

Board of Directors Regular Business MEETING AGENDA



Date: March 13, 2025
Time: 9:00 – 11:00 a.m.
Location: LEARN, Room 107/ 44 Hatchetts Hill Road, Old Lyme, CT 06371

A remote meeting option is provided for those unable to attend in person. The login information is at the end of this agenda.

- 1. Call to Order:** Pledge of Allegiance
- 2. Audience and Guests:** Introductions
- 3. Public Comment:**
- 4. Reading and/or Review of Correspondence:**
- 5. Superintendents' Perspective:** Old Saybrook Superintendent of Schools, Chris Drezek, to present on the work of Old Saybrook Schools
- 6. Consent Agenda:**
 - 6.1 Approval of the DRAFT Minutes, Regular Business Meeting—February 13, 2025
 - 6.2 Approval of Budget Summary as of February 28, 2025
 - 6.3 Approval of Grant Applications—Public Educational & Governmental Programming & Education Technology Investment Account (PEGPETIA) to support a new sound system for MSMHS, mobile carts for digital signage and classrooms, and firewall security for LEARN in the amount of \$39,354.02.
- 7. Information from the Executive Director:**
 - 7.1 Hiring—Resignations and new hires, including trend reports
 - 7.2 Distributions—Executive Director's letter to the Connecticut Education Committee
 - 7.3 Executive Committee Meeting Minutes, Regular Business Meeting—February 28, 2025
 - 7.4 LEARN Building Committee Meeting Minutes—February 28, 2025
 - 7.5 Legislative Updates
 - 7.6 LEARN Agency Updates
- 8. Old Business:**

9. New Business:

- 9.1a Public Schools Participating in the National School Lunch Program (NSLP)—Healthy Food Certification (HFC) Statement for 2025-2026
- 9.1b Food and Beverage Exemptions
- 9.1c Approval for the Executive Director to sign the 2025-2026 Healthy Food Certification Statement
- 9.2 Non-renewals of Non-tenured Certified Staff
- 9.3 New Policy #4158.2, Personnel (Certified), Series 4000; “Code of Ethics”, First Read
- 9.4 Revised Policy #4159/4259, Personnel (Certified/Non-Certified), Series 4000; “Occupational Exposure to Bloodborne Pathogens”

10. Educational Perspective: None

11. Roundtable Discussion: District cell phone practice/policies and updates on district budgets.

12. Future Roundtable Topics:

13. Adjournment:

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<https://us02web.zoom.us/j/88179290855?pwd=L8ZTZ1TTOmeH7Xj47dwTVfgnSADbGa.1>

Meeting ID: 881 7929 0855

Passcode: 940741

• +1 929 205 6099 US (New York)

Meeting ID: 881 7929 0855

Passcode: 940741

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Board of Directors Regular Business

MEETING AGENDA NOTES



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Motion to accept the Consent Agenda as presented.
- 7. Information from the Executive Director:**
 - 7.1 Hiring—Resignations and new hires, including trend reports
 - 7.2 Distributions—Executive Director's letter to the Connecticut Education Committee
 - 7.3 Executive Committee Meeting Minutes, Regular Business Meeting—February 28, 2025
 - 7.4 LEARN Building Committee Meeting Minutes—February 28, 2025
 - 7.5 Legislative Updates
 - 7.6 LEARN Agency Updates
- 8. Old Business:**
- 9. New Business:**

9.1a Public Schools Participating in the National School Lunch Program (NSLP)—Healthy Food Certification (HFC) Statement for 2025-2026: *To be eligible for HFC during SY 2025-26 (July 1, 2025, through June 30, 2026), the Board must conduct the HFC votes by July 1, 2025. The Connecticut State Department of Education requires all district governing boards to vote “yes or no” on the following 2 motions as written by the State:*

Motion 1: Required vote for participation in healthy food option of HFC

Pursuant to C.G.S. Section 10-215f, the LEARN Board of Directors certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2025, through June 30, 2026. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

9.1b Food and Beverage Exemptions

Motion 2: Required vote for food and beverage exemptions for BOEs voting “yes” to the healthy food option of HFC

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

9.1c Approval for the Executive Director to sign the 2025-2026 Healthy Food Certification Statement

Motion to approve LEARN Executive Director, Katherine Ericson, to sign the Healthy Food Certification (HFC) Statement for School Year 2025-2026

9.2 Non-renewals of Non-tenured Certified Staff (*Executive Director to read the following*)

Per Article IV – EXECUTIVE DIRECTOR, Item. 2, of the LEARN Membership Agreement and Constitution; In my capacity as Executive Director, I recommend that the Board of Directors non-renew the teaching contracts of those named in the motion below at the end of the 2024-2025 school year, in accordance with the provisions of the Connecticut General Statutes 10-151, and that the Board accept, adopt, and ratify my determination that the contracts be non-renewed. I am making this recommendation for the following reason(s), any one or all of which I view to be a sufficient basis for the recommended action:

1. Elimination of position or loss of position to another teacher.
2. Other— due and sufficient cause
 - a. budget considerations
 - b. contract reduction in force procedures
 - c. legal requirements in accordance with 10-151 of the Connecticut General Statutes
 - d. failure to meet our minimum standards for continued employment

Any requested hearing on the non-renewal of a non-tenured teacher must be held before an impartial hearing panel. It is my recommendation that you vote to have the hearing held before the Board so there will be no procedural misunderstandings in the event a hearing is necessary. I also recommend that I be authorized and instructed to communicate notice of this action in writing to the affected party and to respond for the Board to any appropriate requests which may be forthcoming from the teachers, or their representatives as provided in the Teacher Tenure Law.

(Board Chair to request the suggested motion for non-renewal of non-tenured certified staff):

MOTION

Move that pursuant to Connecticut General Statutes 10-151, the LEARN Board of Directors non-renew the teaching contracts of those named as follows, at the end of the 2024-2025 school year, as recommended by the Executive Director; and ratify, adopt and, accept the Executive Director's determination that the contracts be non-renewed:

1. Baker, Tony
2. Ballantyne, Sarah
3. Cauley, Crista
4. Costa, Sophia
5. Gatheral, Abby
6. Krawiec, Kathleen
7. Lippold, Danielle
8. Nintean, Ashley
9. O'Brien, Jessica

10. Pearson, Elisa

11. Schenk-Belisle, Julia

Further move that the Executive Director be directed to communicate this action of the Board in writing to those named in this motion, and that the Executive Director be authorized to respond on behalf of the Board of Directors to any requests for a hearing or for other data which may be forthcoming from those named in this motion and/or their representative pursuant to applicable provisions of Connecticut General Statutes 10-151; and further move that the Executive Director be further directed that any response to a request for a hearing, if a hearing is required by law, indicate that such hearing is to be before the Board of Directors.

Motion to accept the non-renewals as presented.

9.3 New Policy #4158.2, Personnel (Certified), Series 4000; “Code of Ethics”, First Read

9.4 Revised Policy #4159/4259, Personnel (Certified/Non-Certified), Series 4000; “Occupational Exposure to Bloodborne Pathogens”

Motion to approve Revised Policy 4159/4259, Occupational Exposure to Bloodborne Pathogens, as presented.

10. Educational Perspective: None

11. Roundtable Discussion: District cell phone practice/policies and updates on district budgets.

12. Future Roundtable Topics:

13. Adjournment:

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/88179290855?pwd=L8ZTZ1TTOmeH7Xj47dwTVfgnSADbGa.1>

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Board of Directors Regular Business

DRAFT MINUTES



Meeting Date: February 13, 2025

Draft Posted: February 19, 2025

Present: Dale Bernardoni, Chester/Grades K-6 (Zoom); W. Scott Brown, Lyme & Old Lyme/Region 18; Kate Ericson, LEARN; Jennifer Favalora, Killingworth/Region 17; Elizabeth Fernandes, Westbrook; A. Terri Garrity, East Haddam (Zoom); Katie Gauthier, Stonington (Zoom); Mary Harris, Ledyard (Zoom); Nancy Johnston, Essex/Grades K-6 (Zoom); Cindy Luty, Preston (Zoom); Robert Mitchell, Montville; Gregory Perry, Norwich (Zoom); Chet Stefanowicz, North Stonington; and Laurie Wolfley, Waterford

Not Attending and Not Represented: Eric Bauman, East Lyme; Alisha Blake, New London; Mary Ann Connelly, Madison; Kristen Peck, Guilford; Sean Reith, Salem; Beverly Washington, Groton; Jane Wisialowski, Old Saybrook; Vacant, Chester, Deep River, Essex Region #4; Vacant, Clinton; Vacant, Deep River/Grades K-6; and Vacant, East Hampton

Guests: Dr. Teresa DeBrito, Superintendent of East Haddam Public Schools; Tara Amatrudo, Marine Science Magnet High School Principal; Michael Kuczenski, Marine Science Magnet High School Magnet Theme Coach; and Michael Belden, LEARN Chief Financial Officer

Meeting began at 9:00 a.m.

- 1. Call to Order:** Pledge of Allegiance
- 2. Audience and Guests:** Introductions
- 3. Public Comment:**
- 4. Reading and/or Review of Correspondence:**
- 5. Superintendents' Perspective:** East Haddam Superintendent of Schools, Dr. Teresa DeBrito, presented to the Board on the work of East Haddam Schools. Dr. DeBrito outlined a disciplined approach to achieving educational success based on the book, *The Four Disciplines of Execution for Educators*, by Lynn Kosinski, Meg Thompson, and Sean Covey, which focuses on setting and executing Wildly Important Goals® (WIGs®) to improve student outcomes in spite of the daily challenges educators face. The four disciplines include Focus and Accountability, Lead Measures and Data, Vision and Collaboration, and Engagement and Student Success.

