Regular Meeting - Virtual Meeting

Tuesday, April 21, 2020 7:00 PM
Town Hall, Council Chambers - Closed to Public Dialing in by Phone Only: 1. Please call: 1-312-626-6799 or 1-646-558-8856 then press # 2. When prompted for participant or meeting ID, enter 592 978 288, then press # Joining in by Computer: 1. Please go to the following link: https://zoom.us/j/592978288 2. When prompted for participant or meeting ID, enter 592 978 288, then press #, 601 Matianuck Avenue, Windsor, CT 06095

1. **Call to Order, Pledge to the Flag and Moment of Silence**
2. **Recognitions/Acknowledgements**
   a. Proclamation--Teacher Appreciation Week, May 4-8
3. **Student Representative Report**
4. **Board of Education**
   a. President's Report
   b. Recommendation for Contract Non-Renewals (Anticipated Action)
5. **Superintendent's Report**
   a. Policy Adoption, 2nd Reading
      1. Revise P 1331 Prohibition Against Smoking
      2. Revised P/AR 5118.1 Homeless Children and Youth
      3. New P/AR 5141.214 Policy and Regulation Concerning Sunscreen Application in School
      4. Revised P 5141.25 Management Plan and Guidelines for Students with Food Allergies, and/or Glycogen Storage Disease
      5. Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees
      6. Revised P 5144.1 Physical Activity and Student Discipline
   b. Distance Learning/Coronavirus Update
6. **Committee Reports**
7. **Consent Agenda**
   a. Financial Report
   b. Enrollment Report
   c. Food Service Report
   d. Human Resources Report
   e. Healthy Food Certification
8. **Approval of Minutes**
   a. March 17, 2020 Regular Meeting
9. **Other Matters/Announcements/Regular BOE Meetings**
   a. BOE Special Meeting, Tuesday, May 5, 2020, 6:30 PM, L.P. Wilson Community Center, Board Room
   b. Next BOE Regular Meeting is Tuesday, May 19, 2020, 7:00 PM, Town Hall, Council Chambers
10. **Adjournment**

Proclamation Commemorating
Windsor Teacher Appreciation Week
May 4 through May 8, 2020

Let it be known by all citizens of Windsor, that

Whereas, Windsor's teachers remain committed to their schools, their students and families during this unprecedented time;

Whereas, Windsor's teachers provide stability to our students through the district's distance learning efforts;

Whereas, our teachers spend countless hours preparing lessons, evaluating progress and counseling their students and their families;

Whereas, Windsor's teachers, even through these difficult months, are still molding our future citizens through their guidance and instruction;

Whereas, the Windsor Board of Education acknowledges and respects each and every one of the district's teachers for their dedication to the families of the Windsor community, and

Now, therefore, be it proclaimed on this the 21st day of April 2020…

That, the Windsor Board of Education, in recognition of the outstanding service and contributions offered by the teachers of Windsor, proclaim the week of May 4th through May 8th as Windsor Teacher Appreciation Week.

Windsor Board of Education

Leonard O. Lockhart, President
Ayana Taylor, Secretary
Brian Bosch
Maryam Khan
L. James Ristas
David Furie, Vice President
Paul Panos, Minority Leader
Ronald Eleveld
Charlotte Ricketts

Superintendent of Schools, Craig A. Cooke, Ph.D.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 21, 2020

Prepared By: Craig A. Cooke, Ph.D.
Terrell M. Hill, PhD

Presented By: Craig A. Cooke, Ph.D.

Attachments: None

Subject: Recommended Non-Renewal of Teachers

BACKGROUND: In accordance with Section 10-151(c) of the Connecticut General Statutes and the advice of legal counsel, the Superintendent of Schools will recommend the non-renewal of non-tenured teachers at the regular April 21, 2020 meeting of the Board of Education.

STATUS: The teaching contracts for the teachers listed below are being recommended for non-renewal:

First Name	Last Name	Position	School
Komi	Adzimawo	French Teacher	Sage
Lauren	Arpino	Business, Technology & People Teacher	Sage
Tamarah	Austin Baker	Classroom Teacher	Kennedy
Shawnese	Cook	Grade 3 Teacher	Clover
Shelby	Eckman	Classroom Teacher	Kennedy
Lauren	Kaljulaid	Grade 6 Classroom Teacher	Sage
Molly	McLaughlin	Grade 2 Teacher	Poquonock
Cohl	Miller	Art Teacher	Clover/Poquonock
Djenne	Mobley	Special Education Teacher	Kennedy
Anthony	Ridzon	Physical Education/Health Teacher	Kennedy
Erin	Smith	Special Education Teacher	Kennedy
Taylor	Story	Special Education Teacher	Ellsworth
Douglas	Von Hollen	Math Teacher	Sage

RECOMMENDATION:

"Move that the contract of employment of 'employees listed in the Superintendent's Human Resources Report – Addendum' not be renewed for the following year upon its expiration at the end of the 2019-2020 school year and that the Superintendent of Schools is directed to advise such persons in writing of this action."

Recommended by the Superintendent: CAC

Agenda Item #: 4b.

Windsor Public Schools

Memo

To: Board of Education

From: Craig A. Cooke, Ph.D., Superintendent of Schools

Date: April 21, 2020

Re: Personnel: Non-Renewal Procedures

In accordance with section 10-151 of the Connecticut General Statutes the Board of Education is to receive my recommendation for the non-renewal of identified teachers. The Board is expected to take action at the April 21, 2020 regular meeting.

There are two categories for non-renewals this year:

1. Non-Renewal of Non-Tenured Teachers on Limited Employment
   For open positions created by teachers on a one-year leave and for certified positions filled after August 26, the teachers who are hired to fill these positions are placed on a "Limited Employment" contract. Temporary and part-time assignments, (e.g., if we hire a .4 teacher at Sage Park in September), also fall under "limited employment." Limited employment means that the contract is time-bound; specifically, it ends at the end of the school year. Open positions are then re-posted, and anyone on a limited contract can apply for them. The conditions of the Limited Employment contract were clearly explained to those who are working under it, and teachers confirmed their understanding in writing at the time of employment. It should be noted that these non-renewals **are not a reflection of teaching competency**, but rather reflect that they were hired for a specific length of time, i.e., until June 30, 2020. There are teachers in this category to be non-renewed.

Legal Procedures for Board and Superintendent

1. The teacher is advised by the Superintendent and/or Assistant Superintendent for Human Resources that a recommendation will be made at the April 21, 2020 Board meeting that his/her contract be non-renewed.

2. The Superintendent makes a recommendation not to renew the contract.

3. The Board of Education accepts the recommendation and votes affirmatively.

4. Notice is forwarded by certified mail and/or hand delivered to the teacher no later than May 1, 2020.

CAC:TMH:dlc **4b.**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 21, 2020

Prepared By: Craig A. Cooke **Presented By:** Maryam Khan/Craig A. Cooke

Attachments: 1. Revised P 1331 Prohibition Against Smoking
2. Revised P/AR 5118.1 Homeless Children and Youth
3. New P/AR 5141.214 Policy and Regulation Concerning Sunscreen Application in School
4. Revised P 5141.25 Management Plan and Guidelines for Students with Food Allergies, and/or Glycogen Storage Disease
5. Revised 5141.4 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees
6. Revised P 5144.1 Physical Activity and Student Discipline

Subject: Policy Adoption, 2nd Reading

BACKGROUND:

The Board of Education Policy Committee reviewed the following policies and corresponding regulations and is recommending immediate adoption of these policies. The full Board of Education received these policies as a 1st reading at their March 17, 2020 meeting.

STATUS:

1. Revised P 1331 Prohibition Against Smoking has been updated to prohibit smoking on school grounds. Previously, the policy only prohibited smoking within indoor facilities.
2. Revised P/AR 5118.1 Homeless Children and Youth has been revised in accordance with PA 19-179 to incorporate changes concerning the hearing and appeal process afforded to school-age homeless children and youth who are denied access to school accommodations, under Connecticut General Statutes Section 10-186.
3. New P/AR 5141.214 Policy and Regulation Concerning Sunscreen Application in School has been added in accordance with PA-19-60. Students six years of age and older may now self-apply sunscreen in the school prior to outdoor activities with signed parent consent.
4. Revised P 5141.25 Management Plan and Guidelines for Students with Food Allergies, and/or Glycogen Storage Disease has been revised to include adding students with diabetes to the protections provided to students with life-threatening food allergies and glycogen storage disease.
5. Revised 5141.4 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees has been revised for organizational clarity as well as the addition of licensed behavioral therapist to the list of mandatory reporters. PA 18-67 provides for the electronic filing of reports to DCF.
6. Revised P 5144.1 Physical Activity and Student Discipline was revised based on PA 19-173 to include provisions related to the devotion of time to undirected play for elementary students in addition to the twenty minutes of required time for physical activity.

RECOMMENDATION:

Move to approve the revisions made to P 1331 Prohibition Against Smoking, Revised P 5118.1 Homeless Children and Youth, P 5141.25 Management Plan and Guidelines for Students with Food Allergies, and/or Glycogen Storage Disease, 5141.4 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees**,** P 5144.1 Physical Activity and Student Discipline and approve the addition of new P 5141.214 Policy Concerning Sunscreen Application.

Recommended by the Superintendent: CAC

Agenda Item # 5a.

PROHIBITION AGAINST SMOKING

The Windsor Board of Education ("Board") prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, ~~on the real property of~~ within any of its schools, including any indoor facility owned or leased or contracted for, and utilized by the Board for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children or on the grounds of such school ~~or administrative office building~~ or at any school-sponsored activity. ~~Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.~~ For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device ~~that may be~~ used ~~to simulate smoking~~ 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, ~~and the~~ including, but not limited to, electronic cigarette liquid. 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 ~~contain~~include nicotine ~~that and~~ is inhaled by the user of such product. ~~As defined by Conn. Gen. Stat. § 10-233a(h), a~~ The term "school-sponsored activity ~~"means~~" shall mean any activity sponsored, recognized or authorized by ~~a board of education~~the Board and includes activities conducted on or off school property.[2]

Legal References:

Public Act 19-13
Conn. Gen. Stat. § ~~53-344b~~10-233a(h)
Conn. Gen. Stat. § 19a-342
Conn. Gen. Stat. § 19a-342a
Conn. Gen. Stat. § 53-344b
Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

ADOPTED: November 15, 2016

Windsor Public Schools
Windsor, CT

SHIPMAN & GOODWIN LLP
COUNSELORS AT LAW

Series 1000
Community/ Board Operations

PROHIBITION AGAINST SMOKING

The [_____] Board of Education ("Board") prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes) or vapor product, within any of its schools, including any indoor facility owned, or leased or contracted for, and utilized, by the Board, for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children, or on the grounds of such school, or at any school-sponsored activity. For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device ~~that may be~~ used ~~to simulate smoking~~ in the delivery of nicotine or other ~~substance~~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, ~~and 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 contain nicotine, that is inhaled by the user of such product.~~

~~[Note: This policy provides the minimum prohibition against smoking as required under both state and federal law. However, boards have legal authority to enact a broader prohibition against smoking that would ban smoking on all school property, including administrative office buildings and school grounds, as well as at school-sponsored activities. Adoption of such a policy could have collective bargaining implications that boards should be aware of prior to adopting such a broad prohibition. Boards are therefore advised to consult legal counsel prior to adoption of the broad prohibition set forth below.]~~

~~[PROHIBITION AGAINST SMOKINGThe [_____] Board of Education prohibits smoking, including smoking using an electronic nicotine delivery system (e.g. e-cigarettes) or vapor product, on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. For purposes of this policy, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance 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, and the~~ including, but not limited to, electronic cigarette liquid. The term "vapor product" shall

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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 ~~contain~~include nicotine~~, that~~ and is inhaled by the user of such product. ~~As defined by Conn. Gen. Stat. § 10-233a(h), a~~ The term "school-sponsored activity ~~"means~~" shall mean any activity sponsored, recognized or authorized by ~~a board of education~~the Board and includes activities conducted on or off school property.~~22~~

[*Optional language:* The Board further prohibits smoking including smoking using an electronic nicotine delivery system (e.g., e-cigarettes) or vapor product on the real property of any administrative office building. Real property means the land and all temporary and permanent structures comprising the district's administrative office building(s) and includes, but is not limited to storage facilities and parking lots.]

Legal References:

Public Act 19-13
Conn. Gen. Stat. § ~~53-344b~~10-233a(h)
Conn. Gen. Stat. § 19a-342
Conn. Gen. Stat. § 19a-342a
Conn. Gen. Stat. § 53-344b
Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat. 1174, 20 U.S.C. § 7183

~~*[Conn. Gen. Stat. § 10-233a(h)] [Note: If a Board chooses to use the broader language contained in the suggested provisions of the second model policy, this statutory reference should be included as a legal reference.]*~~

ADOPTED: _____
REVISED: _____

8/~~3~~25/~~16~~19

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Section:	**STUDENTS**	
Subject:	**HOMELESS CHILDREN AND YOUTH**	**P-5118.1**

BOARD OF EDUCATION POLICY
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

In accordance with federal law, it is the policy of the Windsor Board of Education (the "Board") to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

Legal References:

State Law:

Public Act ~~17-194,~~ 19-179, "An Act Concerning Homeless Students' Access to ~~Student Records for Certain Unaccompanied Youths~~ Education"

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

10-253~~(e)~~ School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq. , as amended by Every Student Succeeds Act, Pub. L. 114-95.

