

## Regular Meeting

Wednesday, October 5, 2016 7:00 PM

Auditorium, 129 Church Street, Bristol, CT 06010

1. <b>Call to Order, National Anthem/Pledge of Allegiance, Moment of Silence</b>	<b>Presenter:</b> Chris Wilson
2. <b>Approval of Minutes - September 14, 2016 Regular Meeting</b>	<b>Presenter:</b> Chris Wilson
3. <b>Committee Reports</b>	<b>Presenter:</b> Commissioners
4. <b>Student Representative</b>	<b>Presenter:</b> Collin Kaminski
5. <b>Chairman Report</b>	
6. <b>Superintendent Report</b>	
7. <b>Consent Agenda</b>	
7.1. Personnel	
7.1.a. New Administrator Hire	
7.1.b. Teacher Retirement	
7.1.c. Teacher Resignations	
7.1.d. New Teacher Hire	
7.1.e. A2 Teacher Appointments Effective September 1, 2016	
7.1.f. Coaching Appointments	
7.2. Grants	
7.2.a. Adult Education Grant	<b>Presenter:</b> Larry Covino
7.2.b. Adult Education Program Improvement Project Grant Proposal	
7.2.c. Drug Free Communities Grant SAMHSA	<b>Presenter:</b> Jeannine Audette
7.2.d. E Rate Reimbursement for 2015-16 Telecommunications Expenses	<b>Presenter:</b> Pam Brisson
8. <b>Public Comment</b>	
9. <b>Deliberated Items/District Leadership Team Reports</b>	
10. <b>Policy Revisions</b>	
10.1. Policy Affirmation - Policy 2000: Concepts and Role of Administration	
10.2. Policy Affirmation - Policy 2100: Administrative Staff Organization	
10.3. Policy Affirmation - Policy 2111: Equal Employment Opportunity	
10.4. Policy Affirmation - Policy 2121: Lines of Responsibility	

10.5. Policy Revision - Policy 2130: - Job  
Descriptions, Compensation Guides and Contracts

10.6. Policy Revision - Policy 5141.21: -  
Administration of Medication - Revised

10.7. New - Policy 2000.1: - Board-  
Superintendent Relations - New

10.8. New - Policy 9327: - Electronic  
Communication among Board Members - New

11. **Old Business**

12. **New Business**

13. **Liaison Reports**

14. **Information**

15. **VOTE TO CONVENE INTO EXECUTIVE SESSION for the  
purpose of discussing: 1. BAPS Negotiations  
Update**

16. **RECONVENE INTO PUBLIC SESSION to take any votes  
on items discussed in Executive Session**

17. **Adjournment**

**BOARD OF EDUCATION  
Bristol, Connecticut  
September 14, 2016 – Regular Meeting Minutes**

The regular meeting of the Bristol Board of Education was held on Wednesday, September 14, 2016 at 7:00 p.m., in the auditorium of the Board of Education Administration Building, located at 129 Church Street, Bristol, Connecticut.

**PRESENT:** Commissioners: Jennifer Dube, Joseph Grabowski, Karen Hintz, Thomas O'Brien, David Scott (arrived at 7:25), Tina Taylor, Karen Vibert and Christopher Wilson; Ellen W. Solek, Superintendent, Susan Kalt Moreau, Deputy Superintendent of Schools.

**EXCUSED:** Commissioner Jeff Caggiano and David Mills, City Council Liaison

**CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

Chairman Wilson called the meeting to order at 7:02 p.m. and asked the audience to stand for the singing of the National Anthem by Soloist Devora Trestman an Eighth Grade Student from Chippens Hill. The audience remained standing for the Pledge of Allegiance. A moment of silence was observed for Dorothy Griffin a Teacher at Greene-Hills School from September 1966 to June 2013.

**APPROVAL OF MINUTES**

On motion by Commissioner Taylor and seconded by Commissioner Grabowski it was unanimously

**VOTED:** *That the August 17, 2016 Regular Meeting Minutes be approved as written.*

**COMMITTEE REPORTS**

**Personnel Committee**

Commissioner O'Brien reported the committee is still in negotiations with Local 2267. With the resignation of Finance Director Gary Franzi, City Comptroller Glenn Klocko has agreed to be the interim Business Manager as we are in the process of looking to fill that position. Chairman Wilson announced the Steering Committee that will work on Shared Services as: Dr. Moreau, Rob Puzio, and Karen Hintz will represent the Board side while Mayor Cockayne, Glenn Klocko and Scott Smith will represent the City side.

**Policy Committee**

Commissioner Taylor reported that the committee met on Monday and reviewed several policies that will be on next month's agenda for consideration by the Board.

**CHAIRMAN'S REPORT**

Chairman Wilson shared information about: CCJEF (Conne, his recent discussion with the Main Street Community Foundation, and provided the Commissioners with resolutions from the CABA Delegate Assembly.

**SUPERINTENDENT REPORT**

Dr. Solek thanked the district for the outstanding opening to the 2016-2017 school year.

Dr. Solek and Dr. Brisson gave a report on the district's SBAC Results.

Dr. Solek gave a enrollment/staffing update.

Dr. Dietter gave a brief update on the CREC Special Education Review.

**CONSENT AGENDA**

Commissioner Vibert asked the Item 6.2.a. – Alliance Grant – Year 5 be pulled out for further discussion.

**PERSONNEL**

**Teacher Resignations**

On motion by Commissioner O'Brien and seconded by Commissioner Hintz it was unanimously

- VOTED: That the Board of Education accept the following Teacher Resignations:**  
*Janet Blauvelt – EPH – Grade 1 (from a leave of absence) – Effective July 20, 2016*  
*Gina Krar – STAF – Literacy Coach – Effective August 25, 2016*  
*James McNamara – CHMS - Language Arts – Effective August 16, 2016*  
*Christian Plourd – CW – Psychologist – Effective September 27, 2016*  
*Keagan Radziwon – BEHS – Science – Effective August 25, 2016*  
*Caroline Ronk – ID – Kindergarten – Effective August 5, 2016*  
*Jessica Zercie – SSS – Special Education – Effective September 30, 2016*

**New Teacher Hires**

On motion by Commissioner O'Brien and seconded by Commissioner Hintz it was unanimously

- VOTED: That the Board of Education approve the following New Teacher Hires:**  
*Chelsea Berg – WB – Grade 5 – Effective August 31, 2016*  
*Cassandra Casner – MTV – Special Education – Effective August 29, 2016*  
*Michael DiDomenzio – BEHS – Special Education – Effective August 29, 2016*  
*Diana Gavrilis – WB – Psychologist – Effective date to be determined*  
*Jesse Gumpert – BEHS – Special Education – Effective August 29, 2016*  
*Zoe Mendal – BEHS – Science – Effective date to be determined*  
*Jamie O'Meara-Cartwright – WB – Special Education – Effective August 29, 2016*  
*Kristy Ricciardone – CHMS – Special Education – Effective August 29, 2016*  
*Sheryl Roche – NEMS – Math – Effective September 1, 2016*  
*Keila Vega Rosario – CHMS – Science – Effective August 29, 2016*

**A-1 Teacher Appointments – Effective September 1, 2016**

On motion by Commissioner O'Brien and seconded by Commissioner Hintz it was unanimously

- VOTED: That the Board of Education approve the following A-1 Teacher Appointment:**  
*Tricia Stavens – NEMS – Blue Team Leader*

**A-3 Teacher Appointments - Effective September 1, 2016**

On motion by Commissioner O'Brien and seconded by Commissioner Hintz it was unanimously

- VOTED: That the Board of Education approve the following A-3 Teacher Appointments:**  
*Katie Mercieri – CHMS – Science Curriculum Coordinator*  
*Patricia Zadrozny – SSS – Technology Co-Leader*

**Sixth Year Salary Credit - Effective September 1, 2016**

On motion by Commissioner O'Brien and seconded by Commissioner Hintz it was unanimously

**VOTED: That the Board of Education approve the following Sixth Year Salary Credits – Effective Sept. 1, 2016:**

<i>Fanelli, Christine</i>	<i>EPH - Grade 5</i>
<i>Porter, Elizabeth</i>	<i>CHMS - Science</i>
<i>Mooney, Christine</i>	<i>EPH - Math Coach</i>

### **Coaching Appointments**

On motion by Commissioner Hintz and seconded by Commissioner Vibert it was unanimously

***VOTED: That the Board of Education approve the following Coaching Appointments:***

***Nicole Arkey – Head Cheerleading Coach – BCHS – Effective 8/25/16***

***Jennifer Broderick – Volleyball Coach – West Bristol – Effective 9/1/16***

### **Grants**

On motion by Commissioner Hintz and seconded by Commissioner Vibert it was unanimously

***VOTED: That the Board of Education approve the following Grants:***

***Bristol Preparatory Academy Lowe’s Home Improvement Toolbox for Education Grant***

***Bristol Preparatory Academy Main Street Community Foundation Grant***

***Inter-District Grant - Adventures in Peace Making and Diversity 2016-2017***

### **Alliance Grant – Year 5**

Dr. Moreau gave a brief overview of the Alliance Grant.

