

**GROTON BOARD OF EDUCATION
SPECIAL MEETING MINUTES
JUNE 17, 2024 @ 6:00 P.M.
CENTRAL OFFICE, ROOM 11**

MEMBERS PRESENT: Jay Weitlauf – Chairperson (arrived at 6:30 p.m.), Beverly Washington – Vice Chairperson, Andrea Ackerman, Dean Antipas, Adrian Johnson, Ian Thomas, Jennifer White, Michael Whitney

MEMBERS ABSENT: Matthew Shulman

ALSO PRESENT: Susan Austin, Phil Piazza, Ray Engle, Clint Kennedy

I. CALL TO ORDER – Mrs. Beverly Washington - Vice Chairperson, called the meeting to order at 6:02 p.m.

A. Pledge of Allegiance - Mr. Bruce Jones led the Pledge of Allegiance.

II. RECOGNITION AND PARTICIPATION OF VISITORS AND DELEGATIONS

A. Groton Open Space Association (GOSA) - It was noted that this is the second year of the program. They have hosted 15 hikes this year. Mr. Koschmieder, Food Services Director, provides snacks for the students. The Board of Education is in support of the program.

III. COMMENTS FROM CITIZENS

Mrs. Portia Bordelon of 24 Jefferson Drive, Groton, CT stated that all town bodies need to work together respectfully and collaboratively to make sure all students and staff are support 100%. There may have been some misinformation at the Town Council meeting regarding the shortfall and wanted to clarify that the shortfall is in this year's budget and not the upcoming budget. She mentioned the need to find a new location for graduation to accommodate today's larger families when graduation has to be held indoors.

IV. RESPONSE TO COMMENTS FROM CITIZENS - NONE

V. STUDENT REPRESENTATIVE REPORT - NONE

VI. SUPERINTENDENT AND ADMINISTRATION REPORTS

A. Superintendent Report – (ATTACHMENT #1)

1. Presentation re: Community Partnership GO (Get Outdoors) Groton – Mr. Ben Moon gave an overview of the PowerPoint presentation of the GO (Get Outdoors) Groton Partnership.

B. Reports and Information from the Staff

1. Business Manager Report - (ATTACHMENTS #2, #3, #4, #5) – Mr. Ray Engle, Interim Finance Director, gave a Finance Report, an overview of the Object Code Summary dated June 13, 2024, that showed a deficit of \$1,124,852, and the FY24 Revenue Estimate, with potential draw downs showing a \$680K deficit. He discussed reviewing the next object code summary at the end of June for more accuracy.

Mrs. Washington left at 7:57 p.m.

VII. COMMITTEE REPORTS

- A. Policy – Mr. Thomas noted that the Policy Committee met and noted the policies on the agenda.
- B. Curriculum – Dr. Ackerman stated that the Curriculum Committee met on June 3, 2024, and had updates on the ECE Grant and classes at FHS, EMT/Nursing classes at FHS, and discussion on work completed on the Word Language Curriculum with data.
- C. Finance/Facilities – There was no report.
- D. Other
 - LEARN – There was no report.
 - Athletic Fields – There was no report. Mr. Thomas stated that the next meeting will be June 19, 2024.
 - Trails Committee – There was no report.
 - Library Committee – There was be no report.

VIII. ACTION ITEMS

A. Consent Agenda

MOTION: Thomas, Antipas - To approve the Consent Agenda with corrections as follows:

- May 28, 2024 Regular Meeting Minutes, page 3, Library Committee Report should read Giving Gardens, not giving a garden.
- May 28, 2024 Regular Meeting Minutes, page 3, State Council on Education Opportunities for Military Children should read “Dr. Ackermann reported that the problem of states desiring to modify Military Compact continues to present problems for the spirit of its intent. She also described two occasions at Fitch High School in which students initially deemed eligible to graduate were able to do so in that their guidance counselors at Fitch and at their sending schools worked through the Compact to find a solution. In addition, she reported that Atty Laura Anastasio offered her service to provide training in the use of the Compact.”
- May 28, 2024 Regular Meeting Minutes, page 1, Comments from Citizens – take the “t” out of Stefransky; John Ambroise’s correct name is Jean Claude Ambroise.
- May 28, 2024 Regular Meeting Minutes, page 1, Response to Comments from Citizens – Mr. Thomas would like the following statement he made at the meeting added to his comments: “The BOE has already acknowledged the concerns that Mr. Ambroise identified, and we are working on addressing those concerns that have been brought forth by the RTM and the Town Council.”
- June 6 Special Meeting Minutes, page 2, correction to the motion – take out “and to help restore the remaining expenses.”

MOTION: Antipas, Whitney - To accept the edits that were presented.
PASSED UNANIMOUSLY

MOTION: Weitlauf, Whitney - To accept the minutes as amended.
PASSED UNANIMOUSLY

VIII. ACTION ITEMS – cont.

B. Old Business

1. Discussion and possible action regarding a second reading of policy P 5141.5 Suicide Prevention/Intervention (ATTACHMENT #6)

MOTION: Thomas, Whitney - To approve policy P 5141.5 Suicide Prevention/- Intervention as a second reading.
PASSED UNANIMOUSLY

2. Discussion and possible action regarding a second reading of policy P 3542.43 Food Service-Charging Policy (ATTACHMENT #7)

MOTION: Johnson, Thomas - To approve policy P 3542.43 Food Service-Charging Policy as a second reading.

MOTION: Johnson, Thomas - To amend the motion to add "...to also have it possible to pay at the school cafeteria and the Food Service office."
PASSED UNANIMOUSLY

VOTE ON MAIN MOTION AS AMENDED – PASSED UNANIMOUSLY

3. Discussion and possible action regarding a second reading of policy P 3313.1 Local Purchasing (ATTACHMENT #8)

MOTION Johnson, Whitney - To approve policy P 3313.1 Local Purchasing as a first reading.