Policy adopted: September 21, 2010

Section:	**Students**
Subject:	**HOMELESS CHILDREN AND YOUTH** **AR-5118.1**

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

In accordance with federal law, the Board of Education (the "Board") does not permit discrimination against, segregation of, or stigmatization of, homeless children and youth. The following sets forth the procedures to implement the requirements of law with respect to homeless children and youth. In the event of conflict between federal and/or state law and these regulations with respect to homeless children and youth, the provisions of law shall control.

1. Definitions:

A. **Enroll and Enrollment:** includes attending classes and participating fully in school activities.

B. **Homeless Children and Youth:** means children and youth twenty-one ~~(21)~~ years of age and younger who lack a fixed, regular, and adequate nighttime residence, including children and youth who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.

2. Are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.

3. Are living in emergency or transitional shelters.

4. Are abandoned in hospitals.

5. ~~Are awaiting foster care placement.6.~~Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

~~7.~~6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

~~8.~~7. Are migratory children living in the above described circumstances.

C. **School of Origin:** means the school that a homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled. , School of origin may include preschool administered by the District and, when a homeless child or youth completes the final grade level served by the school of origin, school of origin also includes the designated receiving school at the next grade level for all feeder schools.

D. **Unaccompanied Youth:** means a homeless child or youth not in the physical custody of a parent or guardian.

2. Homeless Liaison:

A. The District's Homeless Liaison is the Director of Pupil and Special Education Services.

B. The duties of the Homeless Liaison include:

1. Ensuring that homeless children and youth are identified by school personnel and through outreach and coordination ~~activities~~ with other entities and agencies.

2. Ensuring that homeless children and youth enroll in, and have full and equal opportunity to succeed in~~,~~ the District's schools, including ensuring that such homeless children and youth have opportunities to meet the same challenging State academic standards as other children and youths.

3. Ensuring that homeless families, children, and youths receive educational services for which such families, children and youth are eligible, including services through Head Start and Even Start, early intervention services under Part C of the Individuals with Disabilities Education Act and preschool programs administered by the District.

4. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

5. Ensuring that parents and guardians of homeless children and youth and unaccompanied youth are informed of educational and related opportunities available to ~~their~~homeless children and youth, including extracurricular activities, and that parents and guardians of homeless children and youth are provided with meaningful opportunities to participate in the education of their children.

~~5.~~ 6. Ensuring that public notice of the educational rights of homeless children ~~and youth is disseminated in places in which these children and youth receive services~~ under the McKinney-Vento Act~~.~~ is disseminated in locations frequented by parents, guardians, and unaccompanied youth in a manner and form that is understandable to them.

~~6.~~ 7. Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act~~.~~, including carrying out the initial dispute resolution process and ensuring that homeless students are immediately enrolled pending resolution of any enrollment dispute.

~~7.~~ 8. Ensuring that parent(s)/guardian(s) of homeless children and youth ~~or~~and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing those services.

~~8.~~ 9. Assisting homeless children and youth in enrolling in school and accessing school services and removing barriers to enrollment and retention due to outstanding fees, fines or absences.

~~9.~~ 10. Informing parent(s)/guardian(s) of homeless children and youth and unaccompanied youth, school personnel, and others of the rights of such ~~children and youth~~students..

~~10.~~11. Assisting homeless children and youth who do not have immunizations or immunization/medical records to obtain necessary immunizations or immunization/medical records.

~~11.~~12. Assisting unaccompanied youth in placement/enrollment decisions, including considering the unaccompanied youth's wishes in those decisions, and providing notice to the unaccompanied youth of his or her right to appeal such decisions.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

~~12. Ensuring that homeless children and youth and unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over enrollment or placement.~~

13. ~~Collaborating and coordinating with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.~~Ensuring that high school age homeless children and youth receive assistance from counselors to advise such youths on preparation and readiness for college, including informing such children and youths of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the district to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA).

14. Ensuring collaboration with community and school personnel responsible for providing education and related support services to homeless children and youth.

15. Collaborating with and participating in professional development and technical assistance activities offered by the State Office of the Coordinator for the Education of Homeless Children and Youth.

16. Ensuring that school personnel providing services to homeless children and youth receive professional development and other technical assistance activities regarding the McKinney-Vento Act.

17. Ensuring that unaccompanied youth are enrolled in school and that procedures are implemented to identify and remove barriers that prevent them from receiving credit for full or partial coursework satisfactorily completed at a prior school, in accordance with State, local, and school policies.

18. With appropriate training, affirming that a child or youth who is eligible for and participating in a program provided by the District, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney-Vento Act.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

3. Enrollment of Homeless Children and Youth:

   A. Enrollment of homeless children and youth may not be denied or delayed due to the lack of any document normally required for enrollment. However, administrators shall require the parent/guardian or unaccompanied youth to provide contact information prior to enrollment.

   B. To facilitate enrollment administrators:

      1. May permit parents/guardians of homeless children and youth and unaccompanied youth to sign affidavits of residency to replace typical proof of residency.

      2. May permit unaccompanied youth to enroll with affidavits to replace typical proof of guardianship.

      3. Shall refer parent/guardian/unaccompanied youth to the Liaison who will assist in obtaining immunizations.

      4. Shall contact previous schools for records and assistance with placement decisions.

      5. Shall maintain records so that the records are available in a timely fashion when the student enters a new school or school district.

4. School Selection:

   A. Standards for School Selection:

      1. The District is required to make a determination as to the best interests of a homeless child or youth in making a determination as to the appropriate school of placement.

      2. In making such a determination, the District is required to keep a homeless child or youth in his/her school of origin for the duration of homelessness when a ~~family~~homeless child or youth becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the homeless child or youth becomes permanently housed during an academic year, to

the extent feasible, unless it is against the wishes of the parent or guardian or unaccompanied youth. Otherwise, the homeless child or youth shall be enrolled in a public school that non-homeless students who live in the area where the homeless child or youth is actually living are eligible to attend.

3. The District must presume that keeping the homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the unaccompanied youth. In considering the child's or youth's best interest, the District must consider student-centered factors related to the child's or youth's best interest, giving priority to the request of the parent or guardian or unaccompanied youth.

B. Procedures for Review of School Selection Recommendation:

1. The Principal or his/her designee of the school in which enrollment is sought review an enrollment request in accordance with the standards discussed above, and shall make an initial recommendation regarding same. If the Principal or his/her designee's recommendation is to select a placement other than the school desired by the parent(s) or guardian(s) of the homeless child or youth or the unaccompanied youth, then the Principal or his/her designee shall refer the matter to the Superintendent or his/her designee for review of the recommendation and the reasons therefore, and shall notify the District's Homeless Liaison of same.

2. The Superintendent or his/her designee shall review the matter and consult with the District Homeless Liaison concerning same. If the Superintendent or his/her designee agrees with the recommendation of the Principal or his/her designee, and a dispute remains between the District and the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth about a school selection and/or enrollment decision; the Superintendent or his/her designee shall provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a written explanation of the District's decision regarding this matter, and the right to appeal such decision to the Board ~~of Education~~.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

C. Dispute Resolution Process:

1. The District's Homeless Liaison shall be responsible for promoting objective and expeditious dispute resolutions, and adherence to these administrative regulations.

2. If the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth disputes the school placement decision or enrollment, the District must immediately enroll the homeless child or youth in the school in which enrollment is sought, pending resolution of the dispute. The homeless child or youth shall also have the right to all appropriate educational services, including transportation to and from the school in which enrollment is sought, while the dispute is pending.

3. If necessary, the District Homeless Liaison shall assist parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with completion of the necessary appeal paperwork required to file for an appeal to the Board ~~of Education~~, and provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a copy of Section 10-186(b).

4. ~~Within~~Not later than ten (10) days ~~of~~after receipt of an appeal to the Board ~~of Education~~ by a parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth, the District shall hold a hearing before the Board ~~of Education~~ concerning such appeal, and such hearing shall be shall be conducted in accordance with Section 10-186(b).

5. If the Board ~~of Education~~ finds in favor of the Superintendent or his/her designee, a parent or guardian of a homeless child or youth or unaccompanied youth may appeal the Board ~~of Education~~'s decision to the State Board of Education within twenty (20) days of receipt of the Board ~~of Education~~'s written decision, in accordance with Section 10-186(b). If necessary, the District Homeless Liaison shall assist a parent or guardian of a homeless child or youth or unaccompanied youth with filing the necessary appeal paperwork to the State Board of Education. The homeless child or youth or unaccompanied youth shall remain in his or her

school of origin pending ~~the determination~~resolution of the ~~appeal~~dispute, including all available appeals.

5. Services:

   A. Homeless children and youth shall be provided with services comparable to those offered other students in the selected school including:

      1. Title I services or similar state or local programs, educational programs for students with disabilities, programs for students with limited English proficiency, and preschool programs.

      2. Transportation services.

      3. Vocational and technical education.

      4. Programs for gifted and talented students.

      5. School nutrition programs.

      6. Before and after school programs.

   B. The District shall coordinate with local social service agencies, other service providers, housing assistance providers and other school districts to ensure that homeless children and youth have access and reasonable proximity to available education and support services.

6. Transportation:

   A. The District shall provide transportation comparable to that available to other students.

   B. Transportation shall be provided, at a parent or guardian or unaccompanied youth's request, to and from the school of origin for a homeless child or youth. Transportation shall be provided for the entire time the child or youth is homeless and until the end of any academic year in which they move into permanent housing. Transportation to the school of origin shall also be provided during pending disputes. The Liaison shall request transportation to and from the school of origin for an

unaccompanied youth. Parents and unaccompanied youth shall be informed of this right to transportation before they select a school for attendance.

C. To comply with these requirements:

1. Parents/guardians, schools, and liaisons shall use the district transportation form to process transportation requests.

2. If the homeless child or youth is living and attending school in this District, the District shall arrange transportation.

3. If the homeless child or youth is living in this District but attending school in another, or attending school in this District and living in another, the District will follow the inter-district transportation agreement to determine the responsibility and costs for such transportation. If there is no inter-district transportation agreement, the District shall confer with the other school district's Homeless Liaison to determine an apportionment of the responsibility and costs.

4. If no mutually agreeable arrangement can be reached, then the District shall:

   (a) arrange transportation immediately;

   (b) bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth; and

   (c) ~~shall~~ ensure that such disputes do not interfere with the homeless child or youth attending school.

7. Records

An unaccompanied youth, as defined in section I.D., above, is entitled to knowledge of and access to all educational, medical, or similar records in the cumulative record of such unaccompanied youth maintained by this District.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

~~8~~7. Contact Information

A. Local Contact: for further information, contact:

Steven Carvalho ~~**Jody Lefkowitz**~~
Director of Pupil and Special Education Services
860 687-2000 x 1238

B. State Contact: for further information or technical assistance, contact:

Louis Tallarita, State Coordinator
Connecticut Department of Education
~~25 Industrial Park Road~~
450 Columbus Boulevard
~~Middletown, CT 06457-1543~~Hartford, CT 06103
(860) 807-2058
Louis.Tallarita@ct.gov

Legal References:

State Law:

Public Act ~~17-194~~19-179, An Act Concerning Homeless Students' Access to ~~Student Records for Certain Unaccompanied Youths~~Education

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

10-253(e) School privileges for children in certain placements, non-resident children and children in temporary shelters

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq. , as amended by Every Student Succeeds Act, Pub. L. 114-95.

ADMINISTRATIVE REGULATION
WINDSOR PUBLIC SCHOOLS
WINDSOR, CT

Regulation Approved: October 1, 2010

Elizabeth E. Feser, Ed.D.
Superintendent of Schools

POLICY CONCERNING SUNSCREEN APPLICATION IN SCHOOL

The Windsor Board of Education (the "Board") permits the application of sunscreen by students within the Windsor Public Schools (the "District"), in accordance with State law. Specifically, notwithstanding the provisions of Connecticut General Statutes § 10-212a and the Board's policy and/or administrative regulations concerning the administration of medication in school, any student who is six (6) years of age or older may possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity.

For a student to apply sunscreen prior to engaging in any outdoor activity, the following elements must be met:

1. The student's parent or guardian must sign the Board's written authorization and submit the authorization to the school nurse; and

2. The student and the student's parent or guardian, where applicable, must comply with any individual school procedures concerning the possession and self-application of sunscreen in school.

The Board authorizes the Superintendent or his/her designee to develop administrative regulations to implement this policy.

