

**GROTON BOARD OF EDUCATION
REGULAR MEETING
JULY 27, 2020 @ 6:00 P.M.
REMOTE MEETING**

NOTE: This meeting is being held remotely due to the Coronavirus concern. Members of the public may view or listen to the meeting by following the below steps:

- 1) Using Google Chrome browser, go to www.grotonschools.org
- 2) Hover your mouse over "About Us" and click on Board of Education
- 3) The link to the meeting will be posted prominently on the Board of Education page

Mission Statement: Our mission is teaching and learning.

Board Goals: (1) Provide Dynamic Rigorous Curriculum, (2) Ensure Effective and Engaging Instruction, (3) Embrace Excellent Learning Environment

AGENDA

I. CALL TO ORDER

- A. Pledge of Allegiance

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

III. STUDENT REPRESENTATIVE REPORT

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS

A. Superintendent Report

1. Introduction of Vince Varrecchione, FHS Athletic Director
2. Update re: Elementary School Naming Committee
3. Update re: Elementary Themes for New Elementary Schools and Charles Barnum
4. Update re: Staffing
5. Presentation of Neighborhood Redistricting Alternative Plans by Mike Zuba & Pat Gallagher
6. Update re: School Reopening Plans
7. Update re: State Board of Education Revision of Required Number of School Days

V. COMMITTEE REPORTS

A. Policy

B. Curriculum

C. Finance/Facilities

D. Other:

- Negotiations
- LEARN
- BoE/TCC/RTM Liaison
- BoE/AGSA/GEA Liaison
- Trails Liaison
- Groton Scholarship

VI. ACTION ITEMS

A. Consent Agenda – all matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. Points of clarification will be allowed.

1. Approval of the Regular Meeting minutes of May 26, 2020 (Attachment #1)
2. Approval of the Special Meeting minutes of June 8, 2020 (Attachment #2)
3. Approval of the Regular Meeting minutes of June 22, 2020 (Attachment #3)
4. Approval of the Special Meeting minutes of June 29, 2020 (Attachment #4)
5. Approval of the Special Meeting minutes of July 13, 2020 (Attachment #5)
6. Approval of Gifts
 - YourCause, LLC Trustee for Pfizer Foundation Matching Gifts Program has made a matching donation of \$2,500 to the Fitch High School Fencing Team.
 - Bob King has made a donation of six N95 masks to the ESY Summer School Program.
 - UCC Westerly has donated 25 reusable cloth masks to Groton Public Schools.
 - The Groton Rotary Club has made a donation of 1,500 masks to Groton Public Schools.
 - Karen Ferguson has made a donation of a violin to Charles Barnum Elementary School.
 - Lisa Knobloch has made a donation of \$100.00 to the Claude Chester Elementary School Breakfast Program.
 - The Noank Baptist Church members have made a donation of \$155.00 to the Claude Chester School Breakfast Program.

B. Old Business

1. Discussion and possible action regarding a second reading of policy P 3230.1 Federal Grant Procurement and regulations for policy R 3230.1 Federal Grant Procurement Checklist and R 3230.1 Federal Grant Procurement (Attachment #6)

MOTION: To approve as a second reading of policy P 3230.1 Federal Grant Procurement and regulations for policy R 3230.1 Federal Grant Procurement Checklist and R 3230.1 Federal Grant Procurement

2. Discussion and possible action regarding a second reading of policy P 3323 Bidding and regulations for policy R 3323 Bidding Checklist and R 3323 Bidding Regulations (Attachment #7)

MOTION: To approve as a second reading of policy P 3323 Bidding and regulations for policy R 3323 Bidding Checklist and R 3323 Bidding Regulations

3. Discussion and possible action regarding a second reading of policy P 4118.7 Good Samaritan (Attachment #8)

MOTION: To approve as a second reading of policy P 4118.7 Good Samaritan

C. New Business

1. Discussion and possible action regarding the transfer of Carl C. Cutler Middle School to the town of Groton, effective July 28, 2020.

MOTION: To transfer Carl C. Cutler Middle School, located at 160 Fishtown Road, Mystic, Connecticut, to the town of Groton, effective July 28, 2020.

2. Discussion and possible action regarding the transfer of West Side Middle School to the town of Groton, effective July 28, 2020.

MOTION: To transfer West Side Middle School, located at 250 Brandegee Avenue, Groton, Connecticut, to the town of Groton, effective July 28, 2020.

3. Discussion and possible action regarding a first reading of policy P 1230 Parent Organizations and Booster Clubs (Attachment #9)

MOTION: To approve as a first reading of policy P 1230 Parent Organizations and Booster Clubs

4. Discussion and possible action regarding a first reading of policy P 6172.6 Distance Education (Attachment #10)

MOTION: To approve as a first reading of policy P 6172.6 Distance Education

5. Discussion and possible action regarding a first reading of policy P 6114.81 Emergencies and Disaster Preparedness (Attachment #11)

MOTION: To approve as a first reading of policy P 6114.81 Emergencies and Disaster Preparedness

6. Discussion and possible action regarding the addition of one full time special education teacher to support both the APEX Academy and the Transition Academy programs.

MOTION: To approve the addition of one full time special education teacher to support both the APEX Academy and the Transition Academy programs.

7. Discussion and possible action regarding the establishment of a full time student data manager.

MOTION: To approve the establishment of a full time student data manager.

8. Discussion and possible action regarding approval of the Groton Public Schools reopening plan.

MOTION: To approve the Groton Public Schools reopening plan.

C. New Business (cont'd)

9. Discussion and possible action regarding modification of the 2020-21 school calendar to change the calendar indicating that September 1 through September 4 will be early release days.

MOTION: To modify the 2020-21 school calendar to indicate that September 1 through September 4 will be early release days.

VII. INFORMATION AND PROPOSALS (Non-Action Items)

- A. Letters, communications, and comments by Board members on meeting items and any other items in their jurisdiction.

VIII. ADVANCE PLANNING

- A. Future Meeting Dates and Calendar Items for Board Attention

Aug. 3	Policy	CANCELLED
Aug. 3	Special Finance/Facilities	6:00 p.m.
Aug. 10	Special Curriculum	4:00 p.m.
Aug. 10	C.O.W.	6:00 p.m.
Aug. 17	C.O.W.	6:00 p.m.
Aug. 24	Regular	6:00 p.m.

Meetings w/Town Bodies:

Aug. 5	Town & City Councils/BoE/RTM	5:30 p.m.
Aug. 6	PSBC	6:00 p.m.
Aug. 20	PSBC	6:00 p.m.

