



## REGULAR BOARD OF EDUCATION MEETING

Monday, March 23, 2026 7:00 PM

Town Council Chambers

Glastonbury Town Hall

2155 Main Street

Glastonbury, CT 06033

1. Call to Order
2. Pledge of Allegiance
3. Awards and Recognition
  - A. Board of Education Members
4. Student Representatives' Report
  - A. Amalia Baird, Class of 2027
  - B. Ariana Stevenson, Class of 2027
  - C. Taylor Balthazar, Class of 2028
5. Information Session for Public Comment
6. Business Requiring Action
  - A. Non-Renewal of Long Term Substitutes and Temporary Assignments
  - B. Approval of Revised Board of Education Policy #3542.43 Food Service Charging
  - C. Approval of New Board of Education Policy #6163.12 Library Display and Program
  - D. Approval of Revised Board of Education Policy #6163.1 Library Media Center Selection of Resources
  - E. Approval of Revised Board of Education Policy #1313 Complaints Regarding Educational Materials
  - F. Approval of Revised Board of Education Policy and Regulation #4152.6-4252.6 Family and Medical Leave of Absence
  - G. Approval of Revised Board of Education Policy #4153-4253 Health and Dental Insurance during Non-FMLA Medical Leave of Absence
  - H. Approval of Revised Board of Education Policy #9020 Board Self-Evaluation
  - I. Approval of Board of Education Planning Framework 2026-2027
  - J. Approval to Combine Regular Board of Education Meetings of April 6, 2026 and April 20, 2026, to be held on April 6, 2026, in Town Council Chambers
  - K. Approval of March 9, 2026 Meeting Minutes
7. Reports and Discussion
  - A. Turf Field Construction at Glastonbury High School
  - B. School Reports

1. Hebron Avenue School
2. Buttonball Lane School
8. Committee and Liaison Reports
9. Chairman's Reports
10. Superintendent's Report
  - A. Student Suspension Report, February 2026
  - B. Dates to Remember
11. Adjournment
  - A. Please note: It is possible that the Board of Education may go into Executive Session

## **How to Participate in Board of Education Meeting Public Comments**

At this time, there are two options for participating in public comment during Board of Education meetings.:

### **1) In-Person Comment.**

The Board sets aside thirty (30) minutes for public comments. Comments are limited to 3 minutes per speaker and a person may speak only once. Each speaker must start by stating their name and address. There will be a sign-up sheet in the back of the room. In-person meetings are held in the Town Hall Town Council Chambers, 2155 Main Street, Glastonbury, unless otherwise noted on the [Board of Education Meeting webpage](#) and the Board Meeting agenda.

### **2) Written Comment.**

Use the form below to submit a written comment before 12 noon on the meeting day. Written comments are attached to the BOE Meeting Agenda.

**[Public Comments for Glastonbury Board of Education Meeting](#)**

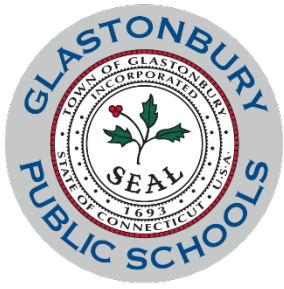
Public Comments for BOE Meeting (Responses) 2025-2026

Timestamp	Your Full Name	Your STREET Address	Your Comment to be attached to the agenda of the next Glastonbury Board of Education meeting. NOTE: This field accepts up to 2500 characters. Please submit a second response to this form if you require additional text.
3/19/2026 19:34:16	Michael Phipps	78 Jeremiah's Way	<p>During the public debate leading up to election day, the voters were promised multiple times by Superintendent Bookman that no taxpayer dollars would be spent on the construction of artificial grass fields. Many voters in a close election based their decision on this promise.</p> <p>Using taxpayer funds from the two percent fund would be a betrayal of that promise. In fact, any allocation of funds in the school district budget for the construction of those fields would be a direct contradiction of that promise. The only money that should be used would be from private contribution. And that means the entire project. Not one light, not one gravel path, not one section of fencing should be paid for with taxpayer dollars. If the school board ignores the promise that no taxpayer dollars would be used for this project, then they have committed a fraud against the taxpayers of Glastonbury, a fraud I am sure will be remembered next election cycle.</p>
3/22/2026 14:55:18	Clay Tabor	100 Heritage Dr	<p>Dear Glastonbury Board of Education members,</p> <p>We are Glastonbury residents, UConn STEM professors, and parents of a child who will attend Glastonbury Public Schools in a few years. We are writing to express our concerns regarding the potential addition of artificial turf fields at Glastonbury schools.</p> <p>Most artificial turfs, including those produced by FieldTurf, contain tire crumb rubber, which can release chemicals such as PAHs, VOCs, and heavy metals. Studies have also found that many artificial turf fields contain “forever chemicals” and contribute to microplastic pollution. These substances pose risks to human health and contribute to environmental contamination in surrounding soils and waterways. Although a Quinnipiac University study has been cited to downplay concerns about artificial turf, it examined a different infill material than the crumb rubber proposed by FieldTurf for use in Glastonbury. Even though there is still much that we do not fully understand about the long-term effects of these chemicals, existing evidence raises legitimate concerns. In addition, artificial turf is a significant investment. It is disappointing that public funds may be used for a project with potential risks to our children and environment.</p> <p>For these reasons, we believe the BOE should allow for a full and transparent discussion of artificial turf before proceeding.</p> <p>Sincerely, Clay Tabor &amp; Ran Feng</p>

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3/23/2026 11:58:14	Ned Schaumberg	20 Robin Road, Glastonbury,	<p>I am a parent in the school district, and I am deeply concerned with the BOE's insistence on new turf fields. Both the process and the results seem deeply flawed. The proposal to use crumb rubber as infill for a new turf field comes with a host of problems. I know that FieldTurf talks about supposedly PFAS-free fields across the US, including those at Quinnipiac University. But the QU study overlooks two key issues that any critical reader should catch: 1) the QU fields are made with expensive natural infill, not the recycled crumb rubber quoted to our town, and 2) the study ignores other chemicals of concern, including PAHs, Benzene, Phthalates, VOCs, and heavy metals. These are still potentially dangerous to our students and ecosystem. There is no information from FT about the potential for contamination in the field they quoted the town, and recycled crumb rubber has been clearly shown to contain all of the above chemicals, including PFAS. PFAS testing itself is itself a young science with uncertain clarity. Furthermore, if even the supposedly PFAS-free field installed in Portsmouth, NH still showed PFAS upon independent testing, how is Field Turf a reliable source of information?</p> <p>All of the above chemicals have been shown to cause negative human health impacts, and research on the cumulative effects of turf exposure (especially in the heat) are thin. Researchers around the US note that children are especially at risk for chemical exposure, and that the effects of these chemicals are not well known. Many studies "proving" the safety of turf fields are sponsored by industry trade groups, or, like the QU study, leave out key information. I appreciate the concerns about playing time, but effects of hot turf on both turf burns and chemical volatility mean that turf fields should be restricted from hot-weather play; the largest supposed benefit of turf appears if BOE ignores the safe-use practices.</p> <p>The history of chemical pollution, including PFAS research, tells the same repeated story. Manufacturers, like 3M, insisting on the safety of their product while downplaying its toxicity and the prevalence of risk. The research from TURI at UMass Lowell and others shows the risks, alongside healthier alternatives. Given all this, I am shocked that BOE is willing to gamble the health of our children and ecosystem on the word of the company that has a 2.65 million dollar interest in the question. Please do not install these fields.</p>

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3/23/2026 11:59:48	Jennifer Wang	84 April Dr	<p>As the Town Council and BOE move forward with plans to replace the stadium turf, I want to share the following questions I posed to Andrew Dyjak of FieldTurf via the Town Manager, and Andrew's responses. The Town Manager has forwarded these to TC members and Dr. Bookman. While these Q&amp;A's all pertained to the stadium turf, some may also be pertinent to the BOE's consideration of new turf fields.</p> <p>Q1: Please provide a cost estimate for the stadium turf field replacement if Glastonbury were to use: A) An EPDM infill, or B) the best-performing of Field Turf's natural infills (not sure if this would be cork or other material). A1: EPDM - \$2.40 per square foot adder and that includes a pad or \$216,000. Cork - \$1.90 per square foot adder and that includes a pad or \$171,000</p> <p>Q2: Does EPDM infill require an underlayment pad, and would it increase the risk of injuries compared to the current proposal of cryogenic rubber &amp; sand? (I already understand that the natural infills require an underlayment and increase the risk of injuries, I just wasn't sure for EPDM.) A2: It is not required but it is strongly recommended to use a pad. Yes, data shows injuries go up the less amount of infill you can install in a field and with EPDM you can get a maximum of 6 lbs. of infill per square foot, which is about 30% less than the cryogenic rubber and sand infill.</p> <p>Q3: What would be the cost to add on the CoolPlay option for each of the 3 infill options? A3: You can only add the cool play to the cryo rubber and sand infill because it is the substitute for the smaller cryo rubber top layer. The adder is .70 per square foot or \$63,000</p> <p>NOTE: Q's 4-7 pertain to testing and reusing the infill. These were follow-ups to an earlier question I asked about details of recycling and reuse of infill, and Andrew's response: "We went over this at the [3/10/26 TC] meeting, but it will be removed and recycled at our facility. Cut up in rolls, loaded on a tractor trailer, sent to our facility in Wilkes Barre, PA, the sand and rubber is removed from the carpet then separated and cleaned and the carpet is sent to another facility to be turned into decking. We also, in other projects, have tested and re-used the existing infill, which is another process. We have already done that once on your field and we could do it again and there is a small credit for that as well."</p> <p>&lt;continued in next comment&gt;</p>

Timestamp	Your Full Name	Your STREET Address	Your Comment to be attached to the agenda of the next Glastonbury Board of Education meeting. NOTE: This field accepts up to 2500 characters. Please submit a second response to this form if you require additional text.
3/23/2026 12:00:19	Jennifer Wang	84 April Dr	<p>&lt;continued from previous comment&gt;</p> <p>Q4: What would it be tested for, who would do the testing, what protocols would be used, and which lab(s) would physical samples be sent to? A4: The lab that tests it is in our production factory in GA. It tests for the degradation of the rubber and the amount, if any, of organic matter. This will determine the life of the rubber and the anticipated infiltration rate of the infill. A technician would go to the field and in a variety of areas vacuum up the infill, send it to our lab via mail and the lab would test it.</p> <p>Q5: What is the timeline for completing the testing and getting an independent written report of the results? A5: We could send the infill for testing in a few days and the report (it is basically a pass / fail on whether or not the infill should be re-used) would take a week or so.</p> <p>Q6: Does FieldTurf typically cover the testing cost? A6: Always</p> <p>Q7: What would be the "small credit" for reusing the infill, assuming the testing results are acceptable? A7: It depends on the quality of the infill, and it averages about .20 - .22 cents per square foot or \$18,000 - \$20,000.</p> <p>A few thoughts from me:</p> <ol style="list-style-type: none"> <li>1. Infill makes up the majority of artificial turf fields by weight. Your 3/9/26 meeting materials included the following documents from FieldTurf: A) A letter dated 7/9/25 saying there's no intentionally added PFAS and no detectable PFAS found in the Westmoreland CSD High School Stadium turf field. However, I looked on the school website and found that this field uses an "all-natural organic in-fill." B) Two documents about surface water testing results for fields at Quinnipiac showing the fields are not contributing PFAS to waterways. However, I asked Andrew at the 3/10/26 Town Council meeting, and he confirmed that those fields use EPDM infill.</li> <li>2. If we do go with the currently proposed infill for the stadium turf replacement and/or new fields, it would be contrary to our CIP project descriptions and other public statements by Dr. Bookman saying that the fields would not be made of crumb rubber from recycled tires. Further, independent testing would be necessary to verify the PFAS-free claim. I urge that we pursue independent testing at least for PFAS using EPA Method 1633 or 1633A, and the pH of the groundwater, and ideally also heavy metals, VOCs, ETPH and PAHs.</li> </ol> <p>&lt;continued in next comment&gt;</p> <p>&lt;continued from previous comment&gt;</p>
3/23/2026 12:00:40	Jennifer Wang	84 April Dr	<p>Finally, I appreciate your consideration of health and environmental concerns along with field playability, cost, student wellbeing, and safety. Regardless of where you land with new turf fields, I think TC and BOE should partner to take a more comprehensive look at athletic fields and how we might improve our grass fields for safer play to meet community needs.</p>



## ***Office of the Superintendent***

628 Hebron Avenue, P.O. Box 191, Glastonbury, CT 06033  
860-652-7951, [www.glastonburyus.org](http://www.glastonburyus.org)

March 23, 2026

### CONFIDENTIAL MEMORANDUM

TO: Board of Education

FROM: Alan B. Bookman, Superintendent of Schools

RE: Non-Renewal of Long-Term Substitute Agreements

I recommend that the Board of Education non-renew agreements of fifteen (15) long-term substitutes at the end of the 2025-2026 school year in accordance with the provisions of Connecticut General Statutes 10-151 (copy included).

These recommendations are being made because long-term substitutes are generally filling positions for certified staff on leave and these staff members will be returning.

Prior to this meeting, all staff members recommended for non-renewal received written notice that I intended to make this recommendation, including the reason for the action.

Suggested Motion: "Board moves to accept the Superintendent's recommendation to non-renew fifteen (15) long-term substitute agreements in accordance with the provisions of Connecticut General Statutes 10-151 and that the Superintendent be directed to advise each individual in writing of this Board action."

ABB:km  
Attachment

**Sec. 10-151. Employment of teachers. Definitions. Tenure. Notice and hearing on failure to renew or termination of contract. Appeal.** (a) For the purposes of this section:

(1) “Board of education” means a local or regional board of education, a cooperative arrangement committee established pursuant to section [10-158a](#), or the board of trustees of an incorporated or endowed high school or academy approved pursuant to section [10-34](#), which is located in this state;

(2) “Teacher” includes each certified professional employee below the rank of superintendent employed by a board of education for at least ninety calendar days in a position requiring a certificate issued by the State Board of Education;

(3) “Continuous employment” means that time during which the teacher is employed without any break in employment as a teacher for the same board of education;

(4) “Full-time employment” means a teacher's employment in a position at a salary rate of fifty per cent or more of the salary rate of such teacher in such position if such position were full-time;

(5) “Part-time employment” means a teacher's employment in a position at a salary rate of less than fifty per cent of the salary rate of such teacher in such position, if such position were full-time;

(6) “Tenure” means:

(A) The completion of forty school months of full-time continuous employment for the same board of education, provided the superintendent offers the teacher a contract to return for the following school year on the basis of effective practice as informed by performance evaluations conducted pursuant to section [10-151b](#). For purposes of calculating continuous employment towards tenure, the following shall apply: (i) For a teacher who has not attained tenure, two school months of part-time continuous employment by such teacher shall equal one school month of full-time continuous employment except, for a teacher employed in a part-time position at a salary rate of less than twenty-five per cent of the salary rate of a teacher in such position, if such position were full-time, three school months of part-time continuous employment shall equal one school month of full-time continuous employment; (ii) a teacher who has not attained tenure shall not count layoff time towards tenure, except that if such teacher is reemployed by the same board of education within five calendar years of the layoff, such teacher may count the previous continuous employment immediately prior to the layoff towards tenure; (iii) a teacher who has not attained tenure shall not count authorized leave time towards tenure if such time exceeds ninety student school days in

any one school year, provided only the student school days worked that year by such teacher shall count towards tenure and shall be computed on the basis of eighteen student school days or the greater fraction thereof equaling one school month; (iv) for a teacher who has not attained tenure and who is employed by a local or regional board of education that enters into a cooperative arrangement pursuant to section [10-158a](#), such teacher may count the previous continuous employment with such board immediately prior to such cooperative arrangement towards tenure; and (v) for a teacher who has not attained tenure and who is employed by a local board of education or as part of a cooperative arrangement, pursuant to section [10-158a](#), and such board or cooperative arrangement joins a regional school district, such teacher may count the previous continuous employment with such local board or cooperative arrangement immediately prior to employment by the regional board of education towards tenure.

(B) For a teacher who has attained tenure prior to layoff, tenure shall resume if such teacher is reemployed by the same board of education within five calendar years of the layoff.

(C) Except as provided in subparagraphs (B) and (D) of this subdivision, any teacher who has attained tenure with any one board of education and whose employment with such board ends for any reason and who is reemployed by such board or is subsequently employed by any other board, shall attain tenure after completion of twenty school months of continuous employment, provided the superintendent offers the teacher a contract to return for the following school year on the basis of effective practice as informed by performance evaluations conducted pursuant to section [10-151b](#). The provisions of this subparagraph shall not apply if, (i) prior to completion of the twentieth school month following commencement of employment by such board such teacher has been notified in writing that his or her contract will not be renewed for the following school year, or (ii) for a period of five or more calendar years immediately prior to such subsequent employment, such teacher has not been employed by any board of education.

(D) For a teacher who has attained tenure and is employed by a local or regional board of education that enters into a cooperative arrangement pursuant to section [10-158a](#), such teacher shall not experience a break in continuous employment for purposes of tenure as a result of such cooperative arrangement.

(E) For a teacher who has attained tenure and is employed by a local board of education or as part of a cooperative arrangement, pursuant to section [10-158a](#), and such board or cooperative arrangement joins a regional school district, such teacher shall not experience a break in continuous employment for purposes of tenure as a result of joining such regional school district.

(7) “School month” means any calendar month other than July or August in which a teacher is employed as a teacher at least one-half of the student school days.

(b) Any board of education may authorize the superintendent to employ teachers. Any superintendent not authorized to employ teachers shall submit to the board of education nominations for teachers for each of the schools in the town or towns in such superintendent's jurisdiction and, from the persons so nominated, teachers may be employed. Such board shall accept or reject such nominations not later than thirty-five calendar days from their submission. Any such board of education may request the superintendent to submit multiple nominations of qualified candidates, if more than one candidate is available for nomination, for any supervisory or administrative position, in which case the superintendent shall submit such a list and may place the candidates on such list in the order in which such superintendent recommends such candidates. If such board rejects such nominations, the superintendent shall submit to such board other nominations and such board may employ teachers from the persons so nominated and shall accept or reject such nominations not later than one month from their submission. Whenever a superintendent offers a teacher who has not attained tenure a contract to return for another year of employment, such offer shall be based on records of evaluations pursuant to subsection (a) of section [10-151b](#). The contract of employment of a teacher shall be in writing.

(c) The contract of employment of a teacher who has not attained tenure may be terminated at any time for any of the reasons enumerated in subdivisions (1) to (6), inclusive, of subsection (d) of this section; otherwise the contract of such teacher shall be continued into the next school year unless such teacher receives written notice by May first in one school year that such contract will not be renewed for the following year. Upon the teacher's written request, not later than three calendar days after such teacher receives such notice of nonrenewal or termination, a notice of nonrenewal or termination shall be supplemented not later than four calendar days after receipt of the request by a statement of the reason or reasons for such nonrenewal or termination. Such teacher, upon written request filed with the board of education not later than ten calendar days after the receipt of notice of termination, or nonrenewal shall be entitled to a hearing, except as provided in this subsection, (1) before the board, or (2) if indicated in such request and if designated by the board, before an impartial hearing officer chosen by the teacher and the superintendent in accordance with the provisions of subsection (d) of this section. Such hearing shall commence not later than fifteen calendar days after receipt of such request unless the parties mutually agree to an extension not to exceed fifteen calendar days. The impartial hearing officer or a subcommittee of the board of education, if the board of education designates a subcommittee of three or more board members to conduct hearings, shall submit written findings and recommendations to the board for final disposition. The teacher shall have the right to appear with counsel of the teacher's choice at the hearing. A teacher who

has not attained tenure shall not be entitled to a hearing concerning nonrenewal if the reason for such nonrenewal is either elimination of position or loss of position to another teacher. The board of education shall rescind a nonrenewal decision only if the board finds such decision to be arbitrary and capricious. Any such teacher whose contract is terminated for the reasons enumerated in subdivisions (3) and (4) of subsection (d) of this section shall have the right to appeal in accordance with the provisions of subsection (e) of this section.

**Business and Non-Instructional Operations****Food Service****Meal Charging Policy**

Glastonbury Public Schools Food Services is an essential program that provides students with healthy and nutritious meals.

The Glastonbury Board of Education (Board) is a sponsor of the United States Department of Agriculture (USDA) Food and Nutrition Services' Child Nutrition Programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The District shall adhere to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs.

In accordance with federal law, the Board will make a public announcement and notify parents and guardians of the eligibility criteria for free and reduced-priced meals and provide information regarding how a household can complete an application for these benefits. Such notice will be distributed at the beginning of each school year and will be available on the district's food services website.

**Charging Meals**

The District uses an automated prepayment system (family.schoolcafe.com) for student meal accounts. Parents and guardians are responsible for providing meals or meal money for their student(s). Charging is intended to be for emergency purposes only and repayment is expected.