MOTION: Johnson, Whitney - To amend the main motion to change the last word of the policy from equal to comparable.
PASSED UNANIMOUSLY

Mr. Johnson and Mr. Whitney withdrew the above two motions. This policy will go back to the Policy Committee for further review.

4. Discussion and possible action regarding a second reading of policy P 5112.2 Admission Requirements for Groton Residents (ATTACHMENT #9)

MOTION: White, Johnson - To approve policy P 5112.2 Admission Requirements for Groton Residents as a second reading.
PASSED UNANIMOUSLY

Mr. Thomas was out of the room for this vote.

VIII. ACTION ITEMS – cont.

B. Old Business – cont.

5. Discussion and possible action regarding a second reading of Bylaw 9324 Meeting Conduct & Parliamentary Procedures (ATTACHMENT #10)

MOTION: Whitney, Antipas - To approve Bylaw 9324 Meeting Conduct & Parliamentary Procedures as a second reading.

MOTION: Thomas, Antipas - To amend the motion to remove "... are posted, are recorded..."
PASSED UNANIMOUSLY

C. New Business

1. Discussion and possible action regarding a first reading of policy P 3171.1 non-Lapsing Reserve Account for Educational or Capital Expenditures (ATTACHMENT #11)

MOTION: Thomas, Johnson - To approve policy P 3171.1 Non-Lapsing Reserve Account for Educational or Capital Expenditures as a first reading.
PASSED UNANIMOUSLY

IX. INFORMATION AND PROPOSALS

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

- Mr. Thomas noted:
 - FHS and 8th Grade Graduations were wonderful
 - He received an email from a concerned parent regarding a special education student. This item was referred to Mrs. Doolittle.
- Mrs. White noted:
 - At graduation a row of family members was asked to move to accommodate the handicapped in attendance. Mrs. White requested that in the future that designation for the handicapped be designated in advance and families be notified in advance.
 - Also at graduation, Mrs. White mentioned an incident that she heard about regarding someone of color being asked to turn their hand around in order to stamp their wrist for the stamp to be seen. Mrs. White would like to see more DEI training in Groton.
- Mr. Johnson noted:
 - He attended graduation and he was pleasantly pleased at the number of students who received Honor Cords.
 - He also heard about the seating in the front row.
 - Suggested to have a Rain date for graduation in the future.
- Mr. Weitlauf offered his apology to the person that Mrs. White mentioned.
- Mr. Antipas noted an email from parents regarding his comments relative to the reading program.

X. ADVANCE PLANNING

A. Future Meeting Dates and Calendar Items for Board Attention

As noted in the agenda.

B. Suggested Agenda Items

Mr. Weitlauf suggested discussion on who to pay for the Nurses and Summer School.

Mr. Johnson suggested that the Board coordinate with the Town on how to accommodate educating kids from new housing.

XI. ADJOURNMENT

MOTION: Ackerman, Antipas - To adjourn at 9:20 p.m.
PASSED UNANIMOUSLY

GO Groton BOE Presentation

6/17/24

Groton - A Nature Everywhere Community

- Partnership with Children Nature Network, Kaboom, National League of Cities
- Goal: increase equitable access to nature in 100 communities by 2025
- Groton Team was selected in Fall of 2023
- Access to Grant Funding
- Access to Technical Assistance
- Access to a Network of Communities



GO Groton Team

GO (Get Outdoors) Groton Team Joins the Nature Everywhere Community

GO Groton team members outside the Austin, Texas Public Library.

Left to Right:

- Ben Moon, Director of STEM and Magnet Programs K-5, Groton Public Schools;
- Megan Granato, Sustainability and Resilience Manager, Town of Groton Planning and Development Services;
- Jon Reiner, Director of the Office of Planning and Development Services, Town of Groton;
- Clayton Potter, Community Outreach Coordinator, Town of Groton Parks and Recreation;
- Clint Kennedy, Director of Technology, Groton Public Schools.
- Not Pictured: Dan O'Connell, President, Groton Open Space Association



Nature Benefits - Health & Wellness

INCREASED PHYSICAL ACTIVITY

Access to parks and greenspace can foster:

INCREASED PHYSICAL ACTIVITY ^{11,12}

REDUCED RISK OF OBESITY ¹³

OUTDOOR PLAY

increases the likelihood that girls will remain active into adolescence ⁹

Children are better able to cope with stress when they live near trees and other greenery. ^{15, 16}

SOCIAL-EMOTIONAL WELLBEING

Learning in nature can support:



IMPROVED RELATIONSHIP SKILLS ^{17, 20}



REDUCED STRESS ¹⁷
ANGER ^{18,19}
AND AGGRESSION ^{18,19}



Nature Benefits - Learning

BETTER ACADEMIC PERFORMANCE

Learning in natural environments can:



**BOOST
PERFORMANCE**
in reading, writing,
math, science and
social studies
1, 2, 3, 4, 5



ENHANCE
creativity,
critical
thinking and
problem solving⁹

Seeing nature from
school buildings can
foster academic
success^{6, 7, 8}

ENHANCED ATTENTION

Spending time in nature can help
children focus their attention:

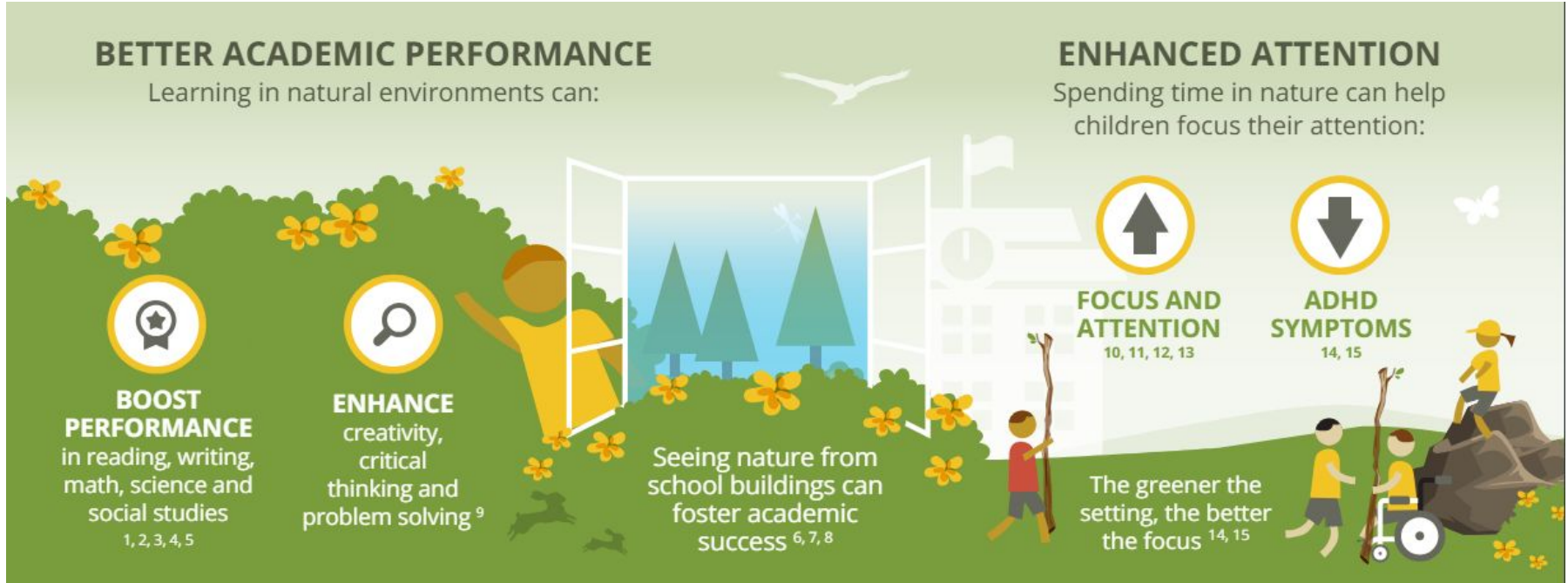


**FOCUS AND
ATTENTION**
10, 11, 12, 13



**ADHD
SYMPTOMS**
14, 15

The greener the
setting, the better
the focus^{14, 15}



Nature Benefits - Connection to Community and the Environment



**REGULAR TIME OUTDOORS HELPS
CHILDREN THRIVE.**

But over the past few generations, childhood has moved indoors. On average, today's kids spend up to 44 hours per week in front of a screen, and less than 10 minutes a day playing outdoors. And for too many kids, regular and safe access to nature is determined by race, income, identity, ability and postal code.

Our Initiatives

- Develop and Approve a Children's Outdoor Bill of Rights for the Community
- Identify, fund, and implement projects that promote equitable access to nature
- Identify and implement policy change to promote nature everywhere

How

- Extensive Community Outreach and Engagement
- Incorporation of Youth Voice
 - Hiring of a Youth Leader to Coordinate Outreach
 - Hiring of High School Interns to support engagement
- GIS Mapping to identify nature access gaps
- Identification of barriers to nature access
- Connecting with key stakeholders to identify nature everywhere possibilities
- Enhancing nature access in curriculum and infrastructure in Groton Public Schools

Ultimate Goal - Access to Nature Benefits for All Groton Children





Finance Report
Groton Public Schools
Ray Engle

06/17/2024

Narrative:

We received notification of an additional \$352,859 for DoD Impact aid with expected transmittal of the funds in 5 to 7 days. This will help reduce the balance of \$1,124,000 as well as the \$13,000 will reduce the Special education costs.

We have not received all the invoices for all the utilities at this time; therefore, the fuel and utilities report are not fully complete.

We are still in the process of reconciling the expenditures. We expect to be able to firm up the number toward the end of next week. Clean up work is continuing relating to all grants and expenditures.

We received notification of rate change from Groton Utilities of a rate change effective 5/1/2024 for 35 Long Point Road. (See [notification](#))

As stated in a previous meeting, regarding the object code summary, this is still a dynamic situation with ebbs and flows of the data.

As of the writing of this narrative we are still waiting for the audit recommendation and findings.

Respectfully submitted,

Ray



GROTON UTILITIES
At Your Service for 100 years

Wednesday, May 15, 2024

Groton Board of Education
PO Box K
Groton, CT 06340

RE: Change in Rate
Service Location -35 Groton Long Point Rd SIGN
Acct# 44090-00

This letter is to notify you that your electric rate will change as of May 1, 2024. The rate you had previously been billed under has been closed. Your new rate will be updated from Unmetered Demand to Small General Service. Please see the attached breakdown for information on how this will affect your bill going forward.

Groton Utilities periodically reviews rate classifications based on load characteristics and service(s) supplied. These classifications may be modified to ensure the rate is applicable. Rate impacts may depend on, and vary with, the actual load characteristics and equipment of a Customer.

If you have any additional questions or concerns, please reach out to me directly.

Sincerely

Tina M Daniels
General Manager, Customer Accounts



GROTON UTILITIES
At Your Service for 100 years

SMALL GENERAL SERVICE

RATE: SGS

Applicable: To the entire electrical requirements for light, heat, and power on the Customer's premises for small commercial customers with an annual peak kW demand between 0 and 10 kW. The Net Metering Rider is also applicable to any customer on this rate with approved customer owned self-generation.

Available: Throughout the service area from existing facilities of adequate character and capacity.

Character of Service: Delivery and metering at one standard secondary distribution voltage.

Monthly Rate: The sum of Service Charge, Energy Charge, Demand Charge, any Purchased Power Adjustment, any Transmission Cost Adjustment, and any other charges as mandated by Federal, State and/or Local regulators.

SGS Where Revenues are Subject to Gross Revenue Tax

Monthly Rate	May 1, 2024	April 1, 2025	April 1, 2026
Service Charge	\$ 38.50	\$ 41.50	\$ 44.50
Energy Charge per kWh	\$ 0.09712	\$ 0.09712	\$ 0.09712
Demand Charge (kW)	\$ 14.19	\$ 14.69	\$ 15.19

SGS Where Revenues are Not Subject to Gross Revenue Tax

Monthly Rate	May 1, 2024	April 1, 2025	April 1, 2026
Service Charge	\$ 35.00	\$ 38.00	\$ 41.00
Energy Charge per kWh	\$ 0.09644	\$ 0.09644	\$ 0.09644
Demand Charge (kW)	\$ 13.04	\$ 13.49	\$ 13.95

Determination of Billing Demand: Where Customer has a demand meter, the Department will measure the maximum 15-minute kW demand in the billing month as the Billing Demand; Customers without demand meters will be billed for one (1) KW per month.

Minimum Charge: There shall be a monthly minimum charge equal to the sum of the service charge and minimum demand charge of one (1) kW.

Term of Contract: One (1) year and thereafter until thirty (30) days written notice of termination. A longer term may be required for an extensive installation.

Groton Public Schools

Date prep:		FY24 Budget Summary Review					
6/13/24 2:42 PM							
		FY24 Budget			FY24 Actual	Remaining Balance	
Account	Object #s	2023-2024	Expenditures	Encumbered	Total		%
Salaries							
1 Administrators	105-109	5,139,279	4,937,219	212,742	5,149,962	(10,683)	(0.2%)
2 Teachers	101-104,123-127,151-152	35,924,586	27,702,488	7,682,334	35,384,822	539,764	1.5%
3 Non-Cert Aides	110-111,130-131,136,139	4,621,663	4,366,076	349,630	4,715,705	(94,042)	(2.0%)
4 Substitute - Cert & Non-Cert	120-121	1,057,434	1,554,962	0	1,554,962	(497,528)	(47.1%)
5 Clerical	112-114,132-134,144	2,059,296	2,111,666	177,156	2,288,821	(229,525)	(11.1%)
6 Custodial/Maintenance/Techs	117-118,129,137-138,147-148	3,685,428	3,312,740	270,695	3,583,435	101,993	2.8%
7 Campus Security/Supervision	128	190,167	254,474	14,353	268,827	(78,660)	(41.4%)
8 Total Salaries	100	52,677,853	44,239,625	8,706,911	52,946,536	(268,683)	(0.5%)
Benefits							
9 Health Insurance	201-202	6,881,439	6,509,384	372,098	6,881,482	(43)	(0.0%)
10 Workers Comp & Town Pension	211,213	1,089,758	1,089,747	0	1,089,747	11	0.0%
11 Social Security & Medicare	212,214	1,571,584	1,571,741	300,000	1,871,741	(300,157)	(19.1%)
12 Other Benefits	222-227	394,000	361,737	0	361,737	32,263	8.2%
13 Total Benefits	200	9,936,781	9,532,610	672,098	10,204,708	(267,927)	(2.7%)
Purchased Services							
14 Instructional Services	321-324	235,375	84,350	3,795	88,145	147,230	62.6%
15 Professional Services	331	310,731	434,605	39,281	473,885	(163,154)	(52.5%)
16 Other Prof Services	332	595,000	560,736	245,279	806,016	(211,016)	(35.5%)
17 OT & PT Services	333	750,000	87,454	663,921	751,375	(1,375)	(0.2%)
18 Legal	334	71,100	86,693	27,000	113,693	(42,593)	(59.9%)
19 Athletic Officials & Other Athletic Serv	341-342	82,390	78,069	0	78,069	4,321	5.2%
20 Computer Network Services	343	164,483	165,302	26,161	191,463	(26,980)	(16.4%)
21 Total Purchased Services	300	2,209,079	1,497,209	1,005,437	2,502,646	(293,567)	(13.3%)
Property Services							
22 Water & Sewer	410-411	101,807	95,416	17,255	112,671	(10,864)	(10.7%)
23 Trash & Snow Removal	421-422	138,341	78,884	35,110	113,994	24,347	17.6%
24 Repair/Maintenance	430-435,490-491,499	496,549	595,581	36,452	632,034	(135,485)	(27.3%)
25 Rental	441	135,267	132,823	13,988	146,811	(11,544)	(8.5%)
26 Total Property Services	400	871,964	902,705	102,805	1,005,510	(133,546)	(15.3%)
Transportation, Insurance, Communications, Tuition							
27 Transportation: Schools	510-513	6,171,636	5,005,353	1,333,838	6,339,191	(167,555)	(2.7%)
28 Transportation: Student Activities	587-596	175,933	149,789	35,103	184,893	(8,960)	(5.1%)
29 Transportation: Staff	580-584	153,750	43,092	3,850	46,942	106,808	69.5%
30 Insurance	522,525	457,874	455,544	0	455,544	2,330	0.5%
31 Communications	530-552	155,542	288,997	38,564	327,561	(172,019)	(110.6%)
32 Tuition: Special Education	561-563,568	4,068,674	3,431,991	371,723	3,803,713	264,961	6.5%
33 Tuition: Other	564-567	1,218,720	1,076,842	0	1,076,842	141,878	11.6%
34 Total Trans, Ins, Comm, Tuition	500	12,402,129	10,451,607	1,783,078	12,234,686	167,443	1.4%
Supplies							
35 Instructional Supplies	601-609,613-619,622-623,628	515,143	316,307	12,725	329,032	186,111	36.1%
36 Computer Supplies	610-612	235,900	193,315	2,776	196,091	39,809	16.9%
37 Electricity & Heating	631-633	1,652,798	1,741,957	377,535	2,119,491	(466,693)	(28.2%)
38 Transportation Supplies	634,656	374,029	369,069	73,000	442,069	(68,040)	(18.2%)
39 Textbooks & Library Books	640-642,645,647	90,368	35,762	32	35,794	54,574	60.4%
40 Facility/Maintenance Supplies	650,652-655,657,659	271,678	417,083	20,103	437,186	(165,508)	(60.9%)
41 Other Supplies (staff dev, PPE, etc)	621,624-627,690	89,660	60,018	9,795	69,813	19,847	22.1%
42 Total Supplies	600	3,229,576	3,133,510	495,965	3,629,475	(399,899)	(12.4%)
Equipment							
43 Instructional Equipment	730,735	73,734	13,013	7,080	20,093	53,641	72.7%
44 Non-Instructional Equip	731,736	10,000	13,615	0	13,615	(3,615)	(36.2%)
45 Total Equipment	700	83,734	26,628	7,080	33,708	50,026	59.7%
Total Dues & Fees							
46 Total Dues & Fees	800	99,511	78,211	0	78,211	21,300	21.4%
GRAND TOTAL		81,510,627	69,862,105	12,773,374	82,635,479	(1,124,852)	(1.4%)



FY24 Revenue Estimate

	Budget	6.3.24 Actual	Over/(Under) Budget	Potential SPED Adjustment	Expected Total Revenue	Projected balance
Federal						
Impact Aid	\$4,094,300	\$6,177,864	\$2,083,564	\$90,799	\$6,268,663	\$2,174,363
Medicaid	\$192,100	\$122,450	(\$69,650)	\$102,858	\$225,308	\$33,208
Total Federal	\$4,286,400	\$6,300,314	\$2,013,914	\$193,657	\$6,493,971	\$2,207,571
State						
Education Cost Sharing (ECS)	\$25,040,045	\$25,040,045	\$0	\$0	\$25,040,045	\$0
SPED Excess Cost	\$1,193,440	\$945,441	(\$247,999)	\$0	\$945,441	(\$247,999)
Magnet School Transportation	\$143,000	\$126,100	(\$16,900)	\$0	\$126,100	(\$16,900)
Adult Education	\$116,100	\$125,104	\$9,004	\$0	\$125,104	\$9,004
Nonpublic Health Services	\$26,400	\$26,873	\$473	\$0	\$26,873	\$473
Total State	\$26,518,985	\$26,263,563	(\$255,422)	\$0	\$26,263,563	(\$255,422)
Total Revenue	\$30,805,385	\$32,563,877	\$1,758,492		\$32,757,534	\$1,952,149

Note: receipt of notice additional impact aid 061324

P 5141.5

Students

Suicide Prevention/Intervention

The Groton Board of Education (Board) recognizes that suicide is among the three leading causes of death among young people and, consequently, is a concern to this school system and the community it serves.

It is the policy of the ~~Groton Board of Education~~ to actively respond in any situation where a student verbally or behaviorally exhibits mental health distress and (1) has been identified as at risk of suicide, (2) has experienced negative impacts from social and/or cultural factors (e.g. bullying), or (3) is considered to be at an increased risk of suicide based on particular risk factors. ~~indicates an intent to attempt suicide or to physically harm himself/herself themselves.~~

Risk factors for youth suicide will be based on the statewide strategic suicide prevention plan developed by the Connecticut Suicide Advisory Board, which includes, but is not limited to youth who are:

1. bereaved by suicide,
2. disabled or have chronic health conditions, such as mental health or substance use disorders,
3. involved in the juvenile justice system,
4. experiencing homelessness or placed in an out-of-home setting, such as foster care, or
5. lesbian, gay, bisexual, transgender, queer, questioning or another diverse gender identity.

Therefore, any school employee who may have knowledge of a suicide threat or intent will report this information to the school Principal, Assistant Principals or ~~his/her~~ their designee, who will, in turn, mobilize the crisis intervention team as described in the district's Guide to Crisis Intervention Procedures. Immediate contact will be made with a parent or guardian. A school mental health professional will meet with the student and assess their level of risk using a District approved rating scale. The mental health professional will make a recommendation(s) to the parent/guardian regarding the appropriate action steps that should be taken to address the student's mental health needs. If indicated, a referral to a community-based mental health provider will be shared with the parent/guardian on the same day and documented on the District's Crisis Intervention Team Report (CIT 1 and 2). At no time during this process is the student to be left alone while in the school setting. ~~A conference will be held and/or an appropriate referral will be made the same day. At no time during this process is the student to be left alone.~~

The Board recognizes that suicide is a complex issue, and that, while school staff members may recognize potentially suicidal youth, they cannot make clinical assessment of risk and provide in depth counseling, but must refer the youth to an appropriate agency for ~~such~~ professional assessment, ~~and~~ counseling and treatment services outside of the school.

In addition, information regarding the national 988 Suicide and Crisis Lifeline should be made widely available in schools and District offices. This information should note to call 988 if you are in emotional distress and/or you are having suicidal ideations. It should also include that by calling 988, you will be provided with support and connected to resources if needed in English and Spanish.

In the event that a parent/guardian is unavailable, information concerning a student's suicide attempt, threat, or risk shall be shared with necessary personnel.

Suicide Prevention/Intervention - cont.

C.F. 5131.911 Bullying

Legal Reference: Connecticut General Statutes
10-221(f) Boards of Education to prescribe rules, policies and procedure.
~~10-221 Boards of education to prescribe rules, policies, and procedures. (e) re "policy and procedures for dealing with youth suicide prevention and youth suicide attempts."~~

Policy Adopted: June 1990
Revised: February 23, 1993
Revised: May 9, 1994
Revised:

GROTON PUBLIC SCHOOLS
Groton, CT

Business and Non-Instructional Operations

Food Service - Charging Policy

Groton Public Schools Food Service Department is an essential program that provides students and staff with nutritious and healthy foods.

Groton Participates in the National School Breakfast (SBP) and School Lunch Programs (NSLP). These programs are federally funded and are administered by the United States Department of Agriculture's Food and Nutrition Service. At the State level, the school Child Nutrition Programs are administered by the Connecticut State Department of Education, which operates the program through agreements with the local school food authorities.

Students have the right to obtain a meal in accordance with CGS 10-215 and we allow students to charge a single reimbursable meal for breakfast and lunch each day to their student account. A reimbursable meal must consist of the minimum requirement(s) of guidelines set by SBP and NSLP.

We prohibit publicly identifying or shaming a child for any unpaid meal charges, including, but not limited to, delaying or refusing to serve a meal to a child, designating a specific meal option for a child or otherwise taking any disciplinary action against such child with unpaid meal charges.

Parents and guardians are responsible for providing meals or meal money for their student(s). Charging is intended to be for emergency purposes only. Repayment is expected.

To view account transactions or receive a low balance alert(s) you may sign up for an account on “School Cafe Parent Portal” App. The account is at no cost/charge to you, however there is a fee for each credit/debit transaction. For students with a negative balance, communication will be emailed to families twice a month with negative balance letters. The emails are based on the email address entered into the PowerSchool primary contact.

Free and reduced applications are available for any families who would like to apply.

You can find the online application and [SNAP](http://grotonschoools.org) information on our website grotonschoools.org.

Paper applications are available at every school, Central Office and the Food Service Administrative offices.

Adults are NOT permitted to charge meals at any time. They can open an account with the food service department and put funds on the account or pay directly to the kitchen.

Students and Adults are not permitted to charge a single item or a la carte item(s).

The Groton Board of Education (Board) realizes that funds from the nonprofit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. If a students' account reaches an unpaid balance equal to or exceeding the cost of 30 meals, Food Service Administration shall refer the parent/guardian to the homeless liaison, Director of Pupil Personnel.

Families may also contact **Groton Human Services** for access to family assistance.

humanser@groton-ct.gov

860-441-6622

45 Fort Hill Rd, Groton, CT

It is the goal of the department to effectively and respectfully address family responsibility for unpaid meals.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Groton Public Schools Food & Nutrition Services Office (860-449-7208). The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring into the school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

~~The goal of the food service program is essential in providing students with nutritious and healthy foods through the district's food services program. The school nutrition program is an essential part of the education system. By providing good tasting, nutritious meals in pleasant surroundings, we are helping to teach students the value of good nutrition.~~

~~The school nutrition program is an extension of the school's educational programs, and it is the district's vision to have a partnership among students, staff, school family, and the community in offering access to, and in providing nutritious meals, which are attractively presented at an affordable price.~~

~~The Board of Education has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the Federal and State guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced-price meals to eligible elementary and secondary students enrolled in the district's schools. Applicants for such meals are responsible to pay for meals until the application for free or reduced-price meals is completed and approved. All applications for free and reduced-price meals, and any related information, will be considered strictly confidential and not to be shared outside of the district's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.~~

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

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

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

~~Charging is not encouraged by the district, but on those occasions that students do, they will be offered a meal.~~

~~In order to sustain the district's food services program, the district cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.~~

~~Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services manager/director and/or the school principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.~~

Definitions

~~"Delinquent Debt" constitutes unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.~~

~~"Bad Debt" occurs when unpaid meal charges are not collected and are considered an operating loss. Such debt cannot be absorbed by the nonprofit school food service account, which must be restored using nonfederal funds.~~

Elementary Students

~~The district uses Meal Pay Plus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low balance notifications, as well as make deposits, to their child's school meal account. Any student whose account has insufficient funds, (i.e., is at the charging limit), and does not bring a meal from home may charge any combination of meals up to a negative balance of \$10.00. When the charge limit is reached, a meal will be provided. Negative balance status can be avoided by making a payment in the form of cash, check, or credit card to the Meal Pay Plus website. When a charge has occurred, a written notification shall be sent home to parents. All credited meals must be repaid. In situations in which a student is consistently without meal money, the principal or his/her designee should encourage the parent/guardian to apply for free or reduced price meals.~~

Secondary Students

~~The district uses Meal Pay Plus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low balance notifications, as well as make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$10.00. No snacks or a la carte items may be charged. When the charge limit is reached, a meal will be provided. Negative balance status can be avoided by making a payment in the form of cash, check, or credit card to the Meal Pay Plus website. When a charge has occurred, a written notification shall be sent home to parents. All credited meals must be repaid. In situations in which a student is consistently without meal money, the principal or his/her designee should encourage the parent/guardian to apply for free or reduced price meals.~~

Districtwide

- ~~1. Parents are responsible for providing meals or meal money for their student. Repayment is expected without delay. Snack and a la carte purchases are cash only. At any time of the year, parents are encouraged to complete or update a free or reduced meals application.~~
- ~~2. Although not required by law, because of the district's participation in the school Child Nutrition Programs, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the superintendent to develop rules which address:~~

- ~~a. What can be charged;~~
- ~~b. The limit on the number of charges per student;~~
- ~~c. The system used for identifying and recording charged meals;~~
- ~~d. The system used for collection of repayments; and~~
- ~~e. Ongoing communication of the policy to parents/guardians and students.~~

~~Delinquent Debt and Bad Debt~~

~~The district's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.~~

~~Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, of the current school year.~~

~~After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be considered an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.~~

~~Dissemination of Policy~~

~~This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.~~

~~This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, on the district's website, and on the website of each school at the beginning of each school year.~~

~~This policy shall be provided to all school staff and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.~~

~~The district's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.~~

Legal Reference:

Connecticut General Statutes

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

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

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

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

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

USDA Guidance:

SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"

SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"

SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"

SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy Adopted: September 25, 2017
Revised: June 24, 2019

GROTON PUBLIC SCHOOLS
Groton, Connecticut

P 3313.1

Business

Local Purchasing

The Board of Education favors the purchase of goods and services from local vendors so long as all other factors, including, but not limited to, price, quality, reliability and delivery terms, are equal.