- B. Suggested Agenda Items

IX. ADJOURNMENT

**GROTON BOARD OF EDUCATION
REGULAR MEETING
MAY 26, 2020 @ 6:00 P.M.
REMOTE MEETING**

MEMBERS PRESENT: Kim Shepardson Watson-Chairperson, Andrea Ackerman-Vice Chairperson, Jane Giuliani, Gretchen Newsome, Liz Porter, Rita Volkmann, Jay Weitlauf, Lee White

MEMBERS ABSENT: Rosemary Robertson

ALSO PRESENT: Mike Graner, Susan Austin, Sam Kilpatrick, Ken Knight, Addie Clark, Zavion Quito

I. CALL TO ORDER – Chairperson Kim Shepardson Watson called the meeting to order at 6:00 p.m.

MOTION: Newsome, White: To add the Comments from Citizens section to the agenda.
PASSED – UNANIMOUSLY

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

III. COMMENTS FROM CITIZENS

NONE

IV. STUDENT REPRESENTATIVE REPORT – Addie Clark and Zavion Quito reported that the freshmen have been asking students in their class to provide pictures of family members who are essential workers and are recognizing them on their class Instagram account; the Junior class will crown their quarantine King and Queen; Seniors – last Friday, May 22, 2020 the faculty went to students homes to put up a sign congratulating them and gave them their caps and gowns; noted the drive-in movie graduation at Electric Boat's M Lot which is across from Catherine Kolnaski Magnet School, graduation will begin at 8:30 p.m. – car registration is required by June 1, 2020 – Mr. Keleher will be emailing students and families shortly with protocol to be followed at the event and other information about graduation – The Class of 2020 officers are also making a video to put on our class Instagram to address student concerns and get people excited for the graduation; the Senior Class Instagram requested pictures of themselves regarding the college students would be attending or after graduation plans; students completed AP exams during the last two weeks, however, there was a technological issues across the world when students were submitting their tests online, so some students will be taking the AP exam in June.

V. SUPERINTENDENT AND ADMINISTRATION REPORTS

1. Superintendent Report

- a. Return to School Road Map Planning - Dr. Graner stated that tomorrow will be an orientation session of the committee.

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS – cont.

- b. Fitch High School Graduation Planning – Mr. Keleher stated that Matt Brown is working on getting parking lot registrations for those who will be attending graduation; a video of the decorations is being planned; and the high school administration is working on how students will get their diploma.
- c. Review of the Proposed Job Description for the Student Services Facilitator – Dr. Graner stated that the title for the position has been changed, and he highlighted that the main responsibility will be the coordination of PPTs and Section 504 meeting schedule based on compliance requirements, parent requests, and student needs.
- d. Update re: Humanities Curriculum Coordinator – Dr. Graner stated that this position will mainly deal with History and World Language.
- e. Update re: High School Literacy Specialist – Dr. Graner stated that the funding for this position will be with the elimination of 2 paraprofessional positions at the high school in order to make this a full time position.

MOTION: Porter, Giuliani: To add the approval of this position to the agenda.
PASSED – UNANIMOUSLY

2. Reports and Information from the Staff

1. Assistant Superintendent

- Update re: FY 20 Alliance Funding – Ms. Austin stated that funding has been received and that PD funds have been moved to the Tech Plan.
- Orientation to the DoDEA 2020 Career Pathways Grant – Ms. Austin stated that Shannon Weigle had done extensive research for the grant along with all the teachers and administrators who worked on the grant (Val Nelson, Carol Marsiglio, Anne Keefe-Forbotnick, Shelly O’Neal-Kegler, Ted Keleher, Jeff Kotecki); the district submitted the application for the grant valued at \$750,000 for the next 5 years.
- Survey – Ms. Austin encouraged parents, students, Board members to fill out the survey on Magnet Themes.

2. Business Manager Report

- Object Code Summary – Ken Knight stated that this evening’s object code summary was prepared on May 20, 2020 and shows a balance of \$90,716.
- Health Insurance Report – Ken Knight reviewed the Health Insurance Report for the month of April; the report showed health insurance claims for the month are significantly lower than last year.

3. Director of Buildings and Grounds

- Groton 2020 – Update re: Middle School Packing and Moving Preparation - Sam Kilpatrick stated that Groton Middle School packing and moving is continuing to progress. Middle School teachers have been coming in 5-6 teachers a day. The next step is to move the material to the new Middle School.
- Update re: Construction Projects
 - Groton Middle School is moving along.
 - Elementary School at Cutler site – Sam Kilpatrick noted that footing will be pour soon.
 - Elementary School at West Side site – Sam Kilpatrick noted that excavation continues; this Friday will be the last day for Food Services Department to use the site before moving to Branford Manor.

IV. COMMITTEE REPORTS

- A. Policy – Lee White stated that the Policy Committee will meet on Monday, June 1, 2020, at 5:00 p.m.
- B. Curriculum – Andrea Ackermann stated that the Curriculum Committee will meet on Monday, June 1, 2020, at 4:00 p.m.
- C. Finance/Facilities – Jay Weitlauf reported that Finance/Facilities Committee met on May 5, 2020 and received an update on the STA/Curtin contract. The Finance/Facilities Committee will meet next week
- D. Negotiations – Kim Shepardson Watson noted that there is a motion on the Custodian and Maintenance contract on the agenda.
- E. LEARN– Rita Volkmann reported that the new Principal for the Marine Science High School is Tara Amatrudo; in addition, Mariana Reyes, who has served as the interim principal at RMMS for the past year, was named the permanent principal there; the Dual Language School will be moving to East Hartford; the Executive Director's evaluation will be done differently and suggested that Groton use this method in evaluation Dr. Graner; Mike Belden discussed his budget; and they discussed graduations in the area Towns.
- F. BoE/TCC/RTM Liaison – Kim Shepardson Watson reported that the BoE/TCC/RTM Liaison Committee will meet next week.
- G. BoE/AGSA/GEA Liaison – Kim Shepardson Watson reported that the BoE/AGSA/GEA Liaison Committee will meet on May 27, 2020, at 4:30 p.m.
- H. Trails Liaison – no report was given.
- I. Groton Scholarship – no report was given.

V. ACTION ITEMS

- A. Consent Agenda – all matters listed under the Consent Agenda are considered to be routine and will be enacted by one motion. Points of clarification will be allowed.

