

MARLBOROUGH BOARD OF EDUCATION

REGULAR BUSINESS MEETING

Elmer Thienes-Mary Hall Elementary School - Library

Thursday, March 27, 2025

6:30 p.m.

The Marlborough Board of Education is holding its meeting in a hybrid format to allow for greater community awareness and participation. Hybrid meetings and proceedings will be recorded and posted on the District website within seven days of the meeting. The public is welcome to attend Board of Education meetings in-person, but also can view the Board meeting live via Google Meet Link:

<https://meet.google.com/usy-ivdz-qmy?hs=122&authuser=1>

Persons requiring interpreters or related services are advised to call 860-295-6236 at least three (3) business days before the meeting.

Copies of the agenda enclosures are available for examination in the Superintendent's Office at 25 School Drive, Marlborough, CT during business hours: 8:00 a.m. to 4:00 p.m., Monday through Friday and are posted on the district website: <https://www.marlbrough.k12.ct.us>

NOTE TO BOARD MEMBERS:

Attendance - If you are unable to attend this meeting either in-person or remotely please call the Superintendent's Office at 860-295-6236 at least 24 hours prior to the meeting. If you plan to attend remotely, please notify the Superintendent's office 24 hours in advance of the meeting.

In a partnership of family, school and community, our mission is to educate, challenge and inspire each individual to excel and become a contributing member of society.

AGENDA

1. Call to Order and Roll Call by Chairperson 6:30/05
2. Pledge of Allegiance
3. Celebrations 6:35/15
 - Board Appreciation
 - Music Program
4. Public Comments 6:50/05

Members of the Marlborough community are encouraged to share their thoughts with the Board of Education and are invited to do so during this segment of the meeting. All speakers must identify themselves by name and address and limit comments to 3 minutes. The Board will not engage in dialogue with the public. Written comments to be read-aloud by the Chair can be emailed to boe@marlbrough.k12.ct.us no later than 24 hours before the meeting. Those who wish to provide comment by remote means: Raise your hand using the raise hand icon at the bottom of the Google Meet screen; once called upon, unmute yourself to speak. Please mute yourself after speaking.

5. Additions to the Agenda 6:55/05

Additional business may be considered at a regular meeting upon a 2/3 vote of those members of the board present and voting, per state statute.

6. Consent Agenda 7:00/05

Consent agenda items are considered to be routine in nature, which the Board may not need to discuss individually and may be voted on as a group. Any board member who wishes to discuss a particular item in this section may request the Chairperson to remove it for later discussion and a separate vote if necessary.

MOTION: That the Board approve the following Consent Agenda items:

- 6.1 Minutes of 02/27/25 Regular Business Meeting (Encl. 6.1A), 02/27/25 Policy Committee Meeting (Encl. 6.1B), and 3/13/25 Special Meeting (Encl. 6.1C);
- 6.2 Personnel Actions – none;
- 6.3 Reports – receive and file the following document: monthly enrollment report (Encl. 6.3);
- 6.4 Approval of Policy Revision:
(REFERENCE: February 27, 2025 Agenda, Encl. 9.3: P# 9323 - Preparation of Agenda)

7. Oral Reports

7.1 Advisory Groups 7:05/10

- PTO – Kristen Trahan/Paula Graef
- SAC – Kristen Trahan/Paula Graef
- Operations, Wellness & Safety – John Mercier: Update on FY25 Facilities Expenditures To Date
- Board of Finance Liaison – Linda Earley
- AHM – Chip Morris

7.2 Subcommittees 7:15/05

- Policy:
- Personnel:
- Communications:

7.3 Chairperson 7:20/10

7.4 Superintendent and Administrative Team 7:30/10

- Mid-Year SCIP Update (Principals Graef and Trahan)

8. Unfinished Business 7:40/05

9. New Business

9.1 Review March Financial Report – (Encl. 9.1) 7:45/05

9.2 First Reading of Proposed Policy Revisions: 7:50/05

The Board will review and discuss on a first read basis the proposed policy revisions as presented by the Policy Subcommittee (Encl. 9.2) - P# P# 4000.1/4200.1/5145.44 - Sexual Harassment/Title IX

- 9.3 Discussion and possible action on a Food Service Interschool Agreement with RHAM (Encl. 9.3) 7:55/05

MOTION: That the Board authorize the Superintendent to negotiate the terms of and enter into a Food Service Interschool Agreement with RHAM.

10. Public Comments 8:00/05

Members of the Marlborough community are encouraged to share their thoughts with the Board of Education and are invited to do so during this segment of the meeting. All speakers must identify themselves by name and address and limit comments to 3 minutes. The Board will not engage in dialogue with the public. Written comments to be read-aloud by the Chair can be emailed to boe@marlborough.k12.ct.us no later than 24 hours before the meeting. Those who wish to provide comment by remote means: Raise your hand using the raise hand icon at the bottom of the Google Meet screen; once called upon, unmute yourself to speak. Please mute yourself after speaking.

11. Communications 8:05/05

11.1 Staff Vacancy Summary (Encl. 11.1)

12. Future Meetings & Topics 8:10/05

- 1st Annual Town Budget Public Hearing, Monday, April 14, 2025, 6:30 pm
- Tentative Policy Subcommittee Meeting, Thursday, April 24, 2025, 6:00 pm
- Next Regular Business Meeting, Thursday, April 24, 2025, 6:30 pm
- 2nd Annual Town Budget Public Hearing, Monday, May 5, 2025, 6:30 pm
- Town Budget Referendum, Tuesday, May 6, 2025

REMINDER: Agenda suggestions for the next business meeting are due to the Chairperson or Superintendent by 12:00 noon on Thursday, April 10, 2025.

14. Adjournment 8:15

The Marlborough Board of Education does not discriminate in its programs, activities, and employment practices based on an individual's race, color, religion, creed, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability, (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, marital status, age, or status as a Veteran.

MARLBOROUGH BOARD OF EDUCATION
REGULAR BUSINESS MEETING MINUTES
Thursday, February 27, 2025 - Library @ 6:30 p.m.

1. Call to Order and Roll Call by Chairperson:

Kerri Barella, Chairperson, called the meeting to order at 6:30 pm

BOE Members Present: Kerri Barella, Angela Colantonio, Amy Kuhrt, Chip Morris, Jean Wilson, and Linda Earley.

Administration Present: Dr. Holly Hageman, Superintendent
Paula Graef, Principal
Kristen Trahan, Principal
John Mercier, Director of Operations

2. Pledge of Allegiance

Kerri Barella proposed to move agenda item 7.2 Policy under Subcommittees to be discussed before celebrations as she has an oral report to update the Board.

C. Morris made a motion to move agenda item 7.2 Policy under Subcommittees to discuss before celebrations, seconded by J. Wilson. Unanimously approved. MOTION CARRIED.

Kerri Barilla shared a policy update ahead of the consent agenda action. She suggested pulling policy 5145.53 from the Consent Agenda to present changes and discuss further. Ms. Barella informed the Board that during the first reading of the transgender policy at the last meeting, the policy committee recommended adopting CABE's updated version, with one exception: the language that prevented the school from contacting parents. After receiving feedback from board members, consultation with legal counsel, and study of the Connecticut State Department of Education's (CSDE) Guidance on Civil Rights Protections and Supports for Transgender or Gender-Diverse Students, adjustments were made to the current MES policy. It is the recommendation of the Policy Committee to revise the current policy versus CABE's update policy to ensure alignment with federal and state laws within the context of an elementary school setting.

C. Morris made a motion to pull item 6.4 from Consent Agenda and to move it to another section for further discussion, seconded by L. Earley. Unanimously approved. MOTION CARRIED.

3. Celebrations: None

4. Public Comments:

Dave Porteous - 15 Edstrom Rd. Suggested having language that respects the privacy of the child and make school a safe place for children in the upper elementary grades, and at the primary level, allow the parents to be informed.

Christine Moraga - 18 Flood Rd. She was not sure why language was crossed out on the policy. She would have left the language as it was. Christine feels the privacy of the child is important. She wants teachers, students and staff to be protected.

Diane Dunn - 180 Saner Rd. Diane believes school professionals have a greater understanding of mental health issues among the school population and what students are experiencing and she respects that. Diane feels there should be more, not less open doors. Diane read a quote from Trevorproject.org. She feels the school policy must support the entire school population.

Shana McDermott - 27 Hall Trail. Shana thanked the Board for updating the policy. She feels the policy should be kept as it is currently written.

Josh Bruhn - 49 South Main St. As a parent he does not think it's the school's place to cut him out of communication about his child.

Kerri Barella read two comments that were submitted via email to be read out loud during the public comment section:

Anna Holden - 41 Emily Rd. "It is my understanding that you'll be discussing policy regarding transgender youth tonight. I sincerely hope that the policy you decide upon explicitly protects student confidentiality and privacy. I can only imagine how difficult and confusing it must be for a child who is transgender/questioning their gender with a supportive family, but for those children whose parents or family aren't supportive, it must be even more difficult, confusing, and scary. I implore you to choose language for a policy that will protect a child's right to confidentiality so that they may reach out to staff members at school for support without fear."

