

**Regular Board of Education Meeting  
Wednesday, September 5, 2012 7:00 PM  
Central Services**

**I. Public Comment**

**II. Administrative Reports**

**A. Superintendent's Announcements**

**Rationale:** Mr. Addley will provide district updates.

**B. Student Representative Reports**

**Rationale:** Mr. Sean Goodridge, Student Representative, will report on activities taking place at the high school.

**C. Teaching & Learning**

**Attachments:**

Global Learning Academy Presentation 3

**Rationale:** Ms. Diane Dugas, Director of Curriculum, Teaching and Learning, will present the Global Learning Academy to the Board. This program, sponsored by the Granby Education Foundation, was held over the summer.

**D. Summer School Report**

**Attachments:**

Summer School Presentation 45

**Rationale:** Ms. Jennifer Miller, Director for Summer School and Camp Kearns, will present an update on both of these programs to the Board.

**E. College Exploration Summer Seminar Report**

**Attachments:**

College Exploration Summer Seminar 59

**Rationale:** Ms. Julie Bragg, High School Guidance Counselor, and a few students will share their summer college experience trip with the Board.

**F. CMT Report**

**Attachments:**

CMT BOE Presentation 64

CMT DRG Ranks 83

CMT Narrative Report 85

**Rationale:** Ms. Diane Dugas, Director of Curriculum, Teaching and Learning, will present the CMT report to the Board.

**III. Consent Agenda**

**A. Minutes**

**Attachments:**

Approved Minutes 8-29-12 93

**Rationale:** The Board will approve/amend the minutes of the August 29, 2012 Board of Education Meeting.

**IV. Old Business**

**A. Third Reading of Policy 5141.21, Administering Medication**

**Attachments:**

Draft Policy 5141.21 - Administering Medication 96

**Rationale:** The Curriculum/Policy/Technology/Communication Subcommends Policy 5141.21, Administering Medication, to the Board for a third reading and approval.

**V. New Business**

**A. Board of Education and Superintendent Goals**

**Attachments:**

Draft 2012-2013 Superintendent Goals 115

Draft BOE Goals 2012-2013 117

**Rationale:** The Board and the Superintendent will discuss the draft 2012-2013 Board of Education and Superintendent Goals.

**VI. Miscellaneous**

**A. Board Standing Committee Reports**

**1. Curriculum/Policy/Technology/Communication**

**2. Finance/Personnel/Facilities**

**B. Other Board-Related Reports**

**1. Athletic Field Projects Committee**

**2. CREC/CABE**

**3. Granby Education Foundation**

**4. District Efficiency Initiatives**

**C. Calendar of Events**

**Attachments:**

Calendar of Events 118

**D. Board Member Announcements**

**VII. Executive Session/Non-Meeting**

WELCOME



GLOBAL LEARNING  
ACADEMY

**Hosted by  
the Granby School district**

**Sponsored by  
the Granby Education Foundation**

# Overview

- Part 1. What were we doing for the first year of academy?
- Part 2. What's new for the 2012-2013 academy?
- Part 3. Comments from the parents.

# The first year of the Global Learning Academy

- Students: 3<sup>rd</sup> to 9<sup>th</sup> grade
- Summer Academy (6/20/2011- 7/1/2011)
  - Student performance on the last day
- Saturday Academy ( 10/15, 10/22, 10/29, 11/5/2011)
- The Culminating Event
  - For the Granby High School and Middle School students
  - 3/30/2012
  - Location: The High School Auditorium

**GLOBAL LEARNING  
SUMMER ACADEMY  
STUDENT  
PERFORMANCE**

**7/1/2011**

# Chopsticks Dance ( Grades 7 to 9 )





# Hat Dance ( Grades 3 and 4 )





# Mountain Dance ( Grades 5 and 6 )





# Dragon Boat Game





# Class Projects

Hand-drawn menu items on a light-colored background:

- 

牛排 5.00
- 

冰淇淋 2.00
- 午餐 10.00
- 

飯 5.00

Hand-drawn menu items on a white background with yellow corners:

桔子日出餐廳

- 

飯 3.00
- 麥子 9.00
- 

豆腐 8.00
- 

餃子 10.00
- 

春捲 10.00
- 

桔子

Collage of food photos on a white background:

- 

煎餅
- 

二翅
- 

餃子
- 

麵
- 

餃子
- 

沙拉
- 

串燒
- 

番茄

# Chinese Food Tasting





**GLOBAL LEARNING  
FALL ACADEMY  
CLASS ACTIVITIES**

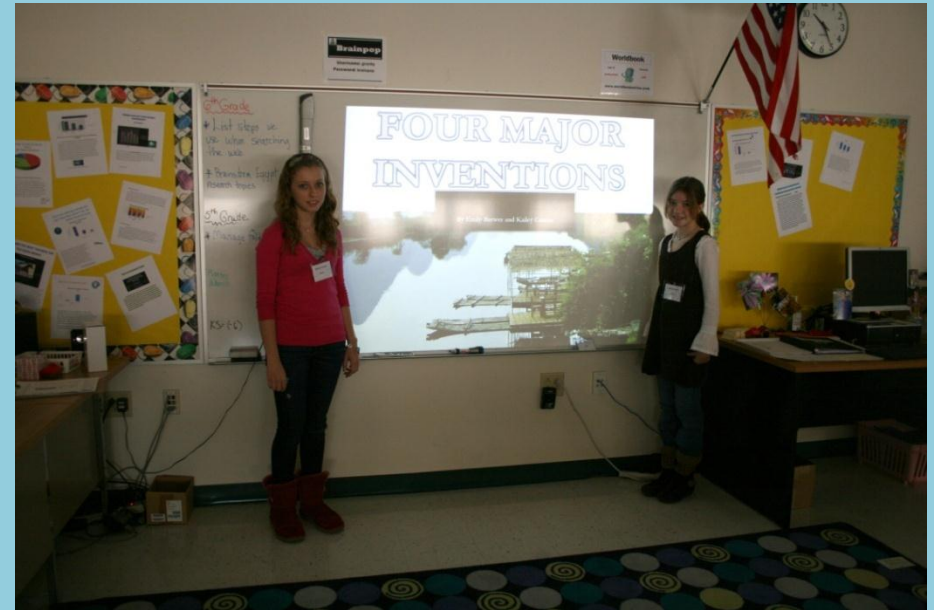
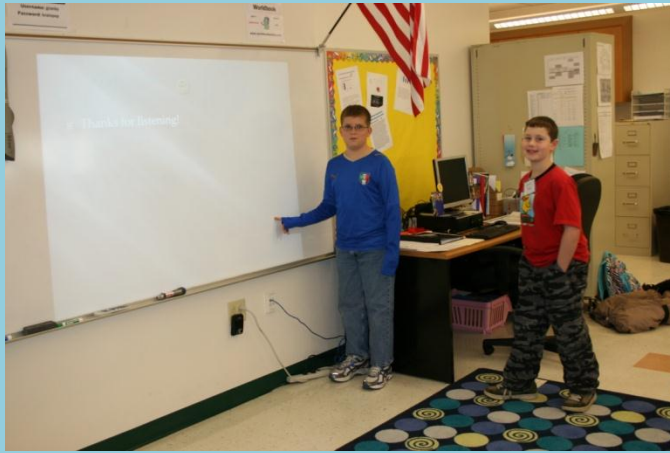
**Saturdays**

**10/15, 10/22, 10/29 and 11/5**

# Presentations in the Chinese Language Class



# Global Study Presentations



# Dance Class



Event for the students in GMHS, GMMS  
March 30<sup>th</sup>, 2012

# Granby Public Schools Celebrates World Language Week

## Welcome Asian Performing Arts



Sponsored by Granby Education Foundation, World Language department and Global Learning academy



# Mountain Dance



# Chinese Martial Arts- Kong Fu



# Chinese Instruments

## -Gu Zheng and Er Hu -



# Chinese Fan and Ribbon Dance



# What's new for the 2012-2013 Global Learning Academy ?

- 1. Open Academy to 1<sup>st</sup> and 2<sup>nd</sup> grade students
- 2. New Programs
  - Chinese Arts & Crafts and Martial Arts classes
  - An acting component in the Language & Global Study classes
- 4. After school program in place of the Saturday classes
- 5. Culminating Event- Will host activities for all the schools in the Granby

# Arts & Crafts (1)



# Arts & Crafts (2)



# Arts & Crafts (3)



# Arts & Crafts ( 4)



# Lanterns made from Red Envelopes



# Origami



# Singing Chinese songs



# Chinese Class Acting

## Chinese Story- 曹冲称象



# Chinese Class Acting

## Chinese Story- 愚公移山



# Global Study Class Acting

## -Chang e ben yue -



# Martial Arts (1)



# Martial Arts (2)



# The After School Mini Program

- Who: 1<sup>st</sup> to 9<sup>th</sup> grade students
- When: 10/29/12 to 11/9/12 on Tuesdays, Wednesdays, Fridays  
The Middle School- 2:30 to 4:20 p.m.  
Wells Road School- 3:30 to 5:20 p.m.  
F.M. Kearns- 3:40 to 5:30 p.m.
- Where: The middle School, Wells Road School, and F.M. Kearns ( Kelly Lane students will take a school bus to Wells Road)
- What: Chinese Language, Global Study, Chinese Arts & Crafts, and Martial Arts

# Culminating Event

- Who: The students in GMHS, GMMS, Kelly Lane, Wells Road, and Kearns
- When: World Language Week in March, 2013 (date and time TBD)
- Where: GMHS, Kelly Lane, Wells Road, Kearns
- What: TBD

Possible activities: Chinese Hand Puppet, Tai-Chi, Chinese Yo-Yo, or Chinese instrument performance

# Some Comments from the Parents...

- *“My son enjoyed all the classes very much and spoke of them daily. He enjoyed practicing his language at home and also enjoyed Freerice.com.”*
- *“Very impressed with what my son has learned in such a short amount of time!”*
- *“The experience gave our son an understanding of the Chinese culture and experiences that he will remember.”*
- *“Enthusiastic teachers, hands-on learning.”*

# Thank you

Program Supervisor: Diane Dugas

Project Director: Jung Jung Su

Teachers:

Chinese Language- Meiky Huang

Global Study- Rose Higgins and Ms. Annika Edgeron

Chinese Culture (Folk Dance) –Julie Lai Poon

Chinese Culture (Arts and Crafts)- Jane Hsu

Martial Arts- Jeff firestone

Counselors: Dan Chapple, Sarah Wutka, Jacob Coons, Ivy Nguyen, Jennifer Su

Any questions and suggestions- [jungjungsu@comcast.net](mailto:jungjungsu@comcast.net)



# GRANBY SUMMER PROGRAMMING 2012

# SUMMER SCHOOL

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- ✘ Review and reinforcement of Math and/or Language Arts skills for students entering 1<sup>st</sup> through 8<sup>th</sup> grade in the fall.

- ✘ Parents can register students.

OR

- ✘ Recommended on IEPs, during Annual Review meetings

# RATIONALE AND BENEFITS

- ✘ Supports powerful thinking throughout summer months
- ✘ Reinforces academic and social skills learned throughout the school year
- ✘ Small group instruction



# SAMPLE DAILY SCHEDULE

- ✘ 8:00-9:00 Language Arts
- ✘ 9:00-10:00 Math
- ✘ 10:00-10:30 Snack and Recess
- ✘ 10:30-11:10 P.E.
- ✘ 11:10-11:50 Art
- ✘ 11:50-12:30 Technology
- ✘ 12:30-12:50 Lunch
- ✘ 1:00-4:00 Camp at YMCA



# NEW THIS YEAR!

- ✘ More inclusive model with Special Education students
- ✘ School Psychologist taught Social Skills groups
- ✘ Collaboration with Farmington Valley YMCA

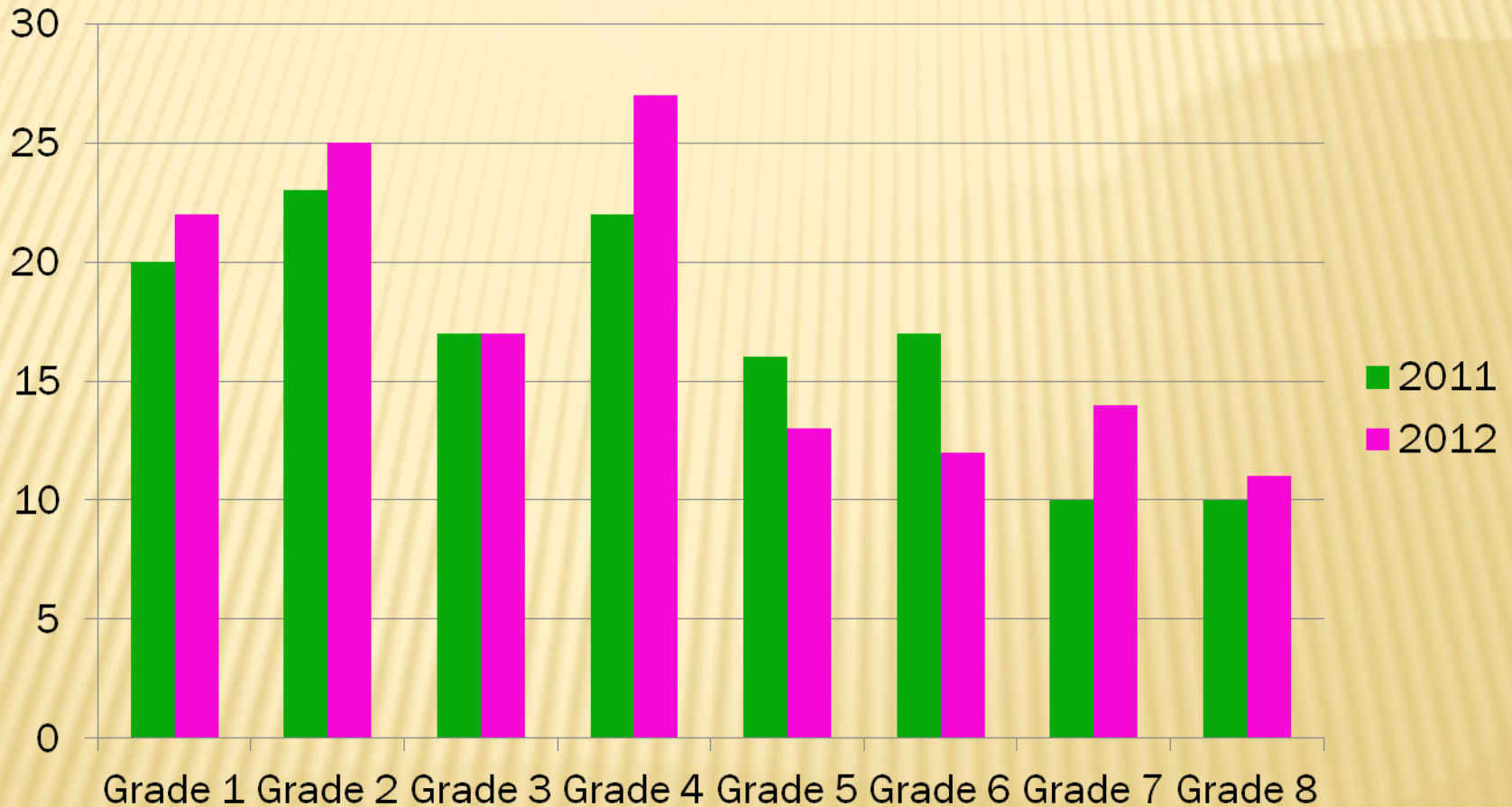


# ENROLLMENT

- Lang. Arts, Math & Activities: 103
- Language Arts and Math Only: 25
- Language Arts Only: 8
- Math Only: 5
- TOTAL ENROLLMENT: 141 Students



