

Board of Education Regular Meeting

Tuesday, January 24, 2023 7:30 PM

Town Campus Hammonasset Room/Zoom, 10 Campus Drive, Madison, CT 06443

I. Call to Order / Attendance

I.A. Pledge of Allegiance

II. School / Community Session

II.A. Public Participation

III. Board of Education Student Representatives' Report

Speaker (s): Lucy Fritzingler and Eli Ackerman

IV. Superintendent's Report

Speaker (s): Craig A. Cooke, Ph.D.

IV.A. 2023-2024 Budget Summary

IV.B. Legislative Priorities Update

V. Board Members' Comments

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

VII. Board of Selectmen Liaison

Speaker (s): Scott Murphy

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

VIII.A. Curriculum and Student Development

Speaker (s): Members: Steve Pynn, Chair; Catherine Miller, Jen Gordon

VIII.B. Facilities Committee

Speaker (s): Members: Emily Rosenthal, Chair, Steven Pynn, Galen Cawley

VIII.C. Finance Committee

Speaker (s): Members: Galen Cawley, Chair, Diane Infantine-Vyce, Emily Rosenthal

VIII.D. Personnel Committee

Speaker (s): Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

VIII.E. Policy Committee

Speaker (s): Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Jen Gordon

VIII.E.1. Policies for a Second Reading

VIII.E.1.a. #2240 Retention of Electronic Records and Information

VIII.E.1.b. #4119 Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees

VIII.E.1.c. #5120.3 Health
Assessment/Screenings and Oral Health Assessment

VIII.E.1.d. #7551 Naming/Renaming of School
Buildings, Components of Buildings and/or School
Grounds

VIII.E.1.e. #9220.2 Oath of Office

VIII.E.1.f. #9325.43 Attendance at Meetings via
Electronic Communications

VIII.F. LEARN Liaison

Speaker (s): Mary Ann
Connelly

VIII.G. Town Marijuana Advisory Committee

Speaker (s): Mary Ann
Connelly

IX. Action Item: Motion to approve the following policies: #2240, Retention of Electronic Records and Information; #4119, Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees; #5120.3, Health Assessments/Screenings and Oral Health Assessment; #7551, Naming/Renaming of School Buildings, Components of Buildings and/or School Grounds; #9220, Oath of Office; #9325.43, Attendance at Meetings via Electronic Communications.

X. Action Item: Motion to accept the resignation of Board Member Jennifer Gordon

XI. Action Item: Motion to approve the minutes of the January 10, 2023 Board of Education Meeting (Ref. Bylaw #9540.9)

XII. Action Item: Motion to approve the minutes of the January 17, 2023 Board of Education Budget Workshop (Ref. Bylaw #9540.9)

XIII. Future Agenda Items

XIV. Meetings / Dates of Importance (see attached)

XV. Adjournment

XVI. 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 ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at least five (5) business days prior to the meeting.



MADISON BOARD OF EDUCATION

2023-2024 Budget Summary

The Approved Board of Education Budget is **\$61,850,694**, which represents a **2.65%** increase.

Budget Increases for the Past Five Budget Cycles

Fiscal Year	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	5-Year Average
Percentage	1.66%	1.23%	.87%	-0.10%	2.08%	1.15%

Major Operating Budget Guidelines

- Review line items and reallocate funding, based on expenditure history, to fund priority needs.
- Include known costs, and project anticipated contractual settlements, associated with employee contracts.
- Align staffing profiles in accordance with enrollment projections, class size policy, state mandates and programmatic needs.
- Align per pupil core allocation funding levels for students based on projected Pre-K – 12 enrollments.
- Where possible, pre-purchase electricity and diesel fuel, while estimating pricing based on the natural gas market.
- Realize efficiencies in the following areas: energy conservation, preventative facilities maintenance, collaborative staffing arrangements with the Town of Madison, participate in purchasing consortiums.
- Prepare for new state guidelines and legislation
- Support and prepare for district reconfiguration to K-5/PreK-5
- Continue to provide the funding for special education services which are outlined in students' individual education plan.
- Include health insurance funding projections

Efforts Funded

Academics - DHHS FabLab Instructional Supplies
Continuation of Advanced Placement Student Support Program (Year 2 of two-year pilot period)

Safety & Security - Continuation of Armed Security previously funded through a special appropriation

Maintenance - Increase annual maintenance funding by \$50,000
Addition of Construction Manager (Funding split 50/50 with the Town)

Budget Challenges/Decreases

- 7 paraprofessional FTE Reduction due to unfilled positions and reduction in force – (\$118,832)
- Decrease of approximately 2.6 teaching positions due to declining enrollment and completion of the curriculum writing schedule - (\$211,325)
- Decrease in cost of the Early Retirement Program – (\$64,534)
- Increase in health insurance costs due to a rise in claims experience – \$751,365
- Decrease in debt service – (\$544,730)
- Rising cost of electricity, trash and recycling, natural gas, and custodial supplies - \$163,666

Board of Education's Approved 2023-2024 Budget

Summary by Department

<i>Account</i>	<i>2022-2023 Budget</i>	<i>2023-2024 BOE Approved Budget</i>	<i>Change</i>	<i>Budget Impact</i>
<i>General Education</i>	\$33,898,092	\$34,433,687	\$535,595	0.89%
<i>Special Education/Student Services</i>	\$11,283,637	\$11,756,254	\$472,617	0.78%
<i>School Facilities/Daily Services</i>	\$5,194,958	\$5,525,388	\$330,430	0.55%
<i>Planned and Cycled Maintenance</i>	\$389,500	\$439,500	\$50,000	0.08%
<i>Health Insurance/ Self-Funding</i>	\$7,991,700	\$8,743,065	\$751,365	1.25%
<i>Operational Budget</i>	\$58,757,887	\$60,897,894	\$2,140,007	3.55%
<i>Debt Service / School Bonds</i>	\$1,497,530	\$952,800	(\$544,730)	-0.90%
<i>Total Budget</i>	\$60,255,417	\$61,850,694	\$1,595,277	2.65%



Connecticut Association of Boards of Education, Inc.



2023 LEGISLATIVE PRIORITIES

Connecticut school districts are supporting students and families in unprecedented ways that have many positive implications. To have students thrive they need the continued support of educators and state resources.

CABE urges the legislature to:

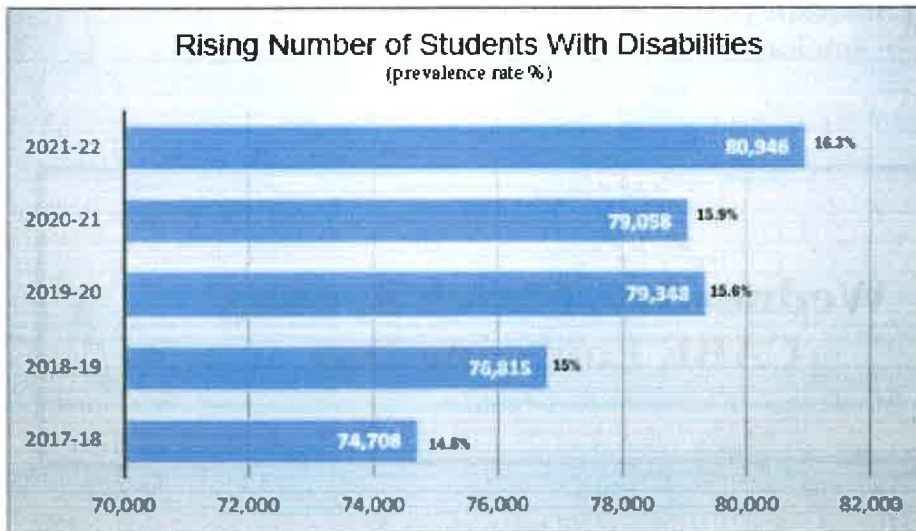
- Accelerate the implementation of the ECS formula grant recognizing the local ability to pay and the impact of rising costs for goods and services.
- Fully fund the Special Education Excess Cost Grant by removing the cap on funding and study the rising costs of outplacements.
- Support the science of reading model by allowing districts flexibility in determining materials to meet student needs.
- Invest in programs that promote the training, hiring and retention of educators from diverse backgrounds. Increase opportunities for district/RESA “grow your own” programs.
- Continue to provide resources to SDE and school districts to support their work on social, emotional and academic development, and invest in violence prevention and early intervention services.



*CABE Mission Statement:
To assist local and regional boards of education in providing high quality education for all Connecticut children through effective leadership.*

For over a century CABE has been the collective voice of more than 1,300 board of education members across the State. As CABE has grown, so has our prominence as a leader in shaping public education programs—helping Connecticut prepare for the increasingly competitive global society.

CABE’s positions reflect the commitment of board of education members to promote public participation through local lay control of public education, to promote equal opportunity and a high quality education for all of Connecticut’s public school children, and to increase public awareness of education issues.



Source: Connecticut State Department of Education

Regulation #2240

Retention of Electronic Records and Information

I. Records Custodian

These regulations are designed to assist in implementation of Board Policy #2240 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including electronic messages and electronically stored information.

II. Definitions

- A. Electronic messages include e-mail, fax, instant messaging, text messaging, and Web-based messaging services. Electronic messages may be transmitted by a variety of mediums, including computers and mobile computing devices. In addition to the body of the message, electronic messages also contain metadata, such as transactional information (e.g., date and time sent, sender/receiver) and may contain attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, videotaped, printed, photostated, photographed or recorded by any method.
- D. Digital imaging is the process of converting original records on paper or film into electronic images. The process typically requires a document scanner or digital camera, a computer and software to capture the image, and indexing of the digitized images.
- E. Transitory correspondence consists of communication that does not relate to an individual's job responsibilities or has a short term administrative value.
- F. Routine correspondence consists of any communication that is part of or relates to commonplace tasks or duties within an office and is done at regular or specified intervals.