Legal References:

Conn. Gen. Stat. § 10-212a Administration of medications in schools, at athletic events and to children in school readiness programs

Public Act 19-60, "An Act Allowing Students to Apply Sunscreen Prior to Engaging in Outdoor Activities"

ADOPTED: _____
REVISED: _____

ADMINISTRATIVE REGULATIONS CONCERNING SUNSCREEN APPLICATION IN SCHOOL

The Windsor Public Schools (the "District") permits the application of sunscreen by students within the District, in accordance with State law and Board of Education policy and administrative regulations. Specifically, notwithstanding the provisions of Connecticut General Statutes § 10-212a and the Board's policy and/or administrative regulations concerning the administration of medication in school, any student who is six (6) years of age or older may possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity.

A. For a student to apply sunscreen prior to engaging in any outdoor activity, the following elements must be met:

   1. The student's parent or guardian must sign the Board's written authorization and submit the authorization to the school nurse; and

   2. The student and the student's parent or guardian, where applicable, must comply with individual school procedures concerning the possession and self-application of sunscreen in school.

B. Individual schools shall develop processes and procedures for the self-application of over-the-counter sunscreen in school by students age six (6) and older prior to engaging in an outdoor activity, which processes and procedures must include that (a) the student's parent or guardian must sign the Board's written authorization and submit the authorization to the school nurse and (b) a student may only apply sunscreen that belongs to and has been brought into school by the individual student; and may include the following:

   1. The location for self-application of sunscreen.

   2. The time during the school day and in school of self-application.

   3. The labeling of the sunscreen.

Legal References:

Conn. Gen. Stat. § 10-212a	Administration of medications in schools, at athletic events and to children in school readiness programs

Public Act 19-60, "An Act Allowing Students to Apply Sunscreen Prior to Engaging in Outdoor Activities"

ADOPTED: _____

Windsor Board of Education

WRITTEN AUTHORIZATION FOR THE POSSESSION AND APPLICATION OF SUNSCREEN IN SCHOOL

Name of Child:_____ Date of Birth:_____

Address of Child: _____

Name of Parent(s):_____

Address of Parent(s):_____
(if different from child)

Connecticut law permits students six (6) years of age or older to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, with signed parent/guardian consent.

I, _____, the parent/guardian of _____,
Print name of parent/guardian Print name of student
permit my child to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity. I understand and agree that the _____ Board of Education assumes no responsibility or liability whatsoever with regard to the possession or application of the over-the-counter sunscreen, including but not limited to whether, or the manner in which, the sunscreen is applied; the expiration of the sunscreen; and/or any reaction the student may have to the application of the sunscreen.

_____ _____
Signature of Parent/Guardian Date

Please return the completed original form to your child's school nurse.

F 5141.214

MANAGEMENT PLAN AND GUIDELINES FOR STUDENTS WITH FOOD ALLERGIES ~~AND/OR~~, GLYCOGEN STORAGE DISEASE AND/OR DIABETES

The Windsor Public Schools (the "~~District~~district") recognize that food allergies ~~and~~, glycogen storage disease ~~(GSD)~~and diabetes may be life threatening. For this reason, the ~~District~~district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a student suffer an allergic reaction while at school. The ~~District~~district is also committed to appropriately managing and supporting students with ~~GSD~~glycogen storage disease and diabetes. The ~~District~~district further recognizes the importance of collaborating with parents/guardians, adult students (defined as students age eighteen (18) and older) and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy ~~and/or GSD~~, glycogen storage disease or diabetes, as developmentally appropriate. To this end, the ~~District adopts~~district adopt the following guidelines related to the management of life threatening food allergies, glycogen storage disease, and ~~GSD~~diabetes for students enrolled in ~~District~~district schools.

I. Identifying Students with Life-Threatening Food Allergies and/or Glycogen Storage Disease

Early identification of students with life-threatening food allergies, diabetes and/or glycogen storage disease (GSD) is important. The ~~District~~district therefore encourages parents/guardians of students and adult students with life-threatening food allergies to notify the school of the allergy, providing as much medical documentation about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. The ~~District~~district also encourages parents/guardians of students and adult students with GSD and diabetes to notify the school of the disease, providing as much medical documentation about the type of GSD or diabetes, nature of the disease, and current treatment of the student.

Students with life-threatening food allergies and diabetes are virtually always students with disabilities and should be referred to a Section 504 team, which will make a final determination concerning the student's eligibility for services under Section 504. The Section 504 team may determine that the only services needed are in the student's Individualized Health Care Plan (IHCP) and/or Emergency Care Plan (ECP); in that case, the IHCP and/or ECP will also serve as the student's Section 504 plan. The Section 504 team will also ensure that parents receive appropriate notice and are informed of their rights under Section 504, including their right to request an impartial hearing if they disagree with the provisions in the Section 504 plan.

Students with GSD and less severe food allergies should be referred to a Section 504 team if there is reason to believe that the student's GSD or food allergy substantially limits a major life activity. To determine whether a food allergy is severe enough to substantially limit a major life activity, the team should consider the impact on the student when the student has been exposed to the allergen and has not yet received treatment.

Major life activities include, but are not limited to:

(i) Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and

(ii) The operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

II. Individualized Health Care Plans and Emergency Care Plans

1. If the ~~District~~district obtains medical documentation that a student has a life-threatening food allergy ~~or~~, GSD, or diabetes, the ~~District~~district shall develop an ~~individualized health care plan~~ (IHCP) for the student. Each IHCP should contain information relevant to the student's participation in school activities~~, and should attempt to strike a balance between individual, school and community needs, while fostering normal development of the student.~~.

2. The IHCP ~~should~~shall be developed by a group of individuals, which shall include the parents, the adult student, if applicable, and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s), classroom teacher(s) and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.

3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the student's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the allergic student's risk for exposure. For the student with ~~GSD~~life-threatening food allergies, GSD, or diabetes, the IHCP may include strategies designed to ameliorate risks associated with such disease and support the student's participation in the classroom. IHCPs for such students may include such considerations:

    a. classroom environment, including allergy free considerations, or allowing the student with GSD or diabetes to have food/dietary supplements when needed;
    b. cafeteria safety;
    c. participation in school nutrition programs;
    d. snacks, birthdays and other celebrations;
    e. alternatives to food rewards or incentives;
    f. hand-washing;
    g. location of emergency medication;
    h. who will provide emergency and routine care in school;
    i. risk management during lunch and recess times;
    j. special events;

k. field trips, fire drills and lockdowns;
l. extracurricular activities;
m. school transportation;
n. the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;
o. staff notification, including substitutes, and training; and
p. transitions to new classrooms, grades and/or buildings.

4. The IHCP should be reviewed annually, or whenever there is a change in the student's ~~emergency care plan~~ECP, changes in self-monitoring and self-care abilities of the student, or following an emergency event requiring the administration of medication or the implementation of other emergency protocols.

5. For a student with ~~GSD~~a life-threatening food allergy, GSD, or diabetes, the IHCP shall not prohibit a parent or guardian, or a person designated by such parent or guardian, to provide food or dietary supplements to a student with ~~GSD~~a life threatening food allergy, GSD, or diabetes on school grounds during the school day.

6. In addition to the IHCP, the ~~District~~district shall also develop an ~~Emergency Care Plan (~~ECP~~)~~ for each student identified as having a life -threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:

a. The student's name and other identifying information, such as date of birth, grade and photo;
b. The student's specific allergy;
c. The student's signs and symptoms of an allergic reaction;
d. The medication, if any, or other treatment to be administered in the event of exposure;
e. The location and storage of the medication;
f. Who will administer the medication (including self-administration options, as appropriate);
g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
h. Recommendations for what to do if the student continues to experience symptoms after the administration of medication; and
i. Emergency contact information for the parents/family and medical provider.

7. In addition to the IHCP, the ~~District~~district shall also develop an ECP for each student identified as having GSD and/or diabetes. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with GSD or diabetes, the ECP should include the following information, as may be appropriate:

a. The student's name and other identifying information, such as date of birth, grade and photo;
b. Information about the disease or disease specific information (i.e. type of GSD or diabetes);

c. The student's signs and symptoms of an adverse reaction (such as hypoglycemia);
d. The medication, if any, or other treatment to be administered in the event of an adverse reaction or emergency (i.e. Glucagon or insulin)
e. The location and storage of the medication;
f. Who will administer the medication (including self-administration options, as appropriate);
g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
h. Recommendations for what to do if the student continues to experience symptoms after the administration of medication; and
i. Emergency contact information for the parents/family and medical provider.

8. In developing the ECP, the school nurse should obtain current medical documentation from the parents/family and the student's health care provider, including the student's emergency plan and proper medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the student's health care providers to clarify medical needs, emergency medical protocol and medication orders.

9. A student identified as having a life-threatening food allergy ~~or~~, GSD, or diabetes is entitled to an IHCP and an ECP, regardless of his/her status as a student with a disability, as that term is understood under Section 504 of the Rehabilitation Act of 1973 ("Section 504"), or the Individuals with Disabilities Education Act ("IDEA").

10. The ~~District~~district shall ensure that the information contained in the IHCP and ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP, and that any procedures in the IHCP and/or ECP comply with the ~~District~~district's policies and procedures regarding the administration of medications to students.

~~11. Whenever appropriate, a student with a life-threatening food allergy and/or GSD should be referred to a Section 504 Team for consideration if/when there is reason to believe that the student has a physical or mental impairment that substantially limits one or more major life activities, as defined by Section 504. Whenever appropriate, students with life-threatening food allergies and/or GSD should be referred to a PPT for consideration of eligibility for special education and related services under the IDEA, if there is reason to suspect that the student has a qualifying disability and requires specialized instruction.~~

11. ~~12.~~ When making eligibility determinations under Section 504 and/or the IDEA, schools must consider the student's needs on an individualized, case-by-case basis.

III. Training/Education

1. The ~~District~~district shall provide appropriate education and training for school personnel regarding the management of students with life -threatening food allergies ~~and~~, GSD and diabetes. Such training may include an overview of life-

threatening food allergies ~~and~~, GSD and diabetes; prevention strategies; IHCPs and ECPs; and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (i.e. epi-pens), and/or the specific preventative strategies to minimize the risk of exposure to life-threatening allergens and prevent adverse reactions in students with GSD and diabetes (such as the provision of food or dietary supplements for students). School personnel will be also be educated on how to recognize symptoms of allergic reactions and/or symptoms of low blood sugar, as seen with GSD and diabetes, and what to do in the event of an emergency. Staff training and education will be coordinated by **Steven Carvalho, Director of Pupil and Special Education Services.** Any such training regarding the administration of medication shall be done accordance with state law and Board policy.

2. Each school within the ~~District~~district shall also provide age-appropriate information to students about food allergies ~~and~~, GSD and diabetes, how to recognize symptoms of an allergic reaction and/or low blood sugar emergency and the importance of adhering to the school's policies regarding food and/or snacks.

IV. Prevention

Each school within the ~~District~~district will develop appropriate practices to minimize the risk of exposure to life -threatening allergens ~~and~~, as well as the risks associated with GSD and diabetes. Practices that may be considered may include, but are not limited to:

1. Encouraging handwashing;
2. Discouraging students from swapping food at lunch or other snack/meal times;
3. Encouraging the use of non-food items as incentives, rewards or in connection with celebrations;
4. Training staff in recognizing symptoms of anaphylaxis and hypoglycemia; and
5. Planning for school emergencies, to include consideration of the need to access medication, food and/or dietary supplements.

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life -threatening allergic condition, GSD and/or ~~GSD~~diabetes. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and/or alterations in blood sugar levels and how to respond in the event of such emergency.

2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.

3. The ~~District~~district shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their student's classroom or school.

4. All ~~District~~district staff are expected to follow ~~District~~district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.

5. The ~~District~~district shall make the Management Plan and Guidelines for Students with Food Allergies ~~and/or,~~ Glycogen Storage Disease and/or Diabetes available on the Board's website or the website of each school under the Board's jurisdiction.

6. The ~~District~~district shall provide annual notice to parents and guardians regarding the Management Plan and Guidelines for Students with Food Allergies ~~and/or,~~ Glycogen Storage Disease and/or Diabetes. Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

VI. Monitoring the District's Plan and Procedures

The ~~District~~district should conduct periodic assessments of its Management Plan and Guidelines for Students with Food Allergies ~~and/or,~~ Glycogen Storage Disease and/or Diabetes. Such assessments should occur at least annually and after each emergency event involving the administration of medication to a student with a life-threatening food allergy, GSD or ~~GSD~~diabetes to determine the effectiveness of the process, why the incident occurred, what worked and what did not work.

The Superintendent shall annually attest to the Department of Education that the District is implementing the Management Plan and Guidelines for Students with Food Allergies ~~and/or,~~ Glycogen Storage Disease and/or Diabetes.

Legal References:

State Law/Regulations/Guidance:

~~Public Act 18-185, An Act Concerning the Recommendations of the Task Force on Life Threatening Food Allergies in Schools~~

Conn. Gen. Stat. § 10-212a	Administration of Medications in Schools
Conn. Gen. Stat. § 10-212c	Life-threatening food allergies and Glycogen Storage Disease: Guidelines; ~~District~~district plans
Conn. Gen. Stat. § 10-220i	Transportation of students carrying cartridge injectors
Conn. Gen. Stat. § 10-231c	Pesticide applications at schools without an integrated pest management plan.
Conn. Gen. Stat. § 19a-900	Use of cartridge injectors by staff members of before or after school program, day camp or day care facility.
Conn. Gen. Stat. § 52-557b	"Good Samaritan law." Immunity from liability for emergency, medical assistance, first aid or medication by injector. School personnel not required to administer or render. Immunity from liability re automatic external defibrillators.