MOTION: White, Porter: To approve the Regular Meeting minutes of April 27, 2020.
MOTION PASSED UNANIMOUSLY

- B. Old Business

- 1. Discussion and possible action regarding a second reading of policy P 4118.13 Conflict of Interest

MOTION: White, Porter: To approve as a second reading of policy P 4118.13 Conflict of Interest.
PASSED - UNANIMOUSLY

V. ACTION ITEMS – cont.

A. Old Business

2. Discussion and possible action regarding a second reading of policy P 5141.27 Use of Automatic External Defibrillators

MOTION: Giulini, White: To approve as a second reading of P 5141.27 Use of Automatic External Defibrillators.
PASSED – UNANIMOUSLY

B. New Business

1. Discussion and possible action regarding a first reading of policy P 3230.1 Federal Grant Procurement and regulations for policy R 3230.1 Federal Grant Procurement Checklist and R 3230.1 Federal Grant Procurement

MOTION: Porter, White: To approve as a first reading of policy P 3230.1 Federal Grant Procurement and regulations for policy R 3230.1 Federal Grant Procurement Checklist and R 3230.1 Federal Grant Procurement.
YES – Watson, White, Weitlauf, Volkmann, Giulini, Porter
NO – Newsome
ABSTAINED – Ackerman
PASSED

2. Discussion and possible action regarding a first reading of policy P 3323 Bidding and regulations for policy R 3323 Bidding Chick list and R 3323 Bidding Regulations

MOTION: Volkmann, Porter: To approve as a first reading of policy P 3323 Bidding and regulations for policy R 3323 Bidding Chick list and R 3323 Bidding Regulations.
PASSED - UNANIMOUSLY

3. Discussion and possible action regarding a first reading of policy P 4118.7 Good Samaritan

MOTION: Weitlauf, Volkmann: To approve as a first reading of policy P 4118.7 Good Samaritan.
PASSED - UNANIMOUSLY

4. Discussion and possible action regarding a first reading of policy P 1230 Parent Organizations and Booster Clubs

MOTION: Newsome, Volkmann: To approve as a first reading of policy P 1230 Parent Organizations and Booster Clubs.

This item was tabled.

C. New Business (cont'd)

5. Discussion and possible action regarding the proposed funding of the Tree House Summer Program

MOTION: Porter, White: To approve the proposed funding of the Tree House Summer Program.

MOTION: Watson, Volkmann: To approve the proposed funding of the Tree House Summer Program up to a maximum of \$34,000.
PASSED - UNANIMOUSLY

6. Discussion and possible action regarding the approval of a one-year contract extension for the Groton Schools Custodian and Maintenance Association bargaining unit for the period of July 1, 2020 to June 30, 2021

MOTION: Giulini, White: To approve a one-year contract extension for the Groton Schools Custodian and Maintenance Association bargaining unit for the period of July 1, 2020 to June 30, 2021.
PASSED - UNANIMOUSLY

7. Discussion and possible action regarding the proposed Schedule C stipends for Groton Middle School for the 2020-21 school year

MOTION: White, Porter: To approve the proposed Schedule C stipends for Groton Middle School for the 2020-21 school year.

This item was tabled.

8. Discussion and possible action regarding the adoption of the revised FY21 Board of Education Budget

MOTION: Volkmann, Porter: To approve the adoption of the revised FY21 Board of Education Budget.
PASSED - UNANIMOUSLY

9. Discussion and possible action regarding approval of the proposed technology equipment plan

MOTION: Weitlauf, Porter: To approve the proposed technology equipment plan.
PASSED – UNANIMOUSLY

10. MOTION: Watson, Porter: To approve the full time High School Literacy Specialist position.
PASSED - UNANIMOUSLY

VI. INFORMATION AND PROPOSALS (Non-Action Items)

- A. Letters, communications, and comments by Board members on meeting items and any other items in their jurisdiction.
- Elizabeth Porter stated that 2 groups from CMS placed in the History Day competition; one group landed in category #5; that she was asked if the Tennis Courts at the high school is opened to the public.
 - Jane Giuliani stated that she attended in Board Committee meetings; that she has been directing her grandchildren and children in her neighborhood and that they were all doing well.
 - Rita Volkmann noted a request from parents that kids go back to school at the end of August; she commended the high school staff for going to students homes; that the NEA video was amazing; she asked if the Athletic Director has been hired.
 - Jay Weitlauf stated that he attended the Senior Parade; that he was asked about the 12 feet separation required for cars at graduation.
 - Gretchen Newsome asked with the fence at CMS, are they putting the playgrounds back.
 - Rita Volkmann asked if the Teachers of the Year and Retirees will be honored at the June 22, 2020 meeting. Dr. Graner responded that they would be honored.
 - Kim Watson asked if the reopening of the Chelsea Bank at the high school be included in Board discussions; that the Mayor and the Moderator has noted that they will not be doing their meetings in person any time soon.

VII. ADVANCE PLANNING

- A. Future Meeting Dates and Calendar Items for Board Attention

As noted in the agenda.

- B. Suggested Agenda Items

NONE

VIII. ADJOURNMENT – Ackerman, White:

To adjourn at 8:45 p.m.

MOTION PASSED UNANIMOUSLY

GROTON BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JUNE 8, 2020 @ 7:30 P.M.
REMOTE MEETING

Members Present: Chairman Kim Shepardson Watson, Vice Chairman Andrea Ackerman, Jane Giulini, Gretchen Newsome, Elizabeth Porter, Rita Volkmann, Jay Weitlauf, Lee White

Members Absent: Rosemary Robertson,

Also Present: Michael Graner, Susan Austin, Sam Kilpatrick, Ken Knight, Addie Clark

Chairman Watson called the meeting to order at 7:44 p.m.

1. Discussion and possible action regarding the approval of the Groton Middle School Schedule C Stipends for the 2020-2021 School Year.

Dr. Graner gave an overview of the proposed Schedule C stipends for the 2020-2021 school year.

MOTION: Volkmann, White: To accept and approve the proposed Schedule C stipends for the 2020-2021 school year.
PASSED - UNANIMOUSLY

MOTION: Ackerman, White: To adjourn at 7:55 p.m.
PASSED UNANIMOUSLY

**GROTON BOARD OF EDUCATION
REGULAR MEETING
JUNE 22, 2020 @ 6:00 P.M.
REMOTE MEETING**

MEMBERS PRESENT: Kim Shepardson Watson-Chairperson, Andrea Ackerman-Vice Chairperson, Jane Giuliani, Gretchen Newsome, Liz Porter, Rita Volkmann, Jay Weitlauf, Lee White

MEMBERS ABSENT: Rosemary Robertson

ALSO PRESENT: Mike Graner, Susan Austin, Denise Doolittle, Sam Kilpatrick, Ken Knight, Addie Clark, Zavion Quito

I. CALL TO ORDER – Chairperson Kim Shepardson Watson called the meeting to order at 6:05 p.m.

II. PLEDGE OF ALLEGIANCE

The first order of business was the pledge of allegiance to the flag led by Matt Brown.

III. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

Beth Horler congratulated and shared words of praise to retiring teachers and the 2021 Teachers of the Year.

Building Administrators shared words of praise to retiring teachers and words of praise to the nominees for the Support Personnel, Friends of Education, CAFE Student Leadership/Poet Laureate, and the Teacher of the Year awards from their building.

Dr. Graner shared words of praise for the retired Principal of Fitch High School, Joe Arcarese and that Mr. Arcarese was his principal in another district where Mr. Keleher taught. Dr. Graner also noted that Mr. Arcarese spoke at the 2020 Graduation.

Mr. Danner and Mr. Chaney gave a shout out to Mary Yolen upon her retirement for her services to the student in their respective buildings as a Health teacher.

