



## BOARD OF EDUCATION REGULAR MEETING

Monday, February 11, 2013 7:30 PM

BOARD OF EDUCATION REGULAR MEETING Town Council Chambers-  
Town Hall, 2155 Main Street, Glastonbury, CT 06033  
628 Hebron Avenue  
Glastonbury, CT 06033

1. Call to Order
2. Pledge of Allegiance
3. Awards and Recognition
  - A. CABE Presentation of the 2012 Award of Excellence for Education Communications District Budget Book
4. Student Representatives' Report
  - A. James Botelho-Class of 2014/ Alexandra Walsh-Class of 2014
5. Informal Session for Public Comment
6. Special Reports
7. Business Requiring Action
  - A. Acceptance of Gift of Field Renovations at Buttonball Lane School
  - B. Approval of the 2014-2015 School Calendar
  - C. Approval of Board of Education Policy #5141.3 (Student Health Services)
  - D. Approval of Board of Education Policy # 5141.25 (Student with Special Health Care Needs)
  - E. Approval of Board of Education Policy #1080 (Automatic External Defibrillators-AED)
8. Reports and Discussion
  - A. School Food Service Mid-Year Report
  - B. Teacher Education and Mentoring Program
  - C. Glastonbury-East Hartford Elementary Magnet School Project
  - D. Education Foundation
  - E. Magnet Schools
9. Approval of Minutes
  - A. Special Meeting of January 7, 2013
  - B. Special Joint Board of Education/Town Council Meeting of January 7, 2013
  - C. Meeting of January 9, 2013
  - D. Special Meeting of January 15, 2013
  - E. Special Meeting of January 30, 2013

10. Committee Reports
11. Chairperson's Report
12. Superintendent's Report
  - A. School Enrollment Report, February 1, 2013
  - B. School Suspension Reports, January 1, 2013
  - C. Home Language Numbers and Immigrant Survey Information
  - D. Hebron Avenue School's, Author Circle, January, 2013
  - E. Dates to Remember
13. Adjournment- Please Note: It is possible that the Board of Education may go into Executive Session

**GLASTONBURY BOARD OF EDUCATION  
EXECUTIVE SUMMARY REPORT FORM**

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**Title of Report: Glastonbury Lacrosse Club – Buttonball Field Improvement Project**

**Board Meeting Date: February 12, 2013**

**Action: X                      Report:                      Information:                      Discussion:**

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The Glastonbury Lacrosse Club (GLC) would like to make a gift to the Town of Glastonbury by improving the existing ball fields at Buttonball Elementary School. GLC’s proposal is to renovate the existing fields that would allow 2 regulation lacrosse fields. The project would consist of minor tree clearing, minor re-grading of the existing site, installation of an irrigation and drainage system, mending existing soils and seeding. In order to develop a budget GLC has been working with Megson and Heagle, The BSC Group and several local contractors. Estimates to complete this project are \$80,000. GLC is prepared to fund this project.

**Background:**

The GLC provides youth lacrosse activities to 500 boys and girls in grades 1 through 8. We have experienced significant growth and anticipate continued growth in the future. The improvements to these fields will allow GLC members as well students at Buttonball Lane School higher quality and more functional fields.

**Timeline:**

Construction of the field would commence immediately following the 2013 school year and be complete prior to the beginning of the 2013/2014 school year.

**Impacts:**

Due to the growing season required to establish a mature field, the area would not be available for school or community use during the Fall of 2013 and Spring of 2014.

GLC has discussed the project details and schedule with the Superintendent of Schools, the school Principal, the school Physical Education teacher as well as the Parks and Recreation Director. All parties are supportive of the project and looking forward to the benefits of the improved fields.

**Changes to Field**

- Removal of a small section of tree line on the Southeast corner of the field
- Reconfiguration of a small section of the sidewalk on the Northwest corner of the field
- Installation of an irrigation system
- Installation of drainage and tie-in to existing drainage system

**Submitted By:** David Hawkins  
President – Glastonbury Lacrosse Club

**Reviewed By:** Alan B. Bookman, Ph.D.

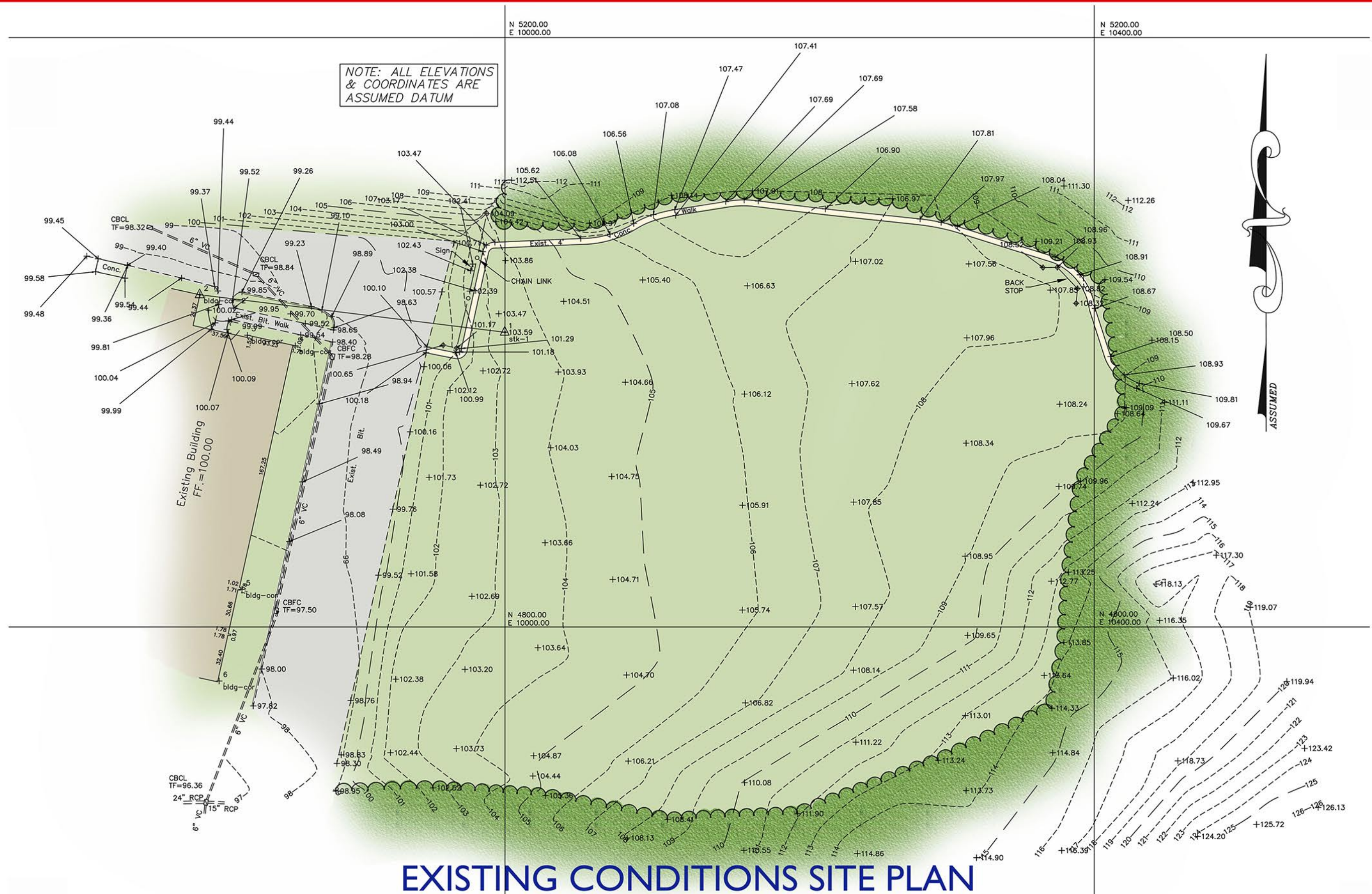


EXISTING CONDITIONS AERIAL

BUTTONBALL LANE ELEMENTARY SCHOOL



# GLASTONBURY LACROSSE CLUB

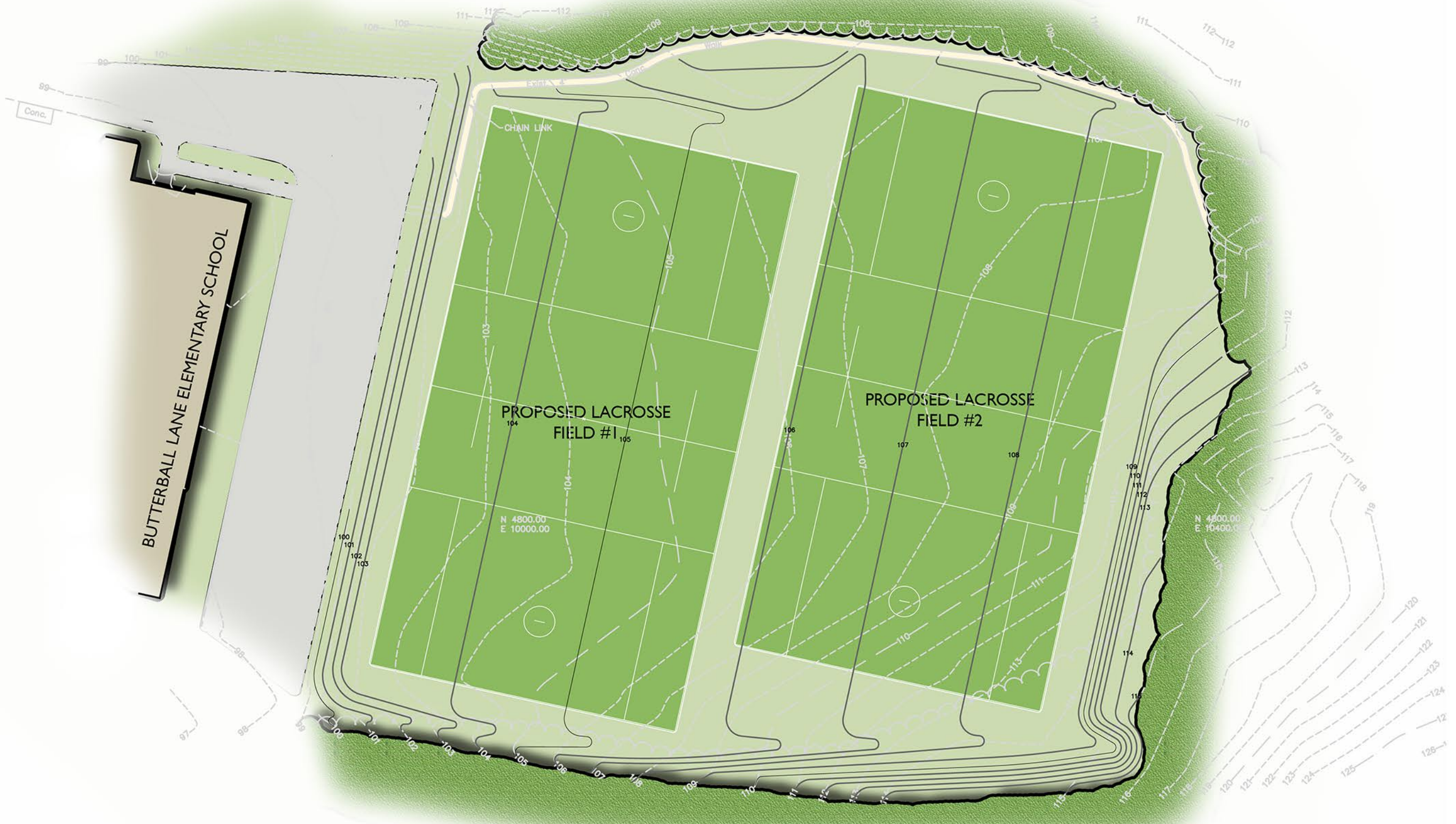


## EXISTING CONDITIONS SITE PLAN

# BUTTONBALL LANE ELEMENTARY SCHOOL



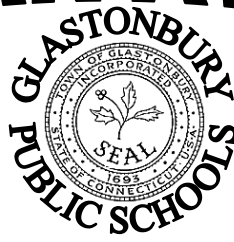
# GLASTONBURY LACROSSE CLUB



## PROPOSED SITE PLAN

# BUTTONBALL LANE ELEMENTARY SCHOOL

# SCHOOL YEAR AT A GLANCE



**DRAFT 2014**

**Draft 2015**

SCHOOL BEGINS: AUG 27 Grs. 7-12

SCHOOL BEGINS: AUG 28 Grs. K-6

M	T	W	TH	F
<b>AUGUST 2014</b> <small>Gr. 7-12 3 days Gr. K-6 2 days</small>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

M	T	W	TH	F
<b>SEPTEMBER 2014</b> 20 DAYS				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

M	T	W	TH	F
<b>OCTOBER 2014</b> 22 DAYS				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

M	T	W	TH	F
<b>NOVEMBER 2014</b> 17 DAYS				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

M	T	W	TH	F
<b>DECEMBER 2014</b> 17 DAYS				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

M	T	W	TH	F
<b>JANUARY 2015</b> <small>Gr 7-12 18 DAYS Gr. K-6 19 DAYS</small>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	△	23
26	27	28	29	30

- AUG 25 Teacher Work Day-Convocation
- AUG 26 Teacher Professional Development
- ◇ AUG 27 **FIRST DAY OF SCHOOL, GRADES 7-12**  
Teacher Work Day, Grades K-6
- ◇ AUG 28 **FIRST DAY OF SCHOOL, GRADES K-6**  
FULL DAY
- SEP 1 Labor Day
- SEP 25 Rosh Hashanah
- OCT 13 Columbus Day
- NOV 4 Election Day - No School for Students
- NOV 26 Early Dismissal
- NOV 27-28 Thanksgiving Recess
- DEC 24-  
JAN 2 Holiday Recess  
(Includes New Year's Day)
- JAN 19 Martin Luther King Day
- JAN 15-21 Grades 7-12: Mid-Term Exams  
(Early Dismissal Grades 9-12 only)
- △ JAN 22 Gr. 7-12 No School for Students  
Teacher Work Day, Grades 7-12
- FEB 16-17 Winter Recess (Includes Presidents' Day)
- APR 3 Good Friday
- APR 13-17 Spring Recess
- MAY 25 Memorial Day
- Last 4 Days Final Exams, Grades 7-12  
(Early Dismissal Grades 7-12)
- Last Day **Projected Last Day – June 9**  
Early Dismissal Grades K-12
- Projected Teacher Work Day – June 10**  
Teacher Work Day will be the first work day following the last day for students.

