



## SPECIAL BOARD OF EDUCATION MEETING

Monday, August 23, 2021 7:00 PM

BOARD OF EDUCATION MEETING ONLINE-ZOOM Please use the link

below to join the webinar: <https://glastonburyus->

[org.zoom.us/j/86906828095?pwd=SWt6dTF0eE14SjBxTU5UWkRvSzVDUT09](https://glastonburyus-org.zoom.us/j/86906828095?pwd=SWt6dTF0eE14SjBxTU5UWkRvSzVDUT09)

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312 626 6799 or +1 669 900 6833 , or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 869 0682 8095

1. Call to Order
2. Pledge of Allegiance
3. Information Session for Public Comment
4. Special Reports
  - A. School Operations Update
5. Business Requiring Action
  - A. Staff Resignation (consent)
    1. Andrea Kuhn
6. Chairman's Reports
  - A. 2020-2021 School Food Service Department Year-End Report
7. Superintendent's Report
  - A. Self Insurance Reserve Update July 2021
8. Adjournment
  - A. Please note: it is possible that the Board of Education may go into Executive Session

# Glastonbury Public Schools

## Fall 2021



### Elementary (K–5) Schools Health, Safety, and Learning Practices

[District Website](#)

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# Elementary Schools (K-5) Health, Safety, & Learning

## Introduction

Dear Families,

Welcome to the 2021-2022 school year! As always, we are excited to welcome our school community back.

This year we will keep our focus on providing a safe learning environment that ensures your children are healthy, supported, and learning. We will use a layered approach to our health and safety practices to protect students and staff from COVID-19. Putting all these measures in place will significantly increase our ability to keep everyone healthy while teaching and learning.

This document outlines important practices for parents and students to understand. Please take time to review this information together. It will prepare you for the coming year.

At this time we are starting the school year under our School Operations Plan A. All students will attend in-building with no eLearning option. However, we may need to change our health, safety, and learning practices and plans to adjust to current conditions, to improve our school operations, or if the state announces new requirements. We will, of course, inform you of all important changes if, and when, they happen.

We appreciate your support as we work together to meet the needs of every student. Thank you for your continued partnership!

Sincerely,

Janet Balthazar, *Buttonball Lane School Principal*

Kristine Garofalo, *Nayaug School Principal*

Kent Hurlburt, *Gideon Welles (Grade 5) Principal*

Michael Litke, *Naubuc School Principal*

Linda Provost, *Hebron Avenue School Principal*

Twana Shirden, *Hopewell School Principal*

## Elementary Schools (K-5) Health, Safety, & Learning

### Health Practices

#### Vaccinations

At this time COVID-19 vaccines are available for everyone ages 12 and up. Sometime this fall or winter they may be approved for children younger than 12 years old. We encourage you to contact your pediatrician with vaccination questions about your children. Vaccinations can help keep students learning, active and safe from serious illness. They will help keep our schools and our community safe.

The 3 W's— **W**ear a face covering. **W**atch distancing. **W**ash hands.

**Wear a face covering.** Our schools, in compliance with the State of Connecticut and CDC guidance, will require face coverings that cover the mouth and nose for all students and staff, regardless of vaccination status. Students will supply their own face coverings. They will be available for those who forget. Arrangements will be made for parents if this presents a financial hardship. During outdoor activities/classes students will be able to remove their masks. Students will be given mask breaks throughout the day.

**Watch distancing.** We will maintain social distancing of 3 feet OR to the maximum extent possible in classrooms. We will position desks as far apart as possible. We will use additional lunch waves and alternative spaces to spread students out during lunchtime as much as possible. Shared bathrooms will have limited capacity.

**Wash hands.** We will continue emphasizing frequent student and staff hand washing and sanitizing/disinfecting of hands. We will remind students of proper hand washing techniques. We will position hand sanitizer/disinfectant dispensers throughout the schools.

Staff and students will receive instruction and training on the three Ws. Signage to remind staff and students of proper practices will be placed throughout the school. Our teachers will work with our youngest students to help them adjust to these routines.

# Elementary Schools (K-5)

## Health, Safety, & Learning

### Our School Buildings

**Ventilation.** We will continue to increase the circulation of fresh, outside air and air filtration as appropriate for each type/size of school space. We will use the highest filtration levels allowable within our air handlers. This includes the use of increased outside air and filtration for air conditioning in the fall and heating when the weather turns colder.

**Classroom Layout.** Desks will be spaced as far apart as possible

**Hallways.** The movement of students and hallway traffic will be organized to maximize distancing when possible.

**Lockers.** Students WILL have access to lockers this year.

**Bathrooms.** All bathrooms will be cleaned on a regular schedule. Classrooms will be assigned a specific common bathroom to use (if there is not one located within the classroom). Teachers will develop protocols for students who need to use the common bathrooms which could include only one student out of the room at a time and a limited number of students in the bathroom. Handwashing washing signs will be posted, taught and reinforced.