On motion by Commissioner Vibert and seconded by Commissioner Taylor it was unanimously

***VOTED: That the Board of Education approve the Alliance Grant – Year 5.***

### **PUBLIC COMMENT**

No one from the public wished to address the Board.

### **DELIBERATED ITEMS/DISTRICT LEADERSHIP TEAM REPORTS**

**Request that the BOE approve the Chippens Hill Middle School Roof/Parapet Walls.**

On motion by Commissioner Hintz and seconded by Commissioner Vibert it was unanimously

***VOTED: That the Board of Education approve the Chippens Hill Middle School Roof/Parapet Walls.***

**Request that the BOE approve the Education Specifications for the Chippens Hill Middle School Roof/Parapet Walls Project**

On motion by Commissioner Dube and seconded by Commissioner Taylor it was unanimously

***VOTED: That the Board of Education approve the Education Specifications for the Chippens Hill Middle School Roof/Parapet Walls Project.***

**BOE to request City Council establish a Building Committee for the CHMS Roof/Parapet Walls Project**

On motion by Commissioner Hintz and seconded by Commissioner Vibert it was unanimously

***VOTED: That the Board of Education Request City Council establish a Building Committee for the CHMS Roof/Parapet Walls Project.***

**Request the BOE select a member for the CHMS Nomination Building Committee**

On motion by Commissioner Hintz and seconded by Commissioner Vibert it was unanimously

***VOTED: That the Board of Education approve the selection of a BOE member for the CHMS Nomination Building Committee.***

**OLD BUSINESS**

There was no New Business to come before the Board.

**NEW BUSINESS**

There was no New Business to come before the Board.

**LIAISON REPORTS**

Commissioner Dube reported on activities at West Bristol School.

Commissioner Scott reported on activities at Edgewood and Hubbell Schools.

Commissioner Taylor reported on activities Greene-Hills School.

**INFORMATION**

There was no Information to share with the Board.

**VOTE TO CONVENE INTO EXECUTIVE SESSION**

On motion by Commissioner Dube and seconded by Commissioner Taylor it was unanimously

***VOTED: That the Board of Education convene into Executive Session for the purpose of discussing: 1. Superintendent Evaluation, 2. Strategies for Negotiations with Local 2267 and BAPS (8:25 p.m.)***

**EXECUTIVE SESSION**

**PRESENT:** Commissioners: Jennifer Dube, Joseph Grabowski, Karen Hintz, Thomas O'Brien, David Scott, Tina Taylor, Karen Vibert and Christopher Wilson; Ellen W. Solek, Superintendent, Susan Kalt Moreau, Deputy Superintendent of Schools, Pam Brisson, Sam Galloway, Mike Dietter **EXCUSED:** Commissioner Jeff Caggiano

Executive Session was called to order ***(8:32 p.m.)***

**Discussion:**

- Discussion of 2267 negotiations.
- Discussion of BAPS negotiations.
- Discussion of the Superintendent evaluation.

**RECONVENE INTO PUBLIC SESSION to take any votes on items discussed in Executive Session**

On motion by Commissioner Vibert, seconded by Commissioner Grabowski it was unanimously

***VOTED: The Board of Education should reconvene into Public Session to take votes on any items discussed in Executive Session. (9:38p.m.)***

**ADJOURNMENT**

On motion by Commissioner O'Brien, seconded by Commissioner Dube it was unanimously

***VOTED: With there being no other business to come before the Board of Education the meeting should be adjourned. (9:39 p.m.)***

Respectfully Submitted

*Susan P. Everett*

Susan P. Everett

Executive Secretary to Board of Education

# CULTURALLY RESPONSIVE EDUCATION AND SOCIAL JUSTICE PRACTICES



## Workshops, Audits, and Coaching for Schools and Districts

Culturally responsive education supports students in developing a lifelong appreciation for cultural understanding in all settings of life. Culturally responsive education is a pedagogical practice that can serve to improve the academic lives of all students, according to the Connecticut State Board of Education minutes from May 2011.

CREC's Institute of Teaching and Learning addresses culturally responsive education through five levels of school and district functioning:

1. **Practices:** Audit curriculum, resources, and materials to reflect culturally responsive teaching and learning, and make recommendations for development.
2. **System:** Examine the decision-making process involved in translating teaching and learning from school and district summative and formative assessment data, and facilitate improvement planning.
3. **Policies:** Analyze district and school policies and procedures, such as disciplinary, recruitment, and retention policies and the advancement of minority teachers, and make recommendations for development.
4. **Philosophy:** Align the vision and mission of schools and districts to reflect the essence of culturally relevant education.
5. **Structure:** Survey schools and districts and their implicit and explicit culture, as well as assess the infrastructure that drives that culture, and make recommendations for development.

*...a pedagogical practice that serves to improve the academic lives of all students.*



**Gerald Hairston**  
Program Manager

CREC Institute of Teaching & Learning

860-509-3661

[ghairston@crec.org](mailto:ghairston@crec.org)

Gerald Hairston provides professional learning to Connecticut schools and districts. He focuses on institutional and individual transformation and on empathy, understanding, and compassion for students and families from all backgrounds, especially for students and families of color. Mr. Hairston tailors professional learning to address specific school and district needs and requests.

# BRISTOL PUBLIC SCHOOLS CMT/CAPT SCIENCE RESULTS & NGSS IMPLEMENTATION: THE IMPACT OF CHANGE

Board of Education Meeting  
October 5, 2016

Erika Coleman: K-5 Supervisor  
Lisa Bernabe: 6-12 Supervisor



# CMT/CAPT SCIENCE % AT OR ABOVE GOAL

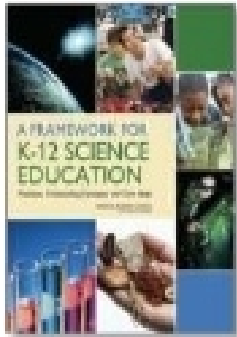
		2013-2014	2014-2015	2015-2016
Grade 5	State	60%	56%	60%
	Bristol	55%	50%	61%
Grade 8	State	63%	61%	60%
	Bristol	59%	58%	63%
Grade 10	State	47%	45%	47%
	Bristol	43%	42%	42%

# CMT/CAPT SCIENCE % AT OR ABOVE GOAL

## High Needs Vs Non-High Needs

		2013-2014	2014-2015	2015-2016
Grade 5	High Needs	41%	35%	46%
	Non-High Needs	70%	65%	79%
Grade 8	High Needs	39%	43%	48%
	Non-High Needs	78%	76%	79%
Grade 10	High Need	26%	22%	22%
	Non-High Needs	57%	55%	56%