# ENROLLMENT BY GRADE



# STAFF NUMBERS

- ✘ Teachers: 10
- ✘ Teaching Assistants: 4
- ✘ Resource Teacher
- ✘ School Psychologist
- ✘ Nurse
- ✘ High School/College Volunteers: 15



# SUMMER SCHOOL FINANCES 2011-2012

	2011	2012
<b>Expenses</b>		
Staffing:	\$30,571.28	\$29,140
Nurse	\$2,988	\$3,130
Materials	\$605.12	\$1,932.29
<b>Total Expenses:</b>	<b>\$34,164.40</b>	<b>\$34,202.29</b>
<b>Income</b>		
Fees paid by check:	\$17,022	\$15,965
Pupil Services:	\$3,810	\$5,790
Financial Aid	\$1,590	\$1,810
Fee waived for Family Max:	\$0	\$0
Open Choice Academic and Social Support Grant	\$7,848	\$7,848
<b>Total Income:</b>	<b>\$30,270</b>	<b>\$31,413</b>
<b><u>Cost of Summer School</u></b>	<b>\$3,894.40</b>	<b>\$2,789.29</b>

# **SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAMS**

2011-2012 School Year

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# RATIONALE

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Extended school year services are available as necessary to provide a free, appropriate public education.

Granby provides extended school year services only if the Annual Review PPT that develops the student's IEP determines, on an individual basis, that the services are necessary to prevent regression.

The District does not limit extended school year services to particular categories of disabilities and does not unilaterally limit the type, amount, or duration of those services.

# VALUABLE ADDITION FOR THE 2012 SUMMER

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On-site School Psychologist for summer school :

- Allowed for social skill learning opportunities and collaboration with teachers

# OVERVIEW OF SUMMER PROGRAMMING

Grade Level	Direct Tutoring Instruction	Camps & Summer Programs (# students)	Related/Other Services OT, PT, Speech/ Lang, Social Skills (# students)
<b>Preschool</b> 11 students		<b>8 Camp Kearns</b> <b>1 Other Camps</b> <b>2 Related Services only</b>	<b>7 OT</b> <b>8 PT</b> <b>7 Speech/ language</b> <b>(8 of 11 Students received service in multiple areas)</b>
<b>Primary (K-2)</b> 20 students	<b>Reading 12 hrs/1 student</b> <b>Math 12 hrs/1 student</b>	<b>16 GPS Summer School</b> <b>1 Other Camps</b>	<b>6 OT</b> <b>2 PT</b> <b>3 Social Skills at Summer School</b> <b>2 Speech/Language</b>
<b>Intermediate (3-6)</b> 43 Students	<b>Reading 70.65 hrs/ 12 students</b> <b>Writing 42.6 hrs/ 9 students</b> <b>Math 78.6 hrs/ 12 students</b>	<b>18 Summer School</b> <b>2 Other Camps</b>	<b>3 OT</b> <b>2 PT</b> <b>10 Social Skills at Summer School</b> <b>3 Speech/Language</b>
<b>Middle (7+8)</b> 17 students	<b>Reading 20.5hrs/ 7 students</b> <b>Writing 45.5hrs/ 8 students</b> <b>Math 30hrs/ 6 students</b>	<b>7 Summer School</b>	<b>7 Social Skills at Summer School</b>
<b>High School (9-12)</b> 12 students	<b>Students 9</b> <b>Hours 155 all academics</b>	<b>1 Summer Mentorship</b> <b>1 Other Camp</b>	
<b>Outplacements</b> 7 students		<b>7 Programs from Various Outplacement Sites</b>	

# BENEFITS OF EXTENDED SCHOOL YEAR SERVICES:

- opportunity to maintain and advance academic skills with their same age peers
- opportunity for application and practice of social skills learned within the school year
- opportunity to improve the skills related to achievement on standardized tests such as the CMT and CAPT
- to increase student success during the school year



July 9-13, 2012

College Exploration Summer Seminar



## Itinerary

University of Connecticut

Salve Regina University

University of Rhode Island

Central Connecticut State Univ.

Lasell College

Wentworth Institute of Technology

Boston University

Emmanuel College



**Program Objectives:**

- **Expose students to several different types of colleges**
- **Teach students how to “size up” a college to meet their needs/interests**
- **Encourage reflection through group discussion and journaling**
- **Demystify the college application process through topic discussions**
- **Develop connections between GMHS and Institutions of Higher Education**

100 GMHS Students have completed the College Exploration Summer Seminar over the past five years.



**Complete List of Colleges Visited:**

University of Connecticut - Storrs  
Central Connecticut State Univ.  
Eastern Connecticut State Univ.  
Southern Connecticut State Univ.

UMass - Amherst

University of Rhode Island

Westfield State University

Western New England Univ.

Springfield College

Fairfield University

University of New Haven

Salve Regina University

Northeastern University

New York University

Pace University

Boston College

Boston University

Lasell College

Emmanuel College

Suffolk University

Quinnipiac University

Trinity College

Sacred Heart University

University of Hartford

Clark University

College of the Holy Cross

Providence College

Bryant University

Wentworth Institute of Technology



# 2012 CMT Review

## Granby Public Schools Annual Continuous Progress Review

Presented by  
Diane Dugas  
Director of Curriculum  
*September 2012*

# The CMT Test

- Students are tested in all grades 3-8 in reading, writing, mathematics
- Students are tested in science in grades 5 and 8
- Test results are reported in five levels:
  - 1-Basic, 2-Below Basic, 3-Proficient, 4-Goal, 5-Advanced
- We are in year seven of the Fourth Generation CMT
- Results are summative and provide us with information of students cumulative learning.



# Annual Yearly Progress

- Granby School District

- Achievement required to meet No Child Left Behind:

Reading (89%)      Math (91%)      Writing(70%)      Participation (95%)

- Adjusted results in comparison to requirements:

- Reading      Math      Writing      Participation

- Whole School

Not yet released

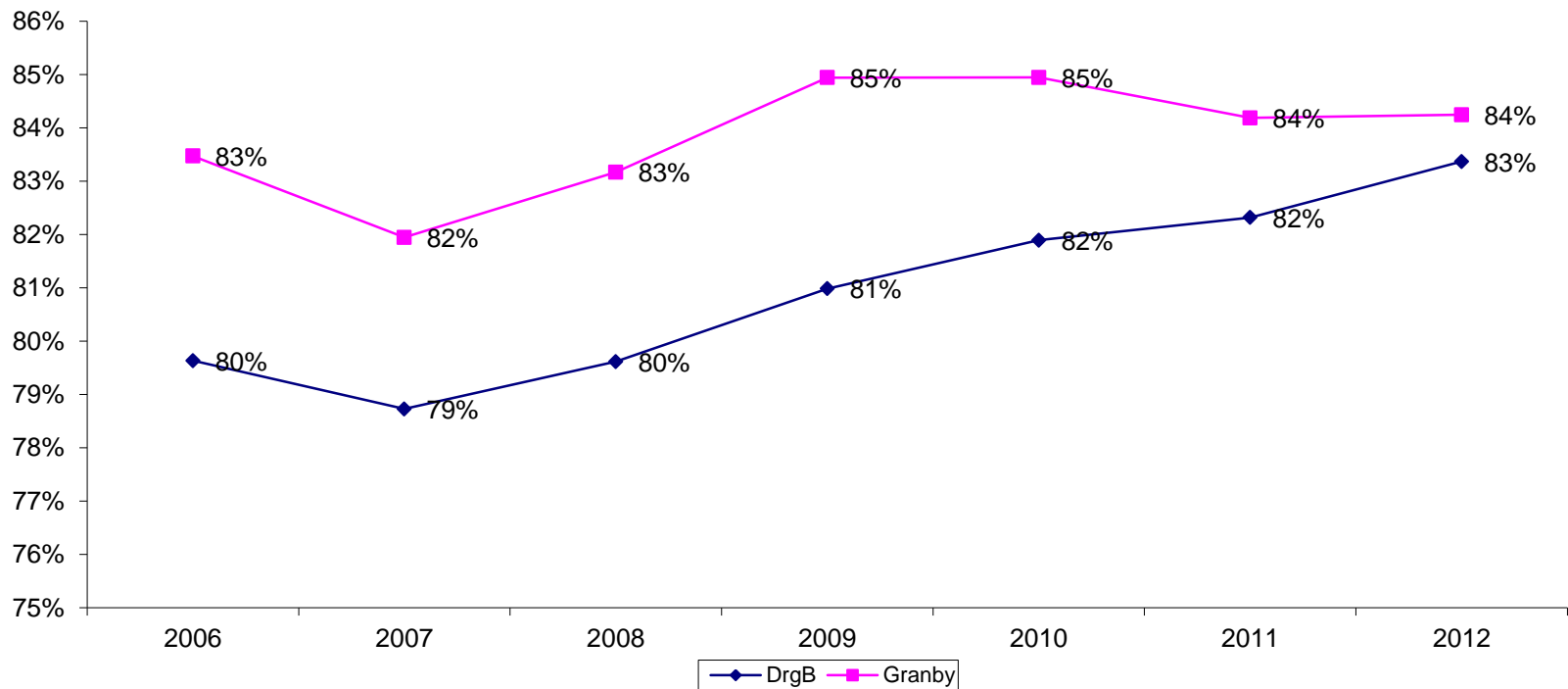
**Granby AYP Status – Anticipated - Achieved**

# District Reference Group Comparison

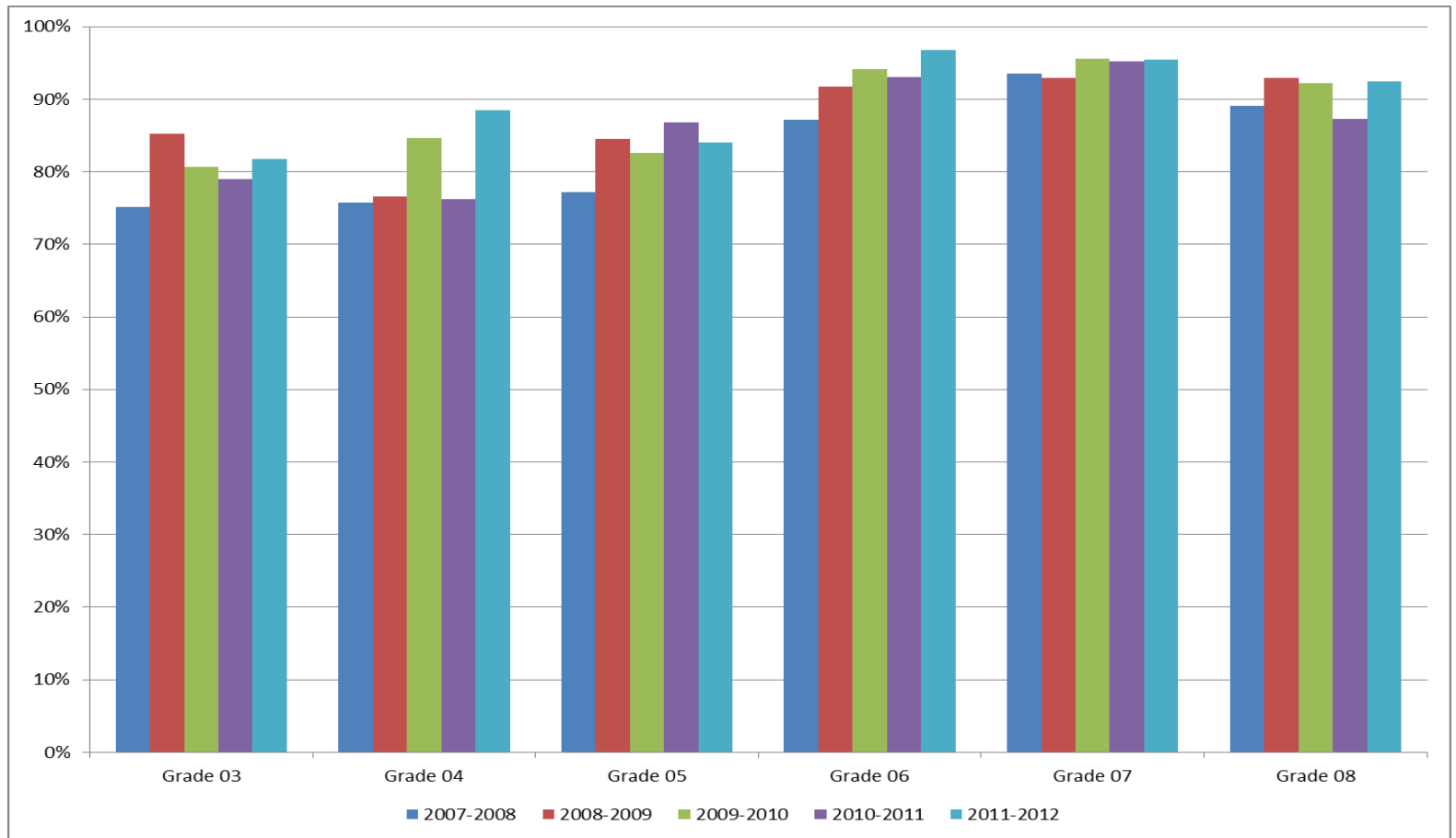
DRG Comparison (20 Districts)	Math	Reading	Writing	Science
Grade 3	8	6	13	N/A
Grade 4	12	3	13	N/A
Grade 5	1	4	13	3
Grade 6	9	2	9	N/A
Grade 7	5	3	20	N/A
Grade 8	4	11	19	2