■ SCHOOL CLOSED

\*SCHOOL ENDS: JUNE 9

M	T	W	TH	F
<b>FEBRUARY 2015</b> 18 DAYS				
	2	3	4	5
	9	10	11	12
	16	17	18	19
	23	24	25	26
	27			

M	T	W	TH	F
<b>MARCH 2015</b> 22 DAYS				
	2	3	4	5
	9	10	11	12
	16	17	18	19
	23	24	25	26
	30	31		

M	T	W	TH	F
<b>APRIL 2015</b> 16 DAYS				
		1	2	3
	6	7	8	9
	13	14	15	16
	20	21	22	23
	27	28	29	30

M	T	W	TH	F
<b>MAY 2015</b> 20 DAYS				
				1
	4	5	6	7
	11	12	13	14
	18	19	20	21
	25	26	27	28
	29			

M	T	W	TH	F
<b>JUNE 2015</b> DAYS 7				
	1	2	3	4
	8	9	10	11
	15	16	17	18
	22	23	24	25
	29	30		

\*SCHOOL ENDS JUNE 9

\*If weather or other emergencies require the closing of school, the lost days will be made up by extending the school year in June up to 8 days.  
If additional days are needed, they will be taken from the Spring Recess, beginning April 13.

Approved: \_\_\_\_\_

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## Student Health Services

The Board of Education ~~recognizes the importance of and~~ requires periodic physical examinations ~~and~~ school immunizations in accordance with state statutes. ~~The Board adheres to those state laws that pertain to school immunizations.~~

### School District Medical Advisor

The Board of Education shall appoint a school district medical advisor and appropriate medical support service personnel including nurses. ~~The school district medical advisor, in cooperation with the Board and the Board of Health/Health Department for the school district, shall:~~

- ~~1. Advise on the provision of school health services,~~
- ~~2. Provide consultation on the school health environment, and~~
- ~~3. Perform any other duties as agreed between the advisor and the appointing board of education.~~

School health efforts shall be directed toward detection and prevention of health problems, emergency treatment and modification or removal of health related barriers to learning.

### Health Records

A health record for each student enrolled in the school district shall be maintained in the school nurse's office. For purposes of confidentiality, records will be treated in the same manner as the student's cumulative academic record.

~~Student health records are covered by the Family Educational Rights and Privacy Act (FERPA) and are exempt from the Health Insurance Portability Act (HIPAA) privacy rule. However, it is recognized that obtaining medical information from health care providers will require schools to have proper authorization and to inform parents/guardians that such information once released by health care providers is no longer protected under HIPAA but is covered under FERPA.~~

### Physical Examinations

Physical examinations performed by a legally qualified practitioner of medicine, ~~and advanced practice registered nurse, or a physician assistant stationed at any military base~~ are required prior to enrollment and prior to entering grades 7 and 11. Students enrolling from out of state must present a physical exam no more than one year old at the time of enrollment.

If parents/guardians meet the eligibility requirements for free and reduced lunch under the National School Lunch Program, the Board of Education will provide for required physical examinations, including those for participants in athletics.

## Student Health Services

Parents/guardians of students entering kindergarten and of students in grades 5 and 6 and grades 9 and 10 will be given information about Public Act 07-58 relative to mandated physical examinations required for school entry and for entry into grades 7 and 11. Students who are not compliant will not be permitted to begin their grade 7 or grade 11 school years until this mandated requirement is met.

### Immunizations

[According to State Statutes](#) students are required to be immunized. ~~according to C.G.S. 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a and 10-204a-4.~~

A student will not be allowed to begin or continue in district schools unless physical examinations and immunizations are performed as required. Students transferring into the district must provide evidence of required Connecticut vaccinations and physical examinations at enrollment and prior to school attendance.

### Health Screenings

Parents/guardians will be given annual written notification in the school handbook and/or newsletter of all health screenings (vision, hearing, postural) to be conducted during the school year. Written notification will be sent for students who fail to meet the standards of screening tests and/or when a student appears to be in need of further medical evaluation.

### Exemptions

Physical examinations, immunization requirements and health screening requirements are waived if the parent/guardian of the student, or emancipated minor, notifies school personnel in writing of their objection on religious ~~or medical holistic or naturopath~~ grounds. [A medical exemption must be written and provided by a legally qualified practitioner of medicine.](#)

(cf. 5111 – Admission)

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**Student Health Services**

Legal Reference: Connecticut General Statutes  
~~10-191 Physical examination~~  
~~10-204a Vaccination~~  
10-204c Immunity from liability  
~~10-205 Health assessments~~  
10-206a Free health assessments  
10-208 Exemption from examination or treatment  
10-209 Records not to be public  
10-210 Notice of disease to be given parent or guardian  
~~10-214 Vision, audiometric and postural screenings: when  
required, notification of parents re defects; record of  
results.~~  
~~10-214b Compliance report by local or regional Board of Education~~  
10-203 Sanitation.  
10-204a Required immunizations.  
10-205 Appointment of school medical advisors.  
10-206 Health assessments, as amended by PA 07-58 and PA 11-179  
10-207 Duties of medical advisers, (as amended by P.A. 12-198)  
10-208a Physical activity of student restricted; Boards to honor notice.  
10-212 School nurses and nurse practitioners.  
10-212a Administration of medicines by school personnel.  
Federal Family Educational Rights and Privacy Act of 1974 (section 438  
of the General Education Provisions Act, as amended, added by section  
513 of P.L. 93-568, codified at 20 U.S.C. 1232g)  
42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and  
Accountability Act of 1996 (HIPAA)

## Policy

Adopted: March, 1982

Revised: February 28, 2005

Revised: May 12, 2008

Revised: May 23, 2011

Revised:

## Student Health Services

### Physical Examinations, Screenings and Immunizations

~~In accordance with C.G.S. 10-191,~~ Each student, prior to being enrolled in a Connecticut public school must have a physical examination by a legally qualified practitioner of medicine, [advanced practice registered nurse, or a physician assistant.](#) ~~stationed at any military base.~~

Parents/guardians are responsible for providing the documentation of required physical examination.

If parents/guardians meet the eligibility requirements for free and reduced lunch under the National School Lunch Program, the Board of Education will provide for required physical examinations, including those for participants in athletics.

A student will not be allowed to begin or continue in district schools unless physical examination requirements are met. Students transferring into the district must provide evidence of required Connecticut physical examination at enrollment and prior to school attendance.

#### a. Frequency

1. Physical examinations are required prior to initial enrollment in a Connecticut public school; (transfer students from one Connecticut school district to another are not required to have an additional physical examination prior to enrollment in the new school district).
2. For each student prior to entering Grade 7; and
3. For each student prior to entering Grade 11

#### b. Time Tables

Pre-Kindergarten physicals must be done no more than one year before school entry.

Grade 7 - Students must have a physical exam after June 30<sup>th</sup> of the fourth grade and prior to entering the 7<sup>th</sup> grade.

Grade 11 - Students must have a physical exam after June 30<sup>th</sup> of their 8<sup>th</sup> grade year and prior to entering the 11<sup>th</sup> grade.

Out of State – Students enrolling from out of state must present a physical exam no more than one year old at the time of enrollment.

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**Student Health Services** (continued)Procedures

Parents/guardians of students entering kindergarten and of students in grades 5 and 6 and grades 9 and 10 will be given information about Public Act 07-58 relative to mandated physical examinations required for school entry and for grades 7 and 11. The information will explain that students who are not compliant will not be allowed to begin their grade 7 or grade 11 school years until this mandated requirement is met.

Students participating in athletic programs at Glastonbury High School must complete a sports permission authorization form within one year prior to the first practice session for the sport or sports. Forms completed after June 30<sup>th</sup> will cover the student for the next school year. Parents/guardians are responsible for obtaining any physical exams needed for completion of this form. Information on the sports forms is recorded and maintained by the athletic director's office. The form is filed in the student's health folder.

**1. Scope of Physical Examination**

~~physical examination shall include hematocrit or hemoglobin, height, weight, and blood pressure; updating of immunizations; vision, hearing, postural, speech and gross dental screenings; a chronic disease assessment; health and development history as appropriate; Tuberculin Risk, Sickle Cell Anemia, Cooley's Anemia and/or lead poisoning screening on recommendation of School District Medical Advisor and Town Health Director. A test for tuberculosis should be performed if any of the following risk factors prevail:~~

- ~~• birth in a high risk country of the world (to include all countries in Africa, Asia, the former Soviet Union, Eastern Europe, Central South America, Dominican Republic, and Haiti see list of countries in Appendix) and do not have a record of a TST (tuberculin skin test) or IGRA (interferon-gamma release assay) performed in the United States;~~
- ~~• travel to a high risk country staying at least a week with substantial contact with the indigenous population since the previously required examination;~~
- ~~• extensive contact with persons who have recently come to the United States since the previously required examination;~~
- ~~• contact with persons suspected to have tuberculosis, or~~
- ~~• lives with anyone who has been in a homeless shelter, jail or prison, uses illegal drugs or has an HIV infection.~~

~~Any individual found to be positive shall have an appropriate medical management plan developed that includes a chest radiograph. Students not already known to have a positive test for tuberculosis shall be tested if they meet any of the risk factors for TB infection.~~

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**Student Health Services** (continued)

**Prior to enrollment and in grades 7 and 11:** ~~Grades Seven and Eleven:~~ Physical examination shall include hematocrit or hemoglobin, weight, height and blood pressure, updating of immunizations; vision, hearing, postural, **speech** and gross dental screening; a chronic disease assessment; health and development history as appropriate; Tuberculin Risk, Sickle Cell Anemia, ~~and/or~~ Cooley's Anemia screening **and/or lead poisoning screening** on recommendation of School District Medical Advisor and Town Health Director. **A test for tuberculosis should be performed if any of the following risk factors prevail:**

- birth in a high risk country of the world (to include all countries in Africa, Asia, the former Soviet Union, Eastern Europe, Central South America, Dominican Republic, and Haiti see list of countries in Appendix) and ~~do~~ **no t have a** record of a TST (tuberculin skin test) or IGRA (interferon-gamma release assay) performed in the United States;
- travel to a high risk country staying at least a week with substantial contact with the indigenous population since the previously required examination;
- extensive contact with persons who have recently come to the United States **from a high risk country** since the previously required examination;
- contact with persons suspected to have tuberculosis, or
- lives with anyone who has been in a homeless shelter, jail or prison, uses illegal drugs or has an HIV infection.

Any individual found to be positive shall have an appropriate medical management plan developed that includes a chest radiograph. Students not already known to have a positive test for tuberculosis shall be tested if they meet any of the risk factors for TB infection.

## 2. Screenings

Parents will be given annual written notification in the school handbook and/or newsletter of all health screenings (vision, hearing, postural) to be conducted during the school year. Written notification will be sent for students who fail to meet the standards of screening tests and/or when a student is in need of further medical evaluation. Parents/guardians need to notify the school nurse in writing if their child should be exempt from any of the above- mentioned screenings.

### Type and Frequency

1. Vision: K, 1, 2, 3, 4, 5, 6 and in Grade 9.
2. Audiometric: K, 1, 2, 3 and in Grades 5 and 8.
3. Postural: Grades 5, 6, 7, 8, 9.

## 3. Immunizations

Glastonbury Public Schools, in compliance with C.G.S. 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a and 10-204a-4 shall require each child to be adequately immunized against the following diseases: measles, rubella poliomyelitis, diphtheria, tetanus, pertussis, mumps, hemophilus influenza type B, hepatitis A, hepatitis B, varicella, pneumococcal, ~~influenza~~, meningococcal, and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to 19a-7f of Connecticut General Statutes, before being permitted to enroll in any program or school under its jurisdiction. **In addition, pre-school students must be immunized for influenza.**

Students shall be exempt for the appropriate provision of this regulation when:

Any such child who

1. presents a certificate from a physician or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process under guidelines and schedules specified by the commissioner of Health Services; or
2. presents a certificate from a physician stating that in the opinion of such physician, such immunization is medically contraindicated because of the physical condition of such child; or
3. presents a statement from the parents or guardian of such child that such immunization would be contrary to the religious beliefs of such child; or
4. in the case of measles, mumps and rubella, presents a certificate from a physician or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of diphtheria, tetanus, and Pertussis, has a medical exemption confirmed in writing by a physician, physician assistant or advanced practice registered nurse (per C.G.S. 19a-7f); ~~passed his/her sixth birthday~~, or
6. in the case of Hemophilus influenza B has passed his or her fifth birthday. ~~shall be exempt from the appropriate provisions of this section.~~

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**Student Health Services** (continued)

~~Beginning January 1, 2012, and each~~ **Prior to each** January 1 ~~thereafter~~, children aged 24-59 months enrolled in the preschool program must show proof of receipt of at least one dose of influenza vaccine between August 1 and December 31 of the preceding year. All children aged 24-59 months who have not received vaccination against influenza previously must show proof of receipt of two doses of the vaccine the first influenza season that they are vaccinated. Children seeking to enroll in the preschool program between January 1 and March 31 are required to receive the influenza vaccine prior to being permitted to enter the program. Children who enroll in the preschool program after March 31 of any given year are not required to meet the influenza vaccine requirement until the following January.