# Moving Towards Implementation



Assessments

Curricula

Instruction

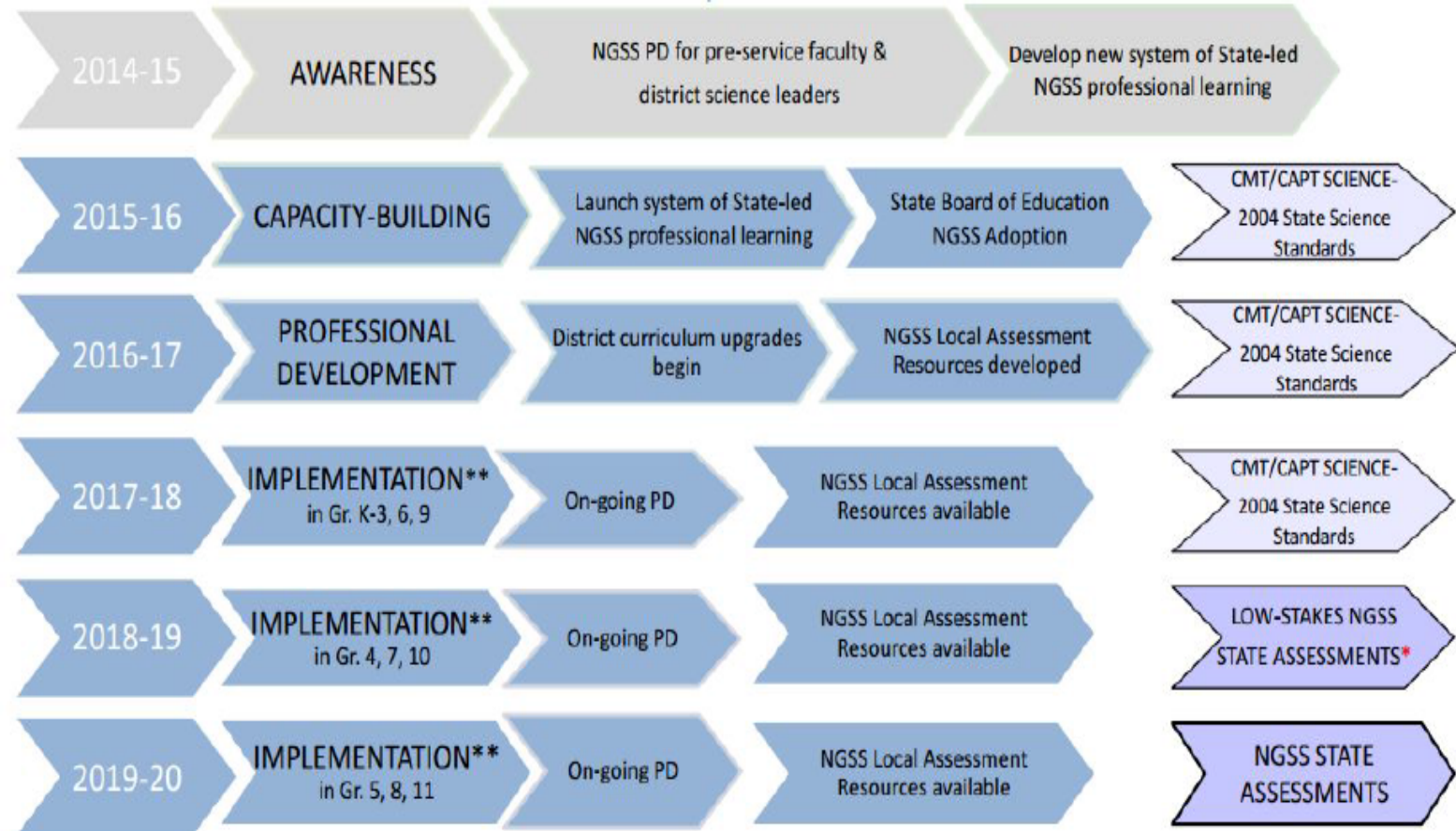
Teacher  
Development

**THE NATIONAL ACADEMIES**  
*Advisers to the Nation on Science, Engineering, and Medicine*

July 2011



# Draft 5-Year NGSS Implementation Timeline



\* Subject to change dependent on federal and state law and policies.

\*\* An option for transitioning away from current state standards to teaching NGSS. Districts have flexibility to develop their own transition and implementation plans.



# Principles for Implementation

1. Ensure coherence across grade levels and across components of the system – curriculum, instruction, assessment, and professional development.
2. Attend to what is unique about science.
3. Develop and provide continuing support for leadership in science.
4. Build and leverage networks, partnerships, and collaborations.
5. Take enough time to implement well.
6. Make equity a priority.
7. Ensure that communication is ongoing and relevant.

**EDUCATION:**

M.A. Elementary Education | Northern Arizona University  
B.A. Elementary Education / Bilingual | Arizona State University  
Spanish Courses | Universidad Nacional Autonoma de Mexico

**CERTIFICATIONS:**

Administrative – Connecticut 092, Arizona Principal Certification  
Elementary Education (K-8) - Arizona  
Bilingual/ESL Certified (K-12) - Arizona

**CAREER EXPERIENCE:**

**Consolidated School District New Britain • New Britain, CT**

***Principal***

- Instructional leader & maintain a standard of academic excellence throughout the student body
- Develop and refine school mission and vision
- Implement cultural framework to support student centered learning environment
- Oversee, supervise and evaluate staff performance with district instrument
- Maintain student academic data to drive instruction toward positive academic outcomes
- Design and schedule professional development opportunities for teachers and support staff

***Assistant Principal***

- Collaborate with Principal to establish and facilitate Grade Level Instructional Teams
- Articulate clear expectations and purpose for collaborative teaming
- Revise Student Parent Handbook to align with CSDNB Policies
- Chair Site Attendance Committee
- Support Implementation of School Wide ELD (English Language Development) Program
- Make recommendations to principal regarding effective use of instructional time
- Support school-wide Literacy Team in decision making that impacts student achievement
- Establish goal setting using student data
- Active participant in restructuring teacher evaluation instrument
- Active participant in the NWEA initiative to improve assessment practices
- Active participant in curriculum reform initiative - *Build Your Own Curriculum*

**Legacy Traditional Charter School (K-8) • Avondale, AZ**

***Assistant Principal***

- Opened/established a new school from the construction phase forward
- All aspects of effective K-8 school operations
- Evaluation/Coaching Instruction
- Served as the school Athletic Director
- Effectively administer AIMS with 100% participation
- Successful implementation of Legacy Policies & Procedures

**Littleton Elementary School District (K-8) • Avondale, AZ**

***Assistant Principal***

- All aspects of effective K-8 school operations
- Assist with fiscal management, prioritize spending
- Administrate school-wide discipline program
- Manage school-wide discipline data to be included in individual/school goal setting
- Collaborate with Principal to write and maintain School Improvement Plan
- Conducted professional development and training to support student achievement
- Instructional Evaluation/Coaching/Planning/Delivering Data Driven Professional Development
- Served on various district projects/committees including DIP, LEAP/301 Committee
- Implementation and training *Kids At Hope*
- Represented LESD on the City of Avondale *Kids At Hope* Advisory Council

**CAREER EXPERIENCE (continued):**

**Arizona K-12 Center Northern Arizona University • Phoenix, AZ**

***Project Director***

- Oversee all aspects of Professional Development Grant: SEI
- Coordinate/plan/approve statewide professional development delivery
- Collaborate with outside evaluator to provide accountability reports to USDOE
- Maintain data to support grant goals
- Partner with Associate Director to maintain Arizona Teacher Excellence Program

**Arizona Department of Education – Office of English Language Acquisition • Phoenix, AZ**

***Education Program Specialist***

- Constituent Services: review of fiscal apps, NCLB plans, legal support, curriculum review
- Provide technical assistance to Superintendents, Principals and other
- Establish operational timelines for HB2064
- Verify and approve coursework for teacher preparation
- Responsible for monitoring LEAs for State and Federal compliance.
- Provide training and professional development

**Deer Valley Unified School District • Phoenix, AZ**

***Constitution Elementary School (K-6)***

- Reading Specialist, Grades 1-6
- Reading Liaison; Team Leader, Reading; CIT
- ELL Teacher, Grades 1 and 4

**Phoenix Elementary School District • Phoenix, AZ**

***Heard Elementary School (K-6) • Phoenix Prep Academy (7-8)***

- Reading Teacher, Grade 7
- Special Program Coordinator
- School Improvement Team
- Teacher, Six-Trait Writing, multi-grade
- Participant, Aspiring Administrator's Program
- Bilingual Teacher, Grades 4 and 5
- Team Leader, Grade 4

**Glendale Elementary School District • Glendale, AZ**

***Landmark (7-8) • Desert Garden (K-6) • Isaac E. Imes (K-6)***

- Bilingual Math/Science Teacher, Grade 7
- Acting Assistant Principal/Discipline 2/99 – 6/99
- Bilingual/ESL Teacher, Grades 1, 2, 4, 5, 5/6, 6
- Superintendent's Advisory Council
- Salt River Project Teacher Advisory Council
- Superintendent's Advisory Council

**PROFESIONAL ORGANIZATIONS/COMMITTEES:**

- Member: ASCD
- Member: CAS
- Participant: SDE Mastery Examination Committee
- Participant: CT LEAD Principal Development
- Participant: CSDNB Professional Development/Evaluation Committee

*Additional Information Available Upon Request.*

**Jeanette Galván**

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**Objective:** To secure a position as a Grade 5 Teacher at Ellen P. Hubbell Elementary School

**Professional Experience**

**Math Intern/Interventionist**

Bristol Board of Education, Stafford and Hubbell Elementary Schools **12/2015 – 06/2016**

- Integrated Marilyn Burns', *Do the Math* into intervention groups for Grades K-5 using manipulatives, cooperative learning and textbook support
- Supported students during whole group math instruction by reviewing strategies
- Collaborated with classroom teachers for grades K through Grade 5 regarding student progress
- Planned and executed a 5-week after-school enrichment program combining Mathematics and Physical Education (Hubbell)

**Student Teacher, Grade 1 Classroom**

Flanders Elementary School, Southington, CT **08/2015 – 11/2015**

- Assumed full planning, teaching, assessment and classroom management responsibilities for all academic subjects
- Integrated Lucy Calkins' units of study for Readers and Writer's Workshop into daily mini lesson statements based on students' needs
- Integrated ReadyMath into daily mini lessons based on students needs
- Developed interactive lessons using Smart Board Technologies and the Document Camera
- Attended Professional Development on curriculum in reading and math

