

**EAST WINDSOR BOARD OF EDUCATION**  
**EAST WINDSOR, CONNECTICUT**  
**Meeting of Wednesday, July 31, 2024**  
**7:00 p.m. - Room A5, Broad Brook Elementary School**  
**14 Rye Street, Broad Brook, CT**

**AGENDA**

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**I. CALL THE MEETING TO ORDER**

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**II. PLEDGE OF ALLEGIANCE**

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**III. ATTENDANCE**

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**IV. ADDED AGENDA ITEMS**

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**V. MINUTES**

June 5, 2024 - Regular Meeting Minutes  
June 26, 2024 - Regular Meeting Minutes

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**VI. PUBLIC PARTICIPATION**

- 1) Speakers should preface remarks by stating their name and address.
  - 2) Please limit your comments to three minutes.
  - 3) This section of the meeting shall last no longer than 20 minutes.
  - 4) Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)
  - 5) Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.
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**VII. UPCOMING MEETINGS AND EVENTS**

- 1) August 6, 2024 - National Night Out at East Windsor Park
  - 2) August 14, 2024 - BOE Special Meeting at 5:30 PM
  - 3) August 20, 2024 - Convocation at East Windsor High School at 8 AM
  - 4) August 21, 2024 - Town of East Windsor Board of Finance Meeting at 7 PM
  - 5) August 27, 2024 - First Day of School
  - 6) August 28, 2024 - BOE Regular Meeting at 7 PM
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**VIII. FINANCIAL REPORT**

**IX. OLD BUSINESS: VOTE**

FY2025 Budget

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**X. NEW BUSINESS: DISCUSSION**

- 1) Area school tours
  - 2) Board Policy Review - First reading 3000 and 4000 policies
  - 3) Subcommittee Meeting Calendar - September - December 2024
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**XI. NEW BUSINESS: VOTE**

Job descriptions

- 1) Assistant Superintendent
  - 2) Administrative Assistant to the Superintendent
  - 3) Data Specialist
  - 4) Director of Operations and Communications
  - 5) Safe School Climate and Equity Coordinator
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**XII. LIAISON'S AND SUBCOMMITTEE REPORTS**

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**XIII. PUBLIC PARTICIPATION**

- 1) Speakers should preface remarks by stating their name and address.
  - 2) Please limit your comments to three minutes.
  - 3) This section of the meeting shall last no longer than 20 minutes.
  - 4) Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)
  - 5) Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.
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**XIV. MISCELLANEOUS**

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**XV. CORRESPONDENCE**

- 1) PDEC Approval
  - 2) E. Barraza Award
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**XVI. ADJOURNMENT**

**EAST WINDSOR BOARD OF EDUCATION  
EAST WINDSOR, CONNECTICUT  
REGULAR MEETING MINUTES  
Wednesday, June 5, 2024  
7:00 p.m. - Room A5, Broad Brook Elementary School  
14 Rye Street, Broad Brook, CT**

**I. CALL THE MEETING TO ORDER**

Chair K. Carey-Trull called the meeting to order at 7:03 p.m.

**II. PLEDGE OF ALLEGIANCE**

Chair K. Carey-Trull led the Board in the Pledge of Allegiance.

**III. ATTENDANCE**

In attendance: Chair K. Carey-Trull, Vice Chair H. Spencer, Secretary F. Neill, C. Sevarino, D. Menard, E. LeBorious, K. Betancourt, G. Resto, N. Farmer, Dr. P. Tudryn

Also in attendance: D. Rouillard, R. Galloway, A. Anderson, B. Kaminski, T. Field, L. Daitch, L. Foxx, M. Ryan

**IV. ADDED AGENDA ITEMS**

None

**V. COMMENDATIONS**

Crystal Apple Award Recipients - 4th Quarter: The 4th quarter award recipients were introduced to the Board by their respective building administrators:

Melissa Lee - Broad Brook Elementary School (in absentia)

Sandie Vogel - East Windsor Middle School

Terrence Edwards - East Windsor High School

Dr. P. Tudryn thanked Horace Mann and D. Mosher for his continued support of East Windsor Schools and the Crystal Apple award.

**VI. MINUTES**

May 22, 2024 - Regular Meeting Minutes – On a motion by H. Spencer, second by C. Seccarino, to approve the Board minutes. PASSED with a unanimous vote.

**VII. PUBLIC PARTICIPATION**

None

**VIII. STUDENT REPRESENTATIVE REPORT**

V. Hernandez presented the news and events at all three schools. He thanked the Board for the opportunity to be Student Representative for the last four years. Chair K. Carey-Trull praised V. Hernandez for his dedication and thanked him for his effort and input over the years.

**IX. YEAR IN REVIEW SCHOOL REPORTS**

Year in review school reports were presented by administrators from all three schools highlighting the efforts and achievements from the 2023-2024 school year as well as goals and strategies for next year. Copies of all three reports were provided to the Board.

**X. STRATEGIC PLAN UPDATE**

D. Rouillard presented the Strategic Plan Update to the Board with assistance from Dr. P. Tudryn. The report focused on how the goals and objectives of the strategic plan are being met as well as how those goals and objectives have led to the best instructional strategies and learning experiences for the students of East Windsor. A copy of the report was provided to the Board.

**XI. NEW BUSINESS: VOTE**

Dr. P. Tudryn updated the Board on the FY2025 Budget. A detailed copy of the proposed budget was provided to the Board. Discussion ensued relative to the FY2025 Budget. On a motion by F. Neill, seconded by K. Betancourt, to pass the FY2025 budget as proposed by the Superintendent.

The vote by the Board was as follows:

- K. Betancourt IN FAVOR
- N. Farmer ABSTAIN
- E. LeBorious AGAINST
- D. Menard AGAINST
- F. Neill IN FAVOR
- G. Resto AGAINST
- C. Sevarino ABSTAIN
- H. Spencer IN FAVOR

The vote was 3 members in favor, 3 against, and 2 abstaining. Chair. K. Carey-Trull voted AGAINST to break the tie. The motion was DEFEATED.

Discussion ensued regarding dates and times of upcoming meetings.

**XII. LIAISON'S AND SUBCOMMITTEE REPORT**

H. Spencer shared that the Board Policy Review Subcommittee plans to present the 4000 policies to the Board of Education at an upcoming meeting. The subcommittee is currently reviewing the 5000 series policies. D. Menard advised the Board that the Facilities Subcommittee recently reviewed the demographic study and its impact on future facilities planning. The subcommittee is working on prioritizing projects for the future. D. Menard also shared the possibility that the Broad Brook Elementary School chimney may be able to be taken down rather than be repaired. She shared that the subcommittee is working on engaging public opinion using platforms like the Five Village Voice. Dr. P. Tudryn advised the Board that a calendar invitation went out for the joint Board of Education/Board of Selectmen meeting to review the demographic enrollment study. It was requested that J. Martin put out an announcement to the public. Chair K. Carey-Trull advised the Board that the Administrative Negotiations

Subcommittee will need to convene in early fall. H. Spencer will fill the remaining vacancy.

**XIII. PUBLIC PARTICIPATION**

None

**XIV. MISCELLANEOUS**

At this time, a motion was made by H. Spencer, second by F. Neill, to continue the meeting past 9:30 PM. PASSED with a unanimous vote

**XV. CORRESPONDENCE**

1) CAFE Student Leadership Awards

Chair K. Carey-Trull congratulated V. Hernandez on receiving the award and thanked him for his dedication to the Board. V. Hernandez shared he enjoyed the experience of getting a “behind the scenes” look at how decisions are made.

2) Glenn W. Bailey Foundation Grant

3) CAFE email

**XVI. EXECUTIVE SESSION**

On a motion by H. Spencer, second by F. Neill, the Board entered into executive session to discuss the appointment, employment, performance, evaluation, dismissal or the health of a public officer or employee, provided such individual may require that the discussion be held at an open meeting – Superintendent’s Evaluation at 9:30 PM. The Board came out of executive session at 10:02 PM.

**XVII. ADJOURNMENT**

On a motion by F. Neill, second by H. Spencer, the Board adjourned the meeting at 10:02 PM. The vote PASSED unanimously.

Respectfully submitted,  
Jessica Ripley  
Board Recording Secretary

**EAST WINDSOR BOARD OF EDUCATION  
EAST WINDSOR, CONNECTICUT  
REGULAR MEETING MINUTES  
Wednesday, June 26, 2024  
7:00 p.m. - Room A5, Broad Brook Elementary School  
14 Rye Street, Broad Brook, CT**

**I. CALL THE MEETING TO ORDER**

Chair K. Carey-Trull called the meeting to order at 7:26 PM.

**II. ATTENDANCE**

In attendance: Chair K. Carey-Trull, Vice Chair H. Spencer, Secretary F. Neill, C. Sevarino, D. Menard, E. LeBorious, K. Betancourt, G. Resto, N. Farmer, Dr. P. Tudryn

**III. MISCELLANEOUS**

Discussion ensued regarding interest in attending November CABE seminar. Dr. P. Tudryn informed the Board that a tour of South Windsor schools has been scheduled for Tuesday, July 16 at 11:30 AM. Chair K. Carey-Trull will be looking to schedule a Board self-review.

**IV. EXECUTIVE SESSION**

On a motion by H. Spencer, second by E. LeBorious, the Board entered into executive session to discuss the appointment, employment, performance, evaluation, dismissal or the health of a public officer or employee, provided such individual may require that the discussion be held at an open meeting – Superintendent’s Evaluation at 7:33 PM. The Board came out of executive session at 7:48 PM.

On a motion by N. Farmer, second by H. Spencer, the Board voted to accept the 2024 Superintendent Evaluation as written. PASSED with a unanimous vote.

**V. ADJOURNMENT**

On a motion by D. Menard, second by H. Spencer, the Board adjourned the meeting at 7:50 PM. PASSED with a unanimous vote.

Respectfully submitted,  
Jessica Ripley  
Board Recording Secretary

# East Windsor BOE

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Dear Board Members,

Enclosed you will find the preliminary financial statements for the fiscal year ending June 30, 2024. Please note the following important points as you review this packet:

1. Preliminary Figures: The financial data presented herein are preliminary. Several utility bills and vendor invoices are still outstanding and will be accounted for in the final figures. However, we do not anticipate significant variations from these numbers as we are very close to our projections and the year-end figures.

2. Ongoing Adjustments: We are currently reclassifying some expenses and revenues which may result in minor changes. These adjustments will be reflected in the next meeting's reports.

3. Timeline for Final Numbers: At the recent Town Board of Finance meeting, it was reported by the Town that their official year-end numbers for FY24 will not be available until September. We expect to have our official numbers available around the same time, if not sooner, as we prepare for the upcoming audit.

We are pleased to report that we are significantly ahead of our usual schedule compared to previous years, demonstrating our commitment to timely and transparent financial reporting.

## FY25 Budget Update

The attached budget for FY25 includes the prespend update in legal, which allowed me to add the EWHS tutor line in the local budget as requested. Please note that I did not pursue a number of other small updates that we have because the budget has already been posted to the live environment in MUNIS. We have already run an FY25 payroll and have been cutting FY25 checks.

Much like the Town, I will be bringing transfers and updating them as we proceed into FY25. This approach ensures that our financial records remain current and accurate

without frequent minor adjustments.

We appreciate your understanding of the preliminary nature of these figures. If you have any questions or need further clarification, we are available to discuss the details at the upcoming Board of Finance subcommittee meeting.

Thank you for your continued support and cooperation.

Ryan Galloway  
Finance Director



BOARD OF ED YTD BUDGET REPORT JUNE 2024

FOR 2024 12

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
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1010 General Fund School

51010 SALARIES PAID TO TEACHERS

10010100	51010	BBES TEACHER/CERTIFIED SAL	2,550,480.75	4,724.34	2,555,205.09	2,555,205.31	0.00	-0.22	100.0%
10010101	51010	BBES ADMIN SALARIES	293,402.00	4,900.01	298,302.01	298,301.94	0.00	0.07	100.0%
10020100	51010	EWMS TEACHER/CERTIFIED SAL	2,654,201.00	-6,406.54	2,647,794.46	2,647,794.31	0.00	0.15	100.0%
10020101	51010	EWMS ADMIN SALARIES	300,139.00	0.06	300,139.06	300,139.06	0.00	0.00	100.0%
10030100	51010	EWHS TEACHER/CERTIFIED SAL	2,414,327.00	0.00	2,414,327.00	2,410,030.89	0.00	4,296.11	99.8%
10030101	51010	EWHS ADMIN SALARIES	319,096.00	0.00	319,096.00	319,095.92	0.00	0.08	100.0%
10040000	51010	TRANSITION PROGRAM JOB COACH	128,866.00	-28,826.17	100,039.83	91,874.90	0.00	8,164.93	91.8%
10040100	51010	SE DIRECTOR SALARY	167,432.00	1,999.96	169,431.96	169,431.86	0.00	0.10	100.0%
10040201	51010	SE BBES TEACHER SALARIES	809,417.00	-18,743.84	790,673.16	789,202.29	0.00	1,470.87	99.8%
10040202	51010	SE EWMS TEACHER SALARIES	411,444.00	47,024.38	458,468.38	458,468.54	0.00	-0.16	100.0%
10040203	51010	SE EWHS TEACHER SALARIES	665,169.00	-74,348.53	590,820.47	590,820.75	0.00	-0.28	100.0%
10040204	51010	SE TRANSITION COORDINATOR	54,917.93	0.00	54,917.93	54,253.93	0.00	664.00	98.8%
10040205	51010	EWHS VOCATION COORDINATOR	46,575.00	-6,909.65	39,665.35	38,353.20	0.00	1,312.15	96.7%
10040207	51010	SE SUPERVISOR	117,526.00	899.98	118,425.98	118,425.98	0.00	0.00	100.0%
10040208	51010	SE NURSE SALARIES	89,919.00	-2,106.49	87,812.51	87,681.86	0.00	130.65	99.9%
10040209	51010	OCCUPATIONAL THERAPY ASST	37,884.00	-2,340.19	35,543.81	33,994.36	0.00	1,549.45	95.6%
10040210	51010	OCCUPATIONAL THERAPIST	99,679.92	-13,680.02	85,999.90	85,999.98	0.00	-0.08	100.0%
10040211	51010	PHYSICAL THERAPIST	38,732.81	0.00	38,732.81	38,265.04	0.00	467.77	98.8%
10040212	51010	SPEECH LANG PATH ASST	44,198.00	-4,277.79	39,920.21	38,874.43	0.00	1,045.78	97.4%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10040213 51010	323,157.00	SPEECH LANG PATHOLOGIST -36,680.89	286,476.11	283,458.15	0.00	3,017.96	98.9%
10040214 51010	314,985.00	PSYCHOLOGIST -10,182.75	304,802.25	304,802.08	0.00	0.17	100.0%
10040215 51010	395,613.00	SE SOCIAL WORKERS -91,939.21	303,673.79	292,103.76	0.00	11,570.03	96.2%
10040216 51010	104,995.00	BCBA 29,017.80	134,012.80	127,761.20	0.00	6,251.60	95.3%
10040221 51010	46,575.00	SE BEHAVIOR SUPPORT SPECIALIST -43,486.64	3,088.36	3,088.18	0.00	0.18	100.0%
10110100 51010	186,000.00	SUPERINTENDENT SALARY 4,000.33	190,000.33	190,013.58	0.00	-13.25	100.0%
10110101 51010	176,567.04	ASST SUPERINTENDENT SALARY 0.04	176,567.08	176,567.04	0.00	0.04	100.0%
10110102 51010	180,132.00	LONG TERM SUBSTITUTES -132,783.98	47,348.02	47,348.02	0.00	0.00	100.0%
TOTAL SALARIES PAID TO TEACHERS							
	12,971,430.45	-380,145.79	12,591,284.66	12,551,356.56	0.00	39,928.10	99.7%

**51020 INSTRUCTIONAL AID/ASST SAL**

10010105 51020	121,747.00	BBES PARAEDUCATOR SALARIES -1,968.86	119,778.14	116,123.63	0.00	3,654.51	96.9%
10010108 51020	111,949.20	BBES TUTORS -30,000.00	81,949.20	35,281.23	0.00	46,667.97	43.1%
10020105 51020	52,689.72	EWMS TEACHER ASSISTANT 0.00	52,689.72	52,689.78	0.00	-0.06	100.0%
10030100 51020	0.00	EWHS TUTORS 0.00	0.00	0.00	0.00	0.00	.0%
10030107 51020	31,614.00	EWHS PARAPROFESSIONAL SALARIES 2,678.37	34,292.37	33,982.28	0.00	310.09	99.1%
10040208 51020	616,538.65	SE BBES PARAS 98,936.53	715,475.18	683,808.58	0.00	31,666.60	95.6%
10040209 51020	589,482.46	SE EWMS PARAS -33,624.23	555,858.23	512,683.09	0.00	43,175.14	92.2%
10040210 51020	369,981.29	SE EWHS PARAS 30,227.78	400,209.07	359,536.14	0.00	40,672.93	89.8%
10040219 51020	115,749.02	SE BBES TUTOR -115,749.02	0.00	0.00	0.00	0.00	.0%
10040221 51020	72,777.47	SE EWHS TUTOR SALARIES -72,777.47	0.00	0.00	0.00	0.00	.0%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL INSTRUCTIONAL AID/ASST SAL	2,082,528.81	-122,276.90	1,960,251.91	1,794,104.73	0.00	166,147.18	91.5%
<b>51030 SALARIES PAID TO SUBSTITUTES</b>							
10010104 51030 BBES SUBSTITUTES	32,375.00	51,062.08	83,437.08	81,613.90	0.00	1,823.18	97.8%
10020109 51030 EWMS SUBSTITUTES	99,309.20	3,691.00	103,000.20	99,330.00	0.00	3,670.20	96.4%
10030102 51030 EWHS SUBSTITUTES	32,375.00	362.50	32,737.50	32,737.50	0.00	0.00	100.0%
TOTAL SALARIES PAID TO SUBSTITUTES	164,059.20	55,115.58	219,174.78	213,681.40	0.00	5,493.38	97.5%
<b>51100 SALARIES OF REGULAR EMPLOYEES</b>							
10010102 51100 BBES SECRETARY SALARIES	63,375.00	0.00	63,375.00	64,518.64	0.00	-1,143.64	101.8%
10010103 51100 BBES PT SECRETARIES SALARIES	48,825.00	41,125.00	89,950.00	86,015.14	0.00	3,934.86	95.6%
10010106 51100 BBES BEHAVIOR SUPPT SPECIALIST	43,562.50	0.00	43,562.50	21,020.37	0.00	22,542.13	48.3%
10020102 51100 EWMS SECRETARY SALARIES	63,375.00	0.00	63,375.00	63,847.95	0.00	-472.95	100.7%
10020103 51100 EWMS PT SECRETARIES SALARIES	45,281.25	0.00	45,281.25	34,341.22	0.00	10,940.03	75.8%
10030102 51100 EWHS SECRETARY SALARIES	63,375.00	0.00	63,375.00	63,391.90	0.00	-16.90	100.0%
10030103 51100 EWHS PT SECRETARIES SALARIES	48,321.00	0.00	48,321.00	41,279.22	0.00	7,041.78	85.4%
10030108 51100 EWHS GUIDANCE SECRETARY	58,987.50	0.00	58,987.50	59,052.12	0.00	-64.62	100.1%
10040000 51100 SE ADMIN ASSISTANT	61,850.57	5,656.08	67,506.65	68,803.58	0.00	-1,296.93	101.9%
10060000 51100 DIRECTOR OF FACILITIES	95,000.00	0.00	95,000.00	89,821.28	0.00	5,178.72	94.5%
10060140 51100 EWHS CUSTODIAL SALARIES	197,081.61	-20,000.00	177,081.61	137,400.53	0.00	39,681.08	77.6%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10060141 51100	153,964.54	EWMS CUSTODIAL SALARIES 35,099.49	189,064.03	181,568.92	0.00	7,495.11	96.0%
10060142 51100	239,634.60	BBE CUSTODIAL SALARIES 14,365.00	253,999.60	248,156.09	0.00	5,843.51	97.7%
10060143 51100	25,000.00	CUSTODIAL SUMMER SALARIES 4,699.46	29,699.46	29,699.23	0.00	0.23	100.0%
10070154 51100	105,343.32	DATA/WEB/COMMUNICATIONS 0.00	105,343.32	98,068.19	0.00	7,275.13	93.1%
10080000 51100	56,937.42	CIA ADMIN ASSISTANT SALARY 1,049.94	57,987.36	59,123.89	0.00	-1,136.53	102.0%
10110125 51100	93,405.38	HR STAFF 1,888.86	95,294.24	91,966.89	0.00	3,327.35	96.5%
10110126 51100	238,125.00	BUSINESS STAFF SALARIES -19,543.00	218,582.00	213,465.57	0.00	5,116.43	97.7%
10110128 51100	83,440.31	SUPERINTENDENT ASSISTANT 0.00	83,440.31	75,376.69	0.00	8,063.62	90.3%
10110129 51100	47,000.00	SAFETY & SECURITY OFFICER 0.00	47,000.00	46,799.94	0.00	200.06	99.6%
10110130 51100	54,982.51	VAN DRIVER 2,011.48	56,993.99	56,994.10	0.00	-0.11	100.0%
10130165 51100	89,500.00	DIRECTOR OF NURSING 2,499.96	91,999.96	91,999.96	0.00	0.00	100.0%
10130166 51100	59,740.00	EWHS NURSES 69.96	59,809.96	59,809.96	0.00	0.00	100.0%
10130167 51100	60,088.95	EWMS NURSES 5,209.96	65,298.91	65,299.01	0.00	-0.10	100.0%
10130168 51100	98,519.50	BBE NURSES 5,480.00	103,999.50	103,649.04	0.00	350.46	99.7%
10130169 51100	22,000.00	SUB NURSES 3,000.00	25,000.00	23,676.86	0.00	1,323.14	94.7%
10170000 51100	30,924.00	ATHLETIC TRAINER 0.00	30,924.00	13,047.96	0.00	17,876.04	42.2%
	TOTAL SALARIES OF REGULAR EMPLOYEES 2,247,639.96	82,612.19	2,330,252.15	2,188,194.25	0.00	142,057.90	93.9%
<b>51300 SALARIES FOR OVERTIME</b>							
10060000 51300	15,000.00	CUSTODIAL OVERTIME 0.00	15,000.00	5,423.75	0.00	9,576.25	36.2%
	TOTAL SALARIES FOR OVERTIME 15,000.00	0.00	15,000.00	5,423.75	0.00	9,576.25	36.2%

BOARD OF ED YTD BUDGET REPORT JUNE 2024

FOR 2024 12

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
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51500 ADDL COMP BONUS/INCENTIVES

10110100 51500	20,100.00	PARAPROFESSIONAL PMT STIPENDS 284.34	20,384.34	20,384.34	0.00	100.0%
10110101 51500	25,000.00	VACATION/SEPARATION PAY 30,617.33	55,617.33	55,617.47	0.00	100.0%
10110199 51500	80,615.00	ADVISOR/AFTER SCHOOL STIPEND 867.01	81,482.01	81,482.01	0.00	100.0%
10110221 51500	35,615.16	BBE PLC STIPENDS 6,903.08	42,518.24	42,279.91	0.00	99.4%
10110222 51500	35,615.16	EWMS PLC STIPENDS 11,542.66	47,157.82	47,157.66	0.00	100.0%
10110223 51500	35,615.16	EWHS PLC STIPEND 0.00	35,615.16	33,185.02	0.00	93.2%
10110290 51500	1,000.00	COMP TIME PAYOUT -1,000.00	0.00	0.00	0.00	.0%
10110318 51500	0.00	NURSE CONTRACT REIMBURSEMENTS 6,365.17	6,365.17	6,365.00	0.00	100.0%
10110351 51500	0.00	INSURANCE/LONGEVITY/SIGN-ON 33,000.00	33,000.00	33,000.00	0.00	100.0%
TOTAL ADDL COMP BONUS/INCENTIVES						
	233,560.48	88,579.59	322,140.07	319,471.41	0.00	99.2%

51900 OTHER SALARIES

10010107 51900	34,000.00	BBES TEACHER RESIDENCY PROGRAM 0.00	34,000.00	21,395.77	0.00	62.9%
10030000 51900	30,429.83	EWHS ISS -1,071.10	29,358.73	28,421.32	0.00	96.8%
10030328 51900	0.00	DIST SUB/ATHLETIC DIRECTOR 59,999.94	59,999.94	50,769.18	0.00	84.6%
10040000 51900	130,000.00	SE SUMMER SCHOOL 0.00	130,000.00	125,976.55	0.00	96.9%
10040215 51900	20,000.00	TRANSITION WORK EXPERIENCE 0.00	20,000.00	16,256.00	0.00	81.3%
10170000 51900	14,859.00	EWMS COACHES 0.00	14,859.00	12,307.00	0.00	82.8%
10170001 51900	83,063.98	EWHS COACHES 7,643.00	90,706.98	90,706.67	0.00	100.0%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
TOTAL OTHER SALARIES							
312,352.81	66,571.84	378,924.65	345,832.49	0.00	33,092.16	91.3%	
<b>52100 GROUP INSURANCE</b>							
10110100 52100	MEDICAL INSURANCE						
2,371,834.00	135,913.41	2,507,747.41	2,440,281.34	0.00	67,466.07	97.3%	
10110101 52100	CRIME INSURANCE						
970.00	0.00	970.00	970.00	0.00	0.00	100.0%	
10110189 52100	LIFE INSURANCE						
26,464.00	-8,140.74	18,323.26	18,323.26	0.00	0.00	100.0%	
10120311 52100	AUTO/LIABILITY						
123,731.00	-1,138.47	122,592.53	122,592.53	0.00	0.00	100.0%	
10170000 52100	STUDENT ATHLETIC INSURANCE						
3,800.00	-12.00	3,788.00	3,788.00	0.00	0.00	100.0%	
TOTAL GROUP INSURANCE							
2,526,799.00	126,622.20	2,653,421.20	2,585,955.13	0.00	67,466.07	97.5%	
<b>52200 EMPLOYER SHARE SOCIAL SECURITY</b>							
10110100 52200	SOCIAL SECURITY/MEDICARE						
630,000.00	0.00	630,000.00	683,242.68	0.00	-53,242.68	108.5%	
TOTAL EMPLOYER SHARE SOCIAL SECURITY							
630,000.00	0.00	630,000.00	683,242.68	0.00	-53,242.68	108.5%	
<b>52300 RETIREMENT CONTRIBUTIONS</b>							
10110100 52300	PENSION CONTRIBUTION						
581,683.30	89,543.00	671,226.30	671,226.00	0.00	0.30	100.0%	
TOTAL RETIREMENT CONTRIBUTIONS							
581,683.30	89,543.00	671,226.30	671,226.00	0.00	0.30	100.0%	
<b>52600 UNEMPLOYMENT COMPENSATION</b>							
10110100 52600	UNEMPLOYMENT COMPENSATION						
41,600.00	-16,600.00	25,000.00	25,856.32	0.00	-856.32	103.4%	

BOARD OF ED YTD BUDGET REPORT JUNE 2024

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
TOTAL UNEMPLOYMENT COMPENSATION							
41,600.00	-16,600.00	25,000.00	25,856.32	0.00	-856.32	103.4%	
<b>52700 workers' Compensation</b>							
10110100 52700 WORKERS COMPENSATION							
125,277.00	-22.20	125,254.80	125,254.80	0.00	0.00	100.0%	
TOTAL workers' Compensation							
125,277.00	-22.20	125,254.80	125,254.80	0.00	0.00	100.0%	
<b>53010 PURCHASED PROF SERVICES</b>							
10040000 53010 SE CONTRACTED SERVICES							
45,000.00	-25,467.52	19,532.48	19,532.48	0.00	0.00	100.0%	
10040201 53010 SE HOME/HOSPITAL TUTOR SERV							
10,000.00	-7,038.11	2,961.89	2,961.89	0.00	0.00	100.0%	
10040202 53010 SE DIAGNOSTIC SERVICES							
20,000.00	-5,275.00	14,725.00	14,725.00	0.00	0.00	100.0%	
10110100 53010 DW CONFERENCES							
1,000.00	-787.85	212.15	212.15	0.00	0.00	100.0%	
10110109 53010 KELLY SUBSTITUTES							
150,000.00	0.00	150,000.00	181,522.92	0.00	-31,522.92	121.0%	
10110132 53010 DW SERVICE CONTRACTS							
86,957.72	-25,529.86	61,427.86	62,310.72	0.00	-882.86	101.4%	
10110133 53010 FINANCE AUDIT CONTRACTS							
79,606.00	-28,993.36	50,612.64	50,612.64	0.00	0.00	100.0%	
10110134 53010 LEGAL							
20,000.00	8,000.00	28,000.00	71,113.56	0.00	-43,113.56	254.0%	
10110138 53010 DW PHONE SERVICE							
30,000.00	7,925.24	37,925.24	40,404.60	738.61	-3,217.97	108.5%	
10130000 53010 NURSE SERVICE CONTRACTS							
3,000.00	0.00	3,000.00	4,895.06	0.00	-1,895.06	163.2%	
TOTAL PURCHASED PROF SERVICES							
445,563.72	-77,166.46	368,397.26	448,291.02	738.61	-80,632.37	121.9%	
<b>53040 NURSING SERVICES</b>							
10130000 53040 DW PHYSICIAN SERVICES							
5,050.00	-31.60	5,018.40	5,018.40	0.00	0.00	100.0%	

BOARD OF ED YTD BUDGET REPORT JUNE 2024

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL NURSING SERVICES	5,050.00	-31.60	5,018.40	5,018.40	0.00	0.00	100.0%
<b>53060 CURRICULUM DEVELOPMENT</b>							
10020000 53060	150.00	EWMS CONFERENCES -150.00	0.00	0.00	0.00	0.00	.0%
10040000 53060	500.00	SE CONFERENCES 1,927.36	2,427.36	2,427.36	0.00	0.00	100.0%
10080000 53060	1,600.00	CIA PROF DEV IN DISTRICT -1,600.00	0.00	0.00	0.00	0.00	.0%
10080159 53060	9,000.00	CIA PROF DEV OUT OF DISTRICT 0.00	9,000.00	10,571.00	0.00	-1,571.00	117.5%
10110100 53060	1,070.00	BOE PROFESSIONAL DEVELOPMENT 0.00	1,070.00	5,831.21	0.00	-4,761.21	545.0%
TOTAL CURRICULUM DEVELOPMENT	12,320.00	177.36	12,497.36	18,829.57	0.00	-6,332.21	150.7%
<b>53070 TESTING/SCORING</b>							
10040000 53070	10,000.00	SE STANDARDIZED TESTING -2,117.93	7,882.07	7,882.07	0.00	0.00	100.0%
10080000 53070	11,465.00	CIA STANDARDIZED TESTING -6,596.44	4,868.56	4,868.56	0.00	0.00	100.0%
TOTAL TESTING/SCORING	21,465.00	-8,714.37	12,750.63	12,750.63	0.00	0.00	100.0%
<b>53200 PROF EDUCATIONAL SERVICES</b>							
10080000 53200	7,500.00	CIA TRANSLATION SERVICE 0.00	7,500.00	11,472.83	0.00	-3,972.83	153.0%
10080001 53200	67,000.00	CIA SERVICE CONTRACTS 0.00	67,000.00	92,799.47	0.00	-25,799.47	138.5%
10080158 53200	5,000.00	CIA ALTERNATIVE ED SERVICES -3,250.00	1,750.00	1,750.00	0.00	0.00	100.0%



**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
TOTAL PROF EDUCATIONAL SERVICES							
79,500.00	-3,250.00	76,250.00	106,022.30	0.00	-29,772.30	139.0%	
<b>53500 TECHNOLOGY SERVICES</b>							
10070000 53500 TECHNOLOGY EQUIP/SUPPLIES/LIC							
80,000.00	100,646.98	180,646.98	250,889.96	39.36	-70,282.34	138.9%	
10070001 53500 SUZOR IT							
169,600.00	25,000.00	194,600.00	194,601.92	0.00	-1.92	100.0%	
TOTAL TECHNOLOGY SERVICES							
249,600.00	125,646.98	375,246.98	445,491.88	39.36	-70,284.26	118.7%	
<b>53540 SPORTS OFFICIALS</b>							
10170000 53540 EWHS OFFICIALS FEES							
45,000.00	0.00	45,000.00	45,581.07	0.00	-581.07	101.3%	
10170001 53540 EWMS OFFICIALS FEES							
7,991.00	-7,925.48	65.52	65.76	0.00	-0.24	100.4%	
TOTAL SPORTS OFFICIALS							
52,991.00	-7,925.48	45,065.52	45,646.83	0.00	-581.31	101.3%	
<b>54100 UTILITY SERVICES</b>							
10060000 54100 DW ELECTRIC							
250,000.00	-15,000.00	235,000.00	271,912.92	0.00	-36,912.92	115.7%	
10060001 54100 NATURAL GAS							
180,000.00	31,260.00	211,260.00	219,618.39	1,128.12	-9,486.51	104.5%	
10060002 54100 EWMS HEATING OIL							
100,000.00	-23,438.62	76,561.38	76,561.38	0.00	0.00	100.0%	
10120312 54100 BUS FUEL							
120,000.00	0.00	120,000.00	133,210.29	0.00	-13,210.29	111.0%	
TOTAL UTILITY SERVICES							
650,000.00	-7,178.62	642,821.38	701,302.98	1,128.12	-59,609.72	109.3%	
<b>54103 SNOW PLOWING/SANDING</b>							
10060000 54103 SNOW REMOVAL & SANDING							

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
	36,000.00	-16,260.00	19,740.00	19,740.00	735.00	-735.00	103.7%
TOTAL SNOW PLOWING/SANDING	36,000.00	-16,260.00	19,740.00	19,740.00	735.00	-735.00	103.7%

**54300 REPAIRS & MAINTENANCE**

10060147 54300	EQUIPMENT REPAIRS/CONTRACTS						
19,400.00	-1,777.65	17,622.35	17,497.13	0.00	125.22	99.3%	
10060148 54300	DW REPAIRS & MAINTENANCE						
75,000.00	0.00	75,000.00	89,602.98	0.00	-14,602.98	119.5%	
TOTAL REPAIRS & MAINTENANCE							
94,400.00	-1,777.65	92,622.35	107,100.11	0.00	-14,477.76	115.6%	

**54301 BUILDING MAINTENANCE**

10060149 54301	EWHS BUILDING REPAIRS						
52,372.00	-1,863.64	50,508.36	50,508.36	0.00	0.00	100.0%	
10060150 54301	EWMS BUILDING REPAIRS						
48,972.00	0.00	48,972.00	53,719.81	3,002.00	-7,749.81	115.8%	
10060151 54301	BBE BUILDING REPAIRS						
42,272.00	33,830.37	76,102.37	94,706.12	0.00	-18,603.75	124.4%	
10060331 54301	BOE SHARE EWMS WATER MAIN REP						
0.00	0.00	0.00	20,448.47	0.00	-20,448.47	100.0%	
TOTAL BUILDING MAINTENANCE							
143,616.00	31,966.73	175,582.73	219,382.76	3,002.00	-46,802.03	126.7%	

**54411 WATER/SEWER**

10060000 54411	DW WATER						
30,000.00	-5,600.16	24,399.84	21,592.50	2,807.34	0.00	100.0%	
10060144 54411	DW SEWER FEE						
12,000.00	-1,150.30	10,849.70	10,849.70	0.00	0.00	100.0%	
TOTAL WATER/SEWER							
42,000.00	-6,750.46	35,249.54	32,442.20	2,807.34	0.00	100.0%	

**54900 OTHER PURCH PROPERTY SERVICES**

BOARD OF ED YTD BUDGET REPORT JUNE 2024

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10060000 54900		DPW TOWN SHARE					
	35,000.00	0.00	35,000.00	35,000.00	0.00	0.00	100.0%
10060146 54900		TRASH COLLECTION					
	28,572.00	0.00	28,572.00	35,442.36	0.00	-6,870.36	124.0%
TOTAL OTHER PURCH PROPERTY SERVICES	63,572.00	0.00	63,572.00	70,442.36	0.00	-6,870.36	110.8%
<b>55100 STUDENT TRANSPORTATION</b>							
10020000 55100		EWMS TRANSPORTATION					
	8,671.00	-7,051.16	1,619.84	1,619.84	0.00	0.00	100.0%
10030000 55100		EWHS FIELD TRIPS					
	3,500.00	-1,294.46	2,205.54	2,205.54	0.00	0.00	100.0%
10040000 55100		SE TRANSPORTATION					
	545,744.00	-55,520.09	490,223.91	490,223.91	0.00	0.00	100.0%
10040219 55100		SE FIELD TRIPS					
	1,100.00	-269.48	830.52	830.52	0.00	0.00	100.0%
10120000 55100		REGULAR ED STUDENT TRANSPORT					
	772,000.00	-20,000.00	752,000.00	768,929.59	0.00	-16,929.59	102.3%
10120170 55100		EWHS VO-AG TRANSPORTATION					
	12,000.00	0.00	12,000.00	27,170.65	0.00	-15,170.65	226.4%
10120258 55100		CHENEY/ROCKVILLE TRANSPORT					
	59,311.80	0.00	59,311.80	75,496.52	0.00	-16,184.72	127.3%
10120334 55100		MCKINNEY VENTO					
	0.00	54,227.80	54,227.80	48,477.94	3,180.00	2,569.86	95.3%
10120357 55100		ALTERNATIVE ED TRANSPORTATION					
	0.00	29,293.89	29,293.89	41,131.00	0.00	-11,837.11	140.4%
10122901 55100		LATE BUS					
	5,000.00	0.00	5,000.00	13,103.46	0.00	-8,103.46	262.1%
10170000 55100		ATHLETIC TRIPS					
	51,300.00	-4,225.82	47,074.18	46,890.26	0.00	183.92	99.6%
TOTAL STUDENT TRANSPORTATION	1,458,626.80	-4,839.32	1,453,787.48	1,516,079.23	3,180.00	-65,471.75	104.5%
<b>55301 POSTAGE</b>							
10110100 55301		DW POSTAGE					
	11,321.00	0.00	11,321.00	9,835.83	1,544.89	-59.72	100.5%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10110313 55301	4,650.00	DW PRINTING 0.00	4,650.00	9,698.00	0.00	-5,048.00	208.6%
TOTAL POSTAGE	15,971.00	0.00	15,971.00	19,533.83	1,544.89	-5,107.72	132.0%
<b>55600 TUITION</b>							
10040000 55600	232,081.00	IN STATE PUBLIC TUITION 69,282.44	301,363.44	301,797.58	0.00	-434.14	100.1%
10040203 55600	27,224.00	PRIVATE TUITION IN STATE -141,847.03	-114,623.03	-118,357.86	0.00	3,734.83	103.3%
10080000 55600	39,146.00	ADULT ED PROGRAMS -6,728.00	32,418.00	32,418.00	0.00	0.00	100.0%
10110135 55600	444,864.00	MAGNET SCHOOL TUITION 0.00	444,864.00	444,930.00	0.00	-66.00	100.0%
10110136 55600	141,071.00	VERNON/SUFFIELD VOAG TUITION 0.00	141,071.00	151,942.96	0.00	-10,871.96	107.7%
10110137 55600	40,000.00	ALTERNATIVE LEARNING PROGRAM 68,761.00	108,761.00	108,761.00	0.00	0.00	100.0%
TOTAL TUITION	924,386.00	-10,531.59	913,854.41	921,491.68	0.00	-7,637.27	100.8%