Regs. Conn. State Agencies § 10-212a-1 through 10-212a-7 Administration of Medication by School Personnel

Guidelines for Managing Life-Threatening Food Allergies in Connecticut Schools (Includes Guidelines for Managing Glycogen Storage Disease), Connecticut State Department of Education (Updated 2012).

Federal Law:
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.
The Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.

Policy adopted: March 18, 2014
Policy revised: December 18, 2018

Windsor Public Schools
Windsor, CT

REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

Connecticut General Statute § 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that a any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority.

In furtherance of this statute and its purpose, it is the policy of the Windsor Board of Education ("Board") to require ALL EMPLOYEES of the Windsor Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

   This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Windsor Board of Education.

2. Definitions

   For the purposes of this policy:

   "Abused" means that a child (a) has had physical injury or injuries inflicted upon him or her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

   "Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

   "School employee" means (~~A~~a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the

Board or who is working in a Board elementary, middle or high school; or (~~B~~b) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Windsor Public Schools ("District"),, pursuant to a contract with the Board.

"Sexual assault" means, for the purposed of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws, and related terms covered by the mandatory reporting laws and this policy.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutory mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

3. What Must Be Reported

a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:

   a) has been abused or neglected;

   b) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her; ~~or~~

   c) is placed at imminent risk of serious harm; or

b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:

   i) sexual assault in first degree;

   ii) aggravated sexual assault in the first degree;

   iii) sexual assault in the second degree;

   iv) sexual assault in the third degree;

v) sexual assault in the third degree with a firearm; or
vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or elieft does not require certainty or probable cause.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Windsor Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is the victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

(1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee

~~Such~~

(a) An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families ("DCF") or the local law enforcement agency. ~~The Department of Children and Families~~DCF established a 24 hour Child Abuse and Neglect ~~Hotline~~Careline at 1-800-842-2288 for the purpose of making such oral reports.Careline at 1-800-842-2288 for the purpose of making such oral reports.

(b) An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.

(2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/ ~~or~~ her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent his/her designee directly.

(3) In cases involving suspected or believed abuse, neglect or sexual assault of a student by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.

(4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of ~~Children and Families~~DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted ~~on the DCF-136 form or any other form designated for that purpose.~~in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.

(5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.

(6) If the report concerns suspected abuse, neglect or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of ~~Children and Families~~DCF (or his/her designee) shall submit a copy of the written or electronic report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

(1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or is a victim of sexual assault by school employee, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.

b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of ~~Children and Families~~DCF.

6. Contents of Reports

Any ~~oral or written~~ report made pursuant to this policy shall contain the following information, if known:

a) The names and addresses of the child and his/her parents or other person responsible for his/her care;

b) the age of the child;

c) the gender of the child;

d) the nature and extent of the child's injury or injuries, maltreatment or neglect;

e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;

f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;

g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;

h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;

i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;

j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and

k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided ~~such investigation does not impede an investigation by the Department of Children and Families ("DCF")~~the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.

b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of ~~Children and Families~~DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the ~~district~~District's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of ~~Children and Families~~DCF or the appropriate local law enforcement agency that the ~~district~~District's investigation will not interfere with the investigation of the Commissioner of ~~Children and Families~~DCF or the local law enforcement agency.

c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.

d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.

e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the ~~Windsor Public Schools~~District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the ~~Windsor Public Schools~~District, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

a) If, upon completion of the investigation by the Commissioner of ~~Children and Families~~DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the ~~Department of Children and Families~~DCF child abuse and neglect registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.

b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.

c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.

d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.

e) Regardless of the outcome of any investigation by the Commissioner of ~~Children and Families~~DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been victim of sexual assault by a school employee.

f) The ~~Windsor Public Schools~~District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph ~~3~~2 of this policy..

9. Evidence of Abuse, Neglect or Sexual Assault by An Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of ~~Children and Families~~DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the ~~Windsor Public Schools~~District, pursuant to a contract with the Board ~~of Education~~, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the ~~Windsor Public Schools~~District.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

~~No later than January 1, 2016, the~~The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The

confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The ~~Windsor Public Schools~~District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, ~~regardless of whether~~when an allegation of abuse or neglect or sexual assault ~~was~~has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, makes~~, or in good faith does not make,~~ a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy and Posting of Careline Information

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

a) All school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of ~~Children and Families~~DCF.

b) All school employees, as defined above, shall shall ~~retake~~take a a refresher training course developed and approved by the Commissioner of ~~Children and Families~~DCF. at least once every three years.

c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

17. Records

a) The Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to the ~~Department of Children and Families~~DCF. The State Department of Education shall have access to such records upon request.

b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of ~~Children and Families~~DCF, upon request and for the purposes of an investigation by the Commissioner of ~~Children and Families~~DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program, as outlined in Board Policy [#].**Child Sexual Abuse and/or Sexual Assault Response**

Policy and Reporting Procedure. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with his/her obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Legal References: Connecticut General Statutes:

Section 10-151

Section 10-221s

Section 17a-101 et seq.

Section 17a-101q, Statewide Sexual Abuse and Assault Awareness and Prevention Program

Section 17a-103

Section 46b-120

Section 53a-65

~~Public Act 16-67, "An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor's Name from Summary Process Complaints"~~

Policy Revised: September 20, 2016
Policy Revised: March 17, 2015
Policy Adopted: June 19, 2012

Windsor Public Schools
Windsor, CT

Appendix A

RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATATORY REPORTING LAWS AND THIS POLICY

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

"Intimate Parts" (Conn. Gen. Stat. § 53a-65)

"Intimate parts" means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

"Sexual Intercourse" (Conn. Gen. Stat. § 53a-65)

"Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Its meaning is limited to persons not married to each other. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

"Sexual Contact" (Conn. Gen. Stat. § 53a-65)

"Sexual contact" means any contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

Sexual Assault in First Degree (Conn. Gen. Stat. § 53a-70)

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and

such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction

of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)
A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and

subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

PHYSICAL ACTIVITY, UNDIRECTED PLAY AND STUDENT DISCIPLINE

It is the policy of the Board to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

Prohibition on Deprivation of Physical Exercise Period or Undirected Play Period as a Form of Discipline:

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team ("PPT") may develop a different schedule for students requiring special education and related services. ~~The Board prohibits school employees from disciplining elementary school students by preventing them from participating in the entire time devoted to physical exercise during the regular school day. This policy does not prevent a student from being disciplined or being sent to the office during the physical activity.~~

The administration may include additional time, beyond the twenty minutes required for physical exercise, devoted to undirected play during the regular school day for elementary school students.

In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full 20 minutes of time devoted to physical exercise or additional time devoted to undirected play during the regular school day, except in instances where the student's behavior poses a health and/or safety concern or as determined by a student's Section 504 or planning and placement team.

Prohibition on Compulsion of Physical Activity as a Form of Discipline:

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

Definition:

For the purposes of this policy, a "school employee" is defined as (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in the district schools, or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district schools pursuant to a contract with the Board.

Disciplinary Action for Failure to Follow Policy:

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having his/her contract for services suspended by the district.

Legal References:

Connecticut General Statutes:

Public Act 19-173. An Act Concerning the Inclusion of Additional Time Devoted to Undirected Play to the Regular School Day.

§ 10-221o Lunch periods. Recess. **Boards to adopt policies addressing the limitations of physical exercise**
~~Public Act 13-173, "An Act Concerning Childhood Obesity and Physical Exercise in the Schools"~~

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

ADOPTED: 3/18/14

Windsor Public Schools
Windsor, CT

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 21, 2020

Prepared By: Craig A. Cooke **Presented By:** Craig A. Cooke

Attachments: N/A

Subject: Distance Learning/Coronavirus Update

Background:

The Superintendent will give an update on the district's preparedness for distance learning and coronavirus.

Status:

N/A

Recommendation:

For informational purposes only.

Recommended by the Superintendent: CAC

Agenda Item #: 5b.

WINDSOR PUBLIC SCHOOLS

Craig A. Cooke, Ph.D.
Superintendent of Schools
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MEMORANDUM

TO: Board of Education
FROM: Craig A. Cooke, Ph.D.
DATE: April 21, 2020
SUBJECT: COVID-19 Update

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1. Windsor Public Schools are closed through Wednesday, May 20, 2020 by Governor Lamont's executive order.

2. Windsor Public Schools continues distance learning until at least May 20th. We have made an alteration to our schedule of providing more Social and Emotional Learning (SEL) work on Wednesday and using part of Wednesday for make-up work for students. We have found, through surveys and input from students and families, that the amount of work provided to students has been in some cases overwhelming. This alteration of Wednesday's schedule will allow us to continue the district's SEL work and provide students and staff some relief, along with some needed meeting and consultation time for staff.

3. State of CT guidance has been for districts to move forward with Planning and Placement Team (PPT) meetings and 504 meetings as deemed necessary by the district. Windsor Pupil Services' Staff recognize that in-person meetings are best for families and students however with our closure until May 20th, we must begin those processes now, especially for students who will be moving to a different school for the 2020/2021 school year.

4. Windsor Public Schools will be provided 1147 new Dell Laptops by the Governor's Learn from Home Taskforce. These laptops were donated to the State specifically for Alliance District high school students. We do not anticipate receiving these laptops until June. We are very grateful for this significant donation and have begun discussions on how to utilize these within our district.

5. Windsor Food Service has served 7,594 meals through Friday, April 17th. Each of those meals included lunch and breakfast for the next day. Windsor will have two locations serving meals during this closure, unless further restrictions are put into place. The locations are:

    a. Windsor High School - entrance by tennis courts
    b. Oliver Ellsworth School - entrance by near main office

    Hours are 10:30 AM to 12:30 PM, Monday through Friday, Students age 18 and younger

6. As we haved moved into week four of distance learning, materials and supplies for students at home are becoming less and less. We are looking at ways to distribute materials along with the expected donation of Scholastic materials from the State of Connecticut.

7. The Connecticut Interscholastic Athletic Conference (CIAC) will be meeting this week to discuss the status of the Spring season. I am aware that they will be discussing possibly extending the season beyond the school year.

8. Mr. Osunde and I have almost daily communications regarding WHS events and planning for alternatives. We maintain open to any and all options for graduation which include smaller ceremonies, a ceremony scheduled into the summer, remote ceremony or other alternatives.

9. We are continuing to discuss grading options as well and will be most likely following the Commissioner of Education's recommendation of utilizing Pass/Fail for the 4th quarter. Pass/Fail grades have been accepted by CT colleges and widely across the U.S.

10. This week we will conduct first round interviews for the positions of JFK Principal and Poquonock Principal. We anticipate conducting round 2 interviews next week and hope to be able to bring forward a finalist for both positions to the Board on May 5th. May 5th was previously held for the Board as a special meeting date.

11. Through our continued partnership with the Hartford Foundation for Public Giving, the Foundation has provided us with a $75,000 grant to support our school district through this pandemic. We are looking at utilizing the grant, among other potentials, for a Fall extended learning program to support students who may have fallen behind due to distance learning. No formal decisions have been made at this time.

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 21, 2020

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: March 31, 2020 Financial Report

SUBJECT: Financial Report

BACKGROUND:

A report of operating expenditures is prepared monthly for the Board of Education. The report details monthly and year-to-date expenditures for each site within Windsor Public Schools.

STATUS:

The attached report is for the month of March 2020.

There were no inter-site transfers during the month.

RECOMMENDATION:

No action is necessary. The report is for information only.

The Secretary of the Board of Education should include the following in the minutes of this Board of Education meeting:

Expenditures for March 31, 2020	$ 8,394,677
Expenditures through March 31, 2020	$51,696,360

Reviewed by: DB **Recommended by the Superintendent:** CAC

Agenda Item #: 7a.

