

Agenda

- I. Call to Order / Attendance
 - A. Pledge of Allegiance
- II. School / Community Session
 - A. Public Participation
- III. Board of Education Student Representative Report
Speaker(s): Isabelle Vagell and Lucy Fritzing
- IV. Superintendent's Report
Speaker(s): Craig A. Cooke, Ph.D.
 - A. First Reading of Educational Specs
 - B. Introduction of Project Budget
 - C. Discussion of Policy Process
- V. Board Member Comments
- VI. Audience Response to Information Presented (Ref. Bylaw #9540.10)
- VII. Board of Selectmen Liaison
Speaker(s): Scott Murphy
- VIII. Consent Agenda (Ref. Bylaw #9540.2 and #9540.8)
 - A. Line Item Transfers as of October 12, 2021
 - B. Budget Expenditures as of October 12, 2021
- IX. Action Item: Motion to approve the Consent Agenda
- X. Board Committees / Liaison Updates (Ref. Bylaw #9450)
 - A. Curriculum and Student Development
Speaker(s): Members: Diane Infantine-Vyce, Chair; Greg DeSantis, Catherine Miller
 - B. Communications Committee
Speaker(s): Members: Tom Pellegrino, Chair; Diane Infantine-Vyce, Greg DeSantis
 - C. Facilities Committee
Speaker(s): Members: Emily Rosenthal, Chair, Christine Maisano, Katie Stein
 - D. Finance Committee
Speaker(s): Members: Katie Stein, Chair, Christine Maisano, Tom Pellegrino
 - E. Personnel Committee
Speaker(s): Members: Violet McNerney, Chair, Diane Infantine-Vyce, Catherine Miller
 - F. Policy Committee
Speaker(s): Members: Greg DeSantis, Chair; Violet McNerney, Emily Rosenthal
 1. First Reading: Policy #3240 Non-Resident Admission and Tuition Fees

2. Third Reading: Policy #3020.7 Board Budget Procedures and Line Item Transfers

G. LEARN Liaison

Speaker(s): Katie Stein

- XI. Action Item: Motion to approve Policy #3020.7 Budget Procedures and Line Item Transfers
- XII. Action Item: Motion to waive the readings of the following policies:
 - #1330 Use of School Facilities
 - #1360 School Volunteers, Student Interns and Other Non-Employees
 - #1160 Possession of Deadly Weapons and Firearms
 - #1370, #4118.1, #5020.1 Non-Discrimination Policies
 - #2240 Retention of Electronic Records and Information
 - #4116.1, #5120.4.2.4 Sex Discrimination and Sexual Harassment Policies
 - #3541.5 Transportation
- XIII. Action Item: Motion to approve the following policies:
 - #1330 Use of School Facilities
 - #1360 School Volunteers, Student Interns and Other Non-Employees
 - #1160 Possession of Deadly Weapons and Firearms
 - #1370, #4118.1, #5020.1 Non-Discrimination Policies
 - #2240 Retention of Electronic Records and Information
 - #4116.1, #5120.4.2.4 Sex Discrimination and Sexual Harassment Policies
 - #3541.5 Transportation
- XIV. Action Item: Motion to approve the minutes of the September 14, 2021 Board of Education Meeting (Ref. Bylaw #9540.9)
- XV. Action Item: Motion to approve the minutes of the September 28, 2021 Board of Education Meeting (Ref. Bylaw #9540.9)
- XVI. Future Agenda Items
- XVII. Meetings/Dates of Importance
- XVIII. Adjournment
- XIX. “The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town’s ADA/Human Resources Director Debra Milardo at 203-245-5603 or by email to milardod@madisonct.org at least five (5) business days prior to the meeting.”



Madison Public Schools
Madison, Connecticut

ELEMENTARY EDUCATIONAL SPECIFICATIONS

for

Jeffrey Elementary School

DRAFT 9.3.2021

BOARD OF EDUCATION

Galen Cawley, Chair
Gregory DeSantis, Ed.D., Vice Chair
Diane Infantine-Vyce, D.P.M.
Violet McNeerney, Ed.D
Cathy Miller
Thomas Pellegrino, Ph.D.
Emily Rosenthal, MPH, LMSW
Katie Stein

ADMINISTRATION

Craig Cooke, Ph.D., Superintendent of Schools
Gail Dahling-Hench, Assistant Superintendent
William H. McMinn, Director of Facilities
Stacy Nobitz, Finance Director

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I. INTRODUCTION

The Madison Public Schools is committed to consistently maintaining our facilities and planning for the future of our buildings as 21st century learning environments.

To initiate planning for a new PreK-5 Jeffrey Elementary School and improvements to Brown Intermediate to convert them to K-5 Elementary Schools, Madison Board of Education engaged the services of Colliers International, Drummey Rosane Anderson, and Daniel Hansen, educational consultant to assist with the development of these educational specifications. The following individuals participated in the initial specific program meetings to provide input for these educational specifications:

Elizabeth Battaglia, Director of Special Education	Frank Henderson, Principal, Brown Intermediate
Kerri Beisner, Teacher, Special Education	Michelle Horn, K-12 Literacy Coach
Peggy Bell, Teacher, Grade 3	Leslie Lopez, Teacher, Spanish
Margaret Borden, Teacher, Kindergarten	Deb Lynch, Teacher, Kindergarten
Robert Burr, Chief Custodian	Eileen Martin, Teacher, Special Education
Ingrid Byrne, Math Interventionist	Tracey McGinley, Teacher, Grade 5
Erinn Coady, Teacher, Special Education	William McMinn, Director of Facilities
Carissa Connell, Teacher, Visual Arts	Lisa Miceli, Teacher, PreK
Dr. Craig Cooke, Superintendent	Angela Milone, Teacher, PreK
Gail Dahling-Hench, Assistant Superintendent	Alicia Romanacci, Teacher, Spanish
Susan Daub, Teacher, Physical Education	Thomas Scarice, Former Superintendent
Tricia Edgar, Speech Language Pathologist, PreK	Lisa Seales, Teacher, Grade 4
Jill Fayan, Library Media Coordinator K-12	Drew Sellitti, Teacher, Grade 1
Scott Ferguson, Teacher, Music	Doreen Shirley, Reading Consultant
Jennifer Figurelli, Teacher, Grade 2	Elizabeth Solin, Administrative Secretary
Dawn Fiorelli, Library Media Specialist	Robin Sorey, Occupational Therapist, PreK
Elizabeth Fortsch, School Nurse	Kelly Spooner, Principal, Ryerson Elementary
Becky Frost, Principal, Jeffrey Elementary	MaryBeth Starr, Teacher, TESOL K-12
Stephanie Fumiatti, Teacher, Grade 5	Gay Tomasevich, Teacher, Computer Coding
Mike Ginsberg, Teacher, STEAM	Kerry Tucker, Teacher, Special Education
C.J. Gladstone, Special Education Coordinator	Linda Wade, Teacher, Special Education
Lynn Hadad, Teacher, PreK	Lauren Warner, Teacher, Grade 5
Maria Hainer, Teacher, PreK	

II. MADISON CORE DOCUMENTS

Vision Statement: “Every Child, Every Day, Leading the Way”

The Madison Public Schools are driven by a mission to prepare all learners to make a unique, positive contribution in a complex, global society. We are committed to fostering the diverse talents and abilities of each and every child in an emotionally and physically safe environment. We envision learning as joyful and learners as passionate. We support our educators as innovators in a dynamic pursuit of continuous improvement.

We are committed to the work that will lead to the development of all learners’ capacities to:

- put ideas into action by thinking critically and creatively to identify and solve authentic, complex problems;
- communicate and collaborate purposefully and effectively using a variety of media;
- approach learning with effort and persistence while responding to success and failure with resiliency, reflection, and adaptability in an ever-changing world;

- make ethical and responsible decisions.

Vision for Curriculum Development

Madison Public Schools believes all students should have access to a high quality, engaging, education. There are expectations of success for all students with units that encourage student exploration and inquiry.

The curriculum is content rich, offering students opportunities to learn important concepts and procedures with understanding, while simultaneously providing students with opportunities to explore and grow in identified 21st Century Capacities. These multi-disciplinary outcomes (critical thinking; creative thinking; communication/collaboration; self-direction; and global thinking) are thoughtfully and purposefully embedded throughout the curriculum alongside content that is informed by state and national standards.

A common language is articulated accurately, and it reflects accepted practice within the discipline and/or current educational research and promotes the work of the discipline. The written documents in each grade level include key required components, including the scope of the material and the depth of understanding that is expected upon unit completion.

Maps for courses and grade levels define the pace and common expectations of a content. Teachers use these maps to guide and sequence instruction toward the attainment of key concepts detailed in the unit design. Unit design follows the Understanding by Design (UbD) Model by Jay McTighe and Grant Wiggins although personalized to match the work valued in Madison.

Profile of a Graduate: Student Growth and Development Matrix

Critical Thinking	Creative Thinking	Collaboration/ Communication	Self-Direction	Global Thinking
<p>Inquiry</p> <p>Posing, pursuing, and refining significant questions to deepen understanding about a topic or issue.</p>	<p>Idea Generation</p> <p>Studying a problem, need or model (mentor text, political piece, documents, art work, etc.) to consider limitations and imagine new solutions/transformations.</p>	<p>Collective Intelligence</p> <p>Working respectfully and responsibly with others, exchanging and evaluating ideas to achieve a common objective.</p>	<p>Self-Awareness</p> <p>Examining current performance critically to identify steps/strategies to persist.</p>	<p>Citizenship</p> <p>Identify, analyze and contribute to critical issues in society in an ethical and responsible manner.</p>
<p>Analyzing</p> <p>Examining information/data/evidence from multiple sources to identify possible underlying assumptions, patterns, and relationships in order to make inferences.</p>	<p>Design</p> <p>Engaging in a process to refine a product for an intended audience and purpose.</p>	<p>Product Creation</p> <p>Effectively use a medium to communicate important information.</p>	<p>Decision Making</p> <p>Make responsible decisions, based on potential outcomes.</p>	<p>Alternate Perspectives</p> <p>Interpret or critique complementary and competing approaches, experiences, and worldviews in order to develop an empathetic perspective.</p>

III. PROJECT RATIONALE

*(Excerpted from the **Madison Schools Renewal Plan**)*

In September of 2019, the Madison Public Schools contracted from six schools to five with the closure of Island Avenue Elementary School. Now, the schools are composed of the following grade levels:

- **Town Campus Learning Center**, PreK
- **Jeffrey Elementary School**, Kindergarten - Grade 3
- **Ryerson Elementary School**, Kindergarten - Grade 3
- **Brown Intermediate School**, Grades 4 and 5
- **Polson Middle School**, Grades 6 - 8
- **Daniel Hand High School**, Grades 9-12

According to Connecticut General Statutes 10-220, each Board of Education in Connecticut is responsible for the day to day maintenance and operation of its buildings, lands, and other property used for school purposes. Additionally, this statute mandates that each Board of Education “*shall make a continuing study of the need for school facilities and of a long-term school building program, and from time to time, make recommendations based on such study to the town.*” Within this purview, the Board of Education has worked in collaboration with the Town of Madison to study the long-term needs of its facilities, while planning for future enrollment trends.

The school district facilities have been comprehensively analyzed a number of times over the past twenty years. Most recently, an in-depth study that began in 2014 resulted in comprehensive reports facilitated by the Drummey, Rosane and Anderson (DRA) architectural consulting firm. These reports included the following:

- **Architectural Assessments** of each facility (DRA, October 6, 2015)
- **Mechanical and Electrical Systems Existing Conditions Narrative** (Consulting Engineering Services – CES, May 20, 2015)
- **Comprehensive 10 Year Enrollment Projections Analysis** (Education Resources Management, Dr. Arthur Wagman, December 23, 2014)
- **Enrollment Projection Refresh** (Education Resources Management, Dr. Arthur Wagman, Feb 9, 2017 and Nov 9, 2018)
- **Enrollment Projections** (SLR, March 2021)

With the addition of Colliers International serving as representation, these studies culminated with a plan to shrink the district footprint from six schools to five schools. A referendum on September 26, 2017 sought approval from the community to build a new elementary school on the Ryerson School property, with the expectation that a full renovation of Jeffrey School would follow immediately thereafter.

The referendum failed and the Board of Education then sought another approach to address the current and future maintenance needs of the school facilities. Based on a trend of significant declining student enrollment over time, and with the projection for the trend to continue into the foreseeable future, the BOE voted to move forward with the plan to contract the district from six schools to five by closing Island Avenue Elementary School in June 2019.

In the fall of 2017, the Board of Education again commissioned the services of Colliers International to develop a long-term facility maintenance plan. With reports developed over the past few years, a draft plan was presented to the Board of Education’s Facilities Committee in the spring of 2018. On May 31, 2018, the Facilities Committee voted to forward the draft **10 Year \$100 million Capital Maintenance Plan** to the full Board of Education for approval. On June 19, 2018, the full Board of Education voted unanimously to adopt the plan.

The plan then moved to the Capital improvement Program – the town and schools joint long-term capital projects plan - while board members and members of the public began to question if there was a better plan out there other than the 10 Year \$100 million maintenance plan. Members of the BOE, Board of Selectmen, and Board of Finance came together to form the Tri Board School Facilities Working Group. The group held meetings and public forums over a period of months and in April 2019 the group presented viable options for the town to consider beyond the BOE adopted 10 Year \$100 Million Capital Maintenance Plan.

In September 2019, the BOE voted unanimously to adopt a long-term plan for the renewal of our school facilities. This plan is the culmination of work at the BOE level since the failed referendum in 2017 and the vast efforts of the Tri-

September 3, 2021

Board School Facilities Working Group. While the referendum failed, the issue of aging school facilities and mounting maintenance projects remain.

The BOE voted to adopt a plan to contract the district further from five schools to four. The earliest point in which this model would be implemented would be for the 2025-2026 school year.

The BOE adopted plan calls for:

- New construction of a PreK-5 elementary school
- Improvements to Brown Intermediate School to transition to a K-5 school
- Maintaining Polson as a 6-8 school and DHHS as 9-12
- Renovations at Polson including:
 - Air Quality System/HVAC
 - Auditorium Modernization
 - Security Enhancements

The plan, which was approved unanimously by the BOE, would result in the closure of both existing K-3 elementary school buildings as well as the Town Campus Learning Center Preschool (TCLC). The plan has been sent to the school and town Capital Improvement Plan (CIP) where it will be incorporated with all other capital needs of Madison.

This project seeks to provide school buildings that:

- Create learning environments designed for current instructional strategies as captured in Madison's Core Documents;
- Benefit from needed technology upgrades;
- Comply with current building and fire codes;
- Incorporate contemporary design for school safety;
- Utilize modern, efficient heating and cooling systems; and
- Provide accessibility to all by meeting the requirements of the Americans with Disabilities Act.

IV. THE PROJECT

Objective: To ensure all Madison children are able to attend a school that is safe, modern, compliant with current building codes and able to support their educational program.

The following project specifications for the new Jeffrey Elementary School were developed using data from the population study conducted in March 2021: *School Enrollment Projections Analysis* conducted by Milone & MacBroom (now SLR).

- School: **Jeffrey Elementary School**
- Project Type: New Construction
 - Total Program Area: **58,895** square feet (*TGSF x 71%*)
 - Estimated Building Area (inside face of walls): **78,527** square feet
 - Space Standard Building Area: **74,867** square feet
 - Total Gross Square Feet (outside face of walls): **82,453** square feet (*Bldg. Area x 1.04*)
- Anticipated Referendum: February 2022
- Design Enrollment: **601*** students

* Includes 45 PreK students from the Town Campus Learning Center

V. ENROLLMENT AND CAPACITY DATA

The Jeffrey Elementary School enrollment as of October 1, 2020 was 324 students in grades K – 3. The eight-year maximum enrollment projection for the new PreK-5 Jeffrey Elementary School is 601, which includes 45 PreK students transferring from the Town Campus Learning Center to the new Jeffrey Elementary School.

Source: *School Enrollment Projections, March 2021, Milone & MacBroom (SLR)*

VI. OVERVIEW OF PROGRAMS

GENERAL EDUCATION

The features of the elementary classrooms at Jeffrey can be divided into three classifications: (1) Early Childhood – PreK and Full-Day Kindergarten; (2) Early Elementary - grades one and two; and (3) Intermediate - grades three, four and five. The classroom needs of all elementary children will require flexibility of space, portability of furniture and acoustical treatment of environment. This will be accommodated while providing low height furnishings and more space for group instruction and movement that will range from total class involvement to three or four separate groups doing different activities at the same time. Specific to Madison’s instructional approach, whole class gathering spaces are required for both Morning Meeting/language arts mini lessons as well as a separate space for the Number Corner, a feature of the mathematics program. Space should also be provided for students to read, write, research, and study for either individual or small group projects. The learning environment must also accommodate space for multiple adults (specialists and para educators) who work with students within the general classroom environment. All instructional classrooms require storage space for items such as classroom libraries, textbooks, reference materials, supplemental books, supplies, science equipment, charts, globes, computers, calculators and audio-visual equipment. Equally important is wall space to post anchor charts and other instructional reference materials for students to access on a daily basis.

In addition to the subject areas of Health & Wellness, Mathematics, Reading/Language Arts, Science, and Social Studies, our General Education program includes curriculum focused on Art, Music, Physical Education, STEAM and World Languages. Additionally, an instrumental program (a percussion band and a theater class) is provided for all students in grades 4 and 5. Support Services include a Library/Media Center and technology support integrated throughout the learning environments. Facilities for these areas need to be specific to each program’s purpose yet allow for flexibility of space as with the PreK-5 classrooms. As the PreK – 5 program requires that students travel to these various program areas periodically during the day, consideration should be given to the student traffic that will result from this academic arrangement. Student proximity to the library/media center, STEAM lab, gymnasium/auditorium, general music and art rooms should also be considered.

A platform off of the gymnasium will serve as a stage area for school assemblies, performances and other events. It will be adjacent to the gymnasium and accessible from the main corridor. The platform will be accessible and code compliant with ramp access. Included in the design will be a high-quality built-in sound system, stage draperies and main curtains, as well as adjustable stage and general lighting. An electronically controlled acoustical wall will be installed at the proscenium to allow the space to be used for instrumental music lessons and ensemble practice on the platform while the gymnasium is in use.