Jen Barrone - 422 Jones Hollow Road. "It is my firm belief that parents are the primary caregivers, not schools or teachers, and as such should be included in all decisions/information/situations involving their children. This includes gender status."

5. Additions to the Agenda: None

6. Consent Agenda:

- 6.1 Minutes of 01/23/25 Regular Business Meeting, 01/23/25 Policy Committee Meeting, and 01/30/2025 Regular Business Meeting - Budget;
- 6.2 Personnel Actions – none;
- 6.3 Reports – receive and file the following document: monthly enrollment report;
- 6.4 Approval of Policy: P# 5145.53 - Transgender and Gender Non-Conforming Youth .

A.Colantonio made a motion that the Board approve Consent Agenda items 6.1-6.3, seconded by C. Morris. Unanimously approved. MOTION CARRIED.

Discussion of 6.4 - Policy 5145.53: On behalf of the Policy Committee, Dr. Holly Hageman read the current MES policy along with the revisions discussed in the Policy Committee meeting prior to tonight's Board meeting. These revisions are being presented for approval.

C. Morris made a motion to approve the presented policy # 5145.53 with any amendments as advised by Board counsel relative to the paragraph referencing FERPA , seconded by L. Earley. Unanimously approved. MOTION CARRIED.

7. Oral Reports

7.1 Advisory Groups

- **PTO** – Paula Graef provided an overview of the PTO events that took place in February, including the 100th Day of School celebration, a Bingo Event, and the King Arthur Bake for Good program. Kristen Trahan reviewed upcoming PTO events, including the Annual Wolf Pack Hockey Night, where chorus students will perform. Other events include Movie Night on March 14th, Parent/Teacher Conferences with the Whoot Whoot Snack Wagon on March 19th, and the Fun Run Fundraiser scheduled for April 10th.
- **SAC** – No meeting in February
- **Operations, Wellness & Safety** – John Mercier informed the Board that the Community Room experienced sound issues, which required the purchase of new audio mixing boards. One of the boards was generously donated by the PTO. He also reported that two boiler pumps had broken down; one has already been repaired, and the other is currently being evaluated.
- **Board of Finance Liaison** – Linda Earley reported that the BOF held three meetings in February to discuss the budget
- **AHM** – Chip Morris shared that registration is now open for the Spring Family Resource Center classes, which are available to children ages 0-5 and their caregivers. Preschool Summer Camp registration will begin on March 1st. The Health Matters programs, which are open to all ages, are also available. Additionally, a K-2nd grade Theatre Class will start on April 7th. Other upcoming events include the Kids vs Cops basketball game on March 14th at RHAM High School, the AHM Spring Concert Fundraiser with Patrick Tobin will be held on May 3rd, and the Tap Into Nature event on March 15th and 16th.

7.2 Subcommittees

- **Policy:** As reported at the top of the minutes
- **Personnel:** None
- **Communications:** None

7.3 **Chairperson:** Kerri Barella noted that she met with Dr. Holly Hageman earlier in the week to provide feedback for the Mid-Year Superintendent Evaluation.

7.4 Superintendent and Administrative Team:

- **FY26 Budget Process Update:** Dr. Holly Hageman reported that she has been attending the BOF meetings to stay informed about the FY26 budget and will continue to stay informed. Dr. Hageman will send the BOE the upcoming BOF meeting dates, spelling out their timeline of decision-making.

8. Unfinished Business

8.1 **Facilities Study: Updated Next Steps** - John Mercier provided the Board with the "MES Educational Facility Study and Project Options - What's Next?" document. The document includes a chart that outlines the next steps and organizes projects into clusters, all aligned with a potential referendum in May 2027 to approve the funding for the projects.

9. New Business

- 9.1 **Formation of Facilities Committee - Discussion:** Chip Morris emphasized the need for the school district and the Town to create a public information campaign to educate the community about

the school renovation and capital improvement project, ensuring support for the necessary funding when the referendum occurs. Dr. Hageman informed the Board that a Public Building Committee would likely be formed for this project, consisting of representatives from the school, the Board of Selectmen (BOS), the Board of Finance (BOF), and other stakeholders to oversee the project. The Board did not move to create a BOE Facilities Committee at this time, but asked the Board Chair and Superintendent to continue to collaborate with the Chair of the BOS and the Town Manager for planning steps, timeline and actions once this budget season is completed.

C. Morris made a motion that the Superintendent along with the Board Chair continue to foster communication with the Town Manager, the BOS, BOF and the Public Building Committee in planning for the future school project, seconded by K. Barella. Kerri Barella, Amy Kuhrt, Chip Morris, Jean Wilson, and Linda Earley all approved. Angela Colantonio abstained. MOTION CARRIED.

- 9.2 **Review February Financial Report:** Submitted

- 9.3 **First Reading of Proposed Policy Revisions:**

The Board reviewed and discussed on a first read basis the proposed policy revisions as presented by the Policy Subcommittee - P# 9323 - Preparation of Agenda

10. **Public Comments:** None

11. **Communications**

- 11.1 **Staff Vacancy Summary:** Submitted

12. **Future Meetings & Topics:**

- Special BOE Budget Meeting, if needed - TBD
- Tentative Policy Subcommittee Meeting, Thursday, March 27, 2025, 6:00 p.m.
- Next Regular Business Meeting, Thursday, March 27, 2025, 6:30 p.m.

13. **Adjournment:**

J. Wilson made a motion to adjourn the meeting at 8:11 pm, seconded by A.Colantonio. unanimously approved. MOTION CARRIED.

Respectfully Submitted,
Carmela Monte

MARLBOROUGH BOARD OF EDUCATION POLICY SUBCOMMITTEE MINUTES

Elmer Thienes-Mary Hall Elementary School – Library
Thursday, February 27, 2025 @ 6:00 p.m.

UNOFFICIAL DRAFT

1. **Call to Order & Roll Call:** The meeting was called to order at 6:00 p.m.
Members Present: Kerri Barella, Angela Colantonio, and Amy Kuhrt

Administration: Dr. Holly Hageman, Superintendent

2. **Review and Discuss Proposed Policy Revisions:**

P# 0521 - Nondiscrimination Policy: The current MES policy will stay as is.

P# 4000.1/4200.1/5145.44 - Sexual Harassment/Title IX: As the 2024 regulations are no longer in effect, the U.S. Department of Education's Office for Civil Rights has directed districts to revert to the policies and regulations that were in place under the 2020 Title IX Regulations. As a result, the district should revert to and adopt the presented version of the mandated policy from 2020. This policy is to be presented at the 3/27/2025 BOE Meeting as a first read.

P# 5145.53 - Transgender and Gender Non-Conforming Youth: After receiving feedback from board members, consultation with legal counsel, and study of the Connecticut State Department of Education's (CSDE) Guidance on Civil Rights Protections and Supports for Transgender or Gender-Diverse Students, adjustments were made to the current MES policy. It is the recommendation of the Policy Committee to revise the current policy versus CABA's updated policy. The updated version of the current policy will be up for adoption at this evening's BOE meeting.

3. **Adjournment:**

K. Barella motioned to adjourn the meeting at 6:20 p.m, seconded by A. Colantonio.
Unanimously approved. MOTION CARRIED.

Respectfully Submitted,
Carmela Monte

MARLBOROUGH BOARD OF EDUCATION SPECIAL MEETING MINUTES

Elmer Thienes-Mary Hall Elementary School – Library
Thursday, March 13, 2025 @ 6:30 PM

Unofficial Draft

1. Call to Order & Roll Call

Meeting called to order at 6:30PM by Board Chair, Kerri Barella

BOE Members Present: Kerri Barella, Angela Colantonio, Raymond “Chip” Morris, Amy Kuhrt, and Jean Wilson

Administration Present: Dr. Holly Hageman, Superintendent

2. Pledge of Allegiance

3. Public Comments: None

4. FY 2025-26 Budget discussion in response to the Board of Finance requested reduction of \$65,000.

Dr. Hageman provided an update from the Board of Finance meeting on March 5, 2025, where the Board of Selectmen and Board of Education were each asked to reduce their budgets by \$65,000, for a total of \$130,000 in combined cuts. With that, Dr. Hageman offered recommendations to the Board of Education as to where those reductions could come from.

Dr. Hageman shared enrollment projection handouts comparing initial kindergarten enrollment projections from January 2025 with current enrollment figures. After the spring Kindergarten Registration process, the kindergarten enrollment fell far short of the NESDEC projection of 85 students. Based on the original projection of 85 students, two additional Kindergarten sections/teachers were budgeted. However, the updated enrollment projections for the 2025-26 school year show an estimated 60 students, similar to the size of the current K and the last two years. As a result, one of the budgeted K sections could go to first grade, aligned to more typical MES first grade class sizes, and the second section could be eliminated from the budget.