# DRG Comparison: %Goal Above All Tests (Grades 3,4,6,7: Reading, Writing, Math) (Grades 5,8,10: Reading, Writing, Math, Science)

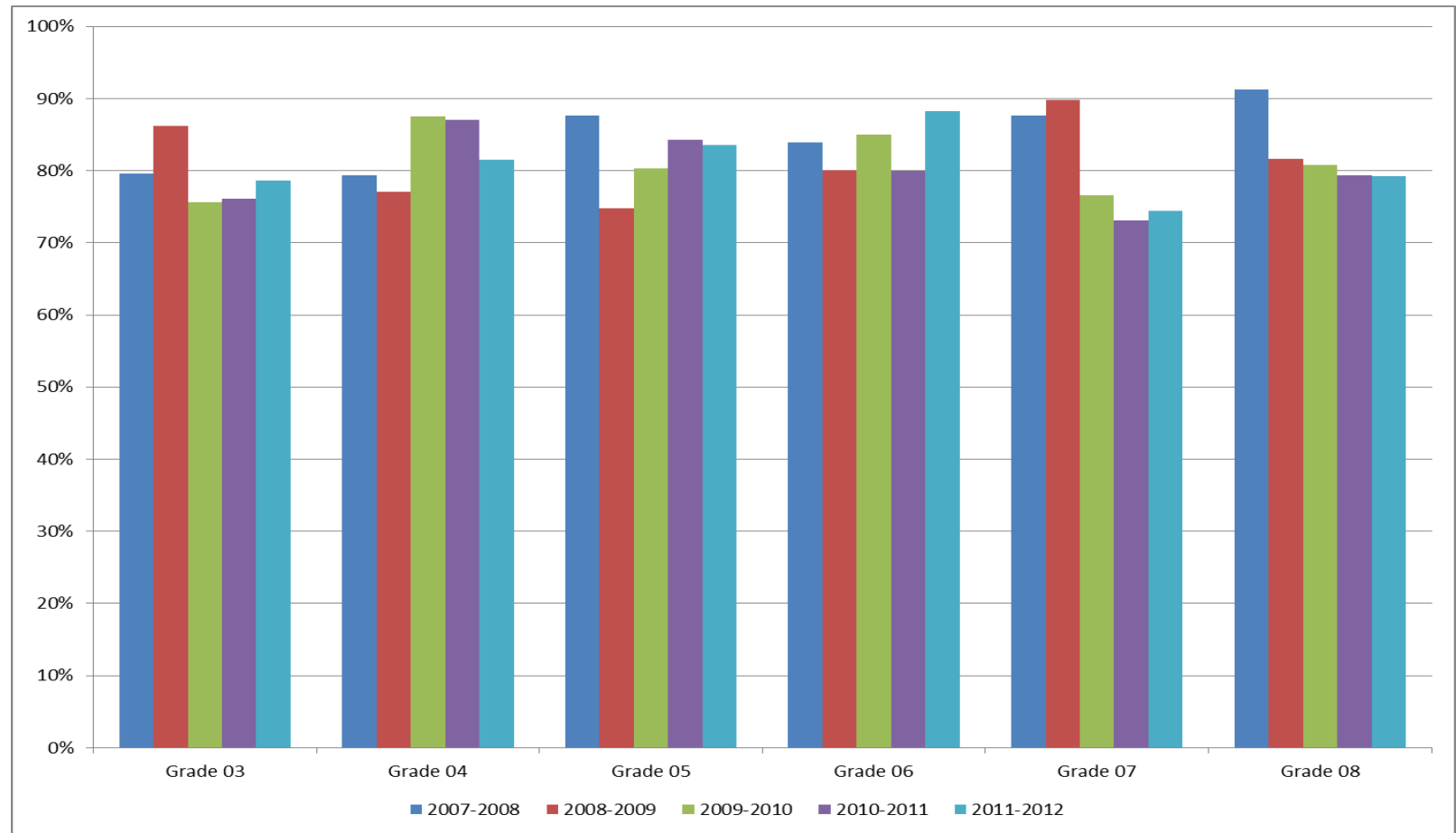
CMT/CAPT: % Students Goal/Above



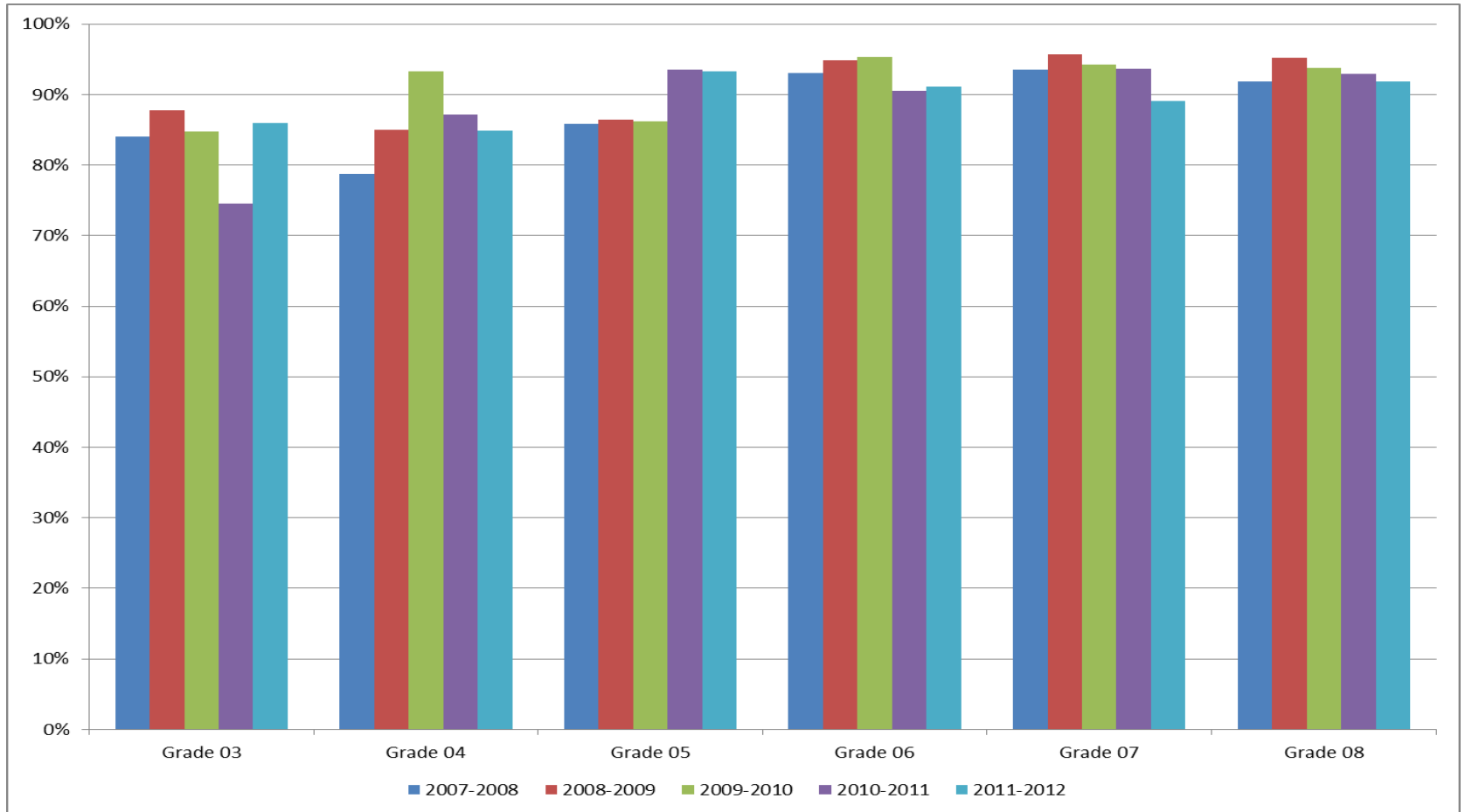
# CMT Reading Results



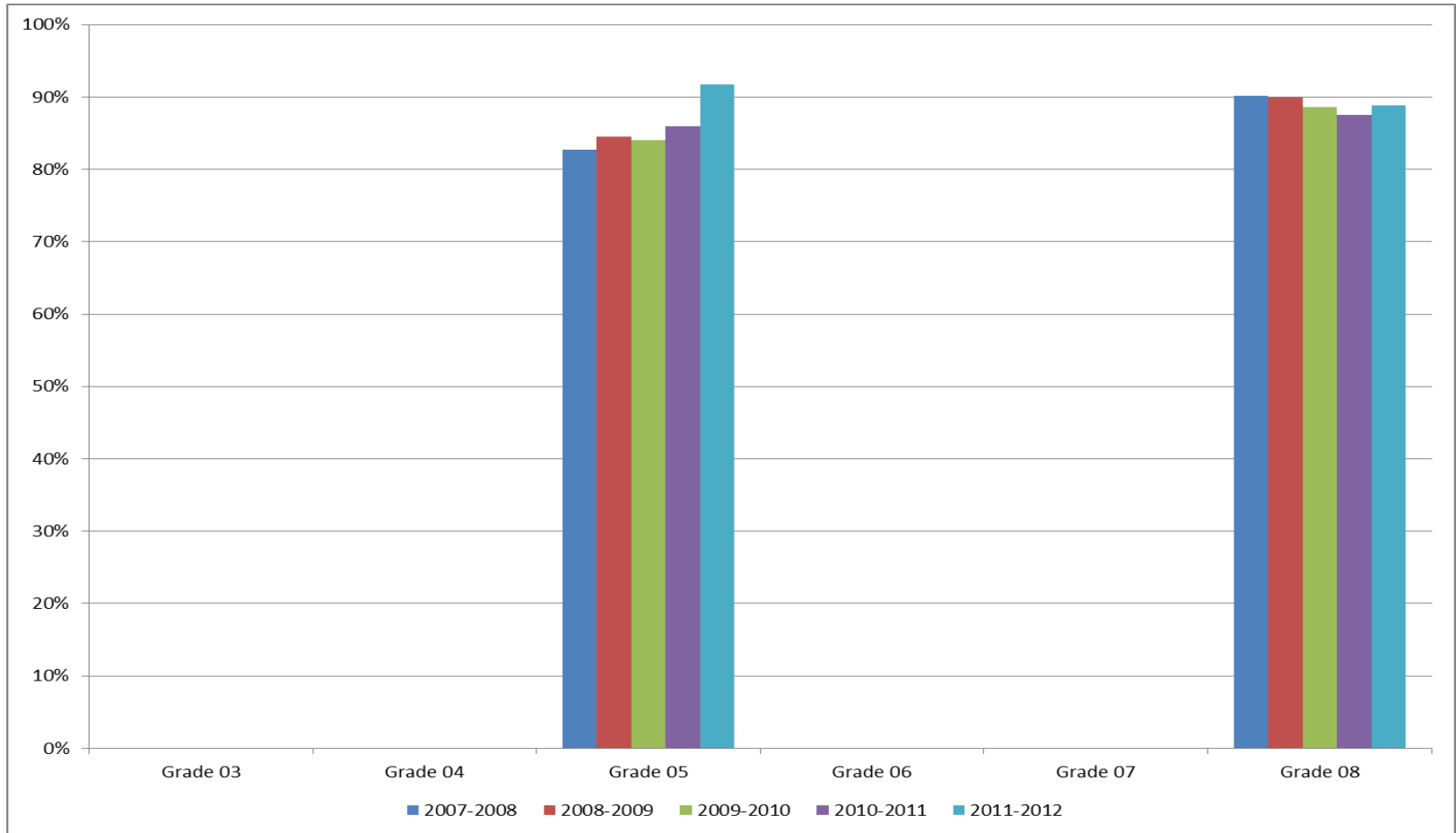
# CMT Writing



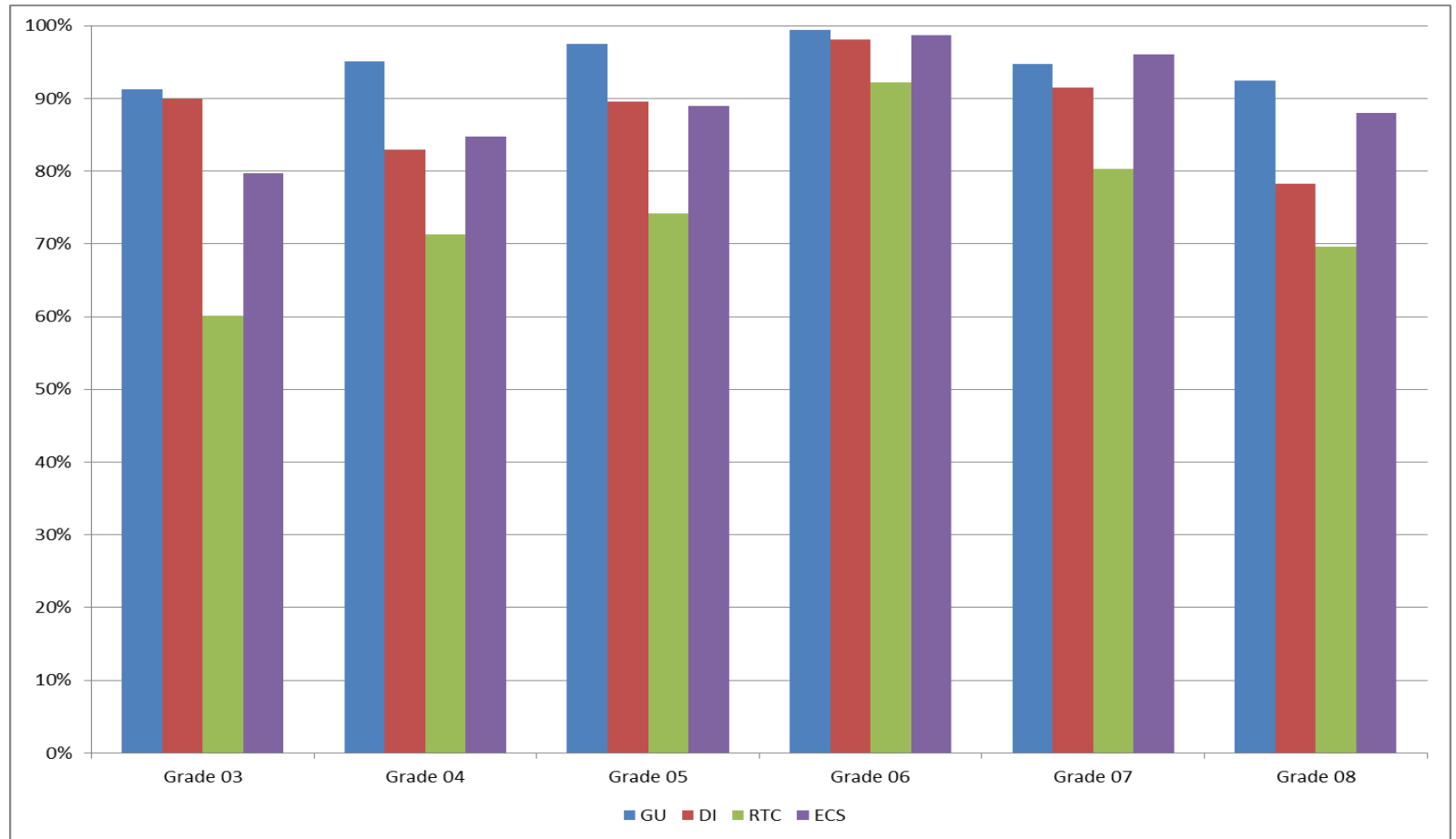