Students whose accounts have insufficient funds, and who do not bring a meal or other funds to school to pay for meals, may charge meals to their meal accounts. Students will be informed of their right to purchase a meal, which excludes a la carte items, for any school breakfast, lunch or other meal offered by the District, even if the student's account has insufficient funds. Students will be allowed to charge a single meal per day for breakfast and/or lunch to their student meal account.

The Board prohibits the public identification or shaming of a child/student for any unpaid charges including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student,
- Designating a specific meal option for such student or otherwise taking any disciplinary action against such student.

A student needing to charge a meal will be informed of his/her right to purchase a meal, which will exclude a-la-carte items, for any school breakfast, lunch or other feeding.

**Collection of Unpaid Meal Charges**

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily

on the adults in the household responsible for providing funds for meal purchases. The District shall consider whether the benefits of potential collections outweigh the costs that would be incurred to achieve those collections.

For purpose of this policy, “delinquent debt” means unpaid meal charges.

The District will contact the parents/guardians of students who charge meals to their meal accounts in order for the District to collect the delinquent debt. Weekly emails will be sent through our meal payment system to the parent/guardian email on file. All communications regarding unpaid meal charges shall be made directly and discreetly to parents/guardians. Written communications provided to parents/guardians regarding collection of a student’s unpaid meal charges shall include an application for free or reduce priced meals, contact information for local food pantries, the link to the town’s website listing community services available to residents, and the Connecticut Department of Social Services’ supplemental nutrition assistance program (SNAP).

In the event a student’s unpaid meal charges are equal to or more than the cost of thirty (30) meals, the parents/guardians of such student will be referred to the District’s homeless liaison.

The Board shall comply with applicable federal and state laws and other federal and state requirements concerning the collection of unpaid meal charges, including but not limited to requirements relating to delinquent debt and “bad debt”, as defined by federal law, and record-keeping relating thereto. **By June 30<sup>th</sup> of each year, the unpaid meal debt must be reimbursed by Board of Education funds and not the nonprofit school food service account.** The Board may accept gifts, donations or grants from any public or private sources for the purpose of paying off any unpaid charges for school lunches, breakfasts or other such feeding.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff, and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

### **Dissemination of Policy**

This policy will be posted on the District’s policy and school food services websites. This policy shall be provided to all District staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges shall be informed of this policy.

The District shall maintain, to the extent required by law, documentation of the methods used to communicate this policy to households and District staff responsible for policy enforcement.

The District shall provide this policy to the Connecticut State Department of Education during Administrative Reviews.

The Superintendent or designee may, if necessary and appropriate, develop administrative regulations in furtherance of this policy.

(cf. 3542 – Food Service)

(cf. 3542.31 – Free or Reduced Price Lunch Program)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees (as amended by PA 21-46).

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.  
State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, “Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments,” Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education “Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students”

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"

- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Operational Memorandum #11-22, State of Connecticut Bureau of Health, Nutrition and Family Services "Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools"

Policy adopted: October 30, 2017

Revised: October 4, 2021

Revised: September 22, 2025

**Revised:**

## Library Display and Program

Library displays and student programs are critical in serving as resources for voluntary inquiry, the dissemination of information and ideas, and promoting free expression and free access to ideas by students.

The Glastonbury Board of Education recognizes that library displays are provided for the interest, information and enlightenment of all students, represent a wide range of varied and diverging viewpoints, and provide access to content that is relevant to the research, independent interests and/or needs of the school community.

The Glastonbury Board of Education acknowledges that a school library media specialist is professionally trained to curate and oversee the development of displays and programs that shall provide students with access to the widest array of age-appropriate and grade-level-appropriate library and other educational materials.

Legal Reference:

Public Act 25-168 An Act Concerning the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget.

Policy

Adopted:

## Library Media Center Selection of Resources, **Material Review, and Reconsideration**

~~The library media program is essential for effective education in our information-based society. The library media program for the Glastonbury Public Schools (the “District”) supports the District’s educational goals and objectives. It is designed to encourage an appreciation for literature and reading, to develop individual investigation and research techniques, and to foster critical thinking, while providing for the unique interests and abilities of the individual.~~

~~The library program is accomplished by providing (1) a centralized, organized collection of print and non-print materials in a variety of formats at each school and, (2) instruction in the location and use of those materials and accompanying educational technologies.~~

~~The library media center houses most of a school’s supportive instructional resources. It is accessible to students and staff throughout the day and offers an environment conducive to reading and learning. Provision of services to both students and staff is dependent upon certified library media specialists, with paraprofessional and clerical assistance in each library media center as determined by the District administration. The library media program is an integral part of the instructional process, pre-kindergarten through grade 12. The school library media specialists, in cooperation with other teachers, will promote reading and instruct students in those library, research and study skills that have been integrated into all areas of the curriculum and are essential to lifelong learning.~~

~~The Glastonbury Public School Library Media department subscribes in principle to the statements of policy on library philosophy as expressed in the American Association of School Librarians’ *Access to Resources & Services in the School Library Media Program, An Interpretation of the Library Bill of Rights*, and the American Library Association’s *Library Bill of Rights*.~~

~~The selection of library media materials is the responsibility of the professionally trained library media specialists of the District. Library media specialists will cooperate with students, faculty, administration, and parents in selecting materials. Any materials so selected shall be in compliance with other applicable Board of Education policies.~~

**The Glastonbury Board of Education recognizes that library and other education materials should be provided for the interest, information and enlightenment of all students, and represent a wide range of varied and diverging viewpoints in the collection as a whole.**

**Students shall have access to the library and other educational material that is relevant to the research, independent reading interests, and educational needs of students based on a student's age, development, or grade level.**

**The library media center is an important place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by students.**

**A school library media specialist is professionally trained to curate and develop a collection that shall provide students with access to the widest array of age-appropriate and grade level-appropriate library and other educational material.**

The Glastonbury Board of Education directs the Superintendent to create an administrative regulation that establishes a procedure for a certified school library media specialist to continually review library and other educational material within a school library media center using professionally accepted standards which shall include, but need not be limited to: the material's relevance, physical condition of the material, availability of duplicates or copies of the material, availability of more recent age-appropriate or grade-level appropriate material and continued demand for the material.

The Glastonbury Board of Education understands that, on occasion, a member of the public will wish to lodge a complaint against material available in the school library/media center. Consideration of requests to reconsider and remove material, displays, or student programs, is limited to individuals with a vested interest. An individual with vested interest may challenge any library and other educational materials or display or student program by initiating a review of such material via the submission of a request for reconsideration form.

It shall be the policy of the Glastonbury Board of Education that the removal, exclusion or censoring of any book shall not occur on the sole basis that a person with a vested interest finds such book offensive. No library and other educational material, display or program shall be removed from library media centers, or programs be canceled, because of the origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program. Library and other educational materials, displays and student programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.

Until a final decision is made by the review committee any library and other educational material being challenged shall remain available in the school library media center according to such material's catalog record and be available for a student to reserve, check out or access.

A school district may consolidate any requests for review and reconsideration of the same challenged library and other educational material. Once a decision has been made by the review committee on any library and other educational material, such material cannot be subject to a new request for review and reconsideration for a period of three years.

Through this policy, the Board of Education ensures that all library materials shall be evaluated and made accessible in accordance with the protections against discrimination set forth in section 10-15c of the general statutes, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability. The Board shall review and update this policy as necessary every five years.

**Legal Reference:**

Public Act 25-168 An Act Concerning the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget

# INSTRUCTION

Policy: 6163.1(b)

Revised

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## Policy

Adopted: September 25, 2006

Revised: September 12, 2022

Revised:

## Definitions

***"Library and other educational material"*** means any material belonging to, on loan to or otherwise in the custody of a school library media center, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and other material not required as part of classroom instruction.

***"School library staff member"*** means a school library media specialist, school librarian, any certified or non-certificated staff member whose assignment is in the school library or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

***"Individual with a vested interest"*** means any school staff member employed by a local or regional board of education, parent or guardian of a student currently enrolled in a school at the time a reconsideration form is filed and any student currently enrolled in a school at the time a reconsideration form is filed.

***"Remove"*** means deliberately taking library material out of a library's collection. **"Remove"** does not include the process of clearing such collection of any materials that are no longer useful.

## Library Media Center Selection of Resources

### I. Objectives

The print and media collections of the library media centers of the Glastonbury Public Schools (the "District") shall provide a wide variety of materials that will:

- A. Implement, enrich and support the school curriculum;
- B. Serve the varied interests, abilities and maturity levels of the pupils;
- C. Stimulate an interest in reading and learning as lifelong activities through exposure to a variety of materials; and
- D. Represent diverse perspectives to enable students to make informed judgments.

### II. Selection Procedures

#### A. Purchased Materials

1. The selection of materials is based on knowledge of the needs of the individual school, learning and teaching styles, existing collection, the curriculum and the requests of administrators, teachers, students and parents.
2. Materials of superior quality will be sought with attention to authority, accuracy, timeliness, durability, balance, integrity, ability level, artistic and

technical quality, sound and color reproduction, clarity, pacing, length, format and price.

3. Selection shall generally be based on the utilization of reputable, professional reviews, bibliographies, recommended lists and/or direct examination of materials under consideration for purchase.

#### B. Library Gifts

The library media centers may accept gifts based on the provisions of Board of Education policy 3280. Such materials shall be kept or disposed of in the *same* manner as purchased materials.

#### C. Library Media Center Weeding

Just as materials and the existing collection are evaluated before selection takes place, evaluation of the materials and the existing collection must occur before materials are removed. Systematic weeding is not an irresponsible disposal of school property; rather it is a needed service that will enhance the credibility and use of the school media center. After a thorough check of authoritative bibliographies, considerations for weeding are:

1. Worn and damaged titles
2. Superseded editions
3. Unnecessary duplicated titles (based on circulation)
4. Material containing information not easily accessible: no table of contents, no index, contents poorly organized
5. Material that is inaccurate factually or outdated in interpretations and attitudes
6. Inappropriateness of material format, reading level and interest level
7. Material that is stereotyped, biased, or patronizing
8. Material that has not circulated in ten years

### III. Reconsideration of Materials

Despite the care used in selecting materials, questions arise. **Consideration of requests to reconsider and remove materials, displays, or student programs is limited to individuals with a vested interest.** Should ~~a member of the public or an employee an individual with a vested interest~~ question the use of library materials, the review of these materials shall be conducted objectively.

Decisions regarding the retention or elimination of library materials shall be made on the basis of the best interest of the students, the curriculum, the school and the community.

During the re-evaluation process, no materials shall be removed from use until a final decision has been reached.

The procedures to be followed are outlined below.

### Material Review and Reconsideration Procedures:

#### ~~Reconsideration Process:~~

- ~~1. The questioner will be encouraged to discuss the matter with the library media specialist, at the school in which the questioned material is located. The library media specialist will explain the materials selection procedures and the reason(s) the item was selected. The library media specialist will also ask the questioner to read or examine the entire source before further discussion of educational value takes place.~~
  - ~~2. If the questioner is still dissatisfied, the library media specialist will give the questioner a copy of this selection policy and a copy of the form "Request for Reconsideration of Library Resources".~~
  - ~~3. The questioner shall return the completed form to the library media specialist and the principal.~~
  - ~~4. If, at that time, no resolution has been reached by the building principal, the library media specialist, and the questioner, then all material so far submitted will be sent to the library department director to initiate formal reconsideration.~~
  - ~~5. The Library Department Director will read or review the material in question, weigh its contested elements against existing selection criteria Library Media Center Selection of Resources, and offer the questioner the opportunity to meet and discuss the concerns. In making a decision pertaining to the Request for Reconsideration, the Library Department Director has the discretion to consult with other library media specialists in the District, school administrators or others with specific knowledge and/or expertise pertaining to the material in question.~~
  - ~~6. The Library Department Director will inform the questioner of the decision in writing~~
  - ~~7. The questioner may, within ten (10) school days of the written decision of the Library Department Director, appeal the decision to the Superintendent.~~
  - ~~8. If further appeal to the Superintendent or designee is sought, the Superintendent or designee will review all information and will issue a written response. This response is final.~~
1. Individuals with a vested interest may initiate the review or reconsideration of any library and other educational materials, display, or student program by submitting a "Request for Reconsideration of Library and Other Educational Materials" form to the principal of the school in which the library and other

education materials are being challenged.

2. The individual with a vested interest shall return the completed “Request for Reconsideration of Library and Other Educational Materials” form to the library media specialist and the principal.
3. The principal shall promptly forward the request for reconsideration to the Director of Library Media and Superintendent of Schools for the school district to initiate formal reconsideration.
4. The Superintendent, or the Superintendent’s designee, shall appoint a review committee.

The review committee shall evaluate the request for reconsideration form by reading the challenged material in its entirety and evaluating the challenged material against the district’s Library Media Center Selection of Resources, Material Review, and Reconsideration policy.

5. The review committee shall make a written decision on whether to remove the challenged material within sixty school days from the date of receiving such request and provide a copy of the committee’s decision and report to the individual with a vested interest who submitted the form and to the principal of the school.
6. The individual with a vested interest who submitted the request for reconsideration form may appeal to the review committee’s decision to the Board of Education. The Board shall determine whether the reconsideration process was followed and publish the decision on the school district’s website.

### General Provisions

Any school library media specialist or school library staff member who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

#### Regulation

Adopted:

September 25, 2006

Revised: September 12, 2022

Revised:

### Complaints Regarding Educational Materials

The Board of Education has established the following guidelines for addressing complaints regarding the utilization of books and other education materials in the instructional program.

1. A parent and/or legal guardian of a student under the age of 18, ~~hereafter referred to as an individual with a vested interest~~, has the right to request that his/ her child not read, view or hear given material provided a written request is made to the appropriate building principal. No parent and/or guardian has the right to determine instructional materials for students other than his/her own children.
2. If there is concern about a particular book or instructional material, the ~~complainant individual with a vested interest~~ ~~should~~ will be asked to complete a "Request for Review of Book or Other Instructional Material" form. This request will be reviewed first ~~discuss their concern with~~ by the teacher giving the assignment and the principal or principal's designee. In making a decision pertaining to the ~~individuals with a vested interest's complaint~~ Request for Review of Book or Other Instructional Material the principal or designee has the discretion to consult with other school administrators or others with specific knowledge and/or expertise pertaining to the instructional material in question. ~~If the complainant individual with a vested interest still has concerns after their discussion with the teacher and the principal or principal's designee, they will be asked to complete the Request for Reconsideration of Library and Other Educational Materials form.~~
3. The principal shall promptly forward the request for reconsideration to the Superintendent of Schools for the school district to initiate formal reconsideration.
4. The Superintendent, or the Superintendent's designee, shall appoint a review committee.

The review committee shall evaluate the request for reconsideration form by reading the challenged material in its entirety and evaluating the challenged material against the district's Library Media Center Selection of Resources, Material Review, and Reconsideration policy.

5. The review committee shall make a written decision on whether to remove the challenged material within sixty school days from the date of receiving such request and provide a copy of the committee's decision and report to the ~~complainant individual with a vested interest~~ who submitted the form and to the principal of the school.
6. The ~~complainant individual with a vested interest~~ who submitted the request for reconsideration form may appeal to the review committee's decision to the Board of Education. The Board shall determine whether the reconsideration process was followed and publish the decision on the school district's website.

3. ~~The principal or designee will discuss the results of the school's review with the complainant and provide the complainant with a written answer giving the school's position to the complainant.~~
4. ~~The complainant may, within ten (10) business days of the written decision of the principal or designee, appeal the decision to the Superintendent.~~
5. ~~If further appeal to the Superintendent is sought, the Superintendent or Superintendent's designee will review all information and will issue a written response to the complaint.~~
6. ~~The response of the Superintendent or Superintendent's designee is final.~~

(cf. 6144 Controversial Issues)

(cf. 6161 Equipment, Books, and Materials: Provision/Selection)

(cf. 6163.1 Media Center, Selection of ~~Materials~~ **Resources, Material Review, and Reconsideration**)

(cf. 6141.2 Internet Policy)

Legal Reference: **Public Act 25-168 An Act Concerning the State Budget for the Biennium Ending June 30, 2027, and Making Appropriations Therefor, and Provisions Related to Revenue and Other Items Implementing the State Budget**

*Keyishian v. Board of Regents* 385 U.S. 589.603 (1967)

*President's Council, District 25 v. Community School Board No.25*  
457 F.2d 289 (1972) cert/denied 409 U.S. 998 (1976)

*Mincarcini v. Stronville City School District* 541 F.2d 577 (6<sup>th</sup> Cir. 1976)  
*Board of Education, Island Trees Union Free School District No 26 v. Pico*  
457 U.S. 853 (1982)

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Connecticut General Statutes

10-238 Petition for hearing by Board of Education

## Policy

Adopted: May 22, 2000

Revised: June 7, 2004

Revised: September 12, 2022

**Revised:**

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## **Family and Medical Leave of Absence**

The Board of Education (the “Board”) will provide ~~unpaid~~ leave to eligible employees consistent with:

- the **Federal** Family and Medical Leave Act of 1993 (“**Federal FMLA**”) as amended and/or
- the **Connecticut Family and Medical Leave Act (“CT FMLA”)** and applicable **Connecticut state law.**
- ~~the Family Medical Leave Act as part of the National Defense Authorization Acts of 2008 and the Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances) and~~
- ~~2013 Final Rules.~~

Legal Reference:

**Federal:**

**Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended**

**29 CFR Part 825.100 et seq.**

**Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.**

**29CFR 1635.1 et seq.**

**Connecticut:**

**Conn. Gen. Stat. §31-51kk et seq.**

**Conn. Gen. Stat. §31-49e et seq.**

**Regs. Conn. State Agencies 31-51 qq, et seq.**

**Public Act 25-174, “An Act Authorizing and Adjusting Bonds of the State and Concerning Grant Programs, State Grant Commitments for School Building Projects Statutes and Various Provisions Revising and Implementing the Budget for the Biennium Ending June 30, 2027**

~~P.L. 103-3 and CFR Part 825 The Family and Medical Leave Act of 1993, as amended by H.R. 4986, the National Defense Authorization Act of Fiscal Year 2008, Section 585. 29 U.S.C. 2601 et seq. and the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, section 656, Title V.~~

~~Final Rule published in Federal Register, Vol.60, Nov.4, Friday, January 6, 1995, as amended on February 3, 1995, March 30, 1995, and on November 17, 2008. Rules and Regulations (29CFR Part 825).~~

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~~Final Rule published in Federal Register, Vol. 78, Wed. February 6, 2013.~~

~~Connecticut General Statutes~~

~~46b-3800 applicability of statutes to civil unions and parties to a civil union.~~

~~PA 07-245 An act Concerning Family and Medical Leave for Municipal Employees.~~

~~PA 12-43 An Act Concerning Family and Medical Leave Benefits for Certain Municipal Employees~~

Policy

Adopted: November 9, 2015

Revised:

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Regulation: 4152.6

4252.6

Revised

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The following administrative regulations apply only to the Family and Medical Leave Act (FMLA).

### **Family and Medical Leave**

~~Eligible employees may take up to 12 work weeks of unpaid family and medical leave in a rolling 12-month period. When such leave is to care for an injured or ill service member, an eligible employee may take up to 26 work weeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.~~

### **General Definitions**

#### **Eligibility**

An employee who has been employed by the District for at least twelve (12) months, and who has worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, is eligible for leave under the Federal FMLA. A full-time instructional employee meets the 1,250 hours of service requirement unless the District can demonstrate that such employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of the leave.

An employee working for the District in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes (i.e., a “non-certified employee”) is eligible for leave under the CT FMLA if such employee has been employed by the District for at least three (3) months in the twelve (12) months immediately preceding the start of such leave.

Only the time actually worked, including overtime hours worked, is counted. Time not actually worked, including vacation, personal leave, sick leave, holiday, and any other form of paid time off is not counted towards the 1,250 hours of service.

Employees that are not eligible for Federal FMLA or CT FMLA may submit a request for family and medical leave to the Human Resources Department.