Windsor Public Schools
Financial Report
March 31, 2020

	2019/2020 Budget	Expenditures YTD 3/31/2020	Encumbrance	Balance 3/31/2020	% Balance
Instructional Services					
Clover Street School	63,167	29,767	3,243	30,157	**48%**
John F. Kennedy School	84,950	52,019	1,592	31,339	**37%**
Oliver Ellsworth School	86,730	53,593	5,813	27,324	**32%**
Poquonock School	69,296	37,853	2,849	28,594	**41%**
Sage Park Middle School	210,935	142,528	15,735	52,672	**25%**
Windsor High School	397,511	259,816	17,156	120,539	**30%**
Windsor High School Interscholastic Spo	207,000	181,169	25,692	139	**0%**
Athletic Coaches	263,000	189,344	0	73,656	**28%**
WHS Career & Technical Education	59,745	36,562	7,280	15,903	**27%**
Continuing Education	70,400	57,430	3,260	9,710	**14%**
*Instructional Mgt. & Curriculum Develo	318,380	229,880	39,560	48,940	**15%**
Magnet School Tuition	1,500,600	1,382,552	0	118,048	**8%**
Technology	777,405	773,229	52,690	(48,514)	**-6%**
Total Instructional Services	**4,109,119**	**3,425,742**	**174,870**	**508,507**	**12%**
Education Support Services					
Pupil Personnel Services	402,800	222,776	16,129	163,895	**41%**
Special Education	94,350	38,743	1,740	53,867	**57%**
Special Education Tuition	4,968,886	3,697,953	0	1,270,933	**26%**
Policy & Planning	142,350	132,901	2,457	6,992	**5%**
**Employee Personnel Services	129,000	65,276	92	63,632	**49%**
Financial Management	280,442	195,829	50,700	33,913	**12%**
Financial Services	38,500	37,890	1,843	(1,233)	**-3%**
Pupil Transportation & Safety	2,857,789	1,754,763	0	1,103,026	**39%**
Special Education Transportation	2,121,699	1,715,918	333,754	72,027	**3%**
Physical Plant Services	1,971,850	1,443,878	520,619	7,353	**0%**
Major Maintenance	436,000	432,890	3,012	98	**0%**
L.P. Wilson Center	254,800	204,580	45,351	4,869	**2%**
Benefits	10,869,681	5,970,955	135,333	4,763,393	**44%**
Certified Salaries	32,472,322	23,877,543	0	8,594,779	**26%**
Non-Certified Salaries	8,495,885	7,491,749	0	1,004,136	**12%**
Regular Ed Tutor Salaries	336,700	178,924	0	157,776	**47%**
Special Ed Tutor Salaries	284,000	190,729	0	93,271	**33%**
Substitute Salaries	647,188	617,321	0	29,867	**5%**
Total Education Support Services	**66,804,242**	**48,270,618**	**1,111,030**	**17,422,594**	**26%**
Total All Sites	**$70,913,361**	**$51,696,360**	**$1,285,900**	**$17,931,101**	**25%**

WINDSOR BOARD OF EDUCATION

AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 21, 2020

PREPARED BY: Danielle Batchelder **PRESENTED BY:** Danielle Batchelder

ATTACHMENTS: Student Enrollment Report & Recap

SUBJECT: Student Enrollment as of April 1, 2020

BACKGROUND:

Attached are the enrollment figures as of April 1, 2020. Mrs. Batchelder will answer any questions.

STATUS:

In prior BOE enrollment reports, the enrollment report grouped all students into one category labeled "Outside Placement/Private Placement (SPED)". Beginning in September 2016, the Out Placement/Private Placement (SPED) line was separated into two categories:

1. *Out of District Placement-Special Education students*
2. *Private Placement Special Education students*

Out of District - Special Education: Those students who are placed at a Connecticut State Department of Education (CSDE) approved private special education program as recommended by a planning and placement team (PPT) as part of a student's individualized education program (IEP). Additionally, this category may include a family who moves into Windsor with a child who has a disability who has already been placed in a private special education program and/or children who are placed in Windsor foster home(s) by the Department of Children and Families (DCF) and are already enrolled in a private special education program.

Private Placement - Special Education: Those students who have been identified special education through the planning and placement team (PPT) process that have been parentally placed at a non-public school located in Windsor (i.e., St. Gabriel, Trinity Christian, Madina Academy, Praise Power & Prayer, etc.).

RECOMMENDATION:

Informational

Reviewed by: DB **Recommended by the Superintendent:** CAC

Agenda Item #: 7b.

Windsor Public Schools
Student Enrollment Report
April 1, 2020

GRADE		Poquonock School	Clover Street School	Oliver Ellsworth School	John F. Kennedy School	Total
PreK		62		90		152
K		87		144		231
1		119		125		244
2		95		116		211
3			79		127	206
4			105		110	215
5			99		142	241
Subtotal K-5						1,348
Total		**363**	**283**	**475**	**379**	**1,500**

GRADE		Sage Park Middle School
6		250
7		234
8		246
Total		**730**

GRADE	Windsor High School
9	284
10	269
11	287
12	298
Total	**1,138**

District Wide Enrollment	**3,368**

Windsor Public Schools
Student Enrollment Report
April 1, 2020

Enrollment in Windsor Public Schools

Grades PreK - 5	1,500
Grades 6-8	730
Grades 9-12	1,138
Total District Enrollment	**3,368**

Windsor Students not in District Schools

Out of District Placements (SPED)	54
Private Schools (St.Gabriels, Trinity Christian, Medina Academy; Praise, Power&Prayer)	21
CREC Montessori Hartford	13
CREC Metropolitan Learning Center (MLC)	85
CREC Miscellaneous Magnet Schools	231
Hartford Host Magnet Schools	185
Miscellaneous Magnet Schools	31
A.I. Prince Technical High School	15
Howard Cheney Technical High School	11
	646
Total Students	**4,014**

ENROLLMENT REPORT 2019-2020
POQUONOCK SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
2	Brown			14	14	14	14	14	14	14	14		
3	Scott			13	13	13	13	13	13	13	13		
22	Roche			14	14	14	14	14	15	15	15		
23	Filmer			14	14	15	15	15	15	15	14		
24	Eskanazi			12	13	14	14	15	15	15	16		
26	Scerra			14	14	14	14	14	14	14	15		
		Total	**85**	**81**	**82**	**84**	**84**	**85**	**86**	**86**	**87**	**0**	**0**
		Grade 1											
1	McCann			17	17	18	18	18	18	18	18		
12	Elkey			18	18	18	18	17	17	17	17		
15	Velez			17	17	17	16	16	16	16	17		
17	Stoll			18	17	16	16	16	16	16	16		
16	Reynolds			17	16	17	17	17	17	17	17		
18	Neals			18	18	18	17	16	16	17	17		
25	Hernandez			18	17	17	17	17	17	17	17		
		Total	**116**	**123**	**120**	**121**	**119**	**117**	**117**	**118**	**119**	**0**	**0**
		Grade 2											
8	Coburn			18	18	18	18	19	19	19	19		
9	Trummel			18	18	18	18	18	18	18	18		
11	Delskey			18	18	18	18	18	19	19	19		
13	Hoogewerff			18	18	18	18	18	18	18	19		
14	Couchon			18	19	19	19	20	20	20	20		
		Total	**89**	**90**	**91**	**91**	**91**	**93**	**94**	**94**	**95**	**0**	**0**
	PK Smart Start		30	32	32	32	32	32	32	32	30		
	Sped & Peer		15	19	22	22	25	25	29	30	32		
		Total	**45**	**51**	**54**	**54**	**57**	**57**	**61**	**62**	**62**	**0**	**0**
	Poqunonock	**Totals**	**335**	**345**	**347**	**350**	**351**	**352**	**358**	**360**	**363**	**0**	**0**

ENROLLMENT REPORT 2019-2020
OLIVER ELLSWORTH SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Kindergarten											
14	Adamski			15	15	15	15	16	16	16	17		
15	Waszkelewicz			16	16	16	15	14	14	14	14		
19	Drake			14	15	16	16	16	16	16	16		
20	Butterick			15	15	16	16	16	16	16	16		
21	Tedeschi			17	17	17	16	16	16	16	16		
22	Bishop			16	16	16	16	16	16	17	16		
24	Bartholomew			15	16	16	16	16	16	16	16		
25	Chapple			15	15	17	17	17	16	16	16		
26	Marcella			16	16	16	16	17	17	17	17		
		Total	**125**	**139**	**141**	**145**	**143**	**144**	**143**	**144**	**144**	**0**	**0**
		Grade 1											
10	Strickland			21	21	22	22	22	22	22	22		
11	Capizzi			22	22	22	22	22	22	21	21		
12	Furie			21	21	21	22	21	22	22	22		
13	Cornell			21	21	20	19	19	19	20	20		
16	Miler			20	20	20	20	20	20	20	20		
17	Strempfer			20	20	20	20	20	20	20	20		
		Total	**107**	**125**	**125**	**125**	**125**	**124**	**125**	**125**	**125**	**0**	**0**
		Grade 2											
1	Mayo			20	20	20	20	20	21	21	21		
2	Goicohea			21	21	21	21	19	19	19	19		
3	Majors			20	20	20	19	19	18	18	18		
6	Heilman			19	19	19	19	20	20	20	21		
7	Carlin			19	18	19	19	19	18	18	18		
8	Jaworski			19	18	18	18	19	19	19	19		
		Total	**123**	**118**	**116**	**117**	**116**	**116**	**115**	**115**	**116**	**0**	**0**
	PK Smart Start		30	29	30	29	31	31	30	30	32		
	Sped & Peers		30	45	40	50	52	52	53	57	58		
		Total	**60**	**74**	**70**	**79**	**83**	**83**	**83**	**87**	**90**	**0**	**0**
Oliver Ellsworth		**Totals**	**415**	**456**	**452**	**466**	**467**	**467**	**466**	**471**	**475**	**0**	**0**

ENROLLMENT REPORT 2019-2020
JF KENNEDY SCHOOL

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
1	L. Macaluso			17	17	17	17	17	17	18	18		
2	Richards			17	17	16	16	17	17	18	18		
3	Lamouireux			18	18	18	18	19	19	18	18		
4	Ghanesh-May			18	18	18	18	18	18	17	17		
5	Filomeno			16	17	16	16	17	17	17	17		
6	Johnston			18	19	20	20	20	21	21	21		
8	Estelle			17	17	17	17	18	18	18	18		
		Total	**114**	**121**	**123**	**122**	**122**	**126**	**127**	**127**	**127**	**0**	**0**
		Grade 4											
9	M.Macaluso			19	19	19	19	20	20	20	20		
10	Silliman			19	19	19	19	18	18	18	18		
12	Bishop			18	19	18	19	19	19	18	18		
14	Atkins			18	18	18	17	17	17	17	17		
16	Taylor			19	19	19	19	19	18	18	18		
18	Caselli			18	18	17	18	19	19	19	19		
		Total	**110**	**111**	**112**	**110**	**111**	**112**	**111**	**110**	**110**	**0**	**0**
		Grade 5											
15	Brown			20	20	20	20	20	20	20	20		
19	Bowman			20	20	20	20	21	21	21	21		
20	Paley			19	19	19	19	18	17	18	18		
24	Freitas			19	20	20	20	20	21	21	22		
25	Mazur			20	20	21	21	21	21	21	21		
27	Hildt			20	19	18	18	19	18	18	19		
28	Fye			20	20	21	21	21	21	21	21		
		Total	**127**	**138**	**138**	**139**	**139**	**140**	**139**	**140**	**142**	**0**	**0**
John F. Kennedy		**Totals**	**351**	**370**	**373**	**371**	**372**	**378**	**377**	**377**	**379**	**0**	**0**

ENROLLMENT REPORT 2019-2020

Clover Street School

Room #	Teacher	Grade	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
		Grade 3											
8	Lindsley			16	14	14	14	14	15	14	14		
10	Murray			16	15	16	16	16	16	16	16		
11	Sanchez			17	15	14	14	15	15	15	15		
19	Rivers			17	18	18	18	18	18	18	18		
18	Darrell			17	15	15	15	15	15	16	16		
		Total	**85**	**83**	**77**	**77**	**77**	**78**	**79**	**79**	**79**	**0**	**0**
		Grade 4											
9	Michalic			23	22	22	22	23	23	23	23		
14	Su			21	21	21	21	21	21	21	21		
15	Savage			20	20	20	21	21	21	21	21		
26	Keach-Longo			18	18	18	18	19	19	20	20		
27	Williams			20	19	19	19	20	20	20	20		
		Total	**96**	**102**	**100**	**100**	**101**	**104**	**104**	**105**	**105**	**0**	**0**
		Grade 5											
12	Grimes			17	16	16	16	16	15	15	15		
13	Carlson			17	18	18	17	17	17	15	15		
16	Mendola			17	15	15	16	16	16	17	18		
17	Nowsch			17	18	17	17	17	17	17	17		
24	Chartier			16	15	16	17	17	17	18	18		
25	Lewis			15	15	16	16	16	16	16	16		
		Total	**97**	**99**	**97**	**98**	**99**	**99**	**98**	**98**	**99**	**0**	**0**
	Clover	**Totals**	**278**	**284**	**274**	**275**	**277**	**281**	**281**	**282**	**283**	**0**	**0**

ENROLLMENT REPORT 2019-2020

Sage Park Middle School

		Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 6												
Team 1			83	81	81	82	82	84	85	85		
Team 2			82	79	80	81	80	82	82	82		
Team 3			78	78	79	79	82	82	82	83		
	Total	**218**	**243**	**238**	**240**	**242**	**244**	**248**	**249**	**250**	**0**	**0**
Grade 7												
Team 4			79	80	80	80	79	79	79	80		
Team 5			77	76	76	76	76	75	75	74		
Team 6			77	77	78	79	81	79	80	80		
	Total	**250**	**233**	**233**	**234**	**235**	**236**	**233**	**234**	**234**	**0**	**0**
Grade 8												
Team 7			84	85	85	85	86	86	86	86		
Team 8			75	75	76	78	78	79	78	79		
Team 9			79	78	79	79	81	81	81	81		
	Total	**234**	**238**	**238**	**240**	**242**	**245**	**246**	**245**	**246**	**0**	**0**
Sage Park	**Totals**	**702**	**714**	**709**	**714**	**719**	**725**	**727**	**728**	**730**	**0**	**0**

ENROLLMENT REPORT 2019-2020
Windsor High School

	Projected	1-Sept	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun
Grade 9	330	297	295	304	305	304	305	283	284		
Grade 10	261	272	271	267	266	260	261	268	269		
Grade 11	297	296	297	294	295	294	293	286	287		
Grade 12	295	291	290	285	284	285	283	298	298		
Windsor High Total	**1,183**	**1,156**	**1,153**	**1,150**	**1,150**	**1,143**	**1,142**	**1,135**	**1,138**	**0**	**0**

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 21, 2020

Prepared By: Patricia Patton **Presented By:** Danielle Batchelder

Attachments: Food Service Financial Report

Subject: Cafeteria Operations – March 2020

Background: The Windsor School Food Service participates in the National School Lunch Program at each of our school facilities, at St. Gabriel's and CREC's Academy of Aerospace and Engineering. We also participate in the National School Breakfast Program at our four elementary schools, Sage Park Middle School, Windsor High School and CREC AAE. We operate the After School Snack Program for our Treehouse Program in Windsor. We operated our Summer Food Service Program of lunch and snack at Deerfield Apartment Complex, Goslee Pool, Wilson Library, and added Poquonock Elementary School location during summer break. We are complying with the Healthy Food Certification again this year to send a consistent message to our students in keeping with our wellness policies.

