

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Regular Meeting

September 12, 2019

6:00 p.m.

Windsor Locks High School

Library Media Center

58 South Elm Street

www.wlps.org

Windsor Locks Board of Education

Patricia King, Chairwoman

Margaret Byrne, Vice Chairwoman

Jim McGowan

Dennis Gragnolati

Joe Tria

Shawn Parkhurst

Superintendent of Schools

MISSION STATEMENT AND CORE BELIEFS

The WLPS will create and sustain a community of life-long learners where all students are engaged, empowered and expected to achieve at the highest levels and to become responsible, contributing citizens in an ever-changing, global society.

In order to achieve our mission our students will receive a world class education that:

- Challenges each student to meet and exceed high expectations through a stimulating, rigorous and challenging curriculum;
- Enables each student to think critically, work collaboratively, and display the confidence necessary to be successful in a diverse and complex society;
- Prepares each student to be an adaptable risk taker who is proud to invest in the future;
- Prepare each student to use all of the technological resources available to complete research, solve problems, and identify creative solutions;
- Develops individuals who are open-minded, respectful, and compassionate,
- Develops honest, interdependent, skilled future leaders and independent thinkers who will become the world's problem solvers;
- Enriches the skills and talents of each student to be inventive and ready to achieve a sustainable future;
- Invites the entire community to be involved in providing a well-rounded education; which
- Inspires each student to become an active member of our community, the nation, and the world.

Regular Meeting
September 12, 2019
WINDSOR LOCKS BOARD OF EDUCATION
Windsor Locks High School ~ Library Media Center
6:00p.m.

AGENDA REVISED 9/11/19

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. BOARD AND ADMINISTRATIVE COMMUNICATIONS INCLUDING BOARD SUB-COMMITTEE REPORT
- V. PUBLIC AUDIENCE (Only On Agenda Items)
CONSENT AGENDA: **VOTE NEEDED**
- VI. A. Minutes: p. 1 EXHIBIT VI A
 - August 22, 2019 – PSC Meeting
 - August 22, 2019 – Regular MeetingB. Personnel Report: p. 10 EXHIBIT VI B
 - Resignation
- VII. BUSINESS ITEMS BEFORE THE BOARD

Goal 1: Windsor Locks Public Schools will ensure that all students are engaged in their learning and challenged to achieve, grow, and demonstrate mastery.

A. School Opening Report p. 11 EXHIBIT VII 1 A
B. Policy Revision to 5126(b) – Honor Roll: Second Read: **VOTE POSSIBLE** p. 12 EXHIBIT VII 1 B
C. Policy Review: First Reading p. 15 EXHIBIT VII 1 C

Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure achievement, growth and mastery for all.

A. Set High School Graduation Date: **VOTE NEEDED** p. 48 EXHIBIT VII 2 A
B. High School Budget Transfers: **VOTE NEEDED** p. 49 EXHIBIT VII 2 B

Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

A. Donation Acceptance – Algonquin Power: **VOTE NEEDED** p. 50 EXHIBIT VII 3 A
B. Food Service – Introduction of New Director and Discussion of Program and Services p. 51 EXHIBIT VII 3 B
C. Proposed Changes to Board of Education Meeting Calendar: **VOTE NEEDED** p. 52 EXHIBIT VII 3 C

Goal 4: Windsor Locks Public Schools will provide a positive, equitable, safe and healthy climate for adults and students, to learn how to sustain and promote healthy living.
- VIII. BOARD AND SUPERINTENDENT COMMENT

IX. PUBLIC AUDIENCE (GENERAL)

X. FUTURE BUSINESS

- SBAC Scores and Improvement Plans/Performance Targets

XI. EXECUTIVE SESSION: To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

- Discussion of a Confidential Student Matter

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Student
- Parent/Guardian
- Windsor Locks High School Principal

- Discussion of Administrators' Bargaining Unit Negotiations

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education
- Superintendent of Schools
- Human Resource Director

XII. ACTION ON CONFIDENTIAL STUDENT MATTER: **VOTE NEEDED**

XIII. ADMINISTRATORS CONTRACT APPROVAL: **VOTE NEEDED**

XIV. ADJOURN

For the Chairperson of the Board of Education

Shawn Parkhurst

Superintendent of Schools

C: Town Clerk: PLEASE POST

EXHIBIT VI A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 12, 2019
RE: APPROVAL OF MINUTES

- August 22, 2019 – PSC Meeting
- August 22, 2019 – Regular Meeting

**Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096**

**MINUTES OF THE POLICY SUBCOMMITTEE MEETING,
August 22, 2019 at 1:00 pm**

These minutes are not official until approved at a subsequent meeting.

Members Present: P. King, J. McGowan (entered 1:35) J. Tria
Administrators: S. Parkhurst, C. Bradshaw-Hill, S. Cournoyer (exited 1:15)

I. Call to Order

Chairwoman Mrs. Patricia King called the Special Meeting to Order at 1:00 pm in the Center Office Conference Room.

II. Policy Review

Mr. Parkhurst and Ms. Bradshaw-Hill discussed changes related to the following policies:

- 5126(b) Honor Roll
- 3500 Food Service Program
- 3324 Purchasing
- 2411 Student Activities Fund Accounting
- 2410 Accounting System
- 2451 Receipts Misc Sources
- 2460 Class Funds—High School
- 2420 Vandalism Restitution
- 3280 Gifts and Requests
- 3325 Contracts- Non Discrimination
- 3326 Assistance for Persons w Disabilities
- 3524 Green Cleaning Program
- 3850 Pest Management
- 3160 Budget Line Transfer
- 3260 Disposal of Books and Equipment
- 1330 Use of School facilities
- 2100 Loss Control Program
- 3501 Health and Wellness

III. Adjournment

It was MOVED (J. Tria) and SECONDED by (J. McGowan) and PASSED (U) that the Board of Education adjourns the Policy Subcommittee Meeting of August 22, 2019 at 3:25 p.m.

**Windsor Locks Board of Education
58 South Elm Street
Windsor Locks, CT 06096**

**MINUTES OF THE REGULAR MEETING,
August 22, 2019 at 6:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present:	P. King, M. Byrne, J. Tria and D. Gragnolati
Members Absent:	J. McGowan
Administrators:	S. Parkhurst, S. Cournoyer, C. Bradshaw-Hill, S. Lee, S. Swensen and J. Lavorgna
Student Representatives:	None
Students:	K. Walsh, C. Mackey and a few others
Staff:	B. Deming and D. Bole
Others:	S. Canon
Press:	None

I. Call to Order

Chairwoman Mrs. Patricia King called the Regular Meeting to Order at 6:06 p.m. in the Windsor Locks High School Library Media Center.

II. Board and Administrative Communications including Board Sub-Committee Report

Chairwoman Mrs. Patricia King commented that a policy meeting was held today along with new hire orientation.

Mr. Shawn Parkhurst, Superintendent of Schools, addressed the Board. He remarked that in one week the new school year will start and the hallways of all of the schools will be filled with students. He gave a shout-out to all of the maintenance personnel for getting the building ready for the new school year. The buildings look great! He wanted to thank the leadership team which included Mr. Steven Swensen, Principal of the Windsor Locks High School and Ms. Sheri Lee, Director of Human Resources, for planning for the next school year, interviewing potential candidates for teaching positions and hosting the new hire orientation today. He also thanked all of all of the volunteers who participated in the read aloud program this summer. Each day of the summer, a new video was uploaded on the district's website of a volunteer reading a book aloud. He noted that some videos were very entertaining and creative. He also mentioned the district's handbook's have been completed and formatted thanks to Ms. Donna Bole for her assistance. The handbook has been uploaded to the website and an appendixes have been attached representing the different rules for each school.