This policy shall not be construed to require competitive bidding for all goods or services.

(cf. 3323 - Bidding)

Legal Reference: Connecticut General Statutes 10-241 [Powers of school districts](#)

Policy Adopted: May 8, 1995
Reviewed:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

P 5112.2

Students**Admission Requirements for Groton Residents**

All children entering Groton Public Schools for the first time must present legal evidence of age and proof of residency. In order for students to attend school, current health assessments and up-to-date required immunizations are required, except for those students classified as homeless in accordance with Federal law. Military families new to Groton have 30 days past enrollment to provide the above-mentioned medical documents. If the parent/guardian of any student is unable to pay for required immunizations or health assessments, the Groton Board of Education (Board) will refer the parent/guardian to the school-based health center.

<p>One of the following documents accepted for proof of child's age</p> <p>(hand-written documents will not be accepted)</p>
Hospital, Physician or Religious Certificate showing date of birth
State, Federal or other Government issued documents
Adoption Record
Birth Certificate
Previously verified school records showing date of birth

The Department of Children and Families and the Judicial Department shall provide to the Superintendent any educational records within their custody of a child seeking to enter, or to return to the District, from a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement, prior to the child's entry or return. However, receipt of the educational records shall not delay a child from enrolling in school. The Superintendent shall provide such information to the principal at the school the child will be attending. The principal shall disclose such information to staff members as appropriate.

Residency Requirements

Groton Public Schools provides educational services to students who are residents of Groton and to those out-of-town students for whom the District has entered into an agreement, such as a tuition or other special arrangement, with either their parent(s)/guardian(s) or their home Board of Education. Students who are not residents of Groton, except as mentioned above, may not attend Groton Public Schools. The Board may take legal action to recoup the cost of educating students found to have been illegally attending schools in the District. A student's parents/guardians are required to notify the principal when they are no longer residents of Groton. In exceptional situations, the Superintendent may allow the student to complete the current school year. The student's parent/guardian must present proof of residency upon initial registration in Groton Public Schools ~~and whenever requested by the principal~~ and as necessary thereafter.

Admission Requirements for Groton Residents – cont.

Students who reside in Groton and wish to attend an intra-district magnet-themed school other than their attendance zoned school must enter the District’s annual school lottery for an opportunity to earn a seat at the school of choice with District transportation.

Intra-district Magnet: *A magnet school that serves only students who reside within the boundaries of Groton and is under the jurisdiction of Groton Public Schools.*

Students who reside in Groton and plan to attend an inter-district magnet school, outside of Groton’s boundaries, are required to register with the Groton Public Schools’ Central Office Registration Office prior to beginning the inter-district magnet school. A complete, updated registration and proof of residency is required annually.

Inter-district Magnet: *A magnet school that serves students across District lines.*

Proof of Residency

Proof of residency can be verified by submitting:

- (a) one document from column A and
- (b) one document from column B.

Only those items listed on the *Documents for Proof of Residency* table in this policy will be accepted as proof of residency. Each document submitted must specify the physical address of where the student lives; post office box addresses are not acceptable.

Documents for Proof of Residency One from column A and one from column B	
Column A	Column B
<ul style="list-style-type: none"> Residential rental or lease agreement Residential mortgage statement Residential purchase or escrow agreement Residential property tax bill (dated within the past year) Notarized Residency Affidavit* Military Families Only: with 30-day follow-up <ul style="list-style-type: none"> Letter of Intent for residency Military Orders 	<ul style="list-style-type: none"> Valid Connecticut driver’s license (address labels not accepted) <p>One of the following dated within the last 30 days</p> <ul style="list-style-type: none"> Utility bill (gas, electric, telephone, cable TV, etc.) Letter from an approved government agency (assisted housing, food stamps, unemployment payment, etc.) Payroll stub Bank or credit card statement Current vehicle registration or insurance bill Medical billing or insurance information

Admission Requirements for Groton Residents – cont.

*If the student's family is living with another family in Groton:

1. the person they are living with must complete a notarized Residency Affidavit at the Groton Public Schools' Central Office stating that the student(s) and parent/guardian live with them at the address, and for what period of time.

The person completing the affidavit must also provide the following documents:

1. a photo ID
2. one document from column A and one document from column B showing they reside within District and school boundaries.

If the living situation is temporary, once they have moved into their own residence, proof of residency for their new address is required and must be brought to the Central Office Registration Office.

Placement

Children who apply for initial admission to the District's schools by transfer from nonpublic schools, or from schools outside the District, will be placed at the grade they would have reached elsewhere pending observation and evaluation by classroom teachers, guidance personnel, or the school principal. After such observations and evaluations have been completed, the principal will determine the final grade placement of the children.

(cf. 5118 – Non residence attendance)

Legal Reference: Connecticut General Statutes:

Sec. 10a-28. (Formerly Sec. 10-329d). Definitions.

10-15c. Discrimination in public schools prohibited.

10-76a. Definitions.

10-76d. Duties and powers of boards of education to provide special education programs and services. Determination of eligibility for Medicaid. State agency placements, apportionment of costs. Relationship of insurance to special education costs.

10-186. Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. (As amended by Public Act 11-115 – An Act Concerning Juvenile Re-Entry and Education)

10-204a. Required immunizations.

10-206. Health assessments.

10-206a. Free health assessments.