**Building Intern**

Ellen P. Hubbell Elementary School, Bristol, CT **08/2014 – 06/2015**

- Daily classroom substitute
- Conformed and adapted lessons as necessary that were provided by the classroom teacher
- Collaborated with classroom teachers for grades K through Grade 5
- Supported students during whole group instruction by working with struggling students
- Implemented hands-on learning experiences through the use of manipulatives

**Office Manager**

ARC Excess & Surplus of New England, East Berlin, CT **07/2007 – 08/2014**

- Performed all administrative clerical duties for five insurance brokers
- Trained all new hires and college interns
- Worked closely with accounting for filing state surplus lines taxes as well as to resolve daily accounting issues
- Customer Service

**Education**

University of New Haven, West Haven, CT  
Master of Science, Education

08/2014 – 08/2015

Central Connecticut State University, New Britain, CT  
Official Certificate Program, TESOL

09/2012 - 05/2014

Hofstra University, Hempstead, New York

09/2003 - 05/2007

Bachelor of Arts, Print Journalism with a concentration in Public Relations and a minor in Spanish

**Initial Certification**

- Initial Educator Certificate, Elementary K-6, Endorsement Code (013), Expires 01/04/2019

**Skills**

- Computer Skills – Proficient in the following in both Mac and P&C Format: Microsoft Word, Excel, Power Point, Office, Outlook, and Adobe InDesign
- Proficient in working with the SmartBoard, document camera, PowToon and PowerSchool
- Excellent written and verbal communication skills



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EDUCATION**



GRANT AWARD NOTIFICATION

REVISION

1 Grant Recipient

BRISTOL PUBLIC SCHOOLS  
 129 CHURCH STREET PO BOX 450  
 BRISTOL, CT 06011-0450

4 Award Information

Statute: C.G.S. 10-71(c)

Grant Number: 017-000 11000-17030-2017-84002-170013

2 Grant Title

ADULT EDUCATION - PROVIDER

5 Award Period

7/1/2016 - 6/30/2017

3 Education Staff

Program Manager:  
 Marcy Reed

Payment & Expenditure Inquiries:  
 Karen Calabrese 860-713-6472

6 Authorized Funding

Grant Amount: \$297,575

Funding Status: Preliminary

7 Terms and Conditions of Award

Subject to the availability of state funds, your application (ED-244) for total adult education expenditures of \$621,958 has been approved for Fiscal Year 2017.

State funds eligibility is based on estimated state/local expenditures allowable under Section 10-71 of Connecticut General Statutes. This grant may be subject to revision based on the expenditure report for FY 2017 that will be submitted by September 1, 2017. and the expenditure report for FY 2017. The required expenditure report for FY 2017 will be forwarded to you under separate cover.

In accepting these funds, the Grantee agrees that, as required by the assurances listed on the ED-244A grant application, it will prepare and deliver to the Department of Education an audit in accordance with Sections 7-394a and 7-396a of Connecticut General Statutes. Such audit shall identify any expenditures made by the Grantee that are not in compliance with the terms of Section 10-69 through 10-73c of the Connecticut General Statutes. Furthermore, the Grantee agrees to preserve all records and accounts for a period of three years.

Funds that support this contract may be provided by various Federal agencies, including but not limited to the U.S. Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Child Care and Development Fund (CCDF) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance requirements specific to each block grant. The CFDA numbers are as follows: CCDBG-93575 and TANF-93.558. The Contractor shall communicate the above language to all subcontractors that perform services as delineated in a subcontract agreement. The contractor also shall maintain, and require all subcontractors to maintain any necessary data and documentation required for the auditing of any of the grant funds.

This grant has been approved.

8/19/2016

Charlene Russell-Tucker  
 Associate Commissioner  
 Division of Family and Student Support Services

# BUDGET FORM

Created On: 8/19/2016

**ED 114**

**Fiscal Year:** 2017  
**Grantee Name:** BRISTOL **Grantee:** 017-000 **Funding Status:** Preliminary  
**Grant Title:** ADULT EDUCATION - PROVIDER **Vendor ID:** 00017  
**Project Title:**  
**Fund:** 11000 **SPID:** 17030 **Year:** 2017 **PROG:** 84002 **CF1:** 170013 **CF2:**  
**Grant Period:** 7/1/2016 - 6/30/2017 **Authorized Amount:** \$621,958  
**Project Code:** SDE000000000002

**AUTHORIZED AMOUNT BY SOURCE:**

LOCAL: \$324,383

COOP DUE:

STATE: \$297,575

CODES	DESCRIPTIONS	STATE/LOC	State	Local
111A	NON-INSTRUCTIONAL			
		239,025	119,297	119,728
111B	INSTRUCTIONAL			
		184,129	85,104	99,025
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
		32,371	22,695	9,676
322	IN SERVICE			
		2,245	2,245	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES			
400	PURCHASED PROPERTY SERVICES			
		132,184	63,038	69,146
500	OTHER PURCHASED SERVICES			
		25,504	25,504	
600	SUPPLIES			
		6,500	6,500	
700	PROPERTY			
	<b>TOTAL</b>	<b>\$621,958</b>	<b>324,383</b>	<b>297,575</b>
XC01	COOPERATING TOWN 1:			
XC02	COOPERATING TOWN 2:			
XC03	COOPERATING TOWN 3:			
XC04	COOPERATING TOWN 4:			
XC05	COOPERATING TOWN 5:			
XC06	COOPERATING TOWN 6:			
XC07	COOPERATING TOWN 7:			
XC08	COOPERATING TOWN 8:			
XC09	COOPERATING TOWN 9:			
XC10	COOPERATING TOWN 10:			
XC11	COOPERATING TOWN 11:			
XC12	COOPERATING TOWN 12:			
XC13	COOPERATING TOWN 13:			
XC14	COOPERATING TOWN 14:			
XC15	COOPERATING TOWN 15:			
XC16	COOPERATING TOWN 16:			
XC17	COOPERATING TOWN 17:			
XC18	COOPERATING TOWN 18:			
XC19	COOPERATING TOWN 19:			

Original Request Date: 6/9/2016

**This budget was approved by Marcy Reed on 8/19/2016.**

# BUDGET FORM

Created On: 8/30/2016

## ED 114

**Fiscal Year:** 2017 **Funding Status:** Final  
**Grantee Name:** BRISTOL **Grantee:** 017-000 **Vendor ID:** 00017  
**Grant Title:** ADULT EDUCATION  
**Project Title:** English Literacy Acquisition (EL/Civics)  
**Fund:** 12060 **SPID:** 20784 **Year:** 2017 **PROG:** 84002 **CF1:** 170015 **CF2:**  
**Grant Period:** 7/1/2016 - 6/30/2017 **Authorized Amount:** \$706  
**Project Code:** SDE000000000002

### AUTHORIZED AMOUNT BY SOURCE:

**LOCAL BALANCE:**

**CARRYOVER DUE:**

**CURRENT DUE:** \$706

<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET</b>
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
324	FIELD TRIPS	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
500	OTHER PURCHASED SERVICES	
600	SUPPLIES	706
700	PROPERTY	
917	INDIRECT COST	
	<b>TOTAL</b>	<b>\$706</b>
XTLM	TOTAL LOCAL MATCHING	177
	<b>TOTAL for "X" Codes</b>	<b>\$177</b>

**Original Request Date:** 8/4/2016

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**This budget was approved by Susan Pierson on 8/29/2016.**

# BUDGET FORM

Created On: 8/30/2016

## ED 114

**Fiscal Year:** 2017  
**Grantee Name:** BRISTOL  
**Grant Title:** ADULT EDUCATION  
**Project Title:** English Literacy Acquisition (EL/Civics)  
**Fund:** 12060    **SPID:** 20784    **Year:** 2016    **PROG:** 84002    **CF1:** 170015    **CF2:** SDE00005  
**Grant Period:** 7/1/2016 - 6/30/2017  
**Project Code:** SDE000000000002

**Funding Status:** Final  
**Vendor ID:** 00017  
**Authorized Amount:** \$34,294

### AUTHORIZED AMOUNT BY SOURCE:

**LOCAL BALANCE:**

**CARRYOVER DUE:**

**CURRENT DUE:** \$34,294

<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET</b>
111A	NON-INSTRUCTIONAL	26,880
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
324	FIELD TRIPS	1,500
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	3,600
500	OTHER PURCHASED SERVICES	1,520
600	SUPPLIES	794
700	PROPERTY	
917	INDIRECT COST	
	<b>TOTAL</b>	<b>\$34,294</b>
XTLM	TOTAL LOCAL MATCHING	8,574
	<b>TOTAL for "X" Codes</b>	<b>\$8,574</b>

**Original Request Date:** 8/4/2016

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**This budget was approved by Susan Pierson on 8/29/2016.**