A student will not be allowed to begin or continue in district schools unless immunization requirements are met. Students transferring into the district must provide evidence of required Connecticut immunizations at enrollment and prior to school attendance.

The Glastonbury Public Schools designates the Head Nurse as the representative for receipt of reports from health care providers concerning student immunizations.

In accordance with state law, the Board of Education/Glastonbury Public Schools shall not be liable for civil damages resulting from an adverse reaction to a vaccine required to be administered by state law.

#### 4. Records

When a student transfers from the school system to another school within the state, the original records are sent to the new school system and copies of the records are kept in the district. When a student transfers out of state, original records are kept in the district and copies are sent to the new school.

#### 5. Exemptions

Physical examinations, immunization requirements and health screening requirements are waived if the parent/guardian of the student, or emancipated minor, notifies school personnel in writing of their objection on religious, ~~or medical holistic or naturopath~~ grounds. **A medical exemption must be written and provided by a legally qualified practitioner of medicine.**

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 Student Health Services (continued)

(cf. 5111 – Admission)

Legal Reference: Connecticut General Statutes  
~~10-192 – Physical examination~~  
 10-204a ~~Vaccination~~ Required immunizations.  
 10-204c. Immunity from liability  
 10-206 Health assessments, as amended by PA 07-58 and PA 11-179  
 10-206a Free health assessments  
~~10-208 10-211~~ Exemption from examination or treatment  
~~10-209 10-212~~ Records not to be public  
~~10-210 10-213~~ Notice of disease to be given parent or guardian  
~~10-214 10-215~~ Vision, audiometric and postural screenings: when required, notification of parents re defects; record of results.  
~~10-204b – Compliance report by local or regional Board of Education~~  
 10-203 Sanitation.  
 10-205 Appointment of school medical advisors.  
 10-207 Duties of medical advisers, (as amended by P.A. 12-198)  
 10-208a Physical activity of student restricted; Boards to honor notice.  
 10-212 School nurses and nurse practitioners.  
 10-212a Administration of medicines by school personnel.

## CT Agency Regulations:

~~10-204a-2a Adequate Immunization~~ Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a and 10-204a-4.

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g)

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

## Regulation

Adopted: March, 1982

Revised: February 28, 2005

Revised: May 12, 2008

Revised: May 23, 2011

Revised:

### Students with Special Health Care Needs

The Glastonbury Public Schools recognize that food allergies and glycogen storage disease may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. Individualized health care plans (IHCP) ~~formulated~~ may be implemented for each known student reactor. The district is also committed to appropriately managing and supporting students with food allergies and glycogen storage disease. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the Glastonbury Public Schools system adopts regulations that follow. ~~guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in district schools.~~

#### Accommodating Students with Special Dietary Needs

~~The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities.~~

~~In some cases, a student's disability may prevent the student from eating meals prepared for the general school population.~~

~~Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student.~~

~~The nature of the student's disability, the reason the disability prevents the student from eating the regular school meals, including foods to be omitted from the student's diet, indication of the major life activity affected by the disability, the specific diet prescription along with the substitution(s) needed will be specifically described in a statement signed by a licensed physician. The district, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals ~~alternate choices~~ to food allergic students based upon the physician's signed statement.~~

~~The Board recognizes that students with documented life threatening food allergies ~~and glycogen storage disease~~ are covered by The Disabilities Act and Public Law 93-112 and Section 504 of the Rehabilitation Act of 1973. A clearly defined "504 Accommodation Plan" shall be developed and implemented for all such identified students in which necessary accommodations are made to ensure full participation in student activities. Such plan shall be signed by the appropriate staff ~~and~~ the parent/guardian of the student. ~~and the student's physician.~~~~

Students with Special Health Care NeedsAccommodating Students with Special Dietary Needs

All schools are also responsible for developing and implementing guidelines for the care of food allergic ~~and glycogen storage disease~~ students. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

(cf. 5141 Student Health Services)  
 (cf. 5141.21 Administering Medication)  
 (cf. 5141.23 Students with Special Health Care Needs)  
 (cf. 5141.3 Health Assessments)  
 (cf. 5145.4 Nondiscrimination)

Legal Reference: Connecticut General Statutes:  
 10-15b Access of parent or guardian to student's records.  
 10-154a Professional communications between teacher or nurse and student.  
 10-207 Duties of medical advisors.  
[10-212a-1 through 10-212a-7 Administration of Medication by School Personnel](#)  
 10-212c Life-threatening food allergies: Guidelines; district plans, as amended by P.A. 12-198  
[10-220i Transportation of students carrying cartridge injectors](#)  
[52-557b "Good Samaritan law." Immunity from liability for emergency, medical assistance, first aid or medication by injector. School personnel not required to administer or render.](#)

Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. § 794](#)  
[Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.](#)  
[Americans with Disabilities Act of 1990 \(ADA\), 42 U.S.C. § 12101 et seq.](#)

~~FCS Instruction 783-2, Revision 2, Meal substitution for medical or other special dietary reasons.~~

Policy  
 Adopted: February 28, 2005  
 Revised: August 9, 2010  
 Revised:

### Regulations for Accommodating Students with Special Dietary Needs

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~~The number of students with life-threatening food allergies in Glastonbury is increasing with each new school year. Given that national statistics indicate that food allergies overall have increased by 55% in the last five years, such an increase in our enrollment is not surprising. Faced with the possibility that common, everyday exposures may be potentially fatal for a food-allergic child, it is imperative that schools initiate and implement policies and procedures to protect food-allergic students from accidental exposure.~~

~~The Glastonbury Public Schools recognize that food allergies and glycogen storage disease may be life-threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life-threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. Individualized health care plans may be formulate and implement for each known reactor. The district is also committed to appropriately managing and supporting students with food allergies and glycogen storage disease. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the Glastonbury Public Schools adopt the following guidelines related to the management of life-threatening food allergies and glycogen storage disease for students enrolled in district schools.~~

#### Accommodating Students with Special Dietary Needs

The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities.

In some cases, a student's disability may prevent the student from eating meals prepared for the general school population.

Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student.

The nature of the student's disability, the reason the disability prevents the student from eating the regular school meals, including foods to be omitted from the student's diet, indication of the major life activity affected by the disability, the specific diet prescription along with the substitution(s) needed will be specifically described in a statement signed by a licensed physician. The district, in compliance with USDA Child Nutrition Division guidelines, will provide ~~substitute meals~~ alternate choices to food allergic students based upon the physician's signed statement.

**Regulations for Accommodating Students with Special Dietary Needs**

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The Board recognizes that students with documented life-threatening food allergies and glycogen storage disease are covered by The Disabilities Act and Public Law 93-112 and Section 504 of the Rehabilitation Act of 1973. A clearly-defined “504 Accommodation Plan” shall be developed and implemented for all such identified students in which necessary accommodations are made to ensure full participation in student activities. Such plan shall be signed by the appropriate staff and the parent/guardian of the student. ~~and the student’s physician.~~

All schools are also responsible for developing and implementing guidelines for the care of food allergic and glycogen storage disease students. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student’s allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

In response to this growing need, the Glastonbury Public Schools System has adopted the following protocols and procedures to provide a safer school environment for food allergic ~~and glycogen storage disease~~ students. While the school district cannot guarantee the elimination of all allergens from the school environment, adoption of the following policies and procedures will help to reduce the possibility of a child’s exposure to known allergens.

**Definitions**

An “allergen” is any substance that causes an allergic reaction.

An “epipen” is a pre-filled automatic injectable medication.

A “known reactor” is someone who has been diagnosed by a physician and parent as having an allergic reaction to a specific substance.

**Goals**

- ~~1. Reduce the possibility of exposure of known reactors to offending allergens.~~
- ~~2. Provide for best outcome if exposure/reaction occurs in either a known or unknown reactor.~~
- ~~3. Formulate and implement individualized health care plans for each known reactor.~~
- ~~4. Support parents in managing their allergic child in the school environment.~~

**Regulations for Accommodating Students with Special Dietary Needs**

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**GUIDELINES AND STANDARDS FOR STUDENTS WITH FOOD ALLERGIES AND GLYCOGEN STORAGE DISEASE**

In an effort to reduce the possibility of exposure to allergens within the school setting, the following standards and guidelines will be practiced. The precautions listed here are in place to assist students in making informed food choices.

The Guidelines recognize that middle and high school students are at ages when they have learned to manage their own allergies. In the event that ~~these a secondary~~ students needs assistance in managing life threatening allergies or glycogen storage disease, an individualized health care plan (IHCP) can be created and implemented under the supervision of the school nurse.

1. Parents/guardians of students who are known reactors should inform the school nurse and provide emergency medication and medication orders in accordance with the Medication Administration Policy. (cf. 5141.21)
2. Only the parent/guardian shall make the determination of food safety for their child.
3. Parents of food allergic children are strongly encouraged to provide lunch and snack food for their child.
4. School personnel, parents and students will collaborate to determine the need for and to formulate a written IHCP ~~individualized health care plan~~ for avoiding the offending allergen. This plan will be shared with all school staff who have contact with the student.
5. Because peanuts, peanut products, other nuts, and certain other food products are associated with the most frequent and severe of allergic food reactions, whenever possible, they shall not be used for instructional purposes in any classroom setting. An alternate activity will be provided for known reactors when their use cannot be avoided.
6. Students may carry epipens with them with physician and parent authorization.
7. Parents of K-6 students will be notified by written correspondence within the first week of the school year if there is a known food reactor in their child's classroom. Parents of K-6 students in such classrooms will be requested in such correspondence to refrain from sending in snacks with the known allergen during the school year.

**Regulations for Accommodating Students with Special Dietary Needs**

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8. Nurses, administrators and teachers shall meet with parents of allergic and [glycogen storage disease](#) children whose medical needs are not addressed or met within these protocols and procedures.
9. The Food Allergy [and Glycogen Storage Disease](#) Guidelines will be posted on the Glastonbury Public Schools website.

**Parent/Guardian Role**

1. Inform and update the school nurse regarding allergies/reactions [and glycogen storage disease](#). [Provide as much information about the extent and nature of the allergy and glycogen storage disease as is known, as well as any known effective treatment.](#)
2. Provide the school nurse with emergency medication and medication orders in accordance with the Medication Administration Policy. (cf. 5141.21)
3. Provide the school with an individualized action plan prepared by the child's physician.
4. Collaborate with school personnel to formulate an [IHCP](#) ~~individualized health care plan~~.
5. Contact food services with any questions regarding special dietary needs.
6. Identify food allergic [and glycogen storage disease](#) ~~child~~ [students](#) to the bus/van driver.
7. Age appropriately educate their children about their particular allergy, how to avoid the allergen, signs and symptoms of an allergic reaction, and what to do if they suspect a reaction. Age appropriately educate their children about [glycogen storage disease and what to do if they suspect ~~an~~ a reaction.](#)
8. If willing, parents should provide the school nurse with three small (wallet size) pictures of their child to be shared with cafeteria workers, teachers and nurse to help more easily identify the child.
9. Parents are encouraged to provide their child with a medical alert bracelet.

**Regulations for Accommodating Students with Special Dietary Needs**

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**Nurse's Role**

1. As needed, collaborate with parents and school staff, with input from the physician, to write **IHCP individualized health care plans** and emergency plans (including field trips) by the end of the first month of the school year.
2. For a student with glycogen storage disease, the IHCP shall not prohibit a parent or guardian, or a person designated by such parent or guardian, to provide food or dietary supplements to a student with glycogen storage disease on school grounds during the school day.
3. In addition to the IHCP, the district shall also develop an Emergency Care Plan (ECP) for each child identified as having a life threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency.
4. Educate and train school personal on managing students with life threatening allergies and glycogen storage disease including training on how to provide food or dietary supplements.
5. Communicate and oversee the implementation of the plan to appropriate teachers, paraprofessionals and cafeteria staff.
6. Review all field trip schedules for their buildings. Teachers shall notify nurse of upcoming trips at least one week prior to trip.
7. In the event that students must eat lunch in their classrooms, the nurse will notify and ask all parents of students in nut-free classrooms, to refrain from sending peanut/tree nut food products in their children's lunches on that day. If a student brings a peanut/tree nut food product for lunch, that student shall eat with the students in a classroom that is not designated "nut free."
8. If indoor recess is held in the classroom, students with nut allergies should have recess in a "nut free" classroom.
9. Instruct appropriate school personnel in epipen administration to known reactors (volunteer basis).
10. ~~Instruct staff in signs and symptoms of anaphylaxis~~
11. Follow standing orders for allergic reactions in unknown reactors.

**Regulations for Accommodating Students with Special Dietary Needs**

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12. Determine, in collaboration with parents, student and physician, if self-administration of an epipen is appropriate. A student with an allergic condition may retain possession of an epipen at all times while attending school for prompt treatment of the allergic condition, provided written authorization for self-administration of medication, signed by the parent/guardian and authorized prescriber, is submitted to the school nurse.
13. Epipens may be stored in the school health office. Epipen storage area is to be kept unlocked during the school day. Parents may provide additional epipens for the classroom, and other specified areas if desired.
14. With parent permission, school nurses will notify the transportation coordinator and/or bus drivers of known reactors.
15. Will provide food and dietary supplements for students with glycogen storage disease and approve any school employee to do the same.

