

Brooklyn Board of Education
Regular Meeting
Agenda
January 25, 2017

1. Attendance, Establishment of a Quorum, Call to Order
2. Public Comments
3. Approval of Minutes –December 20, 2016,
January 11, 2017
4. Correspondence and Communications
5. Set aside Policy 9311
6. Consent Agenda Items – Policies
 - a. 0200 – Goals/Objectives - adopt
 - b. 1212 – School Volunteers – replace with CABE
 - c. AR1212 – School Volunteers – replace with CABE
 - d. 1220 - Citizens Advisory Committees - adopt
 - e. 2210 – Administrative Leeway in Absence of Board Policy - adopt
 - f. 2220 – Representative and Deliberative Groups - adopt
 - g. 3326 – Paying for Goods and Services – replace with CABE as revised
 - h. 3453 – School Activity Funds - adopt
 - i. 3517 – Security of Buildings and Grounds – replace with CABE as revised
 - j. AR3517 – Security of Buildings and Grounds – replace with CABE as revised
 - k. 3541.311 – (renumber from 3541.3) School Transportation – Requests for Bus Change - adopt
 - l. 3541.313 – School Bus Video Cameras - revise
 - m. 3541.5 – Safety Complaints/records and Reports – rescind – covered in 3541.1
 - n. 3542 – Food Service – School Lunch Service – replace with CABE as revised
 - o. 3542.34 – Nutrition Program – replace with CABE
 - p. AR3542.34 – Nutrition Program - rescind
 - q. 5000 - Student Personnel - Replace with CABE; adopt
 - r. 5010 - Goals & Objectives in Student Personnel Services - Rescind
 - s. 5113.2 Truancy - REplace with CABE as revised
 - t. 5114.12 Student Handbooks - Rescind
 - u. 5121 - Examination/Grading/Rating - Replace with CABE as revised
 - v. 5123 - Promotion/Acceleration/Retention - Revise Brooklyn Policy
 - w. 5125 - Student Records/Confidentiality - Replace with CABE
 - x. AR 5125 - Student Records/Confidentiality - Replace with CABE as revised
 - y. 5131 - Conduct & Discipline - Replace with CABE as revised
 - z. AR 5131.1/5131.11 - Bus Conduct - Move language from Policy 5131.11 to the end of Administrative Regulation 5131.1
 - aa. 5131.3 - Student Driving/Parking - Adopt as presented
 - bb. 5131.5 - Vandalism - Adopt
 - cc. 5131.6 - Alcohol Use, Drugs, and Tobacco (including Performance Enhancing Substances) - Replace with CABE as revised
 - dd. 5131.7 - Weapons & Dangerous Instruments - Replace with CABE as revised
 - ee. 5131.911 - Hazing - Bullying - Replace with CABE as revised
7. Administrative Reports
8. Public Comments

8. Public Comments
9. Board of Education Committee Reports
10. Board Representatives to Other Committees
11. Old Business
 - a) Approval of Brooklyn Middle School Roof Project Educational Specifications
 - b) Request of Town of Brooklyn of Approval of Resolutions for Roof Construction
 - c) Approval of New Superintendent Candidate Profile
12. New Business
 - a) New policies 1st reading
 - 3511 Compliance with 504 Regulations
 - 3516.12 Asbestos Control
 - 3542.43 Changing Policy
13. Other
14. Public Comments
15. Adjournment

The Board of Education Town of Brooklyn

116 Gorman Road
Brooklyn, CT 06234

Aimee Genna, Chair
Kelly Coddling, Vice Chair
Keith Atchinson, Secretary

Eric Anderson
Mae Lyons
Joan Trivella

Draft Minutes

December 20, 2016

The Brooklyn Board of Education held its regular monthly meeting on December 20, 2016 in the middle school library.

1. Attendance, Establishment of a Quorum, Call to Order

Mrs. Genna called the meeting to order at 7:01pm.

In attendance were: Mrs. Genna, Mr. Atchinson, Mrs. Lyons, Mr. Anderson (7:03), Mrs. Coddling (7:08) and Mrs. Trivella, Dr. Conway, Superintendent, and Mrs. Holmes, Business Manager. Mr. Otto, Board of Finance was also in attendance.

Motion: Mrs. Trivella moved that the Board move Agenda Item 11b immediately after Agenda Item 4.

Second: Mr. Atchinson

Vote: Unanimous

Motion: Mrs. Trivella moved to add Agenda Item 12d Use of Facilities by an Individual to the agenda

Second: Mrs. Lyons

Vote: Unanimous

2. Public Comments

None

3. Approval of Minutes – Regular Meeting November 15, 2016

Motion: Mrs. Trivella moved to approve the minutes of November 15, 2016

Second: Mrs. Lyons

Vote: Unanimous

4. Correspondence and Communications

None

*11b. Roger LaFleur and Tim Mulcahy from PM Resources were in attendance. Discussion ensued regarding replacing the elementary school roof and repairing the middle school roof. Discussion also included materials being used, cost, time frame and the process for approval of the education speculations. Mr. LaFleur expressed concern about timing to complete the project for summer and the need to start the process soon.

Mr. LaFleur handed out a form showing pros/cons to replace or repair the middle school roof – discussion ensued.

Motion: Mr. Anderson moved to accept the educational specifications for a new metal standing seam roof at Brooklyn Elementary School.

Second: Mrs. Coddling

Unanimous vote to approve

Motion: Mr. Anderson moved to allow Mr. LaFleur to go out to bid for an RFQ/ RFP for architect services for the replacement of the elementary school roof and the middle school roof.

Second: Mr. Atchinson

Vote: Unanimous

The Board came to the consensus about exploring roof replacements for both schools.

5. Set aside Policy 9311

Motion: Mrs. Trivella moved to set aside Policy # 9311

Second: Mrs. Lyons

Vote: Unanimous

6. Consent Agenda Items – Policies

- a. 4000 Concepts & Roles in Personnel – replace with CAGE; adopt
- b. 4111/4211 Recruitment and Selection – replace with CAGE as revised
- c. 4111.1/4211.1 Equal Employment Opportunity – replace with CAGE; adopt
- d. 4112 Appointment – replace with CAGE as revised
- e. 4112.1/4212.1 Provisions of Negotiated Agreements/Contracts – use CAGE, adopt
- f. 4112.5/4212.5 Security Check/Fingerprinting – use CAGE as revised
- g. 4112.6/4212.6 Personnel Records – add last 2 paragraphs from CAGE
- h. 4113.4 Job-Sharing – adopt
- i. AR4113.4 Job-Sharing – adopt
- j. 4115 & 4115.1 Evaluation/Evaluation Policy – replace both with CAGE
- k. 4115 Evaluation and Support Program as revised
- l. 4115.31 Athletic Coaches – replace with CAGE 4115.3 Evaluation, adopt
- m. 4117.4 Non-renewal/Suspension – replace with CAGE
- n. 4118.11/4218.11 Nondiscrimination – replace with CAGE; adopt

- o. 4118.13/4218.13 Conflict of Interest- adopt
- p. 4118.21 Academic Freedom- replace with CABE
- q. 4118.23/4218.23 Conduct and Dress – replace with CABE
- r. 4118.231/4218.231 Smoking, Drinking, and Use of Drugs on School Premises – replace with CABE
- s. 4118.24/4218.24 Staff/Student Relations – replace with CABE 4118.24/4218.24
Staff/Student Non-Fraternization
- t. 4118.3/4218.3 Duties of Personnel – replace with CABE; adopt
- u. 4121 Substitute Teachers – replace with CABE; adopt
- v. 4131 Staff Development – replace with CABE
- w. 4132.1 Copyrights and Patents – replace with CABE; adopt
- x. 4152.6/4252.6 Family and Medical Leave – replace with CABE as revised
- y. AR 4152.6/4252.6 Family and Medical Leave – replace with CABE as revised
- z. 4215 Supervision and Evaluation – replace with CABE
- aa. 4112.2 Certification (rescind)
- bb. 4112.4/4212.4 Health Examination (rescind)
- cc. 4113.1 Load/Scheduling/Hours of Employment (rescind)
- dd. 4113.2 Work Year (rescind)
- ee. 4117.2 Resignation (rescind)
- ff. 4117.3 Personnel Reduction (rescind)
- gg. 4117.41 Suspension (rescind)
- hh. 4118 Rights, Responsibilities and Duties (rescind)
- ii. 4131.1 Exchange Teaching (rescind)
- jj. 4131.3 In-Service Staff Development (rescind)
- kk. 4131.3 Continuing Education Units (rescind)
- ll. 4131.5 Continuing Education Units (Staff Technology Competencies) (rescind)
- mm. 4133 Travel: Reimbursement (rescind)
- nn. 4135.1 Agreement (rescind)
- oo. 4135.11 Recognition (rescind)
- pp. 4135.12 Personnel Covered (rescind)
- qq. 4135.13 Board Rights (rescind)
- rr. 4135.16 Work Stoppages (rescind)
- ss. 4135.3 Negotiations/Consultation (rescind)
- tt. 4135.4 Staff Complaints and Grievances (rescind)
- uu. 4136 Meetings/Workshops (rescind)
- vv. 4140 Compensation and Related Benefits (rescind)
- ww. 4141 Salary Guides (rescind)
- xx. 4142 Salary checks and Deductions (rescind)
- yy. 4143 Extra Pay for Extra Work (rescind)
- zz. 4144 Insurance/Health & Welfare Benefits (rescind)
- aaa. 4145 Retirement Compensation (rescind)
- bbb. 4146 Employee Amenities (rescind)
- ccc. 4146.2/4246.2 Gifts/Awards from Board of Education (rescind)
- ddd. 4148.1/4248.1 Employees with HIV, ARC and AIDS (rescind)
- eee. 4151.1 Personal Illness/Injury Leave (rescind)
- fff. 4151.11 Industrial Accident/Illness Leave (rescind)
- ggg. 4151.4 Professional Purposes Leave (rescind)
- hhh. 4151.5/4251.5 Legal and Civic Duties Leave (rescind)

iii.	4151.7	Emergency/Personal Leave (rescind)
jjj.	4151.9/4251.9	Military Leave (Short Term) (rescind)
kkk.	4152.1	Sabbatical Leave (rescind)
lll.	4211.1	Vacancies (rescind)
mmm.	4212.4	Health Examinations (rescind)
nnn.	4213.1	Load/Scheduling/Hours of Employment (rescind)
ooo.	4216	Continuing Contract/Probationary Status (rescind)
ppp.	4216.1	Seniority (rescind)
qqq.	4217	Disciplinary Action (rescind)
rrr.	4217.3	Layoff/Recall (rescind)
sss.	4231	Growth in Job Skills (rescind)
ttt.	4233	Travel: Reimbursement (rescind)
uuu.	4234.1	Agreement (rescind)
vvv.	4234.11	Recognition (rescind)
www.	4234.12	Personnel Covered (rescind)
xxx.	4234.13	Board Rights (rescind)
yyy.	4234.14	Association Rights (rescind)
zzz.	4234.15	Savings Clause (rescind)
aaaa.	4234.16	Work Stoppages (rescind)
bbbb.	4234.3	Negotiations/Consultation (rescind)
cccc.	4234.4	Grievance/Complaints (rescind)
dddd.	4241	Salary Guides (rescind)
eeee.	4242	Salary Checks and Deductions (rescind)
ffff.	4243	Overtime Pay (rescind)
gggg.	4244	Insurance/health & Welfare Benefits (rescind)
hhhh.	4246.3	Employee Amenities (rescind)
iiii.	4250	Leaves and Vacations (rescind)
jjjj.	4251.1	Personal Illness & Injury Leave (rescind)
kkkk.	4251.11	Industrial Accident/Illness Leave (rescind)
llll.	4251.3	Bereavement Leave (rescind)
mmmm.	4251.7	Emergency/Personal Leave (rescind)
nnnn.	4251.8	Association Leave (rescind)
oooo.	4251.9	Military Leave (Short-Term) (rescind)
pppp.	4252.4	Military Leave (Long-Term) (rescind)

Mrs. Genna removed the following items:

- c) 4111.1/4211.1 Equal Opportunity Employment – replace with CABE; adopt
- k) 4115 Evaluate and Support Program as revised
- n) 4118.11/4218.11 Nondiscrimination – replace with CABE; adopt
- v) 4131 Staff Development – replace with CABE
- x) 4152.6/4252.6 Family and Medical Leave – replace with CABE as revised
- y) AR 4152.6/4252.6 Family and Medical Leave – replace with CABE as revised

Motion: Mrs. Lyons moved to approve the listed policies above as presented except items c, k, n, v, x and y.