Our annual goal is to operate with a small reserve account to offset unanticipated needs and to increase participation from students and staff in all our programs.

A monthly financial report is presented to the Board of Education. This report includes sales and financial information for the current period.

Status: Financial Report for March 2020

Recommendation: Informational only.

Reviewed by: DB **Recommended by the Superintendent:** CAC

Agenda Item #: 7c.

WINDSOR SCHOOL FOOD SERVICE
FINANCIAL STATEMENT
MARCH 2020

REVENUE	March 2020	7/1/19 - YTD	March 2019	7/1/18-YTD
SALES	$58,907.83	$621,957.80	$86,792.67	$616,505.88
REIMBURSEMENTS - STATE	4,882.00	53,138.11	3,699.00	57,163.00
ACCOUNTS RECEIVEABLE	63,453.00	785,999.63	109,223.17	744,649.37
CLOC		133,888.00		93,021.00
MISC. (Rebates)		18,088.59	1,554.10	3,796.68
7 Cents Certification	1,624.56	19,789.70	2,607.66	17,501.70
REVENUE TOTALS	**$128,867.39**	**$1,632,861.83**	**$203,876.60**	**$1,532,637.63**
EXPENSES				
WAGES		$508,464.12	$105,641.31	$579,511.98
PAYROLL TAXES		38,897.29	8,081.56	44,332.68
BENEFITS	8,736.68	68,155.37	6,111.01	51,286.80
FOOD/MILK/ICE CREAM	65,853.77	790,490.06	71,906.72	784,479.92
PAPER	2,778.89	38,546.91	7,346.40	44,798.18
TRUCK		39,974.77	140.28	4,315.69
SUPPLIES	236.86	1,970.90	778.30	4,391.82
EQUIPMENT	49.96	2,508.55	912.78	33,111.37
SERVICES		3,832.22	189.34	48,573.86
EXPENSE TOTALS	**$77,656.16**	**$1,492,840.19**	**$201,107.70**	**$1,594,802.30**
NET INCOME	**$51,211.23**	**$140,021.64**	**$2,768.90**	**-$62,164.67**
INVENTORY		**none taken**		**$31,454.89**
OPENING BALANCE 7/1		**$209,503.15**		**$333,317.93**
COMPUTED OPERATING POSITION		**$349,524.79**		**$302,608.15**

Windsor School Food Service
Profit & Loss
March 2020

	Mar 20
Ordinary Income/Expense	
Income	
FEDERAL REIMBURSEMENT	
6 cents	1,624.56
FEDERAL REIMBURSEMENT - Ot...	63,453.00
Total FEDERAL REIMBURSEMENT	65,077.56
Healthy Food Certification	4,882.00
Sales	
AAE	6,435.65
Catering Sales	210.00
CLOVER STREET	3,657.10
JFK	4,000.50
OE	5,152.10
POQUONOCK	3,885.15
SAGE PARK	14,124.00
St. Gabriel	1,544.15
WHS	19,399.18
Sales - Other	500.00
Total Sales	58,907.83
Total Income	128,867.39
Gross Profit	128,867.39
Expense	
Employee Benefits	
Dental Insurance	527.93
Health Insurance	8,208.75
Total Employee Benefits	8,736.68
Equipment	
Equipment Replacement	29.76
New Equipment	20.20
Total Equipment	49.96
Food	59,381.12
Ice Cream	713.71
Milk	5,758.94
Office Supplies	141.86
Paper	2,778.89

Windsor School Food Service
Profit & Loss
March 2020

	Mar 20
Telephone	20.00
Uniforms	75.00
Total Expense	77,656.16
Net Ordinary Income	51,211.23
Net Income	51,211.23

Windsor School Food Service
Clover Street School Lunch Sales
March 2020

Type	Date	Memo	Amount
Sales			
CLOVER STREET			
Deposit	03/02/202(	ACH Transf...	778.93
Deposit	03/03/202(	Deposit for ...	189.62
Deposit	03/05/202(	Deposit for ...	228.30
Deposit	03/09/202(	ACH Transfer	657.50
Deposit	03/09/202(	Deposit 03/06	374.95
Deposit	03/10/202(	Cash depos...	100.00
Deposit	03/11/202(	Deposit 03/10	146.00
Deposit	03/13/202(	Deposit 03/12	155.55
Deposit	03/13/202(	Deposit 03/13	26.25
Deposit	03/15/202(	ACH Transf...	925.00
Deposit	03/23/202(	ACH Transf...	75.00
Total CLOVER STREET			3,657.10
Total Sales			3,657.10
TOTAL			3,657.10

Windsor School Food Service
John F. Kennedy School Lunch Sales
March 2020

Type	Date	Memo	Amount
Sales			
JFK			
Deposit	03/02/202(	ACH Transf...	1,228.00
Deposit	03/02/202(	Deposit for ...	97.30
Deposit	03/03/202(	Deposit for ...	139.00
Deposit	03/04/202(	Deposit for ...	125.05
Deposit	03/05/202(	Deposit for ...	119.00
Deposit	03/09/202(	ACH Transfer	696.00
Deposit	03/09/202(	Deposit for ...	147.40
Deposit	03/09/202(	Deposit 3/5	27.00
Deposit	03/10/202(	Deposit 03/09	95.00
Deposit	03/11/202(	Deposit 03/10	128.15
Deposit	03/12/202(	Deposit 03/11	127.50
Deposit	03/13/202(	Deposit 03/13	71.10
Deposit	03/15/202(	ACH Transf...	890.00
Deposit	03/23/202(	ACH Transf...	110.00
Total JFK			4,000.50
Total Sales			4,000.50
TOTAL			4,000.50

Windsor School Food Service
Oliver Ellsworth School Breakfast & Lunch Sales
March 2020

Type	Date	Memo	Amount
Sales			
OE			
Deposit	03/02/202(	ACH Transf...	1,110.00
Deposit	03/02/202(	Deposit for ...	63.50
Deposit	03/03/202(	Deposit for ...	403.75
Deposit	03/04/202(	Deposit for ...	59.75
Deposit	03/05/202(	Deposit for ...	99.00
Deposit	03/06/202(	Deposit for ...	235.00
Deposit	03/09/202(	ACH Transfer	1,564.60
Deposit	03/09/202(	Deposit 03/06	234.50
Deposit	03/10/202(	Deposit 03/09	76.00
Deposit	03/11/202(	Deposit 03/10	92.50
Deposit	03/12/202(	Deposit 03/11	30.50
Deposit	03/13/202(	Deposit 03/12	32.50
Deposit	03/13/202(	Deposit 03/13	45.00
Deposit	03/15/202(	ACH Transf...	1,105.50
Total OE			5,152.10
Total Sales			5,152.10
TOTAL			5,152.10

Windsor School Food Service
Poquonock School Lunch Sales
March 2020

Type	Date	Memo	Amount
Sales			
POQUONOCK			
Deposit	03/02/202(	ACH Transf...	793.75
Deposit	03/02/202(	Deposit for ...	346.00
Deposit	03/02/202(	Deposit for ...	1.00
Deposit	03/03/202(	Deposit for ...	79.00
Deposit	03/05/202(	Deposit for ...	90.00
Deposit	03/05/202(	Deposit for ...	12.50
Deposit	03/06/202(	Deposit for ...	93.00
Deposit	03/09/202(	ACH Transfer	1,021.50
Deposit	03/09/202(	Deposit 03/06	100.98
Deposit	03/10/202(	Deposit 03/09	118.00
Deposit	03/11/202(	Deposit 03/10	350.00
Deposit	03/12/202(	Deposit 03/11	25.62
Deposit	03/13/202(	Deposit 03/13	50.80
Deposit	03/15/202(	ACH Transf...	768.00
Deposit	03/23/202(	ACH Transf...	35.00
Total POQUONOCK			3,885.15
Total Sales			3,885.15
TOTAL			3,885.15

Windsor School Food Service
Sage Park Middle School Breakfast & Lunch Sales
March 2020

Type	Date	Memo	Amount
Sales			
SAGE PARK			
Deposit	03/02/2020	ACH Transf...	3,528.25
Deposit	03/02/2020	Deposit for ...	325.38
Deposit	03/03/2020	Deposit for ...	638.50
Deposit	03/04/2020	Deposit for ...	460.50
Deposit	03/05/2020	Deposit for ...	99.95
Deposit	03/06/2020	Deposit for ...	689.75
Deposit	03/06/2020	Deposit for ...	50.00
Deposit	03/09/2020	ACH Transfer	3,206.00
Deposit	03/09/2020	Deposit 03/06	520.25
Deposit	03/10/2020	Deposit 03/09	444.55
Deposit	03/11/2020	Deposit 03/10	514.94
Deposit	03/12/2020	Deposit 03/11	333.17
Deposit	03/13/2020	Deposit 03/12	268.45
Deposit	03/13/2020	Deposit 03/13	190.31
Deposit	03/15/2020	ACH Transf...	2,633.00
Deposit	03/18/2020	Deposit	33.00
Deposit	03/23/2020	Deposit fro...	30.00
Deposit	03/23/2020	ACH Transf...	125.00
Deposit	03/31/2020	Deposit sen...	33.00
Total SAGE PARK			14,124.00
Total Sales			14,124.00
TOTAL			14,124.00

Windsor School Food Service
Windsor High School Breakfast & Lunch Sales
March 2020

Type	Date	Memo	Amount
Sales			
WHS			
Deposit	03/02/202(	ACH Transf...	4,458.35
Deposit	03/02/202(	Deposit for ...	846.03
Deposit	03/03/202(	Deposit for ...	985.45
Deposit	03/04/202(	Deposit for ...	807.50
Deposit	03/05/202(	Deposit for ...	770.83
Deposit	03/06/202(	Deposit for ...	724.04
Deposit	03/09/202(	ACH Transfer	3,815.50
Deposit	03/09/202(	Deposit 03/06	516.55
Deposit	03/10/202(	Staff Lunch...	15.00
Deposit	03/11/202(	Deposit 03/10	771.20
Deposit	03/11/202(	Deposit 03/09	1,015.43
Deposit	03/12/202(	Deposit 03/11	635.50
Deposit	03/13/202(	Deposit 03/12	24.25
Deposit	03/13/202(	Deposit	45.00
Deposit	03/13/202(	Deposit 03/13	376.55
Deposit	03/15/202(	ACH Transf...	3,472.00
Deposit	03/23/202(	ACH Transf...	120.00
Total WHS			19,399.18
Total Sales			19,399.18
TOTAL			19,399.18

Windsor School Food Service
CREC AAE Account QuickReport
March 2020

Type	Date	Memo	Amount
Sales			
AAE			
Deposit	03/02/2020	ACH Transfer 03/02	1,940.00
Deposit	03/03/2020	Deposit for 02/28	125.05
Deposit	03/03/2020	Deposit for 03/02	347.50
Deposit	03/04/2020	Deposit for 03/03	222.30
Deposit	03/06/2020	Deposit for 03/05	263.00
Deposit	03/09/2020	ACH Transfer	898.60
Deposit	03/09/2020	Deposit	100.50
Deposit	03/10/2020	Deposit 03/09	275.25
Deposit	03/11/2020	Deposit 03/10	713.55
Deposit	03/12/2020	Deposit 03/11	322.00
Deposit	03/13/2020	Deposit 03/12	80.75
Deposit	03/13/2020	Deposit 03/13	64.65
Deposit	03/15/2020	ACH Transfer 03/15	1,012.50
Deposit	03/23/2020	ACH Transfer 03/23	70.00
Total AAE			6,435.65
Total Sales			6,435.65
TOTAL			6,435.65