#### **General Definitions**

~~Eligible employees are those who have been employed for at least one year and have worked at least 950 hours in the twelve-month period immediately preceding the commencement of the leave. Hours worked includes all hours, including overtime, an employee works but does not include paid leave time such as vacations, sick or personal leave, holidays, etc.~~

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4252.6 (a)

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~~Paraeducators are also eligible to benefits equal to those under the federal FMLA if such paraeducators was employed for at least one year and worked for at least 950 hours over the previous twelve month period preceding the commencement of the leave. A paraeducators is defined as a school employee who performs duties that are instructional in nature or delivers either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and serves.~~

~~For purposes of this regulation, the term “**marriage**” is defined to include same-sex marriage, legally recognized in all states, and the term “**spouse**” refers to any individuals who are lawfully married under any state law, including common-law marriages.~~

~~If spouses, as defined in this regulation, eligible for leave are employed by this school district, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks. An employee may not take FMLA leave to care for a parent-in-law.~~

~~A “**serious**” **health condition**” that would entitle an employee to FMLA leave is one involving continuing treatment by a health care provider that results in a period of incapacity of more than three consecutive calendar days and involves either treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion followed by a regimen of continuing treatment under the supervision of the health care provider.~~

~~Over-the-counter medications, bed rest, taking of fluids, exercise and other activities that can be initiated without a visit to a health care provider do not constitute continuing treatment.~~

~~Chronic conditions such as asthma and diabetes are considered a serious health condition even if individual episodes of incapacity do not last more than three days. Furthermore, conditions need not be chronic or long-term when the condition is one which is not ordinarily incapacitating but for which multiple treatments are given because the condition would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention. Regarding long-term chronic conditions, the condition need not be incurable. The condition may involve a permanent or long-term incapacity and be one for which treatment may not be effective.~~

~~The definition of “**health care provider**” includes any health care provider recognized by the employer or accepted by the group health plan of the employer. It also includes clinical social workers.~~

**Genetic information:** includes an individual’s family medical history, and individual’s or family member’s genetic tests, and/or the fact that an individual or an individual’s family member sought or received genetic services or participated in clinical research which include genetic services. “Genetic information” includes genetic information of a fetus carried by and

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individual or an individual's family member or an embryo lawfully held by and individual or family member utilizing assistive reproductive technology.

**Instructional employee:** an instructional employee is defined as a teacher or other employee of the District who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, not auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

**Noncertified employee:** a noncertified employee is defined as an employee of the district who is employed in a position that does not require a professional certification under Chapter 166 of the Connecticut General Statutes.

### **Types Reasons of for Leave**

An eligible employee may take **Federal** FMLA leave for:

- ~~the birth and first year care of a child;~~
  - ~~the adoption or foster placement of a child;~~
  - ~~the serious illness of an employee's spouse, parent or child;~~
  - ~~the employee's own serious health condition that keeps the employee from performing the essential functions of his/her job;~~
  - ~~to care for an eligible member (spouse, son, daughter, parent or next of kin) of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, or is otherwise on the temporary disability list for a serious injury or illness;~~
  - ~~a qualifying exigency (such as making legal, financial and child care arrangements and taking care of family obligations) as defined by the Department of Labor regulations of a spouse, child or parent of the employee who is on covered active duty in the Armed Forces or has been notified of an impending call or order to covered active duty status in the Armed Forces including deployment to a foreign country or to international waters; and~~
  - ~~a veteran suffering a service related illness or injury that was incurred or aggravated while on active duty (or existed before the beginning of the service member's active duty and was aggravated by service in the line of duty on active service) within five (5) years after a veteran leaves service.~~
- 
- incapacity due to pregnancy, prenatal medical care, or child birth;
  - to care for the employee's newborn child
  - the placement of a child with the employee by adoption or for foster care;
  - to care for the employee's spouse, child, or parent who has a serious health condition;
  - to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee's position;

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- to care for a covered injured or ill servicemember; or
- to address a qualifying exigency arising out of an employee's spouse, child, or parent's military service, including one or more of the following reasons
  - short-notice deployment;
  - military events and related activities;
  - childcare and school activities;
  - financial and legal arrangements;
  - counseling;
  - rest and recuperation;
  - post-deployment activities;
  - parental care leave for military member's parent who is incapable of self-care and care is necessitated by the military member's covered active duty; and/or
  - additional activities that arise out of the active duty or call to active-duty status of a covered military member, provided that the District and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

An eligible employee may take CT FMLA leave for:

- upon the birth of the employee's newborn child, and to care for the newborn child;
- upon the placement of a child with the employee for adoption or foster care, and to care for the newly placed child;
- to care for the employee's family member, if such family member has a serious health condition;
- because of the employee's own serious health condition, including any period of incapacity due to pregnancy or for prenatal care, that renders the employee unable to perform the functions of the employee's position;
- in order to serve as an organ or bone marrow donor;
- to care for an injured or ill servicemember who is the employee's spouse, parent, child or next of kin; or
- to address a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.

For purposes of determining whether an employee has a qualifying reason for leave under the CT FMLA, "family member" is defined as a spouse, sibling, child, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity whose close association the shows to be the equivalent of those family relationships.

In addition, continuous leaves due to a workers' compensation injury that also qualify as an FMLA serious health condition, FMLA and/or CT FMLA leave will run concurrently.

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4252.6 (d)

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### **Length of Leave**

#### **Federal FMLA**

If a leave is requested for a Federal FMLA qualifying reason, an employee may take up to a total of twelve (12) weeks of family or medical leave in the twelve (12) month entitlement period.

#### **CT FMLA**

If a leave is requested for a CT FMLA qualifying reason, an eligible employee may take up to a total of twelve (12) weeks of family or medical leave in the twelve (12) month entitlement period, except that the employee may take up to two (2) additional workweeks of leave during such twelve (12) month period for a serious health condition resulting in incapacitation that occurs during pregnancy. These additional two (2) weeks are only available during pregnancy.

The twelve (12) month entitlement period for family or medical leave is measured on the basis of a “rolling” twelve (12) month period measured backward from the date an employee uses any FMLA leave.

An employee may be entitled to leave under the Federal FMLA and/or CT FMLA. To the extent an employee is eligible for and qualifies for leave under both laws, the employee’s Federal FMLA and CT FMLA leave will run concurrently.

#### **Leave to Care of an Injured or Ill Servicemember**

An eligible employee may take up to twenty-six (26) workweeks of Federal FMLA and/or CT FMLA leave during a twelve (12) month period to care for a covered servicemember and/or covered veteran who is the employee’s spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty in the Armed Forces.

When combined with any other type of Federal FMLA or CT FMLA-qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard leave procedures described below apply to all requests for the designation of leave for this purpose. However, in the case of leave to care for a servicemember with a serious injury or illness, the twelve (12) month period begins on the day such leave actually commences.

### **Types of Leave and Conditions**

**Full-time leave** excuses the employee from work for a continuous period of time. Full-time leave may be taken for any of the reasons permitted by the Federal FMLA and/or CT FMLA.

**Intermittent leave** is leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave

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taken one day per week over a period of a few months or leave taken on an occasional/as-needed basis for medical appointments.

**Reduced schedule leave** is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule Federal FMLA and/or CT FMLA leave may be taken when:

1. medically necessary for an employee's or covered family member's serious health condition, or for a covered servicemember's serious illness or injury; and
2. the need for leave can be best accommodated through an intermittent or reduced schedule leave.

In addition, Federal FMLA and/or CT FMLA leave may be taken intermittently or on a reduced schedule basis:

1. due to a qualifying exigency; or
2. to effectuate the placement of a child for adoption or foster care before the placement of the child in the home.

An employee is not permitted to take intermittent or reduced schedule leave for the birth and care of a newborn child or for the placement with the employee of a child for adoption or foster care.

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a covered family member or a covered servicemember, including during a period of recovery from an employee's or covered family member's serious health condition or a serious injury or illness of a covered servicemember, the District may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested.

Under the Federal FMLA, special arrangements may be required of an instructional employee who needs to take intermittent or reduced schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five (5) days over a five (5) week period), if the leave is to care for a covered family member with a serious health condition, to care for a covered servicemember with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the District may require the instructional employee to transfer temporarily to another job or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

### **Both Spouses Working for the Same Employer**

If both spouses are eligible employees of the District and request Federal FMLA and/or CT FMLA leave for the birth, placement of a child by adoption or for foster care, or to care for a parent (or family member, for purposes of CT FMLA leave) with a serious health condition, they

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only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the twelve (12) month entitlement period. If either spouse (or both) uses a portion of the twelve (12) week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the twelve (12) weeks for Federal and/or CT FMLA leave for other qualifying reasons in the twelve (12) month entitlement period.

### **Leave Taken by Instructional Employees Near the End of an Academic Term**

If Federal FMLA leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the District may require that the instructional employee continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee would return to work during the three (3) week period before the end of the term.

If the instructional employee begins Federal FMLA leave during the five (5) week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the District may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two (2) week period before the end of the term.

If the instructional employee begins Federal FMLA leave during the three (3) week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the District may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

### **Requests for Leave**

#### **Foreseeable Leave**

An employee must notify the Human Resources Department of the need for a family or medical leave at least thirty (30) days before the leave is to begin.

#### **Unforeseeable Leave**

If thirty (30) days' notice is not practicable, then the employee must provide notice as soon as possible under the circumstances, usually the same day or the next business day after the employee becomes aware of the needs for Federal FMLA and/or CT FMLA leave.

### **Scheduling Planned Medical Treatment**

When planning medical treatment for foreseeable Federal FMLA and/or CT FMLA leave, an employee must consult with the Human Resources Department and make a reasonable effort

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to schedule the treatment so as not to disrupt unduly the District's operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the District's operations. Ordinarily, the employee should consult with the Human Resources Department prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the District and the employee. The District and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly disrupting the District's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

### **Required Certifications/Documentation**

For leaves taken for any Federal FMLA or CT FMLA-qualifying reason, an employee must submit completed certification form(s) supporting the need for leave. The appropriate form(s) will be provided to the employee. The employee must submit a complete and sufficient certification form(s) as required within fifteen (15) calendar days or receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form(s) by the due date despite the employee's diligent, good faith efforts, the employee must inform the Human Resource Department of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. Federal FMLA and/or CT FMLA protected leave may be delayed or denied, in accordance with applicable law, if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active-duty orders, etc.) In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with the law.

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced schedule basis), prior to returning to work the employee must provide a medical fitness for duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the Human Resources Department. If the employee is unable to perform one or more essential functions of the employee's position, the District will determine whether the employee is eligible for additional Federal FMLA and/or CT FMLA leave (if the eligible for such leave and such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the District's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic

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information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the District requests that employees not provide any genetic information when responding to a request for medical information.

### Payment of Leave

### Use of Paid Leave

Family and ~~M~~ medical ~~L~~ leave is unpaid. However, when ~~an employee is~~ out for ~~his or her~~ ~~their~~ own serious health condition, ~~an employee will use all~~ ~~they will be required to use~~ available ~~S~~ sick ~~L~~ leave pay concurrent with the FMLA leave. When ~~S~~ sick ~~L~~ leave pay is not available, or when the employee ~~is out on leave~~ for reason(s) other than ~~his or her~~ ~~their~~ own serious health condition, ~~an employee~~ ~~they will be required to use~~ ~~their~~ accrued paid time off options, including vacation, relevant personal days and/or floating holidays. ~~concurrent with unpaid FMLA leave.~~ An employee cannot compel the District to permit the use ~~accrued medical/sick leave~~ of paid time off in any situation in which ~~it the leave could~~ ~~would~~ not normally be used.

Where a noncertified employee's accrued paid leave is not substituted for the entire period of unpaid leave for a qualifying reason under the CT FMLA and/or Connecticut law regarding leave for victims of family violence and sexual assault, the employee may apply for and be provided with compensation through the Paid Family and Medical Leave Insurance Program ("CT Paid Leave") for all or part of any unpaid leave, provided the employee qualifies for payments under the program. Noncertified employees may apply to the Connecticut Paid Medical and Family Leave Insurance Authority ("Authority") for partial income replacement benefits when they need leave for:

1. any of the reasons that qualify for CT FMLA; and/or
2. if an employee is a victim of family violence or sexual assault, to seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim; to obtain services from a victim services organization on behalf of the victim; to relocate due to such family violence or sexual assault; or to participate in any civil or criminal proceeding related to or resulting from such family violence or sexual assault. Eligible employees shall apply directly to the Authority, which is responsible for determining an employee's eligibility for CT Paid Leave benefits and the amount of such benefit. The District will provide the Authority with all requested information regarding an employee's application for CT Paid Leave, in accordance with applicable law.

The District shall require employees to use applicable paid time off concurrently with their CT FMLA leave, subject to their right to retain up to two (2) weeks of accrued paid time off. If, after exhausting other applicable paid time off, an employee does not wish to retain two (2) weeks of accrued paid time off while on approved CT FMLA leave, the District shall permit the employee to receive these accrued paid time off benefits concurrently with the CT

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Paid Leave benefits, if any, provided the total compensation of such covered employee during such period of leave shall not exceed such covered employee's regular rate of compensation.

### Benefits

The District will maintain the employee's health coverage under the District's group health insurance plan health benefits during the period of FMLA and CT FMLA leave under the same conditions as if they continued to work. During any unpaid portion of FMLA or CT FMLA leave, the employee must continue to make any normal contributions to the cost of their health insurance premiums. ~~The employee should make arrangements with the District to pay the employee's share of health insurance (e.g. family coverage) prior to the beginning of the FMLA leave.~~ Failure to pay may result in loss of coverage. If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the District for their cost of their health insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

~~The employee will not lose any other employment benefits accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include sick leave, annual leave, educational benefits, and pensions.~~

During a Federal FMLA and/or CT FMLA leave, an employee shall not accrue (seniority, pension benefits, sick or vacation leave), unless otherwise required by any applicable collective bargaining agreement or District policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the District's attendance policy, if any.

An employee must be paid on either the workday immediately preceding or the workday immediately following a holiday in order to be eligible for holiday pay during FMLA/CT FMLA. An employee who is on unpaid leave on both the workday before and the workday after a holiday is not eligible for holiday pay.

### Notice

~~When the FMLA leave is foreseeable, the employee must notify the District in writing of his/her request for leave at least 30 days prior to the date when the leave is to begin. The employee must explain the reasons for the needed leave so as to allow the District to determine whether the leave qualifies under FMLA. Failure to give notice may result in the leave beginning thirty days after notice was received. If the leave is not foreseeable, the employee must give notice as early as is practical under the facts and circumstances of the~~

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~~particular case, but no later than one to two work days after learning that leave will be necessary. A spouse or family member or other responsible party may give the notice if the employee is unable to personally give notice. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.~~

~~The District, as required, will post and keep posted on its premises, a notice explaining the provisions of FMLA and with information concerning the procedures for filing complaints of violations of the Act. Electronic posting is sufficient to meet this posting requirement.~~

~~The District, when a request for FMLA leave is received, will provide the employee the following information, listing the employee's obligations and requirements:~~

- ~~1. A statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12 week entitlement.~~
- ~~2. A reminder that employees requesting family and medical leave for a serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so.~~
- ~~3. An explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution.~~
- ~~4. A statement notifying employees for paying any premium or other payments to maintain health or other benefits.~~

~~The District may deny the leave if the employee does not meet the notice requirements.~~

### Certification

~~The District shall require the employee to provide certification of the employee's serious health condition from a health care provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification a second, and, if necessary, a third opinion can be required both at the expense of the District. The health care provider designated or approved by the District may not be employed by the school system on a regular basis. In the case of a third opinion, the opinion of the third health provider will be binding on both the school district and the employee. The District shall also require the employee to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.~~

~~If the leave was for reasons related to the employee's serious health condition, upon the employee's return to work, the District will require that the employee present a fitness~~

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~~statement from the employee's health care provider certifying that the employee is able to return to work.~~

~~The required certifications must be obtained from the health care provider who is treating the individual with the serious health condition.~~

~~Medical certification must be provided fifteen days after the request for medical certification unless it is impracticable to do so. Employees taking family and medical leave for the birth, adoption or foster care of a son or daughter are not required to obtain a medical certification. The District may request recertification every thirty days. Recertification must be submitted within fifteen days of the District's request.~~

~~The District will notify employees, in writing, of any additional information that is necessary to complete the medical certificate and allow employees seven (7) calendar days to provide said additional information. If the employee fails to submit a complete and sufficient certification despite the opportunity to cure the deficiency, the District may deny FMLA leave.~~

~~Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification shall be denied until such certification is provided. The District requires sufficient FMLA certification in support of any request for FMLA leave for either the employee's own or a covered family member's serious health condition.~~

~~Verification must also be presented when requesting FMLA leave to care for the employee's spouse, son, daughter or parent with a serious health condition.~~

~~Upon request by the District, employees must provide FMLA certification even when substituting paid leave.~~

~~The District may request medical recertification for continuing, open ended conditions, every six months. Medical recertification may be requested on a more frequent basis if there are other changed circumstances or for other reasons as outlined in the FMLA regulations.~~

~~The District may require annual medical certifications in cases where serious health conditions extend beyond a single leave year. This does not apply to certificates to support a request for injured service member leave.~~

### Restoration

~~Except for circumstances unrelated to taking of a family or medical leave pursuant to this policy, and unless an exception applies, an employee who returns to work following the~~

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expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

~~An employee's right to return to the same or an equivalent position is contingent upon the employee's continued ability to perform all the essential functions of the position. The District may demand more than a "simple statement" of the ability to return to work. Fitness for duty certification for intermittent leave may be requested by the District if reasonable safety concerns exist.~~

~~When the employee returns from leave, the District will restore the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment shift, and geographically proximate workplace in accordance with Board policy, practices and applicable collective bargaining unit agreements. Employees are entitled to any unconditional pay increase, such as cost of living increases, that occur during the period to their FMLA leave.~~

~~Under certain circumstances, the District may deny restoration to a key employee. The District will comply with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10% of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.~~

~~Further, the District may deny restoration to an employee if the District shows that the employee would not otherwise be employed at time of reinstatement for reasons such as layoff, shift or special project elimination. In addition, collective bargaining agreements between the Board and employee groups will not diminish the rights of the employee established by FMLA.~~

~~A returning employee cannot be restored to a position that requires additional licensure of certification.~~

~~Employees are not entitled to accrue seniority during any FMLA leave, but taking the leave may not result in the loss of any benefits that were accrued prior to the leave.~~

### Instructional Employees

~~Special rules apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.~~

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~~Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is~~

- ~~1. to care for a family member, or~~
- ~~2. for the employees own serious health condition and~~
- ~~3. is foreseeable based on planned medical treatment (i.e. chemotherapy, prenatal visits, physical therapy etc.) and~~
- ~~4. the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend,~~

~~Then the District may require the employee to choose either to:~~

- ~~1. take the leave for a period of a particular duration, not greater than the duration of the planned treatment; or~~
- ~~2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than does the employee's regular position. However, an instructional employee cannot be transferred to an alternative position when the employee takes intermittent leave that amounts to twenty (20) percent or less of the total number of working days in the period during which the leave would extend.~~

~~Intermittent leave is not available to take care of a newborn or recently adopted child.~~

~~Limitations also apply to instructional employees who take leave near the end of a semester. When an instructional employee begins leave more than five weeks before the end of a semester the District may require the employee to continue taking leave until the end of the semester if:~~

- ~~1. the leave will last at least three weeks, and~~
- ~~2. the employee would return to work during the three week period before the end of the semester.~~

~~An instructional employee, required to extend his/her leave by the District, shall not have the "extra" leave counted against the employee's 12 work week entitlement unless the employee requests said additional leave be counted against the FMLA entitlement.~~

~~When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if~~

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~~(1) the leave will last more than two weeks, and~~

~~(2) the employee would return to work during the two-week period before the end of the semester.~~

~~When an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the semester.~~

~~Leave may not be counted against an employee during times (vacation periods) when they are not normally required to work.~~

~~When the employee is required to take leave until the end of the semester, only the time until the employee is "ready and able" to work shall be charged to FMLA leave.~~

### **Unforeseeable, Continuous, Intermittent and Reduced Leave**

~~Unforeseeable leave involves situations such as emergency medical treatment or premature birth.~~

~~Continuous leave is taken for a set number of days or weeks.~~

~~Intermittent leave is leave taken in separate blocks of time due to a single illness or injury rather than one continuous period of time.~~

~~Reduced leave is a leave schedule that reduces employee's usual number of hours per work week, or hours per work day.~~

~~Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child or parent. Such leave may not be used for the birth or adoption/placement of a child or to care for a newborn or recently adopted child. In the case of foreseeable intermittent or reduced leave, the employee must schedule the leave to minimize disruption to the district's operation.~~

~~The employee who wishes to use intermittent or reduced leave shall, whenever possible, give prior notification to the District. Although the District and employee may agree to an intermittent or reduced leave plan, the employee who uses family leave is not automatically entitled to use such leave on an intermittent basis or on a reduced leave schedule. The district may provide such leave for medical leave but the district may transfer the employee to a position which is equivalent, but more suitable for intermittent periods of leave provided said leave amounts to more than twenty (20) percent of the total number of working days in the period during which the leave would extend. The employee must furnish the District with the expected dates of the planned medical treatment and the duration of the treatment.~~

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### Employee Entitlement to Service Member FMLA

~~The federal FMLA and the Connecticut paraeducators FMLA provisions entitle eligible employees to take leave for a covered family (spouse, son, daughter, parent) member's service in the Armed Forces. Except as listed in this section, an employee's rights and obligations to service member FMLA leave are governed by existing FMLA policy and regulations.~~

~~Service member FMLA provides eligible employees unpaid leave for a covered family member's service in the Armed Forces, for any one or for a combination of the following reasons:~~

~~A "qualifying exigency" arising out of a covered family member's active duty or call to covered active duty in the Armed Forces including deployment to a foreign country or to international waters may include issues arising from short notice deployment, attending certain military events, arranging for alternate childcare, attending school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, parental care and attending post-deployment reintegration briefings as well as participating in additional activities arising out of the active duty or call to active duty. In order to secure leave for a qualifying exigency, employees must submit a completed DOL Form WH 384 along with a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to covered active duty status, and the dates of the military member's covered active duty service. DOL Form WH 384 must be completed and returned within 15 calendar days of the date the District distributes the Form to the employee;~~

~~To care for a covered family member who has incurred a serious injury or illness in the line of duty while on covered active duty in the Armed Forces including a member of the National Guard or Reserves, provided that such duty or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating; and/or~~

~~To care for a veteran suffering a service related illness or injury, as long as the veteran was a member of the Armed Forces, National Guard, or Reserves within five years of requiring care.~~

~~An employee's obligation to provide notice of leave due to a qualifying exigency is triggered when the employee first seeks to take such leave. Where this leave is foreseeable, eligible employees must provide notice to the District that is "reasonable and practicable."~~

~~Separate certification requirements shall be utilized for military caregiver leave. The District shall use the DOL WH 385 (Revised February 2013) form in obtaining medical certifications of Military Caregiver Leave.~~

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~~When such leave is to care for an injured or ill service member, an eligible employee may take up to 26 work weeks of leave during a single 12-month period to care for the covered service member (either currently serving service member or covered veteran). Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent or next of kin of a covered service member.~~

~~Service member FMLA runs concurrent with any other leave entitlements provided under federal, state or local law.~~

~~In order to secure this extended leave, employees must submit a completed DOL Form WH-385 (current service member) or WH-385 (veteran). This Form must be completed and returned within 15 days of the date the district distributes the Form to the employee.~~

### Service Member Definitions

~~**Covered Service Member:** A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy, and was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.~~

~~**Covered Active Duty:** In the case of a member of a regular component of the Armed Forces, duty during deployment of the member of the Armed Forces to a foreign country; and in the case of a reserve component of the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. §101(a)(13)(B)~~

~~**Next of Kin:** The nearest blood relative of an individual. (In this order: brother, sister, grandparents, aunts, uncles, first cousins) Excluded are the covered service members' spouse, parent, son or daughter, as they already are entitled to leave for this purpose. A covered service member may designate, in writing, another blood relative as his or her nearest blood relative for purposes of military caregiver FMLA leave. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to care for the covered service member either consecutively or simultaneously. When a designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.~~

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**Outpatient Status:** ~~With respect to a covered service member, this means the status of a member of the Armed Forces assigned to:~~

- ~~(a) A military medical treatment facility as an outpatient; or~~
- ~~(b) A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.~~

**Qualifying Exigency:** ~~The U.S. Department of Labor's definition of this term includes the following eight (8) situations: (1) short notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post deployment activities, and (8) additional activities to address other events which arise out of the covered military member's active duty or call to active duty status, provided the employer and employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave. (See form WH 384)~~

**Single 12-Month Period:** ~~The U. S. Department of Labor has determined that for purposes of military caretaker leave is a period that commences on the date an employee first takes leave to care for a covered service member with a serious injury or illness.~~

**Serious Injury or Illness:** ~~In the case of a current member of the Armed Services, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.~~

~~In the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period of five (5) years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty on the Armed Forces or existed before the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces and that manifested itself or after the member became a veteran, and is~~

- ~~(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or~~
- ~~(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50 percent or~~

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greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

~~(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or~~

~~(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.~~

In order to secure this extended leave, employees must submit a completed DOL Form WH-385 (current service member) or WH-385V (veteran). This Form must be completed and returned within 15 calendar days of the date the District distributes the Form to the employee.

### **Leave to Care for a Covered Service Member**

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall:

- ~~1. make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District; and~~
- ~~2. provide the District with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.~~

### **Family Medical Leave (continued)**

The Board of Education may require that a request for leave to care for a covered service member be supported by a certification issued by the health care provider of the person in need of care. The employee shall provide, in a timely manner, a copy of such certification to the district.

Certification will be sufficient if it states:

- ~~1. the date on which the serious health condition or serious injury or illness commenced;~~
- ~~2. the probable duration of the condition; and~~
- ~~3. the appropriate medical facts within the knowledge of the health care provider regarding the condition.~~

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If leave is to be taken on an intermittent or reduced leave schedule for planned medical treatment, the certification must contain the dates on which such treatment is expected to be given and the duration of such treatment.

### **Leave Related to Active Duty or a Call to Active Duty**

If the necessity for leave because of a qualifying exigency arising from the fact that a family member is on covered active duty or has been notified of an impending call to active duty is foreseeable, the employee shall give such notice to the District as is reasonable and practicable.

The Board may require that a request for leave because of a qualified exigency arising from the fact that the employee's spouse, son, daughter, or parent or covered service member is on covered active duty or has been notified of an impending call to active duty be supported by a certification issued in accordance with regulations issued by the Secretary of Labor. If the Secretary issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification to the school district.

### **Failure to Return**

The District is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. However, recovery cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition or due to circumstances beyond the control of the employee.

### **Family Medical Leave (continued)**

#### **Miscellaneous**

1. An employee's serious health condition may also be a disability within the meaning of the Americans with Disability Act (ADA) which may also trigger requests for paid leave, unpaid leave or workers' compensation benefits. The District may follow procedures for requesting medical information under the ADA or paid or unpaid leave or worker's compensation programs without violating the FMLA. The District may also consider any information received pursuant to such procedures or benefit programs in determining an employee's entitlement to FMLA protected leave.

2. When employees seek leave due to an FMLA qualifying reason for which the District has previously provided FMLA protected leave, the employee must specifically reference the qualifying reason for leave or the need for FMLA leave.

3. The District requires employees to comply with all usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. The requirements include providing written notice of the reasons and anticipated start and duration of the leave or requirement that employees contact a specific individual of the District to request leave and the completion of the FMLA medical certification forms.

## PERSONNEL

Certified/Non-Certified

Regulation: 4152.6 (t)

4252.6 (t)

Revised

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~~4. If there is a dispute between the District and an employee as to whether leave qualifies as FMLA leave, it shall be resolved through discussions between the District and the employee. The discussions and decisions must be documented in writing.~~

### **Prohibitions**

The Federal FMLA and CT FMLA prohibit employers from interfering with, restraining, or denying any rights provided by the respective laws. The Federal FMLA and CT FMLA also prohibit employers from terminating or discriminating against any individual for opposing any unlawful practice or being involved in any proceeding related to the Federal FMLA or CT FMLA, respectively. The CT FMLA also prohibits employers from interfering with, restraining, or denying any rights provided by CT Paid Leave and/or terminating or discriminating against an employee for applying for CT Paid Leave benefits.

Regulation

Adopted: November 9, 2015

Revised: October 22, 2019

Revised: September 9, 2024

Revised:

## **Health and Dental Insurance for during Non-FMLA Medical Leaves of Absence**

Employees who are on approved medical or disability leave which is not considered an FMLA/CT FMLA leave of absence, either due to exhaustion of FMLA/CT FMLA leave or ineligibility for such leave, may be authorized by the Superintendent or Human Resources Manager to continue their medical and dental insurances at active employee contribution rates for: (a) the duration of the approved leave of absence provided the employee remains on active payroll through utilization of available paid sick or other leave balances; (b) a period of unpaid leave due to medical or disability reasons if approved by the Superintendent or Human Resources Manager for up to twelve (12) weeks; (c) the period of time an employee's active application for Long Term Disability Benefit or Disability Retirement application is pending, in increments of thirty (30) days for no more than ninety (90) days; or (d) a period of time determined appropriate by the Superintendent/Designee or Human Resources Manager based on the receipt and review of required medical documentation.

Employees who remain on approved medical or disability leave of absence after exhaustion of the authorized period of time for the continuation of health and dental insurances at active employee rates will be offered COBRA or the ability to continue the insurances by paying 100% of the full monthly cost of the health and dental insurances, in accordance with contractual and policy requirements.

All determinations regarding the continuation of active employee insurance rates for non-Non-FMLA leaves of absence, unless otherwise provided by a collective bargaining agreement or enumeration of benefits, will be at the discretion of the Superintendent/Designee or Human Resources Manager. If any portion of this policy conflicts with requirements of a collective bargaining agreement the collective bargaining agreement shall prevail.

Legal Reference:

Policy  
Adopted: January 28, 2020  
Revised:

The Board shall undertake a self-evaluation by ~~May~~ June of each year. ~~in which each member shall participate.~~

The evaluation will include, but not be limited to, the following leadership areas: community leadership of education, influencing educational policy, community involvement, communicating with the public, the decision making process, planning and setting goals, allocating resources, developing Board policy, policy oversight, selecting and evaluating the Superintendent, working with the Superintendent, promoting good employee relations, setting expectations for Board member conduct, conducting the work of the Board, Board member development.

Issues suggested for consideration include but are not limited to:

Board productivity and efficiency.

Board accomplishments.

Working relationship among its members.

Working relationship between its members and the superintendent of schools.

Working relationship between the Board and other bodies of town government.

Degree of success achieved in communicating with and gaining acceptance from the citizenry for district goals and objectives and for Board policies.

Legal Reference: Connecticut General Statutes  
10-220 Duties of Boards of Education

Policy

Adopted: May 24, 2004

Revised: March 8, 2021

Revised:

## **BOE PLANNING FRAMEWORK 2026-2027**

The following planning topics are proposed for the school year with the understanding that this schedule remains flexible. This list does not preclude adding items to the agenda, but instead serves as a basis for year-long planning.

### **AUGUST 2026**

End of Year Financial Reports and Final Budget Transfers for 2025-2026  
Transfer of Funds and Expenditures of the Non-lapsing Educational Fund  
School Food Service Report  
LINKS Update  
Update on Early Learning Center  
Student Activities Report  
School Report Newsletter  
Opening Day Celebration/Convocation  
New Teacher Orientation  
State Summative Assessment Results (SBAC, NGSS)  
Approval to Go Out for School Bus Bids

### **SEPTEMBER 2026**

Update on CIP and other Maintenance Projects  
Establish **Graduation** Date for Glastonbury High School Class of 2027  
Approval of Finalized Graduation Date for 2026-2027 School Calendar  
Status Report of Enrollment  
Opening of School Report  
Opening Day Professional Development/Administrators Professional Development/Retreat  
Board of Education Policy Updates  
Budget Planning Begins  
Annual Reports Begin  
Approval of Submission of CAFE BOE Recognition Award  
Fall Professional Development (2<sup>nd</sup> meeting in September)  
Approval of Submission of Consolidated Grant Application 2026-2027 (Title I, Title II, Title III, and Title IV Grants)  
Scholastic Aptitude Test (SAT) and Advanced Placement Results (AP)  
Post-Secondary Planning Graduating Class 2026

### **OCTOBER 2026**

Budget Planning Continues  
Annual Reports Continue  
Curriculum Review Reports  
Employee Recognition Event  
Board of Education Policy Updates  
Fall Budget Revisions  
Capital Improvement Projects (CIP) Review and Recommendations (2028-2032)

## **NOVEMBER 2026**

Acceptance Program of Studies - Glastonbury High School and Smith Middle School  
School Report Newsletter  
Set CIP Priorities  
Election Day Professional Development  
Veterans Day Celebrations  
Review Programs of Study - Glastonbury High School and Smith Middle School  
Budget Planning Continues  
Annual Reports Continue  
**Approve** Board of Education Budget Workshop Dates  
Board of Education Meeting Dates 2028-2029  
Approval of Perkins Vocational and Technical Education Grant  
Next Generation Accountability Report

## **DECEMBER 2026**

Annual Reports Completed  
Magnet School Participation  
Approve Programs of Study - Glastonbury High School and Smith Middle School  
Board of Education Policy Updates  
Presentation of Budget

## **JANUARY 2027**

Budget Workshops  
Review and Approval of Board of Education Budget for 2027-2028  
Capital Improvements Projects (CIP) Workshop with the Town Council  
Town Meeting on Town/Education 2027-2028 Budget Proposal  
School Food Service Mid-Year Report  
School Reports Begin  
Open Choice Participation 2027-2028

## **FEBRUARY 2027**

Workshops BOE, Town Council, and Board of Finance to Review Education Budget  
School Report Newsletter  
School Reports Continue  
Summer Enrichment Camps  
Teacher Education and Mentoring Report (TEAM)  
GPS Recruitment Fair  
Recruitment/Hiring Begins

## **MARCH 2027**

School Reports Continue  
Board of Education Policy Updates  
Recruitment/Hiring Continues  
Non-Renewal of Teachers' Contracts in Accordance with CT Statutes 10-151

Approval Board of Education Planning Framework  
Approval of Town Council Budget for Education and CIP  
State Mandated Testing Schedule 2027  
Approval of Budget Reductions to the Approved 2027-2028 BOE Budget  
Spring Professional Development

### **APRIL 2027**

School Reports Completed  
April Budget Revisions  
Non-Renewal Long Term Substitutes Agreement  
Non-Renewal of Teachers' Contracts in Accordance with CT Statutes 10-151  
Student Participation through Lottery for Magnet Schools  
Board of Education Policy Updates  
Recruitment/Hiring Continues  
Educator Evaluation  
Approval of IDEA B Grant for 2027-2029  
TEAM Process and Training Report

### **MAY 2027**

School Reports Newsletter  
Superintendent's Evaluation  
Recruitment/Hiring Continues  
Healthy Foods Certification  
Board of Education Policy Updates  
Board Self-Evaluation  
Recognition of Certified Retirees  
Capital Improvement Projects Update (CIP)  
Approval of Open Choice Expenditures  
50<sup>th</sup> Class Reunion Breakfast

### **JUNE 2027**

Graduation Celebration, Glastonbury High School Class of 2027  
Summer Professional Development Report  
Glastonbury/East Hartford Elementary Magnet School Financial Report/Budget Approval  
Recruitment/Hiring Continues  
Children of Out-of-Town Staff Members Tuition  
Board of Education Policy Updates  
Approval of Non-Affiliated Wage Increases  
Elementary School Staffing Adjustments  
Superintendent's Contract  
Teacher Evaluation Update

### **JULY 2027**

Recruitment/Hiring Continues  
School Report Newsletter

Technology Annual Report  
Board of Education Policy Updates  
Summer Professional Development Report  
Elementary School Staffing Adjustments  
Board of Education Policy Updates  
Adult and Continuing Education Courses for Fall  
CIP Projects Update

**Approved:**

DRAFT

## **BOE PLANNING FRAMEWORK 2026-2027**

The following planning topics are proposed for the school year with the understanding that this schedule remains flexible. This list does not preclude adding items to the agenda, but instead serves as a basis for year-long planning.

### **AUGUST 2026**

End of Year Financial Reports and Final Budget Transfers for ~~2024-2025~~ **2025-2026**  
Transfer of Funds and Expenditures of the Non-lapsing Educational Fund  
School Food Service Report  
LINKS Update  
Update on Early Learning Center  
Student Activities Report  
School Report Newsletter  
Opening Day Celebration/Convocation  
New Teacher Orientation  
State Summative Assessment Results (SBAC, NGSS)  
**Approval to Go Out for School Bus Bids (Moved from October 2026)**

### **SEPTEMBER 2026**

Update on CIP and other Maintenance Projects  
Establish **Graduation** Date for ~~Graduation 2026~~ **Glastonbury High School Class of 2027**  
Approval of Finalized Graduation Date for ~~2025-2026~~ **2026-2027** School Calendar  
Status Report of Enrollment  
Opening of School Report  
Opening Day Professional Development/Administrators Professional Development/Retreat  
Board of Education Policy Updates  
Budget Planning Begins  
Annual Reports Begin  
Approval of Submission of CAFE BOE Recognition Award  
Fall Professional Development (2<sup>nd</sup> meeting in September)  
Approval of Submission of Consolidated Grant Application ~~2025-2026~~ **2026-2027** (Title I, Title II, Title III, and Title IV Grants)  
Scholastic Aptitude Test (SAT) and Advanced Placement Results (AP)  
Post-Secondary Planning Graduating Class ~~2025~~ **2026**

### **OCTOBER 2026**

Budget Planning Continues  
Annual Reports Continue  
Curriculum Review Reports  
Employee Recognition Event  
~~Approval to Go Out for School Bus Bids (Moved to August 2026)~~  
Board of Education Policy Updates  
Fall Budget Revisions  
Capital Improvement Projects (CIP) Review and Recommendations (**2028-2032**)  
~~Approval District TEAM Mentors~~

## **NOVEMBER 2026**

Acceptance Program of Studies - Glastonbury High School and Smith Middle School  
School Report Newsletter  
Set CIP Priorities  
Election Day Professional Development  
Veterans Day Celebrations  
Review Programs of Study - Glastonbury High School and Smith Middle School  
Budget Planning Continues  
Annual Reports Continue  
**Approve** Board of Education Budget Workshop Dates  
Board of Education Meeting Dates ~~2027-2028~~ **2028-2029**  
Approval of Perkins Vocational and Technical Education Grant  
~~2027-2028 Glastonbury Public Schools Calendar~~  
~~2028-2029 Glastonbury Public Schools Calendar~~  
Next Generation Accountability Report

## **DECEMBER 2026**

Annual Reports Completed  
Magnet School Participation  
Approve Programs of Study - Glastonbury High School and Smith Middle School  
Board of Education Policy Updates  
**Presentation of Budget**

## **JANUARY 2027**

Budget Workshops  
Review and Approval of Board of Education Budget for ~~2026-2027~~ **2027-2028**  
Capital Improvements Projects (CIP) Workshop with the Town Council  
Town Meeting on Town/Education ~~2026-2027~~ **2027-2028** Budget Proposal  
School Food Service Mid-Year Report  
School Reports Begin  
Open Choice Participation ~~2026-2027~~ **2027-2028**  
~~Adult and Continuing Education Courses for Winter/Spring~~  
~~Board of Education Ethics Training~~

## **FEBRUARY 2027**

Workshops BOE, Town Council, and Board of Finance to Review Education Budget  
School Report Newsletter  
School Reports Continue  
Summer Enrichment Camps  
Teacher Education and Mentoring Report (TEAM)  
GPS Recruitment Fair  
Recruitment/Hiring Begins

## **MARCH 2027**

School Reports Continue  
Board of Education Policy Updates  
Recruitment/Hiring Continues  
Non-Renewal of Teachers' Contracts in Accordance with CT Statutes 10-151  
Approval Board of Education Planning Framework  
Approval of Town Council Budget for Education and CIP  
State Mandated Testing Schedule ~~2026~~ **2027**  
Approval of Budget Reductions to the Approved ~~2026-2027~~ **2027-2028** BOE Budget  
Spring Professional Development

## **APRIL 2027**

School Reports Completed  
April Budget Revisions  
Non-Renewal Long Term Substitutes Agreement  
Non-Renewal of Teachers' Contracts in Accordance with CT Statutes 10-151  
Student Participation through Lottery for Magnet Schools  
Board of Education Policy Updates  
Recruitment/Hiring Continues  
Educator Evaluation  
Approval of IDEA B Grant for ~~2026-2028~~ **2027-2029**  
TEAM Process and Training Report

## **MAY 2027**

School Reports Newsletter  
Superintendent's Evaluation  
Recruitment/Hiring Continues  
Healthy Foods Certification  
Board of Education Policy Updates  
Board Self-Evaluation  
Recognition of Certified Retirees  
Capital Improvement Projects Update (CIP)  
Approval of Open Choice Expenditures  
50<sup>th</sup> Class Reunion Breakfast

## **JUNE 2027**

Graduation Celebration, ~~2026~~ **Glastonbury High School Class of 2027**  
Summer Professional Development Report  
Glastonbury/East Hartford Elementary Magnet School Financial Report/Budget Approval  
Recruitment/Hiring Continues  
Children of Out-of-Town Staff Members Tuition  
Board of Education Policy Updates  
Approval of Non-Affiliated Wage Increases  
Elementary School Staffing Adjustments  
Superintendent's Contract

Teacher Evaluation Update

**JULY 2027**

Recruitment/Hiring Continues  
School Report Newsletter  
Technology Annual Report  
Board of Education Policy Updates  
Summer Professional Development Report  
Elementary School Staffing Adjustments  
Board of Education Policy Updates  
Adult and Continuing Education Courses for Fall  
CIP Projects Update

**Approved:**

DRAFT

## **Regular Board of Education Meeting**

Monday, March 9, 2026 7:00 PM

Town Council Chambers

Glastonbury Town Hall

2155 Main Street

Glastonbury, CT 06033

Mrs. Kali Cavanaugh: Present

Mrs. Alison Couture: Absent

Mrs. Jennifer Faust: Absent

Dr. Douglas Foyle: Present

Ms. Jenn Jennings: Present

Mr. David Peniston, Jr.: Present

Mr. Matthew Saunig: Present

Ms. Julie Thompson: Present

Ms. Julie Thompson joined via ZOOM.

