New Hartford Public Schools

Board of Education Regular Meeting Agenda

7:00 PM on Tuesday, November 11, 2025

Antolini School Library

New Hartford BOE meetings are accessible live via the following: https://meet.google.com/zdc-ehxu-rax
or by phone +1 567-307-4485 PIN: 820 043 386#

In case of remote only meetings and you need an electronic device to participate please contact the Board of Education at 860-379-8546 with more than 24 hours notice to prepare and schedule a location.

A. Pledge of Allegiance

B. Order of Business

C. Communications to the Board of Education/Public Comment

D. Superintendent's Report

a. Interim Chair, Superintendent Sousa, to Conduct Board Officer Elections. New Hartford Board of Education election of officers, Chair, Vice Chair and Secretary - Bylaws 9110, 9120, 9121, 9122, 9123, 9212
b. Welcome to student representatives
c. Board of Education award, honorable mention and recognition
d. Wellness Subcommittee update
e. Task Force RFP status update and recommendation



E. Board of Education Chair's Report

F. Routine Business

a. Approval of Minutes - October 7, 2025
b. Expenditure Report

G. New Business

a. REVISION - Policy 5151 - Students - Child Identification Gifted and Talented (1st Read)
b. NEW - Policy 6172.1 - Instruction - Gifted and Talented Students Program (1st Read)
c. NEW - Policy 5131.111 - Students - Video Surveillance Cameras in Schools (1st Read)
d. REVISION - Policy 6161.3 - Instruction - Comparability of Services (1st Read)
e. REVISION - Policy 3323 - Business/Non-Instructional Operations - Soliciting Prices/Bidding Requirements (1st Read)

H. Old Business

a. NEW - Policy 0523 - Mission Goals Objectives - Equity and Diversity (2nd Read)
b. NEW - Policy 4118.4 / 4218.4 Rights, Responsibilities and Duties Electronic Mail (2nd Read)
c. NEW - Policy 4118.232 / 4218.232 - Personnel - Drug and Alcohol-Free Workplace (2nd Read)
d. NEW - Policy 5131.601 - Students - Medical (Palliative) Use of Marijuanna (2nd Read)
e. NEW - Policy 5141.213 - Students - Opioid Overdose Prevention (Emergency Administration of Naloxone) (2nd Read)
f. NEW - Policy P5141.231 / 4118.234 - Students - Psychotropic Drug Use (2nd Read)

I. Public Comment - (For Agenda Items Only)

J. Reports

a. EdAdvance

K. Executive Session

a. Discussion and possible action regarding a tentative collective bargaining agreement with the New Hartford Education Association

L. Adjournment

Recorded Reg. & Special BOE meetings will be posted to:
https://www.youtube.com/channel/UCX-_ZlomWmjG81dc_QM3rfg

Bylaws of the Board

Number of Members; Terms of Office

Number of Members

The New Hartford Board of Education shall consist of nine (9) members.

Terms of Office

The term of office of a Board member shall be four years. Members shall take office on the second Tuesday next following the day they are elected.

Bylaw adopted by the Board: January 17, 2006

Bylaw revised: March 5, 2013

Bylaws of the Board

Officers

1. The Board shall, not later than one month after the date on which newly elected members take office, elect by ballot and majority vote, from its own members a Chairperson, Vice-Chairperson, and a Secretary. The new officers shall take office immediately upon election.

2. Officers shall hold their respective offices for two (2) years, and until their successors are duly elected.

3. Should a vacancy arise in an office of the Board, other than the Chairperson, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers, as described in #1.

4. Removal proceedings of any officer shall begin with a letter signed by not fewer than three (3) Board members, and sent by certified mail with return receipt requested to the affected officer. A copy of such letter shall be sent by certified mail with return receipt requested to each member of the Board who did not sign the letter.

The letter of notice of initiation of impeachment proceedings shall be received by the officer in question and by the Board members not less than seventy-two (72) hours prior to the meeting at which the decision to initiate impeachment proceedings is to be made.

The return receipts are to be presented by the three (3) initiating Board members at the Board meeting at which impeachment proceedings are to be initiated, and a record made of the minutes noting which Board members receipts were returned.

The motion to initiate impeachment proceedings shall require for passage a majority (5 members) of the Board. Such vote shall be taken by ballot at a regularly scheduled Board meeting, and the officer in question has the right to participate in this vote. If the motion is approved, removal proceedings shall appear on the agenda of the next regularly scheduled Board meeting, or within thirty (30) days, under old business. Removal proceedings shall be completed by means of an affirmative vote of three-quarters (7 members) of the entire Board. This vote shall be taken by ballot, and the officer in question may vote on this motion.

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings

Bylaw adopted by the Board: January 17, 2006

Bylaw revised: September 20, 2011

Bylaws of the Board

Chairperson

The Chairperson shall preside at all meetings of the New Hartford Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.

2. Consult with the Superintendent in the planning of the Board's agendas and in appointing Clerk of the Board.

3. Confer with the Superintendent on crucial matters which may occur between Board meetings.

4. Appoint Board committees, subject to Board approval.

5. Call special meetings of the Board as necessary.

6. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.

7. Be responsible for the orderly conduct of all Board meetings.

8. Assume such other duties as may be authorized by the Board.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time.

2. Announce the business to come before the Board in its proper order.

3. Enforce the Board's policies relating to the order of business and the conduct of the meetings.

4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.

5. Explain what the effect of a motion would be if it is not clear to every member.

6. Restrict discussion to the question when a motion is before the Board.

7. Answer all parliamentary inquiries, referring questions of legality to the Board attorney.

8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

(cf. 9020 - Public Statements)

(cf. 9325 - Meeting Conduct)

Legal Reference: Connecticut General Statutes

10-218 Officers. Meetings.

Bylaw adopted by the Board: January 17, 2006

Bylaws of the Board

Office of the Vice-Chairperson

The Vice-Chairperson will:

1. Act in place of the Chairperson when necessary and preside at meetings when the Chairperson is temporarily absent. The Vice-Chairperson cannot fill vacancies required to be filled by the Chairperson and does not serve as an ex-officio member of committees.

2. Work with the Chairperson and Superintendent to become generally informed of Board business.

3. In the absence of the Chairperson, act as a resource to the Superintendent on decisions which may require further input between board meetings.

4. In case of illness, resignation, or death of the Chairperson, the Vice-Chairperson, as deemed by the Board, becomes Chairperson for the unexpired term.

Bylaw adopted by the Board: January 17, 2006

Bylaw revised: January 17, 2012

Bylaws of the Board

Secretary

The Secretary shall be responsible for keeping an accurate record of the proceedings of the Board and is responsible for such minutes until they are approved by the Board. A copy of the minutes of each Board meeting shall be on file in the Superintendent s Office and a copy shall be placed on file in the office of the Town Clerk according to law. For the purposes of conducting the financial affairs of the District, all checks issued in the name of the District shall carry the signature of the Secretary of the Board or in his/her absence, that of the Board Chairperson.

Secretary Pro Tem

In the absence of the Secretary or if the Secretary is serving as the Chairperson, the Board members shall elect, by a majority vote of those present, a Secretary Pro Tem.

Chair Pro Tem

In the absence of the Chairperson and the Vice-Chairperson at any meeting, the Secretary shall act as the Chairperson.

Legal Reference: Connecticut General Statutes

10-218 Officer. Meetings.

10-224 Duties of secretary.

10-225 Salaries of secretary and attendance officers.

Bylaw adopted by the Board: January 17, 2006

Bylaws of the Board

Oath of Office

Board of Education members, before taking office, shall take the following oath or affirmation:

You solemnly swear or solemnly and sincerely affirm, as the case may be, that you will faithfully discharge, according to law, your duties as Board of Education to the best of your abilities; so help you God or upon penalty of perjury.

Legal Reference: Connecticut General Statutes

10-218a Oath of office

1-25 Forms of oaths

Bylaw adopted by the Board: January 17, 2006

New Hartford Public Schools

Wellness Subcommittee Meeting

October 15, 2025

Ann Antolini Elementary School

3:30 pm

Minutes

Triennial Assessment

10.15.25
Amy Kennedy, Kelly Carroll, Michael Lynch, Deb Marciano, Acacia Ransom, Erik Perotti

A Local School Wellness Policy (LSWP) is a written document of board-approved policies that guide local education agency (LEA) efforts to establish a *school environment that promotes students' health, well-being, and ability to learn by supporting healthy eating and physical activity.*

- Required assessment every 3 years
- The assessment has been updated since the last time it was completed
- Overall- we did very well!
- 2 sections that we are rated at:
    - Policies
    - Practice
- Not calculated this way BUT (previously scored an 80 overall)
    - Policies: 79/100
    - Practice: 81/100
- Pages 1-4 of the Triennial Assessment highlight high scores.
- Starting on Page 5

Our task is to review the areas that did not receive full credit and decide if we feel like policies or practices should be adjusted.

Create Practice Implementation Plan
Update Policies
Opportunities for Growth

Committee thoughts and feedback:

- Opportunity to promote staff and community wellness (hikes, competitions, etc)
- Walking club during recess = staff and student
- School parties- think about no food, increasing sports, games, crafts, competitions etc - could increase points in several areas
- January meeting - begin to plan action steps

Fee Proposal

While the process is the same for either effort, we propose the following individual fees for each and fee for a combination of both:

TASK	Fee
Effort 1 – Retaining the Current Facilities	$ 24,750.
Effort 2 – Reducing the Total Number of Facilities	$ 20,250.
Combined Efforts 1 & 2	$ 45,000.
Enrollment Projections	$ 3,500.
TOTAL	**$ 48,500.**

Exclusions

1. Schematic Designs thru Construction Administration Phase Services
2. Hazardous Building Material assessments

Hourly Rates

Personnel	Hourly Rate
Principal/Project Manager	$206
Principal/Project Architect	$191
Architect	$153
Architectural Designer	$128
Architectural Draftsperson	$103
Principal M/E Engineer	$206
Sr. Project Engineer/Manager	$179
Project Engineer	$137
Engineering Designer	$123
Interior Designer	$118
Construction Administrator/Building Official	$133
Specification Writer	$128
Administration	$89

NEW HARTFORD PUBLIC SCHOOLS

NEW HARTFORD TOWN HALL
530 MAIN STREET P. O. BOX 315
NEW HARTFORD, CONNECTICUT 06057
OFFICE (860) 379-8546 FAX (860) 738-1766

Jeffrey Sousa	Michael Lynch	Amy Kennedy	Kelly Carroll, Ed.D.
Superintendent of Schools	Director of Student Services	Principal Bakerville & New Hartford Elementary	Principal Ann Antolini School

Re:Allocation of DRIP Program by State Bond Commission

Dear Jeffrey Beckham,

I'm writing as Superintendent of New Hartford Public Schools to respectfully ask that the funds authorized by the legislature for the District Repair and Improvement Project (DRIP) program be allocated during the next meeting of the State Bond Commission.

The DRIP program offers districts like ours a rare and valuable opportunity to address smaller capital improvement projects that too often fall through the cracks due to budget constraints as we grapple with increased costs such as transportation expenses, employee health care expenses, and special education expenses just to name a few. These projects may be modest in scale, but they have a direct impact on student health, safety, and learning.

From classroom renovations to plumbing repairs, these are the kinds of updates that help us create better environments for students and staff. The DRIP program gives districts a responsible, proactive way to address these needs before they grow into more costly challenges.

We were proud to support this proposal through the legislative process and are grateful it was included in the final bond package. Now, we respectfully ask for your help in moving this over the finish line.

Thank you for your time and consideration.

Sincerely,

Jeffrey Sousa
Superintendent
New Hartford Public Schools

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Jeffrey Sousa	Michael Lynch	Amy Kennedy	Kelly Carroll, Ed.D.
Superintendent of Schools	Director of Student Services	Principal Bakerville & New Hartford Elementary	Principal Ann Antolini School

Re:Allocation of DRIP Program by State Bond Commission

Dear Mark Anderson,

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Jeffrey Sousa	Michael Lynch	Amy Kennedy	Kelly Carroll, Ed.D.
Superintendent of Schools	Director of Student Services	Principal Bakerville & New Hartford Elementary	Principal Ann Antolini School

Re:Allocation of DRIP Program by State Bond Commission

Dear Paul Honig,

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Thank you for your time and consideration.

Sincerely,

Jeffrey F. Sousa

Jeffrey Sousa
Superintendent
New Hartford Public Schools

Gmail

Sara Voghel <voghels@newhtfd.org>

Thank you

Jeffrey Sousa <sousaj@newhtfd.org> Thu, Oct 23, 2025 at 2:24 PM
To: Kelly Carroll <carrollk@newhtfd.org>, Daniel Jerram <djerram@newhartfordct.gov>, Jamie Heuschkel <heuschkelj@newhtfd.org>, Josh Wedge <joshua.wedge@ct.gov>, Amy Kennedy <kennedya@newhtfd.org>, Michael Lynch <lynchm@newhtfd.org>, Alexandra Plourd <plourda@newhtfd.org>, Rafael Figueiral <rafael.figueiral@ct.gov>, Acacia Ransom <ransoma@newhtfd.org>, Robert Diorio <robertsevfd10@yahoo.com>, Jeffrey Sousa <sousaj@newhtfd.org>, Sara Voghel <voghels@newhtfd.org>, Dennis Baker <dennis.baker@dattco.com>, Mark Worsman <markworsman@newhartfordfire.com>, Christine Hayward <CHayward@newhartfordct.gov>, Nick Maltby <president@newhartfordambulance.org>, rjanco@newhartfordct.gov, mcurimd@sbcglobal.net, Stephanie Johnson <sjohnson@fvhd.org>
Cc: BOE Members <boe@newhtfd.org>

Good afternoon everyone,

I want to take a moment to express my sincere appreciation for your dedication and partnership in ensuring the safety and preparedness of our schools. The work you do, often behind the scenes, plays a critical role in protecting our students, staff, and community each and every day.