Additionally, Dr. Hageman reported that the Region 8 Health Consortium voted today to lock in and reduce the health insurance premium renewal increase from 8% to 7%, resulting in a budget savings.

Dr. Hageman proposed that, with the reduction of one teacher position and the savings from the reduced health insurance premium renewal, the \$65,000 budget reduction target is achievable. This adjustment brings the proposed budget increase for the upcoming fiscal year to 3.15%, compared to the original projected increase of 3.90%. The Capital Request was unaltered.

K. Barella made a motion that the Board reduce its FY26 Budget by \$65,000 for a revised Operating Budget of \$8,926,425.00 and Capital Request of \$75,000.00. Seconded by A. Colantonio. Unanimously approved. MOTION CARRIED.

5. Adjournment

A. Colantonio made a motion to adjourn the meeting at 6:48 pm, seconded by K. Barella. Unanimously approved. MOTION CARRIED.

Respectfully Submitted:
Carmela Monte

March 1, 2025

Grade	Enrollment Local Classrooms				Grade Total	Change	# of Rooms	Class Size Avg./Room
	AM 1	AM 2	PM 1	PM 2				
PS	8	8	10	9	35		2	8 / 9.5
K	20	20	21		61		3	20.3
1	17	19	18		54		3	18.0
2	18	18	20		56		3	18.7
3	18	18	18	18	72		4	18.0
4	19	19	19		57		3	19.0
5	16	17	17	16	66		4	16.5
6	20	20	19		59		3	19.7
					Total Change			
Total					460			
Special Education Full Time Outplaced								
							1	
Special Education Part time Services Provided								
GRAND TOTAL					461			

2024-2025 General Fund

March Summary

- **Salaries (51111-51190)**
 - For fiscal year 2025 our total budget in our salary accounts is \$6,217,373 which is about 72% of our total budget. Salary accounts include certified and non-certified, related services, and sub wages. We are currently forecasting a surplus in our Salary accounts of \$43,729.40. This includes anticipated amounts in our sub accounts and an increase in wages for our Non Certified Paraprofessional account. The change here from last month is a reclassification of wages to our professional service account.
- **Benefits (52005-52060)**
 - Benefits include medical, dental, vision, life, and long term disability insurance. This object code also includes employer taxes, tuition reimbursements, unemployment, workers' compensation, and pension benefits. Our total budget in this object code is \$1,125,395 which is 13% of our total budget. We anticipate ending the year with a deficit in these accounts of (\$12,655.75).
- **Professional Services (53140-53260)**
 - Professional services are in the 3000 object codes. Professional services are budgeted items such as professional development for staff, contracted services, and purchased services. Some examples of purchased services or contracted services are our annual audit costs, attorney fees, Occupational and Physical Therapy, school medical advisor, medicaid reimbursements, Behavioral Analysts, Social Worker services, Psych services, and diagnostic evals. Our total budget in Professional Services is \$160,184 which is about 2% of our overall budget. For the March update we are forecasting a deficit of (\$24,725.50). This is driven by the audit line due to an increase in cost for services, increased expenditures in our legal consult line, and a change of classification from wages to a professional service.
- **Plant Operations (54160-54520)**
 - All of the 4000 object codes refer to plant operations and utilities. Items coded here would be electricity, maintenance agreements, facility repairs, and trash removal. Our budget for this fiscal year is \$341,090 which is about 4% of our budget. For March's update, we are forecasting a deficit of (\$8,362.33). We have had additional repairs that were needed over the last month that have pushed our forecast from a reserve to a deficit. We continue to keep an eye on these accounts and the availability of other funding sources.
- **Transportation / Tuition / Insurance / Communication (55000-55170)**
 - The 5000 object codes cover contracted transportation, tuition, insurance (Property, liability, cyber, etc.), printing and binding, postage, telephone, and advertising. Our total budget in these object codes for this fiscal year is \$515,792 which is about 6% of our overall budget. We are currently forecasting a reserve of 6,465.36. The change here from last month is the utilization of available grant funds for Special Education transportation.
- **Supplies (56080-56904)**
 - Supply accounts will be found in the 6000 object codes. Supplies can be for instructional supplies, office supplies, nurse supplies, custodial supplies, building supplies including Heat, transportation supplies such as gas and diesel, library books, and textbooks. Our budget in our supply accounts is \$276,327 for this fiscal year. This is about 3% of our overall budget. For March's forecast we are anticipating a surplus of \$14,656. This is due to forecasting only a portion of supply accounts being expended.
- **Equipment (57301-57390)**

- o Equipment will be coded in the 7000 object codes. Technology equipment is for instructional or non-instructional purposes. We do not have any funds budgeted in Equipment for this fiscal year, but have spent \$1,850 to date for instructional and non-instructional technology equipment.
- **Dues & Fees (58900)**
 - o All dues and fees accounts are coded in the 8000 object codes. Dues and Fees are for memberships to professional organizations and for conference fees. Our total budget for this fiscal year in our Dues & Fees accounts is \$17,920 which is less than 1% of our overall budget. We are currently anticipating that our Dues & Fees accounts will be fully spent.

Overall, our total spent to date for fiscal year 25 is \$5,576,472.29 which is about 64% of our total budget of \$8,654,081.

Marlborough Elementary School March FY25 Update

3/12/2025

Object Code	Budget	Transfers	Adj Budget	YTD Expended	Encumbered	Balance	Forecasted Adjustment	Forecasted Balance
Salary								
51111 - Admin	\$ 417,427.00	\$ -	\$ 417,427.00	\$ 287,621.73	\$ 127,752.00	\$ 2,053.27	\$ -	\$ 2,053.27
51112 - Teacher	\$ 4,147,099.00	\$ -	\$ 4,147,099.00	\$ 2,461,301.92	\$ 1,642,423.97	\$ 43,373.11	\$ (1,271.05)	\$ 44,644.16
51113 - Stipend	\$ 5,773.00	\$ -	\$ 5,773.00	\$ -	\$ -	\$ 5,773.00	\$ 3,635.00	\$ 2,138.00
51114 - Curriculum	\$ 5,375.00	\$ -	\$ 5,375.00	\$ 5,332.00	\$ -	\$ 43.00	\$ -	\$ 43.00
51115 - Teacher Subs	\$ 58,969.00	\$ -	\$ 58,969.00	\$ 29,370.00	\$ -	\$ 29,599.00	\$ 19,000.00	\$ 10,599.00
51116 - Sick Day Payout	\$ 13,244.00	\$ -	\$ 13,244.00	\$ -	\$ -	\$ 13,244.00	\$ 51,934.22	\$ (38,690.22)
51118 - Summer School Teacher	\$ 13,118.00	\$ -	\$ 13,118.00	\$ 6,536.00	\$ -	\$ 6,582.00	\$ -	\$ 6,582.00
51120 - OT/PT - Related Services	\$ 69,258.00	\$ -	\$ 69,258.00	\$ 33,876.70	\$ 3,574.34	\$ 31,806.96	\$ 6,272.96	\$ 25,534.00
51123 - Office Support	\$ 364,146.00	\$ -	\$ 364,146.00	\$ 224,432.03	\$ 108,232.33	\$ 31,481.64	\$ (7,492.08)	\$ 38,973.72
51124 - Paraprofessionals	\$ 566,311.00	\$ -	\$ 566,311.00	\$ 352,498.03	\$ 258,188.06	\$ (44,375.09)	\$ (15,939.09)	\$ (28,436.00)
51125 - Custodian	\$ 313,554.00	\$ -	\$ 313,554.00	\$ 220,320.37	\$ 102,523.47	\$ (9,289.84)	\$ (13,363.84)	\$ 4,074.00
51126 - Nurse	\$ 64,821.00	\$ -	\$ 64,821.00	\$ 44,119.74	\$ 22,792.42	\$ (2,091.16)	\$ 822.84	\$ (2,914.00)
51127 - Tech Coordinator	\$ 73,388.00	\$ -	\$ 73,388.00	\$ 51,393.92	\$ 22,822.92	\$ (828.84)	\$ -	\$ (828.84)
51128 - Summer Paraprofessional	\$ 4,502.00	\$ -	\$ 4,502.00	\$ 2,567.87	\$ -	\$ 1,934.13	\$ -	\$ 1,934.13
51129 - Subs - Non Certified	\$ 23,630.00	\$ -	\$ 23,630.00	\$ 35,606.82	\$ -	\$ (11,976.82)	\$ 10,000.00	\$ (21,976.82)
51190 - Constables	\$ 76,758.00	\$ -	\$ 76,758.00	\$ 27,838.65	\$ -	\$ 48,919.35	\$ 48,919.35	\$ -
Total Salary	\$ 6,217,373.00	\$ -	\$ 6,217,373.00	\$ 3,782,815.78	\$ 2,288,309.51	\$ 146,247.71	\$ 102,518.31	\$ 43,729.40
Benefits								
52005 - SS/Med	\$ 161,607.00	\$ -	\$ 161,607.00	\$ 114,359.81	\$ -	\$ 47,247.19	\$ 63,067.06	\$ (15,819.87)
52012 - Pension	\$ 80,190.00	\$ -	\$ 80,190.00	\$ 42,504.18	\$ -	\$ 37,685.82	\$ 25,436.82	\$ 12,249.00
52000 - Health Insurance	\$ 802,538.00	\$ -	\$ 802,538.00	\$ 624,243.76	\$ -	\$ 178,294.24	\$ 200,256.33	\$ (21,962.09)
52025 - LTD/Life Insurance	\$ 17,275.00	\$ -	\$ 17,275.00	\$ 13,138.13	\$ -	\$ 4,136.87	\$ 7,561.87	\$ (3,425.00)
52027 - GASB45	\$ 6,100.00	\$ -	\$ 6,100.00	\$ 6,945.00	\$ -	\$ (845.00)	\$ -	\$ (845.00)
52035 - Unemployment Compensation	\$ 8,601.00	\$ -	\$ 8,601.00	\$ -	\$ -	\$ 8,601.00	\$ 1,000.00	\$ 7,601.00
52040 - Workers' Comp	\$ 41,084.00	\$ -	\$ 41,084.00	\$ 34,578.79	\$ -	\$ 6,505.21	\$ -	\$ 6,505.21
52060 - Tuition	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 4,959.00	\$ -	\$ 3,041.00	\$ -	\$ 3,041.00
Total Benefits	\$ 1,125,395.00	\$ -	\$ 1,125,395.00	\$ 840,728.67	\$ -	\$ 284,666.33	\$ 297,322.08	\$ (12,655.75)
Professional Services								
53140 - Audit	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 22,636.00	\$ -	\$ (7,636.00)	\$ -	\$ (7,636.00)
53180 - School Physicians	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 700.00	\$ -	\$ 300.00	\$ -	\$ 300.00