Windsor School Food Service
St. Gabriel's Lunch Sales
March 2020

Type	Date	Memo	Amount
Sales			
St. Gabriel			
Deposit	03/02/2020	ACH Transfer 03/02	276.50
Deposit	03/02/2020	Deposit for 02/28	85.00
Deposit	03/03/2020	Deposit for 03/02	46.00
Deposit	03/04/2020	Deposit for 03/03	24.50
Deposit	03/09/2020	ACH Transfer	390.00
Deposit	03/09/2020	Deposit 03/06	52.00
Deposit	03/10/2020	Deposit 03/09	65.00
Deposit	03/11/2020	Deposit 03/10	23.00
Deposit	03/12/2020	Deposit 03/11	7.00
Deposit	03/13/2020	Deposit 03/12	6.00
Deposit	03/13/2020	Deposit 03/13	64.15
Deposit	03/15/2020	ACH Transfer 03/15	505.00
Total St. Gabriel			1,544.15
Total Sales			1,544.15
TOTAL			1,544.15

Windsor School Food Service
Open Invoices
As of March 31, 2020

Type	Date	Open Balance
BOE Coffee Club		
Invoice	03/11/2020	30.00
Total BOE Coffee Club		30.00
CREC AAE		
General Journal	06/30/2018	-170.15
Total CREC AAE		-170.15
CREC Central		
General Journal	06/30/2016	25.00
General Journal	06/30/2018	-25.00
Total CREC Central		0.00
CT State Dept. of Education		
Invoice	02/28/2020	117,962.03
Invoice	03/31/2020	64,539.88
Total CT State Dept. of Education		182,501.91
Govt		
General Journal	06/30/2017	18,292.95
General Journal	08/23/2017	-18,292.95
Total Govt		0.00
John F. Kennedy School		
General Journal	06/30/2017	24.50
General Journal	06/30/2017	310.49
General Journal	06/30/2018	-24.50
General Journal	06/30/2018	-310.49
General Journal	06/30/2017	-24.50
General Journal	06/30/2018	24.50
Total John F. Kennedy School		0.00
The Treehouse		
Invoice	03/31/2020	537.68
Total The Treehouse		537.68
Windsor High		
General Journal	06/30/2016	88.35
General Journal	06/30/2018	-87.95

Windsor School Food Service
Open Invoices
As of March 31, 2020

Type	Date	Open Balance
Total Windsor High		0.40
Windsor Public Schools		
General Journal	06/30/2017	106.25
Total Windsor Public Schools		106.25
TOTAL		183,006.09

Windsor School Food Service
Unpaid Bills Detail
As of March 31, 2020

Type	Date	Due Date	Balance
Kathryn Genest			
Bill	03/31/2020	04/10/2020	31.32
Total Kathryn Genest			31.32
Laura Bergeron			
Bill	03/31/2020	04/10/2020	20.20
Total Laura Bergeron			20.20
MANSFIELD PAPER CO.			
Bill	03/31/2020	04/10/2020	2,778.89
Total MANSFIELD PAPER CO.			2,778.89
Marg Dillon			
Bill	03/31/2020	04/10/2020	75.00
Total Marg Dillon			75.00
National Food Group			
Bill	03/31/2020	04/10/2020	3,453.61
Total National Food Group			3,453.61
New England Ice Cream Company			
Bill	03/31/2020	04/10/2020	713.71
Total New England Ice Cream Company			713.71
Patricia Patton			
Bill	03/31/2020	04/10/2020	160.30
Total Patricia Patton			160.30
Polar Beverages			
Bill	03/31/2020	04/10/2020	500.50
Total Polar Beverages			500.50
SCOTT'S JAMACIAN BAKERY			
Bill	03/31/2020	03/31/2020	1,071.00
Total SCOTT'S JAMACIAN BAKERY			1,071.00
SYSCO Connecticut, LLC			
Bill	03/31/2020	04/10/2020	4,863.50
Bill	03/31/2020	04/10/2020	11,453.92

Windsor School Food Service
Unpaid Bills Detail
As of March 31, 2020

Type	Date	Due Date	Balance
Bill	03/31/2020	04/10/2020	23,270.85
Bill	03/31/2020	04/10/2020	30,481.23
Bill	03/31/2020	04/10/2020	32,676.86
Total SYSCO Connecticut, LLC			32,676.86
Thurston Foods Inc.			
Bill	03/31/2020	04/10/2020	13,548.02
Bill	03/31/2020	04/10/2020	17,295.22
Bill	03/31/2020	04/10/2020	21,679.15
Total Thurston Foods Inc.			21,679.15
Wades Dairy, Inc.			
Bill	03/31/2020	04/10/2020	5,758.94
Total Wades Dairy, Inc.			5,758.94
WINDSOR BOARD OF EDUCATION			
General Journal	06/30/2019		19,751.21
General Journal	07/31/2019		0.00
Bill	03/31/2020	04/15/2020	8,208.75
Bill	03/31/2020	04/15/2020	8,736.68
Total WINDSOR BOARD OF EDUCATION			8,736.68
TOTAL			77,656.16

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 21, 2020

Prepared By: Terrell M. Hill, PhD **Presented By:** Terrell M. Hill, PhD
Assistant Superintendent for Human Resources

Attachments: None

Subject: Human Resources Report for March 1, 2020 – March 31, 2020

RESIGNATIONS/SEPARATIONS

Eileen St. Jacques	Special Education Pre-K Teacher (6/30/2020)	Ellsworth
Patricia Slater	Special Education Pre-K Teacher (6/30/2020)	Ellsworth
Mary Kay Ravenola	Principal (6/30/2020)	Kennedy
Tracie Peterson	Principal (6/30/2020)	Poquonock

RETIREMENTS

Dale Jaworski	Classroom Teacher (6/30/2020)	Ellsworth

TRANSFERS/REASSIGNMENTS

Daniel Garcia	From: Full-Time School Safety Assistant	Windsor High
	To: Substitute Safety Assistant	Windsor High
Annierose Smialek	From: Special Education Tutor	District-wide
	To: Long Term Sub Special Education Teacher (4/8/2020)	Sage
Craig Pazdar	From: Tutor/CBTA	LP Wilson
	To: Paraeducator/CBTA	LP Wilson
Kaitlyn Smith	From: Speech and Language Pathologist	Ellsworth
	To: Part-Time Speech and Language Pathologist	Ellsworth

HIRES

Mary Guarino	Long Term Sub English Teacher	Windsor High
Djenne Mobley	Limited – Special Education Teacher	Kennedy
Alicia Rossi	Limited – Speech and Language Pathologist (4/20/2020)	Ellsworth

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Recommended by the Superintendent: CAC

Agenda Item #: 7d.

WINDSOR BOARD OF EDUCATION
AGENDA ITEM

For Consideration by the Board of Education at the Meeting of: April 21, 2020

Prepared By: Danielle Batchelder **Presented by:** Danielle Batchelder

Attachments: CSDE Operational Memorandum No. 05-19

Subject: Healthy Food Certification (Section 10-215f of the CT General Statutes)

BACKGROUND:

Public Act 06-63* *An Act Concerning Healthy Food and Beverages in Schools* became effective July 1, 2006. Compliance with Section 1, "Requirement for Beverages," is required. Section 3, "Optional Healthy Food Certification," is optional. The Windsor Public Schools chose to comply with Section. 3. Compliance with the Optional Healthy Food Certification enabled the District to receive an additional ten cents per student meal from the state. The BOE had to have adopted a Wellness Policy, which it has.

STATUS:

The Windsor Public Schools has successfully completed fourteen years of the Healthy Food Certification. In order to receive the supplemental meal (10 cents) reimbursement for the 2020-21 school year, the Board of Education is required to certify compliance with the Act.

RECOMMENDATION:

That the Board of Education accepts the Healthy Food Certification program (Section 10-215f of the Connecticut General Statutes), as well as the following resolutions:

The Windsor Board of Education, pursuant to C.G.S. Section 10-215F, certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020 through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organization and groups.

Food and beverage exemptions required: The Windsor Public School's board of education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

1. The sale is in connection with an event occurring after the end of the regular school day or on the weekend
2. The sale is at the location of the event
3. The food and beverage items are not sold from a vending machine or school store.

An “event” is an occurrence that involves more than just a regularly schedule practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

Reviewed by: DB **Recommended by the Superintendent:** CAC

Agenda Item #: 7e.

STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION

TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Bureau Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 22, 2020

SUBJECT: Operational Memorandum No. 05-20
Process for Submitting the Healthy Food Certification (HFC) Statement for School Year 2020-21

This memo addresses the requirements for submitting the 2020-21 HFC Statement to the Connecticut State Department of Education (CSDE). Under HFC, public school districts that participate in the NSLP may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. This memo also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements for public schools.

In summary, districts must use the appropriate motion language and schedule the required votes at a meeting of the board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the ***final board-approved meeting minutes*** to the CSDE by **July 1, 2020**. The three votes include whether to:

- adopt the healthy food option under HFC;
- allow food exemptions to the healthy food option under HFC (if the district votes to implement the healthy food option); and
- allow beverage exemptions under Section 10-221q of the Connecticut General Statutes (C.G.S.) (if the district chooses to allow beverage exemptions).

Please carefully review this memo for detailed information on each requirement. Districts must follow the specified instructions to ensure timely submission and CSDE approval of the 2020-21 HFC Statement.

Requirement for Annual HFC Statement

C.G.S. Section 10-215f requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must ***take action annually*** to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. Public schools include all public schools,

regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2020-21, the HFC period is July 1, 2020, through June 30, 2021. All public school districts participating in the NSLP ***must*** submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2020**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2020, or the district is ineligible for HFC during school year 2020-21.

HFC Application Process for 2020-21

The annual HFC Statement will be completed online in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2020-21 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2020-21 CNP application module is expected to be available in the CNP System in **May 2020**. The CSDE will notify sponsors when the 2020-21 CNP application module is open, at which time the HFC application module will also be available.

All public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2020-21 HFC Statement by the deadline of July 1, 2020.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the ***final board-approved meeting minutes*** to the CSDE by **July 1, 2020**. **Note:** The CSDE cannot accept ***draft*** meeting minutes to approve the HFC application. Be sure to schedule the initial board meeting early enough to enable timely submission of the ***final*** board-approved meeting minutes. If the board of education conducts the HFC votes in June, and final board approval of the June minutes does not occur until the next board meeting in July or August, the district will not be able to submit the final board-approved June minutes by July 1, 2020.

    A. **Vote for healthy food option:** The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to implement the healthy food option of C.G.S. Section 10-215f, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. The board motion and final board-approved meeting minutes must include the following specific criteria for the healthy food option required by C.G.S. Section 10-215f:

        Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State

Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

B. **Vote for food exemptions:** If the board of education or governing authority votes "yes" for the healthy food option in 1A above, the board of education or governing authority must also vote on whether to allow food exemptions**.** (**Note:** If the board of education or governing authority votes "no" for the healthy food option, a vote on whether to allow food exemptions is not required.) The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

   Motion language for food exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales.

C. **Vote for beverage exemptions:** The beverage requirements of C.G.S. Section 10-221q apply to ***all public schools***, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f or participates in the USDA's Child Nutrition Programs. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements webpage.

   Beverage exemptions under C.G.S. Section 10-221q are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the ***same time*** as the HFC votes. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises. The board motion and final board-approved meeting minutes must include the following specific

criteria for beverage exemptions required by C.G.S. Section 10-221q:

> **Motion language for beverage exemptions:** The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the beverage sales.

D. **Option to combine food and beverage exemptions:** Instead of the two separate food and beverage motions in steps 1B and 1C above, the district may choose to combine food and beverage exemptions in one motion by using the language below.

> **Motion language for combined food and beverage exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

For more information on food and beverage exemptions, see the CSDE's handout, *Exemptions for Foods and Beverages in Public Schools*.

2. Conduct the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable) at the scheduled meeting of the board of education or governing authority in spring 2020. Until the CNP System opens (anticipated in May 2020), **maintain a copy of the *final board-approved meeting minutes*** indicating the

results of the HFC votes for the healthy food option and food exemptions (and beverage exemptions, if applicable), as outlined in step 1.

A. The final board-approved meeting minutes must indicate whether the board of education or governing authority voted "yes" or "no" to implement the healthy food option, and must include the ***specific language*** under "Motion language for healthy food option" in step 1A on page 2.

B. If the board of education or governing authority voted "yes," for the healthy food option, the final board-approved meeting minutes must also indicate whether the board of education or governing authority voted "yes" or "no" to allow food exemptions, and must include the ***specific language*** for either "Motion language for food exemptions" under step 1B on page 3, or "Motion language for combined food and beverage exemptions" under step 1D on page 4.

C. If the board of education or governing authority voted to allow beverage exemptions, the final board-approved meeting minutes must include the ***specific language*** for either "Motion language for beverage exemptions" under step 1C on page 4, or "Motion language for combined food and beverage exemptions" under step 1D on page 4.