Your expertise, collaboration, and proactive approach to planning for and responding to potential emergencies demonstrate the very best of our district's commitment to safety. Whether it's reviewing procedures, coordinating with first responders, or providing guidance during drills and real-world events, your steady leadership and thoughtful communication help keep our schools safe and ready.

Please know that your time, professionalism, and care do not go unnoticed. Our ability to respond effectively in any situation is a direct result of your commitment and teamwork. On behalf of our entire district and the New Hartford Board of Education, thank you for your continued service and for the peace of mind you provide to all of us who call this school community home.

With deep appreciation,

Jeffrey F. Sousa
Superintendent
New Hartford Public Schools
860.379.8546
Sousaj@newhtfd.org

Acct. FY25

State of Connecticut
Office of the State Comptroller
Hartford, CT 06106-1775

DOLIR 17197131 0000227307
BOARD OF EDUCATION

PO BOX 315
NEW HARTFORD, CT 06057-0315

BU	DOLIR
Agency Name	Dept of Labor - Refunds
Reference Number	17197131
Payment Date	06/04/2025
Payment Amount	1,442.00

Check Date: 06/04/2025 Supplier Number: 0000227307 Check No: 17197131

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amount
Refunds of UC Tax 000000000008 (860)263-6470	06/01/2025	00227297	1,442.00	0.00	0.00	1,442.00

Switch to direct deposit for faster payments www.osc.ct.gov/vendor
If additional information is required, please call Dept of Labor - Refunds at (860)263-6470

THIS CHECK IS BLUE. THE BACK CONTAINS A STATE SEAL WATERMARK. HOLD AT AN ANGLE TO VERIFY.

CO-205 (NEW 3-17) **Office of the State Comptroller to the State Treasurer** 51-44/119 CT

AGENCY NAME Dept of Labor - Refunds
BUSINESS UNIT DOLIR

BANK OF AMERICA
Hartford, CT 06110

VENDOR CHECK NO. 17197131

PAYMENT AMOUNT ONE THOUSAND FOUR HUNDRED FORTY-TWO AND XX/100 DOLLARS

PAY TO THE ORDER OF
BOARD OF EDUCATION

Payment Date 06/04/2025

Payment Amount $ 1,442.00

NOT VALID UNLESS SIGNED BY BOTH
STATE COMPTROLLER AND STATE TREASURER

SEAN SCANLON
COMPTROLLER - STATE OF CONNECTICUT

ERICK RUSSELL
TREASURER - STATE OF CONNECTICUT

⑈17197131⑈ ⑆011900445⑆ 57437888⑈

New Hartford Public Schools

Board of Education Regular Meeting
7:00PM on Tuesday, October 7, 2025
(Virtual Only)

Present: Superintendent Jeffrey Sousa; Chairman Timothy Klepps; Vice Chairman Thomas Buzzi

Board Members: Meagan Albert; Penny Miller (Board Secretary); Erik Perotti; Frank Rodenberg; Timothy Russell; Deirdre Tindall and Kristin Young

Staff Professionals: Kelly Carroll, Amy Kennedy, Michael Lynch and Heather Mathes

Chairman Timothy Klepps called the regular meeting (virtual only) to order at 7:01PM.

A. Pledge of Allegiance

B. Order of Business

C. Communications to the Board of Education/Public Comment

D. Superintendent's Report

Superintendent Sousa is very thankful to law enforcement who acted very quickly, along with Dr. Kelly Carroll and Jamie Heuschkel at the security breach at Ann Antolini Elementary School. Minimal damage occurred, some food was taken, nobody was injured and actions to make sure this doesn't happen again have been put in place. Every year the district-wide safety committee meets to review policies and procedures with all town officials, first responders and mental health professionals and the administration, this will take place soon.

a. Mandatory Superintendent Report Public Act 25-93, Section 32 (*See Attachment*)

This mandatory report includes **community-based organizations (CBO), workforce development programs and attrition data for certified and non-certified staff**. There are (3) CBO's: CJR (Connecticut Junior Republic), Winchester Youth Service Bureau and EdAdvance; BASES. The workforce development programs have none in NHPS (Sousa mentioned these are more geared towards high school students). Lastly, attrition for staff: there are (1) certified positions (2025-2026) and (7) non-certified staff positions (2024-2025). Timothy Russell asked if all the positions within the document have been filled, the answer is yes. This is brand-new legislation, a new requirement to be published on a yearly basis to the community and Board of Education.

b. Climate Presentation (*See Attachment*)

- **Family** Climate Survey Results consists of 122 survey respondents in the Spring of 2025. Previously there were 152 in the Spring of 2024 and 154 in the Spring of 2023. Results show 98% of parents say they agree that school is a safe place for their child and 98% feel comfortable discussing their child's needs with teachers at school. Parents also feel strongly about their expectations and the environment within the school. Another showed 95% of parents feel their children get the resources they need to be successful. Report cards are currently being revised. The staff have built a strong relationship with students and families, through trust and transparency. Results show an increase from last year through parents who know how their child is doing before they receive their child's report card, which received 90% this year, this reflects the ongoing efforts to improve communication.
- **Staff** Climate Survey Results show the staff feel the administration promotes a safe environment. The staff implemented a new ELA program, show 98% of staff feel they have access to high quality instruction materials. There is one more installation and all classrooms will have a promethean board. Last year a new plan was

implemented, and this shows 98% of the staff agree that the current approach to teaching evaluation is relevant and supportive to their professional growth. Previously 66% to the increased 84% of staff feel the school effectively addresses behavior issues, as well 75% to 89% increase results show that teachers and students treat each other with respect.

- **Student** Climate Survey Results, from grades 3-6 (Ann Antolini), 98% of students feel welcome at school, and 95% say if they witness or experience bullying that adults at school will help them. Top three student's requests are: assemblies, recess equipment and "keep it up".

Penny Miller questioned whether any of the percentages in the Climate Survey have gone down. Mr. Sousa stated roughly 92% have gone up, if a question went down a few points this doesn't show statistical data because the sample size is not the exact same. Chairman Timothy Klepps asked Mr. Sousa how many staff and students completed the survey. Mr. Sousa stated almost every student and staff completed the survey. Mr. Klepps questioned the results from parents, Mr. Sousa and Dr. Carroll explained parent's perception of how things are addressed and supported are hindered because of confidentiality. Dr. Kelly Carrol says sometimes it's difficult talking to parents because the school cannot always provide the information the parents are looking for. The report card committee is revising the report cards to help parents better understand expectations.

Mr. Sousa presented a slideshow on students in an out of school, "Moments that Matter: At School and On the Go". Negotiations are underway. Pre-K continues to have increased enrollment. Board of Education elections are taking place on November 4, 2025. In September during monitor sampling, bacteria were discovered at Bakerville School, if there is another violation, NHPS would not have portable water. NHPS will be on the Department of Public Health's watchlist, Mr. Sousa suggests again the chlorination system. There is potential "DRIP" (District Repair and Improvement Project) grant funding, Mr. Sousa stated based on calculations approximately $47,000 is due but not completely finalized yet and the chlorination system is about $14,000. More information will be available at the end of October, when approved at the State level (this grant is only to be used for small capital projects). Kristin Young asked Mr. Sousa more about the drip grant and Timothy Russell questioned what the install timeframe looked like for the chlorination system.

E. Board of Education Chair's Report

a. Task Force Update

There have been (3) proposals received for the Joint Task Force study, interviews will take place next Tuesday October 14, 2025, including: Chairman Timothy Klepps, First Selectman Daniel Jerram, Board of Finance Chairwoman Kerry Guilfoyle and Superintendent Jeffrey Sousa.

F. Routine Business

a. Approval of Minutes - September 16, 2025

MOTION by Penny Miller to approve meeting minutes from September 16, 2025 (regular) as corrected with an amended change to Old Business (H) item A to state "minority party representation" instead of "minorities" as requested by Kristin Young. Second by Deirdre Tindall.

UNANIMOUS
Motion Passes

b. Expenditure Report

MOTION by Penny Miller to approve the expenditure report as presented. Second by Deirdre Tindall.

UNANIMOUS
Motion Passes

G. New Business

a. NEW - Policy 0523 - Mission Goals Objectives - Equity and Diversity *(First Read)*

Mr. Buzzi questioned the policy being recommended and by whom, he feels the NHPS is already doing a fantastic job and that this policy does not need to be adopted.

MOTION by Thomas Buzzi to not accept this policy. Second by Timothy Klepps (for discussion).

2-7-0

Aye: Meagan Albert and Thomas Buzzi
Naye: Timothy Klepps, Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell, Deirdre Tindall and Kristin Young
Abstain:

Motion Fails

b. NEW - Policy 4118.4 4218.4 Rights, Responsibilities and Duties Electronic Mail *(First Read)*

c. NEW - Policy 4118.232 - Personnel - Drug and Alcohol-Free Workplace *(First Read)*
d. NEW - Policy 5131.601 - Students - Medical (Palliative) Use of Marijuana *(First Read)*

e. NEW - Policy 5141.213 - Students - Opioid Overdose Prevention (Emergency Administration of Naloxone) *(First Read)*

Timothy Russell asked if there was a backup to the nurse, who is authorized to give naloxone. Right now, only the nurse, there is no backup as of now Mr. Sousa stated.

f. NEW - Policy P5141.231 / 4118.234 - Students - Psychotropic Drug Use *(First Read)*

H. Old Business

a. NEW - Policy 1312.3 Community Relations - Library Material Review and Reconsideration Policy *(Second Read)-Mandatory*

MOTION by Penny Miller to approve Policy 1312.3 Community Relations - Library Material Review and Reconsideration Policy. Second by Timothy Russell.

8-1-0

Aye: Meagan Albert, Timothy Klepps, Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell, Deirdre Tindall and Kristin Young
Naye: Thomas Buzzi
Abstain:

Motion Passes

b. NEW - Policy 1312.4 Community Relations - Library Collection Development and Maintenance Policy *(Second Read)-Mandatory*

MOTION by Timothy Russell to approve Policy 1312.4 Community Relations - Library Collection Development and Maintenance Policy. Second by Penny Miller.

8-1-0

Aye: Meagan Albert, Timothy Klepps, Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell, Deirdre Tindall and Kristin Young
Naye: Thomas Buzzi
Abstain:

Motion Passes

c. NEW - Policy 1312.5 Community Relations - Library Display and Program Policy *(Second Read)-Mandatory*

MOTION by Penny Miller to approve Policy 1312.5 Community Relations - Library Display and Program Policy. Second by Timothy Russell.

8-1-0

Aye: Meagan Albert, Timothy Klepps, Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell, Deirdre Tindall and Kristin Young
Naye: Thomas Buzzi
Abstain:

Motion Passes

d. NEW - Policy 5118.2 Students - Educational Opportunities for Military Children *(Second Read)- Mandatory*

MOTION by Penny Miller to approve Policy 5118.2 Students - Educational Opportunities for Military Children. Second by Kristin Young.

8-1-0

Aye: Meagan Albert, Timothy Klepps, Penny Miller, Erik Perotti, Frank Rodenberg, Timothy Russell, Deirdre Tindall and Kristin Young
Naye: Thomas Buzzi
Abstain:

Motion Passes

e. REVISED - Policy and Regulation 5125 - Students - Confidentiality and Access to Student Records *(Second Read)*

MOTION by Penny Miller to approve Policy and Regulation 5125 - Students - Confidentiality and Access to Student Records. Second by Timothy Russell.

UNANIMOUS
Motion Passes

I. Public Comment - (For Agenda Items Only)

J. Reports

a. EdAdvance (*See Attachment*)

Program spotlight for BASES provides programs for enriching learning experiences. The (11) program sites are operating at near capacity. New Hartford is on the waitlist because of such high demand. The next EdAdvance Board meeting is on Thursday October 9, 2025, Deirdre Tindall will have more to report after this meeting. Juleen Flanigan, who worked in Early Childhood passed away in September 2025, link to her obituary in EdAdvance report.

K. Adjournment

MOTION by Timothy Russell to adjourn the meeting at 8:26PM. Second by Penny Miller.

UNANIMOUS
Motion Passes

Recorded Reg. & Special BOE meetings will be posted to:
https://www.youtube.com/channel/UCX-_ZlomWmjG81dc_QM3rfg

Attachments:
Annual Report per Public Act 25-93, Section 32
Climate Survey 24-25 Results and Goals
Moments That Matter: At School and On the Go
EdAdvance

Town of New Hartford Board of Education

BOE GF EXPENDITURE

From Date: 11/1/2025 To Date: 11/30/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.1000.111.000.000	Staff	$2,605,513.00	$0.00	$2,605,513.00	$101,298.64	$612,413.94	$1,993,099.06	$1,942,633.76	$50,465.30	1.94%
100.1000.112.000.000	Support Saff	$79,546.00	$0.00	$79,546.00	$3,858.74	$18,268.71	$61,277.29	$46,790.81	$14,486.48	18.21%
100.1000.114.000.000	Substitutes	$70,000.00	$0.00	$70,000.00	$2,818.63	$9,980.36	$60,019.64	$0.00	$60,019.64	85.74%
100.1000.116.000.000	Stipends	$23,655.00	$230.00	$23,885.00	$8,475.00	$8,475.00	$15,410.00	$0.00	$15,410.00	64.52%
100.1000.313.000.000	Evaluation & Other services	$10,500.00	$0.00	$10,500.00	$0.00	$3,576.00	$6,924.00	$0.00	$6,924.00	65.94%
100.1000.320.000.000	Purch Services	$13,745.00	$40.00	$13,785.00	$0.00	$0.00	$13,785.00	$0.00	$13,785.00	100.00%
100.1000.431.000.000	Equip Repairs	$925.00	$0.00	$925.00	$0.00	$0.00	$925.00	$0.00	$925.00	100.00%
100.1000.560.000.000	CREC Magnet School Tuition	$18,370.00	$0.00	$18,370.00	$0.00	$0.00	$18,370.00	$0.00	$18,370.00	100.00%
100.1000.591.000.000	Travel	$750.00	$0.00	$750.00	$0.00	$23.80	$726.20	$35.14	$691.06	92.14%
100.1000.616.000.000	Teaching/ Instructional Supplies	$24,500.00	$29.98	$24,529.98	$110.46	$4,849.43	$19,680.55	$3,736.76	$15,943.79	65.00%
100.1000.641.000.000	Material	$25,500.00	$0.00	$25,500.00	$0.00	$20,994.22	$4,505.78	$37.00	$4,468.78	17.52%
100.1000.642.000.000	Periodicals	$2,700.00	$0.00	$2,700.00	$0.00	$3,372.17	($672.17)	$0.00	($672.17)	-24.90%
100.1000.730.000.000	Equipment	$1,200.00	$0.00	$1,200.00	$0.00	$889.47	$310.53	$0.00	$310.53	25.88%
	Func: Regular Education - 1000	$2,876,904.00	$299.98	$2,877,203.98	$116,561.47	$682,843.10	$2,194,360.88	$1,993,233.47	$201,127.41	6.99%
100.1200.111.000.000	Staff	$1,149,959.00	$30,325.00	$1,180,284.00	$51,816.98	$327,189.19	$853,094.81	$937,435.84	($84,341.03)	-7.15%
100.1200.112.000.000	Support Saff	$669,997.00	$0.00	$669,997.00	$36,212.82	$156,254.11	$513,742.89	$524,248.69	($10,505.80)	-1.57%
100.1200.114.000.000	Substitutes	$7,845.00	$0.00	$7,845.00	$1,774.33	$3,191.30	$4,653.70	$0.00	$4,653.70	59.32%
100.1200.311.000.000	HOMEBOUND	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
100.1200.312.000.000	Pupil Services- Therapies	$50,000.00	$0.00	$50,000.00	$8,943.75	$12,322.15	$37,677.85	$0.00	$37,677.85	75.36%
100.1200.313.000.000	Evaluation & Other services	$16,500.00	$0.00	$16,500.00	$0.00	$0.00	$16,500.00	$0.00	$16,500.00	100.00%
100.1200.314.000.000	Testing Supplies	$20,000.00	$0.00	$20,000.00	$0.00	$3,559.66	$16,440.34	$0.00	$16,440.34	82.20%
100.1200.324.000.000	Staff Development/ Inservice	$2,500.00	$0.00	$2,500.00	$175.00	$1,383.81	$1,116.19	$0.00	$1,116.19	44.65%
100.1200.560.000.000	TUITION	$475,000.00	$0.00	$475,000.00	$27,007.06	$113,285.02	$361,714.98	$0.00	$361,714.98	76.15%
100.1200.591.000.000	TRAVEL	$850.00	$0.00	$850.00	$0.00	$50.40	$799.60	$0.00	$799.60	94.07%
100.1200.616.000.000	OFFICE SUPPLIES-C	$4,500.00	$0.00	$4,500.00	$0.00	$693.96	$3,806.04	$0.00	$3,806.04	84.58%
100.1200.730.000.000	Equipment	$4,000.00	$0.00	$4,000.00	$0.00	$91.23	$3,908.77	$0.00	$3,908.77	97.72%
100.1200.890.000.000	DUES & FEES	$1,038.00	$0.00	$1,038.00	$0.00	$813.00	$225.00	$0.00	$225.00	21.68%
	Func: Special Education - 1200	$2,403,189.00	$30,325.00	$2,433,514.00	$125,929.94	$618,833.83	$1,814,680.17	$1,461,684.53	$352,995.64	14.51%
100.1300.560.000.000	ADULT EDUCATION	$7,086.00	$0.00	$7,086.00	$0.00	$7,086.00	$0.00	$0.00	$0.00	0.00%
	Func: Adult Education - 1300	$7,086.00	$0.00	$7,086.00	$0.00	$7,086.00	$0.00	$0.00	$0.00	0.00%
100.2100.112.000.000	Support Saff	$139,646.00	$0.00	$139,646.00	$7,592.53	$38,878.88	$100,767.12	$100,116.38	$650.74	0.47%
100.2100.114.000.000	Substitutes	$3,500.00	$0.00	$3,500.00	$0.00	$480.00	$3,020.00	$0.00	$3,020.00	86.29%
100.2100.320.000.000	Purch Services	$3,000.00	$0.00	$3,000.00	$0.00	$3,000.00	$0.00	$0.00	$0.00	0.00%

BOE GF EXPENDITURE

From Date: 11/1/2025 To Date: 11/30/2025

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☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2100.431.000.000	EQUIPMENT SERVICE	$255.00	$0.00	$255.00	$0.00	$0.00	$255.00	$0.00	$255.00	100.00%
100.2100.616.000.000	Teaching/ Instructional Supplies	$3,000.00	$0.00	$3,000.00	$0.00	$1,104.66	$1,895.34	$0.00	$1,895.34	63.18%
100.2100.730.000.000	Equipment	$475.00	$0.00	$475.00	$0.00	$378.58	$96.42	$86.99	$9.43	1.99%
100.2100.890.000.000	DUES & FEES	$141.00	$0.00	$141.00	$0.00	$0.00	$141.00	$0.00	$141.00	100.00%
	Func: Health Services - 2100	$150,017.00	$0.00	$150,017.00	$7,592.53	$43,842.12	$106,174.88	$100,203.37	$5,971.51	3.98%
100.2200.320.000.000	Purch Services	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
100.2200.324.000.000	Staff Development/ Inservice	$16,000.00	$0.00	$16,000.00	$0.00	$1,243.21	$14,756.79	$0.00	$14,756.79	92.23%
100.2200.325.000.000	Curriculum Work	$12,000.00	$0.00	$12,000.00	$0.00	$6,659.40	$5,340.60	$0.00	$5,340.60	44.51%
100.2200.593.000.000	PRINTING	$250.00	$0.00	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00	100.00%
100.2200.616.000.000	Teaching/ Instructional Supplies	$5,500.00	$0.00	$5,500.00	$710.00	$3,694.85	$1,805.15	$154.02	$1,651.13	30.02%
100.2200.641.000.000	Material	$27,650.00	$0.00	$27,650.00	$0.00	$2,286.27	$25,363.73	$0.00	$25,363.73	91.73%
100.2200.890.000.000	DUES AND FEES	$100.00	$0.00	$100.00	$0.00	$0.00	$100.00	$0.00	$100.00	100.00%
	Func: Improvements of Instruction - 2200	$62,500.00	$0.00	$62,500.00	$710.00	$13,883.73	$48,616.27	$154.02	$48,462.25	77.54%
100.2300.320.000.000	Purch Services	$3,000.00	$0.00	$3,000.00	$0.00	$156.67	$2,843.33	$0.00	$2,843.33	94.78%
100.2300.616.000.000	Teaching/ Instructional Supplies	$550.00	$0.00	$550.00	$27.06	$245.12	$304.88	$0.00	$304.88	55.43%
100.2300.641.000.000	Material	$14,443.00	$0.00	$14,443.00	$0.00	$6,856.00	$7,587.00	$1,891.72	$5,695.28	39.43%
100.2300.730.000.000	Equipment	$700.00	$0.00	$700.00	$0.00	$0.00	$700.00	$0.00	$700.00	100.00%
100.2300.890.000.000	DUES AND FEES	$538.00	$0.00	$538.00	$0.00	$0.00	$538.00	$0.00	$538.00	100.00%
	Func: Library Media - 2300	$19,231.00	$0.00	$19,231.00	$27.06	$7,257.79	$11,973.21	$1,891.72	$10,081.49	52.42%
100.2400.111.000.000	Staff	$74,750.00	$0.00	$74,750.00	$2,875.00	$28,750.00	$46,000.00	$46,000.00	$0.00	0.00%
100.2400.112.000.000	Support Saff	$55,289.00	$0.00	$55,289.00	$2,446.40	$16,987.19	$38,301.81	$39,387.04	($1,085.23)	-1.96%
100.2400.321.000.000	TECHNICAL/LICENSES-C	$44,308.00	$0.00	$44,308.00	$431.58	$23,625.43	$20,682.57	$2,225.00	$18,457.57	41.66%
100.2400.324.000.000	PROFESSIONAL DEVELOPMENT	$1,500.00	$0.00	$1,500.00	$0.00	$12.00	$1,488.00	$2,400.00	($912.00)	-60.80%
100.2400.407.000.000	REPAIRS/MAINTENANCE-C	$17,750.00	$0.00	$17,750.00	$859.05	$5,381.46	$12,368.54	$377.25	$11,991.29	67.56%
100.2400.591.000.000	TRAVEL	$400.00	$0.00	$400.00	$0.00	$35.00	$365.00	$0.00	$365.00	91.25%
100.2400.616.000.000	SUPPLIES-C	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	$0.00	$200.00	100.00%
100.2400.730.000.000	EQUIPMENT-C	$10,000.00	$0.00	$10,000.00	$703.00	$1,634.20	$8,365.80	$0.00	$8,365.80	83.66%
100.2400.890.000.000	DUES AND FEES	$400.00	$0.00	$400.00	$0.00	$0.00	$400.00	$0.00	$400.00	100.00%
	Func: Technology - 2400	$204,597.00	$0.00	$204,597.00	$7,315.03	$76,425.28	$128,171.72	$90,389.29	$37,782.43	18.47%
100.2500.315.000.000	LEGAL	$50,000.00	$0.00	$50,000.00	$12,821.00	$33,375.38	$16,624.62	$0.00	$16,624.62	33.25%
100.2500.320.000.000	SALARIES, BOARD SECRETARY	$1,875.00	$0.00	$1,875.00	$0.00	$375.00	$1,500.00	$0.00	$1,500.00	80.00%
100.2500.616.000.000	OFFICE SUPPLIES	$700.00	$0.00	$700.00	$0.00	$5.05	$694.95	$18.02	$676.93	96.70%
100.2500.689.000.000	HOSPITALITY	$500.00	$0.00	$500.00	$0.00	$69.07	$430.93	$30.98	$399.95	79.99%

BOE GF EXPENDITURE

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Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
100.2500.890.000.000	DUES & FEES	$8,550.00	$0.00	$8,550.00	$0.00	$6,029.64	$2,520.36	$100.00	$2,420.36	28.31%
	Func: Board of Education - 2500	$61,625.00	$0.00	$61,625.00	$12,821.00	$39,854.14	$21,770.86	$149.00	$21,621.86	35.09%
100.2600.111.000.000	Staff	$190,275.00	$0.00	$190,275.00	$7,318.27	$73,182.70	$117,092.30	$117,092.30	$0.00	0.00%
100.2600.112.000.000	Support Saff	$162,644.00	$0.00	$162,644.00	$6,136.61	$54,326.46	$108,317.54	$98,185.82	$10,131.72	6.23%
100.2600.113.000.000	SALARIES, SPECIAL PROJECTS	$1,500.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
100.2600.320.000.000	PROF/TECH SERVICES	$16,260.00	$0.00	$16,260.00	$0.00	$14,745.61	$1,514.39	$0.00	$1,514.39	9.31%
100.2600.324.000.000	WORKSHOPS/CONFERENCES	$3,100.00	$0.00	$3,100.00	$0.00	$1,541.25	$1,558.75	$0.00	$1,558.75	50.28%
100.2600.591.000.000	TRAVEL-C	$3,450.00	$0.00	$3,450.00	$118.16	$3,159.43	$290.57	$0.00	$290.57	8.42%
100.2600.616.000.000	OFFICE SUPPLIES	$3,000.00	$0.00	$3,000.00	$34.98	$275.37	$2,724.63	$0.00	$2,724.63	90.82%
100.2600.642.000.000	PERIODICALS	$200.00	$0.00	$200.00	$0.00	$0.00	$200.00	$0.00	$200.00	100.00%
100.2600.693.000.000	DATA PROCESSING	$1,500.00	$0.00	$1,500.00	$0.00	$91.47	$1,408.53	$22.39	$1,386.14	92.41%
100.2600.730.000.000	EQUIPMENT	$500.00	$0.00	$500.00	$0.00	$88.01	$411.99	$0.00	$411.99	82.40%
100.2600.890.000.000	DUES & FEES	$5,300.00	$0.00	$5,300.00	$0.00	$5,127.00	$173.00	$0.00	$173.00	3.26%
	Func: Central Office - 2600	$387,729.00	$0.00	$387,729.00	$13,608.02	$152,537.30	$235,191.70	$215,300.51	$19,891.19	5.13%
100.2700.111.000.000	Staff	$280,731.00	$0.00	$280,731.00	$12,643.50	$108,435.00	$172,296.00	$170,296.00	$2,000.00	0.71%
100.2700.112.000.000	Support Saff	$172,845.00	$0.00	$172,845.00	$7,970.87	$52,161.80	$120,683.20	$123,371.44	($2,688.24)	-1.56%
100.2700.114.000.000	Substitutes	$3,500.00	$0.00	$3,500.00	$0.00	$686.08	$2,813.92	$0.00	$2,813.92	80.40%
100.2700.591.000.000	Travel	$1,125.00	$0.00	$1,125.00	$0.00	$0.00	$1,125.00	$0.00	$1,125.00	100.00%
100.2700.616.000.000	Teaching/ Instructional Supplies	$5,800.00	$0.00	$5,800.00	$0.00	$549.60	$5,250.40	$94.98	$5,155.42	88.89%
100.2700.730.000.000	Equipment	$4,000.00	$0.00	$4,000.00	$0.00	$531.47	$3,468.53	$0.00	$3,468.53	86.71%
100.2700.890.000.000	Professional Dues	$1,326.00	$0.00	$1,326.00	$0.00	$1,326.00	$0.00	$0.00	$0.00	0.00%
	Func: School Offices - 2700	$469,327.00	$0.00	$469,327.00	$20,614.37	$163,689.95	$305,637.05	$293,762.42	$11,874.63	2.53%
100.2800.112.000.000	Support Saff	$292,305.00	$0.00	$292,305.00	$11,952.40	$118,902.14	$173,402.86	$167,238.40	$6,164.46	2.11%
100.2800.113.000.000	Special Projects/ Overtime	$8,500.00	$0.00	$8,500.00	$0.00	$563.22	$7,936.78	$0.00	$7,936.78	93.37%
100.2800.114.000.000	SALARIES, CUSTODIAN SUBSTITUTES	$2,250.00	$0.00	$2,250.00	$0.00	$558.20	$1,691.80	$0.00	$1,691.80	75.19%
100.2800.402.000.000	Utilities	$258,847.00	$13,075.66	$271,922.66	$11,746.48	$44,326.39	$227,596.27	$0.00	$227,596.27	83.70%
100.2800.406.000.000	EMERGENCY REPAIRS-C	$50,000.00	$0.00	$50,000.00	$0.00	$11,084.55	$38,915.45	$0.00	$38,915.45	77.83%
100.2800.407.000.000	MAINTENANCE-C	$30,000.00	$0.00	$30,000.00	$0.00	$0.00	$30,000.00	$14,500.00	$15,500.00	51.67%
100.2800.420.000.000	SERVICE CONTRACTS-C	$77,793.00	$0.00	$77,793.00	$953.72	$18,012.32	$59,780.68	$4,560.00	$55,220.68	70.98%
100.2800.431.000.000	Equip Repairs	$4,000.00	$0.00	$4,000.00	$0.00	$177.49	$3,822.51	$0.00	$3,822.51	95.56%
100.2800.530.000.000	POSTAGE	$5,000.00	$0.00	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
100.2800.533.000.000	ADVERTISING	$1,000.00	$0.00	$1,000.00	$0.00	$2,211.06	($1,211.06)	$0.00	($1,211.06)	-121.11%
100.2800.592.000.000	PROP.INS. & LIAB	$45,400.00	$0.00	$45,400.00	$0.00	$15,941.45	$29,458.55	$0.00	$29,458.55	64.89%

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100.2800.616.000.000	Teaching/ Instructional Supplies	$35,000.00	$0.00	$35,000.00	$513.62	$14,083.57	$20,916.43	$539.51	$20,376.92	58.22%
100.2800.731.000.000	EQUIPMENT, LEASED-C	$42,000.00	$1,015.05	$43,015.05	$3,271.58	$10,243.00	$32,772.05	$0.00	$32,772.05	76.19%
	Func: Plant Operations - 2800	$852,095.00	$14,090.71	$866,185.71	$28,437.80	$236,103.39	$630,082.32	$186,837.91	$443,244.41	51.17%
100.2900.510.000.000	PUPIL TRANS	$559,855.00	$0.00	$559,855.00	$0.00	$0.00	$559,855.00	$11.00	$559,844.00	100.00%
100.2900.511.000.000	TRANS SPEC ED	$179,000.00	$0.00	$179,000.00	$5,653.36	$19,985.09	$159,014.91	$0.00	$159,014.91	88.84%
	Func: Pupil Transportation - 2900	$738,855.00	$0.00	$738,855.00	$5,653.36	$19,985.09	$718,869.91	$11.00	$718,858.91	97.29%
100.6100.201.000.000	Medical & Dental Insurance	$1,597,775.00	$26,535.24	$1,624,310.24	$16,319.20	$673,717.52	$950,592.72	$0.00	$950,592.72	58.52%
100.6100.204.000.000	Life/Diability Insurance	$19,680.00	$0.00	$19,680.00	$0.00	$9,391.71	$10,288.29	$0.00	$10,288.29	52.28%
100.6100.205.000.000	Social Security	$111,209.00	$0.00	$111,209.00	$4,890.41	$29,430.41	$81,778.59	$58,510.15	$23,268.44	20.92%
100.6100.206.000.000	Medicare	$89,626.00	$0.00	$89,626.00	$3,573.06	$22,462.42	$67,163.58	$56,214.41	$10,949.17	12.22%
100.6100.209.000.000	Pension Fund	$171,101.00	$0.00	$171,101.00	$3,404.78	$123,359.76	$47,741.24	$41,176.10	$6,565.14	3.84%
100.6100.211.000.000	Tax Shelter Annuities	$21,000.00	$0.00	$21,000.00	$840.00	$8,400.00	$12,600.00	$12,600.00	$0.00	0.00%
100.6100.214.000.000	Unemployment Compensation	$20,000.00	$0.00	$20,000.00	$0.00	$0.00	$20,000.00	$0.00	$20,000.00	100.00%
100.6100.215.000.000	Workers' Comp	$49,730.00	$0.00	$49,730.00	$0.00	$21,380.32	$28,349.68	$0.00	$28,349.68	57.01%
100.6100.216.000.000	PARTIAL TUITION REIM.	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
	Func: Employee Benefits - 6100	$2,090,121.00	$26,535.24	$2,116,656.24	$29,027.45	$888,142.14	$1,228,514.10	$168,500.66	$1,060,013.44	50.08%
	Fund: General Fund - 100	$10,323,276.00	$71,250.93	$10,394,526.93	$368,298.03	$2,950,483.86	$7,444,043.07	$4,512,117.90	$2,931,925.17	28.21%
400.1200.112.000.000	Support Saff	$34,579.55	$0.00	$34,579.55	$1,969.07	$12,867.06	$21,712.49	$79,558.48	($57,845.99)	-167.28%
400.1200.312.000.000	Pupil Services- Therapies	$21,692.48	$0.00	$21,692.48	$0.00	$21,692.48	$0.00	$0.00	$0.00	0.00%
400.1200.616.000.000	Teaching/ Instructional Supplies	$2,737.60	$0.00	$2,737.60	$0.00	$155.00	$2,582.60	$169.14	$2,413.46	88.16%
	Func: Special Education - 1200	$59,009.63	$0.00	$59,009.63	$1,969.07	$34,714.54	$24,295.09	$79,727.62	($55,432.53)	-93.94%
	Fund: IDEA 611 - 400	$59,009.63	$0.00	$59,009.63	$1,969.07	$34,714.54	$24,295.09	$79,727.62	($55,432.53)	-93.94%
410.2200.325.000.000	Curriculum Work	$48,127.75	$0.00	$48,127.75	$0.00	$16,420.85	$31,706.90	$1,638.00	$30,068.90	62.48%
	Func: Improvements of Instruction - 2200	$48,127.75	$0.00	$48,127.75	$0.00	$16,420.85	$31,706.90	$1,638.00	$30,068.90	62.48%
410.2210.325.000.000	Curriculum Work	$4,260.35	$0.00	$4,260.35	$0.00	$4,260.35	$0.00	$0.00	$0.00	0.00%
	Func: OLD Improvement of Instruction - 2210	$4,260.35	$0.00	$4,260.35	$0.00	$4,260.35	$0.00	$0.00	$0.00	0.00%
	Fund: REAP Grant - 410	$52,388.10	$0.00	$52,388.10	$0.00	$20,681.20	$31,706.90	$1,638.00	$30,068.90	57.40%
421.1200.312.000.000	Pupil Services- Therapies	$44,844.50	$0.00	$44,844.50	$5,482.50	$11,835.75	$33,008.75	$0.00	$33,008.75	73.61%
	Func: Special Education - 1200	$44,844.50	$0.00	$44,844.50	$5,482.50	$11,835.75	$33,008.75	$0.00	$33,008.75	73.61%
	Fund: ARPA - 421	$44,844.50	$0.00	$44,844.50	$5,482.50	$11,835.75	$33,008.75	$0.00	$33,008.75	73.61%
441.1000.112.000.000	Title I-A- Salaries 6/30/24	$31,640.94	$0.00	$31,640.94	$1,928.40	$7,230.64	$24,410.30	$34,605.17	($10,194.87)	-32.22%

BOE GF EXPENDITURE

From Date: 11/1/2025 To Date: 11/30/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
	Func: Regular Education - 1000	$31,640.94	$0.00	$31,640.94	$1,928.40	$7,230.64	$24,410.30	$34,605.17	($10,194.87)	-32.22%
441.2200.616.000.000	Teaching/ Instructional Supplies	$295.00	$0.00	$295.00	$0.00	$0.00	$295.00	$0.00	$295.00	100.00%
	Func: Improvements of Instruction - 2200	$295.00	$0.00	$295.00	$0.00	$0.00	$295.00	$0.00	$295.00	100.00%
	Fund: Title I Part A - 441	$31,935.94	$0.00	$31,935.94	$1,928.40	$7,230.64	$24,705.30	$34,605.17	($9,899.87)	-31.00%
442.1000.112.000.000	Support Saff	$4,099.85	$0.00	$4,099.85	$327.46	$1,637.30	$2,462.55	$4,813.64	($2,351.09)	-57.35%
	Func: Regular Education - 1000	$4,099.85	$0.00	$4,099.85	$327.46	$1,637.30	$2,462.55	$4,813.64	($2,351.09)	-57.35%
442.2200.616.000.000	Teaching/ Instructional Supplies	$350.00	$0.00	$350.00	$0.00	$0.00	$350.00	$0.00	$350.00	100.00%
	Func: Improvements of Instruction - 2200	$350.00	$0.00	$350.00	$0.00	$0.00	$350.00	$0.00	$350.00	100.00%
	Fund: Title II Part A - 442	$4,449.85	$0.00	$4,449.85	$327.46	$1,637.30	$2,812.55	$4,813.64	($2,001.09)	-44.97%
444.2200.324.000.000	Staff Development/ Inservice	$3,060.00	$0.00	$3,060.00	$0.00	$0.00	$3,060.00	$0.00	$3,060.00	100.00%
444.2200.325.000.000	Curriculum Work	$1,000.00	$0.00	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
444.2200.617.000.000	Curriculum Material	$3,485.45	$0.00	$3,485.45	$0.00	$539.00	$2,946.45	$0.00	$2,946.45	84.54%
	Func: Improvements of Instruction - 2200	$7,545.45	$0.00	$7,545.45	$0.00	$539.00	$7,006.45	$0.00	$7,006.45	92.86%
	Fund: TITLE IV - 444	$7,545.45	$0.00	$7,545.45	$0.00	$539.00	$7,006.45	$0.00	$7,006.45	92.86%
500.1500.000.000.000	Non-Lapsing Edu. Fund	$217,452.00	$0.00	$217,452.00	$0.00	$0.00	$217,452.00	$0.00	$217,452.00	100.00%
	Func: General - 1500	$217,452.00	$0.00	$217,452.00	$0.00	$0.00	$217,452.00	$0.00	$217,452.00	100.00%
	Fund: Non Lapsing - 500	$217,452.00	$0.00	$217,452.00	$0.00	$0.00	$217,452.00	$0.00	$217,452.00	100.00%
Grand Total:		**$10,740,901.47**	**$71,250.93**	**$10,812,152.40**	**$378,005.46**	**$3,027,122.29**	**$7,785,030.11**	**$4,632,902.33**	**$3,152,127.78**	**29.15%**

End of Report

Students

Child Identification

The New Hartford School District shall make every effort to locate, identify and evaluate exceptional children from birth through 6th grade.

Referrals to the Planning and Placement Team shall be accepted from all appropriate school personnel, as well as from a child's parent(s); or from a physician, clinic or social worker, provided the parent so permits in order to determine a child's eligibility for special education and related services.

Thus, the following activities shall be implemented and evaluated at least on an annual basis in an effort to identify the exceptional:

1. School Enumeration and Out-of-School Youth Reports shall be reviewed by appropriate school personnel to survey for possible disabled children and to initiate the referral process.

2. The Director of Student Services shall review the School Enumeration Report annually for identification of possible disabled children.

3. The Director of Student Services shall review Out-of-School Youth Reports to identify possible disabled youth.

4. The Director of Student Services shall inform community agencies as to how to refer disabled children to the school system.

5. The Director of Student Services shall contact agencies systematically concerning preschool disabled children.

6. All local doctors shall be contacted annually as a possible referral source for disabled children.

7. All staff shall be trained concerning the referral system employed in the district.

8. All children who have been suspended repeatedly or whose behavior, attendance or progress in school is considered unsatisfactory or at a marginal level of acceptance shall be referred to the Planning and Placement Team.

9. All referrals shall be thoroughly and expeditiously processed.

10. The Director of Student Services shall survey private schools attended by local resident children to identify such children who are disabled. The Director shall see to it that a special education program is provided, if needed.

Students

Child Identification (Continued)

Legal Reference: Connecticut General Statutes
Section 10-76 Educationally exceptional children
Individuals with Disabilities Education Act, 20 U.S.C. §1400 et. seq. As amended by P.L. 105-17
Mr. & Mrs. P. v. West Hartford Board of Education 3.14-cv-1697 (VLB) (D. Conn. Sept 29, 2016)
Greenwich Board of Education v. GM 3-13-cv-00235 (CSH) (D. Conn. June 22, 2016)

Policy adopted:
cps 5/00
rev 4/17

A sample regulation to consider/modify.

Students

Child Identification

Child Find Project

The Pupil Personnel Services Department will remind the general public of the Town of New Hartford, at least annually, by means of news releases and direct contact with social agencies, physicians, and clergymen of the need to identify and to evaluate disabled children who are not getting an education.

Thus, the following activities shall be implemented and evaluated at least on an annual basis in an effort to identify the exceptional:

1. School Enumeration and Out-of-School Youth Reports shall be reviewed by appropriate school personnel to survey for possible disabled and to initiate the referral process.

2. The Director of Student Services shall review the School Enumeration Report annually for identification of possible disabled children.

3. The Director of Student Services shall review Out-of-School Youth Reports to identify possible disabled youth.

4. The Director of Student Services shall inform community agencies as to how to refer disabled children to the school system.

5. The Director of Student Services shall contact agencies systematically concerning preschool disabled children.

6. All local doctors shall be contacted annually as a possible referral source for disabled children.

7. All staff shall be trained concerning the referral system employed in the district.

8. All children who have been suspended repeatedly or whose behavior, attendance or progress in school is considered unsatisfactory or at a marginal level of acceptance shall be referred to the Planning and Placement Team.

9. All referrals shall be thoroughly and expeditiously processed.

10. The Director of Special Education shall survey private schools attended by local resident children to identify such children who are disabled. The Director shall see to it that a special education program is provided, if needed.

Students

Child Identification

Child Find Project (continued)

Legal Reference: Connecticut General Statutes

Section 10-76 Educationally exceptional children

Individuals with Disabilities Education Act, 20 U.S.C. §1400 et. seq. As amended by P.L. 105-17

Mr. & Mrs. P. v. West Hartford Board of Education 3.14-cv-1697 (VLB) (D. Conn. Sept 29, 2016)

Greenwich Board of Education v. GM 3-13-cv-00235 (CSH) (D. Conn. June 22, 2016)

Regulation approved:
cps 9/03
rev 4/17

POLICY SERVICES

Gifted and Talented

1. All students in New Hartford Public Schools are screened for Gifted and Talented. Identification through group identification beginning at the end of their third grade year to be eligible for identification in grade four.
2. At any point during the academic year, a teacher or parent/guardian can refer a student to the school child study team (PPT) for consideration of a Talented and Gifted identification.
3. New Hartford does not provide special services during the school day for students identified as Gifted and Talented.

Group Identification

After group testing at the end of grade 3:

1. The child study team (PPT) will review the group testing information and determine appropriate identification steps which *may* include:
    a. Review student work and present levels of performance
    b. Review available schoolwide standardized test scores
    c. Conduct standardized aptitude, ability, or intelligence assessments
    d. Collect recommendations from appropriate school personnel
2. The child study team (PPT) will determine if the student meets the criteria for a gifted and talented identification. The PPT consists of the building principal, school psychologist, curriculum specialist, and teacher(s).
3. A written notification to the parent/guardian is required to convey the results of the PPT evaluations regarding the child's standing with respect to the gifted and talented classification.

Individual Identification

1. A completed referral form is submitted to the school child study team (PPT). This referral can be completed by a teacher or parent/guardian.
2. A building level meeting with the student's parents/guardians, teacher(s), building principal, curriculum specialist, and school psychologist and other appropriate staff will be scheduled to review the referral.
3. Written consent from a parent/guardian is required before the evaluation and PPT can proceed.
4. The child study team (PPT) will review the referral information and determine appropriate identification steps which *may* include:
    a. Review student work and present levels of performance

Gifted and Talented

Individual Identification (Continued)

b. Review available schoolwide standardized test scores
c. Conduct standardized aptitude, ability, or intelligence assessments
d. Collect recommendations from appropriate school personnel

5. The child study team (PPT) will determine if the student meets the criteria for a gifted and talented identification. The PPT consists of the building principal, school psychologist, curriculum specialist, and teacher(s).
6. A written notification to the parent/guardian is required to convey the results of the PPT evaluations regarding the child's standing with respect to the gifted and talented classification.

Legal Reference:

Children Requiring Special Education (Regulations of Connecticut State Agencies [RCSA] §§ 10-76a-1—10-76l-1) (Rev. 2015)

Sec. 10-76a-1: Definitions and exceptionalities

Sec. 10-76d: Conditions of instruction

Sec. 10-76d-9: Evaluation; Independent Educational Evaluation; Determining the existence of a learning disability; Evaluation and identification for gifted and talented

PA 17-82: Connecticut's Newest GTE Law (July 1, 2017)

Substitute House Bill No. 7353, PA 19-184

An optional policy to consider.

Students

Conduct

Video Surveillance

The Board of Education recognizes the District's responsibility to maintain order, discipline, safety and security on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the District. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. The students and staff of the District recognize that their security and safety depends upon the capacity of the district to maintain discipline, control building access, and that a certain amount of restraint upon the activities of students and building visitors is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the District's duty to maintain order discipline, safety and security finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The District shall notify its students, staff and the public that video surveillance may/will occur on any school property or on any transportation vehicle. The District shall incorporate said notice, in such places as, but not limited to, in the student handbook, District calendar, staff handbook and District website;
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the District contracted transportation supervisor. The use of video surveillance equipment on school grounds and on other District property shall be supervised and controlled by the building administrator or other responsible administrator;
3. The use of video recordings from surveillance equipment shall be subject to the other policies of the District including policies concerning the confidentiality of student and personnel records;
4. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

(cf. 4112.6/4212.6 – Personnel Records)
(cf. 5125 – Student Records)
(cf. 5131.1 – Bus Conduct)
(cf. 5131.11 – Video Cameras on School Buses)
(cf. 5131.5 – Vandalism)
(cf. 5145.12 – Search and Seizure)

Legal Reference: Family Educational Rights and Privacy Act (FERPA), sec. 438, 20 U.S.C. sec. 1232g (1988).

Policy adopted:
cps 4/99
rev 4/08 rev 2/13

An administrative regulation to consider/modify.

Students

Conduct

Video Surveillance

Video Surveillance System Operation

1. The Board authorizes the administration to use video surveillance: 1) to monitor and protect District property; 2) to foster the safety and security of students, staff, and visitors while at work or participating in school functions; 3) in response to specific inquiries and proceedings relating to law enforcement; and 4) when warranted, for specific student discipline. Videotapes may not be used for any other purposes.

2. Video cameras will be utilized on school grounds and on buses as recommended by building administration and approved by the Superintendent. The District shall notify students, staff, and the public that video surveillance may occur on school property. Such notification will occur through incorporation in the school parent/student handbooks, District and school websites and through clearly written signs displayed near the main entrance of each school. Cameras may only be installed on buses with prior notice to drivers.

3. Video recording equipment will be installed prominently. Equipment should not monitor areas where the students, employees and public have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms. Video recording equipment may be in operation 24 hours per day, and monitored "live" by local law enforcement personnel.

4. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building Principal ~~and/or School Resource Officer~~ and on the school buses by the Superintendent or Transportation Supervisor. The building Principal operates the system and maintains the recordings. Any further delegation should be limited and should include only administrative staff.

5. Video recordings should only be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: incidents of property damage, theft, trespassing, personal injury, or student, staff or visitor altercations, etc.

6. Administrative staff ~~and School Resource Officer~~ assigned to the video surveillance system will be required to review and apply these regulations in performing their duties and functions related to operation of the system. All staff and students shall be made aware of the Board's video surveillance policy. The regulations shall be incorporated into training and orientation programs. It shall be the responsibility of the Superintendent and school administration to review and update the regulations periodically.

Students

Conduct

Video Surveillance

Video Surveillance System Operation (continued)

7. Audio shall not be a part of the video recordings made, reviewed, or stored by District staff.

8. Staff and students are prohibited from unauthorized use, tampering with or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with District policies.

9. The District shall provide reasonable safeguards including, but not limited to, password protection, well managed firewalls and controlled physical access to protect the surveillance system from hackers, unauthorized users and unauthorized use.

10. Video monitors shall be located in administrative offices at the school. Video monitors shall not be located in an area that enables public viewing. Local law enforcement personnel shall also have the ability to monitor the system. Parental requests to inspect video surveillance must be made in writing. Any such viewings must be compliant with the requirements of FERPA and Connecticut's FOIA.

11. Video surveillance equipment will be used in accordance with all Board of Education policies including the District's nondiscrimination policy and student records policy. (#5125).

Storage/Security

1. Video recordings will be stored for a minimum of five school days after initial recording, whereupon if the Principal and/or designee know no reason for continued storage, such recordings will be released for erasure. The vehicle for storage will be dependent upon the type of system installed, which could vary from school to school and with the introduction of any new technology.

2. Video recordings held for review of property or student incidents will be maintained in their original form pending resolution. Recordings will then be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's record in accordance with established procedures and applicable law.

Requests to View Video Surveillance

Requests to review video recordings shall comply with all applicable state and federal laws and with Board Policy. All requests for review of video recordings that are considered an educational record will be as follows:

Students

Conduct

Video Surveillance

Requests to View Video Surveillance (continued)

1. All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, ~~students~~ and/or District officials with a direct interest in the proceedings as authorized by the Principal and only the portion of the video recording concerning the related specific incident will be made available for viewing. An entire video, in a specific disciplinary situation, may be inspected and reviewed if the video "cannot be segregated or redacted without destroying its meaning."
2. Written requests for viewing may be made to the Principal within five school days of the date of recording. (note: The number of days may need to be altered based upon the system used by the district.)
3. Approval/denial for viewing will be made within five school days of receipt of the request and so communicated to the requesting individual. (note: same as #2)
4. Video recordings will be made available for viewing within three school days of the request approval.
5. Actual viewing will be permitted only at school-related sites including the school buildings, or District office.
6. All viewing will include the building Principal or his/her designee.
7. A written log will be maintained of those viewing video recordings including the date of viewing, reasons for viewing, date the recording was made, location at school or central office, and signature of the viewer.
8. Video recordings will remain the property of the District and may be reproduced only in accordance with the law, including applicable Board policy and regulations.
9. Time lines may be altered for requests for viewing which arise at the end of a school year or prior to vacation periods.

Student Records

1. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws and District Board policies related to record maintenance and retention. (FERPA, FOIA)
2. Parents/students and the public will not be specifically notified when a video camera is in use.

Regulation approved:
cps 4/08
rev 2/13
rev 4/18

Video Surveillance Notification to Post on School Property

The Board of Education has authorized the use of electronic surveillance systems on school property and on school buses transporting students. The system will be used to monitor student behavior and building visitors in order to promote and maintain a safe and secure environment for all students and staff. Students and parents are hereby notified that the content of the surveillance system may be used in a student disciplinary proceeding. Surveillance content will be routinely erased on a periodic basis or be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view surveillance contents used in a disciplinary proceeding involving their child.

In addition, visitors to the school site should be aware that local law enforcement officials monitor the video surveillance

A mandated policy.

Instruction

Comparability of Services

To improve the academic achievement of educationally and economically disadvantaged children, the Board of Education (Board) will participate in the federal Title I program.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Comparability is defined, for purposes of this policy, as the District uses state and local funds to provide services to Title I schools that are comparable to those offered in non-Title I schools in order to get federal funding under ESSA.

The Board of Education believes that at all times its schools should be equally as well equipped and maintained as may be possible within existing financial limitations.

It shall be the policy of the Board of Education to ensure comparability of services funded by state and local sources in both Title I project schools and non-project schools. The Board of Education will therefore:

1. Establish and maintain a district-wide salary schedule that applies to all staff, whether assigned to Title I or non-Title I schools.
2. Provide services with federal, state and local funds in schools serving Title I project areas that are at least comparable to services in non-project areas.
3. Use federal, state, and local funds to provide equivalence among all schools with the same grade levels in teachers, administrators, and auxiliary personnel.
4. Use federal, state, and local funds to provide for an equivalence among all schools with the same grade levels in the provision of curriculum and instructional materials, books, and supplies.

The District shall maintain records that are updated biannually, documenting its compliance with this ESSA requirement.

Instruction

Comparability of Services (continued)

Note:	The district will be considered to have met the comparability requirements of Title I, Part A if it has filed with the State Board of Education a written assurance that it has established and implemented (1) a district-wide salary schedule and (2) policies to ensure equivalence in resources. (U.S.C. 6321(c)(2))

For the purposes of determining comparability in compliance with 20 U.S.C. 6321(c), the District, may exclude

1. State and local funds expended for English Learners language instruction education programs.
2. Excess costs associated with providing services to students with disabilities.
3. Unexpected changes in enrollment or personnel assignments occurring after the beginning of the school year.
4. Staff salary differentials for years of employment.
5. Other expenditures from supplemental state or local funds consistent with the intent of Title I (serving only children who are failing, or most at risk of failing, to meet the State's standards)

The Superintendent or his/her designee shall provide in a timely manner all assurances, documentation, or other information required by the State Department of Education to demonstrate the District's compliance with Title I fiscal requirements.

The Superintendent or his/her designee shall maintain reports and other documentation demonstrating compliance with the requirements of this policy.

Nothing in this policy will prohibit the administration from addressing identified problems at individual schools.

Note:	The comparability requirements of 20 U.S.C. Section 6321(c) shall not apply to a district that does not have more than one building from each grade span. (20 U.S.C. Section 6321(c)(4))

Legal Reference: Title I Improving Basic Programs Operated by State and Local Educational Agencies, Improving Every Student Succeeds Act, P.L. 114-95, Section 1118c of Title I, ESEA/ESSA
20 U.S.C. Section 6321(c)
Agostini v. Felton 521 U.S. 103 (1997)

Policy adopted:
rev 5/17
rev 4/18

A sample policy to consider.

Business/Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

All contracts for, and purchases of supplies, materials, equipment and contractual services in the amount of $10,000 or more shall be based, when possible, on at least three competitive bids. All purchases less than $10,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. (**NOTE:** This amount is established locally but C.G.S. 7-148v requires that sealed bidding is required for contracts or purchases greater than $25,000.) All purchases made in the open market shall be consummated after careful pricing. In an emergency situation these requirements may be waived by the Superintendent. The Superintendent shall notify the Board Chairman as soon as possible and the entire Board of Education at the next regularly scheduled meeting.

All contracts and all open market orders will be awarded to the lowest responsible qualified contractor or supplier, taking into consideration all of the factors set forth in policy #3320 (Purchasing Procedures).

When bidding procedures are used, bids shall be advertised in the area newspapers for at least one day. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding on the items or services being bid.

All bids must be submitted in sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening. Bids shall be opened at the time specified and all bidders and other interested persons shall be invited to be present.

The school district reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the town/city. The school district reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The school district, after going out to bid for a good or service and receiving submissions shall consult with the town's legislative body if the town provides or uses such good or service, and, if the equivalent level of such good or service is provided by the town or through a town contract for a lower cost than the lowest qualified bid received by the school district. In such situations, the district shall consider a cooperative arrangement with the town for the provision of such good or service. A "good or service" includes but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.

The above requirement regarding consulting with the town's legislative body is not applicable to regional school boards.

Business/Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

Legal Reference: Connecticut General Statutes

7-148v Requirements for competitive bidding

P.A. 13-71 An Act Concerning Requirements for Competitive Bidding for the Award of Contracts or Purchase of Property by Municipalities

June 2017 Special Session PA 17-2, Section 161

Policy adopted:
rev 1/18
rev 10/18

Sample regulation.

Business/Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

Regulations Relative to the Bidding Activity

1. The purchasing personnel shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.

2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.

3. The purchasing personnel shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.

4. The bids shall be opened in public at the prescribed time and place and tabulated for review. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.

5. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. They shall not, however, be removed from the purchasing office.

Regulation approved:

A recommended policy to consider.

Mission – Goals – Objectives

Equity and Diversity

Purpose

Every student deserves a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The New Hartford Public Schools is committed to identifying and correcting practices and policies that perpetuate the achievement gap and racism in all forms in order to provide all of its students with the opportunity to succeed. Learning and work environments are enriched and improved by the contributions, perspectives, and presence of diverse participants. The New Hartford School District is committed to the success of every student in each of our schools and to our mission and vision statements.

The Board of Education (Board) believes that the responsibility for student success is broadly shared by District staff, families, our community and our student's own efforts. Achievement gaps between white students and students of color are unacceptable if we are to meet our mission and vision statements and our moral obligations to our students, their families, and our community as a whole. These gaps are contrary to our belief that all children can learn and succeed. Adult behaviors must be concentrated on the elimination of gaps, particularly those that are predicated on a student's race, ethnicity, home language, personal characteristics, or culture, and on assurance of educational equity between students. The Board, Superintendent, and staff commit to conducting an equity and diversity impact assessment on all future policies that have a significant impact on student learning and resource allocation. This commitment also includes conducting assessments on policies that are periodically reviewed and updated through the policy development process that have a significant impact on student learning and resource allocation.

The diversity of our student body, our community, and our staff is a strength of this District that should be fostered. Educational equity benefits all students and our entire community.

The purpose of this policy is to establish a framework for the elimination of bias, particularly racism and cultural bias, as factors affecting student achievement and learning experiences and to promote learning and work environments that welcome respect and value diversity. Further, the purpose is to establish particular actions that the District shall take to address disparities in educational opportunity and achievement.

Definitions

For the purposes of this policy, the following terms shall have these meanings:

A. **"Diversity"** includes characteristics of persons including, but not limited to race, culture, color, creed or religion, national origin, gender, mental and physical ability, age, marital status, family structure, citizenship status, sexual orientation, sexual expression or identity, economic status, veteran's status, and any other protected class in conformance with federal, state and local laws.

Mission – Goals – Objectives

Equity and Diversity

Definitions (continued)

B. **"District staff"** includes all employees, consultants, and contractors of the New Hartford Public Schools.

C. **"Educational equity"** means raising the achievement of all students while (1) narrowing the gaps between the lowest and highest performing students, and (2) eliminating the racial or cultural predictability and disproportionality of which student groups occupy the highest and lowest achievement categories including rates of graduation.

General Statement of Policy

A. The District welcomes, respects, and values the diversity of its students, parents, staff, and the broader community.

B. The following are established as District values:

1. All students deserve optimal treatment, opportunities, and education.
2. All students and their families have dignity and worth.
3. All students are equally, while differently, gifted.
4. Academic and participation outcomes shall be the measure of whether we are successful.
5. Inclusion of all students and families supports District goals to increase student engagement and academic performance.
6. Embracing our diversity through inclusion creates an environment that leverages that diversity and creates schools where students, families, community members, and employees feel welcomed, valued, and supported, and where students and staff can perform to their personal best.

C. The District is committed to advancing optimum participation in, contribution to, benefit from, and enjoyment of learning and work experiences by diverse students, parents, staff, and community.

Mission – Goals – Objectives

Equity and Diversity

General Statement of Policy (continued)

D. The District is committed to promoting and providing equitable distribution of resources, opportunities, facilities, and supports, even when this means differentiating resource allocations on the basis of student needs. Resource allocation shall support the definition of educational equity adopted in this policy while complying with state and federal funding mandates.

E. The District shall employ recruitment and retention strategies to promote and support staff diversity in alignment with District recruiting plans which specify hiring on the basis of qualifications. It is important that children of all races, cultures, and backgrounds are provided with familiar role models in schools. The recruitment of diverse teachers and staff provides all students with a better chance of seeing themselves as part of the education system. Diversity in education provides all children with the opportunity to learn from others with dissimilar backgrounds and recognizes the value of diversity in all learning environments. The District is committed to fostering a learning environment where diversity is encouraged and to recruiting and retaining a workforce that reflects the diversity of our students and community. The Board is committed to hiring the best employees of all racial and ethnic backgrounds who will bring their unique talents and skills into the school system.

F. The District shall offer opportunities for all staff to improve its cultural competencies in serving a diverse student body and community. The District staff shall work together to increase their individual and collective capacity to effectively teach a culturally, racially, and ethnically diverse student population and serve culturally, racially, and ethnically diverse families and communities. The District shall offer opportunities for all staff to improve culturally responsive instructional practices, curriculum, and assessment competencies in serving our diverse student body and community to increase individual and collective capacity to effectively teach our diverse student population and serve diverse families. Practices, procedures, and programs that result in over or under-representation of any group of students compared to peers shall be subject to close review to ensure that such results are due to meeting students' legitimate educational, social, or emotional needs. Practices that do not meet this close review shall be eliminated. Teachers, administrators, and district staff shall collaborate to establish and implement culturally responsive instructional practices, curriculum, and assessments.

G. The District shall promote the diversification of its vendor and supplier corps in accordance with ~~law~~ Connecticut State mandates and grants through District policy.

H. The District shall provide professional development to teaching staff specifically designed to strengthen employees' knowledge and skills to eliminate opportunity and achievement gaps between groups of students.

Mission – Goals – Objectives

Equity and Diversity

General Statement of Policy (continued)

I. The District shall seek partnerships with outside agencies, organizations and persons who have demonstrated culturally specific expertise to assist the District in meeting its equitable education and business goals, including, but not limited to: (1) government agencies, (2) non-profit organizations, (3) businesses, and (4) other community groups that support educational equity and cultural competencies.

Responsibility

A. The Board shall consider the values stated in this policy in conducting its business and in exercising its responsibilities to the people of this community.

B. The Superintendent shall establish in accordance with this policy such plans and procedures as may be necessary and appropriate to accomplish its purpose and intent. Plans and procedures established shall include clear accountability for actions and oversight.

C. The Superintendent may promulgate regulations for the implementation of this policy as deemed necessary.

D. The Board and Superintendent may establish specific goals to implement this policy as permitted by law and deemed necessary.

E. The Superintendent shall annually report to the Board and the community regarding District performance goals on academic achievement and progress toward meeting these goals and closing the achievement gap.

F. District staff shall, within the parameters of their various duties and responsibilities, comply with and execute such plans as are designed to address the values and directions included in this policy. District staff is further responsible for making such suggestions to the appropriate authority to improve the ability of the District to reduce the achievement and opportunity gaps that exist.

G. Families are partners with the District in its effort to address achievement and opportunity gaps.

H. Students are partners in their academic achievement. School attendance and engagement are essential to reduce existing achievement and opportunity gaps.

I. The Board, Superintendent, and employees will work with students and families to identify barriers to achievement and opportunities for academic success.

Mission – Goals – Objectives

Equity and Diversity (continued)

(cf. 0521 – Nondiscrimination)
(cf. 0524 – Hate Crimes and Bias Incidents in Schools)
(cf. 0525.1 – Anti-Racism/Confronting Racism in Schools)
(cf. 1110.1 – Parental Involvement)
(cf. 1110.3 – School Governance Council)
(cf. 1210 – Community Associations)
(cf. 1212 – Volunteers)
(cf. 1330 or 3515 – Use of School Facilities)
(cf. 1205 – Participation by the Public)
(cf. 4111 – Recruitment and Selection)
(cf. 4111.1/4211.1 – Affirmative Action)
(cf. 4118.11 – Nondiscrimination)
(cf. 4118.113/4218.113 – Harassment)
(cf. 4118.3 – District Minority Recruitment Plan)
(cf. 4131 – Staff Development)
(cf. 5118.1 – Homeless Students)
(cf. 5131.911 – Bullying/Safe School Climate Plans)
(cf. 5145.4 – Nondiscrimination)
(cf. 5145.5 – Sexual Harassment)
(cf. 5145.51 – Peer Sexual Harassment)
(cf. 5145.52 – Harassment)
(cf. 5145.53 – Transgender and Non-Conforming Youth)
(cf. 5145.6 – Student Grievance Procedure)
(cf. 6115 – Ceremonies and Observances)
(cf. 6121 – Nondiscrimination)
(cf. 6121.1 - Equal Educational Opportunity)
(cf. 6141.21 – Religions in the Public Schools)
(cf. 6141.22 – Religious Accommodations)
(cf. 6141.311 – Programs for limited English Proficient Students)
(cf. 6171 – Special Education)
(cf. 9133 – Board of Education Advisory Committees)

Legal Reference: Connecticut General Statutes

46a60 Discriminatory employment practices prohibited.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender identity or expression")

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

Connecticut State Board of Education "Position Statement on Culturally Responsive Education," adopted May 4, 2011

Mission – Goals – Objectives

Equity and Diversity

Legal Reference:

Connecticut General Statutes (continued)
Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.
29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
34 CFR Section 106.8(b), OCR Guidelines for Title IX.
Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a0 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)
Section 8525, ESEA as amended by the Every Student Succeeds Act
Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)
Gebbser v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)
Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)
The Vietnam Era Veterans' Readjustment Act of 1974, as amended, 38 U.S.C. §4212
Title II of the Genetic Information Nondiscrimination Act of 2008
The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008
Public Law 111-256
Meacham v. Knolls Atomic Power Laboratory 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)
Federal Express Corporation v. Holowecki 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)
Kentucky Retirement Systems v. EEOC 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)
Sprint/United Management Co. v. Mendelsohn 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008)

Policy adopted:
rev 1/21
rev 2/25

This version can serve as both a policy and the required posting notice.

NUTMEG BOARD OF EDUCATION
Nutmeg, Connecticut

NOTICE

Pursuant to the authority of Public Act 98-142, the Board of Education hereby gives notice to all its employees of the potential use of electronic monitoring in its workplace. While the Board may not actually engage in the use of electronic monitoring, it reserves the right to do so when determined by the Board or the Superintendent of Schools in their discretion.

"Electronic monitoring," as defined by Public Act 98-142, means the collection of information on school district premises concerning employees' activities or communications, by any means other than direct observation of the employees. Electronic monitoring includes the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems. The law does not cover the collection of information (A) for security purposes in any common areas of the Board of Education premises which are open to the public, or (B) which is prohibited under other state or federal law.

The following specific types of electronic monitoring may be used by this school district in its facilities:

- Monitoring of e-mail and other components of the school district's computer system for compliance with policies.
- Video surveillance of employee parking areas for security purposes.
- Telephone monitoring (office, professional calls only) for quality control and performance assessment.
- Monitoring of electromagnetic card access system for security purposes.

(Note: The above is a sample list only. The inclusion of reasons for the monitoring and the areas of the facility or job categories affected by the monitoring are not required by the law, but are recommended for employee relations reasons.)

The law also provides that, where electronic monitoring may produce evidence of misconduct, the school district may use electronic monitoring without any prior notice when the Board and/or the Superintendent have reasonable grounds to believe employees of the school system are engaged in conduct that (1) violates the law, (2) violates the legal rights of the Board of Education or other employees, (3) creates a hostile work environment, or (4) violates Board policy or regulation.

Questions about electronic monitoring in the workplace should be directed to the Superintendent of Schools or members of the administrative staff of the district.

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail

Electronic mail is an electronic message transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through a local, regional, or global computer network.

All district electronic mail systems are owned by the district and intended for conducting official district business only. District electronic mail systems are not intended for personal use by district employees and should have no expectation of privacy when using the electronic mail systems.

Users of district E-mail systems are responsible for their appropriate use. All illegal and improper uses of the electronic mail system, including but not limited to pornography, obscenity, harassment, solicitation, gambling, and violating copyright or intellectual property rights, are prohibited. Using the electronic mail system for which the district will incur an expense without the expressed permission of an administrator is prohibited.

Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters. Except for directory information, student records will not be transmitted by electronic mail. Care should be taken when forwarding an electronic mail message. If the sender of an electronic mail message does not intend for the mail to be forwarded, the sender should clearly mark the message "Do Not Forward".

In order to keep district electronic mail systems secure, users may not leave the terminal "signed on" when unattended and may not leave their password available in an obvious place near the terminal or share their password with anyone except the electronic mail system administrator. The district reserves the right to bypass individual passwords at any time and monitor employee use of such systems.

The district retains the right to review, store and disclose all information sent over the district electronic mail systems for any legally permissible reason, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation and to access district information in the employee's absence.

Personnel - Certified/Non-Certified

Rights, Responsibilities and Duties

Electronic Mail (continued)

Except as provided herein, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. All district employees should be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

Electronic mail sent or received by the Board, the district or the district's employees may be considered a public record subject to public disclosure or inspection. All Board and district electronic mail communications may be monitored.

District employees will be subject to disciplinary action for violation of this policy.

The Superintendent will ensure that all district employees have notice of this policy.

Note: It is recommended that each employee acknowledge receiving and reading the policy. (completed at hire and yearly training) Notice is essential to defending a claim of invasion of privacy. The notice should be documented in the employee's personnel file.

(cf. 5125 - Student records)

Legal Reference: Connecticut General Statutes

The Freedom of Information Act.

31-48d – Employers engaged in electronic monitoring required to give prior notice to employees Policy adopted:

cps 4/99
rev 4/04

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

A new sample policy to consider, which meets the requirement of the Drug-Free Workplace/Schools and Community Act.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco
Drug and Alcohol-Free Workplace

The Board of Education (Board) is concerned with maintaining a safe and healthy working and learning environment for all staff and students. The Board recognizes the importance of maintaining an environment for its staff and students that is drug and alcohol free. Reasonable steps will be taken to create a safe workplace free from the effects of alcohol, second-hand smoke and drug abuse.

Employees must abide by the terms of this policy as a condition of employment. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

Definitions

"Cannabis" means marijuana which includes all parts of a plant or species of the genus cannabis, whether growing or not, and including its seeds and resin; its compounds, manufactures, salts, derivatives, mixtures, and preparations; and cannabinon, cannabinol, cannabidiol (CBD), and similar compounds unless derived from hemp as defined in federal law. The definition of marijuana also include any product made using hemp, as defined in state law, with more than 0.3% total THC concentration on a dry-weight basis, manufactured cannabinoids, and certain synthetic cannabinoids.

"Cannabis product" is cannabis in the form of a cannabis concentrate or a product that contains cannabis, which may be combined with other ingredients, and is intended for use or consumption.

"Cannabis concentrate" is any form of concentration extracted from cannabis, such as extracts, oils, tinctures, shatter, and waxes.

"Medical marijuana product" is cannabis that (1) dispensary facilities and hybrid retailers exclusively sell to qualifying patients and caregivers and (2) the Department of Consumer Protection (DCP) designates on its website as reserved for sale to those individuals.

"Manufactured cannabinoid" means cannabinoids naturally occurring from a source other than marijuana that are similar in chemical structure or physiological effect to cannabinoids derived from marijuana, but that are derived by a chemical or biological process.

"Workplace" means the site for the performance of work done, which includes work done in connection with a federal grant. The workplace includes any District building or property; any District-owned vehicle or any other District-approved vehicle used to transport students to and from school or school activities; and off-District property during any school-sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction/supervision of the District, which could also include work on a federal grant.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace

Definitions (continued)

"School-sponsored activity" means any activity sponsored, recognized, or authorized by the Board and includes activities conducted on or off school property.

"Drug" is defined as:

1. **"Controlled substances"** which includes all forms of narcotics, depressants, stimulants, hallucinogens, steroids, and cannabis (including products made with or infused with these substances) whose sale, purchase, transfer, use, or possession is prohibited or restricted by state or federal law;
2. **"Synthetic cannabinoids"** which include drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness; and
3. Illegal substances.

"Prescription drugs" means drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed medical practitioner/physician or dentist, other than marijuana (cannabis) and marijuana-related substances.

"Smoking" means the burning of a cigarette, cigar, pipe or other similar device that contains in whole or in part, cannabis or hemp, in addition to tobacco.

"Electronic nicotine delivery system" for purposes of this policy means an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid.

"Vapor product" means any product that employs a heating element, power source, electronic circuit or other electronic, chemical, or mechanical means to produce a vapor that may or may not include nicotine and is inhaled by the product's user.

"Under the influence" means any noticeable use, any detectable level pf drugs or alcohol in the employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

"Criminal drug statute" means any criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace

1. Prohibited Behavior

To help maintain a drug-free school, community, and workplace, the following conduct is strictly prohibited of all District employees and volunteers. An employee who violates this policy may be required to successfully complete an appropriate rehabilitation program, may not be renewed or his/her employment may be suspended or terminated, at the discretion of the Board.

a. Reporting to work or the workplace under the influence of alcohol, illegal and/or controlled substances including marijuana (cannabis) and anabolic steroids;

b. Manufacturing, selling, delivering, soliciting, consuming, using, possessing, or transmitting alcohol in any amount or in any manner on District property or a District workplace at any time while students are under the supervision of the District, or when involved as an employee in a District activity on or off school district property;

c. Unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance in a District workplace;

d. Using the workplace, District property or the staff member's position within the District to make or traffic alcohol, illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids;

e. Using, possessing or transmitting illegal and/or controlled substances, including marijuana (cannabis) and anabolic steroids in a manner that is illegal or which impairs job performance or poses a hazard to the safety and welfare of the employee, the public, the students, or other employees; and

f. Smoking or other use of tobacco products on school property during regular school hours, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board or under the supervision of the Board or its authorized agent.

2. Use of Prescription Drugs

A. Employees are permitted to use prescription drugs on school property, or during the conduct of Board business, that have been prescribed by a licensed medical practitioner. Such drugs shall be used only as prescribed. In addition, employees shall not possess prescription drugs for the purpose of sale or distribution.

B. However, the Board, in compliance with C.G.S. 21a-408a through 408q, prohibits the palliative use of marijuana on school property, at a school-sponsored event, or during the conduct of Board business. Employees are prohibited from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during the work day.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace (continued)

3. Smoking

A. The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), and the use of tobacco products on school property or at any school-sponsored activity. This ban applies to any area of the workplace and outside within 25 feet of a doorway, operable window or air intake vent.

B. The workplace smoking ban also applies to cannabis, hemp, and e-cigarette use, involving cannabis.

C. Smoking, including cannabis, will be permitted in a situation in which a classroom is used during a smoking or e-cigarette demonstration that is part of a medical or scientific experiment or lesson.

D. The District will not make accommodations for an employee or be required to allow an employee to perform his/her duties while under the influence of cannabis or allow the employee to possess, use or otherwise consume cannabis while performing his/her employment duties.

4. Notification Requirements

A. Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with his/her superior, will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

B. As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute. Such notification will be provided no later than five (5) days after such conviction. The District will inform the federal granting agency within ten (10) days of such conviction, regardless of the source of the information.

C. District employees are directed to report any suspected violation of this policy to an administrator or directly to the Superintendent of Schools or his/her designee. The Superintendent or designee will investigate the allegation and meet with the alleged violator.

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Drug and Alcohol-Free Workplace

Notification Requirements (continued)

D. All employees will be notified of this policy on a yearly basis and instructed to recognize that compliance is mandated.
E. This policy shall be made known to prospective employees prior to employment.

5. Disciplinary Action Upon Violation of Policy

A. An employee who violates this policy may be subject to disciplinary action, consistent with applicable state and federal laws, up to and including termination. Enrollment and successful completion of an appropriate drug-or alcohol-abuse, employee-assistance rehabilitation program may be required at the discretion of the administration, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the District incur any financial obligation for treatment or rehabilitation required as a condition of eligibility for reinstatement.
B. Disciplinary action will include, at a minimum, a letter of reprimand and may include, but is not limited to suspension or termination from employment.
C. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.
D. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of $5,000 or more, the Superintendent shall notify the appropriate State or Federal agency from which the District receives contract or grant monies of the employee's conviction within ten (10) days after receiving notice of the conviction.
E. The District may notify law enforcement agencies regarding a staff member's violation of this policy at the District's discretion or take other actions as the District deems appropriate.

6. Employee Assistance

In order to make employees aware of dangers of drug and alcohol abuse, and to provide an employee with the opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs, the District will:

A. provide each employee with a copy of this District Drug- and Alcohol-Free Workplace policy;

Personnel – Certified/Non-Certified

Alcohol, Drugs and Tobacco

Employee Assistance (continued)

B. post notice of the Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;

C. make available materials from local, state, and national anti-drug and alcohol-abuse organizations;

D. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;

E. provide information about benefits available under the Board's group medical plan for treatment;

F. establish a drug-free awareness program to inform employees about:

- the dangers of drug abuse in the workplace,
- available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
- the penalties that the District may impose upon employees for violations of this policy.

CBD Products

Employees are prohibited from possessing or using any product with cannabidiol (CBD) on school property or at any school-sponsored activity, whether derived from hemp or cannabis, regardless of the amount of THC in the product or to the extent to which it is legal or illegal under state law.

Legal Reference: Connecticut General Statutes
P.A. 21-1 (June Spec. Session) An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. 1308.11-1308.15
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et. seq.
Drug-Free Schools and Community Act, P.L. 99570, as amended by P.L. 101226
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101-71187 (as amended by Title IV – 21st Century Schools)
Drug-Free Workplace Act, 30 ILCS 580/1 et. seq.
Drug-Free Workplace Requirements for Federal Grant and Recipients 41 U.S.C. 8103

Policy adopted:
cps 7/21

A separate policy addressing medical marijuana use, applicable to students and staff, to consider.

Students/Personnel (Certified/Non-Certified)

Medical (Palliative) Use of Marijuana

This policy sets forth the prohibited use of medical marijuana (palliative use) in the District's schools and on its property.

Definitions

"Palliative use" means the acquisition, distribution, transfer, possession, or transportation of marijuana or paraphernalia relating to marijuana, including the transfer of marijuana and paraphernalia relating to marijuana from the patient's primary caregiver to the qualifying patient, to alleviate a qualifying patient's symptoms of a debilitating medical condition or the effects of such symptoms, but does not include any such use of marijuana by any person other than the qualifying patient.

"**Qualifying patient**" means a person who is a resident of Connecticut, has been diagnosed by a physician as having a debilitating medical condition, is eighteen years of age or older, is an emancipated minor, or has written consent from a custodial parent/guardian or other person having legal custody of such person that indicates that such person has permission from such parent, guardian or other person for the palliative use of marijuana for a debilitating medical condition and that such parent, guardian or other person will serve as a primary caregiver for the qualifying patient and control the acquisition and possession of marijuana and any related paraphernalia for palliative use on behalf of such person.

"Primary caregiver" means a person, other than the qualifying patient and the qualifying patient's physician, who is eighteen years of age or older and has agreed to undertake the responsibility for managing the well-being of the qualifying patient with respect to the palliative use of marijuana, provided in the case of a qualifying patient under eighteen years of age and not an emancipated minor or otherwise lacking legal capacity, such person shall be a parent, guardian or person having legal custody of such qualifying patient and in the case of a qualifying patient eighteen years of age or older or an emancipated minor, the need for such person shall be evaluated by the qualifying patient's physician and such need shall be documented in the written certification, issued by a physician (does not include a physician assistant).

"Debilitating medical condition" means cancer, glaucoma, positive status for human immunodeficiency virus or acquired immune deficiency syndrome, Parkinson's Disease, multiple sclerosis, damage to the nervous tissue of the spinal cord with an objective neurological indication of intractable spasticity, epilepsy, or uncontrolled intractable seizure disorder, cachexia, wasting syndrome, Crohn's disease, post-traumatic stress disorder, irreversible spinal cord injury with an objective neurological indication of intractable spasticity, cerebral palsy, cystic fibrosis or terminal illness requiring end-of-life care, except, if the qualifying patient is under eighteen years of age. "debilitating medical condition" means terminal illness requiring end-of-life care, irreversible spinal cord injury with objective neurological indication of

Students/Personnel (Certified/Non-Certified)

Medical (Palliative) Use of Marijuana (continued)

intractable spasticity, cerebral palsy, cystic fibrosis, severe epilepsy or ~~incontrollable~~ uncontrollable seizure disorder.

"Research program" means a study approved by the Department of Consumer Protection (DCP) and undertaken to increase information or knowledge regarding the growth, processing, medical attributes, dosage forms, administration, or use of marijuana to treat or alleviate symptoms of any medical conditions or the effects of such symptoms.

Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana is prohibited while a student or employee is on campus, riding a school bus, or at school-sponsored activities.

To qualify for medical marijuana use, a minor must have written consent from a custodial parent/guardian or other person with legal custody, indicating that the person has given permission for the minor to use marijuana for a debilitating condition, as defined. The written consent must state that the person will serve as the minor's primary caregiver and control the acquisition and possession of marijuana and any related paraphernalia on the minor's behalf.

The minor via the person with legal custody, must provide DCP with a letter from the minor's primary care provider in addition to another letter from a physician certified in an area involved in the treatment of the minor's debilitating condition. Such written certification shall not be for marijuana in a dosage form that requires that the marijuana be smoked, inhaled, or vaporized.

It is the Board's intent, via this policy, to maintain compliance with state and federal laws with regard to the prohibited use of marijuana in schools, on school property, and at school-related activities. This policy is also intended to maintain compliance with the aforementioned federal legislation. The Board directs the Superintendent and staff to continue to enforce its current policies regarding controlled substances. Any student or employee who violates District policies prohibiting the manufacture, distribution, dispensation, possession, or use of illegal drugs in District schools, on District property, or as part of any District activities will be subject to disciplinary and criminal action up to and including suspension, expulsion or termination of employment.

No District school may refuse to enroll any person or discriminate against any student solely on the basis of such person's or student's status as a qualifying patient or primary caregiver, per sections 1 to 15, inclusive, of P.A. 12-55, as amended by P.A. 16-23.

The District shall not refuse to hire a person nor discharge, penalize, or threaten an employee solely on the basis of such person's or employee's status as a qualifying patient or primary caregiver, as described in P.A. 12-55, as amended. However, the Board retains its ability to prohibit the use of intoxicating substances during work hours and its ability to discipline an employee or student for being under the influence of intoxicating substances during work hours, while on school property or at a school-sponsored activity.

Students/Personnel (Certified/Non-Certified)

Medical (Palliative) Use of Marijuana (continued)

Notes:

1. *The use of marijuana, including for palliative (medical) uses in schools, on school grounds, and at school activities, violates drug abuse laws, is educationally disruptive, and violates the spirit of the drug, alcohol, and tobacco-free campus.*
2. *The District needs to notify applicants/staff of the medical marijuana policy and what constitutes disciplinary action. If the staff member is involved in a safety-related position, the policy must be very strict.*
3. *The District should place its focus on impairment and performance issues, due to the fact that the statute specifically prohibits the use of medical marijuana in the schools and school buses.*
4. *The District has the right and responsibility to maintain a drug-free workplace, protecting the safety of all employees and students.*
5. *The law provides no protection for the use of medical marijuana on the job or in the school setting.*

(cf. 4118.231/4218.231 – Alcohol, Drugs and Tobacco)
(cf. 4118.232/4218.232 – Drug-Free Workplace)
(cf. 4118.235/4218.235 – Medical Marijuana Standards)
(cf. 5114 – Suspension/Expulsion)
(cf. 5131 – Conduct)
(cf. 5131.61 – Inhalant Abuse)
(cf. 5131.62 – Steroid Use)
(cf. 5131.612 – Surrender of Physical Evidence Obtained from Students)
(cf. 5131.8 – Out of School Grounds Misconduct)
(cf. 5131.92 – Corporal Punishment)
(cf. 5144 – Discipline/Punishment)
(cf. 5145.12 – Search and Seizure)
(cf. 5145.121 – Vehicle Searches on School Grounds)
(cf. 5145.122 – Use of Dogs to Search School Property)
(cf. 5145.124 – Breathalyzer Testing)
(cf. 5145.125 – Drug Testing-Extracurricular Activities)
(cf. 6164.11 – Drugs, Alcohol, Tobacco)

Students/Personnel (Certified/Non-Certified)

Medical (Palliative) Use of Marijuana (continued)

Legal Reference: Connecticut General Statutes
1-21b Smoking prohibited in certain places.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.
10-220b Policy statement on drugs.
10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.
2la-240 Definitions dependency producing drugs.
21a -240(8) Definitions "Controlled Drugs," dependency producing drugs.
21a-240(9) Definitions "controlled substance."
21a-243 Regulation re schedules of controlled substances.
21a-408 Palliative Use of Marijuana (as amended by P.A. 16-23)
53-198 Smoking in motor buses, railroad cars and school buses.
P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.
P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.
P.A. 16-23 An Act Concerning the Palliative Use of Marijuana.
Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.
20 U.S.C. Section 7181 et. seq., No Child Left Behind Act.
Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act).
New Jersey v. T.L.O., 469 U.S. 325 (1985).
Veronia School District 47J v. Acton, 515 U.S. 646. (1995).
Board of Education of Independent School District No 92 of Pottawatomie County v. Earls 01-332 U.S. (2002).
SB 1201 passed in 2021 paving the way for minors to gain access to HB 5329, passed in 2022 prohibiting cannabis gifting and giving CT municipalities the right to regulate cannabis businesses within their jurisdiction
P.A. 21-1 An Act Concerning Responsibility and Equitable Regulation of Adult-Use Cannabis.

Policy adopted:
rev 6/16
rev 2/25

An optional policy to consider.

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone)

The Board of Education (Board) is committed to enhancing the health and safety of individuals within the school environment. The District will identify specific locations for the storage of Naloxone and protocols for its administration in emergency situations to assist individuals suspected to be experiencing an opioid overdose.

Definitions

Drug overdose means an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. The signs of opioid overdose include unresponsiveness; nonconsciousness; shallow breathing with rate less than 10 breaths per minute or not breathing at all; blue or gray face, especially fingernails and lips; and loud, uneven snoring or gurgling noises.

Naloxone (Narcan) means a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid means illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

Delegation of Responsibility

The Board directs the school physician/~~School~~ District Medical Advisor to issue a ~~non-patient specific~~ standing order to District school nurses to administer Naloxone (also known as Narcan, among other names) for the purpose of emergency first aid to students or staff who do not have a prior written order from a qualified medical professional for the administration of Naloxone. The ~~non-patient specific~~ standing order shall include a written protocol containing the elements required by the regulations of the Department of Consumer Protection.

The Board permits school nurses to administer Naloxone to any person at school or a school event displaying symptoms of an opioid overdose. The District will store the Naloxone kits in a secure but accessible location consistent with the district's emergency response plan, such as the nurse's office. Naloxone shall be accessible during school hours and during on-site school-sponsored activities.

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone) (continued)

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof. In accordance with internal procedures, manufacturer's recommendations and any applicable Department of Public Health guidelines.

(cf. 5141.21 – Administering Medications)

Legal Reference: Connecticut General Statutes

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools

17a-714 Immunity for prescribing, dispensing or administering an opioid antagonist to treat or prevent a drug overdose.

21a-279(g)Penalty for illegal possession. Alternate sentences. Immunity.

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

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.

PA 22-80 An Act Concerning Childhood Mental and Physical Health Services in School

Policy adopted:
cps 11/16
rev 7/22

An administrative regulation to consider.

Students

Administering Medication
Opioid Overdose Prevention (Emergency Administration of Naloxone)

The District's opioid overdose prevention program shall establish and follow appropriate procedures for the use of Naloxone (Narcan), regarding placement, storage, inventory, reordering, documenting and reporting incidents of usage and training.

Communication

Each school stocking Naloxone (Narcan) will have the school nurse, along with the District administration, plan for annually informing all parents/guardians and staff about the policy pertaining to its use and specifically:

- The availability of Naloxone to treat opioid overdoses and what it does;
- The symptoms of opioid drug overdoses;
- The manner in which individuals should report suspected overdoses;
- The protection from criminal prosecution provided by law for persons who report a suspected overdose using their name and remaining with the overdosing person until emergency medical services (EMS) or law enforcement arrive;
- The protection from civil liability provided by law for persons who report overdoses or administer Naloxone (Narcan) in overdose emergencies.

Standing Order from the School Physician/~~School~~ District Medical Advisor

The school physician/~~School~~ District Medical Advisor shall provide and annually renew a standing order for administration of Naloxone (Narcan) to students or staff suspected of experiencing an opioid overdose. The standing order shall be maintained in the Superintendent's office and copies of the standing order shall be kept in each location where Naloxone (Narcan) is stored.

The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector)
2. Date of issuance
3. Dosage
4. Signature of the school physician/~~School~~ District Medical Advisor

Training

School nurses having custody of Naloxone shall be trained in its use by the New Hartford EMT Department, school physician/~~School~~ District Medical Advisor, or Department of Public Health (DPH) approved training or from the appropriate division of the Connecticut State Department of

Education. Such training program shall include overdose risk factors, recognizing opioid-related overdoses, calling 911, rescue breathing administering Naloxone (Narcan), recovery position and

promptly seeking medical attention for drug overdoses. In addition, Lead New Hartford Public School nurse to host an annual training for all nurses.

The following signs may indicate an overdose situation:

- The person is unresponsive or limp.
- The person is awake but unable to talk.
- The person's breathing is slow or erratic or the individual is not breathing.
- The person's pulse is slow or erratic or there is no pulse.
- The person's skin is pale gray or blue, especially around the fingernails and lips.
- The person is making deep, slow snoring, choking or gurgling sounds.
- The person is vomiting.

A list of District individuals who successfully completed such training shall be maintained, updated and kept in the school nurse's office and the District's Central Office.

Acquisition, Storage, and Disposal
The school physician/School Medical Advisor shall order for each school site Naloxone (Narcan) from a properly credentialed wholesaler of drugs, cosmetics and medical devices.

Naloxone (Narcan) will be clearly marked and stored in the nurse's office. It will be stored in accordance with the manufacturer's instructions to avoid extreme cold, heat and direct sunlight. It is to be stored in moderate temperatures, out of direct sunlight, and not in a refrigerator.

Inspection of the Naloxone is to be conducted regularly by the school nurse. The expiration date is to be checked. Expiration is generally 12 to 24 months.

~~There should always be one backup naloxone kit for each kit that is ready to be used.~~ ~~When a Naloxone kit is used, another backup kit is to be ordered.~~ Each school should have two Naloxone kits and when one is used, another should be ordered in its place. Naloxone that is nearing its expiration date should be replaced. The school nurse is to maintain a log of Naloxone supplies containing the following information: lot number, date of receipt, expiration date, and location. The school nurse shall perform an inventory check on a monthly basis.

Administration of Naloxone (Narcan)
When responding to a suspected drug overdose, the school nurse shall:

1. Call for medical help immediately (Dial 911).
2. Check for signs of opioid overdose.
3. Perform initial rescue breathing (or CPR if needed), as instructed in training.
4. Prepare and administer Naloxone (Narcan), as instructed in training.
5. Continue the rescue breathing (or CPR if needed), as instructed in training.

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone)

Administration of Naloxone (Narcan) (continued)

6. Administer second dose of Naloxone (Narcan) in 3 minutes if no response or minimal breathing or responsiveness.
7. Place in recovery position, as instructed in training.
8. Stay with the individual until emergency medical help arrives.
9. Cooperate with EMS personnel responding to the incident.
10. Notify the building administrator or designee of the incident.

Follow-Up

After the administration of Naloxone (Narcan) the school nurse will follow the District's reporting protocols.

The school nurse, or other staff, is also to notify appropriate student services and provide substance abuse prevention resources to the overdose victim and family, as appropriate.

School nurses are to document all administration of Naloxone (Narcan) in the same manner as the administration of other medications under non-patient specific orders. The school nurse must report all administration of Naloxone (Narcan) to the school physician/~~School~~ District Medical Advisor, Building Principal, and Superintendent.

The Superintendent or his/her designee will immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a school bus to the local police department in accordance with state law and regulations, the procedure set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or his/her designee will notify the parent/guardian of any student involved in an incident involving the use of controlled substances as soon as practicable. All attempts made to reach the parent/guardian will be documented.

Any student who experiences a drug overdose is to be referred to the District's Student Assistance Program.

Regulation approved:
cps11/16

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

It is mandated to have a policy pertaining to this issue.

Students/Personnel-Certified

Psychotropic Drug Use

The Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term "recommend" shall mean to directly or indirectly suggest that a child use psychotropic drugs.

Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and anti-depressants.

Procedures shall be established by the Superintendent of Schools or his/her designee (or Director of Special Education) delineating the manner in which school personnel and school health and mental health personnel shall communicate with each other regarding children who may need to be recommended for a medical evaluation. Such procedures shall also include how school health and mental health personnel should communicate the need for a medical evaluation to the child's parents/guardians. Such procedures shall be consistent with all mandatory and existing procedures and due process safeguards governing assessment and diagnosis.

Further, upon the consent of the student's parents or guardian, obtained, in writing, through the Planning and Placement Team (PPT) process, school personnel may consult with the medical practitioner regarding such use.

In addition, the Planning and Placement Team ~~(PPT)~~ may recommend a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine either a child's eligibility for special education and related services, or educational needs for an individualized education program (IEP).

The Board recognizes that the refusal of a parent or other person having control of a child to administer or consent to the administration of any psychotropic drug to the child shall not, in and of itself, constitute grounds for the Department of Children and Families (DCF) to take such child into custody or for any court of competent jurisdiction to order that such child be taken into custody by the Department, unless such refusal causes such child to be neglected or abused, as defined in C.G.S. 46b-120.

Students/Personnel - Certified

(cf. 5141.4 - Reporting of Child Abuse and Neglect

Legal Reference: Connecticut General Statutes
10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel. (as amended by PA 03-211)
46b-120. Definitions
1076a Definitions. (as amended by PA 00-48)
1076b State supervision of special education programs and services.
1076d Duties and powers of boards of education to provide special education programs and services. (as amended by PA 97-114 and PA 00-48)
1076h Special education hearing and review procedure. Mediation of disputes. (as amended by PA 00-48)
State Board of Education Regulations.
34 C.F.R. 3000 Assistance to States for Education for Handicapped Children.
American with Disabilities Act, 42 U.S.C. §12101 et seq.
Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.

Policy adopted:
rev 6/03

A revised sample regulation to consider.

Students/Personnel - Certified

Psychotropic Drug Use

In order to properly implement the Board policy prohibiting school personnel from recommending the use of psychotropic drugs for any child, the following administrative regulations are hereby established:

1. Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression and thought disorders.

2. Psychotropic drugs include, but are not limited to, Ritalin, Adderal, Dexedrine and other stimulant medication, and anti-depressants.

3. All school personnel, including teachers and administrators are prohibited from any communications, both oral and written, to the parents and/or guardians of a child in which the use of psychotropic drugs is recommended.

4. School health or mental health personnel which includes school nurses or nurse practitioners, the District Medical Advisor, school psychologists, school social workers, and school counselors is permitted to discuss with parents and/or guardians of a child the advisability of a medical evaluation by an appropriate medical practitioner when there are behaviors or concerns that may be indicative of medication considerations.

5. School personnel, through the Planning and Placement Team referral process, shall communicate to the school medical staff about a child's behavior that may indicate the need for an evaluation.

6. The Planning and Placement Team (PPT) has the authority and responsibility to recommend a medical evaluation as part of an initial evaluation or reevaluation as needed to determine a child's eligibility for special education and related services, or educational needs for a child's individualized education program (IEP).

7. As required, the District may seek remedy through the due process provisions allowed under the Individuals with Disabilities Educational Act (IDEA) if a parent and/or guardian refuses consent for a reevaluation.

Students/Personnel - Certified

Psychotropic Drug Use

8. Appropriate medical practitioners, such as a psychiatric consultant or physician, with whom the District contracts for services to students or to whom the District makes a referral for an evaluation may recommend such medications.

9. School personnel may consult with the medical practitioner performing the evaluation with the informed consent of the parent or guardian of the child. The purposes of such communication include the following:

   a. Conveying concerns or observations of a child, both prior to and following a medical evaluation;

   b. Requesting health records and other educationally relevant medical evaluations;

   c. Providing school records to medical practitioners upon request;

   d. Providing information on school performance to help a medical practitioner monitor and evaluate the effectiveness of psychotropic drugs and/or other medical interventions and/or treatment;

   e. Discussing with medical practitioners appropriate and necessary nursing or health care in schools to ensure student safety;

   f. Disclosure of educationally relevant information by the medical practitioner to school personnel.

10. The Department of Children and Families (DCF) is limited by this legislation to take a child into custody solely on the refusal of a parent or guardian to administer or consent to the administration of any psychotropic drug. However, a PPT meeting may be convened if the child is eligible or may be eligible for special education or making a referral to the Department of Children and Families if there are concerns about a child's safety and possible abuse or neglect.

(cf. 5141.4 - Reporting of Child Abuse and Neglect)

Regulation approved:
cps 4/02
rev 6/02
rev 6/03