**Water Fountains.** Drinking fountains will be closed. Students are asked to bring water bottles from home. Water filling stations (for buildings that have them) will be open.

**Outdoors.** Teachers will take students outside for mask breaks and may also choose to conduct lessons outside, weather permitting and when appropriate.

**Cleaning and Sanitizing/Disinfecting.** There will be regular cleaning and sanitizing/disinfecting of common high touch surfaces throughout school such as classrooms, bathrooms, etc. All products used for cleaning and sanitizing/disinfecting are safer for students and staff and have been approved by our Director of Environmental Health and Safety.

**Parent Nights.** At the beginning of each school year we typically hold an evening for parents/guardians to come and visit, meet other parents, and become acquainted with the teachers and curriculum. This year these events will, once again, be held virtually. ***Please check your email for plans regarding our Parent Nights.***

## Elementary Schools (K-5) Health, Safety, & Learning

### Elementary School Day

**Cohorts.** Each class is considered a “cohort.” Students will not intermix with students in other cohorts. This helps limit the potential spread of COVID-19 and assists with contact tracing if it becomes necessary.

**P.E./Art/Music/Spanish.** Physical Education classes will be held outside, weather permitting. On inclement weather days classes will participate in alternate activities such as health related lessons. This year our specials (art, music, library, and some Spanish classes) will take place in separate rooms. There will be no combined grade 4 and 5 chorus, band, or orchestra ensembles due to cohorting. Music teachers will rotate to teach choral techniques to every class group. There will be grade 5 instrument lessons only. These lessons will include only students from the same class group. The grade 4 instrument program will be deferred at this time due to instrument program safety, social distancing requirements, and scheduling limitations.

**Meals and Snacks.** Meals will be served in the cafeteria and gymnasium (and possibly library) to maximize spacing among cohorts. Students will have staggered snack times in their classroom (or outside when possible) to allow for distancing while eating.

**Recess.** Students will stay in cohort groups during recess. They will not be required to wear masks while outside. Play areas will be designated for each cohort and we will staff appropriately. Designated recess areas will rotate to allow all students access to the different play areas.

**Breaks.** Brain breaks, mask breaks, and movement breaks will be scheduled into the day for students.

**School Events.** There will be no in-person gatherings for school events such as assemblies, concerts, buddy classes, etc. PTO meetings (with masks) may take place in the building when school is not in session. Outdoor only PTO events can be considered after consultation with the school principal and approval of the superintendent.

## Elementary Schools (K-5) Health, Safety, & Learning

### Curriculum and Instruction

Our goal is to keep students and staff healthy and safe and learning. We will always maintain high expectations for student learning. But we also understand that students and families may face unique challenges at this time. Please reach out to your child's teacher or the school principal for assistance and support if needed.

The key to the success of our schools and our students has always been our people—our teachers and staff. We all remain dedicated to helping your children rise to their full potential.

We will take current health conditions into consideration with planning for special events, field trips, large gatherings, etc. Please check school calendars and emails from the school principal for details. We appreciate everyone's flexibility and understanding.

### Mental Health

**Training.** Teachers and certified staff receive training in trauma informed practices, social emotional development and strategies to reduce anxiety in school.

**Relationships.** Every teacher will work to build positive relationships with students as well as a sense of community within the school and the classroom. Teachers will orient students to new routines, clarify expectations, and establish a sense of security and safety.

**Professional Support.** We will also continue to have student and family support services available via school counselors and school psychologists.

### Special Education and 504

Our teachers and staff are committed to providing special education services to the best of our ability while also following health and safety practices. To the maximum extent possible, services will be provided as written in the IEP (Individualized Education Plan) or 504 plan.

Building administrators have reviewed class placements and teacher schedules to allocate resources effectively and efficiently. All plans for students with disabilities will be reviewed by the case manager and service providers, and a PPT or Section 504 meeting will be held in instances where revisions to the current plan require greater consideration or revision.

PPT (Planning and Placement Team) meetings will continue in a virtual format whenever possible.

## Elementary Schools (K-5) Health, Safety, & Learning

### Transportation

**Buses.** Buses are available for all who need it and buses will stop at each stop daily. The State of Connecticut requires that all bus/van passengers wear masks. Based on current virus conditions, schools are not required to limit the number of students on the bus or vans. However, we are also unable to maintain any class “cohort” groups on buses/vans so we are concerned about the number of children riding on buses/vans. **Therefore, we are asking all parents who are able to drive their children to and from school to please do so.**

Any student not complying with wearing a mask on the bus will lose his/her bus privileges.

