GROTON BOARD OF EDUCATION
REGULAR MEETING
MARCH 28, 2022 @ 6:00 P.M.
CENTRAL OFFICE, ROOM 11

Mission Statement: Our mission is teaching and learning.

Board Goals: In a richness of cultures and with a respect for all, (1) Provide Dynamic Rigorous Curriculum, (2) Ensure Effective and Engaging Instruction, and (3) Embrace Excellent Learning Environment.

AGENDA

I. CALL TO ORDER

A. Pledge of Allegiance

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

A. History Day Winners - Gracie Noland and Samantha Morin
B. Alliance District Update - Representative Christine Conley
C. Board Member Appreciation Month

III. COMMENTS FROM CITIZENS RE: AGENDA ITEMS AND OTHER SUBJECTS OF CONCERN THAT LIE WITHIN THE JURISDICTION OF THE BOARD OF EDUCATION - This is the portion of the agenda where the Board welcomes comments from citizens. Each presentation should be limited to five minutes or less, and citizens should, if possible, submit written comments. Presentations should be related to matters pertinent to Groton. Board members will only ask questions in order to clarify the speaker's presentation and cannot respond during the Comments of Citizens' portion of the Board meeting. Citizens should make their presentations from the podium and state their names and addresses for the record.

IV. RESPONSE TO COMMENTS FROM CITIZENS

V. STUDENT REPRESENTATIVE REPORT

VI. SUPERINTENDENT AND ADMINISTRATION REPORTS

A. Superintendent Report
   1. FHS and Grasso Partnerships

B. Reports and Information from the Staff
   1. Assistant Superintendent Report
      - Data Presentations (Attachment #1)
        - World Language Survey Results
        - Discipline Data Disaggregated
   2. Business Manager Report
      - Object Code Summary FY22 (Attachment #2)
      - Health Insurance Report (Attachment #3)
      - Tree House Fees (Attachment #4)

VI. SUPERINTENDENT AND ADMINISTRATION REPORTS (Cont'd)

B. Reports and Information from the Staff (Cont'd)
3. Director of Buildings and Grounds Report
- Update re: Facilities
- Update re: Transportation
- CIP Review (Attachment #5)

VII. COMMITTEE REPORTS

A. Policy
B. Curriculum
C. Finance/Facilities
D. Communications
E. Other
- Negotiations
- LEARN
- TCC/RTM/BOE Liaison
- AGSA/GEA/BOE Liaison
- Groton Scholarship
- Athletic Fields
- State Council on Educational Opportunities for Military Children (meets twice a year)

VIII. 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 special meeting minutes of February 23, 2022 (Attachment #6)
2. Approval of the regular meeting minutes of February 28, 2022 (Attachment #7)

B. Old Business

1. Discussion and possible action re: a second reading of policy P5141.25 Students with Special Health Care Needs (Attachment #8)

MOTION: To approve policy P5141.25 Students with Special Health Care Needs as a second reading.

C. New Business

1. Discussion and possible action regarding a previously approved field trip request to Spain & Portugal originally scheduled for June 25, 2021 through July 6, 2021. Due to the COVID pandemic, it has now been rescheduled for June 30, 2022 through July 11, 2022 (Attachment #9)

MOTION: To approve a field trip request to Spain & Portugal scheduled for June 30, 2022 through July 11, 2022.

2. Discussion and possible action regarding a field trip request to London, Paris, and Rome scheduled for July 10, 2023 through July 21, 2023 (Attachment #10)

MOTION: To approve a field trip request to London, Paris, and Rome scheduled for July 10, 2023 through July 21, 2023.

VIII. ACTION ITEMS (Cont'd)

C. New Business (Cont'd)

3. Discussion and possible action regarding a field trip request to Honolulu, Hawaii scheduled for March 22, 2023 through March 27, 2023 (Attachment #11)

   MOTION: To approve a field trip request to Honolulu, Hawaii scheduled for March 22, 2023 through March 27, 2023.

4. Discussion and possible action regarding the implementation of the Healthy Food Option.

   MOTION: To certify, pursuant to C.G.S. Section 10-215f, that all food items offered for sale to students in the schools under the Groton Board of Education's jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022 through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

5. Discussion and possible action regarding food and beverage exemptions.

   MOTION: To allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

   1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
   2) the sale is at the location of the event; and
   3) the food and beverage items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held, and must be the same place as the food sales.

6. Discussion and possible action regarding the transfer of Claude Chester Elementary School to the town of Groton, effective April 1, 2022.

   MOTION: To transfer Claude Chester Elementary School, located at 1 Harry Day Drive, Groton, Connecticut, to the town of Groton, effective April 1, 2022.

7. Discussion and possible action regarding the transfer of S. B. Butler Elementary School to the town of Groton, effective April 1, 2022.

   MOTION: To transfer S. B. Butler Elementary School, located at 155 Ocean View Avenue, Mystic, Connecticut, to the town of Groton, effective April 1, 2022.

VIII. ACTION ITEMS (Cont'd)

C. New Business (Cont'd)

8. Discussion and possible action regarding recognition of Paraprofessional Appreciation Day.

MOTION: To recognize April 6, 2022 as Paraprofessional Appreciation Day, and to direct the Superintendent of Schools to send a letter of appreciation to the paraprofessionals.

9. Discussion and possible action regarding recognition of Administrative Professionals Day.

MOTION: To recognize April 27, 2022 as Administrative Professionals Day, and to direct the Superintendent of Schools to send a letter of appreciation to the administrative professionals.

IX. INFORMATION AND PROPOSALS (Non-Action Items)

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

X. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items for Board Attention

Date	Meeting	Location	Time
April 4	Policy – CANCELLED		
April 6	Finance/Facilities – CANCELLED		
April 5	Special Finance/Facilities	CO, Room 11	6:00 p.m.
April 11	COW	CO, Room 11	6:00 p.m.
April 12	Special Policy	Remote	6:00 p.m.
April 18	Curriculum - CANCELLED		
April 18	COW - CANCELLED		
April 25	Special Communications	CO, Room 4	5:00 p.m.
April 25	Regular	CO, Room 11	6:00 p.m.

Meetings w/Town Bodies:

April 7	PSBC	THA, CR 2	6:00 p.m.
April 20	Town & City Councils/RTM/BOE - CANCELLED		
April 21	PSBC	THA, CR 2	6:00 p.m.

B. Suggested Agenda Items

XI. ADJOURNMENT

BOE Data Presentation

March 28, 2022

Attachment #1

World Language Survey Results

March 28, 2022

Which languages do our students speak at home?

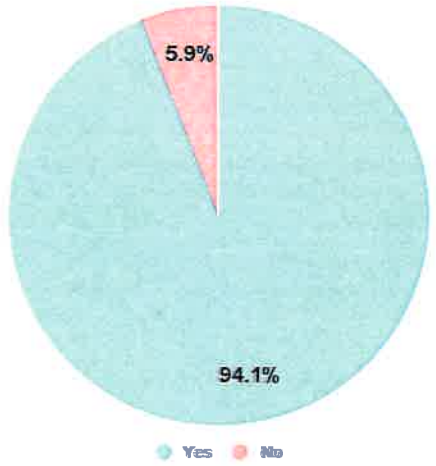


Languages Spoken at Home

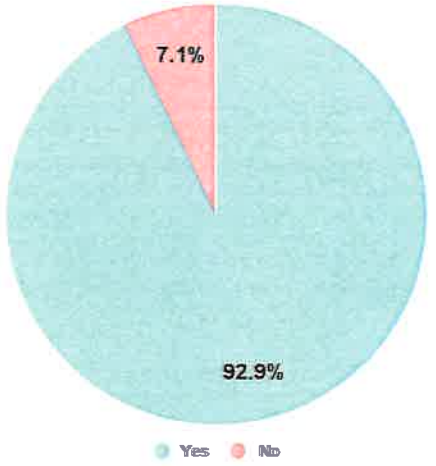
Rank	Language	Rank	Language
1	Spanish	17	Portuguese
2	Mandarin	18	Kannada
3	Arabic	19	Ga
4	Gujarati	20	Persian
5	Telugu	21	Nepali
6	Tagalog	22	Turkish
7	Cantonese	23	Korean
8	Pilipino (Filipino)	24	French
9	Urdu	25	Fujianese
10	Vietnamese	26	Twi/Fante
11	Tamil	27	Russian
12	Hindi	28	Pashto
13	Marathi	29	Ilongot
14	Malayalam	30	Farsi
15	Japanese	31	Albanian
16	Creole-Haitian	32	Greek

Survey Question: Would you like to have your student learn a new language?

World Language Parent Survey (PK-4)



World Language Parent Survey (5-11)



Survey Question: What languages would your student be interested in learning?

World Language Parent Survey (PK-4)

Rank	WL Choices
1. Spanish	88.6%
2. American Sign Language (ASL)	77.3%
3. French	49.3%
4. Mandarin Chinese	30.0%
5. Japanese	24.8%
6. Latin	21.4%
7. Arabic	15.5%

World Language Parent Survey (5-11)

Rank	WL Choices
1. Spanish	80.0%
2. American Sign Language (ASL)	67.0%
3. French	42.2%
4. Mandarin Chinese	29.5%
5. Japanese	29.5%
6. Latin	24.8%
7. Arabic	15.3%

World Language Student Survey (5-11)

Which language(s) are you currently learning in school? (Please choose all that apply)

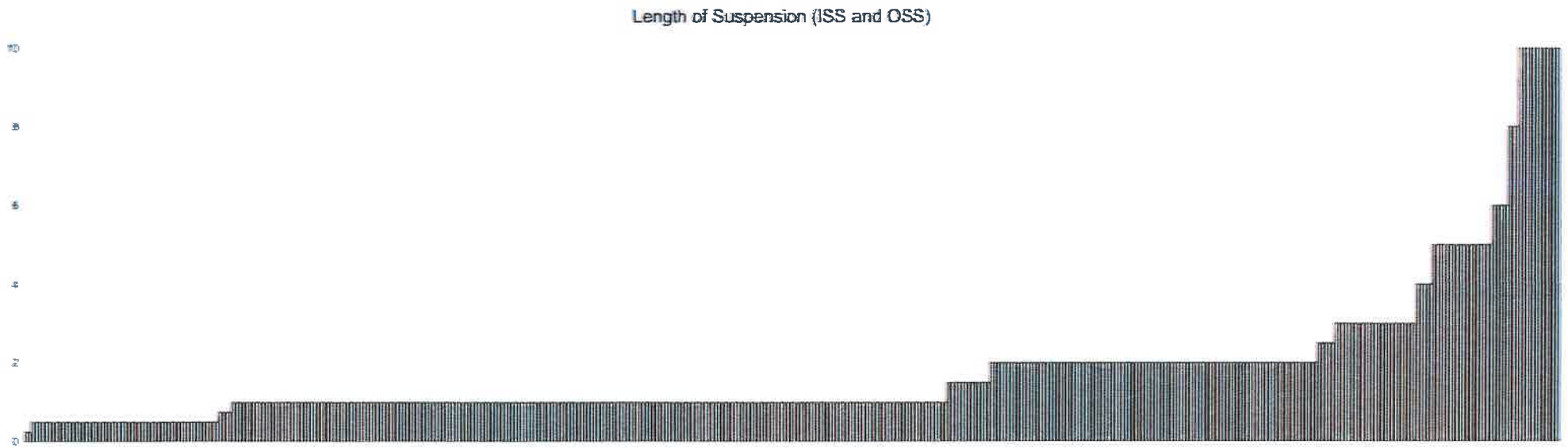
Rank	WL Choices
1. Spanish	63.8%
2. French	21.8%
3. American Sign Language (ASL)	3.7%
4. Latin	1.5%

Which language(s) would you be interested in studying in the future?

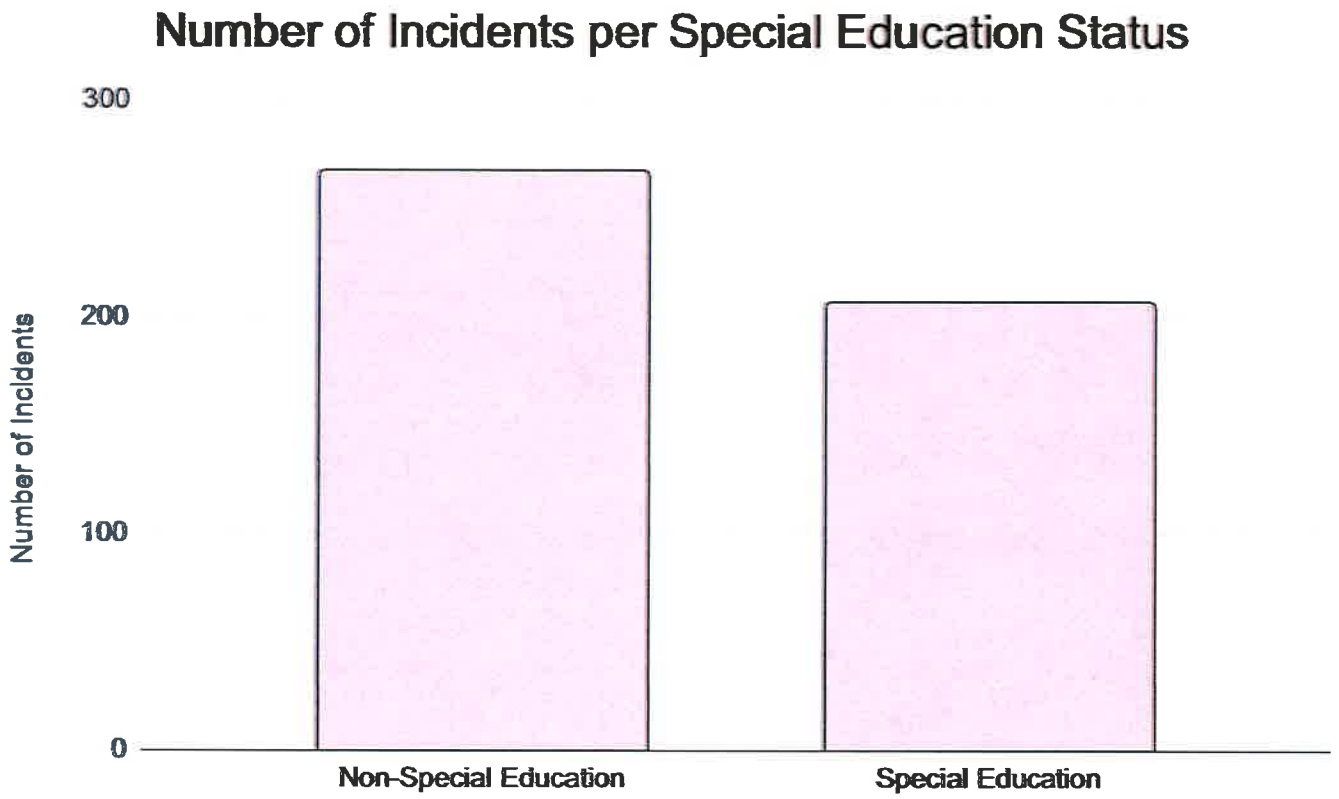
Rank	WL Choices
1. Spanish	70.1%
2. American Sign Language (ASL)	51.5%
3. Japanese	37.9%
4. French	24.8%
5. Latin	18.8%
6. Mandarin Chinese	16.6%
7. Arabic	13.2%

Discipline Data Disaggregated

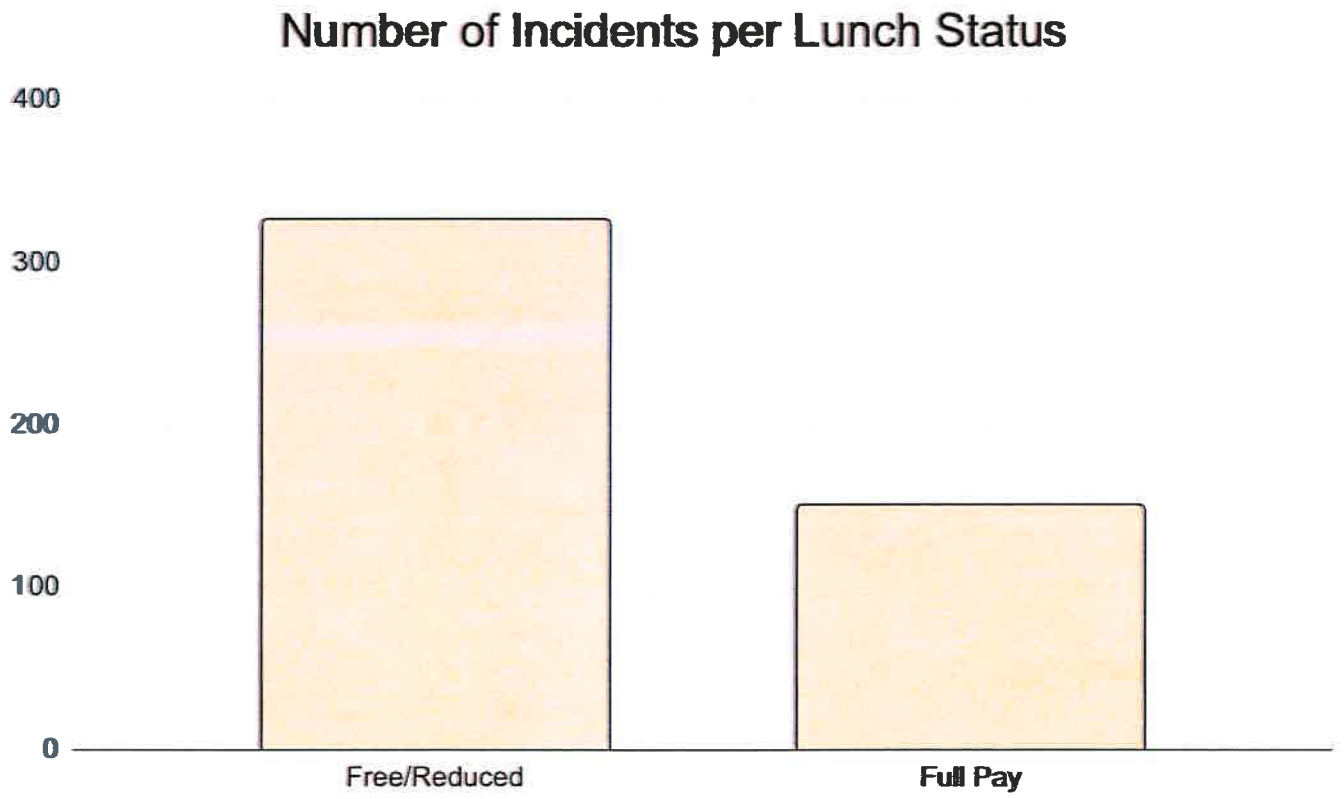
March 28, 2022



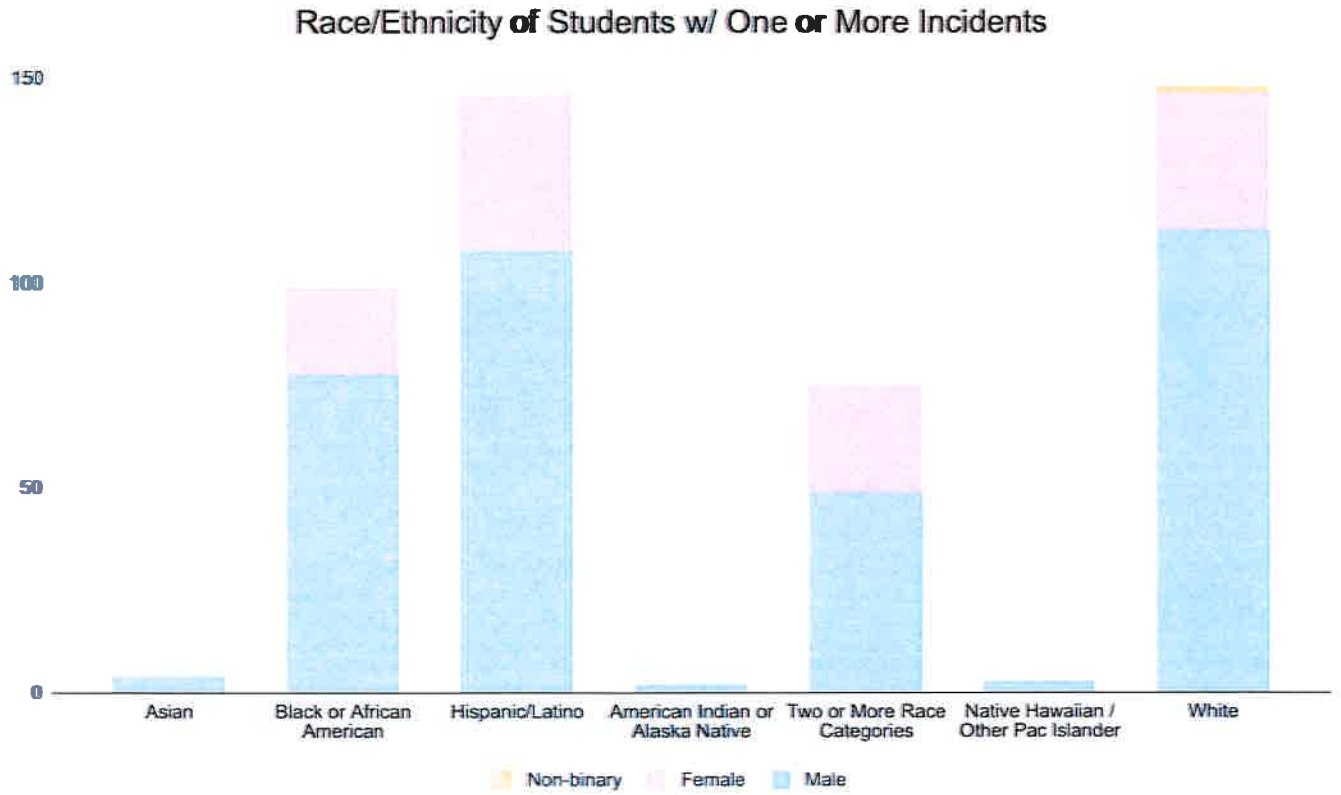
The average length of an ISS was 1.3 days. The average length of an OSS was 2.8 days. However, the vast majority of suspensions were 2 days or less.



For reference, our special education population is 17.3% of our secondary enrollment.

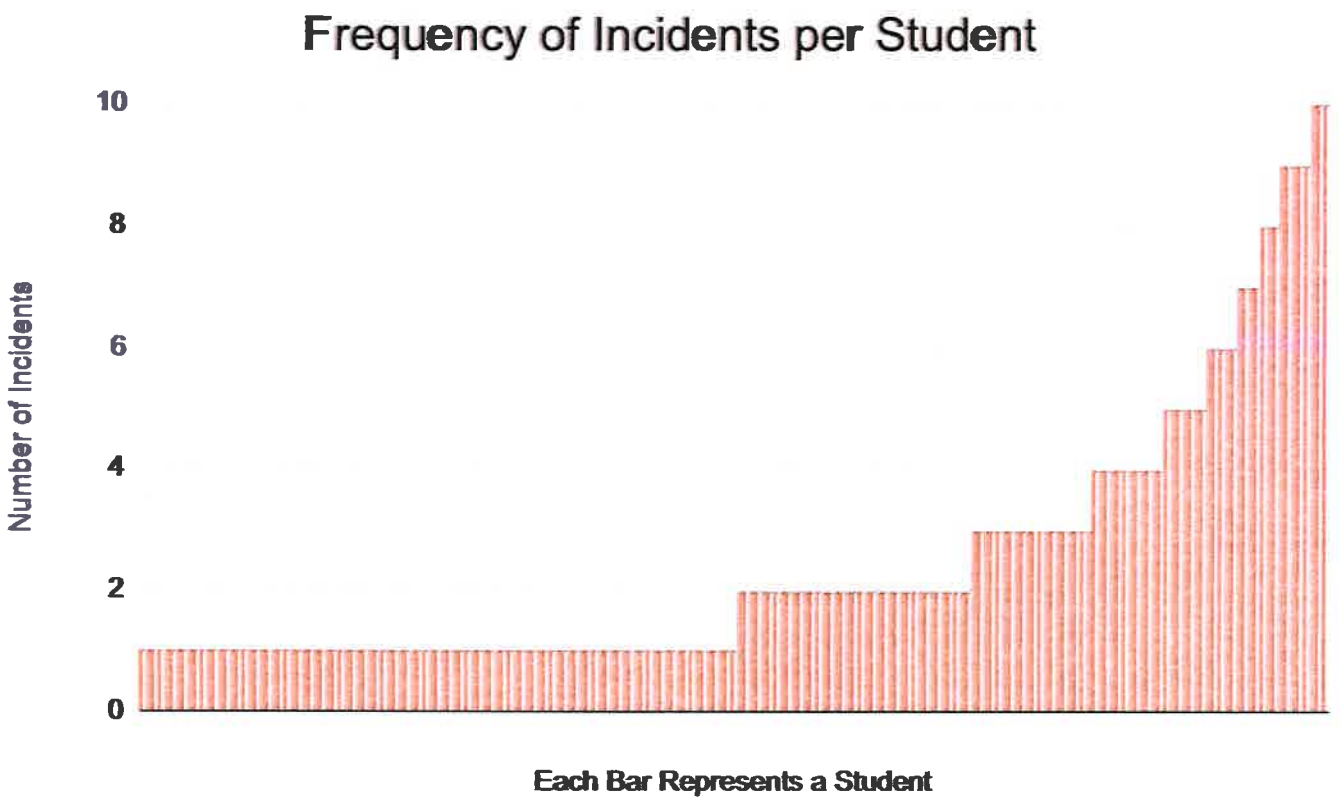


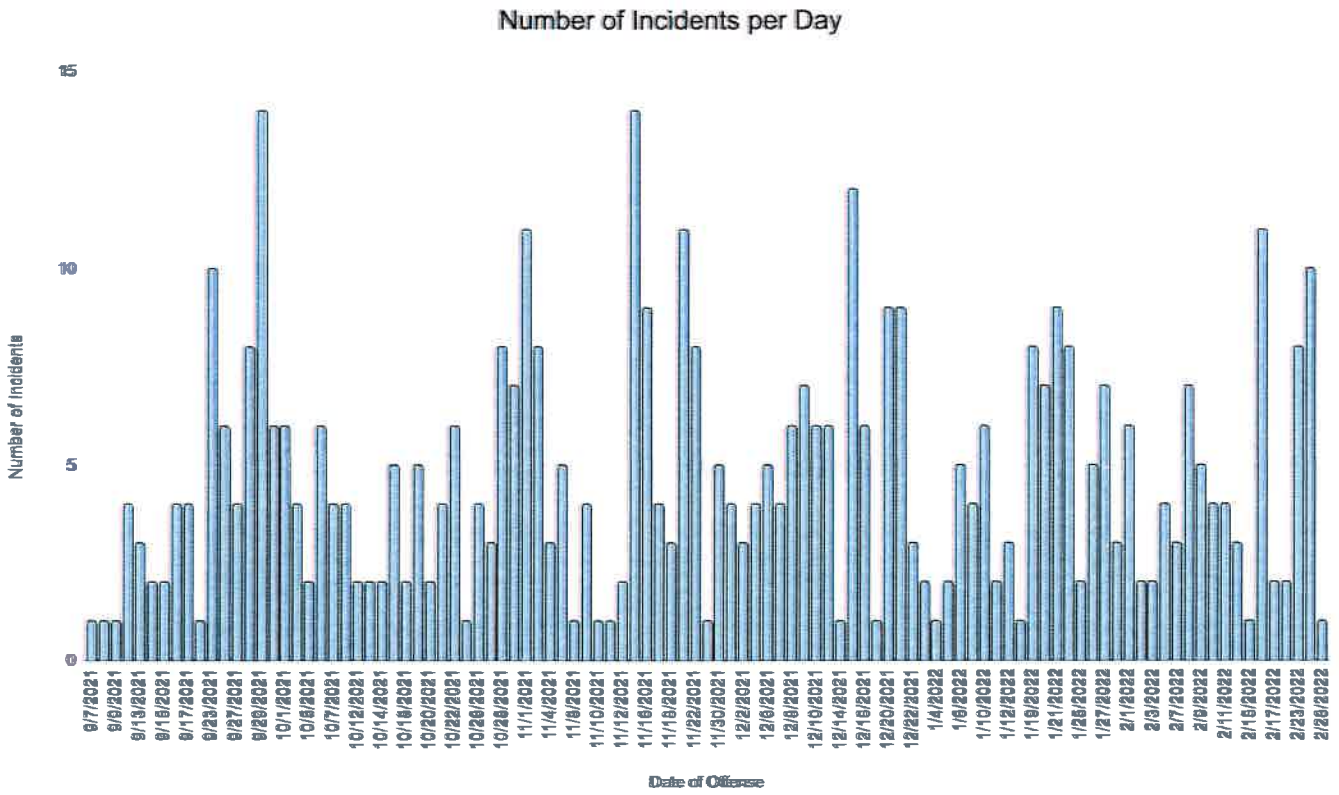
For reference, our free/reduced lunch population is 42.8% of our secondary enrollment.

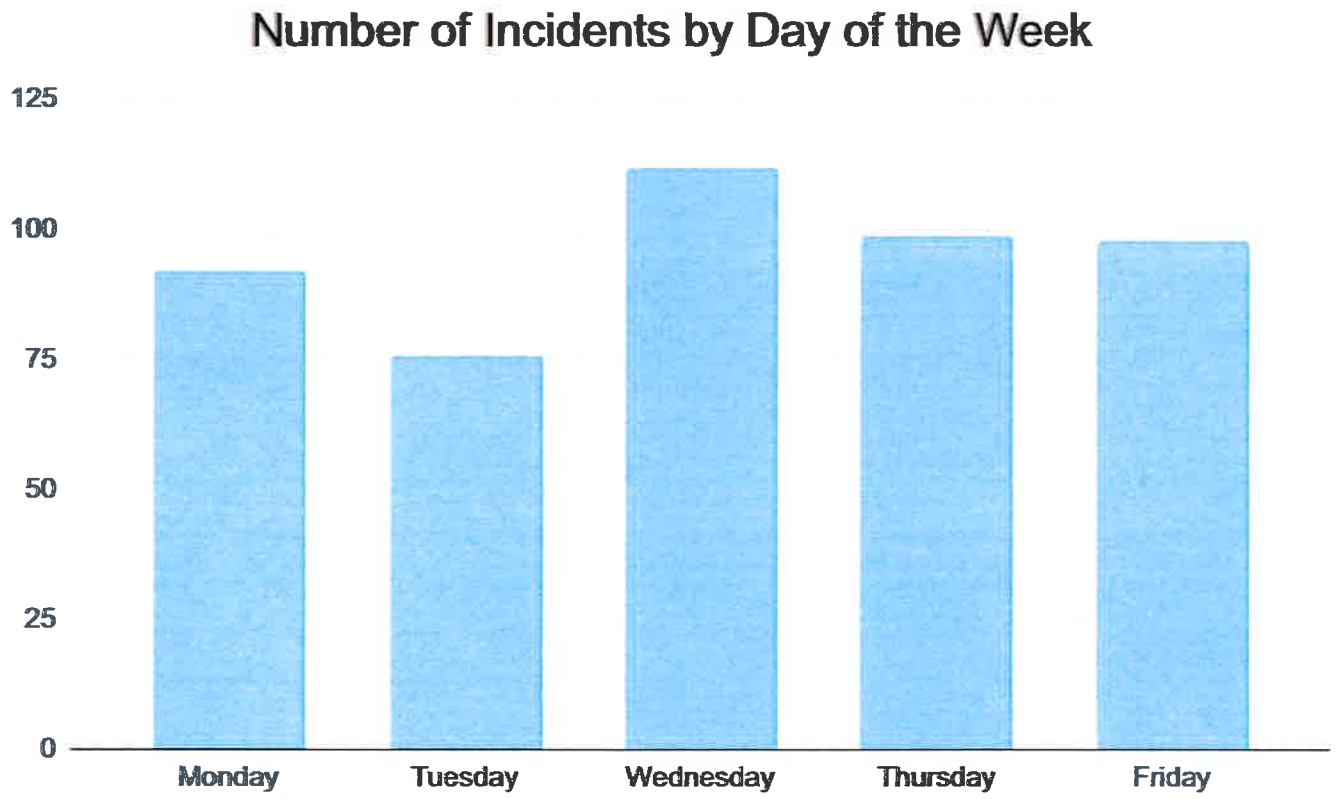


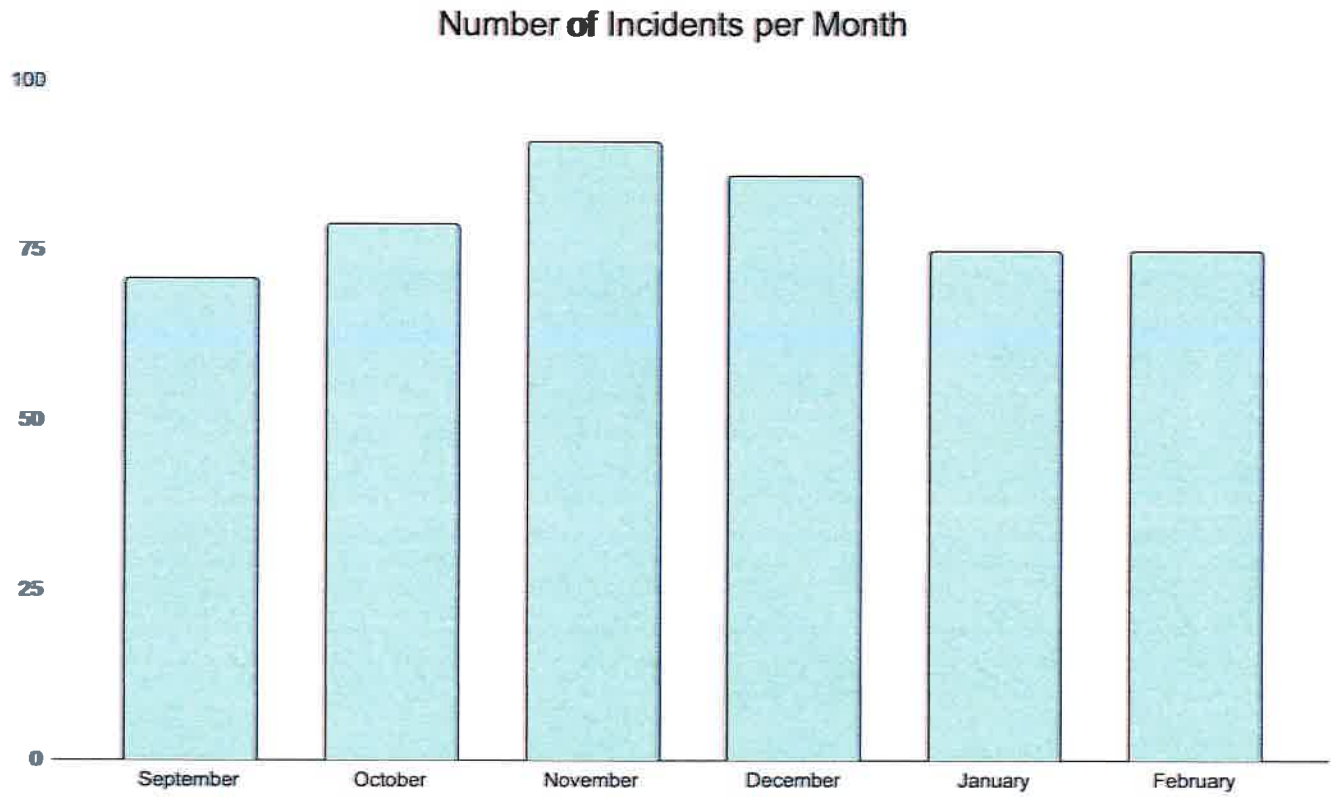
For reference, the enrollment percentage for each group is below:

Asian	Black or African American	Hispanic/Latino	American Indian or Alaska Native	Two or More Race Categories	Native Hawaiian / Other Pac Islander	White
5.9%	7.7%	24.2%	1.0%	12.1%	0.5%	48.7%


Frequency of Incidents per Student
10
8
6
4
2
0
Number of Incidents
Each Bar Represents a Student


