual students or student programs, the building Principal or responsible administrator shall consider the following factors:
  - a. the frequency of visits;
  - b. the duration of the visit;
  - c. the number of visitors involved;
  - d. the effect of the visit on a particular class or activity;
  - e. the age of the students;
  - f. the nature of the class or program;
  - g. the potential for disclosure of confidential personally identifiable student information;

- h. whether the visitor/observer has a legitimate educational interest in visiting the school;
  - i. whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information;
  - j. any safety risk to students and school staff; and
  - k. compliance with the Board's Guidelines for Independent Educational Evaluations, if applicable.
6. The building Principal or responsible administrator has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria. When a requested observation is refused, the building Principal or responsible administrator will provide the parent/guardian with the reason for the decision and will work to develop alternative ways for the parent/guardian to obtain the information the parent/guardian seeks.
  7. If a building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy. The building Principal or responsible administrator shall determine a reasonable amount of time for observations of individual students or student programs.
  8. Upon arrival, all visitors must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors have authorized access, and complying with directives of school officials at all times.
  9. The district has an obligation to maintain the confidentiality of personally identifiable student information. All visitors and observers must restrict their visits and observations to the purpose identified in the request to visit or observe and are strictly prohibited from observing or collecting information on other students within the school. If the visitor/observer views, accesses or otherwise obtains personally identifiable student information concerning another student, the visitor/observer must notify the building Principal or responsible administrator as soon as possible.
  10. All visitors and observers permitted inside school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

11. A refusal to comply with any of the Board’s policy provisions and/or regulations concerning visitors shall constitute grounds for denial of the visitor’s privileges, as determined appropriate by the building Principal or designee. Such refusal may also result in a referral to law enforcement personnel, as determined appropriate by the building Principal or designee.

Legal References:

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

Adopted: November 6, 1989

Revised: August 19, 2013

Revised: \_\_\_\_\_, 2022

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

## Parent/Provider Request for Classroom Observation

The Weston Public School District welcomes visits to our schools and classrooms by parents/guardians, community members, and other interested educators. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedures governing classroom observations.

Parents/guardians or providers will make a written request to the Principal at least five days in advance of a requested observation. An administrator or other school staff member (e.g., special educator, team leader, etc.) may accompany the observer for the duration of the observation. Unless there are special circumstances, observations will be limited to one person, one observation per child per month for a period of up to 60 minutes.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Person Making Request: \_\_\_\_\_

Student: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Requested Location and Date of Observation:

Location: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Observation (What specifically would you like to observe?)

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### For Outside Agency Providers Only:

Name of Agency:

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Purpose of the Observation:

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(Must provide proof of release of information signed by parent/guardian within past 12 months)

**For School District Personnel:**

Date of Pre-Conference: \_\_\_\_/\_\_\_\_/\_\_\_\_

Conference Facilitator: \_\_\_\_\_

Date of Scheduled Observation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Observer Assigned: \_\_\_\_\_

Date of Post-Conference: \_\_\_\_/\_\_\_\_/\_\_\_\_

Conference Facilitator: \_\_\_\_\_

Concerns and/or main points discussed?

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If disapproved, please state reason(s):

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**Request to Access Classroom(s) or Personnel for Special Education  
Evaluation and/or Observation Purposes**

Student: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview District personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the Building Principal or Program Director where the student is enrolled. He or she will contact you to coordinate your visit:

**Parent/Guardian**

*(complete this section if the person making the request is the parent/guardian)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: \_\_\_\_\_

for the purpose of: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent's Independent Evaluator or Other Qualified Professional**

*(complete this section if the person making the request is not the parent/guardian)*

Name: \_\_\_\_\_ Agency/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

My professional training and/or licensure or certification, if applicable, is (check all that apply):

- Teacher, certified in the areas of: \_\_\_\_\_  
Connecticut certified:  Yes  No
- |   |  |
|---|--|
| <input type="checkbox"/> Clinical Psychologist                                  | <input type="checkbox"/> School Psychologist         |
| <input type="checkbox"/> Licensed Clinical Social Worker                        | <input type="checkbox"/> Licensed Social Worker      |
| <input type="checkbox"/> School Social Worker                                   | <input type="checkbox"/> Occupational Therapist      |
| <input type="checkbox"/> Physical Therapist                                     | <input type="checkbox"/> Speech/Language Pathologist |
| <input type="checkbox"/> Audiologist  | <input type="checkbox"/> Psychiatrist                |
| <input type="checkbox"/> Registered Nurse                                       | <input type="checkbox"/> Certified School Nurse      |
| <input type="checkbox"/> Other qualified Professional (list credentials): _____ |  |

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

- Observation of student in the following classroom(s)/setting(s): \_\_\_\_\_ Duration: \_\_\_\_\_
- Opportunity to interview the following personnel believed to work with the student: \_\_\_\_\_ Duration: \_\_\_\_\_
- Opportunity to interview the student.
- Student records, as noted in the attached, signed Authorization to Release Student Record Information.