# CMT Mathematics



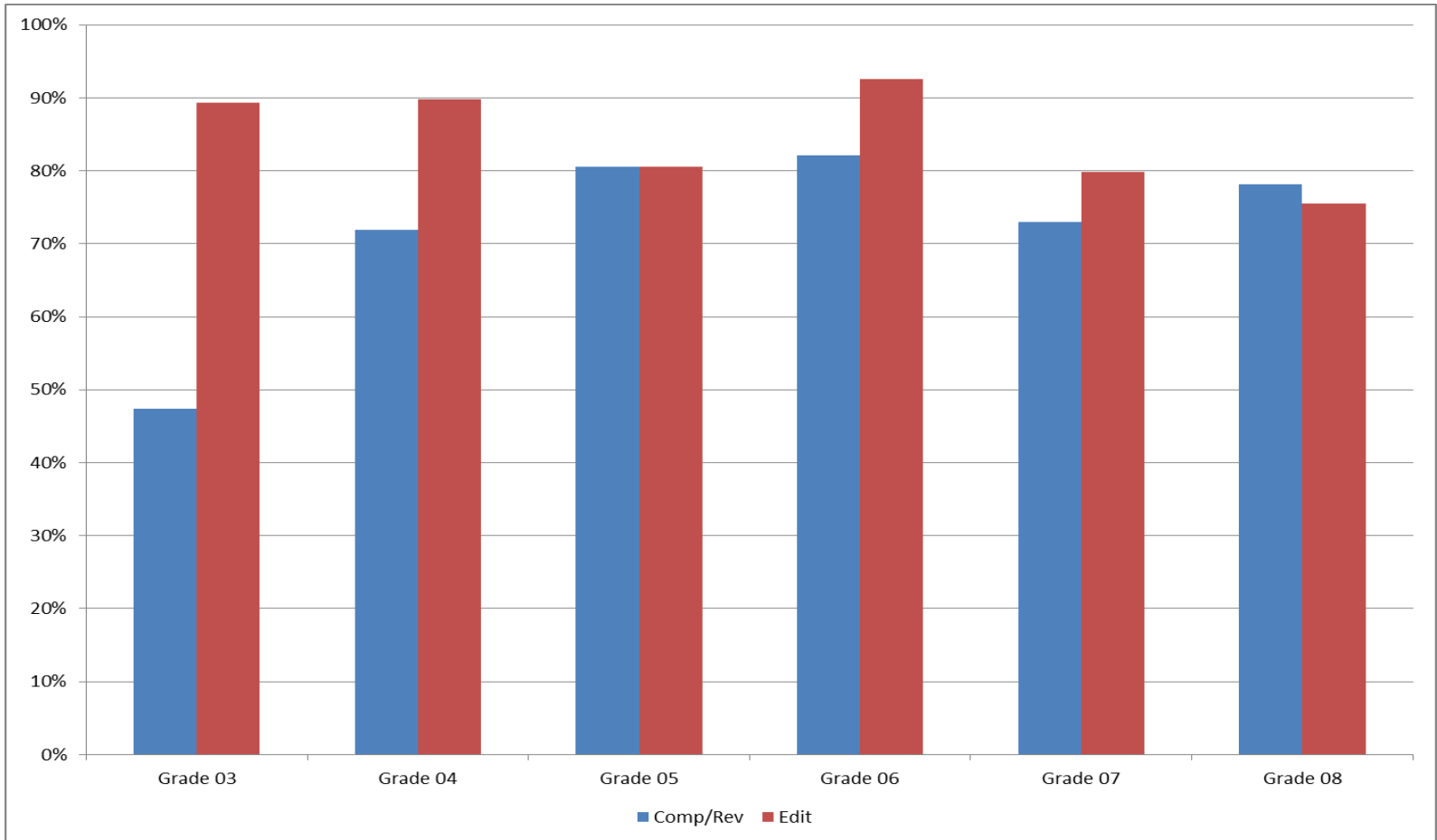
# CMT Science



# Granby Reading Strand Trend 3-8



# Granby Writing Strand Trend 3-8

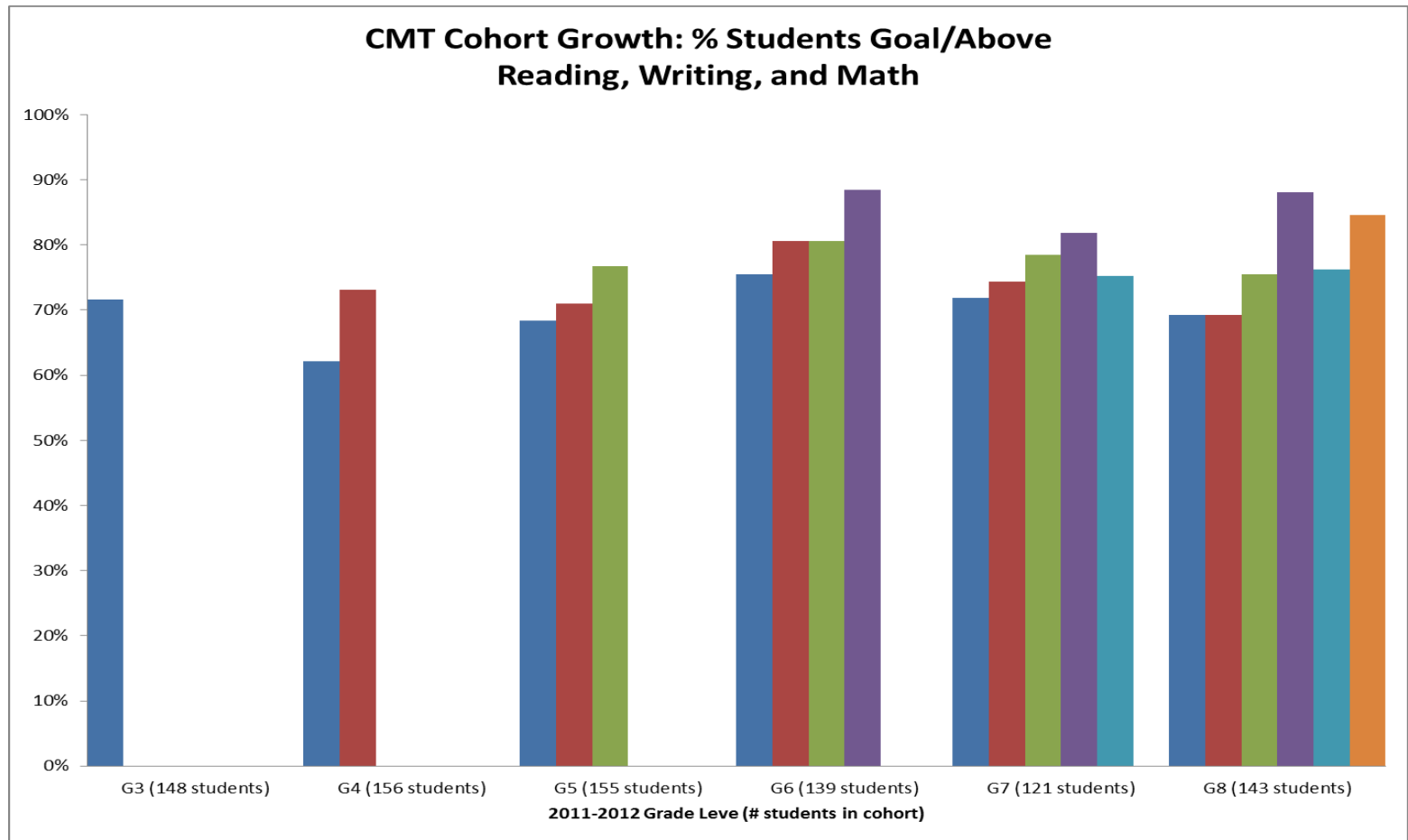


# Granby Math Strand Trend 3-8

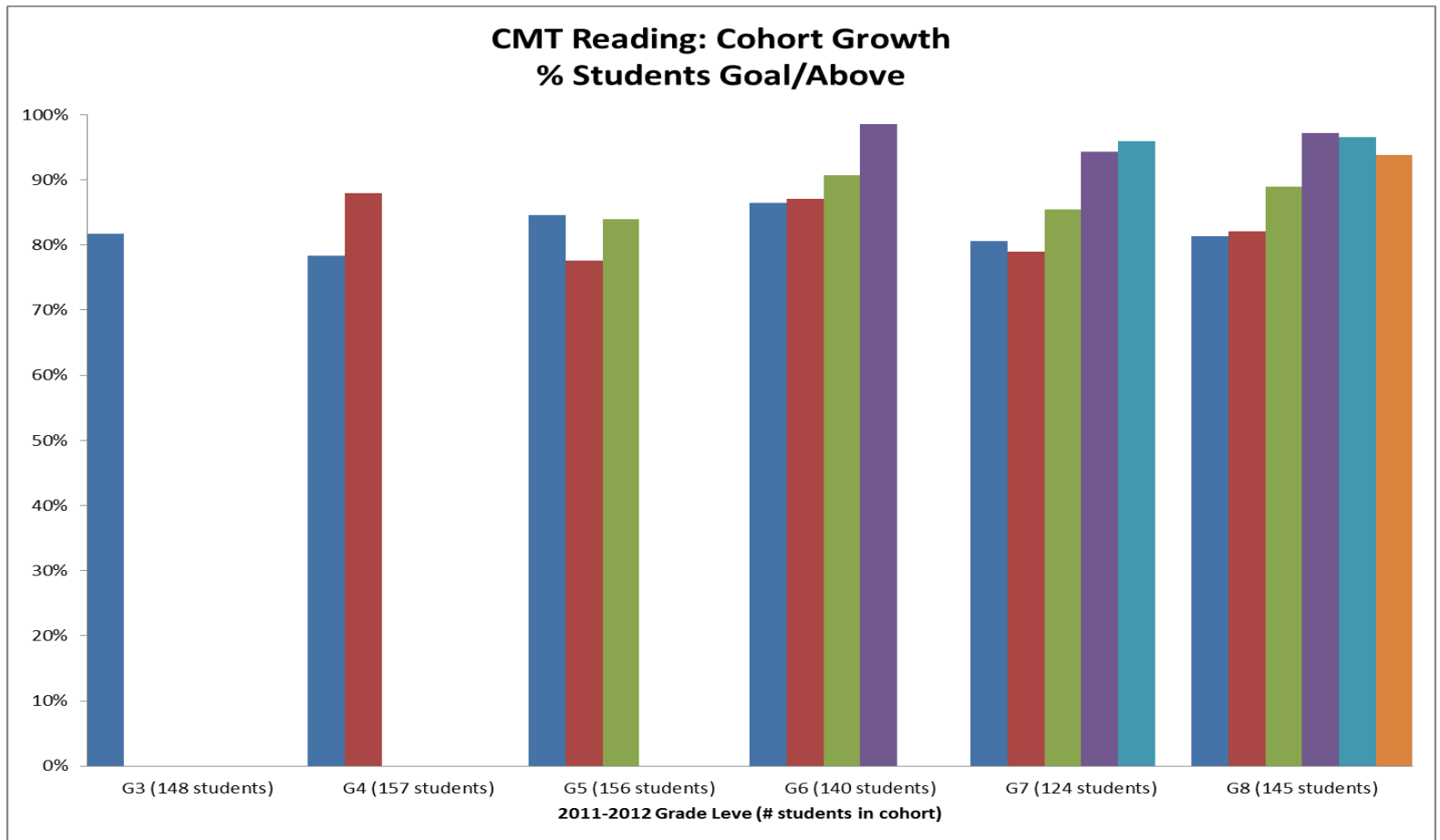


- Common strands across grades needing focus include:
- Estimating solutions to problems
- Mathematical applications
- Several random strands by grade