Second: Mr. Atchinson

Vote: Unanimous

Motion: Mr. Anderson moved to change the word "sexual" to "gender" in item c Policy # 4111.1 and to approve items c, k, n, v, x and y.

Second: Mrs. Trivella

Vote: Unanimous

7. Administrative Reports

Mrs. Holmes discussed adjustment to grants for salaries as well as adjustment to administration salaries for the superintendent's salary.

8. Public Comments

None

9. Board of Education Committee Reports

Mrs. Trivella handed out Design Principles for a New School Funding Formula in Connecticut. Mrs. Trivella gave an update regarding a webinar discussing CAFE getting together with the Big 6 to create a new formula for K-12 funding.

10. Board Representatives to Other Committees

Mr. Atchinson stated he received an email from Killingly High School requesting to give a presentation from their agricultural department. Mrs. Genna suggested our Jan. 25th meeting.

Mr. Atchinson stated he received an email from Killingly High School regarding Brooklyn students attending Killingly High School that made Honor Roll.

11. Old Business

a)Superintendent Search

Dr. Conway stated that the focus groups and online survey are completed and the data has been sent to Dr. Osga, the data and a candidate profile are expected to be complete in early January. The application deadline is set for Feb. 22nd; interviews will be conducted in March.

b)Roof Project

Moved directly after item #4 on agenda

c)New policies 2nd reading

3541 Transportation

AR3541 Transportation

4118.14/4218.14 Nondiscrimination on the Basis of Disabilities

AR4118.14/4218.14 Nondiscrimination on the Basis of Disabilities

4212 Appointment

Motion: Mrs. Trivella moved to approve the policies and regulations

Second: Mr. Anderson

Vote: Unanimous

d)BOE Goals

Board members discussed providing opportunities for Brooklyn students to reach their greatest educational, social, emotional and physical potential.

12. New Business

a)Lighthouse District Training

A discussion ensued regarding the Lighthouse District Training – Strengthening School Boards and Improving Student Achievement

Motion: Mrs. Trivella moved to approve the Board’s participation in the Lighthouse District Training Program

Second: Mrs. Coddling

Vote: Unanimous

b)Update from Woodstock Academy sending schools Superintendent’s meeting

Dr. Conway shared the latest information about student tuition and possible plans for change in the tuition formula

c)Discussion of Board Recorder Position

Discussion ensued regarding current payment of \$45/hr for this position. Dr. Conway suggested that the information presented be reviewed by board members and a request be made to add it to next month’s agenda if needed.

d) Use of Facilities by an individual

Discussion ensued whether or not to allow individuals to use school facilities. Dr. Conway mentioned they would need approval from the BOE and provide proof of insurance through homeowner’s or TULIP.

Motion: Mrs. Coddington moved to approve the request of an individual to use school facilities with a certificate of insurance.

Second: Mr. Atchinson

Vote: Unanimous

13. Other

A request was made by a board member to experience school lunch before a new food service option is considered.

14. Public Comments

Mrs. Wimmer discussed payment for the board recorder position. She suggested they are paid too little.

Mr. Kerouack discussed the use of school facilities by an individual. He suggested it would be nice to have a separate facility other than school, municipal buildings and fairgrounds for individual(s) use. He expressed concern regarding maximum capacity with renting out the auditorium.

15. Adjournment

Motion: Mr. Atchinson moved to adjourn at 9:39pm.

Second: Mrs. Coddington

Vote: Unanimous

Respectfully Submitted

Melissa Costa

The Board of Education Town of Brooklyn

116 Gorman Road
Brooklyn, CT 06234

Aimee Genna, Chair
Kelly Coddling, Vice Chair
Keith Atchinson, Secretary

Eric Anderson
Mae Lyons
Joan Trivella

January 11, 2017

DRAFT MINUTES BOARD OF EDUCATION MEETING

A special meeting of the Brooklyn Board of Education was held in the middle school on Wednesday, January 11, 2017.

Chairperson Genna called the meeting to order at 5:24 p.m.

Present when the meeting was called to order were Mrs. Coddling, Mrs. Lyons, and Mrs. Trivella. Mr. Anderson and Mr. Atchinson were absent.

Also present was PM Resources Owner's' Representative Roger LaFleur, Director of Facilities and Maintenance Tony Tusia, Finance Director Sherry Holmes, Board of Finance Liaison Jeff Otto, and Superintendent Mary Conway.

Mr. LaFleur answered questions from the Board regarding the five bids submitted for architectural design for the elementary and middle school roofs.

MOTION: Mrs. Coddling moved that the Brooklyn Board of Education award the bid for architectural work for the school roof projects to Hibbard & Rosa.

SECOND: Mrs. Trivella

VOTE: Unanimous

MOTION: Mrs. Coddling moved to adjourn at 5:42 p.m.

SECOND: Mrs. Lyons

VOTE: Unanimous

Respectfully Submitted,

Keith Atchison, Secretary

BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut 06234

Information Only

Agenda Item 5

Decision Requested

X

January 25, 2017

Date

AGENDA REPORTING FORM

Subject:

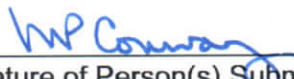
Set Aside Bylaw 9311

Background:

The Board is asked to set aside Bylaw 9311 which requires the Board to adopt or amend policies after consideration at two regular meetings so that the policies to rescinded, amended/revised, or adopted on the January 25, 2017 Consent Agenda may be acted upon after consideration at one regular meeting.

Recommendation:

That the Brooklyn Board of Education set aside Board Bylaw 9311 Formulations, Adoption, Amendment of Policies to approve the policies listed on the January 25, 2017 Consent Agenda after consideration at one regular meeting.



Signature of Person(s) Submitting Report



Superintendent of Schools

Bylaws of the Board

Formulation, Adoption, Amendment of Policies

Policy proposals and suggested amendments to, deletions of, or revisions of existing policies shall normally be submitted to all members of the Board of Education by the Superintendent in writing prior to a regularly scheduled Board of Education meeting in which such proposed policies, amendments or revisions thereof shall be read and discussed.

Policies will, unless by vote of two-thirds of the members present of the Board of Education, be adopted or amended after consideration at two regular meetings of the Board of Education. The agenda and minutes shall be marked to indicate policy matters.

The formal adoption of policies shall be by two-thirds vote of all members present of the Board of Education and the action shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official policy.

Reference: Robert's Rules of Order, Newly Revised

Bylaw adopted by the Board:

DEC 20 2006

BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut 06234

Information Only

Agenda Item 6

Decision Requested

X

January 25, 2017

Date

AGENDA REPORTING FORM

Subject:

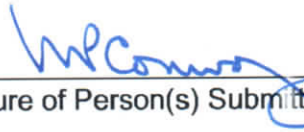
Consent Agenda

Background:

Please review the attached policies for amendments and/or revisions. In addition to the attached policies, you received a list of policies at your December 20, 2016 meeting for review. Those policies are also included on the Consent Agenda.

Recommendation:

That the Brooklyn Board of Education approve the Consent Agenda (not to include the following items: _____).



Signature of Person(s) Submitting Report



Superintendent of Schools

Adoptions and Revisions

January 25, 2017

0200 – Goals/Objectives - adopt

1212 – School Volunteers – replace with CABE

AR1212 – School Volunteers – replace with CABE

1220 - Citizens Advisory Committees - adopt

2210 – Administrative Leeway in Absence of Board Policy - adopt

2220 – Representative and Deliberative Groups - adopt

3326 – Paying for Goods and Services – replace with CABE as revised

3453 – School Activity Funds - adopt

3517 – Security of Buildings and Grounds – replace with CABE as revised

AR3517 – Security of Buildings and Grounds – replace with CABE as revised

3541.311 – (renumber from 3541.3) School Transportation – Requests for Bus Change - adopt

3541.313 – School Bus Video Cameras - revise

3541.5 – Safety Complaints/records and Reports – rescind – covered in 3541.1

3542 – Food Service – School Lunch Service – replace with CABE as revised

3542.34 – Nutrition Program – replace with CABE

AR3542.34 – Nutrition Program - rescind

0200 – Goals/Objectives - adopt

Mission-Goals-ObjectivesGoals/Objectives

The board of education is charged, on behalf of the public, with the responsibility for determining the goals of the school system.

It is the commitment of the board to develop policies to implement such goals. It is further the commitment of the board to review annually and restate as necessary the goals so that our programs will at all times speak directly to the stated goals.

In establishing goals for the school system, the board does not intend to diminish the importance of other issues that may face the schools in the coming year and in years ahead.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education
(subsection c - re educational goals)

Policy
adopted:

BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut

1212 – School Volunteers – replace with CAFE

Community Relations

School Volunteers

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

Annually, principals shall submit a list of all regular volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-4g parental and community involvement in schools; model program; school-based teams.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

P.A. 98-111 An Act Concerning The Registration of Sexual Offenders

54-254 Registration of person who has committed a felony for a sexual purpose.

Policy adopted:

OCT 22 2008

Community Relations

School Volunteers

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

Volunteers working within the schools must work under the supervision of District staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

~~Alternative Language:~~

~~The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.~~

~~The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.~~

~~Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person required to register as a sex offender under state or federal law or whose name is listed on the DCF registry, may volunteer in any District school.~~

~~Annually, Principals shall submit a list of all regular volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.~~

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs; school-based teams.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

54-254 Registration of person who has committed a felony for a sexual purpose.

10-220 Duties of boards of education

Policy adopted:

AR1212 – School Volunteers – replace with CAFE

Community Relations

Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. **Persons Not Allowed to Serve as Volunteers.** No person who is a "registered sex offender," may serve as a volunteer. Every time a new notification/online listing of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building principal or designee shall review the sex offender list. The Building Principal may request a volunteer submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent.
3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

Community Relations

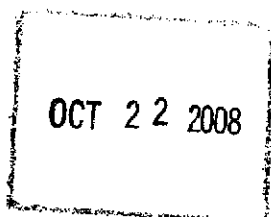
Securing and Screening Volunteers (continued)

6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Regulation approved:



AR

1212

Community Relations

School Volunteers

Securing and Screening Volunteers

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 3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
 4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
 5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.
 6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.
~~(A criminal background check on volunteers is not required by law. If the Board policy prohibits any convicted felon from being a school volunteer, these administrative procedures should do likewise.)~~
- A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.
7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Regulation approved:

1220 - Citizens Advisory Committees - adopt

COMMUNITY RELATIONS

Citizens' Advisory Committees

The board of education endorses appropriate advisory committees for various district programs and activities. When it establishes a committee, the board shall provide guidelines for membership and delineate its responsibilities, authority and meeting requirements pursuant to the Freedom of Information Act. At the October board meeting each year, the board shall review existing advisory committees, membership and committee goals for the year.

All committees created by the board of education shall follow the provisions of the Freedom of Information Act as required by statute.