6. Consent Agenda:

- 6.1 Approval of the DRAFT Minutes, Regular Business Meeting—January 9, 2025
- 6.2 Approval of Budget Summary as of January 31, 2025
- 6.3 Approval of Grant Applications— LEARN Perkins V Consortium for \$99,023.00 to support Career and Technical Education (CTE) and Early College Experience programs across member districts/schools, including East Haddam Public Schools (Nathan Hale-Ray HS), Ledyard Public Schools (Ledyard HS), North Stonington Public Schools (Wheeler HS), Portland Public Schools (MS and HS), Region 4 (Valley Regional HS), Region 18 (Lyme-Old Lyme HS), and Westbrook Public Schools (Westbrook HS), from February 3, 2025, to August 31, 2025.

Motion to accept the Consent Agenda as presented.

- **Presented by W. Scott Brown**
- **Second Chet Stefanowicz**
- **Motion passed with 13 votes in favor and 0 votes against**

7. Information from the Executive Director:

- 7.1 Hiring—Resignations and new hires, including trend reports: In January, LEARN made 16 strategic hires, consisting of 13 replacements and 3 new positions, including a Regional Magnet Coordinator and a Business Office Associate. LEARN has 35 vacancies and is actively focused on filling these positions.
- 7.2 Distributions — Executive Director Ericson provided the Board with LEARN’s Family of Magnet Schools One-Pager and the Governor's Fiscal Year 2026-2027 Biennial Budget Proposal. Both were included in the full agenda packet.
- 7.3 Executive Committee Meeting Minutes, Regular Business Meeting—January 24, 2025
- 7.4 LEARN Building Committee Meeting Minutes—January 24, 2025
- 7.5 Legislative Updates: Executive Director Ericson reported that Executive Directors statewide engaged with key legislative leaders, including the Speaker of the House and the Appropriations Committee, and presented to the Education Committee, highlighting the role of RESCs in supporting Connecticut’s education system, including early childhood, special education, CTE, and multilingual learners.
- 7.6 LEARN Agency Updates: Executive Director Ericson shared that LEARN continues to make

significant progress across several initiatives. The LEARN Building Committee is preparing to interview for an Owners Rep, the demolition permit is moving forward and LEARN is addressing follow-up questions from the State related to the Space Waiver Letter. Positive feedback was received from the Office of Policy Management on LEARN's RPIP Grant application, with clarifications resubmitted. In collaboration with a group of superintendents, LEARN is in the process of exploring regionalization of human resources functions to support districts with smaller infrastructures. The Infant/Toddler Program at The Friendship School submitted its license application to the Office of Early Childhood, and preparations are underway for a successful launch. LEARN's regional services, including nursing, IT, HR, and business office support, continue to receive positive feedback from districts. Additionally, LEARN hosted a successful disABILITY Summit with over 200 attendees, 55 vendors, and 73 volunteers, including students, providing valuable resources for families with members who have disabilities.

8. Old Business: None.

9. New Business:

9.1 New Policy #3516, Business and Non-Instructional Operations, Series 3000; "Safety"

Motion to approve New Policy 3516, Safety, as presented.

- **Presented by Laurie Wolfley**
- **Second Jennifer Favalora**
- **Motion passed with 13 votes in favor and 0 votes against**

9.2 New Policy #6190, Instruction, Series 6000; "Early Learning Centers"

Motion to approve New Policy 6190, Early Learning Centers, as presented.

- **Presented by W. Scott Brown**
- **Second Cindy Luty**

Discussion was held in which a change was requested to revise the language in the second paragraph of Appendix D of the policy. The proposed language revision includes a statement that the Pyramid Model, as referenced in the policy, is based on a trauma-informed approach. The language revision was clarified and agreed upon to be included in the second paragraph, first sentence.

Motion made to amend the original motion to include that Appendix D will include language regarding trauma-informed practices.

- **Presented by Chet Stefanowicz**
- **Second A. Terri Garrity**
- **Motion passed with 13 votes in favor and 0 votes against**

Motion made to approve the original motion as amended.

- **Originally presented by W. Scott Brown**
- **Original second Cindy Luty**
- **Motion passed with 13 votes in favor and 0 votes against**

9.3 Revised Policy #4132, Personnel/Certified, Series 4000; “Staff Development”

Motion to approve Revised Policy 4132, Staff Development, as presented.

- **Presented by W. Scott Brown**
- **Second Jennifer Favalora**
- **Motion passed with 13 votes in favor and 0 votes against**

9.4 Revised Policy #5115, Students, Series 5000; “Exclusion From School For Disciplinary Purposes”

Motion to approve Revised Policy 5115, Exclusion From School For Disciplinary Purposes, as presented.

- **Presented by Chet Stefanowicz**
- **Second Cindy Luty**
- **Motion passed with 13 votes in favor and 0 votes against**

9.5 Revised Policy #5141.10, Students, Series 5000; “Administering Medicines To Students”

Motion to approve Revised Policy 5141.10, Administering Medicines To Students, as presented.

- **Presented by Laurie Wolfley**
- **Second W. Scott Brown**
- **Motion passed with 13 votes in favor and 0 votes against**

9.6 Revised Policy #5141.11, Students, Series 5000; “Child Abuse, Neglect, and Sexual Assault”

Motion to approve Revised Policy 5141.11, Child Abuse, Neglect, and Sexual Assault, as presented.

- **Presented by Chet Stefanowicz**
- **Second Elizabeth Fernandes**
- **Motion passed with 13 votes in favor and 0 votes against**

9.7 Revised Policy #5155, Students, Series 5000; “Students With Special Healthcare Needs,”

Motion to approve Revised Policy 5155, Students With Special Healthcare Needs, as presented.

- **Presented by W. Scott Brown**
- **Second Chet Stefanowicz**
- **Motion passed with 13 votes in favor and 0 votes against**

9.8 OCR Vacation of the 2024 Title IX Regulations

Motion to approve the reversion to the previous LEARN Title IX Policies 4118.2 (Certified), 4218.2 (Non-Certified), and 5005 (Students), from PROHIBITION OF SEX DISCRIMINATION, INCLUDING SEX-BASED HARASSMENT to SEX DISCRIMINATION AND SEXUAL HARASSMENT, as outlined under the 2020 Title IX regulations, in light of the recent confirmation from the Office for Civil Rights (OCR) that the 2024 Title IX regulations have been vacated. This action will ensure continued compliance with federal guidance and maintain consistency with prior policy standards, pending any further updates or guidance from relevant authorities.

- **Presented by W. Scott Brown**
- **Second Chet Stefanowicz**
- **Motion passed with 12 votes in favor, 0 votes against, and 1 abstention**

9.9 Retirement of Policy #4131: Series 4000; “Continuing Education Units”

Motion to retire Policy #4131: Series 4000; “Continuing Education Units” as a result of the changes in the law and the revisions as proposed to Policy #4132, Students, Series 4000; “Staff Development”.

- **Presented by Chet Stefanowicz**
- **Second Nancy Johnston**
- **Motion passed with 13 votes in favor and 0 votes against**

10. Educational Perspective: Marine Science Magnet High School (MSMHS) Magnet Schools Assistance

Program (MSAP) Mid-Grant progress report: Tara Amatrudo, Principal of Marine Science Magnet High School (MSMHS), and Magnet Theme Coach, Mike Kuczenski, provided a mid-year progress update to the board, highlighting key developments as the school enters its third year of the five-year MSAP grant. Their presentation focused on: **Creating Pathways**—MSMHS is actively developing pathways to engage a diverse group of students and ensure alignment with the school’s mission of equity and social justice; **Curriculum & Instruction**—Developing high-quality curriculum and instructional practices and integrating the school’s theme into all aspects of learning; **Recognition**—MSMHS was honored as a Blue Ribbon School last year for academic excellence and its commitment to student success; **Student Belonging**—MSMHS creates a culture of student belonging, which continues to be a central focus, fostering an inclusive and supportive environment; and **Entrepreneurial & Career Opportunities**—Students are afforded unique learning and entrepreneurial opportunities aimed at helping students find career paths that align with their interests and skills.

- 11.** Roundtable Discussion: District Budget Process—Board members engaged in discussion about the current budgeting processes within their respective districts, sharing updates on where each stands in the process.
- 12.** Future Roundtable Topics: Cell Phones.
- 13.** Adjournment:

Motion to adjourn at 11:14 a.m.