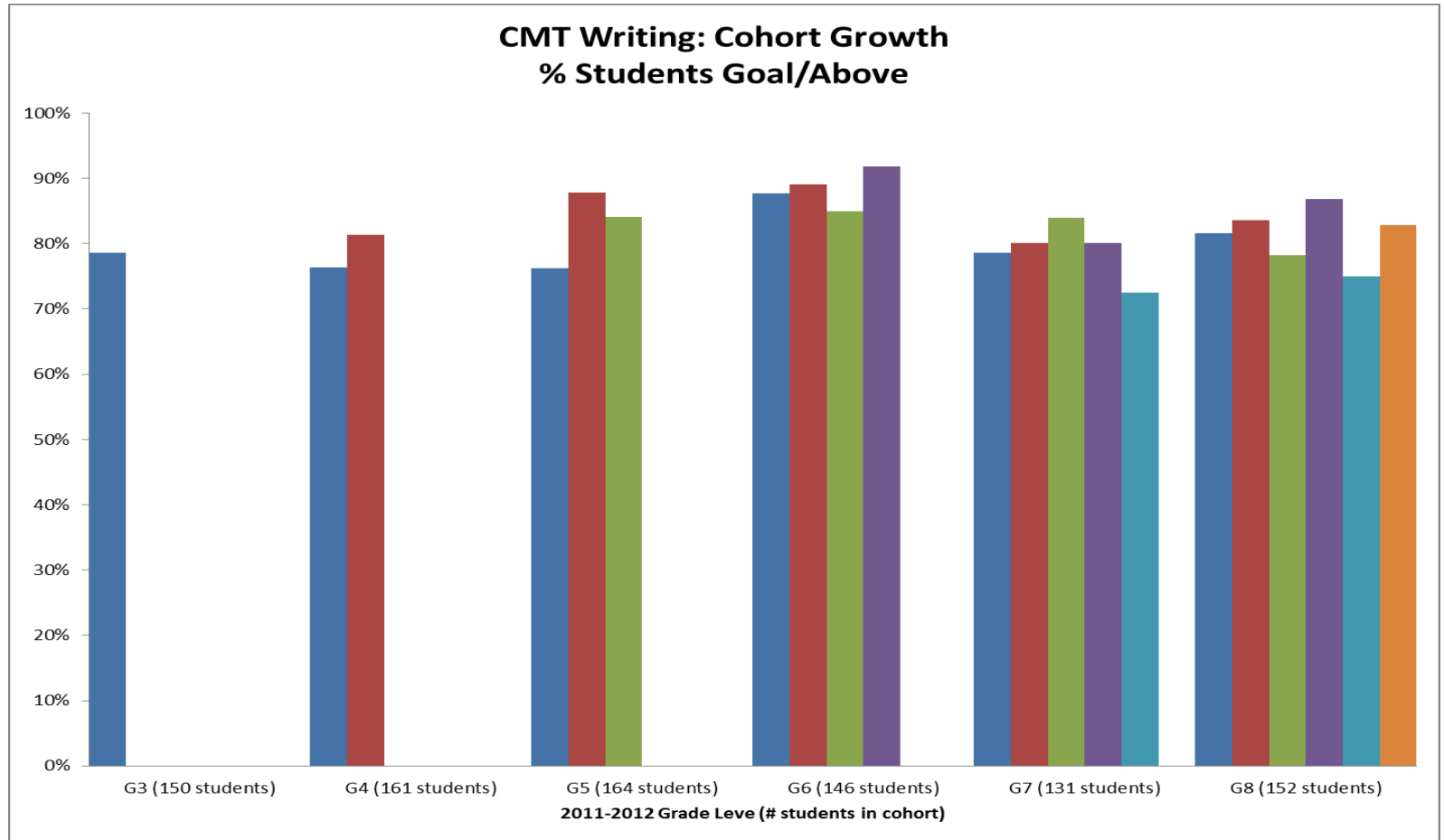
# Matched Cohort – All subjects



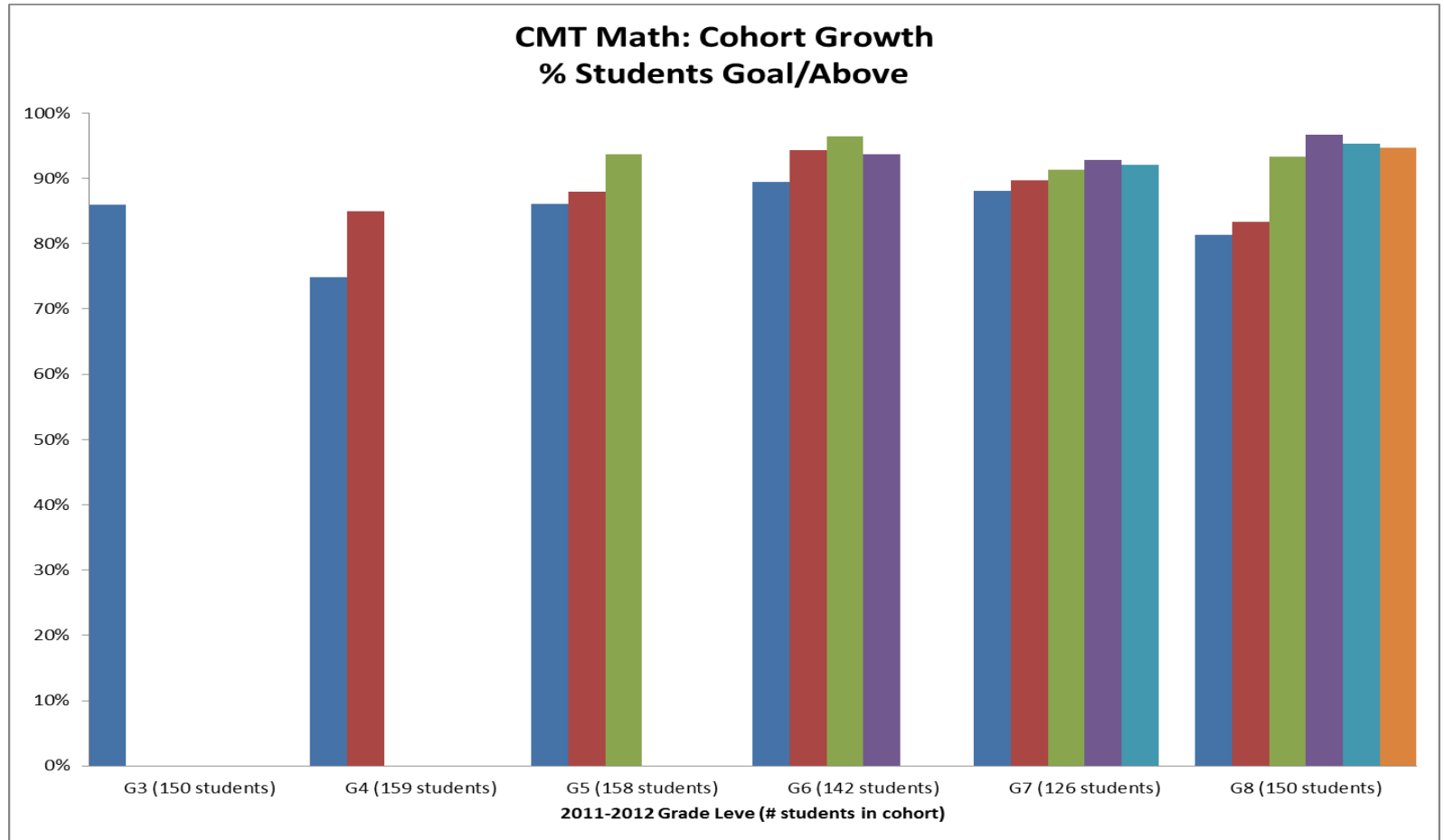
# Matched Cohort Reading



# Matched Cohort Writing



# Matched Cohort Math



# Analysis and Next Steps

- Advancement in reading
- Significant number of Math strands at 90+ mastery across all grades
- First in DRG in grade 5 math, second in our DRG in grade 6 reading and grade 8 science
- Challenges persist in composing and revising and Mathematical applications

# Strategies for Continuous Student Achievement

- Implementation of viable LA curriculum through reader/writer workshop model K-8
- Writing Audit
- Classroom modeling and coaching
- Staff working as Professional Learning Communities to discuss student performance data, common formative assessments, interventions, enrichment, and effective instructional practices
- Aligned interventions
- Timely and monitored interventions and enrichment

# Questions

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**2012 CMT Score Comparisons by District Reference Group B**



TO: Granby Board of Education  
FR: Diane Dugas, Director of Curriculum  
DT: September 2012  
RE: 2012 Connecticut Mastery Test (CMT) Report

### **Background**

The State Department of Education assesses all students in grades 3-8 in the areas of reading, writing and mathematics. Additionally students in grades 5 and 8 are assessed in science. Students identified as special needs are offered an opportunity to take the test with or without modifications based on their Individualized Education Plan (IEP) recommendations. Special needs students functioning significantly below grade level may take a modified test or participate in a skills checklist. Efforts by the State to support meeting the needs of monitoring special needs student growth was continued through the administration of a modified test (MAS) administered through an on-line secure testing program (MIST).

2012 served as the seventh administration year for the CMT generation 4 tests.

The 2012 benchmarks for determining Adequate Yearly Progress are listed below. These will remain in effect for 2013. The last administration of the CMT will be given in 2014 when the national and state benchmarks will 100%. As the district moves forward toward our district achievement goal, we will monitor our CMT results in relation to northeast progress towards all students reaching 100% mastery in identified strands. At the current reporting time to the Board AYP results have not been released by the state.

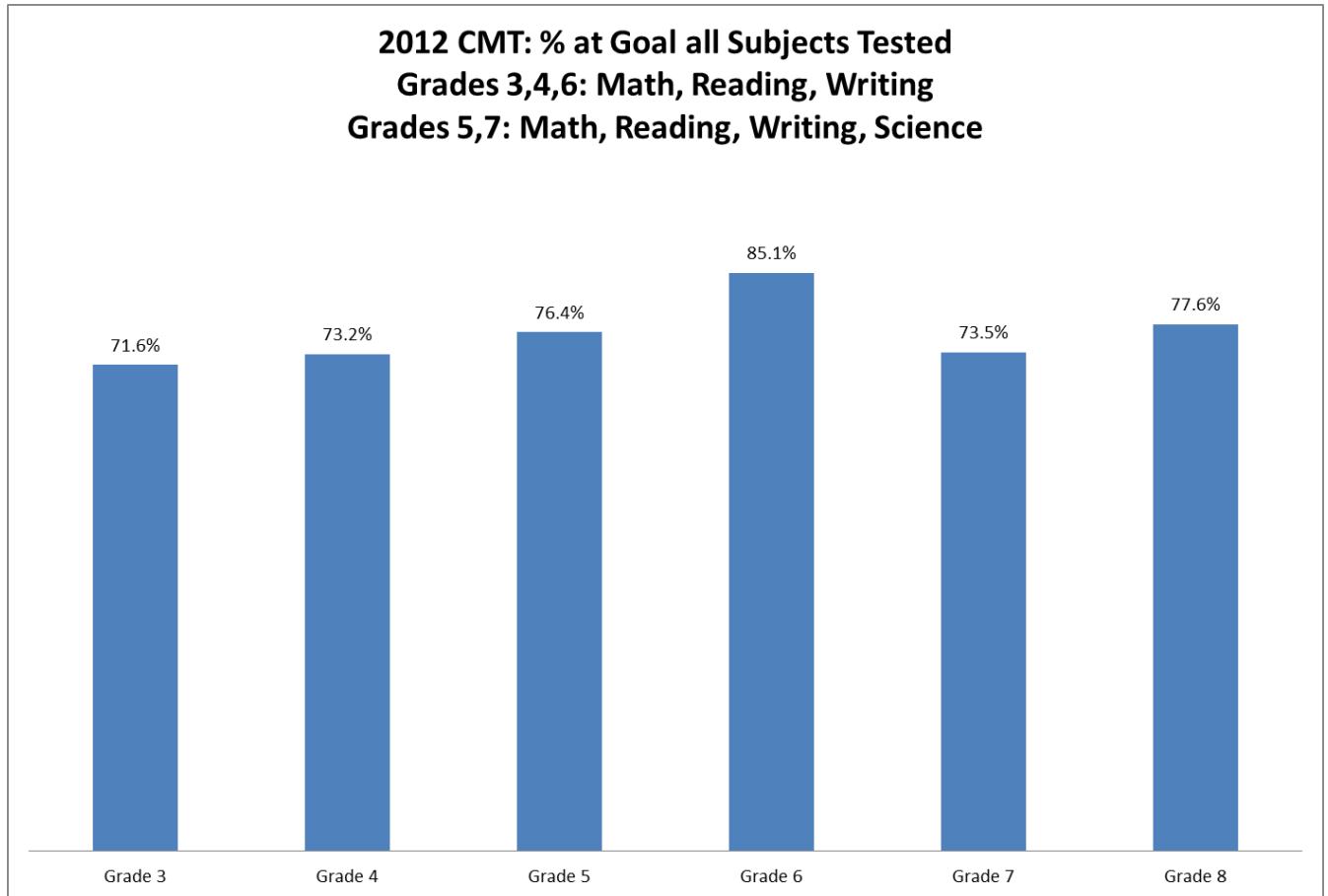
<i>Content area</i>	<i>AYP Benchmarks</i>
Mathematics	91% proficient or better
Reading	89% proficient or better

### **Results**

Students in Granby Public Schools continue to outperform state averages, ranking within the top twelve towns in grades 4, 6 and 7 in reading (holding the third highest scores in the state for grade 6 reading); grade 5 and 8 math; and grade 5 and 8 science. The standard for reporting high performance is the number of students scoring at goal or above.

Grade	% at/above goal in <u>all</u> areas*
3	<b>71.6</b>
4	<b>73.2</b>
5*	<b>76.4</b>
6	<b>85.1</b>
7	<b>73.5</b>
8*	<b>77.6</b>

\*Four areas including Science



We continued to increase the number of students reaching goal and advanced in grades 3-6. Our percentages at grades 7 and 8 are status quo. Our in depth analysis allows us to identify students in each band and their movement forward or their regression.

## *District Analysis by Content Areas*

### ***Math***

#### **Outstanding performance**

Across the district, students have shown outstanding levels of performance in the following areas of Math

- Place Value
- Pictorial Representations
- Order/Magnitude/Rounding
- Models for Operations
- Basic Facts
- Fractions
- Spatial Relations
- Tables/graphs/charts
- Probability
- Patterns

#### **Areas for improvement**

Areas where further refinement of instruction and curriculum should improve student performance include:

- Estimating solutions (grades 3,4,5 and 8)
- Time (4,5)
- Metric Measures (6,7,8)
- Approximating Measures (grades 3,4,8)
- Ratios and Proportions (grade 7)
- Whole Numbers/Decimals (grade 8)
- Patterns (grade 8)
- Logical Reasoning/Algebraic concepts (7)
- Math applications

### ***Reading***

#### **Outstanding performance**

Across the district, students have shown outstanding levels of performance in the following areas of Reading (80% or more students at or above goal in **all** grade levels 3-8 where skill is tested):

- Forming a General Understanding
- Developing Interpretation (3-7)
- Examining the Content and Structure

#### **Areas for improvement**

Areas where further refinement of instruction and curriculum should improve student performance include:

- Making Reader/Text Connections (grades 3, 4, 5, and 8)
- Developing Interpretation (grade 8)
- Examining Content and Structure (3)
- Increasing students DRP level

## ***Writing***

The writing score is a composite of three very different pieces of information: Direct Assessment of Writing (otherwise known as the writing prompt), composing and revising, and editing. Editing scores in grades 3-7 range from 80 -93% with a dip in grade 8 to 76%; composing and revising scores form a bell curve with third grade in at the lowest score of 47%, jumping to 72% in grade 4, fifth and sixth grade in the 80<sup>th</sup> percentile range (81 and 82 respectively) and seventh and eighth grade in the 70<sup>th</sup> percentile range (73% and 78% respectively). Identified inconsistency of growth over time is being addressed at the curriculum level and through focused coaching. A specific writing audit this fall will yield insight to support targeted instructional support.

## **Scores over time**

There are two ways to look at scores over time: this year's results to last year at the same grade level (same curriculum/grade level expectation but different group of students) or matched cohorts of students (same group of students as they test from year to year).

The following chart identifies the matched cohort growth over time. The first column shows third grade scores, as the CMT begins in grade three there is no comparative data.

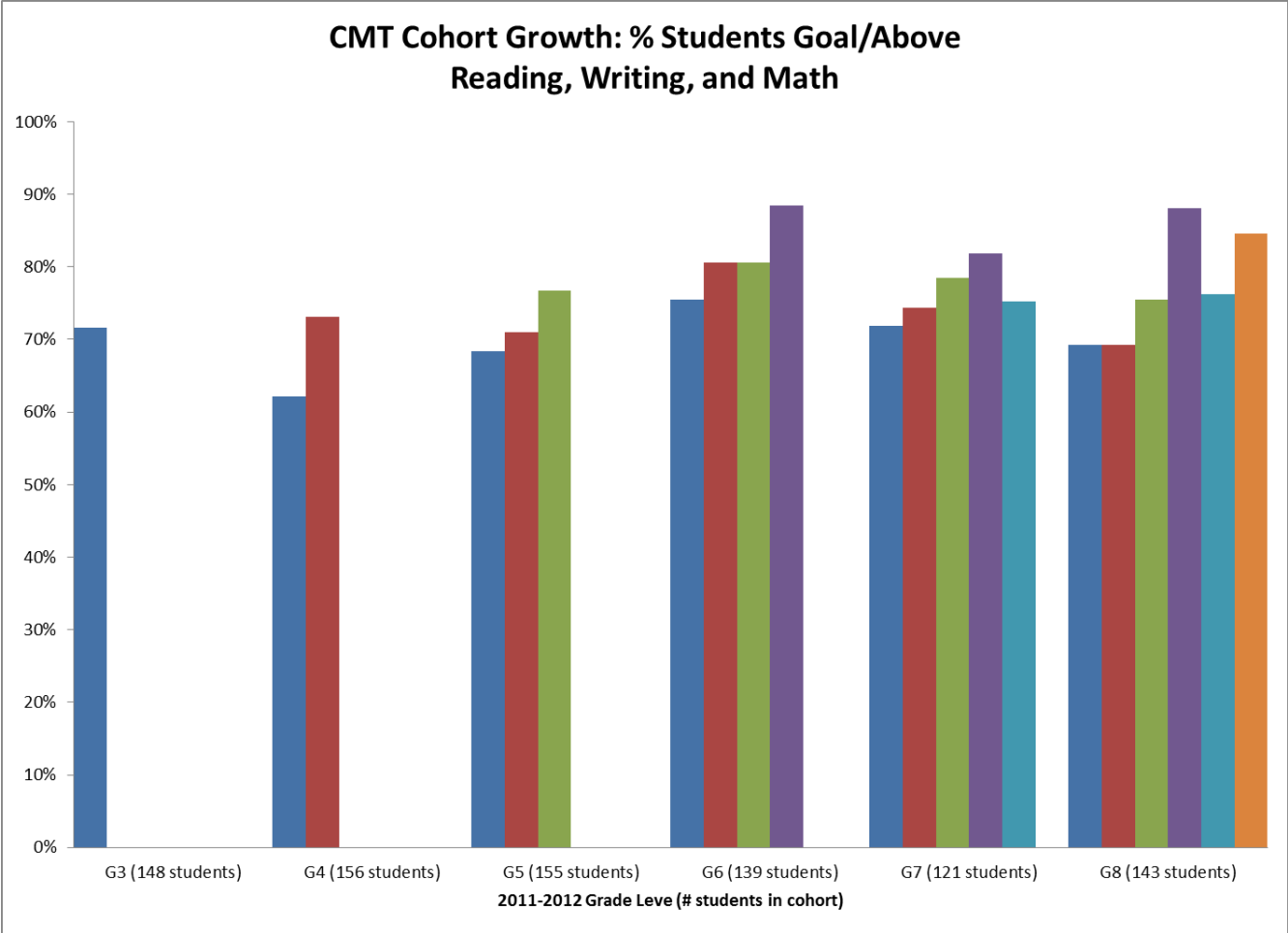
The second column shows last year's fourth grade scores to their previous third grade scores, indicating growth in the number of students scoring goal or advanced in all three subjects.

The third column shows last year's fifth graders to their comparative scores in grades three and four, indicating growth in the number of students scoring goal or advanced in all three subjects.

The fourth column shows last year's sixth graders to their comparative scores in grades three, four and five, although scores were comparable in grades four and five an increase was noted in grade six in the number of students advancing to goal or advanced in all three subjects.

The fifth column shows last year's seventh graders to their comparative scores in grades three, four, five and six. There was a slight dip in the number of students reaching goal or advanced as several students slipped from goal to proficient specifically in writing.

The final column shows last year's eighth graders to their comparative scores since grade three. Uneven growth is noted with variance between subjects and scores fluctuating between proficient and advanced.



The following chart identifies the numbers of students at goal or advanced for each academic content from 2010 -2011 to 2011-2012. The numbers in the colored band show the students who were at that same score point from one year to the next. Numbers to the right of the shaded band identify students who advanced their scores; the numbers to the left of the shaded band identify students who had regression in score levels.

**CMT Cohort Analysis Summary**

**Granby District Summary: All Grades 3-8**

Reading Results 2011-2012							
		1-Below	2-Basic	3-Proficient	4-Goal	5-Advanced	#Students
2010-2011	1-Below	7	4	3	5	0	19
	2-Basic	2	3	8	16	1	30
	3-Proficient	0	5	21	26	4	56
	4-Goal	2	1	13	244	97	357
	5-Advanced	0	0	0	62	270	332
	#Students	11	13	45	353	372	794
Writing Results 2011-2012							
		1-Below	2-Basic	3-Proficient	4-Goal	5-Advanced	#Students
2010-2011	1-Below	3	9	4	3	0	19
	2-Basic	2	10	9	16	0	37
	3-Proficient	1	13	39	53	4	110
	4-Goal	0	4	50	202	68	324
	5-Advanced	0	1	8	128	200	337
	#Students	6	37	110	402	272	827
Math Results 2011-2012							
		1-Below	2-Basic	3-Proficient	4-Goal	5-Advanced	#Students
2010-2011	1-Below	1	0	2	0	0	3
	2-Basic	0	7	10	4	0	21
	3-Proficient	1	5	29	32	0	67
	4-Goal	0	0	20	151	94	265
	5-Advanced	0	0	0	56	392	448
	#Students	2	12	61	243	486	804

**Granby CMT/CAPT Ranks in DRG**

**2006 2007 2008 2009 2010 2011 2012**

**Grade 3**

Math	1	12	4	1	6	18	8
Reading	4	5	4	1	5	6	6
Writing	5	9	12	4	10	13	13

**Grade 4**

Math	11	9	11	10	1	7	12
Reading	18	14	12	16	4	17	3
Writing	15	15	13	18	2	4	13

**Grade 5**

Math	1	10	6	8	16	2	1
Reading	3	5	15	11	10	4	12
Writing	8	19	5	20	15	12	13

Science	n/a	n/a	4	4	5	5	3
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**Grade 6**

Math	1	1	2	1	2	11	9
Reading	3	4	4	4	4	6	2
Writing	4	10	7	13	8	15	9

**Grade 7**

Math	6	1	1	1	2	2	5
Reading	5	2	2	6	3	4	3
Writing	5	4	4	1	15	17	19

**Grade 8**

Math	5	4	1	1	3	1	4
Reading	6	6	4	2	7	16	11
Writing	17	8	3	13	12	14	18
Science	n/a	n/a	2	2	2	5	2

**Grade 10**

Math	n/a	12	6	1	5	1	8
Reading	n/a	5	13	6	16	8	18
Writing	n/a	5	15	6	7	13	14
Science	n/a	2	6	2	7	1	7

**Districts in DRG**

Avon  
 Brookfield  
 Cheshire  
 Fairfield  
 Farmington  
 Glastonbury  
 Granby  
 Greenwich  
 Guilford  
 Madison  
 Monroe  
 New Fairfield  
 Newtown

Orange  
 Simsbury  
 South Windsor  
 Trumbull  
 West Hartford

Woodbridge  
 Regional Sch  
 Dist 05  
 Regional Sch  
 Dist 15

Grades 3-8  
 only

Grades 3-8  
 only  
 Grades 7-12  
 only

### Granby CMT/CAPT Ranks in States

	2006	2007	2008	2009	2010	2011	2012
<b>Grade 3</b>							
Math	6	33	14	5	18	57	26
Reading	14	18	23	2	19	20	14
Writing	20	27	39	10	30	47	32
<b>Grade 4</b>							
Math	25	23	35	24	1	24	39
Reading	52	46	27	40	9	56	8
Writing	40	40	36	57	5	17	43
<b>Grade 5</b>							
Math	2	30	24	22	48	6	9
Reading	11	20	46	28	29	8	38
Writing	31	73	10	73	57	32	35
Science	n/a	n/a	16	16	21	12	5
<b>Grade 6</b>							
Math	1	1	3	4	4	31	21
Reading	5	10	19	15	11	22	3
Writing	18	24	16	39	28	44	20
<b>Grade 7</b>							
Math	17	1	4	1	8	5	17
Reading	19	9	5	18	12	13	12
Writing	15	18	9	5	51	59	80
<b>Grade 8</b>							
Math	16	12	1	2	4	5	11
Reading	20	20	14	3	16	54	29
Writing	48	23	9	44	34	56	73
Science	n/a	n/a	4	5	12	14	11
<b>Grade 10</b>							
Math	n/a	27	19	7	12	7	15
Reading	n/a	18	30	16	32	18	48
Writing	n/a	15	47	17	17	28	34
Science	n/a	5	17	6	16	1	14

**Regular Board of Education Meeting – Approved Minutes**  
**August 29, 2012, 7:00 p.m.**  
**Central Services**

A statutory meeting was held at 6:15 p.m. with the Board of Education and Board of Finance Chairman Michael Guarco to discuss upcoming negotiations with the Granby Association of School Administrators (GASA). This meeting adjourned at 6:30 p.m. A Motion was made by Ed Ohannessian and seconded by Ronald Walther for the Board to enter into a non-meeting to discuss upcoming contract negotiations with bargaining units. This Motion passed unanimously at 6:30 p.m. The non-meeting adjourned at 6:50 p.m.

**Attendance Taken at 6:55 p.m.:**

Present Board Members:

Jenny Emery  
Lynn Guelzow  
Cal Heminway  
Edward Ohannessian  
Benjamin Perron  
Ronald Walther  
Rosemarie Weber

Absent:

Sean Goodridge (Student Representative)

Mr. Heminway called the regular Board of Education Meeting to order at 7:00 p.m.

**I. Public Comment**

There were no public comments this evening.

**II. Administrative Reports**

**II.A. Superintendent's Announcements**

- Welcome back to a new school year to staff, students and their families. School starts on September 4<sup>th</sup>.
- The Board toured all of the facilities this evening. The custodial and maintenance crews have done a nice job getting the schools ready.
- A 2-1/2 day orientation was held last week for 16 new teachers. A total of 24 new employees have been hired.
- Four days of professional development were held this week. Topics included state-mandated reporting, interventions, common core standards, and professional learning communities.
- The inaugural preschool class and full day kindergarten classes had a meet and greet on Tuesday evening. We are looking forward to two productive, successful programs.
- Enrollment: We are 11 students below the projected number. There are currently 17 pre-school students enrolled – we planned for 30. This number will increase as we move through the fall.
- Magnet school enrollment: 92 students were projected to attend and the current enrollment is 100 students. Enrollment for paid magnet schools was projected at 43 students and the current enrollment is approximately 50 students.
- We projected to have 83 Choice students and there are currently 80 Choice students enrolled.
- SAT/AP scores are in and are excellent. More information will be shared at an upcoming Board Meeting.
- Freshmen orientation will be held tomorrow at the high school.
- Attended the Commissioner's welcome back speech. The Commissioner discussed school reform, new teacher evaluation, administrator evaluation, and new accountability systems

- The transition to the First Student Bus Company is going well. They have been very professional and accommodating to our requests. There will be approximately 10 temporary drivers until all of the paperwork is processed by the state.
- 160 students attended Summer School and Camp Kearns. Thank you to Jennifer Miller for heading up both of these programs this year as well as to the YMCA who assisted us free of charge for approximately 30 Hartford students
- The electronics lab has come to completion; baseball field upgrading is underway and pre-school construction is completed.
- Convocation went well on Monday. We are ready to receive the kids and are looking forward to Tuesday.

## **II.B. Business Manager's Report**

The June Statement of Accounts was discussed. The amount returned to the town this year was just under \$121K, an increase from the projected \$114K. Major variances were reviewed with the Finance Subcommittee this evening. A motion was made by Ed Ohannessian and seconded by Ronald Walther to amend the agenda to allow for action on 2011-12 year-end budget transfers. This motion passed unanimously at 7:03 p.m. It was agreed, per the Board's request, that the Quality & Diversity budget will be included in the monthly statement of accounts reviewed by the Board.

## **III. Consent Agenda**

### **III.A. Minutes**

A Motion was made by Jenny Emery and seconded by Lynn Guelzow to adopt the consent agenda. This motion passed at 7:15 p.m. (Two abstentions: Ronald Walther and Rosemarie Weber)

## **IV. Old Business**

### **IV.A. Second Reading of Policy 5141.21, Administering Medication**

Policy 5141.21, Administering Medication was presented to the Board for a second reading. This policy will go to the Board at their next meeting for a third and final reading and approval.

### **IV.B. Education Support Personnel Policy**

The Education Support Personnel Policy was reviewed by counsel. There was one revision under staff reductions and recall to strengthen the superintendent's authority in making those decisions. A motion was made by Ed Ohannessian and seconded by Ronald Walther to adopt this policy. This motion passed unanimously at 7:18 p.m.

## **V. New Business**

### **V.A. Board Professional Development**

The Board discussed professional development opportunities offered at CREC and CABA. The CABA/CAPSS Convention will be held on November 16 and 17, 2012. Echoing discussion at the Board Retreat this summer, board members agreed to increase their professional development commitment. and the CABA Board Recognition Awards were also discussed, and the Board agreed to pursue Level II. A suggestion was made to evolve to where agenda items are explicitly tied to policy, one of the criteria for the Level II award.

## **VI.A. Board Standing Committee Reports**

### **VI.A.1. Curriculum/Policy/Technology/Communication**

This subcommittee did not meet. A decision was made at the Board Retreat that this committee will only meet once per month this year.

**VI.A.2. Finance/Personnel/Facilities**

This subcommittee met this evening and reviewed the June Statement of Accounts as well as bus logistics for the start of the school year. A motion was made by Ed Ohannessian and seconded by Ronald Walther to approve year-end budget transfers as indicated on the statement of accounts. This motion passed unanimously at 7:32 p.m.

**VI. Miscellaneous****VI.B. Other Board-Related Reports****VI.B.1. Athletic Field Projects Committee**

Ben Perron reported that the Athletic Field Projects Committee met throughout the summer, and the project is on schedule. More will be known about the costs once bids are received. Ron Durej, chair of the committee, will come to the full Board to give an update and share pictures. A request was made for Dr. Law introduce the new Athletic Director and speak to the Board about the plans for spring sports dislocated during construction.

**VI.B.2. CREC/CABE**

CREC and CABE have not met over the summer.

**VI.B.3. Granby Education Foundation**

The Granby Education Foundation did not meet over the summer.

**VI.B.4. District Efficiency Initiatives**

An update will be given to the Board at a future meeting with regard to the new in-house lighting proposal.

**VI.C. Calendar of Events**

The calendar of events is as shown.

**VI.D. Board Member Announcements**

There were no Board Member announcements.

**VII. Executive Session/Non-Meeting**

The Board did not enter into an executive session or non-meeting. A motion was made to adjourn the regular meeting by Ronald Walther and Ed Ohannessian. This motion passed unanimously at 7:40 p.m.

Respectfully submitted,

Jenny Emery  
Board Secretary

Linda Powell  
Board Recorder

## Students

### Administering Medication

**The purpose of this policy is for the Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.**

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures and applicable state regulations. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, along with the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulations as required. The District's School Medical Advisor will approve this policy and its regulations.

### Definitions

**Administration of medication** means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

**Authorized prescriber** means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and for interscholastic and intramural athletic events only, a podiatrist.

**Cartridge injector** means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

**Controlled drugs** means those drugs as defined in Connecticut General Statutes..

**Cumulative health record** means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

**Error** means:

- (1) the failure to do any of the following as ordered:
  - (a) administer a medication to a student;
  - (b) administer medication within the time designated by the prescribing physician;
  - (c) administer the specific medication prescribed for a student;
  - (d) administer the correct dosage of medication;
  - (e) administer medication by the proper route; and/or
  - (f) administer the medication according to generally accepted standards of practice; or

## Students

### Administering Medication

#### Definitions (Cont'd)

- (2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student.

**Investigational drug** means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

**Medication** means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

**Medication plan** means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

**Medication order** means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

**Qualified personnel** for schools means (a) a full time employee who meets state certification requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication by the school nurse; (b) a coach and licensed athletic trainer who has been trained in the administration of medication by the school nurse.

**Self-administration of medication** means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

## **Students**

### **Administering Medication**

#### **General Policies on Administration of Medication**

A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing, along with authorization of the parent/guardian and approval of the school nurse. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education.

A child diagnosed with asthma or an allergic condition, pursuant to State Board of Education regulations, may carry an inhaler or an epipen or similar device in the school at all times if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the school nurse that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

A school nurse may administer medication to any student pursuant to the written authorization of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist), the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

In the absence of a school nurse, any nurse employed by and/or providing services under the direction of the Board of Education at a school-based clinic, school sponsored activity, and/or extracurricular activity and only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.

Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications as described in this policy and administrative regulations

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

**Students**

**Administering Medication**

**Administration of Medication by Paraprofessionals**

Paraprofessionals shall not administer medication.

**Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events**

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse. The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

**Students**

**Administering Medication**

(cf. 4112.5/4212.5 – Security Check/Fingerprinting)  
(cf. 5141 – Student Health Services)  
(cf. 5141.23 – Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes  
10-206 Health Assessment  
10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.  
10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252 and PA 09-155)  
19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.  
21a-240 Definitions  
29-17a Criminal history checks. Procedure. Fees.  
52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)  
Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive  
Code of Federal Regulations: Title 21 Part 1307.2  
20-12d Medical functions performed by physician assistants. Prescription authority.  
20-94a Licensure as advanced practice registered nurse.  
PA 07-241 An Act Concerning Minor Changes to the Education Statutes  
29-17a Criminal history checks. Procedure. Fees.

**Policy adopted:**

rev. 11/01  
rev. 6/03  
rev. 8/03  
rev. 6/04  
rev. 7/05  
rev. 7/07  
rev. 7/09  
rev. 8/09  
rev. 4/11

**Students**

**Administering Medication**

Policy adopted: September 3, 1997

**GRANBY PUBLIC SCHOOLS  
Granby, Connecticut**

Revision of Policy First Reading:	September 19, 2001
Revision of Policy Second Reading:	October 3, 2001
Revision of Policy Adopted:	October 3, 2001
Revision of Policy First Reading	November 3, 2004
Revision of Policy Second Reading	December 1, 2004
Revision of Policy Adopted	December 1, 2004
Revision of Policy First Reading	June 2012

## **Students**

### **Administering Medication to Students**

The Board of Education allows students to self-administer medication and qualified personnel for schools to administer medication to students in accordance with the following established procedures. These procedures shall be reviewed and/or revised and approved as required by the School Medical Provider, and the school nurse supervisor. The District's School Medical Advisor will approve this policy, and its administrative.

The administration of medication includes the activities of handling, storing, preparing or pouring of medication, conveying it to the student according to the medication order, observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

A student who is required to receive medication or wants to take aspirin, ibuprofen (12 years and older), or acetaminophen, cough drops and topical Antibiotic Ointment at school, during school sponsored activities, and/or during extracurricular activities must provide:

1. The authorized prescriber's (physician, dentist, optometrist, advanced practiced registered nurse, or physician assistant; and a podiatrist in the case of interscholastic or intramural athletic events) orders for medication or aspirin, ibuprofen, or acetaminophen on a school district form which specifies the student's name, condition for which the drug is being administered, name of drug and method of administration and dosage of drug. For students receiving medicine the time of administration and duration of the order, side effects to be observed (if any) and management of such effects, and student allergies to food and/or medicine is also required on the form. This medical order must be renewed yearly if a student is to be administered medication by school personnel

In the absence of the school nurse or a licensed nurse, only qualified personnel properly trained may administer medications, including controlled drugs designated to a specified student provided a written order by an authorized prescriber along with written authorization of a parent or guardian is on file with the school nurse. Investigational drugs may not be administered.

2. Written authorization from the parent or guardian allowing school personnel to administer said medication. This authorization shall be renewed yearly and shall include parental consent for school personnel to destroy said medication if not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities.
3. The medication must have its original correct label from the pharmacy or manufacturer.

## **Students**

### **Administering Medication to Students**

4. Per the School Medical Advisor's standing order, the students in Grades PreK-12, with parental/guardian authorization, may receive Acetaminophen and students 12 years and older, may receive Ibuprofen, cough drops and Topical Antibiotic Ointment at school or during school related activities from the school nurse or designated trained school personnel listed in Section 1 of this Regulation.

Students who are able to self-administer medication may do so provided:

1. An authorized prescriber provides a written order for self-administration of said medication.
2. There is written authorization for self-administration of medication from the student's parent or guardian.
3. The school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record, and has developed a plan for general supervision.
4. The student and school nurse have developed a plan for reporting and supervision of self-administration and notification of teachers.
5. The principal and appropriate teachers are informed that the student is self-administering prescribed medication.
6. Such medication is transported to the school and maintained under the student's control within these guidelines.

In addition, the Board permits those students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medically-diagnosed allergies, to self-administer such medications and may permit such students to self-administer other medications, excluding controlled drugs, as defined in Connecticut General Statute. Such students must provide:

1. An authorized prescriber's written medication order including the recommendation for self-administration; and
2. A written authorization for self-administration of medication from the student's parent or guardian.

Further, the school nurse shall assess the student's competency for self-administration in the school setting and deem it to be safe and appropriate, including that a student:

1. is capable of identifying and selecting the appropriate medication by size, color, amount, or other label identification;
2. knows the frequency and time of day for which the medication is ordered;
3. can identify the presenting symptoms that require medication;
4. administers the medication properly;

## **Students**

### **Administering Medication to Students**

5. maintains safe control of the medication at all times;
6. seeks adult supervision whenever warranted; and
7. cooperates with the established medication plan.

In the case of inhalers for asthma and cartridge injectors for medically-diagnosed allergies, the school nurse's review of a student's competency to self-administer inhalers for asthma and cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to **prevent** a student from retaining and self-administering inhalers for asthma and cartridge injectors for medically-diagnosed allergies. Students may self-administer such medications only with the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student.

The school nurse is responsible for:

1. Reviewing the medication order and parental authorizations;
2. Developing an appropriate plan for self-administration;
3. Documenting the medication plan in the student's or participant's health record; and
4. Informing qualified personnel for schools and other staff regarding the student's self-administration of prescribed medication.

The medication shall be transported to school by the student and maintained under the student's control in accordance with the District's policy on self-medication by students and the individual student plan.

Self-administration of controlled medication may be considered for extraordinary situations such as international field trips. Such self-administration must be approved by the school nurse and the School Medical Advisor in advance and an appropriate plan shall be developed.

### **Outside the Regular School Day**

Medication may be administered by a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, school activity, or extracurricular activity, and by qualified personnel for schools (principals, and teachers, coaches and licensed athletic trainers during intramural and/or interscholastic athletics) trained in the administration of medication. They shall not be held liable for any personal injuries which may result from acts or omissions constituting ordinary negligence.

## **Students**

### **Administering Medication to Students**

Medication will be administered according to the following procedures:

1. The school nurse will develop a medication administration plan for each student before medication may be administered by any staff member. The school nurse will also review regularly all documentation pertaining to the administration of medication for students.
2. The qualified personnel for schools will be formally trained by the school nurse prior to administering medication. The school nurse, acting as designee and under the direction of the School Medical Advisor, will annually instruct such staff members in the administration of medication. The training shall include, but not be limited to:
  - A. The generic principles of safe administration of medications.
  - B. Review of state statute and school regulations regarding administration of medication by school personnel.
  - C. Procedural aspects of the administration of medication, including the safe handling and storage of medication, and documentation.
  - D. Specific information related to each student's medication and each student's medication plan including the name and generic name of the medication, indications for medication, dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed dose of the medication, and when to implement emergency interventions.
3. A list of qualified personnel successfully trained and approved to administer medication along with documentation of the annual update of trainees shall be maintained by the school nurse. The documentation shall include the dates of general and student-specific training, the content of the training, individuals who have successfully completed general and student-specific administration of medication training for the current school year, and names and credentials of the nurse or School Medical Advisor trainer or trainers.

A child with diabetes may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of such child to conduct self-testing, along with the written authorization of the parent/guardian. Such self-testing shall be pursuant to guidelines stipulated by the Commissioner of Education.

### **Handling and Storage of Medications**

All medication, except those approved for keeping by students for self-medication, must be delivered by the parent or other responsible adult and shall be received by the nurse assigned to the school or, in the absence of such nurse, by other qualified personnel for schools trained in the administration of medication and assigned to the school. The school nurse must:

**Students**

**Administering Medication to Students**

**Handling and Storage of Medications (Cont'd)**

- A. Examine on site any new medication, medication order and parent/guardian authorization to insure that it shall be properly labeled with dates, name of student, medication name, dosage and physician's name, and that the medication order and permission form are complete and appropriate.
- B. Develop an administration of medication plan for the student before any medication is given by qualified personnel for schools.
- C. Review all medication refills with the medication order and parent/guardian written authorization prior to the administration of medication.
- D. Except as indicated by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container during school hours under the supervision of the nurse or the principal or principal's designee trained in the administration of medication.
- E. Emergency medications shall be locked beyond the regular school day or program hours..
- F. Record on the Student's Individual Medication Record the date the medication is delivered and the amount of medication received.
- G. Store medication requiring refrigeration in a refrigerator at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator shall be located in a health office maintained for health service purposes with limited access. Non-controlled medications may be stored directly on the shelf of the refrigerator with no further protection needed. Controlled medications shall be stored in a locked box affixed to the refrigerator shelf.
- H. Store prescribed medicinal preparations in securely locked storage compartment. Controlled substances shall be contained in separate compartments, secured and locked at all times. At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before- and after-school programs and school readiness programs. The school nurse shall maintain one set of keys. The additional set shall be under the direct control of the Principal trained in the administration of medication shall also have a set of keys.

## Students

### Administering Medication to Students

#### Handling and Storage of Medications (Cont'd)

All medication, except those approved for keeping by students for self-medication, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication.