Mr. Kilpatrick shared words of praise to Maintenance Worker Brian Tedeschi upon his retirement. Mr. Kilpatrick also shared words of praise to retired Custodial Supervisor Terry Potter.

Mr. Kilpatrick praised the Maintenance and Custodial staff for all their efforts above and beyond their daily work day during the pandemic.

Mrs. Doolittle shared words of praise to Dara Yovino for years of services and especially for her efforts to the Transition Academy.

Attached is the a list of retiring teachers and recipients of awards for Support Personnel, Friends of Education, CAFE Student Leader, Outstanding Education/Teacher of the Year, and Poet Laureate.

IV. COMMENTS FROM CITIZENS

1. Mrs. Diane Kolnaski, 341 Riverwood Drive, stated that she is the coach for the Girls Field Hockey Team and shared her efforts to assure that the any new fields would have lines on the turf for playing hockey on it. She noted that the Girls Hockey Team has been playing on the baseball field and shared concern that the new field would not have the appropriate lines on it for playing hockey. She noted that she has addressed this issue with the PSBC. Mrs. Kolnaski asked the Board to provide safe regulation fields for all boys and girls sports.

Mrs. Watson noted that Heather Holmes had sent her a letter with the same concerns.

2. Mrs. Christine Cabral, 66 Latham Street, addressed the inequity in sports for girls and boys. She stated that they deserve the same respect.

V. RESPONSE TO COMMENTS FROM CITIZENS

Dr. Graner confirmed that it is the desire of the Groton Public Schools to have the lines on the turf field for field hockey and that he has shared the district's position with the PSBC.

Mrs. Watson, Mrs. Volkmann, Mrs. Porter, and Mrs. Newsome stated their support for equity for boys and girls sports.

VIII. ADJOURNMENT – Ackerman, Porter: To adjourn at 8:28 p.m.
MOTION PASSED UNANIMOUSLY

SCHOOL	RETIREES	SUPPORT PERSONNEL	FRIENDS OF EDUCATION	CABE STUDENT LEADER	OUTSTANDING EDUCATOR / *TEACHER OF THE YEAR	POET LAUREATE
CB	Laurie Hinchey	Rebecca Wallis	Dianne George		Susan Brabec	
CK	Paula Bromley Eileen Burton Rita Howell	Colleen Peterson	Heidi Beauchamp		Kristen Phelps	
CC		Maryellen Seibert	Susan Malaro		Jessica Legnos	
NEA	Melissa Avery	Michelle Gustavson	Jill Lubrano		Lauren Hunter	
SBB	Linda Salovitz	Gretchen Romilly	Kate Chanin		Robin Martelle	
CMS	Deborah Lau Debra Waddicor	Marge Finley	Mary Addison	Gianni Drab Katheryn Regan	Jake Browne	
WSMS	Janice Abrahamson Gail Kelly Christina McLaughlin	Doreen McHugh	Lesa Jenkins	Kylie Jenkins Nathan Virtue	Larry Berdenseny	
FHS	Joe Arcarese Linda Branche Wendie Brennan Mary Harris Kathryn Houston Mark Landry Charmaine Mizak	Colleen King		Addie Clark Graysen Scherer	Wendie Brennan	Kylie Heard
CO	Brian Tedeschi Dara Yovino					
MM	Susan Chmielewski Susan Gilson Sherry Hanks Sandra Schneider Mary Jane Yolen	Kristina Crandall			Kerry Leff *	

GROTON BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JUNE 29, 2020 @ 6:00 P.M.
REMOTE MEETING

Members Present: Chairman Kim Shepardson Watson, Vice Chairman Andrea Ackerman, Jane Giulini (arrived at 6:15 p.m.), Gretchen Newsome, Elizabeth Porter, Rita Volkmann, Jay Weitlauf, Lee White

Members Absent: Rosemary Robertson

Also Present: Ken Knight, Laurie LePine

Chairman Watson called the meeting to order at 6:03 p.m.

1. Discussion of the superintendent's employment and performance history (It is anticipated that this item will be discussed in executive session.)

Mrs. Watson noted that she had spoken to Tom Hennick, FOI, regarding the proper procedure for tonight's meeting.

MOTION: Watson, Newsome: To go into Executive Session at 6:05 p.m., and to invite Laurie LePine and Ken Knight to attend, for the purpose of discussing the Superintendent's employment and performance history.

PASSED - UNANIMOUSLY

EXECUTIVE SESSION

The superintendent's employment and performance history was discussed. No action was taken.

MOTION: Ackerman, White: To return to Open session at 6:52 p.m.

PASSED – UNANIMOUSLY

2. Discussion and possible action on the commissioning of the Board of Education as the executive level search committee for the superintendent's position.

MOTION: Watson, Porter: To approve the commissioning of the Board of Education as the executive level search committee for the superintendent's position

PASSED – UNANIMOUSLY

MOTION: Ackerman, White: To adjourn at 6:54 p.m.

PASSED UNANIMOUSLY

GROTON BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JULY 13, 2020 @ 7:30 P.M.
REMOTE MEETING

Members Present: Chairman Kim Shepardson Watson, Vice Chairman Andrea Ackerman, Jane Giulini, Gretchen Newsome, Elizabeth Porter, Rita Volkmann, Jay Weitlauf, Lee White

Members Absent: Rosemary Robertson,

Also Present: Michael Graner, Susan Austin, Sam Kilpatrick, Ken Knight

Chairman Watson called the meeting to order at 7:30 p.m.

1. Discussion and possible action regarding funding of the Fitch High School Tennis Court Resurfacing Project

Dr. Graner oriented the Board to the CIP project to resurface the high school tennis court. The project was approved in May 2019 as part of the Board of Education's Capital Improvement Plan (CIP); the total approved for the project was \$300,000. Mr. Kilpatrick stated that only 2 bids were received. Mr. Kilpatrick explained that the low bid came in at \$356,000. Dr. Graner explained that the Board could allocate \$56,000 from the DoD Supplemental Impact Aid Funds to make up the shortfall of the CIP funds. Mr. Kilpatrick stated that the Maintenance Department will do some of the work to help get the price down to the CIP cost.

MOTION: White, Watson: To approve partial funding, not to exceed \$56,000 for the Fitch High School Tennis Court Resurfacing Project from the DoD Supplemental Impact Aid Funds.
PASSED - UNANIMOUSLY

MOTION: Ackerman, White: To adjourn at 8:47 p.m.
PASSED UNANIMOUSLY

Business/Non-Instructional Operations**Federal Funds****Federal Grants and Awards Administration (Federal Fiscal Compliance)**

The Board of Education (Board) of the Groton Public Schools intends to administer federal grant awards efficiently and to comply with all requirements imposed by law, the awarding agency, the Connecticut Department of Education, and/or other applicable pass-through entities, and all requirements applicable to the use of federal funds. To the extent that any provision of a Board policy is contrary to a federal law, regulation, term, or condition applicable to a federal award, the applicable federal requirement must be followed.