Marlborough Elementary School March FY25 Update

3/12/2025

Object Code	Budget	Transfers	Adj Budget	YTD Expended	Encumbered	Balance	Forecasted Adjustment	Forecasted Balance
53190 - OT/PT	\$ 57,375.00	\$ -	\$ 57,375.00	\$ 36,128.78	\$ -	\$ 21,246.22	\$ 30,966.22	\$ (9,720.00)
53200 - Consultant	\$ 18,150.00	\$ -	\$ 18,150.00	\$ 12,547.89	\$ -	\$ 5,602.11	\$ 5,602.11	\$ -
53210 - Legal Consult	\$ 14,400.00	\$ -	\$ 14,400.00	\$ 20,819.75	\$ -	\$ (6,419.75)	\$ -	\$ (6,419.75)
53240 - Professional Development	\$ 7,675.00	\$ -	\$ 7,675.00	\$ 5,812.00	\$ 250.00	\$ 1,613.00	\$ 1,613.00	\$ -
53260 - AHM Youth Services	\$ 46,584.00	\$ -	\$ 46,584.00	\$ 47,833.75	\$ -	\$ (1,249.75)	\$ -	\$ (1,249.75)
Total Professional Services	\$ 160,184.00	\$ -	\$ 160,184.00	\$ 146,478.17	\$ 250.00	\$ 13,455.83	\$ 38,181.33	\$ (24,725.50)
Property Services								
54160-70, 54325-40 - Utility Services	\$ 176,734.00	\$ -	\$ 176,734.00	\$ 141,614.13	\$ -	\$ 35,119.87	\$ 29,837.37	\$ 5,282.50
54XXX - Contracted Repair Services	\$ 164,356.00	\$ -	\$ 164,356.00	\$ 155,802.10	\$ 23,600.67	\$ (15,046.77)	\$ (1,401.94)	\$ (13,644.83)
Total Property Services	\$ 341,090.00	\$ -	\$ 341,090.00	\$ 297,416.23	\$ 23,600.67	\$ 20,073.10	\$ 28,435.43	\$ (8,362.33)
Purchased Services								
55000 - Telephone	\$ 7,404.00	\$ -	\$ 7,404.00	\$ 13,257.31	\$ 683.16	\$ (6,536.47)	\$ -	\$ (6,536.47)
55005 - Email / Webhosting	\$ 15,301.00	\$ -	\$ 15,301.00	\$ 2,503.32	\$ -	\$ 12,797.68	\$ 12,797.68	\$ -
55110 - Advertising & Legal Notices	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 126.50	\$ -	\$ 973.50	\$ -	\$ 973.50
55120 - Tuition	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 31,249.34	\$ -	\$ (20,249.34)	\$ 12,520.74	\$ (32,770.08)
55125 - Magnet School Tuition	\$ 46,479.00	\$ -	\$ 46,479.00	\$ 22,905.84	\$ -	\$ 23,573.16	\$ 10,000.00	\$ 13,573.16
55130 - Postage	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 1,564.80	\$ -	\$ 2,435.20	\$ 2,435.20	\$ -
55140 - Property & Liability Insurance	\$ 39,158.00	\$ -	\$ 39,158.00	\$ 41,666.04	\$ -	\$ (2,508.04)	\$ -	\$ (2,508.04)
55160 - Student Regular Transportation	\$ 253,123.00	\$ -	\$ 253,123.00	\$ 156,749.42	\$ -	\$ 96,373.58	\$ 96,373.58	\$ -
55170 - Special Ed Transportation	\$ 138,227.00	\$ -	\$ 138,227.00	\$ 60,065.20	\$ -	\$ 78,161.80	\$ 44,428.51	\$ 33,733.29
Total Purchased Services	\$ 515,792.00	\$ -	\$ 515,792.00	\$ 330,087.77	\$ 683.16	\$ 185,021.07	\$ 178,555.71	\$ 6,465.36
Supplies								
56080 - Heat	\$ 82,597.00	\$ -	\$ 82,597.00	\$ 55,331.98	\$ -	\$ 27,265.02	\$ 27,265.02	\$ -
56090 - Diesel & Gasoline	\$ 35,980.00	\$ -	\$ 35,980.00	\$ 24,414.42	\$ -	\$ 11,565.58	\$ 11,565.58	\$ -
56095 - Propane	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,461.38	\$ -	\$ (261.38)	\$ -	\$ (261.38)
56111 - Instructional Supplies	\$ 69,250.00	\$ -	\$ 69,250.00	\$ 38,900.22	\$ 2,512.06	\$ 27,837.72	\$ 20,878.29	\$ 6,959.43
56113 - Technology Supplies	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 5,318.84	\$ -	\$ (1,318.84)	\$ -	\$ (1,318.84)
56211 - Instructional Technology	\$ 6,000.00	\$ -	\$ 6,000.00	\$ (328.67)	\$ -	\$ 6,328.67	\$ -	\$ 6,328.67
56410 - Textbooks	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 3,979.77	\$ -	\$ 11,020.23	\$ 8,265.17	\$ 2,755.06
56421 - Library Books	\$ 5,300.00	\$ -	\$ 5,300.00	\$ 5,229.90	\$ -	\$ 70.10	\$ -	\$ 70.10

Marlborough Elementary School March FY25 Update

3/12/2025

Object Code	Budget	Transfers	Adj Budget	YTD Expended	Encumbered	Balance	Forecasted Adjustment	Forecasted Balance
56901 - Office Supplies	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,802.75	\$ 199.98	\$ (1,002.73)	\$ -	\$ (1,002.73)
56902 - Health Office Supplies	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 1,339.91	\$ -	\$ 2,160.09	\$ 1,620.07	\$ 540.02
56903 - Other Supplies	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 157.31	\$ -	\$ 2,342.69	\$ 1,757.02	\$ 585.67
56904 - Custodial Supplies	\$ 47,000.00	\$ -	\$ 47,000.00	\$ 28,793.86	\$ 1,811.74	\$ 16,394.40	\$ 16,394.40	\$ -
Total Supplies	\$ 276,327.00	\$ -	\$ 276,327.00	\$ 169,401.67	\$ 4,523.78	\$ 102,401.55	\$ 87,745.55	\$ 14,656.00

Equipment

57301 - Instructional Equipment	\$ -	\$ -	\$ -	\$ 1,400.00	\$ -	\$ (1,400.00)	\$ -	\$ (1,400.00)
57390 - Non-Instructional Equipment	\$ -	\$ -	\$ -	\$ 450.00	\$ -	\$ (450.00)	\$ -	\$ (450.00)
Total Equipment	\$ -	\$ -	\$ -	\$ 1,850.00	\$ -	\$ (1,850.00)	\$ -	\$ (1,850.00)

Dues & Fees

58900 - Dues & Fees	\$ 17,920.00	\$ -	\$ 17,920.00	\$ 7,694.00	\$ 1,504.01	\$ 8,721.99	\$ 8,721.99	\$ -
Total Dues & Fees	\$ 17,920.00	\$ -	\$ 17,920.00	\$ 7,694.00	\$ 1,504.01	\$ 8,721.99	\$ 8,721.99	\$ -

Total Fiscal Year 2025	\$ 8,654,081.00	\$ -	\$ 8,654,081.00	\$ 5,576,472.29	\$ 2,318,871.13	\$ 758,737.58	\$ 741,480.39	\$ 17,257.19
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MAR 27, 2025

P4000.1(a)

4200.1

5145.44

On January 9, 2025, a federal district court in Kentucky ruled that the 2024 Title IX Regulations “are invalid and must be set aside.” In response, the U.S. Department of Education’s Office for Civil Rights (OCR) issued guidance indicating, “Consistent with the court’s order, the 2024 Title IX regulations are not effective in any jurisdiction.” Districts are advised to discontinue the use of policies and regulations that follow the 2024 Title IX Regulations and resume using policies and regulations that were in place under the 2020 Regulations. In the absence of additional guidance from OCR, districts should consult with their legal teams to assist through this transition and perhaps future changes.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment In The Workplace

The Marlborough Board of Education (the “Board”) prohibits any form of sex discrimination or sexual harassment in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex.