47 **III. Classification of Electronic Messages**

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49 The same record retention policy that applies to paper records applies to electronically stored
50 information, including electronic messages. Therefore, like paper records, the content and
51 function of an electronic record, including electronic messages, determine the retention period
52 for that document. The District will comply with all of the minimum standards set forth in the
53 Municipal Records Retention Schedules, as issued by the Office of the Public Records
54 Administrator for the State of Connecticut.

55
56 Users shall use the following steps in determining whether to maintain electronic messages
57 and, if so, for how long:

58
59 Step 1: Determine whether the message is a public record or a non-record.

60
61 Step 2: If the message is a non-record, destroy at will (e.g., spam and unsolicited
62 advertisements).

63
64 Step 3: If the message is a record, determine which records series the message belongs to, for
65 example:

- 66
67 1. If the message is Transitory Correspondence, delete at will.
68
69 2. If the message is Routine Correspondence, retain for 2 years.
70
71 3. If the message is All Other Correspondence, retain for the equivalent records
72 series.

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74 Step 4: Maintain the messages for the required retention period under the equivalent records
75 series.

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77 **IV. Digital Imaging of Paper/Hard Copy Records**

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79 Paper records may be digitized and maintained as electronic records; however, in doing so, the
80 District must ensure the authenticity, reliability, integrity and usability of the reformatted
81 records. If the District uses a vendor for digital imaging services, the District remains
82 responsible for ensuring compliance with this policy.

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84 In its use of digital imaging, the District shall:

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86 1. Establish and maintain a quality assurance process to ensure the creation of accurate
87 and authentic digital images and accurate indexes and production metadata.
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89 2. Create and maintain accurate and authentic digital images in accordance with accepted
90 standards and best practices.
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92 3. Create and maintain accurate indexes and production metadata to properly identify and
93 retrieve digital images.

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4. Store and protect digital images against file corruption, alteration, or deletion throughout the designated retention period.
5. Perform periodic backups of all digital images, associated indices, and production metadata and maintain a geographically remote offsite backup copy to enable recovery and access in the event of a wide-spread disaster or emergency.
6. Perform and certify annual tests of backup media to ensure all files have been backed up and are readable.
7. Migrate digital images, associated indexes, and production metadata to a newer media platform or file format as needed to ensure the content remains accessible.
8. Define and document the normal operations and use of the imaging technology and electronic content management system to ensure system trustworthiness.

If paper public records have been converted to digital images, the District shall retain and/or dispose of the original paper records pursuant to the following guidelines.

Permanent If records are required to be retained permanently or have been designated as archival, they may be digitally scanned and retained in an electronic format, but security copies of the records must be retained in a “human-readable” format, such as paper or microfilm. The Records Custodian must first verify with the Office of the Public Records Administrator for approval of the security copy storage format.

Less than
Permanent These records may be transferred to a digital imaging format with disposal of the original, paper records. To dispose of the original records following their digital imaging, the Records Custodian must first obtain prior authorization from the Public Records Administrator and State Archivist (using Form RC-075.1, available from the Office of the Public Records Administrator). Following destruction of the original records, the Records Custodian must document that the paper records were destroyed lawfully.

To dispose of digital images once the minimum retention period has expired, the Records Custodian shall obtain prior authorization from the Public Records Administrator and State Archivist. The District must document that the digital images were destroyed lawfully under the appropriate disposition authority. The District shall follow a destruction process by which content is systematically deleted with an audit trail that is legally admissible in court. Destruction should be documented by recording the date of destruction on the form “Records Disposition Authorization” and attaching any supporting documentation, or by following the District’s process for documenting document destruction. After disposing of the records in accordance with these procedures, the Records Custodian will follow all other steps required by the Office of the Public Records Administrator.

V. Retention of Electronic Records

141 Electronic messages and electronically stored information will be archived by the District for
142 their required retention period using method(s) approved by the Records Custodian, which
143 may include the following:

- 144
- 145 1. Print message or record and store in appropriate hard copy file.
 - 146 2. Place in computer folders and save on hard drive.
 - 147 3. Save to a removable disk which is then stored in an appropriate location.
 - 148 4. Transfer to an automated records management software application.
 - 149 5. Manage at the server by an automated classification system.
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151 The Records Custodian will be responsible for working with the District Systems
152 Administrator to implement a schedule and system for reviewing electronically stored
153 information. This review shall occur at least annually. No system wide process for automatic
154 deletion of electronic information will be implemented without notice to any individual who
155 may have such information and each such individual will verify that they have reviewed and
156 archived information that must be retained. Following this review, all electronic messages
157 and/or electronically stored information that have not been archived according to District
158 policies and procedures shall be designated for deletion or archiving, and the affected District
159 Users will be notified about the procedures to be followed to implement this process. The
160 Records Custodian or designee shall follow up with notified Users to ensure compliance.

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162 Additionally, the Records Custodian, working with the District Systems Administrator, shall
163 ensure than any process for automatic deletion of electronic information from the system will
164 not delete information stored in folders and/or system locations that have been designated as
165 appropriate for archiving electronically stored information.

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167 Legal References:

- 168
- 169 Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
 - 170 Conn. Gen. Stat. § 7-109
 - 171 Conn. Gen. Stat. § 11-8 et seq.
- 172

173 General Letters 96-2 and 2009-2 of the Public Records Administrator
174 Public Records Policy 02, *Digital Imaging*, of the Public Records Administrator
175 (Aug. 2014)

176
177 Record Retention Schedules Towns, Municipalities and Boards of Education

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179 Connecticut State Library, Office of the Public Records Administrator, Authorization
180 for Disposal of Original (Non-Permanent) Paper Records Stored as Digital Images,
181 Form RC-075.1 (revised 12/2021)

182
183 Frequently Asked Questions about E-mail, CT Public Records Administrator,
184 available at [https://ctstatelibrary.org/wp-](https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf)
185 [content/uploads/2015/05/EmailGuidelines.pdf](https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf).

**RECORDS DISPOSITION AUTHORIZATION –
TOWNS, MUNICIPALITIES, & BOARDS OF
EDUCATION**
Form RC-075 (Revised 12/2021)



STATE OF CONNECTICUT
Connecticut State Library
Office of the Public Records Administrator
231 Capitol Avenue, Hartford, CT 06106
<https://ctstatelibrary.org/publicrecords>

AUTHORITY: Connecticut towns, cities, boroughs, districts, municipalities, boards of education, and other political subdivisions of the state must use this form to obtain approval for disposition (destruction or transfer) of public records in accordance with CGS §11-8a and §7-109. All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, the record cannot be disposed; contact this office for further direction.
See Page 2 for instructions. Send completed form by email.

LOCAL GOVERNMENT ENTITY:	DEPARTMENT/UNIT/OFFICE:
RECORDS CUSTODIAN:	TITLE OF RECORDS CUSTODIAN:
RECORDS CUSTODIAN EMAIL ADDRESS (for return of form):	RECORDS CUSTODIAN PHONE:

TYPE OF REQUEST – Indicate one and sign the associated certification statement below:

<input type="radio"/> TRANSFER	I hereby certify that the records listed below are to be transferred to another entity. After approval, legal title and custody of the records listed below will be transferred to (include name and address):
<input type="radio"/> DESTRUCTION	I hereby certify that the records listed below have met the retention requirements as indicated on approved records retention schedules issued by the Office of the Public Records Administrator. No records listed, in my opinion, pertain to any pending case, claim, or action. If applicable, all relevant audit reports have been issued.

GOVERNMENT AUTHORIZATION	RECORDS CUSTODIAN (type or print):	RECORDS CUSTODIAN SIGNATURE:	DATE SIGNED:
	HEAD OF MUNICIPALITY (type or print):	HEAD OF MUNICIPALITY SIGNATURE:	DATE SIGNED:
EDUCATION AUTHORIZATION	SUPERINTENDENT OF SCHOOLS (type or print):	SUPERINTENDENT OF SCHOOLS SIGNATURE:	DATE SIGNED:

SCHEDULE & SERIES NUMBER (e.g. M1-080)	RECORDS SERIES TITLE	DATES OF RECORDS		VOLUME OF RECORDS	PROPOSED DATE OF DISPOSITION
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OFFICE USE ONLY — AUTHORIZATION EXCEPTIONS:	TOTAL VOLUME OF RECORDS	Email
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APPROVED (Signature of State Archivist):	DATE SIGNED:	APPROVED (Signature of Public Records Administrator):	DATE SIGNED:
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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 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 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~~ Electronic Messages and Electronic Communications

The Board ~~provides~~ has installed computers, ~~and a~~ computer network(s), including Internet access and ~~an e-mail system, as well as any~~ electronic messaging systems, on Board premises and may provide other electronic devices that can have the ability to send and receive messages with an operating system or network communication framework. ~~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~~ Devices include but are not limited to personal ~~laptops~~ computing devices, cellular phones, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, personal cassette players, Walkman, CD players, I-Pads or other tablet computers, tablets, walkie-talkies, Blackberries, personal gaming systems, Bluetooth speakers, personal data assistants, I-Phones, Androids and other electronic signaling devices. Electronic messaging systems include mobile, chat, and instant message; cloud collaboration platforms, including internal chat, peer-to-peer messaging systems, and draft email message transfer; and products that have the ability to create duration-based or subjective removal of content, such as Snapchat, and security focused platforms, such as Signal. The Board’s computers, computer networks, electronic devices, Internet access and electronic

33 messaging systems are collectively referred to), ~~(referred to collectively~~ as "the computer
34 systems"), and are provided in order to enhance both the educational opportunities for our
35 students and the business operations of the district.

36
37 Electronic messages sent by users as part of their work and/or by using the district's computer
38 systems and/or network(s) are not private communications and are potentially subject to
39 disclosure, regardless of whether the messages are sent using personal devices or the District's
40 computer systems. Users must understand that the Board has reserved the right to conduct
41 monitoring of ~~these the District's~~ computer systems and may do so *despite* the assignment to
42 individual users of passwords for system security. Any password systems implemented by the
43 District are designed solely to provide system security from unauthorized users, not to provide
44 privacy to the individual system user.