**Acknowledgement**

*(to be completed by the person making the access request)*

I understand that the Weston School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of Policy #1250.1 and its

accompanying Administrative Regulation, and agree to comply with its terms and conditions. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

X

\_\_\_\_\_  
Individual Requesting Access Signature

X

\_\_\_\_\_  
Name

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian Verification**

*(must be completed whenever an independent evaluator or other qualified professional requests access)*

I, \_\_\_\_\_, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the Weston School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

X

\_\_\_\_\_  
Parent/Guardian Signature

X

\_\_\_\_\_  
Parent/Guardian Name

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Curriculum Committee Meeting**

December 13, 2022, 3:00 p.m.

Via Google Meet

### Present Committee Members:

Bernadette Kingsley (Chairperson), David Felton, Chad Hoepfner

### Present Administration:

Tina Henckel, Ed.D, Assistant Superintendent; Meghan Ward, WHS Principal; Dan Doak, WMS Principal; Pattie Falber, WIS Principal; Laura Kaddis, HES Principal; Liz Morris, Performing Arts CIL; Dan Passarelli, WHS Teacher

## **1. Call to Order**

The meeting called to order at 3:01 p.m.

Discussion:

Dr. Henckel reviewed the general purpose of the Curriculum Committee meetings and reviewed the virtual meeting norms.

## **2. Approval of November 2022 minutes**

Motion Passed: Move that the Curriculum Committee approve the November 2022 meeting minutes. This motion made by David Felton and seconded by Bernie Kingsley.

**3 Yeas – 0 Nays**

## **Review of Overnight Field Trips - BOE Approval:**

Discussion:

Boston Heritage Festival:

- Ms. Morris reviewed the purpose of the trip and the music ensembles that are invited. She described the types of activities at the festival, as well as activities the group will take advantage of while in Boston.

Social Studies Trip to Europe:

- Mr. Passarelli gave an overview of the trip and provided details on the locations to be visited. The trip is reflective on the social studies curriculum.
- The Committee discussed possibly have students share some of the stories and highlights of the trips with the Board at a later Board of Education meeting.

## **3. CSDE-National Youth Tobacco Survey Collection (January-March 2023)**

Discussion:

- Assistant Superintendent Henckel spoke on the Youth Tobacco survey. The survey will provide the District with some additional information on students' knowledge and attitudes towards tobacco, second-hand smoke, and influences that promote or discourage tobacco use.
- The Survey includes a focus on e-cigarettes and this will be helpful in providing data for implementing more preventative programs for district students.
- The survey is online and takes about 20 minutes to complete. The administration will be able to participate in a webinar on interpreting the data collected and will be provided additional preventative curriculum and resources.
- The National Youth Tobacco organization in conjunction with the CDC also provide a monetary award for schools that participate, which can be used for curriculum resources.
- Ms. Ward clarified that the program provides data on the state and national level, but does not provide data specific to the participating schools.
- The Committee discussed providing a link to the 2021 survey questions, which are now public. They also discussed prefacing with students that their participation is contributing to a great body of research.

#### **4. Curriculum and Instruction Update**

Discussion:

- Literacy
  - Dr. Henckel reported on the activities of the District Literacy Committee, namely the full-day review of two of the seven state-recommended reading programs and the outcome of the review. The preferred program based on the surveyed results from the committee was the American Reading Company program.
  - It was noted that two of the current supplemental reading programs, Foundations and Heggerty, will continue to be used in Weston.
  - Dr. Henckel spoke on the process of submitting a request for an extension in implementing the state-required K-3 reading program. The request is to implement K-2 in the first year and then implement Grade 3 and beyond the following year. Both she and the superintendent feel the extension is necessary in order to implement the program with fidelity. She also explained that professional development is very important when introducing a new program and the extension allows the district to look at the professional development opportunities. The American Reading Company will provide on-site professional development that is tailored to the needs of the teachers.
  - Seven of the teachers on the District Literacy Committee completed Orton-Gillingham comprehensive reading and phonemic awareness training. They completed seven days of intensive training that they will share with their Weston colleagues and next year incorporate into the new adopted reading program.
- Math
  - Dr. Henckel reviewed the next steps in the Tri-State visitation that will be occurring in March. She reviewed the purpose of the Consortium visit and some of the activities

of the two and a half-day visit.

- Assessment
  - The Connecticut State Department of Education will be releasing the Next Gen Accountability report cards this year. The last time this report was released was in 2018, and then reporting ceased due to the pandemic. Dr. Henckel reviewed the types of data on the report, which include non-achievement indicators.
  - K-5 Progress reports will be sent out on December 16, 2022.
- Special Education
  - Dr. Henckel spoke on the parent meeting that took place in November with Assistant Director Patty Morrow. The meeting focused on the CT SEDS IEP platform and the new Connecticut dyslexia guidelines.
  - In early December, most of the Special Education and PPS personnel attended a building-based professional development that focused on literacy, math and instructional strategies. The K-12 school counseling department is working on a revision of their curriculum.