**Bus Changes.** Given the health and safety procedures put in place for COVID-19, including the need to reduce bus capacity, we will NOT be able to accommodate day-to-day or short-term bus changes. However, if a parent has a need to make a permanent transportation change (e.g., due to a change in work), we will work to accommodate that, but may require some notice.

### Arrival and Dismissal Traffic Patterns

Parents should expect a change of traffic patterns and scheduling for parent drop-offs and pick-ups at our schools. More information will come from each school via email and we will post our traffic patterns on our school website for your reference.

Student safety is the most important consideration. We may need to adjust these plans, as we learn what works best. Your patience and understanding are appreciated.

### On-site Before and After School Care

The Glastonbury YMCA will continue to offer before and after school care for elementary students. Please contact the YMCA for enrollment, information and safety measures they plan to have in place. <https://www.ghymca.org/glastonbury-after-school-child-care>.

## Elementary Schools (K-5) Health, Safety, & Learning

### School Meals

**Free School Meals for all Glastonbury Children.** The U.S. Department of Agriculture has extended approval for school districts to continue providing free meals to all children 18 years and under during the 2021-2022 school year. Just like last year, all student meals will be available at no charge. There is no action required (no registration) to receive the free meals.

**Breakfast.** At this time, in-school breakfast is available in all schools except Buttonball Lane, Hebron Avenue and Hopewell.

**Limit one.** Due to federal guidelines, only one free breakfast (where available) and one free lunch are provided per student per day. Second meals will be charged to the student meal account or cash may be paid.

**Free meals must be complete meals.** If a child wants only milk, water, or any a la carte item, we will need to charge their school meal account or they can pay cash. Parents can set up a convenient online [MySchoolAccount](#) for meal payments.

More information is available on our [Foods Services](#) website.

### School Visitors

At this time, in order to protect everyone's health, visitors, including parents, will not be permitted to enter our school buildings unless absolutely necessary. At all grade levels, dropping off forgotten items is highly discouraged. Please continue to work with your child to prepare for school the night before with their homework, sneakers, boots, instruments, snacks, etc. packed for the day. All parent meetings will be conducted through video conferencing.

### Clubs/Student Activities

Optional before and after-school activities will take place with all health and social distancing practices in place. Some may be held remotely using video conferencing and some may not be able to be held. Schools will not be open to outside groups at this time.

## Elementary Schools (K-5) Health, Safety, & Learning

### Illness Protocols

***It is absolutely critical that students showing any signs of illness are kept home.***

This includes cough, runny nose, sore throat, headache, fever, chills, fatigue, shortness of breath, muscle or body aches, nausea, vomiting and/or diarrhea. Parents should use the Daily Student Assessment Tool every morning to ensure their children are healthy and ready for learning in school.

Students who become ill while at school will be isolated from others and will need to be picked up. We will continue to work closely with local health officials and will follow state and CDC guidelines for the safe operation of our schools.

When a school community member tests positive for COVID-19, we will contact trace to determine anyone who has had close contact. Classroom close contact means 3 feet apart for a total of 15 minutes or more in a 24-hour period (and certain other types of contact of less than 15 minutes) while the person was contagious. Other school activities outside of the classroom (bus, meals, recess, athletics, etc.) will use a 6 foot distance. NOTE: If there is a positive case inside an elementary classroom, the entire class (cohort) will quarantine for 10 days with no early return. This is because of the challenges of social distancing and contact tracing with our youngest students. It will also help us keep teaching and learning as consistent as possible for our elementary students.

Our head nurse and administrators will individually review specific procedures for anyone who needs to test, isolate, or quarantine. Like last year, elementary classes will be sent home for eLearning. See the testing and quarantine “quick guides” below. In addition, please see the documents below for more details. They outline the close contact, testing, and quarantining practices we follow. There have been some changes from last school year.

- [Daily Student Assessment Tool](#)
- [Close Contact Guidance](#)
- [Student Quarantine FAQs](#)
- [COVID-19 Scenarios Flow-Chart](#)

# Elementary Schools (K-5)

## Health, Safety, & Learning

### Illness Protocols continued

#### Illness Quick Guide. Keep Children Home with ANY signs of Illness.

- Fever above 100.4 when taken by mouth
- Chills, muscle pain, body aches
- Shortness of breath
- Cough (or new uncontrolled cough that causes difficulty breathing for students with chronic allergies/asthma)
- Diarrhea, vomiting or abdominal pain
- Sore throat
- Congestion or runny nose
- New onset of severe headache, especially with fever
- Loss of taste or smell

#### Testing Quick Guide.

- If any student, staff member, or one of their family members receives a positive COVID-19 test, please notify the school principal immediately (for students) or the school principal/supervisor (for staff).
- Any unvaccinated student or staff member awaiting COVID-19 results may NOT be in school until they have been cleared for return.
- Any unvaccinated student who has a family member awaiting COVID-19 test results should also stay home until the family member has received a negative test result or the student has completed quarantine following a family member's positive test result.
- The CDC recommends vaccinated people test 3 to 5 days after the date of contact with an infected individual.