The Superintendent or his/her designee shall be responsible to develop, monitor, and enforce effective internal controls over federal awards and grants that provide reasonable assurance that the District is managing the funds in compliance with all requirements for federal grants and awards.

Legal References: Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200

 Department of Education Direct Grant and State-Administered Programs, Title 34, Code of Federal Regulations – 34 CFR Part 75, Part 76

 Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2CFR Sec. 200.474

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Business/Non-Instructional Operations**Federal Funds****Federal Grants and Awards Administration (Federal Fiscal Compliance)****A. Internal Controls**

Internal controls must meet all requirements of federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Budget and Management, and shall be based on best practices.

The internal controls must provide for the following:

- 1) identification of all federal funds received and expended and their program source;
- 2) accurate, current, and complete disclosure of financial data in accordance with federal requirements;
- 3) records sufficient to track the receipt and use of funds;
- 4) effective control and accountability over assets to assure they are used only for authorized purposes;
- 5) comparison of expenditures against budget; and
- 6) written procedures for cash management and determining the allowability of costs.

At a minimum, the internal controls shall address the following areas.

1. Allowability

Costs charged by the District to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance. Costs will be charged to a federal grant only when the cost is:

1. reasonable and necessary for the program;
2. in compliance with applicable laws, regulations, and grant or award terms;
3. allocable to the grant;
4. adequately documented; and
5. consistent with Board of Education (Board) policies and administrative regulations that apply to both federally-funded and non-federally funded activities.

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments.

Federal Funds – cont.**3. Procurement**

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal and state laws and regulations. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, must be excluded from competing for such purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed purchase or service. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest

The requirements for conflicts of interest are applicable to all purchases or services.

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest shall disclose that conflict in writing to the Superintendent. The Superintendent shall disclose in writing any potential conflict of interest to the federal awarding agency.

For purposes of this paragraph, a conflict of interest would arise when the employee, Board member, or agent of the District, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties has a financial interest in or receives a tangible personal benefit from a firm considered for a contract. An individual who is required to disclose a conflict of interest shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

The employee, Board member or agent with a conflict of interest shall not solicit or accept any gifts as defined in policy 4118.13 Conflict of Interest and its regulation. Violations of this provision are subject to disciplinary action.

5. Mandatory Disclosures

The Superintendent shall disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Superintendent shall fully address any such violations promptly and shall notify the Board accordingly. The Board may request the Superintendent to develop a plan of correction for Board approval in appropriate situations as determined by the Board.

Federal Funds – cont.**6. Equipment and Supplies Purchased with Federal Funds**

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

7. Accountability and Certifications

All fiscal transactions must be approved by the Superintendent or designee and by the person managing the federal program who can attest that the expenditure is allowable and approved under the federal program. The Superintendent or designee shall submit all required certifications and is authorized to sign them on behalf of the Board.

8. Monitoring and Reporting Performance

The Superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant developments that arise between scheduled performance reporting dates, must be submitted as required by federal or state authorities.

B. Audits and Corrective Action

1. An annual independent audit will be conducted and the Superintendent or designee will prepare all financial statements, schedules of expenditures, and other documents required for the audit.
2. At the completion of the audit, the Superintendent or designee shall prepare a corrective action plan to address any audit findings. The plan must identify the responsible party and the anticipated completion date for each corrective action to be taken. The Superintendent shall present the plan to the Board for approval.
3. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

C. Training

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training and/or guidance to carry out their duties in accordance with all applicable requirements for the federal grant or award.

Federal Funds – cont.

D. Reporting Mismanagement of Federal Funds

Any employee who reasonably believes that federal funds have been misused or that the District is otherwise in violation of any requirement applicable to the receipt and use of federal funds should report the matter to the Superintendent or designee.

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

P 3323

Business and Non-Instructional Operations

Soliciting Prices/Bidding Requirements

A. Definitions

1. **Quotation:** A notice, either oral or in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.
2. **Bid:** ~~A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the buyer, whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials, or equipment.~~ A notice, either in writing or buyer-requested electronic format, delivered to the buyer by a specified date and time whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials or equipment. The bid responses shall be opened in public at a specified date and time at the discretion of the Business Manager or designee. Technical assistance will be provided by the requestor, where applicable, to the Business Manager who has the final responsibility for determining the vendor/price.

B. Procedures

1. Purchases for more than \$5,000 but less than \$10,000

The Superintendent and/or their designee shall solicit quotations from at least three (3) companies if the nature of the commodity or service permits effective competitive pricing, and if possible, feasible, and to the advantage, of the district. The Superintendent of Schools or designee may award bids and/or quotes up to \$10,000 and he/she may reject any or all such bids.

~~An exception may be made if the State of CT negotiated a price.~~

2. Purchases for \$10,000 and above

Purchases for \$10,000 or more shall be bid. Bids shall be advertised if deemed appropriate by the Superintendent or his/her designee. If a bid is not advertised, a vendor list will be utilized. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified. Bid openings shall be public. The school district reserves the right to reject any or all bids and reserves the right to waive the bidding procedure. The Superintendent or designee shall award all other bids upon receiving recommendations and bid results from the Business Manager or Superintendent designee.

3. Vehicle Purchase/Replacement Policy

- a) **New-** New vehicles will be purchased within the framework of this policy.
- b) **Used -** Used vehicles shall be purchased from authorized dealers only. The purchase of a used vehicle from private individuals is prohibited. An independent appraisal may be required in addition to the Blue Book Value to determine the value of the vehicle. A vehicle which is more than seven years old may not be considered for purchase unless it is determined to be in the best interest
- c)

Soliciting Prices/Bidding Requirements – cont.

of the district. State of Connecticut bid awards are an acceptable means of purchasing a used vehicle. The process for awarding a contract on a state bid will be consistent with other bid awards.

4. Purchases involving Federal Funds

Purchases involving federal funds must follow policy P 3230.1 Federal Funds

5. Emergency Situation

The Board of Education (Board) recognizes that emergency situations may arise which affect the health, welfare and/or safety of students and/or staff. In an emergency situation, the procedures of sections for quotation and bidding may be suspended for the emergency only. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent and a report will be given to the Board within a two week period of time detailing the emergency, why the policy was suspended and the amount of funds expended and to whom.

The Superintendent of Schools may provide temporary special education transportation pending completion of the bidding process. Such temporary arrangements shall not exceed 30 days without Board approval.

The authority to sign contracts is delegated to the Superintendent of Schools or their designee.

~~Bids are not required on~~ The following purchases are excluded from the above quotes and bid requirements:

1. Purchases where only one supplier exists.
2. Goods and services available through the pre-approved State contracts. (State of Connecticut, Department of Administrative Services website www.das.state.ct.us/busopp.asp)
3. Architectural services.
4. Legal services.
5. Services requiring specific expertise. (consultants, specialists)
6. Textbook purchases.