## **5. Next Meeting Topics**

No topics were put forth for discussion.

## **7. Adjournment**

Meeting adjourned at 4:22 p.m.

Respectfully submitted,

June Curiano

**Minutes**  
**Financial, Facilities & Operations Committee**  
**November 11, 2022**

Present:

Steve Ezzes, Committee Chair  
Melissa Walker, Committee Member  
Peter Gordon, Committee Member  
Lisa Wolak, Superintendent of Schools  
Phil Cross, Director of Finance and Operations  
Mike DelMastro, Director of Facilities

Guest:

Richard Wolf, Weston Building Committee

Public:

Kristana Esslinger, Weston Resident

The meeting was called to order by Mr. Ezzes at 9:02 a.m.

The Committee discussed the following items regarding an update of facilities and grounds maintenance:

- Mr. DelMastro reported that everything has been going well and there are no major issues to report. The campus is being prepared for winter.
- Regarding the bathroom leak in the South House of the elementary school, it has been repaired and all the main pipes in the building have been inspected and no issues were found. The pipes that branch off from the mains and lead to the bathrooms are encased in concrete however, so there's no way to tell if there are any issues with those.

The Committee discussed the following items regarding the HVAC grant:

- Mr. DelMastro informed the Committee that he attended the Weston Building Committee meeting in October where they discussed if there were any projects that could be included in the grant. The consensus was that there wasn't enough time to include any projects at this point. Mr. DelMastro added that he will get pricing for the HVAC repair in the high school weight room and dance studio so those projects can proceed even without the grant.

The Committee discussed the following items regarding electric buses:

- Mr. Cross reported that he attended a seminar regarding electric school buses and the feasibility of schools converting their fleets to all electric vehicles. While there has been a lot of conversation regarding converting the District's fleet to electric, this requires a much broader and substantial discussion with the Town. There has been discussion in the past about moving the bus garage to a new location, and if that's the case, then it wouldn't make sense to upgrade the current facility if it is going to relocate. Any change over to electric vehicles would be made in partnership with the transportation provider. The District's current transportation contract expires in 2024, and any new proposals would need to include electric buses.

The Committee discussed the following items regarding the pavement re-inspection and engineering services, including a capital improvement plan for the parking lots:

- Mr. Cross reported that the District has previously discussed the need for portions of the campus parking lots to be repaved. The general consensus was that more information was required in order to make an informed decision as to the exact requirements. To that end, the District was planning on having the BETA Group, the engineering firm that the Town used, submit a proposal for the project. The cost for the proposal was \$17,700 but would not exceed \$19,650.
- Mr. Gordon suggested that it would be good to have the proposal also analyze an area at the intermediate school parking lot where congestion is prone to occur and offer suggestions on how that might be alleviated.
- Mr. Ezzes suggested that the District receive multiple quotes for the bid instead of just using the one from the BETA Group. Mr. Cross agreed, and the District will seek proposals from other firms as well.

The Committee discussed the following items regarding the monthly financial update (through October) including internal services fund (for dental):

- Mr. Cross informed the Committee that the current end-of-year balance is \$204,237. This is a slight increase from the previous month's balance, which is attributable to two main drivers, property services and school buses. The property services balance is now \$46,247, which reflects the final payment for the security equipment upgrade that was implemented several years ago. At the May meeting, it was agreed that the District would prepay the final year's balance in FY22. Regarding buses, it was previously mentioned that the District reduced the number of buses used for home to school transportation from 22 to 21. This saved the District \$83,417, which is the gross cost to operate one bus for 180 days at a daily cost of \$463.43.

- Mr. Cross reported that the Internal Services Fund is trending as expected.

The Committee discussed the following regarding the technology lease bid:

- Mr. Cross informed the Committee that beginning this fiscal year (FY23), the District will begin its multi-year technology replacement lease plan. The District issued an RFP to various financial institutions for lease rates. Three banks responded, First American, KS State Bank, and TD Bank. Based on the submitted proposals, Mr. Cross recommended awarding the lease to First American. The Committee agreed, and this agenda item will be brought forward at the November 14 full Board meeting for approval.

The Committee discussed the following regarding an update on the education Optimization Committee:

- Mr. Ezzes reported that the Facilities Optimization Committee completed their portion of the work on the District's buildings. The next phase of the project is for the Education Optimization Committee to start reviewing the buildings in order to determine what the campus will look like and if a three-school campus is feasible. The EOC will feature representation from the BOE, the schools, administration and the community. The process will be deliberate, as it will have a lasting impact on the community both educationally and fiscally.

The Committee discussed the following regarding approval of the October minutes:

- The Committee approved the October minutes without any changes.

There being no further business to discuss, the meeting adjourned at 9:55 a.m.

Respectfully submitted:

Andrew Galli

Administrative Assistant to the Director of Finance and Operations