Lastly, he read from a communication from CAFE regarding Chairwoman Mrs. King receiving the CAFE Master title. Only a few others in the State of Connecticut have earned this honor. He wanted to congratulate Mrs. King for such an accomplishment. a

it has quieted down since the end of school and the students have left for summer break. The district has been busy interviewing candidates for various positions.

III. Public Audience (Only on Agenda Items)

None.

Consent Agenda

a. Minutes

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the Consent Agenda (a) Minutes, as presented.

b. Personnel Report

Ms. Sheri Lee, Director of Human Resources addressed the Board. She indicate in the Board's packet is a list of 15 new hires for the next school year. This is a great group of teachers and they are looking forward to the new school year.

It was **MOVED** (Byrne) and **SECONDED** (Gragnolati) and **PASSED** (U) that the Board of Education approves the Consent Agenda (b) Personnel Report, as presented

V. Business Items Before The Board

1. Goal 1: Windsor Locks Public Schools will insure that all students are engaged in their learning and challenged to achieve at the highest level.

a. Policy Revision to 5126(b) – Honor Roll: First Read

Mr. Parkhurst commented that this is a first reading of a policy revision for the Honor Roll. He explained the changes that were being made were on Page 3. This change was to make the academic honor roll consistent among the high school and the middle school. The academic honors will be based upon a GPA. First honors will be a 3.5 GPA or higher and nothing lower than a 3.0 grade in a class. The HOS honor roll will stay the same. It was asked when the GPA will be assigned. The response was at the end of the year.

A brief discussion was held.

b. SAT Scores

Mr. Parkhurst announced that the Connecticut Department of Education released the SAT school day performance results. The SAT is administered to high school juniors across Connecticut every spring as part of the State and Federal School Accountability Program. The average Connecticut English Language Arts (ELA) score was 515, and 501 in Math. Windsor Locks students scored 481 in ELA, and 451 in Math. While these scores were slightly below the state average, these

scores represented significant growth, 18 points on average, over the performance of the same group of students who took the PSAT's last year.

Mr. Parkhurst and Mr. Swensen explained the high school will be implementing College Board lesson plans and interim assessments for all students aligned to academic standards and indicators for the 2019-2020 school year. This performance data will be used to personalize supports and interventions during Raider Blocks to help students achieve their personal goals related to these standardized tests.

A brief discussion was held.

2. Goal 2: Windsor Locks Public Schools will use research-based leadership and best workplace practices to ensure high levels of achievement.

a. Changes to 2019-2020 Teacher Evaluations

Ms. Sharon Cournoyer, addressed the Board. She explained the how the process began to revise the teacher evaluations by first reviewing the rubric, working on the revisions by the Professional Development Committee and Leadership Teams. All building were represented as members of the committee. She discussed the major changes that are being implemented, such as, observation of teacher performance and practice (40%) and parent feedback survey (10%) Other indicators included student outcome related indicators, such as student growth and development (45%) (MAP is replaced with SBAC Interim Block Assessments) and whole-school measures of student learning (5%). Teacher support paperwork will be streamlined. Teachers will be able to choose at the initial PGP Meeting to replace one informal observation with a Review of Practice. A "Dispute-Resolution Process" has been developed for and added to the evaluation process as well.

A brief discussion was held.

b. Board of Education – Updated Goals

Mr. Parkhurst commented that at the last meeting, he presented the recommended changes to the Board of Education's goals. He asked if the Board had any questions or comments in regards to his proposed changes.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education accepts the changes to the Board of Education goals as presented.

c. Adult Core Values

Mr. Parkhurst remarked that last spring the administrative team began working on the adult core values of the district. Those core values are as follows:

- Ensure Equity
All adults ensure that all students receive what they need to achieve their full individual, academic, and social potential.

- **Build Relationships**
All adults are mentors with a valuable voice and responsibility in fostering positive and supportive relationships with students, colleagues, and families.
- **Set Expectations**
All Adults in Windsor Locks Public Schools hold high expectations for all students in achieving standards

d. Transfer General Fund Budget Monies

Ms. Charmaine Bradshaw-Hill, Business Manager addressed the Board. She explained there are four items which are in need to adjustments since the final budget for fiscal year 2019-2020 was approved.

The first transfer had to do with the line item numbers. She explained how the numbers were originally assigned years ago by a different Business Manager and the last three numbers assigned to the line were 280 and should be 260.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education transfer \$57,000 from Line No.: 010.DS.213.2100.323.280 to Line No.: 010.DS.213.2100.323.260.

The second transfer was the same reason the first transfer had to be done due to the funds were budgeted in the wrong account number.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education transfer \$195,486.00 from Line No.: 010.PM.213.1200.111.250 to Line No.: 010.PM.213.1200.111.260.

The third transfer was due to the wrong account type. This is in regards to the high school safety officer position. This will be a Windsor Locks Public School staff member versus a contracted services person. Therefore, the account structure needs to represents expenditures for employees of the district.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education transfer \$35,000.00 from Line No.: 010.HS.100.1000.341.192 to Line No.: 010.HS.100.2660.100.192.

The last transfer had to do with a Board of Education Executive Session on June 13, 2019 for \$2,500 for Car Allowance and \$3,500 for Annuity for the Superintendent and \$3,000 for Annuity for the Assistant Superintendent was approved for the fiscal year 2019-2020. The budgeted monies need to be reallocated to support the new expenditures.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education transfer \$6,500.00 from Line No.: 010.DS.620.2670.332.700 to Line No.: 010.DS.110.2320.147.800 and transfer \$1,000.00 from Line No.:

010.DS.620.2670.332.700 Mileage-Superintendent to Line No.:
010.DS.130.2320.580.800 Superintendent Car Allowance.

3. Goal 3: Windsor Locks Public Schools will support every student through a diverse network of caring adults.

a. Commemorative Recognition Request

Mr. Parkhurst noted that at the last Board of Education meeting, the Board requested that a committee be formed to proceed with the request to place a banner in memory of long-time swim and dive coach Ken Malone in the High School pool.

The committee reviewed the policy and discussed that it doesn't quite fit the request as we are not asking to name a facility, but that it was good to put the request through the formal process. They discussed any issues that anyone had about the potential recognition. There were no concerns about the request. The committee voted and unanimously agreed to recommend that the request be granted.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the request to place a commemorative banner honoring Coach Kenneth Malone in the Windsor Locks High School Pool area.

b. Primary Mental Health Grant – North Street School

Mr. Parkhurst indicated that the Primary Mental Health Grant funds North Street School's Friends and Learner's Program, and partially funds the Parents as Teachers program. The Friends and Learner's program offers 25-30 children who struggle with school adjustment issues individual time weekly with our Child Associate. Using Expressive Play therapy, the child associate is able to assist each of these children in developing the skillset to be more available for learning and for friendships. Parents as Teachers is a nationally accredited home visiting program that provides support to families with children birth to kindergarten. Our Parent Educator also runs weekly play groups for toddlers as a further means of providing networking resources for parents, group connections, and as a Child Find opportunity. This will be our 16th year with both programs.

It was **MOVED** (Byrne) and **SECONDED** (Gragnotati) and **PASSED** (U) that the Board of Education approves the submission of the Primary Mental Health Grant as presented.

c. Office of Partnerships – Updated Job Description for Assistant and Registrar Position

Mr. Parkhurst remarked that this is the first reading of the revised job description for the assistant and registrar position. The job description of the Office of Partnerships Assistant, is that this person supports and helps to organize work done

within the Office of Partnerships, which seeks to better connect educators, parents, families, and community members. The Assistant is responsible for scheduling, preparing for meetings by securing meetings spaces and materials needed, and collaborating with the Director to enhance and improve family-school-community partnerships.