In the case of controlled substances, they shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.

No more than a three month supply of a medication for a student shall be stored at the school. All medications, prescriptions and non-prescription, shall be delivered and stored in their original containers and in such a manner as to render them safe and effective. No medication for a student shall be stored at a school without a current written order from an authorized prescriber.

Access to all stored medications shall be limited to persons authorized to administer medications. Each school shall maintain a current list of those persons authorized to administer medications.

#### Destruction/Disposal of Medication

At the end of the school year or whenever a student's medication is discontinued by the authorized prescriber, the parent or guardian is to be contacted and requested to repossess the unused medication within a seven (7) school day period. If the parent/guardian does not comply with this request, all medication (non-controlled drugs) is to be destroyed by the school nurse in the presence of at least one witness () according to the following procedures:

1. Medication will be destroyed in a non-recoverable fashion.
  - A. **If possible keep the medication in its original container.**
    - To protect privacy and discourage misuse of the prescription, cross out the patient's name with a permanent marker or duct tape or remove the label.
  - B. **Modify the medications to discourage consumption.**
    - For solid medications: such as pills or capsules: add a small amount of water to at least partially dissolve them.
    - For liquid medications: add enough table salt, flour, charcoal, or nontoxic powdered spice, such as turmeric or mustard to make a pungent, unsightly mixture that discourages anyone from eating it.
    - For blister packs: wrap the blister packages containing pills in multiple layers of duct or other opaque tape.
  - C. **Seal and conceal.**
    - Tape the medication container lid shut with packing or duct tape.
    - Place it inside a non-transparent bag or container to disguise content.

**Students**

**Administering Medication to Students**

**Destruction/Disposal of Medication (Cont'd)**

- D. Discard the container in your trash can.**
  
  - E. Schools that want to dispose of controlled substances should make all attempts to have parent/guardian repossess the medications.** If compliance is not met the school nurse should follow the state guidelines to call the Drug Control Division of the CT Department of Consumer Protection for assistance at 860-713-6100.
  
  - F. The following information is to be charted on the student's health folder or electronic record and signed by the school nurse and witness:**
    - A. Date of destruction.
    - B. Time of destruction.
    - C. Name, strength, form and quantity of medication destroyed.
    - D. Name of witness
2. Controlled substances shall not be destroyed by the school nurse. In the event that any controlled substance remains unclaimed, the school nurse or Supervisor of Nursing shall contact the Connecticut Commissioner of Consumer Protection to arrange for proper disposition. Any accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record.
3. The completed medication administration record for non-controlled medications may be destroyed provided it is superseded by a summary on the student health record.

**Documentation and Record Keeping**

Record keeping of medication administration shall either be in ink and shall not be altered or shall be recorded electronically, in a record that cannot be altered, on the individual student's medication record form which, along with the parental authorization form and the authorized prescriber's order, becomes part of the student's permanent record.

An authorized prescriber's verbal order, including a telephone order, for a change in any medication may be received only by a school nurse. Such verbal order must be followed by a written order within three (3) school days.

## **Students**

### **Administering Medication to Students**

#### **Documentation and Record Keeping (Cont'd)**

1. An error in the administration of medication shall be reported to the school nurse who will initiate appropriate action and documentation in a student incident report and on his/her cumulative record.
2. Untoward reactions to medication shall be reported to the school nurse, the parent, and the student's physician.
3. Records of controlled substances shall be entered in the same manner as other medications with the following additions:
  - A. The amount of controlled drug shall be counted and recorded on the individual student medication record form after each dose given.
  - B. A true copy (carbon or NCR) of the forms shall be retained by the school for 3 years and the original filed in the student's permanent health record.
  - C. Loss, theft or destruction of controlled substances shall be immediately, upon discovery, reported to the Supervisor of Nursing Services who will contact the Connecticut Commissioner of Consumer Protection.

In the absence of a licensed nurse, only qualified personnel for schools who have been properly trained may administer medication to students. Qualified personnel for schools may administer oral, topical, or inhalant medications. Medications with a cartridge injector(s) may be administered by qualified personnel only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

#### **Medication Errors**

An error in the administration of medication shall be reported immediately to the school nurse, the school nurse supervisor, the parent/guardian, and the authorized prescriber, verbally and followed by a written incident report to all appropriate parties within one (1) school day.

A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:

- Within the appropriate timeframe.
- In the correct dosage.
- In accordance with accepted practice.
- To the correct student.

## **Students**

### **Administering Medication to Students**

#### **Medication Errors (Cont'd)**

In the event of a medication error, the school nurse shall notify the parent or guardian. The nurse shall document the effort to reach the parent or guardian. If there is a question of potential harm to the student and medical treatment may be required, the nurse and/or building administrator shall also notify the student's authorized prescriber or the School Medical Advisor. In a severe emergency, 911 should be called. Contact the Poison Control Center as deemed necessary.

Any errors in the administration of a medication shall be documented by the nurse in the student's cumulative health record. A written incident report shall be made and submitted to the nursing supervisor.

In case of an anaphylactic reaction or the risk of such reaction, a school nurse or qualified school personnel who have been medication trained may administer emergency oral and/or injectable medication to any student in need thereof on the school grounds, in the school building, or at a school function according to the standing order of the School Medical Advisor or the student's private physician.

A report shall be completed using the authorized accident/incident report form.

Any error in the administration of medication shall be documented in the student's cumulative health record.

#### **Administration of Emergency Medication**

In the absence of a school nurse, medication trained qualified personnel for schools may give emergency medication orally or by injection to students with a medically diagnosed allergic condition which would require such prompt treatment to protect the child from serious harm or death so long as the qualified personnel has completed training in administration of such medication.

Whenever a student has an untoward reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.

Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances or:

- A. The use of the 911 emergency response system;
- B. The contact of a local poison information center;
- C. The physician, clinic or emergency room to be contacted in such an emergency;

## **Students**

### **Administering Medication to Students**

#### **Administration of Emergency Medication (Cont'd)**

- D. The name of the person responsible for the decision-making in the absence of the school nurse;
- E. The application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
- F. Administration of emergency medication by qualified personnel trained in medication administration
- G. Transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.

As soon as possible, in light of the circumstances, the Principal shall be notified of the medication emergency. The Principal shall immediately thereafter contact the Superintendent or the Superintendent's designee.

The school nurse, or in the absence of the school nurse a principal or qualified personnel trained in medication administration, is responsible for notifying the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

### **Supervision**

The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned. The school nurse's duty of general supervision includes, but is not limited to the following:

#### **1. Availability on a regularly scheduled basis to:**

- a. review orders or changes in orders, and communicate these to personnel designated to administer medication for appropriate follow-up;
- b. set up a plan and schedule to ensure medications are given;
- c. provide training to qualified personnel for schools in the administration of medications, and assess that the qualified personnel for schools are competent to administer medications;
- d. support and assist qualified personnel for schools to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during school related activities.
- e. provide consultation by telephone or other means of telecommunications. (In the absence of the school nurse, an authorized prescriber may provide this consultation.)

## **Students**

### **Administering Medication to Students**

#### **Supervision (Cont'd)**

**2. In addition, the school nurse shall be responsible for:**

- a. implementing policies and procedures regarding the receipt, storage, and administration of medications;
- b. reviewing, on a monthly basis, all documentation pertaining to the administration of medications for students;
- c. observing the competency to administer medication by qualified personnel for schools; and
- d. conduct periodic reviews, as needed, with qualified personnel for schools, regarding the needs of any student receiving medication.

#### **Administration of Medication during Intramural and Interscholastic Athletics**

A coach or licensed athletic trainer, trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students, according to the student's individualized medication plan, for whom self-administration plans are not viable options as determined by the school nurse.

The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse, responsible for the student's individualized medication plan, shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the coach or licensed athletic trainer the medication, such as the inhaler or cartridge injector, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The coach or licensed athletic trainer's agreement is necessary for the administration of emergency medication and the implementation of the student's emergency care plan.

## **Students**

### **Administering Medication to Students**

#### **Administration of Medication during Intramural and Interscholastic Athletics (Cont'd)**

Coaches and licensed athletic trainers are required to fulfill the documentation requirements as outlined in these administrative regulations. A separate medication administration record for each student shall be maintained in the athletic area. Errors in the administration of medication shall be reported to the school nurse and actions taken as outlined in these administrative regulations. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

An administration of medication record shall be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

Legal Reference:        Connecticut General Statutes  
                                 10-206 Health assessment  
                                 10-212 School nurses and nurse practitioners. Administration of  
                                 medications by parents or guardians on school grounds. Criminal history;  
                                 records check  
                                 10-212a Administration of medicines by school personnel. (as amended by  
                                 P.A. 03-211, PA 04-181 and PA 09-155)  
                                 19a-900 Use of cartridge injector by staff member of before- or after-  
                                 school program, day camp or day care facility  
                                 21a-240 Definitions  
                                 29-17a Criminal history checks. Procedure. Fees  
                                 52-557b Immunity from liability for emergency medical assistance first  
                                 aid or medication by injection. School personnel not required to  
                                 administer or render. (as amended by PA 05-144 – An Act Concerning  
                                 the Emergency Use of Cartridge Injectors)  
                                 Connecticut Regulations of State Agencies  
                                 10-212a-1 through 10-212a-10 Administration of Medication by School  
                                 Personnel and Administration of Medication During Before- and After-  
                                 School Programs and School Readiness Programs  
                                 1307.21 Code of Federal Regulation

Regulation approved:

rev 6/03  
rev 8/03  
rev 6/04  
rev 7/05  
rev 7/09  
rev 4/11

**Students**

**Administering Medication to Students**


Regulations revised 6/ /2012

Regulation revised 10/18/04

Regulation approved by Board:

Regulation approved by Medical Advisor  
Dr. Betty Kupracz

**GRANBY PUBLIC SCHOOLS**  
**Granby, Connecticut**

 5/31/2012

TO: Granby Board of Education  
FR: Alan Addley  
DT: September 4, 2012  
RE: Annual Goals & Objectives

### **STUDENT ACHIEVEMENT**

- Advance the work of the district's mission and achievement goal (BOE Goal 3);
- Increase student performance for all students on standardized testing and specifically in language arts (BOE Goal 2);
- Develop recommendations to provide time for the professional learning community teams (BOE Goal 1); and,
- Begin to answer the 4<sup>th</sup> question of a PLC: How do we respond to students who already know the material? (BOE Goals 1 & 2).

### **PROFESSIONAL/PERSONAL LEADERSHIP**

- Model the moral and ethical leadership for the district;
- Provide opportunities to build the capacity of teams and teacher leaders;
- Serve as a mentor for UConn's Executive Leadership Committee;
- Provide leadership to CAPSS, HASA and FVSA;
- Attend at least one regional or national professional development conference;
- Serve as a Solution Tree Associate Consultant for professional development; and,
- Complete doctoral studies at the University of Connecticut.

### **BOARD & COMMUNITY RELATIONS**

- Provide status reports on the progress and use of district priorities established by the community as part of the Superintendent's entry plan (BOE Goals 2 & 3);
- Update instructional plans and school improvement plans (BOE Goal 3);
- Complete the submission of the Board's major capital projects to CPPAC (BOE Goal 5); and,
- Maintain high levels of communication with the Board, town officials and the community (BOE Goal 8).

### **EDUCATIONAL LEADERSHIP (INSTRUCTIONAL & CURRICULUM)**

- Exhibit high level of visibility within schools and classrooms on a weekly basis (BOE Goals 2 & 8);
- Consider the educational, programmatic financial implications of a reconfiguration of the intermediate schools (BOE Goals 2, 3, & 6) ;
- Complete the recommendations for 1:1 computing (BOE Goals 3 & 5);
- Advance the work of teacher & administrator evaluation plans (BOE Goal 6);

- Support the planning for Secondary School Reform & Common Core (BOE Goals 3 & 6);
- Ensure the successful Implementation of world languages and early childhood programs (BOE Goal 2);
- Complete the language arts curriculum (BOE Goal 3); and,
- Increase the level of interventions and enrichment opportunities across the district for all students (BOE Goals 1 & 2).

### **BUSINESS MATTERS**

- Provide quality services and support to principals (BOE Goal 1);
- Provide a budget that supports the district's mission, is reflective of the economic climate and is responsive to the community (BOE Goals 6 & 8);
- Serve as a resource to BOE subcommittees (BOE Goals 1-8);
- Successfully implement the recommendations for Year 2 of the special education review (BOE Goal 6);
- Serve as a resource to the Board in contract negotiations (BOE Goal 6); and,
- Implement a new District Emergency Operations Plan (BOE Goal 3).

TO: Granby Board of Education  
FR: Alan Addley, Superintendent  
DT: September 4, 2012  
RE: FY13 BOE Goals

The following are proposed 2012-2013 Board of Education goals to support the district's vision, mission and achievement goal:

1. Provide resources and support for professional learning communities;
2. Advance the learning of ALL students and work to close district achievement gaps;
3. Update strategic plans and develop district values;
4. Increase Board member effectiveness through participation in additional professional development activities;
5. Review capital projects and provide educational specifications for the Athletic Field Storage Facility/Maintenance Facility Building to CPPAC;
6. Develop a budget incorporating district efficiencies that meets the essential needs of the district and/or major Board/state initiatives in a difficult economy;
7. Explore revenue opportunities provided through sponsorships (i.e. athletics) and online advertising (i.e. Zippslip); and,
8. Increase opportunities for communication with the community.

September 3	Labor Day – No School		Offices closed
September 4	First Day of School		
September 5	Curriculum Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services Central Services
September 6	Grade 2 Open House	7-8 p.m.	Kearns
September 10	Grade 1 Open House	7-8 p.m.	Kearns
September 11	Kindergarten Open House	7-8 p.m.	Kearns
September 12	Middle School Open House	6:45 p.m.	GMMS
September 13	High School Open House	7:00 p.m.	GMHS
September 17	Rosh Hashanah – No School		Offices open
September 18	Grades 3&4 Open House	7:00 p.m.	Kelly/Wells
September 19	Finance Subcommittee Meeting BOE Meeting	5:30 p.m. 7:00 p.m.	Central Services
September 20	Grades 5&6 Open House	7:00 p.m.	Kelly/Wells
September 20	Senior Parent Night	7:00 p.m.	HS Auditorium