Number of Incidents per Day
Number of Incidents
0
5
10
15
Date of Offense
9/7/2021
9/9/2021
9/13/2021
9/15/2021
9/17/2021
9/23/2021
9/27/2021
9/29/2021
10/1/2021
10/5/2021
10/7/2021
10/12/2021
10/14/2021
10/16/2021
10/20/2021
10/22/2021
10/26/2021
10/28/2021
11/1/2021
11/4/2021
11/8/2021
11/10/2021
11/12/2021
11/16/2021
11/18/2021
11/22/2021
11/30/2021
12/2/2021
12/6/2021
12/8/2021
12/10/2021
12/14/2021
12/16/2021
12/20/2021
12/22/2021
1/4/2022
1/6/2022
1/10/2022
1/12/2022
1/19/2022
1/21/2022
1/26/2022
1/27/2022
2/1/2022
2/3/2022
2/7/2022
2/9/2022
2/11/2022
2/15/2022
2/17/2022
2/23/2022
2/26/2022


Number of Incidents by Day of the Week
125
100
75
50
25
0
Monday
Tuesday
Wednesday
Thursday
Friday


Number of Incidents per Month
100
75
50
25
0
September
October
November
December
January
February

Groton Public Schools

Date prep: 3/23/22 2:04 PM

FY22 Budget Summary Review

	Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 03/24/2022	Favorable/ (Unfavorable) to Budget
	Salaries									
1	Administrators	105-109	4,776,668	3,550,237	1,347,924	4,898,161	(121,493)	(2.5%)	4,803,127	(26,459)
2	Teachers	101-104,123-127,151-152	35,191,226	20,502,097	14,299,193	34,801,290	389,936	1.1%	35,084,222	107,004
3	Non-Cert Aides	110-111,130-131,136,139	3,618,042	1,702,886	38,769	1,741,655	1,876,387	51.9%	3,637,922	(19,880)
4	Substitute - Cert & Non-Cert	120-121	996,774	609,813	0	609,813	386,961	38.8%	933,248	63,526
5	Clerical	112-114,132-134,144	1,893,198	1,479,924	0	1,479,924	413,274	21.8%	2,000,167	(106,969)
6	Custodial/Maintenance/Techs	117-118,129,137-138,147-148	3,549,251	2,311,098	84,247	2,395,345	1,153,906	32.5%	3,432,829	116,422
7	Campus Security/Supervision	128	149,542	295,366	0	295,366	(145,824)	(97.5%)	149,542	0
8	**Total Salaries**	**100**	**50,174,701**	**30,451,421**	**15,770,133**	**46,221,554**	**3,953,147**	**7.9%**	**50,041,057**	**133,644**
	Benefits									
9	Health Insurance	201-202	7,059,237	6,283,022	0	6,283,022	776,215	11.0%	7,059,237	0
10	Workers Comp & Town Pension	211,213	952,114	952,115	0	952,115	(1)	(0.0%)	952,115	(1)
11	Social Security & Medicare	212,214	1,456,229	1,010,512	0	1,010,512	445,717	30.6%	1,455,162	1,067
12	Other Benefits	222-227	152,500	213,048	0	213,048	(60,548)	(39.7%)	220,010	(67,510)
13	**Total Benefits**	**200**	**9,620,080**	**8,458,697**	**0**	**8,458,697**	**1,161,383**	**12.1%**	**9,686,524**	**(66,444)**
	Purchased Services									
14	Instructional Services	321-324	162,099	99,326	5,067	104,393	57,706	35.6%	176,492	(14,393)
15	Professional Services	331	254,739	315,726	40,094	355,820	(101,081)	(39.7%)	392,907	(138,168)
16	Other Prof Services	332	608,971	215,939	193,987	409,926	199,045	32.7%	523,482	85,489
17	OT & PT Services	333	671,345	106,354	633,563	739,916	(68,571)	(10.2%)	739,916	(68,571)
18	Legal	334	70,350	47,116	0	47,116	23,234	33.0%	62,819	7,531
19	Athletic Officials & Other Athletic Serv	341-342	75,350	51,807	20,020	71,827	3,523	4.7%	73,927	1,423
20	Computer Network Services	343	148,773	225,539	0	225,539	(76,766)	(51.6%)	202,539	(53,766)
21	**Total Purchased Services**	**300**	**1,991,627**	**1,061,807**	**892,731**	**1,954,538**	**37,089**	**1.9%**	**2,172,082**	**(180,455)**
	Property Services									
22	Water & Sewer	410-411	99,801	58,117	0	58,117	41,684	41.8%	99,801	0
23	Trash & Snow Removal	421-422	136,600	80,218	34,381	114,599	22,001	16.1%	153,708	(17,108)
24	Repair/Maintenance	430-435,490-491,499	479,183	277,120	68,140	345,260	133,923	27.9%	473,590	5,593
25	Rental	441	132,605	81,159	45,839	126,998	5,607	4.2%	133,855	(1,250)
26	**Total Property Services**	**400**	**848,189**	**496,614**	**148,360**	**644,974**	**203,215**	**24.0%**	**860,953**	**(12,764)**
	Transportation, Insurance, Communications, Tuition									
27	Transportation: Schools	510-513	5,211,674	3,176,456	0	3,176,456	2,035,218	39.1%	5,196,710	14,964
28	Transportation: Student Activities	587-596	194,418	51,973	42,333	94,306	100,112	51.5%	179,500	14,918
29	Transportation: Staff	580-584	116,920	23,820	0	23,820	93,100	79.6%	109,185	7,735
30	Insurance	522,525	340,321	367,249	0	367,249	(26,928)	(7.9%)	367,249	(26,928)
31	Communications	530-552	134,317	162,667	1,302	163,969	(29,652)	(22.1%)	154,964	(20,647)
32	Tuition: Special Education	561-563,568	4,481,290	2,782,697	1,050,312	3,833,009	648,281	14.5%	4,200,672	280,618
33	Tuition: Other	564-567	1,250,859	1,227,436	0	1,227,436	23,423	1.9%	1,227,436	23,423
34	**Total Trans, Ins, Comm, Tuition**	**500**	**11,729,799**	**7,792,297**	**1,093,947**	**8,886,244**	**2,843,555**	**24.2%**	**11,435,716**	**294,083**
	Supplies									
35	Instructional Supplies	601-609,613-619,622-623,628	459,950	178,340	46,180	224,520	235,430	51.2%	431,968	27,982
36	Computer Supplies	610-612	288,106	463,740	12,043	475,783	(187,677)	(65.1%)	290,165	(2,059)
37	Electricity & Heating	631-633	1,461,070	1,167,020	6,701	1,173,721	287,349	19.7%	1,461,070	0
38	Transportation Supplies	634,656	170,435	177,347	4,833	182,180	(11,745)	(6.9%)	217,203	(46,768)
39	Textbooks & Library Books	640-642,645,647	106,175	28,854	12,425	41,279	64,896	61.1%	110,647	(4,472)
40	Facility/Maintenance Supplies	650,652-655,657,659	336,810	217,634	19,577	237,210	99,600	29.6%	327,941	8,869
41	Other Supplies (staff dev, PPE, etc)	621,624-627,690	85,112	81,771	6,190	87,961	(2,849)	(3.3%)	88,494	(3,382)
42	**Total Supplies**	**600**	**2,907,658**	**2,314,706**	**107,949**	**2,422,655**	**486,004**	**16.7%**	**2,927,487**	**(19,829)**
	Equipment									
43	Instructional Equipment	730,735	67,201	11,954	5,794	17,748	49,453	73.6%	48,883	18,318
44	Non-Instructional Equip	731,736	10,000	32,545	13,268	45,813	(35,813)	(358.1%)	45,793	(35,793)
45	**Total Equipment**	**700**	**77,201**	**44,500**	**19,061**	**63,561**	**13,640**	**17.7%**	**94,676**	**(17,475)**
46	**Total Dues & Fees**	**800**	**88,835**	**61,900**	**839**	**62,739**	**26,096**	**29.4%**	**88,048**	**787**
47	**GRAND TOTAL**		**77,438,090**	**50,681,942**	**18,033,019**	**68,714,961**	**8,723,129**	**11.3%**	**77,306,544**	**131,546**

Groton Public Schools

Date prep: 3/23/22 2:04 PM

FY22 Budget Summary Review

	Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 03/24/2022	Favorable/ (Unfavorable) to Budget
	Salaries									
	Administrators									
48	Administrators	105	1,143,399	882,780	340,861	1,223,641	(80,242)	(7.0%)	1,144,922	(1,523)
49	Principals	106	1,127,065	821,347	302,627	1,123,974	3,091	0.3%	1,129,294	(2,229)
50	Assl. Principals/Sp.Ed. Supv	107	2,206,784	1,624,831	616,269	2,241,100	(34,316)	(1.6%)	2,219,465	(12,681)
51	6-12 Curriculum Coordinators	108	171,203	125,110	46,093	171,203	(0)	(0.0%)	171,203	(0)
52	Athletic Director	109	128,217	96,169	42,074	138,243	(10,026)	(7.8%)	138,243	(10,026)
53			4,776,668	3,550,237	1,347,924	4,898,161	(121,493)	(2.5%)	4,803,127	(26,459)
	Teachers									
54	Classroom Teachers	101 & 151	24,778,163	14,357,806	10,342,796	24,700,603	77,560	0.3%	24,761,623	16,540
55	Sp.Ed Certified	102	7,704,186	4,404,205	3,174,637	7,578,842	125,344	1.6%	7,628,667	75,519
56	Media Specialist	103	689,386	389,350	284,460	673,810	15,576	2.3%	673,810	15,576
57	Guidance	104	1,128,246	654,499	497,300	1,151,799	(23,553)	(2.1%)	1,151,799	(23,553)
58	Adult Ed	124	40,903	20,072	0	20,072	20,831	50.9%	40,903	-
59	Tutors	125 & 152	423,247	451,761	0	451,761	(28,514)	(6.7%)	423,247	-
60	Coach Stipends	126	347,709	201,712	0	201,712	145,997	42.0%	324,787	22,922
61	Other Student Activities	127	79,386	22,692	0	22,692	56,694	71.4%	79,386	-
62			35,191,226	20,502,097	14,299,193	34,801,290	389,936	1.1%	35,084,222	107,004
	Non-Cert Aides									
63	Reg.Ed Aides - Kindergarten	110 & 130	412,952	222,649	0	222,649	190,303	46.1%	412,952	-
64	Sp.Ed Aides - Para I & Para II	111 & 131	2,782,766	1,184,665	0	1,184,665	1,598,101	57.4%	2,782,766	-
65	School Bus Aides	136	410,004	278,142	0	278,142	131,862	32.2%	410,004	-
66	Other Aides	139 & 119	12,320	17,430	38,769	56,200	(43,880)	(356.2%)	32,200	(19,880)
67			3,618,042	1,702,886	38,769	1,741,655	1,876,387	51.9%	3,637,922	(19,880)
	Substitute									
68	Substitute Sp.Ed Certified	121	84,011	105	0	105	83,906	99.9%	48,744	35,267
69	Substitute Reg.Ed Certified	120	912,763	609,708	0	609,708	303,055	33.2%	884,504	28,259
70			996,774	609,813	0	609,813	386,961	38.8%	933,248	63,526
	Clerical									
71	Clerical	112'113'114'132'133'134'143'144	1,893,198	1,479,924	0	1,479,924	413,274	21.8%	2,000,167	(106,969)
	Custodial/Maintenance/Techs									
72	Custodial	117 & 137	1,887,198	1,160,586	20,168	1,180,753	706,445	37.4%	1,839,714	47,484
73	Maintenance	118 & 138	835,584	537,551	20,400	557,951	277,633	33.2%	797,700	37,884
74	Custodial/Maintenance Overtime	147 & 148	106,500	88,025	0	88,025	18,475	17.3%	106,500	-
75	Technicians	129 & 149	719,969	524,937	43,680	568,617	151,353	21.0%	688,914	31,055
76			3,549,251	2,311,098	84,247	2,395,345	1,153,906	32.5%	3,432,829	116,422
	Security									
77	Security/Supervision	128	149,542	295,366	0	295,366	(145,824)	(97.5%)	149,542	-
78	**Total Salaries**		**50,174,701**	**30,451,421**	**15,770,133**	**46,221,554**	**3,953,147**	**7.9%**	**50,041,057**	**133,644**
	Benefits									
	Health Insurance									
79	Group Ins. Prof	201	5,649,546	5,366,837	0	5,366,837	282,709	5.0%	5,645,536	4,010
80	Group Ins. Other	202	1,409,691	916,185	0	916,185	493,506	35.0%	1,413,701	(4,010)
81			7,059,237	6,283,022	0	6,283,022	776,215	11.0%	7,059,237	0
	Workers Comp & Town Pension									
82	Worker's Compensation	211	431,614	431,615	0	431,615	(1)	(0.0%)	431,615	(1)
83	Town Pension	213	520,500	520,500	0	520,500	0	0.0%	520,500	-
84			952,114	952,115	0	952,115	(1)	(0.0%)	952,115	(1)
	Social Security & Medicare									
85	Social Security	212	727,779	499,273	0	499,273	228,506	31.4%	729,153	(1,374)
86	Medicare	214	728,450	511,238	0	511,238	217,212	29.8%	726,009	2,441
87			1,456,229	1,010,512	0	1,010,512	445,717	30.6%	1,455,162	1,067
	Other Employee Benefits									
88	Retirement Awards	222	0	83,336	0	83,336	(83,336)		83,336	(83,336)
89	Unemployment	223	50,000	15,370	0	15,370	34,630	69.3%	20,833	29,167
90	Tuition Reimb Certified	224	101,000	114,342	0	114,342	(13,342)	(13.2%)	114,342	(13,342)
92	Mentor Stipend	227	1,500	0	0	0	1,500	100.0%	1,500	-
93			152,500	213,048	0	213,048	(60,548)	(39.7%)	220,010	(67,510)
94	**Total Benefits**		**9,620,080**	**8,458,697**	**0**	**8,458,697**	**1,161,383**	**12.1%**	**9,686,524**	**(66,444)**

Groton Public Schools

Date prep: 3/23/22 2:04 PM

FY22 Budget Summary Review

Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 03/24/2022	Favorable/ (Unfavorable) to Budget
Purchased Services									
Instructional Services									
95 Instructional Services	321 & 323	117,599	72,856	1,990	74,846	42,753	36.4%	123,293	(5,694)
96 Instruct Improvement Services	322 & 324	44,500	26,470	3,077	29,547	14,953	33.6%	53,199	(8,699)
97		162,099	99,326	5,067	104,393	57,706	35.6%	176,492	(14,393)
Professional Services									
98 Professional Services	331	254,739	315,726	40,094	355,820	(101,081)	(39.7%)	392,907	(138,168)
99 Other Professional Services	332	608,971	215,939	193,987	409,926	199,045	32.7%	523,482	85,489
100 OT & PT Services	333	671,345	106,354	633,563	739,916	(68,571)	(10.2%)	739,916	(68,571)
101 Legal Services	334	70,350	47,116	0	47,116	23,234	33.0%	62,819	7,531
102		1,605,405	685,135	867,644	1,552,779	52,626	3.3%	1,719,125	(113,720)
Athletic Officials & Other Athletic Services									
103 Athletic Officials	341	61,850	49,782	18,820	68,602	(6,752)	(10.9%)	70,702	(8,852)
104 Other Athletic Services	342	13,500	2,025	1,200	3,225	10,275	76.1%	3,225	10,275
105		75,350	51,807	20,020	71,827	3,523	4.7%	73,927	1,423
Computer Network Services									
106 Computer Network Services	343	148,773	225,539	0	225,539	(76,766)	(51.6%)	202,539	(53,766)
107 Total Purchased Services		**1,991,627**	**1,061,807**	**892,731**	**1,954,538**	**37,089**	**1.9%**	**2,172,082**	**(180,455)**
Property Services									
Water/Sewer									
108 Water	410	65,527	35,107	0	35,107	30,420	46.4%	65,527	-
109 Sewer	411	34,274	23,010	0	23,010	11,264	32.9%	34,274	-
110		99,801	58,117	0	58,117	41,684	41.8%	99,801	0
Trash & Snow Removal									
111 Trash Removal	421	86,600	79,566	34,141	113,708	(27,108)	(31.3%)	113,708	(27,108)
112 Snow Removal	422	50,000	652	239	891	49,109	98.2%	40,000	10,000
113		136,600	80,218	34,381	114,599	22,001	16.1%	153,708	(17,108)
Repair/Maintenance									
114 Equipment Repairs	430	116,791	62,757	5,720	68,477	48,314	41.4%	120,009	(3,218)
115 Grounds Repairs	431	184,989	126,013	2,890	128,903	56,086	30.3%	159,789	25,200
116 General Bldg Repairs	432	30,066	245	0	245	29,821	99.2%	26,814	3,252
117 Painting	433	5,045	9,515	0	9,515	(4,470)	(88.6%)	9,515	(4,470)
118 Heat & Plumbing	434	50,947	12,199	42,000	54,199	(3,252)	(6.4%)	54,199	(3,252)
119 Electrical	435	9,479	1,888	0	1,888	7,591	80.1%	9,479	-
120 Extermination Services	490	11,363	11,768	851	12,619	(1,256)	(11.1%)	12,619	(1,256)
121 Bldg Fire Protection	491	46,357	46,070	10,950	57,020	(10,663)	(23.0%)	57,020	(10,663)
123 Other Purch Services	499	24,146	6,666	5,729	12,394	11,752	48.7%	24,146	-
124		479,183	277,120	68,140	345,260	133,923	27.9%	473,590	5,593
Rental									
125 Rental	441	132,605	81,159	45,839	126,998	5,607	4.2%	133,855	(1,250)
126 Total Property Services		**848,189**	**496,614**	**148,360**	**644,974**	**203,215**	**24.0%**	**860,953**	**(12,764)**
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
127 Reg Ed Pupil Transportation	510 & 516	3,118,189	1,829,369	0	1,829,369	1,288,820	41.3%	3,106,966	11,223
128 Sp Ed - Trans - STA	511	1,160,504	738,314	0	738,314	422,190	36.4%	1,156,763	3,741
129 Sp Ed - Trans - Curtin	512	920,731	608,772	0	608,772	311,959	33.9%	920,731	-
130 Pupil Transp Reimbursement	513	12,250	0	0	0	12,250	100.0%	12,250	-
131		5,211,674	3,176,456	0	3,176,456	2,035,218	39.1%	5,196,710	14,964
Transportation: Other									
132 Transportation - Athletics	587	117,350	33,586	32,070	65,656	51,694	44.1%	96,007	21,343
133 Transportation - Field Trips	588	58,898	10,601	6,583	17,184	41,714	70.8%	65,383	(6,485)
134 Entry Fees - Athletics	591 & 592	12,100	7,285	3,680	10,965	1,135	9.4%	12,040	60
135 Admission Fees	595	6,070	0	0	0	6,070	100.0%	6,070	-
137		194,418	51,973	42,333	94,306	100,112	51.5%	179,500	14,918
Transportation: Staff									
138 Travel - Education	580 & 581	8,700	1,593	0	1,593	7,107	81.7%	9,158	(458)
139 Travel - Admin	582 & 583	29,100	16,166	0	16,166	12,934	44.4%	26,468	2,632
140 Travel - Conferences	584	79,120	6,061	0	6,061	73,059	92.3%	73,559	5,561
141		116,920	23,820	0	23,820	93,100	79.6%	109,185	7,735
Liability & Accident Insurance									
142 Liability Insurance	522	325,149	352,839	0	352,839	(27,690)	(8.5%)	352,839	(27,690)
143 Accident Insurance	525	15,172	14,410	0	14,410	762	5.0%	14,410	762
144		340,321	367,249	0	367,249	(26,928)	(7.9%)	367,249	(26,928)

Groton Public Schools

Date prep: 3/23/22 2:04 PM

FY22 Budget Summary Review

	Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 03/24/2022	Favorable/ (Unfavorable) to Budget
	Communications									
145	Telephone, Telephone Repairs	530	67,925	123,606	502	124,108	(56,183)	(82.7%)	104,321	(36,396)
146	Postage	531	41,350	20,274	330	20,604	20,746	50.2%	30,424	10,926
147	Advertisement	540	5,000	7,428	470	7,898	(2,898)	(58.0%)	7,898	(2,898)
148	Minority Recruitment	541	5,000	7,024	0	7,024	(2,024)	(40.5%)	-	5,000
149	Printing Admin	550	11,542	3,935	0	3,935	7,607	65.9%	8,822	2,720
150	School Publications	551 & 552	3,500	400	0	400	3,100	88.6%	3,500	-
151			134,317	162,667	1,302	163,969	(29,652)	(22.1%)	154,964	(20,647)
	Tuition: Special Education									
152	Sp Ed Vocational	561	461,250	270,617	117,855	388,472	72,778	15.8%	423,764	37,486
153	Sp Ed BoE Placements	562	2,557,392	1,502,519	810,162	2,312,681	244,711	9.6%	2,521,540	35,852
154	Sp Ed State Placements	563	600,000	304,183	100,380	404,564	195,437	32.6%	450,298	149,702
155	Sp Ed Magnet Choice	568	862,648	705,378	21,915	727,293	135,355	15.7%	805,070	57,578
156			4,481,290	2,782,697	1,050,312	3,833,009	648,281	14.5%	4,200,672	280,618
	Tuition: Other									
157	Adult Ed	564	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
158	Gen Ed Magnet Tuition	566	945,337	931,737	0	931,737	13,600	1.4%	931,737	13,600
159	Gen Ed Vo Ag Tuition	567	95,522	88,699	0	88,699	6,823	7.1%	88,699	6,823
160			1,250,859	1,227,436	0	1,227,436	23,423	1.9%	1,227,436	23,423
161	**Total Transportation, Insurance, Communication, Tuition**		**11,729,799**	**7,792,297**	**1,093,947**	**8,886,244**	**2,843,555**	**24.2%**	**11,435,716**	**294,083**
	Supplies									
	Instructional Supplies									
162	General Classroom	601	117,527	27,075	13,612	40,687	76,840	65.4%	85,215	32,312
163	Science	602	26,320	5,706	777	6,483	19,837	75.4%	26,370	(50)
164	Arts & Crafts	603	23,577	15,169	941	16,110	7,467	31.7%	24,876	(1,299)
165	Phys. Ed	604	13,540	1,725	2,007	3,732	9,808	72.4%	13,273	267
166	Music	605	22,700	8,540	3,106	11,646	11,054	48.7%	22,700	-
167	Kindergarten	606	5,600	1,379	0	1,379	4,221	75.4%	5,600	-
168	Pupil Tests	607	70,700	41,224	2,486	43,709	26,991	38.2%	71,597	(897)
169	Tech. Ed	609	7,500	0	0	0	7,500	100.0%	7,500	-
170	Home Ec Supplies	613	12,700	9,006	0	9,006	3,694	29.1%	12,700	-
171	Sp Ed Supplies	615	56,000	29,475	4,824	34,300	21,700	38.8%	56,000	-
172	Athletic Supplies	616	52,554	22,914	14,359	37,272	15,282	29.1%	48,928	3,626
173	Math Supplies	617	11,082	1,714	1,622	3,336	7,746	69.9%	12,639	(1,557)
174	Health Supplies	618	2,400	0	0	0	2,400	100.0%	2,400	-
175	Other Supplies	619	3,000	0	221	221	2,780	92.7%	3,221	(221)
176	Health Serv Pathogen	622	6,500	508	0	508	5,992	92.2%	6,500	-
177	School Library Supplies	623	5,250	1,398	482	1,879	3,371	64.2%	5,250	-
178	Food, Drink, Snacks	628	23,000	12,508	1,744	14,252	8,748	38.0%	27,200	(4,200)
180			459,950	178,340	46,180	224,520	235,430	51.2%	431,968	27,982
	Computer Supplies									
181	Computer Supplies	610 & 611	92,700	30,190	4,042	34,232	58,468	63.1%	93,548	(848)
182	Software	612	195,406	433,550	8,001	441,551	(246,145)	(126.0%)	196,617	(1,211)
183			288,106	463,740	12,043	475,783	(187,677)	(65.1%)	290,165	(2,059)
	Electricity & Heating									
184	Electricity	631	972,729	768,402	6,102	774,504	198,225	20.4%	972,729	-
185	Propane/Natural Gas	632	294,355	225,378	599	225,977	68,378	23.2%	294,355	-
186	Heating Oil	633	193,986	173,240	0	173,240	20,746	10.7%	193,986	-
187			1,461,070	1,167,020	6,701	1,173,721	287,349	19.7%	1,461,070	0
	Transportation Supplies									
188	Diesel for School Buses	634	128,439	165,332	0	165,332	(36,893)	(28.7%)	175,207	(46,768)
189	Gas for Maintenance	656	41,996	12,016	4,833	16,848	25,148	59.9%	41,996	-
190			170,435	177,347	4,833	182,180	(11,745)	(6.9%)	217,203	(46,768)
	Textbooks & Library Books									
191	Textbooks	640	61,415	14,608	7,905	22,513	38,902	63.3%	65,423	(4,008)
192	Workbooks	641	19,410	5,402	0	5,402	14,008	72.2%	19,410	-
193	Textbook Rebind	642	950	0	0	0	950	100.0%	950	-
194	Library Books	645	21,700	7,850	3,342	11,192	10,508	48.4%	22,165	(465)
195	Periodicals	647	2,700	994	1,178	2,172	528	19.6%	2,700	-
196			106,175	28,854	12,425	41,279	64,896	61.1%	110,647	(4,472)

Groton Public Schools

Date prep: 3/23/22 2:04 PM

FY22 Budget Summary Review

	Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 03/24/2022	Favorable/ (Unfavorable) to Budget
	Facility/Maintenance Supplies									
197	Equipment Repair	650	28,503	25,211	4,952	30,163	(1,660)	(5.8%)	30,163	(1,660)
198	Grounds Supplies	651	18,862	8,617	0	8,617	10,245	54.3%	18,862	-
199	General Bldg Repair	652	65,101	29,377	8,885	38,262	26,839	41.2%	52,112	12,989
200	Painting	653	2,500	5,515	7	5,522	(3,022)	(120.9%)	5,522	(3,022)
201	Heat & Plumbing	654	34,057	33,427	5,132	38,559	(4,502)	(13.2%)	38,559	(4,502)
202	Electrical	655	30,250	22,152	112	22,264	7,986	26.4%	30,250	-
203	Safety Supplies	657 & 659	13,555	6,961	30	6,991	6,564	48.4%	8,491	5,064
204	Custodial Supplies	658	143,982	86,373	459	86,833	57,149	39.7%	143,982	-
205			336,810	217,634	19,577	237,210	99,600	29.6%	327,941	8,869
	Other Supplies									
206	Sup Serv Guid Imp Ins	621	24,400	12,723	836	13,560	10,840	44.4%	24,711	(311)
207	Audio Visual	624 & 625	7,502	6,109	20	6,129	1,373	18.3%	6,964	538
208	General Admin Supplies	626	13,110	9,802	256	10,058	3,052	23.3%	11,015	2,095
209	School Admin Supplies	627	15,800	15,658	4,548	20,206	(4,406)	(27.9%)	25,546	(9,746)
210	Professional Materials	690	24,300	9,144	29	9,173	15,127	62.3%	19,568	4,732
212			85,112	81,771	6,190	87,961	(2,849)	(3.3%)	88,494	(3,382)
213	**Total Supplies**		**2,907,658**	**2,314,706**	**107,949**	**2,422,655**	**485,004**	**16.7%**	**2,927,487**	**(19,829)**
	Equipment									
	Instructional Equipment									
214	Replace Instr Equip	730	12,730	3,207	0	3,207	9,523	74.8%	9,087	3,643
215	Add Instr Equipment	735	54,471	8,747	5,794	14,541	39,930	73.3%	39,796	14,675
216			67,201	11,954	5,794	17,748	49,453	73.6%	48,883	18,318
	Non-Instructional Equipment									
217	Replace Non-Instr Equipment	731	10,000	4,301	0	4,301	5,699	57.0%	4,301	5,699
218	Add Non-Instr Equipment	736	0	28,244	13,268	41,512	(41,512)		41,492	(41,492)
219			10,000	32,545	13,268	45,813	(35,813)	(358.1%)	45,793	(35,793)
220	**Total Equipment**		**77,201**	**44,500**	**19,061**	**63,561**	**13,640**	**17.7%**	**94,676**	**(17,475)**
	Dues - Fees									
	Dues/Fees									
221	Dues BoE	810	25,541	21,088	0	21,088	4,453	17.4%	21,088	4,453
222	General Admin Dues	811	15,650	15,046	839	15,885	(235)	(1.5%)	17,185	(1,535)
223	School Admin Dues	812	43,669	22,860	0	22,860	20,809	47.7%	45,694	(2,025)
224	Other Dues	819	3,975	2,906	0	2,906	1,069	26.9%	4,081	(106)
225	**Total Dues/Fees**		**88,835**	**61,900**	**839**	**62,739**	**26,096**	**29.4%**	**88,048**	**787**
226	**Grand Total**		**77,438,090**	**50,681,942**	**18,033,019**	**68,714,961**	**8,723,129**	**11.3%**	**77,306,544**	**131,546**

Groton Public Schools

FY22 Budget Summary Review

Summary at Program Level III

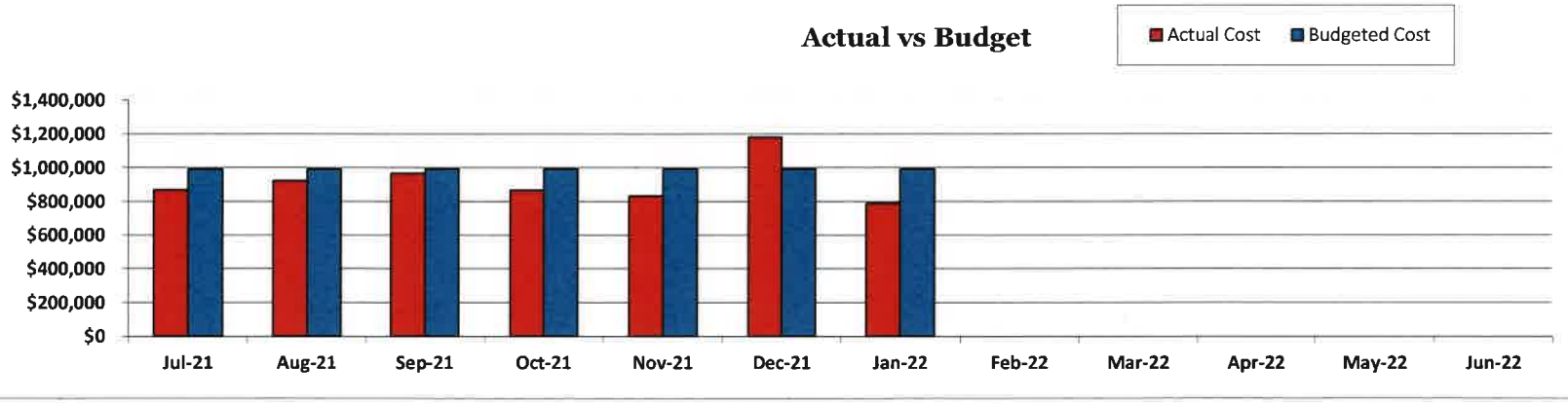
Function No.	Description	FY22 Budget 2021-2022	Expended 2021-2022	Encumbered 2021-2022	FY22 Total 2021-2022	Remaining Balance	%	03242022 FY22 Estimated 2021-2022	Favorable/ (Unfavorable)
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,269,421	8,272,221	4,451,278	12,723,499	545,922	4.1%	13,247,594	21,827
1102	FUNCTION-1102 ART	670,468	416,075	237,918	653,993	16,475	2.5%	671,767	(1,299)
1104	FUNCTION-1104 LANGUAGE ARTS	2,310,517	1,430,555	832,602	2,263,157	47,360	2.0%	2,364,426	(53,909)
1105	FUNCTION-1105 WORLD LANGUAGES	1,378,697	856,154	517,849	1,374,003	4,694	0.3%	1,456,619	(77,922)
1106	FUNCTION-1106 CONSUMER SCIENCE	149,479	91,323	47,896	139,218	10,261	6.9%	149,479	-
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	636,478	388,306	218,412	606,718	29,760	4.7%	645,965	(9,487)
1108	FUNCTION-1108 MATHEMATICS	2,151,284	1,270,074	741,808	2,011,882	139,402	6.5%	2,103,276	48,008
1109	FUNCTION-1109 MUSIC	731,431	395,467	257,721	653,188	78,243	10.7%	700,425	31,006
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,174,615	629,030	364,010	993,040	181,575	15.5%	1,172,401	2,214
1111	FUNCTION-1111 SCIENCE	2,249,495	1,360,622	745,394	2,106,016	143,479	6.4%	2,216,653	32,842
1112	FUNCTION-1112 SOCIAL STUDIES	1,821,305	1,090,391	606,224	1,696,615	124,690	6.8%	1,756,922	64,383
1114	FUNCTION-1114 HEALTH EDUCATION	220,609	196,601	139,651	336,252	(115,643)	(52.4%)	219,695	914
1117	FUNCTION-1117 INTERN. BACCALAUREATE	67,250	42,746	1,633	44,379	22,871	34.0%	73,160	(5,910)
1118	FUNCTION-1118 IB - CAREERS-RELATED PROGRAM	18,179	0	0	0	18,179	100.0%	18,179	-
1119	FUNCTION-1119 UNCLASSIFIED	1,371,266	1,292,703	1,746	1,294,449	76,817	5.6%	1,423,466	(52,200)
1121	FUNCTION-1121 BUSINESS EDUCATION	332,696	198,710	109,772	308,482	24,214	7.3%	322,177	10,519
1124	FUNCTION-1124 HEALTH OCCUPATIONS	71,898	2,468	0	2,468	69,430	96.6%	19,911	51,987
1260	FUNCTION-1260 ENRICHMENT	38,724	19,769	1,335	21,104	17,620	45.5%	38,724	(0)
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,914,729	1,760,197	1,113,951	2,874,147	40,582	1.4%	2,949,451	(34,722)
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERVICE	1,097,479	695,892	289,461	985,354	112,125	10.2%	1,082,521	14,958
Total Regular Instruction		32,699,370	20,447,824	10,680,611	31,128,435	1,570,935	4.8%	32,691,166	8,204
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,235,951	666,909	297,247	964,155	271,796	22.0%	1,237,998	(2,047)
1210	FUNCTION-1210 SPED Summer School	20,290	0	0	0	20,290	100.0%	-	20,290
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTION	792,073	613,563	75,534	689,097	102,976	13.0%	785,150	6,923
1230	FUNCTION-1230 SPECIAL EDUCATION	8,176,457	4,559,176	1,916,497	6,475,673	1,700,784	20.8%	8,156,061	20,396
1250	FUNCTION-1250 BLIND	26,599	936	0	936	25,663	96.5%	7,524	19,075
1280	FUNCTION-1280 HEARING IMPAIRED	107,224	75,373	42,935	118,308	(11,084)	(10.3%)	106,236	988
Total Special Instruction		10,358,594	5,915,957	2,332,212	8,248,169	2,110,425	20.4%	10,292,969	65,625
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	84,133	34,791	4,250	39,041	45,092	53.6%	84,133	-
1320	FUNCTION-1320 ADULT EDUCATION	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
Total Continuing Education		294,133	241,791	4,250	246,041	48,092	16.4%	291,133	3,000
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	938,606	505,638	155,007	660,645	277,961	29.6%	883,568	55,038
TOTAL INSTRUCTION		44,290,703	27,111,210	13,172,081	40,283,290	4,007,413	9.0%	44,158,836	131,867
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	878,367	676,860	174,777	851,638	26,729	3.0%	898,300	(19,933)
2110	FUNCTION-2110 SOCIAL WORK SERVICES	355,751	244,687	81,857	326,544	29,207	8.2%	310,975	44,776
2120	FUNCTION-2120 GUIDANCE SERVICES	1,595,294	964,439	497,634	1,462,073	133,221	8.4%	1,625,346	(30,052)
2130	FUNCTION-2130 HEALTH SERVICES	1,237,137	315,673	827,253	1,142,926	94,211	7.6%	1,257,639	(20,502)
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,241,410	712,196	439,108	1,151,304	90,106	7.3%	1,218,450	22,960
2150	FUNCTION-2150 SPEECH & HEARING SERVICES	1,162,998	733,486	449,447	1,182,933	(19,935)	(1.7%)	1,161,014	1,984
Total Support Services - Pupils		6,470,957	3,647,341	2,470,076	6,117,417	353,540	5.5%	6,471,724	(767)
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - T&L	369,442	343,800	78,212	422,013	(52,571)	(14.2%)	346,920	22,522
2202	FUNCTION-2202 SUPPORTING SERVICES - DEI	15,761	3,178	0	3,178	12,583	79.8%	18,396	(2,635)
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCTION	235,564	206,448	1,803	208,251	27,313	11.6%	257,466	(21,902)
Total Support Services - Staff		620,767	553,427	80,015	633,442	(12,675)	(2.0%)	622,782	(2,015)
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERVICE	30,241	24,151	0	24,151	6,090	20.1%	25,788	4,453
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SER	1,565,287	1,266,976	143,525	1,410,501	154,786	9.9%	1,579,821	(14,534)
2313	FUNCTION-2313 BUSINESS OFFICE	976,596	814,502	35,669	850,171	126,425	12.9%	999,516	(22,920)
2410	FUNCTION-2410 SCHOOL ADMINSTRATION	4,150,463	3,326,213	787,623	4,113,835	36,628	0.9%	4,211,363	(60,900)
Total General Support Services		6,722,587	5,431,842	966,816	6,398,658	323,929	4.8%	6,816,488	(93,901)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENANCE	6,830,961	4,795,299	230,792	5,026,091	1,804,870	26.4%	6,767,263	63,698
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,837,953	3,779,996	0	3,779,996	2,057,957	35.3%	5,906,878	(68,925)
2540	FUNCTION-2540 COMPUTER SUPPORT SERVICES	1,504,213	1,566,829	180,783	1,747,612	(243,399)	(16.2%)	1,666,178	(161,965)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	253	0	253	2,247	89.9%	2,500	-
Total Operational Services		14,175,627	10,405,106	411,575	10,816,680	3,358,947	23.7%	14,342,820	(167,193)
TOTAL SUPPORT SERVICES		27,989,938	20,037,716	3,928,481	23,966,197	4,023,741	14.4%	28,253,814	(263,876)
Community Services									
3710	FUNCTION 3710-NONPUBLIC SCHOOL	96,550	0	0	0	96,550	100.0%	96,550	0
Non-Programmed Charges									
4100	TUITION PAYMENTS	5,060,899	3,532,516	932,457	4,464,973	595,926	11.8%	4,797,344	263,555
GRAND TOTAL		77,438,090	50,681,442	18,033,019	68,714,461	8,723,629	11.3%	77,306,544	131,546
									0.17%