Groton Public Schools
Requisition review checklist

Requisition #: _____

Vendor: _____

Person making request: _____

Requisition total: _____

Date: _____

Per Groton Board of Education policy (P3323), all purchases more than \$5,000 but less than \$10,000 require at least three quotes (with certain exceptions).

Were three quotes obtained (circle one)? Yes No

If yes, above, please provide non-awarded vendor names:

If no, check one of following:

- ☐ State of CT negotiated price
- ☐ Purchase where only one supplier exists
- ☐ Architectural services
- ☐ Legal services
- ☐ Service requiring specific expertise
- ☐ Textbook purchases
- ☐ Superintendent waived
- ☐ Other: _____

Per Groton Board of Education policy (P3323), all purchases more than \$10,000 shall be bid (with certain exceptions).

Was this purchase bid (circle one)? Yes No

If yes, above, please provide non-awarded vendor names:

If no, check one of following:

- ☐ State of CT negotiated price
- ☐ Purchase where only one supplier exists
- ☐ Architectural services
- ☐ Legal services
- ☐ Service requiring specific expertise
- ☐ Textbook purchases
- ☐ Superintendent waived
- ☐ Other: _____

(Continued next page)

Groton Public Schools

Requisition review checklist

For purchases involving federal funds, C.F.R. Sections 200.317 to 200.325 must be followed, per Groton Board of Education policy (P3230.1).

Please check all of the following:

- ☐ Avoided unnecessary or duplicate items.
- ☐ Purchase awarded to responsible, capable vendors/contractors.
- ☐ Free from real or apparent conflicts of interest.
- ☐ Contractor/vendor not suspended or debarred.
- ☐ Procurement includes a termination for cause clause.
- ☐ Contractor is on prequalified list, if used.

Signed: _____

Date: _____

Business and Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

Regulations Relative to the Bidding Activity

1. The purchasing personnel shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.
2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. The purchasing personnel shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
4. The bids shall be ~~opened in~~ made available to the public at the discretion of the Business Manager or designee. ~~prescribed time and place and tabulated for review. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.~~
5. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. ~~They shall not, however, be removed from the purchasing office.~~ Copies may be shared electronically in pdf format upon request.

P 4118.7

Personnel

Good Samaritan

All employees are encouraged to respond to health emergencies involving students or other employees which may occur on school grounds or at a school function, until qualified medical personnel are available. Such response should be reasonable under the circumstances and within the limits of the person's training and capabilities.

Teachers or other school personnel who have completed a course in first aid offered by the American Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health or any Director of Health, who render emergency first aid to a person in need thereof on school grounds or at a school function, shall not be liable for ordinary negligence.

Teachers or other school personnel who have completed both a course in first aid, as described above, and a course given by the medical advisor of the school or by a licensed physician or by the school nurse in the administration of ~~medication by injection~~, oral, topical, intranasal, inhalant, or cartridge injector medication, who render emergency care by administration of ~~medication by injection~~ oral, topical, intranasal, inhalant, or cartridge injector medication to a person in need thereof on school grounds or at a school function, will not be liable for ordinary negligence.

This Policy shall not be construed to require any teacher or other school personnel to render emergency first aid or to administer medication by injection.

(cf. 5141.21 Administering Medication)

Legal Reference: Connecticut General Statutes 52-557b
 Connecticut General Statutes 10-235
 Connecticut General Statutes 10-236

Policy adopted: July, 1979
 Revised: April 13, 1998

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Community Relations**Other School-Connected Organizations****Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the district's schools. The Board of Education (Board) recognizes that parent organizations and extracurricular support groups, or "booster clubs" provide important support to district schools, and can be valuable means of stimulating community interest in the aims and activities of district schools. All such groups must receive the approval of the school Principal, Superintendent or designee and the Board in order to be recognized as a parent or booster organization.

Support organizations may be defined in two ways:

1. an organization which is created to foster community support and provide resources for a particular sport or activity in the school or school system; or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

While parent organizations and booster clubs have no administrative authority and cannot determine district policy, the Board welcomes their suggestions and assistance. It shall be the duty of the Superintendent and respective building Principal to represent the best interest of the Board and school system in the functioning of these organizations.

Parent organizations and booster clubs are recognized by the Board and permitted to use the district's name, a district school's name, or a district school's team name, or any logo attributable to the district provided they first receive the Superintendent or designee's express written consent.

The Superintendent or designee may revoke the authorization to use the district's name, logo, or mascot if the Superintendent or designee determines that the booster or parent organization has failed to comply with the terms of this policy or any other district policies. The Superintendent or designee will notify the applicable organization in writing of the reasons for the revocation. The revocation decision may be appealed to the Board, whose decision shall be final.

Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, district staff, and community members or an agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.

Parent Organizations and Booster Clubs (continued)

5. A statement that the district is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances. The group must maintain bank, financial, and tax exempt status separate from the school or district. The organization will provide to the Board annually or upon request a complete set of financial records or detailed treasurer's report.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the district to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Parents and other interested community members who wish to organize a parent organization or booster club for the purpose of supporting a specific school program or activity are encouraged to do so as long as the activities of such organizations do not interfere unduly with the total educational program or disrupt district operations in any way. To this end, parent organizations/booster club/support organizations must follow these guidelines:

1. be voluntary;
2. submit an activity schedule in advance to the Superintendent or designee for prior approval. Any time a booster club uses the name of the district or any language suggesting that the district has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or designee;
3. seek advance approval for any use of school facilities and/or equipment and such use will comply with all policies and regulations established by the Board;
4. avoid interference with any previously approved student activity;
5. seek approval in advance of all fundraising activities by the Superintendent or building Principal;
6. understand and respect the authority of district employees in the administration of their duties;
7. assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, as appropriate; and
8. submit an annual financial report to the Superintendent or his/her designee (or building Principal) giving a full accounting of its financial transactions for the school year, including monies raised and expended. Adequate financial records shall be maintained at all times.

If a booster club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, a representative of the organization should first meet with the Superintendent or designee. The Superintendent or designee must identify the district's terms and conditions of accepting such gifts in concert with the district's policy pertaining to gifts, grants and bequests.

All items donated become the property of the district and may be used or disposed of in accordance with district policy and any applicable state law. The district reserves the right to modify the use if the needs of the students or the district change.

Booster club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.

Parent Organizations and Booster Clubs (continued)

Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

The Board retains final responsibility and authority on all activities which have an impact on students, school programs and/or school owned property.

Further, the Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. The Board will consider gender equity and budget implications before accepting booster club donations. Therefore, if booster clubs provide benefits, services or tangible property that assist only teams or programs of one gender, the Board shall ensure that teams or programs of the other gender receive equivalent benefits, services or tangible property. If a booster club provides benefits, services or tangible property which are greater than that which the district is capable of providing to the athletes or programs of the other gender, the administration shall take action, within policy parameters, to ensure equivalency for both sexes.