3. In **May 2020**, when the CSDE notifies districts that the CNP System is open and the HFC application module is available, complete the online HFC application module and upload the ***final board-approved meeting minutes*** indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). The CSDE will e-mail school nutrition programs when the 2020-21 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Note: Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE's presentation, Application Procedures for HFC, and visit the "Apply" section of the CSDE's HFC webpage.

Interschool Agreements for HFC Schools

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) may choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2020**. If the CSDE receives the interschool agreement ***after*** this date, the CSDE will ***not*** include the recipient site's lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2020-21. For more information, see CSDE Operational Memorandum No. 4-20: Interschool Agreements for School Year 2020-21.

Schools must e-mail copies of the completed interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP System. The interschool agreements for school year 2020-21 are available in the "Interschool Agreements" section of the CSDE's Forms for School Nutrition Programs webpage.

Connecticut Nutrition Standards (CNS)

The CSDE did not change the CNS for school year 2020-21. For a summary of the CNS, see the CSDE's handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE's CNS webpage. The CSDE's HFC webpage provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC (Presentation)**;**
- Ensuring District Compliance with HFC;
- Guide to Competitive Foods in HFC Public Schools;
- List of Acceptable Foods and Beverages;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Requirements for Competitive Foods in HFC Public Schools;
- Requirements for Food and Beverage Fundraisers in HFC Public Schools;
- Requirements for Foods and Beverages in School Stores in HFC Public Schools;
- Requirements for Foods and Beverages in Vending Machines in HFC Public Schools; and
- Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools.

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs webpage.

Windsor Board of Education
Regular Meeting
Unapproved Minutes
Tuesday, March 17, 2020 7:00 PM
Town Hall, Council Chambers

The following are the unapproved minutes of the March 17, 2020 Regular Meeting. Any additions or corrections will be made at a future meeting.

Attendance Taken at 7:00 PM:

Present Board Members:
Mr. Leonard Lockhart
Ms. Maryam Khan
Ms. Ayana Taylor
Mr. Paul Panos
Mr. David Furie
Ms. Charlotte Ricketts

Absent Board Members:
Mr. Brian Bosch
Mr. James Ristas
Mr. Ronald Eleveld

1. Call to Order, Pledge to the Flag and Moment of Silence

Discussion:
The meeting was called to order at 7:00 p.m. by Mr. Lockhart with the Pledge of Allegiance and a Moment of Silence. Also in attendance: Superintendent of Schools Dr. Craig A. Cooke, Director of Pupil and Special Education Services Steven Carvalho, Assistant Superintendent for Human Resources Dr. Terrell Hill, Director of Business Services Ms. Danielle Batchelder and Assistant Superintendent for Instructional Services Dr. Santosha Oliver. Due to the importance of the current Coronavirus conversation and the restriction of the audience, the board discussed removing several agenda items.

Motion Passed: Move to remove from the agenda items 2, 3, 4, 5.b, 12 passed with a motion by Mr. Paul Panos and a second by Mr. David Furie.

6 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Mr. Brian Bosch Absent
Mr. Ronald Eleveld Absent
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

2. Recognitions/Acknowledgements

Discussion:
Removed from the agenda.

2.a. Windsor Education Foundation Grants

3. Audience to Visitors

Discussion:
Removed from the agenda.

4. Student Representative Report

Discussion:
Removed from the agenda.

5. Board of Education
5.a. President's Report

Discussion:
Mr. Lockhart stated that he is working with Dr. Cooke and CABE on how to proceed with the Coronavirus safety concerns. He deferred to Dr. Cooke to answer questions about the state of the district later in the meeting.

5.b. School Liaison Reports

Discussion:
Removed from the agenda.

5.b.1. Windsor High School
5.b.2. Sage Park Middle School
5.b.3. Clover Street School
5.b.4. John F. Kennedy School
5.b.5. Oliver Ellsworth School
5.b.6. Poquonock School

6. Superintendent's Report

Discussion:
Dr. Cooke informed the board that approximately 500 laptops were distributed today at LP Wilson in preparation for distance learning. The survey is still open on the Windsor Public Schools website if there is a need to access a household device. On Monday and Tuesday, lunches were provided at WHS, for any present community child 18 and younger, for a total of 96 and 147 meals respectively. On Wednesday, lunches will also be available at both Clover Street School and Oliver Ellsworth School. Additional locations will be considered. Currently all schools are closed to the public unless arrangements have been made for an appointment with staff. Dr. Cooke stated his appreciation to the food service department and teachers for their commitment to the students. March, being Board Member Appreciation Month, Dr. Cooke thanked the board for their time and commitment.

Mr. Furie thanked Dr. Cooke and his staff and asked questions about internet access and device needs.

Mr. Lockhart mentioned that in addition to students being served food at WHS, there were many elderly community members and former WHS graduates who needed assistance. These are situations that needed to be addressed.

6.a. Policy Adoption, 1st Reading

6.a.1. Revise P 1331 Prohibition Against Smoking
6.a.2. Revised P/AR 5118.1 Homeless Children and Youth
6.a.3. New P/AR 5141.214 Policy and Regulation Concerning Sunscreen Application in School
6.a.4. Revised P 5141.25 Management Plan and Guidelines for Students with Food Allergies, and/or Glycogen Storage Disease
6.a.5. Revised P 5141.4 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees
6.a.6. Revised P 5144.1 Physical Activity and Student Discipline
6.a.7. Revised AR 5145 Policy Regarding Students and Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990

Motion Passed: Move to approve the revisions made to P 1331 Prohibition Against Smoking, P 5118.1 Homeless Children and Youth, P 5141.25 Management Plan and Guidelines for Students with Food Allergies, and/or Glycogen Storage Disease, P 5141.4 Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees, P 5144.1 Physical Activity and Student Discipline and approve the addition of new P 5141.214 Policy and Regulation Concerning Sunscreen Application in School, as a 1st Reading passed with a motion by Ms. Maryam Khan and a second by Mr. David Furie.

6 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Mr. Brian Bosch Absent
Mr. Ronald Eleveld Absent
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

6.b. Policy Adoption, 2nd Reading

6.b.1. New BL 9240 Board Member Development

Discussion:
Mr. Panos called "point of order" regarding the Bylaw vote requiring 2/3 majority of the whole board. Mr. Lockhart responded that his reading of the Bylaw was that the 2/3 of the board was the board present at the vote. After discussion on the topic, Mr. Lockhart said that at the next meeting of the full board they can bring this item back to a vote with the consent of the yes votes.

Motion Passed: Move to approve the addition of new BL 9240 Board Member Development passed with a motion by Ms. Maryam Khan and a second by Mr. David Furie.

5 Yeas - 1 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos No
Mr. Brian Bosch Absent
Mr. Ronald Eleveld Absent
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes

Mr. James Ristas Absent

6.c. Teacher Certification/Recruitment Efforts Presentation

Discussion:
Dr. Cooke suggested that the presentation be held for the majority of the board and that the board review the material and email questions to him to be answered at a later time.

6.d. District's Preparation for Coronavirus

Discussion:
Dr. Cooke stated that WPS is following the directives of the Governor's office regarding closure through March 31, 2020. Information regarding any changes to this date will be shared with the community. Monday, March 23 is the expected roll out date for distance learning with a teacher professional development day on Friday, March 20. There has been an official waiver of the required 180 school days. June 16 is currently the last official day of school for students. Dr. Hill is working on staffing pay. Dr. Cooke reiterated that the meal program is currently operating out of WHS and will begin at both Clover and Oliver Ellsworth beginning Wednesday. There will be a meeting of CIAC about the spring sports season. Parent conferences have been cancelled as well as all school trips through spring break. The plans for the Philadelphia music department trip and the Cape Cod trip, both planned for May, have not been cancelled yet.

Board members asked questions of Dr. Cooke, Dr. Oliver and Mr. Carvalho.

6.e. England/France Trip Update (Action Anticipated)

Discussion:
Dr. Cooke explained that the England/France trip planned for April has been officially cancelled. Cancellation fees are being relaxed and appropriate refunds are being issued.

Motion Passed: Move the Board confirms the Superintendent's action cancelling the England/France overnight trip passed with a motion by Mr. David Furie and a second by Ms. Ayana Taylor.

6 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Mr. Brian Bosch Absent
Mr. Ronald Eleveld Absent
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

6.f. Mid-year NESDEC Enrollment Report

Discussion:
Dr. Cooke explained that the NESDEC Enrollment Report anticipated an increase to the prediction of potential students. In November, the gain was 14.3% which increased with the current report to 15.1%.

Questions were asked regarding comparisons to other towns, the limitations of studies and ungraded students.

6.g. 2019-2020 School Calendar Revision Proposal (Action Anticipated)

Discussion:
Dr. Cooke explained that this agenda item was created prior to the waiver of the 180-day requirement, which may have required elimination of April vacation and/or a June 30 last day of school.

7. Committee Reports
7.a. Finance Committee

Discussion:
None

7.b. Policy Committee

Discussion:
None

8. Consent Agenda

8.a. Financial Report

Discussion:
Expenditures for February 29, 2020 $5,417,788
Expenditures through February 29, 2020 $43,301,683

8.b. Enrollment Report
8.c. Food Service Report
8.d. Human Resources Report

Motion Passed: Move the Board accept Consent agenda items 8a. Financial Report, 8b. Enrollment Report, 8c. Food Service Report and 8d. Human Resources Report passed with a motion by Mr. David Furie and a second by Ms. Maryam Khan.

6 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Mr. Brian Bosch Absent
Mr. Ronald Eleveld Absent
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

9. Approval of Minutes

9.a. February 19, 2020 Regular Meeting
9.b. March 2, 2020, Policy Committee
9.c. March 3, 2020 Special Meeting

Motion Passed: Move to approve the minutes of the February 19, 2020 regular meeting, March 2, 2020 policy committee meeting and March 3, 2020 special meeting passed with a motion by Ms. Ayana Taylor and a second by Ms. Maryam Khan.

6 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes

Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Mr. Brian Bosch Absent
Mr. Ronald Eleveld Absent
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

10. Other Matters/Announcements/Regular BOE Meetings

Discussion:
Mr. Lockhart announced the upcoming special meeting and regular meeting dates, explaining if there was a change to return-to-school date that affects the meetings, the community will be informed.

Ms. Ricketts had no announcements.

Ms. Khan asked the audience to stay safe and look out for neighbors.

Ms. Taylor reminded everyone to wash hands.

Mr. Furie stated that these are difficult times, but they present opportunities and that everyone needs to stay realistic with student learning. Collaboration will be difficult, but that the community should practice mindful techniques.

Mr. Panos suggested daily self-testing with the 10 second breath holding technique to identify breathing issues.

Mr. Lockhart said that an executive committee meeting will be held to address remote attendance by board members, but that he doesn't want a precedent to be set.

10.a. BOE Special Meeting, Tuesday, April 7, 2020, 6:30 PM, L.P. Wilson Community Center, Board Room
10.b. Next BOE Regular Meeting is Tuesday, April 21, 2020, 7:00 PM, Town Hall, Council Chambers

11. Discussion and possible action regarding ratification of the collective bargaining agreement between the Windsor Board of Education and the UPSEU, Local 424 - Unit 103 (Custodians, Maintenance and Food Service Employees) (Executive Session Anticipated)

Motion Passed: Move that the Board of Education move into executive session for the purpose of discussing Item 11., the ratification of the collective bargaining agreement between the Windsor Board of Education and the UPSEU, Local 424 â€“ Unit 103 (Custodians, Maintenance and Food Service Employees) inviting Dr. Cooke, Terrell Hill and Danielle Batchelder to be part of the discussion before taking possible action in open session passed with a motion by Mr. David Furie and a second by Mr. Paul Panos.

6 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Mr. Brian Bosch Absent
Mr. Ronald Eleveld Absent
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

Entered into executive session at 8:26 PM.

Open session resumed at 8:41 PM.

Motion Passed: Move that the Board of Education vote to ratify the Agreement between the Windsor Board of Education and the UPSEU, Local 424, Unit 103 (Custodians, Maintenance and Food Service Employees) covering July 1, 2019 through June 30, 2023 passed with a motion by Mr. David Furie and a second by Ms. Maryam Khan.

6 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Mr. Brian Bosch Absent
Mr. Ronald Eleveld Absent
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

12. Audience to Visitors

Discussion:
Removed from the agenda.

13. Adjournment

Discussion:
The meeting was adjourned at 8:42 PM.

Motion Passed: Move to adjourn the meeting at 8:42 PM passed with a motion by Mr. Paul Panos and a second by Ms. Charlotte Ricketts.

6 Yeas - 0 Nays.

Mr. Leonard Lockhart Yes
Ms. Maryam Khan Yes
Ms. Ayana Taylor Yes
Mr. Paul Panos Yes
Mr. Brian Bosch Absent
Mr. Ronald Eleveld Absent
Mr. David Furie Yes
Ms. Charlotte Ricketts Yes
Mr. James Ristas Absent

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Ayana K. Taylor, Secretary
Windsor Board of Education