45
46 *The system's security aspects, message delete function and personal passwords may be bypassed*
47 *for monitoring purposes. Therefore, users must be aware that they should not have any*
48 *expectation of personal privacy in the use of these computer systems. This provision applies to*
49 *any and all uses of the District's computer systems, including any incidental personal use*
50 *permitted in accordance with the Board's policy and regulations regarding computer use by users.*

51
52 Any retained messages may be retrieved as part of routine monitoring by the Board, an employee
53 investigation, a search for documents pursuant to a Freedom of Information Act request, or a
54 formal discovery process as part of litigation. Users should bear in mind that ~~e-mail~~ electronic
55 messages may be retained at different locations within the computer network and that these
56 messages are subject to retrieval, regardless of whether the User has deleted such messages from
57 User's account.. Consequently, users should use discretion when using computers or other
58 electronic technology to send, record or retain electronic ~~communications~~ messages and
59 information.

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62 **Retention of Electronically Stored Information**

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64 ~~Electronic communications~~ Electronically stored information on District computers or electronic
65 communication systems shall be retained only as long as necessary. The same record retention
66 policy that applies to paper records applies to electronically stored information, including ~~e-mail~~
67 ~~communications~~. Electronic messages. Therefore, like paper records, the content and function of
68 an electronic record, including ~~e-mail communications~~ electronic messages, determines the
69 retention period for that document. The District will comply with all of the minimum standards
70 set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public
71 Records Administrator for the State of Connecticut.

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73 In addition to the retention guidelines established by the Board and used by ~~school-district~~
74 District officials and employees, all ~~school-~~ District officials and employees have a duty to
75 preserve all records and electronic information, including records and electronic information that
76 might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or
77 may be anticipated to involve future litigation.

78

79 Legal References:

- 80
81 Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)
82 Conn. Gen. Stat. § 7-109
83 Conn. Gen. Stat. § 11-8 et seq.
84 General Letters 96-2 and 2009-2 of the Public Records Administrator
85 Public Records Policy 01, *Digital Imaging*, of the Public Records Administrator
86 (Aug. 2014)
87 Record Retention Schedules Towns, Municipalities and Boards of Education

88
89 [Connecticut State Library, Office of the Public Records Administrator, Authorization for](#)
90 [Disposal of Original \(Non-Permanent\) Paper Records Stored as Digital Images, Form](#)
91 [RC-075.1 \(revised 12/2021\)](#)

92
93 Frequently Asked Questions about E-mail, CT Public Records Administrator, *available at*
94 <https://ctstatelibrary.org/wp-content/uploads/2015/05/EmailGuidelines.pdf>.

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97 Date of Adoption: April 6, 2021
98 Date of Revision: October 12, 2021
99 First Reading: January 10, 2023
100 Second Reading: January 24, 2023

**Reports of Suspected Abuse or Neglect of Children or
Reports of Sexual Assault of Students by School Employees**

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

1. Scope of Policy

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

2. Definitions

For the purposes of this policy:

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

#4119(b)

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

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of ~~his or her~~ that person's duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Madison Public Schools ("District"), pursuant to a contract with the Board.

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

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

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or

#4119(c)

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believe that any child under the age of eighteen years:

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

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

#4119(d)

- 97
- 98 c) The suspicion or belief of a Board employee may be based on factors including, but not
- 99 limited to, observations, allegations, facts or statements by a child or victim, as described
- 100 above, or a third party. Such suspicion or belief does not require certainty or probable
- 101 cause.
- 102

103 4. Reporting Procedures for Statutorily Mandated Reporters

104

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

106

- 107 a) When an employee of the Board of Education who is a statutorily mandated reporter and
- 108 who, in the ordinary course of the person's employment, has reasonable cause to suspect
- 109 or believe that a child has been abused or neglected or placed at imminent risk of serious
- 110 harm, or a student is a victim of sexual assault by a school employee, as described in
- 111 Paragraph 3, above, the following steps shall be taken.
- 112

- 113 (1) The employee shall make an oral or electronic report as soon as practicable, but not
- 114 later than twelve (12) hours after having reasonable cause to suspect or believe that a
- 115 child has been abused or neglected or placed at imminent risk of serious harm, or a
- 116 student is a victim of sexual assault by a school employee.
- 117

- 118 (a) An oral report shall be made by telephone or in person to the Commissioner of the
- 119 Department of Children and Families (“DCF”) or the local law enforcement
- 120 agency. DCF has established a 24 hour Child Abuse and Neglect Careline at 1-
- 121 800-842-2288 for the purpose of making such oral reports.
- 122

- 123 (b) An electronic report shall be made in the manner prescribed by the Commissioner
- 124 of DCF. An employee making an electronic report shall respond to further
- 125 inquiries from the Commissioner of DCF or Commissioner’s designee made
- 126 within twenty-four (24) hours. Such employee shall inform the Superintendent or
- 127 ~~his/her~~ Superintendent’s designee as
- 128

#4119(e)

soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

(2) The employee shall also make an oral report as soon as practicable to the Building Principal or ~~his/her~~ Building Principal's designee, and/or the Superintendent or ~~his/her~~ Superintendent's designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or ~~his/her~~ Superintendent's designee directly.

(3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or ~~his/her~~ Superintendent's designee shall immediately notify the child's parent or guardian that such a report has been made.

(4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written or electronic report to the Commissioner of DCF or the Commissioner's designee containing all of the required information. The written or electronic report should be submitted in the manner prescribed by the Commissioner of DCF. When such report is submitted electronically, the employee shall respond to further inquiries from the Commissioner of DCF or Commissioner's designee made within twenty-four (24) hours. Such employee shall inform the Superintendent or ~~his/her~~ Superintendent's designee as soon as possible as to the nature of the further communication with the Commissioner or Commissioner's designee.

(5) The employee shall immediately submit a copy of the written or electronic report to the Building Principal or ~~his/her~~ Building Principal's designee and to the Superintendent or the Superintendent's designee.

(6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of DCF (or ~~his/her~~ Commissioner of

160 DCF's designee) shall submit a copy of the written or electronic report to the
161 Commissioner of Education (or Commissioner of Education's his/her designee).

162

163 5. Reporting Procedures for Employees Other Than Statutorily Mandated Reporters

164

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

167

168 a) When an employee who is not a statutorily mandated reporter and who, in the ordinary
169 course of the person's employment or profession, has reasonable cause to suspect or
170 believe that a child has been abused or neglected or placed at imminent risk of serious
171 harm, or a student is a victim of sexual assault by a school employee, as described in
172 Paragraph 3, above, the following steps shall be taken.

173

174 (1) The employee shall make an oral report as soon as practicable, but not later than
175 twelve (12) hours after the employee has reasonable cause to suspect or believe that a
176 child has been abused or neglected or placed at imminent risk of serious harm or a
177 student is a victim of sexual assault by a school employee. Such oral report shall be
178 made by telephone or in person to the Superintendent of Schools or his/her
179 Superintendent's designee, to be followed by an immediate written report to the
180 Superintendent or his/her Superintendent's designee.

181

182 (2) If the Superintendent or his/her Superintendent's designee determines that there is
183 reasonable cause to suspect or believe that a child has been abused or neglected or
184 placed at imminent risk of serious harm or a student is a victim of sexual assault by a
185 school employee, he/she- the Superintendent shall cause reports to be made in
186 accordance with the procedures set forth for statutorily mandated reporters.

187

188 b) Nothing in this policy shall be construed to preclude an employee reporting suspected
189 child abuse, neglect or sexual assault by a school employee from reporting the same
190 directly to the Commissioner of DCF.

191 6. Contents of Reports

192

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

194

195 a) The names and addresses of the child* and ~~his/her~~ the child's parents or other person
196 responsible for ~~his/her~~ the child's care;

197

198 b) the age of the child;

199

200 c) the gender of the child;

201

202 d) the nature and extent of the child's injury or injuries, maltreatment or neglect;

203

204 e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;

205

206 f) information concerning any previous injury or injuries to, or maltreatment or neglect of
207 the child or ~~his/her~~ the child's siblings;

208

209 g) the circumstances in which the injury or injuries, maltreatment or neglect came to be
210 known to the reporter;

211

212 h) the name of the person or persons suspected to be responsible for causing such injury or
213 injuries, maltreatment or neglect;

214

215 i) the reasons such person or persons are suspected of causing such injury or injuries,
216 maltreatment or neglect;

217

218 j) any information concerning any prior cases in which such person or persons have been
219 suspected of causing an injury, maltreatment or neglect of a child; and

220

221 k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

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

7. Investigation of the Report

- a) The Superintendent or ~~his/her~~ Superintendent’s designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided the procedures in subparagraph (b), below are followed. In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.

- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student’s sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of DCF or the appropriate local law enforcement agency. The Superintendent shall conduct the District’s investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of DCF or the appropriate local law enforcement agency that the District’s investigation will not interfere with the investigation of the Commissioner of DCF or the local law enforcement agency.

- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.

- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all

253 information related to the investigation that is in the possession or control of such person,
254 except as expressly prohibited by state or federal law.

- 255
- 256 e) When the school district is conducting an investigation involving suspected abuse or
257 neglect or sexual assault of a student by an employee of the Board or other individual
258 under the control of the Board, the Superintendent’s investigation shall include an
259 opportunity for the individual suspected of abuse, neglect or sexual assault to be heard
260 with respect to the allegations contained within the report. During the course of such
261 investigation, the Superintendent may suspend a Board employee with pay or may place
262 the employee on administrative leave with pay, pending the outcome of the investigation.
263 If the individual is one who provides services to or on behalf of students enrolled in the
264 District, pursuant to a contract with the Board of Education, the Superintendent may
265 suspend the provision of such services, and direct the individual to refrain from any
266 contact with students enrolled in the District, pending the outcome of the investigation.