Cost vs Budget Dashboard - data through January 2022 **BOE Groups Active & Retired**

Self Insured - All Coverages
All Enrollees

		Claim/Admin. Cost								
Date	Lives	Net Medical Paid Claims	Rx Paid Claims	Dental Paid Claims	Total Net Paid Claims	Total Fixed Costs	Total Cost	Anthem Renewal Monthly	Variance - Total Cost vs BOE Anthem Renewal	Actual/Estimated BOE Anthem Renewal
Jul-21	570	$658,635	$96,759	$25,864	$781,258	$87,755	$869,013	$990,851	($121,838)	87.7%
Aug-21	569	$608,837	$193,338	$34,495	$836,670	$87,629	$924,299	$990,851	($66,552)	93.3%
Sep-21	568	$720,316	$138,730	$21,194	$880,239	$87,503	$967,742	$990,851	($23,109)	97.7%
Oct-21	575	$508,503	$242,986	$26,442	$777,931	$88,386	$866,317	$990,851	($124,535)	87.4%
Nov-21	572	$502,303	$211,751	$31,568	$745,622	$88,008	$833,630	$990,851	($157,221)	84.1%
Dec-21	574	$860,615	$208,410	$24,041	$1,093,066	$88,260	$1,181,326	$990,851	$190,475	119.2%
Jan-22	522	$504,532	$180,337	$22,765	$707,634	$81,702	$789,335	$990,851	($201,516)	79.7%
Feb-22										
Mar-22										
Apr-22										
May-22										
Jun-22										
YTD	**3950**	**$4,363,740**	**$1,272,311**	**$186,369**	**$5,822,420**	**$609,242**	**$6,431,663**	**$6,935,958**	**($504,295)**	**92.7%**

Budget vs. Actual Cost



Total fixed costs is taken from segmented Anthem Report 4 dated 3/9/21 plus Network Access Fees of $190,427
**BOE monthly budget based on non-weighted Anthem proposal dated 3/9/21*

Updated: 3/3/22

Attachment #3

Groton Public Schools
Treehouse - Before/After School Care

At Current Rates

	School Year plus full days	Camp	Total
Gross Revenue	550,485	185,625	736,110
Less: Processing/Uncollectible	(60,553)	(18,563)	(79,116)
Net Revenue	489,932	167,063	656,994
Expenses			
Salaries	445,838	140,597	586,435
Employee Taxes/Benefits	80,673	10,756	91,429
Other Expenses	31,250	30,500	61,750
Total Expenses	557,762	181,852	739,614
Net Income/(Loss)	(67,830)	(14,790)	(82,620)

Current Rates

School Year			
AM only	$	40	per week
PM only	$	45	per week
AM & PM	$	80	per week
Camp*			
GPS student	$	175	per week
non-GPS student	$	225	per week

* In addition, $50 registration fee

At Proposed Rates

	School Year plus full days	Camp	Total
Gross Revenue	648,375	208,800	857,175
Less: Processing/Uncollectible	(71,321)	(22,968)	(94,289)
Net Revenue	577,054	185,832	762,886
Expenses			
Salaries	445,838	140,597	586,435
Employee Taxes/Benefits	80,673	10,756	91,429
Other Expenses	31,250	30,500	61,750
Total Expenses	557,762	181,852	739,614
Net Income/(Loss)	19,292	3,980	23,271

Proposed Rates

School Year			
AM only	$	50	per week
PM only	$	55	per week
AM & PM	$	100	per week
Camp*			
GPS student	$	200	per week
non-GPS student	$	250	per week

* In addition, $50 registration fee

Attachment #4

Tuition Rate Comparison Tables

Current Rate Comparison:

Weekly Tuition Comparison

District	Name	Before	After	Both	Annual Reg. Fee
Groton	Tree House	$40	$45	$80	$50
Ledyard	Right at School	$65.50*	$65.50*	$109*	-
Stonington	COMO Kids	$52.33**	$88.37**	$140.70**	$100
Waterford	Carelot	-	$82.50**	-	$70
Waterford	Before-Care	$25	-	-	-

*weekly rates calculated by dividing bi-weekly tuition rate by 2
**weekly rates calculated by dividing monthly tuition rate by 4.3

Hourly Tuition Comparison

District	Name	Before	After	Both
Groton	Tree House	$3.56	$3.27	$3.20
Ledyard	Right at School	$6.55	$5.24	$4.84
Stonington	COMO Kids	$10.47	$8.84	$9.38
Waterford	Carelot	-	$5.50	-
Waterford	Before-Care	$5.00	-	$10.50

Proposed Rate Comparison:

Weekly Tuition Breakdown

District	Name	Before	After	Both	Annual Reg. Fee
Groton	Tree House	$50	$55	$100	$50
Ledyard	Right at School	$65.50*	$65.50*	$109*	-
Stonington	COMO Kids	$52.33**	$88.37**	$140.70**	$100
Waterford	Carelot	-	$82.50**	-	$70
Waterford	Before-Care	$25	-	-	-

*weekly rates calculated by dividing bi-weekly tuition rate by 2
**weekly rates calculated by dividing monthly tuition rate by 4.3

Hourly Tuition Comparison

District	Name	Before	After	Both
Groton	Tree House	$4.44	$4.00	$4.00
Ledyard	Right at School	$6.55	$5.24	$4.84
Stonington	COMO Kids	$10.47	$8.84	$9.38
Waterford	Carelot	-	$5.50	-
Waterford	Before-Care	$5.00	-	$10.50

Price Comparisons, Regional Afterschool Programs

Groton Public Schools, Tree House

- 6:30am – 8:45am
- 3:15pm – 6:00pm
- $40/week – before school care
- $45/week – afterschool care
- $80/week – both
- $50 annual registration fee

Ledyard Public Schools, Right at School

- 6:30am – 8:25am
- 3:25pm - 6:00pm
- $131/bi-weekly – before school care
- $131/bi-weekly – afterschool care
- $218/bi-weekly – both

Stonington Public Schools, Stonington COMO Kids

- 7:00am – Bus pick-up
- Bus drop-off – 6:00pm
- $255/month – before school care
- $380/month – afterschool care
- No combined before-and-afterschool rate
- $100 annual registration fee

Waterford Public Schools, Carelot Clubhouse

- 3:00pm – 6:00pm
- $355/month – afterschool care
- $70 annual registration fee

Waterford Public Schools, Before-Care Program

- Provided by the Waterford Board of Education
- 7:30am-8:20am
- $25/week – before school care

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
A) FITCH HIGH SCHOOL ATHLETIC FACILITIES	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

In addition to the regular use of the football field by the football team, the field is also used by the Groton Public Schools lacrosse and soccer teams, as well as physical education classes. Because the playing field no longer drains properly, it is in need of upgrading. It will be necessary to regrade and recrown the field and sod the entire surface.

The addition of an irrigation system while work is performed will greatly enhance the continued maintenance by providing timed watering while also improving on the efficiency/cost of water usage.

Requested for FYE 23 are funds ($215,000) to sod and recrown the field and funds ($28,750) for irrigation.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	244						244
D. Equipment								0
E. Other Costs								0
Total	C	244	0	0	0	0	0	244

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
B) CHARLES BARNUM ELEMENTARY SCHOOL ROOF REPLACEMENT	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

The Board of Education plans to keep Charles Barnum Elementary School open for many years to come. As of 2021, that building will be the only school in the district that is older than 14 years. The roof on the building is beyond its 20-year life expectancy.

Requested for FYE 23 are funds ($1,000,000) for roof replacement.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	
A. Planning and Engineering								0
B. Land and Right of Way								0
C. Construction	C	1000						1000
D. Equipment								0
E. Other Costs								0
Total	C	1000	0	0	0	0	0	1000

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
D) FITCH HIGH & BARNUM SCHOOLS HVAC UPGRADES	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

While many areas of Fitch High School were renovated in the 2008 building project, the vintage section did not get an updated HVAC system.

Charles Barnum Elementary School, built in the 1960's, has the original HVAC systems.

Requested for FYE 23 are funds ($50,000) for an engineering study and plans to provide modern HVAC systems.

The construction estimates will be included in the study.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	
A. Planning and Engineering	C	50						50
B. Land and Right of Way								0
C. Construction								0
D. Equipment								0
E. Other Costs								0
Total	C	50	0	0	0	0	0	50

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

CAPITAL IMPROVEMENT PROGRAM
PROJECT DETAIL

PROJECT	ACTIVITY/DEPARTMENT
E) FITCH HIGH SCHOOL CULINARY ARTS	5) EDUCATION

DESCRIPTION/PURPOSE/JUSTIFICATION

With the Groton Public Schools' focus on college and career readiness, we are expanding our Careers Pathway program to ensure our students are workforce ready. A very popular career pathway for our students is the Culinary Arts Program. The program fills to capacity and many students are turned away. There is a need for a more robust culinary arts program that can service more of our students and ready them for entry level jobs in the restaurant industry. This would require upgrading of the current cooking/cleaning stations to more commercial grade equipment.

Requested for FYE 23 are funds ($70,000) for plans and specifications for the renovation of two culinary classrooms and a 2,000 sq. ft. storage room.

Programmed for FYE 24 are funds estimated at ($600,000) for the construction and equipment to complete the project.

RECOMMENDED FINANCING (000)

	Source of Funds*	Estimated Funding by Year						Total Estimated Cost
		FYE2023	FYE2024	FYE2025	FYE2026	FYE2027	FYE2028	
A. Planning and Engineering	C	70						70
B. Land and Right of Way								0
C. Construction			400					400
D. Equipment			200					200
E. Other Costs								0
Total	C	70	600	0	0	0	0	670

*Funding (C) Capital Reserve Fund (G) General Obligation Bonds (O) Other

GROTON BOARD OF EDUCATION
SPECIAL MEETING MINUTES
FEBRUARY 23, 2022 @ 6:00 P.M.
REMOTE MEETING

Members Present: Chairperson Kim Shepardson Watson (arrived at 6:18 p.m.), Andrea Ackerman, Dean Antipas, Vice Chairperson Katrina Fitzgerald, Matthew Shulman, Elizabeth Porter, Rita Volkmann (arrived at 6:30 p.m.), Beverly Washington, Jay Weitlauf

Also Present: Susan Austin, Phil Piazza, Sam Kilpatrick, Ken Knight

Vice Chairperson Fitzgerald called the meeting on the superintendent's proposed 2022- 2023 budget to order at 6:00 p.m.

I. BUDGET WORK SESSION

- Operation Budget Plus Grants **(ATTACHMENT #1)** – Mr. Knight gave overview of the operation budget including grants paid directly to the Board of Education as well as the calculation of the Town portion of the Board of Education budget.
- Detailed Revenue Source **(ATTACHMENT #2)** – Ms. Austin reviewed the revised graph of the revenue source to support the Board of Education budget.
- Coronavirus Relief Grants Sustainability **(ATTACHMENT #3)** – Ms. Austin gave an overview of the Coronavirus Relief Grants sustainability.
- Central Office Directors' Salary **(ATTACHMENT #4, 5)** – Mr. Knight reviewed pay increase and cost share for the FY23 budget.

Mr. Weitlauf referred discussion of Central Office raises to next month instead of waiting until the end of the school year. Mrs. Watson referred this issue to the Finance Committee who will be meeting on March 8, 2022.

- Updated Adjusted Superintendent Budget **(ATTACHMENT #6)** – Mr. Knight reviewed the proposed updated adjusted Superintendent budget.

II. Discussion and possible action regarding the approval of the FY23 budget.

MOTION: Weitlauf, Ackerman: To approve the FY23 budget in the amount of $79,157,271; which is a 2.22% increase over the FY22 budget.
YES - Watson, Fitzgerald, Ackerman, Antipas, Shulman, Porter, Weitlauf
ABSTAINED – Volkmann, Washington
PASSED

III. Adjournment

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

Attachment #1

Groton Public Schools

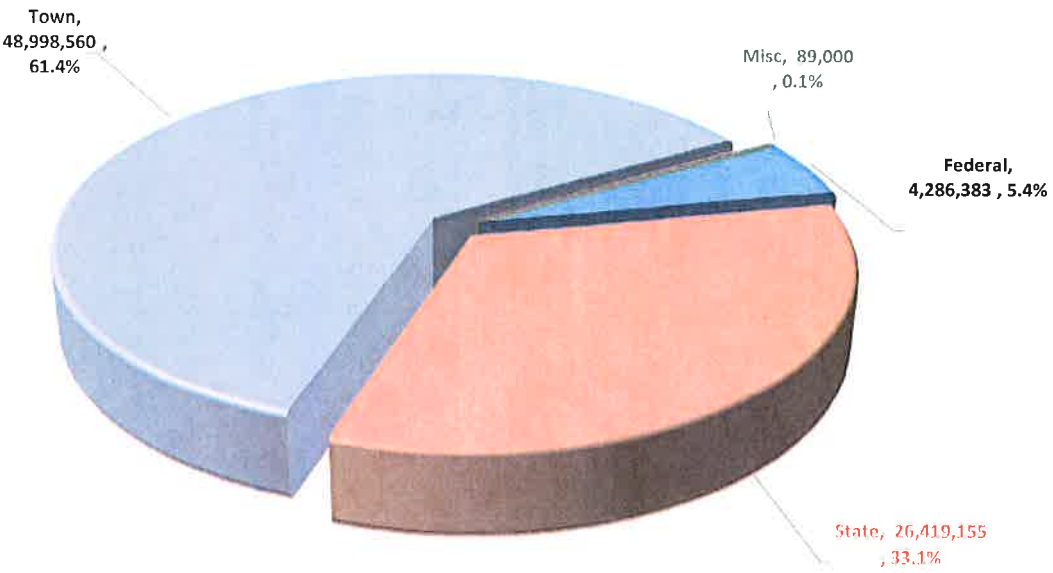
Total Operating Costs including Grants paid directly to BOE

	FY22 Budget	FY23 Budget
Operating Budget	77,438,090	79,793,098
Grants		
Categorical	3,339,588	3,339,588
Competitive	1,406,841	409,481
Coronavirus Relief	3,383,125	3,688,041
Total Grants	8,129,554	7,437,110
Total Operating Costs including Grants	**85,567,644**	**87,230,208**

Calculation of Town portion of BOE Budget

	FY22 Budget	FY23 Budget
Operating Budget including Grants	85,567,644	87,230,208
Revenue received directly by BOE	(8,129,554)	(7,437,110)
Revenue received directly by Town of Groton	(29,887,357)	(30,794,538)
Portion of BOE Budget funded by Town	**47,550,733**	**48,998,560**

Revenue Source to Support Board of Education



Revenue Source	Actual FY2020-2021		Budget FY2021-2022		Estimate FY2021-2022		Proposed Budget FY2022-2023	
Federal								
Impact Aid	4,193,666	5%	3,316,515	4%	4,094,283	5%	4,094,283	5%
Medicaid	90,630	0%	192,100	0%	192,100	0%	192,100	0%
Total Federal	**4,284,296**	**6%**	**3,508,615**	**5%**	**4,286,383**	**6%**	**4,286,383**	**5%**
State								
Education Cost Sharing (ECS)	25,006,069	32%	25,040,045	32%	25,182,690	33%	25,040,045	31%
SPED Excess Cost	998,397	1%	925,000	1%	1,215,153	2%	1,093,638	1%
Magnet School Transportation	143,000	0%	185,000	0%	143,000	0%	143,000	0%
Adult Education	117,310	0%	113,451	0%	115,454	0%	116,103	0%
Nonpublic pupil services	18,783	0%	26,246	0%	26,369	0%	26,369	0%
Total State	**26,283,559**	**34%**	**26,289,742**	**34%**	**26,682,666**	**34%**	**26,419,155**	**33%**
Town	**46,817,362**	**60%**	**47,550,733**	**61%**	**46,318,773**	**60%**	**48,998,560**	**61%**
Misc Sources	**50,456**	**0%**	**89,000**	**0%**	**67,345**	**0%**	**89,000**	**0%**
Total	**77,435,673**	**100%**	**77,438,090**	**100%**	**77,355,167**	**100%**	**79,793,098**	**100%**

General Property Tax	92,471,000	98,157,144	98,157,144	Not yet available
Town portion of BOE budget	46,817,362	47,550,733	46,318,773	48,998,560
Percentage of property tax collected to support BOE budget	50.6%	48.4%	47.2%	Not yet available

Groton Public Schools
Coronavirus Relief Grants

American Rescue Plan/Elem and Sec School Relief (ARP ESSER)	FY2022	FY2023	FY2024	Total
Personnel				
Social Emotional Learning Tutors/Coordinator - student support	266,912	266,912	266,912	800,737
English Language/Math tutors - student support			476,412	476,412
Building subsitutes - student support	147,650	147,650	147,650	442,950
Teaching personnel - student support	192,939	192,939	281,939	667,816
Diversity Equity Inclusion Coorindation - student support	10,765	156,093	161,475	328,333
Social Workers - student support			175,207	175,207
Magnet/Special Program coordination - student support		290,632	330,522	621,153
Curriculum Development -	43,060	43,060	43,933	130,053
Grant Coordination/evaluation -	43,060	43,060	43,060	129,180
Summer learning - student support		48,443	48,443	96,885
Before/after school enrichment - student support	26,913	26,913	26,913	80,738
Parttime custodial personnel - cleaning			71,246	71,246
Technology support - student and teacher support	98,490	98,490	127,110	324,090
Community coordinators - student/families outreach			43,060	43,060
	829,788	1,314,190	2,243,880	4,387,859
Other				
Professional Development - improving preparedness	40,000	40,000	40,000	120,000
Professional Development - address social emotional	25,000	25,000	25,000	75,000
Professional Development - technology	20,000	20,000	20,000	60,000
Professional Development - DEI	40,000	40,000	40,000	120,000
Grant evaluation - outside	15,000	15,000	15,000	45,000
Hot spots - technology	20,000	20,000	20,000	60,000
Comunication to students/families	20,000	20,000	20,000	60,000
Learning sofitware - education technology			150,000	150,000
Technology - analytics software/zoom	35,000	35,000	35,000	105,000
Supplies - support DEI/family engagement	25,000	35,000	35,000	95,000
HVAC upgrades	420,000	250,000	250,000	920,000
Technology - purchase educational devices	100,000	100,000	100,000	300,000
Equipment - Steamer/kettle system @ FHS	75,000			75,000
	835,000	600,000	750,000	2,185,000
Total ARP ESSER (through 09/30/2024)	1,664,788	1,914,190	2,993,880	6,572,859

Attachment #3

Groton Public Schools
CO administrators salaries
FY22 Estimate versus FY23 Budget

Position	FY22 Estimate	FY23 Budget	Variance $$	Variance %	
Director of Pupil Personnel	153,233	156,145	2,912	2%	
Student Data Manager	119,300	121,686	2,386	2%	Cost partially offset by ESSER II/ARP ESSER
Superintendent	203,800	207,876	4,076	2%	
Asst Superintendent	177,400	180,989	3,589	2%	
Director of HR	148,807	151,262	2,455	2%	
Business Manager	132,524	134,894	2,369	2%	
Director of Buildings and Grounds	131,073	133,449	2,376	2%	
Director of IT	123,846	142,800	18,954	15%	Employee started Aug 21, 10 months in FY22 versus 12 months in FY23
	1,189,983	1,229,100	39,117	3%	

Attachment #4

Groton Public Schools
Superintendent FY2023 Adjusted Budget 2/18/2022

	FY22 Final Budget	$	77,438,090		
			Total Budget	**Variance to FY21 Budget**	
1	FY23 Superintendent Budget, 1/10/22	$	79,793,098	$ 2,355,008	3.04%
2					
3	Reduction 4.0 FTE Retirements without replacements		(348,017)		
4	Adjustment to Severance (based on actual calucation)		45,993		
5	Adjustment to Pension (based on town report)		30,894		
6	Adjustment to Health Insurance (based on recalculation)		(10,960)		
7					
8	FY23 Adj Superintendent Budget, 1/26/22	$	79,511,008	$ 2,072,918	2.68%
9					
10					
11					
12	Reduce Custodial Supplies (paid for by ARP ESSER)		(50,000)		
13					
14					
15	FY23 Adj Superintendent Budget, 2/18/22	$	79,461,008	$ 2,022,918	2.61%
16					
17	Adjustment to Liability Insurance per Town of Groton (due to new school cost)		44,792		
18	Reduce Postage expense (more electronic communication)		(10,500)		
19	Board Placements at FY22 level		(51,208)		
20	Agency Placements at FY22 level less $20k		(32,000)		
21	Reduce Magnet School tuitions (assume 5% reduction in magnet enrollment)		(97,555)		
22	Reduce Workers Comp (based on town report)		(32,266)		
23	Reduce Health Insurance Reserve (better than expected experience)		(125,000)		
24					
25	FY23 Adj Superintendent Budget, 2/18/22	$	79,157,271	$ 1,719,181	2.22%

GROTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
FEBRUARY 28, 2022 @ 6:00 P.M.
REMOTE MEETING

MEMBERS PRESENT: Chairperson Kim Shepardson Watson, Andrea Ackerman, Dean Antipas, Vice Chairperson Katrina Fitzgerald, Elizabeth Porter, Matthew Shulman, Beverly Washington, Jay Weitlauf

MEMBERS ABSENT: Rita Volkmann

ALSO PRESENT: Susan Austin, Philip Piazza, Sam Kilpatrick, Ken Knight, Denise Doolittle, Laurie LePine, Thomas Lonsdale, Isaiah Anderson

I. CALL TO ORDER – Chairperson Shepardson Watson called the meeting to order at 6:02 p.m.

A. Pledge of Allegiance

The first order of business was the Pledge of Allegiance to the flag led by Susan Austin.

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

NONE

III. COMMENTS FROM CITIZENS

1. Mr. Mike Whitney, 112 Deerfield Drive, read a statement **(ATTACHMENT #1)** he forwarded to Chairperson Watson regarding the mask decision process.
2. Mr. Noah Johnson, 4 Haley Farm Road, addressed his experience in taking Latin and noted that he did not feel that the course is advertised well to encourage students to take it.
3. Mrs. Portia Bordelon, 24 Jefferson Drive, addresses several concerns:
    a. COVID Vaccination and Mask – she noted her concern for the elementary level regarding students wearing mask;
    b. English class selection by students;
    c. ROTC or a similar Program;
    d. Adding extra Curricula Activities.
4. Mrs. Sara Hillman, 100 Pearl Street, shared remarks regarding mask mandate becoming optional and stated her support of the Superintendent's decision to make masks optional.
5. Mrs. Courtney Richards, 16 Arrowwood Drive, shared her child's experience today not wearing a mask. She stated that her child's bus driver called her a bad mom today for not putting a mask on her child.
6. Mrs. Tara Bennett, 23 Lewis Street, thanked the Superintendent for her mask choice decision. She stated as a ESL teacher in another Town, she shared the difficulty teaching a foreign language with students wearing a mask.

IV. RESPONSE TO COMMENTS FROM CITIZENS

- Mrs. Shepardson Watson asked Mrs. Porter whether the Curriculum Committee had reviewed Latin. Mrs. Porter responded that the committee needs to investigate why the numbers are down and help to correct that.

IV. RESPONSE TO COMMENTS FROM CITIZENS – cont.

- Mrs. Shepardson Watson addressed Mrs. Bordelon's question regarding career readiness and noted that the Board will be hearing about it at a future COW. Mrs. Shepardson Watson asked the Superintendent to get back to the Board regarding Honor classes.
- Mrs. Shepardson Watson noted that the Negotiation's Committee needs to address the issue of Stipends.
- Ms. Austin noted that the district has applied for the ROTC program and has not heard back as yet. She stated that it takes a full year for approval.

II. STUDENT REPRESENTATIVE REPORT

Student Representatives Isaiah Anderson noted:

- Girls Basketball has their first State game today and they won ECC this past weekend;
- Boys Swimming has own ECC; Fitch CoOp Team won all ECC records;
- He stated that he was surprised today to see about 50% of students wearing mask;
- Wrestling Team had a great showing at ECC this past weekend;
- Fencing went is won ECC this past weekend and some will be going to State this Saturday.

III. SUPERINTENDENT AND ADMINISTRATION REPORTS

A. Superintendent Report

- Mask Decision Process **(ATTACHMENT #2, 3)** – Ms. Austin gave an overview of the mask decision process;
  - Considerations for Board of Education, District Administrators, and other Local Decision-Makers regarding Potential Changes to School COVID-19 Policies and Practices
  - Transition to a Model of Routine Respiratory Disease Prevention and Enhanced Outbreak Management and Control for COVID-19 in PreK-12 School Settings
- Ms. Austin stated that there were over 2300 responses to the parent survey and over 600 for each of the student and staff survey regarding the wearing of mask. She stated that high school students designed the student survey. There was over 600 responses from staff. Ms. Austin gave an overview of the responses to the survey. 90% of all respondents wanted a choice, approximately 40% would wear a mask and 60% would not wear a mask. Mrs. Doolittle stated that there should not be any bullying, threatening, or harassment at any time and that they will continue to monitor the situation closely.

IV. SUPERINTENDENT AND ADMINISTRATION REPORTS – cont.

B. Assistant Superintendent Report

- Lottery Process Timeline – Mr. Lonsdale stated that the lottery process opened February 1, 2022. He noted that most demands were at the Kindergarten level. He also noted that there are promotion videos available. The lottery will be opened through the end of March and that seat will be assigned the first week in April hopefully before the April break. Ms. Austin stated that there will be highly mobile seat for military families.
- Read Across America Celebration Week of March 2 – Ms. Austin gave an overview of the program noting 2 authors will be celebrated, Jason Reynold and Jacqueline Woodson and one theme DEI.

C. Business Manager Report

- Object Code Summary FY 22 **(ATTACHMENT #4)** – Mr. Knight gave an overview of the Object Code Summary dated February 28, 2022 that shows an unexpended balance of $101,198.

- Health Insurance Report **(ATTACHMENT #5)** - Mr. Knight gave an overview of the Health Insurance Report for the month of December.

D. Director of Buildings and Grounds

- Update re: Facilities re: Solar Panels on Schools – Mr. Kilpatrick noted that Emily Bashim, from CT Green Banks, will be attending the next Finance/Facilities Committee meeting to discuss the power purchase agreement. Mr. Kilpatrick stated that Ms. Bashim shared 3 references from Town's she worked in.
- Update Re: Transportation re: Bus Cameras – Mr. Kilpatrick noted that cameras on buses have all been installed.

E. Director of Human Resources Report

- Mrs. LePine addressed recruitment efforts:
    - Last week HR attended a Department of Labor Recruitment fair in Montville CT;
    - March 9, 2022 HR will attend the FHS Student Career Fair event;
    - April 6, 2022 HR will attend The Day will be hosting their Job Fair;
    - April 7, 2022 HR will attend the UCONN Diversity Virtual Career Fair.
    - Mrs. LePine stated that the new pay rate has had a positive effect.
    - The district has also had social media presence.
    - Diversifying the Work Force - Mrs. LePine noted that she has networked with MLK scholars and that one of them is now employed in the district.
    - Teacher in residence program is going well and has been very successful.
    - The district has grown our program, and has had success with the special education efforts.

VII. COMMITTEE REPORTS

A. Policy – Dr. Ackerman noted that the Policy Committee met and addressed the 3 policies on the agenda.
B. Curriculum – Mrs. Porter noted that the Curriculum Committee met on February 23, 2022 and reviewed the course timeline of 2 courses: Meteorology and You Love It, You Teach It.
C. Finance/Facilities – There was no report. The Finance/Facilities Committee will meet on March 8, 2022.
D. Communications – There was no report.
E. Negotiations – Ms. Austin noted that she has reached out to the GEA regarding Schedule C.
F. LEARN – Mrs. Shepardson Watson read the LEARN report on behalf of Mrs. Volkmann. **(ATTACHMENT #6)**
G. TCC/RTM/BoE Liaison – There was no report.
H. AGSA/GEA/BoE Liaison – There was no report.
I. Groton Scholarship – Mrs. Porter noted that the Groton Scholarship Fund met and the deadline for application was February 17, 2022 and that there were only 24 who applied.
J. Athletic Fields – Mr. Weitlauf noted that a draft letter was sent to the Town Council requesting that they make a decision for Claude Chester to make it an athletic fields across the Town.
K. State Council on Education Opportunities for Military Children – There was no report. Dr. Ackerman stated that the State Council on Education Opportunities for Military Children committee will meet on March 24, 2022.

VIII. ACTION ITEMS

A. Consent Agenda

MOTION: Fitzgerald, Porter: To approve the Consent Agenda.
PASSED - UNANIMOUSLY

B. Old Business

1. Discussion and possible action regarding a second reading of policy P 4118.239 COVID-19 Vaccinations **(ATTACHMENT #7)**

MOTION: Porter, Ackerman: To approve policy P 4118.239 COVID-19 Vaccinations.

Mrs. LePine stated that per Attorney Dugas this motion is no longer relevant with removal of the Executive Order.

MOTION: Fitzgerald, Ackerman: To withdraw the motion.
PASSED - UNANIMOUSLY

C. New Business

1. Discussion and possible action regarding the suspension of policy P 4118.237 Face Masks/Coverings and policy P 5141.8 Face Masks/Coverings and grant the Superintendent of Schools, or the Superintendent of Schools' designee, the authority to determine the appropriate requirement regarding masking as conditions warrant **(ATTACHMENT #8)**

MOTION: Weitlauf, Porter: To approve the suspension of policy P 4118.237 Face Masks/Coverings and policy P 5141.8 Face Masks/Coverings and grant the Superintendent of Schools, or the Superintendent of Schools' designee, the authority to determine the appropriate requirement regarding masking as conditions warrant.
YES – Watson, Ackerman, Antipas, Porter, Washington, Weitlauf
NO – Fitzgerald
ABSTAINED - Shulman
PASSED

2. Discussion and possible action regarding a first reading of policy P 5141.25 Students with Special Health Care Needs **(ATTACHMENT #9)**

MOTION: Shulman, Porter: To approve as a first reading of policy P 5141.25 Students with Special Health Care Needs.
PASSED – UNANIMOUSLY

3. Discussion and possible action regarding pending litigation. (It is anticipated that this item will be discussed in executive session.).

IX. INFORMATION AND PROPOSALS

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

- Mrs. Washington noted:
  - Communications from bus driver regarding being notified of school cancellations. Ms. Austin noted that she has also received the same communications.
  - Reminder of her request to name one of the two new school libraries after Dr. James E. Mitchell.
  - She thanked the staff members for attending Board meetings.
- Mr. Shulman noted:
  - Several communications regarding mask;
  - He is looking forward to getting into the schools;
  - He is interested in attending the Student Career Fair.

IX. INFORMATION AND PROPOSALS - cont.

- Mr. Antipas noted communications from parents regarding the mask update.
- Mrs. Porter noted:
  - Communications from parents regarding to mask or unmask.
  - She noted that the Middle School students will be participating in History Day on March 19, 2022.
  - Mrs. Porter thanked all those who attended tonight's meeting as well as those who have reached out.
  - Dr. Ackerman also thanked all those who attended tonight's meeting as well as those have reached out.
- Mr. Weitlauf noted:
  - Communications from parents regarding the mask update.
  - Mr. Weitlauf thanked all those who attended tonight's meeting as well as those who have reached out.
  - He attended the first Black History ever Flag Raising sponsored by Town DEI Committee.
  - He attended the Blue Ribbon Ceremony on February 15, 2022 at TRM.
- Mrs. Fitzgerald noted:
  - Mrs. Fitzgerald thanked all staff who attended tonight's meeting as well as those who have reached out.
  - She received emails regarding the mask process.
  - Mrs. Fitzgerald gave a reminder of the Food Distribution event that is held on the last Friday of the month.
  - Mrs. Fitzgerald had a question from someone regarding registration for PreK. Ms. Austin responded by noting the process.
- Mrs. Shepardson Watson noted:
  - Mrs. Shepardson Watson shared Mrs. Volkmann's support of Mr. Whitney's communication regarding the mask process.
  - She received communications regarding the mask process.
  - She attended the Blue Ribbon Ceremony on February 15, 2022 at TRM.
  - She asked for volunteers to serve on the Naming Committee as well as on an Open House Committee.

X. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items for Board Attention

As noted in the agenda.

B. Suggested Agenda Items

Mrs. Fitzgerald made a referral to the COW for discussion of the ARP/ESSER funds regarding homeless students and how it will be used.

XI. EXECUTIVE SESSION

MOTION: Watson, Ackerman: To go into Executive Session at 8:50 p.m. for the purpose of discussing pending litigation and to invite Ms. Austin and Mrs. LePine.
PASSED – UNANIMOUSLY

Pending litigation was discussed. No action was taken.

MOTION: Ackerman, Porter: To return to Open Session at 9:00 p.m.
PASSED – UNANIMOUSLY

MOTION: Ackerman, Porter: To adjourn at 9:00 p.m.
PASSED UNANIMOUSLY

February 28th, 2022

To the Groton Board of Education,

I have grave concerns about removing the mask mandate in Groton Public Schools, how the decision was made, and the belated timing of the Board publicly discussing the issue. We know masks have helped protect those wearing masks and the people around them. The school mask mandate has helped prevent COVID infections, reduce community spread, and keep our schools open. There are still COVID cases in our community and in our schools, as the LLHD COVID Data and Groton Public Schools COVID Dashboard show. It is too soon to make masking optional, particularly with the new omicron variant on its way. As a clear indication it is too soon, I point out that, as prominently stated in the agenda, "this meeting is being held remotely due to the Coronavirus concern." You as the Board of Education are affording yourselves many more layers of COVID protection than students, faculty, and staff have.