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EDUCATION**



**GRANT AWARD NOTIFICATION**

**1 Grant Recipient**

BRISTOL PUBLIC SCHOOLS  
 129 CHURCH STREET PO BOX 450  
 BRISTOL, CT 06011-0450

**4 Award Information**

Grant Type: FEDERAL  
 Statute: P.L. 105-220  
 CFDA #: 84.002A  
 SDE Project Code: SDE000000000002

Grant Number: 017-000 12060-20784-2016-84002-170015-SDE00005

**2 Grant Title**

ADULT EDUCATION

**5 Award Period**

7/1/2016 - 6/30/2017

**3 Education Staff**

Program Manager:  
 Susan Pierson 860-807-2121

Payment & Expenditure Inquiries:  
 Karen Calabrese 860-713-6472

**6 Authorized Funding**

Grant Amount: \$34,294

Funding Status: Final

**7 Terms and Conditions of Award**

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2018. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

8/30/2016

Charlene Russell-Tucker  
 Associate Commissioner  
 Division of Family and Student Support Services



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EDUCATION**



**GRANT AWARD NOTIFICATION**

**1 Grant Recipient**

BRISTOL PUBLIC SCHOOLS  
 129 CHURCH STREET PO BOX 450  
 BRISTOL, CT 06011-0450

**4 Award Information**

Grant Type: FEDERAL  
 Statute: P.L.113-128  
 CFDA #: 84.002A  
 SDE Project Code: SDE0000000000002

Grant Number: 017-000 12060-20784-2017-84002

**2 Grant Title**

ADULT EDUCATION

**5 Award Period**

7/1/2016 - 6/30/2017

**3 Education Staff**

Program Manager:  
 Susan Pierson 860-807-2121

Payment & Expenditure Inquiries:  
 Karen Calabrese 860-713-6472

**6 Authorized Funding**

Grant Amount: \$70,000

Funding Status: Final

**7 Terms and Conditions of Award**

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1, 2017. For grants awarded for two-year periods beginning July 1, 2016, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1, 2018. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

This grant has been approved.

8/30/2016

Charlene Russell-Tucker  
 Associate Commissioner  
 Division of Family and Student Support Services

**Topic: Adult Education PIP Grant Award 2016-2017**

Each year, the State of Connecticut, Department of Health/Nutrition, Family Services, and Adult Education, awards local boards of education, upon receipt of the request for program improvements. This grant is being used to improve/expand our NEDP (National External Diploma Program), Transition: Post Secondary Education and Training (Expanding Bridges for Success), and our English Literacy and Civics Education Program. This grant allows the Bristol Board of Education to provide quality educational programming and services for students in English for adults with limited English proficiency, elementary basic skills, and secondary school completion programs or classes.

Three grants were applied for and received totaling \$105,000

# BUDGET FORM

Created On: 8/30/2016

## ED 114

**Fiscal Year:** 2017  
**Grantee Name:** BRISTOL  
**Grant Title:** ADULT EDUCATION  
**Project Title:** Program Improvement Project(s)  
**Fund:** 12060  
**Grant Period:** 7/1/2016 - 6/30/2017  
**Project Code:** SDE000000000002

**Grantee:** 017-000  
**Funding Status:** Final  
**Vendor ID:** 00017

**SPID:** 20784  
**Year:** 2017  
**PROG:** 84002  
**CF1:**  
**CF2:**

**Authorized Amount:** \$70,000

### AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE: \$70,000

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	45,696
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	8,640
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
400	PURCHASED PROPERTY SERVICES	
500	OTHER PURCHASED SERVICES	10,467
600	SUPPLIES	5,197
700	PROPERTY	
917	INDIRECT COST	
	<b>TOTAL</b>	<b>\$70,000</b>
XFLE	Family Literacy Services-ESL, ABE/GED	
XFLS	Family Literacy Services-CDP, NEDP	
XNAE	Nontraditional Adult Educ. Instruction & Services	
XNED	National External Diploma Program (NEDP)	30,000
XTIB	TRANS INT BASIC ED & SKILLS TRNG	
XTPS	Transition to Post-Secondary Education & Training	40,000
XVHS	Connecticut (CT) Adult Virtual High School	
XWFE	TRANSITION: PREPARING FOR 21C CAREERS-ESL, ABE/GED	
XWFS	TRANSITION: PREPARING FOR 21C CAREERS-CDP, NEDP	
XZLM	TOTAL LOCAL MATCHING	17,500
	<b>TOTAL for "X" Codes</b>	<b>\$87,500</b>

Original Request Date: 7/29/2016

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This budget was approved by Susan Pierson on 8/29/2016.

**2015-2016 E-Rate Narrative**

The *Telecommunications Reform Act of 1996* created a tax supported fund to assist schools and libraries with technology improvements. Funds provided to the district are reimbursements for telecommunications costs that include telephone services, network connectivity, and cell phone use.

The *Federal Communications Commission* oversees this program and distributes funding to our school district through the not to profit *Schools and Libraries Division (SLD)* of the *Universal Service Administration*.

Applications to the SLD for telecommunications reimbursement occur on an annual basis and require a complex process of filing multiple electronic forms over the Internet. Reimbursement rates are never a guarantee and vary from year to year based upon the free and reduced price lunch counts for the school district as reported by the federal government. Funds from these reimbursements must be used to support the technology infrastructure of the school district.

The **15-16** reimbursement will be used to purchase:

- Replacement of network switching equipment within individual school networks;
- Replacement of school video distribution equipment;
- Installation services for network equipment and wireless access points;
- CAD/CAM software;
- SmartBoards and projectors for classrooms; and,
- Chromebook computers and storage carts for schools

Projected distribution of **2015-2016** e-rate funds:

Professional/Tech Services.....	\$9,440.00
Software/Licenses.....	\$9,440.00
Instructional Supplies.....	\$11,210.00
Equipment.....	\$29,043.40

**Total: \$59,133.40**

## **Administration**

### **Concept and Roles in Administration**

The purpose of school administration is to help create and to foster an environment in which students can learn most effectively. All administrative duties and functions should be appraised in terms of the contribution that is made to better instruction and more effective learning, which will result in the development of citizens who have the ability to think and who are capable of using their abilities wisely.

Within the guidelines established by Board of Education policy, law and employee agreements, the Superintendent shall direct and coordinate the administrative staff in implementing the educational philosophy, and achieving the goals and general objectives of the Board of Education.

The Board of Education expects the administration to demonstrate leadership and to resolve the inevitable problems which will arise both inside the school system and in its relations with the community. Further, the administration is expected to develop good working relationships with the community for the achievement of common goals.

The design of the administrative organization shall be such that all departments of the district and all schools are part of a single system subject to the policies set forth by the

Board and implemented through a single chief administrator, the Superintendent.

The principals of all schools and the administrators of all divisions and departments are expected to administer their units in accordance with Board policy and implementing regulations.

However, the mere execution of directives cannot and could not, by itself, be construed as good administration. Vision, initiative, resourcefulness, leadership, and consideration and concern for staff members, students, and parents are essential in effective administration of the schools.

Policy Adopted: August 25, 1993  
Revised: October 5, 2016

## EXISTING POLICY

2100  
Policy

### Administration

#### Administrative Staff Organization

The administrative staff should act as a directing force toward the achievement of excellence in the educational program. The Superintendent shall organize the staff to achieve the school district goals as expressed by the Board of Education. The Superintendent shall be the administrator responsible to the Board of Education and shall identify lines of primary authority for all employees.

The primary responsibility of the administrative staff is to help create and foster an environment of excellence in which students can learn most effectively. Excellence in education includes ensuring administrative role models reflect diversity in the population as a whole. In an effort to provide such role models, the Board supports measures to increase diversity through effective recruitment and hiring practices.

Professional development activities will be provided for all staff. **The Board will work toward achieving excellence in education by utilizing varied professional development programs aimed at developing leadership skills, stimulating interest of those who are underrepresented in administrative positions, and providing career advancement support and professional development opportunities for new and experienced administrators.**

The Superintendent will be responsible for **developing a district diversity staffing plan** and shall review it on an annual basis. This plan should reflect state demographics and not be limited to the local community composition. A diversity checklist may be used as a guide to measure the district's success in developing a multicultural environment. Toward this end, all administrative duties and functions will be evaluated on the basis of contributing to better instruction which serves to incorporate the multicultural experience to enhance student motivation and achievement.

Only the Board may appoint and discharge its administrative employees, but it may delegate to a five-member personnel committee the task of selecting among the candidates recommended by the Superintendent for its consideration.

Normally, the committee shall consider the candidacy of two or more persons nominated by the Superintendent for all positions in the administrative bargaining unit, and other positions within the central administration for recommendation to the full Board.

**Policy Adopted: August 25, 1993**

**BOLD Unique to Bristol's policy**

## **Administration**

### **Administrative Staff Organization**

The administrative staff should act as a directing force toward the achievement of excellence in the educational program. The Superintendent shall organize the staff to achieve the school district goals as expressed by the Board of Education. The Superintendent shall be the administrator responsible to the Board of Education and shall identify lines of primary authority for all employees.