267

268 8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- 269
- 270 a) If, upon completion of the investigation by the Commissioner of DCF (“Commissioner”),
271 the Superintendent has received a report from the Commissioner that ~~he or she~~ the
272 Commissioner has reasonable cause to believe that (1) a child has been abused or
273 neglected by a school employee, as defined above, and the Commissioner has
274 recommended that such employee be placed on the DCF Child Abuse and Neglect
275 Registry, or (2) a student is a victim of sexual assault by a school employee, the
276 Superintendent shall request (and the law provides) that DCF notify the Superintendent
277 not later than five (5) working days after such finding, and provide the Superintendent
278 with records, whether or not created by DCF, concerning such investigation. The
279 Superintendent shall suspend such school employee. Such suspension shall be with pay
280 and shall not result in the diminution or termination of benefits to such employee.

- 281
- 282 b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall
283 notify the Board of Education and the Commissioner of Education, or the Commissioner

284 of Education's representative, of the reasons for and the conditions of the suspension. The
285 Superintendent shall disclose such records to the Commissioner of Education and the
286 Board of Education or its attorney for purposes of review of employment status or the
287 status of such employee's certificate, permit or authorization, if any.

288

289 c) The suspension of a school employee employed in a position requiring a certificate shall
290 remain in effect until the Superintendent and/or Board of Education acts pursuant to the
291 provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified
292 school employee is terminated, or such certified school employee resigns such
293 employment, the Superintendent shall notify the Commissioner of Education, or the
294 Commissioner of Education's representative, within seventy-two (72) hours after such
295 termination or resignation.

296

297 d) The suspension of a school employee employed in a position requiring an authorization or
298 permit shall remain in effect until the Superintendent and/or Board of Education acts
299 pursuant to any applicable termination provisions. If the contract of employment of a
300 school employee holding an authorization or permit from the State Department of
301 Education is terminated, or such school employee resigns such employment, the
302 Superintendent shall notify the Commissioner of Education, or the Commissioner of
303 Education's representative, within seventy-two (72) hours after such termination or
304 resignation.

305

306 e) Regardless of the outcome of any investigation by the Commissioner of DCF and/or the
307 police, the Superintendent and/or the Board, as appropriate, may take disciplinary action,
308 up to and including termination of employment, in accordance with the provisions of any
309 applicable statute, if the Superintendent's investigation produces evidence that a child has
310 been abused or neglected by a school employee or that a student has been a victim of
311 sexual assault by a school employee.

312

313 f) The District shall not employ a person whose employment contract is terminated or who
314 resigned from employment following a suspension pursuant to Paragraph 8(a) of this

315 policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving
316 an act of child abuse or neglect or an act of sexual assault of a student, as described in
317 Paragraph 2 of this policy.

318
319 9. Evidence of Abuse, Neglect or Sexual Assault by an Independent Contractor of the Board of
320 Education

321
322 If the investigation by the Superintendent and/or the Commissioner of DCF produces
323 evidence that a child has been abused or neglected, or a student has been sexually assaulted,
324 by any individual who provides services to or on behalf of students enrolled in the District,
325 pursuant to a contract with the Board, the Superintendent shall permanently suspend the
326 provision of such services, and direct the individual to refrain from any contact with students
327 enrolled in the District.

328
329 10. Delegation of Authority by Superintendent

330
331 The Superintendent may appoint a designee for the purposes of receiving and making reports,
332 notifying and receiving notification, or investigating reports pursuant to this policy.

333
334 11. Confidential Rapid Response Team

335
336 The Superintendent shall establish a confidential rapid response team to coordinate with DCF
337 to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by
338 a school employee, as described in Paragraph 2, above, and (2) provide immediate access to
339 information and individuals relevant to the department's investigation. The confidential
340 rapid response team shall consist of a teacher and the Superintendent, a local police officer
341 and any other person the Board of Education, acting through its Superintendent, deems
342 appropriate.

343

344

345 12. Disciplinary Action for Failure to Follow Policy

346

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

350

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

356

357 14. Non-Discrimination Policy/Prohibition Against Retaliation

358

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

369

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

371

372 This policy shall be annually distributed ~~electronically~~annually to all school employees
373 employed by the Board. The Board shall document that all such school employees have
374 received this written policy and completed the training and refresher training programs

375 required by in Section 16, below. Guidelines regarding identifying and reporting child sexual
376 abuse developed by the Governor’s task force on justice for abused children shall annually be
377 distributed electronically to all school employees, Board members, and the parents or
378 guardians of students enrolled in the schools under the jurisdiction of the Board. The Board
379 shall post the Internet web site address and telephone number for the DCF Child Abuse and
380 Neglect Careline in a conspicuous location frequented by students in each school under the
381 jurisdiction of the Board.

382
383 16. Training

- 384
- 385 a) All new school employees, as defined above, shall be required to complete an educational
386 training program for the accurate and prompt identification and reporting of child abuse
387 and neglect. Such training program shall be developed and approved by the
388 Commissioner of DCF.
 - 389
 - 390 b) All school employees, as defined above, shall take a refresher training course developed
391 and approved by the Commissioner of DCF at least once every three years.
 - 392 c) The principal for each school shall annually certify to the Superintendent that each school
393 employee, as defined above, working at such school, is in compliance with the training
394 provisions in this policy and as required by state law. The Superintendent shall certify
395 such compliance to the State Board of Education.

396 Beginning July 1, 2023, all school employees, as defined above, shall complete the (1)
397 training regarding the prevention and identification of, and response to, child sexual abuse
398 and assault; (2) bystander training program; and (3) appropriate interaction with children
399 training program. Each employee must repeat these trainings at least once every three years.
400 Such trainings shall be identified or developed by DCF.

401
402 17. Records

- 403
- 404 a) The Board shall maintain in a central location all records of allegations, investigations,
405 and reports that a child has been abused or neglected by a school employee employed by
406 the Board or that a student has been a victim of sexual assault by a school employee

407 employed by the Board, as defined above, and conducted in accordance with this policy.
408 Such records shall include any reports made to DCF. The State Department of Education
409 shall have access to such records upon request.

410
411 b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the
412 Commissioner of DCF, upon request and for the purposes of an investigation by the
413 Commissioner of DCF of suspected child abuse or neglect by a teacher employed by the
414 Board, any records maintained or kept on file by the Board. Such records shall include,
415 but not be limited to, supervisory records, reports of competence, personal character and
416 efficiency maintained in such teacher's personnel file with reference to evaluation of
417 performance as a professional employee of the Board, and records of the personal
418 misconduct of such teacher. For purposes of this section, "teacher" includes each certified
419 professional employee below the rank of superintendent employed by the Board in a
420 position requiring a certificate issued by the State Board of Education.

421
422 18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

423
424 The Board has adopted a uniform child sexual abuse and/or sexual assault response policy
425 and reporting procedure in connection with the implementation of ~~its~~the sexual assault and
426 abuse prevention and awareness program identified or developed by DCF, as outlined in
427 Board Policy #55120.4.2.5, Child Sexual Abuse and/or Sexual Assault Response Policy and
428 Reporting Procedure. Upon receipt of any report of child sexual abuse and/or sexual assault
429 from any source, a school employee shall report such suspicion to the Safe School Climate
430 Coordinator in addition to complying with ~~his/her~~ the school employee's obligations under
431 this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

432
433 Beginning July 1, 2023, and annually thereafter, information regarding the sexual abuse and
434 assault awareness and prevention program identified or developed by DCF shall be
435 distributed electronically to all school employees, Board members, and the parents or
436 guardians of enrolled students.
437

438
439 Legal References:

440
441 Connecticut General Statutes:

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

445
446 Section 10-221s Posting of Careline telephone number in schools.
447 Investigations of child abuse and neglect. Disciplinary
448 action.

449
450 Section 17a-101 et seq. Protection of children from abuse. Mandated reporters.
451 Educational and training programs. Model mandated
452 reporting policy.

453
454 Section 17a-101q Statewide Sexual Abuse and Assault Awareness and
455 Prevention Program.

456
457 Section 17a-103 Reports by others. False reports. Notifications to law
458 enforcement agency.

459
460 Section 46b-120 Definitions.

461
462 Section 53a-65 Definitions.

463
464
465 Public Act No. 22-87, “An Act Concerning the Identification and Prevention of and
466 Response to Adult Sexual Misconduct Against Children.”

467
468
469 Date of Adoption: April 6, 2021
470 First Reading: January 10, 2023
471 Second Reading: January 24, 2023

#5120.3

**Health Assessments/Screenings and
Oral Health Assessments
(formerly Health Services)**

Health Assessments

The Madison Board of Education (the “Board”) requires each student enrolled in the Madison Public Schools (the “District”) to undergo health assessments as mandated by state law. The purpose of such health assessments shall be to ascertain whether a student has any physical disability tending to prevent ~~him/her~~ the student from receiving the full benefit of school work and to ascertain whether school work should be modified in order to prevent injury to the student or to secure a suitable program of education for ~~him/her~~ the student. Such health assessments must be conducted by one of the following qualified providers for health assessments: (1) a legally qualified practitioner of medicine; (2) an advanced practice registered nurse or registered nurse, who is licensed under state statute; (3) a physician assistant, who is licensed under state statute; (4) the school medical advisor; or (5) a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base. The Board will provide written prior notice of the health assessments required under these administrative regulations to the parent or guardian of each student subject to assessment. The parent or guardian shall be provided a reasonable opportunity to be present during such assessment or ~~he/she~~ the parent or guardian may provide for such assessment ~~him/herself~~. No health assessment shall be made of any public school student unless it is made in the presence of the parent or guardian or in the presence of another school employee. Any student who fails to obtain the health assessments required by these administrative regulations may be denied continued attendance in the District.

Health Assessments Required

~~The Board recognizes that, due to the COVID-19 pandemic, “well” child appointments (“Health Appointments”) with qualified health care practitioners have been subject to cancellation and may be limited in availability prior to and during the 2020-2021 school~~

32

33 ~~year. Due to the unavailability of Health Appointments, there may be barriers for a~~
34 ~~student to obtain a required health assessment even if the student's parents or guardians~~
35 ~~make every attempt to schedule the Health Appointment.~~

36

37 ~~The Board is permitted to deny attendance to a student who fails to obtain health~~
38 ~~assessments required by law and Board policy. However, during the 2020-2021 school~~
39 ~~year given the unavailability of Health Appointments due to the COVID-19 pandemic, the~~
40 ~~Board is prioritizing keeping students in school where possible. The Board recognizes~~
41 ~~that being present in the classroom is especially important during the 2020-2021 school~~
42 ~~year due to the cancellation of classes in the spring of the 2019-2020 school year.~~
43 ~~Accordingly, the District administration, when appropriate, will work with parents and~~
44 ~~guardians to have a Health Appointment scheduled as soon as possible rather than deny~~
45 ~~attendance to a student. In addition, as set forth herein, the Board has provided for~~
46 ~~temporary flexibility regarding the submission of required health assessments in light of~~
47 ~~the COVID-19 pandemic.~~

48

49 Prior to enrollment in the District, or as soon as possible thereafter, each student must
50 undergo a health assessment, which shall include:

51 (a) a physical examination which includes hematocrit or hemoglobin tests, height,
52 weight, blood pressure, and a chronic disease assessment which shall include, but
53 not be limited to, asthma. The assessment form shall include (A) a check box for
54 the provider conducting the assessment, to indicate an asthma diagnosis, (B)
55 screening questions relating to appropriate public health concerns to be answered
56 by the parent or guardian, and (C) screening questions to be answered by such
57 provider;

58 (b) an updating of immunizations as required by state law;

59 (c) vision, hearing, speech and gross dental screenings;

60 (d) such other information, including health and developmental history, as the
61 physician feels is necessary and appropriate.

62 The pre-enrollment assessment shall also include tests for tuberculosis, sickle cell anemia
63 or Cooley’s anemia, and tests for lead levels in the blood if, after consultation with the
64 school medical advisor and the local health department, the Board determines that such
65 tests are necessary. Such tests must be conducted by a registered nurse acting pursuant to
66 the written order of a physician, or physician’s assistant, licensed under state law, or an
67 advanced practice registered nurse, licensed under state law.

68 Each student enrolled in the District must undergo a health assessment when entering
69 grade six and when entering grade ten, which shall include:

70 (a) a physical examination which includes hematocrit or hemoglobin tests, height,
71 weight, blood pressure, and a chronic disease assessment which shall include, but
72 not be limited to, asthma as defined by the Commissioner of Public Health
73 pursuant to subsection (c) of section 19a-62a of the Connecticut General Statutes.
74 The assessment form shall include (A) a check box for the provider conducting
75 the assessment, to indicate an asthma diagnosis, (B) screening questions relating
76 to appropriate public health concerns to be answered by the parent or guardian,
77 and (C) screening questions to be answered by such provider;

78 (b) an updating of immunizations as required by state law;

79 (c) vision, hearing, postural and gross dental screenings;

80 (d) such other information, including health and developmental history, as the
81 physician feels is necessary and appropriate.

82 The grade six and grade ten assessments shall also include tests for tuberculosis and
83 sickle cell anemia or Cooley’s anemia if, after consultation with the school medical
84 advisor and the local health department, the Board determines that such tests are
85 necessary. Such tests must be conducted by a registered nurse acting pursuant to the
86 written order of a physician, or physician’s assistant, licensed under state law, or of an
87 advanced practice registered nurse, licensed under state law.

88 The Board of Education shall provide such assessments free of charge to students whose
89 parents or guardians meet the eligibility requirements for free and reduced price meals
90 under the National School Lunch Program or for free milk under the special milk
91 program.

92 **Oral Health Assessments**

93 A. Prior to enrollment in the District, or as soon as possible thereafter, in grade six
94 and in grade ten, the Board shall request that each student undergo an oral health
95 assessment. Such oral health assessments must be conducted by one of the
96 following qualified providers for oral health assessments: (1) a dentist licensed
97 under state law; (2) a dental hygienist licensed under state law; (3) a legally
98 qualified practitioner of medicine trained in conducting oral health assessments as
99 a part of a training program approved by the Commissioner of Public Health; (4) a
100 physician assistant licensed under state law and trained in conducting oral health
101 assessments as part of a training program approved by the Commissioner of
102 Public Health; or (5) an advanced practice registered nurse licensed under state
103 statute and trained in conducting oral health assessments as part of a training
104 program approved by the Commissioner of Public Health.

105 B. The oral health assessment identified in subsection A above shall include a dental
106 examination by a dentist, or a visual screening and risk assessment for oral health
107 conditions by a dental hygienist, legally qualified practitioner of medicine,
108 physician assistant, or advanced practice registered nurse. The assessment form
109 shall include a check box for the qualified provider conducting the assessment to
110 indicate any low, moderate or high-risk factors associated with any dental or
111 orthodontic appliance, saliva, gingival condition, visible plaque, tooth
112 demineralization, carious lesions, restorations, pain, swelling or trauma.

113 C. No oral health assessment shall be made of any public school student unless the
114 parent or guardian of the student consents to such assessment and such assessment
115 is made in the presence of the parent or guardian or in the presence of another
116 school employee. The parent or guardian shall be provided with prior written

117 notice of an oral health assessment and be provided with a reasonable opportunity
118 to opt ~~his/her~~ the child out of such assessment, or the parent or guardian may
119 provide for such oral health assessment ~~him or herself~~.

120 D. If the Board of Education hosts a free oral health assessment event where
121 qualified providers (identified in subsection A above) perform oral health
122 assessments of children attending a public school, the Board shall notify the
123 parents and guardians of such children of the event in advance and provide an
124 opportunity for parents and guardians to opt their child(ren) out of such event.
125 The Board shall infer parent/guardian consent for each child whose parent or
126 guardian did not opt ~~him or her~~ the child out of the free oral health assessment
127 event and shall provide such child with a free oral health assessment; however,
128 such child shall not receive dental treatment of any kind unless the child's parent
129 or guardian provides informed consent for such treatment.

130 E. Any student who fails to obtain an oral health assessment requested by the Board
131 shall not be denied enrollment or continued attendance in the District.

132 **Screenings Required**

133 The Board will provide annually to each student enrolled in kindergarten and grades one
134 and three to five, inclusive, a vision screening. Such vision screening may be performed
135 using a Snellen chart or an equivalent screening device, ~~such as~~ or an automated vision
136 screening device. The Superintendent shall give written notice to the parent or guardian
137 of each student (1) who is found to have any defect of vision or disease of the eyes, with a
138 brief statement describing the defect or disease and a recommendation that the student be
139 examined by an optometrist or ophthalmologist licensed pursuant to state law, and (2)
140 who did not receive such vision screening, with a brief statement explaining why such
141 ~~pupil~~ student did not receive such vision screening.

142 The Board will provide annually to each student enrolled in kindergarten and grades one
143 and three through five, inclusive, audiometric screening for hearing. The Superintendent
144 shall give written notice to the parent or guardian of each student (1) who is found to have
145 any impairment or defect of hearing, with a brief statement describing the impairment or

146 defect, and (2) who did not receive an audiometric screening for hearing, with a brief
147 statement explaining why such student did not receive an audiometric screening for
148 hearing.

149 The Board will provide postural screenings for (1) each female student in grades five and
150 seven, and (2) each male student in grade eight or nine. The Superintendent shall give
151 written notice to the parent or guardian of each student (A) who evidences any postural
152 problem, with a brief statement describing such evidence, and (B) who did not receive a
153 postural screening, with a brief statement explaining why such student did not receive
154 such postural screening.

155 All of the screenings required under these administrative regulations will be performed in
156 accordance with regulations applicable to such screenings as adopted by the State Board
157 of Education.

158 **Assessment/Screening Results**

159 The results of each assessment and screening required or requested by these
160 administrative regulations shall be recorded on forms supplied by the State Board of
161 Education. Each qualified provider performing health assessments or oral health
162 assessments under these administrative regulations shall sign each form and any
163 recommendations concerning a student shall be in writing. Assessment/screening forms
164 shall be included in the cumulative health record of each student and they shall be kept on
165 file in the school attended by the student. If a student transfers to another school district
166 in Connecticut, ~~his/her~~ the student's original cumulative health record shall be sent to the
167 chief administrative officer of the new school district and a true copy retained by the
168 Board. For a student leaving Connecticut, a copy of the records, if requested, should be
169 sent and the original maintained.

170 Appropriate school health personnel shall review the results of each assessment and
171 screening. If the reviewing school health personnel judge that a student is in need of
172 further testing or treatment, the Superintendent shall give written notice to the parent or
173 guardian of such student and shall make reasonable efforts to ensure that such further
174 testing or treatment is provided. Reasonable efforts shall include determination of

175 whether the parent or guardian has obtained the necessary testing or treatment for the
176 student, and, if not, advising the parent or guardian how such testing or treatment may be
177 obtained. The results of such further testing or treatment shall be recorded, kept on file
178 and reviewed by appropriate school health personnel in the same manner as the results of
179 the health assessments and screenings required or requested under these administrative
180 regulations.

181 The district shall report to the local health department and the Department of Public
182 Health, on a triennial basis, the total number of children per school and on a district-wide
183 basis having a diagnosis of asthma (1) at the time of public school enrollment, (2) in
184 grade six or seven, and (3) in grade ~~ten- nine~~ or ~~eleven~~ ten. The report shall contain the
185 asthma information collected as required under Section II of this Policy and shall include
186 information regarding each diagnosed child's age, gender, race, ethnicity and school.

187 **Exemption**

188 Nothing in these administrative regulations shall be construed to require any student to
189 undergo a physical or medical examination or treatment, or be compelled to receive
190 medical instruction, if the parent or legal guardian of such student or the student, if ~~he/she~~
191 the student is an emancipated minor or is eighteen (18) years of age or older, notifies the
192 teacher or principal or other person in charge of such student in writing that ~~he/she- the~~
193 student objects on religious grounds to such physical or medical examination or treatment
194 or medical instruction.

195 **Other Non-Emergency Invasive Physical Examinations and Screenings**

196 A. In addition to the screenings listed above, the district may, from time to time, require
197 students to undergo additional non-emergency, invasive physical
198 examination(s)/screening(s).

199 B. A non-emergency, invasive physical examination or screening is defined as:

200 1. any medical examination that involves the exposure of private body parts; or

- 201 2. any act during such examination that includes incision, insertion, or injection into
202 the body, but does not include a hearing, vision, or scoliosis screening; and
- 203 3. is required as a condition of attendance, administered by the school and scheduled
204 by the school in advance; and
- 205 4. is not necessary to protect the immediate health and safety of the student, or of
206 other students.
- 207 C. If the district elects to conduct any such examinations, then, at the beginning of the
208 school year, the administration shall give direct notice to parents of affected students
209 of the district's intent to conduct the non-emergency invasive physical examination(s)
210 and/or screening(s) described in this subsection. Such notice shall include the
211 specific or approximate dates during the school year of the administration of such
212 non-emergency invasive physical examination(s)/screening(s).
- 213 D. Upon request, the administration shall permit parents or students over the age of
214 eighteen (18) (or emancipated minors) to opt out of participation in the non-
215 emergency invasive physical examination(s)/screening(s) described in this
216 subparagraph.

217 **School Representative to Receive Information Concerning Health Assessments**

218 The Board designates the school nurse coordinator as the representative for receipt of
219 reports from health care providers concerning student health assessments and oral health
220 assessments.

221 Legal References:

222 **Connecticut General Statutes**

223 § 10-206 Health assessments

224 § 10-206a Free health assessments

225 § 10-206d Oral health assessments

226 § 10-208 Exemption from examination or treatment

227 § 10-209 Records not be public. Provision of reports to schools

228 § 10-214 Vision, audiometric and postural screenings: When required;
229 notification of parents re defects; record of results

230 ~~Public Act 18-168, “An Act Concerning the Department of Public Health’s~~
231 ~~Recommendations Regarding Various Revisions to the Public Health Statutes,”~~
232 ~~Sections 8, 80 and 81.~~

233 Public Act. No. 21-95, “An Act Concerning Assorted Revisions and Additions to
234 the Education Statutes.”

235 Public Act No. 21-121, “An Act Concerning the Department of Public Health’s
236 Recommendations Regarding Various Revisions to the Public Health Statutes.”

237 State of Connecticut Department of Education, Bureau of Health/Nutrition,
238 Family Services and Adult Education, Cumulative Health Records Guidelines
239 (Revised Jan. 2012), [https://portal.ct.gov/-/media/SDE/School-](https://portal.ct.gov/-/media/SDE/School-Nursing/Publications/CHR_guidelines.pdf)
240 [Nursing/Publications/CHR_guidelines.pdf](https://portal.ct.gov/-/media/SDE/School-Nursing/Publications/CHR_guidelines.pdf)

241 **Federal Law:**

242 Elementary and Secondary Education Act of 1965, as amended by the Every
243 Student Succeeds Act, Public Law 114-95, at 20 U.S.C. §§ 1232h(c)(2)(C)(iii)
244 and 1232h(c)(6)(B).

245 ~~Elementary and Secondary Education Act of 1965, as amended by the Every~~
246 ~~Student Succeeds Act, Public Law 114-95, at 20 U.S.C. § 1232h(c)(2)(C)(iii).~~

247

248 Date of Adoption: September 22, 2020

249 First Reading: January 10, 2023

250 Second Reading: January 24, 2023

**Naming / Renaming of School Buildings, ~~Components~~ Major Portions
of Buildings, and / or School Grounds**

The naming and/or renaming of school buildings, ~~components of major portions of~~ buildings (e.g., media center, auditorium, gymnasium, field, etc.) and/or school grounds is the responsibility of the Madison Board of Education (the “Board”) ~~to name school buildings, components of buildings and school grounds.~~ In fulfilling this responsibility, the Board will consider community preferences. The decision will be based upon ~~its~~the Board’s assessment of the special significance of a name or, in the case of an individual, exceptional service to the children of Madison. Such recognition requires substantial support and comprehensive review.

It is the policy of the Board to name school buildings as close as possible to the time construction begins in order to lessen any confusion about new schools. When naming or renaming new buildings, ~~components major portions of~~ buildings, or school grounds, the Board shall formally identify the need for a naming process, if any, for the identified location.

~~In the naming of a previously unnamed building, the Board shall establish a sub-committee as described below to receive community input and to make a recommendation.~~ The names of buildings that are not regularly used by students ~~shall~~ may be generic (e.g., ~~i.e.~~ Maintenance Building) ~~and shall be the sole responsibility of~~ and may be named by the Board of Education.

The Board shall establish a committee, consistent with Board Policy 9460, to expedite and facilitate the Board’s decision regarding whether and how to name a new building, ~~component major portions of~~ a building, or school grounds. The Board shall seek the advice of the Superintendent before establishing or dissolving a committee. Such committee shall be established and dissolved by Board vote, and the members of the committee shall be appointed by the Board. The committee shall be comprised of the Chair of the Board of Education (ex officio), Superintendent (ex officio), ~~one or more a~~ Board members, the building principal, faculty members, parents/guardians, community members, and, if appropriate, students.

The Board will establish the scope of and schedule for the committee’s work, which shall include, but not be limited to, recommending potential names for consideration by the Board and any criteria the Board wishes to be considered in the process.

39 At a minimum, if any of the committee’s suggestions reflect the name of an individual,
40 such individual must be shown to have had a broad-based, long-term impact on the
41 Madison Public Schools (the “District”) and its community. Individuals to be considered
42 shall (1) have served in the continuous employ of the Madison Board of Education for an
43 extended period, usually in excess of ten years, with the name being submitted after the
44 individual’s separation from compensated service for a minimum period of one ~~(1)~~ year;
45 or (2) be a non-employee of the Madison Board of Education who has made an
46 exceptional contribution to the children of Madison for an extended period; or (3) after a
47 historically significant figure. Particular attention shall be given to local candidates with
48 a record of outstanding achievement and public service, as evidenced by at least ten (10)
49 letters of recommendation.

50
51 ~~When The Board of Education will determine when considering names for a component~~
52 ~~of a building, is of sufficient nature to be assigned a name. A proposal to name a~~
53 ~~component of a building such names shall meet additional criteria, including but not~~
54 ~~limited to: the component shall being representative of a curricular discipline and the~~
55 ~~individual shall be recognized as appropriate to that component.~~

56
57 The committee shall follow the provisions of the Freedom of Information Act as required
58 by state law. In addition, opportunities for public input must be made available prior to
59 the committee's recommendation to the Board. Such opportunities for public input must
60 be publicly announced in newspapers and on the District website.~~The process shall be~~
61 ~~initiated by action of the Board of Education or by presentation to the Board of a petition~~
62 ~~representing the signatures of one hundred (100) registered voters of the Town of~~
63 ~~Madison. Once initiated, the Chairperson of the Board of Education shall select a~~
64 ~~sub-committee for the purpose of reviewing the proposal. The sub-committee shall~~
65 ~~consist of the following minimum representation:~~

66
67 ~~The Chair of the Board of Education (ex officio)~~

68 ~~The Superintendent of Schools (ex officio)~~

69 ~~(1) member of the Board of Education~~

70 ~~(1) administrator~~

71 ~~(1) teacher~~

72 ~~(1) parent of a student enrolled in the Madison Public Schools~~

73 ~~(2) residents of the community not represented above~~

74
75 ~~The Board of Education shall make public notice of the formation of the subcommittee~~
76 ~~and its charge for the purpose of encouraging representative communication. The initiator~~
77 ~~of the request shall bring before the subcommittee the following documentation /~~
78 ~~exhibits.~~

80 ~~For an individual:~~

81 ~~• evidence of outstanding achievement~~

82 ~~• resume of public service~~

83 ~~• ten (10) letters of recommendation~~ For a name other than that of an individual:

84 ~~• a written presentation of the special significance of the name~~

85 The committee shall propose a list of not more than five (5) names to the Board for Board
86 consideration.

87 ~~The sub-committee shall validate the documentation and meet with any and all~~
88 ~~individuals or groups it deems appropriate.~~ It shall present its recommendation to the
89 ~~Board of Education~~ in accordance with Board ~~of Education~~ bylaws and policies.

90 The Board retains the right to make the final determination in the naming of school
91 buildings, ~~components- major portions~~ of buildings, or school grounds. This policy
92 notwithstanding, it is the intent of the Board that the naming of ~~major portions~~ of
93 buildings and school grounds occur infrequently and on a limited basis.

94
95 ~~Once an individual has been recognized in this manner~~ Similarly, the Board will consider
96 renaming a school building, ~~component- major portions~~ of a building, or schools grounds
97 , it will be the policy of the Board not to rename the facility. Should substantial evidence
98 be provided that would indicate that such recognition is ~~only~~ after determining that a
99 current name is no longer appropriate, as indicated by , a subcommittee of similar
100 structure as outlined above would be established for review. Action to remove this
101 recognition would require ~~a minimum of seven affirmative votes~~ 2/3 affirmative votes of
102 the membership of the Board of Education.

103
104 (cf. 9460 Advisory Committees)

105 (cf. 9540.8 Voting Method)

106
107
108 Date of Adoption: October 2, 1984 as 7144

109 Date of Revision: May 17, 1988

110 Date of Revision: February 26, 2002

111
112 First Reading: December 13, 2022

113 Second Reading: January 24, 2023

Board Member Oath of Office

Oath of Office

Members of the Board of Education shall, before entering upon their official duties, take the oath of office provided in Connecticut General Statutes Section 1-25.

Legal Reference:

- Connecticut General Statutes
10-218a Oath of office
1-25 Forms of oaths

Each Board member elected in a regular election will qualify by taking the oath of office on or before the time set for the organizational meeting of the Board (the second Tuesday in November.) Each Board member appointed or elected at a special election will qualify within ten (10) days by taking the oath of office. The election or appointment and qualification will be entered by the Board Secretary. The oath may be administered by the Town Clerk in the manner and form prescribed by law.

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Connecticut so long as I continue a citizen thereof; and that I will faithfully discharge, according to law, the duties of the office of the Board of Education to the best of my ability, so help me God.

Date of Adoption: 3/7/95
First Reading: December 13, 2022
Second Reading: January 24, 2023

#9325.43

Time, Place and Notice of Meetings
(Formerly Attendance at Meetings via Electronic Communications)

1. Regular Meetings

A. The Madison Board of Education (the “Board”) shall set a calendar of regular meetings for the ensuing year at the first regular meeting in November.

B. In compliance with the Connecticut General Statutes, ~~the Chairperson [or Secretary]~~ Board of Education Clerk shall file this calendar with the Town Clerk, and post this calendar on the Board’s Internet web site, if available, ~~by November 30 [or other date falling on or before January 31]~~ 30 days prior to the first Board meeting in January.

~~C. Normally the Board shall schedule regular meetings two times each month with the exception of July, August, December and February. ~~on the _____ of each month of the year except _____, when the Board shall schedule no regular meetings.~~~~

~~D. _____~~

E.C. If at any point in the meeting the Board should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty-four hours after the time of adjournment.

F.D. If, in accordance with applicable law, the Board conducts a regular meeting by means of electronic equipment, the Board shall provide, at least forty-eight (48) hours before the meeting, direct notification in writing or by electronic transmission to each member of the Board and

33 post a notice that the Board intends to conduct the meeting solely or in part
34 by means of electronic equipment in the Administrative Offices of the
35 Board, in the office of the Town Clerk, and on the Board's Internet web
36 site. Such notice shall include instructions for the public to attend and
37 provide comment or otherwise participate in the meeting, by means of
38 electronic equipment or in person, as applicable and permitted by law.

39
40 2. Special Meetings

41
42 A. Special meetings may be held when determined by the Board, when so
43 called by the Chairperson, or within fourteen (14) days upon written
44 request of three members of the Board.

45
46 B. No special meeting shall be held unless a notice stating the time, place and
47 purpose of the meeting has been given to each member and to the Town
48 Clerk, and has been posted on the Board's Internet web site, if available,
49 twenty-four (24) hours before the time stated for the meeting to convene.

50
51 1. If, in accordance with applicable law, the Board holds a special
52 meeting conducted solely or in part by means of electronic
53 equipment, notice of such meeting shall include whether the
54 meeting will be conducted solely or in part by means of electronic
55 equipment. If such meeting is to be conducted by means of
56 electronic equipment, such notice shall include instructions for the
57 public, by means of electronic equipment or in person, to attend
58 and provide comment or otherwise participate in the meeting, as
59 applicable and permitted by law.

60
61 C. When a majority of the members agree that an emergency exists which has
62 made a regular notice impossible, such a meeting may be called at a time
63 or place which may be most convenient. In case of such emergency

meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk [Regional School District Option: with the Town Clerk of each municipal member of the school district] no later than seventy-two (72) hours following the holding of such a meeting.

3. Meeting Time and Place

~~A. All regular meetings of the Board shall begin at 7:30 p.m. or as soon thereafter as a quorum is present, and shall adjourn no later than _____ unless extended to a time certain by a two-thirds vote of the Board members present. All regular meetings of the Board shall be held in _____, unless otherwise ordered by the Board.~~

~~B.A.~~

~~B.B.~~ Special Meetings (non-emergency) of the Board shall be held at a time and place to be determined and announced in advance of meeting.

Legal References:

Connecticut General Statutes

Public Act 22-3, "An Act Concerning Remote Meetings Under the Freedom of Information Act."

- 1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions
- 1-228 Adjournment of meetings. Notice
- 1-229 Continued hearings. Notice
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution
- 7-3 Warning of town and other meetings
- 7-4 Record of warning
- 10-218 Officers. Meetings

First Reading: December 13, 2022

Second Reading: January 24, 2023

Subject to Approval

Meeting Minutes

1. Call to Order / Attendance

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

Present: Galen Cawley, Mary Ann Connelly, Jen Gordon, Diane Infantine-Vyce, Seth Klaskin, Steven Pynn, Emily Rosenthal.

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Stacy Nobitz, Finance Director; Heather Dobson, Human Resource Director; Dr. Elizabeth Battaglia, Special Education Director; Bill McMinn, Facilities Director; Anthony R. Salutari, Jr., DHHS Principal; Brian Bodner, DHHS Assistant Principal; Melanie Whitcher, DHHS Assistant Principal; Chris Farrell, Athletic Director; Kathryn Hart, Polson Principal; Frank Henderson, Brown Principal; Kelly Spooner, Ryerson Principal; Rebecca Frost, Jeffrey Principal; Adam Levitus and Graham Curtis from Colliers International.

2. Moment of Silence for Noreen Kokoruda

3. School / Community Session – no public participation

4. Board of Education Student Representatives' Report
Lucy Fritzinger and Eli Ackerman

Lucy not in attendance this evening. Eli provided the following. Sr. class pictures coming up. Vibe performance took place this past weekend. Classes being chosen for next year. Students will participate in a survey regarding the Academy building. Freshman orientation for the class of 2027 scheduled for next Tuesday. Orchestra concert scheduled for January 25.

5. Superintendent's Report
Craig A. Cooke, Ph.D.

5.1. Educational Specifications
Craig A. Cooke, Ph.D., Bill McMinn, Graham Curtis

Adam Levitus reviewed the modifications to the Educational Specifications. The presentation can be viewed in its entirety on the meeting recording posted on the district website.

5.2. Action Item: Motion to approve the Educational Specifications' modifications requested by the School Building Committee, dated January 10, 2023.

MOTION: by Gordon, seconded by Infantine-Vyce to approve the Educational Specifications' modifications requested by the School Building Committee, dated January 10, 2023.

AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 7-0

5.3. 2023-2024 Requested Budget

Dr. Cooke and the administrative team gave a presentation on the 2023-2024 requested budget, which can be viewed in its entirety on the meeting recording posted on the district website.

5.4. Athletic Department Presentation

Chris Farrell, Madison Athletic Director gave a presentation which can be viewed in its entirety on the meeting recording posted on the district website.

6. Board Members' Comments - none

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

8. Board of Selectmen Liaison

Scott Murphy

Mr. Murphy was not in attendance this evening.

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

9.1. Line Item Transfers - none

9.2. Budget Expenditures as of January 10, 2023

10. Action Item: Motion to approve the Consent Agenda

MOTION: by Gordon, seconded by Infantine-Vyce to approve the Consent Agenda.

AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 7-0

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

11.1. Curriculum and Student Development

Members: Steve Pynn, Chair; Catherine Miller, Jen Gordon

Mr. Pynn reported the committee met this evening. Mrs. Dahling-Hench provided an update on the AP US History Textbook that has been recommended for March implementation. Christine Coyle, DHHS School Counselor, gave a presentation which focused on the improvements to the College and Career Center, as well as function of the center. Catherine Kennedy and Ron Spears, both DHHS Social Studies Teachers, gave an Advisory update which focused on the purpose of the advisory program.

11.2. Facilities Committee

Members: Emily Rosenthal, Chair, Steven Pynn, Galen Cawley

Mrs. Rosenthal reported the committee met this evening. Bill McMinn provided updates regarding the new school, Brown K-1 East Wing, Polson lockers, tennis courts and mechanical improvements, as well as the Polson bathroom renovation, high school stage lighting and the status of repairs to the RTU #7 at DHHS.

11.3. Finance Committee

Members: Galen Cawley, Chair, Diane Infantine-Vyce, Emily Rosenthal

Mr. Cawley reported the next meeting of is January 24.

11.4. Personnel Committee

Members: Maureen Lewis, Chair; Catherine Miller, Mary Ann Connelly

Mrs. Lewis was not in attendance this evening.

11.5. Policy Committee

Members: Diane Infantine-Vyce, Chair; Maureen Lewis, Jen Gordon

Dr. Infantine-Vyce reviewed the policies proposed for approval of rescission tonight, with a waiver of the second reading, policies for a first reading (scheduled for a second reading, and the one policy for a first read, waiver of second reading, and approval tonight.

For rescission:

- #5080.3 Request for Late Arrival, Early Dismissal, or Release of Student for Part of the School Day
- #5090.3 General Rules of Student Conduct
- #5090.3.4 Out of School Misconduct
- #5090.5 Secret Societies/Gang Activity
- #5090.10 Prohibited Use of Laser Pointers
- #5090.11 Concerns/Issues Procedures
- #5090.13 Married and/or Pregnant
- #5100.3 Public Performances
- #5100.6 Student Activity Funds/Donations
- #5120 Student Welfare/Safety
- #5120.3.1 Communicable and Infectious Diseases
- #5120.3.2 HIV Infection

For a first reading:

- #2240 Retention of Electronic Records and Information
- #4119 Reports of Suspected Abuse or Neglect of Children or Reports of Sexual Assault of Students by School Employees
- #5120.3 Health Assessment/Screenings and Oral Health Assessment

For a First Reading and Approval

- #5113 Student Attendance, Truancy and Chronic Absenteeism

11.6. LEARN Liaison

Mary Ann Connelly

Meeting scheduled for Thursday, January 12, 2023.

11.7. Town Marijuana Advisory Committee

Mary Ann Connelly

Next meeting tentatively scheduled for January 26, 2023.

12. Action Item: Motion to waive the second reading of the policies for rescission and approve rescissions of the following policies: #5080.3 Request for Late Arrival, Early Dismissal, or Release of Student for Part of the School Day; #5090.3 General Rules of Student Conduct; #5090.3.4 Out of School Misconduct; #5090.5 Secret Societies/Gang Activity; #5090.10 Prohibited Use of Laser Pointers; #5090.11 Concerns/Issues Procedures; #5090.13 Married and/or Pregnant; #5100.3 Public Performances; #5100.6 Student Activity Funds/Donations; #5120 Student Welfare/Safety; #5120.3.1 Communicable and Infectious Diseases; #5120.3.2 HIV Infection.

MOTION: by Connelly, seconded by Gordon to waive the second reading of the policies for rescission and approve rescissions of the following policies: #5080.3 Request for Late Arrival, Early Dismissal, or Release of Student for Part of the School Day; #5090.3 General Rules of Student Conduct; #5090.3.4 Out of School Misconduct; #5090.5 Secret Societies/Gang Activity; #5090.10 Prohibited Use of Laser Pointers; #5090.11 Concerns/Issues Procedures; #5090.13 Married and/or Pregnant; #5100.3 Public Performances; #5100.6 Student Activity Funds/Donations; #5120 Student Welfare/Safety; #5120.3.1 Communicable and Infectious Diseases; #5120.3.2 HIV Infection.

AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Pynn, Rosenthal

NAYS: None

ABSTAIN: None

MOTION CARRIED: 7-0

13. Action Item: Motion to waive the second reading and approve Policy #5113 Student Attendance, Truancy and Chronic Absenteeism.

MOTION: by Infantine-Vyce, seconded by Rosenthal to waive the second reading and approve Policy #5113 Student Attendance, Truancy and Chronic Absenteeism.
AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Pynn, Rosenthal
NAYS: None
ABSTAIN: None
MOTION CARRIED: 7-0

14. Action Item: Motion to approve the donation of \$1,747.34 from Steady Photography to Jeffrey Elementary School to be used for Jeffrey Field Trips.

MOTION: by Gordon, seconded by Infantine-Vyce to approve the donation of \$1,747.34 from Steady Photography to Jeffrey Elementary School to be used for Jeffrey Field Trips.
AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Pynn, Rosenthal
NAYS: None
ABSTAIN: None
MOTION CARRIED: 7-0

15. Action Item: Motion to approve the donation of \$1,539.92 from Steady Photography to Ryerson Elementary School for building/activity use.

MOTION: by Gordon, seconded by Infantine-Vyce to approve the donation of \$1,539.92 from Steady Photography to Ryerson Elementary School for building/activity use.
AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Pynn, Rosenthal
NAYS: None
ABSTAIN: None
MOTION CARRIED: 7-0

16. Action Item: Motion to approve disposal of used books.

MOTION: by Gordon, seconded by Connelly to approve the disposal of used books.
AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Pynn, Rosenthal
NAYS: None
ABSTAIN: None
MOTION CARRIED: 7-0

17. Action Item: Motion to approve the minutes of the December 13, 2022 Board of Education Meeting as amended (Ref. Bylaw #9540.9).

MOTION: by Gordon, seconded by Cawley to approve the minutes of the December 13, 2022 as amended.
AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Pynn, Rosenthal

NAYS: None
ABSTAIN: None
MOTION CARRIED: 7-0

18. Future Agenda Items

19. Meetings / Dates of Importance (see attached)

20. Adjournment

MOTION: by Infantine-Vyce, seconded by Gordon to adjourn the meeting at 9:45 p.m.
AYES: Cawley, Connelly, Gordon, Infantine-Vyce, Klaskin, Pynn, Rosenthal
NAYS: None
ABSTAIN: None
MOTION CARRIED: 7-0

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 ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at least five (5) business days prior to the meeting.

Board of Education Budget Workshop
Tuesday, January 17, 2023 6:30 PM

Town Campus Hammonasset Room
10 Campus Drive
Madison, CT 06443

Subject to Approval

Minutes

I. Call to Order

The budget workshop meeting of the Madison Board of Education was called to order by Chair Seth Klaskin at 6:32 p.m. Mr. Klaskin led the Pledge of Allegiance.

Present: Galen Cawley, Mary Ann Connelly, Jen Gordon, Diane Infantine-Vyce, Seth Klaskin, Maureen Lewis, Cathy Miller, Steven Pynn, Emily Rosenthal.

Also present: Craig Cooke, Ph.D., Superintendent; Gail Dahling-Hench, Assistant Superintendent; Stacy Nobitz, Finance Director; Heather Dobson, Human Resource Director; Dr. Elizabeth Battaglia, Special Education Director; Bill McMinn, Facilities Director; Anthony R. Salutari, Jr., DHHS Principal; Brian Bodner, DHHS Assistant Principal; Melanie Whitcher, DHHS Assistant Principal; Chris Farrell, Athletic Director; Kathryn Hart, Polson Principal; Martha Curran, Polson Assistant Principal; Frank Henderson, Brown Principal; Kelly Spooner, Ryerson Principal; and Rebecca Frost, Jeffrey Principal.

II. Action Item: Motion to accept the resignation of Board Member Jennifer Gordon.

THIS MOTION HAS BEEN TABLED

MOTION: by _____, seconded by _____ to accept the resignation of Board Member Jennifer Gordon.

AYES:

NAYS:

ABSTAIN:

MOTION CARRIED:

III. Discuss and take possible action on the Policy Committee's proposed amendment to Bylaw #9220.2 Oath of Office.

III.A. Action Item: Motion to waive the second reading and approve Bylaw #9220.2 Oath of Office as amended.

THIS MOTION HAS BEEN TABLED

MOTION: by _____, seconded by _____ to waive the second reading and approve Bylaw #9220.2 Oath of Office as amended.

AYES:
NAYS:
ABSTAIN:
MOTION CARRIED:

IV. Choice Program Discussion

Open Choice is an interdistrict public school program intended to improve academic achievement; reduce racial, ethnic and economic isolation; and provide a choice of education programs for public school students. Dr. Cooke said he is looking for the Board's approval to pursue at the legislative level having the District participate in the Choice Program. Board members discussed the various nuances of the program as well as concerns surrounding costs, transportation, and student enrollment.

IV.A. Action Item: Motion to approve the Superintendent pursuing at the Connecticut Legislative Level approval to allow Madison Public Schools participation in the Choice Program, allowing Madison to accept students.

MOTION: by Pynn, seconded by Miller to approve the Superintendent pursuing at the Connecticut Legislative Level approval to allow Madison Public Schools participation in the Choice Program, allowing Madison to accept students.

AYES: Klaskin, Lewis, Miller, Pynn, Rosenthal

NAYS: Connelly, Gordon, Infantine-Vyce

ABSTAIN: Cawley

MOTION CARRIED: 5 – 3 – 1

V. 2023-2024 Budget Discussion and Possible Action

Board members reviewed the proposed 2023-2024 budget. Finance Director Stacy Nobitz answered questions on various budget objects.

V.A. Action Item: Motion to approve the 2023-2024 Budget

MOTION: by Infantine-Vyce, seconded by Cawley to amend and increase the budget by \$13,000 to add paper towel supplies for the high school bathrooms.

AYES: Cawley, Infantine-Vyce

NAYS: Connelly, Gordon, Klaskin, Lewis, Miller, Pynn, Rosenthal

ABSTAIN: 0

MOTION FAILED: 2 – 7

MOTION: by Cawley, seconded by Gordon to approve the 2023-2024 Budget in the amount of \$61,850,694.

AYES: Cawley, Connelly, Gordon, Infantine-Vyce,
Klaskin, Lewis, Miller, Pynn, Rosenthal
NAYS: 0
ABSTAIN: 0
MOTION CARRIED: 9 – 0

VI. Adjourn

MOTION: by Infantine-Vyce, seconded by Cawley to
adjourn at 8:36 p.m.
AYES: Cawley, Connelly, Gordon, Infantine-Vyce,
Klaskin, Lewis, Miller, Pynn, Rosenthal
NAYS: 0
ABSTAIN: 0
MOTION CARRIED: 9 – 0

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 ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at ferranted@madisonct.org at least five (5) business days prior to the meeting.



DATES OF IMPORTANCE

February 7, 2023	Curriculum & Student Development Cmte. – 5:30 p.m. (DHHS Library) Facilities Committee Meeting – 6:30 p.m. (DHHS Library) Board of Education Meeting – 7:30 p.m. (DHHS Library)
February 28, 2023	Finance Committee Meeting – 5:00 p.m. (Polson Library) Policy Committee Meeting – 6:00 p.m. (Polson Library)
March 7, 2023	Finance Committee Meeting – 5:30 p.m. Facilities Committee Meeting – 6:30 p.m. Board of Education Meeting – 7:30 p.m.
March 21, 2023	Curriculum & Student Development Cmte. – 5:30 p.m. Policy Committee Meeting – 6:30 p.m. Board of Education Meeting – 7:30 p.m.

Town Budget Dates:

February 15, 2023	BoE presentation to the Boards of Selectmen and Finance 6:00 p.m., Town Room A/Zoom
February 28, 2023	Public Hearing – Boards of Finance, Selectmen & Education 7:00 p.m., Polson Auditorium/Zoom
April 18, 2023	Public Hearing #2 Review of Town Budget 7:00 p.m., Polson Auditorium/Zoom
May 16, 2023	Referendum