Additional instructional space is necessary to provide support for non-identified students, as prescribed in the Scientific Researched Based Intervention (SRBI) requirements of the Connecticut State Department of Education. General Education Intervention/Support Services is comprised of Reading, Mathematics and English Learner support (TESOL). Each of these rooms will be centrally located within the academic area of the building. These rooms will be utilized for individual testing, individual and small group instruction. A Developmental Guidance program is also part of the general education support services.

The outside play area for the early elementary and intermediate levels must be extensive and varied to accommodate activities that range from the minimal space demands of jump rope and the like, to larger areas needed to play soccer, kickball, softball, etc. This play area should be away from instructional spaces, if possible. Ideally, this play area should be in close proximity to gymnasium and cafeteria for easy access. The early childhood play area should be near the PreK and kindergarten classrooms, depending on the design of the school and proximity to other classrooms.

SPECIAL EDUCATION

Madison Public Schools invest significantly in their special education programming to best serve their students and in order to avoid costly outplacement services for their students. Special Education programs at the new Jeffrey Elementary include: a PreK program with related services specific to PreK; a K-5 program: the Functional Academic Skills Education (FASE), serving students from across the district; K-5 Special Education Resource, Occupational/Physical Therapy (OT/PT) Services and Related Services (Social Work, Psychologist, Speech/Language/Hearing, BCBA).

Program spaces for special education/related service teachers should be able to meet the needs for small group instruction. They will need to be of sufficient size to accommodate children who require specialized equipment. Rooms will be used for individual testing, confidential meetings with parents and/or students, individual and small group instruction, counseling, and staff conferences.

SUPPORT SERVICES

MEDIA CENTER

The Library Media Center of an elementary school is a multi-purpose room and preferred to be located as a central “hub” of the school and can be referred to as a Learning Commons. It should be bright, colorful, attractive, warm and inviting. It is important that the media center be designed with the student’s safety in mind. There should be freestanding low, double-faced shelving allowing a staff member to see the entire area. The area must be spacious enough to house an appropriate print and media collection. There should be room for multiple classrooms to use this resource on an independent basis. The room is divided for multiple purposes. A small story corner, a large group instructional space, a student project area, a production area for teachers, provision for multiple computer workstations for research and access to online card catalogue as well as a circulation area located near an entrance/exit door is also required.

TECHNOLOGY

A contemporary elementary school must be able to support varied uses of technology. In particular, the school’s infrastructure should reflect the latest in wiring and cabling, which would support current technology applications as well as the capacity to support future requirements. Computers should support the full range of educational and operational functions in the school.

Wiring for all classrooms will include multiple network drops and multiple electrical outlets. The entire facility will have wireless connectivity to support the implementation of one-to-one mobile devices such as laptops, netbooks, and other Internet-ready devices.

VII. PROGRAM SPECIFICATIONS (Detailed Description)

Unless otherwise noted, the standard furnishings for every classroom noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Air conditioning
- ADA compliant building standards
- Wireless/internet access to support at least 30 mobile devices
- Multiple electric outlets
- Sound Field System
- Telephone
- Intercom for communication with office

GENERAL EDUCATION PROGRAMS

EARLY CHILDHOOD: FULL-DAY KINDERGARTEN	
SPACE: 1,100 square feet including student toilet room (each)	
NUMBER: Five (5) classrooms	
Toilet	<ul style="list-style-type: none"> • Toilet room with sink within classroom at a level appropriate for children ages 4-6
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate countertops appropriate for 4 and 5-year olds • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas for anchor charts, large bins/kits • Classroom library storage • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for 3 adults • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-2
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage area for twenty-four (24) located within the classroom
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboards • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Two (2) tables • Flexible seating/tables to accommodate up to twenty-four (24) students (flexible/adaptable workstations)
Teacher Furniture	<ul style="list-style-type: none"> • One (1) Teacher desk/chair (possibly built into counter area to save space)
Other Furniture	<ul style="list-style-type: none"> • Desk and chair for classroom para
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • 1-to-1 laptops for each student with charging station • One (1) teacher computer

EARLY ELEMENTARY – GRADES ONE and TWO	
SPACE: 890 square feet (each classroom) 50 square feet (in-class toilet room)	
NUMBER: Nine (9) classrooms	
Toilet	<ul style="list-style-type: none"> • Toilet room with sink within classroom at a level appropriate for children ages 6-8
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas for anchor charts, large bins/kits • Classroom library storage • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for three (3) adults • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-2
Student Storage	<ul style="list-style-type: none"> • Coat and personal (non-locking) lockers for twenty-four (24)/classroom located in the corridor (2 students/locker)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboard

EARLY ELEMENTARY – GRADES ONE and TWO	
	<ul style="list-style-type: none"> • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Two (2) tables • Flexible seating/desks/tables to accommodate up to twenty-four (24) students
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built into counter area to save space
Other Furniture	<ul style="list-style-type: none"> • Desk and chair for classroom para
Special Needs/Equipment	<ul style="list-style-type: none"> • Common space outside classroom desirable
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • 1-to-1 Chromebook device for each student with charging station • One (1) teacher computer

INTERMEDIATE – GRADES THREE, FOUR, and FIVE	
SPACE: 890 square feet (each)	
NUMBER: Eleven (11) classrooms	
Toilet	<ul style="list-style-type: none"> • Toilet facilities located in close proximity to classrooms
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room water fountain • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas for anchor charts, large bins/kits • Classroom library storage • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for three (3) adults • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades 3-5
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage areas are located in the corridors for up to twenty-six (26) students per classroom (one (non-locking) locker per student; double stacked)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Table and appropriate student seating for twenty-six (26)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built into counters to save space
Other Furniture	<ul style="list-style-type: none"> • Desk and chair for classroom para
Special Needs/Equipment	<ul style="list-style-type: none"> • Common space outside classroom desirable
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • 1-to-1 Chromebook device for each student with charging station • One (1) teacher computer

VISUAL ARTS	
SPACE: 1,450 square feet (includes 350 s.f. for kiln room and storage)	
Sinks	<ul style="list-style-type: none"> • Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location • Paint-resistant countertops
Access	<ul style="list-style-type: none"> • Close to workroom and STEAM classroom, if possible

VISUAL ARTS	
Classroom Storage	<ul style="list-style-type: none"> • Lockable closets • Easily accessible cabinets and shelves • Vertical file tub-storage cabinets with locks • Two (2) kitchen-type mobile carts with shelves • Draftsman cabinet file for large paper/poster storage
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Space to store student work in progress; one area per classroom
Lighting	<ul style="list-style-type: none"> • North facing classroom, preferable
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile; carpet area
Display	<ul style="list-style-type: none"> • Two-sided fully locked showcase on room's corridor wall (and others throughout building) • Magnetic whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Twenty-six (26) adjustable chairs/stools
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built into counters to save space • Demonstration table
Other Furniture	<ul style="list-style-type: none"> • Six (6) adjustable worktables (rectangular) to seat six (6)
Special Needs/Equipment	<ul style="list-style-type: none"> • One (1) kiln (to be appropriately located and sized) with ventilation system • Drying racks • Book racks and magazine shelves (fine arts area) • Four (4) sturdy wooden adjustable painting easels • Two (2) large rolling waste barrels • Eyewash station • Paper cutter
Classroom Technology	<ul style="list-style-type: none"> • Two (2) student computers • Two (2) laptop computers • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Full color printer

GENERAL AND INSTRUMENTAL MUSIC	
<u>SPACE:</u>	1,000 square feet for General Music 900 square feet for Instrumental Music on platform adjacent to gymnasium (including instrument storage)
<u>NUMBER:</u>	One (1) room for General Music (K – 5), and one (1) space for gr. 5 Instrumental Music
Sinks	<ul style="list-style-type: none"> • Large sink in Instrumental Music room to submerge brass instruments for cleaning • Small sink/fountain area in General Music room
Access	<ul style="list-style-type: none"> • In proximity to gymnasium and platform (stage) • Instrumental room ideally located near bus entrance for easy drop off/pick up of instruments
Classroom Storage	<ul style="list-style-type: none"> • Music cabinets for sheet music storage (each room) • Built-in bookcase (16" x 15') • Storage for Orff instruments for general music classroom
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe in each space • One (1) lockable four-drawer filing cabinet in each area
Student Storage	<ul style="list-style-type: none"> • Built-in lockable storage for instruments (low built-in cubbies at instrumental music room entrance)

GENERAL AND INSTRUMENTAL MUSIC	
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet in general music classroom
Display	<ul style="list-style-type: none"> • Two 8 ft. whiteboards, one with permanent musical staff lines (each room)
Student Furniture	<ul style="list-style-type: none"> • Eighty (80) stackable chairs for instrumental room • Twenty-six (26) stackable stools in general music room
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built into counters to save space
Other Furniture	<ul style="list-style-type: none"> • Eighty (80) music stands for instrumental room • Three (3) conductor's stands • Large Move and Store cart for music stands • Piano in general music room
Special Accommodations	<ul style="list-style-type: none"> • General music room needs open space for movement and varied activities • Sound deadening/soundproof walls • Acoustical divider built between platform and gymnasium • Instrumental lessons and large group ensembles require 48" of space per student
Classroom Technology	<ul style="list-style-type: none"> • Sound systems • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer with access to high quality sound system control

PHYSICAL EDUCATION	
SPACE:	<p>Gymnasium: 6,000 square feet</p> <p>PE Office/Storage: 600 square feet (includes 140 s.f. office)</p> <p>Platform/Stage: 900 square feet</p>
Sinks	<ul style="list-style-type: none"> • Recessed drinking fountains located inside gymnasium
Access	<ul style="list-style-type: none"> • Capacity to hold entire student body, staff and faculty
Storage	<ul style="list-style-type: none"> • Folding seating/carts/storage for entire student body, staff and faculty (separate storage from PE equipment) • Storage area will have access from both the interior of the gymnasium, as well as the exterior of the building (for outdoor sports and playground activities); a roll-up exterior access door is desired • Six (6) shelving units (48"x18"x72") inside storage facility
Lighting	<ul style="list-style-type: none"> • Lighting with safety cages or equivalent
Flooring	<ul style="list-style-type: none"> • Synthetic rubberized "poured in place" floor system with essential markings • Protective matting

PHYSICAL EDUCATION	
Special Accommodations	<ul style="list-style-type: none"> • Sound deadening/soundproof walls including acoustical wall dividing platform (stage) from gymnasium • Clerestory windows with remote room darkening shade system • High ceiling, the lowest features should be a minimum of 22 ft. from the floor • Wall matting around entire perimeter, from height of wall base to 6'-0" minimum above finish floor • Removable wall matting along front of platform as well. • Two (2) main and four (4) side baskets for basketball (all adjustable for height and electrically operated) • Volleyball post recessed floor sleeves • Chinning bars • Horizontal bar • Divider curtain • Ceiling mounts for cargo nets and rope climbing • One wall to be designated for future climbing, wall mounted equipment, and the masonry cores filled with concrete • Two (2) sections of portable risers for use with the gymnasium platform (one on the gymnasium floor, and one on the platform) • Electric retractable bleacher seating; five (5) rows • Movable cart for storage/equipment • Two (2) AED with audible alarm box will be installed; one (1) in the public access hallway outside nurse's office, and one (1) outside the gymnasium
Classroom Technology	<ul style="list-style-type: none"> • One (1) teacher computer • Portable SMART Board system, or similar device for classroom instruction • Built-in sound system for assemblies and programs • Remote control screen with appropriate rear projection device

SCIENCE, TECHNOLOGY, ENGINEERING, ART, & MATHEMATICS (STEAM) LAB	
SPACE: 1,100 square feet	
NUMBER: One (1) classroom	
Sinks	<ul style="list-style-type: none"> • Three (3) stainless steel sinks with laminate counter tops • Soap and towel dispensers
Access	<ul style="list-style-type: none"> • In close proximity to general education classrooms and library media center
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases (upper and lower) • Locked closet for audio-visual equipment and science equipment • Cabinets to be deep, with adjustable / removable shelving, and space for large bin storage. • Storage for student projects in process
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • Two (2) lockable four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Two-sided fully locked showcases on room's corridor wall • Magnetic whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Age-appropriate student furniture (26 students)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher Desk/Chair
Other Furniture	<ul style="list-style-type: none"> • Thirteen (13) movable laboratory tables with grommets and integral wire management tray
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive projection system

SCIENCE, TECHNOLOGY, ENGINEERING, ART, & MATHEMATICS (STEAM) LAB	
Computers (each)	<ul style="list-style-type: none"> • Fifteen (15) student devices • Three (3) student computers • One (1) teacher computer

WORLD LANGUAGE CLASSROOM	
SPACE: 890 square feet (each)	
NUMBER: One (1) classroom	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room water fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Central location within classroom wing • Close proximity to TESOL office
Classroom Storage	<ul style="list-style-type: none"> • Unique storage needs for six (6) grades of curriculum materials • Built-in bookcases • Storage areas for many props, puppets, classroom library • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Table and appropriate student seating for twenty-six (26)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built into counters to save space
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • Sufficient Chromebooks for each student • One (1) teacher computer

LIBRARY MEDIA CENTER	
SPACE: 2,600 square feet (includes 200 s.f. office for media staff and 200 s.f. work room with copier)	
Sinks	<ul style="list-style-type: none"> • Sink in media center workroom
Access	<ul style="list-style-type: none"> • Centrally located in the school • Access to outdoor garden area, desirable • Close proximity to STEAM lab, desirable
Storage	<ul style="list-style-type: none"> • Audio-visual storage cabinets • Over-size vertical filing cabinet • Storage/display for teacher resources and professional development materials
Teacher Storage	<ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Remote control room darkening blinds
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Magnetic whiteboards • Bulletin Boards • Well-placed and secure space for displays and promotional materials
Student Furniture	<ul style="list-style-type: none"> • Tables and chairs with sleigh legs; easy to reconfigure • Computer furniture/workstations for six (6) student computers
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desks/chairs; Two (2) adult visitors chairs

LIBRARY MEDIA CENTER	
Other Furniture	<ul style="list-style-type: none"> • 48-inch free standing, double-faced shelving for student print materials; on wheels for adjusting space layout • Comfortable lounge style seating – adult and student
Space Considerations	<ul style="list-style-type: none"> • Small tiered story corner • Area for independent study; separate area for whole class instruction • Maker Space area • Informal seating or an informal area with comfortable chairs • Space should be able to accommodate staff professional development activities
Classroom Technology	<ul style="list-style-type: none"> • Sufficient outlets to support all technology • Sound system for large group events • Online circulation system (2 circulation stations) • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • Six (6) student computers • One (1) Chromebook cart (class set) • Two (2) teacher computers

SMALL BREAKOUT ROOM	
<p>SPACE: 125 square feet (each) for individual assessment with teachers and/or small group work with para educators</p> <p>NUMBER: Two (2) rooms</p>	
Access	<ul style="list-style-type: none"> • In close proximity to general education classrooms
Teacher Storage	<ul style="list-style-type: none"> • Secured closet for testing materials
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Board
Furniture	<ul style="list-style-type: none"> • One (1) table • Six (6) student chairs • One (1) teacher chair

READING/MATH COACH'S OFFICE	
<p>SPACE: 175 square feet (each) for meetings with teachers</p> <p>NUMBER: Two (2) rooms</p>	
Access	<ul style="list-style-type: none"> • In close proximity to media center and Literacy Lab
Teacher Storage	<ul style="list-style-type: none"> • Bookshelves, cabinets, lockable teacher wardrobe
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk, small table with four (4) chairs
Computers (each)	<ul style="list-style-type: none"> • Teacher computer

GENERAL EDUCATION INTERVENTION SERVICES – READING AND MATH	
SPACE: 500 square feet (each) for Reading and Math Intervention, each space to accommodate 2-3 adults working with small groups	
NUMBER: Two (2) rooms	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In close proximity to primary education classrooms and Reading/Math Coach offices
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length countertop with wall storage cabinets and electrical strips. • Counters under windows where possible • Separate book closet in centralized location to classrooms
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for three (3) adults • Two (2) lockable four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboards • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Differentiated student tables and chairs to accommodate K-5 students
Teacher Furniture	<ul style="list-style-type: none"> • One (1) Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor’s chairs
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • Five (5) student computers • One (1) teacher computer

TESOL OFFICE	
SPACE: 100 square feet	
NUMBER: One (1) room	
Access	<ul style="list-style-type: none"> • In close proximity to classrooms and World Language classroom
Teacher Storage	<ul style="list-style-type: none"> • Bookshelves, cabinets, lockable teacher wardrobe
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk, small table with four (4) chairs
Computers (each)	<ul style="list-style-type: none"> • Teacher computer

SPECIAL SERVICES PROGRAMS

PRE-SCHOOL PROGRAM

Based on current enrollment projections of 45 students, four classrooms of the Pre-school will be required to meet the needs of special education students. By design, and to meet the legal requirements for inclusive education, the classes include eligible students with special needs and at least equal numbers of typical same age peers. Like kindergarten children, these children will spend a lot of time on the floor for activities. All of the furnishings, toilet and sinks should be at a level appropriate for children aged three to five. These classrooms should have space to accommodate gross and fine motor activities as well as lessons and an area for the children to sit together as a group. The classroom needs to have ample space to accommodate children who use wheelchairs, standers or other adaptive equipment, and several adults.

PRE-SCHOOL CLASSROOM	
SPACE: 1,000 square feet (each) (includes 50 s.f. in-class toilet room)	
NUMBER: Four (4) classrooms	
Toilet	<ul style="list-style-type: none"> • Separate toilet room within classroom for ages 3-5 with shelves and extra storage space
Sinks	<ul style="list-style-type: none"> • Two (2) stainless steel sinks with laminate counters (one adult, one children) • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In close proximity to all PreK services
Classroom Storage	<ul style="list-style-type: none"> • Storage area for large equipment (adaptive chairs, prone standers, supine standers, walkers, gait trainers, therapy balls, etc.). • Built-in bookcases • Storage areas • Counters under windows where appropriate • Large drawer storage (posters, large books, etc.)
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for three (3) adults • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Coat and cubby storage for eighteen (18) students
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet with vinyl tile near sink and toilet area
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • PreK tables and chairs • Computer workstations
Teacher Furniture	<ul style="list-style-type: none"> • Teacher Desk/Chair
Other Furniture	<ul style="list-style-type: none"> • Center Instruction: three (3) small tables with four (4) chairs each • Activity Groups: one (1) table with six (6) chairs
Special Needs/Equipment	<ul style="list-style-type: none"> • Block carts • Easel • Play equipment for centers • Full-length mirror (Mylar)
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • One (1) stationary adult computer • Five (5) student laptops

ABA CLASSROOM	
SPACE: 400 square feet	
NUMBER: One (1) room	
Sinks	<ul style="list-style-type: none"> • One (1) stainless steel sink with laminate countertops • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In the vicinity of PreK OT/PT classroom
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Cabinets with large drawers • Counters under windows where appropriate
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet with vinyl tile near sink
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards

ABA CLASSROOM	
Special Needs/Equipment	<ul style="list-style-type: none"> • 60" flexible dividers, able to configure the room into four (4) separate areas • Full-length mirror (Mylar)
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer

PRE-K O.T. / P.T. RESOURCE	
SPACE: 500 square feet	
NUMBER: One (1) room shared by two teachers	
Access	<ul style="list-style-type: none"> • Adjacent to PreK parent drop-off area
Classroom Storage	<ul style="list-style-type: none"> • Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.) • Built-in bookcases, storage areas, large-drawer storage • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Two (2) lockable teacher storage wardrobes • Two (2) lockable four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpeted
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Pupil tables and chairs (adjustable - movable)
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Activity Groups: One (1) small table with four (4) chairs • One (1) adult size visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> • Full length mirror (Mylar) • Swing mounted from ceiling
Computers (each)	<ul style="list-style-type: none"> • Two (2) teacher computers

PRE-K SPEECH LANGUAGE	
SPACE: 250 square feet (each)	
NUMBER: One (1) room	
Access	<ul style="list-style-type: none"> • Adjacent to PreK OT/PT areas and PreK parent drop-off area
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable built-in four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Pupil tables and chairs (adjustable and movable)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher Desk/Chair
Other Furniture	<ul style="list-style-type: none"> • Activity Groups: One (1) table with six (6) chairs • Adult size visitor's chair • Play equipment for centers • Full length mirror (Mylar)
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer

PRE-K PSYCHOLOGIST OFFICE	
SPACE: 300 square feet	
NUMBER: One (1) room including adjoining office for secretary	
Access	<ul style="list-style-type: none"> • In close proximity to PreK entrance
Storage	<ul style="list-style-type: none"> • Bookshelves, cabinets, two (2) lockable wardrobes
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Board
Office Furniture	<ul style="list-style-type: none"> • Two (2) desks, table with four (4) chairs; countertops • Fireproof, lockable student files
Technology	<ul style="list-style-type: none"> • Two (2) Phones
Computers (each)	<ul style="list-style-type: none"> • Teacher computer • Secretary computer

Grades K-5 Special Services Programs

FUNCTIONAL ACADEMIC SKILLS EDUCATION [F.A.S.E.]	
SPACE: 890 square feet	
NUMBER: One (1) classroom for 4-8 students	
Toilet	<ul style="list-style-type: none"> • Toilet facility with changing table and storage
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Close proximity to OT/PT room
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases, storage areas, large-drawer storage • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for three (3) adults • Two (2) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • 15 coat hooks/storage • Cubby storage for 15 students
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboards • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Table and appropriate student furniture
Teacher Furniture	<ul style="list-style-type: none"> • Teacher Desk/Chair
Other Furniture	<ul style="list-style-type: none"> • Center instruction: Three (3) small tables with four (4) chairs • Activity Groups: Two (2) tables with six (6) chairs • Adult visitor chair
Special Needs/Equipment	<ul style="list-style-type: none"> • Separate area for calming, de-stress • Staff work area (for teachers, aides, conferences)
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Two (2) student computers

SPECIAL EDUCATION RESOURCE	
SPACE 700 square feet (each)	
NUMBER: Four (4) classrooms (each to be shared by two resource teachers)	
Sinks	<ul style="list-style-type: none"> Stainless steel sink with laminate counter Soap and towel dispenser
Access	<ul style="list-style-type: none"> Close proximity to general education classrooms and to each other Close proximity to related services (SW/Psych/SLH), preferred
Classroom Storage	<ul style="list-style-type: none"> Built-in bookcases Storage areas Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> Lockable teacher storage wardrobe for two (2) adults Two (2) lockable four-drawer filing cabinets Access to shared testing materials
Lighting	<ul style="list-style-type: none"> Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> Magnetic whiteboards Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> Student tables/chairs (adjustable/movable)
Teacher Furniture	<ul style="list-style-type: none"> Two (2) Teacher desks/chairs
Other Furniture	<ul style="list-style-type: none"> Adult visitor's chairs Activity Groups: Two (2) tables with six (6) chairs (each) Portable dividers
Classroom Technology	<ul style="list-style-type: none"> Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> Two (2) teacher computers Four (4) student computers

K-5 O.T./P.T. RESOURCE	
SPACE: 500 square feet	
NUMBER: One (1) room shared by two (2) staff	
Sinks	<ul style="list-style-type: none"> Stainless steel sink with laminate counters Soap and towel dispenser
Access	<ul style="list-style-type: none"> Adjacent to PreK OT/PT Resource
Classroom Storage	<ul style="list-style-type: none"> Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.) Built-in bookcases, storage areas, large-drawer storage Open shelving and counter area Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> Two (2) lockable teacher storage wardrobes Two (2) lockable built-in four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> Magnetic whiteboard Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> Small tables with student chairs
Teacher Furniture	<ul style="list-style-type: none"> Two (2) Teacher desk/chair workstations
Other Furniture	<ul style="list-style-type: none"> Adult visitor chairs
Special Needs/Equipment	<ul style="list-style-type: none"> Trampoline, Balance Beam, Swing, Stairs, Floor Mats Area for gross motor activities.
Computers	<ul style="list-style-type: none"> Two (2) teacher computers

K - 5 RELATED SERVICES – SOCIAL WORKER/PSYCHOLOGIST/SPEECH	
SPACE: 600 square feet (total)	
NUMBER: Three (3) offices @ 200 s.f. each: Social Worker; Psychologist; K-5 Speech/Language Pathologist	
Access	<ul style="list-style-type: none"> • Close proximity to the main office and sped resource rooms • Consider these offices as a suite with common area
Storage	<ul style="list-style-type: none"> • One (1) lockable built-in four-drawer filing cabinet (each office) • Bookcase and shelving • Walk-in supply closet (common area) • Laminate counters and shelving (common area)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair (each office)
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs (each office) • One (1) table, with 6 student chairs (each office) • Small play area
Special Needs/Equipment	<ul style="list-style-type: none"> • Built-in mirror (Speech only)
Computers	<ul style="list-style-type: none"> • One (1) teacher computer (each office)

ELEMENTARY SPED COORDINATOR OFFICE/BCBA	
SPACE: 150 square feet	
NUMBER: One (1) room	
Access	<ul style="list-style-type: none"> • In close proximity to special education teachers and conference room
Teacher Storage	<ul style="list-style-type: none"> • Bookshelves, cabinets, lockable teacher wardrobe
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) Teacher desks
Classroom Technology	<ul style="list-style-type: none"> • Two (2) Phones
Computers (each)	<ul style="list-style-type: none"> • Two (2) Teacher computers

ADMINISTRATION AND SUPPORT SERVICES

Unless otherwise noted, the standard furnishings for every area noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Year-round air conditioning
- ADA compliant building standards
- Wireless/internet access
- Multiple electric outlets
- Telephone

PRINCIPAL’S OFFICE	
SPACE: 200 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to secretary’s workstation and conference room

PRINCIPAL'S OFFICE	
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor's seating for six (6)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board • Private lavatory
Technology	<ul style="list-style-type: none"> • Polycom telephone • Building security system monitor • Security "panic" button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) laptop with docking station

ASSISTANT PRINCIPAL'S OFFICE	
SPACE: 175 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to Main Office and conference room
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor's seating for six (6)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Building security system monitor • Security "panic" button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) laptop with docking station

MAIN OFFICE (SECRETARIAL AREA)	
SPACE: 700 square feet	
Access/Location	<ul style="list-style-type: none"> • Adjacent to principal's office • Main hallway wall should have multiple windows, and the Main Office should be able to view main entranceway of school and bus traffic • Connecting door between office and health suite • Staff lavatories should be adjacent to office
Storage	<ul style="list-style-type: none"> • Safe • Staff mailboxes within main office area • Base and wall cabinets with counter space • Fire-proof, lockable files for student confidential records
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Secretarial workstations (2) • Secretarial chairs (2) • Additional worktable/counter area • Visitor's seating
Other Accommodations	<ul style="list-style-type: none"> • Bulletin boards • Closet for coats • Kitchenette counter, small refrigerator, sink, microwave

MAIN OFFICE (SECRETARIAL AREA)	
Technology	<ul style="list-style-type: none"> • Network copier/fax machine • Building security system monitor (secretary/clerk) • Security “panic button with dedicated phone line (secretary/clerk) • Radio charging station • Parent access Kiosk computer
Computers (each)	<ul style="list-style-type: none"> • Two (2) computers

CONFERENCE ROOM	
SPACE: 200 square feet each	
NUMBER: Two (2) rooms	
Access/Location	<ul style="list-style-type: none"> • One adjacent to Main Office/Principal’s Office and one within PreK wing
Storage	<ul style="list-style-type: none"> • One (1) credenza
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Conference Table • Seating for ten (10)
Other Accommodations	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Large screen interactive projection system
Computers (each)	<ul style="list-style-type: none"> • One (1) computer

HEALTH SERVICES	
SPACE: 650 square feet	
Toilet	<ul style="list-style-type: none"> • Oversized accessible toilet room with changing table
Sink	<ul style="list-style-type: none"> • Sink with foot pedal controls (outside Toilet room) • Sink with eye wash
Access/Location	<ul style="list-style-type: none"> • Access to main office for assistance during times of emergency • Access through main corridor • Access to natural light; windows
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Lockable cabinets for medication • Three (3) four-drawer lockable filing cabinets • Closet and extra storage for materials
Office Furniture	<ul style="list-style-type: none"> • Desk/chair facing room entry • Bookcase • Table for testing/conferences (private) • Four (4) student chairs for waiting area
Space Considerations	<ul style="list-style-type: none"> • Recovery area with 2 cots with privacy curtains • Private space where nurse can speak privately with students/parents • Examination room • 25-ft space to conduct vision screenings • Waiting area for students
Medical Equipment	<ul style="list-style-type: none"> • Wheelchair/evac chair • Magnifying lamp • Rolling cart (portable emergency cart) • Examination table

HEALTH SERVICES	
Other Accommodations	<ul style="list-style-type: none"> • AED with audible alarm box will be installed in the public access hallway. • Refrigerator with separate frost-free freezer compartment
Technology	<ul style="list-style-type: none"> • Two (2) telephones with direct access to an outside line and ability to access classrooms; separate phone for student use • Portable phone for nurse • Fax machine • Printer
Computers	<ul style="list-style-type: none"> • One (1) computer

GUIDANCE COUNSELOR’S OFFICE	
SPACE: 200 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to classrooms
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor’s seating for six (6)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board
Technology	<ul style="list-style-type: none"> • telephone
Computers	<ul style="list-style-type: none"> • One (1) laptop with docking station

TEACHER WORKROOM	
SPACE: 440 square feet	
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter tops • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to Main Office area
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Shelving • Locked cabinet
Furniture	<ul style="list-style-type: none"> • Table and six (6) chairs
Other Accommodations	<ul style="list-style-type: none"> • Die press (letter cutting machine) • Laminating machine • General office supplies
Technology	<ul style="list-style-type: none"> • Network copier/fax machine/scanner
Computers	<ul style="list-style-type: none"> • One (1) teacher computer

FOOD SERVICES – CAFETERIA	
SPACE: 2,400 square feet <i>(Based on 4 lunch waves: 25% enrollment x 17.5 square feet)</i>	
Access/Location	<ul style="list-style-type: none"> • Adjacent to full kitchen and serving area • Exits to outdoors • Close proximity to playground and fields
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Resilient rubber flooring – needs to be easy to sweep and mop
Storage	<ul style="list-style-type: none"> • Storage room to accommodate tables/benches and chairs

FOOD SERVICES – CAFETERIA	
Furniture	<ul style="list-style-type: none"> • Folding roll-away tables/benches, long type with built-in seating, to accommodate projected number of students in a lunch wave plus 25% • Chair and desk for paraprofessional/cafeteria supervisor
Other Accommodations	<ul style="list-style-type: none"> • Recessed drinking fountains • Sound reducing measures • Soundproof divider between kitchen and cafeteria • Bulletin boards
Technology	<ul style="list-style-type: none"> • Localized public address system – must integrate with building system • Screen and projection device (matrix of flat panel LED’s or multi-cast to multiple LED’s) for Professional Development activities • Electronic Signage sized appropriately for the space • WIFI – full coverage

FOOD SERVICES – KITCHEN	
<p>SPACE: 1,100 square feet – Kitchen 100 square feet – Food Manager’s Office</p>	
Toilet	<ul style="list-style-type: none"> • Locker room for five (5) with adjacent unisex toilet room
Sink	<ul style="list-style-type: none"> • One (1) three bay sink with drain board • One (1) double well stainless-steel produce sink • One (1) triple well stainless-steel pot wash sink • Three (3) hand sinks with soap and towel dispensers
Access/Location	<ul style="list-style-type: none"> • In close proximity to Gymnasium
Lighting	<ul style="list-style-type: none"> • Task lighting over preparation areas
Flooring	<ul style="list-style-type: none"> • Epoxy flooring – stable non-slip surface, must be easy to sweep and mop • Appropriately pitched floor with multiple floor drains and water source for custodial purposes.
Storage	<ul style="list-style-type: none"> • Safe • Four (4) stainless steel utility carts, three shelves, #300/#400 capacity • Two (2) stainless steel cart for tray storage, ADA accessible • Adequate space for annual supplies
Furniture	<ul style="list-style-type: none"> • Teacher desk/chair • Visitor’s chair
Space Considerations (required)	<ul style="list-style-type: none"> • Large walk-in storeroom with heavy-duty wire mesh chrome-mate shelving on casters • Dishwasher room with necessary utilities (racks and tray carts) • High capacity appropriate commercial grade dishwasher • Separate area for the cashier to count money with a safe • Two (2) serving lines with built-in hot and cold units • Can washing area (outside, near dock – custodial)

FOOD SERVICES – KITCHEN	
Food Services Equipment	<ul style="list-style-type: none"> • One (1) slicer on stand • One (1) 30-gallon mixer • One (1) combi-oven (steam/convection) example Alto-shaam • One (1) commercial microwave oven • One (1) double-stack convection ovens with stand: single one-over-one unit (equals 2 ovens) • One (1) small double kettles • One (1) food processor (Robo Coupe) • Two (2) food warmers • Walk-in freezer, minimum 144 square ft. with shelving • Walk-in refrigerator, minimum 144 square ft. with shelving • Two (2) pass-thru refrigerator near serving line • Steam table with five (5) wells • Cold well in serving line for fruits, vegetables and salads • Three (3) preparation tables (stainless steel) • Milk cooler • Ice cream freezer • Exhaust fans (ventilation) for ovens, skillet, stove, etc. • Exhaust fans (ventilation) in washroom and pantry areas
Technology	<ul style="list-style-type: none"> • Three (3) cash registers and stands (point of sale system – including data drops) • One (1) computer (Food Services Office - requires data drop) • One (1) multi-function printer (Food Services Office – requires data drop) • Two (2) telephones (one in Manager’s Office and one in Kitchen Prep Area (amplified ringers))

FACULTY LOUNGE	
SPACE: 600 square feet	
Toilet	<ul style="list-style-type: none"> • Faculty toilets adjacent to faculty lounge
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to the major instructional section of the school and literacy Lab
Lighting	<ul style="list-style-type: none"> • Provide windows and maximize natural light
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and carpeting
Storage	<ul style="list-style-type: none"> • Built-in upper and lower cabinets
Furniture	<ul style="list-style-type: none"> • Soft seating • Tables and seating for twenty (20) people
Equipment	<ul style="list-style-type: none"> • Microwave oven • Refrigerator • Coffee maker

CUSTODIAL OFFICE	
SPACE: 150 square feet	
Toilet	<ul style="list-style-type: none"> • Locker room for four (4) with adjacent unisex toilet room
Access/Location	<ul style="list-style-type: none"> • In close proximity to Cafeteria; loading/receiving dock/mechanical room
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Locked cabinet • Storage for outdoor equipment (separate space)
Furniture	<ul style="list-style-type: none"> • Desk/Chair • Three (3) adult chairs

CUSTODIAL OFFICE	
Computers	• One (1) computer

STORAGE
<p>SPACE: 800 square feet – Instructional Storage (Literacy Lab; K-1 storage; 2-3 storage; 4-5 storage) 600 square feet – General Storage</p> <p>(These storage spaces are separate from custodial storage spaces for supplies and equipment; accounted for in CORE Factor.)</p>

VIII. COMMUNITY USE

The community uses Madison elementary schools before and after school hours. Some of the groups that regularly use the facilities include:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Madison Parks and Recreation Department • Scouting organizations • Civic organizations • Municipal boards and groups • Adult Education | <ul style="list-style-type: none"> • PTO • Registrar of Voters • Religious education classes |
|--|---|

IX. ENVIRONMENT – SYSTEMS – EQUIPMENT
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SYSTEM	SPECIFICATIONS
Building Systems	<ul style="list-style-type: none"> • The building systems incorporated into the new construction will be designed in accordance with Connecticut High Performance Building standards, equivalent in performance to a LEED Silver rating.
Heating/Cooling (HVAC) System	<ul style="list-style-type: none"> • Heating & cooling should be produced with natural gas with a boiler for heating and roof top DX cooling. Consider including Geo-thermal wells for energy efficiency. • All spaces are to receive air conditioning, but only those areas with summertime use will have the systems running year-round; all other areas will have systems set to dehumidification only during summer months. • In-line water heaters for domestic hot water shall be provided during non-heating season usage. • Use in-slab hydronic heat delivery at the lower levels for PreK and Kindergarten classrooms. • Energy recovery units, VFD fan systems and pumps to be utilized in the design. • Perimeter heating will be provided by fin tube radiation and the possible use of ceiling mounted radiant panels, cooled by a VAV system with each room served by a dedicated VAV box and hydronic reheat coil. • The use of “chill beams” will be considered for general heating and cooling. Designer to provide additional information on chill beam systems to Owner. • The gymnasium/auditorium and cafeteria will be served by separate variable speed air handlers. Air handlers shall include a hot water heating coil and DX cooling coils.

