



Torrington Public Schools

Packet for BOE Regular Meeting
January 25, 2023



**TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Wednesday, January 25, 2023, 6:00 P.M.
THS Media Center
Torrington, CT 06790**

Members of the public may submit items to Fiona Cappabianca regarding comments on agenda items to be read during public comment. Please e-mail to fcappabianca@torrington.org

There will also be an opportunity to call in and speak during public comment.

Dial-in number: (425) 436-6343 Access Code: 225583

The meeting may be watched live via this link <https://vimeo.com/event/26843> The link is also published in the Board of Education section of the website. If you are participating in public comment, please mute the live stream while you are speaking.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. School/Community Service/Public Participation: *The Board invites members of the community to speak on topics to be addressed in the agenda or on other topics of interest. Individuals wishing to make comments can dial in (425) 436-6343 Access Code: 225583 or e-mail their comments to fcappabianca@torrington.org with their name and address, which must be stated at the beginning of your comment. The Board will not allow comments regarding specific staff members, parents, students or personal grievances. Courtesy is expected in this limited public forum. The participating time will be limited to three (3) minutes per person and ten (10) minutes overall to guarantee efficient operation of the entire meeting.*
6. Swearing in of New Board Member
7. Student Reports
8. Possible Executive Session on Retirement Incentives
9. Information Sharing Session:
 - A. Reports:
 1. Superintendent's Report-Discipline and Other Updates
 2. Office of Teaching and Learning Update
 3. Special Education Update
 4. HR Update
 - A. Monthly Financials
 - B. Policies:
 1. Policy #5003 Restraint and Seclusion
 2. Policy #5028 Confidentiality and Access to Education Records

- 3. Policy #5031 Physical Activity Undirected Play and Student Discipline
- 4. Policy #5040 Dress Code
- 5. Policy #5069 Fundraising Activities
- 6. Policy #5091 Chemical Health for Student Athletes
- C. TMS Roof RFP
- D. New Course Proposals:
 - 1. Principles of Biology II
 - 2. Entrepreneurship
- E. BOE Schedule 2023/2024
- F. BOE Committee Assignments
- G. Review RFP for Superintendent Search
- 10. Committee Reports:
 - A. Budget Committee
 - B. Facilities & Technology Committee
 - C. School Improvement Committee
 - D. Policy Committee
 - E. Building Committee
 - F. Curriculum Committee
 - G. Liaison Reports
- 11. Action Items:
 - A. Possible Action on Retirement Incentives
 - B. Monthly Financials
 - C. Policies:
 - 1. Policy #5003 Restraint and Seclusion
 - 2. Policy #5028 Confidentiality and Access to Education Records
 - 3. Policy #5031 Physical Activity Undirected Play and Student Discipline
 - 4. Policy #5040 Dress Code
 - 5. Policy #5069 Fundraising Activities
 - 6. Policy #5091 Chemical Health for Student Athletes
 - D. TMS Roof RFP
 - E. New Course Proposals:
 - 1. Principles of Biology II
 - 2. Entrepreneurship
 - F. BOE Schedule 2023/2024
 - G. Possible Action on RFP for Superintendent Search
 - H. BOE Regular Meeting Minutes – December 14, 2022
 - I. BOE Special Meeting Minutes:
 - 1. December 15 (Joint with Building Committee)
 - J. Committee Meeting Minutes:
 - 1. Budget – December 7, 2022
 - 2. Facilities & Technology – December 7, 2022
 - 3. Policy – November 2, 2022
 - 4. SIC – November 2, 2022
 - 5. Building Committee – December 1, 2022 and December 15, 2022
 - K. Consent Agenda: Appointments, Retirements & Resignations
- 12. Items for Upcoming Agenda
- 13. Comments for the Good of the Order
- 14. Future Meetings:
 - Wednesday, February 1, 2023 (at Migeon Ave.)***
 - 6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, February 8, 2023 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, February 22, 2023 (at THS)

6:00 p.m. – Regular Board of Education Meeting

15. Adjournment



Torrington Public Schools
Department of Student Services



Special Education Numbers on January 1, 2023

Category	January	December	Change
Special Ed. Totals: ALL Pre-K to 22 (in district & out-placed)	795	796	-1
In-District K-12	583	588	-5
Prevalence Rate SWD K-12	14.64%	14.81%	-0.17
In-District Pre-K	74	70	+4
In-District Age 18-22 Torrington Transition Academy (East)	17	16	+1
Continued OP for 18-22 year old	10	11	-1
Currently Out-Placed By PPT K-12 (including new residents)	60	59	+1
Agency Placed (DCF/Court)	4	4	0
Magnet, Parent Choice, Vo-Ag	47	48	-1
Regular Education Totals	January	December	Change
504 Plans (In District) - Regular Ed. Modification & Accommodation Plans	280	271	+9

CT Prevalence Rate 21-22 was 16.4% ; DRG Prevalence Rate 21-22 was 18.2% (edsight.ct.gov)

School	# of Programs	Program Paras	Total Paras	RBTs	Current Para/RBT Vacancies
Torrington High	4	6.5	17(0.5 Br. T)	2	1 RR
Torrington Middle	5	18	27	7	3 RR, 1 Voices, 3 RBTs
Southwest	2	8	14	1	1 Voices
Forbes 4-5	1	4	11.5	2	1 Thrive
Pre-K	N/A	N/A	11.5	0	none
Vogel-Wetmore	2	10	24	2	1 RR
Torringtonford	4	14	27	2	1 Voices
East	N/A	N/A	4	0	none
Total	18	60.5	136	16	9 Para / 3 RBT vacancies



Human Resources Updates

GREEN = FILLED

BLUE = FILLED INTERNALLY/SUBSTITUTE

Vacancies January 2022

Certified	FTE	
HS Alt Ed Coordinator (SW or Counselor)	1	
Special Education Teacher TF Voices	1	
Special Education Teacher FB Pre-K	1	
Classified	FTE	Separations (since 9/1/2022)
Special Ed Paraprofessionals	9	4
ELL/Bilingual Paraprofessionals	3	2
Safety & Security Associates	1	
Behavior Technician	3	3
Cafeteria Workers	3	1
Lunch Monitors	5	1
Custodian	1	1

Vacancies December 2022

Certified	FTE	
HS Alt Ed Coordinator (SW or Counselor)	1	
Special Education Teacher TF Voices	1	
Special Education Teacher FB Thrive	1	
Classified	FTE	
Special Ed Paraprofessionals	7	
ELL/Bilingual Paraprofessionals	1	
Safety & Security Associates	1	
Cafeteria Workers	2	
Lunch Monitors	4	
Non-union (Accountant)	1	

December Sub Fill Rates

Teachers	45.7%
Paraprofessionals	20.2%

December Absences

Teachers	10.2%
Paraprofessionals	14.3%

YTD Sub Fill Rates

Teachers	52.5%
Paraprofessionals	20.3%

YTD Absences

Teachers	9.2%
Paraprofessionals	12.3%

HR Initiative Updates

Recruitment	Presenting a new vendor partner for the Board's consideration for substitute services; 10 student teachers for spring; 2 of our student teachers for fall were hired as substitutes for the remainder of the year. Gearing up for job fair season - registered for University of Bridgeport, and EdWeek Virtual Fair.
Retention	Scheduling the HR Site Visits for February;
Wellness	"Eating for Wellness" hybrid cooking seminar held on January 23rd. Stress Management at Forbes next week; "Dig into Dark Chocolate" in February, "Financial Well-being" webinar series in February, "Virtual Wellness Fair" in March, and our Walking Challenge in April through June.

Substitute Fill Rate Comparison - Kelly Services versus Torrington Substitutes

YTD 22/23	KES	TPS	Total Requests
Teacher	895	409	2482
Para	148	108	1260

Total Fill Rate	Of filled jobs, % filled by TPS
52.5%	31.4%
20.3%	42.2%

Staff Turnover 2022/2023

Classified Job Category	Total Separations	Total Staff	Turnover
Paraprofessional	20	182	10.99%
Café	10	60	16.67%
Custodian	2	28	7.14%
Non-union	1	32	3.13%
Nurse	0	11	0.00%
Secretary	0	24	0.00%

Certified Job Category	Total Separations	Total Staff	Turnover
Teacher	7	390	1.79%
Administrator	1	32	3.13%

(7 mid-year)

Torrington Public Schools Budget Analysis Report

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Report for the Month ended 12/31/2022

Title	G/L Object Series	Budget	MTD Expense	YTD Expended	Encumbrance/ Anticipated Expenditure	Estimated Budget Balance
Salaries	5100	\$ 38,367,403	\$ 3,249,779	\$ 18,057,142	\$ 19,998,873	\$ 311,388
Employee Benefits	5200	\$ 17,022,211	\$ 1,811,155	\$ 9,929,380	\$ 7,134,321	\$ (41,490)
Purchased Professional Services	5300	\$ 1,847,046	\$ 39,885	\$ 442,326	\$ 1,377,426	\$ 27,293
Purchased Property Services	5400	\$ 1,212,461	\$ 126,698	\$ 696,578	\$ 512,377	\$ 3,506
Other Purchased Services	5500	\$ 17,368,492	\$ 1,658,689	\$ 5,950,535	\$ 11,548,331	\$ (130,374)
Supplies	5600	\$ 2,168,663	\$ 239,183	\$ 828,479	\$ 1,342,866	\$ (2,682)
Property	5700	\$ 69,190	\$ 2,978	\$ 12,300	\$ 48,356	\$ 8,533
Dues Fees and Miscellaneous	5800	\$ 75,657	\$ 2,845	\$ 50,370	\$ 25,287	\$ -
Total All Objects		\$ 78,131,123	\$ 7,131,212	\$ 35,967,111	\$ 41,987,839	\$ 176,173
100 - Salaries	As all positions fill we will adjust accordingly. Certified 95% Positions Filled					
200 - Employee Benefits	Drawn down all year. Encumbered (Health Insurance, S.S, Medicare, Workers Comp) Retiree Insurance Payments, Custodian Clothing					
300 - Purch Professional Svcs	Will continue to draw down over the course of the year. (Legal-Shipman and Goodwin, SPED, Substitute Services-Kelly Services)					
400 - Purchased Property Svcs	To be used all year as needed. (General Maintenance, Landscaping/Plowing Services, Copier Services, Athletic Rentals)					
500 - Other Purchased Services	To be used all year as needed. (SPED/Public Tuition, SPED/Student Transportation, Licensing, Liability Insurance) Expulsions					
600 - Supplies	Utilities (increased Encumbrance for inflation), Instructional, Non-Instructional Supplies procured as needed with 85% Cap					
700 - Property	Equipment will be procured as need arises with 85% Cap					
800 - Dues Fees And Misc	Will be expensed throughout the year. (Athletics, Arts, District Organizations-CAPSS, CIAC, CASBO)					

December 2022 Budget Report

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Fiscal Year end 6/30/2023

Account	Budget	MTD	YTD	Encumbrance Anticipated Exp	Estimated Budget Balance
5111 Certified	\$ 29,632,511.00	\$ 2,289,117.56	\$ 14,175,823.44	\$ 15,034,264.14	\$ 422,423.42
5112 Non-Certified	\$ 8,258,240.00	\$ 897,061.23	\$ 3,624,321.45	\$ 4,595,583.00	\$ 38,335.55
5120 Substitutes	\$ 72,556.00	\$ 5,422.50	\$ 18,977.35	\$ 53,578.65	\$ -
5121 Tutors	\$ 126,832.00	\$ 12,012.51	\$ 46,500.51	\$ 72,075.06	\$ 8,256.43
5123 Long Term Subs	\$ 100,234.00	\$ 27,200.68	\$ 121,858.43	\$ 136,003.40	\$ (157,627.83)
Over Time Wages	\$ 177,030.00	\$ 18,964.61	\$ 69,661.30	\$ 107,368.70	\$ -
Total Salaries	\$ 38,367,403.00	\$ 3,249,779.09	\$ 18,057,142.48	\$ 19,998,872.95	\$ 311,387.57
5210 Health/Life Insurance	\$ 13,859,403.00	\$ 1,530,186.43	\$ 8,192,471.49	\$ 5,666,931.51	\$ -
5211 Life/LTD insurance	\$ 104,000.00	\$ 8,963.65	\$ 49,952.44	\$ 53,781.90	\$ 265.66
5220 FICA/Medicare	\$ 1,188,013.00	\$ 134,541.16	\$ 626,887.67	\$ 551,000.00	\$ 10,125.33
5230 Early Retirement	\$ 175,000.00	\$ -	\$ 118,230.80	\$ 56,769.32	\$ (0.12)
5231 Retirement Contributions	\$ 661,085.00	\$ 13,676.05	\$ 376,968.55	\$ 284,116.45	\$ -
5250 Tuition Reimbursement	\$ 32,500.00	\$ -	\$ -	\$ 32,500.00	\$ -
5260 Unemployment Compensation	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -
5270 Workers Compensation	\$ 528,770.00	\$ 128,211.49	\$ 384,635.49	\$ 128,214.55	\$ 15,919.96
5280 Retiree Insurance	\$ 293,440.00	\$ (4,424.18)	\$ 166,057.73	\$ 193,683.20	\$ (66,300.93)
5290 Severance	\$ 96,000.00	\$ -	\$ 3,676.05	\$ 92,323.95	\$ -
5295 Clothing Allowance	\$ 9,000.00	\$ -	\$ 10,500.00	\$ -	\$ (1,500.00)
Total EE Benefits	\$ 17,022,211.00	\$ 1,811,154.60	\$ 9,929,380.22	\$ 7,134,320.88	\$ (41,490.10)
5320 Professional Educational Services	\$ 115,000.00	\$ -	\$ -	\$ 97,750.00	\$ 17,250.00
5330 Professional Development	\$ 28,700.00	\$ 125.00	\$ 6,640.38	\$ 22,059.62	\$ -
5340 Other Professional Services	\$ 818,205.00	\$ 41,350.17	\$ 210,943.16	\$ 607,261.84	\$ -
5341 Sub Services Certified	\$ 415,000.00	\$ 27,077.90	\$ 157,293.48	\$ 257,706.52	\$ -
5342 Sub Services Non-Certified	\$ 200,000.00	\$ 2,603.54	\$ 28,023.28	\$ 171,976.72	\$ -
5350 Technical Services	\$ 225,111.00	\$ (32,331.25)	\$ 24,243.27	\$ 190,824.34	\$ 10,043.39
5352 League Officials	\$ 45,030.00	\$ 1,059.23	\$ 15,182.70	\$ 29,847.30	\$ -
Purchase Prof Svcs	\$ 1,847,046.00	\$ 39,884.59	\$ 442,326.27	\$ 1,377,426.34	\$ 27,293.39
5411 Utilities Water/Sewer	\$ 80,454.00	\$ 12,340.18	\$ 40,740.82	\$ 39,713.18	\$ -
5420 Disposal Services	\$ 93,044.00	\$ 7,855.20	\$ 40,801.00	\$ 52,243.00	\$ -
5430 Maint & Repairs Bldg & Grounds	\$ 859,176.00	\$ 95,900.96	\$ 509,111.34	\$ 350,064.66	\$ -
5440 Equipment Rentals	\$ 173,037.00	\$ 10,602.06	\$ 102,924.74	\$ 66,606.65	\$ 3,505.61
5441 Maint Agreement (sports complex)	\$ 6,750.00	\$ -	\$ 3,000.00	\$ 3,750.00	\$ -
Purchased Property Services	\$ 1,212,461.00	\$ 126,698.40	\$ 696,577.90	\$ 512,377.49	\$ 3,505.61
5510 Student Transportation	\$ 5,327,200.00	\$ 353,226.63	\$ 2,213,919.95	\$ 3,113,280.05	\$ -
5520 Liability /Athletic Insurance	\$ 260,500.00	\$ 39,595.90	\$ 122,052.33	\$ 138,447.67	\$ -
5530 Licenses/Warrantees/Postage/Communications	\$ 674,823.00	\$ 36,322.44	\$ 547,239.22	\$ 127,583.78	\$ -
5540 Advertising and Marketing	\$ 16,500.00	\$ -	\$ 2,556.90	\$ 13,943.10	\$ -
5550 Printing & Binding	\$ 5,305.00	\$ 520.79	\$ 774.37	\$ 4,530.63	\$ -
5560 Vo-Ag Tuition	\$ 1,067,484.00	\$ 431,027.88	\$ 456,527.88	\$ 610,956.12	\$ -
5561 Tuition Public	\$ 3,928,630.00	\$ 322,738.60	\$ 1,115,566.10	\$ 2,813,063.90	\$ -
5563 Tuition Private	\$ 6,000,000.00	\$ 427,664.33	\$ 1,424,494.43	\$ 4,575,505.57	\$ -
5564 Tuition Other	\$ 40,000.00	\$ 44,692.32	\$ 49,692.32	\$ 120,682.16	\$ (130,374.48)
5580 Travel	\$ 48,050.00	\$ 2,899.94	\$ 17,711.93	\$ 30,338.07	\$ -
Other Purchased Services	\$ 17,368,492.00	\$ 1,658,688.83	\$ 5,950,535.43	\$ 11,548,331.05	\$ (130,374.48)
5610 Supplies	\$ 501,342.00	\$ 41,606.95	\$ 196,077.26	\$ 260,143.96	\$ 45,120.78
5620 Bus Fuel	\$ 294,000.00	\$ 25,149.21	\$ 87,577.77	\$ 221,122.23	\$ (14,700.00)
5621 Natural Gas	\$ 384,006.00	\$ 43,725.53	\$ 120,883.66	\$ 274,642.52	\$ (11,520.18)
5622 Electricity	\$ 828,802.00	\$ 65,107.41	\$ 343,667.19	\$ 509,998.87	\$ (24,864.06)
5623 Bottled Gas	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ -
5624 Oil	\$ 61,994.00	\$ 47,623.81	\$ 47,623.81	\$ 14,370.19	\$ -
5640 Textbooks/Books and Subscriptions	\$ 73,019.00	\$ 15,970.15	\$ 27,635.20	\$ 43,114.61	\$ 2,269.19
5650 Instructional Technical Supplies	\$ 25,250.00	\$ -	\$ 5,014.22	\$ 19,223.99	\$ 1,011.79
Total Supplies	\$ 2,168,663.00	\$ 239,183.06	\$ 828,479.11	\$ 1,342,866.37	\$ (2,682.48)
5743 Non-Instructional Equipment	\$ 52,059.00	\$ 1,857.89	\$ 9,840.03	\$ 35,886.12	\$ 6,332.85
5746 Instructional Equipment	\$ 17,131.00	\$ 1,120.15	\$ 2,460.17	\$ 12,470.21	\$ 2,200.62
Total Equip	\$ 69,190.00	\$ 2,978.04	\$ 12,300.20	\$ 48,356.33	\$ 8,533.47
5810 Dues/Fees	\$ 74,721.00	\$ 2,795.00	\$ 49,252.65	\$ 25,468.35	\$ -
5890 Miscellaneous Expenses	\$ 936.00	\$ 50.00	\$ 1,117.00	\$ (181.00)	\$ -
Total dues Fees Misc	\$ 75,657.00	\$ 2,845.00	\$ 50,369.65	\$ 25,287.35	\$ -
5950 Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Total All Objects	\$ 78,131,123.00	\$ 7,131,211.61	\$ 35,967,111.26	\$ 41,987,838.76	\$ 176,172.98



Expense Budget Performance Report

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Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100	General Fund BOE									
	EXPENSE									
5111										
5111.01	Administrators Salaries	2,938,614.00	.00	2,938,614.00	239,436.98	.00	1,501,232.35	1,437,381.65	51	2,744,907.81
5111.02	Program Salaries Admin	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	.00
5111.15	Teachers	23,081,743.00	.00	23,081,743.00	1,746,708.09	.00	10,892,756.91	12,188,986.09	47	22,444,686.30
5111.31	Social Worker	803,123.00	.00	803,123.00	61,312.90	.00	370,707.94	432,415.06	46	810,448.21
5111.40	Media Specialist	504,870.00	.00	504,870.00	40,181.52	.00	256,631.92	248,238.08	51	490,933.97
5111.46	Psychologist	452,028.00	.00	452,028.00	36,745.70	.00	235,584.37	216,443.63	52	455,056.84
5111.50	Stipends	67,703.00	.00	67,703.00	40,231.00	.00	40,231.00	27,472.00	59	78,009.50
5111.51	Stipends-Athletics Middle School	52,040.00	.00	52,040.00	673.16	.00	16,299.81	35,740.19	31	49,831.96
5111.52	Stipends-Athletics High School	207,320.00	.00	207,320.00	1,489.16	.00	82,292.42	125,027.58	40	198,045.98
5111.57	Stipend Arts Drama Music	20,005.00	.00	20,005.00	4,843.00	.00	6,083.00	13,922.00	30	21,892.00
5111.58	Stipend - Guidance	1,377.00	.00	1,377.00	.00	.00	.00	1,377.00	0	.00
5111.59	Stipend - Curriculum	.00	.00	.00	.00	.00	.00	.00	+++	7,200.00
5111.60	Speech Pathologist	912,194.00	.00	912,194.00	68,014.20	.00	435,184.02	477,009.98	48	879,385.98
5111.65	Guidance Counselor	587,494.00	.00	587,494.00	49,481.85	.00	338,819.70	248,674.30	58	460,028.12
5111.75	Coordinating Teacher	.00	.00	.00	.00	.00	.00	.00	+++	78,077.88
5111 - Totals		\$29,632,511.00	\$0.00	\$29,632,511.00	\$2,289,117.56	\$0.00	\$14,175,823.44	\$15,456,687.56	48%	\$28,718,504.55
5112										
5112.01	Paraprofessionals	3,634,395.00	.00	3,634,395.00	411,943.63	.00	1,456,814.10	2,177,580.90	40	3,312,557.58
5112.02	Paraprofessional - Bristol Tech	24,864.00	.00	24,864.00	2,960.05	.00	10,217.05	14,646.95	41	24,134.72
5112.03	COTA	124,171.00	.00	124,171.00	8,355.16	.00	53,483.18	70,687.82	43	92,073.72
5112.05	Non certified support staff	228,175.00	.00	228,175.00	12,604.50	.00	108,596.89	119,578.11	48	218,683.40
5112.10	Technician	320,731.00	.00	320,731.00	25,428.21	.00	156,419.02	164,311.98	49	322,337.87
5112.25	Occupational Therapy	134,678.00	.00	134,678.00	10,985.84	.00	60,100.07	74,577.93	45	214,479.64
5112.27	Behavioral Therapy	126,965.00	.00	126,965.00	11,893.77	.00	70,251.14	56,713.86	55	.00
5112.30	Clerical	1,269,378.00	.00	1,269,378.00	124,912.00	.00	613,711.69	655,666.31	48	1,284,039.09
5112.32	Board Clerk	22,800.00	.00	22,800.00	3,000.00	.00	12,000.00	10,800.00	53	17,595.85
5112.34	Drivers - Athletics	24,905.00	.00	24,905.00	1,331.25	.00	8,462.50	16,442.50	34	18,040.00
5112.36	Misc Game Personnel	35,220.00	.00	35,220.00	990.00	495.00	11,582.95	23,142.05	34	30,845.66
5112.70	Nurses	592,346.00	.00	592,346.00	44,296.18	.00	284,368.79	307,977.21	48	564,146.99
5112.80	Custodians	1,594,673.00	.00	1,594,673.00	148,119.39	.00	685,159.07	909,513.93	43	1,295,540.63
5112.90	Longevity	124,939.00	.00	124,939.00	90,241.25	.00	93,155.00	31,784.00	75	105,221.00
5112 - Totals		\$8,258,240.00	\$0.00	\$8,258,240.00	\$897,061.23	\$495.00	\$3,624,321.45	\$4,633,423.55	44%	\$7,499,696.15
5120										
5120	Substitute Salaries	44,056.00	.00	44,056.00	3,225.00	.00	9,555.10	34,500.90	22	48,438.54
5120.02	Substitutes-Clerical	4,000.00	.00	4,000.00	682.50	.00	1,503.75	2,496.25	38	22,054.44
5120.03	Substitutes-Nurse	24,500.00	.00	24,500.00	1,515.00	.00	7,918.50	16,581.50	32	29,351.75
5120 - Totals		\$72,556.00	\$0.00	\$72,556.00	\$5,422.50	\$0.00	\$18,977.35	\$53,578.65	26%	\$99,844.73



Expense Budget Performance Report

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Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100	General Fund BOE									
	EXPENSE									
5121										
5121	Tutors	106,832.00	.00	106,832.00	7,184.00	.00	35,632.00	71,200.00	33	75,552.00
5121.06	Tutors - HOMEBOUND SERVICES	5,000.00	.00	5,000.00	1,440.00	.00	1,824.00	3,176.00	36	.00
5121.12	Tutors- Regular Ed	.00	.00	.00	96.00	.00	96.00	(96.00)	+++	.00
5121.15	Tutors - Special Ed	10,000.00	.00	10,000.00	3,292.51	.00	5,092.51	4,907.49	51	6,602.00
5121.87	Tutors - Summer School Special Ed	5,000.00	.00	5,000.00	.00	.00	3,856.00	1,144.00	77	.00
5121 - Totals		\$126,832.00	\$0.00	\$126,832.00	\$12,012.51	\$0.00	\$46,500.51	\$80,331.49	37%	\$82,154.00
5123	Long Term Certified Subs	100,234.00	.00	100,234.00	27,200.68	.00	121,858.43	(21,624.43)	122	368,986.72
5130										
5130.30	OT Wages-Clerical	15,000.00	.00	15,000.00	756.42	.00	11,438.08	3,561.92	76	36,283.54
5130.80	OT Wages-Custodian	80,200.00	.00	80,200.00	18,208.19	.00	58,223.22	21,976.78	73	105,121.81
5130.82	OT Wage Labor Board Cust	1,400.00	.00	1,400.00	.00	.00	.00	1,400.00	0	.00
5130 - Totals		\$96,600.00	\$0.00	\$96,600.00	\$18,964.61	\$0.00	\$69,661.30	\$26,938.70	72%	\$141,405.35
5190	Other Salaries	80,430.00	.00	80,430.00	.00	.00	.00	80,430.00	0	.00
5210										
5210	Health & Life Insurance	13,287,403.00	.00	13,287,403.00	1,265,363.83	5,313,455.32	7,658,143.89	315,803.79	98	13,856,321.11
5210.01	HSA Deductible	572,000.00	.00	572,000.00	264,822.60	.00	534,327.60	37,672.40	93	502,584.20
5210 - Totals		\$13,859,403.00	\$0.00	\$13,859,403.00	\$1,530,186.43	\$5,313,455.32	\$8,192,471.49	\$353,476.19	97%	\$14,358,905.31
5211	Life/LTD Insurance	104,000.00	.00	104,000.00	8,963.65	47,476.16	49,952.44	6,571.40	94	101,121.74
5220	Social Security/Medicare	1,188,013.00	.00	1,188,013.00	134,541.16	.00	626,887.67	561,125.33	53	1,198,960.69
5230	Early Retirement	175,000.00	.00	175,000.00	.00	.00	118,230.80	56,769.20	68	269,582.90
5231										
5231	Retirement Contributions	500,000.00	.00	500,000.00	.00	.00	288,108.78	211,891.22	58	415,208.96
5231.01	Administrator Annuity union	58,294.00	.00	58,294.00	6,990.84	.00	46,506.25	11,787.75	80	41,634.82
5231.02	Non union Annuity	102,791.00	.00	102,791.00	6,685.21	.00	42,353.52	60,437.48	41	95,724.94
5231 - Totals		\$661,085.00	\$0.00	\$661,085.00	\$13,676.05	\$0.00	\$376,968.55	\$284,116.45	57%	\$552,568.72
5250	Tuition Reimbursement	32,500.00	.00	32,500.00	.00	.00	.00	32,500.00	0	33,464.86
5260	Unemployment Compensation	75,000.00	.00	75,000.00	.00	.00	.00	75,000.00	0	28,129.00
5270	Workers Compensation	528,770.00	.00	528,770.00	128,211.49	128,214.55	384,635.49	15,919.96	97	488,443.98
5280	Retiree Insurance	293,440.00	.00	293,440.00	(4,424.18)	193,683.20	166,057.73	(66,300.93)	123	285,901.59
5290	Severance	96,000.00	.00	96,000.00	.00	.00	3,676.05	92,323.95	4	70,697.06
5295	Clothing Allowance	9,000.00	.00	9,000.00	.00	.00	10,500.00	(1,500.00)	117	8,250.00
5320	Prof Educ Services	115,000.00	.00	115,000.00	.00	.00	.00	115,000.00	0	120,492.00
5330	Professional Development	28,700.00	.00	28,700.00	125.00	4,075.00	6,640.38	17,984.62	37	6,858.29
5340										
5340	Other Professional Svcs	595,705.00	.00	595,705.00	24,652.25	257,721.79	93,015.94	244,967.27	59	412,944.47
5340.01	Legal/Consulting Fees	200,000.00	.00	200,000.00	15,251.75	2,844.00	111,923.66	85,232.34	57	204,291.96
5340.02	Hospitalized-Tutor Svcs	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	14,634.00
5340.04	Misc Professional Svcs	12,000.00	.00	12,000.00	1,446.17	471.61	6,003.56	5,524.83	54	24,229.12



Expense Budget Performance Report

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Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100 - General Fund BOE	EXPENSE									
5340										
5340.05	Translation Services	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
	5340 - Totals	\$818,205.00	\$0.00	\$818,205.00	\$41,350.17	\$261,037.40	\$210,943.16	\$346,224.44	58%	\$656,099.55
5341										
5341	Substitute Svcs-TE Kelly Services	400,000.00	.00	400,000.00	27,077.90	.00	157,293.48	242,706.52	39	482,612.74
5341.01	Substitute Svcs - DELTA T - other staff	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	4,260.97
	5341 - Totals	\$415,000.00	\$0.00	\$415,000.00	\$27,077.90	\$0.00	\$157,293.48	\$257,706.52	38%	\$486,873.71
5342										
5342	Substitute Svcs-Para Kelly Services	120,000.00	.00	120,000.00	2,603.54	.00	14,034.30	105,965.70	12	24,908.08
5342.01	Substitute Svcs-Para - DELTA T	80,000.00	.00	80,000.00	.00	47,631.20	13,988.98	18,379.82	77	49,927.60
	5342 - Totals	\$200,000.00	\$0.00	\$200,000.00	\$2,603.54	\$47,631.20	\$28,023.28	\$124,345.52	38%	\$74,835.68
5350	Technical Services	225,111.00	.00	225,111.00	(32,331.25)	164,975.65	24,243.27	35,892.08	84	565,857.51
5352	OthrTechSvcs-League Offl	45,030.00	.00	45,030.00	1,059.23	.00	15,182.70	29,847.30	34	31,991.42
5411										
5411	Utility-Water	55,090.00	.00	55,090.00	12,340.18	10,845.51	22,504.55	21,739.94	61	51,421.87
5411.01	Sewer	25,364.00	.00	25,364.00	.00	.00	18,236.27	7,127.73	72	15,464.67
	5411 - Totals	\$80,454.00	\$0.00	\$80,454.00	\$12,340.18	\$10,845.51	\$40,740.82	\$28,867.67	64%	\$66,886.54
5420	Disposal Services	93,044.00	.00	93,044.00	7,855.20	47,131.20	40,801.00	5,111.80	95	88,776.79
5430										
5430	Repair Equipment	100,466.00	.00	100,466.00	3,499.78	4,680.07	38,343.77	57,442.16	43	144,772.48
5430.03	General Maint	505,299.00	.00	505,299.00	59,101.18	44,209.28	274,967.58	186,122.14	63	714,601.64
5430.10	Snow Plowing Contracted Services	90,911.00	.00	90,911.00	33,300.00	66,600.00	33,300.00	(8,989.00)	110	88,911.00
5430.20	Landscaping	162,500.00	.00	162,500.00	.00	.00	162,499.99	.01	100	152,500.00
	5430 - Totals	\$859,176.00	\$0.00	\$859,176.00	\$95,900.96	\$115,489.35	\$509,111.34	\$234,575.31	73%	\$1,100,785.12
5440										
5440.02	Copier Services	120,000.00	.00	120,000.00	10,602.06	54,705.87	53,447.39	11,846.74	90	123,814.80
5440.03	Other Rental Services	5,580.00	.00	5,580.00	.00	.00	320.00	5,260.00	6	9,300.00
5440.05	Athletic Rental	47,457.00	.00	47,457.00	.00	.00	49,157.35	(1,700.35)	104	49,285.74
	5440 - Totals	\$173,037.00	\$0.00	\$173,037.00	\$10,602.06	\$54,705.87	\$102,924.74	\$15,406.39	91%	\$182,400.54
5441										
5441.10	Sports Complex - Annual Maintenance Contract	6,750.00	.00	6,750.00	.00	3,000.00	3,000.00	750.00	89	6,675.00
	5441 - Totals	\$6,750.00	\$0.00	\$6,750.00	\$0.00	\$3,000.00	\$3,000.00	\$750.00	89%	\$6,675.00
5510										
5510	Student Transport-	5,277,200.00	.00	5,277,200.00	353,226.63	2,633,017.01	2,167,196.05	476,986.94	91	4,947,811.58
5510.01	Transport-Summer School	50,000.00	.00	50,000.00	.00	.00	46,723.90	3,276.10	93	22,766.00
	5510 - Totals	\$5,327,200.00	\$0.00	\$5,327,200.00	\$353,226.63	\$2,633,017.01	\$2,213,919.95	\$480,263.04	91%	\$4,970,577.58
5520										
5520	Liability Insurance	250,000.00	.00	250,000.00	39,595.90	44,894.10	111,519.33	93,586.57	63	197,972.92
5520.02	Athletic Insurance	10,500.00	.00	10,500.00	.00	.00	10,533.00	(33.00)	100	9,984.00



Expense Budget Performance Report

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Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100 - General Fund BOE	EXPENSE									
5520 - Totals		\$260,500.00	\$0.00	\$260,500.00	\$39,595.90	\$44,894.10	\$122,052.33	\$93,553.57	64%	\$207,956.92
5530										
5530	Communications	130,000.00	.00	130,000.00	7,762.46	60,501.59	45,693.33	23,805.08	82	129,801.29
5530.04	Postage	28,053.00	.00	28,053.00	127.39	1,059.46	1,756.97	25,236.57	10	26,604.09
5530.05	Licensing & Warranty Contract	516,770.00	.00	516,770.00	28,432.59	2,378.84	499,788.92	14,602.24	97	667,431.98
5530 - Totals		\$674,823.00	\$0.00	\$674,823.00	\$36,322.44	\$63,939.89	\$547,239.22	\$63,643.89	91%	\$823,837.36
5540										
5540	Advertising-Recruitment	15,000.00	.00	15,000.00	.00	.00	2,556.90	12,443.10	17	18,735.14
5540.01	Video and Marketing	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5540 - Totals		\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$0.00	\$2,556.90	\$13,943.10	15%	\$18,735.14
5550	Printing & Binding	5,305.00	.00	5,305.00	520.79	.00	774.37	4,530.63	15	1,109.20
5560										
5560.15	Tuition - Vo-Ag SPED	200,000.00	.00	200,000.00	92,226.00	117,725.50	117,726.00	(35,451.50)	118	172,573.10
5560.18	Tuition - Vo-AG	867,484.00	.00	867,484.00	338,801.88	475,261.87	338,801.88	53,420.25	94	805,845.62
5560 - Totals		\$1,067,484.00	\$0.00	\$1,067,484.00	\$431,027.88	\$592,987.37	\$456,527.88	\$17,968.75	98%	\$978,418.72
5561										
5561.01	Tuition - Public Sped DCF	40,000.00	.00	40,000.00	6,665.60	26,420.80	5,824.55	7,754.65	81	30,486.08
5561.02	Tuition - Sped Exploration	250,000.00	.00	250,000.00	.00	140,466.20	44,551.30	64,982.50	74	146,951.25
5561.15	Tuition - SPED Public	2,250,000.00	.00	2,250,000.00	316,073.00	1,211,172.00	1,065,190.25	(26,362.25)	101	2,158,218.22
5561.19	Tuition - Magnet School	626,630.00	.00	626,630.00	.00	6,177.00	.00	620,453.00	1	441,341.00
5561.20	Tuition - Highlander	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	1,644.44
5561.25	Tuition - Magnet School SPED	750,000.00	.00	750,000.00	.00	.00	.00	750,000.00	0	581,511.63
5561.98	Tuition - Pre - K In District	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
5561 - Totals		\$3,928,630.00	\$0.00	\$3,928,630.00	\$322,738.60	\$1,384,236.00	\$1,115,566.10	\$1,428,827.90	64%	\$3,360,152.62
5563										
5563.01	Tuition-Detention Center	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	214.50
5563.04	Tuition - Private Sped DCF	100,000.00	.00	100,000.00	13,581.81	58,574.23	33,074.62	8,351.15	92	72,429.74
5563.06	Tuition - Court placed	80,000.00	.00	80,000.00	.00	.00	.00	80,000.00	0	.00
5563.15	Tuition - Private -SPED	5,800,000.00	.00	5,800,000.00	414,082.52	3,024,291.25	1,391,419.81	1,384,288.94	76	4,945,963.36
5563.25	Tuition - Summer Placements	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
5563 - Totals		\$6,000,000.00	\$0.00	\$6,000,000.00	\$427,664.33	\$3,082,865.48	\$1,424,494.43	\$1,492,640.09	75%	\$5,018,607.60
5564	TUITION	40,000.00	.00	40,000.00	44,692.32	116,694.40	49,692.32	(126,386.72)	416	41,912.50
5580										
5580	Travel	12,050.00	.00	12,050.00	499.94	1,676.19	3,511.93	6,861.88	43	10,885.05
5580.01	Administrators Travel	36,000.00	.00	36,000.00	2,400.00	.00	14,200.00	21,800.00	39	42,028.51
5580 - Totals		\$48,050.00	\$0.00	\$48,050.00	\$2,899.94	\$1,676.19	\$17,711.93	\$28,661.88	40%	\$52,913.56
5610										
5610.01	Instructional Supplies	225,011.00	.00	225,011.00	17,786.25	28,144.84	90,868.79	105,997.37	53	195,116.58
5610.02	Audio/Visual Supl-	500.00	.00	500.00	.00	.00	.00	500.00	0	1,000.00



Expense Budget Performance Report

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Fiscal Year to Date 12/31/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 5100 - General Fund BOE	EXPENSE									
5610										
5610.04	Cleaning Supplies	128,783.00	.00	128,783.00	7,521.22	4,009.16	37,594.57	87,179.27	32	123,763.37
5610.05	Non Instructional Supply	140,257.00	.00	140,257.00	16,169.89	19,709.12	67,261.30	53,286.58	62	172,682.94
5610.20	Program Supplies	6,791.00	.00	6,791.00	129.59	.00	352.60	6,438.40	5	3,817.79
5610 - Totals		\$501,342.00	\$0.00	\$501,342.00	\$41,606.95	\$51,863.12	\$196,077.26	\$253,401.62	49%	\$496,380.68
5620										
5620.02	Bus Fuel	294,000.00	.00	294,000.00	25,149.21	112,422.23	87,577.77	94,000.00	68	200,038.00
5620 - Totals		\$294,000.00	\$0.00	\$294,000.00	\$25,149.21	\$112,422.23	\$87,577.77	\$94,000.00	68%	\$200,038.00
5621	Natural Gas	384,006.00	.00	384,006.00	43,725.53	255,116.34	120,883.66	8,006.00	98	396,178.54
5622	Electricity	828,802.00	.00	828,802.00	65,107.41	463,139.76	343,667.19	21,995.05	97	800,945.60
5623	Bottled Gas	250.00	.00	250.00	.00	.00	.00	250.00	0	.00
5624	Oil	61,994.00	.00	61,994.00	47,623.81	54,418.95	47,623.81	(40,048.76)	165	60,979.54
5640										
5640.1	Textbooks	28,375.00	.00	28,375.00	10,740.84	6,019.73	18,255.72	4,099.55	86	68,987.19
5640.2	Library Books	19,782.00	.00	19,782.00	4,776.18	5,673.86	4,832.67	9,275.47	53	11,821.82
5640.3	Subscriptions	24,862.00	.00	24,862.00	453.13	3,048.63	4,546.81	17,266.56	31	22,258.43
5640 - Totals		\$73,019.00	\$0.00	\$73,019.00	\$15,970.15	\$14,742.22	\$27,635.20	\$30,641.58	58%	\$103,067.44
5650										
5650	Instructional Tech Supply	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
5650.01	Non Instr Tech Supply	10,250.00	.00	10,250.00	.00	4,556.05	5,014.22	679.73	93	231,618.99
5650.03	Forbes	.00	.00	.00	.00	.00	.00	.00	+++	165.97
5650.04	Vogel	.00	.00	.00	.00	.00	.00	.00	+++	165.25
5650.05	High School	.00	.00	.00	.00	.00	.00	.00	+++	1,683.32
5650.06	Middle School	.00	.00	.00	.00	.00	.00	.00	+++	996.57
5650.08	Southwest	.00	.00	.00	.00	.00	.00	.00	+++	473.68
5650.09	Torrington	.00	.00	.00	.00	.00	.00	.00	+++	306.48
5650 - Totals		\$25,250.00	\$0.00	\$25,250.00	\$0.00	\$4,556.05	\$5,014.22	\$15,679.73	38%	\$235,410.26
5743	Non Instructional Equip	52,059.00	.00	52,059.00	1,857.89	840.15	9,840.03	41,378.82	21	134,168.02
5746	Instructional Equipment	17,131.00	.00	17,131.00	1,120.15	4,896.94	2,460.17	9,773.89	43	21,169.05
5810	Dues and Fees	74,721.00	.00	74,721.00	2,795.00	1,401.00	49,252.65	24,067.35	68	80,228.86
5890										
5890	Miscellaneous Expenditure	936.00	.00	936.00	.00	.00	.00	936.00	0	465,542.63
5890.15	Mentor Stipend	.00	.00	.00	50.00	.00	1,117.00	(1,117.00)	+++	13,591.00
5890.0000	Transfer Out	.00	.00	.00	.00	.00	.00	.00	+++	200,000.00
5890 - Totals		\$936.00	\$0.00	\$936.00	\$50.00	\$0.00	\$1,117.00	(\$181.00)	119%	\$679,133.63
EXPENSE TOTALS		\$78,131,123.00	\$0.00	\$78,131,123.00	\$7,131,211.61	\$15,275,922.61	\$35,967,111.26	\$26,888,089.13	66%	\$76,377,070.32
Fund 5100 - General Fund BOE Totals		\$78,131,123.00	\$0.00	\$78,131,123.00	\$7,131,211.61	\$15,275,922.61	\$35,967,111.26	\$26,888,089.13		\$76,377,070.32



Expense Budget Performance Report

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Include Rollup Account and Rollup to Account

Grand Totals	\$78,131,123.00	\$0.00	\$78,131,123.00	\$7,131,211.61	\$15,275,922.61	\$35,967,111.26	\$26,888,089.13	\$76,377,070.32
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PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS AND USE OF EXCLUSIONARY TIME OUT

The Torrington Board of Education (the “Board”) seeks to foster a safe and positive learning environment for all students. Board employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. The Board also regulates the use of exclusionary time out in accordance with this policy and accompanying regulations and applicable law.

The Board authorizes the Superintendent or his/her designee to develop and implement administrative regulations in accordance with this policy and applicable law. The Board of Education mandates compliance with this policy and the associated administrative regulations at all times. Violations of this policy and/or associated administrative regulations by a Board staff member or other individual working at the direction of, or under the supervision of, the Board, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within the associated administrative regulations shall be construed to interfere with the Board’s responsibility to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220. Under no circumstances shall employees or individuals under the supervision of the Board use corporal punishment with students or physically manage students for purposes of discipline.

Legal References:

Conn. Gen. Stat. § 10-76b
 Conn. Gen. Stat. § 10-76d
 Conn. Gen. Stat. § 10-236b
 Conn. Gen. Stat. §§ 53a-18 to 53a-22
 Reg. Conn. State Agencies. §§ 10-76b-5 to 10-76b-11

Other References:

Restraint and Seclusion: Resource Document, United States Department of Education, available at <http://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.

Understanding the Laws and Regulations Governing the Use of Restraint and Seclusion, Connecticut State Department of Education (July 2018).

Guidance Related to Recent Legislation Regarding Restraint and Seclusion, Connecticut State Department of Education (Revised, July 2018).

DRAFT

Policy 5003 Physical Restraint and Seclusion Of Students And Use Of Exclusionary Time Out: Approved and adopted on January 25, 2023.

ADMINISTRATIVE REGULATIONS CONCERNING PHYSICAL RESTRAINT AND SECLUSION OF STUDENTS AND USE OF EXCLUSIONARY TIME OUT

The Torrington Public Schools (the “District”) seeks to foster a safe and positive learning environment for all students. District employees will restrict the use of physical restraint and seclusion of students to emergency situations, in accordance with these administrative regulations and the associated policy and applicable law. Physical restraint or seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual. District employees will restrict the use of exclusionary time out with students to those instances permitted by applicable law, as described in these administrative regulations and applicable law.

The following sets forth the procedures for compliance with the relevant state law and regulations concerning the physical restraint and seclusion of, and use of exclusionary time out with, students in the District. The Superintendent mandates compliance with these regulations at all times. Violations of these regulations by a Torrington Board of Education (“Board”) staff member or other individual working at the direction of, or under the supervision of, the Board, may result in disciplinary action, up to and including possible termination of employment status and/or termination of contract for services.

Nothing within these regulations shall be construed to interfere with the responsibility of the District to maintain a safe school setting, in accordance with Connecticut General Statutes § 10-220.

I. Definitions:

- A. Exclusionary Time Out: A temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student’s behavior.
- B. Life-Threatening Physical Restraint: Any physical restraint or hold of a person that (1) restricts the flow of air into a person’s lungs, whether by chest compression or any other means, or (2) immobilizes or reduces the free movement of a person’s arms, legs or head while the person is in the prone position.
- C. Psychopharmacological Agent: Any medication that affects the central nervous system, influencing thinking, emotion or behavior.
- D. Physical Restraint: Any mechanical or personal restriction that immobilizes or reduces the free movement of a person’s arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. The term does not include: (1) briefly holding a person in order to calm or comfort the person; (2) restraint involving the minimum contact necessary to

safely escort a person from one area to another; (3) medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; (4) helmets or other protective gear used to protect a person from injuries due to a fall; (5) helmets, mitts and similar devices used to prevent self-injury when the device is (i) part of a documented treatment plan or an Individualized Education Program (“IEP”); or (ii) prescribed or recommended by a medical professional, as defined in section 38a-976 of the Connecticut General Statutes, and is the least restrictive means available to prevent such injury; or (6) an exclusionary time out.

- E. School Employee: (1) Any individual employed by the District who is a teacher, substitute teacher, administrator, superintendent, guidance counselor, psychologist, social worker, nurse, physician, paraprofessional, coach; and (2) any other individual 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 the District pursuant to a contract with the District.
- F. Seclusion: The confinement of a person in a room from which the student is physically prevented from leaving. Seclusion does not include the following: (i) an exclusionary time out; or (ii) any confinement of a student in which the person is physically able to leave the area of confinement including, but not limited to, in-school suspension.
- G. Student: a child who is
 - 1. enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional board of education;
 - 2. receiving special education and related services in an institution or facility operating under a contract with a local or regional board of education pursuant to subsection (d) of section 10-76d of the Connecticut General Statutes;
 - 3. enrolled in a program or school administered by a regional education service center established pursuant to section 10-66a of the Connecticut General Statutes; OR
 - 4. receiving special education and related services from an approved private special education program.

II. Life-Threatening Physical Restraint

- A No school employee shall under any circumstance use a life-threatening physical restraint on a student.

- B. Nothing in this section shall be construed as limiting any defense to criminal prosecution for the use of deadly physical force that may be available under sections 53a-18 to 53a-22, inclusive, of the Connecticut General Statutes.

III. Procedures for Physical Restraint and Seclusion of Students

- A. No school employee shall use physical restraint or seclusion on a student EXCEPT as an emergency intervention to prevent immediate or imminent injury to the student or to others.
- B. Seclusion shall not be used as a planned intervention in a student's behavioral intervention plan, individualized education program or plan pursuant to Section 504 of the Rehabilitation Act.
- C. No school employee shall use physical restraint or seclusion on a student unless the school employee has received training in accordance with state law and/or the District's training plans as described in Section XI below, upon implementation thereof.
- D. Physical restraint and seclusion of a student shall never be used as a disciplinary measure or as a convenience.
- E. School employees must explore ALL less restrictive alternatives prior to using physical restraint or seclusion for a student.
- F. School employees must comply with all regulations promulgated by the Connecticut State Department of Education in their use of physical restraint and seclusion with a student.
- G. Monitoring
 - 1. Physical restraint: A school employee must continually monitor any student who is physically restrained. The monitoring must be conducted by either:
 - a. direct observation of the student; or
 - b. observation by way of video monitoring within physical proximity sufficient to provide aid as may be needed.
 - 2. Seclusion: A school employee must frequently monitor any student who is placed in seclusion. The monitoring must be conducted by either:
 - a. direct observation of the student; or

- b. observation by way of video monitoring within physical proximity sufficient to provide aid as may be needed.

H. Length

1. Any period of physical restraint or seclusion:
 - a. shall be limited to that time necessary to allow the student to compose him or herself and return to the educational environment; and
 - b. shall not exceed fifteen (15) minutes, except as provided below.
2. If any instance of physical restraint or seclusion of a student used as an emergency intervention exceeds fifteen (15) minutes, one of the following individuals, who have received training in the use of physical restraint or seclusion, will determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others:
 - a. an administrator, or such administrator's designee;
 - b. a school health or mental health personnel; or
 - c. a board certified behavior analyst.
3. The individual identified under subsection 2 (a-c) shall make a new determination every thirty (30) minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

- I. A school employee must regularly evaluate the student being physically restrained or secluded for signs of physical distress. The school employee must record each evaluation in the educational record of the person being physically restrained or secluded.

IV. Seclusion Room Requirements

Seclusion can happen in any location, although the District may designate an area or room for this purpose. Regardless of location, any room used for seclusion must:

- A. be of a size that is appropriate to the chronological and developmental age, size and behavior of the student;
- B. have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which the seclusion room is located;

- C. be equipped with heating, cooling, ventilation and lighting systems that are comparable to the systems that are used in the other rooms of the building in which the seclusion room is located;
- D. be free of any object that poses a danger to the student who is being placed in the seclusion room;
- E. conform to applicable building code requirements.

If the door or doors to a room used for seclusion are to be locked, latched or otherwise secured, a modification from the State Fire Marshal's office shall be secured prior to the installation of a locking mechanism. If a door-locking mechanism is used, the student shall be constantly monitored notwithstanding any other provisions of the Connecticut General Statutes or Regulations to the contrary. The locking mechanism to be used shall be a device that shall be readily released by staff as soon as possible but in no case longer than within two minutes of the onset of an emergency and is connected to the fire alarm system so that the locking mechanism is released automatically when a fire alarm is sounded. An "emergency," for purposes of this subsection, includes but is not limited to the following:

- 1. the need to provide direct and immediate medical attention to the student;
 - 2. fire;
 - 3. the need to remove the student to a safe location during a building lockdown; or
 - 4. other critical situations that may require immediate removal of the student from seclusion to a safe location.
- F. have an unbreakable observation window or fixture located in a wall or door, which allows the student a clear line of sight beyond the area of seclusion, to permit frequent visual monitoring of the student and any school employee in such room. The requirement for an unbreakable observation window does not apply if it is necessary to clear and use a classroom or other room in the school building as a seclusion room for a student.

V. Use of Psychopharmacologic Agent

- A. No school employee may use a psychopharmacologic agent on a student without that student's consent and the consent of the student's parent/guardian, except:
 - 1. as an emergency intervention to prevent immediate or imminent injury to the student or to others; or

2. as an integral part of the student's established medical or behavioral support or educational plan, or, if no such plan has been developed, as part of a licensed practitioner's initial orders.

- B. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- C. Any administration of a psychopharmacologic agent must ONLY be done in accordance with applicable federal and state law and the Board of Education's Administration of Medication Policy.

VI. Procedures for Exclusionary Time Out

- A. No school employee may use exclusionary time out as a form of discipline for a student.
- B. At least one school employee must remain with the student, or be immediately available to the student such that the student and the employee are able to communicate verbally, throughout the exclusionary time out.
- C. The space used for an exclusionary time out must be clean, safe, sanitary and appropriate for the purpose of calming the student or deescalating the student's behavior.
- D. The exclusionary time period must end as soon as possible.
- E. Consistent with subsection D above, the exclusionary time out period may vary depending on the student's chronological and developmental age, individual needs and behavior.

VII. Required Meetings

- A. Students not eligible for special education (and not being evaluated for eligibility for special education)
 1. In the event that physical restraint or seclusion is used on a student **four (4) or more times within twenty (20) school days**, a team composed of an administrator, one or more of the student's teachers, a parent or guardian of the student, and, if any, a school mental health professional, shall convene to:
 - a. conduct or revise a behavioral assessment of the student;
 - b. create or revise any applicable behavior intervention plan; and

- c. determine whether such student may require a referral for consideration for special education pursuant to federal and state law.
 - 2. The requirement to convene this meeting shall not supersede the District's obligation to refer a student to a planning and placement team ("PPT") as may be required in accordance with federal and state law.
- B. Students eligible for special education (and students being evaluated for eligibility for special education)
 - 1. In the event that physical restraint or seclusion is used on a student **four (4) or more times within twenty (20) school days**, the student's PPT shall convene to:
 - a. conduct or revise a functional behavioral assessment ("FBA");
 - b. create or revise any applicable behavior intervention plan ("BIP"), including but not limited to, such student's individualized education program ("IEP"); and
 - c. review or revise the student's IEP, as appropriate.
 - 2. In the event that the exclusionary time out process is unsuccessful in addressing a student's problematic behavior, the student's PPT shall convene as soon as practicable to determine alternative interventions or strategies to address the student's behavior.
- C. A District and/or school administrator(s) shall determine the school employee(s) responsible for reviewing the number of occurrences of the use of physical restraint or seclusion on a monthly basis to ensure that the appropriate meeting(s) has been convened following the fourth occurrence of physical restraint or seclusion in a twenty (20) day period.

VIII. Crisis Intervention Team

- A. Each school year, each school in the District must identify a crisis intervention team consisting of any teacher, administrator, school paraprofessional or other school employee designated by the school principal (in coordination with other appropriate administrators), and who has direct contact with students.
- B. Members of crisis intervention teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or others.

- C. The District shall maintain a list of the members of the crisis intervention team for each school.

IX. Documentation and Communication

- A. After each incident of physical restraint or seclusion, and no later than the school day following the incident, a school employee must complete the form provided by the District for reporting incidents of physical restraint and seclusion. The incident form must be included in the educational file of the student who was physically restrained or secluded. The information documented on the form must include the following:
 - 1. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;
 - 2. a detailed description of the nature of the restraint or seclusion;
 - 3. the duration of the restraint or seclusion;
 - 4. the effect of the restraint or seclusion on the student's established behavioral support or educational plan; AND
 - 5. whether the seclusion of a student was conducted pursuant to an IEP.
- B. A school employee must notify the parent or guardian of a student of each incident that the student is physically restrained or secluded.
 - 1. A school employee must make a reasonable attempt to immediately notify a parent or guardian after a student is initially placed in physical restraint or seclusion; in all circumstances, a school employee shall notify the parent or guardian within twenty-four (24) hours after a student is initially placed in physical restraint or seclusion.
 - 2. Notification must be made by telephone, e-mail, or other method which may include, but is not limited to, sending a note home with the student.
 - 3. The parent or guardian of a student who has been physically restrained or placed in seclusion shall be sent a copy of the completed incident report of such action no later than two (2) business days after the use of physical restraint or seclusion, regardless of whether the parent received the notification described in subsections 1 and 2 above.

4. The Assistant Superintendent of Student Services, or designee, shall determine what school employees shall be permitted to ensure that required parent/guardian notifications are made.
- C. The Assistant Superintendent of Student Services, or designee, must, at each initial PPT meeting for a student, inform the child's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, of the laws relating to physical restraint and seclusion as expressed through this regulation, and of the laws and regulations adopted by the Connecticut State Department of Education relating to physical restraint and seclusion.
1. The Assistant Superintendent of Student Services, or designee, shall provide to the child's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, at the first PPT meeting following the student's referral to special education the plain language notice of rights regarding physical restraint and seclusion developed by the Connecticut State Department of Education.
 2. The plain language notice developed by the Connecticut State Department of Education shall also be provided to the student's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older at the first PPT meeting at which the use of seclusion as a behavior intervention is included in the student's IEP.
- D. The Assistant Superintendent of Student Services, or designee, must be notified of the following:
1. each use of physical restraint or seclusion on a student;
 2. the nature of the emergency that necessitated its use;
 3. whether the seclusion of a student was conducted pursuant to an IEP;
AND
 4. if the physical restraint or seclusion resulted in physical injury to the student.
- X. Responsibilities of the Assistant Superintendent of Student Services, or designee
- A. The Assistant Superintendent of Student Services, or designee, must compile annually the instances of physical restraint and seclusion within the District, the nature of each instance of physical restraint and seclusion, and whether instances of seclusion were conducted pursuant to IEPs.

- B. The Assistant Superintendent of Student Services, or designee, must report to the Connecticut State Department of Education within two (2) business days any instance of physical restraint or seclusion that resulted in physical injury (serious and non-serious) to the student.

XI. Professional Development Plan and Training

- A. The District shall provide training regarding the physical restraint and seclusion of students to the members of the crisis intervention team for each school in the District identified in Section VIII, above. The District may provide such training to any teacher, administrator, school paraprofessional or other school employee, designated by the school principal and who has direct contact with students. The District shall provide such training annually and the training shall include, but not be limited to:
 - 1. Beginning with the school year commencing July 1, 2017, an annual overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students and the proper uses of physical restraint and seclusion. Such overview shall be provided by the Department of Education in a manner and form as prescribed by the Commissioner of Education.
 - 2. The creation of a plan to provide training regarding the prevention of incidents requiring physical restraint or seclusion of students. This plan shall be implemented not later than July 1, 2018.
 - 3. The creation of a plan to provide training regarding the proper means of physical restraint or seclusion of a student, including, but not limited to:
 - a. verbal defusing or de-escalation;
 - b. prevention strategies;
 - c. various types of physical restraint;
 - d. the differences between life-threatening physical restraint and other varying levels of physical restraint;
 - e. the differences between permissible physical restraint and pain compliance techniques;
 - f. monitoring methods to prevent harm to a student who is physically restrained or in seclusion; and
 - g. recording and reporting procedures on the use of physical restraint and seclusion.

This plan shall be implemented not later than July 1, 2018.

- B. Each member of a crisis intervention team must be recertified in the use of physical restraint and seclusion pursuant to Section XI.A.3, above, on an annual basis.

XII. Review and Revision of Policies, Regulations and Procedures

- A. The District shall make available policies and procedures regarding the physical restraint and seclusion of students and the use of exclusionary time out on the District's Internet web site and procedures manual.
- B. The District shall update any policies, regulations and/or procedures regarding the physical restraint and seclusion of students and the use of exclusionary time out within sixty (60) days after the State Department of Education's adoption or revision of regulations regarding the same. Any and all such updates shall be made available in accordance with subsection A of this section.

Legal References:

Conn. Gen. Stat. § 10-76b
 Conn. Gen. Stat. § 10-76d
 Conn. Gen. Stat. § 10-236b
 Conn. Gen. Stat. §§ 53a-18 to 53a-22
 Conn. Agencies Reg. §§ 10-76b-5 to 10-76b-11

Other References:

Restraint and Seclusion: Resource Document, United States Department of Education, available at <http://www2.ed.gov/policy/seclusion/restraints-and-seclusion-resources.pdf>.

Understanding the Laws and Regulations Governing the Use of Restraint and Seclusion, Connecticut State Department of Education (July 2018).

Guidance Related to Recent Legislation Regarding Restraint and Seclusion, Connecticut State Department of Education (Revised, July 2018).



CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

I. POLICY

The Board of Education (“Board”) complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. DEFINITIONS

- A. Access is defined as the right to inspect or review a student’s education records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Authorized representative means any entity or individual designated by the Board, a State educational authority, or an agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), to conduct -- with respect to Federal- or State-supported education programs -- any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.
- C. Biometric record, as used in the definition of personally identifiable information, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence; facial characteristics and handwriting.
- D. De-identified education records means education records or information from education records from which all personally identifiable information has been removed, and for which the district has made a reasonable determination that a student’s identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.

- E. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the parent's name, address and/or e-mail address; the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.
- F. Disciplinary action or proceeding means the investigation, adjudication or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of internal rules of conduct applicable to students.
- G. Disclosure means to permit access to or to release, transfer, or other communication of personally identifiable information as contained in education records by any means, including oral, written or electronic means, to any party except the party identified as the party that provided or created the record.
- H. Education Records
1. Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the school system or persons acting for the school system.
 2. Education records do not include:
 - a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";

- b) records maintained by a law enforcement unit of the school district that were created by that unit for the purpose of law enforcement;
 - c) employment records used only in relation to the student's employment by the school district that are 1) made and maintained in the normal course of business, 2) relate exclusively to the student's capacity as an employee, and 3) are not made available for any other purpose;
 - d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the school district must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review his/her treatment records;
 - e) records created or received by the school district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and
 - f) grades on peer-graded papers before they are collected and recorded by a teacher.
- I. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.
- [J. *If the district maintains a law enforcement unit, the district should include this definition within the policy.*

Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or

refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.]

- K. Legitimate Educational Interest means the need for a school official to review an education record in order to fulfill his or her professional responsibilities.
- L. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student; however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1986 is entitled to access to the student's education records without the eligible student's consent.
- M. Personally Identifiable Information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or his/her family; a personal identifier, such as the student's social security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.
- N. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a volunteer, contractor or consultant or other party who performs an institutional service or function for the District (such as an attorney, auditor, medical consultant, therapist, or school resource officer); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks.
- O. Signed and Dated Written Consent to disclose personally identifiable student information from a student's education records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of electronic consent.

III. ANNUAL NOTIFICATION OF RIGHTS / RELEASE OF DIRECTORY INFORMATION

- A. On an annual basis, the school district will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the school district and will also be published in the school district's guide to Pupil Personnel **[or Special Education]** Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.
- B. On an annual basis, the school district will also notify parents and/or eligible students currently in attendance of any categories of information designated as **directory information**. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.
- C. In the annual notification, the school district will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters, institutions of higher education, or school choice programs, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

IV. CONFIDENTIALITY OF EDUCATION RECORDS

- A. All school officials are directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board policy and administrative regulations and in a manner consistent with state and federal law.
- B. Education records are not public records and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.

- C. The school district shall use reasonable methods, including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. The district shall use reasonable methods to identify and authenticate the identity of parents, students, school officials and other parties to whom the district discloses personally identifiable information from education records.
- E. The district shall require contractors and other outside agencies with access to education records to certify their compliance with the confidentiality requirements of this policy, as well as applicable state and federal law.

V. ACCESS TO EDUCATION RECORDS

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student unless such rights have been waived under Article XI, below. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.
- B. When submitting a written request to inspect or review education records, the request must identify the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.
- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of **regular education students**, the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.

- F. For **students requiring special education**, the Board will comply with a request to review and inspect the child's education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing or resolution session held in accordance with the IDEA; otherwise, the Board will comply with such request not later than ten (10) school days of such request.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive **one free copy** of their child's (his/her) education records. The request for the free copy must be in writing and the Board will comply with the written request within ten (10) school days of the request. Notwithstanding the fact that a test instrument or portion of a test instrument may meet the criteria of an "education record" under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, any test instrument or portion of a test instrument for which the test manufacturer asserts a proprietary or copyright interest in the instrument shall not be copied. The parent or eligible student retains the right to review and inspect such information and the Board shall respond to reasonable requests from the parent or eligible student for explanations and interpretations of the student's education record, which may include reviewing copyrighted testing instruments.
- H. Aside from a parent or eligible student, staff members, school employees and other school officials may access a student's education records **only if** they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in Article VII, below.
- I. Pursuant to the procedures set forth in Article VI, below, the district maintains a record of all parties that have requested access to education records, including access to education records found in computer memory banks.
- J. **Non-custodial Parents:**
1. **Divorced Parents**

A parent does not lose his or her right to access to education records upon divorce. Non-custodial parents retain their rights to review their child's education records unless the school district has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-

custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.

2. Incarcerated Parents

Nothing in this policy shall be construed to limit a parent who is incarcerated from being entitled to knowledge of and access to all educational, medical, or similar records maintained in the cumulative record of any minor student of such incarcerated parent, except that such incarcerated parent shall not be entitled to such records if:

- (a) such information is considered privileged under Conn. Gen. Stat. § 10-154a, regarding a communication made privately and in confidence by a student to a professional employee in the course of the professional employee's employment concerning alcohol or drug abuse or any alcoholic or drug problem of such student;
- (b) such incarcerated parent has been convicted in Connecticut or any other state of sexual assault in violation of Conn. Gen. Stat. §§ 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b, or 53a-73a; or
- (c) such incarcerated parent is prohibited from knowledge of or access to such student's cumulative record pursuant to a court order.

K. Unaccompanied Youth:

Notwithstanding anything in this policy to the contrary, an unaccompanied youth shall be entitled to knowledge of and have access to all educational, medical or similar records in the cumulative record of such unaccompanied youth maintained by the school district. For the purposes of this provision, the term "unaccompanied youth" shall mean a homeless child or youth not in the physical custody of a parent or guardian.

L. Copies of Education Records/Fees:

- 1. The school district cannot charge a fee to search for or to retrieve the education records of a student. As noted above, if a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the

child's records shall include the right to receive **one free copy** of those records. The request for the free copy shall be made in writing. The Board shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed **[50¢]** per page. ***[Please note that the district may or may not charge for copies, provided such fee is consistent with its policy for charging for copies of records for regular education students and provided that such fee does not effectively prohibit the parent/student from exercising their rights to access records].***

2. In addition to the provision above regarding special education students, if circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's education records, the district shall:
 - a. provide the parent or eligible student with a copy of the records requested, or
 - b. make other arrangements for the parent or eligible student to inspect and review the requested records.

[As noted above, a school district may charge a fee for all other copies of education records, provided that the imposition of a fee does not effectively prevent a parent and/or eligible student from exercising their rights to access records. If the district elects to charge a fee for copies beyond the one free copy of special education records, we suggest the following provision:

3. ***The Board reserves the right to charge for copies of a student's education records. Such charge will not exceed 50¢ per page.]***

VI. RECORD KEEPING REQUIREMENTS/DOCUMENTATION OF ACCESS TO EDUCATION RECORDS

- A. The school district will appoint an individual to be responsible for the care and upkeep of all education records. Education records are kept by categories, each of which encompasses a specific type of data collected during a student's educational career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- B. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks. The record log shall contain:

1. the name of any individual, agency, or organization that requested or obtained access to the student's records;
 2. the date of the request for access;
 3. whether access was given;
 4. the purpose for which the party was granted access to the records;
 5. the names of additional parties to whom the receiving party may disclose the information on behalf of the school district; and
 6. the legitimate educational interest in obtaining the information.
- C. The record (log) requirement does not apply to requests from, or disclosure to:
1. a parent or eligible student;
 2. a party seeking directory information;
 3. a party who has a signed and dated written consent from the parent and/or eligible student;
 4. school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record; or
 5. persons seeking or receiving the information as directed by a Federal grand jury, other law enforcement subpoena, or ex parte order of the Attorney General of the United States (provided that the information requested is not to be redisclosed).
- D. The record (log) is a permanent part of the student's education records and must be available to the parent or eligible student upon request.
- E. If the district makes a release of education records without consent in **a health and safety emergency**, the district must record:
1. the articulable and significant threat to the health and safety of a student or other individuals that formed the basis for disclosure; and
 2. the parties to whom the district disclosed the information.

VII. THE RELEASE OF RECORDS OR PERSONALLY IDENTIFIABLE INFORMATION

- A. The school system or its designated agent(s) may not permit release of education records or any information from such records that contain personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Article VII.C below. Personally identifiable information contained in the education record, other than directory information, will not be furnished in any form (i.e., written, taped, video or audio recorded, person-to-person, statement over the telephone, on computer disk, e-mailed or electronic message, etc.) to any person other than those listed below, unless prior written consent has been obtained.
- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released **without consent** of the parents, or the eligible student, only if the disclosure meets one of the criteria set forth below:
 1. School Officials:
 - a) The disclosure is to other school officials within the district, including teachers, who have been determined by the school district to have legitimate educational interests in the education records.
 - b) A contractor, consultant, volunteer, or other party to whom the district has outsourced institutional services or functions, provided that the party:
 - 1) performs an institutional service or function for which the district would otherwise use employees;
 - 2) is under the direct control of the district with respect to the use and maintenance of education records; and
 - 3) is subject to the requirements of FERPA with respect to the use and redisclosure of personally identifiable information from education records.
 - c) The Board shall comply with the below Section I of this Article VII prior to the provision of student records, student

information or student-generated content to any school official who is a consultant or operator, as those terms are defined in Section I.

3. Transfer Students:

- a) The disclosure is to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Article X.
- b) When a student enrolls in a new public school district (including a public charter school), the receiving school district must send written notice of such enrollment to the school the student previously attended not later than two (2) business days after the student enrolls. Not later than ten (10) days after receipt of such notice, the sending school shall transfer the student's records to the new school district.
- c) Upon notification by the Department of Children and Families ("DCF") of a decision to change the school placement for a student attending district schools who is placed in out-of-home care by DCF pursuant to an order of temporary custody or an order of commitment, in accordance with Section 46b-129 of the Connecticut General Statutes, the Board shall transmit to the receiving school, not later than one (1) business day after receipt of such notification from DCF, all essential education records for the student, including, but not limited to, the student's individualized education program ("IEP") and behavioral intervention plan, if any, and all documents necessary for the receiving school to determine appropriate class placement and to provide educational services. The Board shall transfer nonessential records to the receiving school in accordance with subsection b above.

- 4. The disclosure is to authorized representatives of the U.S. Comptroller, the U.S. Attorney General, the U.S. Secretary of

Education, or State or local educational authorities. Disclosures of this nature may be made only in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with the Federal legal requirements that related to these programs. These entities may make further disclosures of personally identifiable information that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to the school district that (a) the information is required by the court, and (b) will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under state law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment and behavior, as well as the student's IEP and related documents if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as:
 - a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization,
 - b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and
 - c) the Board enters into a written agreement with the organization conducting the study that satisfies the requirements of 34 C.F.R. § 99.31(a)(6).

8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with
 - a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or
 - c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in 18 U.S.C. §§ 2331 and 2332b(g)(5)(B).
11. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
12. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself.
13. The disclosure is to appropriate parties, including parents of an eligible student, in connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency, the district may take into

account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the district reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, provided, however, that the district record such disclosure in accordance with Article VI.D, above.

14. The disclosure is to the parent of a student who is under 18 years of age or to the student.
15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the district under 42 U.S.C. § 14071 and applicable federal guidelines.
16. The disclosure is to the Secretary of Agriculture or an authorized representative from the Food and Nutrition Service, or contractors acting on its behalf, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more federal meal or nutrition programs in order to report aggregate results that do not identify any individual. Such disclosures may only be made if:
 - a) the data collected will be protected to prevent the personal identification of students and their parents by other than the authorized representatives of the Secretary of Agriculture, and
 - b) any personally identifiable data will be destroyed when they are no longer needed for program monitoring, evaluations, and performance measurements.
17. The disclosure is to an agency caseworker or other representative of the DCF or other child welfare agency or tribal organization who has the right to access a student's case plan when the agency or organization is legally responsible for the care and protection of the student. The agency or organization may not disclose the education records or personally identifiable information contained in such records, except to an individual or entity engaged in addressing the student's educational needs and authorized by the agency or organization to receive such disclosure. Any disclosures

made by the agency or organization must comply with applicable confidentiality laws for student education records.

D. Directory Information

The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.

1. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
2. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
3. The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
4. An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.
5. The school district will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

E. De-identified Records and Information

1. The school district may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that the district has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
2. The school district may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:
 - a) the district does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
 - b) the record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
 - c) the record code is not based on a student's social security number or other personal information.

F. Disciplinary Records:

Nothing in this policy shall prevent the school district from:

1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.

- G. In accordance with state and federal law, the district will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends or is instructed to enroll.

H. **Records of the Department of Children and Families (“DCF”)**

1. Documents related to any DCF child abuse and/or neglect investigations that are maintained by the Board are considered education records under the FERPA. As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records, including records of allegations, investigations and reports made to DCF, should be kept in a confidential and central location, with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party, the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect unless the requested records are being released to the individual named in the DCF records.
2. In addition, the district shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

- I. Except as set forth in Subsection I.5, below, the Board shall enter into a written contract with a consultant or operator any time the Board shares or provides access to student information, student records, or student-generated content with such consultant or operator.

1. The provisions of said contract shall comply with the requirements of Conn. Gen. Stat. §§ 10-234aa to 10-234dd.
2. The district shall maintain and update an Internet web site with information relating to all contracts entered into pursuant to Subsection I, above. On or before September 1st of each school year, the Board shall electronically notify students and the parents or legal guardians of students of the address of such Internet website. Not later than five (5) business days after executing a contract pursuant to this subsection, the Board shall post notice of such contract on the Board’s website. The notice shall:

- a. State that the contract has been executed and the date that such contract was executed;
 - b. Provide a brief description of the contract and the purpose of the contract; and
 - c. State what student information, student records or student-generated content may be collected as a result of the contract.
3. For purposes of this subsection, upon receipt of notice of a breach of security that results in the unauthorized release, disclosure or acquisition of directory information, student information, student records or student-generated content, the Board shall electronically notify, not later than two business days after receipt of such notice, the student and the parents or guardians of the student whose information is involved in such breach. The Board shall thereafter post notice of such breach on the Board's Internet web site. The Internet posting shall comply with the requirements of FERPA. All questions and concerns relative to breach of security shall be referred to the Executive Assistant to the Superintendent (860) 489-2327 EXT 1623.
4. For purposes of this subsection, the following definitions are applicable:
 - a. Consultant means a professional who provides noninstructional services, including but not limited to, administrative, planning, analysis, statistical or research services, to the Board pursuant to a contract with the Board.
 - b. Operator means any person who (a) operates an Internet web site, online service or mobile application with actual knowledge that such Internet web site, online service or mobile application is used for school purposes and was designed and marketed for school purposes, to the extent it is engaged in the operation of such Internet web site, online service or mobile application, and (b) collects, maintains or uses student information.
 - c. School Purposes means purposes that customarily take place at the direction of a teacher or the Board, or aid in the administration of school activities, including but not limited to instruction in the classroom, administrative activities and collaboration among students, school personnel or parents or legal guardians of students.
 - d. Student means a person who is a resident of the state and (a) enrolled in a preschool program participating in the state-wide

public school information system, pursuant to Conn. Gen. Stat. § 10-10a; (b) enrolled in grades kindergarten to twelve, inclusive, in a school under the jurisdiction of the Board; (c) receiving special education and related services under an individualized education program; or (d) otherwise the responsibility of the Board.

e. Student Information means personally identifiable information or material of a student in any media or format that is not publicly available and is any of the following:

- 1) Created or provided by a student or the parent or legal guardian of a student, to the operator in the course of the student, parent or legal guardian using the operator's Internet web site, online service or mobile application for school purposes;
- 2) Created or provided by an employee or agent of the Board to an operator for school purposes;
- 3) Gathered by an operator through the operation of the operator's Internet web site, online service or mobile application and identifies a student, including but not limited to, information in the student's records or electronic mail account, first or last name, home address, telephone number, date of birth, electronic mail address, discipline records, test results, grades, evaluations, criminal records, medical records, health records, Social Security number, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious affiliations, text messages, documents, student identifiers, search activity, photographs, voice recordings, survey responses or behavioral assessments.

f. Student Record means any information directly related to a student that is maintained by the Board or any information acquired from a student through the use of educational software assigned to the student by a teacher or employee of the Board, except student record does not include de-identified student information allowed under the contract to be used by the consultant or operator to:

- 1) Improve educational products for adaptive learning purposes and customize student learning;

- 2) Demonstrate the effectiveness of the contractor's products in the marketing of such products; and
 - 3) Develop and improve the consultant's or operator's products and services.
5. Notwithstanding anything in this Subsection to the contrary, the Board may use an operator's or consultant's services without entering into a contract as described above, if the use of an Internet web site, online service or mobile application operated by a consultant or an operator is unique and necessary to implement a child's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973 and such Internet website, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb, provided:
- a. Such Internet web site, online service or mobile application complies with FERPA and the Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, as amended from time to time;
 - b. The Board can provide evidence that it has made a reasonable effort to:
 - 1) enter into a contract with such consultant or operator to use such Internet web site, online service or mobile application, in accordance with the provisions of Conn. Gen. Stat. § 10-234bb; and
 - 2) find an equivalent Internet web site, online service or mobile application operated by a consultant or an operator that complies with the provisions of Conn. Gen. Stat. § 10-234bb;
 - c. The consultant or operator complies with the provisions of Conn. Gen. Stat. § 10-234cc for such use; and
 - d. The parent or legal guardian of such child, and, in the case of a child with an individualized education program, a member of the planning and placement team, signs an agreement that:
 - 1) acknowledges such parent or legal guardian is aware that such Internet web site, online service or mobile application is unable to comply with the provisions of Conn. Gen. Stat. § 10-234bb; and

- 2) authorizes the use of such Internet web site, online service or mobile application.
- e. The Board shall, upon the request of a parent or legal guardian of a child, provide the evidence described in Subsection 5.b, above.

VIII. REDISCLOSURE OF EDUCATION RECORDS

- A. The school district may disclose personally identifiable information from an education record only on the conditions that:
 1. the party to whom the information is disclosed will not subsequently redisclose the information to any other party without the proper consent of the parent or eligible student, and
 2. the officers, employees, and agents of a party that receives such information may only use the information for the purposes for which disclosure was made.
- B. Notwithstanding the provisions of Section A above, the school district may disclose personally identifiable information from an education record with the understanding that the information may be redisclosed by the recipient of the information as long as prior written consent for disclosure is not required, for one of the reasons listed in Article VII, Section C above, and at least one of the following conditions is met.
 1. The record of the original disclosure includes the names of the parties to whom redisclosure is being made and the legitimate interests each such party has in requesting or obtaining the information.
 2. The original disclosure was to a state or local educational authority or federal official or agency as set forth in Article VII, Section C, and such state or local educational authority or federal official or agency has complied with the requirements of 34 C.F.R. § 99.32(b)(2).
 3. In the case of disclosures made pursuant to a court order or lawfully issued subpoena, the district has made a reasonable effort to notify the parent or eligible student in advance of compliance with the subpoena (except if such subpoena meets the criteria set forth above in Article VII, Section C (10)).
 4. Disclosure is made to a parent, an eligible student, or the parent of an eligible student.
 5. The information is considered directory information.

- C. In the event that the Student Privacy Policy Office determines that a third party outside of the school district has improperly redisclosed personally identifiable information from education records in violation of FERPA, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

IX. AMENDMENT OF EDUCATION RECORDS

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading or in violation of the student's right to privacy, he/she is entitled to:
 - 1. Request in writing that the school district amend the records;
 - 2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments, and shall inform the parent or eligible student of the amendment.
- C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

X. HEARING RIGHTS AND PROCEDURES

- A. Rights
 - 1. Upon written request of a parent or eligible student to the Superintendent of Schools, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
 - 2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.

3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with the district's decision, or both.
 - a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
 - b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.
2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XI. WAIVER OF RIGHTS

- A. A student who is an applicant for admission to an institution of post-secondary education, or is in attendance at an institution of post-secondary

education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:

1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
 2. The letters or statements are used only for the purpose for which they were originally intended.
 3. The waiver is not required by the district as a condition of admission to or receipt of any other service or benefit from the district.
 4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.

XII. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION

- A. The following definitions shall apply to Article XII of this policy:
1. Confidential HIV-Related Information
 “Confidential HIV-related information” means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual’s partners.
 2. Health Care Provider
 “Health Care Provider” means any physician, dentist, nurse, provider of services for the mentally ill or persons with intellectual disabilities, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.

3. Protected Individual

“Protected individual” means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.

4. Release of confidential HIV-related information

“Release of confidential HIV-related information” means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.

5. School Medical Personnel

“School medical personnel” means an employee of the Board who is a school nurse or the school district medical adviser.

B. Confidentiality of HIV-related Information

1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

C. Accessibility of Confidential HIV-related Information

1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
 - a) the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
 - b) any person who secures a release of confidential HIV-related information;
 - c) a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
 - d) a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
 - e) a medical examiner to assist in determining cause of death; or
 - f) any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual, who is also a student, from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related

information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.

3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

XIII. CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy #4082

XIV. RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

Legal References:

State Law:

Conn. Gen. Stat. § 1-210 *et seq.*
Conn. Gen. Stat. § 10-220h
Conn. Gen. Stat. § 10-15b
Conn. Gen. Stat. § 10-233d
Conn. Gen. Stat. § 10-234aa
Conn. Gen. Stat. § 10-234bb
Conn. Gen. Stat. § 10-234cc
Conn. Gen. Stat. § 10-234dd
Conn. Gen. Stat. § 10-234ff
Conn. Gen. Stat. § 10-234gg
Conn. Gen. Stat. § 10-220d
Conn. Gen. Stat. § 10-253
Conn. Gen. Stat. § 17-16a
Conn. Gen. Stat. § 17a-28
Conn. Gen. Stat. § 17a-101k
Conn. Gen. Stat. § 19a-581 *et seq.*
Conn. Gen. Stat. § 46b-134

Regs. Conn. State Agencies § 10-76d-18

State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students, June 2017

State Department of Education, Guidance on Civil Rights Protections and Supports for Transgender Students: Frequently Asked Questions, June 2017

State Department of Education memorandum dated December 21, 2010, on school choice recruitment

Office of the Public Records Administrator, Retention Schedule M8-Education Records, Revised 2/2005, available at <http://ctstatelibrary.org/wp-content/uploads/2015/07/M8.pdf>

“Confidentiality and Access to Education Records (*FERPA*) – Policy #5028”

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

USA Patriot Act of 2001, Pub. L. No. 107-56

Every Student Succeeds Act, Pub. L. No. 114-95

Healthy, Hunger-Free Kids Act of 2010, Pub. L. No. 111-296

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 *et seq.*, as amended by Every Student Succeeds Act, Pub. L. No. 114-95.

34 C.F.R. §§ 99.1 - 99.67

34 C.F.R. § 106.45

34 C.F.R. §§ 300.560 - 300.576

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, U.S. Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>.

Policy 5028; Adopted and approved by the Torrington Board of Education on October 24, 2018. Revised and approved by the Torrington Board of Education on November 28, 2018. Revised and approved on November 16, 2022. Revised and approved on January 25, 2023.



PHYSICAL ACTIVITY, UNDIRECTED PLAY AND STUDENT DISCIPLINE

It is the policy of the Torrington Board of Education (the “Board”) to promote the health and well-being of district students by encouraging healthy lifestyles including promoting physical exercise and activity as part of the school day.

For the purposes of this policy, a “school employee” is defined as (1) 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 the district schools, or (2) any other individual 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 the district schools pursuant to a contract with the Board.

I. Deprivation of Physical Exercise Period or Undirected Play Period as a Form of Discipline

For elementary school students, the Board includes a time of not less than twenty (20) minutes in total, during the regular school day, to be devoted to physical exercise, except that a planning and placement team (“PPT”) may develop a different schedule for students requiring special education and related services.

The administration may include additional time, beyond the twenty minutes required for physical exercise, devoted to undirected play during the regular school day for elementary school students.

In an effort to promote physical exercise and undirected play, the Board prohibits school employees from disciplining elementary school students by preventing them from participating in the full 20 minutes of time devoted to physical exercise or additional time devoted to undirected play during the regular school day, except in accordance with this policy or as determined by a student’s Section 504 team or PPT.

A. Physical Exercise Period

School employees may prevent or otherwise restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline only under the following circumstances:

- 1) When a student poses a danger to the health or safety of other students or school personnel; or
- 2) If there are two or more periods devoted to physical exercise in a school day, then when the prevention or restriction of physical exercise is limited to the period devoted to physical exercise that is the shortest in duration, provided that the student still participates in at least twenty minutes of physical exercise in a school day.

School employees may prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day as a form of discipline, in accordance with this policy, only one time during a school week, unless the student is a danger to the health or safety of other students or school personnel.

School employees may not prevent or restrict a student from participating in the entire time devoted to physical exercise in the regular school day if such prevention or restriction is related to the student's failure to complete school work on time or to the student's academic performance.

This policy distinguishes between a) discipline that is imposed before the time devoted to physical exercise begins and b) discipline imposed during such time devoted to physical exercise or methods used to redirect a student's behavior during such time. School personnel may impose discipline during time devoted to physical exercise as a result of student's behavior during such time, if such discipline is in accordance with Board policies and procedures. School personnel may also use methods to redirect a student's behavior, in the event such behavior warrants redirection, during the time devoted to physical exercise. For clarity, the prohibition against preventing or restricting a student's participation in the time devoted to physical exercise shall apply to student conduct that occurs prior to the physical exercise time, rather than during the physical exercise time.

B. Undirected Play Period

School employees may not discipline elementary school students by preventing them from participating in the full time devoted to undirected play, if any, during the regular school day, except when a student poses a danger to the health or safety of other students or school personnel, or as determined by a student's Section 504 team or PPT.

II. **Prohibition on Compulsion of Physical Activity as a Form of Discipline**

For all students, the Board prohibits school employees from disciplining students by requiring students to engage in physical activity as a form of discipline during the regular school day.

III. **Disciplinary Action for Failure to Follow Policy**

Any employee who fails to comply with the requirements of this policy may be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of students enrolled in the district and who fails to comply with the requirements of this policy may be subject to having the individual's contract for services suspended by the district.

Legal References:

Connecticut General Statutes:

§ 10-221o Lunch periods. Recess. Boards to adopt policies addressing limitation of physical exercise

§ 10-221u Boards to adopt policies addressing the use of physical activity as discipline

Public Act No. 22-81 "An Act Expanding Preschool and Mental and Behavioral Services for Children"

Policy 5031 Physical Activity, Undirected Play and Student Discipline: Adopted and approved on January 25, 2023.



DRESS CODE

Policy

Students of the Torrington School District shall abide by the following code:

- A. Dress shall be established on the principle of modesty and good taste, and appearance shall not be disruptive or impair one's health or safety.
- B. Administrative regulations will be issued by the administration and periodically reviewed and revised as appropriate to provide further guidance and interpretation regarding this code.
- C. Whenever there is a question of a student's attire, the Principal, guided by the student handbook, will decide whether there is an infraction of the code and the decision of the Principal is final.
- D. It is the expectation of the Board of Education that the dress code as prescribed in the student handbook will be enforced at all times by the administration of the school.

Policy 6040: Dress Code 6040 – Adopted October 3, 1979; Revised January 21, 2009; Revised November 18, 2009; Revised February 23, 2011. Policy Number Changed to 5040 on September 22, 2021 with BOE Approval.

**Series 5000
Students****STUDENT DRESS**

In order to maintain an environment conducive to the educational process, the _____ Board of Education (the “Board”) prohibits the following from wear during the academic school day:

- a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outer wear shall not be worn, carried, or kept in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours. Approved coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit 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.
- c. Items a. and b. above must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by the administration.
- d. Footwear which mars floors or is a safety hazard.
- e. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- f. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- g. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- h. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.

- i. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
- j. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- k. Shirts and/or blouses that reveal the abdomen, chest, or undergarments.
- l. See-through clothing, tank tops or sleeveless shirts.
- m. Shorts, miniskirts, or pants that reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.
- N. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Legal Reference:

Connecticut General Statutes § 46a-51 (definition of protective hairstyles)

ADOPTED: _____

REVISED: _____

3/11/21

SHIPMAN

Series 5000 Students

STUDENT DRESS-Edited

In order to maintain an environment conducive to the educational process, the _____ Board of Education (the “Board”) prohibits the following from wear during the academic school day:

- a. ~~Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outer wear shall not be worn, carried, or kept in the classroom during regular school hours.~~
- b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps, or hoods. ~~Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours.~~ Approved coverings worn as part of a student's religious practice or belief, *cultural tradition*, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit 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.
- c. ~~Items a. and b. above must be secured in the student's locker or other storage area before school starts. Items not stored will be confiscated by the administration. (Most students do not use lockers)~~
- d. Footwear which mars floors or is a safety hazard.
- e. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- f. ~~“Name” or other oversized metal belt buckles and all metal belts or combination of metal and leather belts. (not a style choice in this part of the country)~~
- g. ~~Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff. (not a style choice at this time)~~

- h. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- i. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
- j. Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- k. Shirts and/or blouses that reveal the abdomen, chest, or undergarments.
- ~~l. — See-through clothing. tank tops or sleeveless shirts.~~
- m. Shorts, miniskirts, or pants that reveal the *upper thigh* or undergarments. ~~Spandex garments are allowed only if they are covered by shorts or skirts.~~
- ~~N. — Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors. (Majority of students do not use lockers.)~~

Students who fail to comply with Board policy and regulations concerning student dress will be subject to *progressive* school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Legal Reference:

Connecticut General Statutes § 46a-51 (definition of protective hairstyles)

ADOPTED: _____

REVISED: _____

3/11/21



FUNDRAISING ACTIVITIES

Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent. No such fundraising activities may involve door-to-door solicitation in the community by students.

The Board of Education will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Any fundraising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

Legal References:

Conn. Gen. Stat. § 10-215f Certification that food meets nutrition standards

Policy 5069 – Fundraising Activities: Adopted and approved by the Torrington Board of Education on January 25, 2023.

ADMINISTRATIVE REGULATIONS CONCERNING FUNDRAISING ACTIVITIES

These administrative regulations shall serve to implement the Torrington Board of Education's (the "Board") policy pertaining to fundraising activities. The Board is not responsible for any fundraising activities that are not approved in accordance with the procedures set forth in the policy and these accompanying regulations.

Criteria for Fundraising Activities:

To be approved, a fundraising activity must be conducted for the educational benefit of students and satisfy all of the following criteria:

1. Each student, parent support or other sanctioned fundraising activity shall have one adult designated with the overall responsibility for continuing compliance with the Board's policy and these administrative regulations pertaining to fundraising (the "Sponsor");
2. The fundraising must have a purpose consistent with the purposes of the school district and be for the benefit of its educational programs, student groups or extra-curricular activities;
3. The fundraising must not be anticipated to bring additional costs to the school district;
4. The fundraising activity must be suitable for the age and maturity of the students involved in the fundraising activity;
5. Students may not be compelled to participate in fundraising; all such fundraising activity shall be voluntary in nature;
6. Prior to a student engaging in any fundraising activity, his/her parents shall be informed and written authorization shall be obtained to permit their children to participate;
7. The fundraising must not be inappropriate or harmful to the best educational interests of students, as determined by the administration;
8. The fundraising will not be considered an official endorsement of any business or product;
9. The fundraising must not be in conflict with any provisions of the school code or public law;
10. Door-to-door solicitations by students are prohibited by these regulations; and
11. The fundraising must comply with all applicable provisions of Board policy and regulation relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events.

Prior approval required:

Fundraising activities shall not be initiated until prior approval is secured as set forth in these regulations.

Requests for prior approval for fundraising activities anticipated to raise funds up to \$2,000 shall be made in advance in writing to the building Principal or his/her designee,

at least one (1) month prior to the commencement of the activity. The Principal or his/her designee shall indicate his/her approval in writing to the organization applying for approval.

Requests for prior approval for fundraising activities anticipated to raise funds up to \$2,000 shall be made in advance in writing to the Principal, at least two (2) months prior to the commencement of the activity. Upon receipt of approval from the Principal or his/her designee, the request shall then be forwarded to Superintendent or his/her designee for approval. The Superintendent or his/her designee shall indicate his/her approval in writing to the organization applying for approval.

Handling of Funds and Record-Keeping:

The fundraising activity must comply with all applicable policies and procedures with respect to the processing of monies by staff members and/or students (e.g. school activity fund regulations and regulations pertaining to maintaining cash within classrooms or school buildings).

Student, parent support or other sanctioned fundraising groups shall keep detailed and accurate contemporaneous records of the fundraising activity, with the Sponsor responsible for ensuring compliance with this requirement.

Such detailed and accurate records shall be subject to inspection by school officials at any time.

At the end of the activity, the Sponsor shall produce a final report showing the amount of money raised, the number of students who participated, the purposes for which the designated funds will be used, and any other information as may be required by the Principal and/or Superintendent of Schools.



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

Fund Raising Proposal Form (Appendix A)

Please complete and submit this proposal form to your building principal no less than 30-days prior to the commencement of the fundraiser. Board of Education approval will be needed for all activities that are expected to raise more than \$2,000.00.

I am proposing a fundraising event from _____ to _____
date date

to support _____
name of club school

contact person _____
name phone

Explain the fundraising activity: _____

Specify the instructional objective(s) and/or the educational experience that this fundraiser will support:

Explain how the anticipated funds will be exhausted: _____

Number of students involved: _____ Grade/Subject/Club: _____

Anticipated collection amount: * _____

*All events over \$2,000.00 require Board of Education approval.

Anticipated use of carryover funds if not exhausted: _____

For each student requiring special accommodations, specify how these needs will be met. _____

Teacher

Date

Administrator

Approval date

Superintendent (per BOE)

Approval date

Status:

_____Approved

_____Not Approved



CHEMICAL HEALTH POLICY FOR STUDENT ATHLETES

Policy Statement

The Torrington Board of Education (the “Board”) participates in the Connecticut Interscholastic Athletic Conference (“CIAC”). In accordance with CIAC participation rules and the Board’s obligation under state and federal law, the Board prohibits the unauthorized use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol during any school-sponsored athletic activity, whether occurring on or off school property. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents by student athletes involving the possession, distribution, sale or use of substances that affect behavior, including performance-enhancing substances. This policy applies to all student athletes participating in school-sponsored athletics, whether or not such athletes are participating in CIAC controlled activities.

Definitions

- (1) **Controlled Drugs:** means those drugs which contain any quantity of a substance which has been designated as subject to the federal Controlled Substances Act, 21 U.S.C. § 801 *et seq.*, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the Commissioner of Consumer Protection pursuant to Connecticut General Statutes Section 21a-243, as having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Such controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Connecticut General Statutes Section 21a-240(8).
- (2) **Controlled Substances:** means a drug, substance or immediate precursor in schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations adopted pursuant to Connecticut General Statutes Sections 21a-243 and 21a-240(9).

- (3) Drug Paraphernalia: means any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing any controlled substance into the human body, including but not limited to all items specified in Connecticut General Statutes Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, cocaine vials, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled substances. Connecticut General Statutes Section 21a-240(20)(A).
- (4) Performance Enhancing Substances: means any anabolic steroid, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, except when used under the care and direction of a licensed medical professional and only then in the manner prescribed by the medical professional and manufacturer's recommendations.
- (5) Professional Communication: means any communication made privately and in confidence by a student to a professional employee of such student's school in the course of the professional employee's employment. Connecticut General Statutes Section 10-154a(a)(4).
- (6) Professional Employee: means a person employed by a school who (A) holds a certificate from the State Board of Education, (B) is a member of a faculty where certification is not required, (C) is an administration officer of a school, or (D) is a registered nurse employed by or assigned to a school. Connecticut General Statutes Section 10-154a(a)(2).
- (7) Student Athlete: means any student participating in an extracurricular school-sponsored athletic activity, whether interscholastic or intramural, including but not limited to student athletes who are participating in CIAC controlled activities.

Procedures

- (1) Discretionary Nature of Student Athletics.

The Board sponsors athletic programs as part of its extracurricular program. The opportunity to participate in extracurricular activities such as student athletics is a privilege, not a right. The Board may remove students from participation in athletics activities in its discretion.

- (2) Emergencies.

If an emergency situation results from the use of drugs, performance enhancing substances or alcohol, the student athlete shall be sent to the school nurse or medical advisor immediately, or emergency medical personnel will be notified.

The parent or designated responsible person will also be notified as soon as possible.

(3) Prescribed Medications.

The parent or guardian of any student athlete who is required to take any prescribed medication during student athletic activities shall so inform the school nurse or the person designated to act in the absence of a nurse. Such prescribed medication will then be administered to the student athlete under the supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration, except as provided below.

Student athletes taking improper amounts of a prescribed medication, or taking a prescribed medication without proper notification and supervision of the school nurse or designee, will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Student athletes with a documented medical history demonstrating the need for regular use of performance enhancing substances for therapeutic purposes shall not be considered to be in violation of this policy when such substances are properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration.

Student athletes with a documented medical history demonstrating the need for regular, palliative use of marijuana shall not be considered to be in violation of this policy when such substance is properly prescribed and taken by the student athlete in accordance with Connecticut General Statutes Sections 21a-408a through 408q. Under no circumstances shall the school nurse or designee administer to the student, or permit the palliative use of marijuana by the student, on a school bus, school grounds or property, in public places or in the presence of persons under the age of eighteen.

(4) Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral).

The following procedures will be followed when a student athlete privately, and in confidence, discloses to a professional employee in a professional communication information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

- (a) Professional employees are permitted, in their professional judgment, to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student athlete. In no event,

however, will they be required to do so. Connecticut General Statutes Section 10-154a(b).

- (b) Any physical evidence obtained from such student athlete through a professional communication indicating that a crime has been or is being committed by the student athlete **must** be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees are encouraged to contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student athlete from whom the evidence was obtained. Connecticut General Statutes Section 10-154a(b).
 - (c) Any professional employee who has received a professional communication from a student athlete may obtain advice and information concerning appropriate resources and refer the student athlete accordingly, subject to the rights of the professional employee as described in paragraph (a) above.
 - (d) If a student athlete consents to disclosure of a professional communication concerning the student athlete's alcohol or drug problem, or if the professional employee deems disclosure to be appropriate, the professional employee should report the student athlete's name and problem to the school's building administrator or designee who shall refer the student athlete to appropriate school staff members for intervention and counseling.
- (5) Involuntary Disclosure or Discovery of Drug/Alcohol Problems.

When any school staff member, or a coach or volunteer responsible for or involved in student athletic programs, obtains information related to a student athlete ***from a source other than the student athlete's confidential disclosure***, that the student athlete, on or off school grounds or at a school-sponsored activity, is unlawfully under the influence of, or unlawfully possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia, performance enhancing substances or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply.

- (a) The staff member, coach or volunteer will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student athlete to appropriate school staff members for intervention and counseling.
- (b) Any physical evidence (for example, alcohol, drugs, drug paraphernalia or performance enhancing substances) obtained from a student athlete indicating that a crime has been or is being committed by the student

athlete must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(b). The name of the student athlete must be disclosed to the building administrator or designee.

- (c) Search and Seizure of Students and/or Possessions: A staff member, coach or volunteer who reasonably suspects that a student athlete is violating a state/federal law, school substance abuse policy or this chemical health policy must **immediately** report such suspicion to the building administrator or designee. The building administrator or designee may then search a student athlete's person or possessions connected to that person, in accordance with the Board's policies and regulations if such employee has reasonable suspicion from the inception of the search that the student athlete has violated or is violating either the law, a school substance abuse policy, or this chemical health policy.

Any physical evidence obtained in the search of a student athlete, or a student athlete's possessions, indicating that the student athlete is violating or has violated a state or federal law **must** be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Connecticut General Statutes Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

- (6) Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia, Performance Enhancing Substances or Alcohol.

- (a) Any student athlete in the Torrington Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol, either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes Sections 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy. On and after January 1, 2022, a student shall not face greater discipline, punishment or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.
- (b) Student athletes found to be in violation this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat

drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.

- (c) A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy and this chemical health policy with the student athlete and parent or guardian.
 - (d) Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia, performance enhancing substances or alcohol.
 - (e) A student athlete found by the administration to have violated this policy may, in the discretion of school administrators, be suspended from play for short or long term periods, or may have student athletic participation privileges revoked.
 - (f) A student athlete found by the administration to have used performance enhancing substances shall receive a minimum penalty of revocation of athletic participation privileges for one hundred eighty (180) days. The Board shall report the violation to the CIAC.
 - (f) The Board recognizes that the CIAC may impose additional sanctions on student athletes participating in CIAC controlled activities who are found to have violated this policy.
- (7) Prohibition on the Promotion or Dispensing of Performance Enhancing Substances by School Staff Members, Coaches or Volunteers.
- (a) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall dispense any drug, medication (prescription or non-prescription), or food supplement to any student athlete except under the supervision of the school nurse or designee in accordance with Connecticut General Statutes Section 10-212a and the applicable regulations, and in accordance with any Board policies and regulations concerning medication administration.
 - (b) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall encourage the use of any drug, medication (prescription or non-prescription), or food supplement in a manner not described by the manufacturer.
 - (c) No school staff member, coach or volunteer responsible for or involved in student athletic programs shall supply, recommend, or knowingly permit student athletes to use any drug, medication (prescription or non-prescription), or food supplement for the specific purpose of enhancing their athletic performance.

- (d) A school staff member, or coach responsible for or involved in student athletic programs, who violates the terms of this policy shall be subject to discipline, up to and including termination of employment. The Board may also report violations of this policy by employees to parents of student athletes and/or state and local authorities.
 - (e) The Board shall immediately terminate a volunteer responsible for or involved in student athletic programs who violates the terms of this policy. The Board may also report violations of this policy by volunteers to parents of student athletes and/or state and local authorities.
- (8) Publication of Chemical Health Policy to School Staff Members, Coaches, Volunteers and Student Athletes.
- (a) The Board shall publish this chemical health policy to all school staff members, coaches and volunteers responsible for or involved in student athletic programs.
 - (b) The Board shall publish this chemical health policy to all student athletes and their parents/guardians.

Legal References:

Connecticut General Statutes:

June Special Session, Public Act No. 21-1, An Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis

Section 10-154a

Section 10-212a

Section 10-221

Section 21a-240

Section 21a-243

Sections 21a-408a through 408q

2021-2022 CIAC Handbook, Section 4.12.E (Chemical Health Policy and Regulations), available at https://www.casciac.org/pdfs/ciachandbook_2122.pdf

Policy 5091 - Chemical Health for Student Athletes: Adopted and approved by the Torrington Board of Education on January 25, 2023.

Torrington Board of Education
Design Professional
Torrington Middle School Roof Replacement
Request for Proposal

I. RIGHT OF BID AWARD, REJECTION, OR AWARD TO OTHER THAN LOW BIDDER

The Board reserves the full, unquestioned right to award this Bid, or any part thereof, to the bidder or bidders who, in the best judgment of the Board best meets the interests of the Board. It further reserves the right to waive all Bid conditions, to reject any and all Bids received, and to award this Bid or any part thereof, to other than the low Bidder, should it appear to serve the best interests of the Board. Furthermore, the Board reserves the right to enact the City of Torrington's Charter, chapter 6, article 1.6-1, 1.6-2, and 1.6-3 which states as Follows:

Chapter 6 - BIDS AND CONTRACTS

ARTICLE I. - CITY-BASED BIDDER PREFERENCE

§ 6-1. - Definitions.

For the purposes of this article, the following words shall have the following meanings:

BID: Bids based upon expenditures of \$10,000.00 or more as well as quotes for expenditures of less than \$10,000.00.

CITY-BASED BIDDER: A business with a legal principal place of business located within the City of Torrington. A business shall not be considered a city-based business unless evidence satisfactory to the purchasing agent has been submitted with the bid to establish that said business has a bona fide principal place of business within the City of Torrington. Such evidence may include evidence of ownership of or a long-term lease of real estate within the city from which the principal place of business is legally operated.

§ 6-2. - Offer of option to match lowest bid.

The purchasing agent shall be authorized to offer to City-based bidders that exceed the lowest bid by up to six percent the opportunity to match the lowest bid. A City-based bidder within the six-percent differential who agrees to accept the amount of the lowest bid will be awarded the bid unless more than one City-based bidder submits a bid not more than six percent higher than the low bid. When multiple City-based bidders agree to accept the award of the bid at the amount of the low bid, then the city-based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will be awarded to the lowest responsive, responsible bidder.

§ 6-3. - Contents of bid documents.

Bid documents that apply the city-based bidder preference must state that the six percent City-based bidder preferential will be applied.

The Board reserves the right to investigate the financial status and credit rating of any prospective Bidder and to disqualify any Bidder from participation in this Bid based on the results of this investigation.

II. MANNER OF BID SUBMISSIONS, PRODUCT REQUIREMENTS

Bid submissions shall be given separately for each item set forth on the bid listing. Samples must be provided for all items, when requested, at no cost to the Board. Samples shall be plainly marked with the identification number given on the bid listing and bear the name of the bidder. Samples and products shall be in strict accordance with the bid specifications.

All bid submissions must be given on the "Official Bid Form".

III. DELIVERY REQUIREMENTS

N/A

IV. BILLING AND PAYMENT

N/A

V. TAX-EXEMPT STATUS

The Torrington Board of Education is exempt from the payment of Federal, State, or Local taxes, and enjoys such status under Section 12-412 of the General Statutes of the State of Connecticut. Proposal submissions shall not include any tax applications, nor should any subsequent billings for items furnished include any tax application.

VI. FAMILIARITY WITH SPECIFICATIONS, LAWS, AND SPECIAL CONDITIONS

Each bidder shall be required to become familiar with and must comply with the terms and conditions of these bid specifications. In addition, the bidder must be familiar with all Federal, State, and Local laws, ordinances, or regulations that may, in any manner, relate to his performance if he receives a bid award. Submission of a bid shall be construed to mean that such examination has been made. No claims or billings for compensation over and above the contract sum shall be honored, if due to an oversight on the part of the bidder. The Board of Education is An Affirmative Action/Equal Opportunity Employer. Successful bidder must be an equal opportunity/affirmative action employer.

ALL OF THE CONDITIONS AND REQUIREMENTS OF THIS BID SHALL BE BINDING ON ALL BIDDERS. NO CHANGE OR DEVIATION FROM ANY OF THE CONDITIONS AND REQUIREMENTS AS SET FORTH HEREIN MAY BE MADE UNLESS PERMISSION TO DO SO IS GIVEN, SPECIFICALLY IN WRITING.

Sealed bids will be received by the Director of Facilities, Torrington Public Schools, 355 Migeon Avenue, Torrington, CT until the time and date specified on the cover sheet and opened thereafter in the Conference Room. Bids received later than the time specified will not be accepted. Amendments to or withdrawal of any section of the submitted bid received later than the time & date set for the bid

opening will not be considered. Bid proposals must remain in effect for a minimum of 60 days unless otherwise noted elsewhere in the bid specifications. Faxed bids will not be accepted.

REPLIES: must have the bid name clearly identified on the outside of the envelope. Bidders not marking the envelopes with the Bid name and date/time of opening on the envelope will have no recourse against the Board of Education or its employees. Such bidders run the risk of the bid being opened prior to the scheduled Bid Opening time. Once opened such bids are public record.

Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded.

FREIGHT: Prices quoted shall be net delivery F.O.B. Torrington, CT. All bid prices must include prepaid delivery, assembly, and/or installation (ready for operation and/or use) of all equipment and/or materials to the individual locations(s) as designated by the Purchasing Agent. All bid prices are to be submitted on the sheets provided on this bid. Quantities and pricing are to be listed in accordance with these sheets.

QUESTIONS: Request for interpretation of any portion of the bid may be directed by email to John Barlow, Director of Facilities at jbarlow@torrington.org. All replies will be via email and a copy of any such inquiry and advice (if deemed vital to the bid) will be made available to each prospective bidder via email. Bidders should check the web site, www.torrington.org, for addendums/updates 48 hours prior to the bid opening. Addenda will be issued no later than 2 days prior to the date for receipt of bid.

In the event of receipt of identical bids as to offerings, delivery, service, content, price, etc., the bid will be awarded in accordance with the information contained in the bid document, based on first received as to date and time of receipt of the bid.

NON-COLLUSION STATEMENTS: In order for bids to be considered, a non-collusive statement must be submitted with the bid. A sample non-collusive bid statement is attached. Bidders may elect to submit their own notarized non-collusion statement.

CONDITIONAL, QUALIFIED OR NON-RESPONSIVE BIDS/PROPOSALS: All bids/proposals shall be submitted in the form and manner as indicated by the bid documents and bid forms. Any proposal which is not submitted in the form and manner indicated by the bid documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The Board of Education shall not be responsible for any errors or omissions of the bidder.

UNBALANCED BIDS AND/OR EXCESSIVE LINE-ITEM PRICES: The Board reserves the right to reject any bids in which unit prices, in the sole opinion of the Board, are unbalanced. In addition, where the Board has decided to make an award, it further reserves the right to nonutilized a particular line item that in

the sole opinion of the Board is excessively priced and reserves the right to obtain that item from another source.

CONTRACT: A response to a Request for Bid is an offer to contract with the Board of Education based upon the terms, conditions, and specifications contained in the Board's RFB. Bids do not become contracts unless and until they are executed by the Board, eliminating a formal signing of a separate contract. For that reason, all the terms and conditions of the contract are contained in the RFB, unless any of the terms and conditions are modified by an RFB Amendment, a Contract Amendment, or by mutually agreed terms and conditions in the contract documents.

TAXES: Omit all State and Federal taxes from the bid. The Board of Education is exempt from the payment of taxes imposed by Federal government and/or the State of Connecticut.

OWNERSHIP OF DOCUMENTS: All documents, including drawings, plans, specifications, videotapes, or other documents or maps prepared by a contractor pursuant to any agreement arising from this bid shall become the property of the Board of Education upon completion of the project or any termination of the project prior to the completion of the project.

LEGALITY: All bid offers for commodities, work, materials, or equipment hereunder shall comply in every respect with the laws, specifications and requirements of the State of Connecticut and the Federal government. Contractor will comply with the provisions of the Connecticut Fair Employment Practices Law.

LANGUAGE DISPUTES: Any disputes over the interpretation and/or meaning of any individual terms, conditions, and/or language within this Request for Bid/Proposal document shall be resolved by and at the sole discretion of the Director of Facilities in a manner that is in the best interest of, and best advantage to, the Board of Education, provided any such interpretation shall be reasonable. In the event that an individual term, condition, and/or language wording is determined at any time, including after award, by the Business Services Administrator to be "not applicable at all" to this contract, then the term, condition, and or language wording may be disregarded, even though an addendum is not issued. However, if the Business Services Administrator determines that the term, condition, and/or language wording "is applicable in part", then the term, condition, and/or language wording will apply to the degree applicable, even though an addendum is not issued.

RESPONSIBILITY: The Contractor shall save the Board of Education, its agents, or employees, harmless from liability of any kind for all claims of labor payments and materials furnished for this work, and for use of any copyrighted or uncopyrighted composition, secret process patented, or unpatented invention, article or application furnished or used in the performance of the contract of which the Contractor is not the patentee, assignee, or licensee. The successful bidder agrees to indemnify and hold harmless the City of Torrington, its agents, and employees from any and all liability arising out of the successful bidders' operations, functions and/or supplied items.

The successful bidder, vendor, and/or contractor must protect all property of the Board of Education (i.e. all floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense. At the completion of work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by same. The premises must be left in a broom-clean and finished condition acceptable to the owner or its agents.

Successful bidder will furnish adequate protection from damage for all work and to repair damage of any kind; for which he or his workers are responsible, to the premises or equipment to his own work or to the work of other contractors.

It is the responsibility of the contractor to for the work described to become thoroughly familiar with the equipment and proper maintenance requirements and specifications of the equipment. The submission of a proposal shall be construed as evidence that the contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment, or materials required, or difficulties encountered, which could have been foreseen had such an examination been carefully made will not be recognized.

DEFAULT: It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when they have not delivered the item(s) within the time constraints listed in this document or subsequent purchase orders and/or contract. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document or its subsequent contract and/ or purchase orders and/ or they have ceased work on the project for a period of fifteen (15) working days, cumulative or consecutive.

TRADE NAME REFERENCES: Any and all references to trade names, types, styles, model numbers, stock numbers or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and or materials that will be satisfactory. When reviewing the information, it is the responsibility of the prospective bidder to inform the Board of Education of any discrepancy that is found (i.e. number listed does not fit item description) Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish and to furnish with his bid a cut or illustration or other descriptive matter that will clearly indicate and give specification as to the product he/she proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification the item should be identified on the bid form by entering the MAKE, TRADE NAME AND MODEL NUMBER. It is understood that any substitutes and/or alternates that might be offered are guaranteed by the bidder to be of equal or better quality than is reference in the bid. The item(s) must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions. It shall be further understood that during original as well as subsequent shipments spot checks will be performed to ensure that the items received are in fact the items offered in the bid. When received, should items/materials prove to be different from what was bid in any way, the bidder agrees to the return of the items and agrees to supply correct items (per bid specifications) at the bidder's expense. In the event this return action is required, it is understood the bidder may be subject to removal from the city's approved bidder's list. Bidders are cautioned that surplus, seconds, factory rejects, floor samples, close outs or distressed items are not acceptable and shipments of substitutions, defective or shop-worn equipment will be returned for a full refund at the vendor's expense.

QUANTITY: The quantities and/or materials listed in the specifications/bid sheets may be increased or decreased by the Board of Education or its designated representative based on actual need at the time the purchase orders are placed.

QUALITY: The Board of Education reserves the right to reject any proposal in whole or in part offering equipment and/or materials and/or services that in its or its agent's opinion does not meet the quality standards desired. Such decision is final and not subject to further recourse by the bidder.

SAMPLES: forwarded by the bidder will be returned to the bidder at his request and expense. Requests for return of samples must be submitted in writing at the time the sample is given to the Board of Education or its representative. Samples not returned to the bidder will be disposed of at the discretion of the Board of Education or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within 30 days of the bid opening date. Items not picked up within 30 days will be disposed of by the Board of Education or its designated agent.

AWARD: It is the intent to award this bid in its entirety to one bidder, however, the Board reserves the right to award the bid line item by line item if it is deemed in its best interest to do so. In addition, bidders are advised that should budgetary constraints dictate, part, and/or all the items in this bid may be rejected. This decision shall be considered final and not subject to recourse by the bidder.

In determining the lowest or highest responsible bidder, the Board reserves the right to consider, in addition to price, the compatibility, quality, cost of maintenance and availability of parts, experience and/or past performance of the bidder, sufficiency of the financial resources of the bidder as relates to the offerings as well as the ability of the bidder to provide future maintenance and service.

Documents previously submitted to the Board of Education will not be considered as satisfying submission requirements for this bid. No bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders to whom the bid has been awarded.

INSURANCE:

Certificate of Insurance: All insurers must have an AM Best rating of A-VI I or better and admitted doing business in the State of Connecticut. All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors, and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the Board of Education, Business Services Administrator within 10 days after the award of the bid. The Certificate of insurance must name the Torrington Board of Education, 355 Migeon Avenue, Torrington, CT, and the City of Torrington, its subsidiaries, employees, volunteers, directors & officers as the additional insured and filed with the Director of Business Services prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Director of Business Services 10 days prior to the expiration of the required coverage.

Workman's Compensation Insurance: The Contractor shall take out and maintain during the life of the contract adequate Workman's compensation Insurance for all the employees employed on said work. In case any class of employees or subcontractors is engaged in hazardous work under the contract at the site of the work is not protected under the Workman's Compensation statute, the contractor shall provide Workman's Compensation Insurance for the protection of employees not otherwise protected.

Liability Insurance: The Contractor shall take out and maintain for the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000 for injuries, wrongful death to any one person and subject to the limit for each person in an amount of not less than \$2,000,000 on account of one accident and property damage insurance in an amount of not less than \$1,000,000.

Vehicle Insurance: The Contractor shall take out and maintain for the life of the contract, adequate automotive/truck, or other vehicle insurance with minimum coverages of \$1,000,000 each for both liability and under insured and uninsured motorist as well as any other coverages required by the State of Connecticut or requested by an official of the Board of Education as relates to the contract.

Additional Security: The Board of Education reserves the right to require successful bidders to enter into and such security arrangements as are deemed necessary to protect the Board of Education, its property and goods.

PERMITS: The successful bidder agrees to obtain all work/building permits as might be required. The cost of obtaining such permits is the responsibility of the bidder. The City of Torrington reserves the right to waive local permit fees. In addition, it shall be understood that where property lines are to be considered, bidders are to verify said lines and measurements with proper City Officials prior to commencement of work.

It is to be understood that any/all specifications and/or plans or drawings contained in or developed as a result of the bid process are and shall be presented subject to the approval of the City of Torrington planning, zoning, and building officials and that awards made prior to said approval are subject to cancellation.

PREVAILING WAGE: When the State of Connecticut Prevailing Wage Rate is applicable to the bid, the successful bidder must submit a Certified Payroll Record prior to any request and/or invoice for payment.

SAFETY:

Machine and/or Equipment Hazard Assessment and Safety Training: Upon delivery of machines and/or equipment, suppliers are required to provide to the end-user employees, at no additional charge, a training session that will emphasize hazard awareness and assessment and the safe use of such machinery/equipment.

Occupational Safety and Health Act of 1971 as amended: Seller shall warrant that the machinery, equipment, or other materials covered hereby shall upon delivery to the Board of Education, be in compliance with the standards required by said Act and any updates as pertain to or reference said Act as well as the standards required by comparable State and local laws, if any, for such machinery, equipment or other materials in effect at the time of delivery.

Machines and/or Equipment Lockout/Tagout: In an effort to comply with OSHA's final rule on the control of hazardous energy sources, vendors must warrant that any and all machines and/or equipment as is covered under this bid will be supplied and/or installed equipped with lockout/tagout devices as prescribed by OSHA.

Toxic Substance Control Act (PL94-469): Seller warrants that each and every chemical substance constituting or contained in the products sold or otherwise transferred to the Board of Education under this bid and subsequent purchase orders is not on the list of prohibited chemical substances compiled and published by the Administrator of the Environmental Protection Agency pursuant to Act PL94-469 and are otherwise in compliance with said Act.

Hazardous Materials: Any materials required by this bid and subsequent purchase orders that are hazardous under federal, state, or local statute, ordinance, regulation, or agency order will be packaged, labeled, marked and shipped by the seller to comply with all federal, state and local regulations then in effect including but limited to the provisions of the Hazardous Materials Transportation Act and Regulations promulgated thereunder and will further comply with any special requirements and any policies and procedures of the Board of Education relating to the purchase of hazardous materials as might be noted on subsequent purchase orders or otherwise communicated to seller in writing.

Material Safety Data Sheets: Shall be provided by the Seller upon delivery to the Board of Education of any goods having constituents listed in the following references - OSHA 1910, ACHIG Current Threshold Values, DOT HazMat Table 49, IARC Carcinogen List, National Toxicology Program Carcinogen List, and/or Radioactive Materials. These Material Safety Data Sheets must be consistent with and include information required by the OSHA Hazard Communication Standard published as 29 CFR 1910.1200, as the same may be amended or supplemented from time to time.

Asbestos: Bidders are advised that asbestos-containing material may be located in the boiler rooms, pipe tunnels, storage areas and various portions of Board buildings. Before proceeding on any contractual work on Board buildings or their interiors, it is mandatory that bidders familiarize themselves with the asbestos-containing material and that said material be considered as a health hazard and all precautionary measures according to the Ahern Rules & Regulations be observed. It is the bidder's responsibility to notify all employees and/or subcontractors of this notification.

SUBCONTRACTORS: The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the Board of Education or its designated agent.

EEO: The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans and non-discrimination programs and statement as might be required by the Board of Education. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex, or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.

TERMINATION OF CONTRACT: Any contract entered by the Board and the successful bidder shall provide that the Board may terminate the contract upon thirty (30) days' notice to the bidder.

The Torrington Board of Education reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.

The terms and conditions of these "Supplemental Instructions to Bidders" are made a part this bid.

SPECIFICATIONS

The Torrington Board of Education is seeking proposals for a design professional to develop a roof replacement project at Torrington Middle School as listed below:

Project Overview

Torrington Middle School, located at 200 middle School Drive, Torrington, CT, requires partial roof replacement for approximately 110,000 square feet of existing metal roofing on portions of the building. Analysis of roof type/color alternatives and final recommendations shall be prepared, along with the final design. (**Attachment #1**) includes a structural engineering analysis of the metal roof completed August 2022. Typical construction administration services will also be provided by the selected consultant. Design of the roof should include roof top unit modifications, flashing, ventilation, drainage, structural reinforcement as may be needed, trim replacements, trim painting, and related work.

Scope of Services

1. Review existing plans, prepare scaled plan of roof and associated items, and meet with project team to review project scope. Prepare analysis of roof type/color alternatives and recommendations. Verify roof area square footage using existing sketches as a guide (**Attachment #1**). Create complete roofing drawings and assist in preparing Connecticut Office of School Construction and Grants Management grant forms.
2. Develop schematic plans (3 sets) and present to project team. Revise to reflect team comments.
3. Develop design development plans (3 sets) and cost estimate. Meet with project team to review plans and incorporate their comments. Revise plans to meet budget constraints.
4. Prepare construction plans, specifications, code compliance data, required Connecticut Office of School Construction and Grants Management program documents, and bid documents. (3 sets of all documents). Prepare AIA agreement with general contractor, including general conditions for review by the Town attorney. Along with prints, electronic format plans shall be submitted.

Comprehensive design shall include state-of-the-art roof system, design adjustments for resetting any electrical and mechanical roof top units, drainage, structural reinforcement as needed flashing, ventilation, trim replacements, trim painting, and all related roof work.

5. Detailed demolition and staging plan shall be prepared such that the school can maintain essential functions.
6. Meet with Fire Marshal and Building Official to review all code issues. Revise plans to meet with their approval. It is expected that complete calculations will be required for any required roof design issues.
7. Submit required sets of plans and specifications to Project Team and Fire Marshal and Building Official for required reviews.
8. Present plans and attend meetings of Public Building Committee and staff as required.
9. Prepare schedule for work and final budget.
10. Prepare documents for Connecticut Office of School Construction and Grants Management funding program.

11. Prepare and/or review Change Orders, and make detailed recommendations for approval, denial, or modification to the project team.
12. Prepare Connecticut Office of School Construction and Grants Management Change Order Documents; and eligible/ineligible participation items. Prepare support documentation to maximize eligible items.
13. Establish project schedule for design, bid and construction phases, so that construction can be completed by start of 202_-2_ school year. Services to be provided include attendance at job meetings and preparation of minutes of meetings, reviewing schedules, review and approval of invoices, RFI records and responses, submittal approvals and related administrative work.
14. Provide construction administration services including: preparing design modifications and sketches, periodic site visits/inspection reports, preparation and review of change orders, and preparation of punch lists and contract closeout.

Qualifications and Proposal Submittal Requirements

1. Submit current GSA Form SF330. (Include a minimum of 7 relevant projects in section F.)
2. Submit description of approach and methodology to undertaking the project design.
3. Outline design program tasks and time schedule in order to minimize impact on school.
- 4.
5. 15 copies of the Qualifications Package along with an electronic copy of the Qualifications in PDF format.
6. **The proposed method of computing professional fees, along with the actual fee proposal shall be submitted in a separate sealed envelope.**

Selection

1. Final selection will be by the Public Building Committee, which shall consider the following criteria:
 - a) due consideration of the proposer's pricing for the project,
 - b) experience with work of similar size and scope as required for the order or contract,
 - c) organizational and team structure for the order or contract,
 - d) past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects,
 - e) the approach to the work required for the contract, and
 - f) documented contract oversight capabilities

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

New Course Proposal

Title: BIOL 1108: Principles of Biology II

Number of Credits: **High school 1, college credits: 4**

Learning Area: Science

School: THS

What is the rationale for adoption?

This class is to be offered to students who have successfully completed BIOL 1107: Principles of Biology I. It is the second half to a full year science requirement in college. There were approximately 38 students enrolled in BIOL 1107 in the 22-23 school year, and many have expressed an interest in taking the second half of the year, providing students who successfully complete the class with another 4 college credits. It will continue to provide students with rigorous content and lab skills throughout the academic year.

How is this course aligned with the program goals, and content and performance standards within its learning area?

This is a University of Connecticut course designed to provide a foundation for more advanced courses in Biology and related sciences. Topics covered include evolution and population genetics, plant physiology and diversity, animal diversity and behavior, and ecology.

What will students be able to do as a result of taking this course? (course objectives)

Students will be able to ask scientific questions to solve problems, plan and carry out investigations based on those questions, analyze and interpret data, construct explanations based on scientific concepts, design solutions for current problems, engage in arguments using evidence, and present scientific information in multiple formats.

In determining the extent to which the student is attaining/has attained course objectives, what assessments will be given? (Describe formative and summative assessment strategies and approaches.)

Multiple laboratory activities:
Formative and summative assessments
Research Projects and presentations
Unit Exams
Quizzes

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

How will the student's grade be determined? (grading rationale)

Projects, laboratories, investigations, presentations, quizzes, tests.

What instructional materials will be used in the course?

Science lab equipment:

microscopes

measurement tools

glassware

computers

notebooks

How will the adoption of this new course affect staffing?

Angela Norige is certified through UConn to teach the course.

Staff member(s) requesting proposal review:Angela Norige

Date 12/2022

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

New Course Proposal

Title: Entrepreneurship: Owning Your Future

Number of Credits: 1

Learning Area: Business Education

PLEASE NOTE: THIS COURSE IS FOR 11-12 GRADERS ONLY. INTRO TO BUSINESS IS STRONGLY RECOMMENDED AS A PREREQUISITE, BUT NOT REQUIRED.

School: Torrington High School

What is the rationale for adoption?

An entrepreneur is one who successfully creates and owns a business, or drastically changes the scope of an existing business. Entrepreneurs are a critical component to an economy, as they help to create new jobs and sustain full employment. The United States has a growing population and a growing labor force which requires 3,000,000 new jobs every year (with the entry of young learners, the influx of immigrants and people returning to the labor market). This course will involve our students in learning about global entrepreneurship, recognizing and exploring various business opportunities, and creating a business plan for a specific company of their choice.

How is this course aligned with the program goals, and content and performance standards within its learning area?

This course will align with Connecticut Career & Technical Education performance standards and competencies, specifically in the Business Management section of the Business & Finance Technology cluster. This would include the following:

Identify the characteristics of a successful entrepreneur.

Explain the advantages and disadvantages to being an entrepreneur.

Discuss the impact of entrepreneurs being ethically and socially responsible.

Describe the application of the marketing mix, including product, place, price, and promotion.

Identify the total cash needed to start a business, including start-up costs, ongoing operational expenses, and cash reserves.

Describe the impact incomplete and/or inaccurate business records have on a business.

Calculate the number of products that need to be sold in order to make a profit using break-even analysis.

Identify the information to be included in each component of a business plan.

Compare and contrast the advantages and disadvantages of the various forms of business ownership.

Explain ways entrepreneurs can protect themselves from risk.

What will students be able to do as a result of taking this course? (course objectives)

In addition to achieving the standards and competencies above, students will create and present a business plan to the class and to judges within the community from local established businesses. They will improve their public speaking and presentation skills through various activities that involve getting students in the front of the classroom, both individually and in groups. Students can decide to develop their business plan as a sole proprietor, or they can work with another student in class to base their business plan on the establishment of a partnership. Students will learn about the similarities and differences of a sole proprietorship, partnership, private corporation and public corporation.

In addition, volunteer business plan coaches will work with students to refine their business plans. Expert judges will provide feedback and evaluation during student business plan competitions, and guest speakers will provide a critical link to real-world business insights.

In determining the extent to which the student is attaining/has attained course objectives, what assessments will be given? (Describe formative and summative assessment strategies and approaches.)

Students will analyze business ideas using a rubric on a consistent basis.

Students will take an Entrepreneurial Mindset quiz at the beginning of the course.

Students will participate in Pre and Post Unit assessments as we work together to develop the business plan.

Students will use graphic organizers to develop a marketing mix for their product or service.

Many of the usual formative and summative assessments will be included, and not limited to research-based slide show presentations, the collaborative effort of students to have a hand in how they are assessed, and Choice Board to allow students a greater degree of ownership in their learning and assessment.

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

How will the student's grade be determined? (grading rationale)

Consistent effort on a continual basis, with all assignments, class discussions, projects, and the creation and completion of the business plan in its entirety.

What instructional materials will be used in the course?

Textbook - "Owning Your Future"

Network for Teaching Entrepreneurship (NFTE) Resources and Assessments

Kauffman Foundation Resources

How will the adoption of this new course affect staffing?

At this time, while the course is initially offered, additional staffing is not anticipated. I have taught this course quite successfully in other districts, and expect excitement from the TPS students.

Staff member(s) requesting proposal review:

Amy Ferrare, CTE Dept Chair, Business Education Teacher, Torrington High

Date: November 2, 2022

THIS COURSE IS FOR 11-12 GRADERS ONLY.

INTRO TO BUSINESS IS STRONGLY RECOMMENDED AS A PRE-REQ BUT NOT REQUIRED.



Torrington Board of Education

FIONA CAPPABIANCA
CHAIRPERSON

Meeting Schedule 2023-2024

July 2023

No July Meetings – Summer Break

August 2023

Wednesday, August 2, 2023 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, August 9, 2023 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, August 23, 2023 (at Migeon Ave.)

6:00 p.m. – Regular Board of Education Meeting

September 2023

Wednesday, September 6, 2023 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, September 13, 2023 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, September 27, 2023 (at THS)

6:00 p.m. – Regular Board of Education Meeting

October 2023

Wednesday, October 4, 2023 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, October 11, 2023 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, October 25, 2023 (at THS)

6:00 p.m. – Regular Board of Education Meeting

355 MIGEON AVENUE
TORRINGTON, CONNECTICUT 06790

www.torrington.org • (860) 489-2327 • fax (860) 489-0726

The Torrington Board of Education does not discriminate in any of its programs, activities or employment practices on the basis of any protected class status.

November 2023

Wednesday, November 1, 2023 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, November 8, 2023 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, November 15, 2023 (at THS)

6:00 p.m. – Regular Board of Education Meeting

December 2023

Wednesday, November 29, 2023 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, December 6, 2023 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, December 13, 2023 (at THS)

6:00 p.m. – Regular Board of Education Meeting

January 2024

Wednesday, January 3, 2024 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, January 10, 2024 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, January 24, 2024 (at THS)

6:00 p.m. – Regular Board of Education Meeting

February 2024

Wednesday, February 7, 2024 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, February 14, 2024 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, February 28, 2024 (at THS)

6:00 p.m. – Regular Board of Education Meeting

March 2024

Wednesday, March 6, 2024 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, March 13, 2024 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, March 20, 2024 (at THS)

6:00 p.m. – Regular Board of Education Meeting

April 2024

Wednesday, April 3, 2024 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, April 17, 2024 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, April 24, 2024 (at THS)

6:00 p.m. – Regular Board of Education Meeting

May 2024

Wednesday, May 1, 2024 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, May 8, 2024 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, May 22, 2024 (at THS)

6:00 p.m. – Regular Board of Education Meeting

June 2024

Wednesday, June 5, 2024 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, June 12, 2024 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, June 26, 2024 (at THS)

6:00 p.m. – Regular Board of Education Meeting



**TORRINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Wednesday, December 14, 2022, 6:00 P.M.
THS Media Center
Torrington, CT 06790**

Minutes

1. Call to Order: 6:01 P.M.
2. Roll Call: Ms. Cappabianca, Mr. Burger, Mr. Corey (6:07 P.M.), Ms. DePretis, Mr. Eucalitto, Ms. Hoehne, Mr. Kissko, Ms. Richardson, Ms. Todor, Mr. Barlow, Mr. Barton, Ms. Lubomski, Ms. Ferguson (Remote), Mr. Petruzzelli, Ms. Schulte, Ms. Viens
3. Approval of Agenda: Mr. Kissko made a motion to approve the agenda, second by Ms. DePretis. All in favor.
4. School/Community Service/Public Participation: None
5. Recognitions: Ms. Lubomski and the Chair presented certificates to students who were reporting that evening.
6. Student Reports: Jillian and Maria 12th graders shared news about THS JROTC and Band/Music Programs. They spoke about various activities and field trips planned for this year. The Band performed at the Christmas Village Parade. JROTC fundraiser is open to the public. There is a donation page on the website. A guest speaker from O&G spoke to students about career opportunities. History Day will be hosted at THS in March.
7. Information Sharing Session:
 - A. Superintendent's Report: Ms. Lubomski shared that PAL donated gift cards, totaling \$500 for each school. The social workers will help to distribute these cards to families in need. We also received gift cards for the teen center. Grades 2-5 will attend the Nutcracker Ballet on Friday. The THS promotional magazine produced by Tim Gaffney magazine is complete and will be distributed to TMS and THS students. YONDR Update: Since the start of school, there have been 18 infractions at TMS and 281 cell phone violations at THS. The majority of the violations at THS have remained at a first or second offense level, so students are learning and changing their behaviors. The Portrait of the Graduate initial meeting was held on November 30th. December 22nd is a half day, and we will begin our winter break On December 23rd. We will return on January 3rd. Happy Holidays!
 1. Office of Teaching and Learning Update: Ms. Lubomski shared the OTL Report: Winter STAR testing is underway. Fall baseline data will be presented at the January SIC meeting. First Curriculum Council Meeting occurred on December 8 and focused on the health curriculum. The health curriculum is being worked on but that won't be presented to the board until it is completed. Updates will be provided at the Curriculum Council meetings. We have been approved for more LEAP funds, which will enable us to do more home visits.
 2. Special Education Update: Mr. Barton presented the Special Education data for this month. The Sped total for December is 796 students. There are currently 271 students on 504 plans in district. TAG students are receiving

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their TAG services during the WINN block. The Chair asked about a TAG specialist for the program? Ms. Lubomski stated that we added an extra library media specialist at Southwest, so that Forbes and Southwest wouldn't have to share a library media specialist and the services could be offered at each site through this position. Ms. Lubomski will present more options for enhancement to the TAG program and possible associated costs during budget.

3. HR Update: Ms. Schulte shared that she filled the following positions: school counselor, custodian and registered behavior tech. She held a New Teacher Check-in on November 21. There was a new teacher survey sent out and 21 teachers responded. Overall, they rated the satisfaction of their first 90 day experience a 4.4 out of 5. HR is working with Tech CT to plan an internal recruitment event for non-certified staff and/or high school students who may want to explore careers in education. The department also held all 3 "Healthy Sleep" webinars with very positive feedback. She shared with the board the substitute fill rate information. Mr. Eucalitto asked if we are paying enough. Ms. Schulte responded that we are very competitive. That is not the issue. What districts are doing better than us? Districts that have 55% fill rates are in the very saturated areas. The northwest corner is more out of the way. The Chair asked Ms. Schulte to bring information on possible options to the next Budget meeting. The board was given enrollment per school and average class sizes. How many of the paras in the SPED line are assigned to programs rather than classroom support? These numbers will be shared at the next meeting.

- B. Monthly Financials: Updates from Mr. Petruzzelli: The van is in. The retiree insurance will reduce as the year goes on. As was discussed previously, the expulsion numbers are showing up as a negative each month. Mr. Petruzzelli put in an inflation factor on our energy, gas, and electricity because of what is going on with the prices right now. He clarified that Southwest music line item in the student activities account will go down soon. They are in the process of purchasing items.
- C. Capital Tech Proposal: Ms. Viens shared the updates she spoke about during the Facilities & Technology meeting. She added that the infrastructure upgrades to align all buildings will occur during the winter break. The Capital Tech and Facilities Plan must be sent to the City by December 31st.
- D. Capital Facilities Plan 2023/2024 through 2026/2027: This was discussed at Facilities & Technology. ADA compliance issues have been moved to 2023/2024. The adjustments were made for the potential OSCG&R Reimbursement Eligible grant. We will get more clarification on what will get grandfathered in and what doesn't regarding ADA. We are still waiting for CIRMA to provide more clarity.
- E. TMS Roof Quote: The Facilities & Technology committee recommended Silktown Roofing Metal-over-Metal Recover System at a cost of \$4,600,000.
- F. Budget Timeline: The tentative Budget timeline was presented to the board. The Public Forum Meetings for March still need to be scheduled.
- G. Appointment of a Personnel Search Committee for the position of Superintendent of Schools: The Chair stated that we must appoint the board as the committee members. First, we must vote and then we can meet in January to decide the process.
- H. Community Health and Wellness: Ms. Lubomski stated that the school-based health center is doing physicals, sick visits and behavioral health referrals, vaccines are being coordinated with the child's pediatrician. All students must receive parental permission to receive any service. Insurance will be billed for those who have

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insurance. Those who don't have insurance, will not be billed, but they will still receive services. There was a question about who respond during a medical crisis. How does this involve the school-based health personnel? Ms. Lubomski said, we would respond to any emergency or health crisis in the same way we always have. We call 911. The current agreement will expire in 6 months. Ms. Richardson stated she has more questions. She wanted to see the grant and their financials related to the grant. The Chair asked if the board wanted to go and get a legal opinion on whether if she can request their documents and the grant since this is not a BOE grant. The MOU is a board actionable item. Mr. Eucalitto is worried about the one parental permission form and what it will cover. He is concerned about the mental health screenings and one parental permission form that covers physical and mental health services. Mr. Corey stated that with any health care service you may revoke your consent for treatment at any time. Mr. Corey stated that even after giving permission, a parent can always request their children's records, like with any other health care organization. Ms. Todor stated that this is great for students whose parents can't take them to these appointments. "This program was here when I was a principal, and it was wonderful." Mr. Eucalitto would like more clarification on parental consent since this is a private agency. Mr. Eucalitto and Ms. Richardson wanted a consent specific for the behavioral health services. Ms. Richardson also has concerns about the reactions after vaccines that kids might have. Ms. Lubomski stated that vaccines are not being offered at the schools at this point. Students are being referred to their pediatrician. Mr. Kissko stated that grant documents are public documents and are allowed to be seen. Ms. Todor states that we should ask the building administrators if this is a beneficial program. The Chair asked if the board wanted anything written into the MOU, because it will be voted on. Mr. Burger stated that he would like to see a revision of consent form and detail of scope of services. Ms. Lubomski said this had been sent via email, but she could send it again. Ms. DePretis stated that these services are a benefit to our students. This is helpful for our students who are struggling with mental health issues.

8. Committee Reports:

- A. Budget Committee: The committee discussed monthly financials and student activities report. There will be new committee assignments in January.
- B. Facilities & Technology Committee: The committee discussed TMS roof quote and the Capital Budget.
- C. School Improvement Committee: There was no meeting this month. Local test results will be the highlight of the next SIC meeting.
- D. Policy Committee: There was no meeting this month.
- E. Building Committee: Joint BOE meeting with Building Committee tomorrow at 5:00 P.M.
- F. Liaison Reports: (paraphrased)
 - Ms. DePretis on Southwest: Southwest Schools was named Distinguished School for its growth in the area of ELA overall and with growth regarding High Needs students. Students marched in the Christmas Village Parade. Winter Star testing is in progress. Next week is school Spirit Day.
 - Ms. Todor on Forbes: Winter Music concert was a huge hit. Student leadership team organized our food drive raising over \$200. She attended the Christmas Village Parade and saw all the children. The holiday store was a big hit.
 - Mr. Kissko on Ed Advance: He attended the joint meeting. They discussed the purchase of the Sacred Heart property to be used as an Early Head Start Program and the purchase of East School.

These minutes have not yet been approved by the Torrington Board of Education.

Ms. Hoehne on Torrington: Students marched at Christmas Village Parade. School wide dance party was held. Students made cards for Veterans Day. Warner Theater came to perform the Nutcracker for K-1 and students in grades 2 and 3 will go to the Nutcracker. They are completing the Winter Assessment.

Mr. Burger on Vogel Wetmore: Progress reports have been completed and are headed home. Children had fun playing in the snow. Spirit week is planned for next week. They had a great time following the World Cup. The holiday store at Southwest was a big hit for both Vogel and Southwest students.

9. Action Items:

- A. Monthly Financials: Mr. Kissko made a motion to approve the monthly financials, second by Mr. Eucalitto. All in favor.
- B. Capital Tech: Mr. Eucalitto made a motion to approve the Capital Technology Plan, second by Mr. Kissko. All in favor.
- C. Capital Facilities Plan 2023/2024 through 2026/2027: Ms. Todor made a motion to approve the Capital Facilities Plan 2023/2024 through 2026/2027, second by Mr. Corey. All in favor.
- D. TMS Roof Quote: Ms. DePretis made a motion to approve number 2, Silktown Roofing Metal-over-Metal Recover System at a cost of \$4,600,000, as moved forward by the Facilities & Technology committee, second by Mr. Kissko. All in favor.
- E. Possible Action on the Appointment of a Personnel Search Committee for the position of Superintendent of Schools: Mr. Kissko made a motion to appoint each individual member of board of education as a personnel search committee for the position of Superintendent of Schools, second by Ms. DePretis. All in favor.
- F. BOE Regular Meeting Minutes – November 16, 2022 – Mr. Eucalitto made a motion to approve the minutes, second by Ms. DePretis. All in favor.
- G. BOE Special Meeting Minutes: Ms. Todor made a motion to approve the minutes, second by Ms. DePretis. All in favor.
 - 1. November 10, 2022 (Joint with Building Committee)
 - 2. November 17, 2022 (Joint with Building Committee)
 - 3. December 5, 2022 (Joint with City Council)
- H. Committee Meeting Minutes: Ms. Todor made a motion to approve the minutes, second by Ms. DePretis. All in favor.
 - 1. Budget – December 7, 2022
 - 2. Facilities & Technology – December 7, 2022
 - 3. Building Committee – November 10 and November 17th, 2022
- I. Consent Agenda: Appointments, Retirements & Resignations: Ms. DePretis made a motion to approve the consent agenda, second by Mr. Kissko. All in favor.
- J. MOU – Mr. Eucalitto made a motion to accept the MOU with Community Health and Wellness, second by Ms. Todor. Ms. Richardson and Mr. Corey opposed. Everyone in favor. Yes: Gary, Cathy, Sue, Ellen, John

10. Items for Upcoming Agenda:

- A. Monthly Financials
- B. Budget

11. Comments for the Good of the Order: (Paraphrased)

Ed: “Merry Christmas, Everyone and Happy Holidays.”

Gary: “Nice to see you Ed. Happy Holidays.”

Sue and Cathy: “Merry Christmas, Happy Hanukkah, and Happy Holidays!”

Jessica: “I appreciate the information about my questions, and I want to share an article in January that immigrant children will be eligible for health care.”

These minutes have not yet been approved by the Torrington Board of Education.

Ellen: "Happy Holidays! I worked at the holiday fair and it was phenomenal."

John K.: "Happy Holidays"

Chair: I want to offer our condolences to the family of Brett Simons. I started my morning with a Sandy Hook parent who calls Board Chairs and thanks them for what they do for the student's mental health this time of year. Happy Holidays!"

John B.: "I had the privilege of working with Dave Cooper. He is retiring. He has done a great job."

Rachel: "I second what John B. said. Officer Cooper will be missed."

12. Future Meetings:

Thursday, December 15, 2022 (at Torringtonford)

5:00 p.m. – BOE and Building Committee Joint Committee

Wednesday, January 4, 2023 (at Migeon Ave.)

6:00 p.m. – School Improvement and Community Relations Committee

7:00 p.m. – Policy Committee

Wednesday, January 11, 2023 (at Migeon Ave.)

6:00 p.m. – Facilities/Technology Committee

7:00 p.m. – Budget Committee

Wednesday, January 25, 2023 (at THS)

6:00 p.m. – Regular Board of Education Meeting

Possible Board Retreat in January.

13. Adjournment: Mr. Kissko made a motion to adjourn the meeting, second by Ms. Todor. All in favor. Meeting adjourned at 8:35 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSSON
ASSISTANT SUPERINTENDENT

**Board of Education
Joint Meeting with Building Committee
Thursday, December 15, 2022, 5:00 P.M.
Torrington School Media Center**

BOE Minutes

1. Call to Order: 5:03 P.M.
2. Roll Call: Board of Education: Ms. Cappabianca, Ms. Hoehne, Ms. Todor, Mr. Burger, Mr. Corey, Mr. Eucalitto, Ms. Lubomski
Building Committee: Mr. Arum, Mr. Longobucco, Mr. Finn, Ms. Ledversis, Mr. Maniccia, Mr. Morhardt, Ms. Mattiello, Mr. Hetzel, Ms. Rinaldi, Mr. Cravanzola, Ms. Todor, Ms. Cappabianca, Ms. Hoehne, Ms. Herold, Ms. Todor, Ms. Lubomski
3. Approval of Agenda: Mr. Finn made a motion to approve the amended agenda, second by Mr. Maniccia. All in favor.
4. Approval of Minutes: Ms. Cappabianca made a motion to approve the minutes, second by Ms. Todor. Mr. Maniccia abstained. Everyone else in favor.
5. Public Participation: none
6. Discussion/Next Steps:
 - a) Discussion/Action - Construction Administrative Services:
Building Committee: Ms. Cappabianca made a motion to approve Construction Administrative Services, second by Mr. Maniccia. All in favor.
BOE: Ms. Cappabianca made a motion to approve Construction Administrative Services, second by Ms. Todor. All in favor.
 - b) Phase 1 and 2 - Application and Certificate of Payment: Total to approve is \$3,831,818.00:
Building Committee: Ms. Ledversis made a motion to approve the amount, second by Mr. Eucalitto. All in favor.
BOE does not vote on this.

These minutes have not yet been approved by the Torrington Board of Education.

- c) Discussion/Action - Change Order PCO-006 – to approve \$69,596.00: Ms. Cappabianca made a motion to approve the change order, second by Mr. Maniccia. All in favor.
- d) Discussion/Action - Change Order PCO-007 to accept \$4,694.00: Mr. Eucalitto made a motion to approve the change order, second by Mr. Maniccia. All in favor.
- e) Discussion/Action – Change Order PCO –11 \$94,155.00: Mr. Maniccia made a motion to approve the change order, second by Mr. Eucalitto. All in favor.
- f) Discussion/Action – Change Order PCO – 008 to accept the contingency \$7,915.00 – total of 0: Mr. Finn made a motion to approve the change order, second by Mr. Eucalitto. All in favor.
- g) Analysis of Progress Payments – committee received
- h) Payment of Invoices:
 - a. Innovating engineering \$2,484.00 – Mr. Finn made a motion to approve the invoice, second by Mr. Maniccia. All in favor.
 - b. SLAM \$45,347.50: Ms. Ledversis made a motion to approve the invoice, second by Ms. Todor. All in favor.
 - c. Tri State Materials Invoice – \$1,054.00: Mr. Finn made a motion to approve the invoice, second by Ms. Maniccia. All in favor.
 - d. Tri State Materials Invoice – \$550.00: Mr. Finn made a motion to approve the invoice, second by Ms. Maniccia. All in favor.
- i) Discussion/Action - Trade Recommendation from O&G
 - a. 3 bidders – Interviewed two for scope review and the the lowest bidder was OWI Contractors, LLC. Unfortunately, this is above our estimate, but we have a good scope of work.

Building Committee Motion:

Ms. Cappabianca made a motion to make a recommendation to the board of education and city council to executive the approval to award letter per recommendation by O&G industries to the lowest qualified responsible bidder for bid packet 2.10 general trades to OWI Contractors LLC. With a base bid amount of \$8,772,200.00; and accept alternate NO.B20 in the amount of \$0 to provide KONE elevators, accept alternate NO.B21 to deduct \$80,300.00 to remove the food lab equipment tables items EF05, EF06, and EF08 from the scope of work and reject alternate NO. B22 to remove the stage floor from the scope of work, second by Mr. Maniccia. All in favor.

BOE Motion: Mr. Eucalitto made a motion to executive the approval to award letter per recommendation by O&G industries and the Torrington Building committee to the lowest qualified responsible bidder for bid package 2.10 general trades to OWI Contractors LLC. With a base bid amount of \$ 8,772,200; and accept alternate NO. B20

These minutes have not yet been approved by the Torrington Board of Education.

in amount of \$0 to provide Kone elevators, accept alternate NO.B21 to deduct \$80,300.00 to remove the food lab equipment tables item EF05, EF06, and EF08 from the scope of work; and reject alternate NO B22 to remove the stage floor from the scope of work, second by Ms. Todor. All in favor.

j) Memo - Construction Administrative Services

7. Comments for the Good of the Order: "Everyone enjoy your holidays."
8. Future Meetings: 3rd week of January
9. Adjournment: Building Committee: Mr. Finn made a motion to adjourn the meeting, second by Mr. Maniccia. All in favor. Meeting adjourned at 5:34 P.M.
10. Adjournment: Board of Education: Ms. Todor made a motion to adjourn the meeting, second by Mr. Corey. All in favor. Meeting adjourned at 5:34 P.M.



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

Budget Committee Meeting Wednesday, December 7, 2022, 7:00 P.M. Migeon Avenue

Minutes

1. Call to Order: 7:26 P.M.
2. Roll Call: Ms. Cappabianca (Acting as Chair), Mr. Eucalitto, Ms. Hoehne, Ms. DePretis, Ms. Hoehne, Mr. Lafreniere (Teacher Representative)
Also Present: Mr. Kissko, Mr. Burger, Mr. Kissko, Mr. Petruzzelli, Ms. Lubomski, Ms. Viens, Mr. Michelson (IT)
3. Approval of Agenda: Mr. Eucalitto made a motion to approve the agenda, second by Ms. DePretis. All in favor.
4. Approval of Minutes: Mr. Eucalitto made a motion to approve the minutes, second by Ms. Hoehne. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
 - a. Monthly Financials: The Wheelchair Accessible Van is here in CT. All the monthly financials are in order. The custodian line item is over due to the increase in custodians and the need for the increased clothing allowance. Expulsions from last year and this year are resulting in being overbudget.
 - b. Student Activities: The committee reviewed the student activity accounts for each school. A question was asked about the large amount in the Southwest music account. There has been employee turnover in that position and funds have not been spent. The balance is the result of instrument rentals. Dr. Buchanan said they are already spending down those funds for music this year. There was discussion about Vogel Wetmore's consolidation of accounts rather than various names for different accounts.
 - c. Budget Timeline Update: The budget timeline for 2023/2024 was presented to the committee. The budget meetings with the principals will begin this week and next week. The budget is due to the City on April 14th. The Board will determine the Public Forum March meetings at a future meeting.

7. Topics for Future Meetings:

- a. Monthly Financials
- b. Public Forum Budget Meeting dates for March

8. Comments for the Good of the Order:

Jason – Congratulated Ms. Lubomski's on her retirement occurring in June.

9. Adjournment: Ms. DePretis made a motion to adjourn the meeting, second by Mr. Eucalitto. All in favor. Meeting adjourned at 7:55 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSSON
ASSISTANT SUPERINTENDENT

Facilities & Technology Committee Meeting Wednesday, December 7, 2022, 6:00 P.M. Migeon Ave.

Minutes

1. Call to Order: 6:01 P.M.
2. Roll Call: Mr. Eucalitto, Ms. Richardson, Ms. Magnon (Teacher Representative)
Also Present: Ms. Cappabianca, Ms. Hoehne, Mr. Kissko, Ms. Lubomski, Mr. Petruzzelli, Mr. Barlow, Mr. Burger, Ms. Viens, Mr. Michelson (IT), Ms. Mangan
3. Approval of Agenda: Ms. Richardson made a motion to approve the agenda, second by Mr. Eucalitto. All in favor.
4. Approval of Minutes: Ms. Richardson made a motion to approve the minutes, second by Mr. Eucalitto. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
 - a. Technology:
 - i. Technology Plans Update: Over 900 MacBooks are now updated. The MacBook update was very important, because it allow the administration to run the testing software. A board member asked, "Will you have to update each MacBook individually each time an update is required?" The plan is to do the one update when the state approves their version of the IOS. In response to the question about whther or not students could take the Macbooks when they graduate, the MacBooks were purchased with federal funds. Therefore, they must stay in the district for their useful lifetime. Students can't access social media on the MacBook. Mr. Kissko asked how a new app is approved? A teacher proposes the app, the IT vets the privacy security as required by the CSDE, and, if appropriate, the administration will approve the request.

These minutes have not yet been approved by the Torrington Board of Education.

- ii. Capital Tech Proposal: There is a 3% increase for inflation in the proposal. A question was asked if all the staff was trained in the smart boards? No, but it will be a future PD offering. Ms. Viens provided the quotes for the smartboard mounts that slide left and right – the cost by TEQ is \$37,742.60. There are 100 smart boards total. There are multiple ways to connect the smartboard that don't restrict access. Ms. Viens will update the budget to include updating all the rail mounting systems for the smartboards for 2023/2024. We will investigate if it is possible to remount any of the smartboards this year.

b. Facilities:

- i. Capital Facilities Plan – 2023/2024 through 2026/2027: Mr. Barlow presented the changes. The committee looked at the 2023/2024 capital plan request priority list rationale. Ms. Cappabianca would like the ADA compliance issues moved up to 2023/2024. Mr. Barlow clarified that a child in a wheelchair can access any of the student bathrooms. The committee discussed what will happen if the city does not give them the funding requested for the 2023/2024 Capital Budget. Move to the full board as amended.
- ii. TMS Roof Quote: The committee discussed options. Silktown Roof provided the following quotes: \$1,600,000 roof restoration, \$4,600,000 metal-over-metal recover system and \$9,000,000 new metal roofing system. The next step is to hire an architectural firm, and this would go out to bid. Move to full board with a recommendation for the second option, Metal-over-Metal Recover System.
- iii. Southwest Driveway Update: Mr. Barlow updated information from Planning and Zoning: “Millings and gravel are not permeable products. If we want to put 9 parking spots at SW, we will have to remove the same amount of square footage equal to what is added. We would need to hire an engineer.”
- iv. Torrington Driveway Update: We have our zoning permit. We will continue to use the driveway in its existing condition until spring. We will do an RFP and go out to bid in March.

7. Topics for Future Meetings:

- a. RFP for Architectural Design
- b. Southwest Design
- c. THS Parking Update

8. Comments for the Good of the Order:

John K. - “Good meeting.”

- 9. Adjournment: Ms. Richardson made a motion to adjourn the meeting, second by Mr. Eucalitto. All in favor. Meeting adjourned at 7:25 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

Policy Committee Meeting Wednesday, November 2, 2022, 7:00 P.M. Torrington School

Minutes

1. Call to Order: 7:32 P.M.
2. Roll Call: Ms. Hoehne, Ms. Richardson, Ms. Todor, Mr. Burger, Mr. Manglinkx (Teacher Representative)
Also Present: Mr. Kissko, Ms. Cappabianca, Ms. Lubomski, Ms. Fergusson, Ms. Schulte, Ms. Creedon,
3. Approval of Agenda: Ms. Todor made a motion to approve the agenda, second by Ms. Richardson. All in favor.
4. Approval of Minutes: Ms. Todor made a motion to approve the minutes, second by Ms. Richardson. All in favor.
5. Public Participation: None
6. Discussion/Next Steps:
 - a. TBOE Policy #5193 Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors: In researching these topics as they relate to policy, and in consultation with the Shipman Model Policy Index, it is recommended in the interest of clarity to address each component of this very broad policy and treat the individual topics separately. Administration recommends eliminating this policy as it is currently written.
 - b. Shipman Model Policy - Parental Access to Instructional Materials: This policy should be adopted as part of the new 6000 series - #6007. It will align with the new #5193 policy. The committee discussed materials that parents are allowed to request and how to help their students at home. Mr. Manglinkx shared that everything he is teaching is accessible in Google Classroom.
 - c. Shipman Model Policy - Student Privacy: This policy will replace the current #5193 policy. Recommended to bring to the full board.
 - d. TBOE Policy #5028 – The recommendation is to eliminate this policy and adopt Shipman's policy.

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- e. Shipman Model Policy – Confidentiality and Access to Education Records: This will replace policy #5028. The committee decided to keep the language on page 41.
 - f. Policy TBOE #5071 – Ensuring Student Privacy and Safety/Appropriate Use of Personally Identifiable Information: Web Page Photography, Videotaping, Newspaper Article, Publication of Student Work: This policy will be renamed to “Media Publication of Personally Identifiable Information.” Everything else will remain the same. Recommended to bring to the full board.
 - g. Shipman Model Policy - Sunscreen Application in School: New policy #5186 – Adopt and recommend to the full board.
 - h. Shipman Model Policy - Pledge of Allegiance: New policy #5187 – Adopt and recommend to the full board.
 - i. Shipman Model Policy - Education Stability Procedures: New policy #5188 – Adopt and recommend to the full board.
7. Topics for Future Meetings:
- a. Shipman Model Policy Chemical Health for Student Athletes
 - b. Shipman Model Policy Fundraising Activities
 - c. Shipman Model Policy Physical Activity, Undirected Play and Student Discipline
 - d. Shipman Model Policy Restraint and Seclusion
 - e. 6000 Series
 - f. 4000 Series
 - g. Dress Code
8. Comments for the Good of the Order:
- Mr. Burger: “Are background checks done with everyone in our schools?” Yes.
- Ms. Cappabianca: “We should put specific things in our dress code policy.”
- Ms. Hoehne: “Can we ask if our administrators can be here when we discuss dress code policy and the dress code in the handbook”
- Ms. Richardson :“Can we see the previous iterations of the dress code language in the handbooks as they’ve appeared year after year?”
9. Adjournment: Ms. Todor made a motion to adjourn the meeting, second by Ms. Richardson. All in favor. Meeting adjourned at 8:17 P.M.



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

School Improvement Committee Wednesday, November 2, 2022, 6:00 P.M. Torrington School

Minutes

1. Call to Order: 6:07 P.M.
2. Roll Call: Mr. Kissko, Mr. Burger, Ms. Todor, Ms. DePretis, Ms. Gelormino (Teacher Representative)
Also Present: Ms. Cappabianca, Ms. Richardson, Mr. Eucalitto, Ms. Lubomski, Ms. Fergusson, Ms. Schulte, Ms. Herold, Mr. Michelson, Ms. Klimaszewski, Ms. Gallulo
3. Approval of Agenda: Ms. Depretis made a motion to approve the agenda with the understanding that In-district Student Assessment Data Presentation will be moved to next month, second by Ms. Todor. All in favor.
4. Approval of Minutes: Ms. DePretis made a motion to approve the minutes, second by Ms. Todor. All in favor.
5. Public Participation: None
6. Discussion and Next Steps:
 - a. Torrington School Report: Mr. Kissko visited Torrington on Halloween - "They are happy busy kids. A lot of the classes were reading, and they are doing phonics." Ms. Gallulo added - "Torrington had a pumpkin dash - as a fundraiser. We were recently awarded a 502 grant and we have a new preschool program. Veteran's Day ceremony - indoor assembly." She was asked if she is seeing better attendance? "It is getting better but we're seeing a lot of sickness; a lot of students and staff are being affected. There are many things in place to tackle chronic absenteeism.
 - b. Community Partner Report, Q/A: Presenters: Mr. Kersten, Ms. Urbanatti, Ms. Burrows, Ms. Borduas, Mr. Arum, Dr. Curi. Community Health & Wellness is celebrating 20 years of service in Torrington. The group accepts everyone, regardless of whether or not they have insurance. They provide financial support for those that need it. The Community Partners presented a PowerPoint. Their goal is to address barriers: time, cost, transportation. Community Health and

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Wellness received the grant through HERSA that started in September 2021. They work closely with the counselors to get information regarding which students need mental health support and they contact parents to get permission. Parental inclusion is paramount. Ms. DePretis asked questions regarding the APRN diagnosing and treating childhood illnesses. She asked the APRN if she knows who has allergies? Ms. Urbanati explained that she has a release of information, so she can check allergies prior to prescribing a medication. After speaking with parents, the prescriptions are sent electronically to the family's choice of pharmacy. No medications are dispensed in the schools. Ms. Richardson asked for clarification on the services listed on the CH&W flyer? Ms. Borduas summarized and explained that students would only be treated with parental consent. Mr. Eucalitto asked if it was possible to offer these services after school. He expressed concern with the amount of instructional time students miss and suggested we look into offering an afterschool version of this program. Ms. DePretis asked if we are covered from a liability standpoint? Ms. Borduas explained that the district is covered under the Community Health & Wellness liability plan. Some concern was expressed about students who do not have a PCP. In that instance, how would CH&W follow up? The APRN will see students in the schools or at CH&W's Migeon Ave center. In those instances, she can be the PCP. The agency does not collect any co-pays. When the child is enrolled, parents are informed that their insurance will be billed. There is no out of pocket billing. The insurance is only billed for an office visit. The grant covers salaries for the staff in the schools, and whatever supplies are needed. Ms. Borduas emphasized that the agency is not making money with this program. It is a service to the community.

- c. Follow-up Questions on SBA Report: Moved to next month.
- d. In-district Student Assessment Data Presentation: Moved to next month.
- e. Board Goals, 2022-2023: Moved to next month.
- f. Systemwide Focus Areas: (Attendance, Engaging and Differentiated Instruction, Targeting Student Needs, Community Outreach: Student, Parent, and Community Engagement)
- g. Delegated SIC Board Goals:
 - 1. (shared with full Board) Monitor the implementation of the district strategic plan and its integration into the city strategic plan once that plan is developed
 - 2. Monitor and support the Middle School/High School Building Committee and allocate resources to the development and implementation of the "Pathways" approach to the secondary curriculum
 - 3. Oversee and support whatever is necessary to deal with the educational impact of the effects of prolonged distance learning.
- h. Website, Altice, Social Media Updates: Moved to next month.
- i. TAG Update, Student Services Report: Andrew completed the latest round of testing that needed to be done and he will share those results with Steve Barton who is acting as Director of Students Services in Laura's absence. Students currently participating in the TAG experience are being seen weekly.

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- j. Alliance Updates: There will be a meeting with the Alliance representative later in the month.
- 7. Topics for Future Meetings: social promotion, homogeneous vs. heterogeneous grouping, school culture, pathways update, facilities realignment, online materials as replacements for textbooks, AP access, personal finance and community service requirements, four-year college acceptance/retention, needs analysis, personal finance, community service, in district assessment, board goals, monthly Yondr updates,
- 8. Comments for the Good of the Order (paraphrased)
Ms. Richardson: "I would like to know when we would like to have our on-going discussion on Community Health and Wellness."
Mr. Eucalitto: "If we have more questions, put it in writing?"
- 9. Adjournment: Mr. Eucalitto made a motion to adjourn the meeting, second by Ms. Todor. All in favor. Meeting adjourned at 7:23 P.M.

Next Meeting: November 30th, Migeon Avenue School

Future Meetings: January 4th, Migeon Avenue School; February 1st, Migeon Avenue School; March 1st, Forbes School; April 5th, Southwest School; May 3rd, Torrington Middle School; June 7th, Torrington High School



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

Building Committee Meeting Thursday, December 1, 2022, 5:00 P.M. Torrington School Library/Media Center

Building Committee Minutes

1. Call to Order: 5:10 P.M.
2. Roll Call: Mr. Arum, Mr. Longobucco, Mr. Hetzler, Mr. Finn, Ms. Mattiello, Mr. Harrel, Ms. Herold, Ms. Ledversis, Ms. Hoehne, Ms. Todor, Ms. Lubomski, Ms. Fergusson, Ms. Samuelson, Mr. Morhardt
3. Approval of Agenda: Mr. Finn made a motion to approve the agenda, second by Ms. Todor. All in favor.
4. Approval of Minutes: 11/17 minutes - Mr. Harrel made a motion to approve the minutes, second by Ms. Todor. All in favor. 11/10 minutes - Mr. Harrel made a motion to approve the minutes, second by Ms. Hoehne. Ms. Todor abstained. Everyone else in favor.
5. Public Participation: None
6. Discussion/Next Steps:
 - a. Discussion/Review/Action:
 - i. Request for Proposal and Qualifications for Construction Administrative Services: 4 Proposals but of the 4 they are looking at 3 that qualified: Western Virginia, no experience in CT; Meeting to choose the Construction Administrative Services: Next Tuesday, 12/6 at 5:00pm, 6:00pm, 7:00pm, ending at 8:00pm at TF in the LMC: Mr. Finn Ms. Mattiello, Mr. Longobucco, Mr. Arum, plus one more (Mr. Longobucco will reach out to add another member to serve on the sub-committee.) The 3 Companies are: Colliers, BL, Construction Advocacy Professionals
 - b. Discussion/Action-Change Order-PCO=003R2: Due to the underground utilities, the gates didn't line up. A swing gate had to be installed. Additionally, the operators needed to be moved out to the ball fields. Ultimately, a swing gate was installed with a stronger operator. Mr. Hetzler proposed bituminous curbing

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which may have to be changed to granite later. Motion to approve change order PCO=003R2: Mr. Finn, Ms. Mattiello, all

- c. Binder on insurance is completed: This will cover the new building and existing building, Travelers was chosen.
 - d. City received \$1,180,515. Board of Education received \$2,598. Still in the black currently with \$1,300,000.
 - e. The signing of a beam-a later decision; when? and where?
 - f. The next trade bid is Tuesday, December 6th at 2:00pm; Mr. Hetzler has some ideas for cost savings, so the bid may be moved to Wednesday; Construction tables will be taken out of FFE rather than general fund.
- 7. Comments for the Good of the Order: "All good"
 - 8. Future Meetings: December 15th at 5:00 P.M., Joint Meeting
 - 9. Adjournment: Mr. Harrel made a motion to adjourn the meeting, second by Ms. Todor. All in favor. Meeting adjourned at 5:37 P.M.

These minutes have not yet been approved by the Torrington Board of Education.



Torrington Public Schools

SUSAN M. LUBOMSKI
SUPERINTENDENT

SUSAN B. FERGUSON
ASSISTANT SUPERINTENDENT

**Board of Education
Joint Meeting with Building Committee
Thursday, December 15, 2022, 5:00 P.M.
Torrington School Media Center**

Building Committee Minutes

1. Call to Order: 5:03 P.M.
2. Roll Call: Board of Education: Ms. Cappabianca, Ms. Hoehne, Ms. Todor, Mr. Burger, Mr. Corey, Mr. Eucalitto, Ms. Lubomski
Building Committee: Mr. Arum, Mr. Longobucco, Mr. Finn, Ms. Ledversis, Mr. Maniccia, Mr. Morhardt, Ms. Mattiello, Mr. Hetzel, Ms. Rinaldi, Mr. Cravanzola, Ms. Todor, Ms. Cappabianca, Ms. Hoehne, Ms. Herold, Ms. Todor, Ms. Lubomski
3. Approval of Agenda: Mr. Finn made a motion to approve the amended agenda, second by Mr. Maniccia. All in favor.
4. Approval of Minutes: Ms. Cappabianca made a motion to approve the minutes, second by Ms. Todor. Mr. Maniccia abstained. Everyone else in favor.
5. Public Participation: none
6. Discussion/Next Steps:
 - a) Discussion/Action - Construction Administrative Services:
Building Committee: Ms. Cappabianca made a motion to approve Construction Administrative Services, second by Mr. Maniccia. All in favor.
BOE: Ms. Cappabianca made a motion to approve Construction Administrative Services, BL Companies, second by Ms. Todor. All in favor.
Building Committee: Ms. Cappabianca, second by Mr. Maniccia. All in favor.
 - b) Phase 1 and 2 - Application and Certificate of Payment: Total to approve is \$3,831,818.00:
Building Committee: Ms. Ledversis made a motion to approve the amount, second by Mr. Eucalitto. All in favor.

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BOE does not vote on this.

- c) Discussion/Action - Change Order PCO-006 – to approve \$69,596.00: Ms. Cappabianca made a motion to approve the change order, second by Mr. Maniccia. All in favor.
- d) Discussion/Action - Change Order PCO-007 to accept \$4,694.00: Mr. Eucalitto made a motion to approve the change order, second by Mr. Maniccia. All in favor.
- e) Discussion/Action – Change Order PCO –11 to approve \$94,155.00: Mr. Maniccia made a motion to approve the change order, second by Mr. Eucalitto. All in favor.
- f) Discussion/Action – Change Order PCO – 008 to accept the contingency \$7,915.00: Mr. Finn made a motion to approve the change order, second by Mr. Eucalitto. All in favor.
- g) Analysis of Progress Payments – received by Building Committee
- h) Payment of Invoices:
 - a. Innovative engineering in the amount of \$2,484.00 – Mr. Finn made a motion to approve the invoice, second by Mr. Maniccia. All in favor.
 - b. SLAM in the amount of \$45,347.50: Ms. Ledversis made a motion to approve the invoice, second by Ms. Todor. All in favor.
 - c. Tri State Materials Invoice in the amount of \$1,054.00: Mr. Finn made a motion to approve the invoice, second by Mr. Maniccia. All in favor.
 - d. Tri State Materials Invoice in the amount of \$550.00: Mr. Finn made a motion to approve the invoice, second by Mr. Maniccia. All in favor.
- i) Discussion/Action - Trade Recommendation from O&G
 - a. 3 bidders – Interviewed two for scope review and the the lowest bidder was OWI Contractors, LLC. Unfortunately, this is above our estimate, but we have a good scope of work.
Building Committee Motion:
Ms. Cappabianca made a motion to make a recommendation to the Board of Education and City Council to execute the approval to award letter per recommendation by O&G industries to the lowest qualified responsible bidder for Bid Packet 2.10 General Trades to OWI Contractors, LLC. With a base bid amount of \$8,772,200.00; and accept alternate number B20 in the amount of \$0 to provide Kone elevators, accept alternate number B21 to deduct \$80,300.00 to remove the food lab equipment tables items EF05, EF06, and EF08 from the scope of work and reject alternate number B22 to remove the stage floor from the scope of work, second by Mr. Maniccia. All in favor.

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BOE Motion: Mr. Eucalitto made a motion to execute the approval to award letter per recommendation by O&G industries and the Torrington Building Committee to the lowest qualified responsible bidder for Bid Package 2.10 General Trades to OWI Contractors, LLC. With a base bid amount of \$ 8,772,200; and accept alternate number B20 in amount of \$0 to provide Kone elevators, accept alternate number B21 to deduct \$80,300.00 to remove the food lab equipment tables item EF05, EF06, and EF08 from the scope of work; and reject alternate number B22 to remove the stage floor from the scope of work, second by Ms. Todor. All in favor.

j) Memo - Construction Administrative Services, BL Companies

7. Comments for the Good of the Order: "Everyone enjoy your holidays."
8. Future Meetings: 3rd week of January
9. Adjournment: Building Committee: Mr. Finn made a motion to adjourn the meeting, second by Mr. Maniccia. All in favor. Meeting adjourned at 5:34 P.M.
10. Adjournment: Board of Education: Ms. Todor made a motion to adjourn the meeting, second by Mr. Corey. All in favor. Meeting adjourned at 5:34 P.M.

Torrington Board of Education Consent Agenda Detail
Consent Agenda 230125

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Employee Name	Emp. Type	Loc.	Assignment	Action	Effective
Gail Masters	Teacher	TMS	Humanities Teacher	Appoint	1/9/2023
Paulina Killackey	Coach	THS	Assistant Coach Indoor Track	Appoint	2022-2023
Michael Lauretti	Coach	THS	Assistant Coach Girls Basketball	Appoint	2022-2023
Michael Tyler	Coach	THS	Head Coach Indoor Track	Appoint	2022-2023
Samantha Verbickas	Coach	THS	Assistant Coach Indoor Track	Appoint	2022-2023