**Teacher's Role**

1. Know which students are known reactors and what the offending allergen is.
2. Notify parents of known reactors prior to events that may include food.
3. Educate all students in class of the dangers of food allergies and policies and procedures to be followed. Make students aware of any existing food allergies in their classroom.
4. Encourage parents of food allergic children to provide "special" snacks for specific events that may include foods.
5. Notify the school nurse of all field trips at least one week prior to the trip so that a review may be made of the list of students.
6. Neither the teacher nor the nurse will be responsible for determining if a food product is safe for an allergic student to eat. Only the parent/guardian shall make the determination of food safety for their child.
7. Provide parent/guardians of known reactors with a list of birthday dates (no student names) so that they may provide a "special" snack on those days if desired.

**Regulations for Accommodating Students with Special Dietary Needs**

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8. Because peanuts, peanut products, other nuts and certain other products are associated with the most frequent and severe of allergic food reactions, whenever possible, they shall not be used for instructional purposes in any classroom setting. An alternative activity will be provided for known reactors when their use cannot be avoided. Animal feed or beanbags within the classroom will be checked and removed if they contain nut products.
9. Provide information about known reactors, including an emergency health plan in the substitute folder.
10. Remove from the classroom any snack that contains an obvious known allergen.
11. Require proper hand washing techniques by adults and children before and after the handling/consumption of food.

**Snacks**

1. In order to support the schools' ongoing commitment to promote healthy lifestyles and fitness, all parents are strongly encouraged to provide fruits and vegetables for snacks.
2. Teachers/administrators will request in writing that all parents of children in classes with known reactors refrain from sending peanut or nut containing snacks into such classrooms.
3. Snacks that contain an obvious known allergen shall be removed from the classroom and a safe alternative snack provided.
4. Students will be discouraged from sharing food or utensils.

**Birthdays**

1. Parents will be requested to alert the teachers if a special treat is being sent in to the classroom of a known reactor.
2. Parents of allergic children will be given a list of class birthdays (no names) so that they may provide their own special snack if desired.
3. Parents are also encouraged to provide "treats" other than food, i.e. unique pencils, stickers, etc.

**Regulations for Accommodating Students with Special Dietary Needs**

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**Cafeteria**

1. Within the first month of the school year, all food products offered to students/staff are required to be reviewed for hidden nut products. In the event that a substitute lunch is offered in lieu of a previously published menu selection, cafeteria officials are required to notify the school nurse before lunch is served in order that the nurse may make any intervention necessary to protect a known reactor.
2. In elementary schools, cafeteria staff and school staff supervising students in the cafeteria will be made aware of students with food allergies by the school nurse.
3. Cafeteria staff will be in-serviced yearly, within the first month of the school year, regarding food allergies in general and cross contamination issues during food preparation. Separate preparation techniques for nut containing products will be established for cafeteria staff to avoid cross contamination.
4. In the elementary schools, other than peanut butter and jelly sandwiches and trail mix, peanut or tree nut containing foods will not be sold.
5. Nut-free tables will be available during each lunch period in the elementary schools. Known reactors may sit elsewhere with written permission from their parents and physician. Separate cleaning procedures for nut-free tables will be established after each lunch period to avoid cross contamination.
6. Pictures of known reactors will be made available to cafeteria workers and lunch paraprofessionals with parent permission.
7. ~~A separate garbage can will be provided for the nut-free table.~~
8. Parents of food allergic children may contact the food services director for further information regarding menu items.
9. At the middle school and high school, ala carte items will be labeled as possibly containing nut products and students cautioned to read ingredients.

**Regulations for Accommodating Students with Special Dietary Needs**

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**Field Trips**

1. Field trip protocol will be part of the allergic **and glycogen storage disease** student's **IHCP individualized health care plan**, determined and written by the school nurse in collaboration with school staff. A communication system for accessing emergency services (911) will be available at all times during the trip.
2. Known reactors will stay with their teacher if their parents/guardians are not on the trip. If trained, the teacher will be responsible for carrying and administering emergency medication if needed.
3. If school staff is unable to administer medications and the parent of an allergic child is not in attendance, a nurse shall accompany the field trip.
4. Field trips will not take place unless the school nurse has reviewed the list of students on the trip and been assured that an emergency communication device such as a cell phone or radio will accompany any known reactor.
5. Parents of a student at risk for anaphylaxis shall be invited to accompany their child on school trips, in addition to the chaperone.

**Transportation**

1. Bus/van drivers will initiate emergency procedures for suspected allergic reactions. These procedures are reviewed annually.
2. Bus/van drivers will be in-serviced in epipen administration on a volunteer basis.
3. To the extent possible, known reactors will be assigned to bus routes with drivers that have been in-serviced in epipen administration.
4. Parents are strongly encouraged to identify their allergic children to the bus/van driver.
5. District policy states that there is no eating allowed on the bus and that no open food or drinks are allowed on the bus unless medically indicated. When aware of an infraction, the bus/van driver will enforce this policy.
6. Parents may contact the bus yard to determine if their child's regularly scheduled bus/van driver has **been had the epipen trained demonstration**.
7. Parents of allergic younger children, especially grades K -2, should consider having their child sit in the first two rows of the bus so that they may be more easily identified by the driver.

**Regulations for Accommodating Students with Special Dietary Needs**

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**Community Use**

1. A list of classrooms with known reactors will be provided yearly to the community use coordinator so that use of these rooms may be avoided if possible.
2. Elementary school classrooms with known reactors may not be available for community use.
3. Any group given permission to use an “allergic classroom” will be informed by the community use coordinator that food may not be brought into the room.
4. Assure that all before and after school sponsored programs adhere to the above standards and guidelines.

Legal Reference: Connecticut General Statutes:  
10-15b Access of parent or guardian to student’s records.  
10-154a Professional communications between teacher or nurse and student.  
10-207 Duties of medical advisors.  
10-212a-1 through 10-212a-7 Administration of Medication by School Personnel  
10-212c Life-threatening food allergies: Guidelines; district plans as amended by P.A. 12-198  
10-220i Transportation of students carrying cartridge injectors  
52-557b “Good Samaritan law.” Immunity from liability for emergency, medical assistance, first aid or medication by injector. School personnel not required to administer or render.  
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794  
Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq.  
Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. § 12101 et seq.

Regulation

Adopted: February 28, 2005

Revised: August 9, 2010

Revised:

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**POLICY REGARDING AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)**

In order to assist individuals who may experience cardiac arrest on school property, the Glastonbury Board of Education has acquired **automatic** external defibrillators for use in school buildings. It is the policy of the Glastonbury Board of Education to support the use of these automatic external defibrillators during medically appropriate circumstances on school property.

~~For purposes of this policy, an AED is a device that:~~

- ~~1) is used to administer an electric shock through the chest wall to the heart;~~
- ~~2) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis and, if necessary apply therapy;~~
- ~~3) guides the user through the process of using the device by audible or visual prompts; and~~
- ~~4) does not require the user to employ any discretion or judgment in its use.~~

Legal References:

Connecticut General Statutes

19a-175 Definitions

19a-197 Automatic external defibrillators. Registry Established. Regulations. Simultaneous communication with physician not required.

52-557b Good Samaritan Law

10-212d Availability of Automatic External Defibrillators in Schools

Regulations of Connecticut State Agencies Department of Public Health 19a-179-1 et seq.

Adopted:

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## ADMINISTRATIVE REGULATIONS AUTOMATIC EXTERNAL DEFIBRILLATORS

### I. Definitions:

**Automatic External Defibrillator (AED)** — means a device that: (A) is used to administer an electric shock through the chest wall to the heart; (B) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis, and, if necessary, apply therapy; (C) guides the user through the process of using the device by audible or visual prompts; and (D) does not require the user to employ any discretion or judgment in its use.

**CPR Provider** — a person who is CPR certified.

### II. Defibrillator Location

1. The Glastonbury Public Schools will have defibrillators in school buildings ~~designated by the Glastonbury Board of Education~~ in locations that are ~~The AEDs will be~~ strategically placed and readily accessible to ~~facilitate~~ maximize rapid utilization.

### III. Responsibility for Operation, Maintenance and Record-Keeping

1. The school nurse at each building in which an AED is installed will check the AED in the building on a regular basis, at least monthly. It will be that nurse's responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. If the nurse notes any problems, or the AED's self-diagnostic test has identified any problems, the nurse must contact the School Nurse Supervisor or designee immediately.
2. After performing an AED check, the nurse shall indicate on the AED service log (~~Appendix IV~~) that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service".
3. The School Nurse ~~or Supervisor and/or School Nurse~~ shall be responsible for the following:
  - a) AED service checks during the contracted school year;
  - b) the replacement of equipment and supplies for the AED;
  - c) the repair and service of the AED;
  - d) all recordkeeping for the equipment during the school year;

- e) providing/scheduling training for all Board employees who require such training or would like to receive such training;
- f) maintaining a list of CPR certified persons by the Board of Education;
- g) keeping all records concerning incidents involving the use of an AED;
- i) reporting the need for revising the AED policy and administrative regulations to the Superintendent or his/her designee;
- j) registering the AEDs in accordance with state law.

#### IV. Training for CPR certified persons

The Glastonbury ~~Public Schools Board of Education~~ will provide initial training or refresher training to the following classes of individuals on an annual basis:

- 1) Staff who work in the Health Services Department, including all school nurses and the Nursing Supervisor;
- 2) Staff who work in the Athletic Department, including all athletic trainers, head coaches and the Athletic Director;
- 3) Volunteers from the faculty and staff at each school.

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. Individuals completing this training will be considered a CPR certified person.

#### V. Procedures for Use of an AED

- 1. To the extent ~~possible~~ ~~practicable~~, AEDs should be retrieved and used by CPR certified persons or other trained emergency medical services personnel. In the event no CPR certified person is available or present, an AED may be used by trained ~~or~~ ~~and~~ untrained individuals in order to provide emergency care to an individual who may be in cardiac arrest on school property.
- ~~2. AEDs may only be used in medically appropriate circumstances.~~
- 2. In the event of use, the school's nurse ~~shall~~ or the school's nurse supervisor shall promptly thereafter complete an AED check and verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall be immediately reported to the School Nurse.

Legal References:

Connecticut General Statutes

19a-175 Definitions

19a-197 Automatic external defibrillators. Registry established.  
Regulations. Simultaneous communication with physician  
not Required.

52-557b Good Samaritan Law

10-212d Availability of Automatic External Defibrillators in schools

Regulations of Connecticut State Agencies

Department of Public Health 19a-179-1 et seq.

Regulation  
Adopted:





**GLASTONBURY BOARD OF EDUCATION  
EXECUTIVE SUMMARY REPORT FORM**

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**Title of Report: Mid-Year Report for School Food Service Department (SFSD)**

**Board Meeting Date: February 11, 2013**

**Action:                      Report: XX                      Information:                      Discussion:**

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**Overview:**

Annually we receive a dollar amount from the state to allocate for the commodity program. We can choose to allocate funds to three general areas: processed items such as chicken nuggets, cheese; brown box items such as canned/frozen vegetables, pasta, and rice; or produce. This year we have allocated \$40,000 of our annual funds to the Department of Defense (DOD) produce program. This is an increase from the \$25,000 we allocated last year in hopes to offset the cost of the fruit and vegetables requirements in the new USDA meal pattern. We continue to work in conjunction with Manchester Board of Education SFSD to obtain our food bids on items such as milk, snack items, bread products and paper goods. Bids were awarded to the companies that offered the best price.

We continue to participate in the Connecticut Healthy Food Certification/Connecticut Nutrition Standards program. We offer a wide selection of approved snacks to the students. We are expecting to receive \$50,000 from this program for the year. To date this year we have received \$38,898.

We have implemented the new USDA Meal Requirements for the National School Lunch Program. With these changes we are offering an increased variety of fruits and vegetables that must include various subgroups such as dark leafy greens, red/orange, beans and legumes. A fruit or vegetable is now required on a student's tray to be considered a reimbursable meal.

An additional change to the meal pattern included minimum and maximum calorie levels for the different ages groups (K-5, 6-8, 9-12) as well as daily and weekly minimum and maximum amounts of proteins and grains. As these new guidelines were implemented it became apparent that the maximums for these two food groups were difficult to adhere to while maintaining a nutritionally sound menu. The USDA has granted a dispensation for this aspect of the new meal pattern requirement for the remainder of this school year. This will be revisited for the coming school year.

We are in the process of submitting verification information required by the State to confirm we are in compliance with the new meal pattern requirements. Once this is submitted and approved by the State, we will receive an additional \$.06 per reimbursable meal claimed.

We are providing Food and Nutrition Services to the new Glastonbury-East Hartford Magnet School. We have one full time and two part time employees for this school. We provide both breakfast and lunch to the students. Breakfast participation has increased from the beginning of the year and they are now serving on average 85 breakfasts a day. There has been a very positive response to our program by both the students and staff of this school.

Naubuc School continues to qualify for additional funds through the State School Breakfast Program Grant. We have received to date \$3,000 and expect to receive two additional payments throughout the year. Based on the percentage of students who receive free and reduced meals at The Glastonbury East Hartford Magnet School, we expect this school to qualify for this grant as well in the 2014-15 school year (to qualify a district must have served at least 20% of free/reduced lunches in the second prior school year).

We continue to post a monthly newsletter for parents on the SFSD web portal page called “Nutrition Nuggets.” This provides parents and students with healthy tips on eating, recipes and ways to incorporate exercise into daily routines. Nutritional analysis of our menu remains a priority. We have begun the process of creating a nutritional/allergy page for parents to use as a resource. This will contain nutrition labels and ingredients for all items served in our cafeterias. This has been delayed due to the fact many products have been re-formulated to comply with the new requirements.

A new reach-in refrigerator was purchased for Smith Middle School to replace an existing unit. We have also purchased five new POS computers to replace ones that were frequently shutting down and unable to handle the updates of the software system. We do anticipate the need to eventually replace all of the computers which is a total of 12 more district-wide. The two kettles at the high school are currently down. We are awaiting a quote from our outside contractor and will proceed with repairs or purchase of new equipment whichever is the most cost effective.

We continue to see increase in participation on the on-line payment system for meals. As of January, 2013, we have 49.7% of students linked to an account for making these payments on-line. This is up from 45.9% at this time last year.

Finally, with the increase in food prices and additional costs being charged to School Food Services, it will be necessary to increase lunch prices next year and in the future.

**Submitted By:** Jessica D’Agnese

**Reviewed By:** Alan Bookman

**GLASTONBURY BOARD OF EDUCATION  
EXECUTIVE SUMMARY REPORT FORM**

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**Title of Report:** The Teacher Education and Mentoring (TEAM) Program  
**Board Meeting Date:** February 11, 2013

**Action:**                      **Report: X**                      **Information:**                      **Discussion:**

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TEAM is designed to support and provide professional growth to beginning teachers who work under the initial educator or interim initial educator certificate or 90-day certificate. The program was enacted July 1, 2010 and replaces the former Beginning Educator Support and Training (BEST) program.

TEAM is designed around five professional growth modules that support teacher development based on the Connecticut Common Core of Teaching domains: Classroom Environment, Student Engagement and Commitment to Learning; Planning for Active Learning; Instruction for Active Learning; Assessment for Learning; and Professional Responsibilities and Leadership. Beginning teachers and their mentors focus on practices and contextual learning experiences around the beginning teacher’s own classroom, students, school and district goals. Each module experience culminates with a written reflection paper that is submitted to the district review committee to determine if the beginning teacher successfully completes that module.

The district supports each new teacher through ongoing professional development, assignment of mentor teachers, administrative support and resources. Beginning teachers are required to complete all modules within a three year period and are then recommended by the Superintendent of Schools for provisional certification. The district cadre of reflection paper reviewers is required to receive updated training each year to ensure appropriate calibration of their scoring. The Team Coordinating Committee, which is required for each district, meets two times each year and supports the oversight of the program.

Current beginning teacher numbers in Glastonbury include:

- Year One Secondary: 3
- Year One Elementary: 10
- Year Two Secondary: 11
- Year Two Elementary: 6
- Year Three Secondary: 3

Active TEAM Mentors: 33  
Total Number of Mentors in the District: 150  
Number of District Reflection Paper Reviewers: 10

Submitted By: Rosemary Tralli

Reviewed by: Alan Bookman

A special meeting of the Glastonbury Board of Education was held Monday, January 7, 2013, at the Glastonbury High School Library.

Board members present:     Chairman, Susan Karp  
  Jeremy Grieveson  
  Lisa M. Furbush  
  Rosemary Coggeshall  
  Douglas C. Foyle  
  Pandora Wohler  
  James Zeller

Also present were:             Alan Bookman, Superintendent  
  Matthew Dunbar, Assistant Superintendent  
  Rosemary Tralli, Assistant Superintendent  
  Laura Siena, Clerk

Citizens and Staff Members  
Town Council Representatives  
Board of Finance Representatives  
Members of the press

**1. Call to Order**

Chairman Susan Karp called the meeting to order at 6:03 p.m. followed by the Pledge of Allegiance. Mrs. Karp thanked all for attending. She explained that the Board will continue review of the superintendent's proposed budget for 2013-2014.

**2. Budget Recommendations, 2013-2014**

Dr. Bookman reviewed and discussed with the Board security improvement recommendations. He reported that a security symposium was attended by two GPS personnel and that excellent information was gleaned.

There are a number of things being done at each school to increase security. Each school is being reviewed separately. General security recommendations are as follows and the costs are thought to be fairly accurate:

In effect now, with no budgetary impact:

1. Limit visitors to schools
2. Visitors must show ID to get into school
3. Staff wears IDs; everyone else wears a visitor's pass
4. All outside doors are locked throughout the day
5. Custodians make rounds to check outside locked doors throughout the day
6. Custodians make rounds after dismissal to make sure doors are shut and locked
7. Classroom doors remain in the locked position
8. Teachers notify the greeter if they are expecting visitors

In addition to these measures, the following measures will be put into effect in the near future:

9. Security Audit – joint venture between the Town and the BOE
10. Increase training of substitutes in safety procedures
11. Blinds to cover the glass on classroom doors where students cannot be out of sight
12. More signage on doors leading outside
13. Increase lockdown drills throughout the year

Dr. Bookman made recommendations to the Board regarding safety and security measures which will impact the budget. (Staffing figures are annual; numbers in parentheses are specific to completion of the 12-13 school year)

Staffing for GPS:

1. Security guard at each elementary school to monitor front door - \$280,000 (\$112,000)
2. Substitute security guard (or floater) to replace absent security guard - \$40,000 (\$16,000)

Staffing for GPS, Town, Community

3. Security guard at each school through second shift if building is occupied -\$360,000(\$144,000)
4. Security guards on weekends - \$150,000 (\$62,000)

Equipment:

5. Inside lock for classroom doors so that teachers are able to lock their doors without opening them - \$60,000 ( for elementary schools; three other schools have them)
6. Swipe card system at four entrances per school -\$135,000 (all but SMS, which has them)
7. Buzz in with intercom system, camera and panic buttons- \$90,000
8. Bullet proof glass - \$131/ square foot (for materials only) – Total: \$200,000

Dr. Bookman noted that more research is being done with regard to the different varieties of bullet proof glass and the best application to improve security.

Mrs. Karp commented that there are three types of funding that are being looked at in order to secure these recommendations:

1. 12-13 operating budget
2. Capital expenditures
3. 13-14 operating budget

**3. Public Comment**

Cathy Evans, 83 Valleyview Road, thanked the Board for considering additional measures to secure children’s safety in school. She said that she would like the Board to consider the measures of inside locks for classrooms and phones in every classroom. She strongly urged the Board to consider upgrading phones for every classroom or cell phone boosters for schools with limited cell reception to increase communication in an emergency situation.

Lisa Tuxbury, 167 Birch Mountain Road, suggested that a silent alarm trigger lights so that teachers and staff know there is an emergency requiring lockdown. She asked the Board to consider undercover armed guards and urged them to implement safety measures to the highest extent possible.

Mrs. Karp called for a recess at 6:55 p.m. The Board reconvened at 7:10 p.m. and continued with a general discussion of proposed budget priorities.

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to suspend this meeting at 7:55 p.m.

This meeting was reconvened at 9:27 p.m. and the Board continued with a general discussion of proposed budget priorities.

The consensus of the Board is that they should move forward with the superintendent's recommendations with regard to security and that a supplemental appropriation to the 12-13 operating budget will be requested to implement security guards during school hours, evening and weekends as proposed. In addition, capital improvement funding will be looked into for the items under equipment outlined above.

#### **4. Adjournment**

Mrs. Karp called for a motion to adjourn.

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to adjourn at 9:50 pm

Respectfully submitted,

Lisa M. Furbush, Ph.D.  
Secretary

Approved:

A special joint meeting of the Glastonbury Board of Education and the Glastonbury Town Council was held on Monday, January 07, 2013.

Board members present: Chairman, Susan Karp  
Jeremy Grieveson  
Lisa M. Furbush  
Rosemary Coggeshall  
Douglas C. Foyle  
Judith Walter  
Pandora Wohler  
James Zeller

Council Members Present: Dr. Stewart Beckett III, Chairman  
Lorraine Marchetti, Vice Chairman  
Jill Barry  
Kurt Cavanaugh  
Timothy P. Coon  
Diane DeLuzio  
Whit Osgood

Also present were: Alan Bookman, Superintendent  
Matthew Dunbar, Assistant Superintendent  
Rosemary Tralli, Assistant Superintendent  
Sharon Smith, Business Manager  
Laura Siena, Clerk  
Richard Johnson, Town Manager  
Members of the press and public

Town Council Chairman Chip Beckett called the meeting to order at 8:04 p.m. followed by the Pledge of Allegiance.

The purpose of this meeting is discussion and possible action concerning a comprehensive plan for security at Town and School Facilities.

Mrs. Karp thanked the Council for their attendance and stressed the need for immediate measures to be implemented with regard to security.

Dr. Bookman stated that meetings with administrators, staff, the Town Manager and the Chief of Police have taken place and are the basis for his recommendations. He summarized for those present the measures that have been put into effect or will soon be put into effect, including:

In effect now, with no budgetary impact:

1. Limit visitors to schools
2. Visitors must show ID to get into school
3. Staff wears IDs; everyone else wears a visitor's pass
4. All outside doors are locked throughout the day
5. Custodians make rounds to check outside locked doors throughout the day
6. Custodians make rounds after dismissal to make sure doors are shut and locked
7. Classroom doors remain in the locked position
8. Teachers notify the greeter if they are expecting visitors

In addition to these measures, the following measures will be put into effect in the near future:

9. Security Audit – recommended to be a joint venture between the Town and the BOE, the purpose of which is to confirm the Superintendent’s recommendations and make additional recommendations, if needed.
10. Increase training of substitutes in safety procedures
11. Blinds to cover the glass on classroom doors where students cannot be out of sight
12. More signage on doors leading outside
13. Increase lockdown drills throughout the year

Dr. Bookman summarized measures that will have budgetary impact:

(Staffing figures are annual; numbers in parentheses are specific to completion of the 12-13 school year)

Staffing for GPS:

1. Security guard at each elementary school to monitor front door - \$280,000 (\$112,000)
2. Substitute security guard (or floater) to replace absent security guard - \$40,000 (\$16,000)

Staffing for GPS, Town, Community

3. Security guard at each school through second shift if building is occupied - \$360,000(\$144,000)
4. Security guards on weekends - \$150,000 (\$62,000)

Equipment:

5. Inside lock for classroom doors so that teachers are able to lock their doors without opening them - \$60,000 ( for elementary schools; three other schools have them)
6. Swipe card system at four entrances per school -\$135,000 (all but SMS, which has them)
7. Buzz in with intercom system, camera and panic buttons- \$90,000
8. Bullet proof glass - \$131/ square foot (for materials only) – Total: \$200,000

Dr. Bookman stated that while there are no absolutes with regard to security, there are things that can be done to slow down or stop people who are trying to do harm. He stated that he would like to get started implementing these measures as soon as possible.

Mrs. Karp stated that with regard to communications in the schools I.E. phones in every classroom, there is no recommendation at this time but it will be forthcoming. The most effective way to increase communications in the schools and associated costs are being researched. It is more expensive than originally proposed and has been on the CIP requests in the past.

Mr. Johnson stated that the town buildings present some challenges because they are intended for public access. There are currently security systems in place and they are being reviewed. He and his staff are looking at what is a reasonable approach to security issues.

Mr. Beckett requested that a formal request be submitted for supplemental appropriations for the 12-13 Operating budget and Capital Improvements, and that the process will be started, most likely at the next Council meeting on 1-8-13.

The subject of how to pay for security guards and whose responsibility for night/weekend coverage was discussed.

The general consensus of BOE and Town Council members is that superintendent's recommendations are reasonable.

The Council understands the critical nature of securing the schools. There are statutes and local ordinances that govern how money can be allocated but the process (ie public hearings) will be started once a formal request for additional appropriations is received.

There being no further discussion, the meeting was adjourned at 9:15 pm.

Respectfully Submitted,

Dr. Lisa Furbush  
Secretary

A meeting of the Glastonbury Board of Education was held on Wednesday, January 9, 2013 in the Town Council Chambers.

Board Members Present: Susan Karp, Chairman  
Jeremy Grieveson, Vice Chairman  
Lisa M. Furbush, Secretary  
Rosemary Coggeshall  
Douglas C. Foyle  
Pandora Wohler  
James Zeller

Also Present: Alan B. Bookman, Superintendent  
Matthew Dunbar, Assistant Superintendent  
Rosemary Tralli, Assistant Superintendent  
Laura Siena, Clerk

Citizens and Staff Members and representative of the press

**1. & 2. Call to Order and Pledge of Allegiance**

Mrs. Karp called the meeting to order at 7:30 p.m. followed by the Pledge of Allegiance. The GHS Madrigal singers serenaded Dr. Bookman in recognition of his birthday.

**2. Awards and Recognition**

• 2012-2013 School Calendar Artists

Mrs. Karp shared her appreciation for the School Calendar Artwork and thanked the artists in attendance, many of whom were accompanied by their parents.

Dan Roach, Director of art, presented commemorative plaques to artists whose artwork appeared on the 2012-2013 GPS Art Calendar. Their artwork will be installed in the lower level of the Town Hall and will be on display for the public through the spring. The following artists were recognized: Cassandra Rodden, Buttonball Lane School (cover artist); Jordan Goya, Nayaug School; Samantha Sylvester, GHS; Edwin Torres, Naubuc; Sarah LeClair, SMS; Ethan Kalk, Nayaug; Sarah Propp, Hopewell School; Allyson Collette, Eastbury School; Alexandro Wong, Hopewell School; Courtney Luker, GWS; Eden Baker, GWS; Shane Luca, Hebron Avenue School; Natalie Harrison, Hebron Avenue School; Rachel Goldberg, Buttonball Lane School

**3. Student Representatives' Report**

Student representatives were not in attendance due to a musical concert that they were participating in. Mrs. Karp read into the record their written report and wished GHS students good luck with their midterm exams.

**4. Informal Session for Public Comment- none**

**5. Special Reports – none**

**6. Business Requiring Action**

a) Approval of the 2013-2014 Board of Education Budget

Mrs. Karp thanked Dr. Bookman, Mr. Dunbar and Dr. Tralli for their work and effort in creating the budget. Budget workshops were held on January 2, 3 and 7, 2013. These workshops addressed the operating budget as well as funding for security measures.

Mrs. Karp stated that there was also a joint meeting with the Town Council on January 7, 2013, and that at their meeting of January 8, 2013, the Town Council made an appropriation from the Capital Fund of \$485,000 which will cover the costs of capital expenditures that will increase security in the schools such as swipe cards for staff and locks. They also made a

referral to the Board of Finance for funding that will pay for security guards in each of the elementary schools for the remainder of the 2012-2013 school year. In addition, a joint security audit for the Town and the Schools will be conducted and money for that was also appropriated by the Council.

Mrs. Karp asked for comments from the Board members regarding the proposed budget. Mr. Zeller spoke in opposition to approving the proposed budget; the increase of which he feels is too large and that funding cut now could be allocated from realized savings later.

Mrs. Karp stated she feels that each Board member looks at the budget impact on the taxpayers while considering the proposed budget. She stated that Glastonbury does not get the state funding of 20-40% that other towns get, and receives only 6.2% on an approximately \$92,000,000 budget.

The Board voted on each program as follows:

0200 - Art

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 0200, Art, in an amount not to exceed \$1,214,831.

0300 - Basic Education, K-6

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 0300, Basic Education, K-6, in an amount not to exceed \$14,276,260.

0400 - English 7-12/Reading and Language Arts K-12

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 0400, English 7-12, Reading and Language Arts K-12, in an amount not to exceed \$3,950,591.

0500 - Mathematics, 7-12

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 0500, Mathematics, 7-12, in an amount not to exceed \$2,470,230.

0600 - Science, 7-12

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 0600, Science, 7-12, in an amount not to exceed \$3,142,432.

0700 - History/Social Science, 7-12

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 0700, History/Social Science, 7-12, in an amount not to exceed \$2,072,056.

0900 - Career & Technical Education

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 0900, Career & Technical Education, in an amount not to exceed \$1,527,403.

1000 - Community Services

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 1000, Community Services, in an amount not to exceed \$304,524.

1100 - PACE/Math Science Resource

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 1100, PACE/Math Science Resource, in an amount not to exceed \$596,122.

1300 - Foreign Languages, 1-12 and ELL

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 1300, Foreign Languages, 1-12 and ELL, in an amount not to exceed \$4,061,330.

1400 - School Counseling

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 1400,

School Counseling, in an amount not to exceed \$2,625,299.

1500 - Health Education/Physical Education

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 1500, Health Education Physical Education, in an amount not to exceed \$1,865,956.

1600 - Health Services

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 1600, Health Services, in an amount not to exceed \$714,305.

1900 - Libraries/Media Centers

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 1900, Libraries/Media Centers, in an amount not to exceed \$1,290,306.

2000 - Music

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 2000, Music, in an amount not to exceed \$1,438,682.

2100 - Operations/Maintenance

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 2100, Operations & Maintenance, in an amount not to exceed \$5,313,197.

2200 - Utilities

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 2200, Utilities, in an amount not to exceed \$2,392,252.

2300 - Program/Staff Development

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 2300, Program/Staff Development, in an amount not to exceed \$451,560.

2400 - Transportation

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted 6-1, with Mr. Zeller in opposition to approve Program 2400, Transportation, in an amount not to exceed \$3,119,669.

2700 - Special Education, Pre K-12

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 2700, Special Education, Pre K-12, in an amount not to exceed \$10,951,677.

2800 - Athletics/Clubs

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 2800, Athletics /Clubs, in an amount not to exceed \$1,438,872.

3000 - Agriscience and Technology, 9-12

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 3000, Agriscience and Technology, 9-12, in an amount not to exceed \$271,429.

3100 - Elementary Education, K-6

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 3100, Elementary Education, K-6, in an amount not to exceed \$2,732,596.

3200 - Secondary Education, 7-12

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve Program 3200,

Secondary Education, 7-12, in an amount not to exceed \$2,802,028.

3300 - Systemwide Support Services

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted 6-1 with Mr. Zeller opposed, to approve Program 3300, Systemwide Support Services, in an amount not to exceed \$2,019,420.

3400 - Fringe Benefits/Substitutes

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted 6-1 with Mr. Zeller opposed, to approve Program 3400, Fringe Benefits Substitutes, in an amount not to exceed \$18,303,166.

3600 - Technology Support Services

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted 6-1 with Mr. Zeller opposed, to approve Program 3600, Technology Support Services, in an amount not to exceed \$2,877,179.

The Board then voted on the entire budget as follows:

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted 6 to 1, with Mrs. Coggeshall, Dr. Foyle, Dr. Furbush, Mr. Grieveson, Mrs. Karp, and Mrs. Wohler in favor, and Mr. Zeller opposed, to approve Board of Education Budget for 2013-2014 in an amount not to exceed \$94,223,372.

The approved budget represents a 3.7% increase over the last year's budget and represents \$579,000 in cuts from what was proposed by the Superintendent. Cuts were made from programs:

2200 – Utilities (\$35,000) reduction reflects cut of power utilization savings from the solar panels at GHS.

2300 – Program/Staff Development (\$100,000) – reduction reflects cuts of \$50,000 in Professional Development and \$50,000 in Curriculum Development with the hope that realized savings can be applied to these line items.

2400 – Transportation (\$194,000) – reduction reflects cut of two proposed six school bus replacements.

2700 – Special Education (\$100,000) – reduction reflects tuition costs savings that will be realized with the expansion of the LINKS program.

2800 – Athletics (\$20,000) – reductions reflects cut to the line item of supplies and uniforms.

3400 – Fringe Benefits/Substitutes (\$130,000) – reduction reflects cut to health insurance.

Board members Mr. Grieveson, Mrs. Coggeshall, Mrs. Wohler, Dr. Foyle and Dr. Furbush spoke in favor of the approved budget.

The Board continued discussion of the budget with regard to security enhancements, which are not included in the Superintendent’s proposed budget and which are in addition to his proposed budget. Security measures discussed at the budget workshops on 1/3/13 and 1/7/13 and the Town Council meeting 1/8/13 were summarized.

The following additions are made to the approved Board of Education budget for 2013-2014:

3300 - Systemwide Support Services

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve an additional amount not to exceed \$320,000 for Program 3300, Systemwide Support Services for security guards during the school day in all elementary schools.

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve an additional amount not to exceed \$180,000 for Program 3300, Systemwide Support Services for security guards during the second shift and weekends when buildings are open for school programs.

The Board then voted on the entire security increase to the 2013-2014 budget as follows:

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve an additional amount not to exceed \$500,000 for Program 3300, Systemwide Support Services for school security.

## **8. Reports and Discussion**

(a) Glastonbury-East Hartford Elementary Magnet School Project

Mr. Dunbar reported that the punch list continues to be worked on. A lot of work is still being done to the planetarium. The completion date is expected to be at the end of February 2013.

(b) Education Foundation

(c) Magnet Schools

## **9. Approval of Minutes-Meeting of December 10, 2012, Special Meeting of December 10, 2012, Special Meeting of December 13, 2012, Special Meeting of January 2, 2013, and Special Meeting of January 3, 2013**

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve the minutes for the December 10, 2012 meeting.

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve the minutes for the Special meeting of December 10, 2012.

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously, with Mr. Zeller and Dr. Furbush abstaining, to approve the minutes for the Special meeting of December 13, 2012.

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve the minutes for the Special meeting of January 2, 2013.

Upon MOTION of Mr. Grieveson, seconded by Dr. Furbush, it was voted unanimously to approve the minutes for the Special meeting of January 3, 2013.

## **10. Committee Reports**

Mrs. Wohler asked that if anyone has a project to be included for consideration by the PTSO, in an effort to spend surplus funds of approx. \$15,000, that they submit this project to her this evening.

## **11. Chairperson's Report**

## **12. Superintendent's Report**

Dr. Bookman thanked staff members, specifically Mr. Dunbar, Dr. Tralli, Mr. Czapla and Ms. Smith who contributed to the preparation of the budget this far. He also thanked the Board on behalf of the students and staff of Glastonbury Public Schools.

- (a) School Enrollment Report, January 1, 2013
- (b) School Suspension Reports, November, 2012
- (c) *Buttonball Lane Courant*, December , 2012

### **13. Adjournment**

Upon MOTION of Mr. Grieveson,  
seconded by Dr. Furbush, it was voted  
unanimously to adjourn at 9:20 p.m.

Respectfully submitted,

Lisa M. Furbush, Ph.D.  
Secretary

A Special Meeting of the Glastonbury Board of Education was held Tuesday, January 15, 2013 in Board of Education Conference Room, 628 Hebron Avenue-Building Two, Glastonbury, CT.

Board members presents: Susan Karp, Chairman  
Jeremy Grieveson, Vice-Chairman  
Rosemary Coggeshall  
Pandora Wohler  
James R. Zeller

Also Present: Alan B. Bookman, Superintendent of Schools

## **1. Call to Order**

Chairman, Susan Karp called the meeting to order at 6:45PM.

## **2. Business Requiring Action**

### a) Matters Pertaining to Student/Personnel Issues

Upon MOTION of Mr. Grieveson, seconded by Ms. Wohler, the Board voted 5 to 0 to adjourn into executive session at 6:49PM to discuss a matter pertaining to a student (**P**) issue and invited the Superintendent to attend.

The Board reconvened at 7:00PM and proceeded with the following:

Upon MOTION of Mr. Grieveson, seconded by Ms. Wohler, the Board voted 5 to 0 to adopt the findings of fact discussed in the executive session concerning Student (**P**).

## **2. Adjournment**

Upon MOTION of Mr. Grieveson, seconded by Ms. Wohler, the Board voted to adjourn at 7:01PM.

Respectfully submitted,

Pandora Wohler  
Acting Secretary

Approved: January 28, 2013

These minutes are complete with additions or corrections, if any, that have been added at a subsequent meeting at which these minutes, were approved.

**Special Board of Education Meeting**

January 30, 2013 07:30PM  
Town Council Chambers  
Town Hall, 2155 Main Street  
Glastonbury, CT 06033

**Attendance Taken at 7:30 PM:**

Present Board Members:

Mrs. Rosemary Coggeshall  
Dr. Lisa Furbush  
Mr. Jeremy Grieveson  
Mrs. Susan Karp  
Mrs. Pandora Wohler  
Mr. James Zeller

Absent Board Members:

Dr. Douglas Foyle

Updated Attendance:

Dr. Douglas Foyle was updated to present at: 7:50 PM  
Dr. Lisa Furbush was updated to absent at: 8:00 PM

Also Present: Alan B. Bookman, Superintendent  
Matthew Dunbar, Assistant Superintendent  
Rosemary Tralli, Assistant Superintendent  
Laura Siena, Board Clerk

Citizens and Staff Members, representatives of the press

**1. Call to Order**

Discussion:

Mrs. Karp called the meeting to order at 7:36 p.m.

**2. Pledge of Allegiance**

**3. Awards and Recognition**

**3.a. Glastonbury High School Athletic Department-Michaels Achievement Cup**

Discussion:

Mrs. Karp recognized the Athletic Department staff and students for being selected for the second year in a row to receive the Michaels Achievement Cup for Connecticut's "Most Outstanding Exemplary Athletic Program of the Year." Award recipients are scored on a number of criteria

including Sportsmanship (30%), Athletic Participation (20%), Athletic Scholarship (20%), Trained and Professional Personnel (10%), Equitable Opportunities (10%), Chemical Free Initiatives (5%), and Athletic Achievement (5%). Glastonbury was chosen as both the exemplary winner for Class LL and as the overall state winner.

Trish Witkin accepted the award on behalf of the Athletic Department. She thanked the Board and the Administration for their continued support of athletic programs in the district. She also thanked her coaching staff and student athletes for taking on the important sportsmanship initiatives that led to this award.

#### **4. Student Representatives' Report**

Discussion:

James Botelho shared with the Board recent and upcoming events at GHS such as the UN simulation, State Debate team, GHS/SMS choral concert and the popular Neon Dance.

#### **5. Informal Session for Public Comment**

Discussion:

Christine Dwyer, 24 Hanover Field Road, addressed the Board regarding her concerns over the class sizes at Buttonball Lane School for the 13-14 school year, specifically third grade. She asked the board to reconsider reinstating the fourth section of third grade at Buttonball Lane School.

Jennifer Michaelson, 26 School Street, addressed the Board regarding her concern over the loss of a third grade section at Buttonball Lane School in the 13-14 school year. She asked the Board to consider reinstating the fourth section of third grade at Buttonball Lane School.

#### **6. Special Reports**

Discussion:

Mrs. Karp thanked both women for their comments. She stated that the Board will continue to monitor the numbers and needs for class sections for the 13-14 school year and make adjustments as warranted.

Dr. Bookman stated that the class sections will continue to be reviewed through the end of the 12-13 school year and into the summer. If warranted, adjustments will be made prior to the start of the 13-14 school year.

#### **7. Business Requiring Action**

##### **7.a. Acceptance of Buttonball Lane School PTO Gift**

Discussion:

Mr. Kent Hurlburt provided an overview of this project, which is a gift from the Buttonball Lane PTO. The project will provide a hands-on outdoor classroom to be installed in the Buttonball courtyard area surrounded by the school. This area will be used for student gardening, bird watching and science activities. It will also host student writers, artists, and musicians and serve as a site for student performances and educational celebrations.

Students and classes will be able to work together to grow plants and flowers. They will be able to study effects of weather firsthand. This area will also provide much-needed common space to get classes together as existing common areas such as the cafeteria and gymnasium are already utilized for the majority of day.

The PTO is committed to this project over the next several years, and will provide funding as available. Connor Spencer, an Eagle Scout candidate, will create a garden shed for this project. The project leadership will also be considering various other avenues of fundraising, to include; grants, in-kind donations, and fundraisers dedicated primarily to the Courtyard Renovations.

**Motion Passed:** The Board accepts with gratitude the Buttonball Lane School PTO Gift passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Lisa Furbush.

[Dr. Lisa Furbush was updated to absent at: 8:00 PM and was not present for this vote]

Mrs. Rosemary Coggeshall Yes  
Dr. Douglas Foyle Yes  
Dr. Lisa Furbush Absent  
Mr. Jeremy Grieveson Yes  
Mrs. Susan Karp Yes  
Mrs. Pandora Wohler Yes  
Mr. James Zeller Yes

### **7.b. Approval of Great Path Academy Governing Board Memorandum of Understanding**

Discussion:

Dr. Bookman explained the changes that are occurring with regard to the management of Great Path Academy. He asked the Board to approve the Memorandum of Understanding that will dissolve the Great Path Academy Governing Board and create the Alliance Board that Glastonbury will participate in.

There will be no changes for students in Glastonbury. They will still continue at Great Path and remain in their programs.

**Motion Passed:** Board approves of the Great Path Academy Governing Board Memorandum of Understanding passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Douglas Foyle.

Mrs. Rosemary Coggeshall Yes  
Dr. Douglas Foyle Yes  
Dr. Lisa Furbush Absent

Mr. Jeremy Grieveson Yes  
Mrs. Susan Karp Yes  
Mrs. Pandora Wohler Yes  
Mr. James Zeller Yes

**7.c. Approval of Sabbatical Leave for the 2013-2014 School Year**

Discussion:

Mark Pearsall (GHS Latin Teacher) requested a sabbatical leave for the 13-14 school year. He will be completing his PhD in Medieval studies at the University of Connecticut. Mr. Pearsall addressed the Board and stated the expected outcomes from furthering his education. He thanked the Board for their continued support of Foreign Language programs in the Glastonbury Public School System.

Dr. Bookman stated that teachers who are granted sabbaticals are paid at 75% of their salary for the year of their sabbatical and that they must agree that upon completion of their sabbatical, they must remain employed in the Glastonbury School system for a minimum of three years.

**Motion Passed:** Board approves the request for a sabbatical leave for the 2013-2014 school year passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Douglas Foyle.

Mrs. Rosemary Coggeshall Yes  
Dr. Douglas Foyle Yes  
Dr. Lisa Furbush Absent  
Mr. Jeremy Grieveson Yes  
Mrs. Susan Karp Yes  
Mrs. Pandora Wohler Yes  
Mr. James Zeller No

**7.d. Approval of Revisions to Board of Education 2013-2014 School Calendar**

Discussion:

Dr. Bookman reported to the Board the revisions in the school calendar that are necessary to meet the contract agreement with the Glastonbury Education Association.

The changes to the approved calendar are as follows:

The first day of school for grades 7-12 and teacher workday for grades K-6 is changed from August 27, 2013 to August 28, 2013.

The last day of school is changed from June 6, 2014 to June 9, 2014.

**Motion Passed:** Board approves the revisions to the approved Board of Education 2013-2014 School Calendar passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Douglas Foyle.

Mrs. Rosemary Coggeshall Yes  
Dr. Douglas Foyle Yes  
Dr. Lisa Furbush Absent  
Mr. Jeremy Grieveson Yes  
Mrs. Susan Karp Yes  
Mrs. Pandora Wohler Yes  
Mr. James Zeller Yes

#### **7.e. Acceptance for First Reading of Board of Education 2014-2015 School Calendar**

**Motion Passed:** Board accepts for first reading the Board of Education 2014-2015 School Calendar passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Douglas Foyle.

Mrs. Rosemary Coggeshall Yes  
Dr. Douglas Foyle Yes  
Dr. Lisa Furbush Absent  
Mr. Jeremy Grieveson Yes  
Mrs. Susan Karp Yes  
Mrs. Pandora Wohler Yes  
Mr. James Zeller Yes

#### **7.f. Acceptance for First Reading Board of Education Policy #5141.3 (Student Health Services)**

Discussion:

Rosemary Coggeshall reported that changes in this policy are made to comply with State Statutes. Requirements for the flu vaccine will be investigated further with a report back to the Board on this matter.

**Motion Passed:** Board accepts for first reading Board of Education Policy #5141.3 (Student Health Services passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Douglas Foyle.

Mrs. Rosemary Coggeshall Yes  
Dr. Douglas Foyle Yes  
Dr. Lisa Furbush Absent  
Mr. Jeremy Grieveson Yes  
Mrs. Susan Karp Yes  
Mrs. Pandora Wohler Yes  
Mr. James Zeller Yes

#### **7.g. Acceptance for First Reading Board of Education Policy #5141.25 (Student with Special Health Care Needs)**

Discussion:

Rosemary Coggeshall explained that updates to this policy are to comply with State Statute.

**Motion Passed:** Board accepts for first reading Board of Education Policy #5141.25 (Student with Special Health Care needs) passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Douglas Foyle.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes

Dr. Lisa Furbush Absent

Mr. Jeremy Grieveson Yes

Mrs. Susan Karp Yes

Mrs. Pandora Wohler Yes

Mr. James Zeller Yes

#### **7.h. Acceptance for First Reading Board of Education Policy # 1080 (Automatic External Defibrillators-AED)**

Discussion:

Rosemary Coggeshall explained that this is a new policy which outlines the use, maintenance and procedures with regard to Automatic External Defibrillators (AED) in the schools.

**Motion Passed:** Board accepts for first reading Board of Education Policy #1080 (Automatic External Defibrillators-AED) passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Douglas Foyle.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes

Dr. Lisa Furbush Absent

Mr. Jeremy Grieveson Yes

Mrs. Susan Karp Yes

Mrs. Pandora Wohler Yes

Mr. James Zeller Yes

#### **7.i. Approval to Combine the Regular Board of Education Meeting of February 11, 2013 and February 25, 2013 to be held on February 11, 2013 in Town Council Chambers**

**Motion Passed:** Board approves the combining of the Regular Board of Education Meetings of February 11, 2013 and February 25, 2013 to be held on February 11, 2013, in Town Council Chambers passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Douglas Foyle.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes

Dr. Lisa Furbush Absent

Mr. Jeremy Grieveson Yes

Mrs. Susan Karp Yes

Mrs. Pandora Wohler Yes

Mr. James Zeller      Yes

## **8. Reports and Discussion**

### **8.a. Glastonbury-East Hartford Elementary Magnet School Project**

Discussion:

Mr. Dunbar reported that progress continues on the punch list. The work on the planetarium continues with some delays in fabrication of metal panels for the interior. A projected completion date of mid-March is expected.

### **8.b. Education Foundation**

Discussion:

Several grants have been submitted and are being reviewed. The Board expressed their appreciation to the GEF for considering these projects.

### **8.c. Magnet Schools**

## **9. Committee Reports**

## **10. Chairperson's Report**

Discussion:

Mrs. Karp thanked Dr. Bookman, Mr. Dunbar and Dr. Tralli for their presentation of the BOE budget at the Town Meeting.

## **11. Superintendent's Report**

Discussion:

Dr. Bookman thanked the Town Council and the Board of Finance for their support of security initiatives in the schools. Plans are moving forward and the security audit is underway. Each school will be visited as part of this audit and recommendations will be made.

Dr. Bookman reported that CREC will be covering the costs of the preschool programs in the magnet schools for this year only.

He also reported that the solar panels at GHS are installed and are expected to be operating as soon as February 1, 2013.

### **11.a. School Suspension Reports, December 2012**

### **11.b. Glastonbury High School Program of Studies**

### **11.c. Smith Middle School 2013-2014 Program of Studies**

### **11.d. Receipt of Financial Reports**

### **11.e. CREC Council Meeting Minutes, November 14, 2012**

## **12. Adjournment**

Discussion:

Mrs. Karp stated that the Board will enter into Executive Session and will not return to the Special meeting. The Board adjourned to Executive Session at 9:06 p.m.

**Motion Passed:** Motion to adjourn the regular meeting and enter into Executive Session for the purpose of discussing security issues passed with a motion by Mr. Jeremy Grieveson and a second by Dr. Douglas Foyle.

Mrs. Rosemary Coggeshall Yes

Dr. Douglas Foyle Yes

Dr. Lisa Furbush Absent

Mr. Jeremy Grieveson Yes

Mrs. Susan Karp Yes

Mrs. Pandora Wohler Yes

Mr. James Zeller Yes

**12.a. Please note: It is possible that the Board of Education may go into Executive Session**

Respectfully Submitted,

Dr. Lisa Furbush, Secretary

Approved:

**GLASTONBURY PUBLIC SCHOOLS  
GLASTONBURY, CONNECTICUT**

**SCHOOL ENROLLMENT FEBRUARY 1, 2013**

<u>Elementary</u>	<u>Pre-K</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>Total</u>
Buttonball		70	90	72	69	96	94		491
Eastbury	33	39	49	40	51	49	55		283 w/o Pre-K
Hebron Ave.		67	62	75	84	89	91		468
Hopewell		77	54	76	76	89	87		459
Naubuc		63	66	73	80	75	85		442
Naugaug	19	91	88	101	95	122	102		599 w/o Pre-K
Elementary Subtotal		407	409	437	455	520	514		2742
Gideon Welles								530	530
K-6 Totals									3272
<b>Elementary Total</b>		<b>407</b>	<b>409</b>	<b>437</b>	<b>455</b>	<b>520</b>	<b>514</b>	<b>530</b>	<b>3272</b>
<u>Middle</u>		<u>7</u>	<u>8</u>	<u>Total</u>					
Smith Middle	Middle Subtotal	510	514	1024					
<b>Middle Total</b>		<b>510</b>	<b>514</b>	<b>1024</b>					
<u>Secondary</u>		<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>Total</u>			
Glastonbury High	Secondary Subtotal	552	543	583	556	2234			
<b>Secondary Total</b>		<b>552</b>	<b>543</b>	<b>583</b>	<b>556</b>	<b>2234</b>			
<b>TOTAL</b>									<b>6530</b>
<b>PRE-K</b>									<b>52</b>
<b>OUT OF DISTRICT (39) &amp; GHS ALTERNATE PROGRAM (5)</b>									<b>44</b>
<b>GRAND TOTAL</b>									<b>6626</b>

**RECAPITULATION**

GRADE	2011-12	2/1/2012	2012-13	1/2/2013	Change Over Previous Years Enrollment All
	projections	Enrollment	projections	Enrollment	
	All		All		
Pre-K	60	68	40	52	-16
K	430	413	374	407	-6
1	442	465	410	409	-56
2	458	480	434	437	-43
3	481	519	469	455	-64
4	527	540	504	520	-20
5	537	554	529	514	-40
6	501	518	525	530	12
<b>Subtotal Elementary</b>	<b>3436</b>	<b>3557</b>	<b>3285</b>	<b>3324</b>	<b>-233</b>
7	511	524	523	510	-14
8	556	561	527	514	-47
9	558	544	554	552	8
10	577	583	544	543	-40
11	556	563	581	583	20
12	511	507	568	556	49
<b>Subtotal Secondary</b>	<b>3269</b>	<b>3282</b>	<b>3297</b>	<b>3258</b>	<b>-24</b>
<b>TOTAL</b>	<b>6705</b>	<b>6839</b>	<b>6582</b>	<b>6582</b>	<b>-257</b>
<b>OUT OF DISTRICT &amp; GHS ALTERNATE</b>		47		44	-3
<b>GRAND TOTAL</b>	<b>6705</b>	<b>6886</b>	<b>6582</b>	<b>6626</b>	<b>-260</b>

Glastonbury/East Hartford Elem. Magnet 135  
Two Rivers Middle Magnet 25  
Great Path Academy 5

**ELEMENTARY ENROLLMENT BY SCHOOL/BY GRADE/BY CLASS  
FEBRUARY 1, 2013**

	<b>GRADE K</b>					<b>TOTAL</b>
Buttonball	17	18	18	17		= 70
Eastbury	19	20				= 39
Hebron	17	16	17	17		= 67
Hopewell	19	19	20	19		= 77
Naubuc	16	15	16	16		= 63
Nayaug	18	18	18	19	18	= 91
						<b>407</b>

	<b>GRADE 1</b>					
Buttonball	19	18	17	18	18	= 90
Eastbury	16	16	17			= 49
Hebron	21	19	22			= 62
Hopewell	17	19	18			= 54
Naubuc	16	17	16	17		= 66
Nayaug	22	23	21	22		= 88
						<b>409</b>

	<b>GRADE 2</b>					
Buttonball	19	18	17	18		= 72
Eastbury	20	20				= 40
Hebron	19	19	17	20		= 75
Hopewell	20	19	18	19		= 76
Naubuc	18	19	18	18		= 73
Nayaug	20	20	20	21	20	= 101
						<b>437</b>

	<b>GRADE 3</b>					
Buttonball	17	17	18	17		= 69
Eastbury	17	17	17			= 51
Hebron	21	22	20	21		= 84
Hopewell	20	18	19	19		= 76
Naubuc	20	20	20	20		= 80
Nayaug	18	21	19	19	18	= 95
						<b>455</b>

	<b>GRADE 4</b>					
Buttonball	23	24	25	24		= 96
Eastbury	25	24				= 49
Hebron	23	23	21	22		= 89
Hopewell	22	22	22	23		= 89
Naubuc	18	19	19	19		= 75
Nayaug	24	24	25	24	25	= 122
						<b>520</b>