10-220. Duties of boards of education.

Admission Requirements for Groton Residents – cont.

10-233a. Definitions.

Policy Adopted: June 23, 2014
Revised: June 24, 2019
November 27, 2023

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Bylaws of the Board

Meeting Conduct & Parliamentary Procedures

Meeting Protocol

To ensure that the Board of Education's (Board) meetings are conducted with maximum effectiveness and efficiency, members will:

- come to meetings adequately prepared;
- identify issues of concern before the meeting, whenever possible;
- circulate proposed motions and amendments, whenever possible, at least 48 hours before meeting;
- speak only when recognized;
- not interrupt each other during debate;
- not engage in disruptive and disrespectful side conversations;
- minimize unnecessary repetition;
- not monopolize the discussion;
- address the merits of the issue being discussed without appealing to the biases, prejudices and emotions of the audience;
- support the chair of the meeting's efforts to facilitate an orderly meeting;
- communicate openly and actively in discussion and dialog to avoid surprises;
- value equal participation of all members;
- practice respectful body language;
- listen actively when other members speak;
- not surprise or embarrass each other or members of the staff; and
- limit discussion/comments to 5 minutes per member per round unless extended by the chairperson.

Legal Notice

All Board of Education meetings shall be appropriately posted and conducted as provided by Connecticut General Statutes; under governing statutes, a meeting is any quorum of the Board of Education convened in person or electronically to discuss or act upon a Board matter, but meetings shall not include:

1. any meeting of a personnel search committee for executive level positions;
2. any chance meeting or a social meeting neither planned nor intended for discussing Board of Education business;
3. strategy or negotiations with respect to collective bargaining;
4. a caucus of members of a single political party notwithstanding that such members also constitute a quorum of the Board of Education;
5. communications limited to notice of meetings of the Board of Education or the agendas for such meetings.

Upon written request to the Superintendent of Schools, any person(s) may receive by mail notice or electronic transmission of any Board meeting at least one week prior to the meeting where practical. An annual fee, payable to the school district, shall be made for this service. The amount of the fee shall be determined by the Superintendent of Schools and shall be directly related to the cost of providing this service.

Meeting Conduct & Parliamentary Procedures – cont.

Recording, Broadcasting, or Photographing Meetings

The Board will endeavor to record all Regular, Committee of the Whole, and Committee meetings are recorded, excluding any portion of any meeting that is an executive session, and to post such recordings are posted on the District's online video-content channel or internet website and made available for the public to hear, view and copy.

At any meeting of the Board of Education or its committees which is open to the public, pursuant to the provisions of CGS sec. 1-226, the proceedings may be recorded, photographed, broadcast or recorded for broadcast by any person or by any newspaper, radio broadcasting company or television broadcasting company. The photographer or broadcaster and its personnel, or the person recording the proceedings, shall be required to handle the photographing, broadcast or recording as inconspicuously as possible and in such manner as not to disturb the proceedings of the meeting.

Conduct of Meetings

In the event that a Board of Education meeting is interrupted by any person or group of persons who render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chairman of the Board of Education may order the meeting room cleared and continue in session. Only regular items on the agenda may be considered in such case. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner.

After time has passed, the Chairman, in his or her discretion, may suspend the Board meeting and invite back those members of the public not responsible for the disruption.

Voting Method

Voting at Board meetings shall be conducted in accordance with state statute and **Robert's Rules of Order**, newly revised.

Parliamentary Procedures

Board meetings shall be conducted according to the rules of parliamentary procedure laid down in Robert's Rules of Order, Newly Revised, unless otherwise specified by state law or in written Bylaws for Board of Education operating procedures.

(cf. 9321 - Time, Place, Notification for Meetings)

Reference: *Robert's Rules of Order, Newly Revised*

Legal Reference: Connecticut General Statutes
 1-200 Definitions. ("Public Agency")
 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
 1-226 Recording, broadcasting or photographing meetings.
 1-227 ~~Mailing of notice of meeting to persons filing written request.~~ Provision of notice of meetings to persons filing written request.

Bylaw adopted by the Board: November 13, 2023
 Revised: March 25, 2024

GROTON PUBLIC SCHOOLS
 Groton, Connecticut

P 3171.1**Non-Lapsing Reserve Account for Educational or Capital Expenditures**

This policy defines and describes the establishment by the Groton Board of Education (Board) of a Non-Lapsing Reserve Account (NLRA). Any expenditure from the NLRA shall be authorized solely by the Board. Each expenditure from such account shall be made only for educational purposes including, but not limited to, capital improvement.

Subject to confirmation of the Board's available year-end balance, and upon the recommendation of the Superintendent and Business Manager, or their designee, no later than June 30 and with Board approval no later than September 30, amounts shall be transferred from the general Board operating budget surplus. Such transfers shall not exceed 2% of the amount appropriated to the Board in the fiscal year.

NLRA expenditures require Board approval prior to any transfer. The Superintendent and/or Business Manager, or their designee, shall notify the Board within thirty (30) days of any anticipated need for an expenditure from the NLRA. Any such request to the Board by the administration will be acted on within 30 days of its written submission. In the case of any emergency or other extenuating circumstance that may require an exemption from the thirty (30) day notice, such a request shall be accompanied with a written explanation of the situation and all supporting documentation to be supplied to the full Board in conjunction with the request.

At the end of each month and fiscal year, the Business Manager shall provide the Board of Education with a financial report to identify the use of the Account and any remaining balance. The Board shall review the Account balance on an annual basis as part of the regular budget deliberation process.

The Account may be discontinued, after the recommendation and approval by the Board, and any amount held in the fund shall be transferred to the general fund of the District.

Legal Reference: Connecticut General Statutes
10-222 Appropriations and budget
10-248a Unexpended education funds account
(as amended by PA 19-117, Section 285 and PA 24-45)

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut