

REGIONAL SCHOOL DISTRICT #10
Regular Meeting of the Board of Education
24 Lyon Road, Burlington, CT 06013
Monday, October 20, 2025
7:00 p.m.

ENCLOSURE 1

Draft Minutes

Board Members Present:

Scott Savelle, Chairman
Thomas Fausel, Vice Chairman
Melanie Wilhelm, Treasurer
Cassandra DuBois, Secretary
Victoria Basile
Amy Boisvert-Baltrush
Matt Cummings
Rachel McFadden
Scott Ragaglia
Matthew Szydlo

Absent:

Natalie Sliwka, Senior at Lewis Mills

Also Present:

Fran Thompson, Superintendent
Susan Laone, Director of Finance and Operations
Vonetta Romeo-Rivers, Director of Teaching and Learning
John Osowiecki, Junior at Lewis Mills

<i>Call to Order</i>	The meeting was called to order by Chairman, Scott Savelle, at 7:02 p.m.
<i>Pledge of Allegiance</i>	The Pledge of Allegiance was recited.
<i>Region 10 Recognition</i>	Shawn Carr - Recognition for being the first Region 10 student participating in & demonstrating exceptional leadership at Boy's State & Boy's Nation. Marilyn Maynard - Recognition of tireless dedication to serving the students of Region 10, on Bus 29. As noted by her twenty years without taking a sick day
<i>Communication</i>	<u>Student Representatives' Report:</u> <u>John Osowiecki</u> reported to the Board that Lewis Mills High School recently wrapped up "Spirit Week," which concluded with a pep rally on the final day. The Homecoming dance was held last weekend and had a large turnout. The end of the first quarter is approaching on October 31. Students are reminded to hand in all assignments.

Communication continued	Upcoming events include parent-teacher conferences on November 3 and several opportunities for students to make a positive impact in the community with the parks and recreation department. The Class of 2029 is hosting a fundraiser in partnership with Lyme Orchard, while the Class of 2026 has projected graduation meetings scheduled for October 29 and November 18. As fall sports seasons are winding down, many teams are holding Senior Nights. There has been a great deal of school spirit and student involvement shown across all teams and activities. <u>Superintendent's Report:</u> Superintendent Thompson expressed gratitude to the Lake Garda PTA and the Lewis Mills Booster Club for their generous donations supporting RSD 10 students. Dr. Thompson recently attended the Husky Hustle event at Harwinton Consolidated School, sponsored by the PTO. He thanked everyone for their contributions and hard work in making the event a joyful occasion filled with laughter and community spirit. On October 9, Lewis Mills High School hosted a college fair that was well attended by students eager to learn more about the many colleges and universities that participated. The following day, October 10, RSD 10 staff took part in a Professional Development Day focused on <i>Wit & Wisdom</i> and school climate. It was a productive and positive day of professional learning and collaboration. <u>Board Chair Report:</u> Chairman Savelle thanked Board members for representing RSD 10 at Burlington's Tavern Day and also expressed appreciation to Superintendent Thompson for spending the day at the event. He noted that the district's table provided an important opportunity to engage with the community. Last month, Chairman Savelle encouraged Board members to tour the schools. This month, he is encouraging them to attend a PTO or PTA meeting. Chairman Savelle recently attended the Lake Garda PTA meeting, where he observed the strong involvement and positive energy of the group. He extended his gratitude to all the PTAs and PTOs for their generosity and continued support of RSD 10 schools.
Approval of Minutes	A motion was made by Scott Ragaglia and seconded by Vicki Basile to accept/approve September 8, 2025, Board minutes 9 in favor; none opposed; 1 abstain; motion passed.

Consent Agenda	Approval of the Financial Report dated September 30, 2025, and Personnel Report: A motion was made by Cassie DuBois and seconded by Matt Cummings to accept/approve the consent agenda as presented. All in favor; none opposed; motion passed.
Public Participation	Vedant Kausara – 14 Alpine Dr. Burlington, CT
Business	<u>25-26 BOE Budget Schedule</u> – this item will appear as an action item on next month’s agenda. <u>Donation: LSM Athletic</u> A motion was made by Vicki Basile and seconded by Melanie Wilhelm to move the LSM Athletic donation to action item B on the agenda. All in favor; none opposed; motion passed <u>Field Trip: UN Conference Boston, MA</u> A motion was made by Matt Szydlo and seconded by Rachel McFadden to move the UN Conference Boston trip to action item C on the agenda. All in favor; none opposed; motion passed <u>Policy 4117 & 5118</u> – These policies will be brought forward as an action item on next month’s agenda. <u>Continuous Improvement Presentation Gr. K-8</u> The Elementary and Middle School Principals presented an overview of the 2024–2025 student achievement data along with their 2025–2026 School Continuous Improvement Plans.
Action Items	<u>LSM softball trip to Florida in April:</u> A motion was made by Melanie Wilhelm and seconded by Scott Ragaglia to accept/approve the LSM softball trip to Florida as presented. All in favor; none opposed; motion passed. <u>Donation: LSM Athletic</u> A motion was made by Vicki Basile and seconded by Matt Szydlo to accept/approve the LSM Athletic donation as presented. All in favor; none opposed; motion passed. <u>Field Trip: UN Conference Boston, MA</u> A motion was made by Cassie DuBois and seconded by Vicki Basile to accept/approve the UN Conference field trip as presented. All in favor; none opposed; motion passed.
Board Committee	<u>Athletic Strategic Planning</u> – Met September 29th. An update was presented regarding the status of the upgrades to the main LM field and surroundings. <u>Building Committee</u> – Have not met. <u>Curriculum</u> – The committee met September 16th. The Director of Teaching & Learning provided an overview of the start of the school year.

<i>Board Committee continued</i>	The next meeting is scheduled for November 18th when the committee will review elementary school schedules. <u>Communication</u> – The committee met September 15th. They are working on a November article for the School Bell to highlight the work of the Facilities Committee. <u>Facilities</u> – has not met <u>Finance</u> – The committee met this evening with the bonding firm that works with the district to discuss bonding options. <u>Policy</u> – Met October 15th to discuss the changes to FMLA policy and a new residency policy for the district. <u>Security</u> –Have not met. <u>Superintendent's Evaluation</u> –Have not met. <u>Technology</u> – Have not met.
<i>Liaisons</i>	<u>CREC:</u> This item will be removed from the agenda.
<i>Upcoming Meetings</i>	Board of Education Regular meeting; Monday, November 10, 2025, 7:00 p.m.
<i>Adjourn</i>	A motion was made by Cassie DuBois and seconded by Scott Ragaglia to adjourn the meeting at 9:08 p.m. All in favor; none opposed; motion passed.

Cassandra DuBois, Secretary

Date

Board of Education Meeting Minutes are placed on our web page (www.region10ct.org) within seven (7) workdays following the Board of Education Meeting.

The minutes are marked as DRAFT, pending Board of Education approval at the next regularly scheduled meeting.

When participating in or attending a Board of Education meeting or reviewing minutes, please note that the Board of Education uses formats prescribed by Robert's Rules of Order for conducting meetings and publishing minutes.

Robert's Rules state, "Minutes are a record of what was done at a meeting, not a record of what was said." [RONR (11th ed.), p. 468, ll. 16-18] which is the standard for which board minutes strive. For this reason, the minutes will typically not reflect the discussion surrounding a motion, only its outcome.

Additionally, Robert's Rules in brief advises "The name and subject of a guest speaker or other program may be given, but no summary of the talk." [RONRIB page 149]

Both books can be found at our local libraries for anyone interested in more information.

Regional School District #10
Expenditure Report by Object
October 31, 2025

Account	Budget 2025-26	Expended To Date	Encumbered To Date	Total Expend & Enc	% Expended and/or Encumb. To Date	Remaining Balance
111 Certified Personnel	\$ 21,821,031	\$ 4,698,999	\$ 16,518,659	21,217,658	97.23%	\$ 603,373
112 Non-Cert. Personnel	6,891,173	1,701,286	4,833,283	6,534,569	94.83%	356,604
120 Temporary Wages	368,500	38,110	11,075	49,185	13.35%	319,315
Total Personnel:	\$ 29,080,704	\$ 6,438,396	\$ 21,363,017	\$ 27,801,413	95.60%	\$ 1,279,291
210 Group Disability Insurance	\$ 34,500	\$ 9,859	\$ -	\$ 9,859	28.58%	\$ 24,641
220 Social Security	925,000	215,269	4,077	219,346	23.71%	705,654
230 Retirement Contributions	325,500	49,658	116,392	166,050	51.01%	159,450
240 Tuition Reimbursement	37,500	775	730	1,505	4.01%	35,995
250 Unemployment Comp.	9,000	155	-	155	1.72%	8,845
260 Workers Compensation	273,109	101,586	157,071	258,657	94.71%	14,452
270 Health/Life Benefits	5,135,000	2,299,486	180	2,299,666	44.78%	2,835,334
Total Benefits:	\$ 6,739,609	\$ 2,676,788	\$ 278,451	\$ 2,955,239	43.85%	\$ 3,784,370
310 Admin. Services	\$ 20,000	\$ 2,206	\$ 18	\$ 2,224	11.12%	\$ 17,776
320 Prof. Education Services	40,000	16,810	11,171	27,981	69.95%	12,019
330 Other Professional Services	382,480	476,420	650,182	1,126,602	294.55%	(744,122)
340 Technical Services	25,750	15,576	-	15,576	60.49%	10,174
Total Purchased Services	\$ 468,230	\$ 511,012	\$ 661,371	\$ 1,172,383	250.39%	\$ (704,153)
410 Utility Services	\$ 645,000	\$ 127,125	\$ 72,240	\$ 199,365	30.91%	\$ 445,635
411 Septic/Water Systems	59,500	3,649	14,944	18,593	31.25%	40,907
412 LGS Sewer Annual Fee	38,500	-	35,402	35,402	91.95%	3,098
420 Cleaning Services	8,600	963	6,637	7,600	88.37%	1,000
421 Disposal Services	75,000	22,063	49,937	72,000	96.00%	3,000
422 Snowplowing Services	100,000	-	-	-	0.00%	100,000
424 Grounds Upkeep	47,000	14,930	986	15,916	33.86%	31,084
425 Security	34,300	7,993	954	8,947	26.09%	25,353
430 Repairs/Maintenance Ser.	462,173	153,673	112,727	266,400	57.64%	195,773
440 Facility Rentals	15,600	(6,825)	16,796	9,971	63.92%	5,629
490 Pest Control	4,200	680	3,400	4,080	97.14%	120
Total Facilities:	\$ 1,489,873	\$ 324,250	\$ 314,023	\$ 638,274	42.84%	\$ 851,599
519 Transport/Reimbursable	\$ 2,869,982	\$ 582,428	\$ 2,200,940	\$ 2,783,368	96.98%	\$ 86,615
520 Insurance	332,148	174,688	143,344	318,032	95.75%	14,116
530 Communication/Telephone	58,700	10,818	-	10,818	18.43%	47,882
531 Postage	18,900	6,568	11,874	18,442	97.58%	458
540 Advertising	3,810	958	-	958	25.14%	2,852
550 Printing & Binding	18,014	3,258	515	3,773	20.95%	14,241
561 Tuition to LEAs	261,842	45,647	51,444	97,091	37.08%	164,751

Regional School District #10
Expenditure Report by Object
October 31, 2025

Account	Budget 2025-26	Expended To Date	Encumbered To Date	Total Expend & Enc	% Expended and/or Encumb. To Date	Remaining Balance
563 Tuition to Private Sources	2,125,170	752,350	1,615,795	2,368,144	111.43%	(242,974)
580 Prof Develop/Reimb Travel	40,295	3,980	2,686	6,666	16.54%	33,629
590 Misc. Purchased Services	251,912	54,999	109,494	164,493	65.30%	87,419
591 Student Activities	11,944	3,190	1,007	4,197	35.14%	7,747
Total Transport. & Other	\$ 5,992,717	\$ 1,638,884	\$ 4,137,099	\$ 5,775,983	96.38%	\$ 216,735
610 Supplies	\$ 471,980	\$ 121,479	\$ 128,742	\$ 250,220	53.02%	\$ 221,760
611 Software	398,994	340,691	25,601	366,292	91.80%	32,702
621 Natural Gas	45,000	-	-	-	0.00%	45,000
623 Propane	11,000	575	-	575	5.23%	10,425
624 Fuel Oil	405,750	16,842	-	16,842	4.15%	388,908
626 Gasoline	6,500	1,972	-	1,972	30.34%	4,528
640 Textbooks	86,503	29,830	25,959	55,789	64.49%	30,714
641 Library Books	20,800	3,068	5,605	8,673	41.70%	12,127
642 Periodicals	32,868	18,473	2,477	20,950	63.74%	11,918
Total Supplies:	\$ 1,479,395	\$ 532,928	\$ 188,384	\$ 721,312	48.76%	\$ 758,083
741 Replace Inst. Equipment	\$ 11,719	\$ 4,513	\$ 1,657	6,170	52.65%	\$ 5,550
742 Replace Non-Inst. Equip.	256,000	720	12,056	12,776	4.99%	243,224
743 New Inst. Equipment	5,135	1,253	-	1,253	24.40%	3,882
744 New Non-Inst. Equipment	-	-	-	-	#DIV/0!	-
Total Equipment:	\$ 272,854	\$ 6,486	\$ 13,712	\$ 20,199	7.40%	\$ 252,656
810 Dues & Fees	\$ 59,351	\$ 29,552	\$ 2,581	\$ 32,133	54.14%	\$ 27,218
830 Interest Bond Expense	109,031	66,441	-	66,441	60.94%	42,590
831 Principal Bond Expense	1,590,000	1,590,000	-	1,590,000	100.00%	-
835 Capital Improvements	242,413	159,391	-	159,391	65.75%	83,022
840 Emergency/Contingency	97,634	-	-	-		97,634
Total Bond & Misc.	\$ 2,098,429	\$ 1,845,384	\$ 2,581	\$ 1,847,965	88.06%	\$ 250,464
GRAND TOTALS:	\$ 47,621,811	\$ 13,974,128	\$ 26,958,638	\$ 40,932,766	85.95%	\$ 6,689,045

Regional School District #10

Budget Journal Entries Report

Fiscal Year: 2025-2026

Type: Budget Journal

From Date: 10/1/2025 To Date: 10/31/2025

Entry Number	Memo		Batch / Reference	Voucher	Journal	User ID
Line	Entry Date	Account	Line Memo	Check #	Debits	Credits
8		add budget for security grant	Budget Adjustment		0 Adjustment	995.slaone
1	10/14/2025	300.02.5000.85.425	SECURITY	Check Number	\$2,500.00	\$0.00
2	10/14/2025	300.04.5000.85.425	SECURITY	Check Number	\$2,500.00	\$0.00
					\$5,000.00	\$0.00

Regional School District #10

Budget Journal Entries Report

Fiscal Year: 2025-2026

Type: Budget Journal

From Date: 10/1/2025

To Date: 10/31/2025

Entry Number Line	Memo Entry Date	Account	Line Memo	Batch / Reference	Voucher Check #	Journal Debits	Credits	User ID
9			salary transfers to sure up the hiring season with actual employee steps and nonunion salary increases	Budget Adjustment		0 Adjustment		995.slaone
1	10/17/2025	100.09.2410.00.111	SALARIES: LSM PRINCIPAL/ASST		Check Number	\$500.00	\$0.00	
2	10/17/2025	100.09.1130.09.111	SALARIES: LSM MUSIC TEACH		Check Number	\$33,744.00	\$0.00	
3	10/17/2025	100.09.1130.06.111	JACQUES		Check Number	\$0.00	(\$34,244.00)	
4	10/17/2025	100.07.2410.00.111	SALARIES: HB PRINCIPAL/ASST		Check Number	\$2,044.14	\$0.00	
6	10/17/2025	100.07.1120.25.111	SALARIES: HB GRADE 5 TCHR		Check Number	\$74,000.00	\$0.00	
7	10/17/2025	100.07.1120.08.111	SALARIES: HB MATH TCHR		Check Number	\$1,272.91	\$0.00	
9	10/17/2025	100.05.2113.00.111	SALARIES: SS SOCIAL WORKER		Check Number	\$525.00	\$0.00	
10	10/17/2025	100.05.1200.50.111	SALARIES: SS DIRECTOR		Check Number	\$7,160.17	\$0.00	
11	10/17/2025	100.01.2210.00.840	CONTINGENCY: SUP EMERG/CONTIN		Check Number	\$0.00	(\$7,685.17)	
12	10/17/2025	100.04.1110.24.111	SALARIES: LGS GRADE 4 TEACHER		Check Number	\$44,658.00	\$0.00	
13	10/17/2025	100.04.1110.23.111	SALARIES: LGS GRADE 3 TEACHER		Check Number	\$0.00	(\$44,658.00)	
14	10/17/2025	100.02.2410.00.111	SALARIES: HCS PRINCIPAL/ASST		Check Number	\$1,000.00	\$0.00	
15	10/17/2025	100.02.2220.00.111	NELSON		Check Number	\$5,431.00	\$0.00	
18	10/17/2025	100.02.1110.22.111	SALARIES: HCS GRADE 2 TEACHER		Check Number	\$18,807.00	\$0.00	
19	10/17/2025	100.02.1110.21.111	SALARIES: HCS GRADE 1 TEACHER		Check Number	\$47,218.00	\$0.00	
20	10/17/2025	100.02.1110.20.111	SALARIES: HCS KINDERGARTEN TCH		Check Number	\$0.00	(\$75,639.00)	
21	10/17/2025	100.04.1110.22.111	SALARIES: LGS GRADE 2 TEACHER		Check Number	\$0.00	(\$12,400.00)	
22	10/17/2025	100.04.1110.09.111	SALARIES: LGS MUSIC TEACH		Check Number	\$0.00	(\$45,400.00)	
23	10/17/2025	100.09.1130.01.111	SALARIES: LSM ART TEACH		Check Number	\$0.00	(\$16,000.00)	
25	10/17/2025	100.02.1110.09.111	SALARIES: HCS MUSIC TEACHER		Check Number	\$471.45	\$0.00	
26	10/17/2025	100.02.1110.01.111	LONGO		Check Number	\$307.58	\$0.00	

Regional School District #10

Budget Journal Entries Report

Fiscal Year: 2025-2026

Type: Budget Journal

From Date: 10/1/2025

To Date: 10/31/2025

Entry Number Line	Memo Entry Date	Account	Line Memo	Batch / Reference	Voucher Check #	Journal Debits	Credits	User ID
9		salary transfers to sure up the hiring season with actual employee steps and nonunion salary increases		Budget Adjustment		0 Adjustment		995.slaone
27	10/17/2025	100.04.1110.08.111	SALARIES: LGS MATH		Check Number	\$0.00	(\$779.03)	
28	10/17/2025	100.01.2510.00.111	SALARIES: DIRECTOR OF FINANCE AND OPERATIONS		Check Number	\$14,580.00	\$0.00	
29	10/17/2025	100.01.2210.00.111	ROMEO-RIVERS		Check Number	\$7,027.69	\$0.00	
30	10/17/2025	100.01.2320.00.111	SALARIES: SUPERINTENDENT		Check Number	\$0.00	(\$21,607.69)	
31	10/17/2025	100.01.2320.00.112	SALARIES: SUPERINTENDENT SECY		Check Number	\$3,166.23	\$0.00	
32	10/17/2025	100.01.2600.00.112	SALARIES: DISTRICT WIDE MAINT		Check Number	\$12,111.00	\$0.00	
33	10/17/2025	100.01.2600.85.112	Miller		Check Number	\$7,500.00	\$0.00	
34	10/17/2025	100.02.1110.08.112	SALARIES: HCS MATH TUTOR		Check Number	\$1,075.00	\$0.00	
35	10/17/2025	100.02.2130.00.112	PARKER		Check Number	\$2,444.29	\$0.00	
36	10/17/2025	100.02.2410.00.112	SALARIES: HCS PRINC SECRETARY		Check Number	\$1,271.00	\$0.00	
37	10/17/2025	100.04.1110.08.112	EDGERLY		Check Number	\$1,129.00	\$0.00	
38	10/17/2025	100.04.1110.18.112	PLANTE		Check Number	\$2,700.00	\$0.00	
39	10/17/2025	100.02.1110.18.112	McKinney		Check Number	\$2,700.00	\$0.00	
40	10/17/2025	100.04.2130.00.112	BURGOS		Check Number	\$2,448.29	\$0.00	
41	10/17/2025	100.05.1200.50.112	SALARIES: SS SECRETARY		Check Number	\$7,739.00	\$0.00	
42	10/17/2025	100.05.1210.29.112	SALARIES: SS TUTOR		Check Number	\$7,745.00	\$0.00	
43	10/17/2025	100.05.2130.00.112	SALARIES: SS NURSE		Check Number	\$5,058.00	\$0.00	
44	10/17/2025	100.07.1120.08.112	SALARIES: HB MATH TUTOR		Check Number	\$1,285.00	\$0.00	
45	10/17/2025	100.07.1120.18.112	MADDEN		Check Number	\$2,700.00	\$0.00	
46	10/17/2025	100.07.2120.00.112	SALARIES: HB SCHOOL COUNSELING SECRETARY		Check Number	\$310.00	\$0.00	
47	10/17/2025	100.07.2130.00.112	SALARIES: HB NURSE		Check Number	\$3,675.00	\$0.00	
48	10/17/2025	100.09.2120.00.112	SALARIES: LSM GUIDANCE SECY		Check Number	\$290.00	\$0.00	
49	10/17/2025	100.09.2130.00.112	SALARIES: LSM NURSE		Check Number	\$4,000.00	\$0.00	

Regional School District #10

Budget Journal Entries Report

Fiscal Year: 2025-2026

Type: Budget Journal

From Date: 10/1/2025

To Date: 10/31/2025

Entry Number Line	Memo Entry Date	Account	Line Memo	Batch / Reference	Voucher Check #	Journal Debits	Credits	User ID
9			salary transfers to sure up the hiring season with actual employee steps and nonunion salary increases	Budget Adjustment		0 Adjustment		995.slaone
50	10/17/2025	100.01.2210.00.840	CONTINGENCY: SUP EMERG/CONTIN		Check Number	\$0.00	(\$69,680.86)	
						\$328,093.75	(\$328,093.75)	
10			Transfer funds for purchasing a new rotary trimmer that accommodates the poster printer measurements, purchasing additional makerspace supplies	Budget Transfers		0 Adjustment		995.slaone
1	10/27/2025	100.09.2220.00.810	DUES & FEES: LSM MEDICA CENTER		Check Number	\$0.00	(\$3.00)	
2	10/27/2025	100.09.2220.00.741	EQUIP REPLACE: LSM MEDIA CENTER		Check Number	\$3.00	\$0.00	
3	10/27/2025	100.09.2220.00.810	DUES & FEES: LSM MEDICA CENTER		Check Number	\$0.00	(\$11.20)	
4	10/27/2025	100.09.2220.00.610	SUPPLIES: LSM MEDIA CENTER		Check Number	\$11.20	\$0.00	
						\$14.20	(\$14.20)	
Grand Total:						\$333,107.95	(\$328,107.95)	
End of Report								

REGIONAL SCHOOL DISTRICT #10
2025-2026
October 2025

Enclosure #2

ITEM	2025-2026 BUDGET	RECEIVED Y.T.D	%	REMAINING BALANCE
* * *OPERATING BUDGET* * *				
BURLINGTON	\$ 31,722,708.00	\$ 9,879,259.00	31.14%	\$ 21,843,449.00
HARWINTON	\$ 14,894,062.00	\$ 4,638,389.00	31.14%	\$ 10,255,673.00
INTEREST	\$ 170,000.00	\$ 37,537.22	22.08%	\$ 132,462.78
TUITION	\$ 105,000.00	\$ 20,580.00	19.60%	\$ 84,420.00
MISCELLANEOUS	\$ -	\$ -		\$ -
TRANSPORTATION	\$ -	\$ -		\$ -
TOTAL OPERATING REVENUE	<u>\$ 46,891,770.00</u>	<u>\$ 14,575,765.22</u>		<u>\$ 32,316,004.78</u>

Leaves of Absence:			
Name	Position	School	
Resignations:			
Name	Position	School	
Ed Puffer	Head Custodian	Harwinton Consolidated School	
Morgan Skibisky	Student Support Center Tutor	Harwinton Consolidated School	
Retirements:			
Name	Position	School	Effective
Appointments:			
Name	Position	School	
Kathleen Favoccia	.4 FTE ASL Teacher	Lewis S. Mills High School	

**REGIONAL SCHOOL DISTRICT #10
REGULAR MEETINGS OF THE BOARD OF EDUCATION
2026-2027**



DATE	TIME	LOCATION
August 17, 2026	7:00 p.m.	Har-Bar Media Center
September 14	7:00 p.m.	Har-Bur Media Center
October 19	7:00 p.m.	Har-Bur Media Center
November 9	7:00 p.m.	Har-Bur Media Center
December 14	7:00 p.m.	Har-Bur Media Center
January 11, 2027	7:00 p.m.	Har-Bur Media Center
February 8	7:00 p.m.	Har-Bur Media Center
March 8	7:00 p.m.	Har-Bur Media Center
April 5	7:00 p.m.	Har Bur Media Center
May 10	7:00 p.m.	Har Bur Media Center
June 14	7:00 p.m.	Har-Bur Media Center
July 12	7:00 p.m.	Har-Bur Media Center

DONATION TO REGIONAL SCHOOL DISTRICT #10

Completion of this form is required prior to the District's consideration of a proposed donation to the Regional School District #10. This form is to be completed in its entirety and submitted to the Building Principal or Director of Finance and Operations as far in advance as possible.

Date 10-4-2025

Organization/Individual Making Donation Lake Gards PTA

Address 60 Monroe Rd Burlington CT

Daytime Phone No. 860-682-2597

Gift/Donation enrichment Approximate Value \$15,000

Real Property _____ Personal Property _____
Programs for 2026
- 6 programs across grades
see attached page for breakout

Has the Superintendent or building principal been consulted concerning this gift?

Yes X Consulted with Alissa Keane

If no, this request cannot be acted upon until one of these boxes is affirmatively checked.

Are there conditions of use attached to the gift? Yes No (circle one)

Explain if "yes" (use separate sheet if needed)

Are there installation costs, site preparation costs, labor costs, or equipment needed for installation, etc.? If yes, please provide detailed costs on a separate sheet of paper. Yes No (circle one)

If yes, who will pay for these costs? _____

What is the annual maintenance cost of equipment donated? (be specific) (Example: might be the need to expand a room to house the equipment, or fencing to protect it.)

none - in house enrichment programs

Are there additional costs to the school district not indicated above? (be specific) (Example: continuing personnel costs to supervise use of equipment or space, new staff, replacements costs, etc.)

no

Farah Bowker PTA Officer
 (Signature of officer of organization or individual making donation)

Acceptance Signatures:

[Signature]
 Building Principal

Superintendent of Schools (\$101 - \$999.99)

Date Approved by Board (if applicable)

1) Curious Creatures: PreK, K and 1st grade interactive hands on animal experience

Approx. cost \$2,400 <https://www.curiouscreatures.org/>

presentation is hands-on, interactive and includes interesting facts and stories about our creatures in an educational and entertaining environment.

2) Tanglewood marionettes: School wide puppet show Cinderella

Approx cost: \$ 1,500

<https://tanglewoodmarionettes.com/shows>

Puppet play designed for elementary students, 2 shows (AM and PM)

3) BMX anti-bullying show: K-4 grade performing on bike outside

<https://www.mannienogueira.com/>

40 min shows 2-3 shows to cover K-4

Approx cost \$ 1,500

4) High tech High touch: stem classes for each grade K-4

K: Force is with you, 1st: Surf the wave 2nd: Habitat Fun

3rd:Ecosystem 4th: engineering energy

Approx. cost \$5,500

<http://www.sciencemadefunct.net/elementary.cfm>

5) Buildwave: 3rd & 4th grade

Approx. cost \$2,500

<https://www.buildwave.com/>

Kickstart your student's creativity with a Buildwave® event! From the moment the music plays and the visuals begin, your students will be fully engaged in an immersive, fun-filled building experience.

6) Hands on drumming: 2nd and 3rd grade

Approx. cost \$1,000

<https://www.handsondrumct.com/>

Hands on Drumming offers fun, musical experiences that bring the community together. We specialize in integrating positive life skills, social emotional learning and multicultural music and movement for all ages and abilities.

Timing is January 2026 through May 2026 for these enrichments to be provided to LGS.