In the role of Registrar, this persons is responsible for enrolling all new and returning students in the district, which includes and is limited to meeting with families of new student, collecting the necessary documents, assisting families to set up a PowerSchool account, entering records and information associated with the new/returning student into PowerSchool, and setting up bus transportation for the new student (should s/he qualify for transportation). In the past, this position was only 25 hours but it will be increased to a 30 hour position per week. This is a grant-funded, clerk-level position.

Questions regarding any additional costs with this position, such as, medical and dental benefits.

A brief discussion was held.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education approves the revised job description for the Office of Partnerships Assistant and Registrar as presented.

4. Goal 4: Windsor Locks Public Schools will provide safe and healthy environments where students will learn how to sustain and promote healthy living.

This goal was not discussed at this meeting

VI. Board and Superintendent Comments

None.

VII. Public Comment

None.

IX. EXECUTIVE SESSION:

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-225(a) for the following purposes as allowed by Section 1-200(6), that is:

- . Discussion of Strategy Bargaining Unit Negotiations

That attendance in the Executive Session shall be limited to:

- Members of the Board of Education

- Superintendent of Schools
- Director of Human Resources

The Board entered Executive Session at 7:00 p.m.

It was **MOVED** (Byrne) and **SECONDED** (Tria) and **PASSED** (U) that the Board of Education terminates Executive Session and reconvenes into public session at 7:47 p.m.

X. Adjournment

It was **MOVED** (Gragnolati) and **SECONDED** (Byrne) and **PASSED** (U) that the Board of Education adjourns the Regular Meeting of August 22, 2019 at 7:48 p.m.

Respectfully submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT VI B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHERI LEE, DIRECTOR OF HUMAN RESOURCES
DATE: SEPTEMBER 12, 2019
RE: PERSONNEL REPORT

Resignation:

Danielle Celli, a Pre-Kindergarten Teacher at North Street School has resigned effective August 21, 2019. At the time of her resignation, Ms. Celli will have served the students of Windsor Locks for two (2) years.

BOARD MOTION:

“MOVE that the Board of Education accepts Ms. Celli’s resignation, effective August 21, 2019 and offer her our appreciation for all of her efforts on behalf of the students of the Windsor Locks Public Schools.”

EXHIBIT VII 1 A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 12, 2019
RE: SCHOOL OPENING REPORT

Tonight, the Superintendent will talk to the opening days for all schools for the 2019-2020 school year.

The district received 95 newly registered students (grades 1-12).

Additionally, we have 42 newly registered kindergarteners (theses are students that did not attend our preschool).

These numbers represented the time period from June 10, 2019 to September 4, 2019.

EXHIBIT VII 1 B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 12, 2019
RE: POLICY REVISION TO 5126(b) – HONOR ROLL

Changes were made to a portion of the Honor Roll Policy 5126 at the Policy Subcommittee meeting on August 22, 2019 and presented to the full Board for a first reading on the same date. The policy will be presented tonight as a Second Read, with possible approval.

5126(a)
Students
Awards, Scholarships and Honor Roll for Windsor Locks

Awards and scholarships give students recognition for outstanding achievement as well as provide financial assistance to the recipients. The presentation of senior awards and scholarships is made at an annual evening assembly in June.

Appreciation is formally expressed to the individuals, civic organizations, and businesses contributing to the awards and scholarships program for their interest, support and generosity.

A list of available awards and scholarships as well as their criteria is compiled each year and is distributed to students. A Faculty Awards Committee is appointed by the administration for the selection of award and scholarship recipients in cases where the winners are not designated by the sponsor or are not determined by grade average or by class rank. The Faculty Awards Committee will collaborate with the Dollars for Scholars Awards Committee in selecting appropriate recipients for the scholarships/awards under the venue of Dollars for Scholars. All Committee members will uphold the confidentiality of all student/teacher information and the integrity of the process. The bylaws of the Board of Education and Dollars for Scholars will be strictly followed including, but not limited to, the prohibition that neither child nor relative of a member of the Dollars for Scholars Awards Committee or the Faculty Awards Committee be in consideration for an award/scholarship.

Sponsors may contribute monetary awards as arranged by the principal. A check may be drawn directly to the recipient, to the recipient's designated college or university, or to Windsor Locks High School for deposit in the high school's general fund. A check may also be drawn to Dollars for Scholars. A check in the recipient's name will then be prepared and presented to the recipient by the Principal. Existing account procedures will govern the drawing of such checks from the general fund. These procedures include careful documentation and an annual audit

Honor Roll

Providing recognition to students for their academic accomplishments is intended to enhance their interest, attitude and motivation towards their studies.

Students who meet the established criteria for grades in courses during their middle and high school years shall be designated Honor Roll Students. Honor Roll status is computed after the close of each marking period.

Students

Awards, Scholarships and Honor Roll for Windsor Locks

Honor Roll (continued)

Eligibility for the Honor Roll is based on the grades a student receives. At the high school level, a general course is designed to be as challenging to the general student as the college preparatory course is to the students preparing for college. Thus, the course level will not affect the student's honor roll status.

A course will be weighted by the amount of time it meets during each week and the amount of credit (i.e., 2.5, .5, 1.0) it is worth.

Courses offered on a pass/fail basis would not be included in the Honor Roll.

Students meeting the following criteria will receive Honor Roll recognition:

- **Academic Honor Roll:**
 - 1st Honors: GPA of 3.5 or higher with no course-level progress below 3.0
 - 2nd Honors: GPA of 3.2 or higher with no course-level progress below 3.0

- **Habits of Scholarship Honor Roll:**
 - 1st Honors: HOS average of 3.3 or higher for the Quarter or full school year
 - 2nd Honors: HOS average of 3.1 or higher for the Quarter or full school year

POSSIBLE BOARD MOTION: “**MOVE** that the Board of Education approved policy 5126 Awards, Scholarships and Honor Roll for Windsor Locks as presented.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 12, 2019
RE: POLICY: FIRST READING

The following polices, reviewed by the policy subcommittee, will be presented to the full Board of Education for a first reading tonight. Please review the following policies, you will have an opportunity to ask any questions you may have.

Administration:

2100 – Loss Control Program
2410 – Accounting System
2411 – Student Activities Fund Accounting
2420 – Vandalism/Restitution
2451 – Receipts/Miscellaneous Sources
2460 – Class Funds/High School

Non-Instructional:

3160 – Budget Line Item Transfer
3260 – Disposal of Books/Equipment
3280 – Gifts, Grants, and Bequests
3324 – Purchasing
3325 – Contracts – Nondiscrimination
3326 – Assistance for Persons with Disabilities
3500 – Food Service Program
3524 – Green Cleaning Program
3542 – Lunch Charging Meal Policy (new)
3850 – Pest Management/Pesticides Application in Schools

It is recommended that the Board revoke P2100 Loss Control Program. While it is a good practice to have a loss control program in the district, a policy mandating specific conduct creates additional potential liability i.e. when an action is mandated under the policy and it is not taken in accordance with the policy. By adopting a loss control policy, the Board is creating liability where none may have existed by changing what may be considered as discretionary conduct or a discretionary response into a mandated one and thereby, removing the "immunity to liability" defense in the event of a lawsuit.

Administration

2100 – Loss Control Program

The Board of Education (Board) is dedicated to the protection of its personnel and to the prevention of injury to members of the public arising from the operations of the Windsor Locks Public Schools. The occurrence of accidents is a matter of serious concern and it is important to control the conditions for claims. Accordingly, the Board notes its responsibility for the care, maintenance, and operation of buildings, lands, apparatus, and other property used for school purposes.