The governor announced three weeks ago that the state-wide school mask mandate would end and that masking mandate decisions should be made at the local level. Ever since then, I and many others have been waiting for the Groton Board of Education to hold a meeting on this. Instead there has been silence, despite many opportunities to meet. The decision to make masks optional was announced on Friday February 18th with no public meetings at all. Where was the Board involvement? Why didn't you meet? Transparency and timely public involvement is a cornerstone of public schools and our society, but it's being chipped away more and more. You all have been democratically elected to the Board of Education and entrusted with "specific and often broad authority over the administration of the Groton Public Schools" (quoted from the Groton Board of Education Member Handbook). Please take and active public role in this matter.

The public has a right to know more details about exactly how the decision was made, particularly at a time when the average daily case rate is still high in Groton. I don't know all the details, but I do know there are some clear issues with the decision-making process. The superintendent's letter points to feedback from parent, student, and staff surveys. Firstly, I'd like to know which schools were surveyed and how participants were selected; I do not believe Fitch or Groton Middle School students were included. At 1:30 PM on Thursday February 17th, the superintendent sent a survey link to parents on masking. The phrasing of the first question on masking choice was not neutral and was biased towards optional masking. What I find offensive, is this survey was sent out AFTER the decision was made. In an email to the Board sent more than a day before at 9:17 AM on Wednesday February 16th, the superintendent stated "I'd like to get a clear message out to the public today; just met with Steve Mansfield (LLHD) this morning and he said the CDC is coming out with their guidance and it will support us in our communications that masks, while recommended, or *[sic]* no longer mandated as of February 28th. To mask or not to mask will be a choice by families and staff." Seeking stakeholder input after already deciding, is backwards and disingenuous. By the way, the new CDC guidance was not publically set until a week after the superintendent's decision was made. This new CDC guidance is based on hospital capacity, not minimizing COVID infections and stopping spread in schools. Groton went from CDC high risk to low risk instantly with a pen stroke; that's quite a propaganda trick. The new CDC risk classification is only on a county level; it does not characterize conditions specific to Groton.

The current Groton COVID case level is 20.1 cases per 100,000 people, which is in the high or "red" category on the state of Connecticut COVID data tracker map. In Groton, 68% of 12-17 year olds are vaccinated and only 32% of 5-11 year olds are (from data.ct.gov, updated on 2/24/22). Overall, less than half of the Groton student population is vaccinated. Local COVID rates and vaccination coverage are among the seven factors the Connecticut Department of Public Health says school leaders should consider when changing district COVID-19 policies (as included in your agenda attachments). Now that you are meeting on changing COVID policies, please provide detailed information addressing each of these seven important factors to consider prior to voting on any changes. That information is essential for an informed public decision.

The recently revised agenda for today's meeting specifically indicates you will consider the suspension of the Face Masks/Coverings policy (P4118.237 and P5141.8). These policies are currently still active and state that "violations of this policy, whether by students or staff, shall be handled in the same manner as other violations of applicable Board policy." By the time of this meeting, already one entire school day has occurred with many violations by students and staff and no policy enforcement. This is, of course, due to the decision letter the superintendent already sent out to the student community. Is the take-home point that Board policies don't need to be followed? Please consider how this decision and the process followed impacts the credibility of the Board and Groton Public Schools. Please keep the Face Masks/Coverings policy active and restore the protection that helps our school community through this pandemic.

As you reconsider COVID-related policies, I urge you also to reconsider the "Emergencies and Disaster Preparedness" policy (P6114.81) adopted in 2020. This policy cedes many Board powers to the superintendent. Analogous emergency powers are no longer in place at the state level. I suggest you discuss which emergency powers are still necessary for the superintendent. By design, decisions made by the Board are much more immediately public and transparent than those by superintendents. Board oversight is always critically important.

Finally, if you do decide to suspend mandated masking, it is essential to make high-quality masks available to students and staff that see the need to wear them. At the February 23rd Board budget meeting, the superintendent stated that "the state has sent us many many thousands of N-95 masks." Please make every effort to make them available to students and the entire school community. The changing situation will be stressful to many children. It is essential that additional social/emotional support be provided by the schools. It's important to remember that COVID remains a very serious illness with dire consequences for many. Let's do everything we can to support a healthy community.

Sincerely,

Mike Whitney

School parent and community member
Mystic, CT
Groton District 5

Considerations for Boards of Education, District Administrators, and other Local Decision-Makers Regarding Potential Changes to School COVID-19 Policies and Practices

Executive Summary

When considering changes to district COVID-19 policies and mitigation strategies, including the wearing of masks, school leaders should consider several factors in consultation with public health, education, and community stakeholders. This document provides some questions to consider when contemplating COVID-19 policy changes for schools including maintaining universal masking in schools or transitioning to "mask optional" policies.

1. What does the available data indicate regarding the community and district prevalence and transmission of COVID-19?
2. What is the risk tolerance for the possibility of increasing case numbers and necessary quarantine and isolation in your students and staff?
3. What is the current COVID-19 vaccination status of students and staff within individual schools and across the district, and what is the current COVID-19 vaccine coverage for the surrounding community?
4. What additional planning is necessary to address the needs of students and staff who may be at greater risk for adverse health outcomes?
5. What additional guidance is necessary to ensure support for students and staff who may wish to continue mask wearing?
6. What processes need to be in place for continuous risk assessment and prompt decision-making regarding COVID-19 policies and mitigation strategies (including mask use) going forward?
7. What advanced contingency planning needs to occur to prepare for potential surges and/or outbreaks?

General Guidance for Assessing COVID-19 Risk

Many individual and environmental factors contribute to transmission of respiratory viruses, including COVID-19. When case rates of COVID-19 in a community are high, the likelihood that any individual person in a group could be infectious is higher. Likewise, when those rates are lower and/or fewer individuals in a community are susceptible to a particular virus due to vaccination or recent recovery from infection, the likelihood of being in contact with an infectious person is lower. The experience with variants of the virus that causes COVID-19 (SARS-CoV-2) that have circulated widely in our state to date has indicated that individuals who are school-aged, in generally good health, and up-to-date with

COVID-19 vaccinations are at lower risk for developing severe outcomes from COVID-19 if they become infected.

Considerations for School Districts

Prior to making any significant changes to the mitigation strategies in schools (including universal mask use), the Connecticut Department of Public Health (DPH) and the Connecticut State Department of Education (CSDE) encourage school districts to consider and discuss the unique complexities of school environments, the environmental conditions inside their school buildings, the health of their school populations, and the conditions in their immediate and surrounding communities. These discussions should take place in consultation with local health officials and school health and medical advisors, and decisions should incorporate input from school staff, students, their families, and other community members.

Although not an exhaustive list, the questions below reflect some of the topics that DPH and CSDE recommend that school districts include in their discussion and decision-making process with other local stakeholders. School districts should also determine if there are other specific questions applicable to their individual districts that should be included in discussions.

1. **What does the available data indicate regarding the level of COVID-19 transmission in the community and the school district?**

Considerations: Periodic review and consideration of various data points from all available resources, including those maintained by state and federal public health agencies, relevant to the risk of COVID-19 in your communities; assessing the current status of data metrics as well as the recent trends to help determine whether it is necessary or appropriate to rescind, revise, or redeploy mitigation strategies as periodic or seasonal changes in risk occur.

2. **What is the risk tolerance in your school district for the possibility of increasing case numbers and necessary quarantine and isolation in your students and staff?**

Considerations: Whether implementing fewer in-school mitigation strategies will have any effect on the ongoing provision of in-person learning; assessing the appropriateness of different masking policies in specific schools, depending upon the percentage of vaccinated students and other metrics.

3. **What is the current COVID-19 vaccination status of students and staff within individual schools and across the district, and what is the current COVID-19 vaccine coverage for the surrounding community?**

Considerations: Percentage of students and staff who are up to date with COVID-19 vaccinations (including the primary series and booster doses when eligible), fully vaccinated (received the primary series but no booster), partially vaccinated, unvaccinated, or whose vaccination status is unknown and the impact of vaccination status on potential differences in masking policies across district schools.

4. **What additional planning is necessary to address the needs of students and staff who may be at greater risk for adverse health outcomes?**

Considerations: Whether there are medically fragile or immunocompromised students or staff who are at risk for severe outcomes if they become infected with COVID-19; engaging health advisors regarding provisions to reduce the risk of COVID-19 for those medically fragile students and staff who may be in frequent close contact with unmasked individuals inside the school.

5. **What assistance can be provided to students and staff making personal decisions regarding mask wearing?**

Considerations: Acceptance of students and staff who may wish to continue wearing masks; supporting those who might experience stress, fear, or anxiety being in school situations where masks are not being worn, particularly some younger students who have never experienced school in any other way than having everyone masked; managing the expectations of families who wish their children to remain masked in a mask optional environment.

6. **What processes need to be in place for continuous risk assessment and decision-making regarding COVID-19 policies and mitigation strategies (including mask use) going forward?**

Considerations: New processes, or review and revision of existing processes, and engaging stakeholders for monitoring and early identification of increasing respiratory disease cases (including COVID-19) in schools that may necessitate deploying outbreak control measures, including modifications to existing and planned masking policies.

7. **What advanced contingency planning needs to occur to prepare for potential surges and/or outbreaks?**

Considerations: Development of plans to respond to surges and/or outbreaks of COVID-19 in individual schools, school districts, and/or the community; to what extent will these plans include reconsideration of policies and practices or enhancing mitigation strategies in order to maintain safe in-person learning.

Transitioning to a Model of Routine Respiratory Disease Prevention and Enhanced Outbreak Management and Control for COVID-19 in PreK-12 School Settings

The Connecticut Department of Public Health (DPH) is releasing this guidance for use in PreK-12 school settings to assist with transitioning to a model for COVID-19 management that aligns with our state's general public health approach to the routine management of respiratory viral diseases.

A New Approach to COVID-19 Management

Given the widespread availability of COVID-19 vaccines, at-home COVID-19 testing, medications to treat COVID-19, falling case counts, and our collective experience mitigating the spread of COVID-19 using layered mitigation strategies in our schools over the last two years, effective February 28, 2022 our communities can begin to transition the management of COVID-19 in schools from a pandemic emergency response model toward a model that aligns with a more standard public health approach to the management and control of respiratory viral diseases (e.g., influenza).

When applied in the PreK-12 school setting, this model focuses more on response to clusters of cases, outbreaks, evidence of ongoing transmission in schools, and/or significant increases in community transmission risk and relies less on individual case investigation, contact tracing, and quarantining of staff and students following school exposures. This guidance may also be applied to other activities and settings outside of the normal school day (e.g., extracurricular activities, athletics). DPH encourages school districts to remain prepared to respond to new variants or other changes in the conditions surrounding COVID-19 in our state that could necessitate a local return to more enhanced mitigation strategies in PreK-12 schools.

It is likely that decisions regarding the appropriate time and conditions in which to transition to a routine disease prevention model for COVID-19, including any changes in the mitigation strategies used in school settings, will vary by community and may depend on factors other than current COVID-19 community transmission data. For a more detailed discussion of these considerations, please see the accompanying "Considerations for Boards of Education, District Administrators, and other Local Decision-Makers Regarding Potential Changes to School COVID-19 Policies and Practices." After assessing the underlying COVID-19 risks and other needs in their communities, DPH encourages school districts that consider it appropriate or necessary to continue implementing some or all the previous guidance for mitigation strategies developed by DPH and the Connecticut State Department of Education (CSDE) to continue to do so. PreK programs operating outside of school settings as well as other childcare centers should continue to operate according to guidance provided by the Connecticut Office of Early Childhood (OEC).

Elements of a routine disease prevention model for COVID-19 in PreK-12 settings

During times when available COVID-19 data indicate that local conditions are improving and the risk of COVID-19 transmission in the community and schools is generally stable at a relatively low level, DPH advises that school districts may wish to transition to a routine disease prevention model for managing COVID-19 risk in their PreK-12 schools.

Routine strategies for COVID-19 prevention include:

- **Recommending** COVID-19 vaccination for all eligible students and staff, including booster vaccine doses when appropriate.
- **Supporting** students and staff who choose to continue wearing a mask even when school policies do not require their use.
- **Following** isolation guidelines for students and staff who have symptoms associated with, or have tested positive for, COVID-19.
- Recommending **COVID-19 transmission prevention strategies**, including testing (self-testing and/or at provider sites) and masking for students and staff, **following illness or exposures** to COVID-19 cases.
- Continuing to advise parents to report all cases of COVID-19 to the school and subsequently schools continuing to report identified cases to their local health department and the Connecticut Department of Public Health.
- Being prepared to **respond quickly to rapid increases in cases** or clusters of cases in schools (including increases in absenteeism due to respiratory illness) as described below.
- Continuing to follow existing quarantine guidance for students and staff who have been notified of certain higher-risk close contact exposures (e.g., household exposures, crowded social gatherings).

Strategies that would generally ***not*** be included in routine COVID-19 prevention include:

- Individual case investigation and contact tracing.
- Quarantine of students and staff with in-school or other lower risk (e.g., short duration, low intensity) close contact exposures.

Enhanced mitigation strategies for surge response and outbreak control

Surges in community spread of COVID-19 due to the emergence of new variants, waning immunity, and/or other factors can be expected to occur periodically, likely seasonally, and can have an impact on the risk of COVID-19 transmission in schools. Likewise, local increases in school absenteeism, especially due to respiratory illness, or an increase in reported cases of COVID-19 among students and/or staff may indicate a COVID-19 outbreak within a school or district. **Schools and local health officials should be in contact if there is a suspicion of increasing transmission or information suggesting an active outbreak of COVID-19 among students or staff.** Local health districts, in consultation with DPH, can assist schools in determining if a COVID-19 outbreak is suspected and what, if any, outbreak response strategies are needed to control transmission.

Recommended COVID-19 school ***outbreak response strategies*** include:

- Implementing a local **universal masking policy** for students and staff on a temporary basis. Implementation of masking can be done at the classroom, grade, or school level depending on the extent of transmission and structure of the school.
- **Limiting mixing** of impacted grades, classrooms, or other groups (i.e., cohorting) during meals, recess, and other gathering times to limit spread while a school is experiencing an outbreak.

- **Limiting outside visitors** to the school to those who are necessary for instructional or student support purposes.
- **Notifying potentially exposed students and staff and recommend testing.** While individual contact tracing does not need to occur, students, staff, and families should be notified of outbreaks occurring within their classroom, grade, or school level depending on the extent of transmission and structure of the school. Schools can offer testing available through state-supported programs (e.g., Project COVID DeteCT) or through distribution of purchased or state-provided self-test kits.
    - Testing of a group of students and/or staff associated with an outbreak should occur as soon as possible after the suspected outbreak is detected.
    - Recommendations for subsequent rounds of testing should be discussed with local health officials. The frequency and scope of outbreak testing can vary depending on the nature of the outbreak and the effectiveness of control measures.
    - Based on capacity and local circumstances, school administrators in coordination with local health officials may choose to implement testing for all students and staff regardless of vaccination status.

Enhanced mitigation strategies in response to worsening COVID-19 transmission conditions

In addition to the outbreak response strategies listed above, school districts may wish to enhance the mitigation strategies they already have in place, or redeploy strategies that have been used previously, either due to local preference or in ***response to worsening conditions related to COVID-19 disease transmission*** in their communities and/or in surrounding areas. These changes may include enhancing:

- ***Spacing*** to ensure at least 3 feet between seated individuals in classrooms or during other low intensity activities and to maintain 6 feet or more between individuals during high-intensity activities (e.g., physical education, performance arts).
- ***Ventilation*** to ensure maximum delivery of fresh outdoor air to occupied spaces, appropriate filtration of any recirculated air, and use of outdoor spaces to the extent possible for instructional or other purposes.
- ***Cleaning*** protocols to ensure that all occupied spaces are cleaned thoroughly at least once per day and that higher-risk spaces and surfaces (e.g., rest rooms, frequent touch points) are routinely cleaned and disinfected.
- ***Communication*** to encourage a heightened awareness by students, staff, parents, and other members of the school community regarding the enhanced mitigation strategies being utilized, any new policies or procedures implemented on a temporary basis, and reinforcement of the need to remain out of school if they are experiencing any symptoms associated with COVID-19 and/or they have been made aware of a close contact with a known COVID-19 case.

DPH advises school districts to continue to be vigilant in identifying COVID-19 cases and applying COVID-19 mitigation strategies. DPH will continue to work in coordination with local health departments/districts, school districts, and CSDE to monitor statewide COVID-19 data and determine the impact of the transition to a routine disease prevention model for COVID-19.

Groton Public Schools

Date prep: 2/23/22 10:51 AM

FY22 Budget Summary Review

	Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 02/23/2022	Favorable/ (Unfavorable) to Budget
	Salaries									
1	Administrators	105-109	4,776,668	3,169,238	1,727,852	4,897,089	(120,421)	(2.5%)	4,803,127	(26,459)
2	Teachers	101-104,123-127,151-152	35,191,226	17,716,372	16,984,492	34,700,864	490,362	1.4%	35,171,645	19,581
3	Non-Cert Aides	110-111,130-131,136,139	3,618,042	1,194,781	42,462	1,237,242	2,380,800	65.8%	3,637,922	(19,880)
4	Substitute - Cert & Non-Cert	120-121	996,774	503,033	0	503,033	493,741	49.5%	940,685	56,089
5	Clerical	112-114,132-134,144	1,893,198	1,317,011	0	1,317,011	576,187	30.4%	1,971,621	(78,423)
6	Custodial/Maintenance/Techs	117-118,129,137-138,147-148	3,549,251	2,052,350	108,046	2,160,397	1,388,854	39.1%	3,434,266	114,985
7	Campus Security/Supervision	128	149,542	251,436	0	251,436	(101,894)	(68.1%)	149,542	0
8	**Total Salaries**	**100**	**50,174,701**	**26,204,222**	**18,862,851**	**45,067,073**	**5,107,628**	**10.2%**	**50,108,808**	**65,893**
	Benefits									
9	Health Insurance	201-202	7,059,237	4,452,832	0	4,452,832	2,606,405	36.9%	7,059,237	0
10	Workers Comp & Town Pension	211,213	952,114	952,115	0	952,115	(1)	(0.0%)	952,115	(1)
11	Social Security & Medicare	212,214	1,456,229	845,320	0	845,320	610,909	42.0%	1,455,465	764
12	Other Benefits	222-227	152,500	210,832	0	210,832	(58,332)	(38.3%)	218,585	(66,085)
13	**Total Benefits**	**200**	**9,620,080**	**6,461,099**	**0**	**6,461,099**	**3,158,981**	**32.8%**	**9,685,402**	**(65,322)**
	Purchased Services									
14	Instructional Services	321-324	162,099	95,075	2,407	97,482	64,617	39.9%	174,542	(12,443)
15	Professional Services	331	254,739	294,583	41,994	336,577	(81,838)	(32.1%)	370,029	(115,290)
16	Other Prof Services	332	608,971	187,606	203,096	390,702	218,269	35.8%	522,986	85,985
17	OT & PT Services	333	671,345	72,522	667,931	740,452	(69,107)	(10.3%)	740,452	(69,107)
18	Legal	334	70,350	43,600	0	43,600	26,750	38.0%	62,819	7,531
19	Athletic Officials & Other Athletic Serv	341-342	75,350	51,807	0	51,807	23,543	31.2%	76,749	(1,399)
20	Computer Network Services	343	148,773	221,045	3,579	224,624	(75,851)	(51.0%)	202,402	(53,629)
21	**Total Purchased Services**	**300**	**1,991,627**	**966,238**	**919,006**	**1,885,244**	**106,383**	**5.3%**	**2,149,979**	**(158,352)**
	Property Services									
22	Water & Sewer	410-411	99,801	51,914	0	51,914	47,887	48.0%	99,801	0
23	Trash & Snow Removal	421-422	136,600	62,849	39,959	102,808	33,792	24.7%	152,808	(16,208)
24	Repair/Maintenance	430-435,490-491,499	479,183	264,976	16,542	281,518	197,665	41.3%	464,451	14,732
25	Rental	441	132,605	69,841	40,882	110,723	21,882	16.5%	125,810	6,795
26	**Total Property Services**	**400**	**848,189**	**449,580**	**97,383**	**546,964**	**301,225**	**35.5%**	**842,871**	**5,318**
	Transportation, Insurance, Communications, Tuition									
27	Transportation: Schools	510-513	5,211,674	2,715,279	0	2,715,279	2,496,395	47.9%	5,196,710	14,964
28	Transportation: Student Activities	587-598	194,418	36,140	26,680	62,819	131,599	67.7%	182,147	12,271
29	Transportation: Staff	580-584	116,920	19,318	0	19,318	97,602	83.5%	111,209	5,711
30	Insurance	522,525	340,321	367,249	0	367,249	(26,928)	(7.9%)	367,249	(26,928)
31	Communications	530-552	134,317	148,465	3,030	151,495	(17,178)	(12.8%)	137,501	(3,184)
32	Tuition: Special Education	561-563,568	4,481,290	2,471,804	1,141,264	3,613,067	868,223	19.4%	4,232,371	248,919
33	Tuition: Other	564-567	1,250,859	1,227,436	0	1,227,436	23,423	1.9%	1,227,436	23,423
34	Total Trans, Ins, Comm, Tuition	**500**	**11,729,799**	**6,985,689**	**1,170,974**	**8,156,663**	**3,573,136**	**30.5%**	**11,454,623**	**275,176**
	Supplies									
35	Instructional Supplies	601-609,613-619,622-623,628	459,950	162,298	38,374	200,672	259,278	56.4%	439,318	20,632
36	Computer Supplies	610-612	288,106	455,984	8,199	464,183	(176,077)	(61.1%)	297,005	(8,899)
37	Electricity & Heating	631-633	1,461,070	957,229	11,722	968,951	492,119	33.7%	1,461,070	0
38	Transportation Supplies	634,656	170,435	148,593	0	148,593	21,842	12.8%	192,435	(22,000)
39	Textbooks & Library Books	640-642,645,647	106,175	24,245	11,886	36,131	70,044	66.0%	110,657	(4,482)
40	Facility/Maintenance Supplies	650,652-655,657,659	336,810	194,639	9,353	203,992	132,818	39.4%	331,289	5,521
41	Other Supplies (staff dev, PPE, etc)	621,624-627,690	85,112	72,447	10,578	83,025	2,087	2.5%	88,523	(3,411)
42	**Total Supplies**	**600**	**2,907,658**	**2,015,434**	**90,112**	**2,105,546**	**802,112**	**27.6%**	**2,920,297**	**(12,639)**
	Equipment									
43	Instructional Equipment	730,735	67,201	9,519	3,495	13,014	54,187	80.6%	46,799	20,402
44	Non-Instructional Equip	731,736	10,000	29,731	5,902	35,633	(25,633)	(256.3%)	35,613	(25,613)
45	**Total Equipment**	**700**	**77,201**	**39,250**	**9,397**	**48,647**	**28,554**	**37.0%**	**82,412**	**(5,211)**
46	**Total Dues & Fees**	**800**	**88,835**	**61,900**	**189**	**62,089**	**26,746**	**30.1%**	**92,501**	**(3,666)**
47	**GRAND TOTAL**		**77,438,090**	**43,183,413**	**21,149,912**	**64,333,325**	**13,104,765**	**16.9%**	**77,336,892**	**101,198**

Groton Public Schools

Date prep: 2/23/22 10:51 AM

FY22 Budget Summary Review

	Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 02/23/2022	Favorable/ (Unfavorable) to Budget
	Salaries									
	Administrators									
48	Administrators	105	1,143,399	790,007	433,635	1,223,641	(80,242)	(7.0%)	1,144,922	(1,523)
49	Principals	106	1,127,065	734,882	389,092	1,123,974	3,091	0.3%	1,129,294	(2,229)
50	Asst. Principals/Sp.Ed. Supv	107	2,206,784	1,448,260	791,768	2,240,028	(33,244)	(1.5%)	2,219,465	(12,681)
51	6-12 Curriculum Coordinators	108	171,203	111,941	59,263	171,203	(0)	(0.0%)	171,203	(0)
52	Athletic Director	109	128,217	84,148	54,095	138,243	(10,026)	(7.8%)	138,243	(10,026)
53			4,776,668	3,169,238	1,727,852	4,897,089	(120,421)	(2.5%)	4,803,127	(26,459)
	Teachers									
54	Classroom Teachers	101 & 151	24,778,163	12,464,491	12,278,996	24,743,488	34,675	0.1%	24,808,284	(30,121)
55	Sp.Ed Certified	102	7,704,186	3,820,010	3,805,442	7,625,453	78,733	1.0%	7,675,279	28,907
56	Media Specialist	103	689,386	337,630	336,180	673,810	15,576	2.3%	673,810	15,576
57	Guidance	104	1,128,246	565,915	563,873	1,129,788	(1,542)	(0.1%)	1,129,788	(1,542)
58	Adult Ed	124	40,903	16,836	0	16,836	24,067	58.8%	40,903	-
59	Tutors	125 & 152	423,247	378,407	0	378,407	44,840	10.6%	423,247	-
60	Coach Stipends	126	347,709	117,831	0	117,831	229,878	66.1%	340,949	6,760
61	Other Student Activities	127	79,386	15,252	0	15,252	64,134	80.8%	79,386	-
62			35,191,226	17,716,372	16,984,492	34,700,864	490,362	1.4%	35,171,645	19,581
	Non-Cert Aides									
63	Reg.Ed Aides - Kindergarten	110 & 130	412,952	192,196	0	192,196	220,756	53.5%	412,952	-
64	Sp.Ed Aides - Para I & Para II	111 & 131	2,782,766	744,442	0	744,442	2,038,324	73.2%	2,782,766	-
65	School Bus Aides	136	410,004	244,405	0	244,405	165,599	40.4%	410,004	-
66	Other Aides	139 & 119	12,320	13,738	42,462	56,200	(43,880)	(356.2%)	32,200	(19,880)
67			3,618,042	1,194,781	42,462	1,237,242	2,380,800	65.8%	3,637,922	(19,880)
	Substitute									
68	Substitute Sp.Ed Certified	121	84,011	105	0	105	83,906	99.9%	48,744	35,267
69	Substitute Reg.Ed Certified	120	912,763	502,928	0	502,928	409,835	44.9%	891,941	20,822
70			996,774	503,033	0	503,033	493,741	49.5%	940,685	56,089
	Clerical									
71	Clerical	112'113'114'132'133'134'143'144	1,893,198	1,317,011	0	1,317,011	576,187	30.4%	1,971,621	(78,423)
	Custodial/Maintenance/Techs									
72	Custodial	117 & 137	1,887,198	1,028,607	25,930	1,054,537	832,661	44.1%	1,847,593	39,605
73	Maintenance	118 & 138	835,584	479,526	26,228	505,754	329,830	39.5%	794,152	41,432
74	Custodial/Maintenance Overtime	147 & 148	106,500	77,096	0	77,096	29,404	27.6%	104,482	2,018
75	Technicians	129 & 149	719,969	467,121	55,888	523,009	196,960	27.4%	688,040	31,929
76			3,549,251	2,052,350	108,046	2,160,397	1,388,854	39.1%	3,434,266	114,985
	Security									
77	Security/Supervision	128	149,542	251,436	0	251,436	(101,894)	(68.1%)	149,542	-
78	**Total Salaries**		**50,174,701**	**26,204,222**	**18,862,851**	**45,067,073**	**5,107,628**	**10.2%**	**50,108,808**	**65,893**
	Benefits									
	Health Insurance									
79	Group Ins. Prof	201	5,649,546	3,884,971	0	3,884,971	1,764,575	31.2%	5,645,540	4,006
80	Group Ins. Other	202	1,409,691	567,861	0	567,861	841,830	59.7%	1,413,697	(4,006)
81			7,059,237	4,452,832	0	4,452,832	2,606,405	36.9%	7,059,237	(0)
	Workers Comp & Town Pension									
82	Worker's Compensation	211	431,614	431,615	0	431,615	(1)	(0.0%)	431,615	(1)
83	Town Pension	213	520,500	520,500	0	520,500	0	0.0%	520,500	-
84			952,114	952,115	0	952,115	(1)	(0.0%)	952,115	(1)
	Social Security & Medicare									
85	Social Security	212	727,779	399,216	0	399,216	328,563	45.1%	728,473	(694)
86	Medicare	214	728,450	446,104	0	446,104	282,346	38.8%	726,992	1,458
87			1,456,229	845,320	0	845,320	610,909	42.0%	1,455,465	764
	Other Employee Benefits									
88	Retirement Awards	222	0	83,336	0	83,336	(83,336)		83,336	(83,336)
89	Unemployment	223	50,000	14,579	0	14,579	35,421	70.8%	20,833	29,167
90	Tuition Reimb Certified	224	101,000	112,917	0	112,917	(11,917)	(11.8%)	112,917	(11,917)
92	Mentor Stipend	227	1,500	0	0	0	1,500	100.0%	1,500	-
93			152,500	210,832	0	210,832	(58,332)	(38.3%)	218,585	(66,085)
94	**Total Benefits**		**9,620,080**	**6,461,099**	**0**	**6,461,099**	**3,158,981**	**32.8%**	**9,685,402**	**(65,322)**

Groton Public Schools

Date prep: 2/23/22 10:51 AM

FY22 Budget Summary Review

Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 02/23/2022	Favorable/ (Unfavorable) to Budget
Purchased Services									
Instructional Services									
95 Instructional Services	321 & 323	117,599	70,211	325	70,536	47,063	40.0%	123,293	(5,694)
96 Instruct Improvement Services	322 & 324	44,500	24,864	2,082	26,946	17,554	39.4%	51,249	(6,749)
97		162,099	95,075	2,407	97,482	64,617	39.9%	174,542	(12,443)
Professional Services									
98 Professional Services	331	254,739	294,583	41,994	336,577	(81,838)	(32.1%)	370,029	(115,290)
99 Other Professional Services	332	608,971	187,606	203,096	390,702	218,269	35.8%	522,986	85,985
100 OT & PT Services	333	671,345	72,522	667,931	740,452	(69,107)	(10.3%)	740,452	(69,107)
101 Legal Services	334	70,350	43,600	0	43,600	26,750	38.0%	62,819	7,531
102		1,605,405	598,311	913,020	1,511,331	94,074	5.9%	1,696,286	(90,881)
Athletic Officials & Other Athletic Services									
103 Athletic Officials	341	61,850	49,782	0	49,782	12,068	19.5%	70,949	(9,099)
104 Other Athletic Services	342	13,500	2,025	0	2,025	11,475	85.0%	5,800	7,700
105		75,350	51,807	0	51,807	23,543	31.2%	76,749	(1,399)
Computer Network Services									
106 Computer Network Services	343	148,773	221,045	3,579	224,624	(75,851)	(51.0%)	202,402	(53,629)
107 Total Purchased Services		**1,991,627**	**966,238**	**919,006**	**1,885,244**	**106,383**	**5.3%**	**2,149,979**	**(158,352)**
Property Services									
Water/Sewer									
108 Water	410	65,527	30,822	0	30,822	34,705	53.0%	65,527	-
109 Sewer	411	34,274	21,092	0	21,092	13,182	38.5%	34,274	-
110		99,801	51,914	0	51,914	47,887	48.0%	99,801	0
Trash & Snow Removal									
111 Trash Removal	421	86,600	62,849	39,959	102,808	(16,208)	(18.7%)	102,808	(16,208)
112 Snow Removal	422	50,000	0	0	0	50,000	100.0%	50,000	-
113		136,600	62,849	39,959	102,808	33,792	24.7%	152,808	(16,208)
Repair/Maintenance									
114 Equipment Repairs	430	116,791	57,103	2,001	59,104	57,687	49.4%	123,494	(6,703)
115 Grounds Repairs	431	184,989	126,013	2,890	128,903	56,086	30.3%	170,589	14,400
116 General Bldg Repairs	432	30,066	245	0	245	29,821	99.2%	11,681	18,385
117 Painting	433	5,045	9,515	0	9,515	(4,470)	(88.6%)	9,515	(4,470)
118 Heat & Plumbing	434	50,947	12,199	0	12,199	38,748	76.1%	50,947	-
119 Electrical	435	9,479	1,387	0	1,387	8,092	85.4%	9,479	-
120 Extermination Services	490	11,363	10,907	851	11,758	(395)	(3.5%)	11,758	(395)
121 Bldg Fire Protection	491	46,357	42,042	10,800	52,842	(6,485)	(14.0%)	52,842	(6,485)
123 Other Purch Services	499	24,146	5,566	0	5,566	18,580	76.9%	24,146	-
124		479,183	264,976	16,542	281,518	197,665	41.3%	464,451	14,732
Rental									
125 Rental	441	132,605	69,841	40,882	110,723	21,882	16.5%	125,810	6,795
126 Total Property Services		**848,189**	**449,580**	**97,383**	**546,964**	**301,225**	**35.5%**	**842,871**	**5,318**
Transportation, Insurance, Communications, Tuition									
Transportation: Schools									
127 Reg Ed Pupil Transportation	510 & 516	3,118,189	1,542,572	0	1,542,572	1,575,617	50.5%	3,106,966	11,223
128 Sp Ed - Trans - STA	511	1,160,504	635,422	0	635,422	525,082	45.2%	1,156,763	3,741
129 Sp Ed - Trans - Curtin	512	920,731	537,285	0	537,285	383,446	41.6%	920,731	-
130 Pupil Transp Reimbursement	513	12,250	0	0	0	12,250	100.0%	12,250	-
131		5,211,674	2,715,279	0	2,715,279	2,496,395	47.9%	5,196,710	14,964
Transportation: Other									
132 Transportation - Athletics	587	117,350	22,542	19,080	41,622	75,728	64.5%	101,837	15,513
133 Transportation - Field Trips	588	58,898	10,413	3,000	13,413	45,485	77.2%	62,100	(3,202)
134 Entry Fees - Athletics	591 & 592	12,100	2,685	4,600	7,285	4,815	39.8%	12,140	(40)
135 Admission Fees	595	6,070	0	0	0	6,070	100.0%	6,070	-
137		194,418	36,140	26,680	62,819	131,599	67.7%	182,147	12,271
Transportation: Staff									
138 Travel - Education	580 & 581	8,700	1,404	0	1,404	7,296	83.9%	9,104	(404)
139 Travel - Admin	582 & 583	29,100	14,456	0	14,456	14,644	50.3%	26,468	2,632
140 Travel - Conferences	584	79,120	3,458	0	3,458	75,662	95.6%	75,637	3,483
141		116,920	19,318	0	19,318	97,602	83.5%	111,209	5,711
Liability & Accident Insurance									
142 Liability Insurance	522	325,149	352,839	0	352,839	(27,690)	(8.5%)	352,839	(27,690)
143 Accident Insurance	525	15,172	14,410	0	14,410	762	5.0%	14,410	762
144		340,321	367,249	0	367,249	(26,928)	(7.9%)	367,249	(26,928)

Groton Public Schools

Date prep: 2/23/22 10:51 AM

FY22 Budget Summary Review

	Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 02/23/2022	Favorable/ (Unfavorable) to Budget
	Communications									
145	Telephone, Telephone Repairs	530	67,925	112,386	0	112,386	(44,461)	(65.5%)	86,925	(19,000)
146	Postage	531	41,350	20,206	330	20,536	20,814	50.3%	30,356	10,994
147	Advertisement	540	5,000	5,715	2,023	7,738	(2,738)	(54.8%)	7,738	(2,738)
148	Minority Recruitment	541	5,000	6,000	499	6,499	(1,499)	(30.0%)	-	5,000
149	Printing Admin	550	11,542	3,757	178	3,935	7,607	65.9%	8,982	2,560
150	School Publications	551 & 552	3,500	400	0	400	3,100	88.6%	3,500	-
151			134,317	148,465	3,030	151,495	(17,178)	(12.8%)	137,501	(3,184)
	Tuition: Special Education									
152	Sp.Ed Vocational	561	461,250	243,547	138,395	381,942	79,308	17.2%	423,764	37,486
153	Sp.Ed BoE Placements	562	2,557,392	1,305,669	880,457	2,186,126	371,266	14.5%	2,521,540	35,852
154	Sp.Ed State Placements	563	600,000	251,687	102,432	354,119	245,881	41.0%	470,298	129,702
155	Sp.Ed Magnet Choice	568	862,648	670,901	19,980	690,880	171,768	19.9%	816,769	45,879
156			4,481,290	2,471,804	1,141,264	3,613,067	868,223	19.4%	4,232,371	248,919
	Tuition: Other									
157	Adult Ed	564	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
158	Gen Ed Magnet Tuition	566	945,337	931,737	0	931,737	13,600	1.4%	931,737	13,600
159	Gen Ed Vo Ag Tuition	567	95,522	88,699	0	88,699	6,823	7.1%	88,699	6,823
160			1,250,859	1,227,436	0	1,227,436	23,423	1.9%	1,227,436	23,423
161	**Total Transportation, Insurance, Communication, Tuition**		**11,729,799**	**6,985,689**	**1,170,974**	**8,156,663**	**3,573,136**	**30.5%**	**11,454,623**	**275,176**
	Supplies									
	Instructional Supplies									
162	General Classroom	601	117,527	24,931	8,666	33,596	83,931	71.4%	93,715	23,812
163	Science	602	26,320	5,225	982	6,207	20,113	76.4%	26,370	(50)
164	Arts & Crafts	603	23,577	15,169	941	16,110	7,467	31.7%	24,876	(1,299)
165	Phys. Ed	604	13,540	1,725	82	1,808	11,732	86.6%	13,273	267
166	Music	605	22,700	8,267	2,261	10,529	12,171	53.6%	22,700	-
167	Kindergarten	606	5,600	1,379	0	1,379	4,221	75.4%	5,600	-
168	Pupil Tests	607	70,700	39,176	1,538	40,714	29,986	42.4%	71,411	(711)
169	Tech. Ed	609	7,500	0	0	0	7,500	100.0%	7,500	-
170	Home Ec Supplies	613	12,700	7,934	413	8,347	4,353	34.3%	12,700	-
171	Sp.Ed Supplies	615	56,000	23,414	9,739	33,152	22,848	40.8%	56,000	-
172	Athletic Supplies	616	52,554	20,715	12,617	33,332	19,222	36.6%	51,141	1,413
173	Math Supplies	617	11,082	1,285	884	2,169	8,913	80.4%	11,553	(471)
174	Health Supplies	618	2,400	0	0	0	2,400	100.0%	2,400	-
175	Other Supplies	619	3,000	0	0	0	3,000	100.0%	3,000	-
176	Health Serv Pathogen	622	6,500	508	0	508	5,992	92.2%	6,500	-
177	School Library Supplies	623	5,250	1,398	206	1,604	3,646	69.5%	5,250	-
178	Food, Drink, Snacks	628	23,000	11,172	46	11,218	11,782	51.2%	25,329	(2,329)
180			459,950	162,298	38,374	200,672	259,278	56.4%	439,318	20,632
	Computer Supplies									
181	Computer Supplies	610 & 611	92,700	28,007	2,837	30,844	61,856	66.7%	100,388	(7,688)
182	Software	612	195,406	427,977	5,362	433,339	(237,933)	(121.8%)	196,617	(1,211)
183			288,106	455,984	8,199	464,183	(176,077)	(61.1%)	297,005	(8,899)
	Electricity & Heating									
184	Electricity	631	972,729	664,091	10,380	674,471	298,258	30.7%	972,729	-
185	Propane/Natural Gas	632	294,355	150,657	1,342	152,000	142,355	48.4%	294,355	-
186	Heating Oil	633	193,986	142,481	0	142,481	51,506	26.6%	193,986	-
187			1,461,070	957,229	11,722	968,951	492,119	33.7%	1,461,070	0
	Transportation Supplies									
188	Diesel for School Buses	634	128,439	136,577	0	136,577	(8,138)	(6.3%)	150,439	(22,000)
189	Gas for Maintenance	656	41,996	12,016	0	12,016	29,980	71.4%	41,996	-
190			170,435	148,593	0	148,593	21,842	12.8%	192,435	(22,000)
	Textbooks & Library Books									
191	Textbooks	640	61,415	11,772	5,317	17,089	44,326	72.2%	65,433	(4,018)
192	Workbooks	641	19,410	5,256	146	5,402	14,008	72.2%	19,410	-
193	Textbook Rebind	642	950	0	0	0	950	100.0%	950	-
194	Library Books	645	21,700	7,012	4,455	11,467	10,233	47.2%	22,165	(465)
195	Periodicals	647	2,700	205	1,967	2,172	528	19.6%	2,700	-
196			106,175	24,245	11,886	36,131	70,044	66.0%	110,657	(4,482)

Groton Public Schools

Date prep: 2/23/22 10:51 AM

FY22 Budget Summary Review

Account	Object #s	FY22 Budget 2021-2022	Expenditures	Encumbered	FY22 Actual Total	Remaining Balance	%	FY22 Estimate 02/23/2022	Favorable/ (Unfavorable) to Budget
Facility/Maintenance Supplies									
197 Equipment Repair	650	28,503	22,402	1,886	24,288	4,215	14.8%	36,876	(8,373)
198 Grounds Supplies	651	18,862	8,617	0	8,617	10,245	54.3%	18,862	-
199 General Bldg Repair	652	65,101	28,378	5,621	33,999	31,102	47.8%	53,741	11,360
200 Painting	653	2,500	5,427	61	5,488	(2,988)	(119.5%)	5,488	(2,988)
201 Heat & Plumbing	654	34,057	28,985	604	29,589	4,468	13.1%	34,057	-
202 Electrical	655	30,250	19,907	221	20,129	10,121	33.5%	30,250	-
203 Safety Supplies	657 & 659	13,555	6,266	268	6,534	7,021	51.8%	8,034	5,521
204 Custodial Supplies	658	143,982	74,657	692	75,348	68,634	47.7%	143,982	-
205		336,810	194,639	9,353	203,992	132,818	39.4%	331,289	5,521
Other Supplies									
206 Sup Serv Guid Imp Ins	621	24,400	10,445	2,818	13,263	11,137	45.6%	24,896	(496)
207 Audio Visual	624 & 625	7,502	5,680	449	6,129	1,373	18.3%	6,964	538
208 General Admin Supplies	626	13,110	7,994	1,703	9,697	3,413	26.0%	12,534	576
209 School Admin Supplies	627	15,800	12,644	4,682	17,326	(1,526)	(9.7%)	23,870	(8,070)
210 Professional Materials	690	24,300	8,748	425	9,173	15,127	62.3%	19,568	4,732
212		85,112	72,447	10,578	83,025	2,087	2.5%	88,523	(3,411)
213 Total Supplies		**2,907,658**	**2,015,434**	**90,112**	**2,105,546**	**802,112**	**27.6%**	**2,920,297**	**(12,639)**
Equipment									
Instructional Equipment									
214 Replace Instr Equip	730	12,730	3,207	0	3,207	9,523	74.8%	11,587	1,143
215 Add Instr Equipment	735	54,471	6,313	3,495	9,807	44,664	82.0%	35,212	19,259
216		67,201	9,519	3,495	13,014	54,187	80.6%	46,799	20,402
Non-Instructional Equipment									
217 Replace Non-Instr Equipment	731	10,000	2,081	2,221	4,301	5,699	57.0%	4,301	5,699
218 Add Non-Instr Equipment	736	0	27,650	3,681	31,332	(31,332)		31,312	(31,312)
219		10,000	29,731	5,902	35,633	(25,633)	(256.3%)	35,613	(25,613)
220 Total Equipment		**77,201**	**39,250**	**9,397**	**48,647**	**28,554**	**37.0%**	**82,412**	**(5,211)**
Dues - Fees									
Dues/Fees									
221 Dues BoE	810	25,541	21,088	0	21,088	4,453	17.4%	25,541	-
222 General Admin Dues	811	15,650	15,046	189	15,235	415	2.7%	17,185	(1,535)
223 School Admin Dues	812	43,669	22,860	0	22,860	20,809	47.7%	45,694	(2,025)
224 Other Dues	819	3,975	2,906	0	2,906	1,069	26.9%	4,081	(106)
225 Total Dues/Fees		**88,835**	**61,900**	**189**	**62,089**	**26,746**	**30.1%**	**92,501**	**(3,666)**
226 Grand Total		**77,438,090**	**43,183,413**	**21,149,912**	**64,333,325**	**13,104,765**	**16.9%**	**77,336,892**	**101,198**

Groton Public Schools
FY22 Budget Summary Review
Summary at Program Level III

Function No.	Description	FY22 Budget 2021-2022	Expended 2021-2022	Encumbered 2021-2022	FY22 Total 2021-2022	Remaining Balance	%	02232022 FY22 Estimated 2021-2022	Favorable/ (Unfavorable)
Regular Instruction									
1101	FUNCTION-1101 ELEMENTARY	13,269,421	6,868,869	5,290,054	12,158,923	1,110,498	8.4%	13,279,872	(10,451)
1102	FUNCTION-1102 ART	670,468	347,840	281,005	628,844	41,624	6.2%	671,767	(1,299)
1104	FUNCTION-1104 LANGUAGE ARTS	2,310,517	1,184,033	983,513	2,167,546	142,971	6.2%	2,369,064	(58,547)
1105	FUNCTION-1105 WORLD LANGUAGES	1,378,697	714,439	612,148	1,326,587	52,110	3.8%	1,456,619	(77,922)
1106	FUNCTION-1106 CONSUMER SCIENCE	149,479	76,612	57,341	133,952	15,527	10.4%	149,479	-
1107	FUNCTION-1107 TECHNOLOGY EDUCATION	636,478	325,501	258,123	583,624	52,854	8.3%	645,761	(9,283)
1108	FUNCTION-1108 MATHEMATICS	2,151,284	1,055,070	877,910	1,932,979	218,305	10.1%	2,103,276	48,008
1109	FUNCTION-1109 MUSIC	731,431	327,880	298,761	626,641	104,790	14.3%	697,142	34,289
1110	FUNCTION-1110 PHYSICAL EDUCATION	1,174,615	519,837	422,503	942,340	232,275	19.8%	1,168,425	6,190
1111	FUNCTION-1111 SCIENCE	2,249,495	1,136,316	880,901	2,017,217	232,278	10.3%	2,217,732	31,763
1112	FUNCTION-1112 SOCIAL STUDIES	1,821,305	921,035	734,182	1,655,216	166,089	9.1%	1,772,025	49,280
1114	FUNCTION-1114 HEALTH EDUCATION	220,609	171,069	165,042	336,111	(115,502)	(52.4%)	222,127	(1,518)
1117	FUNCTION-1117 INTERN. BACCALAUREATE	67,250	40,555	261	40,816	26,434	39.3%	73,160	(5,910)
1118	FUNCTION-1118 IB - CAREERS-RELATED PROGRAM	18,179	0	0	0	18,179	100.0%	18,179	-
1119	FUNCTION-1119 UNCLASSIFIED	1,371,266	1,154,580	1,264	1,155,844	215,422	15.7%	1,427,574	(56,308)
1121	FUNCTION-1121 BUSINESS EDUCATION	332,696	162,094	129,731	291,825	40,871	12.3%	322,177	10,519
1124	FUNCTION-1124 HEALTH OCCUPATIONS	71,898	2,468	0	2,468	69,430	96.6%	19,911	51,987
1260	FUNCTION-1260 ENRICHMENT	38,724	9,161	0	9,161	29,563	76.3%	38,724	(0)
1270	FUNCTION-1270 REMEDIAL INSTRUCTION	2,914,729	1,478,444	1,316,487	2,794,931	119,798	4.1%	2,949,434	(34,705)
2220	FUNCTION-2220 EDUCATIONAL MEDIA SERVICE	1,097,479	579,126	342,808	921,935	175,544	16.0%	1,082,521	14,958
Total Regular Instruction		32,699,370	17,111,238	12,652,034	29,763,272	2,936,098	9.0%	32,741,373	(42,003)
Special Instruction									
1205	FUNCTION-1205 PRESCHOOL 3-5	1,235,951	557,885	350,889	908,774	327,177	26.5%	1,237,998	(2,047)
1210	FUNCTION-1210 SPED Summer School	20,290	0	0	0	20,290	100.0%	-	20,290
1220	FUNCTION-1220 OTHER SPECIAL INSTRUCTION	792,073	512,505	89,267	601,772	190,301	24.0%	785,150	6,923
1230	FUNCTION-1230 SPECIAL EDUCATION	8,176,457	3,511,660	2,306,532	5,818,192	2,358,265	28.8%	8,190,017	(13,560)
1250	FUNCTION-1250 BLIND	26,599	936	0	936	25,663	96.5%	7,524	19,075
1280	FUNCTION-1280 HEARING IMPAIRED	107,224	61,675	51,641	113,316	(6,092)	(5.7%)	107,331	(107)
Total Special Instruction		10,358,594	4,644,661	2,798,329	7,442,990	2,915,604	28.1%	10,328,019	30,575
Continuing Education									
1310	FUNCTION-1310 HIGH SCHOOL COMPLETION	84,133	29,658	5,399	35,057	49,076	58.3%	84,133	-
1320	FUNCTION-1320 ADULT EDUCATION	210,000	207,000	0	207,000	3,000	1.4%	207,000	3,000
Total Continuing Education		294,133	236,658	5,399	242,057	52,076	17.7%	291,133	3,000
Other Instructional Programs									
15**	STUDENT ACTIVITIES 6-12	938,606	371,733	132,853	504,586	434,020	46.2%	910,794	27,812
TOTAL INSTRUCTION		44,290,703	22,364,290	15,588,615	37,952,905	6,337,798	14.3%	44,271,319	19,384
Support Services - Pupils									
2101	FUNCTION-2101 SUPPORT SERVICES - SPED CO	878,367	581,777	223,857	805,633	72,734	8.3%	896,555	(18,188)
2110	FUNCTION-2110 SOCIAL WORK SERVICES	355,751	189,364	112,014	301,378	54,373	15.3%	322,817	32,934
2120	FUNCTION-2120 GUIDANCE SERVICES	1,595,294	804,555	563,873	1,368,428	226,866	14.2%	1,600,997	(5,703)
2130	FUNCTION-2130 HEALTH SERVICES	1,237,137	253,708	871,026	1,124,734	112,403	9.1%	1,258,175	(21,038)
2140	FUNCTION-2140 PSYCHOLOGICAL SERVICES	1,241,410	603,197	519,793	1,122,989	118,421	9.5%	1,218,450	22,960
2150	FUNCTION-2150 SPEECH & HEARING SERVICES	1,162,998	612,242	530,432	1,142,674	20,324	1.7%	1,161,410	1,588
Total Support Services - Pupils		6,470,957	3,044,842	2,820,995	5,865,837	605,120	9.4%	6,458,404	12,553
Support Services - Staff									
2201	FUNCTION-2201 SUPPORTING SERVICES - T&L	369,442	289,983	100,559	390,541	(21,099)	(5.7%)	346,876	22,566
2202	FUNCTION-2202 SUPPORTING SERVICES - DEI	15,761	3,000	178	3,178	12,583	79.8%	18,396	(2,635)
2210	FUNCTION-2210 IMPROVEMENT OF INSTRUCTION	235,564	197,379	1,066	198,445	37,119	15.8%	253,357	(17,793)
Total Support Services - Staff		620,767	490,362	101,802	592,164	28,603	4.6%	618,628	2,139
General Support Services									
2311	FUNCTION-2311 BOARD OF EDUCATION SERVICE	30,241	24,151	0	24,151	6,090	20.1%	30,241	-
2312	FUNCTION-2312 SUPERINTENDENT OFFICE SER	1,565,287	1,128,994	187,634	1,316,628	248,659	15.9%	1,565,467	(180)
2313	FUNCTION-2313 BUSINESS OFFICE	976,596	738,142	45,860	784,002	192,594	19.7%	991,629	(15,033)
2410	FUNCTION-2410 SCHOOL ADMINSTRATION	4,150,463	2,909,466	1,010,268	3,919,734	230,729	5.6%	4,206,234	(55,771)
Total General Support Services		6,722,587	4,800,753	1,243,762	6,044,515	678,072	10.1%	6,793,571	(70,984)
Operational Services									
2510	FUNCTION-2510 OPERATIONS AND MAINTENANCE	6,830,961	4,101,959	174,770	4,276,729	2,554,232	37.4%	6,727,374	103,587
2520	FUNCTION-2520 PUPIL TRANSPORTATION	5,837,953	3,241,255	0	3,241,255	2,596,698	44.5%	5,881,390	(43,437)
2540	FUNCTION-2540 COMPUTER SUPPORT SERVICES	1,504,213	1,422,259	217,100	1,639,358	(135,145)	(9.0%)	1,658,113	(153,900)
2560	FUNCTION-2560 HEALTH SERVICES STAFF	2,500	253	0	253	2,247	89.9%	2,500	-
Total Operational Services		14,175,627	9,233,972	391,869	9,625,842	4,549,785	32.1%	14,269,376	(93,749)
TOTAL SUPPORT SERVICES		27,989,938	17,569,930	4,558,428	22,128,358	5,861,580	20.9%	28,139,979	(150,041)
Community Services									
3710	FUNCTION 3710-NONPUBLIC SCHOOL	96,550	0	0	0	96,550	100.0%	96,550	0
Non-Programmed Charges									
4100	TUITION PAYMENTS	5,060,899	3,248,693	1,002,869	4,251,561	809,338	16.0%	4,829,043	231,856
GRAND TOTAL		77,438,090	43,182,913	21,149,912	64,332,825	13,105,265	16.9%	77,336,892	101,198
									0.13%

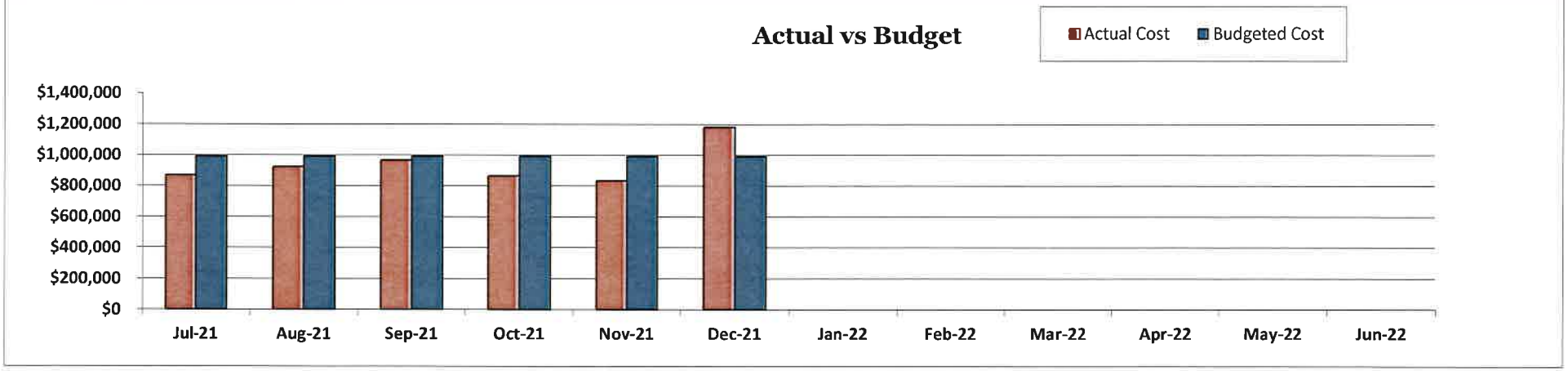
Cost vs Budget Dashboard - data through December 2021

BOE Groups Active & Retired

Self Insured - All Coverages
All Enrollees

Date	Lives	Net Medical Paid Claims	Rx Paid Claims	Dental Paid Claims	Total Net Paid Claims	Claim/Admin. Cost Total Fixed Costs	Total Cost	Anthem Renewal Monthly	Variance - Total Cost vs BOE Anthem Renewal	Actual/Estimated BOE Anthem Renewal
Jul-21	570	$658,635	$96,759	$25,204	$780,598	$87,755	$868,353	$990,851	($122,498)	87.6%
Aug-21	569	$608,837	$193,338	$33,974	$836,149	$87,629	$923,778	$990,851	($67,073)	93.2%
Sep-21	568	$720,316	$138,730	$19,916	$878,961	$87,503	$966,464	$990,851	($24,387)	97.5%
Oct-21	575	$508,503	$242,986	$24,713	$776,202	$88,386	$864,588	$990,851	($126,264)	87.3%
Nov-21	572	$502,303	$211,751	$31,633	$745,687	$88,008	$833,695	$990,851	($157,156)	84.1%
Dec-21	574	$860,615	$208,386	$24,204	$1,093,205	$88,260	$1,181,465	$990,851	$190,614	119.2%
Jan-22										
Feb-22										
Mar-22										
Apr-22										
May-22										
Jun-22										
YTD	**3428**	**$3,859,209**	**$1,091,950**	**$159,644**	**$5,110,803**	**$527,541**	**$5,638,343**	**$5,945,107**	**($306,764)**	**94.8%**

Budget vs. Actual Cost



Total fixed costs is taken from segmented Anthem Report 4 dated 3/9/21 plus Network Access Fees of $190,427
**BOE monthly budget based on non-weighted Anthem proposal dated 3/9/21*

Updated: 2/3/22

Attachment #5

LEARN Board of Directors
REGULAR MONTHLY MEETING SYNOPSIS
February 10, 2022

The Board developed this report based on recommendations. The purpose is to give a brief overview of the critical issues from the monthly meeting. Board members may use this document for reporting to their local Board.

Based upon the survey results of the board regarding the 2021-2022 meeting schedule format, the following has been agreed upon; LEARN will resume hosting **in person** all board meetings as of Sept. 9, 2021. LEARN will also provide a remote option to those unable to attend in person. All members are asked to identify themselves and district prior to commenting for the audio recording of the meeting in compliance with Governor Lamont's Executive Order No. 7B and 9H.

Superintendent's Perspective: Groton Superintendent, Susan Austin, assisted by Assistant Superintendent Dr. Philip Piazza presented on the *Groton 2020 Plan*
Hiring-an updated list of resignations & new hires were provided. Staffing continues to be a challenge. Human Resources continues to plan hiring events and has offered sign on bonuses to encourage staff to recommend friends & family for positions at LEARN.
Distributions-RESC Alliance Legislative Priorities sheet was distributed and reviewed.
Legislative Update- RESC Executive Directors met with Representative Filipe who confirmed that the State Legislature is very active in supporting school choice options and listened to the Alliance's legislative priorities and discussed the proposed bill on CT Tech Ed and Career System funding as well as state funding to replace district funding for magnet school tuitions. The Sheff vs O'Neil court settlement resulted in significant funding to go to CREC schools.
LEARN Agency Update – Associate Executive Director Donlon hosted the mid-year leadership retreat with Mrs. Ericson which provided time for school and department leaders to hear about their leadership work this year Executive Director Ericson is working with Mitchell College president, Dr. Espy, and Mitchell College leadership to forge a partnership that will benefit their college students and LEARN's schools and programs through internship programs.
Holding conversations with Region17 board chair, Suzanne Sack, regarding a potential Student Support Services additional site in Haddam to serve districts on the southwestern corner of the LEARN RESC. A visit to the site is planned in March.
The Office of Young Children and Families has been contracted with The Global Child to work on curriculum development and will perform a PreK review for Clinton Public Schools.
The Friendship School will be hosting the Commissioner of Early Childhood in late February to share insights and advocate for support for ECE funding support for programming for children.
The Office of Teaching & Learning has launched a new network for school leaders on equity proposed by the Shoreline Equity Network.
LEARN continues to review and update policies each month. Approved new policy # 6159; "Special Education /Planning and Placement Team, and revised policy # 5149, Students; "On-Campus Recruitment,"

Roundtable discussion- With the governor expected to announce new protocols for masking throughout the state, the topic continues to be a very contentious subject. Mask policy provides district superintendents many challenges due to conflicting health reporting information and guidance from the local, state, and federal agencies. There are also many concerns from staff, students, and parents to be considered as the various groups are often pitted against one another on the subject. Many administrators and boards of ed are currently surveying their districts to get a sense of which way to move forward. East Haddam has decided upon making mask wearing optional by announcing that it will be a personal choice and ask that decisions made by individuals should be respected.

P 4118.239

Personnel - Certified/Non-Certified

Required COVID-19 Vaccinations

The Board of Education (Board) recognizes the importance of protecting the health and safety of students, staff and the community during the COVID-19 pandemic. Therefore, in accordance with the Governor's Executive Order 13D, the Board requires that all staff within District schools, as defined by this policy, are required to receive at least one dose of a COVID-19 vaccine by September 27, 2021. Those not vaccinated by such date due to certain exemptions are required to be tested for COVID-19 on a weekly basis.

Definitions

For purposes of this policy, the following definitions shall apply:

"**Fully vaccinated**" means at least 14 days have elapsed since a person has received the final dose of a vaccine approved for use against COVID-19 by the U.S. Food and Drug Administration, or as otherwise defined by the Centers for Disease Control.

"**Board**" refers to the operator of any public or non-public preK through grade 12 school.

"**Contract Worker**" means any person who provides service to the Board, but is not employed by the Board and is not a volunteer.

"**Covered Worker**" refers to all employees, both full and part-time, contractors, providers, assistants, substitutes, and other individuals working in a public or non-public pre-K to grade 12 school including individuals providing operational or custodial services or administrative support or any person whose job duties require them to make regular or frequent visits to any such schools.

Covered Worker does not include a contractor or employee of an outside vendor who visits a public or non-public pre-K through grade 12 school only to provide one-time or limited-duration repairs, services, or construction, or a volunteer.

"**Contractor**" refers to any person or business entity, including a vendor of support services or subcontractor that provides the personnel who function as contract workers, state employees, state hospital employees, or covered workers to a covered state agency, Board, or child care facility.

COVID-19 Vaccination Requirements

Vaccines shall be required as provided below,

COVID-19 Vaccination Requirements (continued)

On and after September 27, 2021, the Board shall, prior to extending an offer of employment to, or entering into a contract for the in-person services of, a covered worker or an entity that employs a covered worker, require that any covered worker:

1. is fully vaccinated against COVID-19,

2. has received the first dose and has either received a second dose or has an appointment for the second dose in a two-dose series vaccination, such as Pfizer or Moderna vaccines, or has received a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine,

3. is exempt from this requirement because a physician, physician's assistant, or advanced practice registered nurse determined that the administration of COVID-19 vaccine is likely to be detrimental to the covered worker's health, or the covered worker objects to vaccination on the basis of a sincerely held religious or spiritual belief, and the covered worker is able to perform their essential job functions with a reasonable accommodation that is not an undue burden on the Board or child care facility; provided that any covered worker claiming such exemption shall apply for an exemption on the basis of medical conditions or sincerely held religious or spiritual beliefs.

   Each request for an exemption will be considered on an individualized, case by case basis. Employees who have applied for an exemption must provide appropriate supporting documentation upon request.

4. A covered worker who is hired before September 27, 2021 may, as an alternative to vaccination, and regardless of whether such worker has a medical or religious exemption, comply with the testing requirements contained within this policy.

On and after September 27, 2021, the Board shall not employ, or maintain a contract for the provision of in-person services of, any covered worker or an entity that employs a covered worker, unless such covered worker:

1. is fully vaccinated against COVID-19,

2. has received the first dose and has either received a second dose or has an appointment for the second dose in a two-dose series vaccination, such as Pfizer or Moderna vaccines, or has received a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, or

COVID-19 Vaccination Requirements (continued)

3. is exempt from this requirement because a physician, physician's assistant, or advanced practice registered nurse determined that the administration of COVID-19 vaccine is likely to be detrimental to the covered worker's health, or the individual objects to vaccination on the basis of a sincerely held religious or spiritual belief, and the covered worker is able to perform their essential job functions with a reasonable accommodation that is not an undue burden on the Board or child care facility; provided that any Board or childcare facility employee claiming such exemption shall apply for an exemption due to medical conditions or sincerely held religious or spiritual beliefs.

   Each request for an exemption will be considered on an individualized, case by case basis. Employees who have applied for an exemption must provide appropriate supporting documentation upon request.

4. A covered worker who is hired before September 27, 2021 may, as an alternative to vaccination, and regardless of whether such worker has a medical or religious exemption, comply with the testing requirements contained within this policy.

On and after September 27, 2021, the Board will not employ, or contract for the provision of services from, any covered worker or entity that employs a covered worker subject to the conditions above and is not exempt who has received the first dose of a two-dose series vaccination but fails to receive the second dose on the appropriate date as recommended by CDC or at the scheduled appointment without good cause.

Vaccination Verification and Testing for Covered Workers

The Board shall authenticate, or where applicable, require that the contractor providing the services of a covered worker authenticate, the vaccination status of covered workers, maintain documentation of vaccination or exemption of such covered workers, and report compliance with this order in a form and manner directed by the Department of Public Health.

Through this policy, or where applicable the Board direction to a contractor of a covered worker to implement a policy, covered workers who have not demonstrated proof of either full vaccination are required to submit to COVID-19 testing one time per week on an ongoing basis until fully vaccinated. Adequate proof of the test results on a weekly basis shall be presented to the Board. This requirement shall take effect on September 27, 2021.

COVID-19 Vaccination Requirements (continued)

Acceptable Proof of Vaccination

Covered workers may demonstrate proof of vaccination by providing one of the following:

1. CDC COVID-19 Vaccination Record Card or photo of the Vaccination Record Card;
2. Documentation from a health care provider or electronic health care records;
3. State Immunization Information record; or
4. Other documentation prescribed by the Commissioner of Public Health.

Personal attestation will not be accepted as an acceptable form of proof of a COVID-19 vaccination. (The Commissioner of Public Health may promulgate binding standards for authentication of a Vaccination Record Card.)

Violations and Enforcement

Any covered worker who fails to comply with this policy shall not be allowed on the premises of the Board until the individual provides adequate proof of compliance or without prior written authorization of the Board.

The Board recognizes that it will be in violation of this policy, based on the Governor's Executive Order, when it permits a covered worker who has not complied with this policy to be in a pre-K through grade 12 school, to make regular or frequent visits to any such school facility, or to have regular or frequent contact with children in child care, students, or staff.

The Board also commits a violation if it fails to authenticate the vaccination status of a covered worker or contract worker, maintain documentation of vaccination, testing, or allowable exemptions as required.

The Board recognizes that if the State Department of Education (SDE) determines that the Board is not in compliance with the requirements of this policy, the SDE may require Board to forfeit a portion of the total sum which is paid to the Board from the State Treasury in an amount to be determined by the Commissioner of Education, which amount shall be not less than one thousand dollars nor more than ten thousand dollars.

Any forfeited amount shall be withheld from a grant payment, as determined by the Commissioner, during the fiscal year following the fiscal year in which noncompliance is determined. (The Commissioner of Education may waive such forfeiture if the Commissioner determines that the failure of a Board to comply with such a provision was due to circumstances beyond its control.)

COVID-19 Vaccination Requirements (continued)

Policy Duration

This policy shall remain in effect through February 15, 2022 unless earlier modified or terminated by the Board of Education based upon a subsequent executive order of the Governor or by the expiration of its enabling executive order.

Legal Reference Connecticut General Statutes

10-145 Certificate necessary to employment. Forfeiture for noncompliance. Substitute teachers.

Governor's Executive Order No. 13D, August 19, 2021

Governor's Executive Order No. 13G, September 10, 2021

Governor's Executive Order No. 14, September 28, 2021

Governor's Executive Order No. 14a, September 30, 2021

Policy adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Personnel - Certified/Non-Certified

Required COVID-19 Vaccinations

(Implementation Guidance for Executive Order 13G: Vaccination Mandate for Individuals Working for State Facilities, State Hospitals, Public and Non-Public Pre K–12 Schools, and Child Care Facilities Updated September 17, 2021)

This administrative regulation sets forth the form and manner in which individuals subject to the Executive Order 13D &13G must prove and authenticate their vaccination status or request an exemption from the mandate and includes the requirements for proving compliance with the related testing mandate if the individual is working under an approved exemption. It is based upon the Connecticut Department of Public Health's "Implementation guidance for Executive Order 13G," and is subject to any future modification made to such document.

I. Proving and Authenticating Vaccination Status for Individuals Subject to the Order

A. Proof of Vaccination

Individuals may prove their COVID-19 vaccination status by providing to Board, or other designee a copy of any one of the following categories of documentation plus a signed declaration of authenticity:

1. A valid CDC Vaccination Card.

   The CDC Vaccination Card must contain the name and date of birth of the individual, the manufacturer of the COVID-19 vaccine that was administered, and the date(s) on which the vaccine was administered; or

2. A record from the individual's vaccine provider indicating the name and date of birth of the individual, the manufacturer of the COVID-19 vaccine that was administered, and the date(s) on which the vaccine was administered ("Provider Vaccination Record"): or

3. A certificate from the Vaccine Administration Management System ("VAMS"), if the individual received vaccination through the VAMS system ("VAMS Certificate"). The VAMS Certificate must contain the name and date of birth of the individual, the manufacturer of the COVID-19 vaccine that was administered, and the date(s) on which the vaccine was administered; or

4. A copy of the individual's official immunization record from the Connecticut Immunization Information System, CT WiZ. Valid CT WiZ immunization records contain the name and date of birth of the individual, the manufacturer of the COVID-19 vaccine that was administered, and the date(s) on which the vaccine was administered. Individuals may download a copy of their record by visiting https://portal.ct.gov/DPH/Immunizations/CT-WiZ-Access-My-ImmunizationRecord

I. Proving and Authenticating Vaccination Status for Individuals Subject to the Order (continued)

B. Declaration of Authenticity of Vaccination Record

Individuals shall complete and sign a declaration as to the authenticity of their proof of vaccination. Proof of vaccination will not be deemed valid unless accompanied by the individual's signed declaration.

A sample declaration form is included in Appendix A.

II. Exemptions and Testing Requirements

A. Medical Exemptions

Individuals who cannot receive COVID-19 vaccination because the administration of COVID-19 vaccine is likely to be detrimental to the individual's health must request an exemption from the Executive Order. Medical exemption forms must be signed by the individual's physician (MD or DO), physician's assistant (PA), or advance practice nurse practitioner (APRN). Covered Workers may use the medical exemption request form, Appendix B, provided by their school.

B. Religious or Spiritual Exemptions

Individuals who object to vaccination on the basis of a sincerely held religious or spiritual belief may request an exemption from the Executive Order.

Covered Workers may use the religious or spiritual exemption request form provided by the Board (Appendix C).

C. Testing Requirements

Covered workers in PreK-12 schools and child care facilities who are not "fully vaccinated" (as defined by the Executive Order) by September 27, 2021 must test for SARS-CoV-2 (the virus that causes COVID-19) at least weekly (i.e., at least one test every 7 days) unless they can provide documented proof that they have tested positive for, or been diagnosed with, COVID-19 infection in the prior 90 days (Appendix D).

To comply with the testing requirement, testing must be either PCR or antigen SARS-CoV-2 tests and must be administered and reported by a state licensed clinical laboratory, pharmacy-based testing provider, or other healthcare provider facility with a current Clinical Laboratory Improvement Amendments (CLIA) waiver.

II. Exemptions and Testing Requirements (continued)

C. Testing Requirements (continued)

Only test results submitted to the Board can within 72 hours of the test administration date will be deemed compliant with the testing requirement. Test result reports should include the name and location of the testing laboratory or provider facility performing the test, the name of the person tested, the date the sample was collected, and the test result. Home-based testing and results obtained outside of a facility of the type indicated above are not considered adequate proof of a SARS-CoV-2 test for the purposes of complying with the Executive Order.

III. Document Submissions

A. Vaccine and Exemption Documents

Covered workers should follow the District's established process. The required documentation must be submitted in a timely and secure manner. These processes may be developed, implemented, and maintained either on-site through facility staff, or through an authorized third party.

B. Testing Documents

Covered workers should follow the District's established process to submit required documentation in a timely and secure manner. These processes may be developed, implemented, and maintained either on-site through facility staff, or through an authorized third party. Individuals in PreK-12 schools or childcare facilities should inquire with their employer about the appropriate process for submitting adequate proof of SARS-CoV-2 test results on a weekly basis. Processing delays with vaccine providers, VAMS, web-based applications, laboratories, medical providers, or state agencies will not excuse compliance with the Executive Order.

Covered workers who wish to request a temporary waiver from SARS-CoV-2 testing on the basis of having had COVID-19 within the prior 90 days must submit a copy of the Temporary Waiver request (Appendix D), completed and signed by their healthcare provider, using the submission format and process designated by their facility for submitting test results.

Any individual granted a temporary waiver from SARS-CoV-2 must return to regular weekly testing after the expiration date indicated on the waiver form if they are not fully vaccinated by that date.

III. Document Submissions (continued)

C. No Extensions

The Executive Order requires the submission of the appropriate vaccination documentation, requests for exemptions, and/or test results by the September 27, 2021 deadline. Individuals subject to this Executive Order are solely responsible for gathering and submitting all required documentation in advance of the established deadline in order to ensure that they are in compliance on and after September 27, 2021.

Processing delays with vaccine or healthcare providers, VAMS, web-based applications, or state agencies will not excuse compliance with the Executive Order.

IV. Maintaining Documentation to Demonstrate Compliance with the Order

A. Required Documents

The District will maintain either in paper or electronic format, the following information for all covered workers who are subject to the Executive Order. Such information shall be either physically on-site or maintained by an authorized third party, shall be kept current, and shall be made available to appropriate State regulatory agencies upon request. The District need not maintain similar documentation for contract workers, but must require contractors to positively affirm that contract workers and their Contractors are in compliance with the provisions of the Executive Order prior to granting those workers access to their facilities.

Contractors shall also maintain either in paper or electronic format, the following information for their contract workers.

Required documents include:

1. A master roster of all individuals subject to the Executive Order (including employees, contract workers, and others) and including each individual's status as:
    a. fully vaccinated, or
    b. having received their first dose of a two-dose COVID-19 vaccine prior to September 27, 2021 and the scheduled date of their second dose appointment that conforms to current Advisory Committee on Immunization Practices (ACIP) recommendations for COVID-19 vaccine dosing schedules, or
    c. granted an exemption from vaccination on the basis of a medical condition or firmly held religious or spiritual belief.
    d. having chosen to submit to weekly testing in lieu of being fully vaccinated for COVID-19.

IV. Maintaining Documentation to Demonstrate Compliance with the Order (continued)

A. Required Documents (continued)

2. A COVID-19 vaccination record for each fully or partially vaccinated individual, as well as a completed and signed declaration of authenticity of any vaccination record for individuals who have submitted a copy of a vaccination record as proof of vaccination.

3. A completed, signed, and approved medical exemption or religious/spiritual exemption form for each individual who has not been fully or partially vaccinated and has been granted an exemption.

4. Documented adequate proof of the results of a weekly test for SARS-CoV-2 for each individual who is not fully vaccinated and has not had a documented COVID-19 infection within the prior 90 days.

5. A completed and appropriately provider certified request for a temporary waiver from weekly SARS-CoV-2 testing for individuals with a documented COVID-19 infection within the prior 90 days.

B. Exemption Forms

Templates for medical and religious/spiritual exemption forms are included in Appendix B (medical) and Appendix C (religious/spiritual). Medical exemption forms must be signed by the physician (MD or DO), physician's assistant (PA), or nurse practitioner (APRN) from whom the individual is currently receiving care.

As outlined in the Executive Order covered workers may voluntarily opt for weekly testing for SARS-CoV-2 rather than receiving vaccination for COVID-19. Individuals opting for weekly testing in lieu of vaccination will be required to submit at least one negative SARS-CoV-2 test result every 7 days and comply with all other provisions of the Executive Order in order to retain access to on-site work.

C. Testing Documentation: Adequate Proof of Weekly Negative SARS-CoV-2 Test Results.

Covered workers who are not fully vaccinated by September 27, 2021, and who cannot provide documented proof that they have tested positive for, or been diagnosed with, COVID-19 infection in the prior 90 days, are required to test for SARS-CoV-2 weekly (i.e., at least once every 7 days) and submit "adequate proof of the results" of SARS-CoV-2 testing to the Board, using the process determined by their applicable facility.

IV. Maintaining Documentation to Demonstrate Compliance with the Order (continued)

C. Testing Documentation: Adequate Proof of Weekly Negative SARS-CoV-2 Test Results. (continued)

Individuals who are required to test for SARS-CoV-2 under the Executive Order shall be considered to have submitted adequate proof of a SARS-CoV-2 test result if they provide evidence of a PCR or antigen SARS-CoV-2 test administered within the prior 72 hours, and for which the test was performed by, and the result reported by, a state licensed clinical laboratory, pharmacy-based testing provider, or other healthcare provider facility with a current Clinical Laboratory Improvement Amendments (CLIA) waiver, that includes the name and location of the testing laboratory or provider facility performing the test, the name of the person tested, the date the sample was collected, and the test result. Home-based testing and results obtained outside of a facility of the type indicated above are not considered adequate proof of a SARS-CoV-2 test for the purposes of complying with the Executive Order.

Covered workers who have been granted an exemption from vaccination on the basis of a medical condition or firmly held religious or spiritual beliefs must comply with the foregoing testing requirements. In addition, covered workers without an exemption but who have chosen to submit weekly test results for SARSCoV-2 rather than be vaccinated for COVID-19 must also comply with the foregoing testing requirements.

Covered workers, and/or contract workers should not be provided access to any of the facilities covered under this Executive Order unless the most recent test result provided, as required by the Order, is "negative" or indicate that virus material is "not detected". Results provided as "inconclusive" are not considered negative results and as such require retesting. If an individual receives an inconclusive result and cannot be retested and provide a negative result within 7 days of their last negative test, then that individual should be excluded from on-site work until they can provide a negative test result.

V. Responsibility for Ensuring Continuous Compliance with the Order

The District must ensure compliance with the Order as of September 27, 2021, including ensuring that all covered workers (inclusive of employees and contract workers) have:

1. submitted proof of their status as fully vaccinated (as defined above); or
2. submitted proof of a single dose of a two-dose COVID-19 vaccine and provided the date of a scheduled second dose appointment; or
3. requested and been granted a medical or religious/spiritual exemption from COVID-19 vaccination; and

V. Responsibility for Ensuring Continuous Compliance with the Order (continued)

4. if not fully vaccinated, submitted adequate proof of a negative test for SARS-CoV-2 in the prior 7 days, unless the individual has been granted a temporary testing waiver based upon a documented COVID-19 infection within the prior 90 days.

After September 27, 2021, the District must restrict access to their facilities for those individuals who fall out of compliance at any time with the requirements of the Order, including but not limited to failure to submit adequate proof of a weekly COVID-19 test result and/or failure to receive a second dose of a two-dose vaccine when scheduled and in compliance with current Advisory Committee on Immunization Practices (ACIP) recommendations for COVID-19 vaccine dosing schedules.

The District is responsible to secure compliance reports from contractors regarding their contract workers' compliance with the Executive Order. At a minimum, periodic reporting of numbers of contract workers who are vaccinated, have been granted an exemption, and are subject to weekly testing should be reported to the Board at a frequency that the Board facility determines is sufficient to assure compliance.

VI. Enforcement and Inspection

The Board of Education is required to collect and maintain copies of the required documentation for employees and other covered workers, and to ensure compliance with the Executive Order, by the September 27th deadline. The Board must make available for inspection by the State Department of Education any documentation required to confirm compliance with the Order, upon request.

Required COVID-19 Vaccinations

Appendix A

Declaration Attesting to the Authenticity of an Individual's COVID-19 Vaccination Record

COVID-19 Vaccination Record Declaration

Pursuant to Executive Order No. 13G, State Employees, State Hospital Employees, all individuals working in a public or non-public PreK-12 school or Child Care Facility ("covered workers"), and any contract workers in these facilities must be fully vaccinated for COVID-19, partially vaccinated with one dose of a two-dose COVID-19 vaccine regimen and have a scheduled second dose appointment, prior to September 27, 2021; or be exempted from the vaccine requirement for reasons of medical contraindication or firmly held religious or spiritual belief. Individuals submitting a copy of an official CDC Vaccination Card or any other record as stipulated in Executive Order No. 13G to verify their vaccine status must also include a declaration attesting to the authenticity of that documentation.

If you are using an electronic or paper copy of a CDC Vaccination Card or other official record to verify your vaccine status, please complete this declaration form and submit it to the individual(s) designated by the facility to receive these forms.

Name: _____ Date of Birth: _____

Job Title: _____ Employee Number: _____

Agency/Department: _____

Manager/Supervisor: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

If you do not have access to a smart phone or computer, you can submit your information via email at Statecovid@wellsparkhealth.com or fax to 860-678-5207 or 860-678-5229. Please include proof of vaccination. Even if you are only partially vaccinated, please include that information as well. Please include proof of vaccination. Even if you are only partially vaccinated, please include that information as well.

Your signature below indicates agreement with the following statement:

I declare and attest that the attached official record is a copy of my personal vaccination record and that the information included in that document is true and accurate, to the best of my knowledge. I understand that the submission of false information to a covered state agency, Board, child care facility, the State of Connecticut or its agents or representatives is punishable pursuant to Section 53a157b of the Connecticut General Statutes by a fine of not more than $2,000 or imprisonment of not more than one year. I understand that it is a crime under federal law to use, buy, sell, or transfer a CDC vaccination card knowing that it is fraudulent. A violation of this federal law is punishable by a fine or imprisonment of up to five years. 18 U.S.C. SEC.017;

_____ _____

Employee Signature Date

Required COVID-19 Vaccinations

Request for Medical Exemption for COVID-19 Vaccination

Pursuant to Executive Order No. 13G, Covered State Agencies, Boards, or Child Care Facilities may exempt an individual from the facility's COVID-19 vaccination requirement if the individual's physician (MD or DO), physician assistant (PA), or advanced practice registered nurse (APRN) determines that the administration of the COVID-19 vaccine is likely to be detrimental to the individual's health. In such cases, the facility may allow the individual to continue to access on-site facilities if the individual:

1. is able to perform their essential job functions with a reasonable accommodation that is not an undue burden on the facility,
2. does not pose a direct threat to the health or welfare of others, and
3. submits adequate proof of a negative test for SARS-CoV-2 on a weekly basis.

To request a medical exemption to the COVID-19 vaccination requirement, please complete the information below and have your physician, physician assistant, or advanced practice registered nurse complete the information on the pages that follow. Once the form is completed, please submit it to the individual designated by the facility.

EMPLOYEE REQUESTING EXEMPTION:

Name: _____ Date of Birth: _____

Job Title: _____ Employee Number: _____

Agency/Department: _____

Manager/Supervisor: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

Required COVID-19 Vaccinations

Form 1

COVID-19 Vaccination Medical Exemption Request Form

HEALTHCARE PROVIDER CERTIFICATION

Patient Name: _____

Dear Healthcare Provider:

The above-named individual has requested a medical exemption from COVID-19 vaccination as required by their employer under the Governor's Executive Order No. 13G. This request for exemption will be evaluated based on the medical information you provide. A medical exemption is allowed only for currently recognized contraindications or other compelling medical reasons.

We encourage you to listen carefully to your patient's concerns regarding vaccination and provide information that will help them make a fully informed decision. The CDC also provides information that is helpful in overcoming vaccine hesitancy. For some patients, specialists in allergies and immunology may be able to provide additional care and advice. Please include any related medical information connected to your assessment.

Please complete this form if the person listed above seeking a medical exemption is your patient, you agree that this patient has medical contraindications to receiving all currently available COVID-19 vaccines, and you recommend that this patient should NOT be vaccinated for COVID-19 based on their individual medical condition(s). More information on clinical considerations for COVID-19 vaccination, including contraindications, can be found on the CDC website:

https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html

Directions:

Part 1. Please complete the Provider Information requested.

Part 2. Please mark the currently recognized contraindications/precautions that apply to this patient (indicate all that apply).

Part 3. If no contraindications or precautions apply in Part 2 but you are still indicating a need for medical exemption from COVID-19 vaccination for this patient, provide a brief explanation of your reasoning for this opinion.

Part 4. Read, sign, and date the Statement of Clinical Opinion.

Patient Name: _____

Part 1. Provider Information:

Physician (MD or DO)/Physician Assistant/Nurse Practitioner (APRN) Name (print):

_____

Name and Address of Practice:

_____

Contact Phone Number: _____ Email: _____

R 4118.239

Required COVID-19 Vaccinations

Form 1 – cont.

State License Number: _____

Part 2. Specific Contraindications

Medical contraindications and precautions for COVID-19 vaccine are based upon the Advisory Committee on Immunization Practices (ACIP) Interim Clinical Considerations for Use of COVID-19 Vaccines Currently Approved or Authorized in the United States, published by the Centers for Disease Control and Prevention.

A **contraindication** is a condition in a recipient that increases the risk for a serious vaccine adverse event (VAE) or compromises the ability of the vaccine to produce immunity.

A **precaution** is a condition in a recipient that might increase the risk for a serious VAE or that might compromise the ability of the vaccine to produce immunity. Under normal conditions, vaccinations are deferred when a precaution is self-limiting, but can be administered if the precaution condition improves.

Neither contraindications nor precautions to COVID-19 vaccination

Allergic reactions (including severe allergic reactions) not related to vaccines (COVID-19 or other vaccines) or injectable therapies, such as allergic reactions related to food, pet, venom, or environmental allergies, or allergies to oral medications (including the oral equivalents of injectable medications), are not a contraindication or precaution to COVID-19 vaccination. The vial stoppers of COVID-19 vaccines are not made with natural rubber latex, and there is no contraindication or precaution to vaccination for people with a latex allergy. In addition, because the COVID-19 vaccines do not contain eggs or gelatin, people with allergies to these substances do not have a contraindication or precaution to vaccination.

Delayed-onset local reactions have been reported after mRNA vaccination in some individuals beginning a few days through the second week after the first dose and are sometimes quite large. People with only a delayed-onset local reaction (e.g., erythema, induration, pruritus) around the injection site area after the first vaccine dose do not have a contraindication or precaution to the second dose. These individuals should receive the second dose using the same vaccine product as the first dose at the recommended interval, preferably in the opposite arm.

Please mark the vaccine(s), exemption duration, and all contraindications/precautions that apply to this patient for each vaccine.

CDC Recognized Contraindications and Precautions

COVID-19 Vaccines included in exemption

☐ Pfizer mRNA vaccine

☐ Moderna mRNA vaccine

☐ Janssen/ J&J viral vector vaccine

R 4118.239

Required COVID-19 Vaccinations

Exemption Duration ACIP Contraindications and Precautions (Check all that apply)

☐ Temporary through: ____/_____ (mm/yyyy)

☐ Permanent

Contraindications

☐ Severe allergic reaction* (e.g., anaphylaxis) after a previous dose or to a component of the COVID-19 vaccine

☐ Immediate allergic reaction* of any severity to a previous dose or known (diagnosed) allergy to a component of the COVID-19 vaccine

Precautions

☐ History of an immediate allergic reaction* to any vaccine other than COVID-19 vaccine

☐ History of an immediate allergic reaction* to any injectable therapy (i.e., intramuscular, intravenous, or subcutaneous vaccines or therapies [excluding subcutaneous immunotherapy for allergies, i.e., "allergy shots"])

☐ History of an immediate allergic reaction* to a vaccine or injectable therapy that contains multiple components, one or more of which is a component of a COVID-19 vaccine, have a precaution to vaccination with that COVID-19 vaccine, even if it is unknown which component elicited the allergic reaction

** Immediate allergic reaction to a vaccine or medication is defined as any hypersensitivity-related signs or symptoms consistent with urticaria, angioedema, respiratory distress (e.g., wheezing, stridor), or anaphylaxis that occur within four hours following administration.*

Part 3. Other Medical Condition Necessitating Exemption

If claiming the need for a medical exemption from COVID-19 vaccination for this patient based on a condition that does not meet any of the ACIP criteria for a contraindication or precaution listed in Part 2, provide an explanation of your reasoning for this opinion below.

Submit your information via email to: _____ or fax to: _____. If you have filed for a medical or religious exemption, you are not considered compliant until that exception is officially approved upon review. Please be reminded that you must submit weekly testing results.

PROVIDER CERTIFICATION: In accord with the legal requirements of Executive Order 13G, I certify that the above-named individual should be granted a medical exemption from COVID-19 vaccination because I have reviewed the clinical considerations for COVID-19 vaccination and accordingly have determined that the administration of a COVID-19 vaccine would be detrimental to the individual's health. I understand that it is a crime under Connecticut State law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than $2,000 or imprisonment of not more than one year.

Signature: _____ Date: _____

R 4118.239

Appendix C

Request for Religious or Spiritual Exemption from Mandatory COVID-19 Vaccination Order

Pursuant to Executive Order No. 13G, Covered State Agencies, Boards, or Child Care Facilities may exempt an individual from the facility's COVID-19 vaccination requirement if an individual objects to the vaccination based on sincerely held religious or spiritual beliefs and practices. In such cases, the facility may allow the individual to continue to perform their job functions if the individual:

1. is able to perform their essential job functions with a reasonable accommodation that is not an undue burden on the facility,
2. does not pose a direct threat to the health or welfare of others, and
3. submits adequate proof of a negative test for SARS-CoV-2 on a weekly basis

If you have a sincerely held religious belief that you believe prevents you from receiving the COVID-19 vaccine, you must sign and submit this form for consideration through the school office or via email or faxed copy. All requests and supporting documentation will be reviewed by the district by a designee of the superintendent. The district designated representative may contact you for additional information or for clarification, as deemed necessary.

A "sincerely held religious or spiritual belief":

- should be more than a social, economic, or political philosophy; and
- need not be tied to a specific religious organization, but should relate to a belief system that is comprehensive and addresses fundamental and/or ultimate questions.

The completed form together with any supporting documentation must be signed and uploaded/forwarded by no later than September 27, 2021. All requests are considered pending until the requestor receives notice of an approval or denial.

To request an individual exemption from required COVID-19 vaccination on the basis of a firmly held religious or spiritual belief, please complete this form and submit it to the individual(s) designated by your facility to receive these forms.

Name: _____ Date of Birth: _____

Job Title: _____ Employee Number: _____
Agency/Department: _____
Manager/Supervisor: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

Appendix C (continued)

Request for Religious or Spiritual Exemption from Mandatory COVID-19 Vaccination Order

In the space below, please provide a personal statement detailing the religious or spiritual basis for your vaccination objection, explaining why you are requesting this religious or spiritual exemption, the religious or spiritual principle(s) that guide your objection to vaccination, and the religious or spiritual basis that prohibits you from receiving the COVID-19 vaccination. Please attach additional documentation, if necessary. A District representative may need to discuss the nature of your religious or spiritual belief(s), practice(s) and/or request for exemption with your witness or religious leader(s) (if applicable) and will contact you if that becomes necessary. The District-designated representative may also request additional supporting documentation if needed.

Have you received immunizations in the past? ☐ Yes or ☐ No (check one)

If yes to the previous question, please provide an explanation detailing any changes in your religion, belief, or observance that have occurred since your last immunization, or the reason(s) that you believe your religion, belief, or observance prevents you from receiving the COVID-19 vaccine:

Submit your information via email to: _____or fax to _____. If you have filed for a medical or religious exemption, you are not considered compliant until that exception is officially approved upon review. Please be reminded that you must submit weekly testing results.

R 4118.239

Appendix C (continued)

Request for Religious or Spiritual Exemption from Mandatory COVID-19 Vaccination Order

By signing this form, you certify that the information you have provided in connection with this request is accurate and complete as of the date of submission. You understand this exemption may be revoked and you may be subject to disciplinary action if any of the information you provided in support of this exemption is false. You further acknowledge that if your request is approved, you will receive a religious or spiritual exemption from receiving the COVID-19 vaccine and will be required to comply with the testing requirement set out in Executive Order No. 13G. You also acknowledge that you have read the CDC Covid-19 Vaccine Information, which can be found via the link provided here: https://www.cdc.gov/coronavirus/2019- ncov/vaccines/index.html

You also certify that you understand that it is a crime under Connecticut State law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than $2,000 or imprisonment of not more than one year.

Printed/Typed name: _____

Signature_____ Date_____

Appendix D

Temporary Waiver from Weekly COVID-19 Testing on the Basis of Prior COVID-19 Infection

Pursuant to Executive Order No. 13G, Covered State Agencies, School Boards, or Child Care Facilities may allow individuals who are not fully vaccinated to continue to access on-site facilities only if the individual:

1. is able to perform their essential job functions with a reasonable accommodation that is not an undue burden on the facility,
2. does not pose a direct threat to the health or welfare of others, and
3. submits adequate proof of a negative test for SARS-CoV-2 on a weekly basis

CDC recommends that individuals who have **had documented COVID-19 within the prior 90 days** should not be included in screening testing programs for asymptomatic people. This is because some components of viral RNA may remain present in a COVID-19 recovered person's body for up to 90 days, and as a result cause a person to test positive for SARS-CoV-2 even when they are not actively infected (i.e., false positives). Individuals who are experiencing symptoms of COVID-19 who have been infected in the prior 90 days should consult with their healthcare provider regarding the utility of SARS-CoV-2 testing.

If you are a state employee or other covered worker subject to the provisions of Executive Order No. 13G, you may request a temporary waiver from the weekly SARS-CoV-2 testing portion of the Executive Order requirements for the 90 days after your COVID-19 diagnosis. To request this waiver, individuals must have their healthcare provider complete the information below and both you and your healthcare provider must attest to the accuracy of the information provided. Once the form is completed, please submit it to the individual designated by the facility to receive this request.

EMPLOYEE REQUESTING EXEMPTION:

Name: _____ Date of Birth: _____

Job Title: _____ Employee Number: _____

Agency/Department: _____

Manager/Supervisor: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

Form 2

HEALTHCARE PROVIDER CERTIFICATION

Patient Name: _____

Dear Healthcare Provider:

The above-named individual has requested to be temporarily excused from SARS-CoV-2 testing, as required by their employer under the Governor's Executive Order No. 13G, on the basis of having had COVID-19 within the prior 90 days. This request for a temporary waiver will be evaluated based on the information you provide.

Please complete this form if the person listed above seeking a temporary waiver from SARS-CoV-2 testing is your patient and you can positively attest that this patient had COVID-19 at some point in the prior 90 days. More information on recommendations for SARS-CoV-2 testing, including under what conditions testing is or is not recommended, can be found on the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing-overview.html.

Directions:

Part 1. Please complete the Provider Information requested.

Part 2. Please mark the applicable basis for your recommendation for a temporary waiver for this patient, and the date of diagnosis and applicable date of expiration of the waiver.

Part 3. Read, sign, and date the Statement of Clinical Opinion.

Part 1. Provider Information:

Physician (MD or DO)/Physician Assistant/Nurse Practitioner (APRN) Name (print):

_____

Name and Address of Practice:

_____

Contact Phone Number: _____ ***Email:*** _____

State License Number: _____

Part 2. Basis of Verification of Patient's Current or Prior COVID-19 Status

In this section, indicate the basis on which you can affirmatively verify that the individual requesting this temporary waiver has had an active SARS-CoV-2 infection within the prior 90 days.

Form 2 (continued)

Please check off any of the following that apply:

☐ I have verified that this individual had a positive test for SARS-CoV-2 performed by, and the result reported by, a state licensed clinical laboratory, pharmacy-based testing provider, or other appropriate healthcare provider facility within the prior 90 days

☐ I had diagnosed this individual with COVID-19 within the prior 90 days based on his or her symptom presentation and history of close contact with another COVID-19 case

Patient Name: _____

☐ I had diagnosed this individual with COVID-19 within the prior 90 days on some other clinical basis (must specify below):

Date of COVID-19 diagnosis: _____

Date of Waiver Expiration: _____ (*90 days after date listed above*)

Submit your information via email to: _____ or fax to: _____. If you have filed for a medical or religious exemption, you are not considered compliant until that exception is officially approved upon review. Please be reminded that you must submit weekly testing results.

Part 3: Statement of Clinical Opinion

Your signature below indicates agreement with the following statement:

PROVIDER CERTIFICATION: In accord with the legal requirements of Executive Order 13G, I certify that the above-named individual should be granted a temporary waiver from SARS-CoV-2 testing based on their having had COVID-19 within the prior 90 days. I understand that it is a crime under Connecticut State law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than $2,000 or imprisonment of not more than one year.

Signature: _____ Date: _____

R 4118.239

Appendix E

Declaration Attesting to the Authenticity of COVID-19 Test Results Submitted by Employees

COVID-19 Test Results Report Declaration

Pursuant to Executive Order No. 13G, State employees and Covered Workers (as defined in 13G(1)(b), (c), and (f)) who are not fully vaccinated (as defined in 13G(1)(a)) by September 27, 2021, and who cannot provide documented proof of COVID-19 infection in the prior 90 days, are required to submit "adequate proof of the results" of COVID-19 testing (13G(3)(a)(ii) and (b)(ii)) to their Covered State Agency, Board, or Child Care Facility at least weekly (i.e., at least once every 7 days). Individuals submitting a copy of a test result report must also include a declaration attesting to the authenticity of that documentation.

If you are submitting a test result report via email or fax copy, please complete this declaration form and submit it at the same time and in the same manner as you are submitting the test result.

Name: _____

Job Title: _____ Employee Number: _____

Agency/Department: _____

Email: _____ Cell Phone: _____

Home Phone: _____ Work Phone: _____

Test Date: _____

If you do not have access to a smartphone or computer, you can submit your information via email at Statecovid@wellsparkhealth.com or fax to 860-678-5207 or 860-678-5229. Please be sure to include a copy of your test results.

Your signature below indicates agreement with the following statement:

I declare and attest that the attached SARS-CoV-2 test results report was collected on the Test Date listed above and complies with all of the conditions required in Section III (Reporting Requirements) of the Implementation Guidance for Executive Order No. 13G. I attest that the information included in the test results report is true, to the best of my knowledge. I understand that the submission of false information to a covered state agency, the State of Connecticut or its agents or representatives is punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than $2,000 or imprisonment of not more than one year.

_____ _____

Employee Signature Date:

R 4118.239

Required COVID-19 Vaccinations

NOTICE

Department of Public Health and Department of Education Temporary Deadline in Flexibility (9/22/21)

The Connecticut State Departments of Education and Public Health have learned that some school districts are concerned about their ability to gather declarations of authenticity of vaccination records from covered workers by the September 27 deadline set forth in the recent Implementation Guidance for Executive Order 13G. (https://portal.ct.gov/-/media/DAS/Statewide-HR/Vaccine-App-Docs-Forms/IMPLEMENTATION-GUIDANCE-FOR-EXECUTIVE-ORDER-13G_Revised_09162021.pdf.) Some school districts have also expressed concern that covered workers may be unable to submit initial negative COVID-19 testing results by the September 27 deadline.

The Departments reiterate that vaccinated covered workers must provide vaccination records in the manner stated in Executive Order No. 13G and the Guidance. Declarations of authenticity must also be provided. However, if covered workers have otherwise submitted their vaccination records, school Boards and contractors may allow such covered workers to provide their declarations of authenticity by October 12, 2021, and to report to work until such declarations are provided. Covered workers should nevertheless be encouraged to submit their declarations of authenticity as soon as possible.

Similarly, current covered workers who are not fully vaccinated must submit to weekly testing as set forth in the Executive Order and Guidance. While covered workers who are not fully vaccinated must take an initial test by end of day on Sunday, September 26, they may submit the results of the test any time between September 24 through October 1 for the week of September 27, and Boards and contractors may allow such covered workers to report to work during the week of September 27. For all weeks thereafter, only test results submitted to a Board or contractor within 72 hours of the test administration date will be deemed compliant with the testing requirement.

We hope this information is helpful in the implementation of Executive Order 13G.

R 4118.239

Required COVID-19 Vaccinations

Form 3

Contractor's Declaration Attesting to Compliance with Executive Order No. 13G

Contractor/Vendor Name	
Contract Address	
PeopleSoft ID (for state contractors) or other information*	

**If PeopleSoft ID does not apply, provide information directed by the covered state agency, Board, or childcare facility.*

As of this date, provide the number of contract workers subject to Executive Order No. 13G who:

a. Total number of contract workers as defined in Executive Order No. 13G provided under your contract _____

b. Are fully vaccinated against COVID-19 (at least 14 days have elapsed since a person has received a single-dose vaccine or the second dose of a two-dose COVID-19 vaccine) _____

c. Are required to submit to and provide results of COVID-19 testing because they are not fully vaccinated _____

1. Of those required to submit and provide the results of COVID-19 testing, are partially vaccinated (received first dose and have either received second dose or have an appointment for second dose in a two-dose series vaccination, such as Pfizer or Moderna vaccines, or received a single-dose vaccine, such as Johnson & Johnson vaccine, but 14 days has not elapsed since final dose) _____
2. Of those required to submit and provide the results of COVID-19 testing, have been granted a medical exemption to vaccination based upon documentation from a physician, physician's assistant, or advanced practice registered nurse stating that the administration of COVID-19 vaccine is likely to be detrimental to the person's health _____
3. Of those required to submit and provide the results of COVID-19 testing, have been granted an exemption to vaccination on the basis of a sincerely held religious or spiritual belief _____
4. Are temporarily excused from COVID-19 testing because they have provided documented proof of having a COVID-19 infection in the previous 90 days _____

☐ I affirm that all of the covered workers indicated in Section (a), except those who are fully vaccinated (a) or have had a documented case of COVID-19 in the past 90 days, will (1) have had a negative test for COVID-19 in the 7 days prior to initially accessing any work site related to this contract that is subject to Executive Order No. 13G. (2) continue to be tested once every 7 days for the duration of this contract, and (3) not be allowed to access any work site that is subject to Executive Order No. 13G if they either receive a positive test or fail to be tested at least once per week.

☐ I declare and attest that I am authorized by the Contractor to provide the information contained in this report and that the information included in this report is true and accurate, to the best of my knowledge. I understand that it is a crime under Connecticut law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than $2,000 or imprisonment of not more than one year.

Signature	**Date**	
Authorized Person Submitting Report:		
Title:	**Email Address:**	**Phone:**

P 4118.237

Personnel - Certified and Non Certified / Students

Face Masks/Coverings

This policy pertains to students, faculty, staff, and visitors. It has been developed to fulfill the guiding principles contained in the Framework for Connecticut Schools, specifically to safeguard the health and safety of students and staff and to allow all students the opportunity to return into classrooms full time.

The Board of Education (Board) is implementing this masking requirement to promote the safest possible learning, teaching, and work environment for students, faculty, staff and visitors during the COVID-19 pandemic. The first priority of the Board is the health and well-being of students and staff as the district prepares for and implements the safe reopening of schools.

The Center for Disease Control (CDC) and the Connecticut Department of Health (DPH) and the Connecticut State Department of Education, as outlined in Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together requires the wearing of face coverings for all students and staff when they are inside school buildings and while riding school transportation vehicles, with certain exceptions.

Definitions

Face covering/mask - a cloth, paper, or disposable face covering that covers the nose and mouth. It may or may not be medical grade. (Evidence shows that the proper wearing of facial masks or coverings helps stop the spread of the virus, which is currently by droplets when an individual coughs, sneezes, or talks.)

Face shield - a clear, plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face, protecting the eyes, nose, and mouth from contamination from respiratory droplets, along with masks or respirators.

Clear plastic barrier - a clear plastic or solid surface that can be cleaned and sanitized often.

Transportation

Student passengers are required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The student's face covering must be in place prior to boarding the bus, van, or other vehicles and must be kept in place until they are completely off the bus or van. The Board shall provide back-up masks if students do not have face coverings when boarding a school bus or van. The face mask or cloth face covering is also applicable to the drivers of the vehicle.

The Board may consider the option of assigning a temporary monitor on student transportation at the beginning of the school year to facilitate compliance with this new face mask protocol.

School Buildings and Grounds

All students, staff, and visitors are required to use face coverings which completely covers the nose and mouth, when they are inside the school building or on school grounds, even when social distancing is maintained. An individual shall be excused from this requirement for the following listed reasons, per CDC guidance.

The individual:

1. has trouble breathing;
2. is unconscious;
3. is incapacitated; or
4. cannot remove the mask or face covering without assistance.

In addition, masks or face coverings shall not be required for anyone who has a medical reason making it unsafe to wear a face mask or face covering. A written notification from a licensed medical provider, the Department of Developmental Services, or other state agency that provides or support services for people with emotional, intellectual, or physical disabilities; or a person authorized by any such agency is required in order for the Board to permit a medical exemption. Such documentation need not name or describe the condition that qualifies the person for the exemption.

If a student or staff member expresses that they are unable to wear a face covering and need a reasonable accommodation, the administrator will engage the individual in the process of discussing alternatives and/or accommodations to wearing a mask or face coving that will allow for the individual's inclusion in the school building, bus or grounds while also protecting those who have compromised immunity.

Parents/guardians may not excuse their child from this face mask requirement by signing a waiver because such wearing is a mandated requirement that the Office of the Governor, the Connecticut State Department of Education, and/or the Connecticut State Department of Public Health have defined as necessary for school districts to comply with in order to open schools from the COVID-19 caused closure.

In addition to the wearing of face masks, the district will maximize social distancing between student's workstations and desks, achieving six feet when feasible. Space between the teacher and students is to be maximized to reduce the risk of increased droplets from teachers during instruction. A teacher is permitted to remove a face covering or mask during instruction. If the teacher removes the face covering or mask during instruction, spacing shall be increased beyond six feet. A teacher who remains seated during instruction requires the use of a physical barrier.

Transparent (clear) masks should be considered as an option for teachers and students in classes for deaf and hard of hearing students. Pre-K and special education teachers should consider wearing clear masks.

Face shields may be an option for those students with medical, behavioral, or other challenges, who are unable to wear face masks or coverings. The Board recognizes that face shields are not as effective for source control and should be used only when other methods are not available or appropriate. Therefore, the use of face shields for those with medical conditions is done with the understanding of their limitations and a heightened need for strict adherence to social distancing.

The Board shall provide to any student, staff member, or visitor a face mask if such individual does not have one. Training shall be provided as necessary regarding the proper use of face coverings. Information shall be provided to staff, students, and students' families regarding the proper use, removal, and washing of cloth face coverings.

Limited Exceptions to Use of Face Coverings

When other and appropriate mitigating practices are in place, such as social distancing, students will not be required to wear face masks or coverings while eating, drinking, during physical education classes, or when students are outside and effectively practicing social distancing and any other possible mitigants. Exceptions may also be necessary for certain special education students or other special populations.

Teachers and staff may be excused from wearing a face mask or covering while teaching, provided they are properly socially distancing or remaining static behind a physical barrier. Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g. English Learners, early childhood, foreign language, etc.), and social distancing is maintained. However, face shields alone are not a sufficient alternate to the wearing of face mask for source control.

Mask Breaks

Breaks from wearing masks shall be scheduled by the teacher throughout the school day provided that strict social distancing requirements are maintained, and limitations are enforced regarding student and staff mobility.

During time of eating, face masks or coverings may be removed. Masks are required in all dining areas while entering and leaving or getting food and drinks. They may be removed at appropriately socially distanced tables in order to eat but must be replaced after eating.

A recess period may be used as a break from wearing masks when no more than one class is outside at a time, and social distancing requirements are maintained to the greatest degree feasible.

Violations of this Policy

Violations of this policy, whether by students or staff, shall be handled in the same manner as other violations of applicable Board policy.

If a student refuses to wear a face mask or covering, and does not meet the exemptions allowed by this policy, such student shall be sent to the school's isolation room. School personnel will contact the parent/guardian to rectify the situation as well as to explain the available options, including the possible removal of the child from the school setting.

If a visitor refuses to wear a face covering for non-medical reasons entry to the school/district facility will be denied.

Community Outreach

The district shall engage in community education programs including signage, mass and targeted communication, and positive reinforcement that will actively promote mask use consistent with CDC, DDH, CSDE, and OSHA guidance. Community members will be reminded that mask use does not replace the need for social distancing, washing of hands, and other preventative practices recommended by all appropriate authorities.

Other Considerations

- The district shall maintain in each school a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use.
- Special attention must be given to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.
- When medically appropriate, nurses shall substitute use of metered dose inhalers and spacers for students with respiratory issues.
- Face shields with face masks may be used by staff who support students with special healthcare needs such as those who are unable to wear masks and who may need assistance with activities of daily living, such as toileting and eating.
- Mask use will not be required by employees when they are alone in private offices. However, they are required to mask when anyone enters a private office space and required to wear a mask if their office space is physically shared with others and does not allow for 6 feet of physical distancing or if the work area is frequented by others (such as a reception area).

Until further notice, the Board will require the wearing of masks as prescribed in this policy. The Board reserves the right to interpret the provisions of this policy and to modify any or all matters contained in this policy at any time, subject to applicable law.

Legal Reference: Connecticut General Statutes

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

10-207 Duties of medical advisors.

10 221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

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

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together

Connecticut LEA School Reopening Template

CDC Considerations for Schools

CDC Symptoms of Coronavirus

CDC Quarantine & Isolation

CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs

CDC Schools Decision Tree for Schools Reopening

State of Connecticut CHRO Dear Colleague letter dated September 15, 2020

State of Connecticut Department of Education Addendum 11

Policy Adopted: October 26, 2020

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Personnel - Certified and Non Certified / Students

Face Masks/Coverings

This policy pertains to students, faculty, staff, and visitors. It has been developed to fulfill the guiding principles contained in the Framework for Connecticut Schools, specifically to safeguard the health and safety of students and staff and to allow all students the opportunity to return into classrooms full time.

The Board of Education (Board) is implementing this masking requirement to promote the safest possible learning, teaching, and work environment for students, faculty, staff and visitors during the COVID-19 pandemic. The first priority of the Board is the health and well-being of students and staff as the district prepares for and implements the safe reopening of schools.

The Center for Disease Control (CDC) and the Connecticut Department of Health (DPH) and the Connecticut State Department of Education, as outlined in Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together requires the wearing of face coverings for all students and staff when they are inside school buildings and while riding school transportation vehicles, with certain exceptions.

Definitions

Face covering/mask - a cloth, paper, or disposable face covering that covers the nose and mouth. It may or may not be medical grade. (Evidence shows that the proper wearing of facial masks or coverings helps stop the spread of the virus, which is currently by droplets when an individual coughs, sneezes, or talks.)

Face shield - a clear, plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face, protecting the eyes, nose, and mouth from contamination from respiratory droplets, along with masks or respirators.

Clear plastic barrier - a clear plastic or solid surface that can be cleaned and sanitized often.

Transportation

Student passengers are required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The student's face covering must be in place prior to boarding the bus, van, or other vehicles and must be kept in place until they are completely off the bus or van. The Board shall provide back-up masks if students do not have face coverings when boarding a school bus or van. The face mask or cloth face covering is also applicable to the drivers of the vehicle.

The Board may consider the option of assigning a temporary monitor on student transportation at the beginning of the school year to facilitate compliance with this new face mask protocol.

School Buildings and Grounds

All students, staff, and visitors are required to use face coverings which completely covers the nose and mouth, when they are inside the school building or on school grounds, even when social distancing is maintained. An individual shall be excused from this requirement for the following listed reasons, per CDC guidance.

The individual:

1. has trouble breathing;
2. is unconscious;
3. is incapacitated; or
4. cannot remove the mask or face covering without assistance.

In addition, masks or face coverings shall not be required for anyone who has a medical reason making it unsafe to wear a face mask or face covering. A written notification from a licensed medical provider, the Department of Developmental Services, or other state agency that provides or support services for people with emotional, intellectual, or physical disabilities; or a person authorized by any such agency is required in order for the Board to permit a medical exemption. Such documentation need not name or describe the condition that qualifies the person for the exemption.

If a student or staff member expresses that they are unable to wear a face covering and need a reasonable accommodation, the administrator will engage the individual in the process of discussing alternatives and/or accommodations to wearing a mask or face coving that will allow for the individual's inclusion in the school building, bus or grounds while also protecting those who have compromised immunity.

Parents/guardians may not excuse their child from this face mask requirement by signing a waiver because such wearing is a mandated requirement that the Office of the Governor, the Connecticut State Department of Education, and/or the Connecticut State Department of Public Health have defined as necessary for school districts to comply with in order to open schools from the COVID-19 caused closure.

In addition to the wearing of face masks, the district will maximize social distancing between student's workstations and desks, achieving six feet when feasible. Space between the teacher and students is to be maximized to reduce the risk of increased droplets from teachers during instruction. A teacher is permitted to remove a face covering or mask during instruction. If the teacher removes the face covering or mask during instruction, spacing shall be increased beyond six feet. A teacher who remains seated during instruction requires the use of a physical barrier.

Transparent (clear) masks should be considered as an option for teachers and students in classes for deaf and hard of hearing students. Pre-K and special education teachers should consider wearing clear masks.

Face shields may be an option for those students with medical, behavioral, or other challenges, who are unable to wear face masks or coverings. The Board recognizes that face shields are not as effective for source control and should be used only when other methods are not available or appropriate. Therefore, the use of face shields for those with medical conditions is done with the understanding of their limitations and a heightened need for strict adherence to social distancing.

The Board shall provide to any student, staff member, or visitor a face mask if such individual does not have one. Training shall be provided as necessary regarding the proper use of face coverings. Information shall be provided to staff, students, and students' families regarding the proper use, removal, and washing of cloth face coverings.

Limited Exceptions to Use of Face Coverings

When other and appropriate mitigating practices are in place, such as social distancing, students will not be required to wear face masks or coverings while eating, drinking, during physical education classes, or when students are outside and effectively practicing social distancing and any other possible mitigants. Exceptions may also be necessary for certain special education students or other special populations.

Teachers and staff may be excused from wearing a face mask or covering while teaching, provided they are properly socially distancing or remaining static behind a physical barrier. Face shields may be useful in situations where it is important for students to see how a teacher pronounces words (e.g. English Learners, early childhood, foreign language, etc.), and social distancing is maintained. However, face shields alone are not a sufficient alternate to the wearing of face mask for source control.

Mask Breaks

Breaks from wearing masks shall be scheduled by the teacher throughout the school day provided that strict social distancing requirements are maintained, and limitations are enforced regarding student and staff mobility.

During time of eating, face masks or coverings may be removed. Masks are required in all dining areas while entering and leaving or getting food and drinks. They may be removed at appropriately socially distanced tables in order to eat but must be replaced after eating.

A recess period may be used as a break from wearing masks when no more than one class is outside at a time, and social distancing requirements are maintained to the greatest degree feasible.

Violations of this Policy

Violations of this policy, whether by students or staff, shall be handled in the same manner as other violations of applicable Board policy.

If a student refuses to wear a face mask or covering, and does not meet the exemptions allowed by this policy, such student shall be sent to the school's isolation room. School personnel will contact the parent/guardian to rectify the situation as well as to explain the available options, including the possible removal of the child from the school setting.

If a visitor refuses to wear a face covering for non-medical reasons entry to the school/district facility will be denied.

Community Outreach

The district shall engage in community education programs including signage, mass and targeted communication, and positive reinforcement that will actively promote mask use consistent with CDC, DDH, CSDE, and OSHA guidance. Community members will be reminded that mask use does not replace the need for social distancing, washing of hands, and other preventative practices recommended by all appropriate authorities.

Other Considerations

- The district shall maintain in each school a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use.
- Special attention must be given to putting on and removing face coverings for purposes such as eating. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.
- When medically appropriate, nurses shall substitute use of metered dose inhalers and spacers for students with respiratory issues.
- Face shields with face masks may be used by staff who support students with special healthcare needs such as those who are unable to wear masks and who may need assistance with activities of daily living, such as toileting and eating.
- Mask use will not be required by employees when they are alone in private offices. However, they are required to mask when anyone enters a private office space and required to wear a mask if their office space is physically shared with others and does not allow for 6 feet of physical distancing or if the work area is frequented by others (such as a reception area).

Until further notice, the Board will require the wearing of masks as prescribed in this policy. The Board reserves the right to interpret the provisions of this policy and to modify any or all matters contained in this policy at any time, subject to applicable law.

Legal Reference: Connecticut General Statutes

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

10-207 Duties of medical advisors.

10 221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

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

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together

Connecticut LEA School Reopening Template

CDC Considerations for Schools

CDC Symptoms of Coronavirus

CDC Quarantine & Isolation

CDC Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

CDC Interim Guidance for Administrators of US K-12 Schools and Child Care Programs

CDC Schools Decision Tree for Schools Reopening

State of Connecticut CHRO Dear Colleague letter dated September 15, 2020

State of Connecticut Department of Education Addendum 11

Policy Adopted: October 26, 2020

GROTON PUBLIC SCHOOLS
Groton, Connecticut

P 5141.25

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs (Food Allergy Management)

The Groton Public Schools recognize that food allergies, glycogen storage disease and diabetes may be life threatening. For this reason, the focus of the Groton Public Schools' Food Allergy Management Plan shall be prevention, education, awareness, communication, and emergency response. The management plan shall strike a balance between the health, social normalcy, and safety needs of the individual student with life threatening food allergies and the education, health, and safety needs of all students. The Food Allergy Management Plan shall be the basis for the development of the procedural guidelines that will be implemented at the school level and provide for consistency across all schools within the District.

The goals for the Districtwide Plan include:

1. To maintain the health and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities.

2. To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.

3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies across all transitions. (Pre-K-Grade 12)

~~It is~~ The policy of the Groton Board of Education (Board) is to follow the guidelines developed and promulgated by the Connecticut Department of Public Health and Department of Education for students within the District with life-threatening food allergies and glycogen storage disease. Such guidelines include (1) education and training for school personnel by the school nurse on the management of students with life-threatening food allergies and glycogen storage disease, including training related to the administration of medication with a cartridge injector and the provision of food or dietary supplements, (2) procedures for responding to life threatening allergic reactions to food, (3) a process for the development of individualized health care and food allergy action plans for every student with a life-threatening food allergy, and (4) a process for the development of individualized health care and glycogen storage disease action plans for every student with glycogen storage disease and such plan shall include, but not be limited to, the provision of food or dietary supplements by the school nurse or by any school employee approved by the school nurse, to a student with glycogen storage disease, provided such plan does not prohibit a parent/guardian or a person they so designate, to provide food or dietary supplements on school grounds during the school day, and (5) protocols to prevent exposure to food allergens.

~~It is the Board's expectation~~ The expectation of the Board is that specific building-based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. ~~It is The Board's belief~~ The Board believes that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. ~~In order~~ To assist children with life-threatening allergies to assume more individual responsibility for maintaining their safety as they grow, ~~it is~~ the

policy of the Board provides ~~that~~ guidelines that shift as children advance through the primary grades and through secondary school.

1. **Identifying Students with Life-Threatening Food Allergies, Diabetes, and/or Glycogen Storage Disease**

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

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

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

   Major life activities include, but are not limited to:

   1. Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and 2.
   2. The operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

II. Individualized Health Care Plans and Emergency Care Plans

1. If the district obtains medical documentation that a student has a life-threatening food allergy, GSD, or diabetes, the district shall develop an (IHCP) for the student. Each IHCP should contain information relevant to the student's participation in school activities.

2. The IHCP shall be developed by a group of individuals, which shall include the parents, the adult student, if applicable, and appropriate school personnel. Such personnel may include, but are not limited

to, the school nurse, school administrator(s), classroom teacher(s) and the student, if appropriate. The school may also consult with the school's medical advisor and food services administrator, as needed.

3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the student's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the allergic student's risk for exposure. For the student with life-threatening food allergies, GSD, or diabetes, the IHCP may include strategies designed to ameliorate risks associated with such disease and support the student's participation in the classroom. IHCPs for such students may include such considerations:
    1. classroom environment, including allergy free considerations, or allowing the student with GSD or diabetes to have food/dietary supplements when needed;
    2. cafeteria safety;
    2. participation in school nutrition programs;
    3. snacks
    4. hand-washing;
    5. location of emergency medication;
    6. who will provide emergency and routine care in school;
    7. risk management during lunch and recess times;
    8. special events;
    9. field trips, fire drills and lockdowns;
    10. extracurricular activities;
    11. school transportation;
    12. the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;
    13. staff notification, including substitutes, and training; and
    14. transitions to new classrooms, grades and/or buildings.

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

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

6. In addition to the IHCP, the district shall also develop an ECP for each student identified as having a life-threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:
    1. The student's name and other identifying information, such as date of birth, grade and photo;
    2. The student's specific allergy;
    3. The student's signs and symptoms of an allergic reaction;
    4. The medication, if any, or other treatment to be administered in the event of exposure;
    5. The location and storage of the medication;
    6. Who will administer the medication (including self-administration options, as appropriate);
    7. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;

8. Recommendations for what to do if the student continues to experience symptoms after the administration of medication; and
9. Emergency contact information for the parents/family and medical provider.

7. In addition to the IHCP, the district shall also develop an ECP for each student identified as having GSD and/or diabetes. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with GSD or diabetes, the ECP should include the following information, as may be appropriate:
    1. The student's name and other identifying information, such as date of birth, grade and photo;
    2. Information about the disease or disease specific information (i.e. type of GSD or diabetes);
    3. The student's signs and symptoms of an adverse reaction (such as hypoglycemia); d. The medication, if any, or other treatment to be administered in the event of an adverse reaction or emergency (i.e. Glucagon or insulin)
    4. The location and storage of the medication;
    5. Who will administer the medication (including self-administration options, as appropriate);
    6. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
    8. Recommendations for what to do if the student continues to experience symptoms after the administration of medication; and
    9. Emergency contact information for the parents/family and medical provider. Food Allergy/Asthma/Diabetes Management Plan 5141.25 4

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

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

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

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

III. Training/Education

1. The district shall provide appropriate education and training for school personnel regarding the management of students with life-threatening food allergies, GSD and diabetes. Such training may include an overview of life-threatening food allergies, GSD and diabetes; prevention strategies; IHCPs and ECPs; and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (i.e. epi-pens), and/or the specific preventative strategies to minimize the risk of exposure to life-threatening allergens and prevent adverse reactions in students with GSD and diabetes (such as the provision of food or dietary supplements for students).

School personnel will also be educated on how to recognize symptoms of allergic reactions and/or symptoms of low blood sugar, as seen with GSD and diabetes, and what to do in the event of an emergency. Staff training and education will be coordinated by the School Nurse. Any such training regarding the administration of medication shall be done accordance with state law and Board policy.

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

IV. Prevention

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

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

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life-threatening allergic condition, GSD and/or diabetes. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and/or alterations in blood sugar levels and how to respond in the event of such an emergency.
2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
3. The district shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their student's classroom or school.
4. All district staff are expected to follow district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.
5. The district shall make the Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes available on the Board's website or the website of each school under the Board's jurisdiction.
6. The district shall provide annual notice to parents and guardians regarding the Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes. Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

Legal Reference: Connecticut General Statutes

Conn. Gen. Stat. § 10-212c Life-threatening food allergies and Glycogen Storage Disease: Guidelines; district plans

Conn. Gen. Stat. § 19a-900 Use of cartridge injectors by staff members of before or after school program, day camp or day care facility.

10-15b Access of parent or guardian to student's records.

10-154a Professional communications between teacher or nurse and student. 10-207 Duties of medical advisors.

10-212a Administrations of medications in schools

10-212a(d) Administration of medications in schools by a paraprofessional

10-220i Transportation of students carrying cartridge injectors

52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection

PA 05-104 An Act Concerning Food Allergies and the Prevention of Life- Threatening Incidents in Schools

PA 05-144 and 05-272 An Act Concerning the Emergency Use of Cartridge Injectors

The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7

Federal Legislation

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)

Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.

The Family Education Rights and Privacy Act of 1974 (FERPA)

The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.

FCS Instruction783-2, Revision 2, Meal substitution for medical or other special dietary reasons.

Policy adopted: July 10, 2006
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

P 5141.25

Students

Students with Special Health Care Needs

Accommodating Students with Special Dietary Needs (Food Allergy Management)

The Groton Public Schools recognize that food allergies, glycogen storage disease and diabetes may be life threatening. For this reason, the focus of the Groton Public Schools' Food Allergy Management Plan shall be prevention, education, awareness, communication, and emergency response. The management plan shall strike a balance between the health, social normalcy, and safety needs of the individual student with life threatening food allergies and the education, health, and safety needs of all students. The Food Allergy Management Plan shall be the basis for the development of the procedural guidelines that will be implemented at the school level and provide for consistency across all schools within the District.

The goals for the Districtwide Plan include:

1. To maintain the health and protect the safety of children who have life-threatening food allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, and provide appropriate educational opportunities.

2. To ensure that interventions and individual health care plans for students with life-threatening food allergies are based on medically accurate information and evidence-based practices.

3. To define a formal process for identifying, managing, and ensuring continuity of care for students with life-threatening food allergies across all transitions. (Pre-K-Grade 12)

~~It is~~ The policy of the Groton Board of Education (Board) is to follow the guidelines developed and promulgated by the Connecticut Department of Public Health and Department of Education for students within the District with life-threatening food allergies and glycogen storage disease. Such guidelines include (1) education and training for school personnel by the school nurse on the management of students with life-threatening food allergies and glycogen storage disease, including training related to the administration of medication with a cartridge injector and the provision of food or dietary supplements, (2) procedures for responding to life threatening allergic reactions to food, (3) a process for the development of individualized health care and food allergy action plans for every student with a life-threatening food allergy, and (4) a process for the development of individualized health care and glycogen storage disease action plans for every student with glycogen storage disease and such plan shall include, but not be limited to, the provision of food or dietary supplements by the school nurse or by any school employee approved by the school nurse, to a student with glycogen storage disease, provided such plan does not prohibit a parent/guardian or a person they so designate, to provide food or dietary supplements on school grounds during the school day, and (5) protocols to prevent exposure to food allergens.

~~It is the Board's expectation~~ The expectation of the Board is that specific building-based guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child. ~~It is The Board's belief~~ The Board believes that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. ~~In order~~ To assist children with life-threatening allergies to assume more individual responsibility for maintaining their safety as they grow, ~~it is~~ the

Students with Special Health Care Needs – cont.

policy of the Board provides ~~that~~ guidelines that shift as children advance through the primary grades and through secondary school.

1. **Identifying Students with Life-Threatening Food Allergies, Diabetes, and/or Glycogen Storage Disease**

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

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

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

   Major life activities include, but are not limited to:

   1. Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and 2.
   2. The operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

II. Individualized Health Care Plans and Emergency Care Plans

1. If the District obtains medical documentation that a student has a life-threatening food allergy, GSD, or diabetes, the District shall develop an (IHCP) for the student. Each IHCP should contain information relevant to the student's participation in school activities.

2. The IHCP shall be developed by a group of individuals, which shall include the parents, the adult student, if applicable, and appropriate school personnel. Such personnel may include, but are not limited

to, the school nurse, school administrator(s), classroom teacher(s) and the student, if appropriate. The school may also consult with the school's medical advisor and food services administrator, as needed.

3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the student's health and safety needs within the school environment and should address the student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age appropriate independence; and the responsibilities of parents, school nurse and other school personnel. The IHCP may also include strategies to minimize the allergic student's risk for exposure. For the student with life-threatening food allergies, GSD, or diabetes, the IHCP may include strategies designed to ameliorate risks associated with such disease and support the student's participation in the classroom. IHCPs for such students may include such considerations:
    1. classroom environment, including allergy free considerations, or allowing the student with GSD or diabetes to have food/dietary supplements when needed;
    2. cafeteria safety;
    2. participation in school nutrition programs;
    3. snacks
    4. hand-washing;
    5. location of emergency medication;
    6. who will provide emergency and routine care in school;
    7. risk management during lunch and recess times;
    8. special events;
    9. field trips, fire drills and lockdowns;
    10. extracurricular activities;
    11. school transportation;
    12. the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;
    13. staff notification, including substitutes, and training; and
    14. transitions to new classrooms, grades and/or buildings.

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

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

6. In addition to the IHCP, the District shall also develop an ECP for each student identified as having a life-threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:
    1. The student's name and other identifying information, such as date of birth, grade and photo;
    2. The student's specific allergy;
    3. The student's signs and symptoms of an allergic reaction;
    4. The medication, if any, or other treatment to be administered in the event of exposure;
    5. The location and storage of the medication;
    6. Who will administer the medication (including self-administration options, as appropriate);
    7. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;

8. Recommendations for what to do if the student continues to experience symptoms after the administration of medication; and
9. Emergency contact information for the parents/family and medical provider.

7. In addition to the IHCP, the District shall also develop an ECP for each student identified as having GSD and/or diabetes. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with GSD or diabetes, the ECP should include the following information, as may be appropriate:
    1. The student's name and other identifying information, such as date of birth, grade and photo;
    2. Information about the disease or disease specific information (i.e. type of GSD or diabetes);
    3. The student's signs and symptoms of an adverse reaction (such as hypoglycemia); d. The medication, if any, or other treatment to be administered in the event of an adverse reaction or emergency (i.e. Glucagon or insulin)
    4. The location and storage of the medication;
    5. Who will administer the medication (including self-administration options, as appropriate);
    6. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
    8. Recommendations for what to do if the student continues to experience symptoms after the administration of medication; and
    9. Emergency contact information for the parents/family and medical provider. Food Allergy/Asthma/Diabetes Management Plan 5141.25 4

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

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

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

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

III. Training/Education

1. The District shall provide appropriate education and training for school personnel regarding the management of students with life-threatening food allergies, GSD and diabetes. Such training may include an overview of life-threatening food allergies, GSD and diabetes; prevention strategies; IHCPs and ECPs; and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (i.e. epi-pens), and/or the specific preventative strategies to minimize the risk of exposure to life-threatening allergens and prevent adverse reactions in students with GSD and diabetes (such as the provision of food or dietary supplements for students).

School personnel will also be educated on how to recognize symptoms of allergic reactions and/or symptoms of low blood sugar, as seen with GSD and diabetes, and what to do in the event of an emergency. Staff training and education will be coordinated by the School Nurse. Any such training regarding the administration of medication shall be done accordance with state law and Board policy.

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

IV. Prevention

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

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

V. Communication

1. As described above, the school nurse shall be responsible for coordinating the communication among parents, a student's individual health care provider and the school regarding a student's life-threatening allergic condition, GSD and/or diabetes. School staff responsible for implementing a student's IHCP will be notified of their responsibilities and provided with appropriate information as to how to minimize risk of exposure and/or alterations in blood sugar levels and how to respond in the event of such an emergency.
2. Each school will ensure that there are appropriate communication systems available within each school (i.e. telephones, cell phones, walkie-talkies) and for off-site activities (i.e. field trips) to ensure that school personnel are able to effectively respond in case of emergency.
3. The district shall develop standard letters to be sent home to parents, whenever appropriate, to alert them to food restrictions within their student's classroom or school.
4. All district staff are expected to follow district policy and/or federal and state law regarding the confidentiality of student information, including medical information about the student.
5. The district shall make the Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes available on the Board's website or the website of each school under the Board's jurisdiction.
6. The district shall provide annual notice to parents and guardians regarding the Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes. Such notice shall be provided in conjunction with the annual written statement provided to parents and guardians regarding pesticide applications in the schools.

Legal Reference: Connecticut General Statutes

Conn. Gen. Stat. § 10-212c Life-threatening food allergies and Glycogen Storage Disease: Guidelines; district plans

Conn. Gen. Stat. § 19a-900 Use of cartridge injectors by staff members of before or after school program, day camp or day care facility.

10-15b Access of parent or guardian to student's records.

10-154a Professional communications between teacher or nurse and student. 10-207 Duties of medical advisors.

10-212a Administrations of medications in schools

10-212a(d) Administration of medications in schools by a paraprofessional

10-220i Transportation of students carrying cartridge injectors

52-557b Good Samaritan Law. Immunity from liability for emergency medical assistance, first aid or medication by injection

PA 05-104 An Act Concerning Food Allergies and the Prevention of Life- Threatening Incidents in Schools

PA 05-144 and 05-272 An Act Concerning the Emergency Use of Cartridge Injectors

The Regulations of Connecticut State Agencies section 10-212a through 10-212a-7

Federal Legislation

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.)

Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §12101 et seq.; 29C.F.R. §1630 et seq.

The Family Education Rights and Privacy Act of 1974 (FERPA)

The Individuals with Disabilities Education Act of 1976 (IDEA) (20 U.S.C. § 1400 et seq.); 34 C.F.R. § 300 et seq.

FCS Instruction783-2, Revision 2, Meal substitution for medical or other special dietary reasons.

Policy adopted: July 10, 2006
Revised:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Attachment #9

GROTON PUBLIC SCHOOLS

SCHOOL-SPONSORED FIELD TRIP REQUEST FORM

(Itinerary must be attached to this form.)

Request must be submitted prior to field trip according to the following timeline:
Local – 1 month in advance Out-of-State – 2 months in advance Out-of-Country – 8 months in advance

Name (Trip Sponsor) Ivette Morales School Fitch High School Sponsor's # While on Trip 860 938.1665

Department World Language Dept. Head Signature [signature]

Class Spanish # of Students 69 + 4 adults

Trip Rationale: (If necessary, give further explanation on back of this request form.)

- Reasons/Value of Trip: opportunity for students to be in an authentic setting & practice language.
- Curriculum Goals: to expose students to authentic environment & to do Oral Practice
- Pre-trip activities: Practice "dialogues" in Spanish with classmates.
- Activities: Set up Authentic scenario for students to practice
- Follow-up activities: in target language

Date(s) of Trip 6/30/22 - 7/11/22 Destination Spain / Portugal

Departure Time TBD Arrival Time Back at School TBD

Is a Substitute Required? [ ] Yes [X] No If yes, how many: ____

Insurance Arrangements (not necessary if using our school bus company): ____

Chaperones:

- Names of teachers/staff members (List trip's sponsor first) Ivette Morales
- Additional Chaperones TBD

Transportation: [ ] School Bus [ ] Commercial Bus [✓] Train [ ] Plane [✓] Car [ ] Other Possible train or car travel

Transportation Costs: $ ____ Lodging: [ ] Hotel/Motel [ ] Private Home(s) [ ] Other ____

Cost per Teacher/Chaperone: $ 4,810 Cost per Student: $ 4,210

Are Fundraising Activities Planned?: [ ] Yes [ ] No If yes, please describe: ____

Trip Sponsor's Signature Ivmorales Date 3/16/22

PRINCIPAL APPROVAL: [✓] Yes [ ] No [signature] 3/17/22
Principal's Signature Date

SUPERINTENDENT APPROVAL: [ ] Yes [ ] No
(For out-of-state trips or one missed school day) Superintendent's Signature Date

DATE OF BOARD OF EDUCATION APPROVAL:
(For out-of-country trips or two or more missed school days)

*** Refer to Board Policy 6153 for Complete Details Regarding School-sponsored Trips ***

EDUCATIONAL TOURS

International Travel Program Proposal

ROBERT E FITCH SR HIGH SCHOOL / Ivette Morales



Portugal and Spain - Summer 2022

eftours.com/PSF

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's contained in this document

Pg. 2 **Safety**

Pg. 4 **Liability protection**

Pg. 6 **Affordability**

Pg. 7 **Educational value**

Pg. 8 **Itinerary specifics**

Pg. 8 **Cost and payment options**

Pg. 9 **Sample hotels**

Pg. 10 **Sample meals**

Pg. 11 **Next steps**

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

© 2021 EF Education First. For full terms and Booking Conditions visit eftours.com/bc

Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

***For specific information on EF's response to COVID-19, visit eftours.com/covid**

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team – Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

Tour Consultant – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

COVID Peace of Mind

Provided to groups departing before October 1, 2022

In addition to our standard Peace of Mind Program, EF provides an exclusive COVID-19 Peace of Mind Program to account for situations related to the COVID-19 pandemic. This program is automatically included for all travelers and can be enacted up to 45 days prior to departure at the group level, while specific options can be implemented at the individual level.

COVID Care Promise

Provided to all groups

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only $95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Donation pages – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides $100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Risk-free enrollment period – For tours with a scheduled departure date between October 1, 2022 and September 30, 2023, new travelers who enroll no later than April 1, 2022 can cancel for any reason prior to May 1, 2022 for a full refund of 100% of the money paid to EF.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- **Expand their knowledge of the world around them**
- **Grow more confident and independent**
- **Understand new people, places, and cultures**
- **Discover more about themselves**

To learn more about EF's educational philosophy, visit
https://www.eftours.com/our-story/educational-approach

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.

Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.

- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just $215.

- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits ($285/$450) through Southern New Hampshire University.

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Price details

Portugal and Spain

Program Price* [1]	$3,830
Includes:	
• Round-trip airfare and on tour transportation	
• Hotels with private bathrooms	
• Breakfast and dinner (see your itinerary for meal details)	
• Full-time Tour Director	
• Daily activities, tours and entrances to attractions	
Barcelona flamenco evening	$70
Late Enrollment Fee	$145
Global Travel Protection Plan	$165
EF's Peace of Mind Program [3]	Free
Total for Students (under 20)	**$4,210**
3 monthly payments	$1,572/mo
Adult Supplement [2]	$600
Total for Adults	**$4,810**
3 monthly payments	$1,572/mo

Quote created on 3/17/2022

[1] *Program price valid for today. Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at eftours.com/baggage. All prices subject to verification by an EF Tour Consultant. To view EF's Booking Conditions, visit eftours.com/bc. Some destinations may require aircraft insecticide treatment for in-bound foreign flights. Such destinations can be found at eftours.com/insecticide

[2] Adult supplement required for travelers age 20 and older at the time of travel.

[3] We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Itinerary shown is for 2022 travel. Itineraries are subject to change biannually, please call for more details.

Sample hotels

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Here are some examples of hotels students might stay in on tour:

Lido Hotel | Lisbon

http://www.hotellido.pt/en/official-website

Lido Hotel is located just 500 meters from the Famous Estoril Casino. All rooms have air conditioning and parquet floors, and a private bathroom with a hairdryer. The beds have bedside lamps and there is also a desk in the room. Hotel Lido includes a 24-hour front desk as well as room service. Guests can soak up the sun on the grass-covered rooftop terrace or enjoy a swim in the beautifully situated pool.

Alegria Pineda Splash | Barcelona

www.alegria-hotels.com

Located on the beach of Pineda de Mar, the 246-room Alegria Pineda offers three outdoor pools, water slides, and plenty of spots to soak up Spain's sunshine. Guests also have access to free Wi-Fi throughout the property

Sample meals

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of what travelers can expect at the destination that your teacher has chosen, but please note that meals can vary from tour to tour.







Spain: Sample Meals

Spanish tortilla, pork loin with potatoes and mushrooms, ice cream
Lentils, pork loin, crema catalana

How I can help with next steps

My name is Kelly Harris and I am ROBERT E FITCH SR HIGH SCHOOL's dedicated Tour Consultant. That means I'll be working with Ivette Morales every step of the way to make sure everything is perfectly planned.

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,

Kelly Harris

kelly.harris@ef.com

"I am now more confident than ever in the safety and experiences of my students after working with EF on this trip. As a leader, I am committed to ensuring a global mindset throughout my district and student/teacher travel."

Angela M., Administrator, Brunswick, ME

"I advocate for travel because the world is vast and diverse. If we want to truly understand our neighbors in other states or countries, we must reach out and meet them where they live. Travel provides a glimpse into another world that our students may have Googled or watched on a device, but living it with the smells, food, smiles, and various challenges teaches flexibility, tolerance, understanding, and empathy."

- Chuck C., Group Leader, Central, SC

From a single tour to a whole program

A single tour can open up endless possibilities for a small group of students. Our goal at EF is to bring that experience to as many students as possible, including the broadest collection of students at your school. By progressing from a single tour to a consistent travel program, you'll not only build a culture of exploration, but you'll provide the opportunity of travel to even more students. We can work directly with you and your staff to establish a framework for your travel program that's tailored specifically to your school's needs and goals.

Our team is working behind-the-scenes to finalize your itinerary— including flights, meals, hotel rooms and guides. More details to come!

Kelly Harris

GET IN TOUCH

Travel Dates

2022

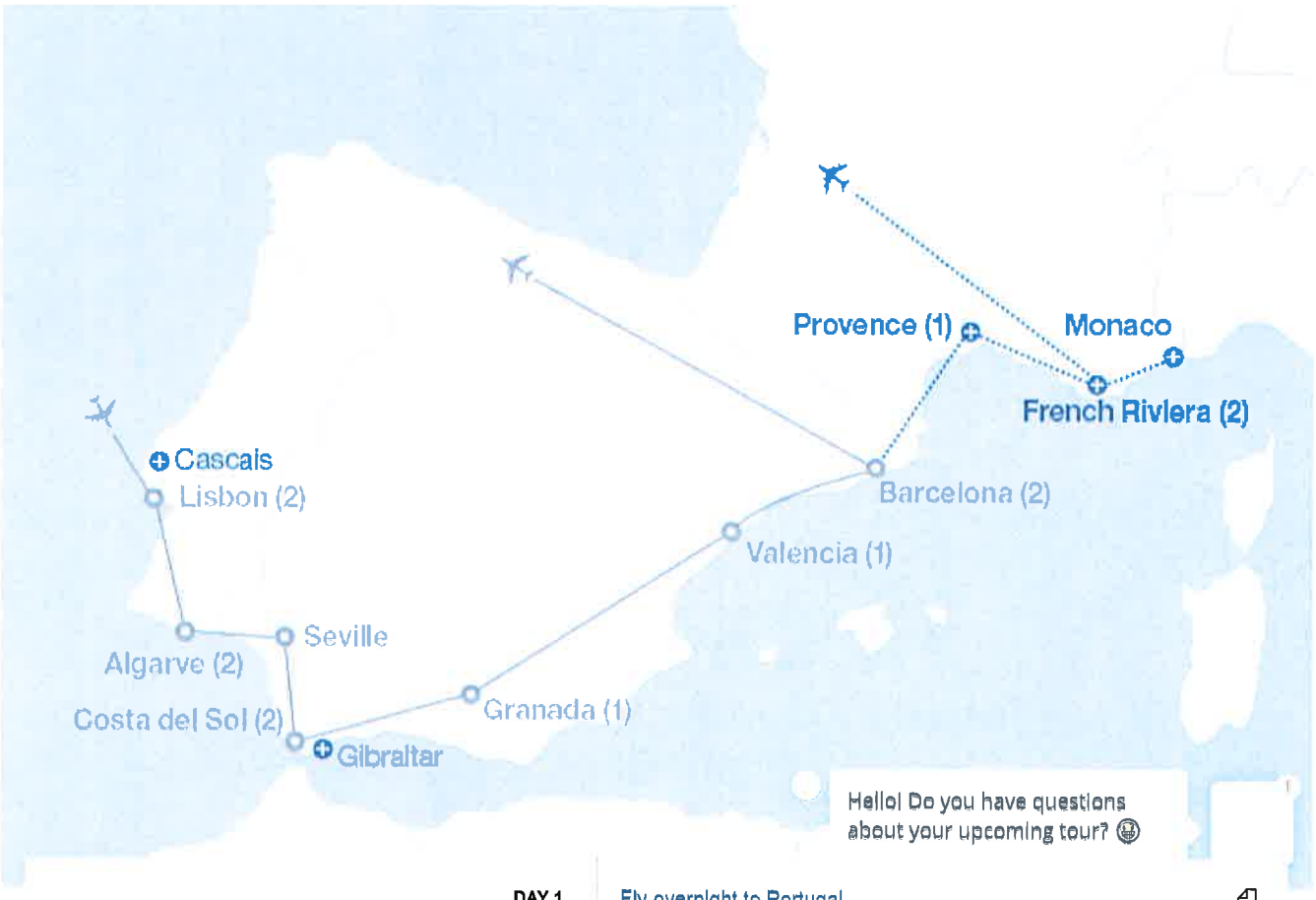
JUN 26	JUN 30 – JUL 11	JUL 15
Earliest departure	Requested dates	Latest return

Departing from

New York, NY area (incl. Newark, NJ)

Flights & Hotels

We'll post details here as soon as they're available.



DAY 1 Fly overnight to Portugal

Meet your Tour Director at the airport

Participate in a food-themed scavenger hunt in Mercado Ribeira

Take a walking tour of Lisbon

Take a guided tour of Lisbon

With your expert local guide you will see:

- Tower of Belém
- Padrão dos Descobrimentos

Visit the Jerónimos Monastery

Enjoy a photo stop overlooking Lisbon's iconic red-tiled roofs

Explore on your own or add this in-depth excursion:



Sintra and Cascais

Explore on your own or add this in-depth excursion:



Lisbon fado evening

Travel via Évora to the Algarve region

Take a guided tour of Évora

Visit the Chapel of Bones

Excursion to Sagres

Take a tour of Cape St. Vincent

Visit the Fortaleza de Sagres

Time to enjoy the beach

Hello! Do you have questions about your upcoming tour?