SYSTEM	SPECIFICATIONS
Climate Controls/ Ventilation System	<ul style="list-style-type: none"> • The building will be designed with Direct Digital Control (DDC) systems (Alerton or Automate logic) centrally tied into the School Facilities Department via Graphical User Interface. • Spaces should have independent, on demand heating, cooling and ventilation control for operational efficiency. • Each classroom will be provided with a temperature sensor and carbon dioxide sensor. The carbon dioxide sensor is an energy saving device. By sensing the carbon dioxide within the room, the outside air intake is adjusted, reducing the amount of outside air being heated or cooled, resulting in less energy used. • Climate controls/ventilation systems need to meet current codes and standards. • MDF and IDFs must be climate controlled (A/C)
Lighting System	<ul style="list-style-type: none"> • Efficient and appropriate natural lighting will be maximized within the facility as appropriate for the programmatic use of the spaces. • Motion sensors and dual switching will be installed in classrooms. • The use of LEDs throughout, with exceptions in specialty areas. • Attention should be given to security lighting for both interior and exterior of the building. • Emergency back-up will be via local battery ballasts. • The use of light shelves and light sensors for natural light to reduce electrical load shall be considered in locations where possible.
Electrical (Power) System	<ul style="list-style-type: none"> • Power to be provided by local utility company. • Consider solar roof mounted. • Distribution will include customer metering. • Emergency (whole building) generator to accommodate Life Safety needs. • Generator must be sufficient to support critical IT equipment in MDF and all IDFs as well as administrative offices and Nurse’s office. • Generator must support critical kitchen equipment with the intention being to cook, serve, and store food. (Hoods, ovens, serving line, freezer, refrigeration, etc.)
Technology	<ul style="list-style-type: none"> • There shall be a combined voice/data system with “VOIP” (Voice Over Internet Protocol) design. • The school shall have wall mounted, interactive LED devices in every classroom and meeting space. • Video streaming devices in every classroom and meeting space. • iPad and or Chrome Book charging stations in every room. • Multiple data drops with sufficient power in every classroom and meeting space. • Latest generation full WIFI coverage throughout the entire building. • Shared printing stations to support multiple classrooms in convenient locations throughout the building. • Head end equipment to be housed in an MDF with 24-hour environmental control. • All IDF closets require 24-hour environmental control. • Horizontal cabling shall be Category 6e plenum rated or contemporary equivalent. • Cable shall be run in corridors to support horizontal cable structure. • Fiber backbone between the MDF and IDF rooms shall be capable of at least 10GB minimum anticipating future growth. • Fiber optical cable from street to MDF also must support 10 GB as well as anticipate future growth. • Office space and workspace for Technology Personnel with sufficient data drops and power to support technology in the building. • Storage for Technology Department is critical.

SYSTEM	SPECIFICATIONS
Security	<ul style="list-style-type: none"> • Digital video surveillance of exterior/interior areas of the building integrated with District system. • Electronic security system with keypad access control installed into the school. • Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours. • Motion sensors shall be mounted in corridors. • Respond to future state and/or federal mandates related to security requirements for elementary facilities (i.e. panic button systems) • Door locks shall be Sargent and integrated with existing MPS system.
Phone System	<ul style="list-style-type: none"> • A comprehensive, district-integrated phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options. • Must be capable of reporting originating room identification as part of E911 call. • Install phones in every room of the facility occupied by teachers or students at any given time, including all meeting, support and instructional spaces. • Provide Voice Over “IP” options.
Public Address	<ul style="list-style-type: none"> • The building’s public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications as well as external communications. • The PA system should be developed in conjunction with the phone, clock, data, voice and DIVOS video distribution system of the school. • Secondary access to security and public address systems will be located in the MDF/Head End Room.
Clocks	<ul style="list-style-type: none"> • Clocks, similar to the phone system will be integrated into the technology component of the project. • All support and instructional spaces will be included. • System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government.
Plumbing System	<ul style="list-style-type: none"> • Plumbing fixtures/system will be designed per current and applicable codes. • Fixtures will be self-operating • Plastic piping to be considered for domestic water and heating where possible. • Floor drains in gang toilet areas • Plumbed for full whole building sprinkler system
Fire Protection	<ul style="list-style-type: none"> • Building will be fully protected by a sprinkler system installed per NFPA 13. • Waterless fire suppression systems required in MDF and IDFs with appropriate redundant detection.
Fire Alarm	<ul style="list-style-type: none"> • The building will be protected by a fully addressable analog, manual and automatic fire alarm system. MPS use Notifier fire system in all schools.
Acoustics	<ul style="list-style-type: none"> • The building will comply with ANSI S12.60-2002: Acoustical Performance Criteria, Design Requirements and Guidelines for Schools. • Suspended acoustical ceilings and/or acoustical decks will be installed throughout the building. • Corridor walls should be constructed of glazed concrete masonry units, or materials with a comparable NRC rating, and provide an adequate separation for sound control. • In specialized areas, such as media centers, appropriate acoustical treatments will be installed. • Sound field system will be provided in each classroom.
Windows/Doors	<ul style="list-style-type: none"> • Windows should be high efficiency, non-operational type with low e-glazing. • Emergency egress windows and rated doors will be installed in accordance with applicable codes. • Consider key fobs, thumb latches, vision panels – review with District and integrate with security section. • Door locks shall be Sargent and integrated with existing MPS system.

X. SITE DEVELOPMENT

There will be three primary entrance areas to the building: (1) the Main Entrance for visitors and parent drop off/pick up; (2) K-5 student entrance for bus drop-off/pick up; (3) PreK entrance with separate bus loop. Passive security measures, such as visual control of the entrances from the adjacent office area, must be planned for. Active security measures and systems will be developed with the building design. Adequate lighting for monitoring activities and ensuring safety are of paramount importance at the building entrances. Each entrance area should accommodate a separate bus loading and parent drop-off area. Entry overhangs or covered walkways will be provided for inclement weather to the extent practicable.

Bus loading areas should be configured as a one-way drive in a direction to assure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. The drive will have two lanes: one for travel, and one for stopping and unloading. The bus loading driveway should be located such that buses exit upstream of automobiles, thereby reducing delays.

Parent drop-off areas will also be configured as a one-way drive in a direction to ensure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. Student drop-off and pick-up areas are to be separated from the bus loading area, and preferably should be separate from other parking lots.

A Receiving/loading dock should accommodate 18-wheeler vehicles and should be located in such a way as not to interfere with primary entrance areas yet be close to kitchen/custodial area.

Parking for staff and visitors will be developed to take the multiple uses of the building into account. In determining the size and location of the parking lots, consideration will be given to the use of the building for community access as well as student safety. ADA and other code requirements will be addressed in the design of parking.

Sidewalks will be featured around the perimeter of the school and shall be concrete with monolithic concrete curbing. Access to the parking lots, playfields, bus and parent pickup/drop-off areas, and access for student walkers will be addressed. Sidewalks should be designed to accommodate students who walk or ride bicycles to school. The number of driveways that are crossed by sidewalks should be eliminated/minimized as much as practicable.

Playgrounds will include paved (dry) play areas, replacement baseball and soccer fields, and new playscape equipment. PreK and Kindergarten play areas should be located in close proximity to their classrooms. Intermediate play areas should be located away from classroom areas, and in close proximity to the gymnasium.

Playfields, parking, service drives, drop-off zones and bus zones should be located to reduce the cost of connecting elements without requiring pedestrians to cross vehicular traffic lanes. The location of driveways, walkways and landscaping must permit adequate sight distances for both vehicles and pedestrians.

Site utilities and physical plant components, including drives and access roads, will be located to avoid conflict with student and vehicular traffic, as well as the planned future growth of building components.

Landscaping will be designed to allow the school to blend with the environment as well as to provide passive cooling and windbreaks when possible. Trees and other greenery will be of a hearty variety and require little maintenance and which complement the building and site. Trees will be planted a sufficient distance from the building to avoid future maintenance problems. Consideration will be given to safety and security when placing foliage around walkways and areas of building access.

JEFFREY ELEMENTARY ED SPECS SPACE SUMMARY				
Room Description	# of Students Per Room	Required # of Rooms	Square Feet Per Room	Total Area (Sq. Feet)
GENERAL EDUCATION PROGRAMS				
Early Childhood: Full-Day Kindergarten	16-20	5	1,100	5,500
Early Elementary: Grade 1 and 2	16-20	9	940	8,460
Intermediate: Grades 3-5	19-24	11	890	9,790
Visual Arts – Classroom	16-24	1	1,100	1,100
Visual Arts - Kiln Room and Storage		1	350	350
Music - Choral Room/General Music	16-24	1	1,000	1,000
Physical Education - Gymnasium		1	6,000	6,000
Physical Education - Office and Storage		1	600	600
Platform (Stage) Instrumental Music		1	900	900
STEAM Classroom	16-24	1	1,100	1,100
World Language Classroom	16-24	1	890	890
Media Center		1	2,600	2,600
Reading/Math Coach Office		2	175	350
Small group breakout rooms	1-5	2	125	250
General Ed. Intervention Services (Math)	6-8	1	500	500
General Ed. Intervention Services (Reading)	6-8	1	500	500
TESOL Office		1	100	100
Total				39,990
SPECIAL EDUCATION PROGRAMS				
PreK Classroom	16-18	4	1,000	4,000
Pre-K ABA Classroom		1	400	400
PreK OT/PT		1	500	500
PreK Speech		1	250	250
PreK Psychologist Office		1	300	300
FASE Classroom	4-8	1	890	890
Special Education Resource Room	4-8	4	700	2,800
OT/PT Resource Room		1	500	500
Related Services (Social Worker/Psychologist/Speech)		1	600	600
Elementary SPED Coordinator/BCBA		1	150	150
Total				10,390
ADMINISTRATION AND SUPPORT FACILITIES				
Principal's Office		1	200	200
Assistant Principal's Office		1	175	175
Main Office Secretarial Area		1	700	700
Guidance Counselor's Office		1	200	200
Conference Room		2	200	400
Health Services		1	650	650
Teacher Workroom		1	440	440
Food Services – Cafeteria		1	2,400	2,400
Food Services – Kitchen and Manager's Office		1	1,200	1,200
Faculty Lounge		1	600	600
Custodial Office Area		1	150	150

September 3, 2021

Instructional Storage (Literacy Lab, K-1, 2-3, 4-5 storage)		1	800	800
General Supply Storage		1	600	600
Total				8,515
Total Program Area				58,895*

Building Gross Square Feet: 82,453 square feet
Estimated Building Area: 78,527 square feet
Space Standard Building Area: 74,867 square feet
***Exceedance:** 3,659 square feet

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MADISON PUBLIC SCHOOLS LINE ITEM TRANSFERS 10.12.2021

LINE	SOURCE	EFF DATE	ORG	OBJECT	ACCOUNT	COMMENT	DR/CR	AMOUNT
1	BUA	09/15/2021	GE10120B	51110	1000-9101-1000-101-20-00000-51110	Add Elem. Section / Enrollment	D	39,650
2	BUA	09/15/2021	GE10121B	51110	1000-9101-1000-101-21-00000-51110	Add Elem. Section / Enrollment	C	39,650
3	BUA	09/15/2021	GE10521B	51110	1000-9101-1000-105-21-00000-51110	Change position for grant fund	D	82,672
4	BUA	09/15/2021	GE10121B	51110	1000-9101-1000-101-21-00000-51110	Change position for grant fund	C	82,672
5	BUA	09/15/2021	GE10520B	51110	1000-9101-1000-105-20-00000-51110	Change position for grant fund	D	69,971
6	BUA	09/15/2021	GE10540B	51110	1000-9101-1000-105-40-00000-51110	Change position for grant fund	C	69,971
7	BUA	09/15/2021	GE10520B	51110	1000-9101-1000-105-20-00000-51110	Change position for grant fund	D	10,611
8	BUA	09/15/2021	GE10220B	51110	1000-9101-1000-102-20-00000-51110	Change position for grant fund	C	10,611
9	BUA	09/15/2021	GE10620B	51110	1000-9101-1000-106-20-00000-51110	Staff Turnover	D	14,983
10	BUA	09/15/2021	GE10640B	51110	1000-9101-1000-106-40-00000-51110	Staff Turnover	C	14,983
11	BUA	09/15/2021	GE10830B	51110	1000-9101-1000-108-30-00000-51110	Staff Turnover	D	11,764
12	BUA	09/15/2021	GE10840B	51110	1000-9101-1000-108-40-00000-51110	Staff Turnover	C	11,764
13	BUA	09/15/2021	GE11120B	51110	1000-9101-1000-111-20-00000-51110	Add FTE - Elem Math Interventi	D	16,555
14	BUA	09/15/2021	GE10240B	51110	1000-9101-1000-102-40-00000-51110	Add FTE - Elem Math Interventi	C	16,555
15	BUA	09/15/2021	GE11121B	51110	1000-9101-1000-111-21-00000-51110	Add FTE - Elem Math Interventi	D	21,519
16	BUA	09/15/2021	GE10640B	51110	1000-9101-1000-106-40-00000-51110	Add FTE - Elem Math Interventi	C	21,519
1	BUA	09/15/2021	GE10120B	51121	1000-9101-1000-101-20-00000-51121	New Elem. Section	D	19,674
2	BUA	09/15/2021	SE30421B	51121	1000-9102-1000-304-21-00000-51121	New Elem. Section	C	19,674
3	BUA	09/15/2021	SE36221B	51121	1000-9102-1000-362-21-00000-51121	Staff Reassignment	D	29,686
4	BUA	09/15/2021	SE36220B	51121	1000-9102-1000-362-20-00000-51121	Staff Reassignment	C	29,686
5	BUA	09/15/2021	SE36223B	51121	1000-9102-1000-362-23-00000-51121	Staff Reassignment	D	25,971
6	BUA	09/15/2021	SE36230B	51121	1000-9102-1000-362-30-00000-51121	Staff Reassignment	C	25,971
7	BUA	09/15/2021	SE23140B	51121	1000-9102-1000-231-40-00000-51121	Staff Reassignment	D	11,543
8	BUA	09/15/2021	SE30418B	51121	1000-9102-1000-304-18-00000-51121	Staff Reassignment	C	11,543
9	BUA	09/15/2021	SE23140B	51121	1000-9102-1000-231-40-00000-51121	Staff Reassignment	D	11,000
10	BUA	09/15/2021	GE10121B	51121	1000-9101-1000-101-21-00000-51121	Staff Reassignment	C	11,000

21-22 MADISON PUBLIC SCHOOLS EXPENDITURE
BOE MEETING 10.12.21

FOR 2022 12

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
51000 NEW STAFF AREA I	-153,266	0	-153,266	.00	.00	-153,266.00	.0%
51060 REDUCTION/BUDGET	-218,250	0	-218,250	.00	.00	-218,250.00	.0%
51109 11TH COURSE STIPENDS	15,000	0	15,000	.00	.00	15,000.00	.0%
51110 TEACHERS	23,181,293	-2,389	23,178,904	2,743,835.77	19,643,533.40	791,534.76	96.6%
51111 ADMINISTRATORS	2,120,192	0	2,120,192	598,447.90	1,520,261.10	1,483.25	99.9%
51112 EPED	214,812	0	214,812	.00	209,190.00	5,622.00	97.4%
51113 CO CURRICULAR	450,325	0	450,325	.00	181,626.75	268,698.11	40.3%
51114 EARLY RETIREMENT	234,008	-6,104	227,903	.00	.00	227,903.38	.0%
51116 DIRECTORS / MANAGERS	361,052	0	361,052	287,880.01	73,171.95	.19	100.0%
51120 OFFICE STAFF	1,560,605	8,493	1,569,098	316,661.77	1,220,508.45	31,928.09	98.0%
51121 INSTRUCTIONAL PARAPROFESSIOA	2,045,831	0	2,045,831	187,603.25	1,692,128.95	166,099.27	91.9%
51122 CUSTODIANS	1,655,737	0	1,655,737	200,220.02	1,317,481.28	138,036.19	91.7%
51123 MEDIA / TECH PARAPROFESSIONAL	290,192	0	290,192	40,757.00	205,208.52	44,226.24	84.8%
51124 SECURITY / SUSPENSION	420,580	0	420,580	213,682.27	206,355.87	541.72	99.9%
51126 SCHOOL HEALTH SERVICES	368,467	0	368,467	41,673.73	306,449.51	20,343.90	94.5%
51127 EVENT STAFF	16,490	0	16,490	3,868.70	250.00	12,371.30	25.0%
51128 ATHLETIC TRAINER	41,649	0	41,649	5,949.90	35,699.43	.00	100.0%
51129 ATTENDANCE INCENTIVE	13,500	0	13,500	.00	.00	13,500.00	.0%
51130 THERAPISTS / OCCUP & PHYS	419,405	0	419,405	47,855.51	369,076.23	2,473.07	99.4%
51210 SUBSTITUTE TEACHERS	381,900	0	381,900	93,434.48	213,267.50	75,198.02	80.3%
51212 SUBS / SCHOOL HEALTH SERVICES	16,320	0	16,320	.00	.00	16,320.00	.0%
51221 CLASSIFIED SUBS	14,000	0	14,000	1,103.68	.00	12,896.32	7.9%
51320 OVERTIME	72,870	0	72,870	29,270.36	.00	43,599.64	40.2%
51321 CUSTODIAL/CASUAL LABOR	93,806	0	93,806	48,465.57	.00	45,340.43	51.7%
52130 LIFE INSURANCE	49,950	0	49,950	14,710.78	-3,366.26	38,605.48	22.7%
52200 SOCIAL SECURITY	604,970	0	604,970	43,790.96	.00	561,179.04	7.2%
52201 MEDICARE	491,744	0	491,744	.00	.00	491,744.00	.0%
52202 FSA ADMINISTRATION	3,000	0	3,000	428.40	-428.40	3,000.00	.0%
52300 PENSION-DEF BENEFIT	1,121,499	0	1,121,499	168,752.73	.00	952,746.47	15.0%
52301 PENSION-DEF CONTRIBUTION	13,000	0	13,000	3,760.06	.00	9,239.94	28.9%
52500 UNEMPLOYMENT	50,000	0	50,000	10,250.07	.00	39,749.93	20.5%
52600 WORKER'S COMP	291,981	-3,188	288,793	285,056.00	.00	3,737.32	98.7%
52700 DISABILITY INSURANCE	72,000	0	72,000	23,858.86	-5,520.36	53,661.50	25.5%
53000 UNBUDGETED EXPENSE	75,000	0	75,000	104.00	.00	74,896.00	.1%
53101 LABOR & LEGAL SVCES	110,000	0	110,000	13,402.00	7,038.50	89,559.50	18.6%
53222 EVALUATION SERVICES	139,500	-3,000	136,500	19,970.00	23,710.00	92,820.00	32.0%
53224 STAFF DEVELOPMENT	218,969	-1,928	217,041	34,906.68	3,882.98	178,251.11	17.9%
53225 NEASC ACCREDITATION SERVICES	4,540	0	4,540	4,210.00	.00	330.00	92.7%
53230 STUDENT SUPPORT SERVICES	51,000	0	51,000	7,166.46	2,250.00	41,583.54	18.5%
53231 ADULT EDUCATION	45,000	0	45,000	42,000.00	.00	3,000.00	93.3%
53300 PROF / TECH SVCES	1,269,860	7,500	1,277,360	563,313.72	528,886.01	185,160.27	85.5%
53305 PROF TECH MEDICAL	15,630	0	15,630	14,031.50	-148.00	1,746.50	88.8%
54210 DISPOSAL / RECYCLING	73,200	0	73,200	26,570.32	37,666.68	8,963.00	87.8%
54220 SNOW REMOVAL	64,946	0	64,946	.00	9,500.00	55,446.00	14.6%

21-22 MADISON PUBLIC SCHOOLS EXPENDITURE
BOE MEETING 10.12.21

FOR 2022 12

54300	REPAIRS & MAINT	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
54300	REPAIRS & MAINT	574,204	0	574,204	241,271.30	57,351.80	275,580.82	52.0%
54307	TECH / INFRASTRUCTURE	42,000	0	42,000	9,387.74	9,645.88	22,966.38	45.3%
54309	EMERGENCY MAINTENANCE	50,000	0	50,000	12,405.00	-12,405.00	50,000.00	.0%
54310	KITCHEN MAINTENANCE	13,401	0	13,401	7,501.31	.00	5,899.69	56.0%
54313	TREATMENT PLANT REPAIRS	29,000	0	29,000	5,476.00	44.00	23,480.00	19.0%
54320	REPAIR / CONTRACTS	36,500	0	36,500	4,642.65	-1,441.50	33,298.85	8.8%
54330	ALARM SERVICES	12,372	0	12,372	7,993.51	35.00	4,343.49	64.9%
54340	TELEPHONE MAINTENANCE	14,024	0	14,024	.00	.00	14,024.00	.0%
54420	RENTAL AGREEMENTS	29,152	100	29,252	1,983.19	535.81	26,733.20	8.6%
54600	TREE SERVICES	8,828	0	8,828	5,800.00	-3,900.00	6,928.00	21.5%
54900	PURCHASE SVCS	353	0	353	.00	.00	353.10	.0%
55110	STUDENT ACTIV TRANS	165,505	0	165,505	3,768.19	34,345.00	127,391.52	23.0%
55111	REGULAR TRANSPORTATION	1,973,180	0	1,973,180	22,579.79	212,009.89	1,738,590.32	11.9%
55113	FUEL / TRANSPORTATION	283,000	0	283,000	4,520.34	48,344.91	230,134.75	18.7%
55114	SCHOOL CHOICE TRANSPORT	67,500	0	67,500	579.04	7,230.40	59,690.56	11.6%
55120	SPED TRANSPORTATION	1,265,039	0	1,265,039	290,980.28	121,724.95	852,333.77	32.6%
55201	GENERAL INSURANCE	293,336	3,188	296,524	290,524.00	.00	6,000.00	98.0%
55203	STUDENT INSURANCE	18,811	0	18,811	17,094.00	.00	1,717.00	90.9%
55301	TELECOMMUNICATIONS	152,942	1,588	154,530	48,378.00	62,956.83	43,194.93	72.0%
55302	POSTAGE	21,188	-100	21,088	5,323.40	4,685.62	11,078.89	47.5%
55303	REPORTS/PUBLIC RELATIONS	4,650	0	4,650	.00	.00	4,650.00	.0%
55400	LEGAL NOTICES & ADS	900	0	900	.00	.00	900.00	.0%
55500	PRINTING & BINDING	44,817	0	44,817	9,026.46	11,430.99	24,359.54	45.6%
55501	PRINTING / INSTRU SUPPLIES	34,845	0	34,845	4,276.23	1,354.37	29,214.75	16.2%
55608	TUITION / TYPICALS	-100,000	0	-100,000	-3,940.00	.00	-96,060.00	3.9%
55610	EXT PLACEMENTS / PUBLIC	399,214	0	399,214	49,782.50	268,875.50	80,556.00	79.8%
55630	EXT PLACEMENTS / PRIVATE	1,809,847	0	1,809,847	455,143.95	1,508,780.39	-154,077.34	108.5%
55640	SCHOOL CHOICE TUITION	76,000	0	76,000	.00	.00	76,000.00	.0%
55641	EXTENDED YEAR SERVICES / SPED	106,000	0	106,000	110,736.88	.00	-4,736.88	104.5%
55643	EXT PLACEMENT/ GENERAL ED	10,000	0	10,000	.00	.00	10,000.00	.0%
55801	TRAVEL (STAFF)	27,600	0	27,600	2,047.61	4,916.35	20,636.04	25.2%
55802	TRAVEL (BOE)	320	0	320	.00	.00	320.00	.0%
55900	MISC PURCH SERVICES	8,850	0	8,850	2,210.00	5,100.00	1,540.00	82.6%
56101	OFFICE SUPPLIES	40,626	0	40,626	16,947.02	-737.47	24,416.53	39.9%
56110	INSTRUCTIONAL SUPPLIES	403,381	-3,297	400,085	182,655.87	10,233.07	207,195.60	48.2%
56120	INSTRUCTIONAL SOFTWARE	23,876	0	23,876	18,614.98	-2,664.80	7,925.82	66.8%
56130	CUSTODIAL SUPPLIES	82,132	0	82,132	45,326.58	4,644.04	32,161.38	60.8%
56131	MAINTENANCE SUPPLIES	78,000	0	78,000	28,726.28	16,951.34	32,322.38	58.6%
56140	FIELDS MAINTENANCE	112,900	0	112,900	69,935.50	5,921.50	37,043.00	67.2%
56206	GAS SERVICES	268,639	0	268,639	17,748.36	-163.11	251,053.75	6.5%
56207	HEATING FUEL	10,944	0	10,944	.00	.00	10,944.00	.0%
56210	WATER	42,650	0	42,650	7,639.78	-714.25	35,724.47	16.2%
56220	ELECTRICITY	770,358	0	770,358	194,006.43	-847.13	577,198.70	25.1%
56260	EQUIPMENT MAINTENANCE	21,672	0	21,672	871.67	.00	20,800.33	4.0%

21-22 MADISON PUBLIC SCHOOLS EXPENDITURE
BOE MEETING 10.12.21

FOR 2022 12

56410	TEXTBOOKS & REPLACEMENT	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
56410	TEXTBOOKS & REPLACEMENT	33,310	-512	32,798	11,132.14	1,352.84	20,313.34	38.1%
56411	TEXTBOOKS / NEW	36,500	0	36,500	.00	.00	36,500.00	.0%
56420	AWARDS	4,365	0	4,365	313.04	1,063.21	2,988.75	31.5%
56421	MEDIA SUPPLIES	35,428	3,000	38,428	8,288.72	2,470.35	27,669.27	28.0%
56422	PERIODICALS	26,272	0	26,272	9,061.34	11,303.75	5,907.07	77.5%
56423	PRINT COLLECTION	53,304	-5,650	47,654	.00	.00	47,653.62	.0%
56550	STAFF UNIFORMS	5,258	0	5,258	5,778.41	.00	-520.41	109.9%
56551	UNIFORMS / STUDENT GROUPS	23,280	0	23,280	12,820.00	.00	10,460.00	55.1%
56900	SUPPLIES	66,960	0	66,960	19,832.42	-1,768.61	48,896.54	27.0%
57301	EQUIPMENT	211,936	359	212,295	50,613.69	63,175.57	98,505.68	53.6%
57302	OS SOFTWARE	282,500	0	282,500	155,495.93	14,200.00	112,804.07	60.1%
57303	EQUIP - LEASE/PURCHASE	39,120	0	39,120	9,772.59	29,347.41	.00	100.0%
57304	COMPUTER HARDWARE	549,550	0	549,550	398,686.46	-159.31	151,022.85	72.5%
57310	VEHICLES	0	0	0	.00	-24.45	24.45	100.0%
57330	FURNISHINGS & FIXTURES	0	0	0	8,924.10	-8,924.10	.00	.0%
57400	PUBLIC SAFETY	26,023	0	26,023	3,378.34	1,117.62	21,527.04	17.3%
58100	DUES, FEES & MEMBSHPS	64,390	1,940	66,330	49,467.85	3,109.00	13,752.68	79.3%
58101	ATHLETIC EVENT FEES	10,379	0	10,379	265.00	.00	10,114.00	2.6%
GRAND TOTAL		49,179,440	0	49,179,440	9,072,786.33	30,288,187.75	9,818,465.77	80.0%

** END OF REPORT - Generated by Kristen Bartosic **

Non-Resident Admission and Tuition Fees

General Provisions

The following terms and conditions are to be used as guidelines when determining eligibility of a non-resident student to enroll or continue enrollment in the Madison Public Schools. This policy shall not be applied to decisions about enrollment of students who reside in a town that has a designated high school agreement with the Madison Public Schools or to non-resident students who are otherwise entitled to attend Madison Public Schools in accordance with law.

- A. The Superintendent or his/her designee may approve the enrollment or continuation of enrollment of a non-resident student if class size and other considerations such as the availability of resources permit. The Superintendent shall make decisions regarding class size and/or the availability of resources.
- B. The Superintendent or his/her designee shall not hire additional staff to permit enrollment or continuation of enrollment for a non-resident student under this policy.
- C. The Superintendent or his/her designee shall make the decision about class assignment.
- D. The decision to permit non-resident enrollment shall be for one school year or less but may be extended from year to year at the discretion of the Superintendent or his/her designee. Such extension decisions shall be made on an annual basis.
- E. This policy does not obligate the Madison Board of Education to provide special education programs or services or create unique programs for students. If a non-resident student is enrolled or continued in enrollment in the Madison Public Schools and such student is eligible for services under the Individuals with Disabilities Education Act (“IDEA”), the Madison Board of Education shall not act as the local education agency for such child. In instances where special or

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additional services are provided for a non-resident student, a supplemental tuition or fee may be charged based upon the actual costs associated with providing the special or additional services.

F. Application for initial enrollment shall be made in writing on a form supplied by the Superintendent or his/her designee.

G. Application for continued enrollment shall be made on an annual basis, in writing on a form supplied by the Superintendent or his/her designee.

H. No student applying for enrollment pursuant to subsections G or H, above, shall be enrolled in the Madison Public Schools until the Board has received tuition payment on behalf of such student in accordance with Section II, below.

I. At the discretion of the Superintendent or his/her designee, the candidate for initial or continued enrollment shall be interviewed by the principal or assistant principal of the school at which enrollment or continued enrollment is sought.

J. The non-resident student's immediate past principal or responsible administrator must make a recommendation on behalf of the child, attesting to his/her good citizenship, in order for the Student to be eligible for initial or continued enrollment.

K. All non-resident students or their parents or guardians, or the school district of residence, shall provide necessary transportation to and from school.

L. A non-resident student's continuation in the Madison Public Schools will be contingent upon the student's compliance with all applicable rules and regulations of the Madison Board of Education and the individual school, satisfactory attendance and academic progress, and the availability of staff and school resources. The Superintendent or his/her designee may terminate the non-resident

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student's enrollment at any time if, in his or her opinion, continuation is not in the best interest of the school system or the student.

Only non-resident students who meet the criteria set forth in this policy may enroll or continue in enrollment in the Madison Public Schools.

Tuition and Fees

1. The annual tuition fee for grade K-12 regular program students will be calculated as follows:
 - a. The base rate will be ~~100% of the most current actual~~ the average per-pupil cost as reported by the CPSE (Connecticut Public School Expenditures) data on net current expenditure per pupil.
 2. Tuition may be paid in full prior to the first day of school or per the following schedule: September 1, or the first day of school, whichever comes first, December 1 and March 1. ~~Tuition payments will be made in four installments on the following schedule: September 1, or the first day of school, whichever comes first; November 1; February 1; April 1.~~
3. If a non-resident special education student's IEP/504 Accommodation Plan includes provisions requiring additional expenditures, those costs will be added to the student's yearly tuition fee.
4. A tuition charge for students enrolled or withdrawn at times other than the beginning and end of the school year will be determined on a pro rata basis.

Waiver of Tuition and Fees for Certain Students

Non-resident students may be allowed to attend a local school without tuition upon the approval of the Superintendent of Schools following written parental request when:

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102 A. A family moves from the district after the beginning of the fourth quarter of the
103 current school year; or

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105 B. A family residing outside the district demonstrates firm plans to move into the district
106 within the current school year. The parent or legal guardian must sign an agreement to
107 ~~make payments on September 1, December 1 and March 1.~~ ~~pay quarterly payments on~~
108 ~~November 1, February 1, April 1 and June 1,~~ if residency is not achieved by the stated
109 date, in order for the child or children to continue attending the Madison schools. If a
110 non-resident special education student's IEP/504 Accommodation Plan includes
111 provisions requiring additional expenditures, those costs will be added to the
112 student's quarterly tuition fee.

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114 C. Non-resident students may be allowed to attend a local school with a tuition
115 adjustment upon the recommendation of the Superintendent and approval of the
116 Board of Education following written parental request if the Superintendent of his/her
117 designee makes a finding that when extraordinary circumstance(s) regarding the child
118 and/or their parent(s) supports a tuition adjustment.

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120 **Tuition and Fees for Children of Non-resident Staff**

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122 Children of non-resident staff may be allowed to attend the Madison Public Schools with
123 the written approval of the Superintendent of Schools following a written request. The
124 guidelines in Section I, General Provisions and Section II, Tuition & Fees above shall
125 apply to such requests except for the payment terms and schedule described below.

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127 1. The annual tuition for these students will be based on the staff member's length of
128 continuous service in the Madison School System.

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130 a. Total of 0-5 years of completed service – the staff member will be charged
131 ~~7550~~ percent of the tuition rate established under Section II.

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b. Total of 5-10 years of completed service – the staff member will be charged ~~50~~25 percent of the tuition rate established tuition rate established under Section II.

~~b. e.~~ Total of 10 or more years of completed service – the staff member will be charged ~~30~~40 percent of the tuition rate established under Section II.

For staff members accepted in the program on or before September 1, 2021, the district will honor the tuition rates established in the original policy adopted September 10, 2019, as follows:

a. Total of 0-5 years of completed service – the staff member will be charged 50 percent of the tuition rate established under Section II.

b. Total of 5-10 years of completed service – the staff member will be charged 25 percent of the tuition rate established tuition rate established under Section II.

c. Total of 10 or more years of completed service – the staff member will be charged 10 percent of the tuition rate established under Section II.

2. Tuition payment will be made on a payroll deduction basis.
3. If special education services are required, and the student’s IEP/504 Accommodation Plan includes provisions requiring additional expenditures, the staff member shall be charged those additional costs as fees in addition to the tuition charge without any proration or reduction for years of service.

Legal Reference: Connecticut General Statutes

Business Non-Instructional Operations

164 10-35 Notice of discontinuance of high school service to nonresidents.

165 10-220(a) Duties of boards of education.

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176 Policy Adopted: September 10, 2019

177 First Reading: October 12, 2021

#3020.7

**Board Budget Procedures Adoption
And Line Item Transfers**

In accordance with Conn. Gen. Stat. § 10-222, The-the Board of Education (the “Board) will present an itemized estimate of the cost for the operation of the public schools to the fiscal authority not later than two months preceding the annual meeting at which appropriations are to be made. The estimated cost of operating the public schools for the ensuing year shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the legislative authority for the operation of the schools.

If reductions are made in the budget by the Board of Finance or at the town budget meeting or referendum, the Superintendent shall prepare a final budget recommendation for Board of Education review, modification if needed, and approval; such budget shall reflect changes made from the originally approved education budget to remain within the reduced figure ultimately approved by the legislative authority.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A budget report shall be prepared and presented to the Board for approval at the first regularly scheduled meeting of each month.

Line Item Transfers

The Board of Education recognizes the need for transfers between object line items of the approved budget. All transfers of funds between and within object codes in excess of \$10,000.00 shall be subject to prior approval by the Board of Education. A formal request will be submitted from the cost center requesting the transfer. This request will be

32 reviewed by the department of Fiscal Services and approved for submission to the Board
33 of Education by the Superintendent. The Board shall be provided with complete
34 information regarding the request for transfer of funds and the rationale for the
35 expenditure.

36
37 **Transfer of Funds Under Emergency Conditions**

38
39 If there is an urgent need for a line item transfer and the Board is unable to meet in a
40 timely fashion to consider such transfer, the Superintendent or his / her designee is
41 authorized to transfer funds from any line item. All transfers made in such instances shall
42 be announced at the next regularly scheduled meeting of the Board and the rationale for
43 the transfers shall be provided.

44
45 All such transfers shall be subject to administrative regulations promulgated by the
46 Superintendent. The Department of Fiscal Services will prepare a monthly reconciliation
47 statement indicating the transactions to and from accounts affected by these transfers.

48
49 Total expenditures by the Board of Education shall not exceed the appropriation made by
50 the Town of Madison. If any occasion arises whereby additional funds are needed by such
51 board, a Special Appropriation request must be made to the Board of Selectmen and
52 subsequently to the Board of Finance.

53
54 Legal Reference:

55
56 Conn. Gen. Stat. § 10-221
57 § 10-222

58
59 ~~10-51 Fiscal year. Budget. Payments by member towns. (regional districts)~~
60 ~~10-222 Appropriations and budget. Financial information system.~~

61
62
63 Date of Adoption: June 24, 1997
64 First Reading: August 17, 2021
65 Second Reading: September 14, 2021
66 Third Reading: October 12, 2021
67

68

Application Procedures

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

Community/School Relations

29 Groups requesting use of school buildings and facilities must identify the specific
30 facilities desired, and approval will be for those specific facilities only. All school
31 equipment on the premises shall remain in the charge and control of the building principal
32 or responsible administrator, and shall not be used without the express written permission
33 of the administrator.

34

35 Principals and other responsible administrators shall submit copies of each building use
36 form with a notation of whether such uses have been approved. Approval of school
37 facilities by the principal or other responsible party may be revoked at any time by the
38 Superintendent or his/her designee.

39

40 **Eligible Organizations and Priority of Use**

41

42 Administrators responsible for approving/disapproving requests for use of school district
43 facilities will use the following guidelines regarding priority of usage of such facilities:

44

45 Order of priority:

46

- 47 1. School-sponsored programs and activities.
- 48
- 49 2. Activities of school-related organizations (*e.g.* PTO, Booster Clubs, After
50 Graduation Committees and similar organizations).
- 51
- 52 3. Town department or agency activities.
- 53
- 54 4. Activities of non-profit organizations operating within the Town, other
55 than school-related organizations covered by category #2 above.
- 56
- 57 5. Activities of for-profit organizations operating within the Town.
- 58
- 59 6. Out-of-town organizations.

60

61 **Restrictions on Use of School Facilities**

62

63 The following restrictions shall apply to the use of school facilities:

64

65 1. Illegal activities will not be tolerated.

66

67 2. Use or possession of tobacco, alcoholic beverages or unauthorized
68 controlled substances shall not be permitted on school property.

69

70 3. Refreshments may not be prepared, served or consumed without the prior
71 approval of the responsible administrator. Notwithstanding, only those
72 beverages permitted by state law may be sold during the school day. The
73 responsible administrator may permit other beverages to be sold at the
74 location of events occurring after the end of the regular school day or on
75 the weekend as long as they are not sold from a vending machine or at a
76 school store. Upon approval by the administrator, refreshments may be
77 prepared, served and consumed only in areas designated by the responsible
78 administrator.

79

80 4. Obscene advertising, decorations or materials shall not be permitted on
81 school property.

82

83 5. Advertising, decorations or other materials that promote the use of illegal
84 drugs, tobacco products, or alcoholic beverages shall not be permitted.

85

86 6. Activities that are disruptive of the school environment are not permitted.

87

88 Any violation of this Policy or any applicable Administrative Regulations may result in
89 permanent revocation of the privilege to use school facilities against the organization
90 and/or individuals involved.

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Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

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“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or

104 his/her designee if such waiver is deemed by the Superintendent or his/her designee to be
105 in the best interest of the school system and/or the Town.

106

107 **Responsibility for Damage to Property or Loss of Property**

108

109 In order to use school district facilities, any organization or individual requesting such use
110 must agree to assume responsibility for any damage to and/or theft or loss of any school
111 district property arising out of the use of the facilities.

112

113 Health and Safety Protocols

114

115 In order to use school district facilities, any organization or individual requesting such use
116 must agree to abide by all health and safety protocols in place by the school district at the
117 time of use, including but not limited to protocols relating to cleaning of the facilities,
118 signage, and health screenings of individuals requesting access to the facilities.

119

120 **Legal References:**

121

122 Conn. Gen. Stat. § 10-239

123 Conn. Gen. Stat. § 10-215f

124 Conn. Gen. Stat. § 10-221q

125 Conn. Gen. Stat. Title 9

126

127 Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905

128 Patriotic and National Organizations, 36 U.S.C § 10101 et seq.

129

130

131 Date of Adoption: April 14, 2020

132

#1360

**School Volunteers, Student Interns and
Other Non-Employees**

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5 The Board of Education recognizes the importance of school volunteers at all levels of
6 schooling. Volunteers can enhance collaboration between the school and community,
7 broaden the school’s educational environment and ultimately enrich students’ school
8 experience. The Board further acknowledges that it may, from time to time, be asked to
9 provide learning experiences for student interns within the school environments, which
10 experiences are not part of the teacher preparation program, as defined in section 10-10a
11 of the Connecticut General Statutes. In recognition of the benefit of having volunteers,
12 interns and other such non-employees providing services within the schools, the Board
13 supports the involvement of these individuals in accordance with suitable regulations and
14 safeguards to be developed by the Administration.

15
16 Volunteers, interns and other such non-employees working within the schools
17 (“volunteers”) must work under the supervision of Madison Public Schools staff.
18 Volunteers are held to the same standards of conduct as school staff and must observe all
19 Board of Education policies, including applicable policies on the confidentiality of
20 student information.

21
22 Volunteers may be required to submit to state and federal criminal record checks and a
23 record check of the Department of Children and Families (“DCF”) Child Abuse and
24 Neglect Registry. No person who is required to register as a sex offender under state or
25 federal law, or whose name is currently listed on the DCF registry, may volunteer in the
26 Madison Public Schools.

27
28 No employee of the Madison Public Schools shall serve as a volunteer in any capacity,
29 except as may be approved by the Superintendent or his/her designee based on the
30 specific situation.

31

Community/School Relations

32 All volunteers must comply with all school health and safety protocols in place at the
33 time, including but not limited to any health screening protocols.

34

35 Persons interested in volunteering their services should contact the school principal.

36

37

38 Legal References:

39 Connecticut General Statutes § 10-4g

40 Connecticut General Statutes § 10-220

41 Connecticut General Statutes § 10-235

42 Connecticut General Statutes § 54-250 et seq.

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49 Date of Adoption: April 14, 2020

50

Possession of Deadly Weapons or Firearms

I. Definitions:

A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).

B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).

C. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, an inspector of motor vehicles in the Department of Motor Vehicles, who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States marshal or deputy marshal, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Conn. Gen. Stat. § 53a-3 (9).

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D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

E. **School-Sponsored Activity** "means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, on school transportation, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, on school transportation, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, on school transportation, or to a school-sponsored activity, if:

A. The person brings the deadly weapon or firearm on the real property of any school or administrative office building, on school transportation, or to a school-

67 sponsored activity for use in a program approved by school officials. In such
68 case, the person must give school officials notice of his/her intention to bring such
69 item, and the person must receive prior written permission from school officials.

70
71 B. The person possesses the deadly weapon or firearm on the real property of any
72 school or administrative office building, on school transportation, or at a school-
73 sponsored activity pursuant to a written agreement with school officials or a
74 written agreement between such person's employer and school officials.

75
76 C. The person possesses the deadly weapon or firearm while crossing school property
77 in order to gain access to public or private lands open to hunting or for other
78 lawful purposes and entry on such school property is permitted by the Board of
79 Education. (In the case of a firearm, the person's firearm shall not be loaded.)

80
81 D. An armed security officer employed by the Board of Education to provide security
82 services pursuant to Conn. Gen. Stat. § 10-244a engaged in the performance of his
83 or her official duties who is in lawful possession of a deadly weapon or firearm
84 may bring such item on the real property of any school or administrative office
85 building in this district, or to a school-sponsored activity.

86
87 **V. Consequences**

88
89 A. Unless subject to one of the exceptions listed above, any person who possesses a
90 deadly weapon or firearm on the real property of an elementary or secondary
91 school in this district, or administrative office building, on school transportation,
92 or at a school-sponsored activity, whether or not the person is lawfully permitted
93 to carry such deadly weapon or firearm, will be reported to the local police
94 authorities once school officials become aware of its possession.

95
96 B. A student who possesses and/or uses any deadly weapon or firearm on ~~school~~
97 property the real property of an elementary or secondary school in this district, or
98 administrative office building, on school transportation, or at a school sponsored

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5 It is the policy of the Board of Education (the “Board”) that any form of discrimination or
6 harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex,
7 sexual orientation, marital status, age, disability, pregnancy, gender identity or
8 expression, veteran status, or any other basis prohibited by state or federal law is
9 prohibited, whether by students, Board employees or third parties subject to the control of
10 the Board. The Board’s prohibition of discrimination or harassment in its educational
11 programs or activities expressly extends to academic, nonacademic and extracurricular
12 activities, including athletics, as well as the district website. It is also the policy of the
13 Board of Education to provide for the prompt and equitable resolution of complaints
14 alleging any discrimination or harassment on the basis of protected characteristics such as
15 race, color, religion, age, sex, sexual orientation, marital status, national origin, ancestry,
16 alienage, disability, pregnancy, gender identity or expression, or veteran status.

17
18 For the purposes of this policy, “gender identity or expression” means a person's gender-
19 related identity, appearance or behavior, whether or not that gender-related identity,
20 appearance or behavior is different from that traditionally associated with the person's
21 physiology or assigned sex at birth, which gender-related identity can be shown by
22 providing evidence including, but not limited to, medical history, care or treatment of the
23 gender-related identity, consistent and uniform assertion of the gender-related identity or
24 any other evidence that the gender-related identity is sincerely held, part of a person's core
25 identity or not being asserted for an improper purpose.

26
27 For the purposes of this policy, “veteran” means any person honorably discharged from,
28 ~~or~~ released under honorable conditions from or released with an other than honorable
29 discharge based on a qualifying condition from active service in, the United States Army,
30 Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof,
31 including the Connecticut National Guard. . “Qualifying condition” means (A) a
32 diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual

Community/School Relations

33 licensed to provide health care services at a United States Department of Veterans Affairs
34 facility, (B) an experience of military sexual trauma disclosed to an individual licensed to
35 provide health care services at a United States Department of Veterans Affairs facility, or
36 (C) a determination that sexual orientation, gender identity or gender expression was
37 more likely than not the primary reason for an other than honorable discharge, as
38 determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

39
40 For the purposes of this policy, “race” is inclusive of ethnic traits historically associated
41 with race, including but not limited to, hair texture and protective hairstyles. “Protective
42 hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as
43 individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

44
45 Any individual wishing to file a complaint regarding discrimination or harassment may
46 obtain a copy of the Board’s complaint procedures and complaint form that are included
47 in the Board’s Administrative Regulations Regarding Non-Discrimination. These
48 regulations accompany Board Policy #1370 Community/Non-Discrimination and are
49 available online at <https://www.madison.k12.ct.us/board-of-education/policies> or upon
50 request from the main office of any district school.

51
52 If a complaint involves allegations of discrimination or harassment based on reasons such
53 as gender/sex, gender identity, sexual orientation, disability, or pregnancy, such
54 complaints will be handled in accordance with other appropriate policies (e.g., Policy
55 #4116.1, Sex Discrimination/Harassment in the Workplace; Policy #5120.4.2.4, Sex
56 Discrimination and Sexual Harassment; Policy #4118.14, Section 504/ADA, and Policy
57 #5200, Section 504/ADA).

58
59 Individuals also may file a complaint with the Office for Civil Rights, U.S. Department of
60 Education (“OCR”):

61
62 Office for Civil Rights, Boston Office
63 U.S. Department of Education
64 8th Floor
65 5 Post Office Square
66 Boston, MA 02109- 3921

Community/School Relations

67 (617-289-0111)

68 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

69
70 Employees may also file a complaint regarding employment discrimination or harassment
71 with the Equal Employment Opportunity Commission:

72
73 Equal Employment Opportunity Commission, Boston Area Office
74 John F. Kennedy Federal Building
75 475 Government Center
76 Boston, MA 02203
77 (800-669-4000)

78
79
80 Individuals may also file a complaint with the Connecticut Commission on Human Rights
81 and Opportunities:

82
83 Connecticut Commission on Human Rights and Opportunities
84 450 Columbus Blvd.
85 Hartford, CT 06103-1835
86 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

87
88 Anyone who has questions or concerns about this policy, and/or who may wish to request
89 or discuss accommodations based on religion, and/or would like a copy of the Board's
90 complaint procedures or complaint forms related to claims of discrimination or
91 harassment, may contact:

92
93 **Office of the Superintendent**
94 **10 Campus Drive**
95 **Madison, CT 06443**
96 **(203) 245-6322**

97
98 Anyone who has questions or concerns about the Board's policies regarding
99 discrimination on the basis of gender/sex may contact the Board's Title IX Coordinator:

100
101 **Director of Special Education**
102 **10 Campus Drive**
103 **Madison, CT 06443**
104 **(203) 245-6341**

105
106 Anyone who has questions or concerns about the Board's policies regarding
107 discrimination or harassment on the basis of disability, and/or who may wish to request or

108 [discuss accommodations for a disability](#), may contact the Board’s Section 504/ADA

109 Coordinator:

110
111 **Director of Special Education**
112 **10 Campus Drive**
113 **Madison, CT 06443**
114 **(203) 245-6341**
115

116 **Legal References:**

117
118 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
119 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
120 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
121 Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
122 Americans with Disabilities Act, 42 U.S.C. § 12101
123 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
124 Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined
125 Connecticut General Statutes § 46a-58, Deprivation of rights
126 [Connecticut General Statutes § 27-103](#)
127 [Connecticut General Statutes § 46a-51, Definitions](#)
128 Connecticut Fair Employment Practices Act, Connecticut General Statutes
129 § 46a-60
130 Connecticut General Statutes § 46a-81a, Sexual orientation discrimination:
131 Definitions
132 Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
133 Employment
134 [Public Act No. 21-79, “An Act Redefining ‘Veteran’ and Establishing a](#)
135 [Qualifying Review Board”](#)
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141 Date Adopted: March 16, 2021
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#4118.1
Non-Discrimination

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The Board of Education (the “Board”) will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, except in the case of a bona fide occupational qualification.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression.

For the purposes of this policy, “genetic information” means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. “Genetic information” may also include an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

#4118.1(b)

32
33 For the purposes of this policy, “veteran” means any person honorably discharged from, or
34 released with an other than under honorable discharge based on a qualifying conditions from
35 active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and
36 any reserve component thereof, including the Connecticut National Guard. “Qualifying
37 condition” means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made
38 by an individual licensed to provide health care services at a United States Department of
39 Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an individual
40 licensed to provide health care services at a United States Department of Veterans Affairs
41 facility, or (C) a determination that sexual orientation, gender identity, or gender expression was
42 more likely than not the primary reason for an other than honorable discharge, as determined in
43 accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

44
45 For the purposes of this policy, “gender identity or expression” means a person's gender-related
46 identity, appearance or behavior, whether or not that gender-related identity, appearance or
47 behavior is different from that traditionally associated with the person's physiology or assigned
48 sex at birth, which gender-related identity can be shown by providing evidence including, but not
49 limited to, medical history, care or treatment of the gender-related identity, consistent and
50 uniform assertion of the gender-related identity or any other evidence that the gender-related
51 identity is sincerely held, part of a person's core identity or not being asserted for an improper
52 purpose.

53
54 For the purposes of this policy, “race” is inclusive of ethnic traits historically associated with
55 race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles”
56 includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids,
57 cornrows, locs, twists, Bantu knots, afros and afro puffs.

58
59 Any employee wishing to file a complaint regarding discrimination or harassment may obtain a
60 copy of the Board’s complaint procedures and complaint form, which are included in the Board’s
61 Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations
62 accompany Board Policy #4118.1 and are available online at
63

64 #4118.1 (c)
65 <https://www.madison.k12.ct.us/board-of-education/policies> or upon request from the main office
66 of any district school.

67
68 If a complaint involves allegations of discrimination or harassment based on reasons such as
69 gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be
70 handled under other appropriate policies (e.g., Policy #4116.1, Sex Discrimination and Sexual
71 Harassment and Policy #4118.14, Americans with Disabilities Act/Section 504).

72
73 Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of
74 Education (“OCR”):

75
76 Office for Civil Rights, Boston Office
77 U.S. Department of Education
78 8th Floor
79 5 Post Office Square
80 Boston, MA 02109- 3921
81 (617) 289-0111
82 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

83
84 Employees may also file a complaint regarding employment discrimination or harassment with
85 the Equal Employment Opportunity Commission:

86
87 Equal Employment Opportunity Commission, Boston Area Office
88 John F. Kennedy Federal Building
89 475 Government Center
90 Boston, MA 02203
91 (800-669-4000)

92
93 Employees may also file a complaint with the Connecticut Commission on Human Rights and
94 Opportunities:

95
96 Connecticut Commission on Human Rights and Opportunities
97 450 Columbus Blvd.
98 Hartford, CT 06103-1835
99 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

100
101 Anyone who has questions or concerns about this policy, ~~or~~ or and/or who may wish to request
102 or discuss accommodations based on religion, and/or who would like a copy of the Board’s

103 #4118.1(d)

104 complaint procedures or complaint forms related to claims of discrimination or harassment, may
105 contact:

106
107 **Office of the Superintendent**
108 **10 Campus Drive**
109 **Madison, CT 06443**
110 **(203) 245-6322**

111
112 Anyone who has questions or concerns about the Board’s policies regarding discrimination or
113 harassment on the basis of gender/sex, gender identify or sexual orientation -may contact the
114 Board’s Title IX Coordinator:

115
116 **Director of Special Education**
117 **10 Campus Drive**
118 **Madison, CT 06443**
119 **(203) 245-6341**

120
121 Anyone who has questions or concerns about the Board’s policies regarding discrimination or
122 harassment on the basis of disability, and/or who may wish to request or discuss accommodations
123 for a disability, may contact the Board’s Section 504/ADA Coordinator:

124
125 **Director of Special Education**
126 **10 Campus Drive**
127 **Madison, CT 06443**
128 **(203) 245-6341**

129
130 **Legal References:**

- 131
132 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
133 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
134 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
135 Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
136 Americans with Disabilities Act, 42 U.S.C. § 12101
137 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
138 Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110-
139 233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.
140 Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined
141 Connecticut General Statutes § 46a-51, Definitions
142 Connecticut General Statutes § 10 153, Discrimination on the basis of sex, gender
143 indemnity or expression or marital status prohibited
144 Connecticut General Statutes § 27-103

#4118.1(e)

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Connecticut General Statutes § 46a 58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes § 46a-
60
Connecticut General Statutes § 46a-81a Sexual orientation discrimination:
Definitions
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment-
Public Act No. 21-79, “An Act Redefining ‘Veteran’ and Establishing a
Qualifying Review Board”

Date Adopted: March 16, 2021

#5020.1

Non-Discrimination

The Board of Education (the “Board”) complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board’s prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status.

For the purposes of this policy, “veteran” means any person honorably discharged from, ~~or~~ released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. . “Qualifying condition” means (A) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (B) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (C) a determination that sexual orientation, gender

33 identity or gender expression was more likely than not the primary reason for an other than
34 honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

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36 For the purposes of this policy, “gender identity or expression” means a person’s gender-related
37 identity, appearance or behavior, whether or not that gender-related identity, appearance or
38 behavior is different from that traditionally associated with the person’s physiology or assigned
39 sex at birth, which gender-related identity can be shown by providing evidence including, but not
40 limited to, medical history, care or treatment of the gender-related identity, consistent and
41 uniform assertion of the gender-related identity or any other evidence that the gender-related
42 identity is sincerely held, part of a person's core identity or not being asserted for an improper
43 purpose.

44
45 For the purposes of this policy, “race” is inclusive of ethnic traits historically associated with
46 race, including but not limited to, hair texture and protective hairstyles. “Protective hairstyles”
47 includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids,
48 cornrows, locs, twists, Bantu knots, afros and afro puffs.

49
50 Any student and/or parent/guardian wishing to file a complaint regarding discrimination or
51 harassment may obtain a copy of the Board’s complaint procedures and complaint form, which
52 are included in the Board’s Administrative Regulations Regarding Non-Discrimination/Students.
53 These regulations accompany Board Policy #5020.1 and are available online at
54 <https://www.madison.k12.ct.us/board-of-education/policies> or upon request from the main office
55 of any district school.

56
57 If a complaint involves allegations of discrimination or harassment based on reasons such as
58 gender/sex, gender identity, sexual orientation, disability, or pregnancy, such complaints will be
59 handled under other appropriate policies (e.g., Policy #5120.4.2.4, Sex Discrimination and
60 Sexual Harassment and Policy #5200, Section 504/ADA).

61
62 Any student and/or parent/guardian also may file a complaint with the Office for Civil Rights,
63 U.S. Department of Education (“OCR”):

64

65 Office for Civil Rights, Boston Office
66 U.S. Department of Education
67 8th Floor
68 5 Post Office Square
69 Boston, MA 02109- 3921
70 (617-289-0111)
71 <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

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74 Any student and/or parent/guardian may also file a complaint with the Connecticut Commission
75 on Human Rights and Opportunities:

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77 Connecticut Commission on Human Rights and Opportunities
78 450 Columbus Blvd.
79 Hartford, CT 06103-1835
80 [\(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737\)](tel:8605413400)

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82 Anyone who has questions or concerns about this policy, [and/or who may wish to request or](#)
83 [discuss accommodations based on religion, and/or who ~~or~~ would like a copy of the Board's](#)
84 complaint procedures or complaint forms related to claims of discrimination, may contact:

85

86 **Office of the Superintendent**
87 **10 Campus Drive**
88 **Madison, CT 06443**
89 **(203) 245-6322**

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91 Anyone who has questions or concerns about the Board's policies regarding discrimination [or](#)
92 [harassment](#) on the basis of gender/sex, [gender identity, or sexual orientation](#) may contact the
93 Board's Title IX Coordinator:

94

95 **Director of Special Education**
96 **10 Campus Drive**
97 **Madison, CT 06443**
98 **(203) 245-6341**

99

100 Anyone who has questions or concerns about the Board's policies regarding discrimination [or](#)
101 [harassment](#) on the basis of disability, [and/or who may wish to request or discuss accommodations](#)
102 [for a disability](#), may contact the Board's Section 504/ADA Coordinator:

103

104 **Director of Special Education**

105 **10 Campus Drive**
106 **Madison, CT 06443**
107 **(203) 245-6341**

108

109 **Legal References:**

110

111 Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.

112 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.

113 Americans with Disabilities Act, 42 U.S.C. § 12101, et seq.

114 Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.

115 Connecticut General Statutes § 1-1n, “Gender Identity or Expression” defined

116 Connecticut General Statutes § 46a-51, Definitions

117 Connecticut General Statutes § 10-15c

118 [Connecticut General Statutes § 27-103](#)

119 Connecticut General Statutes § 46a-58, Deprivation of rights

120 Connecticut General Statutes § 46a-81a, et seq.

121 [Public Act No. 21-79, “An Act Redefining ‘Veteran’ and Establishing a Qualifying](#)
122 [Review Board”](#)

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126 Date Adopted: March 16, 2021

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Retention of Electronic Records and Information
(formerly Education Data / Records Retention)

The Madison Board of Education (the “Board”) complies with all state and federal laws and regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or ~~his/her~~-designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all ~~employees~~ school officials, employees, and individuals granted access to the computer systems and/or networks of the Madison Public Schools (the “District”) and/or who send electronic messages as part of their work for the District. Collectively, all individuals granted access to the District’s computer systems are referred to as the “Users”.

Use of E-Mail and Electronic Communications

The Board ~~of Education~~ provides computers, ~~a~~-computer networks, including Internet access and an e-mail system, as well as any electronic devices that access the networks such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, Walkman, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices), (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by ~~school officials and employees~~ users as part of their work and/or by using the district’s computer systems and/or network(s) are not private communications and are potentially subject to disclosure. ~~Employees~~ Users must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual ~~employees~~ users of passwords for system security. Any password systems

#2240(b)

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34 implemented by the District are designed solely to provide system security from unauthorized
35 users, not to provide privacy to the individual system user.

36
37 *The system's security aspects, message delete function and personal passwords may be bypassed*
38 *for monitoring purposes. Therefore, ~~employees~~ users must be aware that they should not have*
39 *any expectation of personal privacy in the use of these computer systems.* This provision applies
40 to any and all uses of the District's computer systems, including any incidental personal use
41 permitted in accordance with the Board's policy and regulations regarding computer use by
42 ~~employees~~ users.

43
44 Any retained messages may be retrieved as part of routine monitoring by the Board, an employee
45 investigation or a formal discovery process as part of litigation. ~~Employees-Users~~ should bear in
46 mind that e-mail messages may be retained at different locations within the computer network
47 and that these messages are subject to retrieval. Consequently, ~~employees~~ users should use
48 discretion when using computers or other electronic technology to send, record or retain
49 electronic communications and information.

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51 **Retention of Electronically Stored Information**

52
53 Electronic communications on District computers or electronic communication systems shall be
54 retained only as long as necessary. The same record retention policy that applies to paper records
55 applies to electronically stored information, including e-mail communications. Therefore, like
56 paper records, the content and function of an electronic record, including e-mail communications,
57 determines the retention period for that document. The District will comply with all of the
58 minimum standards set forth in the Municipal Records Retention Schedules, as issued by the
59 Office of the Public Records Administrator for the State of Connecticut.

60
61 In addition to the retention guidelines established by the Board and used by school district
62 officials and employees, all school officials and employees have a duty to preserve all records
63 and electronic information, including records and electronic information that

64 #2240(c)
65 might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or
66 may be anticipated to involve future litigation.

67
68 Legal References:

- 69 Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
70 Conn. Gen. Stat. § 7-109
71 Conn. Gen. Stat. § 11-8 et seq.
72 General Letters 96-2 and 2009-2 of the Public Records Administrator
73 Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator
74 (Aug. 2014)
75 Record Retention Schedules Towns, Municipalities and Boards of Education
76
77 Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at*
78 <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.
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91 Date of Adoption: April 6, 2021

#4116.1

Sex Discrimination and Sexual Harassment

It is the policy of the Madison Board of Education (the “Board”) for the Madison Public Schools (the “District”) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex.

The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”), Title VII of the Civil Rights Act of 1964 (“Title VII”), and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of all parties. Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this Policy shall be subject to other sanctions, which may include exclusion from Board property and/or activities. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

For conduct to violate (Title IX), the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of Title VII, Connecticut law, and/or another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX, Title VII, and Connecticut law (the “Administrative Regulations”).

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Sex discrimination occurs when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual’s sex. Sex discrimination also occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct (*i.e., quid pro quo*);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board’s education programs or activities; or
- (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Title VII and Connecticut law means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

#4116.1(c)

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(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner.

Violations of this Policy by employees will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Madison Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations), which training shall include, but not be limited to the definition of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall

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also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX, Title VII, and Connecticut Law, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board’s website to promote an environment free of sex discrimination and sexual harassment.

The Board’s Title IX Coordinator is the Director of Special Education. Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator as follows:

***Director of Special Education
10 Campus Drive
Madison, CT 06443
203-245-6341***

Any ~~individual~~ individual Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Board employees may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education:

Office for Civil Rights, Boston Office,
U.S. Department of Education, 8th Floor,
5 Post Office Square
Boston, MA 02109-3921
Telephone: 617-289-0111

Employees may also make a report of sexual harassment and/or sex discrimination to:

Connecticut Commission on Human Rights and Opportunities
450 Columbus Boulevard
Hartford, CT 06103-1835
Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

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Legal References:

- Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).
- Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
- Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.
- Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
- Conn. Gen. Stat. § 46a-54 - Commission powers Connecticut
- General Statutes § 46a-60 - Discriminatory employment practices prohibited.
- Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination: Employment
- Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender identity or expression or marital status prohibited
- Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

Date of Adoption: August 25, 2020

Date of Revision: March 16, 2021

#5120.4.2.4

Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment

It is the policy of the Madison Board of Education (the “Board”) for the Madison Public Schools (the “District”) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”) and Connecticut Law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

For conduct to violate this Title IX, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX and Connecticut Law (the “Administrative Regulations”).

Sex discrimination occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

30 #5120.4.2.4(b)

31 (1) An employee of the Board conditioning the provision of an aid, benefit, or service of
32 the Board on an individual’s participation in unwelcome sexual conduct (*i.e., quid pro*
33 *quo*);

34 (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive,
35 and objectively offensive that it effectively denies a person equal access to the Board’s
36 education programs or activities; or

37 (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as
38 defined in 34 U.S.C. 12291(a) (10), “domestic violence” as defined in 34 U.S.C.
39 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

40
41 Sexual harassment under Connecticut law means conduct in a school setting that 1) is sexual in
42 nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit
43 from a school’s educational program. Sexual harassment can be verbal, nonverbal or physical.
44 Sexual violence is a form of sexual harassment.

45
46 Reporting Sex Discrimination or Sexual Harassment

47
48 It is the express policy of the Board to encourage victims of sex discrimination and/or sexual
49 harassment to report such claims. Students are encouraged to report complaints of sex
50 discrimination and/or sexual harassment promptly in accordance with the appropriate process set
51 forth in the Administrative Regulations. The Board directs its employees to respond to such
52 complaints in a prompt and equitable manner. The Board further directs its employees to
53 maintain confidentiality to the extent appropriate and not tolerate any reprisals or retaliation that
54 occur as a result of the good faith reporting of charges of sex discrimination and/or sexual
55 harassment. Any such reprisals or retaliation will result in disciplinary action against the
56 retaliator, up to and including expulsion or termination as appropriate.

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#5120.4.2.4(c)

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Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Madison Public Schools administration (the “Administration”) shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations) on the definitions of sex discrimination and sexual harassment, the scope of the Board’s education program and activity, how to conduct an investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board’s website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX and Connecticut Law, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to staff, students and parents and legal guardians and make the Policy and the Administrative Regulations available on the Board’s website to promote an environment free of sex discrimination and sexual harassment.

The Board’s Title IX Coordinator is the Director of Special Education. Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator as follows:

***Director of Special Education
10 Campus Drive
Madison, CT 06443
203-245-6341***

Any ~~individual~~ Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to

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92
93 the Title IX Coordinator. Students may also make a report of sexual harassment and/or sex
94 discrimination to the U.S. Department of Education:

95
96 Office for Civil Rights Boston Office,
97 U.S. Department of Education,
98 8th Floor, 5 Post Office Square,
99 Boston, MA 02109-3921
100 Telephone (617) 289-0111

101
102 Students may also make a report of sexual harassment and/or sex discrimination to the
103 Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard,
104 Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-
105 477-5737).

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109 **Legal References:**

110 Title IX of the Education Amendments of 1972, 20 U.S.C. §
111 1681, et seq.
112
113 Title IX of the Education Amendments of 1972, 34 C.F.R § 106.1, et seq.
114
115 Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
116
117 Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
118
119 Conn. Gen. Stat. § 10-15c - Discrimination in public schools prohibited.

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125 Date of Adoption: August 25, 2020
126 Date of Revision: March 16, 2021
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Statement of Policy

The Board of Education will provide transportation for students under provisions of state law and regulations. In determining the provision of transportation, the superintendent of schools shall consider the guidelines contained in this policy and shall administer the operation so as to:

1. provide for the safety of students, including consideration of hazardous conditions whether or not described in this policy;
2. provide for appropriate supervision for students while on school transportation, consistent with the Board’s student discipline policy; and
3. assist disabled students by providing appropriate specialized transportation when required by law.

Definitions

1. "School transportation" means the procedure, program, or implemented plan by which a pupil is transported to and/or from school from ~~his/her~~ the pupil’s residence or the assigned bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved and maintained by the municipality or the state of Connecticut, or private roads approved pursuant to C.G.S. Section 10-220c.
2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and ~~his/her~~ the pupil’s school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the

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school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Madison Board of Education.

3. "One-mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
4. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
5. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Conditions" that affects the safety of pupils walking to or from school and/or to or from a designated bus pick-up area.
6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
8. "Walking route" means the route that the student is expected to travel between his/her residence to and from school and/or an assigned bus stop.

#3541.5(c)

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9. "Bus stop" shall be defined as a geographical location designated by the Board of Education, school administration or their designee where students can safely wait for purposes of embarking or disembarking a school bus.

10. "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.

In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.

<u>Grade</u>	<u>Limit</u>
K	½ mile
1-3	1 mile
4-8	1 1/2 miles
9-12	2 miles

Students living within the stated distance limits will receive transportation when, in the opinion of the Superintendent of Schools, it is in the best interests of the district to provide transportation.

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Access to Bus Stops/Transportation and Behavior

Parents and/or guardians are responsible for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and/or the school building, compliance with health and safety precautions at the bus stop and along walking routes, and the provision of supervision that is appropriate to the student’s age, maturity and conditions along the walking route and/or at the bus stop at all times.

Given that bus pick up times may vary, the Board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time.

Students accessing school transportation are expected to behave in an appropriate manner, in accordance with all school rules and regulations. The Board’s policies and procedures concerning student discipline shall apply to student behavior while accessing student transportation.

Hazardous Conditions

The administration shall consider the following guidelines for hazardous conditions when making decisions regarding the transportation of children:

1. Except as provided in Paragraph 7 of this Section, a street or road, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:
 - a) For pupils under age ten, or enrolled in grades K through 3:
 - (i) the absence of a pedestrian crossing light or crossing guard where three or more streets intersect, and a pupil is expected to cross the street; OR

#3541.5(e)

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(ii) street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection, and a pupil is expected to cross the street.

b) For pupils over age ten, or enrolled in grades 4 through 12, the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect which has a traffic count which exceeds ninety vehicles per hour during the time that pupils are walking to or from school, and such pupils are expected to cross the street;

c) For all pupils:

(i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop; OR

(ii) the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisances which are hazardous or attractive to children.

2. Any street, road, or highway, along a designated walking route to or from school and/or to or from a designated bus pick-up area, that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:

a) For pupils under age ten, or enrolled in grade K through 3:

(i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from school; OR

(ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.

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- b) For all pupils:
 - (i) the presence of ~~human~~-made hazards including attractive nuisances, as stated in 1(c)(ii) above; OR
 - (ii) any roadway available to vehicles that does not have a minimum width of approximately twenty-two feet; OR
 - (iii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; OR
 - (iv) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.
- 3. Any walkway, path, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks carrying moving trains during hours that pupils are walking to or from school or to and from a designated bus pick-up area shall be deemed hazardous unless:
 - a) a crossing guard is present; OR
 - b) for pupil under age ten, an automatic control bar is present at crossings; OR
 - c) for pupils over age ten, a bar or red flashing signal light is operational.
- 4. For pupils in grades K through 4, the following conditions shall be deemed hazardous:

#3541.5(g)

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188 a) a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the
189 absence of a fence or other suitable barrier fixed between the pupil and the water; OR

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191 b) any area adjacent to a roadway, sidewalk, or bridge, along a designated walking route
192 to or from school and/or to or from a designated bus pick-up area, having a drop of
193 three or more feet per four feet of travel length on either side of the established lanes,
194 in the absence of a fence or other suitable barrier.

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196 5. For pupils in grades K through 8, walking to or from school or the bus stop at any time prior
197 to one-half hour before sunrise or any time one-half hour after sunset shall be deemed
198 hazardous.

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200 6. For all students, walking along any street, road, walkway, sidewalk, or path designated as a
201 walking route which passes through an area which has a history of aggressive acts of
202 molestation resulting in actual or threatened physical harm or moral degradation during the
203 hours when pupils ordinarily walk to or from school shall be deemed hazardous.

204
205 7. It shall not be a “hazard” or “hazardous condition” for a pupil whose residence abuts a public
206 street, road or highway to (1) wait for the bus on the private property where the pupil resides
207 for the school bus, until the school bus’s flashing red lights are activated to stop traffic so that
208 the student can enter onto or cross the public street, road or highway to get on a school bus;
209 or (2) exit a school bus that is stopped on the public street, road or highway, when the bus’s
210 flashing red lights are activated to stop traffic so that the pupil can enter onto or cross such
211 street, road or highway to access the private property where the pupil resides.

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213 **Applicability and Exceptions**

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215 1. This policy is applicable to public road approved and maintained by the municipality or state
216 of Connecticut, or private roads approved for passage of school transportation vehicles in
217 accordance with C.G.S. Section 10-220c.

219 **#3541.5(h)**

220 2. Special Education pupils and pupils eligible for accommodations under Section 504 of the
221 Rehabilitation Act shall be judged on an individual basis, and appropriate transportation
222 provided.

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224 3. The Superintendent of Schools may grant an exception to any guideline set forth in this
225 policy where a peculiar condition or combination of conditions renders such condition(s) a
226 hazard based upon reasonable judgment; or where under the circumstances, other conditions
227 exist under which the safety of students necessitates a variance with the guidelines within this
228 policy.

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230 **Complaint Procedure**

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232 1. All complaints concerning school transportation safety shall be made in writing to the
233 Superintendent of Schools or designee. The Superintendent or designee shall maintain a
234 written record of all such complaints, and shall conduct appropriate investigations of the
235 allegations in a timely manner. The investigation shall include 1) the review of the complaint
236 raised with appropriate personnel responsible for transportation of students and 2) the
237 opportunity for the parent or other person making the complaint to meet with the
238 Superintendent to discuss the complaint and any possible resolution thereof.

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240 2. Annually, within thirty (30) business days of the end of the school year, the Superintendent of
241 Schools or designee shall provide the Commissioner of Motor Vehicles (“Commissioner”)
242 with a copy of the written record of complaints received during the previous twelve (12)
243 month period.

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245 3. The Superintendent of Schools or designee shall make a written report of the circumstances
246 of any accident within the Board’s jurisdiction and knowledge, involving a motor vehicle and
247 any pedestrian who is a student, which occurs at a designated school bus stop or in the
248 immediate vicinity thereof, to the Commissioner within ten (10) business days thereafter on a
249 form prescribed by the Commissioner.

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4. If a complaint covered by Section 10-186 of the Connecticut General Statutes, and is not resolved by the Superintendent, the Superintendent shall inform parent or guardian, or an emancipated minor or a pupil eighteen years of age or older, of ~~his or her~~ the right to request a hearing regarding the complaint. Such hearing, if requested, shall be held in accordance with Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.

Legal Reference: Connecticut General Statutes

- 10-186 Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.
- 10-187 Appeal from finding of hearing board.
- 10-220 Duties of boards of education.
- 10-220c Transportation of children over private roads. Immunity from Liability.
- 10-221c Development of policy for reporting complaints regarding school transportation safety.
- 10-273a Reimbursement for transportation to and from elementary and secondary schools.
- 10-280a Transportation for students in non-profit private schools outside school district.
- 10-281 Transportation for pupils in nonprofit private schools within school district.
- 14-275 Equipment and color of school buses.
- 14-275b Transportation of mobility impaired students.
- 14-275c Regulations re: school buses and motor vehicles used to transport special education students.

Date of Adoption: October 6, 2020

SUBJECT TO APPROVAL

**Madison Public Schools
Board of Education Regular Meeting
September 14, 2021
7:30 PM
Polson Library & Remote**

MEETING MINUTES

Full documentation of these proceedings can be found through on demand video located in the Meetings/Minutes section of the district website

1. Call to Order / Attendance

The public meeting of the Madison Board of Education was called to order by Chair Galen Cawley at 7:38 p.m. Mr. Cawley led the Pledge of Allegiance.

Present: Galen Cawley, Greg DeSantis, Diane Infantine-Vyce, Cathy Miller, Violet McNerney, Tom Pellegrino, Emily Rosenthal, Katie Stein.

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Zoe Roos, Communications Specialist; Isabelle Vagell and Lucy Fritzinger, Student Board Representatives, Mr. Dan Hansen, Educational Consultant, several members of the public.

2. Action Item: Motion to approve resignation of Happy Marino, Board of Education member

MOTION: by Infantine-Vyce, seconded by Miller to approve the resignation of Happy Marino, Board of Education member

AYES: Cawley, DeSantis, Infantine-Vyce, McNerney, Miller, Pellegrino, Rosenthal, Stein

NAYS: None

ABSTAIN: None

MOTION CARRIED: 8-0

3. Action Item: Motion to approve appointment of Christine Maisano, Board of Education member

MOTION: by Stein, seconded by Infantine-Vyce to approve the appointment of Christine Maisano, Board of Education member

AYES: Cawley, DeSantis, Infantine-Vyce, McNerney, Miller, Pellegrino, Rosenthal, Stein

NAYS: None

ABSTAIN: None

MOTION CARRIED: 8-0

Action Item: Motion to add the student representative report to the agenda.

MOTION: by Stein, seconded by Infantine-Vyce to add the student representative report to the agenda.

AYES: Cawley, DeSantis, Infantine-Vyce, McNerney,
Miller, Pellegrino, Rosenthal, Stein
NAYS: None
ABSTAIN: None
MOTION CARRIED: 8-0

Isabelle reported the start of the school year has gone well and it feels like things are returning to normal. Accessing extra help is much easier being in-person. Spirit Day occurs on Friday along with the sr. picnic. Wake up call will also occur.

Lucy reported it's been great to get back into the swing of things. Sports are on schedule and we've been exercising outside. Fall play group had opening meeting yesterday. Campus feels alive again with activities occurring after 2:15. Students have been very cooperative with mask wearing.

4. Superintendent's Report

Craig A. Cooke, Ph.D.

4.1. Start of School Update

Dr. Cooke reported it's been a great start to the school year. As expected, bus delays occurred the first day but were ironed out by day 2. We are experiencing staff changes, although nothing to the extent that area districts are dealing with, and throughout the state as well. Several openings have been created by teachers taking promotions within the district. The search for additional bus drivers is ongoing. We are continually reviewing and adjusting COVID mitigation strategies and recently removed the Plexiglas shields from the DHHS Dining & Assembly Hall at lunchtime. We are watching the lunch numbers at Jeffrey and have arranged for some classes to eat outside.

Dr. Cooke noted we continue to be on the low end with COVID cases, falling in the yellow range, but do currently have students quarantined. Beginning September 27, per governor's orders, all staff in public schools must either be vaccinated or provide weekly testing results, for which we have established a procedure through Human Resources. We are in the high range with regard to vaccinations (of our students as well).

Sharing of the referendum project is fully underway and our website continues to be updated. Information will be shared with the community Friday via the weekly update. Promotional materials have been created and we will attend community events, on a small scale, to share information. Dr. Cooke referenced the referendum timeline provided for tonight and introduced Mr. Dan Hansen who will review the Educational Specifications. We are not asking the Board to take action until October, after a first and second reading have taken place.

4.2. Review of Education Specifications for New School Building

Mr. Hansen reviewed the process for planning a new school facility and what the State requires from us. The Educational Specifications document was developed with the input of approximately 45 staff members and identifies the core beliefs of the district. Mr. Hansen stressed that the educational specifications do not specify the design of the new school building, but identifies the spaces requires for all program areas as well as support services.

A question and answer period ensued, which can be heard on the meeting recording posted on the district website.

5. Board Member Comments

Dr. Infantine-Vyce voiced her concerns with traffic issues between Hand and Polson.

6. School / Community Session

6.1. Public Participation

- Christine Maisano introduced herself and thanked the Board for their support.
- Natasha Mills asked the Board what the end goal is, what are we working towards.
- Erin Andrin inquired about the band trip to Disney World.
- John Andrin asked if the Plexiglas will be taken down at Polson, as has been done at Hand.

Comments in their entirety can be heard on the meeting recording posted on the district website.

7. Board of Selectmen Liaison

Scott Murphy

Mr. Murphy was not in attendance.

8. Consent Agenda (Ref. Bylaw #9540.2 and #9540.8)

8.1. Budget Expenditures as of September 10, 2021

MOTION: by DeSantis, seconded by Pellegrino to approve the Consent Agenda.

AYES: Cawley, DeSantis, Infantine-Vyce, McNerney, Miller, Pellegrino, Rosenthal, Stein

NAYS: None

ABSTAIN: None

MOTION CARRIED: 8-0

9. Board Committees / Liaison Updates (Ref. Bylaw #9450)

9.1. Curriculum and Student Development

Members: Diane Infantine-Vyce, Chair; Greg DeSantis, Catherine Miller

Dr. Infantine-Vyce reported the committee met this evening and was given a presentation on Morphology Scope and Sequence by Literacy Coaches Stephanie Fumiatti, Michelle Horn, Lisa Caldwell and Literacy Coordinator Celine DaSilva. Paul Mezick, DHHS Science Dept. Chair & Chemical Hygiene Officer for Polson & DHHS, spoke to the changes within the Polson and Hand Chemical Hygiene Plans and will be getting back to the committee with answers to questions posed about emergency bleeding and lacerations protocol, as well as some minor changes to align the plans.

9.2. Communications Committee

Members: Tom Pellegrino, Chair; Diane Infantine-Vyce, Greg DeSantis

No report. The committee will meet on October 5.

9.3. Facilities Committee

Members: Emily Rosenthal, Chair; Happy Marino, Katie Stein

Mr. McMinn gave an update on the solar carport project, noting it is complete and waiting on final inspection. Brown and Polson improvements were discussed. Discussions also took place regarding the new school – ed specs, website, communication plan, etc. Next meeting scheduled for October 12.

9.4. Finance Committee

Members: Katie Stein, Chair; Happy Marino, Tom Pellegrino

No report. The committee will meet on September 28.

9.5. Personnel Committee

Members: Violet McNerney, Chair; Diane Infantine-Vyce, Catherine Miller

Dr. McNerney reported the committee is waiting on materials from the Teamsters. The attorneys are in mediation with the NAGE union, and we are in the finalization process with the MEA.

9.6. Policy Committee

Members: Happy Marino, Chair; Violet McNerney, Emily Rosenthal

Dr. DeSantis reported the committee has not met; however, there is a policy on tonight's agenda for a second reading - Policy #3020.7 Budget Procedures and Line Item Transfers.

9.7. LEARN Liaison

Katie Stein

No report.

10. Action Item: Motion to approve the Daniel Hand High School Science Department Chemical Hygiene Plan

MOTION: by Infantine-Vyce, seconded by Miller to approve the following changes to the existing Daniel Hand High School Science Department Chemical Hygiene Plan:

- Effective Dates
- State Statute Changes
- Dosimetry parameters for goggles, §214a of CT Statute

With the expectation there may be future modifications concerning protocols for emergency treatment of profuse bleeding & lacerations

AYES: Cawley, DeSantis, Infantine-Vyce, McNerney, Miller, Pellegrino, Rosenthal, Stein

NAYS: None

ABSTAIN: None

MOTION CARRIED: 8-0

11. Action Item: Motion to approve the Polson Middle School Science Department Chemical Hygiene Plan

MOTION: by DeSantis, seconded by Infantine-Vyce to approve the following changes to the existing Polson

Middle School Science Department Chemical Hygiene Plan:

- Effective Dates
- State Statute Changes
- Dosimetry parameters for goggles, §214a of CT Statute

With the expectation there may be future modifications concerning protocols for emergency treatment of profuse bleeding & lacerations

AYES: Cawley, DeSantis, Infantine-Vyce, McNerney, Miller, Pellegrino, Rosenthal, Stein

NAYS: None

ABSTAIN: None

MOTION CARRIED: 8-0

12. Action Item: Motion to approve the minutes of the August 17, 2021 Board of Education Meeting (Ref. Bylaw #9540.0)

MOTION: by Stein, seconded by Miller to approve the minutes of the August 17, 2021 Board of Education Meeting

AYES: Cawley, DeSantis, Miller, Pellegrino, Rosenthal, Stein

NAYS: None

ABSTAIN: Infantine-Vyce, McNerney

MOTION CARRIED: 6-0

13. Future Agenda Items

14. Meetings/Dates of Importance

15. Adjournment

MOTION: by Infantine-Vyce, seconded by Stein to adjourn the meeting at 8:42 p.m.

AYES: Cawley, DeSantis, Infantine-Vyce, McNerney, Miller, Pellegrino, Rosenthal, Stein

NAYS: None

ABSTAIN: None

MOTION CARRIED: 8-0

The Town of Madison does not discriminate on the basis of disability, and the meetings are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town's ADA/Human Resources Director, Deb Milardo, at 203-245-5603 or by email at milardod@madisonct.org at least five (5) business days prior to the meeting.

SUBJECT TO APPROVAL

**Madison Public Schools
Board of Education Regular Meeting
September 28, 2021
7:00 PM
Polson Library & Remote**

MEETING MINUTES

Full documentation of these proceedings can be found through on demand video located in the Meetings/Minutes section of the district website

1. Call to Order / Attendance

The public meeting of the Madison Board of Education was called to order by Chair Galen Cawley at 7:30 p.m. Mr. Cawley led the Pledge of Allegiance.

Present: Galen Cawley, Greg DeSantis, Diane Infantine-Vyce, Christine Maisano, Cathy Miller, Violet McNerney, Tom Pellegrino, Emily Rosenthal, Katie Stein.

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; T. J. Salutari, DHHS Principal; Brian Bodner, DHHS Assistant Principal; Melanie Witcher, DHHS Assistant Principal; Jennifer Hawley, DHHS Guidance Coordinator; Kathryn Hart, Polson Principal; Martha Curran, Polson Assistant Principal; Kelly Spooner, Ryerson Principal; Becky Frost, Jeffrey Principal.

2. Action Item: Motion to enter into Executive Session to discuss MEA Contract

MOTION: by Stein, seconded by Rosenthal to enter into Executive Session to discuss MEA Contract
AYES: Cawley, DeSantis, Infantine-Vyce, Maisano, McNerney, Miller, Pellegrino, Rosenthal, Stein
NAYS: None
ABSTAIN: None
MOTION CARRIED: 9-0

Returned to Public Session.

3. Action Item: Motion to approve MEA Contract, effective July 1, 2022 through June 30, 2025

MOTION: by Miller, seconded by Infantine-Vyce to approve the MEA Contract, effective July 1, 2022 through June 30, 2025
AYES: Cawley, DeSantis, Infantine-Vyce, Maisano, McNerney, Miller, Pellegrino, Rosenthal, Stein
NAYS: None
ABSTAIN: None
MOTION CARRIED: 9-0

4. School / Community Session

4.1. Public Participation

Several members of the public spoke regarding mask wearing and breaks for students, quarantine concerns, and the use of plexiglass throughout the district. Comments in their entirety can be heard on the meeting recording posted on the district website.

5. Presentation - Academic Results: Scholastic Aptitude Test, Advanced Placement Test, Smarter Balanced Assessment

The administrative team provided a detailed Academic Report for the 2021-2022 School Year, which can be heard in its entirety on the meeting recording posted on the district website.

6. Board Member Comments

Board Member questions and comments can be heard in their entirety on the meeting recording posted on the district website.

7. Audience Response to Information Presented (Ref. Bylaw #9540.10)

A member of the public inquired about instructional arrangements made for students who are quarantined. Dr. Cooke responded any student quarantined by the district can access the instructional program through Google meets, noting Madison is the only district in the area that has continued to offer remote instruction. Mr. Pynn commended the teachers and the district for their efforts during a less than ideal time.

8. Action Item: Motion to approve DHHS Band, Choir & Orchestra Field Trip to Disney World March 17-20, 2022

MOTION: by Stein, seconded by Infantine-Vyce to approve DHHS Band, Choir & Orchestra Field Trip to Disney World March 17-20, 2022

AYES: Cawley, DeSantis, Infantine-Vyce, Maisano, Mc Nerney, Miller, Pellegrino, Rosenthal, Stein

NAYS: None

ABSTAIN: None

MOTION CARRIED: 9-0

9. Action Item: Motion to approve updated BoE Committee assignments

MOTION: by Stein, seconded by Rosenthal to approve the updated BoE Committee assignments – Christine Maisano to replace Happy Marino on the Finance Cmte. and Dr. DeSantis to replace Happy Marino as the Policy Committee Chair

AYES: Cawley, DeSantis, Infantine-Vyce, Maisano, Mc Nerney, Miller, Pellegrino, Rosenthal, Stein

NAYS: None

ABSTAIN: None
MOTION CARRIED: 9-0

10. Future Agenda Items

11. Meetings/Dates of Importance

Chair Cawley noted there is a Referendum presentation tomorrow morning at 9 a.m. at Polson, as part of their PTO meeting and tomorrow afternoon, from 5-7, a book fair at Jeffrey.

12. Adjournment

MOTION: by Stein, seconded by Infantine-Vyce to adjourn the meeting at 9:15 p.m.
AYES: Cawley, DeSantis, Infantine-Vyce, Maisano, Mc Nerney, Miller, Pellegrino, Rosenthal, Stein
NAYS: None
ABSTAIN: None
MOTION CARRIED: 9-0

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DATES OF IMPORTANCE

- October 12, 2021 Facilities Committee Meeting – 6:30 p.m.
Board of Education Meeting – 7:30 p.m.
- October 19, 2021 Curriculum & Student Development Committee – 5:30 p.m.
(rescheduled from October 12)
- October 26, 2021 Finance Committee Meeting – 5:30 p.m.
Policy Committee Meeting – 6:30 p.m.
Board of Education Meeting – 7:00 pm *(Note time change)*
(Workshop: Public Forum)
- November 9, 2021 Curriculum & Student Development Committee – 5:30 p.m.
Facilities Committee Meeting – 6:30 p.m.
Board of Education Meeting – 7:30 p.m.
- November 30, 2021 Finance Committee Meeting – 5:30 p.m.
Policy Committee Meeting – 6:30 p.m.
Board of Education Meeting – 7:30 pm
(Workshop: School Development Plans)