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A § 1681.
34 C.F.R. §106.31(b) Education Programs or Activities: Specific Prohibitions
(Implementing Title IX)

Policy Adopted:
GROTON PUBLIC SCHOOLS

Groton, Connecticut

Community Relations**Other School-Connected Organizations****Booster Clubs/Organizations**

Booster organizations are important to the extracurricular activities provided for district students. Such organizations provide positive support to the students, the program, and the personnel in a particular program. Booster organizations shall comply with established guidelines in cooperation with the Superintendent or designee. The following guidelines regulate booster organization within this district.

1. Constitution/Bylaws/Officers

Each booster organization involved with school activities or students shall develop and maintain a constitution and bylaws for the organization setting forth the purposes of the organization and the general rules and procedures by which it shall operate. A copy of the constitution and bylaws shall be forwarded to the Superintendent or designee. Each booster organization shall submit a list of officers annually to the Superintendent or designee.

2. Fund Raising Activities

Fund raising activities shall be requested in writing to the Building Principal, reviewed at the building level, approved by the Superintendent or designee and conform to district guidelines. Two (2) major fund-raising activities involving students shall be permitted each year; exceptions may be granted by the Superintendent. Fund-raising activities may occur during the length of a particular athletic/sport season or as a special activity approved by the Superintendent or designee. No student time during the regular school day shall be allowed for fund-raising activities for any booster organization. Student solicitation within the community for any booster organization shall be reasonable.

Announcements of booster organization events and activities shall clearly indicate that it is sponsored by the group and not the school or district. Groups should warrant that the activities will be adequately supervised.

3. Permissible Awards

An approved booster organization may purchase a sweater, jacket, blazer, blanket, shorts, jersey, cap, watch, ring, photograph, medal, plaque, or similar trophy with appropriate insignia of comparable identification, for an athlete, in recognition of his/her athletic performance, and present such awards at a time appropriate to such recognition.

4. Insurance

Each booster organization shall maintain appropriate insurance coverage recommended by the district for bodily injury and property damage, naming the district as additional insureds. Proof of such coverage shall be submitted to the district's Business Office.

Booster Clubs/Organizations (continued)**5. Audit/Treasurer's Report**

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures at the end of each school year.

Each booster organization shall prepare an audit or treasurer's report at least once a year. A copy of the audit/treasurer's report shall be submitted to the Superintendent or designee and forwarded to the Board of Education upon request. Such report shall provide a full accounting of the organization's financial transactions for the year, including money raised and expended.

6. Use of Facilities

Booster organizations requesting use of facilities and/or services shall initiate those requests with the Building Principal and in compliance with the district's policy P1330 Use of School facilities. No activity shall be permitted without such approval.

7. Recognition Functions

A booster club may sponsor athletic banquets to which student athletes may be invited without charging admission to such athlete.

A booster club planning a recognition event shall request permission of the Building Principal to conduct such an event and to clear the date for the event.

8. Concessions

Booster organizations involved in concessions at school events shall follow applicable district guidelines.

9. Expenditures for Equipment, Supplies, etc.

All game uniforms shall be purchased by the district. The "game uniform" shall include any clothing, headgear or shoes that (a) display the school colors or logo (except shoes), (b) are purchased by the district, (c) are worn in warm-up for a contest, during the contest, or immediately subsequent to the contest, and (d) is intended to be collected by the school at the conclusion of the season. Ancillary gear and apparel such as coaching aid equipment items, shoes, bags or totes, etc., may, however, be purchased and/or donated by booster groups, corporate sponsors, or other non-school sanctioned entities. Items purchased or donated other than by the district must meet the criteria as defined below:

- The donation/purchase of goods shall meet all applicable policies and procedures of the district;
- The donation/purchase of goods shall adhere to all applicable Board policies and guidelines;
- The donation/purchase of goods shall have the written approval of the Building Principal and Athletic Director prior to any deliberations commencing with a potential provider;
- Any donation of goods may not be in conflict with any district-level sponsorships that may be in effect;

Booster Clubs/Organizations (continued)

- Any agreement or contract proposed shall be reviewed by the district's attorney and the Superintendent or designee;
- Consideration must be given to the impact of booster organization purchases, donations and/or services on Title IX compliance. Approval will be based on maintaining the necessary equivalence of benefits and services to both genders.

10. Compliance

Should any situation emerge between a booster organization and the administration regarding the management of any school-related activity, the Superintendent or designee shall resolve the issue within these established guidelines or Board policy. No booster organization shall engage in any activity outside these guidelines. Further, in conducting its activities, booster organizations shall comply with all state and federal laws, as applicable.

Legal Reference: Title IX of the Educational Amendments of 1972
34 C.F.R. §106.31(b) Education Programs or Activities: Specific Prohibitions
(Implementing Title IX)

Policy Adopted:
GROTON PUBLIC SCHOOLS

Groton, Connecticut

Instruction**Distance Education****Virtual/Online Courses**

The Board of Education believes that education through virtual/online courses or through university or college courses is an alternative (effective) means of instruction for students. A virtual school is hereby defined as an educational organization that offers courses at various grade levels through Internet or Web-based methods. These schools can offer courses to enhance, supplement or enrich the existing curriculum and can also provide an alternative means of instruction. Interactive distance learning does not require the student to be physically present in the same location as the instructor or other students.

Virtual/on-line courses will be part of this District's educational program delivery system to increase accessibility and flexibility in the delivery of instruction. In addition to regular classroom-based instruction, students in the District may earn credit through distance education provided by virtual/online courses.

In order to earn credits in meeting the requirements for high school graduation through the successful completion of on-line coursework, the Board, in compliance with C.G.S. 10-221a (17) shall ensure, at a minimum, that (a) the workload required by the on-line course is equivalent to that of a similar course taught in a traditional District classroom setting, (b) the content is rigorous and aligned with curriculum guidelines approved by the State Board of Education, where appropriate, (c) the course engages students and has interactive components, which may include, but are not limited to, required interactions between students and their teachers, participation in on-line demonstrations, discussion boards or virtual labs, (d) the program of instruction for such on-line coursework is planned, ongoing and systematic, and (e) the courses are (1) taught by teachers who are certified in the state or another state and have received training on teaching in an on-line environment, or (2) offered by institutions of higher education that are accredited by the Department of Higher Education or regionally accredited; or (3) toward meeting the high school graduation requirement upon the successful completion of the board examination series permitting students in grades 9 through 12 to substitute achievement of a passing score on a series of examinations approved by the State Board of Education for meeting credit requirements for graduation.

If the drop-out rate of the District is determined to be 8% or higher in the previous school year, the Board of Education shall establish an on-line credit recovery program for those students who are identified as being in danger of failing to graduate. These students, once identified by certified personnel, must be allowed to complete on-line District-approved coursework toward meeting high school graduation requirements. Each high school within the District shall designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.