Also Present: Alan B. Bookman, Ph.D., Superintendent  
Dr. Scott Hurwitz, Assistant Superintendent  
Kate Lund, Assistant Superintendent  
Citizens and Staff Members, representatives of the press

### **1. Call to Order**

Dr. Foyle called the meeting to order at 7:00 pm.

### **2. Pledge of Allegiance**

### **3. Awards and Recognition**

3.A. CABE Communication Awards

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

4.A. Amalia Baird, Class of 2027, was unable to attend the meeting.

4.B. Ariana Stevenson, Class of 2027

Student Representative, Ariana Stevenson, Class of 2027, shared updates with the Board on events and activities taking place at Glastonbury High School.

4.C. Taylor Balthazar, Class of 2028

Student Representative, Taylor Balthazar, Class of 2028, reported to the Board on recent and upcoming events at Glastonbury High School.

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

Jim Miselis, 412 Woodhaven Road, Glastonbury, shared his concerns regarding the artificial turf fields. He also provided the Board with his suggested use of the Glastonbury East Hartford Magnet School, in the event that GPS takes control of the school.

Lisa Eldridge, 108 Southmill Drive, South Glastonbury, shared her concerns regarding the artificial turf fields.

Rick Eldridge, 108 Southmill Drive, South Glastonbury, shared his concerns regarding artificial turf fields.

## **6. Special Reports**

### **6.A. Turf Fields**

Andrew Dyjak, TurfField Representative, provided the Board with responses to the most recent questions. Additional discussion followed and further questions were addressed.

Dr. Foyle, Board Chair, asked if there were no objections, he would propose to move Item 8.A. School Reports to be presented at this time. There were no objections and Item 8.A. School Reports were presented at this time.

### **8.A. School Reports**

#### **8.A.1. Nayaug School**

Principal of Nayaug School, Kristine Garofalo, highlighted areas of her report for the Board.

#### **8.A.2. Hopewell School**

Interim Principal of Hopewell School, Kathleen Murphy, highlighted areas of her report for the Board.

Board went into recess at 8:55 pm and returned at 9:00 pm.

## **7. Business Requiring Action**

**7.A. Approval of the Ratification of the Agreement between the Glastonbury Board of Education and UE Local 222, #27, Custodial/Maintenance and General Services Employees Union July 1, 2026 through June 30, 2030**

Move that the Board approves the ratification of the agreement between the Glastonbury Board of Education and UE Local 222, #27, Custodial/Maintenance and General Services Employees Union, July 1, 2026 through June 30, 2030. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh:     Yea  
Dr. Douglas Foyle:        Yea  
Ms. Jenn Jennings:       Yea  
Mr. David Peniston, Jr.:   Yea  
Mr. Matthew Saunig:       Yea  
Ms. Julie Thompson:       Yea

**7.B. Acceptance of Revised Board of Education Policy #3542.43 Food Service Charging**  
Move that the Board accepts for first reading Revised Board of Education Policy #3542.43 Food Service Charging. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh:     Yea  
Dr. Douglas Foyle:        Yea  
Ms. Jenn Jennings:       Yea  
Mr. David Peniston, Jr.:   Yea  
Mr. Matthew Saunig:       Yea  
Ms. Julie Thompson:       Yea

7.C. Acceptance of New Board of Education Policy #6163.12 Library Display and Program  
Move that the Board accepts for first reading New Board of Education Policy #6163.12 Library Display and Program. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Ms. Jenn Jennings: Nay  
Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

7.D. Acceptance of Revised Board of Education Policy #6163.1 Library Media Center Selection of Resources

Move that the Board accepts for first reading Revised Board of Education Policy #6163.1 Library Media Center Selection of Resources. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Ms. Jenn Jennings: Nay  
Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

7.E. Acceptance of Revised Board of Education Policy #1313 Complaints Regarding Educational Materials

Move that the Board accepts for first reading Revised Board of Education Policy #1313 Complaints Regarding Educational Materials. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

7.F. Acceptance of Revised Board of Education Policy and Regulation #4152.6-4252.6 Family and Medical Leave of Absence

Move that the Board accepts for first reading Revised Board of Education Policy #4152.6/4252.6 Family and Medical Leave of Absence. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea

Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

7.G. Acceptance of Revised Board of Education Policy #4153-4253 Health and Dental Insurance during Non-FMLA Medical Leave of Absence

Move that the Board accepts for first reading Revised Board of Education Policy #4153-4253 Health and Dental Insurance during Non-FMLA Medical Leaves of Absence. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

7.H. Acceptance of Revised Board of Education Policy #9020 Board Self-Evaluation

Move that the Board accepts for first reading Revised Board of Education Policy #9020 Board Self-Evaluation. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

7.I. Acceptance for First Reading Board of Education Planning Framework 2026-2027

Move that the Board accepts the Board of Education Planning and Framework 2026-2027 for first reading. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

7.J. Approval of Glastonbury High School Baseball Team Trip to Cooperstown, New York

Move that the Board approves the Glastonbury High School Baseball Team trip to Cooperstown, New York, reserving the right to cancel the trip if there are government advisories against travel to this destination or any other serious threats or crises or any other reason deemed

appropriate by the Board. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

7.K. Acceptance of Friends of Glastonbury Rowing, Inc. (FOGRI) Donation  
Move that the Board accepts with gratitude the Friends of Glastonbury Rowing, Inc. donation. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

7.L. Approval of February 9, 2026 Meeting Minutes  
Move that the Board approves the meeting minutes of Monday, February 9, 2026. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

## **8. Reports and Discussion**

### **9. Committee and Liaison Reports**

- Ms. Julie Thompson, attended the quarterly Youth and Family Services Commission meeting last week. It was an advisory meeting where information was shared.
- Ms. Julie Thompson, informed the Board that there is a Budget Committee meeting scheduled for Monday, March 30, 2026, at 9:00 am. The meeting will be held at the Board of Education Central Office.

### **10. Chairman's Reports**

Dr. Foyle shared the following:

- Dr. Foyle and Dr. Bookman met with the Town Council regarding the Board budget request. Points of discussion were health insurance costs, long-term enrollment trends, and the Board facilities plan. Discussion also included how the non-lapsing fund

transfers are reported in the Board Budget. This item will be discussed at the upcoming Budget Committee meeting

## 11. Superintendent's Report

Dr. Bookman shared the following:

- A brief overview of the self-insurance reserve fund memo.
- An explanation of the Open Choice Seat Declaration Form submitted to the State. The form was filled out for fifteen (15) seats for kindergarten at Nayaug Elementary School.
- The answer to the Board's question on the number of students that attend the Department of Labor Apprenticeship. A total of seventy-five (75) students attended the presentation. Three teachers brought their classes to the event and thirty-five students attended on their own.
- There were concerns regarding the threat made in the girl's bathroom at GHS; however, due to FERPA regulations and the ongoing police investigation, only limited information can be shared.
- As of June 30th, 2026, Dr. Bookman will be retiring as the Superintendent of Glastonbury Public Schools.

11.A. Self-Insurance Reserve Update, February 2026

11.B. Open Choice Participation 2026-2027

11.C. School Enrollment Report, March 2026

11.D. Staff Resignations

11.D.1. Nancy Bean, Ed.D.

11.D.2. Kristine Garofalo

11.D.3. Christina O'Brien

11.D.4. Linda Provost, Ed.D.

11.E. Dates to Remember

Board moves to amend the agenda to add the agenda item Superintendent recruitment. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea

Dr. Douglas Foyle: Yea

Ms. Jenn Jennings: Yea

Mr. David Peniston, Jr.: Yea

Mr. Matthew Saunig: Yea

Ms. Julie Thompson: Yea

Board moves to hire Connecticut Association of Boards Education (CABE) the executive search services to provide consulting services in the search for a Superintendent of Schools for the Glastonbury Public Schools. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried.

Mrs. Kali Cavanaugh: Yea

Dr. Douglas Foyle: Yea

Ms. Jenn Jennings: Yea

Mr. David Peniston, Jr.: Yea

Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

The Board moves to establish a Superintendent Search Committee consisting of the eight board members. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried. Once the motion passed Dr. Foyle officially appointed Ms. Julies Thompson as Chair of the Superintendent Search Committee.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

## **12. Adjournment**

Board moves to adjourn the meeting. This motion, made by Mrs. Kali Cavanaugh and seconded by Ms. Julie Thompson, Carried. The meeting adjourned at 9:37 pm.

Mrs. Kali Cavanaugh: Yea  
Dr. Douglas Foyle: Yea  
Ms. Jenn Jennings: Yea  
Mr. David Peniston, Jr.: Yea  
Mr. Matthew Saunig: Yea  
Ms. Julie Thompson: Yea

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

Respectfully Submitted,

Kali Cavanaugh, Secretary  
Approved:

## SALES AGREEMENT

This AGREEMENT dated December 1, 2025

Between: **Glastonbury Public Schools**  
628 Hebron Avenue  
Glastonbury, CT 06033  
Attn.: Alan Bookman

Tel: 860-652-7961  
Email: [bookmana@glastonburyus.org](mailto:bookmana@glastonburyus.org)

(the "Customer")

And: **FieldTurf USA, Inc.**  
7445 Côte-de-Liesse Road Suite 200  
Montreal Quebec H4T 1G2

Tel: (514) 340-9311  
Fax: (514) 340-9374

(the "Supplier")

**WHEREAS** Supplier wishes to sell, supply and install an artificial in-filled playing surface identified as **Fieldturf Vertex Prime** for use as an outdoor field measuring approximately 179,000 square feet to the Customer located at Glastonbury High School, 330 Hubbard Street, Glastonbury, CT 06033 (the "Site"), and, prepare the base in accordance with the specifications in **Schedule B**.

**WHEREAS** the Customer wishes to purchase same on the terms and conditions set out below;

**NOW THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:**

**1. SALE**

The Supplier hereby agrees to sell, to supply and to install for the Customer who hereby agrees to purchase the Supplier's **Fieldturf Vertex Prime**, 2.25 inches thick outdoor all green artificial grass in-filled playing surface for use as a soccer, lacrosse and field hockey field measuring approximately 179,000 square feet (the "**Product**") to be installed on a base prepared by Supplier in accordance with the specifications in **Schedule B**.

The Sale also includes:

Performance and Payment Bonds

- a) Furnish and supply performance and payment bonds for project

Removals/Sediment & Erosion Controls

- b) Furnish and install construction signage and orange construction fencing along existing site
- c) fencing for security as needed
- d) Install sediment and erosion controls as required
- e) Strip, load, and dispose of topsoil
- f) Remove and dispose of irrigation system within field and cut/cap at appropriate location

Site Civil Construction

- g) Earthmoving activities (cuts/fills) to achieve proposed subgrade

- h) Compact subgrade
- i) Install storm drainage perforated collector pipe
- j) Install perimeter turf anchor curb
- k) Furnish and install geotextile fabric on subgrade
- l) Import, spread, grade, roll, and laser grade dynamic base stone (4")
- m) Import, spread, grade, roll, and laser grade dynamic topping stone (2")

#### Synthetic Turf

- n) Furnish and install synthetic turf for field with PFAS free Turf.
- o) Synthetic turf with SBR rubber and sand infill
- p) Center 'G' logos and up to 4 field markings per field
- q) Post installation GMAX field testing

#### Site Improvements

- r) Supply and install 20' height ball safety netting includes foundations, ground sleeves, posts, netting, and hardware on lacrosse field. Foundations only on soccer field.
- s) Supply and install turf communication boxes within synthetic turf field
- t) Furnish and install conduits for future electrical and lighting system
- u) Furnish and install stone dust pathways around field
- v) Furnish and install concrete base for permanent bleacher system

#### 225 Seat Permanent Bleacher System

- w) Furnish and install metal system of bleachers with ADA access ramp and ADA seating

#### Project Closeout

- x) Clean site and demobilize
- y) Provide project as-built and warranty information
- z) Provide field care training to staff

#### **Voluntary Alternate 1:**

Ball Netting Soccer Field. Receipt of an executed change order by the Supplier in the additional Cost of the Voluntary Alternate shall be required prior to order of materials and furnishing of work associated with this Voluntary Alternate.

**Cost of the Agreement Alternate 1: \$49,600.00.**

#### **Voluntary Alternate 2:**

Scoreboard. Receipt of an executed change order by the Supplier in the additional Cost of the Voluntary Alternate shall be required prior to order of materials and furnishing of work associated with this Voluntary Alternate.

**Cost of the Agreement Alternate 2: \$55,600.00.**

#### **Voluntary Alternate 3:**

Additional Scoreboard. Receipt of an executed change order by the Supplier in the additional Cost of the Voluntary Alternate shall be required prior to order of materials and furnishing of work associated with this Voluntary Alternate.

**Cost of the Agreement Alternate 3: \$25,000.00.**

#### **Voluntary Alternate 4:**

Scoreboard Upgrades. Receipt of an executed change order by the Supplier in the additional Cost of the Voluntary Alternate shall be required prior to order of materials and furnishing of work associated with this Voluntary Alternate.

**Cost of the Agreement Alternate 4: \$39,600.00.**

**2. EQUIPMENT**

The following maintenance equipment is included in the sale: none.

**3. SUPPLY OF PRODUCT**

The Supplier shall perform the work required by this Agreement as diligently and expeditiously as is consistent with professional standards and the orderly progress of the work and in a good and workmanlike fashion, and subject to and in accordance with the terms and conditions hereof.

The Supplier requires a minimum of twenty-one (21) days after receiving final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, Supplier further requires twenty-eight (28) days per field to install the Product subject to weather and *Force Majeure*.

This Agreement is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.

**4. BASE WORK**

The Supplier shall carry out the required base work in accordance with the specifications in **Schedule B**. The base work will be subject to the same conditions and requirements indicated in Section 8 "Installation" hereof. The scope of services listed above at Section 1 is based upon FieldTurf's typical dynamic base drainage system and storm water calculations. However, the said services and associated pricing are subject to change in the event of: (i) design and/or construction requirements of the local permitting authorities which dictate a change in design and/or construction and/or (ii) existing site conditions which are concealed, unknown and/or differ from readily available published data for the region.

**5. PRICE**

The purchase price for the Product fully installed, shall be **TWO MILLION SIX HUNDRED FIFTY THOUSAND DOLLARS AND 00/100 (\$2,650,000.00)** (the "Purchase Price") plus any other applicable taxes and/or any bonding costs. The Price is subject to increase if affected by a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction.

Based upon Applications for Payment submitted to the Customer by the Supplier, the Customer shall make progress payments on account of the Purchase Price to the Supplier as provided below and elsewhere in the Agreement.

The period covered by each Application for Payment shall be one calendar month ending on the last day of the month.

The Customer shall make payment of the certified amount to the Supplier, less 10% retainage, within thirty (30) days of the date of the Application for Payment.

Payments due and unpaid under the Agreement shall bear interest from the date payment is due at the rate of ten Percent (10%) per annum.

Final payment, constituting the entire unpaid balance of the Purchase Price, shall be made by the Customer to the Supplier when:

- The Supplier has fully performed the all the work; and
- Supplier's Certificate of Completion for the Turf Product has been signed by the Customer

The Customer's final payment to the Supplier shall be made no later than thirty (30) days after the conditions in this Section 5 have been met.

Supplier shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that Supplier pursues collection of payment of any past due invoice.

If this project is located in a state in which release of final payment and/or retainage is governed by statute or other applicable law, Customer shall use its best efforts to undertake all appropriate measures, including without limitation the recording of a notice of completion, so that final payment hereunder, including retainage, if any, shall be released to Supplier without delay. In all cases, Supplier shall be entitled to receive final payment, including retainage, if any, no later than the earliest eligible date according to applicable statute or law. If the lawful payment or release is delayed through no fault of Supplier, Owner shall pay Supplier interest thereon at the rate indicated below, as of the date when payment or release first became due by law.

#### **6. FUNDING AND PAYMENT CONTINGENCY**

Supplier's obligations provided for in this Agreement are expressly conditioned upon (1) evaluation and verification of Customer's creditworthiness and (2) ability to timely issue payment in accordance to Section 5 "Price" hereof. In the event the results of such evaluation and verification aren't satisfactory to the Supplier and/or there is sufficient uncertainty to indicate that the Customer is not apt to timely issue payment to the Supplier; Supplier shall have the right to terminate this Agreement without penalty.

#### **7. ACCEPTANCE**

Upon the Supplier giving the Customer notice of completion of the work, the parties agree, acting reasonably, to mutually determine whether same conforms to the requirements of this Agreement and in the event the parties mutually determine that there are deficiencies, the Supplier will undertake to correct the deficiencies noted ("**Acceptance**");

Upon Acceptance both parties sign the Certificate of Completion in the form currently in force, a sample of which is attached hereto as **Schedule A**;

The form of Manufacturer's Limited Warranty currently in force takes effect upon the signing of the Certificate of Completion.

No use whatsoever shall be made of the field by the Customer until the Certificate of Completion is signed and delivered to Supplier. Any such use will be deemed as Acceptance of the field, triggering final payment and will automatically void any and all warranty of the work, subject to the reinstatement of the Warranty later at the discretion of the Supplier upon the signing of the Certificate of Completion and final payment.

The Customer shall prohibit use of the field if the Customer alleges said field to be incomplete or dangerous. For greater security, in the event that the Customer deems the field to be incomplete or dangerous the Customer will immediately notify its insurers of this additional risk.

## 8. INSTALLATION

The installation of the Product shall be performed by Supplier's designated and approved installers. The Customer agrees to allow representatives of Supplier all necessary uninterrupted access and suitable staging area to the site for purposes of installation, and inspection. All lighting and electrical supply must be operational during the installation process.

Minimum staging area required is square footage of field x 0.12 and no more than 100 feet from the field. Minimum access should be 15 feet wide by 15 feet high. A 25 foot wide by 25 foot long hard or paved surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of in-fill material. Access to any field will include suitable bridging by the Customer over the field curbs from the staging area to permit suitable access to the field by low clearance vehicles.

*Force Majeure.* No Party shall be liable for delay or failure to perform under this Agreement if such delay or failure is due to any contingency beyond its reasonable control, including acts of God, war, explosion, fire, flood or civil disturbance or labor actions, disputes and disruptions by the employees or sub-trades of either Party hereto or delay or destruction caused by public carrier.

In addition to *Force Majeure*, the parties recognize that in certain cases severe weather while not constituting *Force Majeure* could delay the installation process of the work contemplated under this agreement.

The Supplier shall not be responsible for any acts of violence or vandalism. The Customer holds Supplier harmless and indemnifies the Supplier from vandalism and acts of violence regarding the present project.

The Customer understands that it is to its benefit and therefore undertakes to accept and store for the length of the warranty period, the remaining synthetic turf left over from the project in case of need.

## 9. SITE SECURITY

Adequate and reasonable security shall be provided during the installation process of Supplier's materials, products, and equipment. Vandalism of the Supplier's materials, products, and equipment shall be the sole responsibility of the Customer.

## 10. PERMITS

Although the Customer is responsible for obtaining its own permits or corporate authorizations, the Supplier will use its best efforts to assist the Customer in obtaining any local permits or corporate authorizations required.

## 11. ENTIRE AGREEMENT

The provisions herein contained, together with **Schedule A and B**, constitute the entire agreement between the parties and cancel all previous communications, representations and agreements whether verbal or written between the parties with respect to the subject matter hereof. Other than as provided herein Customer hereby acknowledges that it is not relying on any representations of the Supplier as to the performance of the work, except as stated expressly herein.

**12. CLAIMS FOR CONSEQUENTIAL DAMAGES**

The Supplier and the Customer waive claims against each other for consequential damages arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages, including but not limited to:

- 12.1 Damages incurred by the Customer for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- 12.2 Damages incurred by the Supplier for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the work under this agreement.

**13. NOTICE**

Supplier shall not entertain any claim for damages caused by itself or by persons for whom it is responsible unless the Customer advises the Supplier in writing of the damage-causing event, including photographs, within 7 days of the event, addressed to the project administrator as well as the contract administration of Supplier.

**14. TERM OF AGREEMENT**

This Agreement shall be effective as of the date and year first written above and shall remain in effect until thirty (30) days after the date on which (a) both parties sign the Certificate of Completion; and/or (b) Customer pays Supplier the full Purchase Price, whichever is later, at which time the Agreement shall terminate.

**15. GOVERNING LAW AND CONSENT**

The rights of the parties hereto and the provisions hereof shall be interpreted and construed according to the laws of the State of Connecticut. The parties consent to the exclusive jurisdiction and venue of the court of competent jurisdiction in said State.

**IN WITNESS WHEREOF** the parties have duly executed this Agreement as of the date and year first above written.

**FieldTurf USA, Inc.**

**Glastonbury Public Schools**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

**Attachment:**    **Schedule A – Certificate of Completion**  
                          **Schedule B – Supplier’s Pricing Proposal dated November 18, 2025**

SCHEDULE A  
Certificate of Completion



## CERTIFICATE OF COMPLETION

This certificate will confirm that the installation of the FieldTurf product located as indicated below, has been completed to the satisfaction of the Owner.

*To be completed with certified installer on site.*

Field Name: _____	School/City or Company Name: _____
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Address: _____	
Tel: _____	City: _____
Fax: _____	State & Zip: _____
Contact Name: _____	E-mail: _____

Date of Substantial Completion: _____
Sporting Activities: _____

OWNER INFORMATION	
Owner: _____	Address: _____
City: _____	State & Zip: _____

Signature: _____	Organization: _____
Print Name: _____	Title: _____
City: _____	State & Zip: _____

COACH APPROVAL - OPTIONAL	
Name: _____	Signature: _____

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

PUNCH LIST:  NONE  ATTACHED  TO FOLLOW

The Owner acknowledges that in the event that the Product is used for purposes other than the specific activities it was designed for or any other uses for which FieldTurf gives its written authorization, it being understood that FieldTurf has tested the Product for use in connection with these activities and may not have tested it for other uses, FieldTurf shall not be responsible for any and all damages incurred and any warranties registered will become null and void.

The Owner hereby acknowledge that the Product may be protected by patents worldwide.

The Owner undertakes to carry on the proper maintenance of the Product as described in the maintenance guidelines, which will accompany the Warranty.

**Schedule B**  
**Supplier's Pricing Proposal dated November 18, 2025**

# PROJECT PROPOSAL



## GLASTONBURY HIGH SCHOOL FIELDS 12 & 13 RENOVATIONS

December 8, 2025 Revised

FieldTurf USA, Inc. is pleased to present the following proposal. FieldTurf pricing is based on the Capital Region Education Council (CREC) program. CREC is a member of The Association of Educational Purchasing Agencies (AEPA) program. The AEPA is a purchasing co-op that provides member schools with pre-determined preferential pricing by approved vendors. Since the product has already been bid at the national level, individual schools do not have to duplicate the formal bid process. AEPA IFB #024-A.



Click on the following AEPA hyperlink for more information: [AEPA IFB #24-A](#).

FieldTurf is pleased to offer to supply and install the following high performance turf system:

All pricing includes prevailing wage rates.

**Prepared For:** Dr. Alan Bookman – Superintendent of Schools, Glastonbury

**Prepared By:** Andrew Dyjak – Regional Vice President, FieldTurf

Chris Hulk, PE – Director of Design & Construction, New England

Jonathan Luster, PE – Regional Construction Manager, FieldTurf

**Address:** Glastonbury High School | 330 Hubbard St, Glastonbury, CT 06033

### BASE BID 8 Pickleball Courts

FIELD NAME	Glastonbury High School – Fields 12 and 13
SQUARE FOOTAGE	+/- 179,000 s.f.
PRODUCT	PFAS Free - FieldTurf Vertex Prime
FIELD MARKINGS	Soccer, Lacrosse and Field Hockey and Center 'G' Logos
TOTAL PRICE	<b>\$ 2,650,000.00</b>

## Project Description

This proposal is based on existing site conditions, review meetings with the school, and a target construction period in winter / spring or summer 2026. The pricing assumes FieldTurf will provide a turnkey design-build delivery, including all necessary engineering, site protection, site construction, synthetic turf installation, and project closeout.

This pricing proposal proposes to convert the existing grass fields 12 & 13 to synthetic turf with various other site improvements included at Glastonbury High School.

For the conversion of the grass field to synthetic turf, all topsoil and irrigation systems will be removed. Earthmoving activities will be conducted to achieve proposed grades. The field will then have a perimeter concrete turf anchor curb, stone base, and a drainage system installed. The field will then be laser graded to achieve planarity before the turf is laid down and installed on the field. Additionally, 20' height ball safety netting along the lacrosse field end lines and electrical communication boxes within the synthetic turf field have also been added in the total base construction cost. Lastly, a concrete pad will be installed with ADA accessible bleacher system for 225 seats. Alternates have been included for additional ball netting.

The project is anticipated to be constructed in a  $\pm 3 - 4$  month timeframe depending on start date. It is also anticipated that access and staging areas will be available in the adjacent parking lot.

## BASE PROJECT TOTAL

- **Performance and Payment Bonds**
  - Furnish and supply performance and payment bonds for project
  
- **Removals/Sediment & Erosion Controls**
  - Furnish and install construction signage and orange construction fencing along existing site fencing for security as needed
  - Install sediment and erosion controls as required
  - Strip, load, and dispose of topsoil
  - Remove and dispose of irrigation system within field and cut/cap at appropriate location
  
- **Site Civil Construction**
  - Earthmoving activities (cuts/fills) to achieve proposed subgrade
  - Compact subgrade
  - Install storm drainage perforated collector pipe
  - Install perimeter turf anchor curb
  - Furnish and install geotextile fabric on subgrade
  - Import, spread, grade, roll, and laser grade dynamic base stone (4")
  - Import, spread, grade, roll, and laser grade dynamic topping stone (2")
  
- **Synthetic Turf**
  - Furnish and install PFAS Free synthetic turf for field
  - Synthetic turf with SBR rubber and sand infill
  - Center 'G' logos and up to 4 field markings per field
  - Post installation GMAX field testing
  
- **Site Improvements**
  - Supply and install 20' height ball safety netting includes foundations, ground sleeves, posts, netting, and hardware on lacrosse field. Foundations only on soccer field.
  - Supply and install turf communication boxes within synthetic turf field
  - Furnish and install conduits for future electrical and lighting system
  - Furnish and install stone dust pathways around field
  - Furnish and install 4' ht. chain link fencing and gates around field
  - Furnish and install concrete base for permanent bleacher system
  
- **225 Seat Permanent Bleacher System**
  - Furnish and install metal system of bleachers with ADA access ramp and ADA seating
  
- **Project Closeout**
  - Clean site and demobilize
  - Provide project as-built and warranty information
  - Provide field care training to staff and deliver attic stock to Town specified location on site

**Alternate 1: Ball Netting Soccer Field****\$ 49,600.00**

- Furnish and install 16' netting above 4' tall fencing
- Includes, poles, hardware for poles, netting and installation
- +/- 200 l.f. each side of field

**Alternate 2: Scoreboard****\$ 55,600.00**

- Furnish and install new LED fully programable scoreboard 4.5' x 18' scoreboard
- Furnish and install foundations

**Alternate 3: Additional Scoreboard****\$ 25,000.00**

- Furnish and install additional scoreboard on foundation

**Alternate 3: Scoreboard Upgrades****\$ 39,600.00**

- Furnish and install decorative truss above scoreboard
- Furnish and install naming panel above scoreboard
- Increase foundation size to accommodate upgrades

**EXCLUSIONS:**

- Any costs associated with necessary charges relating to the delineation of the field
- The supply of manholes or clean-outs or grates, or supply of the manhole covers
- Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price
- Soil stabilization or remediation of any type
- Rock excavation and/or ledge removal
- Offsite disposal of generated spoils other than topsoil
- Excavation or disposal of unsuitable or contaminated soils
- Site security
- Wetland remediation
- Alterations to buildings or structures
- All electrical wiring
- New scoreboard or existing scoreboard relocation
- Once subgrade has been established, a proof roll will be performed to ensure structural stability of the soils; in the event that unsuitable soils are encountered, a price to remedy these areas can be negotiated based on recommended methods per project Engineer
- Testing or Inspection Fees
- Site restoration, sodding, landscaping or grow-in beyond disturbed areas
- Repair or resurfacing existing asphalt parking lot if damaged by truck traffic
- All union labor, prevailing wages or other labor law levies
- Permits and permit fees
- Contingency
- Plantings
- Any work not listed in the inclusions

# PROJECT PROPOSAL



*The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction.*

**Please feel free to reach out to any member of our project team with questions about our offer:**

**Andrew Dyjak**

Regional Vice President  
(860) 333-7839

[Andrew.Dyjak@fieldturf.com](mailto:Andrew.Dyjak@fieldturf.com)

**Chris Hulk, PE**

Director of Design & Construction  
(203) 676-4445

[Christopher.Hulk@fieldturf.com](mailto:Christopher.Hulk@fieldturf.com)

**Jonathan Luster, PE**

Regional Construction Manager  
(860) 227-4915

[Jonathan.Luster@fieldturf.com](mailto:Jonathan.Luster@fieldturf.com)

Thank you again for your interest in FieldTurf, we look forward to working with you.

Per: \_\_\_\_\_

Marie-Christine Raymond, Director of Operations  
FieldTurf USA, Inc. / Tarkett Sports Canada, Inc.

**FieldTurf USA, Inc. holds the Cooperative Purchase contract, any PO for Contract must be made out to FieldTurf USA, Inc. 175 N Industrial Blvd NE. Calhoun, GA 30701**

If you have questions regarding the FieldTurf and Beynon SmartBuy Cooperative Purchasing Program, please contact Eric Fisher at: [Eric.Fisher@smartbuycooperative.com](mailto:Eric.Fisher@smartbuycooperative.com).



# PROJECT PROPOSAL

## CONDITIONS

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

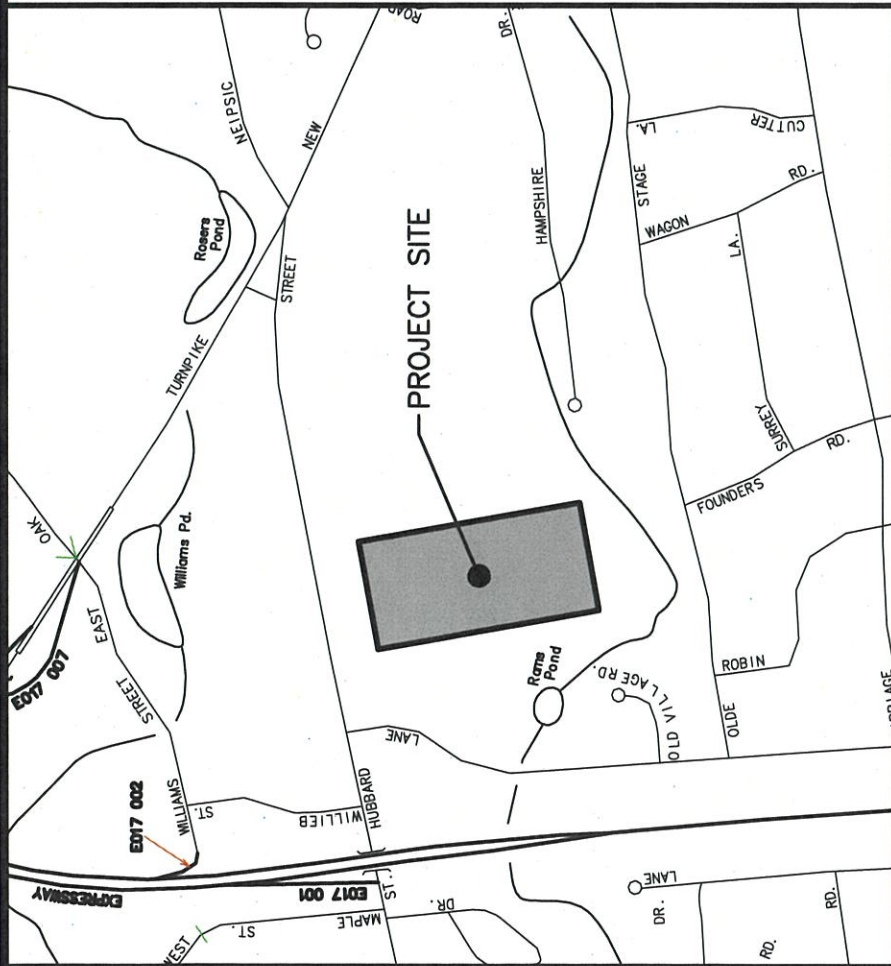
- a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*.
- b) FieldTurf's preferred payment terms are as follows: (i) 50% of the Price upon Customer's execution of contract; (ii) 40% of the Price upon shipment of materials from FieldTurf's manufacturing facility; and (iii) Remaining balance of ten percent (10%) upon substantial completion of the field, which shall be achieved when Customer is able to use the field for its intended purpose, even if punchlist items remain and the Certificate of Completion has not been executed by Customer.
- c) Accounts overdue beyond 30 days of invoice date will be charged at an interest rate of 10% per annum.
- d) FieldTurf requires a minimum of 21 days after receiving a fully executed contract or purchase order and final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, FieldTurf further requires a minimum of 28 days per field to install the Product subject to weather and force majeure
- e) FieldTurf requires a suitable staging area. Staging is anticipated in the last row of parking in the adjacent parking lot. minimum access of 15 feet wide by 15 feet high, and, no more than 100 ft from the site. A 25 foot wide by 25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles. Staging area surface shall be suitable for passage with motor vehicles used to transport materials to the site and/or staging area. FieldTurf shall not be liable for any damages to the staging area or its surface unless such damages are caused by FieldTurf's intentional misconduct or negligence.
- f) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- g) Upon substantial completion of FieldTurf's obligations, the Customer shall sign FieldTurf's Certificate of Completion in the form currently in force; to accomplish this purpose, the Customer will ensure that an authorized representative is present at the walk-through to determine substantial completion and acceptance of the field, which may include a list of punch list items.
- h) FieldTurf shall not be a party to any penalty clauses and/or liquidated damages provisions.
- i) FieldTurf shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that FieldTurf pursues collection of payment of any past due invoice.
- j) All colors are to be chosen from FieldTurf's standard colors.

THE TARKETT SPORTS FAMILY - LEADERS IN SPORTS SURFACING

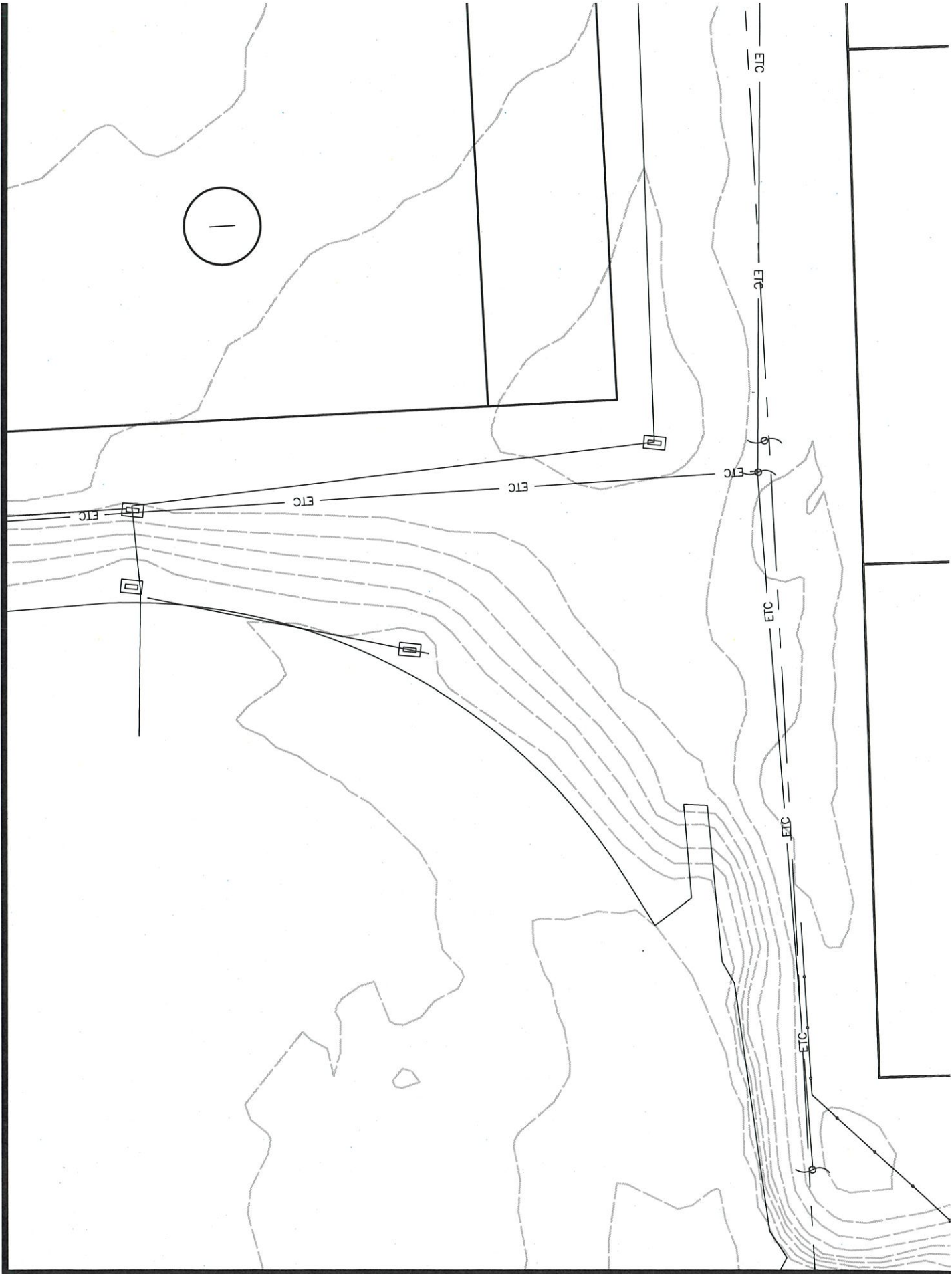




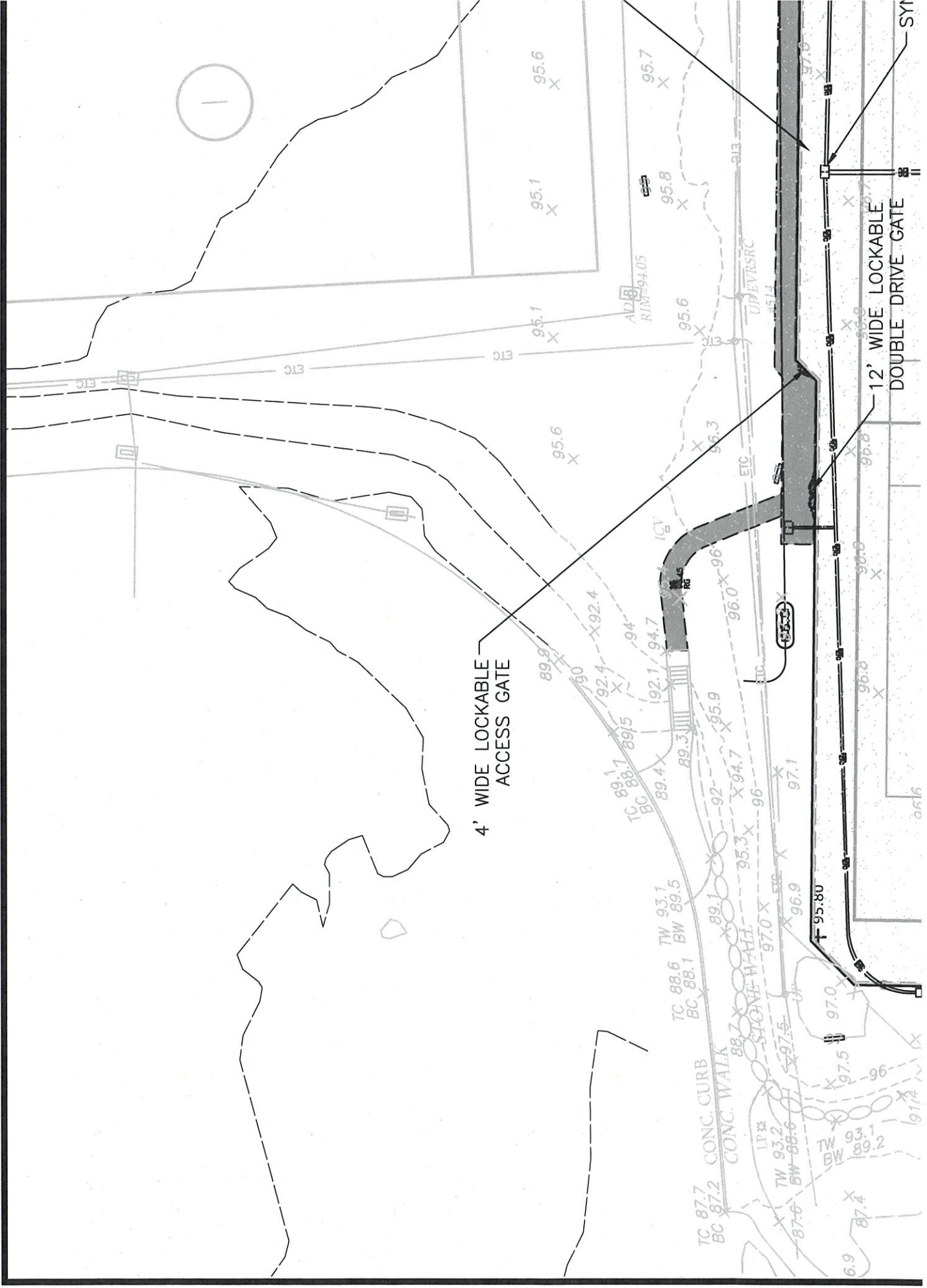
# GLASTON FIELDS



**LOCATION MAP**  
SCALE: 1"=1000'







4' WIDE LOCKABLE  
ACCESS GATE

12' WIDE LOCKABLE  
DOUBLE DRIVE GATE

1

TC 87.7  
BC 87.2  
CONC. CURB  
CONC. WALK

TC 88.6  
BC 88.1  
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BW 89.5

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CONCRETE  
-SEE DETAIL

1' MIN. COVER

VARIABLES  
±3'-5' TYP.

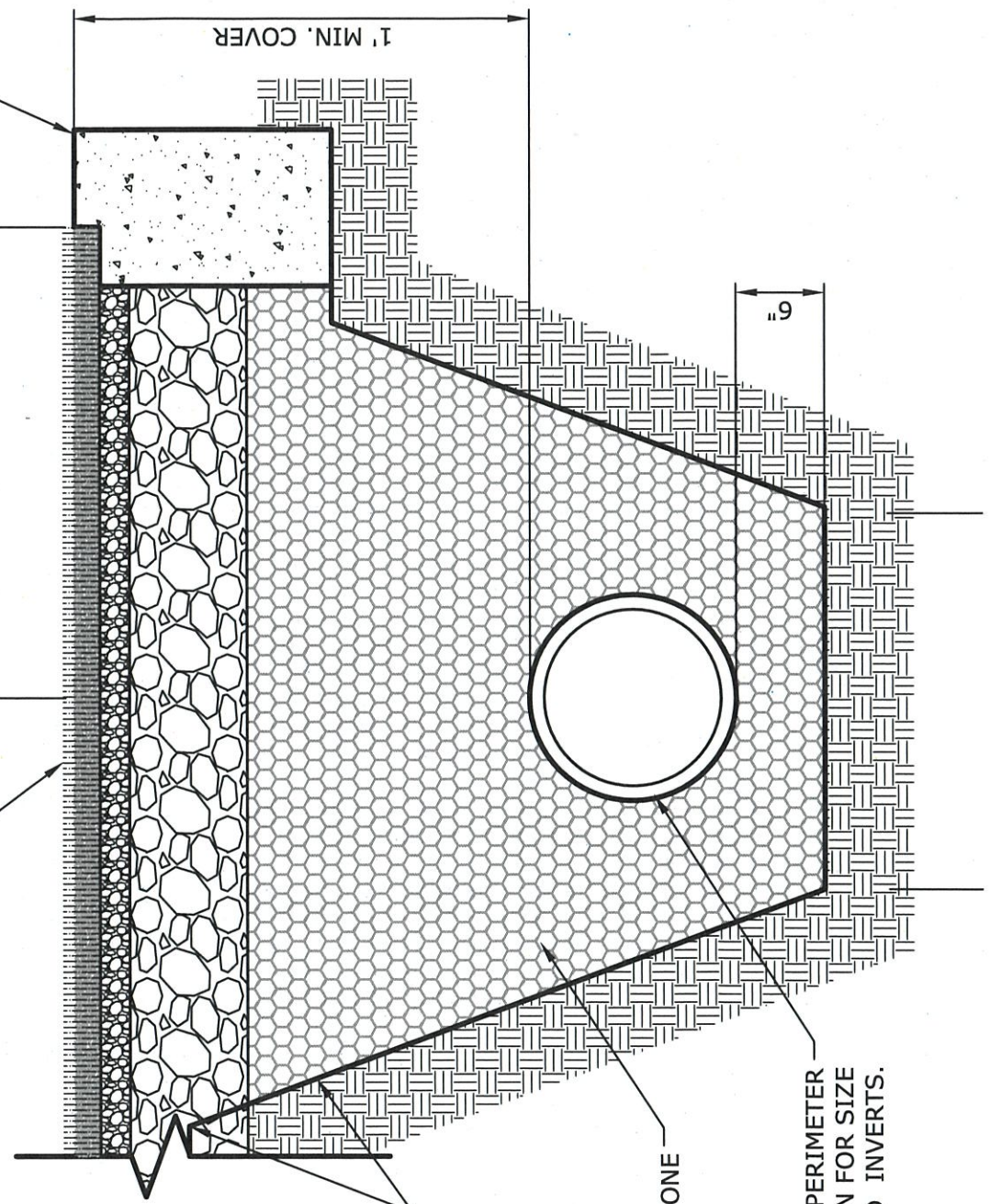
SYNTHETIC TURF

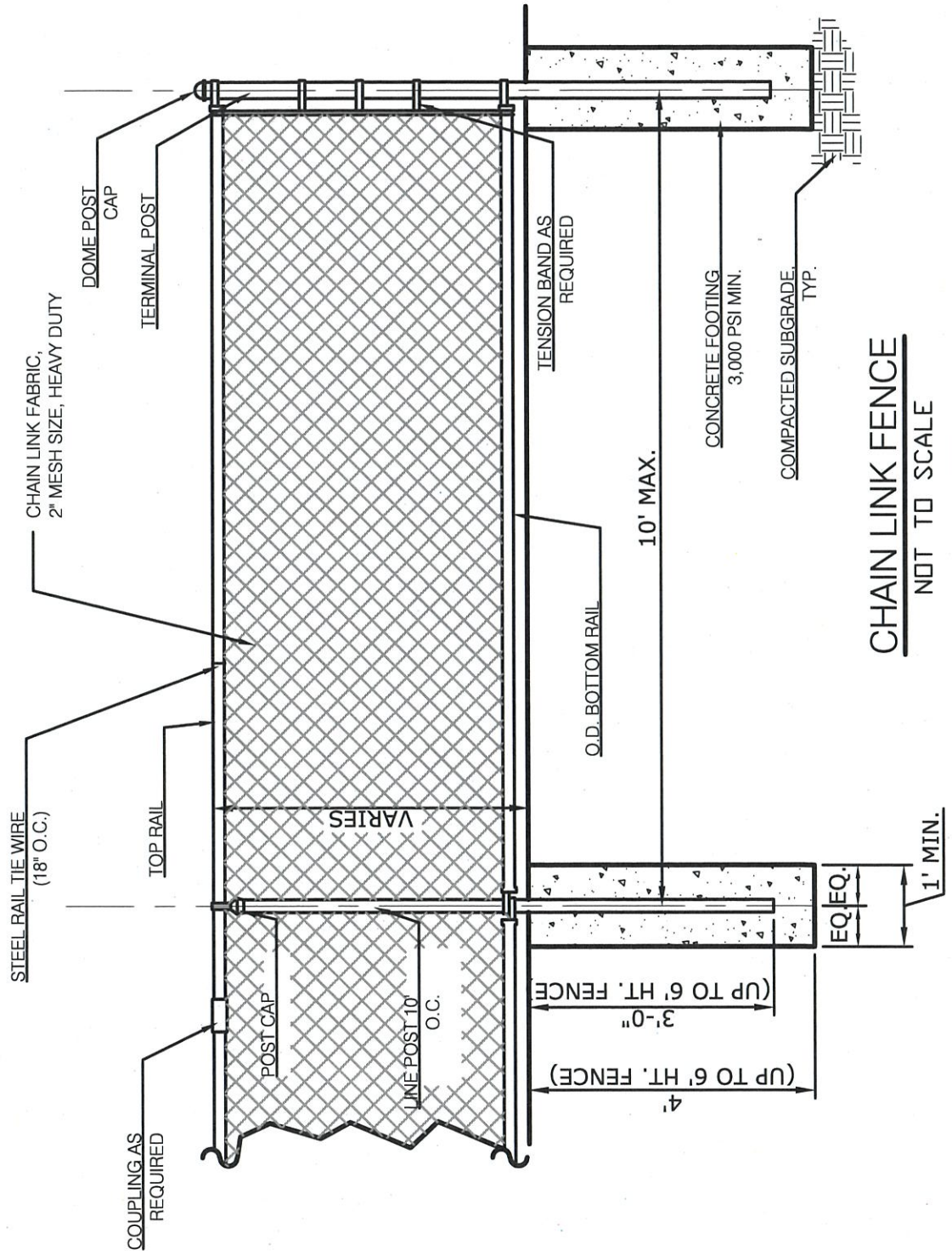
NON-WOVEN GEOTEXTILE  
FILTER FABRIC

$\frac{3}{4}$ " CRUSHED STONE

HDPE PERFORATED PERIMETER  
COLLECTOR PIPE. SEE PLAN FOR SIZE  
AND INVERTS.

9"





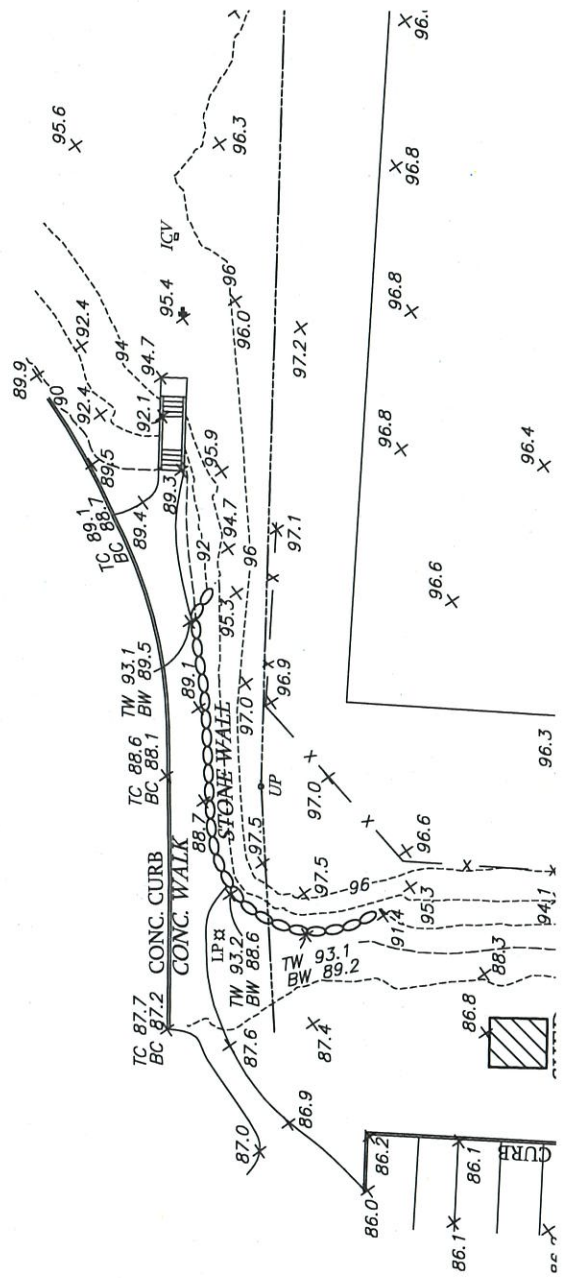
**CHAIN LINK FENCE**

NOT TO SCALE

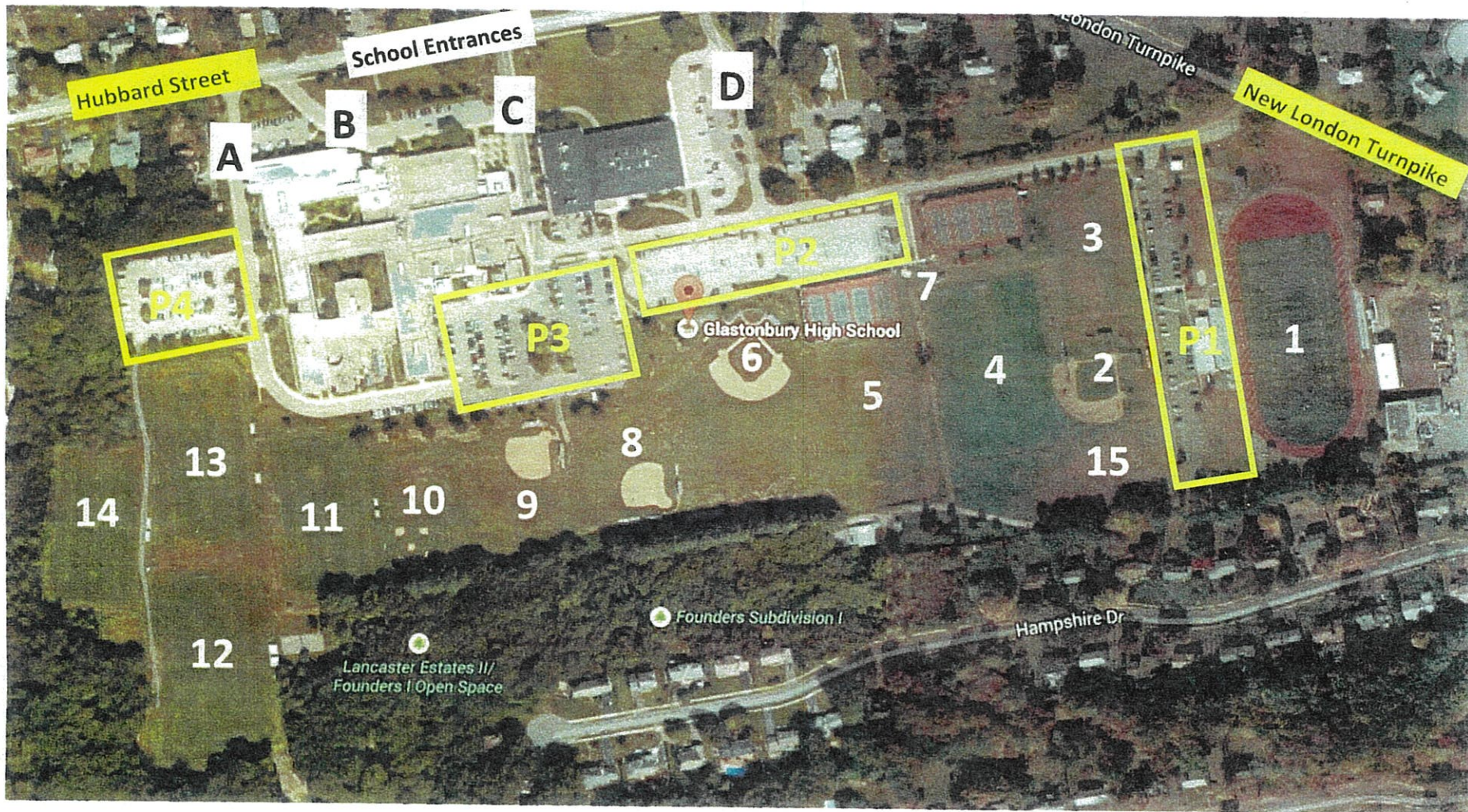
**CHAIN LINK FENCE  
POST AND RAIL SIZING**

**NOTE:**

1. ALL CHAIN LINK POSTS, RAILS, FABRIC AND HARDWARE TO BE BLACK VINYL



# Glastonbury High School Athletic Fields



## Fields:

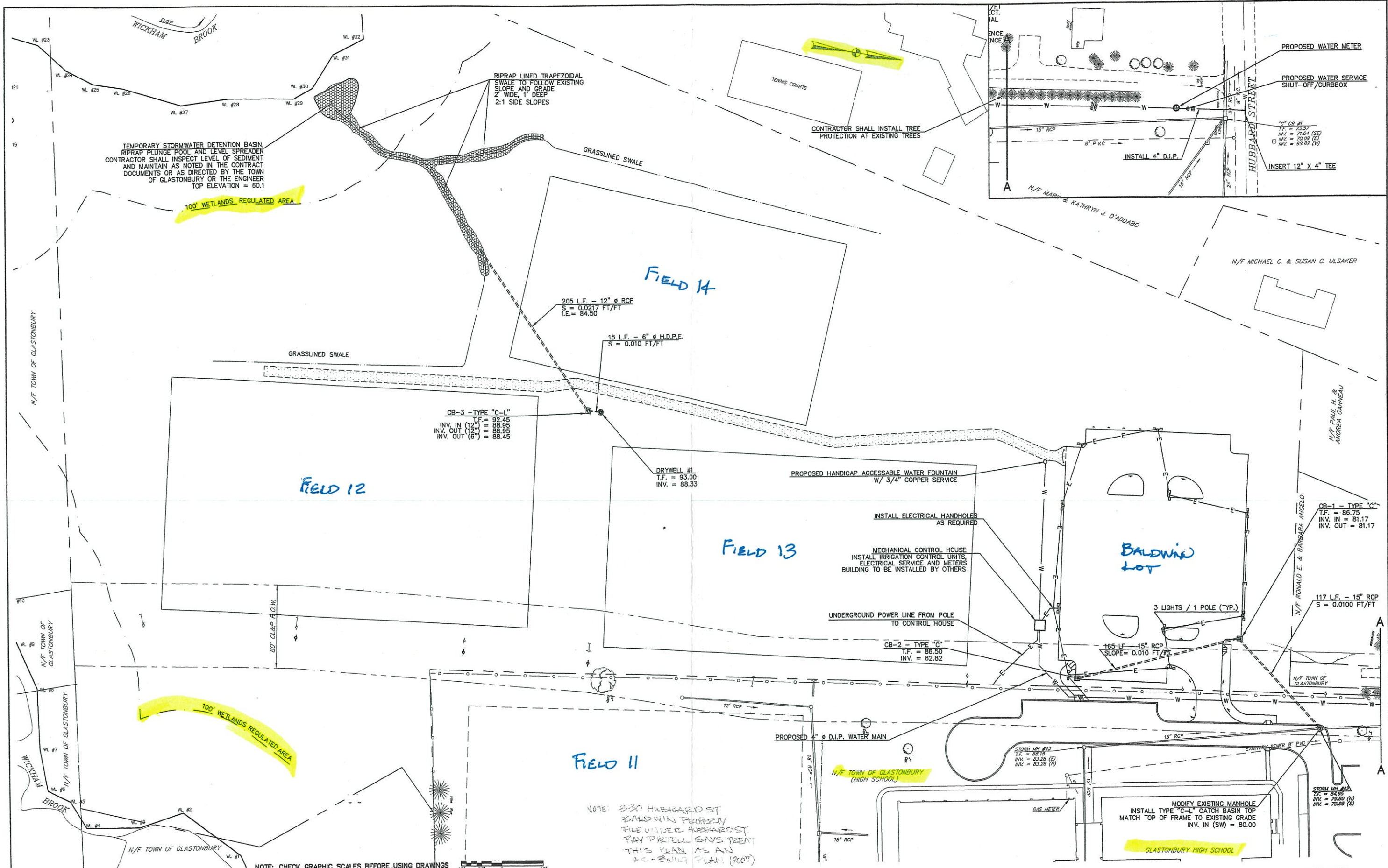
- 1) Track, Football, Field Hockey, Lacrosse
- 2) JV/FR Baseball
- 3) Practice Football, Track and Field Events
- 4) Varsity Soccer

- 5) Practice Soccer
- 6) Varsity Baseball
- 7) Tennis Courts
- 8) Varsity Softball
- 9) JV Softball
- 10) Freshman Softball

- 11) Boys Lacrosse, Field Hockey
- 12) Soccer, Girls Lacrosse
- 13) Soccer, Boys Lacrosse, Girls Lacrosse
- 14) Field Hockey, Lacrosse Practice
- 15) Practice Football

## Parking:

- P1 Access via New London Tpk.
- P2 Access via Entrance D
- P3 Access via Entrance C
- P4 Access via Entrance A



1	1/18/98	PRELIMINARY REVISIONS TO LAYOUT	SUPV.	S.R.M.
2	2/18/98	TOWN OF GLASTONBURY COMMENTS	DESIGN	R.C.S.
3	1/29/99	PLANNING AND ZONING SUBMITTAL	DRAWN	A.W.P.
4	4/23/99	PLANNING AND ZONING CONDITIONS	CHECKED	J.A.C.
5	4/30/99	BIDDING AND CONSTRUCTION		
NO.	DATE	SUBMISSIONS	DATE	4/30/99

NOTE: CHECK GRAPHIC SCALES BEFORE USING DRAWINGS

SCALE 1" = 40'

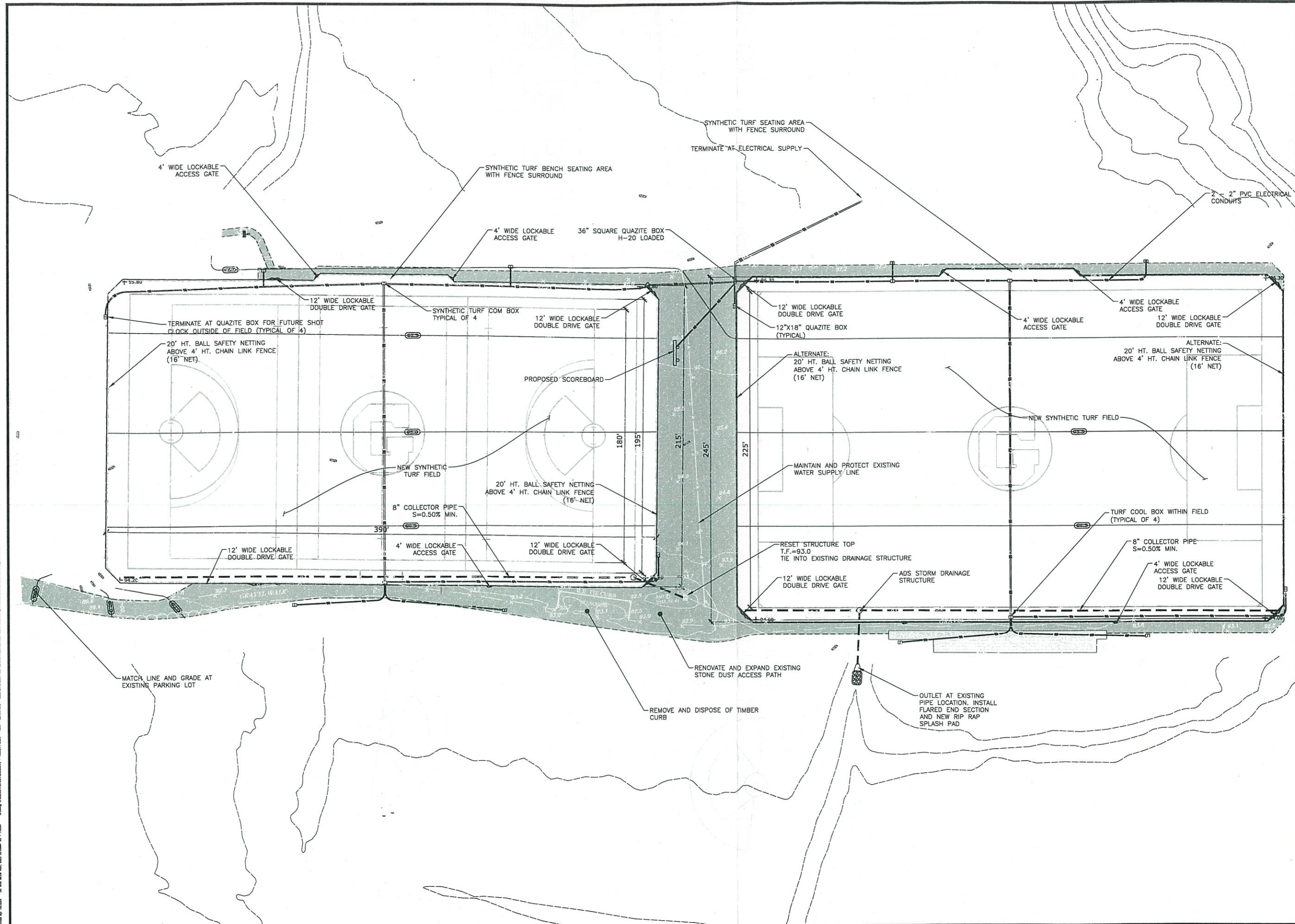
GLASTONBURY PUBLIC WORKS  
 FILE:  
 STREET: HUBBARD STREET  
 SHEET NO. 42

WMC CONSULTING ENGINEERS  
 WENGELL, McDONNELL & COSTELLO  
 87 HOLMES ROAD  
 NEWINGTON, CT 06111  
 (860) 667-9624

PREPARED FOR  
 TOWN OF GLASTONBURY  
 PARKS and RECREATION  
 1086 NEW LONDON TPKE  
 GLASTONBURY, CT 06033

PROPOSED ATHLETIC FIELDS  
 UTILITY PLAN  
 TOWN OF GLASTONBURY, CONNECTICUT

GLASTONBURY  
 D - ATHLETIC FIELDS - BALLFLD - 98044 - SHEET 7  
 SITE PROJECT FILE NAME NUMBER REV OF 14



General Notes

0' 15' 30' 40'

SCALE: 1"=30'

No.	Revision/Issue	Date

No.	Revision/Issue	Date

Project Name and Address  
**GLASTONBURY HIGH SCHOOL  
 FIELDS 12 & 13  
 IMPROVEMENT**  
 330 HUBBARD STREET  
 GLASTONBURY, CONNECTICUT

Sheet Name  
**SITE DEVELOPMENT  
 PLAN**

Drawn JDL	Sheet <b>C-03</b>
Checked CEH	
Date SEPT 23, 2025	

# Replacing Glastonbury High School Synthetic Turf Field with Natural Grass

## Estimated Costs and Implications

**DRAFT 2-5-25**

### **Recommend adding four natural turf fields in place of one synthetic field**

#### **Changing GHS synthetic turf field to natural turf**

(removal, disposal of synthetic turf field, construction of new natural turf field)

\$754,750

#### **Construction of three additional natural turf fields @ \$523,085/Field**

\$1,569,255

#### **Yearly material costs @ \$8,257/Field**

\$33,028

#### **Yearly maintenance costs @ \$6,980/Field**

\$27,920

(manhours-174.5hrs@\$40/hr/per field)

#### **Field Covers 4@\$3,123 (purchase, every 5 years)**

\$12,492

#### **Football/Soccer Goals \$9,695/set**

\$38,780

Will need football/soccer goals for 2-4 of the newly constructed fields. The amount of play on the main regulation football field will result in the field deteriorating quicker, so practices will need to rotate to other fields to preserve playability on the main field since the field is utilized from March-November.

### **Implications, Hurdles, and other Considerations**

Per athletic field contractor, town should budget \$200,000 per year to replace sod in the spring on the main field. The field would need to rest 6-8 weeks until turf is established each spring.

Per Athletic Director, having to utilize fields off school property is an issue due to limited transportation options.

Transitioning from Synthetic Turf to Natural Turf, estimated timeline:

- Work to commence in June of 2026
- Estimated construction 6-8 weeks
- Estimated rest time before opening for use 6-8 weeks
- Will affect fall GHS athletic programs.

Current operations- the town closes 5 irrigated rectangular fields in the summer until mid-August. The synthetic turf field becomes instrumental during the shutdown and is used not only for the newly approved CIAC rules allowing summer practices, but also when the regular athletic season opens for practice before school starts.

**Cost Estimations for Natural Turf Fields  
2-24-26**

<b>Estimate to construct six natural turf fields @ \$523,085/Field</b>	\$3,150,510
<b>Cost to purchase six fields @ \$72,000/Acre @\$432,000/Field</b>	\$2,592,000
<b>Yearly material costs @ \$8,257/Field</b>	\$49,542
<b>Yearly maintenance costs @ \$6,980/Field</b> (manhours-174.5hrs@\$40/hr/per field)	\$41,880
<b>Field Covers 6@\$3,123 (purchase, every 5 years)</b>	\$18,738
<b>Football/Soccer Goals \$9,695/set</b>	\$58,170

**Implications, Hurdles, and other Considerations**

If it is the intention to replace sod on any of the fields, it is estimated it would cost \$200,000. The field would need to rest 6-8 weeks until turf is established each spring.

Current operations- the town closes 5 irrigated rectangular fields in the summer until mid-August. The synthetic turf field becomes instrumental during the shutdown and is used not only for the newly approved CIAC rules allowing summer practices, but also when the regular athletic season opens for practice before school starts.

Regardless of where these fields will be located, the town would need to shut the fields down in order to properly maintain and rest the fields.

The Town is not sufficiently staffed to maintain an additional 6 fields to their current workload of maintaining 54 playing fields.

Assume two acres per field and an additional 4 acres for bleachers, benches, and a sizable parking lot.

The costs for the fields does include irrigation, but not the ongoing utility costs.



## Annual School Report

**School:** Hebron Avenue School

**Prepared By:** Linda Provost

**Date:** March 23, 2026

### 1. Key Achievements

- This year we began a small group instruction (SGI) block in our daily instruction. For a 30-minute block each day, students in grades one through five participated in small group instruction based on individual needs. A building schedule was created that guaranteed a block for small group instruction across all grade levels. The schedule was created with interventionists and each grade level team. Teachers planned for the blocks using current data to identify what skills were lacking and provided small group instruction to help students increase their achievement levels. Additionally, our interventionist and support service staff used this block to pull students for intervention so that they did not miss any new instruction that was happening. Overall, teachers have had favorable comments regarding the SGI block. They have found it to be helpful to target the needs of their students.
- A new pilot in first grade is Purposeful Play. An integral part of child development is playing with others. Play lays the foundation for healthy social and emotional skills, emotional regulation, building empathy, problem solving skills, collaboration skills, negotiation skills, executive functioning skills, frustration tolerance, leadership, creativity and fine and gross motor skills. Simply said, play is valuable and needs to be explicitly taught and practiced with elementary children. All of our first grade teachers are piloting purposeful play this year. They are finding that it encourages problem solving, collaboration, creative thinking, and opportunities to learn and practice social skills, self-control, and to connect with other students. They are finding that play is a joyous time in their classrooms and promotes inclusiveness, as everyone can access play. In addition, it has built independence and built confidence. These skills learned in purposeful play have been seen to carry over into other parts of the first-grade day.

### 2. Key Initiatives

- We had four school wide themes this year to address school-wide behavior, culture and climate. It was our hope that these themes would send positive messages to the school community, promote kindness and celebrate positive behaviors. It is our hope that consistent messaging and actionable strategies would encourage students to treat others with respect and empathy.
  - Sept/Oct - *Peaceful Playground* - This theme was about playing fair, encouraging and including others while at recess.
  - Nov/Dec - *Kindness is our Super Power* - This theme was about random acts of kindness helping others, and using kind words.
  - Jan/Feb - *Friendship First* - This theme was about teamwork, collaboration, how to be a good friend, and how to make friends.
  - March/April - *Hearts over Hurt* - This theme is about empathy, caring for all, and being a good citizen.

Fifth graders took on the role of championing these themes through morning announcements, and helping with the school-wide activities. Read alouds and common activities were done with building buddies along each theme. Products were displayed throughout the school and on a large bulletin board. In addition, color sheets and other activities were done with building buddies to go along with each theme. Our themes and activities encouraged students to make thoughtful choices to improve overall behavior and relationships.

### **3. Opportunities and Improvement**

- This year we have begun to learn the components of the Universal Design for Learning (UDL). We have focused on building a learning environment where every student can access, engage with, and demonstrate understanding of the curriculum. This began with professional learning for teachers around the core UDL components so staff understand how UDL supports diverse learners. We have encouraged classroom practices that offer student choice, flexible grouping, and accessible materials to increase motivation and participation. We have promoted lesson planning so that key content could be presented in a variety of ways and so that students could receive information through different modes. We also support teachers in assessing students using multiple formats, giving young learners varied ways to show what they know. Our next steps will include continued professional development, opportunities for instructional coaching, and for teachers to collaborate around designing lessons that incorporate multiple means of engagement, representation, and expression. We will aim to build greater capacity among staff and create learning environments for greater engagement and differentiated instruction.
- Enrollment and lack of space continues to be an ongoing watch for the Hebron Avenue School Community. We continue to monitor the numbers of students and the spaces available at the school. This will need to be looked at continually in order to plan ahead for the future. Ongoing attention is necessary to plan for current needs and anticipate future enrollment growth to ensure all students have safe and effective learning spaces.

### **4. Long-Term Priorities**

- The social and emotional needs of students continue to be significant. More and more students are experiencing lagging skills in the areas of impulse control, flexible thinking, problem solving, frustration tolerance, regulating emotions and independence. We are grateful to have a school psychologist and twelve hours per week of a social worker from YFS. We are hoping for an opportunity to be able to expand the hours of our support staff to help meet the needs of our students. Additional time would allow for more consistent counseling support, proactive intervention, and stronger collaboration with families and staff to ensure every child has the tools they need to succeed.
- HAS is now one of the biggest elementary schools in the district. Student need with regards to literacy development continues to grow. A significant amount of our students are receiving intervention through the MTSS process. One reading teacher is no longer enough to meet our student needs. Expanding our reading staff would strengthen early intervention efforts, accelerate student growth, and ensure all learners develop strong foundational literacy skills. We hope that future budgets will prioritize this need for our students.



## Annual School Report

**School:** Buttonball Lane School

**Prepared by:** Janet Balthazar

**Date:** March 23, 2026

### 1. Key Achievements

Over the past year, we are proud to share the following success at Buttonball Lane School:

- **Successfully transitioning to a Grade K-4 school** - In June, 2025 we honored both fifth and fourth grade students completing their time at Buttonball Lane. We held picnics and promotion ceremonies for each grade at the end of the year and supported the transition through collaboration with Gideon Welles administration.
- **Incoming Kindergarten Mini-Camp** - For three days in June, we invited incoming kindergarten students to attend a three day, two hour mini-camp. Our goal is to support the transition into school for our youngest learners, allowing them to experience our school prior to August. We were able to meet and connect with 77% of our eventual Kindergarten class. This was our third year running the camp and look forward to offering it again in June.
- **Summer Reading at WTML** - We had 111 students participate in the summer reading program. In June, the Welles Turner library staff visit schools to share their summer programming. Our students continue to engage in reading and learning during the summer months.
- **Bucket Fillers beyond our walls** - Ours students continue to not only practice respect and kindness at school, they continue to be “bucket fillers” in our community. They have raised money and collected items for JRDF, CCMC, Glastonbury Food Pantry, and Cancer Research. Additionally, the 29th annual Heart Event raised goods and items for the following places: Glastonbury Food Pantry, ABC House, CT Humane Society, House of Bread (Hartford), Rawson School, Sanchez School and Global Communications School (all in Hartford), Middletown Senior Center, and Little Libraries around bus lines in Hartford and West Hartford. Items collected included gently used books, coats, toys, new socks, cleaning supplies, toiletries, pet supplies.
- **Read Across America celebration** - We welcomed 22 community members to read in our classrooms. This day has been celebrated in different ways since the pandemic, and we were excited to have community members back in the school this March.
- **STEAM Night Success** - Our annual event is one of the most well attended school events. Students and families participated in our *STEAMing Around the World* activities, enjoying interactive stations, creative projects, and memorable learning experiences from cultures around the globe.
- **PTO Events reimaged** - The past year has brought many new faces to our PTO partnership. Our attendance at general meetings have increased and our group has continued to provide fun, exciting events for our families. Our PTO continues to be a highly valued and effective relationship to support students, teachers, and our school community.

## 2. Key Initiatives

- **HERO Buddies** - As we transitioned to a K-4 school, we worked to revise our community connections. Every classroom is connected with another class, typically older students with younger students. Teachers bring their buddy classes together at least three times a year for a Be Kind, Be Curious, Be Well activity. In the fall, choice activities ranged from making cards for thanksgiving delivered to senior living in town to a choice read aloud about kindness & craft activity. In the winter, activities included 100th birthday cards for our honorary centenarian, Valentine's Day cards for Project Cupid delivered to senior citizens, or any chosen activity by teachers. In the Spring, classrooms will be encouraged to engage in some teamwork activities through STEAM concepts building and creating to engage the curious mind.
- **Purposeful Play Grades K & 1** - All kindergarten classrooms engage in Purposeful Play every day. The pilot year for first grade has all our Buttonball Teachers engaged in the pilot. Teacher leaders work with a district committee to plan, implement, and provide feedback for the full district implementation next fall. Teachers have visited Nayaug colleagues and have welcomes Nayaug and Hebron Avenue to their classrooms for ongoing collaboration.
- **Small Group Instruction & Universal Design for Learning** - Teachers have engaged in professional learning to explore strategies for effective small group instruction. This work is paired with UDL, a framework for planning and designing instruction for students. The district has provided professional learning for teachers and will continue to support refinement of their craft through the spring sessions and a continued effort next year.
- **Multi-Tiered System of Support** - This framework provides opportunities for teachers, specialists, and administrators to collaborate on student learning and plan for additional support where needed. The refinement this year has been working with new district paperwork to seamlessly document goals, collect data, review growth, and note progress and meeting outcomes.
- **Full-time Glastonbury Youth & Family Social Worker** - Adding a full time social worker position in our building has been the best staffing addition we have made. Our staff engages directly with students and classrooms in many ways: greeting students every day at arrival, doing read alouds in classrooms to support social emotional growth, works directly with about 40 students on a formal basis, runs social groups, helps manage dysregulated students on a daily basis, uses Restorative Practices to help solve problems as they arise, provides supports like movement breaks and check-ins with students informally.

## 3. Opportunities and Improvement

- We continue to see a rise in the social emotional needs of students. Incoming kindergarten student needs have been on the rise the past several years. Our smaller class sizes this year were necessary due to the challenging needs and minimal kindergarten staff support. Even with small class sizes and programming like Purposeful Play, students came with lagging skills in flexible thinking, impulse control, emotional regulation, basic self-help skills, and age appropriate independent skills. There is a continuous shift in how we support classrooms over the year based on the rate of student learning.
- Now that our grade four students are the oldest grade, we have revised our vision of leadership in the building. The Buttonball Leadership Team (BLTs) saw revision this year in how students participate in leadership activities. We began later in the year with a formalized club and tiered the level of leadership based on student commitment. At the end of the year, we will allow for student input to continue to reimagine leadership opportunities.

## **4. Long-Term Priorities**

### **Goal 1: Active Learning and High Expectations**

- Refine our Daily Schedule (Specials, WIN/SIGI blocks, Lunch/Recess) to maximize learning blocks and student supports
- Continue to identify what good teaching and active learning looks like in an elementary classroom to meet the needs of the changing student.
- Continue to refine the MTSS framework of support for success both academically, socially, emotionally and behaviorally.
- Continue to utilize a tiered approach to respond to and mitigate challenging behaviors through: Restorative Practices, natural consequences, parent partnerships, school specialists, and additional resources where needed

### **Goal 2: Safe, Supportive, and Inclusive Learning Environments**

- Continue professional learning on Restorative Practices to keep relationships at the center of learning.
- Implement Play-based Learning in kindergarten and grade 1 and explore Project Based Learning for grade 2.

### **Goal 3: Health and Well-Being of Students and Staff**

- Refine leadership opportunities for students now that fourth graders are the building leaders.
- Continue to explicitly teach respect and kindness through the book *“Have You Filled a Bucket Today?”* to model and recognize student growth over the course of the year.
- Continue to offer after school clubs that target wellness and community.
- Continue to provide health and wellness activities for teachers and staff over the course of the year.
- Continue to partner with the PTO, who provides financial support for classroom initiatives and events that bring our school community together.



1. Total Number of Suspensions by Month	1	7	8	14	15	9	16				
In-School	1	7	8	14	15	9	15				
Out-of-School				1	1	1	2				
2. No. of 1 Day Suspensions											
3. No. of 2-4 Day Suspensions	1	6	6	12	13	7	13				
4. No. of 5-10 Day Suspensions		1	2	2	1	2	3				
5. * No. of Different Students Suspended for the Month	1	6	8	14	15	9	16				
6. * No. of Different Students Suspended this Year (Cumulative)	1	7	15	28	42	45	58				
7. * No. of Different Students Suspended More than Once this Month	0	1	0	0	0	0	0				
8. * No. of Students Suspended More than Once this Year (Cumulative)	0	1	1	2	3	7	10				

Revised 11.15.05

**\*See Reverse Side**

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.



<b>1.</b>	Total Number of Suspensions by Month	0	2	9	10	6	6	5				
	In-School	0	2	9	10	6	6	5				
	Out-of-School	0	0	0	0	0	0	0				
<b>2.</b>	No. of 1 Day Suspensions	0	0	4	3	2	1	2				
<b>3.</b>	No. of 2-4 Day Suspensions	0	2	5	7	4	5	3				
<b>4.</b>	No. of 5-10 Day Suspensions	0	0	0	0	0	0	0				
<b>5.</b>	* No. of Different Students Suspended for the Month	0	2	8	10	6	6	4				
<b>6.</b>	* No. of Different Students Suspended this Year (Cumulative)	0	2	9	17	23	26	29				
<b>7.</b>	* No. of Different Students Suspended More than Once this Month	0	0	1	0	0	0	1				
<b>8.</b>	* No. of Students Suspended More than Once this Year (Cumulative)	0	0	2	3	3	6	6				

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