The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”), Title VII of the Civil Rights Act of 1964 (“Title VII”), and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this Policy shall be subject to other sanctions, which may include exclusion from Board property and/or activities. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

For conduct to violate Title IX, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of Title VII, Connecticut law, and/or another Board policy.

The Superintendent of Schools shall develop Administrative Regulations, which will include Grievance Procedures implementing this Policy and in accordance with Title IX, Title VII, and Connecticut law (the “Administrative Regulations”).

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment In The Workplace (continued)

Sex discrimination occurs when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination also occurs when a person, because of the person's sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (*i.e.*, *quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Title VII and Connecticut law means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reporting Sex Discrimination or Sexual Harassment

It is the policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process established in the Administrative Regulations. All complaints are to be responded to in a prompt and equitable manner.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Reporting Sex Discrimination or Sexual Harassment (continued)

Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties. Retaliation against any employee with a complaint about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Marlborough Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations), which training shall include, but need not be limited to, the definition of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, Title VII, and Connecticut law, which shall include when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

The Board's Title IX Coordinator is Dan White, (*insert name and title.*) Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

OFFICE ADDRESS: 25 School Drive
ELECTRONIC MAIL ADDRESS: dwhite@marlborough.k12.ct.us
TELEPHONE NUMBER: 860-295-6236

Any Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Board employees may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Reporting Sex Discrimination or Sexual Harassment (continued)

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

Legal References:

Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).
Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR §106, et seq.
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
Conn. Gen. Stat. §46a-54 Commission powers Connecticut
Conn. Gen. Stat. §46a-60 Discriminatory employment practices prohibited.
Conn. Gen. Stat. §46a-81c Sexual orientation discrimination: Employment
Conn. Gen. Stat. §10-153 Discrimination on the basis of sex, gender identity or expression or marital status prohibited
Conn. Agencies Regs. §§ 46a-54-200 through §46a-54-207

Policy adopted:

cps reviewed: 1/2025

The grievance procedures in these regulations are legally required.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment In The Workplace

The ___ **Marlborough** ___ Board of Education (the “Board”) prohibits any form of sex discrimination or sexual harassment in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation.

Students, District employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students, District employees, and third parties. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex that has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

Any employee or student who engages in conduct prohibited by the Board’s Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) shall be subject to disciplinary action. Any third party who engages in conduct prohibited by the Board’s Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) shall be subject to remedial measures, which may include exclusion from school property.

Sex discrimination occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct (i.e., *quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education programs or activities; or
- (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). These definitions can be found in Appendix A of these Administrative Regulations.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment In The Workplace

Sexual harassment under Title VII and Connecticut law means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Although not an exhaustive list, the following are other examples of conduct prohibited by the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel):

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
5. Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel).

Notice of The Title IX Coordinator

The Board's Title IX Coordinator is **Dan White** , (*insert name and title.*) Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

OFFICE ADDRESS: **25 School Drive**

ELECTRONIC MAIL ADDRESS: **dwhite@marlborough.k12.ct.us**

TELEPHONE NUMBER: **860-295-6236**

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Notice of the Title IX Coordinator (continued)

Any District employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. The Title IX Coordinator manages the District's compliance with Title IX, Title VII and Connecticut law with respect to sexual harassment and/or sex discrimination and is an available resource to anyone seeking information or wishing to file a formal complaint of same. When a student, District employee, or other participant in the District's programs and activities feels that such person has been subjected to discrimination on the basis of sex in any District program or activity, including without limitation being subjected to sexual harassment, such person may contact the Title IX Coordinator or utilize the Title IX, Title VII and Connecticut law grievance systems set forth herein to bring concerns forward for the purpose of obtaining a prompt and equitable resolution.

[Note: Additional Persons May Be Added. The federal regulations provide that each recipient of federal financial assistance must designate and authorize "at least one Employee" to coordinate its efforts to comply with its responsibilities under the federal regulations.]

Explanation of Complaint Process and Procedure

The federal regulations implementing Title IX require the adoption and publication of two separate grievance systems:

- a grievance process for complaints of sex discrimination involving allegations of sexual harassment; and
- grievance procedures for complaints of sex discrimination that are not sexual harassment.

Accordingly, the Administration will process any complaints of sex discrimination involving allegations of sexual harassment, as defined above, pursuant to the **grievance process** set forth in Section I of these regulations. The Administration will process any complaints of sex discrimination that are not sexual harassment pursuant to the **grievance procedures** set forth in Section II of these regulations.

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of these Administrative Regulations, including the conduct of any investigation, hearing, or judicial proceeding arising from these Administrative Regulations.

The obligation to comply with Title IX is not obviated or alleviated by the FERPA.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment In The Workplace

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

A. Definitions

- **Bias** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decision-maker(s) demonstrate actual bias, rather than the appearance of bias. Actual bias includes, but is not limited to, demonstrated personal animus against the respondent or the complainant and/or prejudgment of the facts at issue in the investigation.
- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- A **conflict of interest** occurs when it is proven that the Title IX Coordinator, investigator(s), and/or decision-maker(s) have personal, financial and/or familial interests that affected the outcome of the investigation.
- **Consent** means an active, clear and voluntary agreement by a person to engage in sexual activity with another person (also referred to hereafter as “affirmative consent”).

For the purposes of an investigation conducted pursuant to these Administrative Regulations, the following principles shall be applied in determining whether consent for sexual activity was given and/or sustained:

- A. Affirmative consent is the standard used in determining whether consent to engage in sexual activity was given by all persons who engaged in the sexual activity.
- B. Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.
- C. It is the responsibility of each person engaging in sexual activity to ensure that the person has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity.
- D. It shall not be a valid excuse to an alleged lack of affirmative consent that the respondent to the alleged violation believed that the complainant consented to the sexual activity:
 - (i) because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant affirmatively consented, or

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment In The Workplace

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

A. Definitions (continued)

- (ii) if the respondent knew or should have known that the complainant was unable to consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.
- E. The existence of a past or current dating or sexual relationship between the complainant and the respondent, in and of itself, shall not be determinative of a finding of consent.
 - For purposes of investigations and complaints of sexual harassment, **education program or activity** includes locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.
 - **Employee** means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or (B) any other individual who, in the performance of the individual's duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.
 - **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined under Title IX) against a respondent and requesting that the Administration investigate the allegation of sexual harassment. A "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
 - **Respondent** means an individual who has been alleged to be the perpetrator of conduct that could constitute sexual harassment.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment In The Workplace

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

A. Definitions (continued)

- **School days** means the days that school is in session as designated on the calendar posted on the Board's website. In its discretion, and when equitably applied and with proper notice to the parties, the District may consider business days during the summer recess as "school days" if such designation facilitates the prompt resolution of the grievance process.
- **Supportive measures** mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, increased security and monitoring, and other similar measures.

B. Reporting Sexual Harassment

1. It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. If the District receives notice of sexual harassment or alleged sexual harassment against a person in the District's education program or activity, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, whether or not the complainant files a formal complaint, and will consider the complainant's wishes with respect to such measures. If the complainant has yet to file a formal complaint, the Title IX Coordinator will explain to the complainant the process for doing so.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

B. Reporting Sexual Harassment (continued)

2. The District will treat complainants and respondents equitably. A respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility will be made at the conclusion of the grievance process if a formal complaint is filed. Nothing in these Administrative Regulations shall preclude the District from placing an employee respondent on administrative leave during the pendency of the grievance process. Further, nothing in these Administrative Regulations shall limit or preclude the District from removing a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. If a respondent is removed on an emergency basis, the District shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

C. Formal Complaint and Grievance Process

1. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education programs or activity. A formal complaint may be signed by the Title IX Coordinator. If the formal complaint being filed is against the Title IX Coordinator, the formal complaint should be filed with the Superintendent. If the formal complaint being filed is against the Superintendent, the formal complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.
2. The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. If possible, formal complaints should be filed within ten (10) school days of the alleged occurrence in order to facilitate the prompt and equitable resolution of such claims.