- **Presented by Jennifer Favalora**
- **Second Elizabeth Fernandes**
- **Motion passed unanimously with 11 votes in favor and 0 votes against**

Respectfully submitted by:
Jamella A. A. Etienne

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LEARN									
BUDGET & ACTUAL (FY 2024-2025) CURRENT YEAR REVIEW * in thousands	REVENUES				EXPENDITURES				
	Original Adopted Budget FY 24/25	Revised Budget	Year-to-Date Actual Revenues	Estimated Revenues Receivable	Original Adopted Budget FY 24/25	Revised Budget	Year-to-Date Actual Expenditures	Year-to-Date Actual Encumbrances	Actual Available Budget
		<i>as of 2-28-25</i>	<i>as of 2-28-25</i>	<i>as of 2-28-25</i>		<i>as of 2-28-25</i>	<i>as of 2-28-25</i>	<i>as of 2-28-25</i>	<i>as of 2-28-25</i>
Departments & Programs									
Student Support Services	\$ 18,503	\$ 19,114	\$ 15,991	\$ 3,123	\$ 18,503	\$ 19,114	\$ 11,341	\$ 4,211	\$ 3,562
Goodwin Schools	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MSAP	\$ 2,410	\$ 4,460	\$ 982	\$ 3,478	\$ 2,410	\$ 4,460	\$ 1,125	\$ 1,819	\$ 1,516
Office of Teaching & Learning	\$ 1,717	\$ 1,750	\$ 104	\$ 1,646	\$ 1,717	\$ 1,750	\$ 854	\$ 352	\$ 544
Early Childhood Education	\$ 2,320	\$ 2,674	\$ 2,060	\$ 614	\$ 2,320	\$ 1,829	\$ 678	\$ 708	\$ 443
Transportation	\$ 434	\$ 438	\$ 196	\$ 242	\$ 434	\$ 438	\$ 270	\$ 105	\$ 63
COVID Relief	\$ -	\$ 89	\$ 98	\$ (9)	\$ -	\$ 89	\$ 99	\$ -	\$ (10)
Executive Services, Special Projects, IT	\$ 3,088	\$ 3,118	\$ 1,756	\$ 1,362	\$ 3,088	\$ 3,118	\$ 4,386	\$ 49	\$ (1,318)
Dept & Programs Subtotal	\$ 28,472	\$ 31,643	\$ 21,187	\$ 10,456	\$ 28,472	\$ 30,798	\$ 18,753	\$ 7,244	\$ 4,800
Magnet Schools									
Regional Multicultural Magnet School	\$ 6,049	\$ 5,954	\$ 4,537	\$ 1,417	\$ 6,049	\$ 5,954	\$ 3,012	\$ 1,670	\$ 1,272
Marine Science Magnet High School	\$ 4,005	\$ 4,067	\$ 3,141	\$ 926	\$ 4,005	\$ 4,067	\$ 2,175	\$ 1,189	\$ 703
The Friendship School	\$ 6,130	\$ 6,160	\$ 3,562	\$ 2,598	\$ 6,130	\$ 6,160	\$ 3,241	\$ 1,457	\$ 1,462
Three Rivers Middle College High School	\$ 1,191	\$ 1,370	\$ 1,054	\$ 316	\$ 1,191	\$ 1,370	\$ 642	\$ 330	\$ 398
Magnet Schools Subtotal	\$ 17,375	\$ 17,551	\$ 12,294	\$ 5,257	\$ 17,375	\$ 17,551	\$ 9,070	\$ 4,646	\$ 3,835
Non-Operating Items									
ECHMC Insurance	\$ 30,217	\$ 32,190	\$ 20,153	\$ 12,037	\$ 30,217	\$ 32,190	\$ 22,663	\$ 9,192	\$ 335
Food Service	\$ 950	\$ 995	\$ 456	\$ 539	\$ 950	\$ 995	\$ 533	\$ 365	\$ 97
Construction Projects / Capital Expenditures	\$ 6,909	\$ 7,357	\$ -	\$ 7,357	\$ 6,909	\$ 7,357	\$ 1,929	\$ 1,406	\$ 4,022
Non-Operating Items Subtotal	\$ 38,076	\$ 40,542	\$ 20,609	\$ 19,933	\$ 38,076	\$ 40,542	\$ 25,125	\$ 10,963	\$ 4,454
Grand Total	\$ 83,923	\$ 89,736	\$ 54,090	\$ 35,646	\$ 83,923	\$ 88,891	\$ 52,948	\$ 22,853	\$ 13,089
Notes	Original budget amounts tie to the approved Board budget; revised budgets continue to reflect ongoing activity such as new contracts and roll forward of 2 year grants.								
	Goodwin = Effective 7/1/2024, LEARN's partnership with Goodwin University Magnet Schools has ended resulting in an ~\$15m reduction in the budget.								
	MSAP = THE MSAP 5 year LEAP grant began In October 2022 for \$9.8m. The revised budget reflects the anticipated spend in the current year. In October, LEARN was awarded a new 5 year MSAP grant (SOARS) for \$9.125m. For FY25, \$1.8m was added to the budget.								
	COVID Relief = LEARN received \$2,568,834 of ARP ESSER funds; all funds were spent by the deadline of 9/30/24.								
	Exec Services, Special Projects, IT = Expenditures consist mainly of amounts paid to cover health insurance costs; all expenditures will be offset by admin (12%) and health insurance allocations charged monthly to schools / departments.								
	ECHMC = Effective 7/1/24, East Haddam Board of Education and Town joined the ECHMC.								
	Construction Projects = LEARN anticipates spending ~\$6m for the Early Childhood Center of Excellence project in addition to several projects at each of LEARN's magnet schools. Additionally, LEARN's central office renovations are in process including new flooring, office reconfiguration, and bathroom updates. These projects will be funded by an Interdistrict Magnet School Capital Improvement Grant and the Capital fund balance.								

LEARN	REVENUES					EXPENDITURES						
	BUDGET & ACTUAL (FY 2024-2025) PRIOR YEAR COMPARISON * in thousands	Prior	Current	Revenues:	Revenues:	Revised Budget	Prior	Prior	Current	Current	Expenses:	Expenses:
		Year to Date	Year to Date	Increase/	Increase;		Year to Date	Year to Date	Year to Date	Year to Date		
	Actual	Actual	(Decrease)	(Decrease)	as of 2-28-25	Actual	Actual	Actual	Actual	(Decrease)	(Decrease)	Change
	as of 2-28-25	as of 2-28-24	as of 2-28-25	as of 2-28-25	as of 2-28-25	as of 2-28-25	as of 2-28-24	as of 2-28-24	as of 2-28-25	as of 2-28-25	as of 2-28-25	as of 2-28-25
Departments & Programs												
Student Support Services	\$ 19,114	\$ 14,790	\$ 15,991	\$ 1,201	8%	\$ 19,114	\$ 9,468	\$ 5,340	\$ 11,341	\$ 4,211	\$ 744	5%
Goodwin Schools	\$ -	\$ 8,474	\$ -	\$ (8,474)	-100%	\$ -	\$ 8,566	\$ 3,768	\$ -	\$ -	\$ (12,334)	-100%
MSAP	\$ 4,460	\$ 590	\$ 982	\$ 392	67%	\$ 4,460	\$ 663	\$ 470	\$ 1,125	\$ 1,819	\$ 1,811	>100%
Office of Teaching & Learning	\$ 1,750	\$ 158	\$ 104	\$ (54)	-34%	\$ 1,750	\$ 782	\$ 461	\$ 854	\$ 352	\$ (37)	-3%
Early Childhood Education	\$ 2,674	\$ 929	\$ 2,060	\$ 1,131	>100%	\$ 1,829	\$ 1,293	\$ 1,067	\$ 678	\$ 708	\$ (974)	-41%
Transportation	\$ 438	\$ 265	\$ 196	\$ (69)	-26%	\$ 438	\$ 236	\$ 91	\$ 270	\$ 105	\$ 48	14%
COVID Relief	\$ 89	\$ -	\$ 98	\$ 98	0%	\$ 89	\$ 678	\$ 465	\$ 99	\$ -	\$ (1,044)	-91%
Executive Services, Special Projects, IT	\$ 3,118	\$ 1,946	\$ 1,756	\$ (190)	-10%	\$ 3,118	\$ 3,793	\$ 2,368	\$ 4,386	\$ 49	\$ (1,725)	-28%
Dept & Programs Subtotal	\$ 31,643	\$ 27,150	\$ 21,187	\$ (5,963)	-22%	\$ 30,798	\$ 25,482	\$ 14,031	\$ 18,753	\$ 7,244	\$ (13,515)	-34%
Magnet Schools												
Regional Multicultural Magnet School	\$ 5,954	\$ 4,436	\$ 4,537	\$ 101	2%	\$ 5,954	\$ 3,171	\$ 2,010	\$ 3,012	\$ 1,670	\$ (499)	-10%
Marine Science Magnet High School	\$ 4,067	\$ 3,262	\$ 3,141	\$ (121)	-4%	\$ 4,067	\$ 2,164	\$ 1,270	\$ 2,175	\$ 1,189	\$ (70)	-2%
The Friendship School	\$ 6,160	\$ 2,986	\$ 3,562	\$ 576	19%	\$ 6,160	\$ 3,140	\$ 1,781	\$ 3,241	\$ 1,457	\$ (223)	-5%
Three Rivers Middle College High School	\$ 1,370	\$ 969	\$ 1,054	\$ 85	9%	\$ 1,370	\$ 585	\$ 403	\$ 642	\$ 330	\$ (16)	-2%
Magnet Schools Subtotal	\$ 17,551	\$ 11,654	\$ 12,294	\$ 640	5%	\$ 17,551	\$ 9,060	\$ 5,463	\$ 9,070	\$ 4,645	\$ (808)	-6%
Non-Operating Items												
ECHMC Insurance	\$ 32,190	\$ 18,333	\$ 11,102	\$ (7,231)	-39%	\$ 32,190	\$ 20,145	\$ 4,453	\$ 22,663	\$ 9,193	\$ 7,258	30%
Food Service	\$ 995	\$ 863	\$ 456	\$ (407)	-47%	\$ 995	\$ 911	\$ 530	\$ 533	\$ 365	\$ (543)	-38%
Construction Projects / Capital Expenditures	\$ 7,357	\$ -	\$ -	\$ -	0%	\$ 7,357	\$ 852	\$ 350	\$ 1,929	\$ 1,406	\$ 2,133	>100%
Non-Operating Items Subtotal	\$ 40,542	\$ 19,197	\$ 11,557	\$ (7,640)	-40%	\$ 40,542	\$ 21,908	\$ 5,333	\$ 25,125	\$ 10,964	\$ 8,848	32%
Grand Total	\$ 89,736	\$ 58,000	\$ 45,038	\$ (12,962)	-22%	\$ 88,891	\$ 56,450	\$ 24,827	\$ 52,948	\$ 22,853	\$ (5,475)	-7%
<u>Variances: Revenues & Expenditures</u>												
SSS = FY25 student count is budgeted at 104 students at Ocean Ave Learning Academy and the Learn Transition Academy vs FY24 student count of 85. Revenues / expenditures are expected to increase over prior year.												
ECE = FY25 revenue increase due to OEC revenue for the TriShare program.												
Magnet Schools = Enrollments for FY25 are down slightly in total from FY25; TFS 460 v 459, RMMS 469 v 495, MSMHS 274 v 271, TRMC 92 v 81. 10/1 enrollment is in line with expectations based on LEARN's family of schools.												
ECHMC = Beginning July 1, 2024, East Haddam Board of Education and Town (~150 members) joined the ECHMC.												
Construction Projects = In FY25, LEARN anticipates higher expenses from central office renovations and preliminary expenses for LEARN's Early Childhood Center of Excellence.												