	<b>GRADE 5</b>					
Buttonball	19	16	20	20	19	= 94
Eastbury	19	18	18			= 55
Hebron	23	24	23	21		= 91
Hopewell	22	22	21	22		= 87
Naubuc	21	22	21	21		= 85
Nayaug	21	20	21	21	19	= 102
						<b>514</b>

**Glastonbury Public Schools  
Cumulative Summary of Suspensions**

School: Glastonbury High School

School Year: 2011-2012

Reason	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture											
B. Drugs Possession/Use/ Sale/Distribution/Manufacture			1			1					
C. Vandalism											
D. Fighting /Altercation		4		2		2					
E. Physical Attack on Student											
F. Physical Attack on Staff											
G. Threatening/Bullying		2	2								
H. Insubordination			2		4	2					
I. Cutting/Skipping Class			3	3	2						
J. Profanity					1						
K. Tardiness											
L. Harassment				1							
M. Weapon-Possession/Use		1									
N. Tobacco Possession/Use/ Sale/Distribution		1			2	5					
O. Theft					2						
P. Interference with school Safety/ Order/Discipline			3		1						
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention				1		1					

1. Total Number of Suspensions by Month		8	11	7	12	11					
In-School		4	8	6	12	11					
Out-of-School		4	3	1	0	0			0		
2. No. of 1 Day Suspensions		1	2	1	1	1					
3. No. of 2-4 Day Suspensions		5	7	6	11	6					
4. No. of 5-10 Day Suspensions		2	2	0	0	4					0
5. * No. of Different Students Suspended for the Month		8	9	7	12	10					
6. * No. of Different Students Suspended this Year (Cumulative)		8	17	23	33	39					
7. * No. of Different Students Suspended More than Once this Month		0	2	0	0	1					0
8. * No. of Students Suspended More than Once this Year (Cumulative)		0	2	3	4	9					

The building administrator reviews suspension notices. Copies of all suspension notices detailing the problem and the consequences are sent to the Superintendent. This information is reviewed in compliance with special education legislation and may result in a student's program being modified by a school team when appropriate.

5. No student is counted more than once per month.
6. No student is counted more than once during the school year. This number is cumulative.
7. Only students who have been suspended on more than one occasion this month are included.
8. This is a cumulative number and represents the number of students suspended more than once during this school year.

**Glastonbury Public Schools  
Cumulative Summary of Suspensions**

School: Smith Middle School

School Year: 2011-2012

Reason	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture											
B. Drugs Possession/Use/ Sale/Distribution/Manufacture											
C. Vandalism											
D. Fighting / Altercation						1					
E. Physical Attack on Student											
F. Physical Attack on Staff											
G. Threatening/Bullying		1	3			1					
H. Insubordination					1	2					
I. Cutting/Skipping Class											
J. Profanity											
K. Tardiness											
L. Harassment			1	1							
M. Weapon-Possession/Use											
N. Tobacco Possession/Use/ Sale/Distribution											
O. Theft			1								
P. Interference with school Safety/ Order/Discipline			1	1		3					
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention											

1. Total Number of Suspensions by Month		1	6	2	1	7					
In-School		1	4	2	1	6					
Out-of-School			2			1					
2. No. of 1 Day Suspensions			1	2	1	5					
3. No. of 2-4 Day Suspensions		1	3			2					
4. No. of 5-10 Day Suspensions			2								
5. * No. of Different Students Suspended for the Month		1	5	2	1	6					
6. * No. of Different Students Suspended this Year (Cumulative)		1	6	7	7	12					
7. * No. of Different Students Suspended More than Once this Month			1								
8. * No. of Students Suspended More than Once this Year (Cumulative)				2	2	2					

The building administrator reviews suspension notices. Copies of all suspension notices detailing the problem and the consequences are sent to the Superintendent. This information is reviewed in compliance with special education legislation and may result in a student's program being modified by a school team when appropriate.

5. No student is counted more than once per month.
6. No student is counted more than once during the school year. This number is cumulative.
7. Only students who have been suspended on more than one occasion this month are included.
8. This is a cumulative number and represents the number of students suspended more than once during this school year.

**Glastonbury Public Schools  
Cumulative Summary of Suspensions**

School: Glastonbury High School

School Year: 2012-2013

<b>Reason</b>	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture			1	1		2					
B. Drugs Possession/Use/ Sale/Distribution/Manufacture				6	6						
C. Vandalism		1		1							
D. Fighting /Altercation				2	4						
E. Physical Attack on Student		1	1								
F. Physical Attack on Staff											
G. Threatening/Bullying		1	1	3							
H. Insubordination			3	5	2						
I. Cutting/Skipping Class		2	1	2	2	3					
J. Profanity		3				1					
K. Tardiness				1							
L. Harassment			4	1	1						
M. Weapon-Possession/Use											
N. Tobacco Possession/Use/ Sale/Distribution											
O. Theft			1								
P. Interference with school Safety/ Order/Discipline			4	3	2						
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention											

1. Total Number of Suspensions by Month		8	16	25	17	6					
In-School		6	16	17	9	6					
Out-of-School		2	0	8	8	0					
2. No. of 1 Day Suspensions		0	0	0	0	0					
3. No. of 2-4 Day Suspensions		6	12	17	9	6					
4. No. of 5-10 Day Suspensions		2	4	8	8	0					
5. * No. of Different Students Suspended for the Month		8	16	25	17	6					
6. * No. of Different Students Suspended this Year (Cumulative)		8	22	45	57	61					
7. * No. of Different Students Suspended More than Once this Month		0	0	2	0	0					
8. * No. of Students Suspended More than Once this Year (Cumulative)		0	2	4	7	8					

The building administrator reviews suspension notices. Copies of all suspension notices detailing the problem and the consequences are sent to the Superintendent. This information is reviewed in compliance with special education legislation and may result in a student's program being modified by a school team when appropriate.

5. No student is counted more than once per month.
6. No student is counted more than once during the school year. This number is cumulative.
7. Only students who have been suspended on more than one occasion this month are included.
8. This is a cumulative number and represents the number of students suspended more than once during this school year.

**Glastonbury Public Schools  
Cumulative Summary of Suspensions**

School: Smith Middle School

School Year: 2012-2013

Reason	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
A. Alcohol Possession/Use/ Sale/Distribution/Manufacture											
B. Drugs Possession/Use/ Sale/Distribution/Manufacture											
C. Vandalism											
D. Fighting / Altercation						1					
E. Physical Attack on Student											
F. Physical Attack on Staff											
G. Threatening/Bullying		1			1	1					
H. Insubordination											
I. Cutting/Skipping Class			1								
J. Profanity											
K. Tardiness											
L. Harassment											
M. Weapon-Possession/Use											
N. Tobacco Possession/Use/ Sale/Distribution											
O. Theft			2								
P. Interference with school Safety/ Order/Discipline				2	1						
Q. Personal/Property Injury											
R. Motor Vehicle											
S. Failure to Attend Detention											

1. Total Number of Suspensions by Month	0	1	3	2	2	2					
In-School		1	3	2	2	2					
Out-of-School											
2. No. of 1 Day Suspensions		1	2	2	2	2					
3. No. of 2-4 Day Suspensions			1								
4. No. of 5-10 Day Suspensions											
5. * No. of Different Students Suspended for the Month		1	2	2	2	2					
6. * No. of Different Students Suspended this Year (Cumulative)		1	3	5	5	7					
7. * No. of Different Students Suspended More than Once this Month			1								
8. * No. of Students Suspended More than Once this Year (Cumulative)			1	1	3	3					

The building administrator reviews suspension notices. Copies of all suspension notices detailing the problem and the consequences are sent to the Superintendent. This information is reviewed in compliance with special education legislation and may result in a student's program being modified by a school team when appropriate.

5. No student is counted more than once per month.
6. No student is counted more than once during the school year. This number is cumulative.
7. Only students who have been suspended on more than one occasion this month are included.
8. This is a cumulative number and represents the number of students suspended more than once during this school year.



## *Glastonbury Board of Education*

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*Rita A. Oleksak  
Director of Foreign Languages/ELL  
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Tel: 860-652-7954 Fax: 860-652-7979  
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TO: Alan B. Bookman, Matthew H. Dunbar, Rosemary Tralli, Linda Roberts,  
Directors, Principals, Assistant Principals, Instructional Specialists

FROM: Rita A. Oleksak, Director of Foreign Languages and ELL  
Debbie Howard, ELL Coordinator

DATE: January 22, 2013

RE: Home Language Numbers and Immigrant Survey Information

Each year we complete reports for the Connecticut State Department of Education regarding the home languages of all students in the school system as well as the number of students who are immigrants. Attached are:

- a) The data by school as of October 1, 2012.
- b) A summary chart of information from January 2003-October 2012.

Some interesting/significant trends:

1. This year there are 43 immigrants in the district. Last year there were 67 immigrants. The top two countries of immigration for this year are China and India. Last year the top two countries of immigration were India and China as well. This year we have immigrants from sixteen different countries, including two new countries: Slovenia and Venezuela. This year Glastonbury High School is the school with the largest number of immigrant students.
2. As of October 1, 2012 we had 74 students in our English Language Learner program. This means that all the other students with a home language other than English (365) are fluent speakers of English.
3. This year there are 44 different languages represented in the Glastonbury School System. Last year there were 45 different languages.
4. The seven largest language groups represented are Spanish, Mandarin, Korean, Gujarati, Vietnamese, Albanian and Telugu. These groups represent 62% of our total number of students with a home language other than English.
5. We have one new language represented this year: Slovak.
6. All schools have students with home languages other than English. The following table shows the number of students with a home language other than English and the home languages represented at each school.

<b>School</b>	<b>Number of Students with a Home Language Other Than English</b>	<b>Home Languages Represented</b>
Buttonball	35	Arabic, Farsi, Gujarati, Hindi, Korean, Mandarin, Polish, Rumanian, Serbo-Croatian, Spanish, Tamil, Telugu
Eastbury	14	Bengali, Mandarin, Polish, Russian, Spanish, Swedish, Telugu, Urdu
Hebron Avenue	35	Arabic, Bengali, Cantonese, Greek, Hindi, Korean, Mandarin, Marathi, Pilipino, Polish, Portuguese, Rumanian, Russian, Serbo-Croatian, Spanish, Swedish, Tamil, Telugu, Ukrainian, Urdu
Hopewell	28	Arabic, Greek, Hungarian, Italian, Khmer, Korean, Mandarin, Polish, Portuguese, Russian, Spanish, Tagalog, Telugu, Vietnamese
Naubuc	54	Albanian, Arabic, Gujarati, Hindi, Korean, Mandarin, Malayalam, Portuguese, Russian, Slovak, Spanish, Tamil, Telugu, Urdu, Vietnamese
Nayaug	19	French, Hindi, Japanese, Portuguese, Spanish, Vietnamese
Gideon Welles	26	Albanian, Arabic, Bengali, Gujarati, Hungarian, Korean, Malayalam, Mandarin, Portuguese, Russian, Spanish, Swedish, Tamil
Smith Middle School	72	Albanian, Arabic, Bengali, Cantonese, Farsi, French, Fujianese, Gujarati, Hungarian, Japanese, Kannada, Konkani, Korean, Malayalam, Mandarin, Marathi, Nepali, Polish, Portuguese, Rumanian, Russian, Spanish, Twi, Vietnamese
Glastonbury High School	156	Albanian, Amharic, Arabic, Bengali, Bulgarian, Dutch, Farsi, French, Fujianese, Gujarati, Hebrew, Hindi, Italian, Japanese, Kannada, Korean, Lao, Latvian, Mandarin, Marathi, Nepali, Polish, Portuguese, Rumanian, Russian, Serbo-Croatian, Spanish, Swedish, Tagalog, Tamil, Thai, Telugu, Twi, Ukrainian, Urdu, Vietnamese

**The Variety of Home Languages Spoken in Glastonbury's Schools  
A Comparison: 2003-2012**

	<b>October 2012</b>	<b>October 2011</b>	<b>October 2010</b>	<b>October 2009</b>	<b>October 2008</b>	<b>October 2007</b>	<b>October 2006</b>	<b>October 2005</b>	<b>October 2004</b>	<b>January 2003</b>
<b>Number of Students with a Home Language Other Than English</b>	439	439	449	442	407	387	411	422	391	160
<b>Percent of Total Population</b>	7%	7%	7%	6%	6%	6%	6%	6%	6%	2%
<b>Number of Different Languages Represented</b>	44	45	45	45	45	42	42	40	38	31
<b>6 Language Groups Most Frequently Represented</b>	Spanish 84 Mandarin 67 Korean 49 Gujarati 24 Vietnamese 17 Albanian 16 Telugu 16	Spanish 84 Mandarin 56 Korean 53 Gujarati 33 Albanian 17 Arabic 16 Telugu 16	Spanish 78 Chinese 60 Korean 54 Gujarati 29 Vietnamese 21 Russian 16 Telugu 16	Spanish 81 Chinese 60 Korean 51 Gujarati 29 Russian 20 Vietnamese 19	Spanish 78 Chinese 58 Korean 47 Gujarati 29 Russian 16 Arabic 14	Spanish 79 Chinese 58 Korean 38 Gujarati 32 Russian 16 Vietnamese 16	Spanish 85 Chinese 58 Korean 48 Gujarati 36 Russian 20 Polish 19	Spanish 82 Chinese 53 Korean 48 Gujarati 34 Russian 24 Polish 24	Spanish 78 Chinese 51 Korean 36 Gujarati 34 Russian 20 Polish 26	Spanish 35 Chinese 12 Korean 13 Gujarati 18 Russian 8 Polish 8