Personnel -- Certified/Non-Certified/Students**Sexual Harassment/Title IX****Prohibition of Sex Discrimination and Sexual Harassment in the Workplace****Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX****C. Formal Complaint and Grievance Process (continued)**

2. (continued) The District will attempt to complete the formal grievance process within ninety (90) school days of receiving a formal complaint. This timeframe may be temporarily delayed or extended in accordance with Subsection G of this Section.
3. Upon receipt of a formal complaint, if the Title IX Coordinator has not already discussed the availability of supportive measures with the complainant, the Title IX Coordinator will promptly contact the complainant to discuss the availability of such measures and consider the complainant's wishes with respect to them. The Title IX Coordinator or designee may also contact the respondent, separately from the complainant, to discuss the availability of supportive measures for the respondent. The District will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide such supportive measures.
4. Within ten (10) school days of receiving a formal complaint, the District will provide the known parties with written notice of the allegations potentially constituting sexual harassment under Title IX and a copy of this grievance process. The written notice must also include the following:
 - i. The identities of the parties involved in the incident, if known;
 - ii. The conduct allegedly constituting sexual harassment as defined above;
 - iii. The date and the location of the alleged incident, if known;
 - iv. statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
 - v. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
 - vi. A statement of any provision in the District's policies that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

C. Formal Complaint and Grievance Process (continued)

4. (continued) If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the written notice, the District must provide notice of the additional allegations to the parties whose identities are known.
5. The parties may have an advisor of their choice accompany them during any grievance proceeding at which the party's attendance is required. The District may, in its discretion, establish certain restrictions regarding the extent to which an advisor may participate in the proceedings. If any such restrictions are established, they will be applied equally to all parties.
6. The Title IX Coordinator will, as applicable, promptly commence an investigation of the formal complaint, designate a school administrator to promptly investigate the formal complaint, or dismiss the formal complaint in accordance with Subsection F of this Section. The standard of evidence to be used to determine responsibility is the preponderance of the evidence standard (i.e., more likely than not). The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties.
7. The parties will be given an equal opportunity to discuss the allegations under investigation with the investigator(s) and are permitted to gather and present relevant evidence. This opportunity includes presenting witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The District will provide to a party whose participation is invited or expected (including a witness) written notice of the date, time, location, participants, and purpose of all hearings (if applicable), investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
8. Both parties will be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

C. Formal Complaint and Grievance Process (continued)

- 8.(cont) Prior to completion of the investigative report, the District will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) school days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report, as described in Paragraph 9 of this Subsection.
9. The investigator(s) will create an investigative report that fairly summarizes relevant evidence. The investigator(s) will send the investigative report, in an electronic format or hard copy, to each party and to each party's advisor for their review and written response at least ten (10) school days prior to the time a determination regarding responsibility is made.
10. The Superintendent will appoint a decision-maker(s), who shall be a District employee or third-party contractor and who shall be someone other than the Title IX Coordinator or investigator(s). If the formal complaint filed is against the Superintendent, the Board Chair shall appoint the decision-maker, who shall be someone other than the Title IX Coordinator or investigator(s). The investigator(s) and the decision-maker(s) shall not discuss the investigation's facts and/or determination while the formal complaint is pending. The decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decisions to exclude a question as not relevant.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

C. Formal Complaint and Grievance Process (continued)

11. The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker must apply the preponderance of the evidence standard. The written determination will include: (1) identification of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the District's code of conduct to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District will impose on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and (6) the District's procedures and permissible bases for the complainant and respondent to appeal. If the respondent is found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel), the written determination shall indicate whether the respondent engaged in sexual harassment as defined by the Board's Policy and these Administrative Regulations. The written determination will be provided to both parties simultaneously.
12. Student respondents found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) may be subject to discipline up to and including expulsion. Employee respondents found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) may be subject to discipline up to and including termination of employment. Other respondents may be subject to exclusion from the District's programs, activities and/or property. In appropriate circumstances, the District may make a criminal referral. Remedies will be designed to restore or preserve equal access to the District's education programs or activities.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (continued)

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

C. Formal Complaint and Grievance Process (continued)

13. After receiving notification of the decision-maker(s)' decision, or after receiving notification that the District dismissed a formal complaint or any allegation therein, both complainant and respondent may avail themselves of the appeal process set forth in Section E of this Section.

D. Informal Resolution

At any time prior to reaching a determination regarding responsibility, but only after the filing of a formal complaint, the District may suggest to the parties the possibility of facilitating an informal resolution process, such as mediation, to resolve the formal complaint without the need for a full investigation and adjudication. If it is determined that an informal resolution may be appropriate, the Title IX Coordinator or designee will consult with the parties.

Prior to facilitating an informal resolution to a formal complaint, the Title IX Coordinator or designee will provide the parties with written notice disclosing the sexual harassment allegations, the requirements of an informal resolution process, and any consequences from participating in the informal resolution process. Upon receipt of this document, complainants and respondents have five (5) school days to determine whether they consent to participation in the informal resolution. The District must obtain voluntary, written consent to the informal resolution process from both parties.

Prior to agreeing to any resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. If a satisfactory resolution is reached through this informal process, the matter will be considered resolved. If these efforts are unsuccessful, the formal grievance process will continue.

Nothing in this section precludes an employee from filing a complaint of retaliation for matters related to an informal resolution, nor does it preclude either party from filing complaints based on conduct that is alleged to occur following the District's facilitation of the informal resolution.

An informal resolution is not permitted to resolve allegations that an employee sexually harassed a student.

Personnel -- Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (continued)

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

E. Appeal Process

After receiving notification of the decision-maker(s)' decision, or after receiving notification that the District dismissed a formal complaint or any allegation therein, both complainant and respondent have five (5) school days to submit a formal letter of appeal to the Title IX Coordinator specifying the grounds upon which the appeal is based. Upon receipt of an appeal, the Superintendent shall appoint a decision-maker(s) for the appeal, who shall be someone other than the Title IX Coordinator, investigator(s) or initial decision-maker(s).

Appeals will be appropriate only in the following circumstances:

- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- procedural irregularity that affected the outcome of the matter;
- the Title IX Coordinator, investigator(s), and/or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. A conflict of interest or bias does not exist solely because the Title IX Coordinator, investigators(s), and/or decision-maker(s) previously worked with or disciplined the complainant or respondent.

The District will provide the other party with written notice of such appeal. The appealing party will then have ten (10) school days to submit to the decision-maker(s) for the appeal a written statement in support of, or challenging, the outcome of the grievance process. The decision-maker(s) for the appeal will provide the appealing party's written statement to the other party. The other party will then have ten (10) school days to submit to the decision-maker for the appeal a written statement in support of, or challenging, the outcome of the grievance process. The decision-maker(s) for the appeal, in their discretion, will determine any additional necessary and appropriate procedures for the appeal.

Personnel -- Certified/Non-Certified/Students**Sexual Harassment/Title IX****Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (continued)****Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX****E. Appeal Process (continued)**

After considering the parties' written statements, the decision-maker(s) for the appeal will provide a written decision. The decision-maker(s) for the appeal will attempt to issue the written decision within thirty (30) school days of receipt of all written statements from the parties. If it is found that one of the bases for appeal exists, the decision-maker(s) for the appeal will issue an appropriate remedy.

Supportive measures for either or both parties may be continued throughout the appeal process.

F. Dismissal of a Formal Complaint

The Title IX Coordinator shall dismiss any formal complaint that, under Title IX, 1) would not constitute sexual harassment as defined under Title IX even if proved, 2) did not occur in the District's education program or activity, or 3) did not occur against a person in the United States. Such dismissal does not preclude action under another Board policy.

The District may dismiss a formal complaint or any allegations therein, if at any time during the investigation or hearing a complainant notifies the Title IX Coordinator in writing that 1) the complainant would like to withdraw the formal complaint or any allegations therein; 2) the respondent is no longer enrolled or employed in the District; or 3) specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the District will promptly and simultaneously send written notice of the dismissal and reason(s) therefor to each party. Either party can appeal from the District's dismissal of a formal complaint or any allegations therein using the appeals procedure.

In the event a formal complaint is dismissed prior to the issuance of a decision under Title IX, the Title IX Coordinator shall determine if the allegations of sexual harassment shall proceed through the grievance procedures identified in Section II of these Administrative Regulations for claims of sex discrimination for consideration as to whether the allegations constitute sexual harassment under Title VII or Connecticut law.

A dismissal pursuant to this section does not preclude action by the District under the Student Discipline policy, Code of Conduct for students/or and employees, or any other applicable rule, policy, and/or collective bargaining agreement.