One-Page Summary For Submitted Grant Applications

Please complete this form after your grant application has been signed by the Executive Director and submitted. The information in this form will be used to update the Board of Directors about the overall focus and purpose of your grant.

Title of Grant: Public Educational & Governmental Programming & Education Tech. Investment Account (PEGPETIA)

Funding Source: State of Connecticut

Funding Agency: PURA

Grant Period: Approximately 5/1/2025 - 12/1/2025

Amount Requested: \$39,354.02

Description of Activities:

Sound system for the great hall at MSMHS. Three TV's for classes and digital signage with two mobile carts. Firewall for LEARN.

Staffing Requirements:

None

Costs Covered by the Grant: Per Funding Approval

Costs Covered by LEARN: \$0.00

What are the key benefits of this Grant for LEARN?

A new sound system for MSMHS. Mobile carts can be used for digital signage and classrooms. Firewall for security for LEARN.

Board Approval: Required Not Required

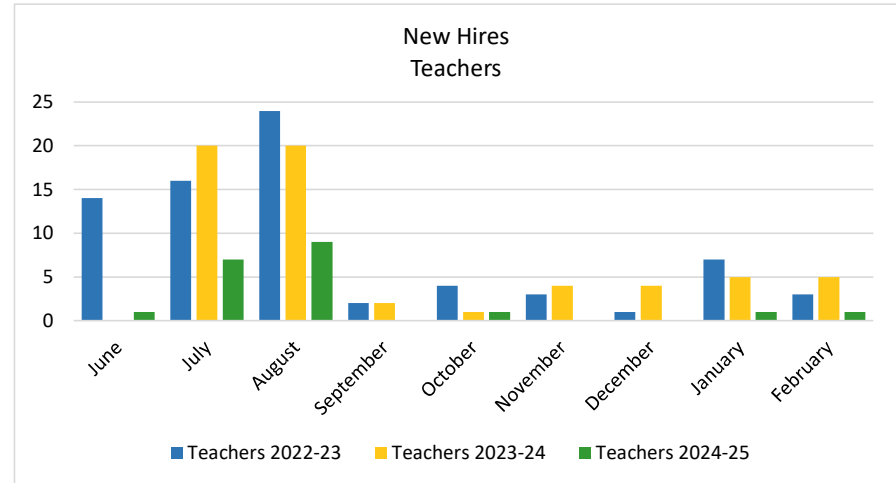
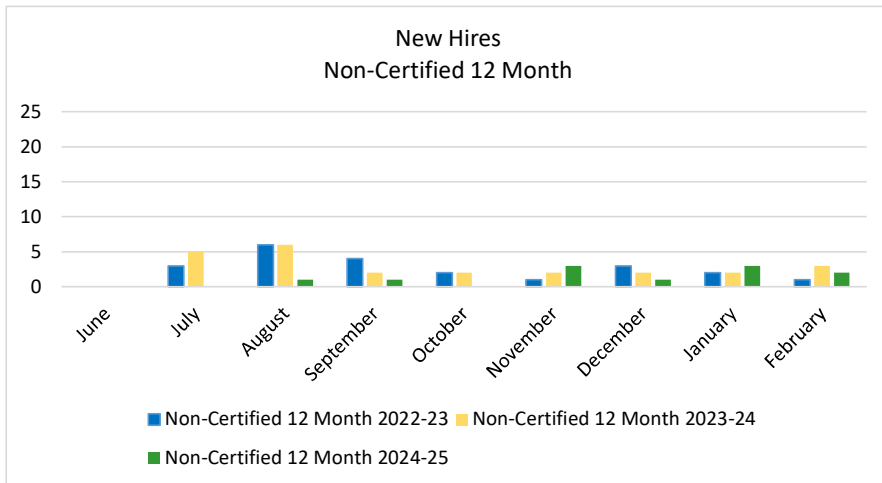
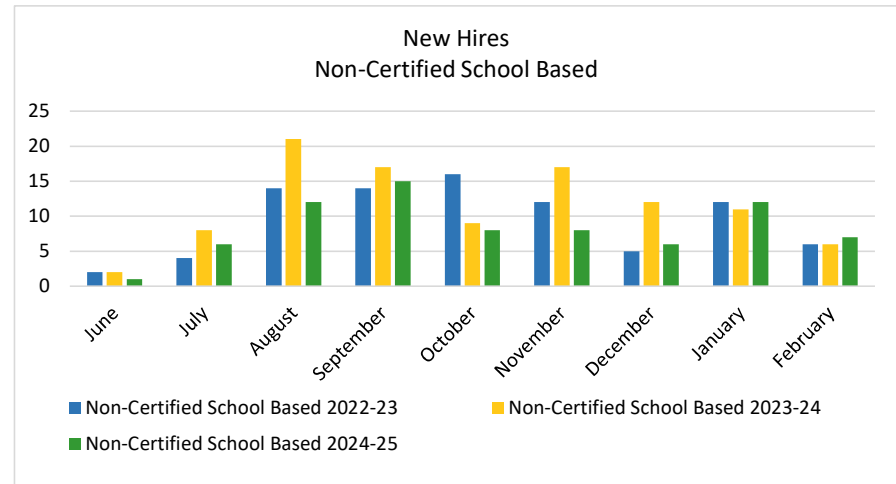
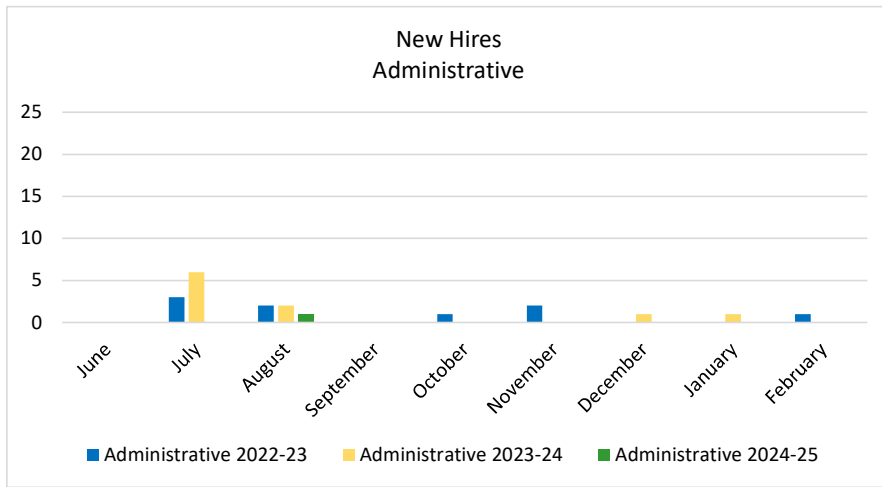
Department or School: Marine Science Magnet High School (MSMHS)

Submitted By: Lance Hagen

Date: 02/26/2025



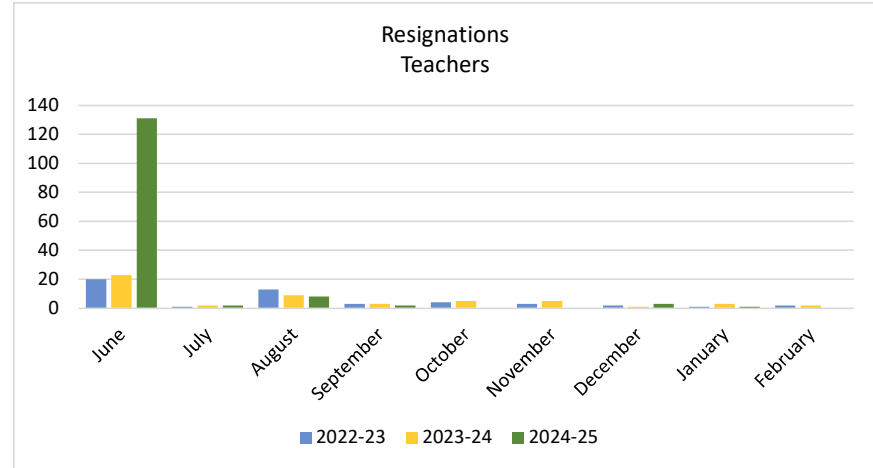
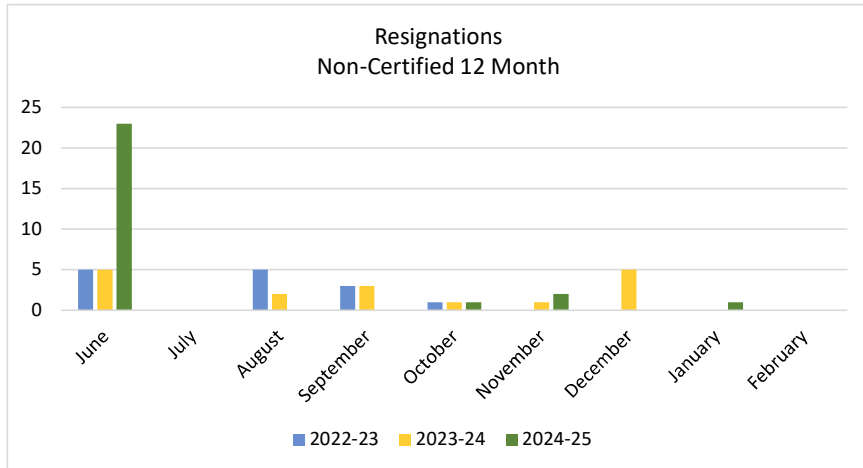
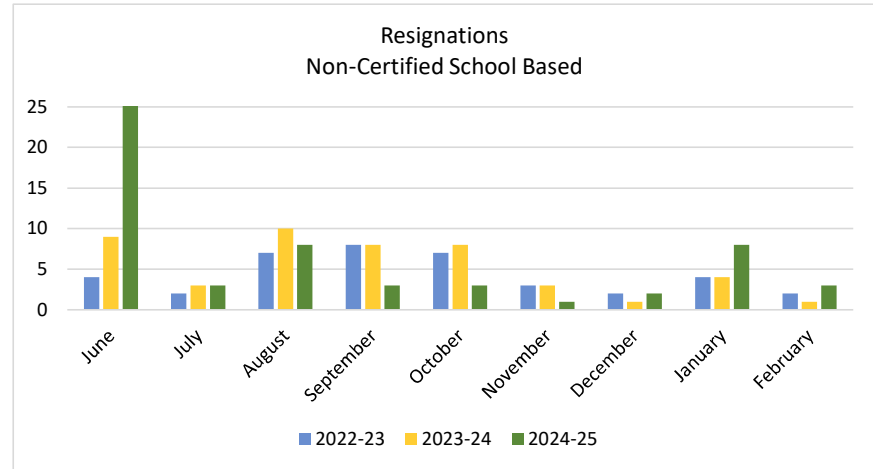
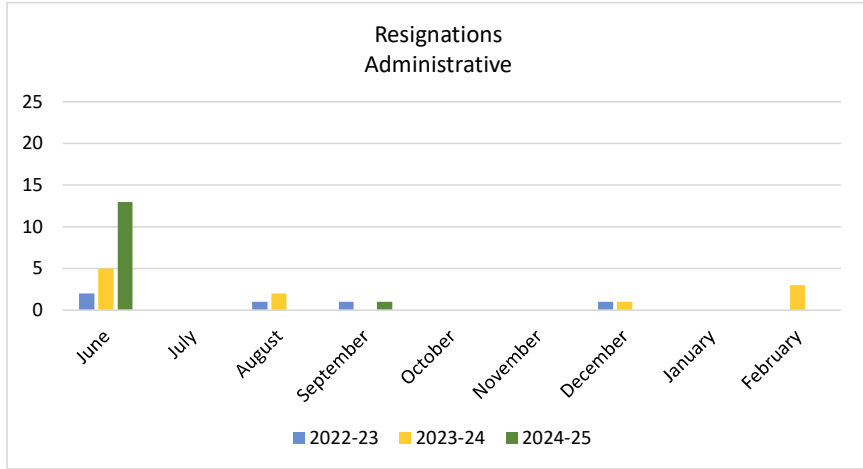
New Hires Trend Report
February 2025



LAST NAME	FIRST NAME	POSITION	DEPT	DATE	PAY	RATE	COMMENTS
AHIAMADJI	ADELAIDE	INTERVENTION SPECIALIST	SSS	02/03/2025	SALARY	\$31,419.50	REPLACEMENT
DALTON	ELLEN	SUBSTITUTE TEACHER	TFS	01/29/2025	PER DIEM	\$128.00	REPLACEMENT
DEGRAFFT	JULIA	SUBSTITUTE INSTRUCTOR	RMMS	02/11/2025	PER DIEM	\$120.00	REPLACEMENT
GAARZ	REBECCA	SUBSTITUTE INSTRUCTOR	RMMS	02/20/2025	PER DIEM	\$120.00	REPLACEMENT
MATEO	KAYLA	SUBSTITUTE INSTRUCTOR	RMMS	02/18/2025	PER DIEM	\$120.00	REPLACEMENT
MCCUE	LAUREN	TECHNOLOGY SPECIALIST	IT	02/25/2025	SALARY	\$52,000.00	REPLACEMENT
REED	ELIZABETH	SUBSTITUTE INSTRUCTOR	TFS	02/18/2025	PER DIEM	\$120.00	REPLACEMENT
SHALLCROSS	MIA	INTERVENTION SPECIALIST	SSS	02/28/2025	HOURLY	\$20.30	REPLACEMENT
TRAHAN RODRIGUEZ	DIANA	TEACHER	SSS	02/24/2025	SALARY	\$50,593.00	REPLACEMENT
VALENZUELA	MELISSA	YOUTH MENTAL HEALTH NAVIGATOR	SSS	02/20/2025	SALARY	\$65,894.00	NEW POSITION
LOCATION KEY							
IT - INFORMATION TECHNOLOGY DEPARTMENT							
RMMS - REGIONAL MULTICULTURAL MAGNET SCHOOL							
SSS - STUDENT SUPPORT SERVICES							
TFS - THE FRIENDSHIP SCHOOL							



Resignation Trend Report
February 2025



FEBRUARY 2025

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>JOB TITLE</u>	<u>LOCATION</u>	<u>EFFECTIVE DATE</u>	<u>COMMENTS</u>
ALVARADO	JISANNI	RN	SSS	02/11/2025	RESIGNATION
ATTIPOE	EXORNAM	INTERVENTION SPECIALIST	SSS	02/19/2025	RESIGNATION
JEPSON	NATALIE	REGISTERED BEHAVIOR TECHNICIAN	SSS	02/18/2025	RESIGNATION - NEW POSITION
LOCATION KEY					
SSS - STUDENT SUPPORT SERVICES					



Education Committee
Legislative Office Building, Room 3100
Hartford, CT 06106

February 19, 2025

Honorable Members of the Connecticut Education Committee,

My name is Kate Ericson, and I am the Executive Director of LEARN, a regional educational service center in Southeastern Connecticut. LEARN operates four magnet schools, serving over 1,300 students ranging from PreK-Grade 12.

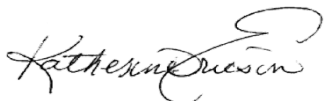
I urge you to take immediate action to increase state funding for Connecticut's RESC-operated magnet schools and the Connecticut Teacher Residency Program. These programs are at a critical juncture, and without your continued support, our ability to effectively serve students across the state is at serious risk. RESC magnet schools educate nearly 13,000 students across the state, providing exceptional, specialized learning opportunities that foster diversity, innovation, inclusion, and academic excellence. These schools inspire students to be bold and think creatively. Magnet Schools offer pathways in fields like the arts, aerospace, and marine science, preparing students for success in a complex, and ever-changing, global world. Families choose magnets because they deliver high-quality, engaging curriculum, and emphasize a commitment to the highest standards of education and achievement, however, the future of magnets remains unclear.

Despite the proven success of magnet schools, they face a daunting funding crisis. The state's freeze on magnet school spending—both in direct funding and local tuition contributions—is unsustainable. Without increased investment, schools cannot keep up with rising costs for salaries, maintenance, and essential services. A continued funding freeze will force drastic program cuts, resulting in eroded educational quality, and ultimately lead to preventable school closures. Magnet schools are public schools and therefore must be funded equitably. They face the same financial pressures as all public schools, yet they are expected to deliver the highest-quality, specialized education without adequate resources. On behalf of LEARN and all RESC magnet providers, I urge you to implement an incremental increase of an additional \$15M-\$20M for all RESC Magnets for both years in this biennium budget, which will ensure we are able to continue effectively serving students across Connecticut. If this incremental amount is not feasible, then the general tuition cap for FY24 must be eliminated; however, this too would add a financial burden on our sending districts.

Equally urgent is the need to expand funding for the Connecticut Teacher Residency Program (TRP), which is vital to our continued commitment of diversifying and strengthening our teacher workforce. This program boasts an exceptional track record and over 90% of its graduates are educators of color, compared to less than 40% in traditional educator preparation programs. To sustain and grow this highly effective and transformative program, I also urge you to allocate \$1.5 million as a new CSDE budget line item to further expand TRP and certify more teachers of color, ensuring that our students learn from educators who reflect Connecticut's diverse communities. Magnet schools and the Teacher Residency Program are proven solutions that benefit students and families, and bolster Connecticut's education system. Without increased funding, we risk losing them. I urge you to demonstrate your commitment to Connecticut's students and educator diversity by making these crucial investments now.

For more details, please visit the [2025 RESC Alliance Legislative Priorities](#).

Thank you for your time and leadership on this urgent matter.



Katherine Ericson, LEARN Executive Director



Executive Committee

MEETING SUMMARY



Date: February 28, 2025
Time: 8:30 – 10:00 a.m.
Location: LEARN, Room 216/ 44 Hatchedts Hill Road, Old Lyme, CT 06371

A remote meeting option is provided for those unable to attend in person. The login information can be found at the end of the agenda.

Present: Robert Mitchell, Chair; Dale Bernardoni, Vice Chair; Jennifer Favalora, Fiscal Officer; Beverly Washington, Secretary; Dr. Cynthia Ritchie, Superintendent of Schools New London; and Katherine Ericson, LEARN Executive Director

Not Attending: Maryann O'Donnell, Superintendent of Schools Clinton

Meeting began at 8:32 a.m.

1. Review March 2025 Board of Directors' Agenda

2. TFS Infant/Toddler Program Update

Executive Director Ericson updated the committee on the progress of the Infant/Toddler program. The program is currently moving through the state licensing process, and the next step will be to schedule a site visit, to be completed before an official opening date can be set.

3. RESC Alliance Legislative Update

Executive Director Ericson reported on ongoing efforts to lobby the Education Appropriations Committee regarding magnet funding and the Connecticut Teachers Residency Program. LEARN is particularly excited about the potential legislative language that would provide reimbursement for the agency's costs associated with the Infant/Toddler program and regional specialized classrooms.

4. Repair Work Order Bid Waiver: Marine Science Magnet High School, authorizing TK Elevator Corporation to perform elevator work in the amount of \$88,005.34

Motion to approve the bid waiver authorizing TK Elevator Corporation to perform elevator repairs at Marine Science Magnet High School for \$88,005.34, as they are the sole source provider for the proprietary elevator system and required parts.

- **Presented by Robert Mitchell**
- **Second by Dale Bernardoni**
- **Motion Passed, unanimously**

5. LEARN Payroll MOU

Executive Director Ericson informed the Executive Committee of a new Memorandum of Understanding (MOU) with the teachers' union (LEA) to address a payroll anomaly, which occurred due to the presence of five payrolls prior to September. The MOU details steps to resolve the issue.

6. Annual Report—Board Participation

The Executive Committee discussed how the board would like to contribute their voice to LEARN's upcoming annual report. The Committee expressed support for including Board messaging and recognized its value in highlighting the board's involvement and leadership within the organization.

7. U.S. Department of Education Update

The Executive Director provided the committee with an update on the current state of Diversity, Equity, and Inclusion (DEI) initiatives within the U.S. Department of Education. The discussion focused on recent developments, challenges, and how these trends may impact LEARN's programs and operations moving forward.

8. LEARN Updates

The Executive Director provided an update on the current status of remote learning within LEARN. The discussion covered ongoing efforts, challenges, and potential improvements as regional efforts adapt to the evolving needs of students and staff in a remote learning environment.

9. Adjournment

Meeting adjourned at 9:34 a.m.

Join Meeting via Zoom

<https://us02web.zoom.us/j/82071624323?pwd=RVxeElub9bcwpDVVPE7WM0U4LGDGQC.1>

Meeting ID: 820 7162 4323

Passcode: 521615

• +1 929 205 6099 US (New York)

Date: February 28, 2025

Time: 10:10 a.m. – 10:53 a.m.

Location: LEARN, 44 Hatchetts Hill Road, Old Lyme

Meeting Minutes

Building Committee Members: Kate Ericson, LEARN Executive Director; Robert Mitchell, Chair LEARN Board of Directors; Craig Esposito, Immediate Past President LEARN Board of Directors; Dale Bernardoni, Vice-Chair LEARN Board of Directors; Jennifer Favalora, Fiscal Officer LEARN Board of Directors

Meeting Attendees: Ryan Donlon, LEARN Associate Director; Katelyn Chapman, Newman Architects; Ed Buglewicz, RDG; Molly Haas, RDG; John Holden, Newman Architects; Nick Conti, Gilbane, Inc.; Gary Cymbala, SSC

Building Committee Staff: Julie Pendleton, LEARN Coordinator of Special Projects; Lisa Cooney, LEARN Coordinator of Communication

Agenda

- 1.0 Approval of Minutes
- 2.0 Updates & Reports
- 3.0 Other Reports
- 4.0 Financial Update
- 5.0 Old Business
- 6.0 New Business
- 7.0 Next Meeting
- 8.0 Adjournment

Discussion and Decisions:

1.0 Approval of Minutes

- January 24, 2025, Building Committee: Early Childhood School, 51 Daniels Avenue, Meeting Minutes
 - Motion to approve
 - Presented by: Craig Esposito
 - Second by: Robert Mitchell
 - Motion carried unanimously

2.0 Updates & Reports

- Newman Architects, PC/RDG Architects
 - Newman Architects and RDG Architects continue to work with the Town of Waterford to complete the demolition package.
 - The demolition package includes the demolition of the building, removal of any hazardous materials, and site clean-up.
 - The estimated cost of the demolition package is \$2.8 million.
 - The demolition package will be reviewed with the State of Connecticut during the first week in March.



- Gilbane, Inc.
 - The demolition and abatement bid package is complete.
 - It is expected that the abatement process will take 3 months.
 - There are 3 known conditions that could possibly require additional time and cost.
 - Roof. It appears as if there are multiple layers.
 - Piping. Pipes run under the corridor of the school versus on the outside of the school building.
 - Paint. The type of paint and the potential chemicals within that paint are unknown.
 - As part of completing the demolition and abatement bid package, households neighboring 51 Daniels Avenue were sent correspondence about the project.

3.0 Other Reports

- Town of Waterford
 - Planning & Zoning. Newman Architects and RDG Architects are preparing to make a preliminary submission to Waterford Planning & Zoning.
 - Cell Tower. There are 2 easements on the 51 Daniels Avenue property.
 - Cell Tower. The Town of Waterford is negotiating the transfer of the cell tower easement agreement to LEARN.
 - Eversource. There are no current concerns with the Eversource easement agreement.
- Space Waiver Letter
 - LEARN is waiting for the 51 Daniels Avenue operational plan to be approved by the State of Connecticut.
 - Of note: As of February 28, 2025, there is legislation addressing infant/toddler programs in the State of Connecticut. The legislation allows for a reimbursement rate equal (+) to school buildings/classrooms serving children prekindergarten-aged and older.

4.0 Financial Update

- Contracts & Payment Applications.
 - Motion to approve the Payment Application/Invoice #658669 from Shipman & Goodwin LLP for Project #245-0090MAG/A/PF in the amount of \$8,197.00 for professional services. This payment relates to the negotiation of the land at 51 Daniels Avenue.
 - Motion to approve
 - Presented by: Craig Esposito
 - Second by: Robert Mitchell
 - Motion carried unanimously
 - Motion to approve the Payment Application/Invoice #24129 to Newman/RDG Architects for Project # 245-0090MAG/A/PF in the amount of \$228,250.00 for



professional services. This payment relates to the schematic and design phases.

- Motion to approve
 - Presented by: Kate Ericson
 - Second by: Robert Mitchell
 - Motion carried unanimously
- Furniture, Fixtures, & Equipment (FF&E)
 - Preliminary discussion on the potential need for one individual to coordinate the FF & E on site.

5.0 Old Business

- No old business for discussion.

6.0 New Business

- State Project #245-0090 MAG/A/PF, Phase 1: Final Plans & Professional Cost Estimate
 - The LEARN Building Committee, 51 Daniels Avenue, Waterford reviewed and approved this plan and estimate.
 - Motion to approve
 - Presented by: Robert Mitchell
 - Second by: Craig Esposito
 - Motion carried unanimously
- Motion to add agenda item:
 - Kate Ericson moved to add
 - “Discussion and possible action on the Request for Proposals for an Owner’s Representative for the Demolition and Construction of a New Early Childhood School” to the agenda under “New Business”
 - Second by: Jennifer Favalora
 - Motion carried unanimously
- Discussion and possible action on the Request for Proposals for an Owner’s Representative for the Demolition and Construction of a New Early Childhood School”
 - Six agencies responded to the Request for Proposals.
 - Four (of the six) agencies were invited to meet with members of the building committee.
 - As a result of the four agencies meeting with building committee members, Colliers was recommended to be LEARN’s Owner’s Representative.
 - 1....1 Committee members felt that Colliers was well prepared for the interview, having knowledge of LEARN and the 51 Daniels Avenue project.
 - Motion to approve Colliers as the Owner’s Representative for the Demolition and Construction of a New Early Childhood School
 - Presented by: Robert Mitchell
 - Second by: Jennifer Favalora



- Motion carried unanimously

7.0 Next Meeting

- Date: March 28, 2025
- Time: 10:00 a.m.
- Location: LEARN, 44 Hatchetts Hill Road, Old Lyme, CT
- Items for the Next Meeting Agenda
 - Approval of Minutes
 - Updates & Reports
 - Newman Architects, PC/RDG Architects
 - Gilbane, Inc.
 - Other Reports
 - Financial Update
 - Old Business
 - New Business
 - LEARN Building Committee Meeting Schedule, 2025-2026 Fiscal Year

8.0 Adjournment

- Motion to adjourn at 10:53 a.m.
 - Presented by: Robert Mitchell
 - Second by: Craig Esposito
 - Motion carried unanimously



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



9.1a/b1

TO: Sponsors of the National School Lunch Program

FROM: Shannon K. Yearwood, Bureau Chief *Shannon K. Yearwood*
Bureau of Child Nutrition Programs

DATE: February 24, 2025

SUBJECT: Operational Memorandum No. 03-25
Requirements for Submitting the Healthy Food Certification (HFC) Statement
for School Year 2025-26

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that every year, local boards of education or governing authorities (BOE) for public schools participating in the National School Lunch Program (NSLP) must determine and certify whether all food items sold to students separately from reimbursable meals will or will not meet the [Connecticut Nutrition Standards](#) (CNS). These standards also apply to all foods offered in reimbursable snacks for the Afterschool Snack Program (ASP).

“Public schools” include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

This memo provides the required BOE motion language and step-by-step instructions for submitting the HFC application for school year (SY) 2025-26. Please review this Operational Memorandum carefully to ensure accurate and timely submission of the HFC Statement.

HFC Eligibility Requirements for BOEs opting to implement HFC

To be eligible for HFC during SY 2025-26 (July 1, 2025, through June 30, 2026), the BOE must conduct the HFC votes by **July 1, 2025**. All votes must use the **exact motion language** provided in attachment 1.

All BOEs **must** vote on whether to participate in the healthy food option of HFC.

- If the BOE votes “yes” to the healthy food option, a vote on whether to allow food exemptions is **required**. The BOE may choose to vote on whether to allow beverage exemptions.
- If the BOE votes “no” to the healthy food option, a vote on whether to allow food exemptions is **not** required. The BOE may choose to vote on whether to allow beverage exemptions.

Beverage exemptions are defined by a separate statute (C.G.S. Section 10-221q) and are not part of the annual HFC Statement. If the BOE does not vote to allow beverage exemptions, only [allowable beverages](#) can be sold to students on school premises at all times.

Refer to attachment 1 for the required motion language and a summary chart of the required votes.

HFC Application Process for SY 2025-26

All public school sponsors of the NSLP must complete the steps below to meet the HFC application deadline of **July 1, 2025**, for school year 2025-26.

1. Schedule the required HFC votes at a BOE meeting **well before** July 1, 2025, to allow sufficient time for the BOE to approve the **draft** minutes before they are submitted to the CSDE. The HFC Statement must include the **final** BOE-approved minutes. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conducts the vote on beverage exemptions at the same time as the HFC votes.
2. Conduct the BOE votes and prepare the BOE minutes. The final BOE-approved minutes must: 1) include the required language in attachment 1; and 2) indicate the results of each vote. Do not submit the final BOE-approved minutes until requested by the CSDE (refer to step 3).
3. **May 2025:** Complete the online HFC application module in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the final BOE-approved minutes indicating the results of the HFC votes. The CSDE will notify sponsors when the HFC application module and instructions are available.

For more information, visit the "[Annual HFC Application](#)" section of the CSDE's HFC webpage. Training on the HFC application process is available in the CSDE's video, [Completing the Application Process for Healthy Food Certification](#).

For HFC compliance resources, visit the "[Guidance and Resources](#)" section of the CSDE's HFC webpage. Training on the HFC requirements is available in the CSDE's training program, [Complying with Healthy Food Certification](#).

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

SKY:sff

Attachments: (1)

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

Attachment 1

Required Motion Language for the Healthy Food Certification (HFC) Statement

School Year 2025-26

This attachment accompanies the Connecticut State Department of Education's (CSDE) Operational Memorandum No. 03-25: *Requirements for Submitting the Healthy Food Certification (HFC) Statement for School Year 2025-26* and provides the required motion language for:

- the board of education or governing authority's (BOE) votes; and
- the final BOE-approved minutes.

The HFC Statement and final BOE minutes are due to the CSDE by July 1, 2025.

Use the **exact motion language** on pages 2-3 to conduct the required HFC votes and the optional vote for beverage exemptions (if applicable).

Summary of BOE Votes

Step 1: HFC Participation

All BOEs of public schools that participate in the National School Lunch Program (NSLP) must use the language in this attachment to conduct the required vote on participation in the healthy food option of HFC.

Step 2: Food and Beverage Exemptions

Conduct the votes on food and beverage exemptions using the required language in this attachment.

- If BOE votes **“yes”** to HFC, complete either one of the two requirements below.
 1. Conduct the required vote for food exemptions and the optional vote for beverage exemptions using the required language in this attachment.
 2. Conduct one vote for combined food and beverage exemptions using the required language in this attachment.
- If BOE votes **“no”** to HFC, conduct the optional vote for beverage exemptions using the required language in this attachment.

Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

Required Language for BOE Votes and Minutes for HFC

The required motion language for each BOE vote is below. All BOEs must use this **exact language** for each vote to be eligible for participation in HFC.

Vote 1: Required vote for participation in healthy food option of HFC

Pursuant to C.G.S. Section 10-215f, the (*insert name of board of education or governing authority*) certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2025, through June 30, 2026. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Vote 2: Required vote for food exemptions for BOEs voting “yes” to the healthy food option of HFC

The motion and BOE-approved meeting minutes must reflect a “yes” or “no” vote to allow food exemptions.

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

Note: If the BOE votes “no” to participation in the healthy food option, a vote on whether to allow food exemptions is **not** required.

Attachment 1: Required Motion Language for the Healthy Food Certification (HFC) Statement

Required Language for BOE Vote and Minutes on Beverages

The state beverage requirements (C.G.S. Section 10-221q) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC.

Vote 3: Optional vote for beverage exemptions for all BOEs

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

Required Language for Option to Combine Food and Beverage Exemptions

BOEs that vote “yes” to participate in the healthy food option may choose to combine the two separate food and beverage exemptions into one motion. This combined option replaces votes 2 and 3 above.

Required motion language for combined food and beverage exemptions:

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

CODE OF ETHICS

Consistent with applicable law, the Code of Professional Responsibility for Teachers, the Code of Professional Responsibility for School Administrators, and LEARN policy, these principles are intended to guide the conduct of professional educators in situations that have professional and ethical implications.

Professional educators are vested by the public with a trust and responsibility requiring the highest ideals of professionalism and ethical conduct; and commitment to the students, the profession, and the community.

Responsibility to Students

In fulfillment of their obligations to students, educators shall:

- A. Recognize, respect and uphold the dignity and worth of students as individual human beings, and deal justly and considerately with them;
- B. Engage students in the pursuit of truth, knowledge, and wisdom and provide access to all points of view without deliberate distortion of subject matter;
- C. Nurture in students a lifelong respect and compassion for themselves and other human beings regardless of race, ethnic origin, gender, social class, disability, religion, age, or sexual orientation;
- D. Foster in students the full understanding, application, and preservation of democratic principles and processes; and guide them in understanding participatory citizenship and realizing their obligation to be worthy and contributing members of society;
- E. Assist students in formulating value systems and worthy, positive goals;
- F. Promote the right and freedom of students to independently pursue learning, explore ideas, develop fundamental critical thinking skills and problem-solving techniques, and acquire the necessary knowledge to achieve their full potential;
- G. Remain steadfast in guaranteeing equal opportunity for quality education for all students, free from unlawful discrimination or exclusion, embarrassment or disparagement, favoritism, sexual harassment or abuse, and exploitation;
- H. Maintain the confidentiality of all information concerning students obtained in the proper course of the educational process, and dispense such information only when prescribed or directed by federal or state law, LEARN policy, or professional practice;
- I. Maintain professional boundaries with students; and
- J. Promote ongoing development and evaluation of curriculum.

Responsibility to the Profession

In fulfillment of their obligation to the profession, educators shall:

- A. Exert every effort to raise professional standards; promote a climate that encourages the exercise of professional judgment to achieve conditions which attract persons worthy of the trust to careers in education; and assist in preventing the practice of the profession by unqualified persons;
- B. Conduct themselves as professionals, realizing that their actions reflect directly upon the status and substance of the profession;
- C. Uphold the principle of academic freedom and the teacher's right to teach effectively;
- D. Strive to exercise the highest level of professional judgment; and maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development;
- E. Decline any gratuity, gift or favor that would impair or influence their professional decisions or actions; and
- F. Maintain the confidentiality of all information concerning colleagues obtained in the proper course of the educational process, and dispense such information only when prescribed or directed by federal or state law, LEARN policy, or professional practice.

Responsibility to the Community

In fulfillment of their obligation to the community, educators shall:

- A. Be cognizant of their influence upon the community-at-large, and not knowingly misrepresent facts, make false statements, or exploit the educational institution for personal gain;
- B. Encourage the community to exercise its responsibility to be involved in the formulation of educational policy;
- C. Promote the principles and ideals of democratic citizenship;
- D. Endeavor to secure equal educational opportunities for all children;
- E. Obey all local, state, and national laws and LEARN policies and regulations; and
- F. Pursue appropriate measures to address any laws, policies or regulations that are inconsistent with sound educational goals.

Responsibility to the Student's Family

In fulfillment of their obligation to the student's family, educators shall:

- A. Respect the dignity of each family, and its culture, customs, and beliefs;**
- B. Promote and maintain appropriate, ongoing, and timely written and oral communications with the family;**
- C. Respond in a timely fashion to families' concerns;**
- D. Consider the family's perspective on issues involving its children; and**
- E. Encourage participation of the family in the educational process.**

**Legal Reference: Regulations of Connecticut State Agencies, Sections 10-145d
400a and 10-145d-400b**

Policy adopted:

LEARN

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Personnel (Certified/Non-Certified)

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

LEARN is committed to promoting a safe and [healthful] **healthy** work environment for its employees. **LEARN complies fully with applicable federal and state laws and regulations, including** [In pursuit of this goal and in accordance with] the United States Department of Labor[,] **and** Occupational Safety and Health Administration (OSHA) regulations dealing with “Safe Workplace” standards relating to exposure to [B]bloodborne [P]pathogens, the following will be the procedures of LEARN for at risk personnel.

LEARN [will] **has** established a written Exposure Control Plan **designed to eliminate or minimize employee exposure to bloodborne pathogens, as required by federal regulations.** [in accordance with the federal standards for dealing with potentially infectious materials I the workplace to protect employees from possible infection due to contact with Bloodborne Pathogens. Pursuant to these procedures, the district will take reasonably necessary actions to protect its employees form infectious disease and in particular H.I.V. and H.B.V. infection.] **The Exposure Control Plan is reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure; and is available at all LEARN sites.**

LEARN will provide [the] training and protective equipment to [those persons] **employees** who are **occupationally** at risk. [by virtue of their job performance and may come in contact with infectious disease. Furthermore, all LEARN personnel defined by the Occupational Safety and Health Administration and the district who may come in contact with blood and body fluids] **All occupationally exposed employees** will be offered the vaccine for the Hepatitis B Virus (**HBV**) [which is a life threatening Bloodborne Pathogen. The vaccination will be done] at no cost. [to the personnel and is provided as a precaution for personnel safety.]

Legal Reference: 29 CFR Part 1910.1030 OSHA Bloodborne Pathogens standards

Connecticut State Agencies Regulations Section 31-372-101-1910.1030

Connecticut General Statutes 31-372 Adoption of federal and state standards. Variance.

Policy adopted: January 8, 2015

Revised:

LEARN

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

An Exposure Control Plan has been developed in accordance with LEARN policy and the OSHA bloodborne pathogens standard, 29 CFR 1910.1030.

Exposure Determination

- a. The following tasks are reasonably anticipated to involve exposure to blood, body fluids or other potentially infectious materials:
 - Assisting students with personal care and hygiene tasks such as toileting, changing diapers, teeth brushing and feeding.
 - Providing nursing services.
 - Doing backup first aid and CPR when nurses are not available.
 - Working with students who are chronic biters.
 - Working with students who are known carriers of Hepatitis B.
 - Cleaning up and disposing of blood, bodily fluids or other potentially infectious materials.

- b. The following job positions at LEARN are reasonably anticipated to involve exposure to blood, body fluids or other potentially infectious substances in the performance of their duties:
 - 1) Job classification where all are at risk:
 - a) nurses
 - b) designated first aid providers
 - 2) Job classifications where some are at risk:
 - a) administrators, teachers, paraprofessionals, clinicians/behavior therapists, and non-certified professionals who perform any of the tasks anticipated to involve exposure.

LEARN employees who are occupationally exposed to blood, body fluids, or other potentially infectious materials will be directed to follow the guidelines for exposure, which will be available at every LEARN site with occupationally exposed employees. Personal protection will be provided to occupationally exposed employees.

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LEARN employees who are occupationally at risk will receive a training program which will include:

- an accessible copy of the OSHA Regulations and an explanation of its contents;
- a general explanation of the epidemiology and symptoms of blood-borne diseases;
- an explanation of the modes of transmission of blood-borne pathogens;
- an explanation of LEARN's Exposure Control Plan;
- an explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials;
- information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- an explanation of the basis for selection of personal protective equipment;
- information on the Hepatitis B vaccine, including information on its efficacy, safety, methods of administration, the benefits of being vaccinated, that the vaccination will be offered free of charge and that employees who decline initially may request a free vaccination at a later date;
- information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that LEARN is required to provide following an exposure incident;
- an explanation of the signs and labels and/or color coding required for biohazard materials and disposal of regulated medical waste; and
- information on Universal Precautions and Guidelines for Handling Fluids.

Written training records will be maintained for a period of three years after the date on which the training occurs. These records will include the dates and contents or summary of the training sessions; the names and qualifications of the persons conducting the training; and the names and job titles of all persons attending the training sessions.

Immunizations

All occupationally exposed employees will be offered immunizations against the Hepatitis B Virus (HBV) at no cost within 10 working days of their initial assignment. Employees may submit proof of previous immunization, and, if they decline the offered immunization, they must sign a refusal form. Employees who initially refuse may later receive immunizations upon request, and at no cost.

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Post Exposure Evaluation and Follow-up

Employees will immediately report a possible exposure incident to the school nurse or school administrator and will make out an incident report. The nurse or administrator will contact the medical advisor. When an incident is confirmed, LEARN will arrange for a confidential medical evaluation and follow-up including:

- a. Documentation of the route of exposure and the circumstances related to the incident.
- b. Identification and documentation of the source individual if feasible.
 1. The source individual's blood will be tested as soon as feasible after consent is obtained, for HIV/HBV/HCV infectivity, unless source is a known carrier.
 2. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious state of the source individual.
- c. Blood Collection
 1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
 2. If the employee consents to collection but does not give consent for HIV serological testing, the sample shall be preserved for at least 90 days. If within the 90 days, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.
- d. Post exposure prophylaxis, when medically indicated, as recommended by the employee physician.
- e. Appropriate counseling concerning precautions to take during the period after the exposure incident.
- f. Information for the employee on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

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Information for Health Care Professionals

The health care professional evaluating an employee after an exposure incident shall provided the following information:

- A copy of the OSHA regulations.
- A description of the exposed employee's duties as they relate to the exposure incident.
- Documentation of the route(s) of exposure and circumstances under which exposure occurred.
- All medical records relevant to the appropriate treatment of the employee, including vaccination status.

Health Care Professional's Written Opinion

Written reports will be requested following an exposure incident. The employee will be provided with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation. The written report will be limited to:

- Is Hepatitis B vaccine indicated and has it been given to the employee?
- Has the employee been informed of the results of the evaluation?
- Has the employee been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment?

All other findings or diagnosis shall remain confidential and shall not be included in the written report.

Medical Records

An accurate record for each employee with occupational exposure shall be maintained in accordance with 29 CFR 1910.20. This record will include:

- The name and social security number of the employee.
- Hepatitis B Vaccine Declination, if applicable.
- A copy of the employee's Hepatitis B vaccination status including the dates of all of the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
- A copy of all results of examinations, medical testing and follow-up procedures.
- The employer's copy of the health care professional's written opinion.
- A copy of the information provided to the health care professional.

LEARN will ensure that the above medical records are:

- Kept confidential.
- Not disclosed or reported without the employee's express written consent to any person within or outside the workplace, except as required by this regulation or as may be required by law.
- Kept separate from the personnel record.
- Provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee or to OSHA designees.
- Maintained as a permanent employment record.

Guidelines

" Body fluids" includes drainage from scrapes and cuts, feces, urine, semen, vomitus, saliva and drainage from any orifice or skin surface (i.e., nose, ears, skin surface).

Standard Procedure for Handling Body Fluids and/or Blood In School

Principle 1: Direct skin contact with body fluids and/or blood of others should be avoided when possible.

Procedures:

- a. Gloves should be worn routinely when direct hand contact with blood is anticipated; and can be worn when direct hand contact with body fluids is anticipated: treating bloody noses, changing diapers, handling clothes soiled by incontinence or vomit, cleaning small spills by hand, etc.

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- b. Used gloves should be put in a plastic bag or lined trash can. Plastic bags should be changed daily and disposed of routinely. Double-bagging can be used when leaking or indicated (known high-risk contamination).
- c. Gloves should be kept in all areas of high-risk, e.g., health room, maintenance areas, and any classroom where risk of contact with body fluids and/or blood is particularly high.
- d. Students should be taught to handle their own " fluids" as appropriate depending on age, state of health, etc.
- e. Students and staff should be taught good hand washing techniques and encouraged to use it routinely before eating, after toileting, after vomiting, etc.
- f. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Thorough drying of hands after washing is necessary.

Principle 2: When direct skin contact or contamination of materials with body fluids and/or blood occurs (helping a child in the bathroom, applying pressure to a bloody nose, unexpected vomiting, etc.), proper cleaning techniques should be followed.

Procedures:

- a. Hands and other affected skin areas of exposed persons should be washed routinely with soap and water after contact. Liquid soap or dry soap chips/powder dispensed from a wall dispenser is preferable to bar soap, especially bar soap which sits in a pool of water. It is recommended that medicated soap be placed in dispensers at all stations where hand washing occurs.
- b. Clothing items that are soaked with body fluids and/or blood should be removed, placed in a plastic bag and sent home for laundering. Items laundered for school use, or in school, should be washed separately from other clothes with laundry soap in a hot water cycle (160 degrees F) before re-use. One half-cup (minimum) household bleach added to the wash cycle is recommended if the material is colorfast. If material is not colorfast, add ½ cup non-clorox bleach (e.g., Clorox II or Borateem) to wash cycle.
- c. Contaminated disposable items (tissues, paper towels, diapers) should be handled as with disposable gloves.

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Principle 3: Spilled body fluids and/or blood should be removed from the environment by proper cleaning techniques.

Procedures:

- a. Disinfectants: An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids and/or blood. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.
- b. Disinfection of Hard Surfaces and Care of Equipment: After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be rinsed thoroughly in the disinfectant. The disinfectant solution should be disposed of promptly down a drain pipe. Remove gloves and discard in appropriate receptacles.
- c. Disinfection of Rugs: Apply sanitary absorbent agent; let dry and vacuum. If necessary, mechanically remove with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum or sweep. Dispose of non-re-usable cleaning equipment and the vacuum bag or sweepings in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.
- d. Maintenance responsibilities should include daily cleaning with bleach/disinfectant of all areas of high risk for contact with body fluids, such as the health room, health room toilet(s), sink(s), student and staff lavatories, etc. Plastic bags in wastebaskets should also be changed daily and disposed of routinely. Disposable gloves should be worn by maintenance staff if skin contact is anticipated.

Principle 4: The clothing of persons at high risk for frequent contact with body fluids should be washable and laundered on a daily basis.

Principle 5: Regulated waste

Sharps containers should be available in every nurse's office. Any used needles should be placed in these containers. The containers should be marked with biohazard symbols and disposed of as medical waste.

Regulation adopted:

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