Professional development activities will be provided for all staff. The Board will work toward achieving excellence in education by utilizing varied professional development programs aimed at developing leadership skills, stimulating interest of those who are underrepresented in administrative positions, and providing career advancement support and professional development opportunities for new and experienced administrators.

The Superintendent shall have the necessary freedom to revise the organizational chart subject to Board approval of major changes or the elimination and creation of positions. The Superintendent shall maintain the administrative organization and structure current with clear supervision and accountability requirements throughout the school system.

Administrative duties and functions will be evaluated based on the contributions to better instruction and enhancement of student motivation and achievement.

## Administration

### Equal Employment Opportunity

All personnel policies and practices of the Board will be in accord with equal employment opportunity practices as determined by state and federal legislation. A job description and required qualifications for a position to be filled will be made available to all applicants. Equal employment opportunity means that equal employment possibilities are available to all protected groups and that no individual will be discriminated against because of race, gender, **gender identity**, color, religion, national origin, ancestry, age, sex, **sexual orientation**, disability, or **genetic information**.

The District's staffing plan should be designed to promote that the District's goal to move continuously toward and ultimately attain a diverse staff at all levels, in all schools, and in other areas throughout the system.

The Board believes in the importance of the District's practices to support the concept of staff balance. Within each group of employees there will be represented, when possible, a cross-section of employees of different gender, racial and ethnic backgrounds, and length of administrative and teaching experience.

Under the balanced-staff concept, the staff and students will benefit greatly by having exposure to a diverse staff.

Legal Reference: Title VII of the Civil Rights Act of 1964, 42 U.S.C., sub 2000e.

Age Discrimination in Employment Act, 29 U.S.C. Sec 621.

Executive Order 11246.

Connecticut General Statutes

Connecticut Constitution Article I, Section 20; Amendment V Equal Rights Protection Amendment.

[46a-51](#) (8), (17), (18) Discriminatory practices.

[46a-58\(a\)](#) Deprivation of rights.

[46a-60](#) Discriminatory employment practices prohibited.

[46a-79](#) State policy re employment of criminal offenders.

[46a-80](#) Denial of employment based on prior conviction of crime.

[46a-81a](#) Sexual orientation discrimination defined

[10-153](#) Discrimination on account of marital status.

Policy Adopted: August 25, 1993

Revised: October 5, 2016

**Administration**

**CURRENT POLICY**

**Lines of Responsibility**

All personnel employed by the Bristol Board of Education shall be responsible to the Board through the Superintendent. The Board expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

**Policy Adopted: August 25, 1993**

**SAMPLE**

**Lines of Responsibility**

All personnel employed by the Bristol Board of Education shall be responsible to the Board through the Superintendent. The Board expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Lines of responsibility in this school district shall, to the fullest extent, be structured so that:

- A. The administration is encouraged to work out the education most appropriate for the students;
- B. Responsibility flows simply and clearly from students through teachers, administrators and the Superintendent, to the Board of Education;
- C. Each member of the staff is told to whom he/she is responsible and for what functions;
- D. Whenever possible, each member of the staff is made responsible to only one immediate supervisor for any one function;
- E. Each staff member is told to whom he/she can appeal in case of disagreement with the person to whom the staff member is responsible;
- F. Each staff member is told to whom he/she can go for help in working out his/her own functions in the district program;
- G. Each staff member is kept advised of the policies, functions and progress of the district.

## **Administration**

### **Administrative Personnel Positions**

All administrative, supervisory, and other positions in the District are established initially by the Board, by state law, or both.

It is the intent of the Board to maintain a sufficient number of positions to promote the District's goals, subject to budgeting appropriation.

A job description for each position, including a statement of requirements, must be developed and written under the direction of the Superintendent for approval by the Board.

The Board will approve the broad purpose and function of the position in harmony with state statutes, laws and regulations.

The Board directs the Superintendent to maintain a comprehensive and coordinated set of job descriptions.

Policy adopted: August 25, 1993  
Revised: October 5, 2016

**Students**

**Administering Medication**

The purpose of this policy is for the Bristol Board of Education to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

Legal Reference: Connecticut General Statutes

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, and PA 09-155 and PA 14-176

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive

Code of Federal Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive

Policy Approved: December 7, 1994

Policy Revised: September 11, 1996

September 15, 1999

February 7, 2007

October 5, 2016

**Bristol Public Schools**

**Bristol, Connecticut**

## Students

### Administering Medication

#### Definitions

**Administration of medication** means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of medication.

**Advanced Practice registered nurse** means an individual licensed pursuant to Conn. Gen. Stat. §20-94a.

**Authorized prescriber** means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and, for interscholastic and intramural athletic events only, a podiatrist.

**Before and after school program** means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs shall not include public or private entities licensed by the Office of Early Childhood or Board of Education enhancement programs and extra-curricular activities.

**Board of Education** means a local or regional board of education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

**Cartridge injector** means an automatic prefilled cartridge or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

**Coach** means an “athletic coach” as defined in the Connecticut General Statutes Section 10-222e.

**Commissioner** (need to bold Commissioner) means the Commissioner of Education or any duly authorized representative thereof.

**Controlled drugs** means those drugs as defined in Connecticut General Statutes Section 21a-240.

**Cumulative health record** (need to bold record) means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

## Students

### Administering Medication

#### Definitions – Continued

**Dentist** (need to bold Dentist) means a doctor of dentistry licensed to practice dentistry in Connecticut pursuant to Chapter 379 of the Connecticut General Statutes, or licensed to practice dentistry in another state.

**Department** (need to bold Department) means the Connecticut State Department of Education or any duly authorized representative thereof.

**Director** means the person responsible for the operation and administration of any school readiness program or before-and-after school program.

**Eligible student** means a student who has reached the age of eighteen or in an emancipated minor.

#### Error means:

- (1) the failure to do any of the following as ordered:
  - a. administer a medication to a student;
  - b. administer medication within the time designated by the prescribing practitioner.
  - c. administer the specific medication prescribed for a student;
  - d. administer the correct dosage of medication;
  - e. administer medication by the proper route; and/or
  - f. administer the medication according to generally accepted standards of practice; or
  
- (2) the administration of a medication to a student which is not ordered by an authorized prescribing practitioner (delete this or put in by a prescribing practitioner), or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine for the purpose of emergency first aid pursuant to Section 10-212a of the Connecticut General Statutes and subsection (e) of Section 10-212a-2 of the Regulations of Connecticut State Agencies.

**Extracurricular activities** means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before-and-after school programs and school readiness programs.

**Guardian** means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determination regarding marriage, enlistment in the armed forces, and major medical, psychiatric or surgical treatment

## Students

### Administering Medication

#### Definitions – Continued

**Intramural athletic events** means tryouts, competition , practice drills, and transportation to and from events that are within the bounds of the school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

**Interscholastic athletic events** means between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.

**Investigational drug** means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine in efficacy, safety, and side effects and which has not yet received FDA approval.

**Licensed athletic trainer** means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

**Medication** means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. (This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen. (Delete this)

**Medication emergency** means a life threatening reaction of a student to a medication.

**Medication plan** (need to bold plan) means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medications in school. Such plan may be a stand-alone plan, part of an individualized health plan, an emergency care plan, or a medication administration form.

**Medication order** means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed doses of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

**Students**

**Administering Medication**

**Definitions – Continued**

**Nurse** means an advanced practice registered nurse, a registered nurse, or a practical nurse licensed in Connecticut pursuant to Chapter 378 of the Connecticut General Statutes.

**Occupational Therapist** means an occupational therapist employed full time by the local or regional board of education and license in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

**Optometrist** means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

**Paraprofessional** means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board for employment as a health care aide or assistant or instructional aide or assistant.

**Physical therapist** means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

**Physician** means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and Chapter 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

**Physician Assistant** means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.

**Podiatrist** means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

**Principal** means the administrator in the school.

**Qualified medical professional** as defined in C.G.S. 10-212a, means a physician licensed under Chapter 370, and Chapter 371, a dentist licensed to practice dentistry under Chapter 379, an optometrist licensed to practice optometry under Chapter 380, an advanced practice registered nurse licensed to prescribe in accordance with Section 20-94a or a physician assistant licensed to prescribe in accordance with Section 20-12d.

## Students

### Administering Medication

#### Definitions – Continued

**Qualified personnel for schools** means (a) a full-time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist, or physical therapist and has been trained in the administration of medication in accordance with state regulations sect.10-212a-3; a coach or licensed athletic trainer who has been trained in the administration of medication pursuant to state regulations sect.10-212a-8; or a paraprofessional who has been trained in the administration of medication pursuant to state regulations sect. 10-212a-9. For school readiness programs and before-and- after school programs, directors or director's designees, lead teachers, and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

**Qualified school employee**, as defined in C.G.S. 10-212a, means a principal, teacher, licensed athletic trainer, licensed occupational or physical therapist employed by a school district, coach or school paraprofessional.