REGIONAL SCHOOL DISTRICT #10



2025/2026 Schedule

(For the preparation of the Superintendent's Proposed Budget for 2026/2027)

Board of Education/Regular Mtg Meeting with Boards of Selectmen & Finance To discuss FY 2026/2027 Budget	Monday, December 8, 2025
Submission of All Budget Requests for Superintendent's Review	Friday, December 19, 2025
Board of Education/Regular Mtg Superintendent's Proposed Budget FY 2026/2027	Monday, February 9, 2026
Board of Education Workshop	Monday, February 23, 2026 7 to 9pm
Board of Education Workshop	Monday, March 2, 2026 7 to 9 pm
Board of Education – Final Review/Regular Mtg	Monday, March 9, 2026
Copies of Superintendent's Proposed Budget to Town Clerks	Wednesday, March 11, 2026
Public Hearing on Superintendent's Proposed Budget Vote on Superintendent's Proposed Budget	Monday, March 30, 2026 7 pm
Annual Meeting on District Budget	Monday, May 4, 2026 7pm
Proposed Referendum Date – District Budget	Tuesday, May 5, 2026

Series 4000
Personnel

ENCLOSURE 7

FAMILY AND MEDICAL LEAVE

NOTE TO CLIENT: Among other changes, effective October 1, 2025, employees working for boards of education in positions that do not require professional certification under Chapter 166 of the Connecticut General Statutes will be eligible for leave in accordance with the Connecticut Family and Medical Leave Act. This policy has been developed for implementation on and after October 1, 2025.]

PURPOSE

The purpose of this policy is to apprise employees of their rights and establish guidelines for leaves taken by employees of the Region 10 Board of Education (the "Board"), under the federal Family and Medical Leave Act of 1993 ("Federal FMLA") and/or the Connecticut Family and Medical Leave Act ("CT FMLA") and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

ELIGIBILITY

An employee who ~~holds a certification under Chapter 166 of the Connecticut General Statutes (i.e. a certified employee)~~ who has been employed by the Board for at least twelve (12) months, and who has worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, is eligible for unpaid leave under the Federal FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the Board can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave. OK

An employee ~~who~~ working for the Board in a position that does not ~~hold a require~~ a professional certification under Chapter 166 of the Connecticut General Statutes (i.e., a "noncertified employee") is eligible for ~~the unpaid~~ leave ~~described in this policy under the CT FMLA~~ if such employee has ~~worked for been employed by~~ the Board for at least ~~twelvethree (123)~~ months, ~~and has worked at least 950 service hours during~~ in the twelve (12) months immediately preceding the start of such leave.

DEFINITIONS

Genetic information: For purposes of this policy, "genetic information" includes an individual's family medical history, ~~the results of~~ an individual's or family member's

genetic tests, and/or the fact that an individual or an individual's family member sought or received genetic services; ~~and~~ or participated in clinical research which includes genetic services. "Genetic information" includes genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member ~~receiving~~ utilizing assistive reproductive ~~services~~ technology.

Instructional employee: For purposes of this policy, an "instructional employee" is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Noncertified employee: For purposes of this policy, "noncertified employee" means an employee employed by the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes.

REASONS FOR LEAVE

(a) Federal FMLA

Leaves under the Federal FMLA ~~and applicable state law~~ may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care, or child birth; ~~or~~
- to care for the employee's newborn child; ~~or~~
- the placement of a child with the employee by adoption or for foster care; ~~or~~
- to care for the employee's spouse, child, or parent who has a serious health condition; ~~or~~
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee's position; ~~or~~
- ~~to serve as an organ or bone marrow donor; or~~
- to care for ~~ana~~ covered injured or ill servicemember (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of ~~a family member's~~ an employee's spouse, child, or parent's military service, including one or more of the following reasons (note – more detailed information on the following categories is available from [e.g., the Human Resources office]):
 - short-notice deployment;
 - military events and related activities;

- childcare and school activities;
- financial and legal arrangements;
- counseling;
- rest and recuperation;
- post-deployment activities;
- parental care leave for military member's parent who is incapable of self-care and care is necessitated by the military member's covered active duty; and/or
- additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

(b) CT FMLA

Leaves under the CT FMLA may be taken for the following reasons:

- upon the birth of the employee's newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the newly placed child;
- to care for the employee's family member, if such family member has a serious health condition;
- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- in order to serve as an organ or bone marrow donor;
- to care for an injured or ill servicemember who is the employee's spouse, parent, child or next of kin (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under the CT FMLA, "family member" is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

LENGTH OF LEAVE

(a) Basic FMLA Leave Entitlement

(1) Leaves under the Federal FMLA: If a leave is requested for ~~one of the above-listed reasons, each eligible~~ a Federal FMLA-qualifying reason, an employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.

(2) Leaves under CT FMLA: If a leave is requested for a CT FMLA-qualifying reason, an eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period, except that the employee may take up to two (2) additional workweeks of leave during such twelve (12)-month period for a serious health condition resulting in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

The 12-month entitlement period for family or medical leave is measured on the basis of **[NOTE: The employer has the option of selecting one of the following four methods of calculating the 12-month period. If the employer has not chosen, then its inaction would require it to use the "best" most favorable (for the employee under the circumstances), of the following alternatives for each employee who takes leave: (1) the calendar year; (2) any fixed 12-month "leave year" such as a fiscal year or a year starting on the employee's anniversary date; (3) the 12-month period measured forward from the initial date of an employee's first leave under this policy; or (4) a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. NOTE: To change calculation methods, the employer must plan ahead, giving at least sixty (60) days' notice to all employees, and make no reduction in rights for employees using/requesting leave at the time of transition].**

we use #3

An employee may be entitled to leave under the Federal FMLA and/or CT FMLA. To the extent an employee is eligible for and qualifies for leave under both laws, the employee's Federal FMLA and CT FMLA leave will run concurrently.

(b) Leave to Care for an Injured or Ill Servicemember

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of Federal FMLA and/or CT FMLA leave during a 12-month period to care for ~~(i)~~ a covered servicemember and/or covered veteran who is the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty ~~on active duty~~ in the Armed Forces; ~~or (ii) a covered veteran with a serious injury or illness who is the employee's spouse, parent, child or next of kin.~~

~~For servicemembers, the injury or illness must render the servicemember medically unable to perform the duties of office, grade, rank or rating. This provision applies to servicemembers who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who are on the temporary disability retired list, for a serious injury or illness.~~

~~For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness and must have been (1) a member of the Armed Forces (including the National Guard or Reserves); (2) discharged or released under conditions that were other than dishonorable; and (3) discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.[†]~~

~~For covered veterans, serious injury or illness means any of the following:~~

- ~~(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or~~
- ~~(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or~~
- ~~(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~
- ~~(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.~~

When combined with any other type of [Federal FMLA or CT](#) FMLA-qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard ~~FMLA~~ leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

TYPES OF LEAVE AND CONDITIONS

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the [Federal FMLA and/or CT](#) FMLA.

[†]~~The employee's first date of leave must be within the five-year period. However, the employee may continue to take leave throughout the single 12-month period even if the leave extends past the five-year period. Note—special rules may apply to calculating the five-year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five-year calculation.~~

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule [Federal FMLA and/or CT FMLA](#) leave may be taken (a) when medically necessary for an employee's or covered family member's serious health condition, or for a covered servicemember's serious illness or injury, and (b) the need for leave can be best accommodated through an intermittent or reduced schedule leave. In addition, [Federal FMLA and/or CT](#) FMLA leave may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency, or (2) to effectuate the placement of a child for adoption or foster care before the placement of the child in the home.

~~**[OPTIONAL SECTION—if the employer allows intermittent leave following the birth or placement of a healthy child. A board of education may decide that it will not allow intermittent or reduced schedule leave for these reasons, and therefore not include this provision in its policy. If the board does include this optional provision, the district must be aware of its equal protection obligations and treat similarly situated individuals in the same manner when administering FMLA leave.]**~~

~~**Intermittent or reduced schedule leave may be taken following the birth or placement of a healthy child only with the Board's permission.]**~~

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a [covered](#) family member or a covered servicemember, including during a period of recovery from an employee's or [covered](#) family member's serious health condition or a serious injury or illness of a covered servicemember, ~~**[OPTIONAL SECTION to be included if the above optional section regarding intermittent leave is included: or if the Board agrees to permit intermittent or reduced schedule leave for the birth of a child or for placement of a child for adoption or foster care]**~~, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. **Also**

[Under the Federal FMLA](#), special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period), if the leave is to care for a [covered](#) family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the Board may require the instructional employee to

transfer temporarily to another job or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

(b) Both Spouses Working for the Same Employer

If both spouses are eligible employees of the Board and request Federal FMLA and/or CT FMLA leave for the birth, placement of a child by adoption or for foster care, or to care for a parent (or family member, for purposes of CT FMLA leave) with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the 12 weeks for Federal and/or CT FMLA leave for ~~their own or their spouse's serious health condition~~ other qualifying reasons in the 12-month entitlement ~~periods~~ period.

(c) Leave Taken by Instructional Employees Near the End of an Academic Term

If ~~a~~ Federal FMLA leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that instructional employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee would return to work during the three-week period before the end of the term.

If the instructional employee begins ~~a~~ Federal FMLA leave during the five-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two-week period before the end of the term.

If the instructional employee begins ~~a~~ Federal FMLA leave during the three-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

[OPTIONAL SECTION— if employer offers temporary light duty:

(d) Light Duty

Should an employee be offered a light duty opportunity during a period of Federal and/or CT FMLA leave, time spent performing the light duty assignment will not count against the employee's applicable FMLA leave entitlement. The employee's right to restoration to the employee's job will be held in abeyance during

no

the light duty assignment, or until the end of the applicable 12-month FMLA leave period.]

[*OPTIONAL SECTION - if employer has a uniformly applied policy governing outside or supplemental employment*]

(e) Outside/Supplemental Employment

The Board's policy governing outside or supplemental employment shall continue to apply to an employee while on Federal FMLA and/or CT FMLA leave.

no

REQUESTS FOR LEAVE

(a) Foreseeable Leave

An employee must notify the [FMLA Administrator/HR Department] of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth of the employee's child, placement of a child with the employee for adoption or foster care, planned medical treatment for the employee's or a covered family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days-notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for Federal FMLA and/or CT FMLA leave.

~~(b) Qualifying Exigency.~~

~~An employee must provide notice as soon as practicable if the foreseeable leave is for a qualifying exigency, regardless of how far in advance such leave is foreseeable.~~

(eb) Unforeseeable Leave:

When the employee's need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

SCHEDULING PLANNED MEDICAL TREATMENT

When planning medical treatment for foreseeable Federal FMLA and/or CT FMLA leave, an employee must consult with the [FMLA Administrator/Human Resources Department] and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the [FMLA Administrator/Human Resources

This doesn't happen
employees just schedule
but use
HR Dept.

Department] prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

REQUIRED CERTIFICATIONS/DOCUMENTATION

For leaves taken for any Federal FMLA or CT FMLA-qualifying reason, an employee must submit a completed certification form(s) supporting the need for leave. The appropriate form(s) will be provided to the employee. The employee must submit a complete and sufficient certification form(s) as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee's diligent, good faith efforts, the employee must inform the **[FMLA Administrator/Human Resources Department]** of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. Federal FMLA- and/or CT FMLA-protected leave may be delayed or denied, in accordance with applicable law, if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the **[FMLA Administrator/Human Resources Department]**. If the employee is unable to perform one or more of the essential functions of the employee's position, the Board will determine whether the employee is eligible for additional Federal FMLA and/or CT FMLA leave (if the eligible for such leave and such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information.

[NoteNOTE: The medical certification form should include the above language related to GINA.]

USE OF PAID LEAVE

Paid leave, which has been accrued in accordance with applicable law, the relevant collective bargaining agreement (if any), and/or Board policy (“PTO”) will be substituted for any unpaid portions of family or medical leave taken for any reason that is also a qualifying reason for using such accrued paid leave. In such instance, the employee’s accrued paid leave and Federal FMLA and/or CT FMLA-qualifying leave will run concurrently. The employee must satisfy any procedural requirements applicable to the use of paid leave, but only in connection with the receipt of such payment. An employee who is approved for CT FMLA leave may retain up to two weeks of their accrued paid time off that would otherwise be required to run concurrently with CT FMLA leave.

Where a noncertified employee's accrued paid leave is not substituted for the entire period of unpaid leave for a qualifying reason under the CT FMLA and/or Connecticut law regarding leave for victims of family violence and sexual assault, the employee may apply for and be provided with compensation through the Paid Family and Medical Leave Insurance Program (“CT Paid Leave”) for all or part of any unpaid leave, provided the employee qualifies for payments under the program. Noncertified employees may apply to the Connecticut Paid Medical and Family Leave Insurance Authority (“Authority”) for partial income replacement benefits when they need leave for (1) any of the reasons that qualify for CT FMLA; and/or (2) if an employee is a victim of family violence or sexual assault, to seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim; to obtain services from a victim services organization on behalf of the victim; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault. Eligible employees shall apply directly to the Authority, which is responsible for determining an employee’s eligibility for CT Paid Leave benefits and the amount of such benefit. The Board will provide the Authority with all requested information regarding an employee’s application for CT Paid Leave, in accordance with applicable law.

[OPTIONAL: The Board shall require employees to use applicable PTO concurrently with their CT FMLA leave, subject to their right to retain up to two weeks of accrued PTO. If, after exhausting other applicable PTO, an employee does not wish to retain two weeks of accrued PTO while on approved CT FMLA leave, the Board shall permit the employee to receive these accrued PTO benefits concurrently with their CT Paid Leave benefits, if any, provided the total compensation of such covered employee during such period of leave shall not exceed such covered employee's regular rate of compensation.]

↓ yes

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain the employee's regular weekly income level.

MEDICAL INSURANCE AND OTHER BENEFITS

During family or medical leaves ~~of absence~~ approved ~~pursuant to this policy in accordance with the Federal FMLA~~, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid ~~family or medical leave~~ Federal FMLA. The employee must continue to pay the employee's share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

During ~~an~~ Federal FMLA and/or CT FMLA leave, an employee shall not accrue ~~list benefits, such as seniority, pension benefits, or sick or vacation leave~~, unless otherwise required by any applicable collective bargaining agreement or Board policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Board's attendance policy, if any. OK

REINSTATEMENT

Except for circumstances unrelated to the taking of a family or medical leave pursuant to this policy, and unless an exception applies, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

COMPLAINTS

The Federal FMLA and CT FMLA prohibit employers from interfering with, restraining, or denying any rights provided by the respective laws. The Federal FMLA and CT FMLA also prohibit employers from terminating or discriminating against any individual for opposing any unlawful practice or being involved in any proceeding related to the Federal FMLA or CT FMLA, respectively. The CT FMLA also prohibits employers from interfering with, restraining, or denying any rights provided by CT Paid

Leave and/or terminating or discriminating against an employee for applying for CT Paid Leave benefits.

An employee alleging a violation of the Federal FMLA may file a complaint with the U.S. Department of Labor, Wage and Hour Division. Such complaint should be filed within a reasonable time of when the employee discovers that the employee's Federal FMLA rights have been violated. In no event may a complaint be filed more than two (2) years after the action which is alleged to be a violation of the Federal FMLA occurred, or three years in the case of a willful violation. An employee may also be able to bring a private civil action for violations.

An employee alleging a violation of the CT FMLA may file a complaint with the Connecticut Department of Labor within one hundred eighty (180) calendar days of the employer action that prompted the complaint, unless good cause exists for the late filing. Upon receipt of any such complaint, the Connecticut Department of Labor Commissioner, or the Commissioner's designee, shall conduct an investigation and make a finding regarding jurisdiction and whether a violation of the CT FMLA has occurred. An employee alleging a violation of the CT FMLA may also bring a civil action in a court of competent jurisdiction against the employer within one hundred eighty (180) calendar days of the employer action alleged to be in violation of the CT FMLA. Such action may be brought by an employee without first filing an administrative complaint.

ADDITIONAL INFORMATION

Questions regarding family or medical leave may be directed to the Superintendent or designee. ~~An employee may file a complaint with the U.S. or [FMLA Administrator/Human Resources Department of Labor or may bring a private lawsuit against an employer. FMLA does].~~ Federal FMLA and CT FMLA do not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

→ HR Dept

Legal References:

Connecticut ~~General Statutes~~:

Conn. Gen. Stat. § ~~31-51rr~~ Family and medical leave benefits for employees of political subdivisions ~~31-51kk et seq.~~

Conn. Gen. Stat. § 31-49e et seq.

Regs. Conn. State Agencies ~~31-51rr-131-51qq~~, et seq.

Public Act ~~24-4125-174~~, “An Act ~~Concerning Educator Certification, Teachers, Paraeducators and Mandated Reporter Requirements~~” Authorizing and Adjusting

Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects, Revisions to the School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027”

~~United States Code~~Federal:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

29 CFR 1635.1 et seq.

ADOPTED: _____

REVISED: _____

~~8/26/2024~~

9/17/2025

Summary report: Litera Compare for Word 11.10.1.2 Document comparison done on 9/24/2025 2:45:14 PM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original DMS: iw://cloudimanager.com/SG/238837/14	
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Changes:	
<u>Add</u>	103
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<u>Move To</u>	0
<u>Table Insert</u>	0
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Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	175



FAMILY AND MEDICAL LEAVE

PURPOSE

The purpose of this policy is to apprise employees of their rights and establish guidelines for leaves taken by employees of the Region 10 Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“Federal FMLA”) and/or the Connecticut Family and Medical Leave Act (“CT FMLA”) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

ELIGIBILITY

An employee who has been employed by the Board for at least twelve (12) months, and who has worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, is eligible for unpaid leave under the Federal FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the Board can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

An employee working for the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes (*i.e.*, a “noncertified employee”) is eligible for unpaid leave under the CT FMLA if such employee has been employed by the Board for at least three (3) months in the twelve (12) months immediately preceding the start of such leave.

DEFINITIONS

Genetic information: For purposes of this policy, “genetic information” includes an individual’s family medical history, an individual’s or family member’s genetic tests, and/or the fact that an individual or an individual’s family member sought or received genetic services or participated in clinical research which includes genetic services. “Genetic information” includes genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member utilizing assistive reproductive technology.

Instructional employee: For purposes of this policy, an “instructional employee” is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a

class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Noncertified employee: For purposes of this policy, “noncertified employee” means an employee employed by the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes.

REASONS FOR LEAVE

(a) Federal FMLA

Leaves under the Federal FMLA may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care, or child birth;
- to care for the employee’s newborn child;
- the placement of a child with the employee by adoption or for foster care;
- to care for the employee’s spouse, child, or parent who has a serious health condition;
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee’s position;
- to care for a covered injured or ill servicemember (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of an employee’s spouse, child, or parent’s military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Human Resources Department:
 - short-notice deployment;
 - military events and related activities;
 - childcare and school activities;
 - financial and legal arrangements;
 - counseling;
 - rest and recuperation;
 - post-deployment activities;
 - parental care leave for military member’s parent who is incapable of self-care and care is necessitated by the military member’s covered active duty; and/or
 - additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

(b) CT FMLA

Leaves under the CT FMLA may be taken for the following reasons:

- upon the birth of the employee's newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the newly placed child;
- to care for the employee's family member, if such family member has a serious health condition;
- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- in order to serve as an organ or bone marrow donor;
- to care for an injured or ill servicemember who is the employee's spouse, parent, child or next of kin (see below – Length of Leave – for further information); or
- to address a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under the CT FMLA, "family member" is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

LENGTH OF LEAVE

(a) Basic FMLA Leave Entitlement

- (1) Leaves under the Federal FMLA: If a leave is requested for a Federal FMLA-qualifying reason, an employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.
- (2) Leaves under CT FMLA: If a leave is requested for a CT FMLA-qualifying reason, an eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period, except that the employee may take up to two (2) additional workweeks of leave during such twelve (12)-month period for a serious health condition resulting in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

The 12-month entitlement period for family or medical leave is measured on the basis of the 12-month period measured forward from the initial date of an employee's first leave under this policy.

An employee may be entitled to leave under the Federal FMLA and/or CT FMLA. To the extent an employee is eligible for and qualifies for leave under both laws, the employee's Federal FMLA and CT FMLA leave will run concurrently.

(b) Leave to Care for an Injured or Ill Servicemember

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of Federal FMLA and/or CT FMLA leave during a 12-month period to care for a covered servicemember and/or covered veteran who is the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty in the Armed Forces.

When combined with any other type of Federal FMLA or CT FMLA-qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

TYPES OF LEAVE AND CONDITIONS

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the Federal FMLA and/or CT FMLA.

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule Federal FMLA and/or CT FMLA leave may be taken (a) when medically necessary for an employee's or covered family member's

serious health condition, or for a covered servicemember's serious illness or injury, and (b) the need for leave can be best accommodated through an intermittent or reduced schedule leave. In addition, Federal FMLA and/or CT FMLA leave may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency, or (2) to effectuate the placement of a child for adoption or foster care before the placement of the child in the home.

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a covered family member or a covered servicemember, including during a period of recovery from an employee's or covered family member's serious health condition or a serious injury or illness of a covered servicemember, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested.

Under the Federal FMLA, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period), if the leave is to care for a covered family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the Board may require the instructional employee to transfer temporarily to another job or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

(b) Both Spouses Working for the Same Employer

If both spouses are eligible employees of the Board and request Federal FMLA and/or CT FMLA leave for the birth, placement of a child by adoption or for foster care, or to care for a parent (or family member, for purposes of CT FMLA leave) with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the 12 weeks for Federal and/or CT FMLA leave for other qualifying reasons in the 12-month entitlement period.

(c) Leave Taken by Instructional Employees Near the End of an Academic Term

If Federal FMLA leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that instructional employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee would return to work during the three-week period before the end of the term.

If the instructional employee begins Federal FMLA leave during the five-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two-week period before the end of the term.

If the instructional employee begins Federal FMLA leave during the three-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

REQUESTS FOR LEAVE

(a) Foreseeable Leave

An employee must notify the FMLA Administrator/HR Department of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth of the employee's child, placement of a child with the employee for adoption or foster care, planned medical treatment for the employee's or a covered family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered servicemember. If 30 days-notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for Federal FMLA and/or CT FMLA leave.

(b) Unforeseeable Leave

When the employee's need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

SCHEDULING PLANNED MEDICAL TREATMENT

When planning medical treatment for foreseeable Federal FMLA and/or CT FMLA leave, an employee must consult with the Human Resources Department and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the Human Resources Department prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

REQUIRED CERTIFICATIONS/DOCUMENTATION

For leaves taken for any Federal FMLA or CT FMLA-qualifying reason, an employee must submit completed certification form(s) supporting the need for leave. The appropriate form(s) will be provided to the employee. The employee must submit a complete and sufficient certification form(s) as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee's diligent, good faith efforts, the employee must inform the Human Resources Department of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. Federal FMLA- and/or CT FMLA-protected leave may be delayed or denied, in accordance with applicable law, if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to Human Resources Department. If the employee is unable to perform one or more of the essential functions of the employee's position, the Board will determine whether the employee is eligible for additional Federal FMLA and/or CT FMLA leave (if the eligible for such leave and such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information.

USE OF PAID LEAVE

Paid leave, which has been accrued in accordance with applicable law, the relevant collective bargaining agreement (if any), and/or Board policy ("PTO") will be substituted for any unpaid portions of family or medical leave taken for any reason that is also a qualifying reason for using such accrued paid leave. In such instance, the

employee's accrued paid leave and Federal FMLA and/or CT FMLA-qualifying leave will run concurrently. The employee must satisfy any procedural requirements applicable to the use of paid leave, but only in connection with the receipt of such payment. An employee who is approved for CT FMLA leave may retain up to two weeks of their accrued paid time off that would otherwise be required to run concurrently with CT FMLA leave.

Where a noncertified employee's accrued paid leave is not substituted for the entire period of unpaid leave for a qualifying reason under the CT FMLA and/or Connecticut law regarding leave for victims of family violence and sexual assault, the employee may apply for and be provided with compensation through the Paid Family and Medical Leave Insurance Program ("CT Paid Leave") for all or part of any unpaid leave, provided the employee qualifies for payments under the program. Noncertified employees may apply to the Connecticut Paid Medical and Family Leave Insurance Authority ("Authority") for partial income replacement benefits when they need leave for (1) any of the reasons that qualify for CT FMLA; and/or (2) if an employee is a victim of family violence or sexual assault, to seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim; to obtain services from a victim services organization on behalf of the victim; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault. Eligible employees shall apply directly to the Authority, which is responsible for determining an employee's eligibility for CT Paid Leave benefits and the amount of such benefit. The Board will provide the Authority with all requested information regarding an employee's application for CT Paid Leave, in accordance with applicable law.

The Board shall require employees to use applicable PTO concurrently with their CT FMLA leave, subject to their right to retain up to two weeks of accrued PTO. If, after exhausting other applicable PTO, an employee does not wish to retain two weeks of accrued PTO while on approved CT FMLA leave, the Board shall permit the employee to receive these accrued PTO benefits concurrently with their CT Paid Leave benefits, if any, provided the total compensation of such covered employee during such period of leave shall not exceed such covered employee's regular rate of compensation.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain the employee's regular weekly income level.

MEDICAL INSURANCE AND OTHER BENEFITS

During family or medical leaves approved in accordance with the Federal FMLA, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid Federal FMLA. The employee must continue to pay the employee's share of

the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

During a Federal FMLA and/or CT FMLA leave, an employee shall not accrue seniority, pension benefits, sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Board's attendance policy, if any.

REINSTATEMENT

Except for circumstances unrelated to the taking of a family or medical leave pursuant to this policy, and unless an exception applies, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

COMPLAINTS

The Federal FMLA and CT FMLA prohibit employers from interfering with, restraining, or denying any rights provided by the respective laws. The Federal FMLA and CT FMLA also prohibit employers from terminating or discriminating against any individual for opposing any unlawful practice or being involved in any proceeding related to the Federal FMLA or CT FMLA, respectively. The CT FMLA also prohibits employers from interfering with, restraining, or denying any rights provided by CT Paid Leave and/or terminating or discriminating against an employee for applying for CT Paid Leave benefits.

An employee alleging a violation of the Federal FMLA may file a complaint with the U.S. Department of Labor, Wage and Hour Division. Such complaint should be filed within a reasonable time of when the employee discovers that the employee's Federal FMLA rights have been violated. In no event may a complaint be filed more than two (2) years after the action which is alleged to be a violation of the Federal FMLA occurred, or three years in the case of a willful violation. An employee may also be able to bring a private civil action for violations.

An employee alleging a violation of the CT FMLA may file a complaint with the Connecticut Department of Labor within one hundred eighty (180) calendar days of the employer action that prompted the complaint, unless good cause exists for the late filing. Upon receipt of any such complaint, the Connecticut Department of Labor Commissioner, or the Commissioner's designee, shall conduct an investigation and make

a finding regarding jurisdiction and whether a violation of the CT FMLA has occurred. An employee alleging a violation of the CT FMLA may also bring a civil action in a court of competent jurisdiction against the employer within one hundred eighty (180) calendar days of the employer action alleged to be in violation of the CT FMLA. Such action may be brought by an employee without first filing an administrative complaint.

ADDITIONAL INFORMATION

Questions regarding family or medical leave may be directed to the Superintendent or designee or Human Resources Department. Federal FMLA and CT FMLA do not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Legal References:

Connecticut:

Conn. Gen. Stat. § 31-51kk et seq.

Conn. Gen. Stat. § 31-49e et seq.

Regs. Conn. State Agencies 31-51qq, et seq.

Public Act 25-174, “An Act Authorizing and Adjusting Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects, Revisions to the School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027”

Federal:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

29 CFR 1635.1 et seq.

ADOPTED: _____

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R 4117
Personnel

MODEL NOTICE
CONNECTICUT FAMILY AND MEDICAL LEAVE ACT
and CONNECTICUT PAID FAMILY AND MEDICAL LEAVE

The purpose of this notification is to apprise eligible employees of the Region 10 Board of Education of their rights under the Connecticut Family and Medical Leave Act ("CT FMLA") and applicable Connecticut state law. For additional information about employee family and medical leave rights and responsibilities, please consult the Board's full FMLA policy, available at www.region10ct.org.

Eligibility

An employee working for the Board in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes (hereinafter referred to as a "noncertified employee") is eligible for unpaid, job-protected leave under the CT FMLA if such employee has been employed by the Board for at least three (3) months in the twelve (12) months immediately preceding the start of such leave.

Reasons for Leave

Leave under the CT FMLA may be taken for the following reasons:

- upon the birth of the employee's newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the newly placed child;
- to care for the employee's family member, if such family member has a serious health condition;
- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- to serve as an organ or bone marrow donor;
- to care for a covered injured or ill servicemember who is the employee's spouse, parent, child or next of kin; or
- to address a qualifying exigency arising from a spouse, child, or parent's active duty in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under the CT FMLA, “family member” is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the employee shows to be the equivalent of those family relationships.

Length of Leave

If a leave is requested for a CT FMLA-qualifying reason, an eligible employee may take up to a total of twelve (12) weeks of unpaid family or medical leave in the 12-month entitlement period. An employee may take up to two (2) additional workweeks of leave during such 12-month period for a serious health condition resulting in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

In addition, an eligible employee may take up to twenty-six (26) workweeks of CT FMLA leave during a 12-month period to care for a covered servicemember who is the employee’s spouse, parent, child or next of kin.

To the extent an employee is eligible for and qualifies for leave under the Federal FMLA and CT FMLA, the employee’s Federal FMLA and CT FMLA leave will run concurrently.

Requests for Leave

If an employee’s need for leave is foreseeable, an employee must notify the district’s Human Resources Department of the need for family or medical leave at least thirty (30) days before the leave is to begin. If 30 days’ notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances.

When the employee’s need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

Required Certifications/Documentation

For leaves taken for any CT FMLA-qualifying reason, an employee must submit completed certification form(s) supporting the need for leave. The appropriate form(s) will be provided to the employee.

If an employee takes leave for the employee’s own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job.

Use of Paid Leave

CT FMLA leave is unpaid. Paid leave, which has been accrued in accordance with applicable law, the relevant collective bargaining agreement (if any), and/or Board policy will be substituted for any unpaid portions of CT FMLA leave taken for any reason that is also a

qualifying reason for using such accrued paid leave. In such instance, the employee's accrued paid leave and CT FMLA-qualifying leave will run concurrently. An employee who is approved for CT FMLA leave may retain up to two weeks of their accrued paid time off that would otherwise be required to run concurrently with CT FMLA leave ("PTO").

Applying for Income Replacement Benefits Under CT Paid Leave

Where accrued paid leave is not substituted for the entire period of unpaid leave for a qualifying reason under the CT FMLA, a noncertified employee may apply for and be provided with compensation through the Paid Family and Medical Leave Insurance Program ("CT Paid Leave") for all or part of any unpaid leave, provided the employee qualifies for payments under the program.

Noncertified employees may apply to the Connecticut Paid Medical and Family Leave Insurance Authority ("Authority") for partial income replacement benefits when they need leave for (1) any of the reasons that qualify for CT FMLA; and/or (2) if an employee is a victim of family violence or sexual assault, to seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim, to obtain services from a victim services organization on behalf of the victim, to relocate due to such family violence or sexual assault, or to participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault.

Eligible employees shall apply directly to the Authority, which is responsible for determining an employee's eligibility for CT Paid Leave benefits and the amount of such benefit. The Board will provide the Authority with all requested information regarding an employee's application for CT Paid Leave, in accordance with applicable law.

Complaints

The CT FMLA prohibits employers from interfering with, restraining, or denying any rights provided by the CT FMLA or CT Paid Leave. The CT FMLA also prohibits employers from terminating or discriminating against any individual for exercising their rights under the CT FMLA leave or applying for CT Paid Leave benefits, for opposing any unlawful practice, or for being involved in any proceeding related to the CT FMLA.

An employee alleging a violation of the CT FMLA may file a complaint with the Connecticut Department of Labor within one hundred eighty (180) calendar days of the employer action that prompted the complaint, unless good cause exists for the late filing. Upon receipt of any such complaint, the Department of Labor Commissioner, or the Commissioner's designee, shall conduct an investigation and make a finding regarding jurisdiction and whether a violation of the CT FMLA has occurred. An employee alleging a violation of the CT FMLA may also bring a civil action in a court of competent jurisdiction against the employer within one hundred eighty (180) calendar days of the employer action alleged to be in violation of the CT FMLA. Such action may be brought by an employee without first filing an administrative complaint.

Additional Information

Questions regarding family or medical leave may be directed to Carrie Howe, Region 10 Human Resources Office.



RESIDENCY POLICY

The Region 10 Board of Education (“Board”) shall furnish, by transportation or otherwise, school accommodations in accordance with federal and state law.

If the Regional School District 10 Public Schools (“District”) denies school accommodations, including a denial based on an issue of residency, it shall inform the parent or guardian of such child or the child, in the case of an emancipated minor, a student eighteen years of age or older or an unaccompanied youth, of the right to request a hearing by the Board in accordance with Connecticut General Statutes Section 10-186.

To facilitate compliance with Board policy and applicable law, the Board directs the Administration to develop administrative regulations regarding procedures for establishing and verifying residency for purposes of enrollment and school accommodations. The exception to this policy can be found in Board Policy P 5113.1 - Nonresident Twelfth Grade Student Attendance.

Legal References:

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

Martinez v. Bynum, 461 U.S. 321, 328 (1983)

Plyler v. Doe, 457 U.S. 202 (1982)

U.S. Department of Justice and U.S. Department of Education, Dear Colleague Letter, May 8, 2014

State Law:

Connecticut General Statutes

- | | |
|--------|---|
| 10-15f | Interstate Compact on Educational Opportunity for Military Children |
| 10-253 | School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate |

transitions between school districts and juvenile and criminal justice systems

- 10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers

State Department of Education, Enrollment Guidance for Parents or Guardians Enrolling Children in a Connecticut Public School, available at <https://portal.ct.gov/-/media/SDE/Digest/2022-23/Model-Enrollment-Guidance.pdf>.

State Department of Education, Memorandum regarding Guidance for Connecticut School Districts: Enrollment Process and Practice (Aug. 22, 2017), available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceMemo8-22-17.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice, available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceAugust-2017Updates.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice At-a-Glance Overview, available at portal.ct.gov/-/media/SDE/Legal/Enrollment/EnrollmentAtAGlanceCSDE.pdf

ADOPTED:

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ADMINISTRATIVE REGULATIONS REGARDING RESIDENCY

The Region 10 Board of Education (“Board”) shall furnish, by transportation or otherwise, school accommodations in accordance with federal and state law. The Board shall provide school accommodations to any child (or eligible individual over the age of eighteen) who, in accordance with Connecticut law, resides in the towns of Harwinton and Burlington, Connecticut, meets the state’s age requirements, and has not graduated from high school. The Board’s commitment to providing school accommodations to all children (and eligible adults) who reside in the towns of Harwinton and Burlington includes those who are not citizens and/or whose parents are not citizens. In addition, the Board shall provide school accommodations to children who are homeless and unaccompanied youth in accordance with state and federal law and the Board’s policy regarding Homeless Students, and in any other circumstances required by law.

The Administration has approved the following procedures to facilitate compliance with Board policy and applicable law, as they relate to establishing and verifying residency for purposes of enrollment and school accommodations. The procedures described in these administrative regulations, including the requirements for the completion of forms, shall be used for all students enrolled in, or seeking to enroll in, the Regional School District 10 Public Schools (the “District”), unless a student is entitled to attend District schools in accordance with the Board’s Nonresident Twelfth Grade Student Attendance Policy. Notwithstanding the foregoing, if any procedure or form described in these administrative regulations conflicts with the procedures described in the Board’s Policy regarding Homeless Students, the provisions of that policy shall control.

In addition, prior to attending school, in accordance with state law and Board policy, the District will require proof of age and adequate proof of health assessments and immunizations.

I. PROOF OF RESIDENCY

A. Prior to Enrollment

In order for a student to enroll in the District, the student’s parent or legal guardian, or the student if the student is eighteen years or older or an emancipated minor (an “adult student”), must show proof of residency.

For children who live in the towns of Harwinton or Burlington with their parents, or for adult students, the District shall require completion of the Board’s required enrollment forms to establish residency.

For children or adult students whose parents do not reside in the towns of Harwinton or Burlington, parents, guardians, and/or adult students must demonstrate that the student has established residency in the town of Harwinton or Burlington with “another person” under the following conditions:

1. Residency with another person is intended to be permanent.
2. Residency is provided without pay from the student or the student’s family.
3. Residency is not for the sole purpose of obtaining school accommodations in the Regional School District 10 Public Schools.

In such circumstances, the parent or adult student shall submit a notarized residency affidavit Residency Affidavit and Parent’s or Adult Student’s Statement, and the other person shall sign a notarized affidavit, the Host’s Statement, indicating that the student is residing with them.

The District shall carefully review affidavits, documentation, and other available evidence and inform the parent, guardian, or adult student of the results of such review.

B. When There Is Reason to Believe an Enrolled Student Is No Longer Entitled to School Accommodations in the District

The District recognizes that there may be circumstances in which there is reason to believe that a student attending school in the District is not entitled to school accommodations based on residency. In such instances, the District shall seek additional information and documentation from the student’s parent or legal guardian, the individual with whom the student lives, and/or the adult student. Depending on the particular facts and circumstances, the District may direct the parent, guardian, other responsible adult and/or adult student to submit and/or complete relevant documentation, including but not limited to documents described in Section I.A of these regulations.

The District shall carefully review affidavits, documentation, and other available evidence and inform the parent, guardian, or adult student of the results of such review.

II. DENIAL OF SCHOOL ACCOMMODATIONS ON THE BASIS OF RESIDENCY

If a student is denied school accommodations for residency reasons, the District shall inform the parent, guardian, or adult student of the right to request a hearing before the Board in writing within ten (10) school days of receiving notice of denial of school accommodations. A copy of the Board’s Residency policy and these regulations shall also be provided.