Insert additional district information as to how virtual/online courses links to district mission/goals/strategies focusing on student achievement and accountability.

The Board of Education recognizes students may benefit from on-line courses or post-secondary courses to assist students in obtaining credits necessary to earn a diploma, to maintain academic standings or to provide enrichment for those who might require special courses.

The District will not use on-line courses as the sole medium for instruction in any required subject area for students in grades K-8.

The District will integrate on-line courses as part of the regular instruction provided by a certified teacher for grades K-12.

Distance Education – cont.

High school students may also earn of academic credit to be applied toward graduation requirements by completing online courses through agencies approved by the Board unless the Principal waives that provision in writing stating the reasons why, citing whatever circumstances that has caused this waiver.

Credit from an online or virtual course or a university/college course may be earned only in the following circumstances:

1. The course is not offered at the District's high school.
2. The high school does offer the course, but the student is unable to take it due to an unavoidable scheduling conflict.
3. The course will serve as an alternative or a supplement to extended homebound instruction.
4. The District has expelled the student from the regular school setting, and the student has been offered an alternative educational opportunity.
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
6. Students taking such courses must be enrolled in the District and take the courses during the regular school day at the school site.
7. A student has failed a course and wishes to recover credits in that course area.
8. The student's PPT or Section 504 Team has determined it to be an appropriate means of instruction.
9. Add additional circumstances here.

As determined by Board/school policy, students applying for permission to take a virtual/on-line course will do the following:

- Complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online/college learning environment.
- Obtain the written approval of the Principal or his/her designee before a student enrolls in a virtual course or the university/college course.
- Adhere to the District code of conduct to include rules of behavior and consequences for violations.
- Adhere to attendance requirements of the District.

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be posted on student transcripts.

The tuition fee for a virtual course shall be borne by the District for students enrolled full-time. The Board shall pay the fee for expelled students who are permitted to take virtual courses in alternative settings.

Through its policies and/or supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking virtual courses.

Distance Education – cont.

Students will have access to sufficient library media resources such as a “virtual library” available through the World Wide Web, laboratory facilities, technical assistance, and hands-on training and information.

District Review Committee

The Superintendent shall establish a committee to review all distance education courses prior to use by the District. This committee will be comprised of various members of the school district.

Evaluation

The District will evaluate the educational effectiveness of the distance education courses and the teaching/learning process to include assessments based on state curriculum standards as well as student satisfaction. The District will use this evaluation to decide whether to grant credit for the course or to continue or discontinue the use of the distance education course.

Additional language to consider:

- Approval of any course shall be based upon its compliance with Connecticut's academic standards and requirements, including but not limited to the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.
- Enrollment in an online course will be allowed only if an appropriately certified teacher is available and willing to supervise the student's participation in the course.
- No more than one credit may be earned toward the required credits in each of the core content areas.
- On line course delivery must be from institutions accredited by the New England Association of Schools and Colleges, Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges or Western Association of Schools and Colleges or, if the institution is foreign, recognized by the Connecticut State Department of Education as having appropriate academic standards.

Legal Reference: Connecticut General Statutes

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

10-221a High school graduation requirements. (as amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation and P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses ,Other Subject Areas) and P.A. 10-111, An Act Concerning Education Reform in Connecticut.

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

P 6114.81

Instruction**Emergencies and Disaster Preparedness****Pandemic/Epidemic Emergencies****Emergency Suspension of Policy During Pandemic**

The Board of Education (Board) is authorized by statute to govern the District, including the adoption, revision, and suspension of Board policies.

The Board, through this policy, acknowledges school closures in response to a pandemic/epidemic and designates the Superintendent of Schools or his/her designee to act as a liaison for the District to ensure the health and safety of students, staff, and the community.

The World Health Organization on March 11, 2020 characterized COVID-19 as a pandemic. Governor Lamont declared a state of emergency and directed implementation of appropriate plans and procedures in response to the novel coronavirus (COVID-19). This action included closure of all Connecticut public schools. President Trump declared a national state of emergency.

The Connecticut State Department of Education (CSDE) has authority to waive instructional hours and school days, to interpret graduation requirements, and to oversee the allocation of resources for nutrition, transportation, and other crucial aspects of public education and is providing written guidance to school districts on issues related to COVID -19, including but not limited to student attendance, distance/online learning, high school credit, meal distribution, and other issues.

Temporary Powers Granted to Superintendent of Schools

The Board grants to the Superintendent the following temporary powers to address the COVID-19 pandemic emergency:

1. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with guidance from appropriate health or governmental authorities or necessary for other effective response.
2. Authority to take any lawful actions necessary to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such action may include, but are not limited to, adjustments to the curriculum and the provision of alternate educational program options; modifications to the school calendar; adjustments to the delivery of school-provided meals; limitations on access to District property; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by the COVID-19 pandemic emergency.
3. Authority to enter into contracts without Board approval for any dollar amount for the purchase of materials, equipment, supplies, or services for sanitation, cleaning, technology, or other needs directly related to the COVID-19 emergency situation, provided such action is consistent with all applicable State and Federal laws.
4. Authority to close any school facility without further action by this Board. Such closure shall continue during the emergency created by the COVID-19 pandemic until such time as the Superintendent, in consultation with appropriate health and government authorities, deems it in the best interests of the District and its students to open schools.

Pandemic/Epidemic Emergencies/Emergency Suspension – cont.

5. Authority based upon the needs of the District and the guidance from health and government agencies disseminated by CSDE, to direct staff assignments during District closures, including but not limited to essential employees who must report to work, employees who may be reassigned, and employees whose services are not needed.
6. Authority to limit access to public school grounds and District buildings during school closures.
7. Authority to waive the requirements requiring advertising for bids and competitive bid procedures for purchases which may be necessary due to the emergency. The Superintendent will document the reasons for which prompt remedial action is necessary to prevent physical injury to persons or to property of the District.

Suspension of Policies

The Board hereby suspends provisions of its policies and/or whole policies, as identified by the Superintendent or designee, if such suspension is necessary to implement the written guidance from CSDE relating to containing COVID-19 for the duration identified in the Governor's order of school closure.

Consultation with Board of Education

The Superintendent shall consult with and report to the Board as feasible, appropriate and timely regarding the emergency closure and efforts to implement written guidance from health and government agencies as disseminated by CSDE and other state agencies pertaining to this pandemic situation.

Board of Education Meetings

In the interest of public health, the Board encourages the public to attend its open public meetings [modify as feasible for your district] via live streaming on television and/or the internet and to limit public comment to written comments. The Board reserves the right to adjust Board meeting dates, times, and locations during the District-wide emergency closure in a manner consistent with the Freedom of Information Act. Further, any or all Board members may attend Board meetings electronically.

Legal Reference: Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

10 221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut