


MEMO

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

TO: Board of Education  
FROM: Steven A. Moccio, Superintendent of Schools   
SUBJECT: 04/06/2020, Revision to Regular Meeting Minutes

On April 6, 2020, the Board of Education approved the Healthy Foods Certification Statement, which details the following:

- Certification Statement – all food items offered for sale to students in the schools will meet Connecticut Nutrition Standards (CNS)
- Exemption Statements – food items that do not meet the CNS and beverages not listed in Section 10-221q of the Connecticut General Statutes are excluded, provided that, (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location for the event, and (3) such food is not sold from a vending machine or school store.

The required application form was submitted to the Connecticut State Department of Education (CSDE), along with the approved and signed copy of the minutes from the Board meeting on April 6, 2020. The CSDE Office of Student Supports and Organizational Effectiveness Bureau of Health/Nutrition, Family Services and Adult Education contacted the district and requested clarification of meeting minute language confirming the Board of Education's vote on the healthy food certification, as well as the food and beverage exemption. Attached to this memo are revised meeting minutes that include the level of detail required from the CSDE.

An agenda item will be included on the Board meeting agenda for March 29, 2021, as the district prepares similar documentation for the 2021-2022 school year.

**RECOMMEND** the Board of Education approve the revised meeting minutes for April 6, 2020, to include the necessary additional detail regarding the healthy food option, as well as the food and beverage exemptions.

**Regular Meeting  
Stafford Board of Education  
Electronic Meeting- via Zoom  
April 6, 2020, 6:30 p.m.**

**Board Members Present:** Ms. Kathy Bachiochi  
Mrs. Jennifer Davis  
Mr. Mike Delano  
Mrs. Andrea Locke, Secretary  
Ms. Laura Lybarger  
Mr. George Melnick  
Ms. Sonya Shegogue, Chairperson

**Also Present:** Mr. Steven Moccio, Superintendent of Schools  
Mr. Steven Autieri, Director of Curriculum and Instruction  
Mr. Frank Bonavita, Director of School Facilities  
Mr. Jonathan Campbell, Assistant Principal, Stafford Middle School  
Mrs. Peggy Falcetta, Principal, Staffordville School  
Mr. Dean Fortin, IT / Network Coordinator  
Mr. Damian Frassinelli, Director of Athletics and Recreation  
Ms. Anna Gagnon, Principal, West Stafford School  
Mr. Timothy Kinel, Assistant Principal, Stafford High School  
Ms. Beth LaPane, Supervisor of Building Services  
Ms. Trish Lustila, Interim Director of Pupil Services  
Ms. Mary Claire Manning, Principal, Stafford Elementary School  
Ms. Susan Mike, Principal, Stafford Middle School, arrived at 6:39 p.m.  
Mr. Marco Pelliccia, Principal, Stafford High School  
Ms. Diane Peters, Business Manager

The meeting agenda and copies of all Board meeting materials were posted on the district's website ([www.stafford.k12.ct.us](http://www.stafford.k12.ct.us)) prior to the meeting, in accordance with the requirements for electronic meetings. Audience members were able to participate by phone utilizing the phone number provided on the meeting agenda. The live recording of this meeting is available on the district website.

**Item I. Call to Order- Establishment of Quorum**

The meeting was called to order at 6:37 p.m.

**Item II. Pledge of Allegiance**

Ms. Shegogue led the Board in the Pledge of Allegiance.

**Item III. Secretary's Report- Approval of Minutes**

Regular Meeting, 02/24/2020  
Special Meeting, 03/30/2020

Mrs. Locke made a motion, seconded by Ms. Bachiochi, that the Board approve the Secretary's Report for the regular meeting held on 02/24/2020, and the special meeting held on 03/30/20, as presented. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

**Item IV. Consent Agenda**

A. Cafeteria Profit and Loss Statement through February 29, 2020

The food service program is reporting a profit for February of \$3,021.07, and an overall profit for the year of \$12,973.06.

B. Obsolete Equipment- Stafford High School and Stafford Elementary School

Ms. Mary Claire Manning, Principal, Stafford Elementary School, and Mr. Marco Pelliccia, Principal, Stafford High School, submitted lists of materials to be designated as obsolete.

C. Approval of Request for Unpaid LOA- Certified Staff Member

| NAME                  | INITIAL<br>EMPLOYME<br>NT DATE | SCHOOL                       | EFFECTIVE DATE OF<br>UNPAID LEAVE<br>BEYOND FMLA | ENDING DATE<br>OF UNPAID<br>LEAVE |
|-----------------------|--------------------------------|------------------------------|--|-----------------------------------|
| Pallanck,<br>Jennifer | 8/21/2019                      | Stafford<br>Middle<br>School | Does not qualify<br>due to date of<br>hire.      | October 12,<br>2020               |

D. Acceptance of Resignation- Certified Staff Members

| NAME                 | POSITION                        | SCHOOL                    | EFFECTIVE DATE                   | REASON     |
|----------------------|---------------------------------|---------------------------|----------------------------------|------------|
| Alpers-Leon,<br>Nora | World<br>Language<br>Teacher    | Stafford High<br>School   | End of School<br>Year, June 2020 | Personal   |
| Ryder, John W.       | Special<br>Education<br>Teacher | Stafford<br>Middle School | End of School<br>Year, June 2020 | Personal   |
| Smith,<br>Elizabeth  | Special<br>Education<br>Teacher | Stafford High<br>School   | End of School<br>Year, June 2020 | Retirement |

E. 19-20, Bills, 03-04-2020, \$294,844.50

F. 19-20, Grants, 03-04-2020, \$4,826.29

G. 19-20, Bills, 03-18-2020, \$306,055.31

H. 19-20, Grants, 03-18-2020, \$11,412.32

I. 19-20, Bills and Grants, 04-01-2020, \$121,855.92

Mrs. Davis made a motion, seconded by Mr. Delano, that the Board approve the items listed in the consent agenda, as presented. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

**Item V. Correspondence**

A. **Board Meeting Reminder**- Ms. Shegogue read the Board meeting reminder that was posted on the agenda.

**Item VI. Board Reports**

There were no Board Reports.

**Item VII. Superintendent's Reports**

**A. Board Member Appreciation**

Mr. Moccio stated that the month of March was designated as Connecticut's Board of Education Appreciation Month. He said that due to the cancellation of the March Board meetings, the district was unable to recognize the Board for their outstanding commitment to the school community. He thanked the Board on behalf of the administration, staff and students, and said that it is his hope to properly recognize the Board members at a future meeting.

**B. Update Regarding Director of Pupil Services Search**

Mr. Moccio stated that the vacancy for the position of Director of Pupil Services was advertised on the district website, k12jobspot.com, CTREAP.net, CEA.org, CAS.org, CASCIAC.org, and Indeed. As of the closing date of the posting, Wednesday, April 1, 2020, eight (8) candidates had submitted their applications for consideration. He said that based on a cursory review of the materials submitted, he is recommending that the position be reposted at a future date, to be determined following the Connecticut State Department of Education's guidance regarding the length of school closure. He said that with all school districts concentrating their time and efforts to respond to the COVID-19 pandemic, reposting the position at a later date will provide the Board of Education with a more viable candidate pool.

Mr. Moccio stated that Ms. Trish Lustila, the current Interim Director of Pupil Services, is willing to continue in her role through July. He said that he's also asked if she would be interested in continuing in the role of Special Education Consultant next school year.

**C. Notification from Town CFO Regarding Potential Change in Banks**

Mr. Moccio reported that the town's Chief Financial Officer, Ms. Lisa Baxter, has notified the school system that she is in the process of identifying a new bank to handle the town's various accounts. The current bank, Key Bank, has continually increased fees charged to the town accounts, resulting in monthly costs of approximately \$1,000.

Ms. Baxter predicts the change for the Board of Education will occur July 1, 2020. The Board of Education will be notified when the new bank has been selected. He said that no specific action is required at this time, however, when the new bank is identified, the Stafford Board of Education will need to authorize officers and agents of the school district to conduct transactions, such as signing checks.

**D. Update Regarding Expenses Related to the District's Response to COVID-19 and the Impact on the 2019 – 2020 Budget**

Mr. Moccio stated that on March 9, 2020, the Board Budget Committee met to review the status of the 2019 – 2020 budget. At the committee meeting, the status of the budget was reviewed and year end projections were provided. At that time, the district was anticipating a year end deficit of \$247,814.91,

due largely to increased special education related expenditures. The CFO for the town was made aware that the district anticipated requesting Excess Cost Funds to offset the projected deficit. Later that week, at the direction of the North Central District Health Department, a decision was made to close school for two weeks. Shortly thereafter, Governor Lamont closed all schools in the State.

The Commissioner of Education directed all schools to shift from supplemental learning to distance learning. Mr. Moccio stated that during the Special Meeting of the Board on March 30, 2020, the Board was updated regarding the district's interim learning plan that allows students remote access to their teachers and assignments. He said that prior to implementation on March 30, 2020, the district had to create a plan for the distribution of instructional technology, determine how to address equitable access for all students, and provide the oversight necessary to ensure students are utilizing the technology in an appropriate manner.

Mr. Moccio said that the district's response to COVID-19 and the implementation of the interim learning plan resulted in some additional expenses, which were provided via the portal for Board members and are listed below. He said that additional expenses are likely, depending on the duration of the closure. The district will be utilizing carryover money in the Title I grant for those expenses directly related to low-income families' access to the interim learning plan.

#### **Costs Associated with COVID-19**

|  |             |
|--|-------------|
| Software purchased for virtual meetings (March - June) | \$ 540.00   |
| Legal services   | \$ 1,000.00 |

#### **Distance Learning Costs**

|   |               |
|---|---------------|
| LogMeIn Software – remote access to all devices for IT support  | \$ 3,597.00 * |
| Special Ed software – HearBuilder (additional license)  | \$ 200.00     |
| Memory & Hard Drives for laptops  | \$ 150.00     |
| Overtime to prepare Chromebooks for distribution  | \$ 296.88     |
| (3) mobile hotspots   | \$ 170.50 *   |
| Service for hotspots \$39.99 per month  | \$ 360.00 *   |
| Staff Pay for hours beyond contract for creation of Interim Learning website and planning for professional development sessions (funding through 19-20 Curriculum Development budget) | \$ 5,493.25   |

#### **Cleaning Supplies**

|                              |             |
|------------------------------|-------------|
| Additional cleaning supplies | \$ 2,800.00 |
| Hand Sanitizer               | \$ 1,305.80 |

|   |                     |
|---|---------------------|
| <b>Expenses to date related to COVID-19</b> | <b>\$ 15,913.93</b> |
| <b>* Title I Funds utilized</b>             | <b>\$ 4,127.50</b>  |
| <b>Overall Expense to the District</b>      | <b>\$11,786.43</b>  |

Mr. Moccio said that while the budget will be impacted by the additional expenses detailed above, they may be offset by a reduction in expenditures within certain accounts, such as substitutes, SRO and special education consultant salaries, and transportation costs associated with bus monitors, field trips and pre-kindergarten mid-day runs. Board members asked about savings related to the bus contract.



Mr. Moccio said that the district's legal counsel has been consulted regarding the bus contract and is investigating any potential reimbursement from M&J Bus, the district's transportation provider.

Mr. Moccio said that while potential expenditures related to running the breakfast / lunch program during April vacation were provided on the list for Board members and placed on this meeting's agenda for consideration, he received word over the weekend that the waiver has been approved and the district will be reimbursed for those meals, resulting in no cost to the district. Therefore, Board approval is no longer required.

Mr. Moccio said that until a final decision is made regarding the length of school closure, the overall reduction in expenditures and net impact on the 2019 – 2020 budget is difficult to predict. He said that it is anticipated that the Commissioner of Education will provide an update regarding the length of school closure in the second week of April. Mr. Moccio said that he anticipates providing updated 2019 – 2020 expenditure projections at the regular meeting scheduled for May 4, 2020.

### **III. Public Comment**

There were no questions or comments.

### **Item IX. Old Business**

There was no Old Business.

### **Item X. New Business**

#### **A. Review and Possible Approval of CSDE Healthy Foods Certification**

Mrs. Davis made a motion, seconded by Mrs. Locke, that the Board of Education **approve the participation and implementation of the healthy food option, as follows:**

**Pursuant to C.G.S. Section of 10-215f, the Board of Education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.**

**Moved further that the Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and the sale of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:**

- 1) The sale is in connection with an event occurring after the end of the regular school day or on the weekend
- 2) The sale is at the location of the event
- 3) The food and beverage items are not sold from a vending machine or school store

An event is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For example, soccer games, school plays and interscholastic debates are events but soccer practices, play rehearsals and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held.

Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

**B. Review and Possible Approval of a Proposal to Continue Distributing Meals During April Vacation**

Mrs. Davis made a motion, seconded by Mr. Melnick, that the Board approve the proposal to continue distributing meals during April vacation. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

**Item XI. Personnel Matters**

**A. Teachers Eligible for Tenure / Teachers' Performance (Executive Session Anticipated)**

Board members did not request an evaluation of performance for any of the staff members eligible for tenure next school year. Therefore, executive session was not required.

**B. Superintendent's Evaluation (Executive Session Anticipated)**

Mrs. Davis made a motion, seconded by Mrs. Locke, to table this item to a future meeting. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried.

**Item XII. Student Matters**

There were no Student Matters.

**Item XIII. Adjournment**

Mrs. Locke made a motion, seconded by Mrs. Davis, to adjourn. Ms. Bachiochi, Mrs. Davis, Mr. Delano, Mrs. Locke, Ms. Lybarger, and Mr. Melnick voted for the motion, which carried. The meeting adjourned at 7:22 p.m.

Respectfully submitted,  
Christine C. Marinelli, Recording Secretary

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Sonya Shegogue, Chairperson

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Andrea Locke, Secretary

**Stafford Public Schools**  
**Business Office**  
11B Levinthal Run  
Stafford Springs, CT 06076

**MEMO**

Date: April 6, 2020

To: Steven Moccio, Superintendent of Schools

From: Diane Peters, Business Manager

Subject: Healthy Foods Certification (HFC) for 2020-2021

Under Section 10-215f of the Connecticut General Statutes, all public school sponsors of the National School Lunch Program (NSLP) must complete the Healthy Food Certification Statement annually and each Board of Education must certify whether the district will follow the Connecticut Nutrition Standards annually.

The online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) must be completed and submitted by July 1, 2020. The vote by the Board of Education to participate in HFC must occur by July 1, 2020, or the district is ineligible for HFC during the 2020-2021 school year.

**Recommend** the Board of Education will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and the sale of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

- 1) The sale is in connection with an event occurring after the end of the regular school day or on the weekend
- 2) The sale is at the location of the event
- 3) The food and beverage items are not sold from a vending machine or school store

An event is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. For example, soccer games, school plays and interscholastic debates are events but soccer practices, play rehearsals and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day.

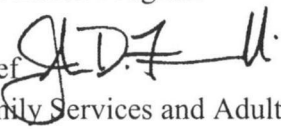




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program

**FROM:** John D. Frassinelli, Bureau Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 22, 2020

**SUBJECT:** Operational Memorandum No. 05-20  
Process for Submitting the Healthy Food Certification (HFC) Statement for  
School Year 2020-21

This memo addresses the requirements for submitting the 2020-21 HFC Statement to the Connecticut State Department of Education (CSDE). Under HFC, public school districts that participate in the NSLP may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. This memo also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements for public schools.

In summary, districts must use the appropriate motion language and schedule the required votes at a meeting of the board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the ***final board-approved meeting minutes*** to the CSDE by **July 1, 2020**. The three votes include whether to:

- adopt the healthy food option under HFC;
- allow food exemptions to the healthy food option under HFC (if the district votes to implement the healthy food option); and
- allow beverage exemptions under Section 10-221q of the Connecticut General Statutes (C.G.S.) (if the district chooses to allow beverage exemptions).

Please carefully review this memo for detailed information on each requirement. Districts must follow the specified instructions to ensure timely submission and CSDE approval of the 2020-21 HFC Statement.

**Requirement for Annual HFC Statement**

C.G.S. Section 10-215f requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must ***take action annually*** to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. Public schools include all public schools,

regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2020-21, the HFC period is July 1, 2020, through June 30, 2021. All public school districts participating in the NSLP **must** submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2020**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2020, or the district is ineligible for HFC during school year 2020-21.

### **HFC Application Process for 2020-21**

The annual HFC Statement will be completed online in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2020-21 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2020-21 CNP application module is expected to be available in the CNP System in **May 2020**. The CSDE will notify sponsors when the 2020-21 CNP application module is open, at which time the HFC application module will also be available.

All public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2020-21 HFC Statement by the deadline of July 1, 2020.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the ***final board-approved meeting minutes*** to the CSDE by **July 1, 2020**. **Note:** The CSDE cannot accept ***draft*** meeting minutes to approve the HFC application. Be sure to schedule the initial board meeting early enough to enable timely submission of the ***final*** board-approved meeting minutes. If the board of education conducts the HFC votes in June, and final board approval of the June minutes does not occur until the next board meeting in July or August, the district will not be able to submit the final board-approved June minutes by July 1, 2020.
  - A. **Vote for healthy food option:** The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to implement the healthy food option of C.G.S. Section 10-215f, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. The board motion and final board-approved meeting minutes must include the following specific criteria for the healthy food option required by C.G.S. Section 10-215f:

**Motion language for healthy food option:** Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State

Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

- B. **Vote for food exemptions:** If the board of education or governing authority votes “yes” for the healthy food option in 1A above, the board of education or governing authority must also vote on whether to allow food exemptions. (Note: If the board of education or governing authority votes “no” for the healthy food option, a vote on whether to allow food exemptions is not required.) The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

**Motion language for food exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

- C. **Vote for beverage exemptions:** The beverage requirements of C.G.S. Section 10-221q apply to *all public schools*, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f or participates in the USDA’s Child Nutrition Programs. Additional information on the beverage requirements is available on the CSDE’s Beverage Requirements webpage.