**Research or study medications** means FDA approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

**School** means any educational facility or program which is under the jurisdiction of a board excluding extracurricular activities.

**School medical advisor** means a physician appointed pursuant to C.G.S. 10-205.

**School nurse** means a nurse appointed in accordance with Connecticut General Statutes Section 10-212.

**School nurse supervisor** means the nurse designated by the local or regional board of education as the supervisor, or, if no designation has been made by the board, the lead or coordinating nurse assigned by the board.

**School readiness program** means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure from the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

**Self-administration of medication** means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

**Students**

**Administering Medication**

**Definitions – Continued**

**Supervision** means the overseeing of the process of the administration of medication in a school.

**Teacher** means a person employed full time by a Board of Education who has met the minimum standards as established by that board for performance as a teacher and has been approved by the school medical advisor and the school nurse to be designated to administer medication pursuant to Sections 10-212a-1 through 10-212a-7. of the Regulations of Connecticut State Agencies.

**General Policies on Administration of Medication**

The Board of Education allows a school nurse, or in the absence of such nurse, any other nurse licensed pursuant to the provision of Chapter 378 or qualified personnel for schools who have been properly trained to administer medication to students in accordance with the established policies, procedures and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the school medical advisor and the school nurse supervisor, shall develop, review and/or revise policies and procedures biennially, or when a regulation or legislative change requires such action concerning the administration of medications to students within the school system by a nurse, or in the absence of a nurse, by qualified personnel for schools.

The school medical advisor shall approve this policy, its regulations and any changes prior to adoption by the Board.

In compliance with all applicable state statutes and regulations, the Board of Education shall permit students to self - administer medication and parents/guardians to administer medications to their own children on school grounds.

Medication shall be administered in school only with a written order of an authorized prescriber, written authorization of a student's parent or guardian or eligible student and written permission of the parent for the exchange of information between the prescriber and the school nurse to ensure safe administration of such medication. Prescribed medication shall be administered to and taken by only the student for whom the prescription has been written.

## **Students**

### **Administering Medication**

#### **General Policies on Administration of Medication - Continued**

The administration of medication shall be under the general supervision of a school nurse. Licensed practical nurses shall only administer medication after the medication plan has been established by the school nurse. Licensed practical nurses shall not train or delegate the administration of medication to another individual.

Qualified personnel for schools may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Medication errors will be reported immediately to the school nurse, the school nurse supervisor or the school medical advisor, and the student's parent or guardian. Documentation of a medication error will be submitted to the school nurse at the earliest possible time, but no later than the next school day, and filed or summarized on the student's cumulative health record in accordance with Board policy.

In case of a medication emergency, and the school nurse is absent or not available, the school nurse supervisor or school medical advisor will be contacted as well as poison control center, if necessary.

The Board of Education will allow controlled medication currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Section 21a-243-8 through 21a-243-11, to be administered in school in accordance with applicable state regulations, section 10-212a-1 through 10-212a-10 inclusive.

Each District school shall fulfill all conditions and procedures promulgated in the state regulations of the Department of Education for proper and safe handling, storage and disposal of medication.

#### **Glucose Level Testing and Administration of Glucagon**

A child with diabetes may test his/her own blood glucose level and is not restricted to any time and location of testing on school grounds. A written authorization from the parent/guardian and a written order from a physician stating the need and the capacity of such child to conduct self-testing is required in order for the student to self-test. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education.

## **Students**

### **Administering Medication**

#### **Glucose Level Testing and Administration of Glucagon- Continued**

With written authorization of a student's parent/guardian and pursuant to a written order of the student's physician licensed under chapter 370 of the Connecticut General Statutes, the school nurse or school principal shall select, and a school nurse shall provide general supervision to, a qualified school employee, as defined, to administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she has annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon; the school nurse and school medical advisor have attested, in writing, that such qualified school employee has completed such training; and such the qualified school employee voluntarily agrees to serve as a qualified school employee. This documentation will be maintained by the school nurse. The injectable equipment used to administer glucagon is an injector or injectable equipment used to deliver glucagon in an appropriate dose for emergency first aid response to diabetes.

#### **Administration of Antiepileptic Medication**

With written authorization of a student's parent/guardian and pursuant to a written order of the student's physician licensed under chapter 370 of the Connecticut General Statutes, the school nurse and a school medical advisor, shall select, and a school nurse shall provide general supervision to, a qualified school employee, as defined, to administer antiepileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. The authorization shall be limited to situations when the school nurse is absent or unavailable.

No qualified school employee shall administer this medication unless he/she annually completes the training program developed by the Department of Education in consultation with the School Nurse Advisor Council as described in the General Statutes at 10-212a(f)(2); the school nurse and school medical advisor, have attested in writing that such qualified school employee has completed the training; the qualified school employee receives monthly reviews by the school nurse to confirm the qualified school employee's competency to administer antiepileptic medication; and the qualified school employee voluntarily agrees to serve as a qualified school employee.

## **Students**

### **Administering Medication**

#### **Self-Administration of Medication**

The Board of Education shall permit those students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medically diagnosed allergies, to self-administer such medication and other medication excluding controlled drugs as defined in Section 10-212a1 of the Regulations of Connecticut State Agencies.

No medication may be self-administered without: (1) A written order from an authorized prescriber including recommendation for self-administration, (2) written authorization from a parent or guardian for self-administration, and (3) assessment of student's competency by the school nurse and deemed it safe and appropriate for self-administration in the school setting.

In the case of inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse's review of the student's competency to self-administer such medication shall not be used to prevent a student from retaining and self-administering these medications. A written authorization from an authorized prescriber and parent or guardian is required. The principal and appropriate staff will be informed that the student is self-administering the prescribed medication by the school nurse.

#### **Administration of Medication by Qualified Personnel for Schools**

The Board of Education allows qualified personnel for schools, as defined, in the absence of a school nurse to administer medication to students in the district as delegated by the school nurse. Only qualified personnel for schools who have completed annual training in safe administration of medication from the school nurse or school medical advisor in accordance of Connecticut State regulations 10-212a-3 shall be allowed to administer medication to students. Such individuals administering medication must be approved by the school medical advisor. Documentation of administration of medication training shall be maintained by the school nurse.

Qualified personnel for schools may administer oral, topical, intranasal or inhalant medications.

In the absence or unavailability of a school nurse, an approved, trained, qualified school employee may administer an epinephrine cartridge injector as emergency first aid to a student who does not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional. Such administration of epinephrine cartridge injectors as emergency first aid must be in accordance with the Board of Education policies, procedures and state regulations 10-212a.

**Students****Administering Medication****Administration of Medication by Qualified Personnel for Schools - Continued**

Except for administration of epinephrine cartridge injectors as emergency first aid as provided in this policy, medication with a cartridge injector may be administered by qualified personnel for schools to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

**Administration of Medication by Paraprofessionals**

Except for administration of epinephrine cartridge injectors as emergency first aid as provided in this policy, a specific paraprofessional, in the absence of a school nurse may only administer medications including medications administered with a cartridge injector, to a specific student in order to protect that student against serious harm or death due to a medically diagnosed allergic condition that is necessary for prompt treatment of an allergic reaction pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. Written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber is required. The paraprofessional through a medication plan approved by the school nurse, school nurse supervisor and school medical advisor shall have received proper training in the administration of medication and supervision by the school nurse in accordance with the state regulations.

**Administration of Medication by Coaches and Licensed Athletic Trainers during Intramural and Interscholastic Events**

Except for administration of epinephrine cartridge injectors as emergency first aid as provided in this policy, coaches and licensed athletic trainers, who have been trained in the administration of medication in accordance with state regulations, during intramural and interscholastic events may administer medications pursuant to Section 10-212a-8 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations of this policy.

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation and student specific needs for assistance according to the student's medication plan, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse. The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication

## **Students**

### **Administering Medication**

#### **Administration of Medication by Coaches and Licensed Athletic Trainers during Intramural and Interscholastic Events - Continued**

administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medication to be used in athletic events shall be stored in containers for the exclusive use of holding medication; in locations that preserve the integrity of the medication, under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for administration of emergency medication and implementation of the medication plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. A separate medication administration record for each student shall be maintained in the athletic area. Administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time but no later than the next school day. All other instances of the administration of medication shall be reported to the school nurse at least monthly or as frequently required by the individual student plan. The medication administration record shall be submitted to the school nurse at the end of each season and filed in the student's cumulative health record according to section 10-212-6 of the state regulations. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulations pertaining to this policy.