Personnel – Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX (continued)

G. Miscellaneous

1. Any timeframe set forth in these Administrative Regulations may be temporarily delayed or extended for good cause. Good cause may include, but is not limited to, considerations such as the absence or illness of a party, a party's advisor, or a witness; concurrent law enforcement activity; concurrent activity by the Department of Children and Families; or the need for language assistance or accommodation of disabilities. If any timeframe is altered on a showing of good cause, written notice will be provided to each party with the reasons for the action.
2. If a sexual harassment complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding non-discrimination.
3. If the sexual harassment complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a non-accidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
4. Retaliation against any individual who complains pursuant to the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) and these Administrative Regulations is strictly prohibited. Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation. Complaints alleging retaliation may be filed according

to the grievance procedures for sex discrimination described herein.

Personnel – Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (continued)

Section I. Grievance Process for Complaints of Sexual Harassment Under Title IX

G. Miscellaneous (continued)

5. The District will maintain for a period of seven (7) years records of:
 - i. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the Board's education program or activity;
 - ii. Any appeal and the result therefrom;
 - iii. Any informal resolution and the result therefrom; and
 - iv. All material used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The Board will make these training materials publicly available on its website.

If the District has actual knowledge of sexual harassment in an education program or activity of the Board, and for any report or formal complaint of sexual harassment, the District will create and maintain for a period of seven (7) years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. The District will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Board's education program or activity. If the District does not provide a complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Section II. Grievance Procedures for Claims of Sex Discrimination (Other Than Sexual Harassment Under Title IX)

A. Definitions

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sex discrimination.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sex discrimination.

Personnel – Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

Section II. Grievance Procedures for Claims of Sex Discrimination (Other Than Sexual Harassment Under Title IX) (continued)

B. Reporting Sex Discrimination Other than Sexual Harassment under Title IX

It is the express policy of the Board to encourage victims of sex discrimination to report such claims. Any person may report sex discrimination (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. If the District receives notice of sex discrimination or alleged sex discrimination against a person in the District's education program or activity, the Title IX Coordinator or designee will promptly notify the complainant of the grievance process. The District will treat complainants and respondents equitably during the grievance process. Sexual harassment is a form of sex discrimination, and any incident of sexual harassment under Title IX, as defined above, shall be handled pursuant to Section I of these Administrative Regulations. Any allegations of sexual harassment under Title VII or Connecticut law, as defined above, shall be handled pursuant to this Section II of these Administrative Regulations.

C. Grievance Procedures

1. As soon as an employee feels that the employee has been subjected to sex discrimination other than sexual harassment as defined under Title IX (including, without limitation, sexual harassment under Title VII or Connecticut law), the employee should make a written complaint to the Title IX Coordinator or to the building principal, or designee. The employee will be provided a copy of the Board's Policy and Administrative Regulations and made aware of the employee's rights under this Policy and Administrative Regulations. Preferably, complaints should be filed within ten (10) school days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.

Personnel – Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (continued)

Section II. Grievance Procedures for Claims of Sex Discrimination (Other Than Sexual Harassment Under Title IX)

C. Grievance Procedures (continued)

2. The complaint should state the:
 - i. Name of the complainant;
 - ii. Date of the complaint;
 - iii. Date(s) of the alleged discrimination;
 - iv. Name(s) of the discriminator(s);
 - v. Location where such discrimination occurred;
 - vi. Names of any witness(es) to the discrimination;
 - vii. Detailed statement of the circumstances constituting the alleged discrimination; and
 - viii. Remedy requested.
3. Any employee who makes an oral complaint of sex discrimination to any of the above-mentioned personnel will be provided a copy of these Administrative Regulations and will be requested to make a written complaint pursuant to the above procedure.
4. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or designee. In addition, a copy of any complaint filed under this Policy shall be forwarded to the Title IX Coordinator. If the complaint being filed is against the Title IX Coordinator, the complaint should be filed with the Superintendent. If the complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.
5. The Title IX Coordinator or designee shall investigate all complaints of sex discrimination against an employee, regardless of whether the conduct occurred on or off-school grounds. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information, and other extenuating circumstances. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.

Personnel – Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (continued)

Section II. Grievance Procedures for Claims of Sex Discrimination (Other Than Sexual Harassment Under Title IX)

C. Grievance Procedures (continued)

6. Any employee who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the employee requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the employee insists that this information not be shared with the alleged discriminator(s), the employee will be informed that the District's ability to investigate and/or take corrective action may be limited.
7. Upon receipt of a sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:
 - i. offer to meet with the complainant and respondent (if applicable) separately within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent (if applicable) believe have relevant information, and obtain any relevant documents the complainant and respondent may have;
 - ii. provide the complainant and respondent (if applicable) with a copy of the Board's sex discrimination policy and accompanying regulations;
 - iii. consider whether any interim measures may be appropriate to protect the complainant or respondent (if applicable), pending the outcome of the investigation;
 - iv. conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

Personnel – Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (continued)

Section II. Grievance Procedures for Claims of Sex Discrimination (Other Than Sexual Harassment Under Title IX)

C. Grievance Procedures (continued)

- v. consider whether alleged sex discrimination has created a hostile work environment, including consideration of the effects of off-campus conduct on the school;
 - vi. communicate the outcome of the investigation in writing to the complainant, to the respondent, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within ninety (90) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and respondent (if applicable) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination, adhering to the requirements of state and federal law; and
 - vii. when sex discrimination has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the discrimination, as deemed appropriate by the Superintendent or designee, and take steps to remedy the effects of the sex discrimination.
8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent will receive notice and interim measures may be implemented as necessary.

Personnel – Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (continued)

Section II. Grievance Procedures for Claims of Sex Discrimination (Other Than Sexual Harassment Under Title IX)

C. Grievance Procedures (continued)

9. If the complainant or respondent (if applicable) is dissatisfied with the findings of the investigation, the complainant or respondent may file a written appeal within five (5) school days to the Title IX Coordinator, or, if the Title IX Coordinator conducted the investigation, to the Superintendent of Schools. The Title IX Coordinator or Superintendent shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant and respondent (if applicable), in writing, within fifteen (15) school days following the receipt of the written request for review.

D. Miscellaneous

1. If a sex discrimination complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding nondiscrimination.
2. If the sex discrimination complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.

Personnel – Certified/Non-Certified/Students

Sexual Harassment/Title IX

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (continued)

Section II. Grievance Procedures for Claims of Sex Discrimination (Other Than Sexual Harassment Under Title IX)

D. Miscellaneous (continued)

3. Retaliation against any individual who complains pursuant to the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) and these Administrative Regulations is strictly prohibited. Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation as a result of filing a complaint. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination described herein.

Section III. Further Reporting

At any time, a complainant alleging sex discrimination or sexual harassment may also file a complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

Copies of these Administrative Regulations will be distributed to all employees.

Sexual Assault: An offense classified as forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Rape— (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Sexual Assault with an Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Fondling—The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of the person's age or because of the person's temporary or permanent mental or physical incapacity.

Incest—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

**COMPLAINT FORM REGARDING SEXUAL HARASSMENT UNDER TITLE IX
(PERSONNEL)**

This complaint form should be used for complaints of sexual harassment as defined on page 1 of the Board's Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel)

Name of the complainant _____

Date of the complaint _____

Date of the alleged sexual harassment _____

Name or names of the sexual harasser(s) _____

Location where such sexual harassment occurred _____

Name(s) of any witness(es) to the sexual harassment _____

Detailed statement of the circumstances constituting the alleged sexual harassment

Remedy requested _____

Signature of Complainant or Title IX Coordinator: _____

COMPLAINT FORM REGARDING SEX DISCRIMINATION (OTHER THAN SEXUAL HARASSMENT UNDER TITLE IX) (PERSONNEL)

This complaint form should be used for complaints of sex discrimination as defined on page 1 of the Board's Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel)

Name of the complainant _____

Date of the complaint _____

Date of the alleged sex discrimination _____

Name or names of the sex discriminator(s) _____

Location where such sex discrimination occurred _____

Name(s) of any witness(es) to the sex discrimination _____

Detailed statement of the circumstances constituting the alleged sex discrimination

Remedy requested _____

Signature: _____

NOTICE OF SEXUAL HARASSMENT ALLEGATIONS UNDER TITLE IX

In accordance with the Board's Policy and Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel), a formal complaint of sexual harassment has been filed with the Title IX Coordinator.

Identities of the parties involved, if known:

_____ (Complainant(s))
_____ (Respondent(s))

The conduct allegedly constituting sexual harassment: _____

The date and the location of the alleged incident, if known: _____

The Title IX Coordinator or designee will contact the parties regarding the next step in the grievance process. Questions can be directed to the Title IX Coordinator: **[INSERT CONTACT INFORMATION FOR TITLE IX COORDINATOR]**

The respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility is made at the conclusion of the grievance process.

All parties involved may have an advisor of their choice who may be, but it not required to be, an attorney. This advisor may inspect and review evidence as permitted by the Board's Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel).

Any employee who knowingly makes false statements or knowing submits false information during this grievance process is subject to discipline, up to and including termination. Additionally, it is a violation of the Board's Student Discipline Policy to lie to school officials or otherwise engage in dishonest behavior, which includes knowingly making false statements or knowingly submitting false information during the grievance process. Any student who knowingly makes false statements or knowingly submits false information during this grievance process will be subject to sanctions pursuant to the Board's Student Discipline Policy.

A copy of the Board's Policy and Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) is included with this notice.

**NOTICE OF INFORMAL RESOLUTION PROCESS FOR SEXUAL HARASSMENT
COMPLAINTS UNDER TITLE IX**

In accordance with the Board's Policy and Administrative Regulations regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel), a formal complaint of sexual harassment has been filed with the Title IX Coordinator. The Board has an informal resolution process to promptly and equitably resolve such complaints using mediation *[alternatively, could be restorative justice]*. This informal resolution process will only be utilized if both the Complainant and Respondent agree to do so.

The conduct allegedly constituting sexual harassment: _____

If both parties agree to the informal resolution process, it shall preclude the parties from resuming a formal complaint arising out of the same allegations. However, either party may withdraw from the informal resolution process at any time before agreeing to a resolution and resume the grievance process for formal complaints of sexual harassment.

If both parties agree to a resolution, that resolution is binding upon both parties and cannot be changed or appealed.

The District will maintain for a period of seven (7) years records of the informal resolution process and results therefrom.

I voluntarily consent to the informal resolution process:

Complainant Date

Respondent Date

[To be posted in a conspicuous place readily available
for viewing by employees and emailed to employees within three months of hire with the
subject line "Sexual Harassment Policy" or words of similar import]

SEXUAL HARASSMENT IS ILLEGAL

AND IS PROHIBITED

BY

THE CONNECTICUT DISCRIMINATION EMPLOYMENT PRACTICES ACT

(Section 46a-60(a)(8) of the Connecticut General Statutes)

AND

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

(42 United States Code Section 2000e et seq.)

SEXUAL HARASSMENT MEANS ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

1. SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT;
2. SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

EXAMPLES OF SEXUAL HARASSMENT INCLUDE:

UNWELCOME SEXUAL ADVANCES

SUGGESTIVE OR LEWD REMARKS

UNWANTED HUGS, TOUCHES, KISSES

REQUESTS FOR SEXUAL FAVORS

RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

DEROGATORY OR PORNOGRAPHIC POSTERS, CARTOONS, OR DRAWINGS.

REMEDIES FOR SEXUAL HARASSMENT MAY INCLUDE:

CEASE AND DESIST ORDERS

BACK PAY

COMPENSATORY DAMAGES

PUNITIVE DAMAGES

HIRING, PROMOTION, OR REINSTATEMENT

Retaliation against any employee for complaining about sexual harassment is prohibited under this policy and illegal.

VIOLATION OF THIS POLICY IS GROUNDS FOR DISCIPLINE, INCLUDING DISCHARGE.

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

AN INFRACTION OF THIS POLICY BY SUPERVISORS OR CO-WORKERS SHOULD BE REPORTED IMMEDIATELY TO THE TITLE IX COORDINATOR **OR THE SUPERINTENDENT IF THE TITLE IX COORDINATOR IS THE SUBJECT OF THE COMPLAINT**. CONFIDENTIALITY WILL BE MAINTAINED TO THE EXTENT POSSIBLE.

ANY EMPLOYEE WHO BELIEVES THAT HE OR SHE HAS BEEN HARASSED OR DISCRIMINATED AGAINST IN THE WORKPLACE IN VIOLATION OF THIS POLICY MAY ALSO CONTACT:

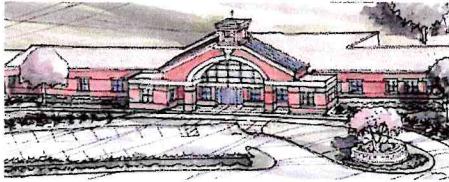
THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
[] REGION OFFICE [REGIONAL OFFICES AND THEIR ADDRESSES CAN BE
FOUND ON THE CHRO WEBSITE, [HTTP://WWW.STATE.CT.US/CHRO/](http://www.state.ct.us/chro/)
[ADDRESS]
[PHONE NUMBER]

AND/ OR:

THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
BOSTON AREA OFFICE
JOHN F. KENNEDY FEDERAL BUILDING
475 GOVERNMENT CENTER
BOSTON, MA 02203
PHONE (800) 669-4000

CONNECTICUT LAW REQUIRES THAT A FORMAL WRITTEN COMPLAINT BE FILED WITH THE COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES WITHIN THREE HUNDRED (300) DAYS OF THE DATE WHEN THE ALLEGED HARASSMENT/ DISCRIMINATION OCCURRED.

9/24/20



Marlborough School District
25 SCHOOL DRIVE
MARLBOROUGH, CONNECTICUT 06444
TELEPHONE (860) 295-6236 □ FAX (860) 295-6153
www.marlborough.k12.ct.us

TO: The Marlborough Board of Education

FROM: Holly Hageman, Superintendent & John Mercier, Director of Operations

DATE: March 18, 2025

RE: Food Service Interschool Agreement with RHAM

As per Federal Guidelines, this is the year that the district needs to go out to bid for food service management services. RHAM also needs to go out to bid for food services. We have engaged in discussions with RHAM's administration about the possibility of establishing a mutually beneficial partnership by entering into an Interschool Agreement for food services. The USDA allows for providers (school districts) under the National School Lunch Program and the School Breakfast Program to enter into annual Interschool Agreements.

In this proposed situation, Regional School District 8 would take on the responsibilities of running their program with Marlborough Elementary's food service program as a third site under RSD8's State of Connecticut Agreement Number. The Interschool Agreement could benefit both districts by economy of scale by increasing the total combined enrollment. Programs with higher enrollments are more attractive to food service management companies to bid on. When multiple food service management companies (FSMC) choose to bid, the competition helps drive down their fees. Other benefits of this partnership include:

- Enhanced efficiency of staffing resources dedicated to food services for both RSD8 and Marlborough - not the least of which is the submission of one Request for Proposal (RFP) and ultimately one Food Service Management Company.
- Improving annual "roll-up" as RSD8 and Marlborough students would then be in the same food services software system.

At its meeting on March 17, 2025, the RHAM Board of Education approved entering into this agreement with the Marlborough Board of Education. To proceed, the Marlborough Board of Education would need to authorize the Marlborough Superintendent to negotiate the terms of, and enter into, the Interschool Agreement with RHAM. This agenda item and associated motion are on the upcoming March 27, 2025 agenda. We will be happy to address any questions that you may have.

POSITION	VACANCY DUE TO	ASSIGNMENT/APPOINTMENT	START DATE
SUPPORT STAFF			
Michele Demicco/ Shannon Rosario	Jason Lathrop - Restructure of Finance Office	Business Manager/Payroll	7/1/2024
Rebecca Smith	Brylene Laws hired as 3 rd Grade Teacher	1.0 FTE Paraeducator	8/27/2024
Erin Burns	Elise Filosa - resignation	1.0 FTE Paraeducator	8/27/2024
Denise Frank	Madison Wall - resignation	1.0 FTE Paraeducator	8/27/2024
Brittany Schadtler	Gino Perrone - resignation	1.0 FTE Paraeducator	8/27/2024
Emily Messier	Abby Dwyer - resignation	1.0 FTE Paraeducator	8/27/2024
Bonnie Hoffman	Jessica Tuck - hired as RBT	1.0 FTE Paraeducator	8/27/2024
Emily Phillips	Available position	1.0 FTE Paraeducator	8/27/2024
Keri Westcott	Available position	1.0 FTE Paraeducator	8/27/2024
Jessica Tuck	New RBT position	1.0 FTE RBT	8/27/2024
Sarah Dotson	James Raffin - resignation	1.0 FTE Custodian	9/9/2024
Joanne Andrews	Marcy Spellman - retirement	1.0 FTE Pupil Services Admin Assistant	10/9/2024
Ann Scanlon	Joanne Andrews – hired as Pupil Services Admin Assistant	1.0 FTE Paraeducator	10/28/24
Kim Bastarache	Holly Davis resignation	1.0 FTE Paraeducator	11/7/24
Robyn Seliokas	Denise Madley - termination	1.0 FTE Paraeducator	12/2/2024
Madison Wall	New position per student needs	1.0 FTE Paraeducator	12/9/2024
Joseph Sherman	Ben McNaughton	1.0 FTE Custodian	1/6/2025
Edith Suarez	Emily Phillips - termination	1.0 FTE Paraeducator	1/28/2025
	Joseph Sherman - termination	1.0 FTE Custodian	