**55800 TRAVEL REIMBURSEMENT**

10010000 55800	2,400.00	BBES TRAVEL REIMBURSEMENT 0.00	2,400.00	2,739.02	0.00	-339.02	114.1%
10020000 55800	2,400.00	EWMS TRAVEL REIMBURSEMENT 0.00	2,400.00	2,400.00	0.00	0.00	100.0%
10030000 55800	2,400.00	EWHS TRAVEL REIMBURSEMENT 0.00	2,400.00	2,400.00	0.00	0.00	100.0%
10040000 55800	3,600.00	TRAVEL EXPENSES -1,346.02	2,253.98	2,253.98	0.00	0.00	100.0%
10070000 55800	750.00	DW TECH TRAVEL -577.14	172.86	172.93	0.00	-0.07	100.0%
10080000 55800	2,000.00	CIA TRAVEL 0.00	2,000.00	3,000.00	0.00	-1,000.00	150.0%
10110100 55800	535.00	ITINERANT MILEAGE 0.00	535.00	3,084.50	0.00	-2,549.50	576.5%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10110139 55800	5,200.00	ADMIN TRAVEL REIMBURSEMENT 577.07	5,777.07	16,359.23	0.00	-10,582.16	283.2%
TOTAL TRAVEL REIMBURSEMENT	19,285.00	-1,346.09	17,938.91	32,409.66	0.00	-14,470.75	180.7%
<b>55990 OTHER PURCHASED SERVICES</b>							
10130000 55990	1,500.00	CONFERENCES -33.00	1,467.00	1,467.00	0.00	0.00	100.0%
TOTAL OTHER PURCHASED SERVICES	1,500.00	-33.00	1,467.00	1,467.00	0.00	0.00	100.0%
<b>56100 GENERAL SUPPLIES</b>							
10010000 56100	0.00	BBES GENERAL SUPPLIES 430.06	430.06	473.86	0.00	-43.80	110.2%
10010101 56100	10,684.36	BBES INSTRUCT/LIBRARY SUPPLIES 4,635.52	15,319.88	15,319.52	0.00	0.36	100.0%
10020000 56100	0.00	EWMS GENERAL SUPPLIES 2,500.00	2,500.00	1,717.37	0.00	782.63	68.7%
10030000 56100	2,700.00	EWHS GENERAL SUPPLIES 0.00	2,700.00	2,643.50	0.00	56.50	97.9%
10030100 56100	18,500.00	GUIDANCE SUPPLIES -6,216.18	12,283.82	12,349.52	-63.54	-2.16	100.0%
10060152 56100	22,000.00	DW GROUNDS SUPPLIES -63.17	21,936.83	30,221.95	0.00	-8,285.12	137.8%
10060283 56100	3,000.00	WINTER PPE -2,516.29	483.71	0.00	0.00	483.71	.0%
10080000 56100	1,625.00	CIA GENERAL SUPPLIES 490.77	2,115.77	2,115.77	0.00	0.00	100.0%
10110100 56100	11,000.00	DW GENERAL SUPPLIES 953.32	11,953.32	11,953.32	0.00	0.00	100.0%
10130000 56100	9,700.00	NURSE GENERAL SUPPLIES 0.00	9,700.00	8,744.93	0.00	955.07	90.2%
10170000 56100	15,465.00	EWHS ATHLETIC SUPPLIES 8,989.40	24,454.40	24,454.40	0.00	0.00	100.0%
TOTAL GENERAL SUPPLIES	94,674.36	9,203.43	103,877.79	109,994.14	-63.54	-6,052.81	105.8%

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FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
<b>56110 INSTRUCTIONAL SUPPLIES</b>							
10020000 56110		EWMS INSTRUCT/LIBRARY SUPPLIES					
	978.43	285.09	1,263.52	1,263.09	0.00	0.43	100.0%
10030000 56110		EWHS INSTRUCTIONAL SUPPLIES					
	6,642.12	1,207.08	7,849.20	7,849.71	0.00	-0.51	100.0%
10040000 56110		SE INSTRUCTIONAL SUPPLIES					
	25,000.00	0.00	25,000.00	23,631.41	0.00	1,368.59	94.5%
10080000 56110		CIA INSTRUCTIONAL SUPPLIES					
	15,790.56	0.00	15,790.56	15,752.01	0.00	38.55	99.8%
TOTAL INSTRUCTIONAL SUPPLIES							
	48,411.11	1,492.17	49,903.28	48,496.22	0.00	1,407.06	97.2%
<b>56120 ADMIN SUPPLIES</b>							
10040000 56120		SE ADMIN SUPPLIES					
	1,500.00	0.00	1,500.00	1,321.61	0.00	178.39	88.1%
10080000 56120		CIA ADMIN SUPPLIES					
	3,000.00	0.00	3,000.00	2,667.80	0.00	332.20	88.9%
10110100 56120		DW ADMIN SUPPLIES					
	10,040.00	0.00	10,040.00	8,278.37	0.00	1,761.63	82.5%
TOTAL ADMIN SUPPLIES							
	14,540.00	0.00	14,540.00	12,267.78	0.00	2,272.22	84.4%
<b>56410 TEXTBOOKS</b>							
10010000 56410		BBES TEXTBOOKS					
	2,943.00	16.75	2,959.75	2,959.75	0.00	0.00	100.0%
10020000 56410		EWMS TEXTBOOKS					
	725.00	0.00	725.00	0.00	0.00	725.00	.0%
TOTAL TEXTBOOKS							
	3,668.00	16.75	3,684.75	2,959.75	0.00	725.00	80.3%
<b>56900 OTHER SUPPLIES</b>							
10020000 56900		EWMS GRADUATION AWARDS					
	250.00	0.00	250.00	0.00	0.00	250.00	.0%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
10030000 56900	8,000.00	EWHS GRADUATION AWARDS 0.00	8,000.00	7,825.03	0.00	174.97	97.8%
10040000 56900	12,500.00	TRANSITION SUPPLIES -5,198.78	7,301.22	7,301.22	0.00	0.00	100.0%
10170000 56900	20,278.00	EWMS ATHLETIC/AFTER SCHOOL SUP -5,000.00	15,278.00	15,341.47	0.00	-63.47	100.4%
TOTAL OTHER SUPPLIES	41,028.00	-10,198.78	30,829.22	30,467.72	0.00	361.50	98.8%

**57300 EQUIPMENT**

10040000 57300	3,500.00	SE INSTRUCTIONAL EQUIPMENT -3,466.01	33.99	33.99	0.00	0.00	100.0%
TOTAL EQUIPMENT	3,500.00	-3,466.01	33.99	33.99	0.00	0.00	100.0%

**57340 Technology - Related Hardware**

10020000 57340	2,800.00	EWMS REPLACEMENT EQUIPMENT -2,500.00	300.00	174.70	0.00	125.30	58.2%
10030000 57340	1,500.00	EWHS REPLACEMENT EQUIPMENT 0.00	1,500.00	2,332.48	0.00	-832.48	155.5%
TOTAL Technology - Related Hardware	4,300.00	-2,500.00	1,800.00	2,507.18	0.00	-707.18	139.3%

**57345 INSTRUCTIONAL EQUIPMENT**

10040000 57345	3,500.00	SE REPLACE INSTRUCTIONAL EQUIP 3,466.01	6,966.01	988.55	0.00	5,977.46	14.2%
10040100 57345	1,000.00	SE NEW NON INSTRUCTIONAL EQUIP 0.00	1,000.00	474.12	0.00	525.88	47.4%
TOTAL INSTRUCTIONAL EQUIPMENT	4,500.00	3,466.01	7,966.01	1,462.67	0.00	6,503.34	18.4%

**57390 OTHER EQUIPMENT**

10040000 57390		SE REPLACE EQUIPMENT					
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**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
1,000.00	0.00	1,000.00	980.00	0.00	20.00	98.0%	
TOTAL OTHER EQUIPMENT							
1,000.00	0.00	1,000.00	980.00	0.00	20.00	98.0%	
<b>58100 DUES &amp; FEES</b>							
10020000 58100	EWMS DUES & FEES						
2,300.00	0.00	2,300.00	2,080.54	0.00	219.46	90.5%	
10030000 58100	EWHS DUES & FEES						
4,800.00	0.00	4,800.00	6,592.10	0.00	-1,792.10	137.3%	
10040000 58100	SE DUES & FEES						
250.00	0.00	250.00	250.00	0.00	0.00	100.0%	
10080000 58100	CIA DUES & FEES						
300.00	0.00	300.00	840.20	0.00	-540.20	280.1%	
10110100 58100	BOE DUES/FEES/MEMBERSHIPS						
12,500.00	0.00	12,500.00	25,138.89	299.00	-12,937.89	203.5%	
10110139 58100	ADMIN DUES/FEES						
12,501.00	0.00	12,501.00	10,357.12	0.00	2,143.88	82.9%	
10130000 58100	NURSE DUES/FEES						
700.00	0.00	700.00	80.00	0.00	620.00	11.4%	
TOTAL DUES & FEES							
33,351.00	0.00	33,351.00	45,338.85	299.00	-12,286.85	136.8%	
TOTAL General Fund School							
26,496,750.00	-0.49	26,496,749.51	26,487,550.26	13,410.78	-4,211.53	100.0%	
TOTAL EXPENSES							
26,496,750.00	-0.49	26,496,749.51	26,487,550.26	13,410.78	-4,211.53		
GRAND TOTAL							
26,496,750.00	-0.49	26,496,749.51	26,487,550.26	13,410.78	-4,211.53	100.0%	

\*\* END OF REPORT - Generated by Ryan Galloway \*\*



BOARD OF ED YTD BUDGET REPORT JUNE 2024

FOR 2024 12

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
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2000 School Grants

43100 FEDERAL GRANT REVENUE

20212114 43100	FY21 ESSER II REVENUE					
0.00	-58,700.25	-58,700.25	-58,700.55	0.00	0.30	100.0%
20212115 43100	FY21 ARP ESSER III REVENUE					
0.00	-894,314.53	-894,314.53	-747,645.72	0.00	-146,668.81	83.6%
20212120 43100	FY21 ARP ESSER HOMELESS REV					
0.00	-3,398.00	-3,398.00	-3,398.00	0.00	0.00	100.0%
20230298 43100	FY23 TITLE IV REVENUE					
0.00	-30,110.00	-30,110.00	-30,110.00	0.00	0.00	100.0%
20230304 43100	FY23 VOICE 4 CHANGE REVENUE					
0.00	-13,037.51	-13,037.51	-13,037.51	0.00	0.00	100.0%
20230320 43100	ARPA MENTAL HEALTH REVENUE					
0.00	-46,869.00	-46,869.00	-46,869.00	0.00	0.00	100.0%
20230325 43100	FY23 ARPA MAGNET REV					
0.00	0.00	0.00	-18,180.00	0.00	18,180.00	100.0%
20230361 43100	FY23 ARPA RIGHT TO READ REV					
0.00	-44,000.00	-44,000.00	0.00	0.00	-44,000.00	.0%
20232002 43100	FY23 TITLE IA REVENUE					
0.00	-49,464.83	-49,464.83	-49,464.83	0.00	0.00	100.0%
20232003 43100	FY23 TITLE IIA REVENUE					
0.00	-53,739.00	-53,739.00	-53,739.00	0.00	0.00	100.0%
20240316 43100	FY24 IDEA 611 REVENUE					
0.00	-276,466.00	-276,466.00	-276,466.00	0.00	0.00	100.0%
20240317 43100	FY24 IDEA 619 REVENUE					
0.00	-11,498.00	-11,498.00	-11,498.00	0.00	0.00	100.0%
20240319 43100	FY24 ARP ESSER DUAL CREDIT REV					
0.00	-9,999.20	-9,999.20	-3,555.00	0.00	-6,444.20	35.6%
20240321 43100	FY24 TITLE I PART A REVENUE					
0.00	-434,393.00	-434,393.00	-242,886.92	0.00	-191,506.08	55.9%
20240326 43100	FY24 TITLE IIA REVENUE					
0.00	-36,394.00	-36,394.00	-9,676.25	0.00	-26,717.75	26.6%
20240332 43100	FY24 SHEFF ED ENHANCEMENT REV					
0.00	-3,600.00	-3,600.00	-3,600.00	0.00	0.00	100.0%
20240342 43100	FY24 FAFSA COMPLETION REVENUE					
0.00	-4,500.00	-4,500.00	-4,500.00	0.00	0.00	100.0%
20240355 43100	FY24 OC ACCEPTANCE REVENUE					
0.00	0.00	0.00	-3,600.00	0.00	3,600.00	100.0%
20240356 43100	FY24 TITLE IV REVENUE					
0.00	-31,649.00	-31,649.00	-5,499.56	0.00	-26,149.44	17.4%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20240363 43100		FY24 TRANSITION SUPPORT REV					
	0.00	-10,000.00	-10,000.00	-10,000.00	0.00	0.00	100.0%
20240367 43100		FY24 IDEA PART B ESP REV					
	0.00	-5,000.00	-5,000.00	-5,000.00	0.00	0.00	100.0%
TOTAL FEDERAL GRANT REVENUE							
	0.00	-2,017,132.32	-2,017,132.32	-1,597,426.34	0.00	-419,705.98	79.2%
<b>43300 STATE GRANTS</b>							
20230330 43300		FY23 PERKINS SUP ENH REV					
	0.00	-42,028.00	-42,028.00	-42,028.00	0.00	0.00	100.0%
20240315 43300		FY24 SHEFF SETTLMNT REV					
	0.00	-100,892.00	-100,892.00	-100,892.00	0.00	0.00	100.0%
20240322 43300		FY24 ALLIANCE REVENUE					
	0.00	-186,987.00	-186,987.00	-186,987.00	0.00	0.00	100.0%
20240323 43300		FY24 FRC GRANT REV					
	0.00	-112,629.00	-112,629.00	-112,629.00	0.00	0.00	100.0%
20240327 43300		FY24 PERKINS SECONDARY REVENUE					
	0.00	-21,371.00	-21,371.00	-21,371.00	0.00	0.00	100.0%
20240329 43300		FY24 FARM 2 SCHOOL REVENUE					
	0.00	-1,212.53	-1,212.53	-1,212.53	0.00	0.00	100.0%
20240341 43300		FY24 HARTFORD OC REVENUE					
	0.00	0.00	0.00	-1,008,677.00	0.00	1,008,677.00	100.0%
20240354 43300		EDUCATORS RISING REVENUE					
	0.00	-10,000.00	-10,000.00	-10,000.00	0.00	0.00	100.0%
20240364 43300		FY24 STRONGER CON REV					
	0.00	-37,080.00	-37,080.00	-37,080.00	0.00	0.00	100.0%
20240365 43300		FY24 SUMMER EN REVENUE					
	0.00	-183,233.80	-183,233.80	0.00	0.00	-183,233.80	.0%
20240366 43300		FY24 PEGPETIA REVENUE					
	0.00	-20,433.00	-20,433.00	-20,433.00	0.00	0.00	100.0%
TOTAL STATE GRANTS							
	0.00	-715,866.33	-715,866.33	-1,541,309.53	0.00	825,443.20	215.3%
<b>50640 BOOKS AND PERIODICALS</b>							
20230361 50640		FY23 ARPA BOOKS AND PERIODICAL					
	0.00	44,000.00	44,000.00	0.00	43,982.75	17.25	100.0%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL BOOKS AND PERIODICALS	0.00	44,000.00	44,000.00	0.00	43,982.75	17.25	100.0%
<b>51010 SALARIES PAID TO TEACHERS</b>							
20212115 51010	0.00	390,610.51	390,610.51	368,129.48	0.00	22,481.03	94.2%
20230320 51010	0.00	46,869.00	46,869.00	46,869.00	0.00	0.00	100.0%
20240315 51010	0.00	95,892.00	95,892.00	95,892.00	0.00	0.00	100.0%
20240319 51010	0.00	3,555.20	3,555.20	2,133.60	0.00	1,421.60	60.0%
20240321 51010	0.00	149,108.71	149,108.71	149,108.71	0.00	0.00	100.0%
20240322 51010	0.00	164,675.20	164,675.20	164,675.20	0.00	0.00	100.0%
20240323 51010	0.00	93,000.00	93,000.00	93,000.00	0.00	0.00	100.0%
20240341 51010	0.00	0.00	0.00	140,081.35	0.00	-140,081.35	100.0%
20240342 51010	0.00	675.00	675.00	659.10	0.00	15.90	97.6%
20240354 51010	0.00	1,500.00	1,500.00	1,500.00	0.00	0.00	100.0%
20240365 51010	0.00	121,738.50	121,738.50	1,135.08	0.00	120,603.42	.9%
20240367 51010	0.00	1,800.00	1,800.00	1,355.23	0.00	444.77	75.3%
TOTAL SALARIES PAID TO TEACHERS	0.00	1,069,424.12	1,069,424.12	1,064,538.75	0.00	4,885.37	99.5%
<b>51100 SALARIES OF REGULAR EMPLOYEES</b>							
20232003 51100	0.00	30,000.00	30,000.00	30,000.00	0.00	0.00	100.0%
20240326 51100	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	.0%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

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	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20240341 51100		FY24 HTFD OC COMMUNICATIONS					
	0.00	0.00	0.00	153,059.02	0.00	-153,059.02	100.0%
20240356 51100		FY24 TITLE IV SALARIES					
	0.00	4,500.00	4,500.00	0.00	0.00	4,500.00	.0%
TOTAL SALARIES OF REGULAR EMPLOYEES	0.00	54,500.00	54,500.00	183,059.02	0.00	-128,559.02	335.9%
<b>51100B INSTRUCTIONAL SAL</b>							
20230330 51100B		FY23 PERKINS SUPP ENH INS SAL					
	0.00	1,778.00	1,778.00	1,778.00	0.00	0.00	100.0%
20240316 51100B		FY24 IDEA 611 SALARIES					
	0.00	276,466.00	276,466.00	276,466.00	0.00	0.00	100.0%
20240317 51100B		FY24 IDEA 619 INSTR SALARIES					
	0.00	11,498.00	11,498.00	11,498.00	0.00	0.00	100.0%
20240327 51100B		FY24 PERKINS SALARIES					
	0.00	5,160.00	5,160.00	5,160.00	0.00	0.00	100.0%
20240341 51100B		FY24 HTFD OC PARA SAL					
	0.00	0.00	0.00	35,151.30	0.00	-35,151.30	100.0%
TOTAL INSTRUCTIONAL SAL	0.00	294,902.00	294,902.00	330,053.30	0.00	-35,151.30	111.9%
<b>5111A NON INSTRUCTIONAL SAL</b>							
20240332 5111A		FY24 SHEFF ED ENHANCEMENT SAL					
	0.00	3,250.00	3,250.00	3,250.00	0.00	0.00	100.0%
TOTAL NON INSTRUCTIONAL SAL	0.00	3,250.00	3,250.00	3,250.00	0.00	0.00	100.0%
<b>52010 EMPLOYEE BENEFITS</b>							
20212115 52010		ESSER III BENEFITS					
	0.00	76,114.97	76,114.97	76,114.97	0.00	0.00	100.0%
20240321 52010		FY24 TITLE I PART A BENEFITS					
	0.00	57,929.83	57,929.83	57,929.83	0.00	0.00	100.0%

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	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20240322 52010	0.00	FY24 ALLIANCE BENEFITS 6,697.08	6,697.08	6,697.08	0.00	0.00	100.0%
20240341 52010	0.00	FY24 HARTFORD OC BENEFITS 0.00	0.00	680,385.33	0.00	-680,385.33	100.0%
TOTAL EMPLOYEE BENEFITS	0.00	140,741.88	140,741.88	821,127.21	0.00	-680,385.33	583.4%

**53010 PURCHASED PROF SERVICES**

20212120 53010	0.00	ARP ESSER HOMELESS PROF SERV 3,398.00	3,398.00	3,398.00	0.00	0.00	100.0%
20230298 53010	0.00	FY23 TITLE IV PURCH SERVICES 3,500.00	3,500.00	3,500.00	0.00	0.00	100.0%
20230304 53010	0.00	VOICE 4 CHANGE PURCH SERV 0.00	0.00	0.00	0.00	0.00	.0%
20232002 53010	0.00	TITLE I PURCHASED PROF SERV 38,107.01	38,107.01	38,107.01	0.00	0.00	100.0%
20232003 53010	0.00	TITLE IIA PROF/TECH SERV 23,739.00	23,739.00	23,739.00	0.00	0.00	100.0%
20240315 53010	0.00	SHEFF OC PURCH PROF SERVICES 5,000.00	5,000.00	5,000.00	0.00	0.00	100.0%
20240319 53010	0.00	FY24 ARP DUAL CREDIT PURCH SER 2,000.00	2,000.00	0.00	0.00	2,000.00	.0%
20240321 53010	0.00	FY24 TITLE I PURCH PROF SERV 45,000.00	45,000.00	1,500.00	0.00	43,500.00	3.3%
20240323 53010	0.00	FY24 FRC PURCH PROF/TECH SERV 4,460.00	4,460.00	3,325.02	215.49	919.49	79.4%
20240326 53010	0.00	FY24 TITLE II A PURCH SERV 16,394.00	16,394.00	9,676.25	0.00	6,717.75	59.0%
20240327 53010	0.00	FY24 PERKINS EMPLOYEE TRAINING 534.00	534.00	534.00	0.00	0.00	100.0%
20240354 53010	0.00	EDUCATORS RISING PROF SERV 6,000.00	6,000.00	6,000.00	0.00	0.00	100.0%
20240356 53010	0.00	FY24 TITLE IV PURCH SERV 1,000.00	1,000.00	0.00	0.00	1,000.00	.0%
20240363 53010	0.00	FY24 TSA PROF SERVICES 2,000.00	2,000.00	2,000.00	0.00	0.00	100.0%
20240364 53010	0.00	FY24 STRONGER CON PURCH SERV 5,108.00	5,108.00	5,108.00	0.00	0.00	100.0%
20240365 53010	0.00	FY24 SUMMER EN PURCH SERVICES 25,875.30	25,875.30	6,676.74	4,928.59	14,269.97	44.9%

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	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL PURCHASED PROF SERVICES	0.00	182,115.31	182,115.31	108,564.02	5,144.08	68,407.21	62.4%
<b>53200 PROF EDUCATIONAL SERVICES</b>							
20212115 53200	0.00	113,327.08	113,327.08	50,648.25	0.00	62,678.83	44.7%
20240327 53200	0.00	3,600.00	3,600.00	3,600.00	0.00	0.00	100.0%
TOTAL PROF EDUCATIONAL SERVICES	0.00	116,927.08	116,927.08	54,248.25	0.00	62,678.83	46.4%
<b>53300 EMPLOYEE TRAINING NON DIRECT</b>							
20230330 53300	0.00	1,100.00	1,100.00	1,100.00	0.00	0.00	100.0%
20240363 53300	0.00	5,300.00	5,300.00	5,050.00	0.00	250.00	95.3%
20240367 53300	0.00	3,200.00	3,200.00	1,735.90	0.00	1,464.10	54.2%
TOTAL EMPLOYEE TRAINING NON DIRECT	0.00	9,600.00	9,600.00	7,885.90	0.00	1,714.10	82.1%
<b>54010 PURCHASED PROP SERVICES</b>							
20212115 54010	0.00	38,895.00	38,895.00	38,895.00	0.00	0.00	100.0%
TOTAL PURCHASED PROP SERVICES	0.00	38,895.00	38,895.00	38,895.00	0.00	0.00	100.0%
<b>55100 STUDENT TRANSPORTATION</b>							
20240327 55100	0.00	400.00	400.00	400.00	0.00	0.00	100.0%

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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL STUDENT TRANSPORTATION	0.00	400.00	400.00	0.00	0.00	100.0%
<b>55600 TUITION</b>						
20230325 55600	FY23 ARPA MAGNET TUITION	0.00	18,180.00	0.00	-18,180.00	100.0%
TOTAL TUITION	0.00	0.00	18,180.00	0.00	-18,180.00	100.0%
<b>55990 OTHER PURCHASED SERVICES</b>						
20240321 55990	FY24 TITLE I OTHER PURCH SERV	8,688.00	8,688.00	0.00	0.00	100.0%
20240323 55990	FY24 FRC OTHER PURCH SERVICES	6,000.00	6,000.00	0.00	0.00	100.0%
20240342 55990	FY24 FAFSA COMPLETION OTH PURC	3,825.00	2,803.72	0.00	1,021.28	73.3%
20240355 55990	FY24 OC AR OTHER PURCH SERV	1,500.00	1,500.00	0.00	0.00	100.0%
TOTAL OTHER PURCHASED SERVICES	0.00	20,013.00	18,991.72	0.00	1,021.28	94.9%
<b>56010 SUPPLIES</b>						
20212114 56010	ESSER II SUPPLIES	58,700.25	58,700.55	0.00	-0.30	100.0%
20212115 56010	ESSER III GEN SUPPLIES	275,896.97	272,470.09	5,000.00	-1,573.12	100.6%
20230296 56010	FY23 PERKINS SUPPLIES	0.00	0.00	0.00	0.00	.0%
20230298 56010	FY23 TITLE IV SUPPLIES	26,610.00	26,610.00	0.00	0.00	100.0%
20230304 56010	VOICE 4 CHANGE SUPPLIES	13,037.51	13,037.51	0.00	0.00	100.0%

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
20232002 56010	0.00	TITLE I SUPPLIES 11,357.82	11,357.82	11,357.82	0.00	0.00	100.0%
20240319 56010	0.00	FY24 ARP DUAL CREDIT SUPPLIES 4,444.00	4,444.00	814.77	0.00	3,629.23	18.3%
20240321 56010	0.00	FY24 TITLE I SUPPLIES 173,666.46	173,666.46	11,411.19	34,821.78	127,433.49	26.6%
20240322 56010	0.00	FY24 ALLIANCE SUPPLIES 15,614.72	15,614.72	721.60	14,893.12	0.00	100.0%
20240323 56010	0.00	FY24 FRC SUPPLIES 9,169.00	9,169.00	10,487.94	1,050.70	-2,369.64	125.8%
20240327 56010	0.00	FY24 PERKINS SUPPLIES 3,883.00	3,883.00	3,883.00	0.00	0.00	100.0%
20240329 56010	0.00	FY24 FARM 2 SCHOOL SUPPLIES 1,212.53	1,212.53	1,212.53	0.00	0.00	100.0%
20240332 56010	0.00	FY24 SHEFF ED ENHANCE SUPPLIES 350.00	350.00	350.00	0.00	0.00	100.0%
20240355 56010	0.00	FY24 OC AR SUPPLIES 2,100.00	2,100.00	2,100.00	0.00	0.00	100.0%
20240356 56010	0.00	FY24 TITLE IV SUPPLIES 26,149.00	26,149.00	5,499.56	0.00	20,649.44	21.0%
20240363 56010	0.00	TSA SUPPLIES 2,700.00	2,700.00	2,950.00	0.00	-250.00	109.3%
20240364 56010	0.00	FY24 STRONGER CON SUPPLIES 31,972.00	31,972.00	31,972.00	0.00	0.00	100.0%
20240365 56010	0.00	FY24 SUMMER EN SUPPLIES 35,620.00	35,620.00	12,418.49	0.00	23,201.51	34.9%
20240366 56010	0.00	FY24 PEGPETIA(PURA) SUPPLIES 20,433.00	20,433.00	20,433.00	0.00	0.00	100.0%
TOTAL SUPPLIES	0.00	712,916.26	712,916.26	486,430.05	55,765.60	170,720.61	76.1%
<b>56500 SUPPLIES - TECHNOLOGY RELATED</b>							
20222120 56500	0.00	ESSER II TECH RELATED SUPPLIES 0.00	0.00	-3,500.00	0.00	3,500.00	100.0%
TOTAL SUPPLIES - TECHNOLOGY RELATED	0.00	0.00	0.00	-3,500.00	0.00	3,500.00	100.0%
<b>56900 OTHER SUPPLIES</b>							
20240354 56900	0.00	FY24 EDUCATORS RISING SUPPLIES 2,500.00	2,500.00	2,500.00	0.00	0.00	100.0%



**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL OTHER SUPPLIES	0.00	2,500.00	2,500.00	2,500.00	0.00	0.00	100.0%
<b>57010 PROPERTY</b>							
20230330 57010	0.00	F23 PERKINS SUPP ENH PROPERTY 39,150.00	39,150.00	39,150.00	0.00	0.00	100.0%
20240327 57010	0.00	FY24 PERKINS PROPERTY 7,794.00	7,794.00	7,794.00	0.00	0.00	100.0%
TOTAL PROPERTY	0.00	46,944.00	46,944.00	46,944.00	0.00	0.00	100.0%
TOTAL School Grants	0.00	4,130.00	4,130.00	42,831.35	104,892.43	-143,593.78	3576.8%
TOTAL REVENUES	0.00	-2,732,998.65	-2,732,998.65	-3,138,735.87	0.00	405,737.22	
TOTAL EXPENSES	0.00	2,737,128.65	2,737,128.65	3,181,567.22	104,892.43	-549,331.00	
GRAND TOTAL	0.00	4,130.00	4,130.00	42,831.35	104,892.43	-143,593.78	3576.8%

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**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
<b>2750 Food Service</b>								
<b>43333 STATE REVENUE</b>								
27500000 43333		STATE REVENUE						
	0.00	0.00	0.00	-646,466.49	0.00	646,466.49	100.0%	
TOTAL STATE REVENUE	0.00	0.00	0.00	-646,466.49	0.00	646,466.49	100.0%	
<b>44600 FS SALES</b>								
27500000 44600		FS SALES						
	0.00	0.00	0.00	-11,281.24	0.00	11,281.24	100.0%	
TOTAL FS SALES	0.00	0.00	0.00	-11,281.24	0.00	11,281.24	100.0%	
<b>44608 MISC REVENUE</b>								
27500000 44608		MISC REVENUE						
	0.00	0.00	0.00	-29,991.81	0.00	29,991.81	100.0%	
TOTAL MISC REVENUE	0.00	0.00	0.00	-29,991.81	0.00	29,991.81	100.0%	
<b>51900 OTHER SALARIES</b>								
27500000 51900		CAFE WAGES/SALARIES						
	0.00	0.00	0.00	327,072.77	0.00	-327,072.77	100.0%	
TOTAL OTHER SALARIES	0.00	0.00	0.00	327,072.77	0.00	-327,072.77	100.0%	
<b>55700 FOOD SERVICE MANAGEMENT</b>								
27500000 55700		FOOD SERVICE MANAGEMENT						
	0.00	0.00	0.00	395,212.02	64.96	-395,276.98	100.0%	

**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
TOTAL FOOD SERVICE MANAGEMENT 0.00	0.00	0.00	395,212.02	64.96	-395,276.98	100.0%	
TOTAL Food Service 0.00	0.00	0.00	34,545.25	64.96	-34,610.21	100.0%	
TOTAL REVENUES 0.00	0.00	0.00	-687,739.54	0.00	687,739.54		
TOTAL EXPENSES 0.00	0.00	0.00	722,284.79	64.96	-722,349.75		
GRAND TOTAL 0.00	0.00	0.00	34,545.25	64.96	-34,610.21	100.0%	

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**BOARD OF ED YTD BUDGET REPORT JUNE 2024**

FOR 2024 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
<b>2366 FRC</b>							
<b>43300 STATE GRANTS</b>							
23660000 43300		CARE 4 KIDS REVENUE					
	0.00	0.00	0.00	-21,849.91	0.00	21,849.91	100.0%
TOTAL STATE GRANTS	0.00	0.00	0.00	-21,849.91	0.00	21,849.91	100.0%
<b>44010 FEES &amp; CHARGES</b>							
23660000 44010		PRE-K BEFORE/AFTER FEES					
	0.00	0.00	0.00	-200,910.43	0.00	200,910.43	100.0%
TOTAL FEES & CHARGES	0.00	0.00	0.00	-200,910.43	0.00	200,910.43	100.0%
<b>51010 SALARIES PAID TO TEACHERS</b>							
23660000 51010		FRC SUMMER SALARIES					
	0.00	47,896.00	47,896.00	38,343.98	0.00	9,552.02	80.1%
23660002 51010		FRC SALARIES					
	0.00	153,641.50	153,641.50	162,922.61	0.00	-9,281.11	106.0%
TOTAL SALARIES PAID TO TEACHERS	0.00	201,537.50	201,537.50	201,266.59	0.00	270.91	99.9%
<b>52100 GROUP INSURANCE</b>							
23660000 52100		FRC MEDICAL/DENTAL					
	0.00	20,285.88	20,285.88	20,285.88	0.00	0.00	100.0%
23660324 52100		FRC GROUP LIFE INSURANCE					
	0.00	43.20	43.20	43.20	0.00	0.00	100.0%
TOTAL GROUP INSURANCE	0.00	20,329.08	20,329.08	20,329.08	0.00	0.00	100.0%

BOARD OF ED YTD BUDGET REPORT JUNE 2024

FOR 2024 12								
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
<b>52200 EMPLOYER SHARE SOCIAL SECURITY</b>								
23660000 52200	0.00	FRC FICA 15,417.62	15,417.62	15,417.62	0.00	0.00	100.0%	
TOTAL EMPLOYER SHARE SOCIAL SECURITY	0.00	15,417.62	15,417.62	15,417.62	0.00	0.00	100.0%	
<b>55800 TRAVEL REIMBURSEMENT</b>								
23660002 55800	0.00	FRC Travel 700.00	700.00	978.60	0.00	-278.60	139.8%	
TOTAL TRAVEL REIMBURSEMENT	0.00	700.00	700.00	978.60	0.00	-278.60	139.8%	
<b>56010 SUPPLIES</b>								
23660000 56010	0.00	FRC Summer Misc 0.00	0.00	10,896.03	1,843.04	-12,739.07	100.0%	
23660002 56010	0.00	FRC REG SUPPLIES 1,625.00	1,625.00	1,691.61	210.00	-276.61	117.0%	
TOTAL SUPPLIES	0.00	1,625.00	1,625.00	12,587.64	2,053.04	-13,015.68	901.0%	
<b>58100 DUES &amp; FEES</b>								
23660002 58100	0.00	FRC DUES & MEMBERSHIPS 2,340.00	2,340.00	3,620.40	207.63	-1,488.03	163.6%	
TOTAL DUES & FEES	0.00	2,340.00	2,340.00	3,620.40	207.63	-1,488.03	163.6%	
TOTAL FRC	0.00	241,949.20	241,949.20	31,439.59	2,260.67	208,248.94	13.9%	
TOTAL REVENUES	0.00	0.00	0.00	-222,760.34	0.00	222,760.34		
TOTAL EXPENSES	0.00	241,949.20	241,949.20	254,199.93	2,260.67	-14,511.40		

BOARD OF ED YTD BUDGET REPORT JUNE 2024

FOR 2024 12						
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
	GRAND TOTAL					
0.00	241,949.20	241,949.20	31,439.59	2,260.67	208,248.94	13.9%