(cf. 1312 - Public Complaints)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: Connecticut General Statutes

107 through 1-21k Freedom of Information Act.

PA 93-195 An act clarifying the meaning of committee under the freedom of information act.

Academic Freedom Policy (adopted by Connecticut State Board of education, 9/9/81)

Policy Adopted:

2210 – Administrative Leeway in Absence of Board Policy - adopt

AdministrationAdministrative Leeway in Absence of Board Policy

In cases where emergency action must be taken within the school system and where the board of education has provided no guides for administrative action, the superintendent shall have the power to act, but the superintendent's decisions shall be subject to review by action of the board of education at its next regular meeting. It shall be the duty of the superintendent to inform the board of education promptly of such action and of the need for possible additional policies or revisions of existing policies.

Policy
adopted:

BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut

2220 – Representative and Deliberative Groups - adopt

AdministrationRepresentative and Deliberative Groups

The board of education will encourage employee participation in decision making for the school system.

Such participation (as appropriate to areas, programs and schools) will include involvement in the following:

1. Policy development
2. Administrative rules and regulations development
3. Budget planning
4. Facilities planning

In the development of rules, regulations and arrangements for the operation of the school system, the superintendent will, whenever feasible, include at the planning stage employees representative of those who will be affected by such provisions.

Professional staff representatives will be given opportunity and encouragement to contribute in curriculum development and in the development of policies and regulations pertaining to the instructional program.

The superintendent will maintain employee channels for the ready intercommunication of ideas and feelings regarding the operation of the schools. The superintendent will weigh with care the counsel given, especially that by groups designated to represent large segments of the staff, and will inform the board of such counsel in presenting recommendations for board action. The superintendent's recommendations will vary from the advice of such counsel when, in his/her best judgment, contrary considerations must prevail.

Staff members should understand, however, that final decisions concerning matters on which their advice is requested will rest with the board or with the administrator(s) to whom the board has delegated responsibility.

Policy
adopted:

BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut

3326 – Paying for Goods and Services – replace with CAGE as revised

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed by the business office. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board of Education.

As an operating procedure, the Board of Education will receive each month lists of bills for payment from the local school budget. The lists will be certified as correct and approved for payment by the Board of Education. Actual invoices, statements, and vouchers will be available for inspection, upon request, by the Board of Education.

The superintendent of schools will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

Approved: January 24, 1991

Business and Non-Instructional Operations

Paying for Goods and Services

~~The Board of Education shall not enter into a contract or pay a bill until it has been authorized at a regularly called meeting and shall authorize payment for goods and services under the following conditions:~~

- ~~1. The expenditure is within budgetary limits.~~
- ~~2. The expenditure has been made within approved purchasing policies and regulations.~~
- ~~3. The equipment, material, or supplies has or have been certified by the purchasing agent or school business manager as received in acceptable condition or a service having been completed in an acceptable manner.~~

~~Alternate language:-~~

The Superintendent, or his/her designee, shall be authorized to approve for payment the current obligations of the school district.

A report of these expenditures shall be made at the regular meetings of the Board.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Policy adopted:

3453 – School Activity Funds - adopt

BusinessSchool Activity Funds

All net profit realized from fund-raising projects will be held in a special bank account, and used for the direct benefit of the Brooklyn School.

The board of education shall appoint a treasurer annually to handle these funds.

Legal Reference: Connecticut General Statutes
10-237 School activity funds

Policy
adopted:

BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut

3517 – Security of Buildings and Grounds – replace with CBE as revised

Business and Non-Instructional Operations

Security

School buildings are expensive school district investments, and district personnel shall protect the town's investment to the extent possible.

Security means not only maintenance of a securely locked building when not in use and protection against vandalism and burglary, but also:

1. protection from fire hazards and faulty equipment;
2. safe electrical, plumbing, and heating practices;
3. maintenance of records in safe places.

The superintendent of schools, administrative, maintenance and custodial personnel shall cooperate with police, fire departments, and insurance company inspectors to make school buildings as safe as possible.

To help assure the security of school buildings and grounds:

1. adequate key control systems shall be established to limit building access to authorized personnel and to safeguard against entrance by keys in the hands of unauthorized persons.
2. funds and valuable records shall be kept in safe places and under lock and key.

The superintendent of schools shall assure that adequate security personnel are assigned as needed.

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

Policy adopted:

Nov. 17, 1999

Business and Non Instructional Operations

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the school district and the community. It is in the best interest of students and taxpayers to protect that investment adequately.

1. Developing at each school, in compliance with the requirements of P.A. 13-3, a school security and safety plan, in partnership with other community groups, including, but not limited to, law enforcement, fire safety officials, emergency medical services, as well as health and mental health professionals. Such plan shall be based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection (DESPP).
2. Training and practice necessary and essential for implementation of the crisis response plan. Law enforcement and other local public safety officials shall evaluate, score and provide feedback on fire drills and crisis response drills.
3. Controlling access to school grounds and facilities.
4. Conducting a security and vulnerability assessment for each District school every two years.
5. Submitting annual reports to DESPP regarding fire drills and crisis response drills.
6. Establishing a School Security and Safety Committee at each school, responsible for assisting in the development of the school's security and safety plan and its implementation. (membership as required by P.A. 13-3)
7. Minimizing fire hazards.
8. Reducing the probability of faulty equipment.
9. Guarding against the chance of electrical shock.
10. Keeping records and funds in a safe place.
11. Protecting against vandalism and burglary.

The Superintendent of Schools is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

(cf. [3516](#) - Safe and Secure School Facilities; Equipment and Grounds)

(cf. 4148.1/4248.1 - School Security and Safety Committee)

Legal Reference: Connecticut General Statutes

[29-389](#) Stairways and fire escapes on certain buildings.

P.A. 13-3 An Act Concerning Gun Violence Protection and Children's Safety

Policy adopted:

AR3517 – Security of Buildings and Grounds – replace with CABE as revised

Non-Instructional OperationsSecurity of Buildings - Access to Buildings

The following regulations pertaining to keys are designed to safeguard against unauthorized access to buildings:

1. Master keys will be given to the superintendent, school principal, supervising custodians, and custodians of each school building.
2. Office keys and outside door keys will be given to other administrators and office personnel.
3. Cafeteria workers will be issued kitchen keys as needed.
4. Each teacher will be issued the key to his or her classroom in September and will return the key to the building administration at the end of the school year in June.
5. Athletic coaches may use the gym, lockers, showers, field, and court for practice and games only when a custodian is in the building. Coaches are responsible for locking doors and checking to see that all students are out when practice or games are over.
6. No vendor, contractor, or delivery person will be given keys to school buildings. Contractors who wish to work at times other than during the hours when a custodian is on duty must apply to the principal to make other arrangements.
7. During vacation periods, all doors to school buildings will be locked and a notice placed at the external bell notifying vendors, delivery persons, and others to ring the bell. Notice of hours during which goods may be delivered will be displayed at all times.
8. Keys to outside doors and boiler rooms of all school buildings will be given to the fire department for use in cases of emergency at times when the buildings are not occupied.
9. If school facilities are used by outside organizations by action of the Board, they may only be unlocked at the specific times permitted by the rental notices sent from the school, a copy of which will be given to the head custodian of the particular building involved. Organizations using school facilities must conform to the hours stated in the rental notices and a custodian must be present at all times. The custodian assigned to these specific hours will be instructed to be present in the building at all times, and under no circumstances may the custodian leave the building unlocked or unattended.

AR 3517

Business and Non Instructional Operations

Security of Buildings and Grounds

Only persons having legitimate school business and prior approval of building administration are allowed access to school facilities. Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Keys

All keys used in a school shall be the responsibility of the Principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each Principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each Principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the district business office. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to students.

The greatest care shall be given to master and sub master keys. Master keys shall never be loaned.

Building Checks

Building checks are to be made ~~on Saturdays, Sundays, and at such other times as is necessary~~ ^{deemed} by the Superintendent's designee. A building check shall consist of:

1. Checking all entrances to the building to determine that they are secure;
2. Checking all boilers to see that they are functioning properly;
3. Checking for running water; and
4. Checking internal areas - audiovisual storage, office areas, and kitchen.

The building check is to be accomplished by the Head Custodian who will be paid a flat rate fee for this duty.

Regulation approved:

Business and Non Instructional Operations

Security of Buildings and Grounds

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The building check is to be accomplished by the Head Custodian who will be paid a flat rate fee for this duty.

Regulation approved:

3541.311 – (renumber from 3541.3) School Transportation – Requests for Bus Change -adopt

Students

School Transportation - Requests for Bus Changes

With the number of requests received to accommodate child care/babysitting and bus guest needs, the board has set the following priorities and established procedures to ensure the safety of the children it transports and reasonableness of its transportation operation:

I. If a parent wishes to request that a child be picked up or dropped off at a location other than his/her home to accommodate child care/babysitting needs, such a request will be considered if submitted in writing on forms available in the school offices by August 1st of the coming school year for children in grades Pk-8. After August 1st, requests will be granted, if possible:

- a) for a long-term changes only (3 or more months);
- b) if space is available on the bus;
- c) when the bus schedule is not unduly disrupted with respect to time or distance.

II. The school will accept requests for a **CONSISTENT LONG-TERM TRANSPORTATION SCHEDULE** for a student:

- a) All parents will be informed of this policy prior to the close of the school year, with forms available in each school office. New registrants will be informed at the time of registration. All requests for changes after the opening of school will be acted upon within ten (10) working days, and any adjustments will be made within fifteen (15) working days from the time the request is received. In the event that the parents disagree with a decision to deny a bus change, the parents may request, in writing to the Superintendent, a meeting with the Board of Education's Transportation Committee. The Transportation Committee will meet with the parents within ten (10) working days of the receipt of this request. If a bus change is approved, it will go into effect within five (5) working days after a decision has been made.
- b) **BUS GUESTS REQUESTS** will be granted on a space available basis. All requests must be in writing and must be received by the school principal at least two (2) school days before a guest is to ride the bus.

- c) In an **EMERGENCY SITUATION** or in the case of an **UNDUE HARDSHIP**, the school principal may, at his discretion, grant a **TEMPORARY** exception to these conditions.
- d) No PreK or K student will be dropped of at his/her regular bus stop unless a responsible adult is **VISIBLE** to the driver. If no adult is present, children will be returned to the school and parents contracted by telephone and asked to pick up the child.

3541.313 – School Bus Video Cameras - revised

SCHOOL BUS VIDEO CAMERAS

~~GENERAL~~

It is the intent of the school district to maintain a safe environment on school buses for the benefit of the students and the drivers. Therefore, the Brooklyn Board of Education shall use video cameras as an additional tool to supplement other programs or activities designed to maintain control of potentially harmful situations that may occur during the course of transportation to and from school and/or to and from school sponsored activities.

~~NOTIFICATION~~

Notification to Every student and driver that may be observed during the course of the school year, *will be posted on each* shall be notified in advance in writing of the district's intent to use video cameras for the purpose stated above. Included in this notification will be a copy of the policy as to who will be allowed to view the tapes, as well as the care, custody and disposal of their contents. Special care shall be given to privacy issues. *bus equipped with video cameras*

~~PROCEDURES~~

Camera "boxes" shall be of the type and configuration that provide taping capability from the front of the bus toward the rear in order to identify faces, as well as activity. There shall be one box in every bus at the same location. However, a fewer number of cameras shall be rotated under the direction of the assistant principal/transportation director for the bus company based upon "trouble routes", or randomly to maintain maximum effectiveness.

The director of transportation for the bus company shall ensure that all boxes not containing cameras be loaded with comparable weight of the camera, so that a casual "tap" will sound the same.