#### Quarantine Quick Guide.

- Quarantines are put in place to help protect our staff and students so our schools can remain open.
- Vaccinated people who are asymptomatic will not need to quarantine.
- Our district will notify parents and provide them with details if their child needs to quarantine.
- Students quarantining may not attend school in our buildings or in-person school activities. In compliance with State Department of Health guidelines, people in quarantine should remain home in the household and NOT participate in any activities outside the home (including sports, parties, etc.) during the quarantine period.
- Quarantining students should be monitored for symptoms, including regular temperature checks.
- Only the child in close contact with someone who has COVID-19 is to quarantine. Their siblings or family members do not need to quarantine. However, if a quarantining child develops symptoms or tests positive, then his/her siblings would also need to quarantine and the school should be notified.

# Glastonbury Public Schools

## Fall 2021



**GHS (Gr. 9-12), SMS (Gr. 7-8) and GWS (Gr. 6)**  
**Health, Safety, and Learning Practices**

[District Website](#)

[School Operations Website](#)



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# **GHS, SMS and GWS (Gr. 6-12)** **Health, Safety, & Learning**

## **Introduction**

Dear Families,

Welcome to the 2021-2022 school year! As always, we are excited to welcome our school community back.

This year we will keep our focus on providing a safe learning environment that ensures your children are healthy, supported, and learning. We will use a layered approach to our health and safety practices to protect students and staff from COVID-19. Putting all these measures in place will significantly increase our ability to keep everyone healthy while teaching and learning.

This document outlines important practices for parents and students to understand. Please take time to review this information together. It will prepare you for the coming year.

At this time we are starting the school year under our School Operations Plan A. All students will attend in-building with no eLearning option. However, we may need to change our health, safety, and learning practices and plans to adjust to current conditions, to improve our school operations, or if the state announces new requirements. We will, of course, inform you of all important changes if, and when, they happen.

We appreciate your support as we work together to meet the needs of every student. Thank you for your continued partnership!

Sincerely,

*Dr. Nancy Bean, Glastonbury High School Principal*

*Jay Gregorski, Smith Middle School Principal*

*Kent Hurlburt, Gideon Welles (Grade 6) Principal*

# GHS, SMS and GWS (Gr. 6-12)

## Health, Safety, & Learning

### Health Practices

#### Vaccinations

At this time COVID-19 vaccines are available for everyone ages 12 and up. Sometime this fall or winter they may be approved for children younger than 12 years old. We encourage you to contact your pediatrician with vaccination questions about your children. Vaccinations can help keep them learning, active, and safe from serious. They will help keep our schools and our community safe.

The 3 W's— **W**ear a face covering. **W**atch distancing. **W**ash hands.

**Wear a face covering.** Our schools, in compliance with the State of Connecticut and CDC guidance, will require face coverings that cover the mouth and nose for all students and staff, regardless of vaccination status. Students will supply their own face coverings. They will be available for those who forget. Arrangements will be made for parents if this presents a financial hardship. During outdoor activities/classes students will be able to remove their masks. Students will be given mask breaks throughout the day.

**Watch distancing.** We will maintain social distancing of 3 feet OR to the maximum extent possible in classrooms. We will position desks as far apart as possible. We will use additional lunch waves and alternative spaces to spread students out during lunchtime as much as possible. Shared bathrooms will have limited capacity.

**Wash hands.** We will continue emphasizing frequent student and staff hand washing and sanitizing/disinfecting of hands. We will remind students of proper hand washing techniques. We will position hand sanitizer/disinfectant dispensers throughout the schools.

Staff and students will receive instruction and training on the three Ws. Signage to remind staff and students of proper practices will be placed throughout the school. Our teachers will work with our youngest students to help them adjust to these routines.

# GHS, SMS and GWS (Gr. 6-12)

## Health, Safety, & Learning

### Our School Buildings

**Ventilation.** We will continue to increase the circulation of fresh, outside air and air filtration as appropriate for each type/size of school space. We will use the highest filtration levels allowable within our air handlers. This includes the use of increased outside air and filtration for air conditioning in the fall and heating when the weather turns colder.

**Classroom Layout.** Desks will be spaced as far apart as possible

**Hallways.** The movement of students and hallway traffic will be organized to maximize distancing when possible.

**Lockers.** Students WILL have access to lockers this year.

**Bathrooms.** All bathrooms will be cleaned on a regular schedule. Bathrooms will be monitored and capacity will be limited.

**Water Fountains.** Drinking fountains will be closed. Students are asked to bring water bottles from home. Water filling stations (for buildings that have them) will be open.