\*\* END OF REPORT - Generated by Ryan Galloway \*\*

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 27      FY25 UPDATED TUTOR      FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2025	2025	PCT
General	Fund	School	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Approved	CHANGE
<b>0001 BROAD BROOK ELEMENTARY</b>									
10010100	51010	BB TEACHER	2,434,615.76	2,550,480.75	2,555,205.09	2,555,205.31	2,602,540.67	2,602,540.67	1.9%
10010101	51010	BB ADM SAL	285,689.12	293,402.00	298,302.01	298,301.94	302,058.00	302,058.00	1.3%
10010105	51020	BB PARA SL	86,520.72	121,747.00	119,778.14	116,123.63	129,602.00	129,602.00	8.2%
10010108	51020	BB TUTORS	90,065.51	111,949.20	81,949.20	35,281.23	126,000.00	126,000.00	53.8%
10010104	51030	BB SUBS	31,607.12	32,375.00	83,437.08	81,613.90	96,750.00	96,750.00	16.0%
10010102	51100	BB FT SEC	59,354.71	63,375.00	63,375.00	64,518.64	67,216.50	67,216.50	6.1%
10010103	51100	BB PT SEC	51,718.88	48,825.00	89,950.00	86,015.14	46,635.75	46,635.75	-48.2%
10010106	51100	BB BHV SUP	25,858.42	43,562.50	43,562.50	21,020.37	21,000.00	21,000.00	-51.8%
10010107	51900	BB TRP	33,809.74	34,000.00	34,000.00	21,395.77	20,000.00	20,000.00	-41.2%
10010000	55800	BB TRAVEL	1,200.00	2,400.00	2,400.00	2,739.02	.00	.00	.0%
10010000	56100	BB GEN SUP	25,779.74	.00	430.06	473.86	28,000.00	28,000.00	6410.7%
10010101	56100	BB INS SUP	42,697.06	10,684.36	15,319.88	15,319.52	26,000.00	26,000.00	69.7%
10010359	56110	BB LIB SUP	.00	.00	.00	.00	8,000.00	8,000.00	.0%
10010000	56410	BB TXTBOOK	1,553.31	2,943.00	2,959.75	2,959.75	3,400.00	3,400.00	14.9%
10010000	57340	TECH EQUIP	700.00	.00	.00	.00	.00	.00	.0%
10010000	57350	TECH REPL	1,999.99	.00	.00	.00	.00	.00	.0%
<b>TOTAL BROAD BROOK ELEMENTARY</b>			<b>3,173,170.08</b>	<b>3,315,743.81</b>	<b>3,390,668.71</b>	<b>3,300,968.08</b>	<b>3,477,202.92</b>	<b>3,477,202.92</b>	<b>2.6%</b>
<b>0002 EAST WINDSOR MIDDLE SCHOOL</b>									
10020100	51010	MS TEACHER	2,473,169.56	2,654,201.00	2,647,794.46	2,647,794.31	2,763,842.00	2,763,842.00	4.4%
10020101	51010	MS ADM SAL	289,759.38	300,139.00	300,139.06	300,139.06	308,993.00	308,993.00	2.9%
10020100	51020	MS TUTORS	.00	.00	.00	.00	30,000.00	30,000.00	.0%
10020105	51020	MS TCH AST	51,530.38	52,689.72	52,689.72	52,689.78	54,006.96	54,006.96	2.5%
10020109	51030	MS SUBS	68,072.00	99,309.20	103,000.20	99,330.00	70,000.00	70,000.00	-32.0%
10020102	51100	MS FT SEC	61,724.48	63,375.00	63,375.00	63,847.95	65,266.50	65,266.50	3.0%
10020103	51100	MS PT SEC	43,481.19	45,281.25	45,281.25	34,341.22	37,028.25	37,028.25	-18.2%
10020104	51100	MS BHV SUP	193.72	.00	.00	.00	38,777.00	38,777.00	.0%
10020000	53060	MS CONF	.00	150.00	.00	.00	.00	.00	.0%
10020000	55100	MS FLD TRP	.00	8,671.00	1,619.84	1,619.84	1,600.00	1,600.00	-1.2%
10020000	55800	MS TRAVEL	1,346.50	2,400.00	2,400.00	2,400.00	.00	.00	.0%
10020000	56100	MS GEN SUP	23,268.88	.00	2,500.00	1,717.37	25,600.00	25,600.00	924.0%
10020000	56110	MS INST SP	29,574.81	978.43	1,263.52	1,263.09	23,900.00	23,900.00	1791.5%
10020359	56110	MS LIB SUP	.00	.00	.00	.00	5,100.00	5,100.00	.0%
10020000	56410	MS TXTBOOK	497.60	725.00	725.00	.00	380.00	380.00	-47.6%
10020000	56900	MS GRAD AW	1,400.00	250.00	250.00	.00	500.00	500.00	100.0%
10020000	57340	MS NW EQP	139.20	2,800.00	300.00	174.70	2,800.00	2,800.00	833.3%
10020000	57350	TECH REPL	19,473.94	.00	.00	.00	.00	.00	.0%
10020000	58100	MS DUES	1,464.55	2,300.00	2,300.00	2,080.54	3,100.00	3,100.00	34.8%
<b>TOTAL EAST WINDSOR MIDDLE SC</b>			<b>3,065,096.19</b>	<b>3,233,269.60</b>	<b>3,223,638.05</b>	<b>3,207,397.86</b>	<b>3,430,893.71</b>	<b>3,430,893.71</b>	<b>6.4%</b>
<b>0003 EAST WINDSOR HIGH SCHOOL</b>									
10030100	51010	HS TEACHER	2,239,001.95	2,414,327.00	2,414,327.00	2,410,030.89	2,594,304.00	2,594,304.00	7.5%

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 27      FY25 UPDATED TUTOR      FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2025	2025	PCT
General	Fund	School	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Approved	CHANGE
10030101	51010	HS ADM SAL	310,763.18	319,096.00	319,096.00	319,095.92	328,509.00	328,509.00	2.9%
10030100	51020	EWHS TUTOR	.00	.00	.00	.00	.00	30,000.00	.0%
10030107	51020	HS PARA SL	33,558.79	31,614.00	34,292.37	33,982.28	.00	.00	.0%
10030102	51030	HS SUBS	44,409.04	32,375.00	32,737.50	32,737.50	.00	.00	.0%
10030102	51100	HS FT SEC	48,619.93	63,375.00	63,375.00	63,391.90	65,266.50	65,266.50	3.0%
10030103	51100	HS PT SEC	35,785.05	48,321.00	48,321.00	41,279.22	49,073.06	49,073.06	1.6%
10030105	51100	HS BHV SUP	-.94	.00	.00	.00	38,777.00	38,777.00	.0%
10030108	51100	HS GUI SEC	52,692.96	58,987.50	58,987.50	59,052.12	62,244.00	62,244.00	5.5%
10030000	51900	HS ISS	26,307.08	30,429.83	29,358.73	28,421.32	31,320.80	31,320.80	6.7%
10030000	55100	HS FLD TRP	.00	3,500.00	2,205.54	2,205.54	4,000.00	4,000.00	81.4%
10030000	55800	HS TRAVEL	1,226.06	2,400.00	2,400.00	2,400.00	.00	.00	.0%
10030000	56100	HS GEN SUP	8,585.79	2,700.00	2,700.00	2,643.50	8,000.00	8,000.00	196.3%
10030100	56100	HS GUI SUP	.00	18,500.00	12,283.82	12,285.98	19,000.00	19,000.00	54.7%
10030000	56110	HS INS SUP	54,055.46	6,642.12	7,849.20	7,849.71	27,500.00	27,500.00	250.4%
10030359	56110	HS LIB SUP	.00	.00	.00	.00	2,500.00	2,500.00	.0%
10030000	56410	HS TXTBOOK	2,857.47	.00	.00	.00	.00	.00	.0%
10030000	56900	HS GRAD AW	8,121.22	8,000.00	8,000.00	7,825.03	8,000.00	8,000.00	.0%
10030000	57340	HS REP EQP	1,039.45	1,500.00	1,500.00	2,332.48	1,500.00	1,500.00	.0%
10030000	57350	TECH EQUIP	4,805.61	.00	.00	.00	.00	.00	.0%
10030000	58100	HS DUES	8,830.00	4,800.00	4,800.00	6,592.10	5,000.00	5,000.00	4.2%
TOTAL EAST WINDSOR HIGH SCHO			2,880,658.10	3,046,567.45	3,042,233.66	3,032,125.49	3,244,994.36	3,274,994.36	7.7%
0004	SPECIAL EDUCATION								
10040203	48990	2%	.00	.00	.00	.00	-478,000.00	-478,000.00	.0%
10040204	48990	HTFD	.00	.00	.00	.00	-571,973.00	-571,973.00	.0%
10040205	48990	EC	.00	.00	.00	.00	-479,286.00	-479,286.00	.0%
10040000	51010	SE TP JOB	.00	128,866.00	100,039.83	91,874.90	85,356.74	85,356.74	-14.7%
10040100	51010	SE ADMIN	164,990.62	167,432.00	169,431.96	169,431.86	174,371.00	174,371.00	2.9%
10040201	51010	SE BB TEAC	704,459.47	809,417.00	790,673.16	789,202.29	828,317.20	828,317.20	4.8%
10040202	51010	SE MS TEAC	320,865.95	411,444.00	458,468.38	458,468.54	529,350.00	529,350.00	15.5%
10040203	51010	SE HS TEAC	651,212.92	665,169.00	590,820.47	590,820.75	578,430.00	578,430.00	-2.1%
10040204	51010	SE TP COOR	53,147.96	54,917.93	54,917.93	54,253.93	54,253.93	54,253.93	-1.2%
10040205	51010	SE VOCATIO	49,246.14	46,575.00	39,665.35	38,353.20	47,393.44	47,393.44	19.5%
10040207	51010	SE SPRVISO	82,644.15	117,526.00	118,425.98	118,425.98	120,993.00	120,993.00	2.2%
10040208	51010	SE NURSE	78,801.31	89,919.00	87,812.51	87,681.86	89,760.60	89,760.60	2.2%
10040209	51010	SE OT AST	33,726.35	37,884.00	35,543.81	33,994.36	32,812.90	32,812.90	-7.7%
10040210	51010	SE OT	97,998.80	99,679.92	85,999.90	85,999.98	88,150.00	88,150.00	2.5%
10040211	51010	SE PT	37,423.10	38,732.81	38,732.81	38,265.04	39,221.65	39,221.65	1.3%
10040212	51010	SE PATHAST	43,515.01	44,198.00	39,920.21	38,874.43	37,257.15	37,257.15	-6.7%
10040213	51010	SE PATHOLO	293,343.80	323,157.00	286,476.11	283,458.15	351,507.00	351,507.00	22.7%
10040214	51010	SE PSYCH	302,291.58	314,985.00	304,802.25	304,802.08	314,202.00	314,202.00	3.1%
10040215	51010	SE SOC WRK	379,288.27	395,613.00	303,673.79	292,103.76	322,071.00	322,071.00	6.1%



**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 27      FY25 UPDATED TUTOR      FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2025	2025	PCT
General	Fund	School	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Approved	CHANGE
10040216	51010	SE BCBA	124,185.02	104,995.00	134,012.80	127,761.20	109,738.20	109,738.20	-18.1%
10040221	51010	SE BHV SUP	40,218.09	46,575.00	3,088.36	3,088.18	.00	.00	.0%
10040208	51020	SE BB PARA	552,782.26	616,538.65	715,475.18	683,808.58	713,390.43	713,390.43	-3.3%
10040209	51020	SE MS PARA	551,523.24	589,482.46	555,858.23	512,683.09	489,065.89	489,065.89	-12.0%
10040210	51020	SE HS PARA	266,770.71	369,981.29	400,209.07	359,536.14	418,843.37	418,843.37	4.7%
10040219	51020	SE BB TUTR	92,172.68	115,749.02	.00	.00	.00	.00	.0%
10040221	51020	SE HS TUTR	119,192.28	72,777.47	.00	.00	.00	.00	.0%
10040000	51100	SE ADM AST	59,766.65	61,850.57	67,506.65	68,803.58	68,874.00	68,874.00	2.0%
10040000	51900	SE SUM SCH	108,989.32	130,000.00	130,000.00	125,976.55	135,000.00	135,000.00	3.8%
10040215	51900	SE TP EXP	17,187.25	20,000.00	20,000.00	16,256.00	18,920.00	18,920.00	-5.4%
10040000	53010	SE SVC CON	27,935.07	45,000.00	19,532.48	19,532.48	45,000.00	45,000.00	130.4%
10040201	53010	SE HM TUTR	4,850.71	10,000.00	2,961.89	2,961.89	10,000.00	10,000.00	237.6%
10040202	53010	SE DIAGNOS	1,600.00	20,000.00	14,725.00	14,725.00	20,000.00	20,000.00	35.8%
10040000	53060	SE CONF	367.10	500.00	2,427.36	2,427.36	3,000.00	3,000.00	23.6%
10040000	53070	SE TESTING	9,853.54	10,000.00	7,882.07	7,882.07	10,000.00	10,000.00	26.9%
10040000	55100	SE TRANSP	428,116.19	545,744.00	490,223.91	490,223.91	616,520.00	616,520.00	25.8%
10040219	55100	SE FIELD T	.00	1,100.00	830.52	830.52	1,100.00	1,100.00	32.4%
10040000	55600	SE PUBTUIT	198,192.24	232,081.00	301,363.44	301,797.58	364,895.00	364,895.00	21.1%
10040203	55600	SE PRVTUIT	512,178.31	27,224.00	-114,623.03	-118,357.86	1,252,000.00	1,252,000.00	-1192.3%
10040000	55800	SE TRAVEL	2,717.18	3,600.00	2,253.98	2,253.98	3,600.00	3,600.00	59.7%
10040000	56110	SE INST SP	12,728.11	25,000.00	25,000.00	23,631.41	25,000.00	25,000.00	.0%
10040000	56120	SE ADM SUP	50.00	1,500.00	1,500.00	1,321.61	1,500.00	1,500.00	.0%
10040000	56900	SE TP SUPP	6,748.40	12,500.00	7,301.22	7,301.22	15,000.00	15,000.00	105.4%
10040000	57300	SE NW EQP	.00	3,500.00	33.99	33.99	.00	.00	.0%
10040000	57345	SE REP EQP	515.00	3,500.00	6,966.01	988.55	7,000.00	7,000.00	.5%
10040100	57345	SE NW NIE	485.00	1,000.00	1,000.00	474.12	1,000.00	1,000.00	.0%
10040000	57390	SE REP NON	1,000.00	1,000.00	1,000.00	980.00	4,500.00	4,500.00	350.0%
10040000	58100	SE DUES	250.00	250.00	250.00	250.00	500.00	500.00	100.0%
TOTAL SPECIAL EDUCATION			6,433,329.78	6,816,964.12	6,302,183.58	6,133,182.26	6,498,635.50	6,498,635.50	3.1%
<b>0006 FACILITIES</b>									
10060000	51100	FACIL DIR	84,196.34	95,000.00	95,000.00	89,821.28	73,000.00	73,000.00	-23.2%
10060140	51100	EWHS CUST	190,620.12	197,081.61	177,081.61	137,400.53	175,059.73	175,059.73	-1.1%
10060141	51100	EWMS CUST	147,994.93	153,964.54	189,064.03	181,568.92	201,267.73	201,267.73	6.5%
10060142	51100	BBES CUST	224,501.56	239,634.60	253,999.60	248,156.09	268,056.53	268,056.53	5.5%
10060143	51100	CUST SUMM	28,063.90	25,000.00	29,699.46	29,699.23	25,000.00	25,000.00	-15.8%
10060000	51300	CUST OT	6,524.75	15,000.00	15,000.00	5,423.75	7,000.00	7,000.00	-53.3%
10060000	54100	ELECTRIC	274,246.90	250,000.00	235,000.00	271,912.92	270,000.00	270,000.00	14.9%
10060001	54100	NAT GAS	172,026.63	180,000.00	211,260.00	220,746.51	193,000.00	193,000.00	-8.6%
10060002	54100	MS HEATING	79,506.20	100,000.00	76,561.38	76,561.38	90,000.00	90,000.00	17.6%
10060000	54103	SNOW PLOW	15,200.00	36,000.00	19,740.00	20,475.00	40,000.00	40,000.00	102.6%
10060000	54200	LAUND SERV	1,764.10	.00	.00	.00	.00	.00	.0%

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 27      FY25 UPDATED TUTOR      FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2025	2025	PCT
General Fund School			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Approved	CHANGE
10060147	54300	EQP REPAIR	15,935.00	19,400.00	17,622.35	17,497.13	21,000.00	21,000.00	19.2%
10060148	54300	REP & MAIN	344,155.75	75,000.00	75,000.00	89,602.98	108,000.00	108,000.00	44.0%
10060149	54301	EWHS REPAI	70,166.91	52,372.00	50,508.36	50,508.36	51,472.00	51,472.00	1.9%
10060150	54301	EWMS REPAI	60,822.89	48,972.00	48,972.00	56,721.81	59,450.00	59,450.00	21.4%
10060151	54301	BBE REPAIR	31,172.05	42,272.00	76,102.37	94,706.12	62,450.00	62,450.00	-17.9%
10060000	54411	DW WATER	26,520.75	30,000.00	24,399.84	24,399.84	30,000.00	30,000.00	23.0%
10060144	54411	DW SEWER	8,569.60	12,000.00	10,849.70	10,849.70	12,000.00	12,000.00	10.6%
10060000	54900	DPW	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	35,000.00	.0%
10060145	54900	EXTERM SER	2,173.00	.00	.00	.00	.00	.00	.0%
10060146	54900	TRASH SERV	31,803.42	28,572.00	28,572.00	35,442.36	34,000.00	34,000.00	19.0%
10060000	56100	DW CUS SUP	79,767.35	.00	.00	.00	54,000.00	54,000.00	.0%
10060152	56100	DW GRND SU	25,173.70	22,000.00	21,936.83	30,221.95	26,000.00	26,000.00	18.5%
10060283	56100	WINT PPE	5,674.98	3,000.00	483.71	.00	3,000.00	3,000.00	520.2%
<b>TOTAL FACILITIES</b>			<b>1,961,580.83</b>	<b>1,660,268.75</b>	<b>1,691,853.24</b>	<b>1,726,715.86</b>	<b>1,838,755.99</b>	<b>1,838,755.99</b>	<b>8.7%</b>
<b>0007 TECHNOLOGY</b>									
10070154	51100	DATA	104,990.75	105,343.32	105,343.32	98,068.19	69,187.50	69,187.50	-34.3%
10070000	53500	IT EQP/SUP	598,008.79	80,000.00	180,646.98	250,929.32	99,565.00	99,565.00	-44.9%
10070001	53500	SUZOR IT	168,752.00	169,600.00	194,600.00	194,601.92	224,928.00	224,928.00	15.6%
10070000	55800	IT TRAVEL	568.65	750.00	172.86	172.93	.00	.00	.0%
<b>TOTAL TECHNOLOGY</b>			<b>872,320.19</b>	<b>355,693.32</b>	<b>480,763.16</b>	<b>543,772.36</b>	<b>393,680.50</b>	<b>393,680.50</b>	<b>-18.1%</b>
<b>0008 CURRICULUM</b>									
10080000	51100	C ADM ASST	62,555.79	56,937.42	57,987.36	59,123.89	60,586.50	60,586.50	4.5%
10080000	53060	C PROF DEV	1,129.12	1,600.00	.00	.00	1,600.00	1,600.00	.0%
10080159	53060	C PD OOD	2,634.00	9,000.00	9,000.00	10,571.00	15,500.00	15,500.00	72.2%
10080000	53070	C TEST MAT	7,339.98	11,465.00	4,868.56	4,868.56	10,970.00	10,970.00	125.3%
10080000	53200	C TRNS SER	4,957.25	7,500.00	7,500.00	11,472.83	5,000.00	5,000.00	-33.3%
10080001	53200	C SERV CON	31,039.38	67,000.00	67,000.00	92,799.47	37,300.00	37,300.00	-44.3%
10080158	53200	C ALT ED	360.07	5,000.00	1,750.00	1,750.00	5,000.00	5,000.00	185.7%
10080000	55600	C ADULT ED	32,418.00	39,146.00	32,418.00	32,418.00	32,742.00	32,742.00	1.0%
10080000	55800	C TRAVEL	2,094.49	2,000.00	2,000.00	3,000.00	.00	.00	.0%
10080000	56100	C GEN SUPP	1,593.08	1,625.00	2,115.77	2,115.77	4,675.00	4,675.00	121.0%
10080000	56110	C INS SUPP	3,534.19	15,790.56	15,790.56	15,752.01	26,834.00	26,834.00	69.9%
10080000	56120	C ADM SUPP	2,137.55	3,000.00	3,000.00	2,667.80	4,000.00	4,000.00	33.3%
10080000	58100	C DUES	.00	300.00	300.00	840.20	300.00	300.00	.0%
<b>TOTAL CURRICULUM</b>			<b>151,792.90</b>	<b>220,363.98</b>	<b>203,730.25</b>	<b>237,379.53</b>	<b>204,507.50</b>	<b>204,507.50</b>	<b>.4%</b>
<b>0011 DISTRICT WIDE</b>									
10110100	51010	SUPER	195,688.68	186,000.00	190,000.33	190,013.58	201,571.00	201,571.00	6.1%

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 27      FY25 UPDATED TUTOR      FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2025	2025	PCT
General	Fund	School	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Approved	CHANGE
10110101	51010	ASST SUPER	169,747.26	176,567.04	176,567.08	176,567.04	182,067.04	182,067.04	3.1%
10110102	51010	LT SUBS	156,971.61	180,132.00	47,348.02	47,348.02	170,000.00	170,000.00	259.0%
10110125	51100	HR DIRECT	92,607.92	93,405.38	95,294.24	91,966.89	97,500.00	97,500.00	2.3%
10110126	51100	BIZ SAL	216,503.86	238,125.00	218,582.00	213,465.57	216,999.00	216,999.00	-7.7%
10110128	51100	SUPER ASST	81,412.76	83,440.31	83,440.31	75,376.69	74,160.00	74,160.00	-11.1%
10110129	51100	SEC OFC	44,999.90	47,000.00	47,000.00	46,799.94	49,990.00	49,990.00	6.4%
10110130	51100	VAN DRIVER	55,010.25	54,982.51	56,993.99	56,994.10	57,345.60	57,345.60	.6%
10110352	51100	POS CL ORG	.00	.00	.00	.00	17,000.00	17,000.00	.0%
10110100	51500	PMT STIPE	12,932.70	20,100.00	20,384.34	20,384.34	15,000.00	15,000.00	-26.4%
10110101	51500	VAC/SEP PA	62,303.23	25,000.00	55,617.33	55,617.47	.00	.00	.0%
10110199	51500	ADVIS STIP	60,558.48	80,615.00	81,482.01	81,482.01	.00	.00	.0%
10110221	51500	BBES PLC	39,891.80	35,615.16	42,518.24	42,279.91	42,861.60	42,861.60	.8%
10110222	51500	EWMS PLC	34,873.74	35,615.16	47,157.82	47,157.66	48,219.30	48,219.30	2.3%
10110223	51500	EWHS PLC	34,831.48	35,615.16	35,615.16	33,185.02	32,146.20	32,146.20	-9.7%
10110224	51500	INS INCEN	17,750.00	.00	.00	.00	.00	.00	.0%
10110290	51500	COMP PAY	1,115.76	1,000.00	.00	.00	.00	.00	.0%
10110351	51500	INS/LONG	.00	.00	33,000.00	33,000.00	35,000.00	35,000.00	6.1%
10110353	51500	EWHS CLUBS	.00	.00	.00	.00	56,554.00	56,554.00	.0%
10113207	51500	EWMS CLUBS	.00	.00	.00	.00	14,000.00	14,000.00	.0%
10110308	51900	RETRO PAY	86,138.27	.00	.00	.00	.00	.00	.0%
10110100	52100	MEDICAL	1,216,806.76	2,371,834.00	2,507,747.41	2,440,281.34	2,676,090.30	2,676,090.30	6.7%
10110101	52100	CRIME INS	970.00	970.00	970.00	970.00	970.00	970.00	.0%
10110189	52100	LIFE INS	14,615.68	26,464.00	18,323.26	18,323.26	19,000.00	19,000.00	3.7%
10110100	52101	DENT/VIS	110,217.36	.00	.00	.00	.00	.00	.0%
10110100	52200	FICA	648,023.47	630,000.00	630,000.00	683,242.68	650,000.00	650,000.00	3.2%
10110100	52300	PENSION	528,803.00	581,683.30	671,226.30	671,226.00	706,910.00	706,910.00	5.3%
10110100	52600	UNEMP	35,683.00	41,600.00	25,000.00	25,856.32	40,000.00	40,000.00	60.0%
10110100	52700	WRKCOMP	125,266.05	125,277.00	125,254.80	125,254.80	125,277.00	125,277.00	.0%
10110100	53010	CONF	.00	1,000.00	212.15	212.15	3,000.00	3,000.00	1314.1%
10110109	53010	KELLY SUBS	131,460.30	150,000.00	150,000.00	181,522.92	100,000.00	100,000.00	-33.3%
10110132	53010	DW SVC CON	383,419.94	86,957.72	61,427.86	62,310.72	56,000.00	56,000.00	-8.8%
10110133	53010	FIN/AUDIT	44,311.00	79,606.00	50,612.64	50,612.64	55,000.00	55,000.00	8.7%
10110134	53010	LEGAL	81,287.00	20,000.00	28,000.00	71,113.56	52,423.59	22,423.59	-19.9%
10110138	53010	DST PHONE	28,093.09	30,000.00	37,925.24	41,143.21	32,000.00	32,000.00	-15.6%
10110100	53060	BOE PD	450.00	1,070.00	1,070.00	5,831.21	1,070.00	1,070.00	.0%
10110100	55301	POSTAGE	12,458.61	11,321.00	11,321.00	11,380.72	12,600.00	12,600.00	11.3%
10110313	55301	DW PRINT	.00	4,650.00	4,650.00	9,698.00	10,000.00	10,000.00	115.1%
10110135	55600	MAGNET	394,127.21	444,864.00	444,864.00	444,930.00	258,100.00	258,100.00	-42.0%
10110136	55600	VOAG	156,929.00	141,071.00	141,071.00	151,942.96	88,126.94	88,126.94	-37.5%
10110137	55600	ALT LEARN	44,175.00	40,000.00	108,761.00	108,761.00	72,000.00	72,000.00	-33.8%
10110100	55800	ITINERANT	1,558.30	535.00	535.00	3,084.50	.00	.00	.0%
10110139	55800	ADM TRVL	4,273.29	5,200.00	5,777.07	16,359.23	16,548.98	16,548.98	186.5%
10110100	56100	BOE GEN SP	42,508.56	11,000.00	11,953.32	11,953.32	11,500.00	11,500.00	-3.8%
10110100	56120	BOE ADM SP	3,216.59	10,040.00	10,040.00	8,278.37	5,000.00	5,000.00	-50.2%

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 27      FY25 UPDATED TUTOR      FOR PERIOD 99

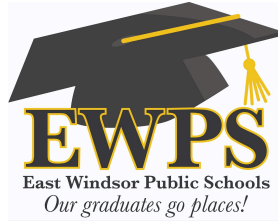
ACCOUNTS FOR:			2023	2024	2024	2024	2025	2025	PCT
General	Fund	School	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Approved	CHANGE
10110360	56120	COMM SUPP	.00	.00	.00	.00	5,500.00	5,500.00	.0%
10110100	58100	BOE DUES	31,086.34	12,500.00	12,500.00	25,437.89	30,000.00	30,000.00	140.0%
10110139	58100	ADM DUES	.00	12,501.00	12,501.00	10,357.12	.00	.00	.0%
<b>TOTAL DISTRICT WIDE</b>			<b>5,403,077.25</b>	<b>6,133,356.74</b>	<b>6,302,743.92</b>	<b>6,391,722.16</b>	<b>6,337,530.55</b>	<b>6,307,530.55</b>	<b>.1%</b>
<b>0012 TRANSPORTATION</b>									
10120311	52100	AUTO/LIAB	121,368.99	123,731.00	122,592.53	122,592.53	127,442.93	127,442.93	4.0%
10120312	54100	BUS FUEL	118,615.35	120,000.00	120,000.00	133,210.29	123,000.00	123,000.00	2.5%
10120000	55100	REG TRANSP	800,608.31	772,000.00	752,000.00	768,929.59	808,320.50	808,320.50	7.5%
10120001	55100	OPVAN	1,045.82	.00	.00	.00	.00	.00	.0%
10120170	55100	VOAG BUSES	5,679.00	12,000.00	12,000.00	27,170.65	.00	.00	.0%
10120258	55100	CHENEY TCH	70,908.66	59,311.80	59,311.80	75,496.52	65,000.00	65,000.00	9.6%
10120357	55100	ALT TRANSP	.00	.00	29,293.89	41,131.00	8,500.00	8,500.00	-71.0%
10122901	55100	LATE BUS	10,846.55	5,000.00	5,000.00	13,103.46	11,000.00	11,000.00	120.0%
<b>TOTAL TRANSPORTATION</b>			<b>1,129,072.68</b>	<b>1,092,042.80</b>	<b>1,100,198.22</b>	<b>1,181,634.04</b>	<b>1,143,263.43</b>	<b>1,143,263.43</b>	<b>3.9%</b>
<b>0013 HEALTH DEPARTMENT</b>									
10130165	51100	DIR NURSE	87,780.02	89,500.00	91,999.96	91,999.96	97,000.00	97,000.00	5.4%
10130166	51100	EWHS NURSE	57,740.43	59,740.00	59,809.96	59,809.96	61,532.00	61,532.00	2.9%
10130167	51100	EWMS NURSE	54,014.12	60,088.95	65,298.91	65,299.01	123,783.24	123,783.24	89.6%
10130168	51100	BBES NURSE	97,105.11	98,519.50	103,999.50	103,649.04	106,412.30	106,412.30	2.3%
10130169	51100	NURSE SUBS	26,518.49	22,000.00	25,000.00	23,676.86	15,000.00	15,000.00	-40.0%
10130000	53010	HD SVC CON	920.00	3,000.00	3,000.00	4,895.06	5,430.00	5,430.00	81.0%
10130000	53040	PHYS SERVI	4,968.72	5,050.00	5,018.40	5,018.40	5,100.00	5,100.00	1.6%
10130000	55990	HD CONFER	1,325.00	1,500.00	1,467.00	1,467.00	.00	.00	.0%
10130000	56100	HD GEN SUP	8,156.24	9,700.00	9,700.00	8,744.93	9,700.00	9,700.00	.0%
10130000	58100	HD DUES	500.00	700.00	700.00	80.00	700.00	700.00	.0%
<b>TOTAL HEALTH DEPARTMENT</b>			<b>339,028.13</b>	<b>349,798.45</b>	<b>365,993.73</b>	<b>364,640.22</b>	<b>424,657.54</b>	<b>424,657.54</b>	<b>16.0%</b>
<b>0017 ATHLETIC DEPARTMENT</b>									
10170000	51100	ATH TRAIN	3,760.00	30,924.00	30,924.00	13,047.96	10,000.00	10,000.00	-67.7%
10170000	51900	MS COACHES	9,264.00	14,859.00	14,859.00	12,307.00	12,500.00	12,500.00	-15.9%
10170001	51900	HS COACHES	115,075.65	83,063.98	90,706.98	90,706.67	170,000.00	170,000.00	87.4%
10170000	52100	ATHL INS	3,788.00	3,800.00	3,788.00	3,788.00	4,600.00	4,600.00	21.4%
10170000	53540	HS OFF FEE	43,160.00	45,000.00	45,000.00	45,581.07	40,000.00	40,000.00	-11.1%
10170001	53540	MS SPRT OF	1,502.07	7,991.00	65.52	65.76	8,000.00	8,000.00	.0%
10170000	55100	ATH TRIPS	61,226.73	51,300.00	47,074.18	46,890.26	60,000.00	60,000.00	27.5%
10170000	56100	HS ATH SUP	30,623.86	15,465.00	24,454.40	24,454.40	20,000.00	20,000.00	-18.2%

**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

PROJECTION: 27      FY25 UPDATED TUTOR      FOR PERIOD 99

ACCOUNTS FOR:			2023	2024	2024	2024	2025	2025	PCT
General Fund School			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Approved	CHANGE
10170000	56900	MS ATH SUP	8,525.01	20,278.00	15,278.00	15,341.47	9,000.00	9,000.00	-41.1%
TOTAL ATHLETIC DEPARTMENT			276,925.32	272,680.98	272,150.08	252,182.59	334,100.00	334,100.00	22.8%
0018	BAND								
10180000	54300	BAND REPAI	.00	.00	.00	.00	4,000.00	4,000.00	.0%
10180000	55100	BAND TRANS	.00	.00	.00	.00	3,850.00	3,850.00	.0%
10180000	56110	BAND SUPP	.00	.00	.00	.00	8,000.00	8,000.00	.0%
10180000	58100	BAND FEES	.00	.00	.00	.00	574.00	574.00	.0%
TOTAL BAND			.00	.00	.00	.00	16,424.00	16,424.00	.0%
TOTAL General Fund School			25,686,051.45	26,496,750.00	26,376,156.60	26,371,720.45	27,344,646.00	27,344,646.00	3.7%
GRAND TOTAL			25,686,051.45	26,496,750.00	26,376,156.60	26,371,720.45	27,344,646.00	27,344,646.00	3.7%

\*\* END OF REPORT - Generated by Ryan Galloway \*\*



**UPDATED POLICIES  
RECOMMENDATIONS**

**East Windsor Board of Education  
Policy Review Subcommittee  
SERIES 3000  
BUSINESS AND FINANCIAL OPERATIONS  
07/15/24**

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## **BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS 3100**

**ADMIN RECOMMENDATION:** KEEP UPDATED POLICY

**BOE RECOMMENDATION:** \_\_\_\_\_

### **Policy 3100: Board Budget Procedures and Line Item Transfers**

#### *Business/Non-Instructional Operations Budget Administration*

The Board of Education will manage funds for school operation and maintenance, prioritizing educational programs. The Superintendent and Director of Finance will oversee budget expenditures, ensuring they align with the approved budget.

#### **Budget Expenditure Management:**

- The Superintendent will make every effort to adhere to the approved budget and establish necessary financial controls.
- In cases of projected overspending, the Board will be informed in advance with a plan for balancing expenditures through transfers.
- Emergency expenditures to protect students, staff, or facilities will be made by the Superintendent, with subsequent Board notification and, if needed, a request for a supplementary appropriation.

#### **Budget Reporting:**

- Monthly financial statements, including budgeted and expended amounts, will be provided to the Board.
- Quarterly budget reports will summarize the budgeted amount, expenditures, projections, differences, and reasons for variations. Significant transfers required to balance the budget will be included in these quarterly reports.

#### *Business/Non-Instructional Operations Expenditure Plan*

#### **Budget Management (with Exception for Outplaced Student Tuitions):**

- The Superintendent may make necessary transfers between budget categories. However, transfers exceeding 1% of the annual budget are permitted only for outplaced student tuitions.
- Budgets will be itemized and aligned with statutory requirements.
- The Superintendent and Director of Finance will administer and monitor the budget, maintaining compliant accounting systems.

#### **Budget Review:**

- The Board will not exceed the approved budget or funds received from other sources.
- Requests for additional funds will be submitted to the fiscal authority before expenditure.



Legal Reference:

Connecticut General Statutes § 10-221 § 10-222

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

## Purchasing Procedures 3150

ADMIN RECOMMENDATION: \_\_\_\_\_ **KEEP UPDATED POLICY**

BOE RECOMMENDATION: \_\_\_\_\_

## Purchasing Procedures 3150

### Soliciting Prices (Bids and Quotations)

#### A. Introduction

The Superintendent of Schools, or his/her designee, is authorized to purchase all goods and services for the East Windsor Board of Education. He/she shall be responsible for developing and administering the purchasing program of the Board of Education.

#### B. Procedure

1. For any school expenditure, which may be made within the limits of the major classifications of the approved budget the Superintendent of Schools may approve and direct purchases not to exceed \$10,000 for any one expenditure.
2. Approval of the budget authorizes the Superintendent to approve and direct purchases exceeding \$10,000 for any one expenditure, providing the item is specifically listed in the budget.
3. All purchases greater than \$10,000 but less than \$20,000 for any one expenditure will be made in the open market, but shall be based on at least two competitive quotations or prices. All purchases made in the open market shall be consummated after careful review.
4. All purchases of supplies, materials, equipment, contractual services, etc., in excess of \$20,000 including a continuing order or contract for the purchase of the same commodity over a period of time shall be based on competitive sealed bids or proposals. The Superintendent or his/her designee shall award the purchase or contract to the lowest responsible bidder thereon or may reject portions of or all such bids or proposals. At the final meeting in June, or at other appropriate times, the Board of Education may permit the Superintendent or his/her designee to waive the bid/proposal requirement when the bid process would be against the best interest of the school system.
5. No purchase will be made without an authorized pre-numbered purchase order. Purchase order numbering and control shall be exercised in accordance with administrative regulation #3323.
6. The Superintendent of Schools may, at his/her discretion, utilize other governmental agencies' bid awards in complying with this policy.
7. The Superintendent of Schools shall inform the Board, in a timely manner, of the awarding of all competitive bids that have been made by the Superintendent or his/her designee.

### Business/Non-Instructional Operations

**Ordering Goods and Services (Purchase Orders)**

The Board of Education requires all purchasing and purchase order procedures to follow the standard operating procedures set forth by the business office, including those for accounts payable, payroll, and HR. Staff members must adhere to these procedures, which ensure compliance with regulations and budgetary goals. The business office provides training and support to ensure compliance, while seeking cost savings and efficient procurement processes.

**CODE OF CONDUCT GOVERNING PROCUREMENTS UNDER A FEDERAL AWARD 3200**

**ADMIN RECOMMENDATION:** ADOPT NEW POLICY

**BOE RECOMMENDATION:** \_\_\_\_\_

**CODE OF CONDUCT  
GOVERNING PROCUREMENTS UNDER A FEDERAL AWARD**

**In compliance with Code of Federal Regulations 2 C.F.R. § 200.318**

*Federal law requires non-Federal entities, including school districts, that receive Federal funds to develop and implement a written code of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and/or administration of Federally funded contracts. This means that, in all applicable cases, property and/or services purchased with Federal awards, including Connecticut School Nutrition Program funds, must be purchased in accordance with a written code of conduct. Federal law also requires that the school district's code of conduct provide for disciplinary actions to be taken for violating the standards set forth in its code of conduct. This document provides a sample code of conduct that complies with 2 C.F.R. § 200.318 and outlines proper practices for procuring property and services under a Federal award with fairness and integrity.*

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract procuring property or services under a Federal award, including the expenditure of Connecticut School Nutrition Program (“School Nutrition Program”) funds by any East Windsor Board of Education (“Board”) employee or agent.

**Article I. Purpose**

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contracts procuring property or services under a Federal award, including expending School Nutrition Program funds on goods and/or services. This Code of Conduct also sets forth discipline that may result from violating these standards.

**Article II. Code of Conduct Provisions**

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by Federal funds, including School Nutrition Program funds:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:
  - a. The employee, officer, or agent of the Board;
  - b. Any immediate family member of the Board employee, officer, or agent (spouse, sibling, parent, child);
  - c. The partner of the Board employee, officer, or agent; or
  - d. An organization that employs or is about to employ one of the above.
  
2. The Board's employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the Federal government, in whole or in part.
  
3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

Legal References:

Federal Regulations and Guidance

2 C.F.R. § 200.112 Conflict of Interest.

2 C.F.R. § 200.318 General Procurement Standards.

2 C.F.R. § 400.2 Conflict of Interest.

United States Department of Agriculture, Contracting with Food Service

Management Companies: Guidance for School Food Authorities,

[https://fns-prod.azureedge.net/sites/default/files/cn/SP40\\_CACFP12\\_SFSP14-2016a2.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a2.pdf) (May 2016).

United States Department of Agriculture, Contracting with Food Service

Management Companies: Guidance for State Agencies,

[https://fns-prod.azureedge.net/sites/default/files/cn/SP40\\_CACFP12\\_SFSP14-2016a1.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a1.pdf) (May 2016).

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 03-2015, SFSP 02-2015,

[https://fns-prod.azureedge.net/sites/default/files/cn/SP09\\_CACFP%2003\\_SFSP02-2015os.pdf](https://fns-prod.azureedge.net/sites/default/files/cn/SP09_CACFP%2003_SFSP02-2015os.pdf) (November 2014).

Connecticut Statutes, Regulations and Guidance

- Conn. Gen. Stat. § 1-79 Definitions.
- Conn. Gen. Stat. § 10-215 Lunches, breakfasts and other feeding programs for public school children and employees.
- Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.
- Conn. Gen. Stat. § 10-216 Payment of expenses.
- Regs. Conn. State. Agencies § 10-215b-1 Competitive foods.
- State of Connecticut, Department of Education, Operational Memorandum No. 10-16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts,  
<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf>  
(August 2016).

7/29/2020

**DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS 3300**

**ADMIN RECOMMENDATION:** \_\_\_\_\_ **ADOPT NEW POLICY** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

**DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS**

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or his/her designee shall notify the First Selectman of East Windsor of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

1/27/05

**GIFTS, GRANTS, AND BEQUESTS TO THE DISTRICT 3500**

**ADMIN RECOMMENDATION:** ADOPT NEW POLICY  
**BOE RECOMMENDATION:** \_\_\_\_\_

**GIFTS, GRANTS, AND BEQUESTS TO THE DISTRICT SERIES 3500**

Gifts of personal property to the district, including monetary donations, that meet criteria set forth in the administrative regulations established in accordance with this policy are welcomed and encouraged.

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve gifts to a school that are valued at \$500 or under and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent of Schools must accept gifts that are valued over \$500 and meet criteria established by the administrative regulations established in accordance with this policy.

The Superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500. The Superintendent shall inform the Board of Education of any gift valued at more than \$500 that has been accepted by the district.

If the Superintendent determines that a gift fails to meet the criteria established in the administrative regulations, the Superintendent shall inform the Board of Education. Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate, with a statement indicating the reason for rejection of such gift.

Legal Reference:

Conn. Gen. Stat. § 10-237

ADOPTED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

Last revised 5/14/07



**ADMINISTRATIVE REGULATIONS REGARDING GIFTS**

**3550**

**ADMIN RECOMMENDATION:** \_\_\_\_\_ **ADOPT NEW POLICY** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

**ADMINISTRATIVE REGULATIONS REGARDING GIFTS, GRANTS AND  
BEQUESTS TO THE DISTRICT** **Series 3550**

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

To be accepted, a gift must be used for the educational benefit of students and satisfy the following criteria:

- Have a purpose consistent with the purposes of the school district
- Will not begin a program that the Board of Education would be unwilling to take over when the gift or grant funds are exhausted
- Would not bring unanticipated costs to the school district
- Will place no restrictions on the school program
- Will be suitable for use in meeting the instructional needs of the school
- Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration
- Will not imply endorsement of any business or product
- Will not be in conflict with any provisions of the school code or public law

All gifts, grants and bequests shall become school district property.

**ADOPTED:** \_\_\_\_\_

**REVISED:** \_\_\_\_\_

Last revised 5/14/07

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL COMPLIANCE 3600**

**ADMIN RECOMMENDATION:** ADOPT NEW POLICY  
**BOE RECOMMENDATION:** \_\_\_\_\_

Series 3600

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL COMPLIANCE**

The East Windsor Board of Education (the “Board”) will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time. The Superintendent or designee shall develop administrative regulations with regard to such fiscal compliance.

Legal References:

- Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)
- 34 C.F.R. § 300.144
- 34 C.F.R. § 300.202(a)(3)
- 34 C.F.R. § 300.133(d)
- 34 C.F.R. § 300.172
- 34 C.F.R. § 300.205(d)
- 34 C.F.R. § 300.226(a)
- 34 C.F.R. § 300.209(b)
- 34 C.F.R. § 300.818, Appendix A

**ADOPTED:** \_\_\_\_\_  
**REVISED:** \_\_\_\_\_

7/23/2020

**Series 3650**

**ADMINISTRATIVE REGULATIONS CONCERNING INDIVIDUALS WITH  
DISABILITIES EDUCATION ACT FISCAL COMPLIANCE**

**ADMIN RECOMMENDATION:** ADOPT NEW POLICY

**BOE RECOMMENDATION:** \_\_\_\_\_

**Series 3650**

**ADMINISTRATIVE REGULATIONS CONCERNING INDIVIDUALS WITH  
DISABILITIES EDUCATION ACT FISCAL COMPLIANCE**

The East Windsor Board of Education (the “Board”) will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time.

**1. Property, Equipment and Supplies**

The Board, through the Director of Special Education or designee, shall ensure that any property, equipment or supplies purchased with funds from an IDEA grant shall be purchased, used and maintained in accordance with such grant requirements. Among any other statutory or regulatory requirement, the Director of Special Education or designee must ensure that:

- A. All property, equipment and supplies purchased with IDEA grant funds are labeled as such, including equipment supplied to students with disabilities attending private schools at parental expense;
- B. A labeling procedure is in place for all property, equipment and supplies purchased with IDEA grant funds;
- C. All property, equipment and supplies purchased with IDEA grant funds are used for assistive technology, instructional or educational purposes;
- D. Copies of purchase orders for property, equipment and supplies purchased with IDEA grant funds indicate the source of funding for such purchases; and
- E. A tracking procedure is in place for all property, equipment and supplies purchased with IDEA grant funding.

Any procedures mentioned above shall be developed and maintained by the Director of Special Education or designee.

**2. Supplanting**

Funding provided to the Board through an IDEA grant must be used to supplement state, local and other federal funds, not to supplant those funds. The Board shall comply with all federal and state laws in this regard.

**3. Parentally Placed Private School Special Education Students - Expenditures**

The Director of Special Education or designee will maintain an ongoing census of all students with disabilities who are eligible for special education and related services and attend school within the geographical bounds of the district. Eligible students with disabilities who attend private schools within the geographical bounds of the district will receive services equal to a proportional share of the IDEA grant funds received annually by the district. The proportionate share shall be calculated on an annual basis in accordance with federal law, but no later than October 1<sup>st</sup> of any given year. Calculation of the proportionate share shall be the responsibility of the Director of Special Education or designee.

*[Alternative addition: District may add this language if more specificity is desired for this regulation.]*

*The proportional share is determined by dividing the number of eligible students with disabilities that have been placed by their parents in private schools located within the district's geographical boundaries by the total number of students with disabilities identified on the October 1<sup>st</sup> census, as provided to the Connecticut State Department of Education, for all students attending the \_\_\_\_\_ Public Schools and private schools, including religious schools, that fall within the district's geographical boundaries. Thus, the proportional share is determined by the following formula:*

$$\frac{\text{Total Number of Eligible Students with Disabilities Attending Private Schools}}{\text{Total Number of All Eligible Students with Disabilities (Public and Private)}}$$

*The percentage, as calculated above, is the percentage of funding for special education services that the district must provide to eligible private school students that have been privately placed by their parents.*

The Director of Special Education or designee shall meet annually with all private school representatives to consult on matters related to the distribution of funds under the IDEA. Documentation regarding annual meetings shall be maintained by the Director of Special Education or designee.

The Director of Special Education or designee shall annually maintain budgets with regard to the manner in which IDEA grant funds are expended for eligible parentally placed private school students with disabilities.

**4. National Instructional Materials Accessibility Standard**

The Board shall ensure compliance with the National Instructional Materials Accessibility Standard (“NIMAS”). In this regard, the Director of Special Education or designee shall maintain procedures to inform all staff within the district how a blind and/or print disabled student shall be referred in order to receive materials from the National Instructional Materials Access Center (“NIMAC”). Such procedures shall include, but not be limited to, the following:

- A. Initial referral to a planning and placement team (“PPT”), or if such child is already identified as having a disability under the IDEA, direct referral to the child’s PPT;
- B. Identification of the name of the district personnel who shall receive, and are responsible for, referrals for the receipt of materials from NIMAC; and
- C. The requirement that either (i) publishers prepare and, on or before delivery of the print instructional materials, provide to the NIMAC electronic files containing the contents of the print instructional materials using the standards of the NIMAS; or (ii) instructional materials are purchased from the publisher that are produced in, or may be rendered in, specialized formats.

**5. Coordinated Early Intervening Services**

Coordinated Early Intervening Services (“CEIS”) may be used to support students in grades K-12 who are not currently identified as needing special education or related services, but who need additional academic or behavioral support to succeed in a general education environment. Up to 15% of IDEA grant funds may be used for CEIS. In this regard, the Director of Special Education or designee shall maintain procedures to ensure that:

- A. The funds used for CEIS are used only for the K-12 levels;
- B. Students receiving CEIS are tracked directly over a three-year period to determine if, at any time during this period, these students should be referred for special education services; and
- C. Documentation of funds spent on professional development are maintained, which documentation shall include the teachers who receive

professional development for CEIS and the names of the students of those teachers who would have benefited from the teacher receiving the professional development.

**6. Charter Schools**

In compliance with federal law, the Board shall ensure that all eligible students with disabilities who attend charter schools that are part of the district receive special education services in the same manner as eligible students with disabilities who attend other district schools. Further, the Board shall ensure that IDEA grant funds are provided to charter schools within the district that serve eligible students with disabilities on the same basis as the district provides funds to other public schools within the district.

**7. Excess Costs Calculation - Federal Requirement**

The Board shall comply with federal law with regard to the calculation of excess cost. The Director of Special Education or designee shall maintain documentation regarding the separate excess cost calculations for elementary and secondary school students, as well as the formulas used for each level of students.

**Legal References:**

- Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)
- 34 C.F.R. § 300.144
- 34 C.F.R. § 300.202(a)(3)
- 34 C.F.R. § 300.133(d)
- 34 C.F.R. § 300.172
- 34 C.F.R. § 300.205(d)
- 34 C.F.R. § 300.226(a)
- 34 C.F.R. § 300.209(b)
- 34 C.F.R. § 300.818, Appendix A

ADOPTED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

7/23/2020

**SCHOOL ACTIVITY FUNDS 3700**

**ADMIN RECOMMENDATION:** ADOPT NEW POLICY

**BOE RECOMMENDATION:** \_\_\_\_\_

**SCHOOL ACTIVITY FUNDS 3700**

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; and/or 3) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amounts received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

Something to the effect of: All financial reporting will be included in the Munis financial system, and included in financial updates to the Board of Education.

This seems to replace current policy 3453, I'm ok with that.

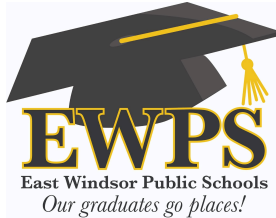
Legal Reference:

Conn. Gen. Stat. §10-237.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

Last revised 1/27/05



**East Windsor Board of Education**  
**Policy Review**

**PERSONNEL SERIES 4000s**

*The new policy is listed first and the policy it replaces (if it exists) follows.*

***Updated July 15, 2024***



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## ABUSE OR NEGLECT OF ADULTS WITH AN INTELLECTUAL DISABILITY

ADMIN RECOMMENDATION: **NEW** \_\_\_\_\_

BOE RECOMMENDATION: \_\_\_\_\_

### Series 4001

#### Personnel Abuse Or Neglect Of Adults With An Intellectual Disability

Section 46a-11b of the Connecticut General Statutes requires that certain school personnel report any suspected abuse or neglect of persons between eighteen (18) and sixty (60) years of age who: 1) have an intellectual disability or 2) receive funding or services from the Department of Social Services' ("DSS") Division of Autism Spectrum Disorder Services. In furtherance of this statute and its purpose, it is the policy of the \_\_\_\_\_ Board of Education (the "Board") to require ALL EMPLOYEES of the Board to comply with the following procedures in the event that, in the ordinary course of their employment or profession, they have reasonable cause to suspect that a person with an intellectual disability or an individual receiving funding or services from DSS' Division of Autism Spectrum Disorder Services between eighteen (18) and sixty (60) years of age has been abused or neglected.

1. Scope of Policy

This policy applies not only to employees who are required by law to report suspected abuse and/or neglect of adults with intellectual disabilities, but also to ALL EMPLOYEES of the Board.

2. Definitions

For the purposes of this policy:

"Abuse" means the willful infliction of physical pain or injury or the willful deprivation by a caretaker of services which are necessary to the person's health or safety.

"Neglect" means a situation where a person with an intellectual disability either is living alone and is not able to provide for himself or herself the services which are necessary to maintain his or her physical and mental health, or is not receiving such necessary services from the caretaker.

"Statutorily Mandated Reporter" means an individual required by Conn. Gen. Stat. Section 46a-11b to report suspected abuse and/or neglect of adults with intellectual disabilities. In the public school context, the term "statutorily mandated reporter" includes teachers, school administrators, school guidance counselors, paraprofessionals, licensed behavior analysts, registered or licensed practical nurses,

psychologists, social workers, licensed or certified substance abuse counselors, mental health professionals, physical therapists, occupational therapists, dental hygienists, speech pathologists, and licensed professional counselors.

3. Reporting Procedures for Statutorily Mandated Reporters

If a statutorily mandated reporter has reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the mandated reporter shall, as soon as practicable, but not later than forty-eight (48) hours after having reasonable cause to suspect abuse or neglect, make an oral report to:

Abuse Investigation Division  
Department of Developmental Services ("DDS")  
460 Capitol Avenue  
Hartford, Connecticut 06106  
Telephone: 1-844-878-8923

An unsuccessful attempt to make an initial report to DDS on the weekend, holiday, or after business hours shall not be construed as a violation of this policy or applicable law if the mandatory reporter makes reasonable attempts to make such report as soon as practicable after the initial attempt. For purposes of this policy, "reasonable attempts" means documented efforts to contact DDS by phone, electronic mail or in person.

The statutorily mandated reporter shall also immediately notify the Superintendent. Such initial oral report shall be followed by a written report to the Abuse Investigation Division of DDS not later than five calendar days after the initial oral report was made, and a copy of any written report shall be given to the Superintendent.

4. Reporting Procedures for Non-Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as set forth above.

- a) If an employee who is not a statutorily mandated reporter has reasonable cause to suspect that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years of age has been abused or neglected, the following steps shall be taken.
  - (1) The employee shall as soon as practicable, but not later than forty-eight (48) hours after having reasonable cause to suspect abuse or neglect, make an oral report by telephone or in person to the Superintendent of Schools

or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

(2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that any person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, between eighteen (18) and sixty (60) years has been abused or neglected, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters, set forth above.

b) Nothing in this policy shall be construed to preclude an employee from reporting suspected abuse and/or neglect of adults with intellectual disabilities, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, directly to the Abuse Investigation Division of DDS.

5. Contents of Report

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) the name and address of the allegedly abused or neglected person;
- b) a statement from the reporter indicating a belief that the person is intellectually disabled or receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, together with information indicating that the person is unable to protect himself or herself from abuse or neglect;
- c) information concerning the nature and extent of the abuse or neglect; and
- d) any additional information that the reporter believes would be helpful in investigating the report or in protecting the person with an intellectual disability or who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services.

6. Investigation of the Report

If the suspected abuser is a school employee, the Superintendent shall thoroughly investigate the report, and shall, to the extent feasible, endeavor to coordinate any such investigation with the investigation conducted by the Abuse Investigation Division of DDS.

The Superintendent's investigation shall include an opportunity for the suspected abuser to be heard with respect to the allegations contained within the report. During the course of an investigation of suspected abuse by a school employee, the Superintendent may suspend the employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation.

If the investigation by the Superintendent and/or the Abuse Investigation Division of DDS produces evidence that a person with an intellectual disability, or any individual who receives funding or services from the DSS' Division of Autism Spectrum Disorder Services, has been abused by a school employee, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment.

7. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

8. Disciplinary Action for Failure to Follow Policy

Any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

9. Non-discrimination Policy

The Board shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect.

Legal References:

Connecticut General Statutes:

Section 46a-11a

Section 46a-11b et seq.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

7/31/18 Technical Rev. 11/16/2020

**CURRENT POLICY**

**Personnel --Certified/Non-Certified**

**Disabilities**

Refer to Board Policy 0521

Legal Reference: Connecticut General Statutes

10-209 Records not to be public.

19-581 AIDS testing and medical information.

46a-60 Discriminatory employment practices prohibited.

Federal Law Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

American Disability Act of 1989. Chalk v. The United States District Court of Central California. Policy adopted: February 6, 2001

## ALCOHOL, TOBACCO AND DRUG-FREE WORKPLACE

ADMIN RECOMMENDATION: **NEW** \_\_\_\_\_

BOE RECOMMENDATION: \_\_\_\_\_

### Series 4020 - Alcohol, Tobacco And Drug-Free Workplace

#### PURPOSE

The purpose of this policy is to establish a workplace that is free of the effects of alcohol and second-hand smoke, and free from drug abuse. By accomplishing this purpose, the Board of Education (the “Board”) also seeks to promote a safe, healthy working environment for all employees and to reduce absenteeism, tardiness, and other job performance problems that may be caused by alcohol and/or drug abuse. This policy is adopted in accordance with state law and the Drug Free Workplace Act.

#### STATEMENT OF POLICY

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, a controlled substance, or alcohol, and shall not be under the influence of such substances while on school property or while conducting Board business on or off school property. Any employee who discovers illegal drugs, a controlled substance, or alcohol on school property shall notify the Superintendent or the Superintendent’s designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school property while on Board business to the Superintendent or his/her designee within five (5) days after the conviction. The Board will notify any agency awarding a grant to the Board of such conviction within ten (10) days thereafter.

Employees shall only use prescription drugs on school property, or during the conduct of Board business, that have been prescribed to them by a licensed medical practitioner, and such drugs shall be used only as prescribed. However, in accordance with Conn. Gen. Stat. § 21a-408a through 408q, the Board specifically prohibits the palliative use of marijuana on school property, at a school-sponsored activity, or during the conduct of Board business, and specifically prohibits employees from being under the influence of intoxicating substances, including marijuana used for palliative purposes, during work hours.

The Board prohibits smoking, including smoking using an electronic nicotine delivery system (e.g., e-cigarettes), electronic cannabis delivery system, or vapor product, and the use of tobacco products in any area of a school building, on school property, including property owned, leased, contracted for, or utilized by the Board, or at any school-sponsored activity.

While Connecticut law allows for the legal use of marijuana under certain circumstances, because marijuana use is still prohibited under federal law, the use of marijuana at work, or outside of work if it impairs an employee's ability to perform their job, constitutes a violation of this policy.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

## **DEFINITIONS**

“Any area” means the interior of a school building and the outside area within twenty-five feet of any doorway, operable window or air intake vent of a school building.

“Cannabis” means marijuana, as defined in Conn. Gen. Stat. § 21a-240.

“Controlled substance” means a controlled substance in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 ([21 U.S.C. 812](#)), including marijuana.

“Electronic cannabis delivery system” means an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device.

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

“School property” means any land and all temporary and permanent structures comprising the district's school and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields, and parking lots.

“School-sponsored activity” means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property.

“Smoke” or “smoking” means the burning of a lighted cigar, cigarette, pipe or any other similar device, whether containing, wholly or in part, tobacco, cannabis or hemp.

“Vapor product” means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine or cannabis and is inhaled by the user of such product.

## **EMPLOYEE ASSISTANCE**

In appropriate circumstances, the Board shall provide an employee with an opportunity for rehabilitation in overcoming addiction to, dependence upon or other problem with alcohol or drugs.

Employees who feel they have developed an addiction to, dependence upon, or other problem with alcohol or drugs are encouraged to seek assistance. Certain benefits for alcoholism or drug addiction are provided under the Board's group medical insurance plan. An employee may be given an opportunity to participate in a rehabilitation program that requires absence from work for bona fide treatment. Such absence may be charged to the employee's accrued and unused sick leave, subject to the provisions of the employee's collective bargaining agreement and/or any applicable Board policies and regulations.

Any request for assistance with a drug or alcohol problem will be treated as confidential and only those persons "needing to know" will be made aware of such request.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 10-233a(h) (definition of school-sponsored activity)

Conn. Gen. Stat. § 19a-342

Conn. Gen. Stat. § 19a-342a

Conn. Gen. Stat. § 21a-408a through 408q (palliative use of marijuana)

June Special Session, Public Act No. 21-1

United States Code:

Pro-Children Act of 2001, 20 U.S.C. § 7973, as amended by the Every Student Succeeds Act, Public Law 114-95, § 4001

Drug Free Workplace Act, 41 U.S.C. § 8101 et seq.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

10/11/21

## **Current Policy**

### **Personnel - Certified/Non-Certified**

#### **Alcohol, Drugs and Tobacco**

##### **Drug and Alcohol-Free Workplace**

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

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

##### **Definitions**



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

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

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

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

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

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

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

**"Drug"** is defined as:

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

### 3. Illegal substances.

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

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

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

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

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

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

#### **I. Prohibited Behavior**

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

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

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

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

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

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

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

## **II. Use of Prescription Drugs**

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

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

## **III. Smoking**

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

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

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

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

#### **IV. Notification Requirements**

- A. Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with his/her superior, will determine whether the staff member can remain at work and whether any work restrictions will be necessary.
- B. As a condition of employment, each employee will notify his or her supervisor of a conviction under any criminal drug statute. Such notification will be provided no later than five (5) days after such conviction. The District will inform the federal granting agency within ten (10) days of such conviction, regardless of the source of the information.
- C. District employees are directed to report any suspected violation of this policy to an administrator or directly to the Superintendent of Schools or his/her designee. The Superintendent or designee will investigate the allegation and meet with the alleged violator.
- D. All employees will be notified of this policy on a yearly basis and instructed to recognize that compliance is mandated.
- E. This policy shall be made known to prospective employees prior to employment.

#### **V. Disciplinary Action Upon Violation of Policy**

- A. An employee who violates this policy may be subject to disciplinary action, consistent with applicable state and federal laws, up to and including termination. Enrollment and successful completion of an appropriate drug-or alcohol-abuse, employee-assistance rehabilitation program may be required at the discretion of the administration, at the employee's expense. Nothing in this policy will be construed to guarantee reinstatement of any employee who violates this policy, nor does the District incur any financial obligation for treatment or rehabilitation required as a condition of eligibility for reinstatement.
- B. Disciplinary action will include, at a minimum, a letter of reprimand and may include, but is not limited to suspension or termination from employment.

C. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within thirty (30) days after receiving notice of the conviction.

D. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or Federal agency from which the District receives contract or grant monies of the employee's conviction within ten (10) days after receiving notice of the conviction.

E. The District may notify law enforcement agencies regarding a staff member's violation of this policy at the District's discretion or take other actions as the District deems appropriate.

## **VI. Employee Assistance**

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

- A. provide each employee with a copy of this District Drug- and Alcohol-Free Workplace policy;
- B. post notice of the Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
- C. make available materials from local, state, and national anti-drug and alcohol-abuse organizations;
- D. enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
- E. provide information about benefits available under the Board's group medical plan for treatment;
- F. establish a drug-free awareness program to inform employees about:
  - the dangers of drug abuse in the workplace,
  - available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
  - the penalties that the District may impose upon employees for violations of this policy.

Legal Reference: Connecticut General Statutes

P.A. 21-1 (June Spec. Session) An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. 1308.11-1308.15

Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et. seq.

Drug-Free Schools and Community Act, P.L. 99 570, as amended by P.L. 101 226

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101-71187 (as amended by Title IV - 21st Century Schools)

Drug-Free Workplace Act, 30 ILCS 580/1 et. seq.

Drug-Free Workplace Requirements for Federal Grant and Recipients 41 U.S.C. 8103

**Policy adopted: February 9, 2022**

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## **EVALUATION, TERMINATION AND NON-RENEWAL OF ATHLETIC COACHES**

**ADMIN RECOMMENDATION:** **NEW** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

### **Series 4030 - Evaluation, Termination And Non-Renewal Of Athletic Coaches**

It is the policy of the Board of Education (the “Board”) that an athletic coach employed by the Board shall:

- 1) adhere to all Board policies, rules and regulations;
- 2) conduct himself or herself in a professional manner;
- 3) serve as a role model for students; and
- 4) demonstrate competence and proficiency in his or her role as an athletic coach of a sport.

For purposes of this policy, the term “**athletic coach**” means any person holding (and required to hold) a coaching permit issued by the Connecticut State Board of Education who is hired by the Board to act as a coach for a sport season. **The term “athletic coach” under this policy shall include only coaches who have direct responsibility for one or more teams (including assistant coaches if they serve as a coach to another team (e.g., JV)), and the term shall not include other assistant coaches and volunteer coaches.**

For purposes of this policy, the term “**athletic director**” means an individual responsible for administering the athletic program of a school or school district under the jurisdiction of the Board, and who is responsible for the supervision of athletic coaches.

The Superintendent may adopt administrative regulations in accordance with this policy.

## **I. Evaluations**

Pursuant to state law, the Board requires that an athletic coach employed by the Board be evaluated on an annual basis by the athletic director or the coach’s immediate supervisor. An athletic coach shall be provided with a copy of any such evaluation. Other assistant and volunteer coaches may be evaluated as directed by the Superintendent of Schools or his/her designee.

## **II. Employment of an Athletic Coach**

- A. Athletic coaches serve at the discretion of the Superintendent, and their employment in their specific coaching positions (*e.g.*, basketball, golf) may be non-renewed or terminated at any time, subject to the provisions set forth below which apply to athletic coaches who have served in the same coaching position for three or more consecutive school years.
- B. If the Superintendent non-renews or terminates the coaching contract of an athletic coach who has served in the same coaching position for three or more consecutive school years, the Superintendent shall inform such coach of the decision within ninety (90) calendar days of the end of the athletic season covered by the contract. In such cases, the athletic coach will have an opportunity to appeal the decision of the Superintendent in accordance with the procedures set forth below in Section III.
- C. Notwithstanding any rights an athletic coach may have to a hearing, nothing prohibits a Superintendent from terminating the employment contract of any athletic coach at any time, including an athletic coach who has served in the same coaching position for three or more consecutive school years:
  - 1) for reasons of moral misconduct, insubordination, failure to comply with the Board’s policies, rules and regulations; or
  - 2) because the sport has been canceled by the Board.
- D. If a decision to terminate a coach’s employment is made during the athletic season, the Superintendent shall remove the coach from duty during the pendency of any hearing conducted pursuant to this policy.

## **III. Hearing Procedures:**

An athletic coach who has served in the same coaching position for three or more consecutive school years may appeal any such non-renewal or termination decision (except if such decision was due to cancellation of the sport) to the Board in accordance with the following procedures:

- A. The athletic coach must file a written appeal with the Board within ten (10) calendar days of the Superintendent’s written notification of non-renewal or termination. Such appeal

shall set forth the basis on which the athletic coach seeks review of that decision, and a copy of said appeal shall be sent to the Superintendent. Failure to submit a timely written appeal shall constitute a waiver of said appeal opportunity.

- A. Within a reasonable period of time of its receipt of a written appeal of the Superintendent's decision, the Board or a committee of the Board as designated by the Chairperson shall conduct a hearing to consider such appeal. Reasonable notice of the time and place for such hearing shall be issued to the athletic coach prior to the commencement of the hearing.
- A. At the hearing, the athletic coach shall have an opportunity to present facts and evidence in support of renewal and/or reinstatement, and the Superintendent shall have the opportunity (but shall not be obligated) to present facts and evidence in support of the decision of non-renewal and/or termination. For good cause shown, the athletic coach may call a limited number of witnesses to testify if there is a clear need for witnesses to present factual information (rather than simply expressing an opinion on the skill or competence of the athletic coach). In any event, cumulative or redundant testimony shall not be allowed.
- A. The decision of non-renewal or termination shall be affirmed unless the Board determines that the decision is arbitrary and capricious. The coach shall bear the burden of proof on this point.
- A. Within a reasonable period of time following the hearing, the Board shall determine whether the Superintendent acted in an arbitrary and capricious manner in making his/her decision not to renew and/or to terminate, and shall provide a written decision to the coach. The decision of the Board shall be final.

Legal References:

- Conn. Gen. Stat. § 10-222e Policy on evaluation and termination of athletic coaches.
- Conn. Gen. Stat. § 10-149d Athletic directors. Definitions, Qualifications and hiring. Duties.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_ 9/16/20

Current Policy - none



## REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR REPORTS OF SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES

ADMIN RECOMMENDATION: **NEW** \_\_\_\_\_

BOE RECOMMENDATION: \_\_\_\_\_

### Series 4040 - Reports Of Suspected Abuse Or Neglect Of Children Or Reports Of Sexual Assault Of Students By School Employees

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the \_\_\_\_\_ Board of Education ("Board") to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

#### 1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

#### 2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon the child other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to the child's well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance

of that person's duties, has regular contact with students and who provides services to or on behalf of students enrolled in the East Windsor Public Schools ("District"), pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutorily mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutorily mandated reporter" includes all school employees, as defined above, any person who is a licensed behavior analyst, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

### 3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
  - i) has been abused or neglected;
  - ii) has had non accidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon the child;
  - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the Technical Education and Career System or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
  - i) sexual assault in the first degree;
  - ii) aggravated sexual assault in the first degree;
  - iii) sexual assault in the second degree;
  - iv) sexual assault in the third degree;
  - v) sexual assault in the third degree with a firearm; or
  - vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or

victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutorily Mandated Reporters

The following procedures apply only to statutorily mandated reporters, as defined above.

- a) When an employee of the Board of Education who is a statutorily mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
  - (1) The employee shall make an oral or electronic report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee.
    - a. An oral report shall be made by telephone or in person to the Commissioner of the Department of Children and Families (“DCF”) or the local law enforcement agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.
    - a. An electronic report shall be made in the manner prescribed by the Commissioner of DCF. An employee making an electronic report shall respond to further inquiries from the Commissioner of DCF or Commissioner’s designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent’s designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner’s designee.
      - (2) The employee shall also make an oral report as soon as practicable to the Building Principal or Building Principal’s designee, and/or the Superintendent or Superintendent’s designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or Superintendent’s designee directly.
      - (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or Superintendent’s designee shall immediately notify the child's parent or guardian that such a report has been made.
      - (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner

of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

- (5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or Building Principal's designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or Commissioner of DCF's designee) shall submit a copy of the written or electronic report to the Commissioner of Education (or Commissioner of Education's designee).

5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

The following procedures apply only to employees who are not statutorily mandated reporters, as defined above.

- a) When an employee who is not a statutorily mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or a student is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
  - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or Superintendent's designee, to be followed by an immediate written report to the Superintendent or Superintendent's designee.
  - (2) If the Superintendent or Superintendent's designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or a student is a victim of sexual assault by a school employee, the Superintendent or designee shall cause reports to be made in accordance with the procedures set forth for statutorily mandated reporters.

- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of DCF.
6. Contents of Reports
- Any report made pursuant to this policy shall contain the following information, if known:
- a) The names and addresses of the child\* and the child's parents or other person responsible for the child's care;
  - b) the age of the child;
  - c) the gender of the child;
  - d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
  - e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
  - f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or the child's siblings;
  - g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
  - h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
  - i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
  - j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
  - k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

\*For purposes of this Paragraph, the term "child" includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report
- a) The Superintendent or Superintendent's designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
  - b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student's sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any

investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District's investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District's investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.

- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect or sexual assault, as appropriate.
  - d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
  - e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent's investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District, pending the outcome of the investigation.
8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee
- a) If, upon completion of the investigation by the Commissioner of DCF ("Commissioner"), the Superintendent has received a report from the Commissioner that the Commissioner has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the DCF Child Abuse and Neglect Registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall

suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.

- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.
  - c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10—151.. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
    - d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
  - e) Regardless of the outcome of any investigation by the Commissioner of DCF and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
  - f) The District shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 2 of this policy.
9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of DCF produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the District, pursuant to a contract with the Board, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the District.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 2, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The District shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith, makes a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy, Guidelines and Posting of Careline Information



This policy shall annually be distributed electronically to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. Guidelines regarding identifying and reporting child sexual abuse developed by the Governor's task force on justice for abused children shall annually be distributed electronically to all school employees, Board members, and the parents or guardians of students enrolled in the schools under the jurisdiction of the Board. The Board shall post the Internet web site address and telephone number for the DCF Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of DCF.
- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of DCF at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.
- d) Beginning July 1, 2023, all school employees, as defined above, shall complete the (1) training regarding the prevention and identification of, and response to, child sexual abuse and assault; (2) bystander training program; and (3) appropriate interaction with children training program. Each employee must repeat these trainings at least once every three years. Such trainings shall be identified or developed by DCF.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to DCF. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of DCF, upon request and for the purposes of an

investigation by the Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Board has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of the sexual assault and abuse prevention and awareness program identified or developed by DCF, as outlined in Board Policy [#], **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate Coordinator in addition to complying with the school employee's obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault. Beginning July 1, 2023, and annually thereafter, information regarding the sexual abuse and assault awareness and prevention program identified or developed by DCF shall be distributed electronically to all school employees, Board members, and the parents or guardians of enrolled students.

Legal References:

Connecticut General Statutes:

Section 10-151 Employment of teachers. Definitions. Tenure. Notice and hearing on failure to renew or termination of contract. Appeal.

Section 10-221s Posting of Careline telephone number in schools. Investigations of child abuse and neglect. Disciplinary action.

Section 17a-101 et seq. Protection of children from abuse. Mandated reporters. Educational and training programs. Model mandated reporting policy.

Section 17a-101q Statewide Sexual Abuse and Assault Awareness and Prevention Program.

Section 17a-103 Reports by others.  
False reports. Notifications to law  
enforcement agency.

Section 46b-120 Definitions.

Section 53a-65 Definitions.

Public Act No. 22-87, “An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children.”

Public Act 23-47, “An Act Concerning Various Revisions to the Criminal Law and Criminal Justice Statutes.”

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/12/22

**Current policy: 5414.1**

## **Students**

### **Reporting of Child Abuse, Neglect and Sexual Assault**

The Board of Education (Board) recognizes its legal and ethical obligations in the reporting of suspected child abuse, neglect and sexual assault. Mandated reporters include all school employees, specifically Superintendent, administrators, teachers, substitute teachers, guidance counselors, school counselors, paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists and social workers and licensed behavior analysts either employed by the Board or working in one of the District schools, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted by a school employee is required to report such abuse, neglect or risk and/or sexual assault.

A mandated reporter's suspicions may be based on factors including, but not limited to, observations, allegations, facts by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

Furthermore, the Board of Education requires all personnel who have reasonable cause to suspect or believe that a child, under the age of eighteen (18), except in the case of sexual assault by a school employee, has been abused, neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, is placed in imminent danger of serious harm or has been sexually abused by a school employee to report such cases in accordance with

the law, Board policy and administrative regulations. The mandatory reporting requirement regarding the sexual assault of a student by a school employee applies based on the person's status as a student, rather than his or her age.

A mandated reporter shall make an oral report, by telephone or in person, to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but not later than twelve (12) hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent risk of serious harm. In addition, the mandated reporter shall inform the building principal or his/her designee that he/she will be making such a report. Not later than forty-eight hours of making the oral report, the mandated reporter shall file a written or electronic report with the Commissioner of Children and Families or his/her designee. (The Department of Children and Families has established a 24-hour Child Abuse and Neglect Hotline, "Careline" at 1-800-842-2288 for the purpose of making such oral reports.)

A mandated reporter may make the required oral report electronically in the manner prescribed by the Commissioner of Children and Families. An employee making an electronic report shall respond to further inquiries from the Commissioner of Children and Families or designee made within twenty-four hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.

Online reports may be made to the Careline by mandated reporters if the report is of a non-emergent nature. A non-emergent situation is one in which a report is mandated but the child is not in immediate risk.

The oral and written reports shall include, if known: (1) the names and addresses of the child and his/her parents/guardians or other persons responsible for his/her care; (2) the child's age; (3) the child's gender; (4) the nature and extent of the child's injury or injuries, maltreatment or neglect; (5) the approximate date and time the injury or injuries, maltreatment or neglect occurred; (6) information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings; (7) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; (8) the name of the person(s) suspected to be responsible for causing such injury or injuries, maltreatment or neglect; (9) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect; (10) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and (11) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child. (For purposes of this section pertaining to the required reporting, a child includes any victim under eighteen years of age educated in a technical high school or District school. Any person who intentionally and unreasonably interferes with or prevents the making of the required report or attempts to conspire to do so shall be guilty of a class D felony, unless such individual is under eighteen years of age or educated in

the technical high school system or in a District school, other than part of an adult education program.)

If the report of abuse, neglect or sexual assault involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or by a law enforcement agency.

The Board recognizes that the Department of Children and Families is required to disclose records to the Superintendent of Schools in response to a mandated reporter's written or oral report of abuse or neglect or if the Commissioner of Children and Families has reasonable belief that a school employee abused or neglected a student. Not later than five (5) working days after an investigation of child abuse or neglect by a school employee has been completed, DCF is required to notify the school employee and the Superintendent and the Commissioner of Education of the investigation's results. If DCF has reasonable cause, and recommends the employee be placed on DCF's Child Abuse and Neglect Registry, the Superintendent shall suspend such employee.

The Board, recognizing its responsibilities to protect children and in compliance with its statutory obligations, shall provide to each employee in-service training regarding the requirements and obligations of mandated reporters. District employees shall also participate in training offered by the Department of Children and Families. Each school employee is required to complete a refresher training program, not later than three years after completion of the initial training program and shall thereafter retake such refresher training course at least once every three years.

The Principal of each school in the district shall annually certify to the Superintendent that each school employee working at such school has completed the required initial training and the refresher training.

State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

In accordance with the mandates of the law and consistent with its philosophy, the Board in establishing this policy directs the Superintendent of Schools to develop and formalize the necessary rules and regulations to comply fully with the intent of the law.

This policy will be distributed annually to all employees. Documentation shall be maintained that all employees have, in fact, received the written policy and completed the required initial and refresher training related to mandated reporting of child abuse and neglect as required by law.

The Board of Education will post the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school.

### **Establishment of the Confidential Rapid Response Team**

The Board of Education shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected child abuse or neglect; or 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student not enrolled in adult education by a school employee and (2) provide immediate access to information and individuals relevant to DCF's investigation of such cases.

The confidential rapid response team shall consist of (1) a local teacher and the Superintendent, (2) a local police officer, and (3) any other person the Board of Education deems appropriate.

DCF, along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

### **Hiring Prohibitions**

The Board of Education will not employ anyone who was terminated or resigned after a suspension based on DCF's investigation, if he or she has been convicted of (1) child abuse or neglect or (2) 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault.

The Board of Education will not employ an individual who was terminated or resigned, if he or she (1) failed to report the suspicion of such crimes when required to do so or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies regardless of whether an allegation of abuse, neglect, or sexual assault has been substantiated.

(cf. [4112.6/4212.6](#) - Personnel Records)

(cf. [5145.511](#) - Sexual Abuse Prevention and Education Program)

Legal Reference: Connecticut General Statutes

[10-220a](#) Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)

[10-221d](#) Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)

[10-221s](#) Investigations of child abuse and neglect. Disciplinary action. (as amended by PA 16-188)

[17a-28](#) Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations (as amended by PA 11-93 and PA 14-186)

[17a-101](#) Protection of children from abuse. Mandated reporters. Educational and training program. Model mandated reporting policy. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93, PA 15-205, PA 18-15 and PA 18-17)

[17a-101a](#) Report of abuse, neglect by or injury of child or imminent risk of serious harm to the child. Penalty for failure to report. Notification of Chief State's Attorney. (as amended by PA 02-106, PA 11-93, and PA 15-205, PA 18-15 and PA 18-17)

[17a-101b](#) Report by mandated reporters. Notification of law enforcement agency when allegation of sexual abuse or serious physical abuse. Notification of person in charge of institution, facility or school when a staff member suspected of abuse or neglect.

[17a-101c](#) Written or electronic report by mandated reporter.

[17a-101d](#) Contents of reports.

[17a-101e](#) Employer prohibited from discriminating or retaliating against employee who makes a good faith report or testifies re child abuse or neglect. Immunity from civil or criminal liability. False report of child abuse. Referral to Office of the Chief State's Attorney. Penalty.

[17a-101g](#) Classification and evaluation of reports. Determination of abuse or neglect of child. Investigation. Notice, entry of recommended finding. Referral to local law enforcement authority. Home visit. Removal of child in imminent risk of harm. Family assessment response program. Development of service plans and plans of care. Monitoring. Disclosure of information to community providers. Annual report.

[17a-101i](#) Abuse or neglect by school employees or staff member of public or private institution or facility providing care for children. Notice. Adoption of policy. Employee training program.

[17a-101o](#) School employee failure or delay in reporting child abuse or neglect. Policy re delayed report by mandated reporters.

[17a-106](#) Cooperation in relation to prevention, identification and treatment of child abuse/neglect.

[10-151](#) Teacher Tenure Act.

DCF Policy 22-1-3 Mandated Reporter's Failure to Report.

**Policy adopted: April 3, 2001**

**Policy revised: January 7, 2003**

**Policy revised: November 28, 2012**

**Policy revised: September 28, 2022**

## **CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITY FOR PERSONNEL**

**ADMIN RECOMMENDATION:** **NEW** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

### **Series 4045 - Code of Ethics and Professional Responsibility for Personnel**

The Board of Education (the “Board”) requires all Board employees to follow any applicable Board policy concerning employee conduct, maintain high ethical and professional standards, and exhibit professional conduct and responsibility.

Board employees shall comply with the following standards:

1. Maintain a just and courteous professional relationship with students, parents, staff members, Board members, and others.
2. Make the well-being of students the fundamental value of all decision-making and actions.
3. Fulfill professional responsibilities with honesty and integrity.
4. Support the principle of due process and protect the civil and human rights of all individuals.
5. Obey local, state, and national laws.
6. Adhere to, implement, and (as applicable) enforce the Board’s policies and administrative rules and regulations.
7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
8. Accept academic degrees or professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.
10. Honor all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.
11. Refrain from engaging or participating in any activity and/or conduct, whether on duty or off duty, that is incompatible with the proper discharge of the employee’s official duties, that would tend to impair the employee’s independent judgment or action in the performance of the



employee's professional duties, and/or that would erode the public's trust in the employee's ability to fulfill his/her professional duties.

12. Exhibit candor with supervisors and report to a supervisor any arrest or conviction of the employee that could erode the public's trust in the employee's ability to fulfill his/her professional duties.

13. Refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of his/her duties as a Board employee. It is recognized that instructional personnel may receive unsolicited gifts from time to time from students and their families, typically associated with holidays, the end of the year or other special occasions. This policy is not intended to prevent school personnel from accepting typical and customary gifts from students and their families in such circumstances [OPTIONAL: in accordance with Board Policy # \_\_\_\_\_].

14. Refrain from offering or providing any special consideration, treatment, favor, or advantage to any person, beyond that which is generally available to students and their families.

15. Teachers must adhere to the Connecticut Code of Professional Responsibility for Teachers (Regulations of Connecticut State Agencies Section 10-145d-400a), which Code is incorporated herein by reference.

16. Administrators must adhere to the Connecticut Code of Professional Responsibility for School Administrators (Regulations of Connecticut State Agencies Section 10-145d-400b), which Code is incorporated herein by reference. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Legal References:

Regulations of Connecticut State Agencies, § 10-145d-400a Code of Professional Responsibility for Teachers; Connecticut Code of Professional Regulations of Connecticut State Agencies, § 10-145d-400b, Code of Professional Responsibility for School Administrators

4/22/2020

### **CURRENT POLICY:**

Personnel -- Certified

Code of Ethics

Certified staff should be mature, well-balanced, and should observe professional ethics and cooperate with and support the administration. Certified staff are also bound to the Code of Ethics in their respective areas of discipline. The Board of Education accepts as a guide for certified staff the Connecticut Education Association Code of Ethics.

Reference: Connecticut Education Association Code of Ethics

## EMERGENCY ACTION PLAN FOR INTERSCHOLASTIC AND INTRAMURAL ATHLETIC EVENTS

ADMIN RECOMMENDATION: **NEW** \_\_\_\_\_

BOE RECOMMENDATION: \_\_\_\_\_

### Series 4050 - Emergency Action Plan For Interscholastic And Intramural Athletic Events

*[In accordance with Connecticut General Statutes Section 10-212i, local and regional boards of education are required, in consultation with local emergency medical services providers and allied health professionals, to develop and implement an emergency action plan for responding to serious and life-threatening sports-related injuries that occur during interscholastic and intramural athletic events. This policy outlines the requirements of such a plan, but the particular components of any such plan will be district-specific and should be developed with medical professionals, as required by law.]*

The Board of Education (the “Board”), in consultation with local emergency medical services providers and allied health professions, authorizes the Administration to develop an emergency action plan to be followed in the event that a student sustains a serious injury or illness while participating in an interscholastic or intramural athletic event. Such plan shall include, but need not be limited to, the following components:

1. A list of the school employees, coaches or licensed athletic trainers in each school who will be responsible for implementing the emergency action plan and a description of each person's responsibilities under the plan;
1. Identification of the location(s) or venue(s) where the interscholastic or intramural athletic event is taking place;
1. A description of the equipment and supplies that may be available at the site of the interscholastic or intramural athletic event that will assist in responding to an emergency, including the location of where such equipment and supplies may be found at such site;
1. A description of the procedures to be followed when a student sustains a serious sports-related injury, including, but not limited to, responding to the injured student, summoning emergency medical care, assisting local first responders in getting to the injured student and documenting the actions taken during the emergency;
1. A description of the protocols to be followed during cardiac or respiratory emergencies, including the operation of an automatic external defibrillator, use of cardiopulmonary resuscitation or the administration of medication, in accordance with applicable state law and Board policy;
1. A description of the protocols to be followed when a student is observed to exhibit signs, symptoms or behaviors consistent with a concussion or is diagnosed with a concussion, in accordance with applicable state law and Board policy;

1. A description of the protocols to be followed when a student suffers from a traumatic brain injury or spinal cord injury, provided such protocols are designed to include instructions that are based on the level of training of the person implementing the emergency action plan and are in accordance with best practices and state law; and
1. A description of the protocols to be followed in the event of heat and cold-related emergencies, provided such protocols are in accordance with current professional standards.

In developing the emergency action plan, the Administration may also consult recommendations from the governing authority for intramural and interscholastic athletics.

The Board shall annually review such emergency action plans and authorize the Administration to update such plans, as necessary. Any school employee, coach or licensed athletic trainer identified in the emergency action plan shall (1) annually rehearse such emergency action plan, and (2) be certified in cardiopulmonary resuscitation and have completed a course in first aid offered by the American Red Cross, the American Heart Association, the Department of Public Health, any director of health, or an organization using guidelines for first aid published by the American Heart Association and the American Red Cross.

The Board shall distribute the emergency action plan to all school employees, coaches and licensed athletic trainers identified in the emergency action plan. The Board shall also post such emergency action plan in all athletic facilities and at all sites where interscholastic and intramural athletic events will take place, and make such emergency action plan available on the Internet web site for the school district or school.

Legal References

Conn. Gen. Stat. § 10-212i. Emergency action plans for serious and life-threatening sports-related injuries during interscholastic and intramural athletic events

Connecticut Association of Schools, Connecticut Interscholastic Athletic Conference, Medical Handbook 2022-2023, available at

[https://www.casciac.org/pdfs/CIAC\\_medical\\_handbook22-23.pdf](https://www.casciac.org/pdfs/CIAC_medical_handbook22-23.pdf).

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/2/2022

## **EMPLOYEE USE OF THE DISTRICT’S COMPUTER SYSTEMS AND ELECTRONIC COMMUNICATIONS**

**ADMIN RECOMMENDATION:** **NEW** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

### **Series 4055 - Employee Use Of The District’s Computer Systems And Electronic Communications**

Computers, computer networks, electronic devices, Internet access, and electronic messaging systems are effective and important technological resources. The East Windsor Board of Education (the “Board”) has installed computers and a computer network(s), including Internet access and electronic messaging systems, on Board premises and may provide other electronic devices that can access the network(s) and/or have the ability to send and receive messages with an operating system or network communication framework. Devices include but are not limited to personal computing devices, cellular phones, Smartphones, Smartwatches, network access devices, radios, personal cassette players, CD players, tablets, walkie-talkies, personal gaming systems, Bluetooth speakers, personal data assistants, and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer networks, electronic devices, Internet access, and electronic messaging systems are referred to collectively as “the computer systems” and are provided in order to enhance both the educational opportunities for our students and the business operations of the East Windsor Public Schools (the “District”).

These computer systems are business and educational tools. As such, they are made available to Board employees for business and education-related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used for appropriate business and education-related purposes.

In accordance with applicable laws and the Administrative Regulations associated with this policy, the system administrator and others managing the computer systems may access electronic messaging systems (including email) or monitor activity on the computer system or electronic devices accessing the computer systems at any time and for any reason or no reason. Typical examples include when there is reason to suspect inappropriate conduct or there is a problem with the computer systems needing correction. Further, the system administrator and others managing the computer systems can access or monitor activity on the systems despite the use of passwords by individual users and can bypass such passwords. In addition, review of electronic messaging systems (including email), messages or information stored on the computer

systems, which can be forensically retrieved, includes those messages and/or electronic data sent, posted and/or retrieved using social networking sites, including but not limited to, Twitter/X, Facebook, LinkedIn, Instagram, YouTube and TikTok.

Incidental personal use of the computer systems may be permitted solely for the purpose of email transmissions and access to the Internet on a limited, occasional basis. Such incidental personal use of the computer systems, however, is subject to all rules, including monitoring of all such use, as the Superintendent may establish through regulation. Moreover, any such incidental personal use shall not interfere in any manner with work responsibilities.

**Users should not have any expectation of personal privacy in the use of the computer system or other electronic devices that access the computer system. Use of the computer system represents an employee’s acknowledgement that the employee has read and understands this policy and any applicable regulations in their entirety, including the provisions regarding monitoring and review of computer activity.**

Legal References:

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-48b

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 *et seq.*

Electronic Communications Privacy Act, 18 U.S.C. §§ 2510 through 2523

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

## EMPLOYMENT AND STUDENT TEACHER CHECKS

ADMIN RECOMMENDATION: **NEW** \_\_\_\_\_

BOE RECOMMENDATION: \_\_\_\_\_

### Series 4070 - Employment And Student Teacher Checks

As set forth below, each applicant for a position with the East Windsor Public Schools (the “District”), and each student who is enrolled in a teacher preparation program with the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience in the District (collectively referred to as “applicants”), shall be asked to provide in writing: (1) whether the applicant has ever been convicted of a crime; (2) whether there are any criminal charges pending against the applicant at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). ***[Optional language: If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether the applicant is included on an equivalent database and/or abuse/neglect registry maintained in that other state].\****

***[\*Note: This language is optional, as out-of-state registry checks are not required under Connecticut law. However, given that the intent of state law is to ensure access to all relevant background information, we have included this provision should districts wish to require this additional information.]***

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. An employment application form that contains any question concerning the criminal history of the applicant shall contain the following notice, in clear and conspicuous language:

**Pursuant to section 31-51i(d) of the Connecticut General Statutes, the applicant is hereby notified that (1) the applicant is not required to disclose the existence of any erased criminal history record information, (2) erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.**

In addition, the District shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

**“Sexual misconduct”** means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

**“Abuse or neglect”** means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

**“Former employer”** means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

#### I. Employment History Check Procedures

A. The District shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the District:

1. Requiring the applicant:

a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:

(i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or

(ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.

b. to submit a written authorization that

(i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information

- requested under paragraph I.A.2 of this policy and the release of related records by such employers,
- (ii) consents to and authorizes disclosure by the Connecticut State Department of Education (the “Department”) of the information requested under paragraph I.A.3 of this policy and the release of related records by the Department, and
  - (iii) releases those employers and the Department from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
- c. to submit a written statement of whether the applicant
- (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
  - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
  - (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department, which shall request the following:
- a. the dates employment of the applicant, and
  - b. a statement as to whether the employer has knowledge that the applicant:
    - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with



any employer, state agency, or municipal police department or which has been substantiated;

- (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or
- (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the District receives a request for such information about an employee or former employee, the District shall respond with such information. The District may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (g), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department concerning:

- a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
- b. whether the Department has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
- c. whether the Department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.

- B. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, if the District receives information that an applicant for a position with or an employee of the District has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of such information.
- C. The District shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.

- D. The District may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the District's review of information received under this section, provided:
  - 1. The applicant complied with paragraph I.A.1 of this policy;
  - 2. The District has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the District; and
  - 3. The applicant affirms that the applicant is not disqualified from employment with the District.
- E. The District shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
  - 1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
  - 2. Affects the ability of the District to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
  - 3. Requires the District to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the District, unless, after investigation, such allegation is dismissed or found to be false.
- F. The District shall not offer employment to a person as a substitute teacher, unless such person and the District comply with the provisions of paragraph I.A.1 of this policy. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such a list as long as such person is continuously employed by the District as a substitute teacher, as described in paragraph III.B.2 of this policy, provided the District does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of "former employer" above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee's employment with such current or

former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the District, either telephonically or through written communication. If the District receives such information, it shall determine whether such employee of the contractor may work in a position involving direct student contact at any school in the District. No determination by the District that any such employee of the contractor shall not work under any such contract in any such position shall constitute a breach of such contract.

- H. Any applicant/employee who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the District that may include:
  - 1. denial of employment, or
  - 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151, or
  - 3. termination of a non-certified employee in accordance with applicable law and/or any applicable collective bargaining agreement, contract or District policy.
- I. If the District provides information in accordance with paragraph I.A.2 or I.G of this policy, the District shall be immune from criminal and civil liability, provided the District did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (g) of Conn. Gen. Stat. § 31-51i, the District shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the District has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
- K. Prior to offering employment to an applicant, the District shall make a documented good faith effort to contact each current and any former employer

(please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

- L. The District shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

## II. DCF Registry Checks

Prior to hiring any person for a position with the District, and before a student who is enrolled in a teacher preparation program in the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience, the District shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

***[Optional: For any applicant whose current or most recent employment occurred out of state, the District shall request that the applicant provide the District with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the District to access such information shall be considered grounds for rejecting any applicant for employment.]***

The District shall request information from the Registry ***[or its out of state equivalent]*** promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or the Superintendent’s designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent’s designee will either obtain the information from the Registry or, if the applicant’s consent is required to access the information, will supply the applicant with the release form utilized by DCF ***[, or its out of state equivalent when available,]*** for obtaining information from the Registry.

- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF **[for its out of state equivalent]**, with a copy to the Superintendent or the Superintendent's designee. Failure of the applicant to submit the signed form to DCF **[for its out of state equivalent]** within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry **[or out-of-state registry]** information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or the Superintendent's designee that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or the Superintendent's designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or the Superintendent's designee shall revoke the offer of employment and/or terminate the applicant's employment if the applicant has already commenced working for the District.

### III. Criminal Records Check Procedure

- A. Each person hired by the District shall be required to submit to state and national criminal records checks within thirty (30) calendar days from the date of employment. Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, shall be required to submit to state and national criminal records checks within sixty (60) calendar days from the date such student begins to perform such student teaching experience. Record checks will be processed according to the following procedure:\*

  - 1. No later than five (5) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by the **[insert name of applicable law enforcement agency]**. This packet shall also contain all documents and materials necessary for the police department to submit the

completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal records checks. The Superintendent or the Superintendent's designee will also provide each applicant with the following notifications before the applicant obtains the applicant's fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.

2. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by the **[insert name of applicable law enforcement agency]**. Failure of the applicant to have the applicant's fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal records checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.
4. Upon receipt of a criminal records check indicating a previously undisclosed conviction, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal records check. The affected applicant/employee may notify the Superintendent or the Superintendent's designee in writing within five (5) calendar days that the affected applicant/employee will challenge such individual's criminal history records check. Upon written notification to the Superintendent or the Superintendent's designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or the Superintendent's designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or the Superintendent's designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the

applicant/employee, will be made on a case-by-case basis.

Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in paragraph III.A.5 of this policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this policy, above.

**B. Criminal Records Check for Substitute Teachers:**

A substitute teacher who is hired by the District must submit to state and national criminal history records checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history records checks for a substitute teacher have been completed within one year prior to the date the District hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history records checks to be forwarded to the Superintendent or the Superintendent's designee, then the substitute teacher will not be required to submit to another criminal history records check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history records checks upon being hired by the District, then the substitute teacher will not be required to submit to another criminal history records check so long as the substitute teacher is continuously employed by the District, that is, employed for at least one day of each school year, by the District, provided a substitute teacher is subjected to such checks at least once every five years.

**IV. Sex Offender Registry Checks**

District personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the District.

**V. Credit Checks**

The District may also ask a prospective employee for a credit report for employment for certain District positions, where the District's receipt of a credit report is substantially related to the employee's potential job. "Substantially related to the current or potential job" is defined to mean

“the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated because of the position.” Prior to asking for a credit report, the District will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the District; (2) involve access to employees’ personal or financial information; (3) involve a fiduciary responsibility to the District, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or District debit or credit card; or (5) involve access to the District’s nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the District will provide written notification to the prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the District may use the information in the consumer credit report to make decisions related to the individual’s employment.

The District will obtain consent before performing the credit or other background checks. If the District intends to take an action adverse to a potential employee based on the results of a credit report, the District must provide the prospective employee with a copy of the report on which the District relied in making the adverse decision, as well as a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act,” which should be provided by the company that provides the results of the credit check. The District will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the District’s actions; and a notice of the person’s right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

#### VI. Notice of Conviction

If, at any time, the District receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the District shall send such notice to the State Board of Education. In complying with this requirement, the District shall not disseminate the results of any national criminal history records check.

#### VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the District shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

#### VIII. Personal Online Accounts

For purposes of this policy, “personal online account” means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any



business purpose of the District, including, but not limited to, electronic mail, social media and retail-based Internet web sites. “Personal online account” does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the District.

- A. During the course of an employment check, the District may not:
  - 1. request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing a personal online account;
  - 2. request or require that an applicant authenticate or access a personal online account in the presence of District personnel; or
  - 3. require that an applicant invite a supervisor employed by the District or accept an invitation from a supervisor employed by the District to join a group affiliated with any personal online account of the applicant.
- B. The District may request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing:
  - 1. any account or service provided by District or by virtue of the applicant’s employment relationship with the District or that the applicant uses for the District’s business purposes, or
  - 2. any electronic communications device supplied or paid for, in whole or in part, by the District.
- C. In accordance with applicable law, the District maintains the right to require an applicant to allow the District to access the applicant’s personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
  - 1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant’s personal online account; or
  - 2. conducting an investigation based on the receipt of specific information about an applicant’s unauthorized transfer of the District’s proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Certain Individuals

This policy shall not apply to:

- A. A student employed by the District who attends a District school.
- B. A person employed by the District as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is

not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for such position.

X. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: Conn. Gen. Stat. § 10-212  
Conn. Gen. Stat. § 10-221d  
Conn. Gen. Stat. § 10-222c  
Conn. Gen. Stat. § 31-40x  
Conn. Gen. Stat. § 31-51i  
Conn. Gen. Stat. § 31-51tt

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_ 1/4/2023

## EXERTIONAL HEAT ILLNESS AWARENESS FOR INTRAMURAL AND INTERSCHOLASTIC ATHLETICS

ADMIN RECOMMENDATION: **NEW** \_\_\_\_\_  
BOE RECOMMENDATION: \_\_\_\_\_

### Series 4100

## EXERTIONAL HEAT ILLNESS AWARENESS FOR INTRAMURAL AND INTERSCHOLASTIC ATHLETICS

Prior to commencing a coaching assignment for the season, each coach who holds or is issued a coaching permit by the State Board of Education and is a coach of any Board of Education (“Board”) intramural or interscholastic athletics **shall complete an exertional heat illness awareness education program** developed or approved by the governing authority for intramural and interscholastic athletics (the “Program”). Such program shall include, but need not be limited to, (1) the recognition of the symptoms of an exertional heat illness, (2) the means of obtaining proper medical treatment for a person suspected of having an exertional heat illness, and (3) the nature and risk of exertional heat illness, including the danger of continuing to engage in athletic activity after sustaining exertional heat illness and the proper method of allowing a student athlete who has sustained exertional heat illness to return to athletic activity.

Any person who holds or is issued a coaching permit by the State Board of Education and is a coach of Board intramural or interscholastic athletics shall annually review the Program.

Upon development by the governing authority for intramural and interscholastic athletics of a model exertional heat illness awareness plan, the Board shall implement such plan by utilizing written materials, online training or videos or in-person training that shall address, at a minimum: (1) the recognition of signs or symptoms of exertional heat illness, (2) the means of obtaining proper medical treatment for a person suspected of an exertional heat illness, (3) the nature and risks of exertional heat illness, including the danger of continuing to engage in athletic activity after experiencing exertional heat illness, (4) the proper procedures for allowing a student athlete who has experienced exertional heat illness to return to athletic activity, and (5) best practices in the prevention and treatment of exertional heat illness.

The Board shall provide each participating student and each participating student’s parent or legal guardian with information regarding exertional heat illness awareness. The Board shall prohibit a student athlete from participating in any intramural or interscholastic activity unless the student athlete, and a parent or guardian of such student athlete, (1) reads written materials, (2) views online training or videos, or (3) attends in-person training regarding exertional heat illness awareness. Acknowledgment of adherence to this standard by the student athlete and the

parent or guardian shall be made by the parent's or guardian's signature on an athletic participation informed consent form issued by the Board.

Legal References

Conn. Gen. Stat. § 10-149h. Exertional heat illness awareness education program

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/2/2022

## 4200 FAMILY AND MEDICAL LEAVE

**ADMIN RECOMMENDATION:** **NEW REPLACES OLD 4252.6** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

### 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 Board of Education (the “Board”), under the federal Family and Medical Leave Act of 1993 (“FMLA”) and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

#### ELIGIBILITY

Employees other than school paraprofessionals who have been employed by the Board for at least twelve (12) months, and who have worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the FMLA.

A school paraprofessional in an educational setting is eligible for the leave described in this policy if the paraprofessional has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of such leave.

Full-time instructional employees meet the 1,250 hours of service requirement unless the Board can demonstrate that the full-time instructional employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of 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, the fact that an individual or an individual’s family member sought or received genetic services, and 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 assistive reproductive services.

**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.

Paraprofessional: For purposes of this policy, a “paraprofessional” means a school employee who performs duties that are instructional in nature or deliver either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services. This definition is only used for the purpose of calculating eligibility for the leave described in this policy at the 950 hour threshold.

## REASONS FOR LEAVE

Leaves under the 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 an injured or ill servicemember (see below – Length of Leave – for further information); or
- a qualifying exigency arising out of a family member'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; 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.

## LENGTH OF LEAVE

### Basic FMLA Leave Entitlement

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.

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" (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].

### 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 FMLA leave during a 12-month period to care for (i) a servicemember 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 service members, 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 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 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 leave may be taken (a) when medically necessary for an employee's or covered family member's serious health condition, or for a covered service member's serious illness or injury, and (b) the need for leave can be best accommodated through an intermittent or reduced schedule leave. In addition, 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 family member or a covered service member, including during a period of recovery from an employee's or family member's serious health condition or a serious injury or illness of a covered service member, [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, 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 family member with a serious health condition, to care for a covered service member 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 leave for the birth, placement of a child by adoption or for foster care, or to care for a parent 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 FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

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

If a 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 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 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 FMLA leave, time spent performing the light duty assignment will not count against the employee's FMLA leave entitlement. The employee's right to restoration to the employee's job will be held in abeyance

during 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 FMLA leave.]

## 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 family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered service member. 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 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.

(c) 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 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 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 FMLA-qualifying reason, an employee must submit a completed certification form supporting the need for leave. The appropriate form will be provided to the employee. The employee must submit a complete and sufficient certification form 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. FMLA-protected leave may be delayed or denied 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 FMLA leave (if 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.

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

## USE OF PAID LEAVE

Accrued paid personal leave and accrued paid vacation will be substituted (in that order) for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

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 approved family or medical leaves of absence, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. 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 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.

## REINSTATEMENT

Except for circumstances unrelated to the taking of a family or medical leave, 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.

## 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. Department of Labor or may bring a private lawsuit against an employer. FMLA does 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 General Statutes:

Conn. Gen. Stat. § 31-51rr Family and medical leave benefits for employees of political subdivisions Regs. Conn. State Agencies 31-51rr-1, et seq.

United States Code: 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: \_\_\_\_\_

2/10/2023

### **CURRENT POLICY**

#### **Personnel -- Certified/Non-Certified**

##### **Personal Leaves**

##### **Family and Medical Leave Act**

The Board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA) as amended and the Family Medical Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances). Eligible employees (employment for at least one-year and at least 1,250 hours actually worked in the twelve month period immediately preceding the commencement of the leave) are entitled to up to 12 work weeks of unpaid family and medical leave in any 12-month period. The District will continue to pay the District's share of the employee's health benefits during the leave. In addition, the

District will restore the employee to the same or an equivalent position with equivalent benefits, pay and other conditions of employment after the termination of the leave in accordance with Board policy and collective bargaining agreements.

Paraprofessionals are also eligible to benefits equal to those under the federal FMLA if such paraprofessional was employed for at least one year and for at least 950 hours over the previous twelve-month period preceding the commencement of the leave. A paraprofessional is defined as a school employee who performs duties that are instructional in nature or delivers either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

Eligible employees are entitled to take unpaid leave for a covered family member's service in the Armed Forces, for any one or for a combination of the following reasons:

- A "qualifying exigency" as defined by Department of Labor regulations arising out of a covered family member's covered active duty or call to covered active duty in the Armed Forces including deployment to a foreign country;
- To care for a covered family member who has incurred an injury or illness in the line of duty while on covered active duty in the Armed Forces provided that such duty or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating; and/or
- To care for a covered family member who is a veteran who is undergoing medical treatment, recuperation or therapy for a service related illness or injury that was incurred or aggravated while on active duty and manifested itself before or after the member became a veteran, within five years after a veteran leaves services; and/or
- To care for a parent of a military member called to active duty provided the military member is the spouse (includes same-sex marriages), parent or child of the employee.

When leave is due to a "qualifying exigency" of a service member, an eligible employee may take up to 12 work weeks of leave during any 12-month period. When such leave is to care for an injured or ill service member, an eligible employee may take up to 26 work weeks of leave during a single 12 month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Employees will not be deprived of any employment benefits accrued before taking FMLA leave.

The District will maintain health insurance benefits at the same basis as is provided to other similarly situated employees. Conversely, employees on FMLA leave are not entitled to accrue any seniority or benefits during the leave unless determined otherwise due to a collective bargaining agreement. When an employee returns from FMLA leave, benefits will be resumed in the same manner as provided prior to taking the leave, subject to any changes in benefit levels

that may have occurred during the FMLA leave period and which affect the entire work force. Leave available for eligible employees under FMLA is not intended to supplement leave otherwise provided to such employees. The District may require the eligible employee substitute any accrued vacation or sick leave for any part of the twelve-week period that may be taken for the serious health condition of a spouse, child or parent, or for the employee's own serious health condition.

In complying with the FMLA, the District will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

The Board, in compliance with state statute, shall provide to its employees who are a party to a civil union with the same family and medical leave benefits under the federal Family Medical Leave Act (FMLA) as are provided to employees who are party to a marriage. The term "marriage" includes a same-sex marriage that is legally recognized in Connecticut. In addition, the Board shall allow its employees leave time under this policy to serve as organ or bone marrow donors.

The District, in compliance with FMLA's regulations, will post and keep posted on its premises, in conspicuous places where employees are employed, a notice explaining the provisions of the FMLA and providing information concerning the procedures for filing complaints of violations of the Act. Electronic posting may be utilized.

(cf. [4118.14](#) - Disabilities)

(cf. [4151.2](#) - Family Illness)

(cf. [4152.3](#) - Maternity; Adoptive; Child Care)

Legal Reference: P.L. 103-3 and 29 CFR Part 825 - The Family and Medical Leave Act of 1993, as amended by H.R. 4986, the National Defense Authorization Act for Fiscal Year 2008, Section 585. 29 U.S.C. §2601 et seq. and the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, section 565, Title V.

Final Rule - published in Federal Register, Vol. 60, Nov. 4, Friday, January 6, 1995, as amended on February 3, 1995, March 30, 1995, and on November 17, 2008. Rules and Regulations (29 CFR Part 825).

Final Rule - published in Federal Register, Vol. 78, Wed. February 6, 2013.

Connecticut General Statutes

[46b-3800](#) Applicability of statutes to civil unions and parties to a civil union.



PA 07-245 An Act Concerning Family and Medical Leave for Municipal Employees.

United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)

**Policy adopted: November 28, 2012**

**Policy revised: January 27, 2016**

EAST WINDSOR PUBLIC SCHOOLS

East Windsor, Connecticut

**4152.6**

**4252.6**

## **Personnel -- Certified/Non-Certified**

### **Personal Leaves**

#### **Family and Medical Leave Act**

The following administrative regulations apply only to the Family and Medical Leave Act (FMLA).

#### **Eligibility**

An employee who has worked for the District for at least 12 months is eligible for 12 work weeks of FMLA leave during a 12-month period provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. The 12 months of employment need not be consecutive months. Hours worked includes all hours, including overtime, an employee works but does not include paid leave time such as vacations, sick or personal leave, holidays etc. Full time professional instructional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement. Pursuant to USERRA, an employee returning from fulfilling his/her National Guard or Reserve military obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether he/she worked the 1,250 hours of service in the District. (§825.110)

For purposes of FMLA leave a 12-month period is the district's fiscal year, July 1 through June 30. *(Note: the district has the option of designating another 12-month period based on calendar year or other criteria set out in the act. The other options include calendar year; the 12-month period measured forward from the date of an employee's first FMLA leave date; 12 month period measured backward from the date the employee takes any FMLA leave.)* The 12 months of employment need not be consecutive months.

#### **Serious Health Condition**

A "serious health condition" that would entitle an employee to FMLA leave is one involving continuing treatment by a health care provider that results in a period of incapacity of more than three consecutive calendar days and involves either treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion followed by a regimen of continuing treatment under the supervision of the health care provider.

Over the counter medication, bed rest, taking of fluids, exercise and other activities that can be initiated without a visit to a health care provider do not constitute continuing treatment.

Chronic conditions such as asthma and diabetes are considered a serious health condition even if individual episodes of incapacity do not last more than three days. Furthermore, conditions need not be chronic or long term when the condition is one which is not ordinarily incapacitating but for which multiple treatments are given because the condition would likely result in a period of

incapacity of more than three calendar days in the absence of medical intervention. Regarding long-term chronic conditions, the condition need not be incurable. The condition may involve a permanent or long-term incapacity and be one for which treatment may not be effective. (29 C.F.R. 825.114.)

### **Health Care Provider**

The definition of “health care provider” includes any health care provider recognized by the employer or accepted by the group health plan of the employer. It also includes clinical social workers. (29 C.F.R. 825.118.)

### **Types of Leave**

An eligible employee may take FMLA leave for: (§825.200)

- the birth and first-year care of a child; (§825.120)
- the adoption or foster placement of a child; (§825.121)
- the serious illness of an employee’s spouse, parent or child; (§825.113, §825.122)
- the employee’s own serious health condition that keeps the employee from performing the essential functions of his/her job; (§825.113, §825.123)
- to care for an eligible member\* of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, or is otherwise on the temporary disability list for a serious injury or illness; (§825.122, §825.123)
- a qualifying exigency as defined by Department of Labor regulations of a spouse, child, or parent of the employee who is on covered active duty in the Armed Forces or has been notified of an impending call or order to active duty in the Armed Forces including deployment to a foreign country; and
- a veteran suffering a service related illness or injury that was incurred or aggravated while on active duty within five years after a veteran leaves service.

\*spouse, son, daughter, parent or next of kin

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal or family leave for purposes of a family leave. An employee may elect, or the District may require, an employee to use accrued vacation, personal or medical/sick leave for purposes of a medical leave. An employee cannot compel the District to permit the employee to use accrued medical/sick leave in any situation which the leave could not normally be used.

All FMLA absences for the same qualifying reason are considered a single leave and the employee maintains eligibility as to that reason for leave throughout the applicable 12-month period.

An eligible employee for FMLA leave must receive at the time of their eligibility notice a written notice of “Rights and Responsibilities” detailing their specific expectations and obligations and explaining the consequences of their failure to meet these obligations. This notice shall include any requirement to provide medical certification, the right to substitute paid leave, payment for benefits and job restoration rights upon expiration of the leave.

### **Spouses Employed by the School District**

If a husband and wife eligible for leave are employed by this school district, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks. An employee may not take FMLA leave to care for a parent-in-law.

### **Unforeseeable, Continuous, Intermittent and Reduced Leave**

Unforeseeable leave involves situations such as emergency medical treatment or premature birth.

Continuous leave is taken for a set number of days or weeks.

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury rather than one continuous period of time.

Reduced leave is a leave schedule that reduces employee’s usual number of hours per work week, or hours per work day.

Intermittent or reduced leave is available only for the employee’s own serious health condition or to care for a seriously ill spouse, child or parent. Such leave may not be used for the birth or adoption/placement of a child or to care for a newborn or recently adopted child. In the case of foreseeable intermittent or reduced leave, the employee must schedule the leave to minimize disruption to the district’s operation.

The employee who wishes to use intermittent or reduced leave shall, whenever possible, give prior notification to the District. Although the District and employee may agree to an intermittent or reduced leave plan, the employee who uses family leave is not automatically entitled to use such leave on an intermittent basis or on a reduced leave schedule. The district may provide such leave for medical leave but the district may transfer the employee to a position which is equivalent, but more suitable for intermittent periods of leave provided said leave amounts to more than twenty (20) percent of the total number of working days in the period during which the leave would extend. The employee must furnish the District with the expected dates of the planned medical treatment and the duration of the treatment. The Superintendent must authorize such leave in writing.

## **Employee Entitlement to Service Member FMLA**

The federal FMLA entitles eligible employees to take leave for a covered family member's service in the Armed Forces. Except as listed in this section, an employee's rights and obligations to service member FMLA leave are governed by existing FMLA policy and regulations.

Service member FMLA provides eligible employees unpaid leave for a covered family member's service in the Armed Forces, for any one or for a combination of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to covered active duty in the Armed Forces including deployment to a foreign country;
- To care for a covered family member who has incurred a serious injury or illness in the line of duty while on covered active duty in the Armed Forces including a member of the National Guard or Reserves, provided that such duty or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating; and/or
- To care for a veteran suffering a service related illness or injury, as long as the veteran was a member of the Armed Forces, National Guard, or Reserves within five years of requiring care.

When leave is due to a "qualifying exigency" of a service member, an eligible employee may take up to 12 work weeks of leave during any 12 month period. Eligible employees can take more than one period of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness, except that no more than 26 work weeks of leave may be taken within any single 12-month period.

Leave that qualifies both as leave to care for a covered service member and leave taken to care for a family member with a serious health condition during the "single 12-month period" cannot be designated and counted as both leave to care for a covered service member and leave to care for a family member with a serious health condition.

Employees are not obligated to provide notice to the District when they first become aware of a covered family member's active duty or call to active duty status. An employee's obligation to provide notice of leave due to a qualifying exigency is triggered when the employee first seeks to take such leave. Where this leave is foreseeable, eligible employees must provide notice to the District that is "reasonable and practicable."

In compliance with the final FMLA rule, §825.310, separate certification requirements shall be utilized for military caregiver leave. The District shall use the DOL WH-385 form in obtaining medical certifications of Military Caregiver Leave.

When such leave is to care for an injured or ill service member, an eligible employee may take up to 26 work weeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

Service member FMLA runs concurrent with any other leave entitlements provided under federal, state or local law.

## **Definitions**

**Covered Service Member:** A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

**Covered Active Duty:** In the case of a member of a regular component of the Armed Forces, duty during deployment of the member of the Armed Forces to a foreign country; and in the case of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. §101(a)(13)(B).

**Next of Kin:** The nearest blood relative of an individual. (In this order: brother, sister, grandparents, aunts, uncles, first cousins) Excluded are the covered service-members' spouse, parent, son or daughter, as they already are entitled to leave for this purpose. A covered service member may designate, in writing, another blood relative as his or her nearest blood relative for purposes of military caregiver FMLA leave. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to care for the covered service member either consecutively or simultaneously. When a designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

**Outpatient Status:** With respect to a covered service member, this means the status of a member of the Armed Forces assigned to:

- (a) a military medical treatment facility as an outpatient; or
- (b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

**Qualifying Exigency** The U.S. Department of Labor’s definition of this term includes the following eight (8) situations: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post deployment activities, and (8) additional activities to address other events which arise out of the covered military member’s active duty or call to active duty status, provided the employer and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave. (See form WH-384)

**“Single 12-Month Period”** The U. S. Department of Labor has determined that for purposes of military caretaker leave is a period that commences on the date an employee first takes leave to care for a covered service member with a serious injury or illness.

**Serious Injury or Illness:** In the case of a member of the Armed Services, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period of five (5) years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or existed before the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that manifested itself before or after the member became a veteran.

### **Leave to Care for a Covered Service Member**

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall:

1. make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District; and
2. provide the District with at least 30 days’ notice, before the date the leave is to begin, of the employee’s intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The Board of Education may require that a request for leave to care for a covered service member be supported by a certification issued by the health care provider of the person in need of care. The employee shall provide, in a timely manner, a copy of such certification to the District.

Certification will be sufficient if it states:

1. the date on which the serious health condition or serious injury or illness commenced;
2. the probable duration of the condition; and
3. the appropriate medical facts within the knowledge of the health care provider regarding the condition.

If leave is to be taken on an intermittent or reduced leave schedule for planned medical treatment, the certification must contain the dates on which such treatment is expected to be given and the duration of such treatment.

### **Leave Related to Active Duty or a Call to Active Duty**

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on covered active duty or has been notified of an impending call to active duty is foreseeable, the employee shall give such notice to the District as is reasonable and practicable.

The Board may require that a request for leave because of a qualified exigency arising from the fact that the employee's spouse, son, daughter, or parent or covered service member is on covered active duty or has been notified of an impending call to covered active duty be supported by a certification issued in accordance with regulations issued by the Secretary of Labor. If the Secretary issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification to the school district.

### **Benefits**

The District will maintain the employee's health coverage under the District's group health insurance plan during the period of FMLA leave. The employee should make arrangements with the District to pay the employee's share of health insurance (e.g. family coverage) prior to the beginning of the FMLA leave.

The employee will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits and pensions.

### **Notice**

When the FMLA leave is foreseeable, the employee must notify the District in writing of his/her request for leave at least 30 days prior to the date when the leave is to begin. The employee must explain the reasons for the needed leave so as to allow the District to determine whether the leave qualifies under FMLA. Failure to give notice may result in the leave beginning thirty days after notice was received. If the leave is not foreseeable, the employee must give notice as early as is practical under the facts and circumstances of the particular case, but no later than one to two work days after learning that leave will be necessary. A spouse or family member or other



responsible party may give the notice if the employee is unable to personally give notice. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.

The District, as required, will post and keep posted on its premises, a notice explaining the provisions of FMLA and with information concerning the procedures for filing complaints of violations of the Act. Electronic posting is sufficient to meet this posting requirement. The notice must be posted even if the District has no FMLA-eligible employees. The FMLA notice, in the absence of an employee handbook, shall be given to each employee when hired.

The District, when a request for FMLA leave is received, will provide the employee the following information, listing the employee's obligations and requirements:

1. A statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement.
2. A reminder that employees requesting family and medical leave for a serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so.
3. An explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution.
4. A statement notifying employees for paying any premium or other payments to maintain health or other benefits.

(This notice may be accompanied by the FMLA medical certification form if the District requests its employees to complete such form. The notice of rights and responsibilities may be distributed electronically.)

The District must notify the employee, in writing, of his/her eligibility to take FMLA leave within five (5) business days of receiving said request, with medical certification(s) and any other required information, absent extenuating circumstances. The District may provide the "Eligibility" and "Designation" notices at the same time if there is sufficient information to do so.

In situations where the District has failed to provide timely notice and the delay does not cause the employee harm or injury, retroactive notice may be provided. In all cases where leave would qualify for FMLA leave protection, the District and the employee can mutually agree that the leave be retroactively designated as FMLA leave.

District failure to provide required notice can be considered "interference" with an employee's FMLA rights.

The District may deny the leave if the employee does not meet the notice requirements.

### **Certification**

The District shall require the employee to provide certification of the employee's serious health condition from a health care provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification a second, and, if necessary, a third opinion can be required both at the expense of the District. The health care provider designated or approved by the District may not be employed by the school system on a regular basis. In the case of a third opinion, the opinion of the third health provider will be binding on both the school district and the employee. The District shall also require the employee to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.

If the leave was for reasons related to the employee's serious health condition, upon the employee's return to work, the District will require that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

The required certifications must be obtained from the health care provider who is treating the individual with the serious health condition.

Medical certification must be provided fifteen days after the request for medical certification unless it is impracticable to do so. Employees taking family and medical leave for the birth, adoption or foster care of a son or daughter are not required to obtain a medical certification. The District may request recertification every thirty days. Recertification must be submitted within fifteen days of the District's request.

The District will utilize separate medical certificates forms when employees request leave to care for a family member with a serious health condition and for those situations when the medical need for leave is prompted by the employee's own serious health condition.

The District will notify employees, in writing, of any additional information that is necessary to complete the medical certificate and allow employees seven (7) calendar days to provide said additional information. If the employee fails to submit a complete and sufficient certification despite the opportunity to cure the deficiency, the District may deny FMLA leave.

Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification shall be denied until such certification is provided. The District requires sufficient FMLA certification in support of any request for FMLA leave for either the employee's own or a covered family member's serious health condition.

Verification must also be presented when requesting FMLA leave to care for the employee's spouse, son, daughter or parent with a serious health condition.

Upon request by the District, employees must provide FMLA certification even when substituting paid leave.

The District may request medical recertification for continuing, open-ended conditions, every six months. Medical recertification may be requested on a more frequent basis if there are other changed circumstances or for other reasons as outlined in the FMLA regulations.

The District may require annual medical certifications in cases where serious health conditions extend beyond a single leave year. This does not apply to certificates to support a request for injured service member leave.

### **Restoration**

An employee's right to return to the same or an equivalent position is contingent upon the employee's continued ability to perform all the essential functions of the position. The District may demand more than a "simple statement" of the ability to return to work. Fitness for duty certification for intermittent leave may be requested by the District if reasonable safety concerns exist.

When the employee returns from leave, the District will restore the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment shift, and geographically proximate workplace in accordance with Board policy, practices and applicable collective bargaining unit agreements. Employees are entitled to any unconditional pay increase, such as cost of living increases, that occur during the period to their FMLA leave.

Under certain circumstances, the District may deny restoration to a key employee. The District will comply with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10% of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.

Further, the District may deny restoration to an employee if the District shows that the employee would not otherwise be employed at time of reinstatement for reasons such as layoff, shift or special project elimination. In addition, collective bargaining agreements between the Board and employee groups will not diminish the rights of the employee established by FMLA.

A returning employee cannot be restored to a position that requires additional licensure of certification.

Employees are not entitled to accrue seniority during any FMLA leave, but taking the leave may not result in the loss of any benefits that were accrued prior to the leave.

### **Instructional Employees**

Special rules apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is:

1. to care for a family member, or
2. for the employees own serious health condition and is foreseeable based on planned medical treatment (i.e. chemotherapy, prenatal visits, physical therapy etc.) and
3. the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, then the District may require the employee to choose either to:
  1. take the leave for a period of a particular duration, not greater than the duration of the planned treatment; or
  2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position. However, an instructional employee cannot be transferred to an alternative position when the employee takes intermittent leave that amounts to twenty (20) percent or less of the total number of working days in the period during which the leave would extend.

Intermittent leave is not available to take care of a newborn or recently adopted child.

Limitations also apply to instructional employees who take leave near the end of a semester. When an instructional employee begins leave more than five weeks before the end of a semester the District may require the employee to continue taking leave until the end of the semester if:

1. the leave will last at least three weeks, and
2. the employee would return to work during the three-week period before the end of the semester.

An instructional employee, required to extend his/her leave by the District, shall not have the "extra" leave counted against the employee's 12 work week entitlement unless the employee requests said additional leave be counted against the FMLA entitlement.

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if:

- (1) the leave will last more than two weeks, and
- (2) the employee would return to work during the two-week period before the end of the semester.

When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the semester.

Leave may not be counted against an employee during times (vacation periods) when they are not normally required to work.

When the employee is required to take leave until the end of the semester, only the time until the employee is "ready and able" to work shall be charged to FMLA leave.

### **Failure to Return**

The District is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the employee.

### **Miscellaneous**

1. An employee's serious health condition may also be a disability within the meaning of the Americans with Disability Act (ADA) which may also trigger requests for paid leave or workers' compensation benefits. The District may follow procedures for requesting medical information under the ADA or paid leave or worker's compensation programs without violating the FMLA. The District may also consider any information received pursuant to such procedures or benefit programs in determining an employee's entitlement to FMLA-protected leave.
2. When employees seek leave due to an FMLA-qualifying reason for which the District has previously provided FMLA protected leave, the employee must specifically reference the qualifying reason for leave or the need for FMLA leave.
3. The District requires employees to comply with all usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. The requirements include providing written notice of the reasons and anticipated start and

duration of the leave or requirement that employees contact a specific individual of the District to request leave.

4. If there is a dispute between the District and an employee as to whether leave qualifies as FMLA leave, it shall be resolved through discussions between the District and the employee. The discussions and decisions must be documented in writing.

Regulation approved: November 28, 2012

## 4300 HIRING OF CERTIFIED STAFF

**ADMIN RECOMMENDATION:** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

Series 4000

Personnel

### HIRING OF CERTIFIED STAFF

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools. The Board of Education shall be responsible for the appointment of all building level and district-wide administrator positions. The Board of Education shall make such appointments in accordance with the procedures set forth in Section 10-151 of the Connecticut General Statutes, and in accordance with any applicable collective bargaining agreement.

The Superintendent of Schools shall be responsible for appointments to all other positions requiring a certificate issued by the State Board of Education.

[Note: Under Conn. Gen. Stat. §10-151, a board of education has the option of delegating authority for the hiring of certified staff to the Superintendent of Schools. This model policy reserves to the Board the hiring of administrators. While individual boards of education may wish to strike this balance differently, it is important for a board of education to make very clear through Board policy who has what authority with regard to the hiring of teachers and administrators.]

Legal Reference:

Connecticut General Statutes §10-151

ADOPTED:

REVISED: \_\_\_\_\_

Last reviewed 7/18/2016

**4350 HIRING OF NON CERTIFIED STAFF**

**ADMIN RECOMMENDATION:** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

Series 4000

Personnel

**HIRING OF NON-CERTIFIED STAFF**

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools, subject to the provisions of any applicable collective bargaining agreement. The Superintendent of Schools or his/her designee shall be responsible for appointments to all positions of employment within the Public Schools which do not require a certificate issued by the State Board of Education.

Legal Reference:

Connecticut General Statutes § 10-220

ADOPTED:

REVISED:

Last reviewed 7/18/16



**ADMIN Recommendation: Delete**

**Board Recommendation: \_\_\_\_\_**

4211

Personnel --Certified

Recruitment and Selection

The Superintendent of Schools shall be responsible for the selection and assignment of all personnel in the East Windsor Public Schools except as noted below. They shall be determined on the basis of potential contribution to the educational program and/or the best interests of the school system. It is the policy of the Board of Education to employ and retain the best qualified administrators, teachers, and other personnel. This shall be accomplished through careful consideration of credentials, references, interviews, and evaluation of previous performance. Personnel shall be considered on the basis of his/her effectiveness without discrimination as defined by law. (cf. 4111.1/4211.1 - Affirmative Action in Recruitment and Selection)

The Superintendent or designee is authorized to employ all personnel below the rank of Assistant Principal. The name, position and information sheet of each new employee shall be reported in writing to the Board of Education at the next regular session and recorded by the Secretary in the Minutes of the meeting. Appointments to positions at the rank of Assistant Principal and above shall be handled in accordance with applicable provision of C.G.S. 10-151.

Hiring of Retired Teachers

A retired teacher receiving benefits from the Teachers Retirement System (TRS) may be reemployed by the Board for up to one full school year in a position (1) designated by the Commissioner of Education as a subject shortage area, or (2) at a school located in a priority school district for the school year in which the teacher is being employed. Such employment may be for up to one full school year. Such reemployment may be extended for an additional school year, provided the Board (a) submits a written request for approval to the Teachers' Retirement Board, (b) certifies that no qualified candidates are available prior to the reemployment of such teacher and (c) indicates the type of assignment to be performed, the anticipated date of rehire and the expected duration of the assignment.

The salary of such a teacher shall be fixed at an amount at least equal to that paid other teachers in the District with similar training and experience for the same type of service. Upon Board approval of such employment, the retired teacher shall be eligible for the same health insurance benefits provided to active teachers employed by the District. No retirement benefits shall be paid during this period of reemployment.

The East Windsor Public Schools will provide an equivalence among all schools with the same grade levels in teachers, administrators and auxiliary personnel.

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract.

10-153 Discrimination on account of marital status.

10-155f Residency requirement prohibited.

10-183v Reemployment of teachers, as amended by P.A. 10-111, An Act Concerning Education Reform in Connecticut.

31-126 Unfair Employment Practices (as amended by P.A. 80-285)

Title IX - Equal Employment Opportunity

Americans With Disabilities Act (ADA)

Family Medical Leave Act (FMLA)

Policy adopted: February 6, 2001

Policy revised: November 28, 2012

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**CURRENT POLICY 4211**

**ADMIN Recommendation: Delete**

**Board Recommendation: \_\_\_\_\_**

4211

Personnel --Certified/Non-Certified

Recruitment and Selection

In the employment of teachers and other certified personnel, special consideration is given to professional training, teaching experience, and personal characteristics desirable in good teachers.

Each candidate will:

1. Submit evidence of meeting the certification requirements of the state.

2. Submit an official college transcript to the personnel office.
3. Submit a record of teaching and other work experience to the personnel office. Salary increments are based upon years of creditable service.
4. Appear, unless unusual hardship prevents, for a personal interview.

The Superintendent will ensure that all employee manuals or handbooks are in compliance with federal law and include:

The education and experience required of all new instructional employees;

Any credentials that current instructional employees must acquire;

A timetable for the satisfaction of any new requirements;

The consequences for employees who fail to comply.

All employees are to be advised of the revisions of the handbooks or manuals and of any implications for existing personnel.

The Superintendent will ensure that parents/guardians of students in Title I schools are informed of their right to know the professional qualifications of their child’s teacher and will describe where and how this information may be obtained. The Superintendent will monitor Title I schools to ensure that parents/guardians of all students are notified when those students are taught for 4 or more consecutive weeks by a teacher who is not highly qualified as defined by law.

Staffing patterns will be reviewed annually to ensure that poor and minority students are not, at higher rates than are other children in the district, taught by inexperienced, unqualified, or out-of-field teachers. If such patterns are noted, strategies to correct the problem will be developed.

#### Determining “Highly Qualified” Teachers

All teachers teaching a core academic subject area must be “highly qualified.” As defined in the No Child Left Behind Act (NCLB), core academic subjects include:

- |   |                        |
|---|------------------------|
| English   | World Languages        |
| Reading/language arts;                          | Civics and Government; |
| Science;  | History;               |
| Mathematics;                                    | Geography; and         |
| The arts (music, fine arts, dance and theater); | Economics.             |

To be considered “highly qualified,” individuals who are currently employed must:

1. Hold full state certification; and

2. Hold a bachelor's degree; and
3. Demonstrate competency in the core academic subject area(s) they teach using one of the following four methods:

    Holds a major in the core academic subject area(s) that they teach; or

    Holds a master's degree in the core academic subject area(s) that they teach; or

    Has successfully completed the Praxis II exam in the core academic subject area(s) that they teach.

    Has successfully demonstrated competency in the core academic subject area(s) using the district's High Objective Uniform State Standard of Education (HOUSSE)

The reauthorized IDEA law includes special education teachers as teachers of core academic content. Therefore, special education teachers must demonstrate competency in the core academic subjects that they teach to one or more students. IDEA has provided some flexibility for special education teachers hired subsequent to July 1, 2006. In order to hire a special education teacher who will be a primary teacher of core academic content knowledge either in a resource room or self-contained classroom, that person must be "highly qualified" in one of the following core academic content areas prior to being hired: reading/language arts/English, mathematics or science. Special education teachers then have up to two years to become "highly qualified" in the additional core academic subjects they will be teaching. The District may use the HOUSSE process for special education teachers to become designated as "highly qualified" in additional content areas.

In rural Regional Education Applicant Program (REAP) districts identified as rural by USDOE, newly hired teachers who teach multiple subjects must be "highly qualified" in one core academic area upon hire. Once hired, the District may use the HOUSSE plan for two years to "highly qualify" those teachers in other core academic content areas that they will teach.

Teachers who teach one or more core academic subject area(s) who have not successfully passed the CONNECT or Praxis II exam, must demonstrate competency in the core academic subject area(s) they teach through one of the three remaining options provided under NCLB (e.g. hold a major in the core academic subject area(s), hold a master's degree in the core academic subject area(s) or demonstrates competency through the district's HOUSSE process.

Teachers who do not hold either a major or a master's degree in the core academic subject area(s) they teach, must demonstrate competency in the core academic subject area(s) they teach through the District's HOUSSE process. This applies to teachers who have not successfully passed a state approved teacher assessment, or who do not hold a major or master's degree, or its equivalent, in all of the core academic content area(s) that they teach. These teachers can demonstrate subject matter competency in all core academic subjects that they teach to become

“highly qualified” through the “High Objective Uniform State Standard of Evaluation (HOUSSE) process. HOUSSE is accomplished through the District’s teacher evaluation plan.

The District may use the HOUSSE plan to “highly qualify” veteran employees who were working in an administrative position prior to July 1, 2007 and returned to teach in a core academic content area for which they were appropriately certified. The HOUSSE plan may also be used to “highly qualify” an individual who returns to the profession from a long-term medical, maternity or family-rearing leave after July 1, 2007 to teach in a core academic content area for which they are appropriately certified. In addition, the HOUSSE plan may be used to “highly qualify” a veteran teacher who is transferred into another core academic content area for which they hold a separate endorsement prior to July 1, 2007.

(cf. 4115 – Evaluation)

Legal Reference: Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract.

10-153 Discrimination on account of marital status.

10-220 Duties of Boards of Education.

46a-60 Discriminatory employment practices prohibited.

20 U.S.C. Section 1119 No Child Left Behind Act

34 C.F.R. 200.55 Federal Regulations

Circular Letter C-6, Series 2004-2005, Determining “Highly Qualified” Teachers

Circular Letter C-9, Series 2004-2005, “No Child Left Behind” and Districts’ High Objective Uniform State Standard of Evaluation (HOUSSE) Plans.

Circular Letter C-7, Series 2007-2008, Discontinued Use of Districts’ High Objective Uniform State Standard of Evaluation and Five Areas of Exception

Circular Letter C-13, Series 2007-2008, Continuation of HOUSSE Plans for Highly Qualifying Veteran Teachers

Regulation approved: November 28, 2012

## 4375 INCREASING EDUCATOR DIVERSITY PLAN

**ADMIN RECOMMENDATION:** ADOPT AND REPLACE EXISTING

**BOE RECOMMENDATION:** \_\_\_\_\_

### INCREASING EDUCATOR DIVERSITY PLAN

[NOTE TO CLIENT: Effective July 1, 2023, Connecticut General Statutes Section 10-220(a) requires boards of education to develop and implement a written “increasing educator diversity plan,” formerly referred to as a “plan for minority educator recruitment.” Statutory revisions passed in 2023 also change various references from “minority” to “diverse” without redefining the term’s underlying meaning. We have revised our model policy to account for these language adjustments. Boards of education should note that, pursuant to Section 10 of Public Act 23-167, they are now required to submit their “increasing educator diversity plan” to the Commissioner of Education by March 15, 2024 for review and approval and implement such approved plan for the school year commencing July 1, 2024. In customizing and implementing their plans, boards of education should be mindful of their obligations under state and federal law as well as evolving legal developments in the wake of the United States Supreme Court’s decision in *Students for Fair Admissions, Inc. v. President and Fellows of Harvard College* and *Students for Fair Admissions, Inc. v. University of North Carolina.*]

In accordance with Sections 10-4a(3), 10-220(a), 10-156ee, and 10-156hh of the Connecticut General Statutes, the [\_\_\_\_\_] Board of Education (the “Board”) has developed the following written plan for increasing educator diversity:

1. All recruiting sources will be informed in writing of the Board's non-discrimination policy.
2. Each Board employee involved in hiring educators for the \_\_\_\_\_ Public Schools (the “District”) shall successfully complete the video training module relating to implicit bias and anti-bias in the hiring process, developed pursuant to Connecticut General Statutes § 10-156ee, prior to such employee’s participation in the educator hiring process for the District.
3. The Board will develop contacts with local training and educational institutions, including those with highly diverse enrollments, to publicize job openings within the District and to solicit referrals of diverse and qualified candidates.
4. The Board will develop contacts with local community organizations, including diverse community organizations, to publicize job openings within the District and to solicit referrals of diverse and qualified candidates.

5. The Board will maintain, or expand, as appropriate, its help-wanted advertising to include print and/or broadcast media that is targeted to diverse individuals.
6. The Board will participate in local job fairs, including those that are sponsored by diverse community organizations or otherwise targeted toward diverse individuals.
7. The Board, or its designee, will maintain records documenting all actions taken pursuant to this plan, including correspondence with recruitment agencies and other referral sources, job fair brochures and advertising copy.
8. The Board will review on an annual basis the effectiveness of this plan in increasing diverse applicant flow and attracting qualified candidates for employment.

Legal References:

Connecticut General Statutes §10-4a (3) Educational interests of state identified  
Connecticut General Statutes §10-220(a) Duties of boards of education  
Connecticut General Statutes §10-156ee Duties re minority teacher recruitment  
Connecticut General Statutes §10-156hh Completion of video training module  
re implicit bias and anti-bias in hiring  
process for certain school district  
employees

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/27/2023

**ADMIN Recommendation: Delete**

**Board Recommendation: \_\_\_\_\_**

**4211.3**

**Personnel --Certified/Non-Certified**

**Minority Recruitment Plan**

The East Windsor Board of Education recognizes that the increasing diversity of individuals and cultures is a growing characteristic of our state and nation which should have a significant bearing on the activities of the school district. Further, the State of Connecticut has determined that the educational interests of the state require efforts by each school district to provide educational opportunities for its students to interact with teachers from other racial, ethnic and economic backgrounds in order to reduce racial, ethnic and economic isolation.

To this end, the East Windsor Board of Education believes that the importance of diversity of individuals and cultures should be recognized in the recruitment and assignment of personnel in order to help promote an intellectually and culturally dynamic environment that enables all students to gain an increased awareness and appreciation of the diverse world in which all are connected.

Accordingly, the Superintendent of Schools shall develop and maintain a written plan for minority staff recruitment as approved by the Board of Education. Consistent with the Board's policy on Affirmative Action and Equal Employment Opportunities, ([4111.1/4211.1](#)) said plan for minority staff recruitment shall provide for an energetic effort to attract talented minority educators and other minority personnel to serve in available positions within the East Windsor Schools with the long range goal of achieving staffing of the school district and of each school which is broadly representative of the populations of the regional and state committees of which East Windsor is part.

Legal Reference: Connecticut General Statutes

[10-151](#) Employment of teachers. Notice and hearing on termination of contract.

[10-153](#) Discrimination on account of marital status.

[10-220](#) Duties of Board of Education. (as amended by PA 98-252)

[46a-60](#) Discriminatory employment practices prohibited.

Policy adopted: February 6, 2001



## 4400 NEPOTISM

**ADMIN RECOMMENDATION:** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

Series 4000

Personnel

*[A Board of Education Policy on nepotism is not required by law and is, therefore, a discretionary decision for the Board of Education. This model policy is provided for the Board's consideration. Pursuant to Conn. Gen Stat. §§ 7-148(c)(10)(B) and 7-148h, a municipality can adopt its own ethics code and establish a board or agency to investigate allegations of unethical conduct. If the Board wishes to adopt a nepotism policy, it should determine whether the town or municipality has adopted an ethics code and, if so, whether it contains any relevant provisions, such as an explicit ban on nepotism or a prohibition against municipal employees from using their positions to financially benefit relatives or immediate family members.]*

## NEPOTISM

### **Purpose**

It is the policy of the East Windsor Board of Education (the “Board”) to recruit and hire qualified applicants for employment within the East Windsor Public Schools (the “District”), while avoiding both nepotism and the appearance of nepotism.

### **Definitions**

“Immediate family” means a spouse, child, parent, sister, brother, half-sister or half-brother.

“Relative” means a sister-in-law, brother-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, step parent, aunt, uncle, niece, nephew, first cousin, grandparent, step child, foster child, grandchild or individual living in the same household.

“Familial relationship” means a relationship between a member of one’s immediate family or a relative, as defined within this policy.

### **Prohibitions on Hiring**

No relative or immediate family member of the Superintendent of Schools (“Superintendent”) shall be hired to any position of employment.

No immediate family member of a Board member or any other district-level administrator shall be hired to any position of employment.

### **Restrictions on Employment of Relatives**

No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current employee and a relative.

No employee may be involved in the process of screening for advancement in the application process, interviewing or hiring of his or her relatives.

Employees will not be hired, promoted, transferred or assigned to work in positions in the same school or work unit or department in which a relative is already employed, unless the Superintendent approves such an assignment in writing.

No administrator or supervisor shall supervise any of his or her relatives.

Employees will not be hired, promoted, transferred or assigned to work in positions in which they will have access to confidential information regarding a relative, such as, but not limited to, information regarding benefits selections, confidential medical information or personnel records that are not subject to public disclosure.

No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current employee and a relative.

### **Restrictions on Employment of Immediate Family Members**

No employee may be involved in the process of screening for advancement in the application process, interviewing or hiring of an immediate family member.

Employees will not be hired, promoted, transferred or assigned to work in positions in the same school or work unit or department in which an immediate family member is already employed, unless the Superintendent approves such an assignment in writing.

No person who is a member of the immediate family of a building administrator or department supervisor may be nominated for or transferred or otherwise assigned to any position within that administrator's building or supervisor's department. No administrator or supervisor shall supervise any member of his or her immediate family.

Employees will not be hired, promoted, transferred or assigned to work in positions in which they will have access to confidential information regarding an immediate family member, such as, but not limited to, information regarding benefits selections, confidential medical information or personnel records that are not subject to public disclosure.

### **Disclosure Requirements**

A Board member or administrator who has an existing familial relationship with an employee, as defined above, or who has had a change in circumstances which creates a familial relationship with any employee of the District, shall declare such relationship to the Superintendent or Chair of the Board immediately.

If a change in circumstances creates a familial relationship between an employee and his or her supervisor, the Board, through its Superintendent, reserves the right to seek a transfer of any employee in order to resolve any concerns about the operations of the district with respect to nepotism or the appearance of nepotism. The Superintendent may also provide for the evaluation and/or supervision of the employee outside of the typical chain of command in order to resolve any concerns about nepotism or the appearance of nepotism.

A Board member or administrator who knows that his or her relative or immediate family member has applied for a position with the District shall declare such relationship to the Superintendent or the Chair of the Board as soon practicable.

In addition to the requirements set forth above regarding familial relationships, if a romantic relationship develops between an employee and (1) an administrator who has a supervisory or evaluative relationship with the employee, or (2) a member of the Board, the affected administrator or member of the Board shall declare such relationship to the Superintendent.

### **Recusal**

A member of the Board should not vote on any action of the Board that will directly affect a relative or member of his or her immediate family.

### **Discharge and Denial of Re-Employment**

No current employee will be discharged or denied re-employment pursuant to an applicable recall provision based on this policy.

ADOPTED:

REVISED:

Technical Rev. 9/16/20

Personnel -- Certified/Non-Certified

**ADMIN Recommendation:** \_\_\_\_\_

**Board Recommendation:** \_\_\_\_\_

**Nepotism: Employment of Relatives**

It is the intent of this policy to avoid any situation where a conflict of interest can arise either on the part of the members of the Board of Education or a member of the staff.

1. No Board of Education member shall be employed in the school district.

\* The term "spouse" refers to any individuals who are lawfully married under any state law, including individuals married to a person of the same sex who were legally married in a state that recognizes such marriage, but whose domicile (permanent residence) is in a state that does not recognize such marriages.

2. The Superintendent of Schools may employ a member of the immediate family, specifically parent/guardian, spouse, domestic partner of a civil union, child, grandparent, of any Board member if such employment is publicly disclosed to the Board of Education prior to the hiring. If a member of the immediate family is being considered for employment, that member shall disqualify him/herself from participation in discussion and vote, and rescue him/herself including any matters involving collective bargaining.

\* The term "marriage" includes a same-sex marriage that is legally recognized in Connecticut.

3. Persons related by blood or marriage, or civil union partner to members of the staff shall not be appointed to a position that is in a line relationship involving supervision and evaluation of the position.

4. Members of the same family may be employed at the same department or work location when approved in writing by the Superintendent or the Superintendent's designee (Exception: members of the same family shall not be approved in direct line of supervision.) (cf. [9270](#) - Conflict of Interest)

Legal Reference: Connecticut General Statutes

[7-479](#) Conflicts of Interest

[46b-38nn](#) Equality of benefits, protections and responsibilities (civil unions)

[46b-38oo](#) applicability of statutes to civil unions and parties to a civil union.

10-153a et seq. Teacher Negotiation Act

[7-467](#) et seq. Municipal Employees Relations Act

United States v. Windsor, U.S. 133 S. Ct. 2675 (2013)

**Policy adopted: February 6, 2001**

**Policy revised: October 25, 2023**

## 4400 NON DISCRIMINATION

**ADMIN RECOMMENDATION:** NEW ADOPT

**BOE RECOMMENDATION:** \_\_\_\_\_

### NON-DISCRIMINATION

#### Protected Class Discrimination Prohibited:

The Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”), except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the East Windsor Public Schools (the “District”). The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

#### Discrimination on the Basis of Erased Criminal History Prohibited:

The Board will not discriminate against any employee or applicant for employment solely on the basis of the individual’s erased criminal history record information, as defined in Conn. Gen. Stat. § 46a-80a.

#### Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

#### Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

#### Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

Definitions:

The following definitions apply for purposes of this policy:

### Discrimination

It is illegal for employers to treat employees differently in relation to hiring, discharging, compensating, or providing the terms, conditions, and privileges of employment because of such employee's actual or perceived membership in a Protected Class.

### Harassment

Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment is unwelcome conduct that is based on an employee's actual or perceived membership in a Protected Class. Harassment constitutes unlawful discrimination when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to an intimidating, hostile, or abusive environment, and are therefore prohibited by this policy:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or

physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board Policy [NUMBER], Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel). For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

[contact information]

#### Genetic information

The information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and 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 assistive reproductive services.

#### Veteran

A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity, or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

#### Gender identity or expression

Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that

traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

### Sexual orientation

Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

### Race

The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

### Domestic violence

The term domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited



to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any employee who believes they or another employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to [IDENTIFY APPROPRIATE PERSONNEL] in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Personnel, which accompany this policy and are available online at [Insert website address for Board policies or upon request from the main office of any District school.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

If a complaint involves allegations of discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy # \_\_\_\_\_ [Insert Policy #], Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel).

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance with the procedures set forth in Board Policy # \_\_\_\_\_ [Insert Policy #], Section 504/ADA (Personnel).

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. Reports should be made to any District administrator or to:

[IDENTIFY APPROPRIATE PERSONNEL].

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation, the District will take remedial action designed to:

eliminate the discriminatory/harassing/retaliatory conduct,  
prevent its recurrence, and  
address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;

In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;

In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;

Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;  
Supports for the complainant; and

Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any employee also may file a complaint with the following:

Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office

U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
(617-289-0111)  
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities  
450 Columbus Blvd.  
Hartford, CT 06103-1835  
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)  
Questions/Requests for Accommodation:

Any employee who:

has questions or concerns about this policy or its accompanying regulations;  
wishes to request or discuss accommodations based on religion; OR  
would like a copy the Board's complaint procedures or complaint forms related to claims of  
discrimination or harassment

should contact the following District official:

[Insert name/title, address, telephone number, e-mail address]

Any employee who has questions or concerns about the Board's policies regarding  
discrimination on the basis of gender/sex/sexual orientation/pregnancy/gender identity or  
expression applicable to employees should contact the District's Title IX Coordinator:

[Insert name/title, address, telephone number, e-mail address]

Any employee who:

has specific questions or concerns about the Board’s policies regarding discrimination on the basis of disability applicable to employees; OR  
wishes to request an accommodation on the basis of disability

should contact the District’s Section 504/ADA Coordinator:

[Insert name/title, address, telephone number, e-mail address]

Legal References:

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
- Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
- Americans with Disabilities Act, 42 U.S.C. § 12101
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
- Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
- Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined
- Connecticut General Statutes § 10-153, Discrimination on the basis of sex, gender or expression or marital status prohibited
- Connecticut General Statutes § 27-103
- Connecticut General Statutes § 31-51i
- Connecticut General Statutes § 46a-51, Definitions
- Connecticut General Statutes § 46a-58, Deprivation of rights
- Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-60
- Connecticut General Statutes § 46a-80a
- Connecticut General Statutes § 46a-81c, Sexual orientation discrimination: Employment
- Connecticut General Statutes § 46b-1, Family relations matters and domestic violence defined
- Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination Statutes”

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/29/2023

## ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (PERSONNEL)

### Protected Class Discrimination Prohibited:

The Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”), except in the case of a bona fide occupational qualification

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual’s actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the East Windsor Public Schools (the “District”). Students, Board employees, Board members and third parties are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

### Discrimination on the Basis of Erased Criminal History Prohibited:

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment or retaliation.

### Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class discrimination or harassment. Any such reprisals or retaliation may result in disciplinary action against the retaliator, and other corrective actions as appropriate.

### Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

### Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. The District will investigate both formal and informal complaints of discrimination, harassment, or retaliation.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; OR
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

### Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Employees are encouraged to report incidents of alleged Protected Class discrimination, harassment, or retaliation immediately.

Any employee who believes they or another employee has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to [IDENTIFY APPROPRIATE PERSONNEL] in

accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Personnel.

If a complaint involves allegations of discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy # \_\_\_\_\_ [Insert Policy #], Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel).

If a complaint involves allegations of discrimination or harassment based on disability, such complaints will be addressed in accordance with the procedures set forth in Board Policy # \_\_\_\_\_ [Insert Policy #], Section 504/ADA (Personnel).

In the event conduct reported as Protected Class discrimination and/or harassment allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

Mandatory Staff Reporting for Student Incidents:

District employees are required to report incidents of alleged student-to-student and employee-to-student discrimination, harassment or retaliation that may be based on a Protected Class when District employees witness such incidents or when District employees receive reports or information about such incidents, whether such incidents are verbal or physical or amount to discrimination, harassment or retaliation in other forms. Reports should be made to any District administrator or to:

[IDENTIFY APPROPRIATE PERSONNEL].

Complaint Procedure

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

As soon as an individual feels that they, or another employee has been subjected to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee.

The individual who is alleged to have experienced Protected Class discrimination/harassment (the "complainant") and any individual accused of Protected Class discrimination/harassment (the "respondent") (if applicable) will be provided a copy of the Board's policy and regulation

and made aware of the individual's rights under this policy and regulation. In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, the Superintendent or designee shall follow the procedures identified in Board Policy # \_\_\_\_\_ [Insert Policy #], Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel). In the event the Superintendent or designee receives a complaint alleging discrimination or harassment based on disability, the Superintendent or designee shall follow the procedures identified in Board Policy # \_\_\_\_\_ [Insert Policy #], Section 504/ADA (Personnel).

The complaint should state the:

Name of the complainant,

Date of the complaint,

Date(s) of the alleged harassment/discrimination,

Name(s) of the harasser(s) or discriminator(s),

Location where such harassment/discrimination occurred,

Names of any witness(es) to the harassment/discrimination,

Detailed statement of the circumstances constituting the alleged harassment/discrimination; and

Proposed remedy.

Any individual who makes an oral complaint of discrimination or harassment of an employee will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the employee receiving the oral complaint will either reduce the complaint to writing, assist the individual with completing the written complaint form or request that a District administrator assist the individual.

All complaints received by employees are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of an employee under this complaint procedure, the Superintendent shall promptly investigate the complaint, or designate a District administrator or other trained individual to do so.



During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the reporter (if different from the complainant), the respondent, and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, to the extent consistent with due process, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of an employee, the investigator should:

Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;

Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;

Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;

Review any records, notes, statements, or other documents relevant to the complaint;

Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;

Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.").

Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30)

business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;

If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see sub-paragraph 6);

Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;

If a complainant or a respondent is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Complaint Procedure for Superintendent/Board Members Complaints:

Any District administrator or Board member who receives a complaint of discrimination, harassment or retaliation of any employee by a Board Member or by the Superintendent shall forward the complaint promptly to [IDENTIFY APPROPRIATE PERSONNEL]. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps

to cause the matter to be investigated in a manner consistent with the procedures described above.

If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint and written outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation. Such steps may include retention of an independent investigator different from the investigator who investigated the complaint.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of an employee, the District will take remedial action designed to:

eliminate the discriminatory/harassing/retaliatory conduct,  
prevent its recurrence, and  
address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;

In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;

In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;

Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;  
Supports for the complainant; and

Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the

types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff and students in an effort to maintain an environment free of discrimination and harassment.

Reporting to State and Federal Agencies:

In addition to reporting to the Board, any employee also may file a complaint with the following:

Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office

U.S. Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109-3921

(617-289-0111)

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

(800-669-4000)

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities

450 Columbus Blvd.

Hartford, CT 06103-1835

(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Questions/Requests for Accommodation:

Any employee who:

has questions or concerns about this policy or its accompanying regulations;  
wishes to request or discuss accommodations based on religion; OR  
would like a copy the Board's complaint procedures or complaint forms related to claims of  
discrimination or harassment

should contact the following District official:

[Insert name/title, address, telephone number, e-mail address]

Any employee who has questions or concerns about the Board's policies regarding  
discrimination on the basis of gender/sex/sexual orientation/pregnancy/gender identity or  
expression applicable to employees should contact the District's Title IX Coordinator:

[Insert name/title, address, telephone number, e-mail address]

Any employee who:

has specific questions or concerns about the Board's policies regarding discrimination on the  
basis of disability applicable to employees; OR  
wishes to request an accommodation on the basis of disability

should contact the District's Section 504/ADA Coordinator:

[Insert name/title, address, telephone number, e-mail address]

9/27/2023

#### DISCRIMINATION/HARASSMENT COMPLAINT FORM

(For complaints based on race, color, religion, age, marital status, national origin, alienage,  
ancestry, genetic information, veteran status, or status as a victim of domestic violence)

Name of the reporter \_\_\_\_\_

Name of alleged victim/complainant \_\_\_\_\_

Name of alleged victim/complainant \_\_\_\_\_

Relationship of reporter to the alleged victim/complainant \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged discrimination/harassment \_\_\_\_\_

Name or names of the alleged discriminator(s) or harasser(s) \_\_\_\_\_

\_\_\_\_\_

Location where such discrimination/harassment occurred \_\_\_\_\_

\_\_\_\_\_

Name(s) of any witness(es) to the discrimination/harassment

Detailed statement of the circumstances constituting the alleged discrimination or harassment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed remedy \_\_\_\_\_

9/27/2023

**ADMIN Recommendation: Delete**

**Board Recommendation: \_\_\_\_\_**

**Personnel --Certified/Non-Certified/Equal Employment Opportunity/Affirmative Action**

**Introduction**

It is the policy and the strong commitment of the East Windsor Board of Education and all vendors and contractors who do business with the East Windsor Public Schools to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. The East Windsor Board of Education will continue to take affirmative action to ensure that this policy is fully implemented.

**Employment**

The Board of Education is committed to providing equal employment opportunity to all persons, to the fullest extent that the abilities of each individual merit and the appropriate openings exist. This policy applies to recruitment, hiring, promotion, transfer, leaves, compensation, and other terms, conditions and privileges of employment. There shall be no **discrimination** on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical disability that does not impair job performance, or other applicable unlawful discriminatory standards. It is the policy of the Board to comply with federal, state, and local laws pertaining to fair employment practices and equal employment opportunities.

**Action**

1. The Superintendent or a staff member designated by the Board of Education as Affirmative Action Officer shall systematically examine all employment policies and practices and shall recommend changes to any which either purposely or inadvertently operate to the detriment of any legally protected classes.
2. The Affirmative Action Officer or Superintendent shall determine which, if any, such groups are under-utilized in the East Windsor School System and shall recommend to the Superintendent of Schools a plan to increase their employment opportunities.
3. The Superintendent shall be responsible for communicating and interpreting an Affirmative Action Plan to the staff to insure their awareness and effectiveness in fully implementing the Board's policy of equal opportunity.

Legal Reference: Connecticut General Statutes

10-153 **Discrimination** on account of marital status.

46a-60 Discriminatory employment practices prohibited.

Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

PA 91-58 An act concerning **discrimination** on the basis of sexual orientation.

Policy adopted: February 6, 2001

## PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS

ADMIN RECOMMENDATION: **NEW** \_\_\_\_\_

BOE RECOMMENDATION: \_\_\_\_\_

Series 4450

## PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS

In accordance with Conn. Gen. Stat. § 10-212b, the Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. Moreover, personnel may not require that a child obtain a prescription for a controlled substance (as defined in the Controlled Substances Act, 21 U.S.C. § 801 *et seq.*) in order for the child to: 1) attend school; 2) receive an initial evaluation or reevaluation to determine a child's eligibility for special education; or 3) receive special education and related services. Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner and school personnel may consult with such practitioner with the consent of the parent(s) or guardian(s) of such child, in accordance with the procedures outlined below.

### I. Definitions

For purposes of this policy, the following definitions apply:

- A. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attentional deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medication and antidepressants.
- B. Recommend means to directly or indirectly suggest that a child should use psychotropic drugs.
- C. School health or mental health personnel means:
  - 1. school nurses or nurse practitioners appointed pursuant to Conn. Gen. Stat. § 10-212;
  - 2. school medical advisors appointed pursuant to Conn. Gen. Stat. § 10-205;
  - 3. school psychologists;
  - 4. school social workers;
  - 5. school counselors;
  - 6. school administrators;
  - 7. other school personnel (such as a teacher designated as a child's Case Manager) who have been identified by a Planning and Placement Team, Section 504 team, Student Assistance Team or similar group of district



professionals as the person responsible for communication with a parent or guardian about a child's need for medical evaluation;

8. a school professional staff member designated by the Superintendent to communicate with a child's parent or guardian about a child's need for medical evaluation.

## II. Procedures

- A. A school health or mental health personnel, as defined above, may communicate with other school personnel about a child who may require a recommendation for a medical evaluation, provided that 1) there is a legitimate educational interest in sharing such information; and 2) such communication shall remain confidential, to the extent required by law.
- B. A school health or mental health personnel, as defined above, may communicate a recommendation to a parent or guardian that a child be evaluated by a medical practitioner provided that 1) based on such person's professional experience, objective factors indicate that a medical evaluation may be necessary to address concerns relating to the child's education and overall mental health; and 2) any communication includes the basis for the recommendation.
- C. If a parent or guardian determines that it is necessary to share medical information, including results of any medical evaluation, with school personnel, he or she may do so at any time. School personnel who receive such information directly from a parent must maintain the confidentiality of such information, to the extent required by law.
- D. Any school personnel with a legitimate educational interest in obtaining information from a child's medical practitioner outside the school who is not a school employee must obtain prior, written consent from the child's parent or guardian to communicate with such outside medical practitioners. Any school health or mental health personnel, as defined above, may request written consent from the parent or guardian. To be valid, the written consent must: 1) be signed by the child's parent or guardian; 2) be dated; 3) provide the child's name; 4) provide the name of the medical practitioner and relevant contact information, to the extent known; and 5) indicate the scope of the consent.

Nothing in this policy shall be construed to prevent school personnel from consulting with a medical practitioner who has information concerning a child, as long as the school district has obtained consent from the parent(s) or guardian(s) of the child, in accordance with Section II.D., above. Nothing in this policy shall prevent a Planning and Placement Team from recommending a medical evaluation as part of an initial evaluation or reevaluation, as needed to determine a child's (i) eligibility for special education and related services, or (ii) educational needs for an individualized education program.

### Legal References:

Conn. Gen. Stat. § 10-76d Duties and powers of boards of education to provide special education programs and services.

Conn. Gen. Stat. § 10-212b Policies prohibiting the recommendation of psychotropic drugs by school personnel.

34 C.F.R. § 300.174 Prohibition on mandatory medication.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

**Employees And Section 504 Of The Rehabilitation Act Of 1973 And Title II Of The Americans With Disabilities Act Of 1990**

**ADMIN RECOMMENDATION:** **NEW** \_\_\_\_\_  
**BOE RECOMMENDATION:** \_\_\_\_\_

**Series 4500**

**Employees And Section 504 Of The Rehabilitation Act Of 1973 And Title II Of The Americans With Disabilities Act Of 1990**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against individuals with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA (“collectively, “Section 504/ADA”), an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

In order to fulfill its obligation under Section 504/ADA, the East Windsor Board of Education (the “Board”) recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the Board prohibits discrimination against any person with a disability in any of the services, programs or activities of the school system.

Employees who are interested in requesting or discussing reasonable accommodations for a disability should contact:

[Insert Name, Title, Address and Telephone Number]

Any employee may file an internal grievance/complaint regarding discrimination on the basis of disability by or within the district by utilizing the grievance/complaint procedures outlined in the Board’s Administrative Regulations Regarding Employees and Section 504 of Rehabilitation Act of 1973 and Title II of Americans with Disabilities Act, and/or may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office  
U.S. Department of Education  
8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109- 3921  
(617) 289-0111

Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F.

Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506  
(TELEPHONE NUMBER 800-669-4000).

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER 800-477-5737).

Anyone who wishes to file a grievance/complaint with the district, or who has questions or concerns about this policy, should contact \_\_\_\_\_, the Section 504/ADA Coordinator for the East Windsor Public Schools, at phone number \_\_\_\_\_.

Legal References:

29 U.S.C. §§ 705, 794

34 C.F.R. Part 104

42 U.S.C. § 12101 et seq.

28 C.F.R. Part 35

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

[The following administrative procedures are not part of the Section 504/ADA policy. However, because school districts are required by law to have procedures related to § 504 complaints, this model is included for your convenience. Reference to ADA is also included in these regulations because there is overlap between § 504 and the ADA.]

**The East Windsor Board of Education Section 504/ADA Grievance/Complaint  
Procedures Regarding Discrimination Against Employees**

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) and Title II of the Americans with Disabilities Act of 1990 (“Title II” or “ADA”) (collectively, “Section 504/ADA”) prohibit discrimination on the basis of disability. For the purposes of Section 504/ADA, the term “disability” with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.

Definitions

Major life activities: include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working. A major life activity also includes the operation of a major bodily function, such as the functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive systems. The

operation of a major bodily function includes the operation of an individual organ within a body system.

Mitigating measures: include, but are not limited to, (a) medication, medical supplies, equipment, appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment and supplies; (b) use of assistive technology; (c) reasonable modifications or auxiliary aids or services; (d) learned behavioral or adaptive neurological modifications; or (e) psychotherapy, behavioral therapy, or physical therapy.

Physical or mental impairment: (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems, such as: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine;(b) any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability; or (c) an impairment that is episodic or in remission if it would substantially limit a major life activity when active. Physical or mental impairment includes, but is not limited to, contagious and noncontagious diseases and conditions such as the following: orthopedic, visual, speech, and hearing impairments, and cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, dyslexia and other specific learning disabilities, Attention Deficit Hyperactivity Disorder, Human Immunodeficiency Virus infection (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

#### Procedures for Grievances/Complaints Alleging Discrimination on the Basis of Disability

- A. Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability (including differential treatment, harassment and retaliation) may submit a written complaint to the district's designated Section 504/ADA Coordinator (see contact information below) within thirty (30) school days of the alleged occurrence.
- B. Timely reporting of complaints facilitates the prompt investigation and resolution of such complaints. If a complaint is filed relating to alleged discrimination occurring more than thirty (30) school days after the alleged occurrence, the ability of the East Windsor Public Schools (the "District") to investigate the allegations may be limited by the passage of time. Therefore, complaints received after thirty (30) school days of the alleged occurrence shall be investigated to the extent possible, given the passage of time and the impact on available information, witnesses and memory. If a complaint is made verbally, the individual taking the complaint will reduce the complaint to writing. Individuals wishing to make a complaint about discrimination against students on the basis of disability should be referred to the district's Section 504/ADA policies and regulations regarding students.

- C. Retaliation against any individual who complains pursuant to the Board's policy and regulations listed herein is strictly prohibited. The district will not tolerate any retaliation that occurs as a result of the good faith reporting or complaint of disability-based discrimination or as a result of an individual's participation or cooperating in the investigation of a complaint. The district will take necessary actions to prevent retaliation as a result of filing a complaint or the participation in an investigation of a complaint.

[NOTE: Districts should note that Section 504 does not provide a statute of limitations for filing grievances/complaints with the district. We recommend that districts encourage prompt reporting by suggesting that complaints be filed within thirty (30) school days in order to facilitate timely resolution of potential disputes.]

- A. If the Section 504/ADA Coordinator is the subject of the complaint, the complaint should be submitted directly to the Superintendent who may conduct the investigation or appoint a designee to conduct the investigation in accordance with these procedures. If the Superintendent is the subject of the complaint, the District shall designate an appropriate party to conduct the investigation in accordance with these procedures.
- B. Complaints will be investigated promptly within timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

The complaint should contain the following information:

1. The name of the complainant;
2. The date of the complaint;
3. The date(s) of the alleged discrimination;
4. The names of any witnesses or individuals relevant to the complaint;
5. A detailed statement describing the circumstances in which the alleged discrimination occurred; and
6. The remedy requested.

However, all complaints will be investigated to the extent possible, even if such information is not included in the complaint. In such circumstances, additional information may be requested by the investigator as part of the investigation process.

Upon receipt of the complaint, the individual investigating the complaint shall:

- Provide a copy of the written complaint to the Superintendent of Schools;
- Meet separately with the complainant and the respondent within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent believe have relevant information, and obtain any relevant documents the complainant may have;
- Provide the complainant and respondent with a copy of the applicable Board Section 504/ADA Policy and these administrative regulations;

- Consider whether and which interim measures might be appropriate for an alleged victim and the respondent pending the outcome of the District's investigation;
- Conduct an investigation of the factual basis of the complaint that is adequate, reliable, and impartial, including conducting interviews with individuals with information and review of documents relevant to the complaint;
- Maintain confidentiality to the extent practicable throughout the investigative process in accordance with state and federal law;
- Communicate the outcome of the investigation in writing to the complainant, and to the respondent (to the extent permitted by state and federal confidentiality requirements), within fifteen (15) school days from the date the complaint was received by the Section 504/ADA Coordinator or Superintendent. The written notice shall include a finding as to whether the complaint was substantiated and if so, shall identify how the District will remedy any identified violations of Section 504/ADA. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and the respondent shall be notified of any such extension;
- If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint, and no later than fifteen (15) school days after the start of the following school year. The complainant and the respondent will receive notice if the investigation has been impeded by the summer recess, and interim measures may be implemented as necessary (see sub-paragraph 4);
- Ensure that appropriate corrective action is taken whenever allegations are verified. When allegations are verified, ensure that measures to remedy the effects of the discrimination and prevent its recurrence are appropriately considered, and offered, when appropriate. Corrective action should include steps to avoid continuing discrimination;
- In the event the investigator concludes that there is no violation of Section 504/ADA, the district may attempt to resolve the complainant's ongoing concerns, if possible.

If the complainant or respondent is not satisfied with the findings and conclusions of the investigation, the appealing party may request review and reconsideration of the conclusion of the complaint within thirty (30) days of receipt of the written outcome. In requesting review, the appealing party must submit the complaint, the written outcome of the complaint, and explain why he/she believes the factual information relied upon by the investigator was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this information would change the investigator's determination in the case. Failure to provide all such information may result in the denial of the review.

Upon review of a written request from the appealing party, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is

warranted. Such action may include consultation with the investigator and other relevant witnesses, a meeting with appropriate individuals to attempt to resolve the complaint or a decision affirming or overruling the investigator’s conclusions or findings. The Superintendent shall provide written notice to the appealing party and other party of his/her decision within ten (10) school days following the receipt of the written request for review. When a written request for review is received during summer recess, the Superintendent conduct the review as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the review, and no later than ten (10) school days after the start of the following school year. The Superintendent’s decision shall be final.

III. The Section 504/ADA Coordinator for this district is:

[Insert Name, Title, Address and Telephone Number]

IV. Complaints to Federal or State Agencies

At any time, the complainant has the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights, 8<sup>th</sup> Floor, 5 Post Office Square, Suite 900, Boston, MA 02109-0111 (TELEPHONE NUMBER (617) 289-0111); <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. Employees may also file a complaint regarding employment discrimination on the basis of disability with the Equal Employment Opportunity Commission, Boston Area Office, John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, MA 02203-0506 (TELEPHONE NUMBER 800-669-4000), or the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER 800-477-5737).

Proposed resolution or corrective action you wish to see taken with regard to the stated issues:

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## SOCIAL MEDIA POLICY EMPLOYEES

**ADMIN RECOMMENDATION:** **NEW** \_\_\_\_\_

**BOE RECOMMENDATION:** \_\_\_\_\_

**Series 4600**

### SOCIAL MEDIA

The East Windsor Board of Education (the “Board”) recognizes the importance and utility of social media and networks for its employees. The laws regarding social media continue to evolve and change. Nothing in this policy is intended to limit an employee’s right to use social media or personal online accounts under applicable law, as it may evolve. The Board acknowledges, for example, that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. The Board will resolve any conflict between this policy and applicable law in favor of the law.

Ordinarily, the use of social media by employees, including employees’ use of personal online accounts, will not be a legal or policy issue. While a policy cannot address every instance of inappropriate social media use, employees must refrain from social media use that:

1. interferes, disrupts or undermines the effective operation of the school district;
2. is used to engage in harassing, defamatory, obscene, abusive, discriminatory or threatening or similarly inappropriate communications;
3. creates a hostile work environment;
4. breaches confidentiality obligations of school district employees; or
5. violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I

Conn. Constitution, Article I, Sections 3, 4, 14

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. § 31-51q

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

**SUDDEN CARDIAC ARREST AWARENESS FOR INTRAMURAL AND INTERSCHOLASTIC ATHLETICS**

**ADMIN RECOMMENDATION:** **NEW** \_\_\_\_\_  
**BOE RECOMMENDATION:** \_\_\_\_\_

**Series 4700**

**Series 4700  
Personnel**

**SUDDEN CARDIAC ARREST AWARENESS FOR  
INTRAMURAL AND INTERSCHOLASTIC ATHLETICS**

Prior to each season of any Board of Education intramural or interscholastic athletics, each coach who holds or is issued a coaching permit by the State Board of Education and is a coach of any Board of Education intramural or interscholastic athletics, must provide each participating student’s parent or legal guardian with a copy of the informed consent form regarding sudden cardiac arrest developed by the State Board of Education and obtain such parent’s or legal guardian’s signature, attesting to the fact that that such parent or legal guardian has received a copy of such form and authorizes the student to participate in the intramural or interscholastic athletics.

Any person who holds or is issued a coaching permit by the State Board of Education and is a coach of Board of Education intramural or interscholastic athletics shall annually review the sudden cardiac arrest awareness education program developed or approved by the State Board of Education prior to commencing the coaching assignment for the season of such intramural or interscholastic athletics.

Nothing in this policy shall be construed to relieve a coach of intramural or interscholastic athletics of his or her duties or obligations under any provision of the Connecticut General Statutes, the regulations of Connecticut state agencies or a collective bargaining agreement.

**Legal References**

Conn. Gen. Stat. § 10-149f. Sudden cardiac arrest awareness education program. Consent form.

Conn. Gen. Stat. § 10-149g. Coaches to annually review cardiac arrest education program. Revocation of coaching permit. Immunity from suit and liability.

**ADOPTED:** \_\_\_\_\_  
**REVISED:** \_\_\_\_\_

2/2/16

Technical Rev. 1

**POLICY REGARDING PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE (PERSONNEL)**

**ADMIN RECOMMENDATION:** **NEW** \_\_\_\_\_  
**BOE RECOMMENDATION:** \_\_\_\_\_

**Series 4700**  
**Personnel**

**POLICY REGARDING PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT IN THE WORKPLACE (PERSONNEL)**

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

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

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

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

**Sex discrimination** occurs when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual’s

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

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

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

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

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

#### Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner.

Violations of this Policy by employees will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

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

The East Windsor Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an

informal resolution process (as set forth in the Administrative Regulations), which training shall include, but need not be limited to, the definition of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, Title VII, and Connecticut law, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

The Board's Title IX Coordinator is \_\_\_\_\_ *[include name or title - this may be multiple individuals]*. Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact *[must include all of this contact information]*:

**OFFICE ADDRESS**

**ELECTRONIC MAIL ADDRESS**

**TELEPHONE NUMBER**

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

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

Legal References:

Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).

Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Conn. Gen. Stat. § 46a-54 - Commission powers Connecticut

Conn. Gen. Stat. § 46a-60 - Discriminatory employment practices prohibited.

Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination: Employment

Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender identity or expression or marital status prohibited

Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

7/30/2021

1. Unwelcome sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
2. Unwelcome attention of a sexual nature, such as degrading, suggestive or lewd remarks or noises;
3. Dirty jokes, derogatory or pornographic posters, cartoons or drawings;
4. The threat or suggestion that continued employment advancement, assignment or earnings depend on whether or not the employee will submit to or tolerate harassment;
5. Circulating, showing, or exchanging emails, text messages, digital images or websites of a sexual nature;
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel).
- 7.

### **NOTICE OF THE TITLE IX COORDINATOR**

The District's Title IX Coordinator is \_\_\_\_\_ *[include name or title - this may be multiple individuals]*. Any individual may make a report of sex discrimination and/or sexual harassment to any District employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact *[must include all of this contact information]*:

#### ***OFFICE ADDRESS***

#### ***ELECTRONIC MAIL ADDRESS***

#### ***TELEPHONE NUMBER***

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

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

## **EXPLANATION OF COMPLAINT PROCESS AND PROCEDURE**

The federal regulations implementing Title IX require the adoption and publication of two separate grievance systems: a grievance process for complaints of sex discrimination involving allegations of sexual harassment and grievance procedures for complaints of sex discrimination that are not sexual harassment. Accordingly, the Administration will process any complaints of sex discrimination involving allegations of sexual harassment, as defined above, pursuant to the **grievance process** set forth in Section I of these regulations. The Administration will process any complaints of sex discrimination that are not sexual harassment pursuant to the **grievance procedures** set forth in Section II of these regulations.

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of these Administrative Regulations, including the conduct of any investigation, hearing, or judicial proceeding arising from these Administrative Regulations. The obligation to comply with Title IX is not obviated or alleviated by the FERPA.

### **SECTION I. GRIEVANCE PROCESS FOR COMPLAINTS OF SEXUAL HARASSMENT UNDER TITLE IX**

#### **A. Definitions**

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

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

- A. Affirmative consent is the standard used in determining whether consent to engage in sexual activity was given by all persons who engaged in the sexual activity.
- B. Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity.
- C. It is the responsibility of each person engaging in sexual activity to ensure that the person has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity.
- D. It shall not be a valid excuse to an alleged lack of affirmative consent that the respondent to the alleged violation believed that the complainant consented to the sexual activity:
- (i) because the respondent was intoxicated or reckless or failed to take reasonable steps to ascertain whether the complainant affirmatively consented, or
  - (ii) if the respondent knew or should have known that the complainant was unable to consent because such individual was unconscious, asleep, unable to communicate due to a mental or physical condition, unable to consent due to the age of the individual or the age difference between the individual and the respondent, or incapacitated due to the influence of drugs, alcohol or medication.
- E. The existence of a past or current dating or sexual relationship between the complainant and the respondent, in and of itself, shall not be determinative of a finding of consent.

- For purposes of investigations and complaints of sexual harassment, **education program or activity** includes locations, events, or circumstances over which the Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.
- **Employee** means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or (B) any other individual who, in the performance of the individual's duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.
- **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined under Title IX) against a respondent and requesting that the Administration investigate the allegation of sexual harassment. A "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.



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

A. Reporting Sexual Harassment

1. It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. If the District receives notice of sexual harassment or alleged sexual harassment against a person in the District’s education program or activity, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, whether or not the complainant files a formal complaint, and will consider the complainant’s wishes with respect to such measures. If the complainant has yet to file a formal complaint, the Title IX Coordinator will explain to the complainant the process for doing so.
2. The District will treat complainants and respondents equitably. A respondent is presumed not responsible for the alleged conduct and a determination regarding responsibility will be made at the conclusion of the grievance process if a formal complaint is filed. Nothing in these Administrative Regulations shall preclude the District from placing an employee respondent on administrative leave during the pendency of the grievance process. Further, nothing in these Administrative Regulations shall limit or preclude the District from removing a respondent from the District’s education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. If a respondent is

removed on an emergency basis, the District shall provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

A. Formal Complaint and Grievance Process

1. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education programs or activity. A formal complaint may be signed by the Title IX Coordinator. If the formal complaint being filed is against the Title IX Coordinator, the formal complaint should be filed with the Superintendent. If the formal complaint being filed is against the Superintendent, the formal complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.
2. The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. If possible, formal complaints should be filed within ten (10) school days of the alleged occurrence in order to facilitate the prompt and equitable resolution of such claims. The District will attempt to complete the formal grievance process within ninety (90) school days of receiving a formal complaint. This timeframe may be temporarily delayed or extended in accordance with Subsection G of this Section.
3. Upon receipt of a formal complaint, if the Title IX Coordinator has not already discussed the availability of supportive measures with the complainant, the Title IX Coordinator will promptly contact the complainant to discuss the availability of such measures and consider the complainant's wishes with respect to them. The Title IX Coordinator or designee may also contact the respondent, separately from the complainant, to discuss the availability of supportive measures for the respondent. The District will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide such supportive measures.
4. Within ten (10) school days of receiving a formal complaint, the District will provide the known parties with written notice of the allegations potentially constituting sexual harassment under Title IX and a copy of this grievance process. The written notice must also include the following:
  5. The identities of the parties involved in the incident, if known;
  6. The conduct allegedly constituting sexual harassment as defined above;
  7. The date and the location of the alleged incident, if known;
  8. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;

9. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
10. A statement of any provision in the District's policies that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the written notice, the District must provide notice of the additional allegations to the parties whose identities are known.

1. The parties may have an advisor of their choice accompany them during any grievance proceeding at which the party's attendance is required. The District may, in its discretion, establish certain restrictions regarding the extent to which an advisor may participate in the proceedings. If any such restrictions are established, they will be applied equally to all parties.
2. The Title IX Coordinator will, as applicable, promptly commence an investigation of the formal complaint, designate a school administrator to promptly investigate the formal complaint, or dismiss the formal complaint in accordance with Subsection F of this Section. The standard of evidence to be used to determine responsibility is the preponderance of the evidence standard (i.e., more likely than not). ***[Note: A school district may choose to use a "clear and convincing evidence" standard instead. A clear and convincing evidence standard is a higher evidentiary burden than the preponderance of evidence standard. The clear and convincing evidence standard is understood to mean that a decision-maker must conclude that a fact is highly probable to be true, as opposed to a "more likely than not" under the preponderance of the evidence standard. The same standard of evidence for formal complaints must be used for both employees and students. Districts may wish to consult legal counsel regarding selection of an evidentiary standard.]*** The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties.
3. The parties will be given an equal opportunity to discuss the allegations under investigation with the investigator(s) and are permitted to gather and present relevant evidence. This opportunity includes presenting witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The District will provide to a party whose participation is invited or expected (including a witness) written notice of the date, time, location, participants, and purpose of all hearings (if applicable), investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
4. Both parties will be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely

in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. Prior to completion of the investigative report, the District will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) school days to submit a written response, which the investigator(s) will consider prior to completion of the investigative report, as described in Paragraph 9 of this Subsection.

5. The investigator(s) will create an investigative report that fairly summarizes relevant evidence. The investigator(s) will send the investigative report, in an electronic format or hard copy, to each party and to each party's advisor for their review and written response at least ten (10) school days prior to ***[Insert "a hearing or" if a District chooses to conduct live hearings]*** the time a determination regarding responsibility is made.

***[The Title IX regulations provide that school districts "may, but need not, provide for a hearing." If school districts choose to hold a hearing (live or otherwise), an additional paragraph explaining the hearing process should be added here. The regulations provide school districts significant discretion as to how to conduct such a hearing. If a school district would like to include the procedures for holding a live hearing in its administrative regulations, Shipman & Goodwin LLP would be happy to assist in crafting specific hearing procedures that satisfies the school district's needs.]***

1. The Superintendent will appoint a decision-maker(s), who shall be a District employee or third-party contractor and who shall be someone other than the Title IX Coordinator or investigator(s). If the formal complaint filed is against the Superintendent, the Board Chair shall appoint the decision-maker, who shall be someone other than the Title IX Coordinator or investigator(s). The investigator(s) and the decision-maker(s) shall not discuss the investigation's facts and/or determination while the formal complaint is pending. The decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decisions to exclude a question as not relevant.
2. The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker must apply the preponderance of the evidence ***[NOTE: or clear and convincing evidence]*** standard. The written determination

will include: (1) identification of the allegations potentially constituting sexual harassment; (2) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; (3) findings of fact supporting the determination; (4) conclusions regarding the application of the District's code of conduct to the facts; (5) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District will impose on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and (6) the District's procedures and permissible bases for the complainant and respondent to appeal. If the respondent is found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel), the written determination shall indicate whether the respondent engaged in sexual harassment as defined by the Board's Policy and these Administrative Regulations. The written determination will be provided to both parties simultaneously.

3. Student respondents found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) may be subject to discipline up to and including expulsion. Employee respondents found responsible for violating the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) may be subject to discipline up to and including termination of employment. Other respondents may be subject to exclusion from the District's programs, activities and/or property. In appropriate circumstances, the District may make a criminal referral. Remedies will be designed to restore or preserve equal access to the District's education programs or activities.
4. After receiving notification of the decision-maker(s)' decision, or after receiving notification that the District dismissed a formal complaint or any allegation therein, both complainant and respondent may avail themselves of the appeal process set forth in Section E of this Section.

### Informal Resolution

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

Prior to facilitating an informal resolution to a formal complaint, the Title IX Coordinator or designee will provide the parties with written notice disclosing the sexual harassment allegations, the requirements of an informal resolution process, and any consequences from participating in the informal resolution process. Upon receipt of this document, complainants and respondents

have five (5) school days to determine whether they consent to participation in the informal resolution. The District must obtain voluntary, written consent to the informal resolution process from both parties.

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

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

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

### Appeal Process

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

Appeals will be appropriate only in the following circumstances:

- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- procedural irregularity that affected the outcome of the matter;
- the Title IX Coordinator, investigator(s), and/or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. A conflict of interest or bias does not exist solely because the Title IX Coordinator, investigators(s), and/or decision-maker(s) previously worked with or disciplined the complainant or respondent.
- ***[Note: School districts may add other bases for appeal so long as they are offered equally to both parties]***

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

The decision-maker(s) for the appeal, in their discretion, will determine any additional necessary and appropriate procedures for the appeal.

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

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

#### Dismissal of a Formal Complaint

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

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

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

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

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

#### Miscellaneous

1. Any timeframe set forth in these Administrative Regulations may be temporarily delayed or extended for good cause. Good cause may include, but is not limited to, considerations such as the absence or illness of a party, a party's advisor, or a witness; concurrent law enforcement activity; concurrent activity by the Department of Children and Families; or the need for language assistance or accommodation of disabilities. If any timeframe is

altered on a showing of good cause, written notice will be provided to each party with the reasons for the action.

2. If a sexual harassment complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding nondiscrimination.
3. If the sexual harassment complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
4. Retaliation against any individual who complains pursuant to the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) and these Administrative Regulations is strictly prohibited. Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination described herein.
5. The District will maintain for a period of seven (7) years records of:
6. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the Board's education program or activity;
7. Any appeal and the result therefrom;
8. Any informal resolution and the result therefrom; and
9. All material used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The Board will make these training materials publicly available on its website.
10. If the District has actual knowledge of sexual harassment in an education program or activity of the Board, and for any report or formal complaint of sexual harassment, the District will create and maintain for a period of seven (7) years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of



sexual harassment. The District will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the Board's education program or activity. If the District does not provide a complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

## **SECTION II. GRIEVANCE PROCEDURES FOR CLAIMS OF SEX DISCRIMINATION (OTHER THAN SEXUAL HARASSMENT UNDER TITLE IX)**

### Definitions

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

### Reporting Sex Discrimination Other than Sexual Harassment under Title IX

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

### Grievance Procedures

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

The complaint should state the:

- Name of the complainant;
- Date of the complaint;
- Date(s) of the alleged discrimination;
- Name(s) of the discriminator(s);
- Location where such discrimination occurred;
- Names of any witness(es) to the discrimination;
- Detailed statement of the circumstances constituting the alleged discrimination; and
- Remedy requested.

Any employee who makes an oral complaint of sex discrimination to any of the above-mentioned personnel will be provided a copy of these Administrative Regulations and will be requested to make a written complaint pursuant to the above procedure.

- All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or designee. In addition, a copy of any complaint filed under this Policy shall be forwarded to the Title IX Coordinator. If the complaint being filed is against the Title IX Coordinator, the complaint should be filed with the Superintendent. If the complaint being filed is against the Superintendent, the complaint should be filed with the Board Chair, who will then retain an independent investigator to investigate the matter.
- The Title IX Coordinator or designee shall investigate all complaints of sex discrimination against an employee, regardless of whether the conduct occurred on or off-school grounds. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information, and other extenuating circumstances. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
- Any employee who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the employee requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the employee insists that this information not be shared with the alleged discriminator(s), the employee will be informed that the District's ability to investigate and/or take corrective action may be limited.
- Upon receipt of a sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school

administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:

- offer to meet with the complainant and respondent (if applicable) separately within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant and respondent (if applicable) believe have relevant information, and obtain any relevant documents the complainant and respondent may have;
- provide the complainant and respondent (if applicable) with a copy of the Board's sex discrimination policy and accompanying regulations;
- consider whether any interim measures may be appropriate to protect the complainant or respondent (if applicable), pending the outcome of the investigation;
- conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
- consider whether alleged sex discrimination has created a hostile work environment, including consideration of the effects of off-campus conduct on the school;
- communicate the outcome of the investigation in writing to the complainant, to the respondent, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within ninety (90) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant and respondent (if applicable) shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination, adhering to the requirements of state and federal law; and
- when sex discrimination has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the discrimination, as deemed appropriate by the Superintendent or designee, and take steps to remedy the effects of the sex discrimination.
- If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of staff and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent will receive notice and interim measures may be implemented as necessary.

If the complainant or respondent (if applicable) is dissatisfied with the findings of the investigation, the complainant or respondent may file a written appeal within five (5) school days to the Title IX Coordinator, or, if the Title IX Coordinator conducted the investigation, to the Superintendent of Schools. The Title IX Coordinator or Superintendent shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or

designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant and respondent (if applicable), in writing, within fifteen (15) school days following the receipt of the written request for review.

### Miscellaneous

- If a sex discrimination complaint raises a concern about discrimination or harassment on the basis of any other legally protected classification (such as race, religion, color, national origin, age, or disability), the Title IX Coordinator or designee shall make a referral to other appropriate personnel within the District (e.g. Section 504 Coordinator, etc.), so as to ensure that any such investigation complies with the requirements of policies regarding nondiscrimination.
- If the sex discrimination complaint results in reasonable cause to suspect or believe that a child has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, is placed at imminent risk of serious harm, or that a student has been sexually assaulted by a school employee, then, the person to whom the complaint is given or who receives such information shall report such matters in accordance with the Board's policy on the Reports of Suspected Child Abuse or Neglect of Children.
- Retaliation against any individual who complains pursuant to the Board's Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) and these Administrative Regulations is strictly prohibited. Neither the District nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Administrative Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Administrative Regulations. The District will take actions designed to prevent retaliation as a result of filing a complaint. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination described herein.

### **Section III. Further Reporting**

At any time, a complainant alleging sex discrimination or sexual harassment may also file a complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289-0111). Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard,

Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

Copies of these Administrative Regulations will be distributed to all employees.  
1/17/2022

## **Appendix A**

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

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

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

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

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

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

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

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

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a

spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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

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

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

Name of the complainant \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged sexual harassment \_\_\_\_\_

Name or names of the sexual harasser(s) \_\_\_\_\_

Location where such sexual harassment occurred \_\_\_\_\_

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

Detailed statement of the circumstances constituting the alleged sexual harassment

Remedy requested \_\_\_\_\_

Signature of Complainant or Title IX Coordinator: \_\_\_\_\_

11/23/2020

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

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

Name of the complainant \_\_\_\_\_

Date of the complaint \_\_\_\_\_

Date of the alleged sex discrimination \_\_\_\_\_

Name or names of the sex discriminator(s) \_\_\_\_\_

Location where such sex discrimination occurred \_\_\_\_\_

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

Detailed statement of the circumstances constituting the alleged sex discrimination

Remedy requested \_\_\_\_\_

Signature: \_\_\_\_\_

11/23/2020 *SAMPLE WRITTEN NOTICE FOR FORMAL COMPLAINTS OF SEXUAL HARASSMENT*

[LETTERHEAD]

NOTICE OF SEXUAL HARASSMENT ALLEGATIONS UNDER TITLE IX

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

Identities of the parties involved, if known:

\_\_\_\_\_ (Complainant(s))

\_\_\_\_\_ (Respondent(s))

The conduct allegedly constituting sexual harassment: \_\_\_\_\_

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

The Title IX Coordinator or designee will contact the parties regarding the next step in the grievance process. Questions can be directed to the Title IX Coordinator:

**[INSERT CONTACT INFORMATION FOR TITLE IX COORDINATOR]**

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

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

Any employee who knowingly makes false statements or knowing submits false information during this grievance process is subject to discipline, up to and including termination.

Additionally, it is a violation of the Board's Student Discipline Policy to lie to school officials or





**for viewing by employees and emailed to employees within three months of hire with the subject line “Sexual Harassment Policy” or words of similar import]**

**SEXUAL HARASSMENT IS ILLEGAL**

**AND IS PROHIBITED**

**BY**

**THE CONNECTICUT DISCRIMINATION EMPLOYMENT PRACTICES ACT**

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

**AND**

**TITLE VII OF THE CIVIL RIGHTS ACT OF 1964**

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

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Examples of Sexual Harassment Include:

Unwelcome sexual advances

Suggestive or lewd remarks

Unwanted hugs, touches, kisses

Requests for sexual favors

**RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT**

Derogatory or pornographic posters, cartoons, or drawings.

Remedies for Sexual Harassment May Include:

Cease and desist orders

Back pay

Compensatory damages

Punitive damages

Hiring, promotion, or reinstatement

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

Violation of this policy is grounds for discipline, including discharge.

Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

An infraction of this policy by supervisors or co-workers should be reported immediately to

\_\_\_\_\_ **[Title IX Coordinator, or Superintendent if the Title IX Coordinator is the Subject of the complaint]**. Confidentiality will be maintained to the extent possible.

Any employee who believes that he or she has been harassed or discriminated against in the workplace in violation of this policy may also contact:

The Connecticut Commission on Human Rights and Opportunities

[\_\_\_\_\_] Region Office [regional offices and their addresses can be found on the chro website, <http://www.state.ct.us/chro/>]

[*address*]

[*phone number*]

and/ or:

The Equal Employment Opportunity Commission

Boston Area Office

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Phone (800) 669-4000

Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within three hundred (300) days of the date when the alleged harassment/ discrimination occurred.

9/24/20

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## EXAMPLE OF FRANKENSTEIN POLICIES

### Mission - Goals - Objectives

#### Nondiscrimination

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987, the American with Disabilities Act, and the United States Department of Agriculture, the East Windsor Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

#### Equal Employment Opportunity

Both federal and state law prohibits discriminatory practices in hiring and employment. It is the policy of the East Windsor Board of Education to prohibit acts of discrimination in all matters dealing with employees and applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. As an equal opportunity employer, the East Windsor Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, past or present history of mental disorder, mental retardation, learning disability, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations for physical disabilities (including blindness) or other disabilities (except in the case of a bona fide occupational qualification or need.)

#### Equal Education Opportunity

Pursuant to the Individuals with Disabilities Education Act (IDEA), Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the East Windsor Board of Education.

Every student has the right to participate fully in classroom instruction and extracurricular activities and shall not be abridged or impaired because of age, gender, race, religion, national origin, pregnancy, parenthood, marriage, sexual orientation, or for any reason not related to his/her individual capabilities.

The Equity Coordinator for the East Windsor Board of Education has the responsibility to monitor the compliance of this policy. The location of the Equity Coordinator is set forth below. Further compliance with policy is a responsibility of all district administrators in accordance with the procedures set forth in the attached regulations.

Laurie Slate Equity Coordinator East Windsor Public Schools 70 South Main Street East Windsor, Connecticut 06088 (860) 623-5843 lslate@ewct.org
--

Students shall not be discriminated against, including but not limited to, in the areas of:

Admission

Use of School Facilities

Vocational Education

Competitive Athletics

Student Rules, Regulations and Benefits

Financial Assistance

School-sponsored Extracurricular Activities

Enrollment in Courses

Counseling and Guidance

Physical Education

Graduation Requirements

Treatment as a Married and/or Pregnant Student

Health Services

Most Other Aid, Benefits or Services

School Sponsored Transportation

Attainment of Grades

**USDA Food and Nutrition Service Child Nutrition Program**

Employee/or applicants shall not be discriminated against, including but not limited to, the areas of:

Hiring and Promotion

Compensation

Job Assignments

Leaves of Absence

Fringe Benefits

Labor Organization

Contracts or Professional Agreements

Sexual harassment has been established as a form of discrimination and is defined as follows:

"Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student, or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures." (refer to restrictions in BP [5131.81](#), Use of Electronic Devices)

If you believe that you have been discriminated against in regard to either this policy or Board Policy 5145.5, Sexual Harassment, you may file a grievance that your rights have been denied or violated.

**Policy:**

It is the policy of the East Windsor Board of Education to promote a productive workplace for students, teachers, administrators and others and will not tolerate any individual that harasses, disrupts or interferes with another's ability to perform their work, education performance or that creates an intimidating, offensive or hostile environment.

**Comment:**

(1) Students, employees, volunteers or third parties are expected to maintain a productive work and learning environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, age, sex, or sexual orientation. Special attention will be paid to the prevention of sexual harassment.

(2) Each student, employee, volunteer or third party has a responsibility to keep the workplace and learning environment free from any form of harassment, and in particular, sexual harassment. As example, this conduct includes but is not limited to:

- (a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
- (b) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- (c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance;
- (d) The display in any school facility or grounds of demeaning, insulting, intimidating or sexually suggestive objects, attire, pictures, or photographs or such photos displayed on electronic devices;
- (e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages. Any display of the above conduct, or other offensive conduct, directed at individuals because of their race, national origin, religion, disability, age, sex, or sexual orientation is also prohibited.

**Comment:**

If you wish to discuss these regulations or your rights under this policy, or wish to discuss or file a grievance, please contact the building Principal or the school system's Equity Coordinator.

Forms are available in the school office, the guidance office or from the Equity Coordinator. Contact with the building Principal or the Equity Coordinator must be initiated within twenty (20) calendar days of the alleged occurrence.

The building Principal will notify the Equity Coordinator, in writing, of all sexual harassment complaints he/she receives.

**Discrimination Grievance Procedure**

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the East Windsor Public Schools shall have an opportunity to bring such concerns to the attention of the building Principal or Equity Coordinator. The following grievance procedure shall be utilized by any student, parent, employee, volunteer or third party in making a complaint or inquiry.

**A. Purpose**

1. Should any student, employee, volunteer or third party or of the East Windsor Public Schools feel that his/her rights were violated under any of the legal references listed in this policy or Board Policy 5145.5, the following procedures should be followed. It is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to problems which may arise.

**B. Definitions**

- 1. "Grievance" shall mean a dispute between a student, employee, volunteer or third party and the Board or administration over the interpretation or application of a specific provision of the above listed articles based upon an event or condition which affects the employee, prospective employee, student or parent.
- 2. "Party of Interest" shall mean the aggrieved person or persons and the Board of Education or its designated representative as provided herein.
- 3. "Days" shall mean days when school is in session.
- 4. "Building Principal" shall mean the building Principal or his/her designee.

5. "Third Party" shall mean parents, employees, volunteers or others.

### **C. Time Limits**

1. If the aggrieved person does not initiate a grievance in writing within twenty (20) days after the alleged occurrence on which the grievance is based, then the grievance shall be considered to have been waived.
2. The number of days indicated at each step shall be considered as a maximum. The time limit specified may, however, be extended by written agreement of the parties of interest.
3. Failure by the aggrieved person at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the building administrator involved to render a decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

### **D. Informal Procedure**

If a person feels that he/she may have a grievance, he/she will first discuss the matter with the building Principal in an effort to resolve the problem informally. The building Principal will notify, in writing, the Equity Coordinator of the grievance he/she receives.

### **E. Rights of Persons to Representation**

1. Either party or any member of the administration shall take no reprisal of any kind against any participant.
2. A person of his/her own choosing may represent any party in interest at any level of the formal grievance procedure.
3. All documents, communications and records dealing with processing of a grievance shall be filed in the personnel file of the participant, but should be segregated from other sections of the file.

### **F. Formal Procedure**

#### **Complaint Procedure - Student/Employee/Volunteer/Third Party**

##### **Step 1 - Reporting**

The following grievance procedure shall be utilized by any student, employee, volunteer, or third party in making a complaint or inquiry.

##### **Overview**

A student, employee, volunteer or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the building Principal. The complainant will first discuss the matter with the appropriate administrator in an effort to resolve the problem informally.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. The building Principal will investigate the potential violation and try to resolve the problem informally.

The complainant is encouraged to use the report form available in the main office, guidance office or Equity Coordinator, but oral complaints shall be accepted. Oral complaints must be documented by the building Principal or Equity Coordinator.

The building Principal will notify, in writing, the Equity Coordinator of the grievance.

If the building Principal is the subject of the complaint, the student, employee or third party shall report the incident directly to the Equity Coordinator. This will now become a level two grievance.

##### **Level One: Building Principal**

If the aggrieved person is not satisfied with the disposition of the informal procedures, the person shall submit such a claim as a written grievance to the building Principal. The written statement of the grievance shall contain a statement of facts, the remedy requested and reference to the provision of equity guidelines which the person claims has been violated. The aggrieved person must initiate the written grievance within twenty (20) days after the alleged occurrence on which the grievance is based.

Upon receiving a written grievance, the building Principal shall immediately notify, in writing, the Equity Coordinator, who shall then authorize the building Principal to investigate the complaint, unless the building Principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the incident. Other information and materials relevant to the investigation may also be evaluated.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.

The building Principal shall prepare a written report within ten (10) days unless additional time to complete the investigation is required, as determined by the Equity Coordinator. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy and a written recommended disposition of the complaint.

Copies of the report shall be provided to the complainant and to the accused.

#### **Level Two: Equity Coordinator**

If the aggrieved person is not satisfied with the disposition of such grievance at Level One, the person shall submit a request to the Equity Coordinator for further investigation of the complaint. This request must be filed within five (5) days of the level one decision rendered to the aggrieved person.

Both the written grievance and the investigation report will be forwarded to the Equity Coordinator from the building Principal. The Equity Coordinator will review the investigation report and may or may not conduct a further investigation. The Equity Coordinator shall, within ten (10) days after receipt of the written grievance, render a decision and the reason(s) therefore in writing to the complainant and the accused.

#### **Level Three: Superintendent of Schools**

If the aggrieved person is not satisfied with the disposition of such grievance at Level Two, the person shall, within three (3) days after the formal presentation, file such written grievance with the Superintendent of Schools.

The Superintendent or his/her designee, shall within ten (10) days after receipt of the referral, meet with the complainant for the purpose of resolving the grievance. He/She may meet with the accused and other persons, as necessary, for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any party of interest upon written request.

The Superintendent shall, within five (5) days after the hearing, render a decision and the reasons in writing to the complainant, accused and the Equity Coordinator.

#### **Level Four: Board of Education**

If the aggrieved person is not satisfied with the disposition of such grievance at Level Three, the person shall, within three (3) days after the decision, or within five (5) days after the final hearing, file the grievance with the Board of Education.

The Board shall receive the written grievance and all written documents for the purpose of resolving the grievance. The Board of Education shall, within ten (10) days after receipt of the appeal, meet with the complainant in either open or executive session for the purpose of resolving the grievance. The Board also has the option of meeting with the accused in open or executive session. A full and accurate record of such hearing shall be kept by the Superintendent and made available to any parties in interest upon written request.

The Board shall, within five (5) days after such meeting renders its decision and the reason(s) therefore, in writing, to the complainant and the accused.

### **Level Five Appeal**

If the aggrieved person is not satisfied with the disposition of the grievance at Level Four, the person may appeal to the Office of Civil Rights, US. Department of Health, Education and Welfare, John W. McCormack Post Office and Courthouse, Room #222, Post Office Sq., Boston, MA 02109

### **Complaints of Discrimination under the USDA Food and Nutrition Service Child Nutrition Program**

#### **Complaint Process:**

1. The person alleging discrimination based on race, color, national origin, age, sex or disability has 180 days from the date of the alleged discriminatory action. The complainant and the East Windsor Public Schools should resolve the issue at the lowest possible level and as expeditiously as possible (see Grievance procedures noted above)
2. If the complainant makes allegations verbally or in person, the person to whom the allegations are made must write up the elements of the complaint for the complainant.
3. If after following the East Windsor Public Schools grievance procedures, the complainant is not satisfied with the disposition of the grievance at Level Four, the person may file a complaint with the USDA.
4. The forms can be found attached to this policy or online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or contact any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to: U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave, S.W., Washington, D.C. 20250-9419, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Legal Reference: Connecticut General Statutes

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

[10 153](#) Discrimination on account of marital status.

[46a 60](#) Discriminatory employment practices prohibited.

Federal Law

Title VII of the Civil Rights Act 1964

Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

American Disability Act of 1989.

Chalk v. The United States District Court of Central California.

Title IX of the Education Amendments of 1972.

Civil Rights Act of 1987.

**Policy adopted: May 3, 2000**

**Policy revised: October 20, 2005**

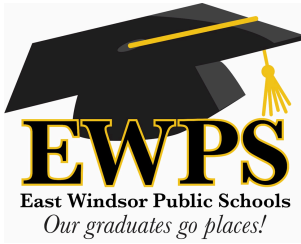
**Policy revised: November 28, 2012**

**Policy revised: June 22, 2016**



EAST WINDSOR PUBLIC SCHOOLS

East Windsor, Connecticut



**BOARD OF EDUCATION**

70 South Main Street  
East Windsor, CT 06088

**Kate Carey-Trull**  
*Chair*  
[kcarey-trull@ewct.org](mailto:kcarey-trull@ewct.org)

**Heather Spencer**  
*Vice Chair*  
[hspencer@ewct.org](mailto:hspencer@ewct.org)

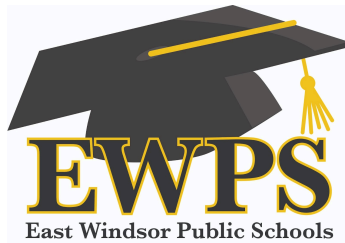
**Frances Neill**  
*Secretary*  
[fneill@ewct.org](mailto:fneill@ewct.org)

**Patrick Tudryn, Ed. D**  
*Superintendent*  
[ptudryn@ewct.org](mailto:ptudryn@ewct.org)

**Board of Education 2024 Subcommittee Meeting Schedule**

- September 4, 2024: Athletic Council at 9 AM  
Facilities Subcommittee at 5:30 PM
- September 11, 2024: Finance Subcommittee at 6 PM
- September 18, 2024: Board Policy Review Subcommittee at 5:30 PM
- September 25, 2024: Curriculum Council at 6 PM
- October 2, 2024: Athletic Council at 9 AM  
Facilities Subcommittee at 5:30 PM
- October 9, 2024: Finance Subcommittee at 6 PM
- October 16, 2024: Board Policy Review Subcommittee at 5:30 PM
- October 23, 2024: Curriculum Council at 6 PM
- October 30, 2024: Athletic Council at 9 AM  
Facilities Subcommittee at 5:30 PM
- November 13, 2024: Finance Subcommittee at 6 PM
- November 20, 2024: Board Policy Review Subcommittee at 5:30 PM
- \*November 26, 2024: Curriculum Council at 6 PM
- December 4, 2024: Athletic Council at 9 AM  
Facilities Subcommittee at 5:30 PM
- December 11, 2024: Finance Subcommittee at 6 PM
- December 18, 2024: Board Policy Review Subcommittee at 5:30 PM

\*Meeting moved to Tuesday night due to the Thanksgiving holiday



**EAST WINDSOR PUBLIC SCHOOLS**  
**Assistant Superintendent Job Description**

Position Title: Assistant Superintendent for Curriculum and Personnel  
Department: East Windsor Public Schools  
Reports to: Superintendent of Schools

**Summary:**

To provide direction and guidance in, and oversight of, all academic areas, including curriculum, instruction, professional development, and guidance services to district and all relevant personnel. Oversees all personnel matters, including employee investigations, discipline,

**Essential Duties and Responsibilities:**

Curriculum and Instruction

- Oversee the development and implementation of the district's educational programs and initiatives
- Advises administrators and staff on general education and curriculum evaluation, articulation, and change
- Ensure compliance with federal, state, and local education regulations and standards
- Collaborate with other district leaders to align educational goals and strategies
- Monitor and evaluate the effectiveness of educational programs and make necessary adjustments
- Facilitate professional development opportunities for educators to enhance instructional practices
- Pursue new grants to enhance educational programs
- Chair the BOE Curriculum Council
- Develop and implement curriculum standards and instructional guidelines for all grade levels
- Coordinate the selection and adoption of instructional materials and resources
- Monitor and assess student performance and progress to inform instructional decisions
- Lead efforts to improve teaching practices and student learning outcomes
- Provide support and guidance to teachers on effective instructional strategies and assessment methods
- Analyze assessment data to identify trends, strengths, and areas for improvement
- Coordinate SRBI services, action plans, and SSPs for student needs
- Compile state and local testing and assessment reports
- Prepare and submit district, state, and federal reports
- Develop, administer, and monitor the general education and grant budgets
- Serve as testing coordinator for state and federal programs
- Oversee record keeping for professional development activities
- Collaborate with high school principal on NEASC accreditation
- Act as liaison for homeless students
- Attend Board of Education meetings and update on curriculum and instruction issues
- Perform other duties as assigned by the Superintendent of Schools

## Instruction and Assessment

- Advises administrators and staff on interpretation of the state assessments for students
- Coordinates SRBI services and action plans and SSPs to address the student's needs
- Compiles state and local reports on testing and assessment
- Promotes valid and uniform teacher testing of general education students
- Responsible for overall direction, organizational policies, applicable laws and the evaluation of general education programs, guidance services
- Interview and train all general education and guidance employees in conjunction with district principals
- Plan, assign, and direct work in conjunction with district principals
- Address complaints and resolve problems pertinent to the delivery of general education and guidance services
- Plan, implement, supervise, direct, coordinate and evaluate all general education and guidance services in conjunction with district principals
- Explains the functions, services and procedures associated with the delivery of general education and guidance services to students, parents, teachers, administrators and the public-at-large
- Communicate effectively and use language appropriate to the age, stage of development, culture, linguistic and social background of students and their parents
- Searches for, applies for, implements, and evaluates grants from applicable state and federal programs
- Submit program documentation as may be required by state and federal agencies for program approval and evaluation
- Prepare and submit required district, state and federal reports
- Develop, administer, and monitor the general education and guidance budget
- Prepare and submit a monthly financial report of all grants
- Ensure compliance with local, state and federal guidelines, laws, and regulations
- Monitor staff caseloads
- Plan staff in-service training activities for general education and guidance personnel
- Promote coordination and communication in the school system and community
- Understand appropriate assessment procedures and counseling methods for linguistically diverse students
- Collaborates with the Director of Technology, Director of Special Education, and principals regarding the integration of technology in the curriculum
- Provides leadership in the development of an integrated and aligned educational program for Pre-kindergarten through 12th grade in all areas
- Assists in the development and coordination of sections of the budget that pertain to curriculum and instruction and professional development
- Observes teachers district-wide to assess the general climate, school culture, curricular and instructional applications and ongoing needs
- Oversees Educator Evaluation Program
- Write and apply for grants in curriculum and instruction and elicit input of appropriate staff in applying for grants
- Serves as testing coordinator for state and federal testing programs
- Oversees teacher orientation and New Teacher Induction program
- Oversees the record keeping and file maintenance of all professional development activities
- Serves as ESL coordinator, hires staff, assists in scheduling, and recommends appropriate curriculum and materials
- Collaborates with high school principal in coordinating the accreditation efforts for New England Association of Schools and Colleges
- Acts as liaison for homeless students
- Coordinates home tutorials

- Attends Board of Education meetings and provides regular updates on curriculum and instructional issues
- Assumes all other duties and responsibilities as assigned by the Superintendent of Schools

#### Personnel

- Implement and manage evaluation systems for teachers and staff, ensuring accountability and professional growth
- Develop and maintain personnel policies and procedures in accordance with district and legal requirements
- Address personnel issues and conflicts, providing resolution and support as needed
- Collaborate with the Human Resources Manager in the development, maintenance, and record retention of all confidential personnel information

#### **Supervisory Responsibilities:**

Supervises all employees in the Guidance Department, district academic coaches, assistant principals, ESL (English as a second language) staff, and support efforts in conjunction with district principals, supervises all administrators and staff in conjunction with the superintendent.

#### **Qualifications/ Requirements:**

Education: Master's Degree required (advanced degree preferred), Certified in the State of Connecticut (093)

Experience: Three to five years of supervisory experience working with general education and guidance services in the continuum of student services at the school or district level.

**Certificates, Licenses, Registrations:** Appropriate Connecticut License

#### **Knowledge, Skills, and Abilities**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to apply knowledge of current research and theory in specific fields and communicate graphically.
- Ability to establish and maintain effective working relationships with students, staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication. Ability to work proficiently in basic computer applications.

- Ability to perform duties with awareness of all district requirements and Department of Education policies.
- Ability - in absence of superintendent - to serve in the capacity of interim superintendent for the district.

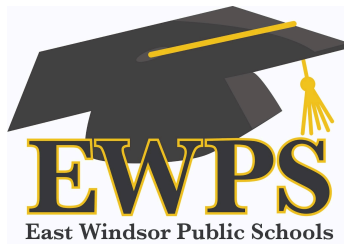
**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will frequently be required to sit and occasionally talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee will occasionally drive a car while performing the duties of this job. Specific vision abilities required by this job include close vision and depth perception.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet. Position usually demands meeting deadlines with severe time constraints and frequently working irregular or extended hours.

**Daily Schedule:** Per contract

**Evaluation:** Performance of this position will be evaluated annually in accordance with the terms of the contract.

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**



**EAST WINDSOR PUBLIC SCHOOLS**  
**Administrative Assistant to the Superintendent Job Description**

Position Title: Administrative Assistant to the Superintendent/Board Secretary  
Department: Central Administration  
Reports To: Superintendent

**Summary:**

Provide administrative assistance to the Superintendent and Board of Education in conducting the overall operation of the school district.

**Essential Duties and Responsibilities:**

Plans, organizes, prioritizes, and executes complex administrative and/or research projects, communication, and functions as assigned by the Superintendent or Board of Education, including but not limited to:

- Completes special projects and reports. Compiles statistics and gathers other data as the Superintendent may require.
- Prepares data for public dissemination of information.
- Provides assistance and information to candidates and/or new board members and develops new board member orientation information.
- Writes staff newsletter following school board meetings.
- Writes and monitors social media posts and other digital communication for and about the School District.
- Compiles required information and processes reports to various federal and state agencies.
- Disseminates state/federal communications to administrative staff and ensures that requests for information from them are handled properly and punctually.
- Ensures that school district reports for the Superintendent and Board of Education are properly prepared in a timely manner.
- Communicates with school attorney, various local and state agencies and the press.
- Plans and coordinates special School Board and administrative functions within the budget assigned.
- Assists the Superintendent in general administrative operations.
- Answer/screen incoming calls, schedule meetings/appointments, open/screen mail, compose correspondence for superintendent and BOE, address staff and community inquiries in a professional manner, post district documents, etc.
- Coordinate annual convocation reception and award ceremony

- Assist in the planning of quarterly Outstanding Student Receptions, including sending invitations to recipients, ordering awards, coordinating refreshments and environment for receptions.
- Coordinate acknowledgement of Crystal Apple Award recipients in correlation of BOE meetings.
- Assist in the development of the annual school calendar for vote of approval by BOE.
- Coordinate classified and administrator vacation schedules.
- Develop annual BOE meeting calendar.
- Act as direct liaison to the Board of Education in the absence of the Superintendent when immediate Board action is required.
- Acts as liaison for the school board in community contacts.
- Performs administrative work of a high level with minimal direction and supervision.
- Prioritizes, composes, edits and formats documents on own initiative or when directed.
- Compiles, screens, and prioritizes incoming correspondence and telephone calls for the Superintendent and Board of Education.
- Maintains diplomatic and helpful manner when dealing with the public, district staff and Board of Education.
- Identifies concerns, problems and complaints and provides direct assistance to the public, district staff and Board of Education by explaining policies and/or negotiating solutions.
- Reports regularly to the Superintendent on any developments or problems within the district requiring the Superintendent's awareness or action.
- Coordinate, attend, participate in, and record minutes of Superintendent's administrative team meetings.
- Establish and maintain the filing system of the Superintendent and the Board of Education.
- Maintains an up-to-date policy book for the district and assures that procedures are established for dissemination of new policies.
- Assists in the operation of the district's communication systems for emergency closings and general inter-district communications from the Superintendent and Board of Education.
- Serves as recording Secretary for the Board of Education.
- Keeps Board of Education informed of activities and meetings they are involved in as directed by superintendent
- Assist superintendent in keeping administrators up-to-date on related BOE actions
- Coordinate BOE sub-committee assignments upon each town election
- Prepare and post all BOE meeting/workshop agendas with the Town Clerk's Office
- Collect and compile material for BOE agenda packets
- Create all BOE agendas and transcribe regular meeting minutes
- Maintain BOE agendas, minutes, and exhibit files
- Coordinate annual BOE votes for various school departments, i.e. E-Rate, HFC (Food Service), etc.
- Maintain Board of Education policies
- Coordinates preparation and assembly of materials, agendas and packets required for School Board meetings



- Organizes, assembles, distribute, and prepares School Board agenda with supporting documentation to School
- Board members, administrators, and the public.
- Supervises preparation of School Board meeting site.
- Attends School Board meetings and takes minutes.
- Prepares official minutes, arranges for publication of approved minutes as required by law, and follows up on School Board decisions.
- Communicates School Board decision/policy changes to appropriate staff.
- Researches and responds to questions or requests by School Board members, staff, or community members.
- Provides advice regarding parliamentary procedures to the Vice Chairperson.
- Develops and posts/publishes a calendar or schedule of events.
- Provides historical information related to school board agendas, official activities and decisions to the School Board and Superintendent.
- Additional duties as assigned

**Staff Responsibilities:**

Establishes and maintains a respectful, supportive working relationship, operating with a proactive approach and integrity at the core of all interactions and functions.

**Community Responsibilities:**

Conducts themselves in a professional manner that upholds the district’s values and policies.

**Qualifications/Requirements:**

Education:

Associates degree required. Major field of study or degree emphasis in Business Administration, Communications, Organizational Policy, Education, or comparable work experience.

**Preferred Skills:**

- Effective writing skills, including ability to edit and compose clearly written documents.
- Ability to address orally or in writing matters that are sensitive and potentially controversial with integrity, respect, and professionalism.
- Ability to use computers, software, and peripheral equipment to complete job-related tasks.
- Ability to use digital communications to enhance the District’s public relations.
- Maintaining confidentiality.
- Ability to work independently with minimal supervision.
- Ability to gather and analyze information through a variety of methods.
- Ability to plan, prioritize and organize complex functions.
- Ability to complete work accurately and reliably.
- Ability to work well with people, including resolving interpersonal conflicts and motivating others to perform and meet time commitments.

**Required Skills:**

- Ability to read, analyze, and interpret textbooks, periodicals, professional journals. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from students, parents and colleagues.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will frequently be required to stand and walk and reach with hands and arms and talk and hear. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision and depth perception.

**Knowledge, skills, and abilities:**

The mental demands described here are representative of those an employee encounters while performing the essential functions of this job. Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.

**Work Environment:**

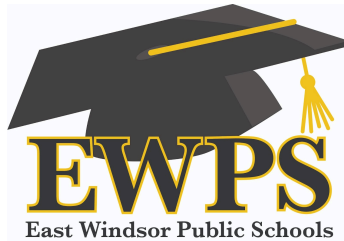
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can be quiet to noisy depending on the classroom activity level. Position usually demands meeting deadlines with time constraints and requires the ability to multitask.

Daily Schedule: Per contract

Compensation: Per contract

Evaluated by: Superintendent



## **EAST WINDSOR PUBLIC SCHOOLS Data Specialist Job Description**

Position Title Data Specialist  
Department: Information Technology  
Reports To: Superintendent

### **Summary:**

As the manager of the structure and contents of critical databases, the Data Specialist establishes and enforces rules, standards, and guidelines for the overall use of database management systems. She/he is responsible for the management and administration of district databases through design and development, monitoring and maintenance, accuracy and sustainability, reporting and analysis, as well as the security and integrity of the district's data management systems.

### **Essential Duties and Responsibilities:**

Provides management, analysis, coordination and supervision of the district's student and employee information systems and data flow, including (but not limited to):

- Software applications and database systems, including but not limited to PowerSchool and all-related state run student information systems.
- Maintain database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements; evaluating computer operating systems and hardware products.
- Reporting, assessment, and data warehousing platforms
- Provides staff development and training in related data management areas pertinent to staff responsibilities requiring access to or use of data.
- Responsible for problem solving of all database workflow, usage, and implementation issues.
- Serves as primary contact and liaison to all database vendors.
- Assist with the implementation and utilization of third-party vendor database tools (e.g. CT-SEDS, MBA, Clever, School Messenger etc.)
- Coordinates and prepares district, state, and federal reports which relate to student and employee database management
- Assists in planning and budgeting for existing and recommended applications
- Processes, maintains, and reports on student and employee data from a variety of data sources to internal as well as external applications, platforms, systems, and agencies
- Filing/Storing student and personnel documents to any pertinent databases
- Collaborating with appropriate district personnel on employee data validation and data accuracy

- Accurately separates and maintains public from private data
- Complete the Civil Rights Data Collection Survey
- Maintains historical student and employee records
- Works collaboratively with IT to resolve data software issues, setup and sync with 3<sup>rd</sup> party data applications, and provide technical support to all levels of users.
- Works with district administrators to ensure continuous improvement of data quality and accessibility.
- Performs related administrative, managerial, instructional, and other duties as required or assigned

**Qualifications/Requirements:**

Education: Associate’s degree or higher in data management, project management, technology, analytics, or related field. 3-5 years of relevant experience. Alternatively, the district may accept a bachelor’s degree in an unrelated field with evidence of closely related business coursework.

Experience: At least three years performing statistical computations and previous office management or administrative assistant experience (preferred).

**Knowledge, Skills, and Abilities:**

- Adept in system operations, confidentiality, and attention to detail. Proficient in presentation development and project management.
- The ability to write advanced data queries, create custom reports, manage custom pages, perform system upgrades and manipulate data.
- Demonstrated knowledge of Excel, Access, Word, and other database query tools.
- Ability to read, analyze, and interpret textbooks, periodicals, professional journals. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from students, parents and colleagues.
- Ability to work with mathematical concepts such as statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Position demands meeting deadlines with time constraints and requires the ability to multitask.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently be required to stand and walk and reach with hands and arms and talk and hear. The employee is occasionally required to sit. Specific vision abilities required by this job include close vision and depth perception.

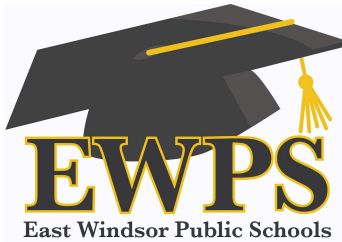
**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be quiet to noisy depending on the office, school, or classroom activity level.

Daily Schedule: According to contract

Compensation: According to contract

Evaluated by: Superintendent

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties may be assigned.



**EAST WINDSOR PUBLIC SCHOOLS**  
**Director of Operations and Communications Job Description**

Position Title: Director of Operations and Communications  
Department: Central Administration  
Reports To: Superintendent

**Summary:**

The Director of Operations and Communications oversees all internal and external communications initiatives, provides supervision and guidance when needed to the operations team, and leadership coaching to the entire administrative team. In conjunction with the superintendent, actively leads the short and long range strategic planning to support effective school district operations.

**Essential Duties and Responsibilities:**

- Provide leadership in collaborative processes to develop district-wide operational capacity and effectively communicate such programs and initiatives to appropriate audiences, including but not limited to staff, parents, students, and community members.
- Facilitates policy recommendations related to school operations.
- In conjunction with the superintendent, assists in overseeing the general administration of the school district operations, including facilities, human resources, and central registration.
- Stays current on all applicable federal, state and local laws, procedures and regulations applicable to operations of public schools.
- Analyzes problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develops creative solutions to the challenges of non academic operations for the school district, including human resources, facilities, budget presentation, and government and public affairs.
- Excellent written and verbal communication skills and the ability to present to diverse audiences, specifically to foster professional relationships and express and/or exchange ideas.

- Excellent interpersonal skills and the ability to flex communication style to multiple environments to improve operational practices.
- Actively leads in the short and long range strategic planning to support the effective school division operations, including capital improvement projects..
- Maintains professional relationships with administrators, staff, business partners, and community members/stakeholders.
- Promotes positive relations between the school district and community. Direct and manage the district public information functions to ensure legally sound and effective communication practices.
- Develops and implements employee, parent, student, and community communications programs for distribution to the public designed to create awareness and understanding of the school systems operations through factual accurate means.
- Collaborates with the superintendent and board of education to develop and implement annual communications and community engagement plans.
- Serves as primary contact for all media sources including the district website and coordinates contact with the news media. Prepares press releases, articles, and photos for community publications as needed.
- Serves as district's Public Information Officer, ensuring the district complies and answers all public records requests.
- Works cooperatively with principals and staff to define communication needs regarding district events, information, and programs as they relate to recruitment and retention of students and staff.
- Effectively communicates student assessment results to the community and schools.
- Attends and reports on meetings of the Board of Education and central staff.
- Other duties as assigned by the superintendent.

**Qualifications/Requirements:**

Education: Bachelor's degree required. Master's or advanced course work or related experience preferred.

Experience: At least three years of journalism and/or communications work in a related field. 5 -10 years in business management, operations, and/or working knowledge of K-12 public education and local, state and national issues related to K-12 education. Privacy and ethics training in confidentiality

**Knowledge, Skills, and Abilities:**

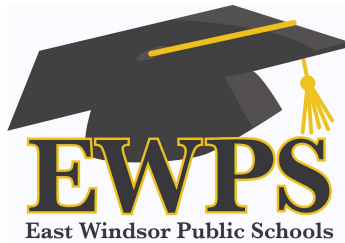
- A thorough knowledge of media relations, crisis communications, internal relations, and public relations functions
- Strong interpersonal and communication skills with applicants, staff, and community in order to create an effective working partnership.
- Working knowledge of human resources, operations, administration, and finance as they relate to school systems.
- Mastery of both oral and written English with the ability to write varied correspondence and documents
- Strong organizational skills
- Ability to interpret data and communicate results
- Ability to develop and to effectively present information in one-on-one settings and to small and large groups of administrators, supervisors, and employees
- Ability to implement policy and procedures
- Ability to multi-task numerous complex administrative activities
- Ability to read, analyze, and interpret textbooks, periodicals, professional journals.
- Ability to write reports and correspondence.
- Ability to effectively present information and respond to questions from students, parents and colleagues.
- Ability to work with mathematical concepts such as statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
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**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be quiet to noisy depending on the office, school, or classroom activity level.

Daily Schedule: According to contract  
Compensation: Per contract  
Evaluated by: Superintendent





**EAST WINDSOR PUBLIC SCHOOLS**  
**Safe School Climate and Equity Coordinator Job Description**

Position Title: Safe School Climate and Equity Coordinator

Department: Central Administration

Reports to: Superintendent

**Summary:**

The Safe School Climate and Equity Coordinator is instrumental in supporting the mission of East Windsor Public Schools on providing a high-quality, comprehensive, and meaningful education for all students within a safe and nurturing environment. The major function of the Safe School Climate and Equity Coordinator is leading the implementation of social emotional well-being initiatives district-wide. This work includes collaborating with school and district-wide administrators, as well as teachers and staff, to plan and facilitate professional development on diversity, equity, and inclusion and to partner with other professional staff members, parents, and community leaders and agencies to advocate for student services, programs, and resources. Acts as the district's liaison with community service agencies in developing, modifying and evaluating the needs of East Windsor Public School students and families. Serves in the supervisory role of the school counselors and serves as building administrator in absence of school principals and assistant principals.

**Essential Duties and Responsibilities:**

- Lead and facilitate the planning of the district-wide and building based safe school climate and equity committees with the implementation of the SEL competencies within advisory periods at each school.
- Leads the district-wide work on student and family engagement including providing oversight and coordination of home visits to promote and support the family to school partnership.
- Collaborates with school and district administrators, teachers, and staff to plan and facilitate training through professional development regarding social-emotional learning, diversity, equity, and inclusion.
- Works collaboratively with human resources on the recruitment/retention of the development and implementation of the district's diversity plan to increase educator diversity.
- Partners with administrators and teachers to remove barriers to student success, and develop strategies to close the achievement gap.
- Responsible for the oversight, response, and follow-through to all student bullying and harassment complaints including partnering with school administrators to investigate such complaints.

- Collects, analyzes, and uses data to demonstrate the effectiveness of the district's home visit process and protocols.
- Acts as the liaison between the school district and the Open Choice Program.
- Serves as an active partner in the MTSS intervention process to identify strategies and interventions for tiers 1, 2, and 3.
- Analyzes and uses data to document the results of strategies and interventions that are used to improve academic performance.
- Partners with the district's McKinney Vento liaison and town social services to assist students and families that have been displaced to ensure consistency with access to education.
- Participates in and contributes to building and district-wide leadership teams on school improvement and strategic plans.
- Consults with teachers, administrators, and parents regarding student needs.
- Refers students and parents to district resources, community agencies, and specialists.
- Conducts parent conferences and provides parent education programs.
- Facilitates student development in the areas of academic, personal/social, and career planning.
- Supports and promotes students' career pathways programs.
- Consults and collaborates with teachers, administrators, parents, community organizations and agencies.
- Serves as the district liaison with agencies including but not limited to: Department of Children and Families; Department of Mental Health; Department of Adult Services; Department of Youth Services/Corrections; East Windsor Police Department.
- Works collaboratively with the School Resource Officer to implement school-based safety, climate, and culture programs.
- Serves as a representative of the East Windsor Public Schools on the Juvenile Review Board.
- Serves as liaison for the school district to - and collaborative partner with - the Youth Service Bureau to help at risk students obtain access to community resources.
- Makes recommendations to the superintendent and his/her designee regarding policy and practice in relation to community service agencies
- Serves as the district point of contact for community agencies for any issues or questions in relation to district staff, students or families
- Advocates for student experiences and activities that will improve school achievement and broaden career opportunities for every student
- Demonstrates accountability for program results including but not limited to recruitment of Open Choice students, Home Visitation Program, Chronic Absenteeism, and implementation of SEL advisory programs at each school.

### **Administrative Supervisor Responsibilities**

- Serves as substitute or interim building administrator at all three buildings in the absence of the principal and assistant principal.
- Oversees/supervises the school-based counselors. Duties include working with counselors to monitor data related to attendance, behavior, and academic performance through MTSS; parent engagement through home visits; monitoring SSP's; organization

of middle/high school informational visits; and monitoring enrollment in courses to ensure equal access for all students to high level rigorous courses.

**Qualification/Requirements:**

Education: Master's Degree required, 092 certification required. Licensure as Social Worker, School Adjustment Counselor, or other relevant degree/previous experience preferred.

Experience: 8-10 years working in a school setting or other related field. Experience with crisis management and intervention. Must possess strong mastery of interpersonal and communication skills to work with a variety of audiences. Privacy and ethics training or coursework in student privacy rights, and office confidentiality.

Such alternatives to the above qualifications as the Superintendent or his/her designee may find appropriate.

**Knowledge, Skills, and Abilities**

- Ability to read, analyze, and interpret textbooks, periodicals, professional journals. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from students, parents and colleagues.
- Ability to work with mathematical concepts such as statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
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Daily Schedule: According to administrative collective bargaining agreement

Compensation: According to contract

Evaluated by: Superintendent or Designee



**STATE OF CONNECTICUT**  
*STATE DEPARTMENT OF EDUCATION*



**TO:** Patrick Tudryn, Superintendent  
East Windsor Public Schools

**FROM:** Dr. Shuana K. Tucker  
Chief Talent Officer

**DATE:** July 17, 2024

**SUBJECT:** Revised Leader and Educator Evaluation and Support Plan  
Approval for 2024-25

Thank you for submitting revisions to East Windsor Public Schools' 2024-25 Leader and Educator Evaluation and Support Plan for 2024-25. We appreciate the thoughtfulness and timely attention that you and educators in your district have put into this process.

We are pleased to inform you that based upon the revised 2024-25 Leader and Educator Evaluation and Support Plan received on July 10, 2024, your plan now meets the requirements as outlined in the Connecticut Guidelines for Educator and Leader Evaluation and Support 2023. Implementation can proceed as soon as your local Board of Education adopts this Connecticut State Department of Education-approved plan.

Congratulations to you and your team. Thank you for your diligent and thoughtful effort as we work together toward the shared goal of continuous support and development of all educators in order to impact positive outcomes for all students.

SKT:smf:mb

cc: Sharon M. S. Fuller, Talent Office Consultant  
Dr. Jessica G. Ocasio, Talent Office Consultant



# AASPA

American Association of School Personnel Administrators | Est. 1938

## 2023-2024 Executive Board

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Kevin Walton, Sr.  
Director of Equity and Inclusion  
Area Cooperative Education Services  
North Haven, CT  
kwalton@aces.org

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Deputy Superintendent  
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Highland Park, IL  
mschroeder@nssd112.org

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ramon.ray@sccpps.com

### Executive Director

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Overland Park, KS  
kelly@aaspa.org  
(913) 327-1222

July 9, 2024

Erin Barraza  
Payroll/AP Associate  
East Windsor Public Schools

Nicole Damiata  
Director of Human Resources  
East Windsor Public Schools

Dear Ms. Barraza:

It is our pleasure to inform you that you have been selected by the AASPA Recognitions Committee and the AASPA Board to receive the AASPA Human Resources Specialist/Support Staff Award for 2024. The Human Resources Specialist/Support Staff Award is given to an individual whose contributions have had significant impact on the efficiency of the human resources office and to the field of human resources; who has at the local, state/province, national, and/or international level distinguished him/herself through leadership service; and is a collaborative, contributing participant in personnel functions and/or programs. You were nominated by Nicole Damiata for this award.

You will be recognized at the AASPA 86th Annual Conference in Seattle, Washington, taking place October 15-18, 2024.

Congratulations on earning this distinguished award as it is certainly an honor and recognition of your work. We look forward to seeing you at the AASPA Conference in Seattle!

Sincerely,

Michelle Hackney  
Recognition Committee Chairperson  
Spring Hill School District  
Director of Human Resources

Kimberly Schulte  
Recognition Committee Co-Chairperson  
Torrington Public Schools  
Director of Human Resources