#### **Emergency Administration of Epinephrine Cartridge Injectors as Emergency First Aid to Students Who Do Not Have Prior Written Authorization**

The school nurse or, in the absence or unavailability of such school nurse, a trained qualified school employee may administer an epinephrine cartridge injector as emergency first aid to a student who does not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional. Such

**Students**

**Administering Medication**

**Emergency Administration of Epinephrine Cartridge Injectors as Emergency First Aid to Students Who Do Not Have Prior Written Authorization - Continued**

administration of epinephrine cartridge injectors as emergency first aid must be in accordance with the Board's policies and procedures.

A school nurse or, in the absence of a school nurse, a trained, qualified school employee shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions who were not previously known to have serious allergies and therefore do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine. Each school must maintain storage of epinephrine cartridge injectors for such emergency use. Handling, storage, and disposal of epinephrine maintained for the purposes of emergency first aid will be in accordance with the Board policies and regulations for the administration of medication.

The school nurse or school principal shall select qualified school employees to be trained to administer epinephrine as emergency first aid. The selected qualified school employees must voluntarily agree to complete the required training and to administer epinephrine cartridge injectors as emergency first aid to students who do not have a prior written parent or guardian authorization or a prior written medical order. The school medical advisor and school nurse supervisor will determine on an annual basis the level of nursing services needed and the number of qualified school employee needed with at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse.

Note: This requirement pertains only during regular school hours and does not include after-school activities.

In order to be permitted to administer epinephrine cartridge injectors as emergency first aid to students who do not have a prior written parent or guardian authorization or a prior written medical order, the selected qualified school employees who has voluntarily agreed must annually complete the required training program developed by the Departments of Education and Public Health as described in Conn. Gen. Stat. §10-212a, and training in cardiopulmonary resuscitation (CPR) and first aid.

Each District school shall fulfill all conditions and procedures promulgated in the regulation established by the State Board of Education for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid who experience allergic reaction and do not have prior written authorization for epinephrine administration.

In the event that the school nurse is absent or unavailable, trained qualified school employees will be responsible for the administration of epinephrine as emergency first aid to students without prior written parent or guardian authorization or a prior written medical order. This will be communicated by the school

## **Students**

### **Administering Medication**

#### **Emergency Administration of Epinephrine Cartridge Injectors as Emergency First Aid to Students Who Do Not Have Prior Written Authorization - Continued**

administrator to trained qualified school employees and other staff when notified by the school nurse or the school nurse supervisor.

The supply of epinephrine in cartridge injectors that shall be available in each school in the district will be determined by the school medical advisor and school nursing supervisor.

The parent or guardian of a student may submit, in writing, to the school nurse or school medical advisor, if any notice that epinephrine permitted by statute will not be administered to his/her child. This notice will be valid for one school year if provided prior to the start of a school year, or the remainder of the school year in which the notice is provided. The school district will annually notify parents and guardians of the need to provide such written notice.

Trained qualified school employees who will administer epinephrine cartridge injectors as emergency first aid to students who do not have a prior written parent or guardian authorization or a prior medical order will be notified of the students whose parents have refused the emergency administration of epinephrine by written notice as described above. The trained qualified school employees will be notified by the school nurse.

When there is an emergency administration of an epinephrine cartridge injector the Emergency Medical Services will be activated. Emergency administration of an epinephrine cartridge injector will be reported immediately to the school nurse, or school nursing supervisor, or school medical advisor and to student's parent or guardian. Medication administration record forms provided for the documentation of administration of epinephrine cartridge injectors as emergency first aid will be completed and submitted to the school nurse at the earliest possible time, but no later than the next school day. The medication administration record will be filed in and documented on the student's cumulative health record in accordance with Board policy.

## Students

### Administering Medication

Legal Reference: Connecticut General Statutes

(cf. 4112.5/4212.5 – Security Check/Fingerprinting)

(cf.5141 – Student Health Services)

Legal Reference: Connecticut General Statutes

(cf. 4112.5/4212.5 – Security Check/Fingerprinting)

(cf.5141 – Student Health Services)

(cf. 5141.23 – Students with Special Health Care Needs)

10-206 Health Assessment

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, and PA 09-155 and PA 14-176)

19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.

21a-240 Definitions

29-17a Criminal history checks. Procedure. Fees.

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive

Code of Federal Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive

Code of Federal Regulations: Title 21 Part 1307.2

20-12d Medical functions performed by physician assistants. Prescription authority.

**Students**

**Administering Medication -Continued**

20-94a Licensure as advanced practice registered nurse.

PA 07-241 An Act Concerning Minor Changes to the Education Statutes

29-17a Criminal history checks. Procedure. Fees.

Regulation Approved: December 7, 1994  
Regulation Revised: September 11, 1996  
September 15, 1999  
February 7, 2007  
October 5, 2016

BRISTOL PUBLIC SCHOOLS

Bristol, Connecticut

## **Administration**

### **Board-Superintendent Relationship**

The Superintendent shall be the chief executive officer of the Board of Education and shall be responsible for the professional leadership and skill necessary to translate the will of the Board into administrative action.

The Superintendent shall be responsible for all aspects of school operation and for such duties and powers pertaining thereto as the Board may direct or delegate. The Superintendent may delegate responsibility and the authority necessary to discharge it to other officials and so develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the schools.

The Board assumes that the Superintendent is professionally able and possesses outstanding qualities of leadership, vision, and administrative skill, and that the Superintendent will implement all policies of the Board in good faith.

The Superintendent can assume that the Board will respect the Superintendent's professional competence and extend to him/her full responsibility for implementation of Board policy decisions. It is incumbent on the Superintendent to recognize policy implications of administrative problems which arise. In order that the Superintendent may provide effective leadership, the Board will delegate to the Superintendent those powers which it considers advisable to do so. The Superintendent can expect the Board to support the Superintendent's decisions and administration of the school system.

Approved: October 5, 2016

## **Bylaws of the Board**

### **Meetings**

#### **Electronic Communications Among Board Members**

The Board of Education believes that Board members electronically connected to other Board members is an efficient and convenient way to communicate. The main goal of electronic mail (email) is to expedite the passage of information. Email gives Board members quick access to one another. Communication among Board members via email should conform to the same standards as other forms of communication. (i.e. committee meetings, etc.) as directed by the Freedom of Information Act. When used properly, email is an effective communications tool and can provide a formal record.

All Board members are encouraged to access email through their Board of Education e-mail network.

#### **Guidelines for Board Email Usage**

The Freedom of Information Act mandates that all meetings of public bodies such as school boards be open to the public. It is the policy of the Board of Education that email shall not be used in such a manner as to deprive the public of the rights given to it under the Freedom of Information Act. For this purpose, this bylaw sets forth guidelines for the uses intended to be made of email by Board members when communicating with other Board members.

1. Email, like other written forms of communication relating to the conduct of the public business is subject to the Freedom of Information Act and subject to disclosure.
2. Board members shall not use email as a substitute for deliberations at public Board meetings, and/or shall not discuss policy matters or vote informally on any issues.
3. Email should be used to pass along factual information.
4. Security of email communication cannot be assured. Board members shall not reveal their passwords to others in the network or to anyone outside of it. If any Board member has reason to believe a password has been lost or stolen, or that email is being accessed by someone without authorization, he/she shall notify the Superintendent, who will notify the district's technology specialist.
5. Personnel issues and other sensitive subjects should never be discussed on-line. The confidentiality of employee data, student data, and other sensitive subjects must always be maintained.

Any usage contrary to the aforementioned shall be reported immediately to the Superintendent and may result in the suspension and/or revocation of system access.

## Bylaws of the Board

### Meetings

#### Electronic Communications Among Board Members (continued)

1. If the Board decides to conduct a meeting utilizing some form of instantaneous electronic communication, including telephone attendance, the meeting shall be posted along with the means by which members of the general public may access the meeting. At a minimum, this access shall include providing access to a computer or computer monitor to view the meeting as it is conducted. A quorum of the Board or Board Committee shall be physically present, in the room posted for the meeting. Commissioners may utilize electronic/telephone communication at no more than 3 meetings each year.
2. The Board shall have no expectation of privacy for any messages sent, stored, or received electronically. Messages that have been deleted may still be accessible on a District storage device. Messages deleted or otherwise, may be subject to disclosure under the Freedom of Information Act, unless an exemption would apply.
3. District email addresses of all Board members who choose to have an account shall be published on the District website. Board members who choose not to forward and reply to messages via the District email system accept personal responsibility for compliance with the Freedom of Information Act.
4. All emails received or sent from a personal email address that pertains to Board business shall be immediately forwarded to a designated District account for archiving purposes.
5. Members of the Board shall not communicate among themselves by the use of any form of communication (*e.g.*, personal intermediaries, email, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records.

Bylaw adopted by the Board: October 5, 2016