Travel via Seville to the Costa del Sol

Take a guided tour of Seville

With your expert local guide you will see:
- María Luisa Park
- Barrio de Santa Cruz

Visit the Seville Cathedral

Explore on your own or add this in-depth excursion:



Gibraltar

Travel to Granada

Take a guided tour of the Alhambra

With your expert local guide you will see:
- Gardens of Generalife
- Summer Palace
- Alcazaba Fortress
- Medina Arab baths
- Charles' V (5th) Palace
- Partal Palace

Compete in a "City Challenge" scavenger hunt

Travel to Valencia

Take a walking tour of Valencia

You will see:
- Plaza de la Virgen
- Turia Fountain
- Serranos Gate
- Silk Exchange

Travel to Barcelona

Hello! Do you have questions about your upcoming tour?

Take a guided tour of Barcelona

With your expert local guide you will see:

- La Sagrada Família
- Park Güell
- Montjuïc

Visit Park Güell

Take a walking tour of Las Ramblas



Barcelona flamenco evening

Feel the pulse of Spain when you attend an unforgettable flamenco performance! Born of Indian, Moorish, Arabian, and gypsy influences, flamenco dance is a passionate display of dramatic poses and colorful costumes, accompanied by song and guitar. Marvel at the intricate rhythms created by a dancer's steps, castanets, and clapping. *Note: A beverage is included during the one-hour performance.*

Hello! Do you have questions about your upcoming tour?

GROTON PUBLIC SCHOOLS

SCHOOL-SPONSORED FIELD TRIP REQUEST FORM

(Itinerary must be attached to this form.)

Request must be submitted prior to field trip according to the following timeline:
Local – 1 month in advance Out-of-State – 2 months in advance Out-of-Country – 8 months in advance

Name (Trip Sponsor) Laurel Holubecki Educational Tours School Fitch High School Sponsor's # While on Trip 860-908-3394

Department Club: Travel Club Dept. Head Signature _____

Class All classes # of Students TBD

Trip Rationale: (If necessary, give further explanation on back of this request form.)

- Reasons/Value of Trip: Students will gain historical & cultural perspective of →
- Curriculum Goals: student can earn college credit/high school credit →
- Pre-trip activities: Student will meet in the travel club monthly.
- Activities: Tours of capital cities, sightseeing of major landmarks.
- Follow-up activities: activities reading up to trip, project after trip

Date(s) of Trip July 10th - 21st, 2023 Destination London, Paris, Rome

Departure Time _____ Arrival Time Back at School N/A

Is a Substitute Required? [ ] Yes [X] No If yes, how many? _____

Insurance Arrangements (not necessary if using our school bus company): N/A

Personnel:

- Names of teachers/staff members (List trip's sponsor first) Laurel Holubecki
- Additional Chaperones for every 6 students I'll need an additional staff member | adult/Parent. i.e Jacob Jones, Allison Harvey

Transportation: [ ] School Bus [ ] Commercial Bus [ ] Train [X] Plane [ ] Car [ ] Other _____

Transportation Cost: $ N/A Lodging: [ ] Hotel/Motel [ ] Private Home(s) [ ] Other _____

Free for every 6 students. or reduced price

Cost per Teacher/Chaperone: $ ^ Cost per Student: $ 4,330 (265/month)

Are Fundraising Activities Planned?: [X] Yes [ ] No If yes, please describe: Student can do a go fund me thrugh educational Tours.

Trip Sponsor's Signature Laurel Holubecki Date 3/16/22

PRINCIPAL APPROVAL: [X] Yes [ ] No Principal's Signature Date 3/15/22

SUPERINTENDENT APPROVAL: [ ] Yes [ ] No (For out-of-state trips or one missed school day) Superintendent's Signature Date

BOARD OF EDUCATION APPROVAL: (For out-of-country trips or two or more missed school days)

* Refer to Board Policy 6153 for Complete Details Regarding School-sponsored Trips *

EDUCATIONAL TOURS

International Travel Program Proposal

Robert E Fitch Sr High School / Laurel Holubecki



London, Paris, and Rome - Summer 2023

eftours.com/CEY

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's contained in this document

Pg. 2 **Safety**

Pg. 4 **Liability protection**

Pg. 6 **Affordability**

Pg. 7 **Educational value**

Pg. 8 **Itinerary specifics**

Pg. 8 **Cost and payment options**

Pg. 9 **Sample hotels**

Pg. 10 **Sample meals**

Pg. 11 **Next steps**

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

© 2021 EF Education First. For full terms and Booking Conditions visit eftours.com/bc

Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

***For specific information on EF's response to COVID-19, visit eftours.com/covid**

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team – Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

Tour Consultant – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind
Provided to all groups
We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

COVID Peace of Mind
Provided to groups departing before October 1, 2022
In addition to our standard Peace of Mind Program, EF provides an exclusive COVID-19 Peace of Mind Program to account for situations related to the COVID-19 pandemic. This program is automatically included for all travelers and can be enacted up to 45 days prior to departure at the group level, while specific options can be implemented at the individual level.

COVID Care Promise
Provided to all groups

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan
Available to all travelers
Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus
Available to all travelers
To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only $95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Donation pages – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides $100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Risk-free enrollment period – For tours with a scheduled departure date between October 1, 2022 and September 30, 2023, new travelers who enroll no later than April 1, 2022 can cancel for any reason prior to May 1, 2022 for a full refund of 100% of the money paid to EF.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- **Expand their knowledge of the world around them**
- **Grow more confident and independent**
- **Understand new people, places, and cultures**
- **Discover more about themselves**

To learn more about EF's educational philosophy, visit
https://www.eftours.com/our-story/educational-approach

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.

Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just $215.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits ($285/$450) through Southern New Hampshire University.

Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Price Details

London, Paris and Rome

Program Price *	$4,240

Includes:

- Round-trip airfare and on tour transportation
- Hotels with private bathrooms
- Breakfast and dinner (see your itinerary for meal details)
- Full-time Tour Director
- Daily activities, tours and entrances to attractions
- 2-day extension to Pompeii and Sorrento region

London Eye	$65
Seine River Cruise	$25
EF's Peace of Mind Program *	Free
Total for Students (under 20)	**$4,330**
16 monthly payments	$265/mo
Adult Supplement *	$550
Total for Adults	**$4,880**
16 monthly payments	$300/mo

Quote created on 3/8/2022

* **Program price valid for today.** Change and cancellation fees of up to the total price will apply. Applicable airline baggage fees are not included and can be found at eftours.com/baggage. All prices subject to verification by EF Tour Consultant. To view EF's Booking Conditions, visit eftours.com/bc. Some countries may require aircraft insecticide treatment for in-bound foreign flights. Such countries can be found at eftours.com/insecticide.

* Adult supplement required for travelers age 20 and older at the time of travel.

* We understand that plans sometimes change due to unforeseen circumstances. EF's Peace of Mind Program allows your entire group to change your tour or departure date. Your group can feel secure planning your trip, knowing that your plans are flexible.

Itinerary shown is for 2023 travel. Itineraries are subject to change biannually, please call for more details

Sample hotels

Every hotel we work with must meet our high standards for safety, quality, and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and are subsequently inspected regularly to ensure they continue to satisfy those parameters. Please note that hotels abroad may have different amenities than travelers are accustomed to in the United States.

Here are some examples of hotels students might stay in on tour:

PI Croydon | London

www.premierinn.com

Just a 15-minute train journey to Central London, this hotel is within walking distance of East Croydon Train Station. Whitgift Shopping Centre is also nearby. Our Croydon Town Centre Premier Inn has everything you'd expect: incredibly comfy beds in every room, the on site Thyme Restaurant and free Wi-Fi for 30 minutes in every bedroom.

Hotel Novotel Marne La Vallee Collegie | Paris

www.novotel.com/gb/hotel-0385-novotel-marne-la-vallee-collegien/index.shtml

The 4-star Hotel Novotel Marne La Vallee Collegien is just a 30-minute drive from the center of Paris. Contemporary yet comfortable in design, all of its 193 spacious rooms include air conditioning, complementary Wi-Fi, flat-screen TVs and queen-size beds. Guests can challenge each other to a game of outdoor table tennis or basketball, relax on the terrace or take a dip in the pool.

Hotel Excel Ciampino | Rome

www.excelciampino.it

The Hotel Excel Ciampino is located approximately 12 miles southeast of Rome in the Castelli Romani region, once a favorite destination for popes and patrician families. The hotel, which consists of two adjacent buildings, features beautiful gardens for guests to enjoy. Each of the hotel's 79 elegant rooms includes satellite television, telephone, hair dryer and free Wi-Fi access.

Sample meals

Meals are selected to establish a more immersive cultural experience and give students an idea of how locals eat. Below are some examples of what travelers can expect at the destination that

your teacher has chosen, but please note that meals can vary from tour to tour.





Italy: Sample Meals

Tomato bruschetta, cannellini beans with garlic and sage, lasagna, gelato
Spaghetti with pesto, pork loin with spinach and potatoes, fruit salad

France: Sample Meals

Cheese quiche, turkey with rice, sauce, mushroom and beans, apple tart
Couscous with vegetables and meat fruit salad

The United Kingdom: Sample Meals

Soup, chicken with mashed potatoes and gravy, fruit salad
Naan bread, chicken curry, ice cream

How I can help with next steps

My name is Kelly Harris and I am Robert E Fitch Sr High School's dedicated Tour Consultant. That means I'll be working with Laurel Holubecki every step of the way to make sure everything is perfectly planned.

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,

Kelly Harris
kelly.harris@ef.com

"I am now more confident than ever in the safety and experiences of my students after working with EF on this trip. As a leader, I am committed to ensuring a global mindset throughout my district and student/teacher travel."

Angela M., Administrator, Brunswick, ME

"I advocate for travel because the world is vast and diverse. If we want to truly understand our neighbors in other states or countries, we must reach out and meet them where they live. Travel provides a glimpse into another world that our students may have Googled or watched on a device, but living it with the smells, food, smiles, and various challenges teaches flexibility, tolerance, understanding, and empathy."

- Chuck C., Group Leader, Central, SC

From a single tour to a whole program

A single tour can open up endless possibilities for a small group of students. Our goal at EF is to bring that experience to as many students as possible, including the broadest collection of students at your school. By progressing from a single tour to a consistent travel program, you'll not only build a culture of exploration, but you'll provide the opportunity of travel to even more students. We can work directly with you and your staff to establish a framework for your travel program that's tailored specifically to your school's needs and goals.



Experience Europe's most historically and culturally significant capital cities. Trace Western political tradition across the millennia, from the Roman Forum to London's Houses of Parliament. Witness the development of artistic brilliance, from the Louvre to the Sistine Chapel. See awe-inspiring architectural achievements, from St. Paul's Cathedral to the Eiffel Tower.

EVERYTHING YOU GET:

- **Full-time Tour Director**
- **Sightseeing:** 4 sightseeing tours led by expert, licensed local guides *(6 with extension)*; 2 walking tours
- **Entrances:** Louvre; Colosseum; Roman Forum; Sistine Chapel; St. Peter's Basilica; *with extension: Pompeii Ruins; Capri island cruise*
- **Personalized learning guide:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
- **All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; Eurostar high-speed train; internal flight; 7 overnight stays in hotels with private bathrooms *(9 with extension)*; European breakfast and dinner daily





Anyone can see the world.

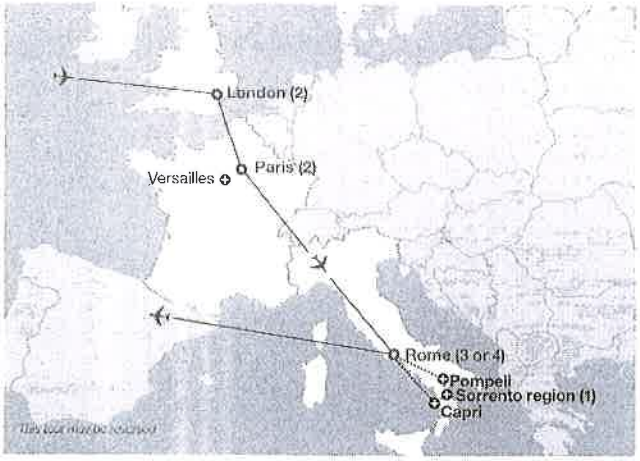
YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your Tour Director in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.







@EFtours** I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school **#traveltuesday

– MELISSA, TRAVELER

Via Twitter





CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at **eftours.com/**

Your teacher's Tour Website

What you'll experience on your tour

Day 1: Fly overnight to England

Day 2: London
- Meet your Tour Director at the airport in London, a city of 8 million people that has become one of the world's great melting pots while maintaining a distinct character that's all its own.
- Take a walking tour of London: The Strand; Trafalgar Square; Leicester Square; Covent Garden.

Day 3: London
- Take an expertly guided tour of London. Admire architectural marvels like the Baroque domes and spires of St. Paul's Cathedral, the 17th-century church designed by Sir Christopher Wren. Enjoy checking out the lively five-way intersection at Piccadilly Circus. You may even get a chance to witness the ceremonial Changing of the Guard. And don't forget to snap a picture of Big Ben and the Houses of Parliament.
- Time to see more of London or ✪ head to the London Eye.

Day 4: London | Paris
- Travel by Eurostar train to Paris, the City of Light.
- Take a walking tour of Paris: Latin Quarter.
- Catch a glimpse of Notre-Dame Cathedral.

Day 5: Paris
- Take an expertly guided tour of Paris. Ride down the Champs-Élysées, an elegant boulevard packed with high-fashion boutiques. Pass the Place de la Concorde and the Arc de Triomphe and strike a pose in front of the Eiffel Tower.
- Time to see more of Paris or ✪ visit Versailles.

Day 6: Paris | Rome
- Visit the Louvre, home to treasures like Leonardo da Vinci's *Mona Lisa*. Enter by I.M. Pei's glass pyramid, considered a controversial addition by many resident Parisians. Explore famous works on a self-guided tour.
- Fly to Rome.

Day 7: Rome
- Arrive in Rome, a city that integrates its past into the present better than any other.
- Take an expertly guided tour of Rome.
- Explore the Colosseum, the world's most famous arena. Here, you can almost hear the stamping feet of the crowds gathered for gladiatorial combat.
- Visit the Roman Forum, where Julius Caesar gave many of his great political speeches.

Day 8: Rome
- Take an expertly guided tour of Vatican City.
- Visit the Sistine Chapel, where you can marvel at Michelangelo's breathtaking ceiling.
- Visit St. Peter's Basilica.
- Take a self-guided walking tour of Rome: Trevi Fountain; Pantheon; Piazza Navona; Spanish Steps.

Day 9: Depart for home

✪ 2-DAY TOUR EXTENSION

Days 9-10: Sorrento region | Rome
- Take an expertly guided tour of Pompeii.
- Visit the Pompeii Roman ruins.
- Explore Capri on an expertly guided tour and then set sail on a boat cruise.
- Return to Rome.

Day 11: Depart for home



It's so hard to believe that a year ago today, we boarded a plane and headed off for a trip of a lifetime. I miss you guys! #EFtours #London #Paris #Rome #tripofalifetime #readytoreturn @eftours

— KAYLA, TRAVELER

Via Instagram

Went to London, Paris, and Rome. Best week and a half of my life!

– PATRICK, TRAVELER

Via Facebook

TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. _____

2. _____

3. _____

✪ Optionals and excursions

The easiest ways to

ENROLL TODAY

Enroll on our website
eftours.com/enroll

Enroll by phone
800-665-5364

Enroll by mail
EF Educational Tours
Two Education Circle
Cambridge, MA 02141

2021 | CEC22

My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.

–CHARLOTTE, PARENT OF TRAVELER

Tour review

THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- **We always offer the lowest prices** so more students can travel.
- **We're fully accredited, just like your school,** so you can earn credit while on tour.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.** We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director is with your group** every step of the way on tour, providing insight about your destinations as well as great local tips.

EducationFirst

Attachment #11

GROTON PUBLIC SCHOOLS

SCHOOL-SPONSORED FIELD TRIP REQUEST FORM

(Itinerary must be attached to this form.)

Request must be submitted prior to field trip according to the following timeline:
Local – 1 month in advance Out-of-State – 2 months in advance Out-of-Country – 8 months in advance

Name (Trip Sponsor) Andrea Shabazian **School** Fitch High School **Sponsor's # While on Trip** (860) 816-1757

Department MUSIC **Dept. Head Signature** [signature]

Class Marching Band, Concert Band, Jazz Band, Chorus, Orchestra, Percussion **# of Students** ~80

Trip Rationale: (If necessary, give further explanation on back of this request form.)

See form

- Reasons/Value of Trip: _____
- Curriculum Goals: _____
- Pre-trip activities: _____
- Activities: _____
- Follow-up activities: _____

Date(s) of Trip March 22 - 27, 2023 **Destination** Honolulu Hawaii

Departure Time _____ **Arrival Time Back at School** _____

Is a Substitute Required? [✓] Yes [ ] No If yes, how many: 2

Insurance Arrangements (not necessary if using our school bus company): through Worldstrides

Chaperones:

- Names of teachers/staff members (List trip's sponsor first) Andrea Shabazian, TBA
- Additional Chaperones TBA (need 9-10)

Transportation: [ ] School Bus [✓] Commercial Bus [ ] Train [✓] Plane [ ] Car [✓] Other _____

Transportation Cost: $ ~2,000 **Lodging:** [✓] Hotel/Motel [ ] Private Home(s) [ ] Other _____

Cost per Teacher/Chaperone: $ ~1,700 **Cost per Student:** $ 2,964 (estimated cost, final price booked 6 months out)

Are Fundraising Activities Planned? [✓] Yes [ ] No If yes, please describe: See attached

Trip Sponsor's Signature [signature] **Date** March 22, 2022

PRINCIPAL APPROVAL: [✓] Yes [ ] No [signature] 3/23/22
Principal's Signature Date

SUPERINTENDENT APPROVAL: [ ] Yes [ ] No
(For out-of-state trips or one missed school day)
Superintendent's Signature Date

BOARD OF EDUCATION APPROVAL:
(For out-of-country trips or two or more missed school days)

*** Refer to Board Policy 6153 for Complete Details Regarding School-sponsored Trips ***

FHS FIELD TRIP CHECKLIST

Forms are found in the Main Office file mailboxes.

Teacher's Name: Andrea Shabazian
Cell Phone Number: (860) 816-1757
Destination: Honolulu, Hawaii
Date of Trip: ~~3/22/23~~ 3/27/23 Departure Time: _____ Return Time: _____

AT LEAST ONE MONTH PRIOR TO TRIP *(2 months prior for overnight/out of state) (8 months prior for international/missing 2 or more days of school)*:

_____ Submit Field Trip Request form to J.Renee for Principal's signature. Once approved, J.Renee will order buses and the Request Form will be returned to you with the field trip checklist and you should then follow the timeline below:

AT LEAST TWO WEEKS PRIOR TO TRIP:

_____ Send the list of student names to the nurse in order to check on medical issues. If a nurse is required to attend the trip, Central office/VNA requires a two week minimum notice.

AT LEAST FOUR DAYS PRIOR TO TRIP:

_____ Send the list of student names to Diane Strong for attendance coding.

_____ Advise Mr. Brown if substitute needed and post your field trip absence in Aesop.

_____ Submit a list of student names to the Dean of Students (Adam Diskin) for a discipline check.

_____ Submit Money Roster Sheet, if applicable, to Melody Nadeau for any money collected from students for costs associated with trip (coach bus, admission fees, etc.). A check will be prepared for the day of trip.

DAY OF TRIP:

_____ Notify Diane Strong of any students not going on trip ***before*** leaving on trip. If a student is in attendance and not attending field trip, you must provide coverage and school work for the student.

PACK AND TAKE:

_____ Signed permission slips with emergency telephone numbers for each student.

_____ Any Medication for individual students.

_____ Submit this checklist to the Main Office prior to leaving.

UPON RETURN:

Submit all permission slips to the Main Office for filing. This is a district mandate.

_____ _____

Teacher's Signature Printed Name

2023 Field Trip Request
(6 days 5 nights)

Trip Description: Students will travel to Honolulu Hawaii to participate in the Heritage Music Festival. Students will also have the opportunity to perform in front of the Pearl Harbor Memorial. Given that our school services the military community, I believe this would allow for an extremely unique and valuable experience for our students.

Location: Honolulu, Hawaii

Dates: March 22, 2023 - March 27, 2023

Travel Company: World Strides

Website: https://worldstrides.com/itineraries/honolulu-heritage-festival/

Student Body: Band, Chorus, Jazz Band, Marching Band, Orchestra, Percussion Ensemble

Reason/Value of Trip: Students will be participating in the heritage festival in Honolulu and performing in front of the Pearl Harbor Memorial. After their performance, they will receive judges' feedback, critique, and a clinician. Once their performance is complete, students will be able to listen to high school ensembles from around the world.

Curriculum Goals:
Students will rehearse music prior to attending the performance. In rehearsal, students will focus on elements pertaining to performance including rhythm, tone, musicality, communication, note reading, and ensemble playing. While students are in Hawaii, they will participate in a regional festival, receive critique, work with clinicians, and be able to listen to and interact with musicians from around the world.

Pre-trip activities: Students will engage in a diverse repertoire of music while promoting technical precision on their selected instruments. Lessons will be geared towards students developing an analytical and creative understanding of music as a means of communication.

Itinerary:

March 22, 2023:

Leave airport and arrive in Hawaii

Check into hotel - Lunch at Duke's Waikiki

- Named for the famous Hawaiian Surfer, Duke Kahanamoku, Duke's Waikiki is a Waikiki beachfront diner near the hotel.

Ka Moana Lulua and Sea Life Park (Dinner provided)

- Located at Sea Life Park Hawaii, Ka Moana Luau features interactive cultural activities, dances, chants, and island style luau buffet.

March 23, 2023:

Pearl Harbor Memorial and Tribute Performance

- The groups will perform at the Valor in the Pacific National Monument at Pearl Harbor. Tour of Pearl Harbor and the USS Arizona Memorial. Learn about the historic site and the role of the famed ship on December 7,1941.

Makani Catamaran Dinner Cruise

- Sail on the Makani Kai Catamaran for a dinner and firework cruise.

March 24, 2023:

Island Tour

- Boat trip to Hawaiian fishpond. Canoe across the fishpond to Kualoa's Secret Islandnd to spend the day discovering an isolated private island beach. Have the chance to observe nature on the island. View Ko'olau Mountain Range and Kaneohe Bay. Transportation and lunch included.

Paradise Cove Luau

- Participate and learn how to play island games and crafts. Experience the Hukilau and a luau.

March 25, 2023:

Heritage Festival Performance and Adjudication

- All student groups will perform in the Heritage Festival Performance and receive a masterclass/clinic from a world renown musician. After arriving at the concert venue, the group will warm up in a private rehearsal room. Each ensemble will have 35 minutes on stage. A panel of three adjudicators will provide written and recorded feedback for each performance. Following the performance, a select adjudicator will conduct a clinic on stage with the group, providing feedback and reinforcement for the classroom teachings. Groups will also have the opportunity to participate as an audience for other groups competing, giving the ensemble exposure to their peers and other groups around the world.

Ali 'I luau buffet

- Dinner buffet on the beach.

March 26, 2023

Polynesian Cultural Center

- Cultural park. Exploring authentic villages like Fiji and Tahiti, mingling with natives, and playing Polynesian games.

Awards ceremony, buffet, and Ha Breath of Life Polynesian Show

- Celebrate with new friends and old at the exclusive awards ceremony. Finish the night with Ha Breath of Life. A show complete with Polynesian dance, music, and over 100 polynesian natives, animation , and surround sound.

March 27, 2023

- Depart from Hawaii

Included in cost:

- Flight
- Hotel
- Lunch/Dinner
- All excursions
- Festival performance
- Awards ceremony
- Buses to all excursions
- Buses to and from airport in Hawaii

Extra Cost

- Extra cost: instrument transportation/rental
- Bus to airport and from airport in Connecticut
- Food at airport and traveling days
- Transportation of instruments on island

Quad room (5 nights)	$1,009
Flight (estimated)	$1,200
Dukes Waikiki (breakfast - 4 days at $22)	$88
Pearl Harbor Tour and USS Missouri Performance	$50
Catamaran Dinner	$120

Island tour	$87
Ali 'I luau Buffet	$33
Ka Moana Luau and Sea Life Park	$115
Paradise Cove Luau Dinner	$112
Chaperone expense (excursions)	$150
ESTIMATED TOTAL	$2,964

Chaperones Needed: 10

Cost per chaperone: Chaperone would cover cost of airfare and half cost hotel room (estimate $1,700)

Fundraising Opportunities:

- Luau (on water) Mystic Yacht Club: Raffle (reduce full department)
- Holiday wreath - ISA
- 5K run (reduce full department)
- Concert (Beatlemania concert) (reduce full department)
- Meals and melody (December) (reduce full department)
- Uconn Stadium clean up (ISA)



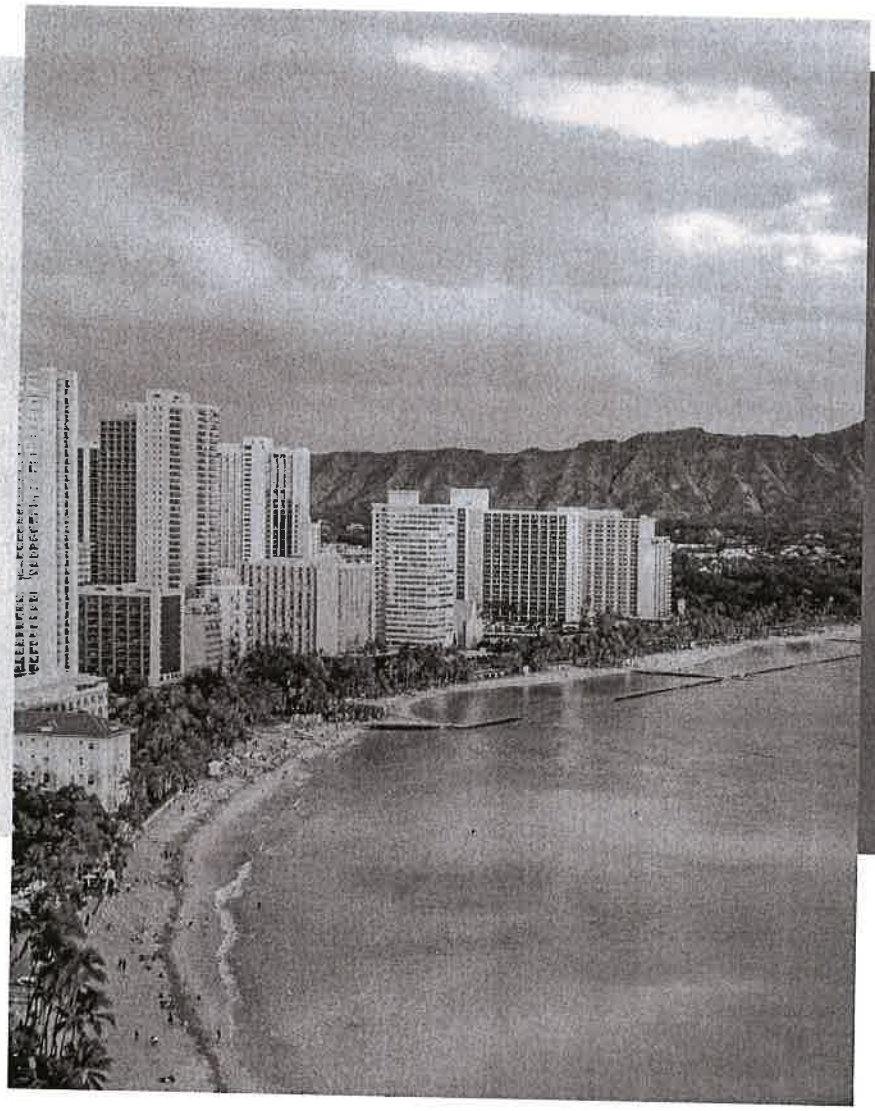
HONOLULU HERITAGE FESTIVAL

2023 FESTIVAL DATES
MAR 23-26

PROGRAM AT A GLANCE

Your Honolulu Heritage Festival Package Includes:

- Performance in a national music festival
- Positive, constructive feedback from a panel of three adjudicators, includes both recorded and written comments
- On-stage clinic
- Performance recording
- Lei greeting at airport
- Admission to Polynesian Cultural Center including Awards Ceremony, Buffet and "Hā – Breath of Life" Polynesian Show
- Tour of Pearl Harbor
- Airport transfers plus ground transportation to performance venue



Every Heritage Festival Experience Includes:

- One free package for every 25 full-paying participants
- Nationally acclaimed adjudicators
- Awards and trophies
- Student-friendly hotels
- Gift for the Director
- Commemorative pin for each student
- Medical and accident insurance for every traveler
- Liability coverage for you and your school
- Exclusive Access fundraiser
- Professional development for directors
- Academic credit opportunities for students

WorldStrides
Educational Travel & Experiences



SAMPLE 3-NIGHT FESTIVAL ITINERARY

All activities subject to change.

DAY 1

ARRIVAL IN HONOLULU

+ HANAUMA BAY

Hanauma Bay Nature Park is one of the more popular recreational swimming, snorkeling, and picnicking areas on Oa'hu. This is the best protected cove for scuba diving or snorkeling with a diverse population of marine life and a large, rich coral reef. There is a large sandy beach and several hiking trails along the coastline.

DAY 2

FREE TIME TO EXPLORE THE ISLAND

+ GRAND CIRCLE ISLAND TOUR WITH DOLE PLANTATION

Visit renowned sites such as Diamond Head Crater, Pali Lookout, Dole Plantation, and many others. Journey around the island on a 120-mile narrated tour to experience the stunning and scenic views the island of Oahu has to offer.

+ HIKE DIAMOND HEAD

Hike to the top of Hawaii's most famous landmark Diamond Head Crater.

+ DINNER AT KAPIOLANI PARK

Enjoy a catered sunset dinner at breathtaking Kapiolani Park.

DAY 3

TOUR OF PEARL HARBOR AND USS ARIZONA MEMORIAL

Your festival package includes a tour of Pearl Harbor and the USS Arizona Memorial. Learn more about the historic site and the role of the famed ship on December 7, 1941. USS Arizona Memorial tickets are subject to availability.

FIRST DAY OF FESTIVAL PERFORMANCES

After arriving at the concert venue, your group will warm up in a private rehearsal room. Each ensemble will have 30-35 minutes on stage. A panel of three adjudicators will provide written and recorded feedback for each performance. Following your performance, a select adjudicator will conduct a clinic on stage with your group, providing valuable feedback and reinforcement for your classroom teachings. Groups will also have the opportunity to participate as an audience for other groups competing—giving your ensemble exposure to their peers.

DAY 4

CONTINUE FESTIVAL PERFORMANCES

Festival performances will continue throughout the day. Your performance time will be given to you weeks before your event, so you can plan your day accordingly.

POLYNESIAN CULTURAL CENTER

Your package includes admission to this amazing cultural park. Explore authentic villages like Fiji and Tahiti, mingle with natives, play Polynesian games, and more!

AWARDS CEREMONY, BUFFET, AND "HA- BREATH OF LIFE" POLYNESIAN SHOW

Celebrate with new friends and old at your exclusive Awards Ceremony. Finish the night with "Ha - Breath of Life" – a show complete with Polynesian dance, music, and blazing fire knives, featuring over 100 Polynesian natives, special effects, animation and surround sound

DAY 5

+ MORE SIGHTSEEING OR OPTIONAL ACTIVITIES

DEPART FOR HOME!

STAY AS LONG AS YOU'D LIKE!

We can put together a package for as few or as many nights as you need.

+ OPTIONAL ACTIVITIES (MARKED WITH +) REQUIRE ADDITIONAL FEES







WE'VE GOT YOU COVERED!

WE'VE THOUGHT OF EVERYTHING YOU MIGHT NEED TO MAKE YOUR TRIP A SUCCESS.

ADD THE AIM EXPERIENCE MASTER CLASS!

Affirm. Inspire. Mentor. The AIM Experience is an exclusive private master-class session offered as an elective to participating groups at every festival. This 60-90 minute concentrated educational experience provides extra performance time and customized one-on-one instruction from one of our professional clinicians. Music directors can set the focus of the session's content through their planning call with the instructor. Reaffirm your classroom teachings, fine-tune your festival performance, or focus on a few specific skills—the choice is yours!

LET US BOOK YOUR TRAVEL

Our experienced air and bus transportation teams can arrange all your travel needs—including on-trip assistance should the need arise. You'll get discounted rates for group air travel, plus we've got flexible payment plans to help student groups.

FUNDRAISING SUPPORT

We're truly with you every step of the way. We know fundraising takes effort, and that's why we're arming you with the best resources. As a customer, you'll have access to our free fundraising guide (full of unique ideas from past travelers) and our Gift of Performance e-Cards.

HEALTH & SAFETY IS OUR #1 PRIORITY

For more than 50 years, we've been known for industry-leading health and safety in educational travel. COVID-19 is surely unprecedented, but WorldStrides has been tackling "unprecedented" for decades. Our experienced team is leading the way, and constantly evolving to meet new requirements for health and safety that are imperative in this environment. Things continue to change, so some of the protocols detailed below may change too. Learn more.





PACKAGE PRICING PER PERSON

	QUAD ROOMS	TRIPLE ROOMS	DOUBLE ROOMS	SINGLE ROOMS
FESTIVAL ONLY		$545		
1-NIGHT	$638	$668	$730	$916
2-NIGHTS	$730	$793	$916	$1,288
3-NIGHTS	$823	$916	$1,103	$1,660
4-NIGHTS	$916	$1,040	$1,288	$2,032

Pricing in US dollars. Updated 11.1.21

OUR PROMISE TO YOU

INSIDER ACCESS AND KNOW-HOW

THE ACCESS YOU WANT. THE VETERAN KNOW-HOW YOU NEED.

WorldStrides opens the door to the very best events, constructed by veteran music staff and run by experienced operations teams. You get the perfect balance of performance and exposure to new cities and culture.

LEARNING FROM THE MASTERS

THE BEST IN ADJUDICATION AND LIVE-LEARNING EXPERIENCES.

Our philosophy on adjudication ensures your group receives constructive, meaningful feedback that reinforces your classroom teachings. With annual training and consistent scoring practices, our adjudication is reliable and fair.

A CUSTOM-FIT ITINERARY, TAILORED TO YOUR NEEDS

FLEXIBLE ITINERARIES AND PERSONAL SERVICE THAT ALLOW YOU TO FOCUS ON YOUR STUDENTS AND THE MUSIC.

Resourceful in-house specialists to customize your program virtually any way you want—dates, length, additional performances, sightseeing, and travel. Pay only for what you want and need.

WorldStrides®
Educational Travel & Experiences

HERITAGE FESTIVAL PROPOSAL

FITCH HIGH SCHOOL

HAWAII FESTIVAL

Date: 3/3/2022

GROUP INFORMATION

Number of Students	**100**	*Departure Date*	**5/17/2023**
Number of Adults	**12**	*Return Date*	**5/21/2023**
Total Participants	**112**	*# of Hotel Nights*	**4**

PERFORMING INCLUSIONS

√ Performance in a National Music Festival
√ On-stage mini-clinic
√ Nationally acclaimed adjudicators
√ Positive, constructive adjudication with recorded and written comments
√ Performance recording
√ Meaningful awards and trophies

FESTIVAL SPECIFIC INCLUSIONS

√ Lei greeting at airport
√ Admission to Polynesian Cultural Center including Awards Ceremony, Buffet, and "Hā – Breath of Life"
√ Tour of Pearl Harbor/Arizona Memorial
√ Airport transfers plus ground transportation to performance venue and awards ceremony

HAWAII FESTIVAL BASE PACKAGE

# of Hotel Nights	Room occupancy	Number of Participants	Price per Participants	Total Price
4	QUAD	100	$916	$91,600
4	TRIPLE	0	$1,040	$0
4	DOUBLE	8	$1,288	$10,304
4	SINGLE	0	$2,032	$0
4	FREE - DR	4	$0	$0
TOTAL BASE PACKAGE PRICE:		**112**		**$101,904**

TOTAL ADDITIONAL ACTIVITIES (see page 2): **$22,288**

AIR TRANSPORTATION PRICE: Estimate for $900 per pax **$100,800**

* Plus excursions (see proposal) and meals

TOTAL PRICE: **$224,992**

OTHER INCLUSIONS

√ One free package for every 25 full-paying participants
√ Medical, accident, and liability insurance coverage
√ Free professional development for directors
√ Free academic credit for students
√ WorldStrides approved, student friendly hotels
√ Gift for the Director
√ Gift for each student