~~RESPONSIBILITIES~~

~~Driver~~

The driver will be assigned a camera/battery and tape by the transportation director for the bus company for use in his/her bus.

- ~~. The driver shall start the camera prior to the first stop to prevent students from knowing if a camera is on board.~~
- ~~. The driver will stop the camera when no passengers are on board.~~
- ~~. The driver will write up incidents of improper conduct (using the current bus discipline form) that will trigger a review of the tape for a specific reason.~~
- ~~. At the request of the assistant principal, the driver will participate in viewing the tape with the assistant principal to add narrative, if needed.~~

~~Assistant Principal~~

- ~~. The assistant principal or other administrator will personally view each tape within two (2) days of the time the complaint is received. The primary focus shall be to review tapes that are accompanied by a write-up from the driver. This does not preclude review of tapes at the discretion of the administration. In addition, parent/students can bring complaints to the office of the assistant principal who will review tapes and act consistent with this policy.~~
- ~~. It will be the responsibility of the assistant principal to notify the student in question and his/her parents of any disciplinary measures.~~
- ~~. If a student denies any misconduct, the principal may set up a viewing for the student and parents.~~
- ~~. Parents (in the presence of an administrator) will be allowed to view only that portion of the tape that involves their child's incident.~~
- ~~. The severity of the improper conduct will determine the severity of the discipline. However, the measures taken by the assistant principal shall be consistent with past practices that were enforced prior to the camera utilization.~~
- ~~. The progressive discipline steps used shall be included in the notification to students prior to implementing the use of cameras. However, the assistant principal reserves the right to discipline based upon the severity of the improper conduct consistent with the Board of Education's policy.~~
- ~~. The assistant principal will be responsible for maintaining custody of those tapes resulting in discipline, for a period of ten (10) days. Once the holding period expires the erased tape may be reused. The tapes that are viewed but do not result in disciplinary action may be reused after five (5) days.~~

3514.313(c)

~~3541.45(c)~~

- ~~Only school district personnel designated by the superintendent may review stored tapes.~~

~~School District~~

- . All video tapes used on board buses are and shall remain the sole property of The Brooklyn School subject to its exclusive control.
- . ~~Any changes to the procedure or exceptions must be made at the direction of the superintendent of schools.~~
- . In order to protect the privacy of district students, video tapes **will not be made available to anyone outside of the transportation and administration staff except pursuant to appropriate legal process.**

Approved: February 28, 1995

3541.5 – Safety Complaints/records and Reports – rescind – covered in 3541.1

Business and Non-Instructional Operations

Safety Complaints/Records and Reports

The Superintendent of Schools shall:

1. develop procedures for reporting all complaints relative to school transportation safety, including complaints about bus drivers;
2. shall maintain a written record of all such complaints;
3. within thirty days of the close of school each year, submit a report containing all complaints received within the previous twelve month period to the Commissioner of Motor Vehicles;
4. within ten days of its occurrence, the Superintendent make a written report to the Commissioner of Motor Vehicles, on the form prescribed by the Commissioner, of the circumstances involving a motor vehicle and any student pedestrian at, or in the immediate vicinity of, a school bus stop;
5. on a regular basis, and upon occurrence as appropriate, review with the Board of Education any complaints received and any accidents reported between motor vehicles and district students.

Legal Reference: Connecticut General Statutes

[10-221c](#) Development of policy for reporting complaints re school transportation safety.
Reporting of accidents at school bus stops.

Policy adopted:

3542 – Food Service – School Lunch Service – replace with CAFE as revised

Business and Non-Instructional Operations

Food Service – Purposes, Facilities and Finance

The school breakfast/lunch program shall be an integral part of the district's total education program. Administration of the food services program will be coordinated by the cafeteria supervisor under the direction of the superintendent of schools or his/her designee.

All business functions for the food service program will be coordinated in the office of the superintendent of schools. Food service financial accounts shall be maintained in a separate account.

To ensure that foods served at school address nutritional needs and the health of students, the Superintendent and cafeteria supervisor will regulate the sale of non-cafeteria/competitive food. For purposes of this policy, "competitive food" means any food that is sold in competition with the school lunch or breakfast program. Because of the need to not only provide nutritious meals, but also to ensure that the school lunch/breakfast program is fiscally responsive to the students at The Brooklyn School, vending machines with competitive foods shall not be allowed in the school's cafeterias.

The educational aspects of the school lunch program will be the responsibility of each building principal, in coordination with the cafeteria supervisor.

Cost of Food. According to law and the regulations of the State Board of Education, student lunch costs shall be set at levels which support the school lunch program, exclusive of any subsidy from the school district general fund.

Approval of Meal Prices. Prices of all meals shall be submitted to the Board annually for its approval, and otherwise as changes are needed. Revenues from cafeteria sales should offset the costs which are to be borne by the food service program.

Food Storage Provisions. Storage of food and supplies shall prevent waste, spoilage, pilferage, and the issuance of food and supplies shall be restricted to the purposes of the school food service only.

Monthly Financial Report. A financial report, current and accumulative, of the operation of the food services program shall be presented monthly to the Board of Education. A complete audit of the operation of the food service program shall be performed annually in accordance with legal requirements and policy 3434.

Participation in the National School Lunch Program. Participation in the National School Lunch Program is herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Board for purposes of participating in the National School Lunch Program.

Business and Non-Instructional Operations

Food Service – Purposes, Facilities and Finance (continued)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-216 Payment of expenses.

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.

United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

Policy Adopted:

MAR 23 2005

Business and Non-Instructional Operations

Food Service

School Lunch Service

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

The District shall offer meals to all students without regard to race, color, age, creed, religion, gender, sexual orientation, gender identity or expression ancestry, national origin, marital status, pregnancy or disability.

The Board shall provide food service ~~§~~ ^{and} ~~§~~ for school breakfasts ~~§~~ ^{and} ~~§~~ for school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs. ~~(Alternate language: The District shall participate in the { } School Breakfast Program, (SBP) { } National School Lunch Program (NSLP), { } Special Milk Program (SMP). The District's NSLP, SBP and SMP will operate to meet dietary specifications in-~~ accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

This service shall be under the supervision of the Food Service Director who shall be responsible to the ~~Business~~ ^{Superintendent} ~~Manager~~. The Food Service Director shall be hired under specific job specifications and approved by the Board of Education.

Aims

Policies governing the operation of the school lunch program shall be:

1. To provide cafeteria facilities in all new schools and in other schools wherever practicable.
2. To provide wherever cafeteria facilities exist nutritionally balanced and attractive lunches available to all students with sufficient time allowed for eating. Varied and nutritious food choices shall be sold or served consistent with applicable federal government Dietary Guidelines for Americans.
3. To provide lunches free or at reduced rates to children whose economic or health needs require such action, with the approval of the Superintendent of Schools on recommendation of the Principal and school nurse.

Facilities

Cafeteria facilities, wherever possible, shall include the following:

1. Attractive, well-ventilated dining rooms.
2. A carefully planned, well-equipped kitchen adjacent to each dining area.
3. Adequate storage space so that food and supplies may be purchased in sufficient quantity to take advantage of favorable market conditions.
4. Maintenance, inspection and repair of equipment so that maximum use is obtained and danger of accidents to personnel is minimized.

Maintenance of Sanitary Conditions

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times. The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and federal laws, regulations and requirements.

The Food Service Director shall be responsible for the education of all food handlers as to personal hygiene and techniques of sanitation.

~~All cafeteria workers shall be required to have a physical examination at the time of employment and periodically as requested by the School Medical Advisor.~~

Financing

The school lunch program shall be financed as follows:

1. Prices of school lunches shall be determined by the Superintendent in accordance with all prevailing costs of food, supplies, supervision costs, and wages of hourly workers. *and approved by the Board.*
2. Costs of food, supplies, salaries and wages of all employees, and other expenses directly incurred in the school lunch program shall be paid out of a separate fund, which shall be maintained under the control of the Business Manager or his/her designee and into which all receipts from sales and federal cash grants shall be paid. This fund shall be subject to annual audit by the District auditor. In compliance with federal law, the District's NSLP (and SBP) shall be non-profit.
3. Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Board of Education.
4. Although the Board believes that the District's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students.

School Food Safety Inspections/School Food Safety Program

The District shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The District shall obtain two (2) safety inspections per year in accordance with all local, state and federal laws and regulations. The District shall post the most recent inspection report and release a copy of the report to members of the public upon request.

The District shall comply with federal regulations in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of food borne illness among students.

Farm to School Program ~~(optional revision/addition to policy)~~

Any bid submitted by a service management company in response to a request for proposal (RFP) or bid solicitation by the Board that is posted to the State Portal and that relates to the Board's school nutrition program shall include information detailing the consistency of such bid with the State's Farm to School Program and the ways in which such bid facilitates the purchase of products from local farmers by the Board. All other factors being equal, the Board shall give preference to the RFP or bid that promotes the purchase of local farm products.

(cf. [3542.31](#) - Participation in the Nutritional School Lunch Program)

(cf. [3542.33](#) - Food Sales Other Than National School Lunch Program)

(cf. [3542.34](#) - Nutrition Program)

(cf. [3542.43](#) - Charging Policy)

(cf. [6142.101](#) - Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

[10-216](#) Payment of expenses.

State Board of Education Regulations

[10-215b-1](#) School lunch and nutrition programs.

[10-215b-11](#) Requirement for meals.

[10-215b-12](#) Reimbursement payments. (including free and reduced price meals)

[10-215d](#) Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)

22-38d Farm to school program. (as amended by PA 16-37)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Policy adopted:

3542.34 – Nutrition Program – replace with CABE

Business/Non-Instructional Operations

Nutrition Program

The Board recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being. To help ensure students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the Superintendent shall prepare and implement a comprehensive District nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The input of staff, students, parents and public health professionals will be encouraged.

The program shall reflect the Board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods at District schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the District's nutrition and food services operation.

It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages sold or served on District grounds or at District-sponsored events shall meet ~~federal and state statutes and regulations as well as~~ administrative regulation requirements for nutritional standards and/or other guidelines as may be recommended by District and school health and nutrition committees.

Food ~~and beverages~~ sold or served in District schools shall include nutritious ~~and~~ low-fat foods ~~and drinks~~, which may ~~shall~~ include, but shall not be limited to, low-fat dairy products, ~~natural fruit juices~~ and fresh or dried fruit at all times when food ~~or drink~~ is available for purchase by students during the school day.

~~The sale of beverages to students from any source, including, but not limited to, school stores, vending machines, school cafeterias and any fund-raising activities on school grounds, whether or not school-sponsored, shall be restricted to milk, non-dairy drinks such as soy or rice milk, 100% fruit juices, vegetable juices or combination of such juices, beverages that contain only water or vegetable juice and water. All allowed beverages must fulfill the requirements specified in Connecticut statute regarding artificial sweeteners, flavoring, caffeine and portion size.~~

The Superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on District property or at district-sponsored events; that schools [prohibit] [limit] the sale or serving of foods or snacks high in fat, sodium or added sugars; and competition with nutritious meals served by the school nutrition and food services operation is minimized.

Business/Non-Instructional Operations

Nutrition Program (continued)

Although the Board believes that the District's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students. In compliance with federal law, the District's NSLP [and SBP] shall be nonprofit.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, and fund-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation.

(cf. 6142.6 – Physical Education)

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3452.45 – Vending Machines)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-221 Boards of education to prescribe rules, policies and procedures.

10-215a Non-public school participation in feeding program.

10-215b Duties of state board of education re feeding programs.

10-216 Payment of expenses.

10-215b-1 State board of education regulation

~~PA 04-224 An Act Concerning Childhood Nutrition in Schools, Recess, and Lunch Breaks~~

~~10-221b Lunch periods, Recess,~~

~~10-221b Boards to make available for purchase nutritious low fat foods and drinks~~

~~PA 06-63 An Act Concerning Healthy Food and Beverages in Schools~~

Policy adopted:

OCT 22 2008

Business and Non-Instructional Operations

Nutrition Program

The Board recognizes that healthy eating patterns are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being. The Board's goal is to enhance the diet and health of school children and to help mitigate the childhood obesity trend. To help ensure students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the Superintendent shall prepare and implement a comprehensive District nutrition program consistent with state and federal requirements as detailed in the "Nutritional Standards in National School Lunch and School Breakfast Programs", for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The input of staff, students, parents and public health professionals will be encouraged.

The program shall reflect the Board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy, nutritious and appealing foods at District schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level, pre-kindergarten through grade 12, and coordinated with the District's nutrition and food services operation.

It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages sold or served on District grounds or at District-sponsored events shall meet federal and state statutes and regulations as well as administrative regulation requirements for nutritional standards and/or other guidelines as may be recommended by District and school health and nutrition committees, in fulfillment of state and federal standards. "The Connecticut Nutrition Standards for Foods in Schools", which is consistent with current science-based national nutrition recommendations and the USDA's nutrition standards for competitive foods shall be consulted in addition to Connecticut's "List of Acceptable Foods and Beverages."

Food and beverages sold or served in District schools shall include nutritious, low-fat foods and drinks, which may include, but shall not be limited to, low-fat dairy products, and fresh or dried fruit at all times when food or drink is available for purchase by students during the school day. All milk offered shall be low-fat (1%) or fat-free.

The sale of beverages to students from any source, including, but not limited to, school stores, vending machines, school cafeterias and any fund-raising activities on school grounds, whether or not school-sponsored, shall be restricted to milk, non-dairy drinks such as soy or rice milk, 100% fruit juices, vegetable juices or combination of such juices, beverages that contain only water or vegetable juice and water. All allowed beverages must fulfill the requirements specified in Connecticut statute regarding artificial sweeteners, flavoring, caffeine and portion size.

The Superintendent shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on District property or at district-sponsored events; that schools [prohibit] [limit] the sale or serving of foods or snacks high in fat, sodium or added sugars; and competition with nutritious meals served by the school nutrition and food services operation is minimized.

Meals served by the school nutrition and food services operations shall be consistent with the nutrition standards required to fulfill the requirements of the Healthy, Hunger-Free Kids Act of 2010 and federal and state standards and will meet the recommendations of the most current Dietary Guidelines for Americans and "My Plate" published by the U.S. Department of Agriculture.

Although the Board believes that the District's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students. In compliance with federal law, the District's NSLP [and SBP] shall be nonprofit.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, and fund-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation.

In accordance with Federal law and U.S. Department of Agriculture policy, this District is prohibited from discriminating on the basis of race, color, religious creed, age, ancestry, marital status, genetic information, national origin, gender, sexual orientation, gender identity or expression, disability, or any other basis prohibited by Connecticut state and/or federal non-discrimination law. The USDA, Director, Office of Civil Rights, 14000 Independence Avenue, SW, Washington, D.C., 20250-9410 or (800)-795-3272 may be contacted to file a complaint of discrimination.

Farm to School Program (~~optional revision/addition to policy~~)

Any bid submitted by a service management company in response to a request for proposal (RFP) or bid solicitation by the Board that is posted to the State Portal and that relates to the Board's school nutrition program shall include information detailing the consistency of such bid with the State's Farm to School Program and the ways in which such bid facilitates the purchase of products from local farmers by the Board. All other factors being equal, the Board shall give preference to the RFP or bid that promotes the purchase of local farm products.

(cf. 6142.6 - Physical Education)

(cf. [3542](#) - Food Service)

(cf. [3542.33](#) - Food Sales Other Than National School Lunch Program)

(cf. [3542.34](#) - Nutrition Program)

(cf. 3452.45 - Vending Machines)

(cf. [6142.101](#) - School Wellness)

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and the feeding programs for public school children and employees.

[10-221](#) Boards of education to prescribe rules, policies and procedures.

[10-215a](#) Non-public school participation in feeding program.

[10-215b](#) Duties of state board of education re feeding programs.

[10-215e](#) Nutrition standards for food that is not part of lunch and breakfast program

[10-215d](#) Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)

22-38d Farm to school program. (as amended by PA 16-37)

[10-215f](#) Certification that food meets nutrition standards

[10-221q](#) Sale of beverages

[10-216](#) Payment of expenses.

[10-215b-1](#) State board of education regulation

[10-221o](#) Lunch periods. Recess.

[10-221p](#) Boards to make available for purchase nutritious low fat foods and drinks.

PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 - Nutrition Standards for All Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010. (Federal Register, Vol. 78, No. 125, June 28, 2013)

Policy adopted:

AR3542.34 – Nutrition Program – rescind; covered in 3542, 3542.33, AR3542.33

Business and Non-Instructional Operations**Nutrition Program**

The school's comprehensive age-appropriate nutrition program will be implemented in accordance with the following requirements:

Definitions:

1. **"Lunch Period"** means the entire time given for students to get to and from the cafeteria, and purchase and eat their food. The lunch period must be no less than twenty minutes and applies to full school days only.
2. **"Competitive Foods"** means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) in food service areas during the meal periods;
3. **"Dietary Guidelines for Americans"** means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives and reduce chronic disease risks;
4. **"Nutrition Education"** means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits;
5. **"Foods of Minimal Nutritional Value (FMNV)"** means:
 - a. In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and
 - b. In the case of all other foods, a food which provides less than five percent of the RDI (Reference Daily Intake) for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium and iron;
 - c. Food that is classified into four categories:
 1. Carbonated soft drinks;
 2. Chewing gum
 3. Water ices; and
 4. Certain candies made predominately from sweeteners such as hard candy, licorice, jelly beans, gum drops, marshmallows, fondant, cotton candy and candy-coated popcorn.

Business and Non-Instructional Operations**Nutrition Program (continued)****Definitions: (continued)**

6. **"Food service area"** means any area on school premises where NSLP (National School Lunch Program) or SBP (School Breakfast Program) meals are both served and eaten, as well as any areas in which NSLP or SBP meals are either served or eaten;
7. **"Meal period"** means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.

Nutrition Education

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local district health education standards. Nutrition education at all levels of the District's curriculum shall include, but not be limited to, the following components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;
2. Age-appropriate nutrition-related skills, including but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
3. How to assess one's personal eating habits, set goals for improvement and achieve those goals.

In order to reinforce and support district nutrition education efforts, the building Principal is responsible for ensuring:

1. Nutrition instruction is closely coordinated with the school's nutrition and food services operation and other components of the school health program to reinforce messages on healthy eating and includes social learning techniques. To maximize classroom time, nutrition concepts shall be integrated into the instruction of other subject areas where possible;
2. In keeping with the District's nutrition program goals, all classroom reward or incentive programs involving food items are reviewed for approval to assure that the foods served meet the requirements of the District's nutrition policy and regulation (i.e., all foods served fit in a healthy diet as recommended in the Dietary Guidelines for Americans, and contribute to the development of lifelong healthy eating habits for the district's students).

Business and Non-Instructional Operations

Nutrition Program (continued)

Nutrition and Food Services Operation

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the District and its role in the District's comprehensive nutrition program, the building Principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP and SBP meal opportunities.
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply.
3. The school's NSLP and SBP maintain the confidentiality of students and families applying for or receiving free or reduced-priced meals or free milk in accordance with the National School Lunch Act.
4. The school's NSLP and SBP operate to meet nutrition standards in accordance with the Healthy Meals for Healthy Americans Act of 1994 as amended and applicable state laws and regulations, including P.A. 04-224, An Act Concerning Childhood Nutrition in Schools, Recess and Lunch Breaks.
5. The school sells or serves varied and nutritious food choices consistent with the applicable federal government Dietary Guidelines for Americans. The school's Advisory Committees will be encouraged to provide input in menu planning for districts operating their own food service component of the NSLP and SBP. Cultural norms and preferences will be considered.
6. As required by state statute, low-fat milk, 100% fruit juice, water, low-fat dairy products such as, but not limited to, low-fat yogurt and low-fat cheese shall be available for purchase by students during mealtimes.
7. Food prices set by the District are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items.

Business and Non-Instructional Operations**Nutrition Program (continued)**

8. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served.
9. Modified meals are prepared for students with special food needs:
 - a. Food substitutions will be made for students on a case-by-case basis when the parent submits a signed request that includes a medical statement signed by a physician, physician assistant, registered dietician or nurse practitioner. The medical statement must state the medical condition or special dietary need that restricts the student's diet and provide a list of food(s) that may be substituted in place of the lunch or breakfast menu being served.
10. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety.
11. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
 - a. Tables and chairs are of the appropriate size for students;
 - b. Seating is not overcrowded;
 - c. Students have a relaxed environment;
 - d. Noise is not allowed to become excessive;
 - e. Rules for safe behavior are consistently enforced;
 - f. Tables and floors are cleaned between meal periods;
 - g. The physical structure of the eating area is in good repair;
 - h. Appropriate supervision is provided.
12. In keeping with federal regulations and state statute, the school controls the sale of Foods of Minimal Nutritional Value (FMNV).

Business and Non-Instructional Operations**Nutrition Program (continued)**

The sale of all other foods, other than FMNV, in competition with District's NSLP and SBP meals shall be permitted in school food service areas during school meal periods only when all income from the food sales accrues to the benefit of the District's nutrition and food services operation or school or student organization as approved by the Board.

School Cafeterias

1. Any student may eat in the school cafeteria or other designated place.
2. Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the cafeteria, if desired.
3. Meal prices will be established by the Superintendent with the approval of the Board of Education, as the beginning of each year.
4. Meal prices will be included in material sent to parents at the beginning of the school year and upon registration as a Brooklyn student.
5. Use of the cafeteria facilities by non-district organizations or individuals must have approval of the Superintendent.
6. The Food Service Supervisor will develop in-service training programs, as needed, approved by the Superintendent, for the food service staff.
7. Qualifications for free and reduced-price lunches will vary annually in accordance with the annual eligibility schedule.

Other Foods Sold

The District recognizes that federal government standards requiring schools to provide NSLP [SBP] meals consistent with applicable Dietary Guidelines for Americans do not apply to foods served outside the food service areas or meals brought from home as defined in this regulation.

Foods sold at school-sponsored activities during the school day and food and beverages sold as part of approved school fund-raising events shall be nutritious foods as determined by the District's nutrition committee and in conformity with state statute.

Business and Non-Instructional Operations**Nutrition Program (continued)****Staff Development**

Ongoing pre-service and professional development training opportunities for staff will be encouraged. Staff responsible for nutrition education will be encouraged to participate in professional development activities to effectively deliver the nutrition education program as planned. Nutrition and food services personnel receive opportunities to participate in professional development activities that address strategies for promoting healthy eating behavior, food safety, maintaining safe, orderly and pleasant eating environments and other topics directly relevant to the employee's job duties. The building Principal is responsible to ensure such training is made available including, but not limited to, the following:

1. Personnel management
2. Financial management and record keeping;
3. Cost- and labor-efficient food purchasing and preparation;
4. Sanitation and safe food handling, preparation and storage;
5. Planning menus for students with special needs and students of diverse cultural backgrounds;
6. Marketing healthy meals;
7. Principles of nutrition education, including selected curriculum content and innovative nutrition teaching strategies; and

Family and Community Involvement

In order to promote family and community involvement in supporting and reinforcing nutrition education in schools, the building Principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;
2. Parents are encouraged to send healthy snacks/meals to school;

Business and Non-Instructional Operations

Nutrition Program (continued)

Program Evaluation

In order to evaluate the effectiveness of the school health program in promoting healthy eating and implement program changes as necessary to increase its effectiveness, the building Principal is responsible for ensuring:

1. Board policy and this administrative regulation are implemented as written;
2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance and consistency with state and local district educational goals and standards;
3. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities;
4. Teachers will receive curriculum-specific training if necessary; and
5. Families and community organizations are involved, to the extent practicable, in nutrition education.