**Outdoors.** Teachers may take students outdoors at times during good weather for instruction or masks breaks.

**Cleaning and Sanitizing/Disinfecting.** There will be regular cleaning and sanitizing/disinfecting of common high touch surfaces throughout school such as classrooms, bathrooms, etc. All products used for cleaning and sanitizing/disinfecting are safer for students and staff and have been approved by our Director of Environmental Health and Safety.

**Parent Nights.** At the beginning of each school year we typically hold an evening for parents/guardians to come and visit, meet other parents, and become acquainted with the teachers and curriculum. This year these events will, once again, be held virtually. ***Please check your email for plans regarding our Parent Nights.***

# GHS, SMS and GWS (Gr. 6-12) Health, Safety, & Learning

## GHS Class Schedules

**GHS Block Schedules.** GHS will continue with block scheduling. Every school day will include four extended class periods plus a lunch period. Essentially, classes will meet every other day. This schedule limits hallway transitions. It also allows students to maintain their current schedule with a full variety of classes. The Day A/B Calendar and Bell schedule are both posted on the GHS website home page.

**GHS Study Hall/Free Periods.** Several large areas of the building will be available for students with free periods. Students who have a free period on their schedule will be assigned to a designated area in the building. Students with free periods at the beginning or end of the day will be encouraged to arrive late or leave early if possible.

**GHS P.E./Art/Music.** GHS plans to hold physical education classes both in the gymnasium and outside (weather permitting). P.E. students WILL change for class this year. Ensemble chorus, band, and orchestra will practice following state distancing guidelines for music programs. They will practice outside or in alternate venues as appropriate.

**GHS Current Issues.** The senior Current Issues class will be held in the auditorium, maximizing spacing between students.

**GHS Lunch Period.** Students will eat lunch during a common period in one of four lunch waves. Students will eat in the cafeteria, gymnasium, library, and other rooms deemed appropriate to maximize spacing. The lunch wave schedule is posted on the GHS website home page.

**School Events.** There will be no in-person gatherings for school events such as assemblies, concerts, buddy classes, etc. PTO meetings (with masks) may take place in the building when school is not in session. Outdoor only PTO events can be considered after consultation with the school principal and approval of the superintendent.

## SMS and GWS Class Schedules

Gideon Welles and Smith Middle School will operate under their traditional schedule including electives/specials. See the school website home pages for bell schedules, etc.

**SMS and GWS P.E. and Music.** P.E. band, orchestra and chorus classes will resume as typical, however, they will follow guidelines for safety and social distancing as outlined by the state and the CDC.

**Lunch Period.** Meals will be served by teams in the cafeteria and gymnasium (and possibly library) to maximize spacing.

# GHS, SMS and GWS (Gr. 6-12)

## Health, Safety, & Learning

### Curriculum and Instruction

Our goal is to keep students and staff healthy and safe and learning. We will always maintain high expectations for student learning. But we also understand that students and families may face unique challenges at this time. Please reach out to your child's teacher or the school principal for assistance and support if needed.

The key to the success of our schools and our students has always been our people—our teachers and staff. We all remain dedicated to helping your children rise to their full potential.

We will take current health conditions into consideration with planning for special events, field trips, large gatherings, etc. Please check school calendars and emails from the school principal for details. We appreciate everyone's flexibility and understanding.

### Mental Health

**Training.** Teachers and certified staff receive training in trauma informed practices, social emotional development and strategies to reduce anxiety in school.

**Relationships.** Every teacher will work to build positive relationships with students as well as a sense of community within the school and the classroom. Teachers will orient students to new routines, clarify expectations, and establish a sense of security and safety.

**Professional Support.** We will also continue to have student and family support services available via school counselors and school psychologists.

### Special Education and 504

Our teachers and staff are committed to providing special education services to the best of our ability while also following health and safety practices. To the maximum extent possible, services will be provided as written in the IEP (Individualized Education Plan) or 504 plan.

Building administrators have reviewed class placements and teacher schedules to allocate resources effectively and efficiently. All plans for students with disabilities will be reviewed by the case manager and service providers, and a PPT or Section 504 meeting will be held in instances where revisions to the current plan require greater consideration or revision.

PPT (Planning and Placement Team) meetings will continue in a virtual format whenever possible.

# GHS, SMS and GWS (Gr. 6-12)

## Health, Safety, & Learning

### Transportation

**Buses.** Buses are available for all who need it and buses will stop at each stop daily. The State of Connecticut requires that all bus/van passengers wear masks. Based on current virus conditions, schools are not required to limit the number of students on the bus or vans. However, we are also unable to maintain any class “cohort” groups on buses/vans so we are concerned about the number of children riding on buses/vans. **Therefore, we are asking all parents who are able to drive their children to and from school to please do so.**

**Students not complying with wearing a mask on the bus will lose their bus privileges.**

**Bus Changes.** Given the health and safety procedures put in place for COVID-19, including the need to reduce bus capacity, we will NOT be able to accommodate day-to-day or short-term bus changes. However, if a parent has a need to make a permanent transportation change (e.g., due to a change in work), we will work to accommodate that, but may require some notice.

**GHS Student Drivers.** At this time, only seniors will be allowed to drive to school because the fieldhouse construction has limited our parking capacity. We look forward to the completion of this project in the fall and to opening up the junior parking lot. We apologize for this temporary inconvenience. Parking passes will be available for senior class members to purchase when the school year starts. A notice will be sent out to students and parents at that time.

### Arrival and Dismissal Traffic Patterns

Please refer to the school website and/or messages sent home via email regarding school traffic patterns for student drop-off and pick-up.

Student safety is the most important consideration. We may need to adjust these plans, as we learn what works best. We appreciate you taking the time to understand and follow the process and your patience during arrival and dismissal.

### School Visitors

At this time, in order to protect everyone’s health, visitors, including parents, will not be permitted to enter our school buildings unless absolutely necessary. At all grade levels, dropping off forgotten items is highly discouraged. Please continue to work with your child to prepare for school the night before with their homework, sneakers, boots, instruments, snacks, etc. packed for the day. All parent meetings will be conducted through video conferencing.

# GHS, SMS and GWS (Gr. 6-12)

## Health, Safety, & Learning

### School Meals

**Free School Meals for all Glastonbury Children.** The U.S. Department of Agriculture has extended approval for school districts to continue providing free meals to all children 18 years and under during the 2021-2022 school year. Just like last year, all student meals will be available at no charge. There is no action required (no registration) to receive the free meals. In-school breakfast is available at GHS, SMS, and GWS.

**Limit one.** Due to federal guidelines, only one free breakfast (where available) and one free lunch are provided per student per day. Second meals will be charged to the student meal account or cash may be paid..

**Free meals must be complete meals.** If a child wants only milk, water, or any a la carte item, we will need to charge their school meal account or they can pay cash. Parents can set up a convenient online [MySchoolAccount](#) for meal payments.

More information is available on our [Foods Services](#) website.

### Clubs/Student Activities

Optional before and after-school activities will take place with all health and social distancing practices in place. Some may be held remotely using video conferencing and some may not be able to be held. Schools will not be open to outside groups at this time. Afterschool activity buses will resume. See the [Transportation website](#).

### GWS Before and After School Care

The Glastonbury YMCA will continue to offer before and after school care at Gideon Welles School. Please contact the YMCA for enrollment, information and safety measures they plan to have in place. <https://www.ghymca.org/glastonbury-after-school-child-care>.

### GHS Athletics

Please refer to the [GHS Athletics website](#) for updated information.

# GHS, SMS and GWS (Gr. 6-12)

## Health, Safety, & Learning

### Illness Protocols

***It is absolutely critical that students showing any signs of illness are kept home.***

This includes cough, runny nose, sore throat, headache, fever, chills, fatigue, shortness of breath, muscle or body aches, nausea, vomiting and/or diarrhea. Parents should use the Daily Student Assessment Tool every morning to ensure their children are healthy and ready for learning in school.

Students who become ill while at school will be isolated from others and will need to be picked up. We will continue to work closely with local health officials and will follow state and CDC guidelines for the safe operation of our schools.

When a school community member tests positive for COVID-19, we will contact trace to determine anyone who has had close contact. Classroom close contact means 3 feet apart for a total of 15 minutes or more in a 24-hour period (and certain other types of contact of less than 15 minutes) while the person was contagious. Other school activities outside of the classroom (bus, meals, recess, athletics etc.) will use a 6 foot distance.

Our head nurse and administrators will individually review specific procedures for anyone who needs to test, isolate, or quarantine. See the testing and quarantine “quick guides” below. In addition, please see the documents below for more details. They outline the close contact, testing, and quarantining practices we follow. There have been some changes from last school year.

- [Daily Student Assessment Tool](#)
- [Close Contact Guidance](#)
- [Student Quarantine FAQs](#)
- [COVID-19 Scenarios Flow-Chart](#)

# GHS, SMS and GWS (Gr. 6-12)

## Health, Safety, & Learning

### Illness Protocols continued

#### Illness Quick Guide. Keep Children Home with ANY signs of Illness.

- Fever above 100.4 when taken by mouth
- Chills, muscle pain, body aches
- Shortness of breath
- Cough (or new uncontrolled cough that causes difficulty breathing for students with chronic allergies/asthma)
- Diarrhea, vomiting or abdominal pain
- Sore throat
- Congestion or runny nose
- New onset of severe headache, especially with fever
- Loss of taste or smell

#### Testing Quick Guide.

- If any student, staff member, or one of their family members receives a positive COVID-19 test, please notify the school principal immediately (for students) or the school principal/supervisor (for staff).
- Any unvaccinated student or staff member awaiting COVID-19 results may NOT be in school until they have been cleared for return.
- Any unvaccinated student who has a family member awaiting COVID-19 test results should also stay home until the family member has received a negative test result or the student has completed quarantine following a family member's positive test result.
- The CDC recommends vaccinated people test 3 to 5 days after the date of contact with an infected individual.

#### Quarantine Quick Guide.

- Quarantines are put in place to help protect our staff and students so our schools can remain open.
- Vaccinated people who are asymptomatic will not need to quarantine.
- Our district will notify parents and provide them with details if their child needs to quarantine.
- Students quarantining may not attend school in our buildings or in-person school activities. In compliance with State Department of Health guidelines, people in quarantine should remain home in the household and NOT participate in any activities outside the home (including sports, parties, etc.) during the quarantine period.
- Quarantining students should be monitored for symptoms, including regular temperature checks.
- Only the child in close contact with someone who has COVID-19 is to quarantine. Their siblings or family members do not need to quarantine. However, if a quarantining child develops symptoms or tests positive, then his/her siblings would also need to quarantine and the school should be notified.

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

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**Title of Report: 2020-21 Year-End Report for School Food Service Department (SFSD)**

**Board Meeting Date: August 2, 2021**

<b>Action:</b>	<b>Report: XX</b>	<b>Information:</b>	<b>Discussion:</b>
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**Overview:**

Glastonbury Public Schools continues to participate in the Healthy Food Certification Program. Glastonbury Food Services received \$38,256 in funding for this program during 2020-21. The CT standards for the Healthy Food Program remain more stringent than the USDA guidelines for competitive foods that all schools nationwide are now required to follow. We will continue to review the state approved snack products available in order to provide the best selection to the students.

A portion of our commodity dollars are utilized through the Department of Defense (DoD) fresh fruit and vegetable program; we have increased the amount allocated for next school year from \$40,000 to \$60,000. We continue to adhere to the meal pattern requirements of the USDA National School Lunch Program.

As a result of the pandemic the USDA granted approval for school nutrition programs to participate in the Seamless Summer Option (SSO) for the 2020-21 school year which allowed meals to be provided at no charge to all children 18 years and younger. Glastonbury enrolled in this program and as of September 14th, 2020 began offering breakfast and lunch meals to all students at no charge. In addition to providing meals to students who were in-person learning, meals were also provided as a grab and go option from both Smith Middle and Glastonbury High School for any remote/hybrid learners and any Glastonbury resident 18 years or younger. There was a significant increase in breakfast meals served, 250% and 212% higher than the previous two years respectively. Lunches were slightly lower compared to the previous two years by 20% and 17% respectively. Federal reimbursement funds increased significantly due to all meals being reimbursed at the higher free reimbursement rate of \$1.89 for breakfast and \$3.51 for lunches.

Given the restrictions on how meals were required to be served, alternate meal locations, and the necessity to keep students socially distanced we were unable to offer a la carte options. This resulted in a significant loss of revenue as our a la carte sales account for approximately \$500,000 in sales. Our income for a la carte sales this year was \$18,436.

The SFSD continued with a summer meal program this year and provided a full week of breakfast and lunch meals starting on the last day of school through July 30th. On average there were 140 student pickups each day meals were provided.

The SFSD currently has 3 part-time and 2 full-time positions open which we are hopeful to fill for the beginning of the coming school year. The SFSD employees will receive raises as approved by the Board of Education. The approved wages will put us in line to meet the minimum wage requirements.

Staff continues to receive the yearly mandated training to meet the USDA professional standard requirements. All schools are required to have two qualified food operators on site. Several staff obtained this certification during this school year. Documentation of the certification will be filed with the Town Health Department.

The BOE reimbursed SFSD \$237,891 for the employer's share of health insurance and provided financial support of an additional \$350,000. The funds were needed to cover the deficit and allow purchases of food and supplies needed to run the summer program and start the 21/22 school year. We began the 2020-21 school year with a balance of \$461,061. We ended the year with a net loss of \$259,227, which brings our year-end balance to \$201,834.

**Submitted By:** Karen Bonfiglio and Jessica D'Agnesse      **Reviewed By:** Alan Bookman

## Glastonbury School Food Services Year-End Report 2020-2021

	Actuals	Actuals	Projected	Actuals
	2018-2019	2019-2020	2020-2021	2020-2021
<b>Beginning Balance</b>	<b>531,879</b>	<b>617,525</b>	<b>461,061</b>	<b>461,061</b>
<b>Income</b>				
Lunch, Milk, Breakfast, A la Carte	1,399,090	1,006,782	1,450,000	46,790
Federal Reimbursement	559,986	528,113	565,000	1,099,221
State Reimbursement	27,602	31,556	28,000	33,855
Healthy Snack Reimbursement	36,027	38,268	37,000	38,256
Catering & Miscellaneous	56,195	42,510	58,000	19,495
Miscellaneous	0	8,875	0	0
Interest Income	0	0	0	0
BOE	111,998	246,815	0	587,891
<b>Total Income</b>	<b>2,190,898</b>	<b>1,902,919</b>	<b>2,138,000</b>	<b>1,825,508</b>
<b>Expenses</b>				
Supplies	977,146	817,193	1,026,050	814,342
Personnel Expense	1,097,322	1,185,827	1,180,872	1,241,663
Equipment	30,784	55,073	55,000	28,730
Miscellaneous Expenses	0	1,290	1,500	0
Contracted Services	0	0	0	0
<b>Total Expenses</b>	<b>2,105,252</b>	<b>2,059,383</b>	<b>2,263,422</b>	<b>2,084,735</b>
<b>Net Income or loss</b>	<b>85,646</b>	<b>(156,464)</b>	<b>(125,422)</b>	<b>(259,227)</b>
Summer Projects & Equipment				
<b>Year End Balance</b>	<b>592,525</b>	<b>461,061</b>	<b>492,103</b>	<b>201,834</b>

<b>Meal Price</b>		
Grades K-6*	\$3.00	\$0.00
Grades 7-12*	\$3.50	\$0.00
Adult	\$4.50	\$4.50
<b>Breakfast</b>	<b>\$1.50</b>	<b>\$0.00</b>

\* Meals for children 18 and under were offered at no charge through the USDA Seamless Summer Option for the School Year 2020 - 2021

**TOWN OF GLASTONBURY****MEMORANDUM****DEPARTMENT OF ADMINISTRATIVE SERVICES****FINANCIAL ADMINISTRATION**

TO: Board of Finance  
Richard J. Johnson, Town Manager

FROM: *ABT* Julie Twilley, Director of Finance & Administrative Services

DATE: August 9, 2021

SUBJECT: Self Insurance Reserve Update July 2021

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The attached report summarizes the Self Insurance Reserve fund through July 31, 2021. The total reserve is \$13,101,154 allocated \$2,421,129 and \$10,680,025 between Town and Board of Education, respectively. As of July the fund is experiencing a \$1,377,601 loss for the fiscal year. This large loss is related to the Board of Education's significantly lower contribution for July than other months of the year due to faculty summer vacation.

As of July 31, we are expecting to receive reimbursement of \$107,174 from CT Prime for FY2021 large loss claims (\$90,043 for BOE and \$17,131 for the Town). This balance due is not reflected in the financial summary.

There are currently no large loss claims for FY2021/2022, which are defined as any claims that exceed \$50,000.

Enc.

cc: Dr. Alan Bookman, Superintendent  
Karen Bonfiglio, Business Manager

**SELF INSURANCE RESERVE FUND**

YTD Balances As of: July 31, 2021

	Town	Education	Total
<b>Contributions</b>			
Employer	\$312,678	\$83,967	\$396,645
Employee	104,900	79,361	184,262
Stop Loss Reimbursement	45,925	-	45,925
<b>Total Revenues</b>	<b>\$463,504</b>	<b>\$163,328</b>	<b>\$626,832</b>
<b>Expenditures</b>			
<b>Anthem</b>			
ASO Fees	\$10,375	\$38,471	\$48,846
Claims	257,775	1,103,133	1,360,908
	\$268,149	\$1,141,605	\$1,409,754
<b>CTCare</b>			
ASO Fees	-	-	-
Claims	-	124,012	124,012
	-	\$124,012	\$124,012
<b>Delta Dental</b>			
ASO Fees	\$1,453	-	\$1,453
Claims	16,512	-	16,512
	\$17,964	-	\$17,964
Bank Fees/PCORI Fee	\$1,168	\$3,815	\$4,983
CT Prime	117,949	329,770	\$447,719
OneDigital Consultant Fees	-	-	-
	\$119,117	\$333,586	\$452,703
<b>Total Expenditures</b>	<b>\$405,231</b>	<b>\$1,599,202</b>	<b>\$2,004,433</b>
Current Year Revenues Less Expenses	\$58,273	(\$1,435,874)	(\$1,377,601)
Reserve July 1, 2021	\$2,362,857	\$12,115,899	\$14,478,755
Reserve at end of month	\$2,421,129	\$10,680,025	\$13,101,154

	Town		BOE		Total
Reserve at end of month	\$ 2,421,129	\$	10,680,025	\$	13,101,154
Recommended Minimum Reserve	\$ 1,270,492	\$	4,444,157	\$	5,714,649
Variance Over/(Under) Reserved	\$ 1,150,637	\$	6,235,868	\$	7,386,505