It is the intention of the Board, through the management of the schools:

1. To protect its personnel and members of the public using facilities owned, operated or controlled by the Board.
2. To provide a safe and healthful work environment, including the buildings, premises, equipment and facilities.
3. To protect town property against fire, flood or other natural disasters, theft, waste or damage due to conditions or improper work practices.
4. To see that all personnel adhere to safe work practices.
5. To operate in a safe and economical manner all vehicles and machines owned or operated by the Board.
6. To substantiate losses and the conditions causing them, because the conditions responsible for accidents can cause other serious problems, and to correct such conditions.
7. To ensure compliance with all applicable laws, regulations, and standards pertaining to the foregoing.

The effort and assistance of employees and the public are necessary to implement practices and procedures to safeguard the well-being of employees and the public. To coordinate efforts to locate and correct conditions deemed unsafe, the Board designates the Administrative Assistant to the Superintendent as Loss Control Officer, who is responsible to the Superintendent. Standardized practices and procedures are to be established to identify and correct potential causes of accidents. The circumstances and causes of each public and workmen's compensation

claim within the domain of the building principal shall be investigated and reported upon to the Loss Control Officer within forty-eight hours of the occurrence giving rise to the claim. Corrective steps are to be taken immediately to prevent the reoccurrence of any mishap.

With the cooperation of all personnel, the Board will continue to provide safe conditions for employees and the public and efficient operations of its schools.

Legal References:

Connecticut General Statute
10-220 – The Hartford Insurance Group

Policy adopted: November 1980

Revised:

Administration

2410 – Accounting System

The system of accounting shall provide for the appropriate separation of accounts, funds and special monies as prescribed by the state and federal authorities. Internal controls are established through:

- a. a chart of accounts
- b. a system of recording all financial transactions that occur
- c. establishment and enforcement of internal accounting policies and a system of checks and balances along with proper separation of duties.
- d. a post audit of accounts by an outside agency

The Board of Education (Board) will receive periodic updates of the financial condition of the school district.

The Board directs the Superintendent of Schools to complete and file financial reports to the Commissioner of Education as required in accordance with state law.

Legal References:

Connecticut General Statute
10-10c Uniform System of Accounting. Chart of Accounts, Audit.
10-227 Returns of receipts, expenditures and statistics to Commissioner of Education.

Policy Adopted: January 1975

Revised:

Administration

2411 – Student Activity Fund

Student activity funds shall be established in Windsor Locks Public Schools and maintained in accordance with state statute. Sub-accounts shall be maintained for each student activity approved by the Board and a general cumulative account ledger shall also be maintained for handling funds collected in the name of the school.

Student activity funds should not be confused with internal school funds such as lunchroom receipts, library fines, text book fines, and similar funds for which the Board of Education is directly responsible. In contrast with internal school funds, student activities funds are typically collected voluntarily by students and spent by them as determined appropriate so long as established regulations and procedures are followed.

The purposes of the raising and expending of activity money by student bodies are to promote the general welfare, education, and morale of the students and to finance the normal authorized extra-curricular activities of the student body organization. Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money.

Student activity funds may be carried over from year to year and school clubs or other organizations are encouraged to conduct a regular meeting to discuss and determine how unexpended funds should be dispersed at the end of a given school year or upon the disbandment of the club or organization. If a club or organization disbands and no disposition has been made for unused sums, such sums shall be transferred to the respective school's principal student activity account after paying any outstanding debts of the club or organization.

The management of student activity funds shall be in accordance with sound business practices, including sound budgetary and accounting procedures and thorough audits.

The following guidelines to student activities financial accounting are established by the Windsor Locks Board of Education to ensure that efficient procedures are available for the creation, operation and culmination of student activities funds.

- a) School activity funds will be considered town accounts and shall be audited by the town auditor in the same manner as all other accounts.
- b) All school activity fund accounts shall be maintained by the Business Office
- c) Separate accounts shall be maintained for student activities.
- d) All bank deposits shall be made by each building's administrative assistant or an authorized activity advisor. Collections should be deposited daily, if reasonable but no later than 10 business days after receipt of funds.

- e) Records of all transactions will be kept by the Business Office and reviewed regularly by the student activity advisor. Supporting documentation for each transaction shall be kept for audit. Disbursements will be made in accordance with the WLBOE Purchasing Policy and Procedures.
- f) Bank statements should be reconciled with the activity fund books as soon as possible after they are received. Reconciliations will be completed by the Business Office.

Legal References:

Connecticut General Statutes
10-237 Student Activity Funds

Policy Adopted: December 1989

Revised:

Administration

2420 – Vandalism – Restitution

In cases where acts of vandalism occur to real or personal property owned or leased by the school district (property), the school district shall seek restitution. Offenders shall be invoiced for damages.

Vandalism includes, but is not limited to, the cutting, defacing or injuring in any way school/school district property.

The parent or guardian of any minor/unemancipated child who engages in vandalism of school/school district property, shall be held liable for all damages up to the maximum amount allowed under state law.

The liability provided for under Connecticut General Statute 52-572 does not relieve the minor student of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability which exists in law.

An adult student, eighteen years of age or older, shall be held personally liable for damage done to any real or personal property owned or leased by the school district.

Monies received as restitution for loss or damage to school property shall be collected, maintained and dispersed in accordance with relevant Board policies, regulations, and procedures and state law.

The school are authorized to withhold transcripts, grades, diplomas, or report cards until restitution is made.

If satisfactory restitution for damages is not received, the matter shall be referred to the town attorney.

Students who engage in vandalism may be subject to disciplinary action, up to and including, suspension or expulsion and/or referral to law enforcement.

Legal References:

Connecticut General Statutes

10-221(c) Board of Education to Prescribe Rules

10-222a Board to have use of funds from repayment and insurance proceeds for school materials and from payment for custodial services for use of school facilities

52-572 Parental Liability for Torts of Minor. Damage Defined.

Policy Adopted: October 1979

Revised: December 1985

Revised:

Administration

2451 – Materials/Services Fees, Miscellaneous Sources

In accord with Connecticut general Statutes' requirement to provide a free public school education the Board of Education (Boards) will provide at no cost to students all instructional equipment, books, and materials as it deems necessary, needed to maintain the desired instructional program subject to reasonable rules concerning their care and use. No fees, deposits or other charges not specifically outlined in an approved student handbook, course guide, or parent handbook shall be levied.

Students shall be charged for damaged or lost textbooks, library/media materials, technology, and other education equipment or materials. Fines and assessments shall be levied and collected by the Business Office. The schools are authorized to withhold transcripts, grades, diplomas or report cards until payment for a return of the textbook, library/media, or other educational equipment or material is made.

The Superintendent of Schools shall yearly review fees established for all equipment and facility rentals, admissions to athletic or extracurricular events, field trips/excursions and other related fees that may be assessed.

The town auditor will audit all records of transactions for the accounting of miscellaneous receipts.

Legal References:

Connecticut General Statutes
10-221(c) Board of Education to Prescribe Rules, Policies, and Procedures

Policy Adopted: January 1975
Revised:

Administration

2460 – Class funds – High School

Each entering high school class is authorized to have a class activity fund for the duration of the class at the Windsor Locks High School, freshman through senior years.

A separate class fund account will be maintained for each high school class in the name of the class. The class funds will be held in a separate bank account holding all student activity funds. These funds are overseen and reconciled by the Business Office.

Revenue shall be gained through two sources, by class dues and by fund raising activities approved in advance by the high school administration.

Faculty advisors may make expenditures on behalf of their respective class with principal approval. Class funds are subject to audit and accounting in accordance with state law and Board policies and regulations governing school activity funds.

Funds collected and expended help to offset student expenses, such as yearbook, graduation robes, and the traditional senior class outing. Expenses entailed following graduation include the annual yearbook supplement, receipt of late invoices, etc.

A class in its senior year shall determine at a regularly called meeting, its preference for the disposition of any funds remaining after all financial obligations have been discharged. Such disposition shall be subject to the review and approval of the school principal. Any sums of money not expended within one year following the end of the senior school year and for which no disposition has been made shall be transferred to the high school principal's student activity account.

Legal References:

Connecticut General Statutes
10-237 School Activity Funds

Policy Adopted: October 1976

Revised:

Non-Instructional Operations

3160 Board Budget Procedures and Line Item Transfers

In accordance with Connecticut General Statute §10-222, the Board of Education (Board) shall prepare an itemized estimate of its budget each year for submission to the fiscal authority for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories are divided into one or more line items. Also, for this policy, the Account Areas used in the Board of Education's general ledger account code structure will be defined as line items. Below are the examples of account areas/line items.

Administrative Salaries - 110, 211, 215	Student Activity - 100
Certified Salaries - 213	Technology – 231
Non-Certified Salaries – 214, 610	Health Care – 300
Benefits/Insurance – 810, 820	Equipment – 120, 721, 730
Contracted Services - 620	Library - 230
Utilities - 640	Supplies, Textbooks, Materials – 220, 240, 250
Transportation - 520	All Other Expenditures 130, 729
Tuition - 140	

Following the annual appropriation, the Board shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. Periodic reports shall be prepared in the same format as the annual budget showing for each line item the appropriated budget amount, expenditure to date (to include encumbered and expended amounts).

The Board of Education may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of such itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Superintendent or his/her designee shall recommend to the Board transfers from one line item (as set forth above) to another as needed. All transfers will be presented and individually reviewed and approved by a motion.

Business/Non-Instructional Operations

Budget Line Item Transfers

The Superintendent or his/her designee is authorized to over expend or transfer funds from any line item in an amount up to \$10,000, under emergency conditions if the urgent need for the transfer prevents the Board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board of Education and a written explanation of such emergency transfer shall be provided.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system. (as amended by P.A. 13-60, An Act Concerning The Consolidation of Non-educational Services)

Non-Instructional

3260 - Disposal of Books, Equipment

The Superintendent is authorized to arrange for the disposal of equipment, books and materials that have become obsolete or where the physical condition of the item(s) has been judged to be so poor as to be unusable. Outdated textbooks or those materials no longer useful to the educational program may be disposed of provided they are a minimum of ten years old and have been determined to be obsolete by the professional staff.

The disposal of such equipment, books and materials shall be consistent with the regulations for this policy.

Legal References:

Connecticut General Statutes
10-220 Duties of boards of education
10-240 Control of schools
10-241 Powers of school districts

Policy adopted: April 1993

Revised:

R-3260 - Disposal of Books, Equipment

Books, equipment and materials that have become obsolete in any school shall first be offered to other buildings in the district. If such books, equipment and materials cannot be recycled in the district, they shall be disposed of in the following manner:

- a. donated to Windsor Locks civic organizations
- b. donated to other state or federal public agencies
- c. donated to established, non-profit charitable organizations
- d. sold to vendors of used equipment or books
- e. sold at town auction
- f. recycled in the town recycling program
- g. discarded at a disposal facility

Any monies earned through the disposal of books, equipment or materials shall be deposited in the Town General Fund.

Requests for permission to dispose of books, equipment or materials must be made in writing by the building principal to the Superintendent or the Superintendent's designee. Requests must include:

- a. all items and quantities of the items to be disposed of;
- b. an explanation of how the items will be disposed of; and
- c. an explanation of what steps have been taken to assure that the first step of these regulations have been adequately applied.

The Superintendent will consider written requests for disposal of books, equipment or materials made by building principals and will approval or deny such requests in his/her discretion. The Superintendent shall communicate his/her decision to the building principal and may direct an alternative method of disposal, if warranted.

Non Instructional

3280 – Gifts, Grants and Bequests

The Board of Education (Board) may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board to be suitable and to utilize such money or property so designated.

The Board shall establish criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the school system.

Generally, gifts shall be accepted for the school system and not for a particular school or activity. However, if the gift meets the criteria established by the Board, a gift may be used for a limited purpose or used in a particular school at the discretion of the Superintendent or designee.

Legal References:

Connecticut General Statutes
7-194 Powers
10-9 Bequests for educational purposes
10-237 School activity funds

Adopted: July 2000
Revised

R-3280 - Gifts, Grants and Bequests

Any gift presented to the school district may be accompanied by a letter from the donor requesting the gift be used for a specific purpose and any restrictions that may be suggested.

To be accepted, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school system.
2. Will not add to staff load.
3. Will not begin or continue a program, which the Board of Education would be unwilling or unable to continue when the gift or grant funds are exhausted.
4. Would not bring excessive additional costs to the school district.
5. Will place no restrictions on a school program.
6. Will not be inappropriate or harmful to the best education of students.
7. The gift may include the name of the donor or the donor may remain anonymous.

Non-Instructional

3324 - Purchasing

The Business Manager, under the supervision and direction of the Superintendent of Schools, is authorized to approve purchases for all goods and services in accordance with the annual budget-spending plan for the Windsor Locks Public School System. The Business Manager shall be responsible for developing and administering the purchase program of the Board, including ordering, verifying receipts of orders, distribution of materials received, and payment of bills. All materials and services will be procured through purchase orders approved by the Business Manager, or Superintendent of Schools.

The Superintendent of Schools will adopt regulations to accompany this policy setting forth procedures for the efficient procurement of materials, goods, and services required for school operations. Purchasing shall be made in accordance with the regulations and procedures established by the Superintendent.

Legal References:

Connecticut General Statutes
10-248 Payment of School Expenses

Policy Adopted: December 1995
Revised: June 2000
Revised:

R-3324 Purchasing

This regulation provides guidelines for the purchasing of goods and services for the school system. These regulations are designed to provide the information and procedures to obtain items or services at the lowest cost from responsible suppliers who are able to meet quality standards and acceptable delivery schedules.

The following procedure shall be followed for the purchasing of goods and services:

1. For any school expenditure, the Business Manager may approve and direct purchases not to exceed Three Thousand Five Hundred Dollars (\$3,500.00) for any one item.
2. For purchases over Three Thousand Five Hundred Dollars (\$3,500.00) and less than Ten Thousand Dollars (\$10,000.00), the Business Manager may approve and direct purchases providing that, wherever possible, at least three competitive quotations or prices are secured in the open market. After careful review, the Business Manager may consummate the purchase based on his/her determination of what would be in the best interest of the school system.
3. For purchases over Ten Thousand Dollars (\$10,000.00) and less than Twenty Thousand Dollars (\$20,000.00), the Business Manager may approve and direct purchases providing that, wherever possible, at least three written competitive quotations or prices are secured in the open market. After careful review, the Business Manager may consummate the purchase based on his/her determination of what would be in the best interest of the school system. A record or quotation must be kept on file to correspond with purchases.
4. All contracts for and purchases of supplies, materials, equipment, contractual services, etc., in excess of Twenty Thousand Dollars (\$20,000.00), unless it is determined by the Board to be against the best interest of the school system, shall be based on competitive sealed bids or proposals (i.e. RFPs) giving at least ten (10) days' public notice thereof, but publication, at least once in the newspaper and/or on a public Website having major daily exposure or trade journals. The Board of Education shall authorize, by motion, the awarding of such contracts to the lowest responsible bidder or may reject portions of or all bids or proposals as it deems to be in the best interest of the school system.
5. No purchase shall be made without an authorized purchase order. The Superintendent or Business Manager must sign purchase orders.

Non Instructional

3325 - Contracts - Nondiscrimination

The school system shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates either in employment practices or in the provision of benefits or services to employees on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, except in the case of bona fide occupational qualification or need.

Legal References:

Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in awarding agency, municipal public works and quasi-public agency project

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

46a-58 through 46a-81 re discriminatory practices

Federal law

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq

Title IX –Equal Employment Opportunity

Policy adopted: December 1995

Revised:

It is recommended that the Board revoke P 3326. While the District is prohibited in engaging in discrimination based upon disability and has a legal obligation to make its programs and facilities accessible to those with disabilities in accordance with state and federal law, P3326 creates obligations not required under the law and sets out a standard that may be difficult to meet i.e. having trained personnel available at all time to assist those with disabilities.

A review of CAFE model policies and those of other districts reveals that the Windsor Locks Board is unique in adopting a policy such as this one. Other existing Windsor Locks Board policies such as P4118.11/R 4118.1 Nondiscrimination and 4118.14/4218.14 Nondiscrimination on the Basis of Disabilities along with the District's Notice of Nondiscrimination which is directed to appear in various locations/publications suffice to establish a policy against discrimination and a mechanism for complaints and inquiries, including those about program/facilities accessibility.

However, if the Board wishes to make a further general statement of nondiscrimination, attached is CAFE Policy 0521 for the Board's consideration.

3326 - Assistance for Persons with Disabilities on Campus

In an effort to provide full access to the facilities and programs available at Windsor Locks High School, trained personnel will be available at all times to provide assistance to those with mobility restrictions. Trained personnel will assist those with wheelchairs, walkers, and other assistive devices to navigate any area of the building and grounds where necessary, but especially in those areas where assistance is required (i.e. certain ramps and doorways, etc.).

Should outside visitors who plan on attending events at the high school wish to find out more about this opportunity, they can call the main office of the high school.

Policy adopted: May 2009

Revised:

Non Instructional

3500 – Food Service Program

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. The Board directs that students be provided with adequate space and time to eat meals during the school day. District Food Service Programs should be conducted in an atmosphere of cleanliness and personal caring.

The District shall offer meals to all students without regard to race, color, age, creed, religion, gender, sexual orientation, gender identity or expression, ancestry, national origin, or marital status or other protected class as prohibited under the law.

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Plate, published jointly by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture (USDA), and guidelines promulgated by the Connecticut Department of Education ("Connecticut Nutrition Standards for Foods in Schools" (CNS) in addition to federal and state statutes and national health organizations. The focus is on moderating calories, limiting fats, sodium and sugars, eliminating trans fats and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes.

At all times when food is available for purchase by students during the regular school day, nutritious and low-fat foods shall be available for sale. Food, separate from reimbursable meals, sold to students during the regular school day shall comply with federal competitive food nutrition standards (i.e. Smart Snacks) or Connecticut Nutrition Standards (CNS).

All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA Smart Snacks final rule (where state and federal beverage requirements differ, schools shall follow the stricter requirements). Schools participating in the NSLP will make potable (drinking) water available to students, free of charge where meals are served during meal service.

The District may participate in available state or federally subsidized milk or meal programs. The Windsor Locks Public Schools currently participates, subject to Board approval annually, in USDA school nutrition programs, specifically the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). Authorization is granted to the Superintendent to act on behalf of the Board for purposes of participating in the NSLP and SBP. The District's NSLP and SBP shall operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

At the beginning of each school year, parents and/or guardians of enrolled students shall be provided information about and applications for the free milk and/or free or reduced priced meals programs. Information and an application form will also be provided to newly enrolled students at the time of enrollment. Students who qualify based upon family income will be provided with

free milk and/or free meals or reduced price meals. Schools shall adopt protocols to protect the privacy of students who qualify for free milk and/or free or reduced school meals and implement practices to avoid stigmatizing them. Such protocols shall include feeding students with unpaid balances without stigmatizing them. The District shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.

Students who do not qualify for free or reduced price meals (or free milk) are eligible to participate in the SMP, NSLP and SBP and will be charged prices set by the District. The price charged to students who do not qualify for free or reduced price meals will be established annually by the District in compliance with state and federal laws.

Participation in the NSLP, requires the complete and submission to the Connecticut State Department of Education (CSDE) on or before July 1 of each year a Healthy Food Choice Statement (HFC) in accordance with CGS 10-215f. The HFC statement shall reflect the District's choice whether or not to follow the CNS for all foods sold to students separately from reimbursable meals in the NSLP. This includes, but is not limited to, foods sold: a la carte in the cafeteria, in vending machines, in school stores at fundraisers, and other sources of food sales to students on school premises. The Board shall vote annually, at a timely held meeting, whether to approve the HFC statement for the upcoming school year. In order to be eligible for additional state funding, the District must certify it will follow the CNS for all foods sold to students on school premises. The Board directs the Superintendent or his/her designee to submit the HFC statement, when applicable.

If the District certifies (with annual Board approval) that it will comply with the CNS for all food sales to students, then all schools in the District must comply with the CNS. Foods that do not comply with the CNS and beverages that do not comply with requirements set forth in state or federal law shall only be sold to District students if the follow three conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the foods (or beverages) are not sold from a vending machine or school store. An event is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For this purpose, the regular school day is defined as the period from midnight before to 30 minutes after the end of the official school day.

In order to manage the school food service programs, the Board has appointed a Food Service Director (Director) who is responsible to the Superintendent of Schools. The job goal of the Director is to administer effectively each Windsor Locks Public Schools food service program. The duties of the Director include, but are not limited to, the following areas of responsibilities: nutritional and educational objectives, personnel management, training for food and nutrition services staff, food service operation, financial management, maintenance of physical facilities, sanitation and safety and the completion of necessary local, state and federal reports.

The sale of food and beverages to District students shall be in compliance with applicable state law and regulations and applicable federal law including, but not limited to, those related to nutritional food and beverage requirements, sanitation in food storage, preparation and service,

food and facility safety, required inspections, training programs for food service personnel, food costs, financing and state and federal reporting and compliance with relevant laws.

The Board designates the Superintendent or his/her designee to monitor compliance with this policy. This policy shall be read in conjunction with Board Policy 3501, Health and Wellness and accompanying regulations.

Legal Reference:

Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees

10-215a Nonpublic school and nonprofit agency participation in feeding programs

10-215b Duties of State Board of Education re feeding programs

10-215e Nutrition standards for food that is not part of lunch or breakfast program

10-251f Certification that food meets nutrition standards

10-221p Boards to make available for purchase nutritious and low-fat foods

10-221q Sale of beverages

10-216 Payment of expenses

22-38d Farm to school program (as amended by PA 16-37 and PA 18-73)

State Board of Education Regulations

10-215-1 Competitive Foods

10-215-23 Income from sale of food items

10-215b-1 School lunch and nutrition programs

Federal law

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections)

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220)

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 - Nutrition Standards in the National School Lunch & School Breakfast Programs

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Policy adopted: August 1997

Revised:

Non- Instructional

3524 – Green Cleaning Program

In accordance with state law, it is the policy of the Board of Education (Board) to implement a green cleaning program for all of the District's school buildings and facilities. A green cleaning program shall be defined as one that includes the procurement and proper use of environmentally preferable cleaning products as defined by the Connecticut Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. These products must be certified Green Seal or Eco Logo. The types of products to be included in the green cleaning program shall include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by this school district are listed in the regulations accompanying this policy.

Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this policy. However, the District will attempt to select for use in its schools and facilities the safest, least toxic products in these categories that can still be effective.

No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

The Board shall provide the staff of each school and, upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school buildings and facilities, (4) the statement, "No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and to staff hired during the school year.

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians, and facilities staff.

A written statement of the green cleaning program will be posted on the District's website and that of each District school along with the report submitted by the Board to the Department of Education as required under Connecticut General Statute Section 10-220(a). Requests for a copy of the program and/or questions concerning the program can be directed to:

Facilities Manager
Windsor Locks Public Schools
58 South Elm Street
Windsor Locks, CT 06096
Office phone number: 860-292-5711

Biennially, the Board will report to the Commissioner of Education (Commissioner) on its green cleaning program, in a manner prescribed by the Commissioner.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education

10-231a through 10-231d. Pesticide applications at schools

10-231g Green cleaning program at schools. Definitions. Implementation. Notice.

22a-46. Short title: Connecticut Pesticide Control Act

P.A. 09-81 An Act Concerning Green Cleaning Products in Schools

Federal law

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. code 136 et seq.

Policy adopted:

Revised:

R-3524

Green Cleaning Program

In accordance with Board Policy 3524 and state law, only environmentally preferable cleaning products as defined by the Connecticut Department of Administrative Services (DAS) for all state owned buildings shall be used in District buildings and facilities.

No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

A list of green products used in District schools and facilities shall be available for all interested persons upon request. The current list is attached to this regulation as Appendix A. Such list may be modified from time to time as may be necessary to ensure continued compliance with state law.

Procedures shall be adopted and implemented by the District to ensure the procurement and proper use of environmentally preferable cleaning products, materials and equipment. Such procedures may provide for the training for janitorial staff with the goal of educating staff on how to maintain a safe, sanitary and healthy environment for all students, staff and visitors. Such training may include, but is not limited to, instruction on how to safely and efficiently use District selected environmentally preferable products, materials and equipment in a manner devised to avoid waste and avoid over cleaning (to prevent waste of time, resources and excessive exposure to chemicals when not required for the task at hand).

GREEN PRODUCT LISTING

This chart lists the types, names and manufacturers of the green products used by this school district as well as the location/area of application and the schedule of when each is used.

PRODUCT/TYPE	NAME	MANUFACTURER	LOCATION/AREA	FREQUENCY/SCHEDULE
Degreaser	Degreaser Cleaner H	Certo	Kitchens and garages, cafe floors when needed	W
Neutral cleaner	pH Neutral H	Certo	Classrooms, hallways, cafe floors	D
Hydrogen peroxide cleaner degreaser	Citrus HP L	Certo	Hard surface areas, sinks, walls, etc.	D
Cleaner	Glass and Hard Surface L	Certo	Glass cleaner mirrors	D
Foam soap	Symmetry	Buckeye Industries	All areas with sinks	D
Floor wax	Aspire	NCL Labs	Hall, classroom, cafe, all vct flooring	SA
Floor stripper	Green Impact	NCL Labs	Hall, classroom cafe, all vct flooring	A

Frequency/Schedule:

D=Daily

W=Weekly

M=Monthly

SA=Semi annually

A=Annually

Non Instructional

3542 - Lunch Charging Meal Policy

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The Board of Education has an agreement with the Connecticut State Department of Education to participate in the school-based Child Nutrition Program and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced price meals to qualifying secondary school students and participates in Community Eligibility Provision for our primary school students enrolled in the District. Applicants for such meals at the high school level are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards as outlined by the United States Department of Agriculture for children based on their age or grade.

Only parents/guardians have the ability to restrict the use of funds (i.e. lunches only, snack, ice cream on Fridays, etc).

Although not required by law, the Board approves the establishment of a system to allow a student to charge a meal. However, funds from the non-profit school food service account cannot be used to cover the cost of unpaid charged meals. Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff, and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service.

The District strongly discourages meal charges, but understands that an occasional emergency makes it necessary. The District policy for charged meals is as follows:

High School Student will be allowed to charge three (3) meals only.

- (1) These meals will include only menu items established for reimbursable meals from the Child Nutrition Program. Students will not be allowed to charge a la carte items from the cafeteria. The School Food Service will inform students when they have a low account balance, or when they have begun charging.
- (2) After the 2nd charge for a reimbursable meal, parents will be notified by a letter/and or a phone call from the School Food Service Director.
- (3) After the 3rd charge for a reimbursable meal, the High School Administrator or his/her designee will contact the parent/guardian to seek payment for shortage.
- (4) The Board reserves the option to discontinue meal service should payment not be forthcoming after two (2) weeks' time.

Non Instructional

3542 - Lunch Charging Meal Policy (continued)

Elementary and Middle School students: are enrolled in Community Eligibility Provision schools and will not be allowed to charge a la carte items from the cafeteria.

The Board of Education is responsible for reimbursing the food service fund for outstanding lunch charges at the end of each school year per the United States Department of Agriculture as outlined in the State of Connecticut Department of Education Operational Memorandum 19-10.

This policy shall be included in student/parent handbooks, placed on the Board's website and the website of each school, and it shall be published at the beginning of each school year at the time information is distributed regarding free and reduced price meals.

Non Instructional

3850 – Pest Management – Pesticides Application in Schools

The school administration shall adopt and utilize an integrated pest management (IPM) plan for the Windsor Locks Public Schools that is consistent with an applicable model plan provided by the Commissioner of Energy and Environmental Protection and shall amend such plan, as required, from time to time. IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board of Education (Board) establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent and his/her designee shall be responsible to implement IPM procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. The Maintenance and Facilities Supervisor shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned custodial staff and/or licensed contractors.

The goal of this pest management program is to manage pests in order to:

- Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- Prevent loss or damage to school structures or property;
- Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The Superintendent of Schools shall establish regulations to accompany this policy to ensure compliance with state law regarding the application of pesticides in school and on school grounds. Notice of the IPM plan and its related procedures as well as notice of the application of pesticides in school or on school grounds will be provided to staff and parents and guardians of enrolled students in accordance with state law and this policy and its regulations.

Legal References:

Connecticut General Statutes

10-231b Pesticide applications at schools; Authorized applicators. Exception

10-231d Pesticide applications at schools with an integrated pest management plan.

Prior notice

22a-46 Short title: Connecticut Pesticide Control Act

22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators

22a-58 Records to be kept by distributors and applicators

23-61a Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations

23-61b Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides

PA 09-56 An Act Concerning Pesticide Applications At Child Day Care Centers and Schools

Federal law

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted: March 2007

Revised:

R-3850-Pest Management-Pesticide Application in Schools

Definitions

A **“pesticide”** is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide but does **not** mean a sanitizer, disinfectant, antimicrobial agent or pesticide bait.

“Integrated pest management” is defined as the use of all available pest control measures, including the judicious use of pesticides when warranted, to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides.

“Emergency application of pesticides” is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide as defined in CGS 22a-47.

Required Training for Employees and/or Certification for Pesticide Applicators; Emergency Exception

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations.

Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

The District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school buildings or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used.

Required Notice

At the beginning of each school year, the Board will provide the staff of each school with written guidelines on how the IPM plan is to be implemented and shall provide the parents or guardians of each child enrolled in each school with a statement that shall include a summary of the IPM plan for the school. Such a statement shall be provided to the parents or guardian of any child who transfers to a school during the school year. The statement shall include information on how staff, parents or guardians may register to receive notice of pesticide applications at the school, and also include a description of the district’s emergency notification procedures. Notice

of any modification to the IPM plan is required to be sent to any person who registers to receive notice of pesticide applications.

Notice provided shall include (1) the name of the active ingredient of the pesticide being applied, (2) the target pest, (3) the location of the application on the school property, (4) the date of the application, and (5) the name of the school administrator, or a designee, who may be contacted for further information.

Notice of pesticide application shall be provided, by any means practicable, to any person who has requested notification on or before the day that any application of pesticide is to take place at a school.

Not later than March 15th of each year, a notice of applications made since January first of such year, and a listing of such notices for applications made during the period March 15th through December 31st time frame from the preceding calendar year shall be sent through the District's electronic mail notification or alert system. This notification is for those parents/guardians who previously registered for prior notification of pesticide applications.

The District is also required to print the above required electronic mail notification in the applicable parent handbook. (The law, C.G.S. 10-231c, as amended does not require the reprinting of the handbook to provide the notification or the development or use of a website, social media account or electronic mail notification or alert system not already in use or existence prior to October 1, 2015.)

In addition to the notice required to be provided to individuals who have registered to receive notice of pesticide applications, the Board shall post notice on its website or that of a school, if one exists, at least twenty four hours prior to the application of pesticides within any school building or on school grounds. Such notification shall also be posted to the primary social media account of such school or the Board, if one exists.

Additionally, the Board must provide on its website home page information how parents or guardians may register for prior notice of pesticide applications.

Restriction on Application of Pesticides during Regular School hours or Planned Activities

Except in emergency situations, pesticide applications shall be limited to non-school hours and when activities are not taking place.

An emergency application may be made to eliminate an immediate threat to human health if (a) it is necessary to make the application during such a period, and (b) such emergency application does not involve a restricted use pesticide, as defined in section 22a-47.

No child may enter an area of such application until it is safe to do so according to the provisions on the pesticide label.

Registration for Notice of Pesticide Application

Parents or guardians of children in any school and school staff may register for notice of pesticide application at their school.

Each school shall maintain a registry of persons requesting such notice.

Records to be Maintained of Pesticide Usage and Treated Areas

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The District shall establish and maintain accurate records of all chemical use and their location, including information on indicators of pest activity that can verify the need for action.

EXHIBIT VII 2 A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 12, 2019
RE: HIGH SCHOOL GRADUATION DATE

Beginning with the Class of 2020, Connecticut has established a law that allows districts to identify a set graduation date as long as it is a minimum of 180 days from the start of the school year. With that being said, in collaboration with Mr. Steve Swensen, WLHS Principal, I am requesting that the Board of Education vote to set the Class of 2020 graduation date as Thursday, June 11, 2020 at 6:00 p.m..

POSSIBLE BOARD MOTION: “**MOVE** that the Board of Education approve Thursday, June 11, 2020 at 6:00 p.m. as the Graduation date for Windsor Locks High School.”

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
 FROM: SHAWN PARKHURST, SUPERINTENDENT
 DATE: SEPTEMBER 12, 2019
 RE: TRANSFER GENERAL FUND BUDGET MONIES

The following three items are reflective of needed adjustments that have come to light after the final FY1920 Budget was approved. Therefore, it is necessary to bring these items to the Board of Education for review and approval.

1. Move budgeted amount of \$ 1,000.00

FROM 010.HS.730.1000.730.108 **HS Equipment**
 To 010.HS.721.1000.433.108 **HS ED Equipment Repair-FACS**

REASON: To ensure that Career Technical Education (CTE) expenditures are more accurately being paid from the appropriate account lines. Net neutral change.

MOTION: Move to transfer the \$1,000 from 010.HS.730.1000.433.108 to 010.HS.721.1000.433.108.

2. Move budgeted amount of \$ 3,700.00

FROM 010.HS.721.1000.433.125 **HS ED Equipment Repair/Tech Ed**
 To 010.HS.730.1000.730.125 **HS ED Equipment/Tech Ed**

REASON: To ensure that Career Technical Education (CTE) expenditures are more accurately being paid from the appropriate account lines. Net neutral change.

MOTION: Move to transfer the \$3,700.00 from 010.HS.721.1000.433.125 to 010.HS.730.1000.730.125.

3. Move budgeted amount of \$ 150.00 to newly created account number.

FROM 010.HS.250.2210.810.125 **HS Prof Memberships/Tech Ed**
 TO 010.HS.250.2210.810.108 **HS Prof Mbrshps/FACS (To Be Created)**

REASON: To ensure that Career Technical Education (CTE) expenditures are more accurately being paid from the appropriate account lines. Net neutral change.

MOTION: Move to transfer the \$ 150.00 from 010.HS.250.2210.810.125 to newly created account number 010.HS.250.2210.810.108.

EXHIBIT VII 3 A

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: CHARMAINE BRADSHAW-HILL, BUSINESS MANAGER
DATE: SEPTEMBER 12, 2019
RE: DONATION ACCEPTANCE

We were contacted by Algonquin Power, a national company with a local office in Windsor Locks, to inquire about making a donation. The local office has discretionary funds to be used for donation, and the employees collectively agreed to a donation to the Windsor Locks Public Schools in the amount of \$700.00.

POSSIBLE BOARD MOTION: “**MOVE** that the Board of Education accepts the donation of \$700.00 by Algonquin Power, and offers them our sincere thanks for their generous gift to the Windsor Locks Public School.”

EXHIBIT VII 3 B

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 12, 2019
RE: FOOD SERVICE – INTRODUCTION OF NEW
DIRECTOR AND DISCUSSION OF PROGRAM AND
SERVICES

Mr. Tim Malley is our new food service director for the district. Although Tim started in June 2019, many of you may not have had the chance to formally meet Tim.

Tim Malley comes to us with over 30 years of experience in school nutrition, healthcare and corporate dining. He resides in Burlington, CT with his wife of 26 years Sue, his daughter Colleen 17, a senior at Lewis S. Mills and son Dillon 14, a freshman at Oliver Wolcott Technical High School. He enjoys cooking, hiking and spending quality time with his family at the beach.

This evening, Tim will provide an overview of the goals and work of the district under his leadership including the USDA regulations.

EXHIBIT VII 3 C

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION
FROM: SHAWN PARKHURST, SUPERINTENDENT
DATE: SEPTEMBER 12, 2019
RE: PROPOSED CHANGES TO BOARD OF EDUCATION
MEETING CALENDAR

Due to the setting of the Class of 2020 graduation date to June 11, 2020, I am requesting that the Board of Education meeting scheduled for that evening be moved to a week earlier, June 4, 2020 at 6:00 pm.

Further, due to the Spring Musical date, I am requesting that the March 26, 2020 Board of Education meeting be cancelled and only one meeting be held during the month of March.

POSSIBLE BOARD MOTION: “**MOVE** that the Board of Education accept the changes to the board meeting calendar as presented.”

Windsor Locks Public Schools

www.wlps.org

EDUCATIONAL LEADERSHIP

Shawn Parkhurst
Superintendent of Schools 860-292-5000

Sharon Cournoyer
Assistant Superintendent of Schools 860-292-5750

Jeffrey Ferreira, Principal, Heather Earley, Assistant Principal
North Street School 860-292-5027

Monica Briggs, Principal
South Elementary School 860-292-5021

David Prinstein, Principal, Christine Griswold, Assistant Principal
Windsor Locks Middle School 860-292-5012

Steven Swensen, Principal, Carrie Grado, Assistant Principal
Windsor Locks High School 860-292-5032

Brian Deming, President
Windsor Locks Teachers' Association 860-292-5012

Linda Schmaelzle
Director of Adult Education 860-292-5712

Central Office

Sheri Lee
Director of Human Resources 860-292-5744

Joshua Robinson
Special Services Program Coordinator 860-292-5707

Charmaine Bradshaw-Hill
Business Manager 860-292-5741

Jessica Lavorgna
Director of Partnerships 860-292-5751