(cf. 6142.6 – Physical Education)

(cf. 3542 – Food Service)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.45 – Vending Machines)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-221 Boards of education to prescribe rules, policies and procedures.

10-215a Non-public school participation in the feeding program.

10-215b Duties of state board of education re feeding programs.

10-216 Payment of expenses.

10-215b-1 State board of education regulation.

PA 04-224 An Act Concerning Childhood Nutrition in Schools, Recess, and Lunch Breaks.

Regulation Approved: DEC 20 2006

Information Only

11a

X

Date _____

Approval of Brooklyn Middle School Roof Project Educational Specifications

The Brooklyn Board of Education Owner's Representative for the Roof Projects, Mr. Roger LaFleur, has prepared Educational specifications for the middle school roof project. These educational specifications will be submitted to the state with the grant application for roof construction reimbursement.

That the Brooklyn Board of Education approve the Educational Specifications for a new roof at the Brooklyn Middle School.

Superintendent of Schools

December 29, 2016

**EDUCATIONAL SPECIFICATIONS FOR
BROOKLYN MIDDLE SCHOOL
ROOF REPLACEMENT PROJECT**

PROJECT RATIONALE

The Brooklyn Board of Education is committed to providing a safe and healthy learning environment. To achieve this goal the Board of Education authorized the development of a facility study for the Brooklyn Middle School. One of the more significant findings of the report was the realization that the existing roof systems have become prone to leaks and, if not corrected, may cause damage to school equipment, supplies, and the facility and could possibly introduce damaging molds affecting indoor air quality. Recent preliminary investigations by design professionals indicate the entire existing roof system is in excess of twenty years old and beyond its useful service life. Preliminary investigations included site visits, investigation and review of all available existing construction documents. As part of the new roof installations the district will adopt a comprehensive maintenance plan with regularly scheduled inspections to ensure proper performance of the roof systems. Due the deteriorated state of the existing roof systems it was determined that a full roof replacement was essential to ensure the water tight integrity of the roof.

LONG RANGE PLANS

The long range plans for the school building calls for the provision of a safe, healthy and appropriate learning environment. In order to meet this objective of the plan, it is necessary to replace the entire roof.

The Board of Education plans to continue to utilize the Brooklyn Elementary School in its current capacity for a minimum of 20 years. The new roof systems will meet or exceed the State of Connecticut Department of Education standards including the required minimum roof pitch.

In order to ensure the new roof systems will function properly and provide a safe and healthy environment, the following associated items of work have been identified as critical to an effective roof replacement project:

- Survey existing roof materials and test for the presence of hazardous materials.
- Review roof drain placement and design accordingly
- Inspect and replace any deteriorated roof deck material

The roof replacement and identified associated work will ensure the envelope of the Middle School is weather tight allowing the school to comply with their long range plan.

THE PROJECT

Flat Roof

- Test for/identify any asbestos or PCB containing roofing and flashing materials
- Remove all roofing materials down to the deck and dispose of hazardous materials in appropriate manner (if found).
- Inspect roof deck for damage. Repair/replace damaged areas where necessary
- On approximately 80,000 sq. ft. design a new roofing system(s):
- Proposed System: Two-ply modified bitumen roof with gravel surfacing and two ply modified flashing system. Must meet the insulation requirements as approved by the State and provide a minimum slope of ¼" per ft. Minimum cricket slope of ½" per ft.
- Install new internal roof drains where necessary to accommodate ¼" per ft. slope requirement. Replace all existing roof drains and install new drains (secondary) as needed.

Other Work – Roof

- Other work includes all associated metal edges and flashings.
- The existing internal roof drains will be replaced as part of this project. Install new secondary drains (overflow) as needed.

Storm Drainage

Investigate the condition of the existing on site underground storm drainage system and its ability to adequately service the maximum rainwater flow generated.

BUILDING SYSTEMS

Security:	Not applicable
Public Address:	Not applicable
Technology:	Not applicable
Phone System:	Not applicable
Clocks:	Not applicable
Security camera:	Not applicable

INTERIOR BUILDING ENVIRONMENT

Acoustics:	Not applicable
Lighting:	Not applicable
HVAC:	Not applicable.
Plumbing:	Not applicable
Windows/Doors	Not applicable

SITE DEVELOPMENT

Site Acquisition:	Not applicable.
Parking:	Minor areas of replacement may be required if repairs to the underground storm drainage are required.
Drives:	Minor areas of replacement may be required if repairs to the underground storm drainage are required.
Walkways:	Minor areas of replacement may be required if repairs to the underground storm drainage are required.
Outdoor Athletic Facilities	Not applicable.
Landscaping:	Not applicable.
Site Improvements:	Not applicable.

CONSTRUCTION BONUS REQUEST

School Readiness:	C.G.S. 10-285a(e) – Not applicable
Lighthouse Schools;	C.G.S. 10-285a(f) – Not applicable
CHOICE:	C.G.S. 10-285a(g), as amended – Not applicable
Full-day Kindergarten:	C.G.S. 10-285a(h) – Not applicable
Reduced Class Size:	C.G.S. 10-285a(h) – Not applicable
Regional Vo-Ag Center:	C.G.S. 10-65 – Not applicable
Interdistrict Magnet School:	C.G.S. 10-264h – Not applicable
Interdistrict Cooperative School:	C.G.S. 10-158a – Not applicable
Regional Special Education Center:	C.G.S. 10-76e – Not applicable

COMMUNITY USES

The Brooklyn Middle School is utilized to provide some community based activities, typical of an elementary school before, during and after school hours and throughout the calendar year.

Additionally, various Town Departments may use the facilities within the building, in accordance with Board of Education policy.

BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut 06234

Information Only

Agenda Item

11b

Decision Requested

X

January 25, 2017

Date

AGENDA REPORTING FORM

Subject:

Request of Town for Approval of Resolutions for Roof Construction

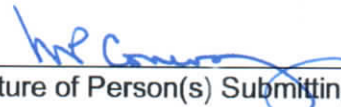
Background:

Three resolutions and two approvals are required of the Town prior to submission of a school construction project. The Town's legislative body, in Brooklyn, a Town Meeting, needs to approve the resolutions and the expenditure of the funds required for the project.

Recommendation:

That the Brooklyn Board of Education request that the Town's legislative body approve the following:

- a) the board of education be authorized to apply to the Commissioner of Education for a school construction grant and to accept or reject such grant;
- b) a building committee be established immediately following the board of education's approval of the architectural designs;
- c) authorization be given for the preparation of schematic drawings and outline specifications for the proposed project;
- d) the expenditure of the full cost of the projects: up to \$5,000,000 (up to \$2,700,000 for the elementary school roof and up to \$2,300,000 for the middle school roof); and,
- e) the financing of the local share of the project (after state reimbursement).



Signature of Person(s) Submitting Report



Superintendent of Schools

BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut 06234

Information Only

Agenda Item

11c

Decision Requested

X

January 25, 2017

Date

AGENDA REPORTING FORM

Subject:

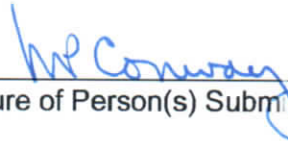
Approval of Superintendent Candidate Profile

Background:

The Board will approve the profile of the superintendent candidate profile. The Board may recess the regular meeting to hold an Executive Search Committee Non-meeting to discuss and come to agreement on the profile as well as to determine whether or not the profile will become a public document or will be utilized only by the Executive Search Committee while carrying out its work.

Recommendation:

That the Brooklyn Board of Education approve the superintendent candidate profile as discussed.



Signature of Person(s) Submitting Report



Superintendent of Schools

BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut 06234

Information Only	X	Agenda Item	12a
Decision Requested	_____		January 25, 2017
	_____		_____
			Date

AGENDA REPORTING FORM

Subject: New Policies - First Reading

Background: The following three policies are presented to the Board for consideration as a first reading.


Policy 3511 Compliance with 504 Regulations

Policy 3516.12 Asbestos Compliance

Policy 3542.43 Charging Policy

The Board will be asked to adopt these policies at its February 22, 2017 meeting.

Recommendation: None required.



Signature of Person(s) Submitting Report



Superintendent of Schools

Business and Non-Instructional Operations

Compliance with 504 Regulations

It is the policy of the Brooklyn Public Schools to comply with all aspects of the Section 504 regulations of the Rehabilitation Act of 1973. Section 504 prevents discrimination against otherwise qualified individuals with disabilities in programs and activities operated by the school system.

No otherwise qualified individual with disabilities shall, solely by reason of her or his disability, as defined in Section 706(8) of the Rehabilitation Act, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the Brooklyn Public Schools.

The district has a responsibility to follow the procedural requirements of Section 504 to afford each student a free, appropriate education, which includes procedures for pre-placement evaluation, placement procedures and procedural safeguards. Additionally, Section 504 addresses placement in the LRE for both academic and nonacademic settings. The district also recognizes that there may be some impaired students who are not eligible for Special Education services under IDEA but who have documented disabilities and eligible for services and protection from discrimination under the Section 504 definitions and regulations.

In order to ensure that the Brooklyn Public Schools district does not discriminate in providing equal access to programs and services on the basis of disability, the following definitions, requirements and procedures are provided.

Definitions:

Disability means limitation in performance from a physiological (physical or mental) abnormality which substantially limits one or more major life activity, has a record of such an impairment, is regarded as having such an impairment.

Physical or Mental Impairment means (i) any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body system; (ii) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness and specific reaming disabilities.

Major Life Activity means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Appropriate Education means the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of people with disabilities as adequately as the needs of non-disabled persons. Implementation of an individualized education

plan developed in accordance with the Individuals With Disabilities Act is one means of meeting this standard.

Committee of Knowledgeable People means persons knowledgeable about the child, the meaning of evaluation data, and programming options.

Requirements:

1. That Brooklyn Public Schools annually locate and identify qualified persons with disabilities residing in the district who are not receiving a public education.
2. Notification of the school system's legal requirements is provided to persons with disabilities and their parents or guardians.
3. Provision of educational services in a setting with persons who are not handicapped, to the maximum extent appropriate to the needs of the student with disabilities. The school system shall make reasonable accommodations to allow a disabled student placed in the regular education environment unless it is demonstrated that the education of the person in the regular environment with the use of supplementary aids and services, cannot be achieved satisfactorily.
4. Provide pre-placement evaluation consistent with that required under IDEA.
5. Ensure that placement decisions are carefully considered by a group of persons knowledgeable about the child, the meaning of the evaluation data and program options.
6. Provide periodic reevaluation of students found eligible for services.
7. Develop procedural safeguards consistent with that required under IDEA.
8. Ensure access to non-academic and extracurricular services and activities in such a manner as to afford students with disabilities an opportunity for participation in such services and activities. The "Committee of Knowledgeable People", shall consider the impact of any modifications on other non-handicapped classmates.
9. Ensure the availability of procedures for filing a grievance with the school district over an alleged violation of Section 504 regulations.
10. Identify at least one person to coordinate compliance and identification procedures.

Procedures:

1. **Identification and Notification:** The Office of Special Services annually conducts child find activities to identify any person between the ages of 0-21 who is, or may be in need of special services. Notification is accomplished by communication through the media, direct mailing to social service agencies and dissemination to staff.

2. Least Restrictive Environment: Each committee of knowledgeable people (Student Assistance Team, Planning and Placement Team or other appropriate group) is aware of the district practice to ensure students are educated with their non-disabled peers as often as possible and in the most appropriate way. All programs are developed with this requirement in mind.

3. Evaluation: Referrals for evaluation are made by the Planning and Placement Team (PPT). All statutory requirements for evaluation are adhered to closely. The evaluation period will be the same as for referrals under IDEA (45 days).

4. Placement/Program Development: Each PPT will reconvene at the conclusion of the evaluation to consider evaluation results, determine eligibility and develop appropriate programming. A written service plan is developed and maintained by the primary service provider. The plan is reviewed and/or updated throughout the school year as the child's needs warrant. All students who have undergone special education evaluations are automatically considered for eligibility under Section 504, i.e. for students who are not eligible for Special Education under IDEA, the PPT may consider eligibility under Section 504. Discussions of eligibility must be included in the record of the PPT meeting, including clearly delineated recommendations.

5. Periodic Reevaluation: All students receiving services under Section 504 are reevaluated at least every three years following procedures promulgated under IDEA and covered in this manual Special Services.

6. The Director of Special Services will be identified as the 504 Coordinator for the Brooklyn Public Schools. This individual will convene a Committee of Knowledgeable People (PPT) to address 504 referrals.

7. Grievance Procedures: Students, parents or other individuals in the school district may register complaints regarding accessibility and other 504 regulations through the grievance procedures noted below.

Processing of the Complaint:

Level 1: The complaint shall be presented in writing, with a suggested solution, to the Section 504 Coordinator. The Section 504 Coordinator will have TEN (10) school days to mail a reply to the Complainant.

Level 2: If the Complainant is not satisfied with the response received from the Section 504 Coordinator, or if no response is mailed by the 504 Coordinator within TEN (10) business days, the Complainant may request an impartial due process hearing to review the Complaint, under section (E) above.

If the issues in the complaint relate to provision of a free and appropriate public education for an individual student, the student may be referred to a Section 504 Team or Planning and Placement Team at any point during the processing of the complaint.

(cf. - 5145 - Statement of Non-Discrimination)

Legal Reference: Connecticut General Statutes

10-15c Discrimination in public schools prohibited

Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et. seq.

Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

NOTE: Forms relative to this Policy are available at:

1. Superintendent's Office
2. Principal's Office
3. Special Services Office

Policy adopted:

Business/Non-Instructional Operations

Asbestos Control

The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections as required on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.
4. Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school districts procedures for asbestos control can be found in the school district offices.

Legal Reference: Connecticut General Statutes

Sec. 19a-329 through Sec. 19a-333

The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Policy adopted:

Rev 8/98

Business and Non-Instructional Operations

Food Service

Charging Policy

The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free, reduced price and meals to elementary and secondary students enrolled in the District's schools. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered a reimbursable meal. No child shall be deprived of a meal due to forgotten or lost meal money. Students shall be allowed to charge up to \$20 in reimbursable meal or milk charges or \$10 in reduced meal charges. All other a-la-carte items shall not be charged. When the charge limit has been reached, a substitute meal will be provided consisting of a cereal, cheese stick, juice, and milk until the charges are paid in full. The cost of providing this substitute meal cannot be incurred by the school food service account and the charge for this substitute meal will be the regular meal price.

The District uses payforit.net, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, as well as, make deposits to their child's school meal account. Each week, any student that has a negative balance in their meal account will be sent a low balance letter either through e-mail or printed letter.

In situations in which a student is consistently without meal money, the Principal or his/her designee will encourage the parent/guardian to apply for free or reduced price meals.

(cf. 3542 – Food Service)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education

“Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

Policy adopted:

Information



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
OFFICE OF THE SECRETARY

December 29, 2016

Senator Martin Looney, President Pro Tempore
Representative Brendan Sharkey, Speaker
Senator Bob Duff, Majority Leader
Representative Joseph Aresimowicz, Majority Leader
Senator Leonard Fasano, Minority Leader
Representative Themis Klarides, Minority Leader

Dear Legislative Leaders:

The adopted budgets for fiscal years 2016 and 2017 include \$20 million in Municipal Opportunities and Regional Efficiencies (MORE) lapse savings. Pursuant to section 12 of Public Act 15-244, the Secretary of the Office of Policy and Management must recommend specific reductions in municipal aid in order to achieve these budgeted savings. The purpose of this letter is to communicate the reductions that will support our efforts to end FY 2017 in balance.

For FY 2016, the Office of Policy and Management achieved \$18,881,419 of the required MORE lapse savings using a formula¹ that employs 2012 Equalized Net Grand List Per Capita (ENGLPC) as a proxy for community wealth and financial capacity and applies it to the State Owned PILOT grant, the Private College and Hospital PILOT grant, and finally to the Education Cost Sharing (ECS) grant. The remaining \$1,118,580 of the lapse was achieved by eliminating municipal tax abatement payments budgeted in the Department of Housing.

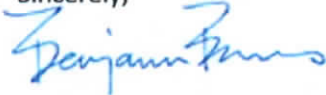
In order to realize the savings required by the enacted budget for FY 2017, it is necessary to act now to implement the MORE lapse. This will be achieved through use of the same formula as was used in FY 2016, this time scaling the comparative ENGLPC rankings between \$3.96 per capita (Windham) and \$20.96 per capita (Greenwich) for all 169 municipalities. We have included a circuit breaker for the 48 distressed municipalities and alliance districts, which limits the reduction to a maximum of \$250,000 or 2% of all statutory formula aid. The reductions will be applied to the January 2017 and April 2017 ECS payments. These reductions will be made in a needs-directed manner, whereby the ECS grant is reduced between 25% and 90% for the 25 wealthiest communities, and the 68 poorest communities in the state will lose only 1% or less of their ECS grant.

As noted above, we must act now to ensure the MORE lapse savings target is achieved this fiscal year. OPM will consider the release of these holdbacks later in the fiscal year if a surplus is likely, but cannot commit to such reconsideration before release of the April consensus revenue projections. If you have any questions

¹In FY 16, the ENGLPC across the state ranges from a low of \$47,259 (Windham) to a high of \$731,382 (Greenwich). These comparative ENGLPC rankings were then scaled between \$3.04 per capita (Windham) and \$20.25 per capita (Greenwich) for all 169 municipalities. Finally, a "circuit breaker" was applied to ensure that no distressed municipality would lose more than 2% of its total state aid. Using this formula, grant awards to municipalities under the State Owned PILOT were reduced by \$12,285,162, the Private College and Hospital PILOT payments were reduced by \$2,512,082, and Education Cost Sharing (ECS) payments were reduced by \$4,084,175, for a combined FY 2016 savings of \$18,881,419.

about the implementation of these required savings, please feel free to contact Kerry Kelley at 860-418-6209 or kerry.kelley@ct.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Benjamin Barnes", written over a horizontal line.

Benjamin Barnes
Secretary

cc: Neil Ayers, Office of Fiscal Analysis
Mayors, First Selectmen and Chief Elected Municipal Officials

FY 17 MORE Lapse Savings

Town Name	FY 2017 Education Cost Sharing Grant (August 2016 estimate)	<u>Cut to aid</u> (\$3.96 - \$20.96 pc, capping harm to expanded list of 48 municipalities (distressed municipalities and alliance districts) at maximum of 2% of aid or \$250,000)		% Reduction	Revised ECS Payment after Implementation of FY 2017 MORE Lapse
Andover	\$ 2,349,231	18,046	0.8%	\$ 2,331,185	
Ansonia	\$ 16,558,270	84,727	0.5%	\$ 16,473,543	
Ashford	\$ 3,881,522	21,958	0.6%	\$ 3,859,564	
Avon	\$ 872,247	140,791	16.1%	\$ 731,456	
Barkhamsted	\$ 1,656,181	22,495	1.4%	\$ 1,633,686	
Beacon Falls	\$ 4,100,716	32,796	0.8%	\$ 4,067,920	
Berlin	\$ 6,349,636	133,924	2.1%	\$ 6,215,712	
Bethany	\$ 2,035,903	35,694	1.8%	\$ 2,000,209	
Bethel	\$ 8,207,181	119,449	1.5%	\$ 8,087,732	
Bethlehem	\$ 1,301,953	23,115	1.8%	\$ 1,278,838	
Bloomfield	\$ 6,288,100	127,263	2.0%	\$ 6,160,837	
Bolton	\$ 3,012,407	29,057	1.0%	\$ 2,983,350	
Bozrah	\$ 1,238,845	15,015	1.2%	\$ 1,223,830	
Branford	\$ 2,414,858	203,010	8.4%	\$ 2,211,848	
Bridgeport	\$ 181,355,390	250,000	0.1%	\$ 181,105,390	
Bridgewater	\$ 40,734	17,720	43.5%	\$ 23,014	
Bristol	\$ 45,103,676	250,000	0.6%	\$ 44,853,676	
Brookfield	\$ 1,543,878	126,295	8.2%	\$ 1,417,583	
Brooklyn	\$ 7,016,739	41,366	0.6%	\$ 6,975,373	
Burlington	\$ 4,417,339	57,989	1.3%	\$ 4,359,350	
Canaan	\$ 186,637	9,421	5.0%	\$ 177,216	
Canterbury	\$ 4,691,736	26,128	0.6%	\$ 4,665,608	
Canton	\$ 3,471,050	67,150	1.9%	\$ 3,403,900	
Chaplin	\$ 1,868,810	11,818	0.6%	\$ 1,856,992	
Cheshire	\$ 9,616,302	179,637	1.9%	\$ 9,436,665	
Chester	\$ 687,975	28,759	4.2%	\$ 659,216	
Clinton	\$ 6,416,984	89,986	1.4%	\$ 6,326,998	
Colchester	\$ 13,591,055	87,745	0.6%	\$ 13,503,310	
Colebrook	\$ 501,314	9,926	2.0%	\$ 491,388	
Columbia	\$ 2,555,501	32,039	1.3%	\$ 2,523,462	
Cornwall	\$ 23,499	16,523	70.3%	\$ 6,976	
Coventry	\$ 8,824,378	68,213	0.8%	\$ 8,756,165	
Cromwell	\$ 4,731,024	84,102	1.8%	\$ 4,646,922	
Danbury	\$ 31,540,480	250,000	0.8%	\$ 31,290,480	
Darien	\$ 775,533	368,850	47.6%	\$ 406,683	
Deep River	\$ 1,704,633	29,541	1.7%	\$ 1,675,092	
Derby	\$ 7,961,506	59,118	0.7%	\$ 7,902,388	
Durham	\$ 3,940,885	45,582	1.2%	\$ 3,895,303	
East Granby	\$ 1,474,351	34,506	2.3%	\$ 1,439,845	
East Haddam	\$ 3,741,603	55,469	1.5%	\$ 3,686,134	
East Hampton	\$ 7,613,630	74,637	1.0%	\$ 7,538,993	
East Hartford	\$ 49,315,667	240,511	0.5%	\$ 49,075,156	
East Haven	\$ 19,740,645	145,230	0.7%	\$ 19,595,415	
East Lyme	\$ 7,044,106	125,644	1.8%	\$ 6,918,462	
East Windsor	\$ 5,733,980	64,858	1.1%	\$ 5,669,122	
Eastford	\$ 1,102,128	10,247	0.9%	\$ 1,091,881	