The Board shall provide a hearing within ten (10) days after receipt of such request. The Board may (A) conduct the hearing, (B) designate a subcommittee of the board composed of three board members to conduct the hearing, or (C) establish a local impartial hearing board of one or more persons not members of the Board to conduct the hearing. After such hearing is held, the Board shall (1) make a stenographic record or tape recording of the hearing; (2) make a decision on student eligibility to attend District schools within ten (10) days after the hearing; and (3) notify the parent, guardian, or adult student of its findings. Hearings shall be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes

Any parent, guardian, or adult student aggrieved by the Board's finding shall, upon request, be provided with a transcript of the hearing within thirty (30) days of such request and may take an appeal from the finding to the State Board of Education ("State Board"). If an appeal is not taken to the State Board of Education within twenty (20) days of the mailing of the finding to the aggrieved party, the decision of the Board, subcommittee or local impartial hearing board shall be final.

If a State Board hearing is requested in writing, the student has the right to attend District schools pending a hearing before the State Board. In addition, the Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board.

If the State Board determines that the student was not a resident of the District and therefore not entitled to school accommodations in the District, a per diem tuition (equal to the District expenditure per student divided by 180) will be assessed for each day the student attended District schools when not eligible to attend.

Legal References:

Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95.

Martinez v. Bynum, 461 U.S. 321, 328 (1983)

Plyler v. Doe, 457 U.S. 202 (1982)

U.S. Department of Justice and U.S. Department of Education, Dear Colleague Letter, May 8, 2014

State Law:

Connecticut General Statutes

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|--------|--|
| 10-15f | Interstate Compact on Educational Opportunity for Military Children |
| 10-253 | School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile residential centers. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems |
| 10-186 | Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers |

State Department of Education, Enrollment Guidance for Parents or Guardians Enrolling Children in a Connecticut Public School, available at <https://portal.ct.gov/-/media/SDE/Digest/2022-23/Model-Enrollment-Guidance.pdf>.

State Department of Education, Memorandum regarding Guidance for Connecticut School Districts: Enrollment Process and Practice (Aug. 22, 2017), available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceMemo8-22-17.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice, available at <https://portal.ct.gov/-/media/SDE/Legal/Enrollment/Enrollment-GuidanceAugust-2017Updates.pdf>

State Department of Education, Guidance for Connecticut School Districts: Enrollment Process and Practice At-a-Glance Overview, available at portal.ct.gov/-/media/SDE/Legal/Enrollment/EnrollmentAtAGlanceCSDE.pdf

ADOPTED:

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Regional School District # 10

RESIDENCY REQUIREMENTS

Required Residency Documents: Proof of residency in Regional School District #10 is determined by providing the Main Office of your child/children's school with documentation which includes Parent/Guardian photo identification, one (1) item from Category A, one (1) item from Category B, and one (1) item from Category C. If unable to provide an item from Category B, two (2) items from Category C are required.

RESIDENCY DOCUMENTS SUBMITTED ARE REQUIRED NO MORE THAN 60 DAYS OLD.

If this is a new residency, you will have 30 days to provide (1) item from category B and (1) item from category

CATEGORY A	CATEGORY B	CATEGORY C
Copy of sales contract if purchasing a new home Mortgage statement *Notarized lease/rental . agreement-must contain students name, be unexpired, signed by lessor/lessee and dated Copy of property deed if no mortgage statement is available Notarized landlord or homeowner letter acknowledging parent/guardian's and student's current residence if no lease exists, lease is expired, or lease is weekly or month to month	Current utility bill or work order showing service address. Examples: • Electricity • Natural gas • Phone • Cable or satellite	Valid automobile registration Voter registration Current auto or homeowner's insurance declaration page. Payroll stub Bank statement or credit card statement • Court document - Letter from any government agency With Burlington or Harwinton address dated for most current tax year W-2 Form Auto tax bill • Property tax bill

*You will be required to provide a notarized rental lease agreement yearly.

* *Additional information may be required for presentation during the registration process, such as but not limited to, a copy of the custodial agreement.

CERTIFICATION OF RESIDENCY

NEW ENROLLEE/STUDENT TRANSFER/CHANGE OF ADDRESS

Parent/Legal Guardian Statement

I (print name) _____ the parent or legal guardian of (student/s)
_____/ _____ Grade _____/ _____

Harwinton/Burlington Address _____

certify that the above name student actually lives at the above address.

Phone number _____; Emergency phone number _____

The Owner/Landlord name is _____ phone number _____

Date living at address: _____ to _____ **A current lease needs to be provided yearly.**

The information and documentation provided are accurate. I authorize representatives of Region 10 School to verify this information, and I understand falsification of any information or documents required for this verification will result in revocation of registration for the student, and may lead to liability for tuition.

Parent/Guardian Signature: _____ Date: _____

*If you have any questions regarding this form, please contact: Dr. Fran Thompson Superintendent of Schools,
Region School District 10 24 Lyon Road, Burlington, CT 06013 860-677-3322*

FOR OFFICE USE ONLY

____ **1. If student resides with parent/guardians (s) or is aged eighteen or older or an emancipated minor.**

Copies of the following documents at the address within the district in the parent/guardian's name; or the name of a student aged eighteen or older, or an emancipated minor.

___ a. Deed to home or dated rental agreement in Harwinton/Burlington resident's name.

___ b. Escrow papers or signed mortgage commitment in Harwinton/Burlington resident's name

___ c. Two current utility bills in Harwinton/Burlington resident's name

___ d. Complete and have notarized page 4 of the Host's Statement and provide host's residency documentation.

____ **2. If student resides with person other than parent/guardian(s) and does NOT maintain his/her own**

residency as an adult or is not an emancipated minor: Please complete pages 1,2,3, & 4 and have notarized. Residency Affidavit (page 2) is to be filled out by the person with whom the student resides.

____ **3. In all other cases, * VERIFICATION VISIT BY RESIDENCY CONFIRMATION STAFF WILL FOLLOW ***

Regional School District 10
Burlington/Harwinton Connecticut

CONFIDENTIAL
RESIDENCY AFFIDAVIT

The Region 10 Board of Education, in compliance with statute 10-253(d) of the State of Connecticut, requires this form to be completed for any student who claims residency in Region 10 and is not residing with his or her parent/guardian(s) and whose parents/guardian(s) are not residing in Region 10. This form is required when there is a question about the child's actual residency. The student, parent/guardian, and person with whom the student is living must fill out this form together.

Date: _____

Student's Name: _____ DOB: _____
(Last) (First) (Middle)

Student's Harwinton/Burlington Address: _____
(# and street)

Phone number: _____

Name of person with whom student lives: _____

Relationship _____

Address: _____
(# and street)

Phone number: _____

Date student moved to Harwinton/Burlington _____
(Month) (Day) (Year)

Student's former address: _____
(# and Street) (Town) (State)

Former school _____ Grade: _____

Name of students Father: _____

Father's Address: _____
(# and Street) (Town) (State) (Phone)

Name of Student's Mother _____

Mother's Address: _____
(# and Street) (Town) (State) (Phone)

Name and Address of student's court appointed legal guardian, if applicable: _____

Regional School District 10
Burlington/Harwinton Connecticut

PARENT/GUARDIAN'S STATEMENT

I hereby certify that _____ is my _____
(student's name) (relationship)

And he/she resides with _____ who is _____
(name of person) (relationship)

at _____
(address) (phone)

I further certify that this is intended to be a bona fide permanent address at which my child will be living for _____ days and _____ nights per week and that I am not providing payment for having my child reside with _____.

I further certify that my son/daughter is not living with me because _____

As a parent/guardian of the student named on this form, and as a nonresident of Harwinton or Burlington, I attest to an accuracy of the information contained in this form. Further, I certify that, as a permanent resident of Harwinton or Burlington, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of students' permanent residency in the Town of Harwinton or Burlington, in which events the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending Region 10 schools illegally, Region 10 reserves the right to recover the costs for such education from me, the undersigned.

I understand I am making this statement under oath and any false statements may lead to my prosecution under the criminal statutes for the State of Connecticut.

I also understand that this document may be used in a court of law as evidence against me.

I hereby certify that the said _____ has full right to act in my child's behalf concerning any and all school disciplinary, administrative, and medical matters.

Witness (Notary Public) Date

Parent/Guardian Signature Date

Print name

Regional School District 10
Burlington/Harwinton Connecticut

HOST'S STATEMENT

Please check only one that applies: STUDENT ONLY (____) OR STUDENT WITH PARENTS (____)

I hereby certify that _____ is my _____
(student's name) (relationship)

and that he/she legally resides with me at _____
(address)

I further certify that is intended as a bona fide address and that:

(A) ____ this student will be living with me ____ days and ____ nights per week, and that I am not receiving payment for having this student with me. I certify that this student is residing with me because

(B) ____ this student and his/her parents will be living with me ____ days and ____ nights per week and that I am not receiving payment for having this student with me. I certify that this student and his/her parents are residing with me because _____

Please note Host statement - proof of residency needs to be updated yearly

Dates living with host: _____ to _____

As the host of the student named on this form, and as a resident of Harwinton or Burlington, I attest to the accuracy of the information contained in this form. Further, I certify that, as a permanent resident of Harwinton or Burlington, the student is eligible for free school privileges. I agree to notify school officials immediately regarding the termination of the student's permanent residency in Harwinton or Burlington in which event the student will no longer be eligible for free school privileges. Finally, I understand that, should the student be found to be attending Region 10 schools illegally, Region 10 reserves the right to recover the costs of such education from me, the undersigned. I also authorize the rental agent or landlord or residence owner or lessee to release any information needed to confirm my Harwinton or Burlington residency,

I understand I am making this statement under oath and any false statements may lead to my prosecution under the criminal statutes of the State of Connecticut.

I also understand that this document may be used in a court of law as evidence against me.

**** If you are the guardian of the student, please indicate that date and source of your authority:**

Date: _____ Authority: _____

I, _____, understand that I have full responsibility for this student concerning any and all school disciplinary, administrative, and medical matters.

Print Host name

Host signature Date

Witness (Notary Public) Date

Parent signature

Print parent name