Beverage exemptions under C.G.S. Section 10-221q are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the *same time* as the HFC votes. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises. The board motion and final board-approved meeting minutes must include the following specific

criteria for beverage exemptions required by C.G.S. Section 10-221q:

**Motion language for beverage exemptions:** The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

- D. **Option to combine food and beverage exemptions:** Instead of the two separate food and beverage motions in steps 1B and 1C above, the district may choose to combine food and beverage exemptions in one motion by using the language below.

**Motion language for combined food and beverage exemptions:** The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information on food and beverage exemptions, see the CSDE’s handout, *Exemptions for Foods and Beverages in Public Schools*.

2. Conduct the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable) at the scheduled meeting of the board of education or governing authority in spring 2020. Until the CNP System opens (anticipated in May 2020), **maintain a copy of the *final board-approved meeting minutes*** indicating the

results of the HFC votes for the healthy food option and food exemptions (and beverage exemptions, if applicable), as outlined in step 1.

- A. The final board-approved meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the *specific language* under “Motion language for healthy food option” in step 1A on page 2.
  - B. If the board of education or governing authority voted “yes,” for the healthy food option, the final board-approved meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the *specific language* for either “Motion language for food exemptions” under step 1B on page 3, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
  - C. If the board of education or governing authority voted to allow beverage exemptions, the final board-approved meeting minutes must include the *specific language* for either “Motion language for beverage exemptions” under step 1C on page 4, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
3. In **May 2020**, when the CSDE notifies districts that the CNP System is open and the HFC application module is available, complete the online HFC application module and upload the *final board-approved meeting minutes* indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). The CSDE will e-mail school nutrition programs when the 2020-21 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Note: Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, Application Procedures for HFC, and visit the “Apply” section of the CSDE’s HFC webpage.

### **Interschool Agreements for HFC Schools**

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) may choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.



In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2020**. If the CSDE receives the interschool agreement *after* this date, the CSDE will *not* include the recipient site's lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2020-21. For more information, see CSDE Operational Memorandum No. 4-20: Interschool Agreements for School Year 2020-21.

Schools must e-mail copies of the completed interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP System. The interschool agreements for school year 2020-21 are available in the "Interschool Agreements" section of the CSDE's Forms for School Nutrition Programs webpage.

### **Connecticut Nutrition Standards (CNS)**

The CSDE did not change the CNS for school year 2020-21. For a summary of the CNS, see the CSDE's handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE's CNS webpage. The CSDE's HFC webpage provides numerous resources to assist districts with implementing HFC including:

- Complying with HFC (Presentation);
- Ensuring District Compliance with HFC;
- Guide to Competitive Foods in HFC Public Schools;
- List of Acceptable Foods and Beverages;
- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Requirements for Competitive Foods in HFC Public Schools;
- Requirements for Food and Beverage Fundraisers in HFC Public Schools;
- Requirements for Foods and Beverages in School Stores in HFC Public Schools;
- Requirements for Foods and Beverages in Vending Machines in HFC Public Schools; and
- Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools.

For questions or additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's Operational Memoranda for School Nutrition Programs webpage.



Marinelli, Chris <marinelli@stafford.k12.ct.us>

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## [External] Positive COVID-19 Case (2021-March 11)

1 message

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**Steven A. Moccio, Superintendent of Schools** <moccios@stafford.k12.ct.us>

Thu, Mar 11, 2021 at 6:37 PM

Reply-To: NoReply@stafford.k12.ct.us

To: marinelli@stafford.k12.ct.us

Dear Stafford Public Schools Community:

I am writing to inform you that the district was notified that a member of the Stafford Middle School community has tested positive for COVID-19. The individual has been instructed to remain home and isolate in accordance with health department guidelines. Please see the attached letter for additional details.

SMS (2021-03-11).pdf

Steven A. Moccio, Superintendent of Schools

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