FY 17 MORE Lapse Savings

Town Name	FY 2017 Education Cost Sharing Grant (August 2016 estimate)	<u>Cut to aid</u> (\$3.96 - \$20.96 pc, capping harm to expanded list of 48 municipalities (distressed municipalities and alliance districts) at maximum of 2% of aid or \$250,000)	% Reduction	Revised ECS Payment after Implementation of FY 2017 MORE Lapse
Easton	\$ 245,181	67,274	27.4%	\$ 177,907
Ellington	\$ 9,772,899	88,464	0.9%	\$ 9,684,435
Enfield	\$ 28,811,133	226,123	0.8%	\$ 28,585,010
Essex	\$ 160,658	55,606	34.6%	\$ 105,052
Fairfield	\$ 1,657,963	570,798	34.4%	\$ 1,087,165
Farmington	\$ 1,289,833	194,753	15.1%	\$ 1,095,080
Franklin	\$ 935,740	12,462	1.3%	\$ 923,278
Glastonbury	\$ 6,886,489	232,109	3.4%	\$ 6,654,380
Goshen	\$ 108,626	26,601	24.5%	\$ 82,025
Granby	\$ 5,575,647	65,427	1.2%	\$ 5,510,220
Greenwich	\$ 1,444,752	1,307,893	90.5%	\$ 136,859
Griswold	\$ 10,832,910	57,143	0.5%	\$ 10,775,767
Groton	\$ 25,287,526	247,481	1.0%	\$ 25,040,045
Guilford	\$ 2,912,239	171,845	5.9%	\$ 2,740,394
Haddam	\$ 2,024,534	53,052	2.6%	\$ 1,971,482
Hamden	\$ 27,195,481	250,000	0.9%	\$ 26,945,481
Hampton	\$ 1,322,272	9,889	0.7%	\$ 1,312,383
Hartford	\$ 200,768,244	250,000	0.1%	\$ 200,518,244
Hartland	\$ 1,340,757	13,105	1.0%	\$ 1,327,652
Harwinton	\$ 2,743,247	34,473	1.3%	\$ 2,708,774
Hebron	\$ 6,928,703	53,580	0.8%	\$ 6,875,123
Kent	\$ 51,265	25,631	50.0%	\$ 25,634
Killingly	\$ 15,662,125	87,723	0.6%	\$ 15,574,402
Killingworth	\$ 2,215,622	42,202	1.9%	\$ 2,173,420
Lebanon	\$ 5,451,755	41,351	0.8%	\$ 5,410,404
Ledyard	\$ 12,056,245	78,861	0.7%	\$ 11,977,384
Lisbon	\$ 3,544,878	26,163	0.7%	\$ 3,518,715
Litchfield	\$ 1,505,144	58,546	3.9%	\$ 1,446,598
Lyme	\$ 87,495	24,426	27.9%	\$ 63,069
Madison	\$ 605,620	159,124	26.3%	\$ 446,496
Manchester	\$ 34,690,424	250,000	0.7%	\$ 34,440,424
Mansfield	\$ 10,053,269	105,859	1.1%	\$ 9,947,410
Marlborough	\$ 3,192,293	38,278	1.2%	\$ 3,154,015
Meriden	\$ 60,508,395	250,000	0.4%	\$ 60,258,395
Middlebury	\$ 909,440	54,354	6.0%	\$ 855,086
Middlefield	\$ 2,125,151	25,836	1.2%	\$ 2,099,315
Middletown	\$ 19,762,242	246,417	1.2%	\$ 19,515,825
Milford	\$ 11,231,850	382,749	3.4%	\$ 10,849,101
Monroe	\$ 6,529,484	134,966	2.1%	\$ 6,394,518
Montville	\$ 12,688,713	99,092	0.8%	\$ 12,589,621
Morris	\$ 120,267	18,089	15.0%	\$ 102,178
Naugatuck	\$ 30,424,755	144,375	0.5%	\$ 30,280,380
New Britain	\$ 86,445,269	250,000	0.3%	\$ 86,195,269
New Canaan	\$ 678,845	339,255	50.0%	\$ 339,590
New Fairfield	\$ 4,433,622	95,053	2.1%	\$ 4,338,569
New Hartford	\$ 3,155,693	42,524	1.3%	\$ 3,113,169

FY 17 MORE Lapse Savings

Town Name	FY 2017 Education Cost Sharing Grant (August 2016 estimate)	<u>Cut to aid</u> (\$3.96 - \$20.96 pc, capping harm to expanded list of 48 municipalities (distressed municipalities and alliance districts) at maximum of 2% of aid or \$250,000)		% Reduction	Revised ECS Payment after Implementation of FY 2017 MORE Lapse
New Haven	\$ 154,551,977	250,000	0.2%		\$ 154,301,977
New London	\$ 25,928,509	122,432	0.5%		\$ 25,806,077
New Milford	\$ 12,009,780	176,974	1.5%		\$ 11,832,806
Newington	\$ 13,160,262	176,456	1.3%		\$ 12,983,806
Newtown	\$ 5,080,129	186,185	3.7%		\$ 4,893,944
Norfolk	\$ 39,910	14,095	35.3%		\$ 25,815
North Branford	\$ 8,161,138	84,362	1.0%		\$ 8,076,776
North Canaan	\$ 2,064,227	19,984	1.0%		\$ 2,044,243
North Haven	\$ 4,003,587	161,499	4.0%		\$ 3,842,088
North Stonington	\$ 2,868,240	33,770	1.2%		\$ 2,834,470
Norwalk	\$ 11,493,340	250,000	2.2%		\$ 11,243,340
Norwich	\$ 36,395,079	185,415	0.5%		\$ 36,209,664
Old Lyme	\$ 324,567	77,105	23.8%		\$ 247,462
Old Saybrook	\$ 225,880	102,973	45.6%		\$ 122,907
Orange	\$ 1,615,314	106,088	6.6%		\$ 1,509,226
Oxford	\$ 4,615,831	87,068	1.9%		\$ 4,528,763
Plainfield	\$ 15,436,567	72,123	0.5%		\$ 15,364,444
Plainville	\$ 10,368,696	96,499	0.9%		\$ 10,272,197
Plymouth	\$ 9,820,785	59,153	0.6%		\$ 9,761,632
Pomfret	\$ 3,095,257	22,242	0.7%		\$ 3,073,015
Portland	\$ 4,418,025	54,274	1.2%		\$ 4,363,751
Preston	\$ 3,038,825	26,808	0.9%		\$ 3,012,017
Prospect	\$ 5,354,202	56,593	1.1%		\$ 5,297,609
Putnam	\$ 8,386,282	46,000	0.5%		\$ 8,340,282
Redding	\$ 263,834	83,699	31.7%		\$ 180,135
Ridgefield	\$ 805,748	234,100	29.1%		\$ 571,648
Rocky Hill	\$ 4,374,933	124,703	2.9%		\$ 4,250,230
Roxbury	\$ 64,463	30,851	47.9%		\$ 33,612
Salem	\$ 3,073,181	23,867	0.8%		\$ 3,049,314
Salisbury	\$ 60,176	49,305	81.9%		\$ 10,871
Scotland	\$ 1,431,548	8,547	0.6%		\$ 1,423,001
Seymour	\$ 10,128,492	87,505	0.9%		\$ 10,040,987
Sharon	\$ 42,103	32,143	76.3%		\$ 9,960
Shelton	\$ 6,168,811	275,040	4.5%		\$ 5,893,771
Sherman	\$ 80,962	34,351	42.4%		\$ 46,611
Simsbury	\$ 6,233,528	145,729	2.3%		\$ 6,087,799
Somers	\$ 5,988,583	59,130	1.0%		\$ 5,929,453
South Windsor	\$ 12,986,098	159,629	1.2%		\$ 12,826,469
Southbury	\$ 3,588,158	129,892	3.6%		\$ 3,458,266
Southington	\$ 20,518,059	250,000	1.2%		\$ 20,268,059
Sprague	\$ 2,626,404	14,131	0.5%		\$ 2,612,273
Stafford	\$ 9,849,733	59,243	0.6%		\$ 9,790,490
Stamford	\$ 11,053,759	250,000	2.3%		\$ 10,803,759
Sterling	\$ 3,214,712	18,496	0.6%		\$ 3,196,216
Stonington	\$ 1,792,984	143,825	8.0%		\$ 1,649,159
Stratford	\$ 21,711,782	250,000	1.2%		\$ 21,461,782

FY 17 MORE Lapse Savings

Town Name	FY 2017 Education Cost Sharing Grant (August 2016 estimate)	<u>Cut to aid</u> (\$3.96 - \$20.96 pc, capping harm to expanded list of 48 municipalities (distressed municipalities and alliance districts) at maximum of 2% of aid or \$250,000)		Revised ECS Payment after Implementation of FY 2017 MORE Lapse
			% Reduction	
Suffield	\$ 6,313,558	92,413	1.5%	\$ 6,221,145
Thomaston	\$ 5,665,106	40,291	0.7%	\$ 5,624,815
Thompson	\$ 7,580,992	46,288	0.6%	\$ 7,534,704
Tolland	\$ 10,784,974	85,797	0.8%	\$ 10,699,177
Torrington	\$ 24,656,637	173,772	0.7%	\$ 24,482,865
Trumbull	\$ 3,685,193	266,792	7.2%	\$ 3,418,401
Union	\$ 242,658	5,492	2.3%	\$ 237,166
Vernon	\$ 19,391,204	140,971	0.7%	\$ 19,250,233
Voluntown	\$ 2,516,563	13,942	0.6%	\$ 2,502,621
Wallingford	\$ 21,578,288	276,766	1.3%	\$ 21,301,522
Warren	\$ 49,407	16,202	32.8%	\$ 33,205
Washington	\$ 98,425	47,779	48.5%	\$ 50,646
Waterbury	\$ 133,856,066	250,000	0.2%	\$ 133,606,066
Waterford	\$ 488,299	167,020	34.2%	\$ 321,279
Watertown	\$ 11,876,270	123,095	1.0%	\$ 11,753,175
West Hartford	\$ 21,362,490	401,138	1.9%	\$ 20,961,352
West Haven	\$ 45,390,487	250,000	0.6%	\$ 45,140,487
Westbrook	\$ 130,117	59,724	45.9%	\$ 70,393
Weston	\$ 381,480	118,049	30.9%	\$ 263,431
Westport	\$ 909,281	443,947	48.8%	\$ 465,334
Wethersfield	\$ 9,500,934	152,082	1.6%	\$ 9,348,852
Willington	\$ 3,669,422	32,261	0.9%	\$ 3,637,161
Wilton	\$ 665,382	202,441	30.4%	\$ 462,941
Winchester	\$ 8,080,090	55,133	0.7%	\$ 8,024,957
Windham	\$ 26,681,944	99,873	0.4%	\$ 26,582,071
Windsor	\$ 12,311,652	181,260	1.5%	\$ 12,130,392
Windsor Locks	\$ 5,248,411	80,605	1.5%	\$ 5,167,806
Wolcott	\$ 13,516,067	92,491	0.7%	\$ 13,423,576
Woodbridge	\$ 723,232	67,047	9.3%	\$ 656,185
Woodbury	\$ 1,341,249	64,438	4.8%	\$ 1,276,811
Woodstock	\$ 5,401,847	45,305	0.8%	\$ 5,356,542
	\$ 2,037,587,098	20,000,000		\$ 2,017,587,098

Information

Winter Sports

Boys' Basketball

The boys' team record at this time is: Varsity (5 wins, 2 losses); JV (7 wins, 0 losses). They have two games this week: Wednesday, Jan. 18th, home vs. Killingly, and Thursday, January 19th, away vs. Plainfield. Mr. Gadomski is very proud of the boys' hard work so far this season.

Girls' Basketball

The girls' team record at this time is: Varsity (3 wins, 4 losses); JV (3 wins, 4 losses). They also have two games this week: Wednesday, Jan. 18th, away vs. Killingly, and Thursday, January 19th, home vs. Plainfield. Mrs. Ferragatta states, "The girls are working hard and enjoying the season."