

Regular Board of Education Meeting

Wednesday, April 22, 2020 7:00 PM

Via Zoom Videoconference See details on the agenda or the Granby Public Schools' website.

I. Administrative Reports

A. Superintendent's Announcements (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Dr. Jordan Grossman, Superintendent, will provide district updates.

B. Middle School Principal Announcement (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Dr. Jordan Grossman will introduce the new Principal of Granby Memorial Middle School.

C. Student Representative Reports (5 min.)

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Ms. Dwaritha Ramesh and Mr. Jack DeGray, Student Representatives, will report on learning online and adjustments to student life.

D. Business Manager's Report (5 min.)

Goals: Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

Attachments:

March 2020 SOA Narrative

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March 2020 Statement of Accounts

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Rationale: Ms. Anna Robbins, Business Manager, will present the March statement of accounts.

E. Assistant Superintendent's Report (5 min.)

Goals: Professional Learning: Develop the instructional skills and strategies of our teaching staff through ongoing, meaningful and systemic professional learning opportunities., Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Rationale: Ms. Marian Hourigan, Interim Assistant Superintendent, will provide an update to the Board on Distance Learning.

II. Public Comment

Rationale: Granby community engagement and attendance at BOE public meetings is welcomed. The Public Comment segment of the meeting agenda is set aside so the BOE may receive public comments. Procedurally, public remarks will be limited to about 5 minutes and citizens will be asked to identify themselves. Because the BOE is limited by the Freedom of Information Act to discussing only matters on the agenda, the BOE is not permitted to engage in a discussion of the comments presented.

III. Consent Agenda (5 min.)

A. Minutes

Goals: Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.

Attachments:

Approved Minutes 4-1-20

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Rationale: The Board will approve/amend the minutes of the April 1, 2020 Board of Education meeting.

IV. Old Business

A. Revision to 2020-2021 School Calendar (5 min.)

Goals: *Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.*

Attachments:

2020-2021 Calendar (Rev. 4-8-20) 15

Rationale: The Board will consider the approval of adding Friday, May 28, 2021 as a professional development day to the 2020-2021 school calendar and move the last day of school to Wednesday, June 9, 2021.

V. New Business

A. First Reading of Policy 5122 - Teacher and Class Assignments (5 min.)

Goals: *Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

Attachments:

Policy 5122 - Teacher and Class Assignments 16

Rationale: The Curriculum/Policy/Technology/Communications Subcommittee recommends Policy 5122, Teacher and Class Assignments, to the Board for a first reading.

B. First Reading of Revised Policy 5141.21 - Administering Medication (5 min.)

Goals: *Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

Attachments:

Policy 5141.21 - Administering Medication (Revised April 2020) 18

Rationale: The Curriculum/Policy/Technology/Communications Subcommittee recommends Revised Policy 5141.21, Administering Medication, to the Board for a first reading.

C. New Food Service Contract (10 min.)

Goals: *Community Engagement: Enhance communication and build trusting relationships with all stakeholders.*

Rationale: The Board will consider the approval for a new Food Service Contract as recommended by the Finance/Personnel/Facilities Subcommittee.

D. Healthy Food Certification - Healthy Food Option Approval (5 min.)

Goals: *Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias.*

Attachments:

Healthy Food Certification 2020-2021 25

Rationale: The Board will consider the approval of the Healthy Food Certification, Healthy Food Option, for the 2020-2021 school year.

E. Healthy Food Certification - Exemption for Food and Beverage Items (5 min.)

Goals: *Embracing Diversity: Adopt and promote strong instructional, curricular and leadership practices that embrace and advance knowledge and acceptance of human diversity and that eliminate bias., Community Engagement: Enhance communication and build trusting relationships with all stakeholders.*

Rationale: The Board will discuss the exemption for food and beverage items under the healthy food option of the Healthy Food Certification for the 2020-2021 school year.

VI. Miscellaneous (20 min.)

A. Board Standing Committee Reports

1. Curriculum/Policy/Technology/Communication

Attachments:

Curriculum SC Minutes 4-1-20

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2. Finance/Personnel/Facilities

Goals: Budget Development and Fiscal Management: Practice responsible budget development and management through transparency and maximize available financial resources through a balance of fiscal discipline and innovative educational investments., Student Achievement: Improve student achievement, academic performance and opportunity at all grade levels and for all ability levels and decrease achievement gaps on the path to college and career readiness., Community Engagement: Enhance communication and build trusting relationships with all stakeholders.

B. Other Board-Related Reports

1. CREC/CABE

Goals: Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.

2. Granby Education Foundation

C. Calendar of Events

Attachments:

Calendar of Events

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D. Board Member Announcements

E. Action Items

VII. Executive Session/Non-Meeting

Jordan E. Grossman, Ed.D.
Superintendent of Schools



Marian Hourigan
Interim Assistant Superintendent

Aimee D. Martin
Director of Pupil Personnel Services

Anna M. Robbins, SFO
Business Manager

To: Granby Board of Education
From: Anna Robbins, Business Manager
Date: April 22, 2020
Re: Financial Forecast as of March 2020

The attached report of the financial results for March 2020 includes the standard reporting format, which forecasts full year results. Those results are stated assuming normal operations. There is an additional column in the report that forecasts financial results anticipating distance learning for the remaining days of FY20 as the guidelines for reopening our physical space seems to be a moving target.

As of March 31, 2020, if school were in session, the BOE would show a negative forecast of \$90,120. Although the forecast is negative, there has been a substantial improvement since the February forecast. This positive change in forecast can be attributed to the year-end process of assessing the status of open purchase orders and encumbering funds where possible through the end of the fiscal year.

The financial forecast that anticipates distance learning for the remaining days of FY20 is favorable by \$409,977. This is a swing of \$500K from the typical March forecast. The forecast includes the following assumption:

- Reduced nursing service
- Reduced transportation contract (20% estimated reduction as this matter is currently being negotiated)
- Reduced cost for miscellaneous afterschool hours performed by staff
- Increase cost for unemployment compensation
- Reduced cost for substitute services provided by Kelly Services
- Utility savings: electricity, natural gas, communication
- Reduction in consumable supplies, travel, conferences
- Increase in software purchases
- Decrease in student activities reflecting the elimination of spring sports

The Quality and Diversity fund reflects the following projected savings due the implementation of distance learning and the forfeiting of many of our normal activities:

- Reduction in after school and enrichment activities
- Reduction in bus monitor services
- Reduction in support services

The following will affect revenues to the Town:

- Reduction in building rentals
- Reduction in pay for participation fee

A reduction in the Excess Cost Grant will likely result due to the reduction in special education transportation costs. This reduction will be reflected in the Education Cost Sharing Grant (ECS) in FY21 and is estimated at approximately \$60k higher than the March 2020 projection of \$54K. In total, the unfavorable variance for this grant is projected to be \$124K.

Thank you for your patience as we continue to review these projections on a regular basis.

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
March 31, 2020
Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast March	Anticipates Distance Learning through FY20
Certified Salaries:								
Administration	1,673,719	1,262,927	391,301	1,654,228	19,490	98.84%	20,084	20,084
Regular Education	10,721,894	7,012,178	3,547,451	10,559,629	162,265	98.49%	127,229	147,614
Special Education	1,740,035	1,193,487	555,267	1,748,754	(8,720)	100.50%	(22,716)	(22,716)
Total	14,135,647	9,468,592	4,494,019	13,962,612	173,035	98.78%	124,597	144,981
Substitute/Tutor/Support Salaries								
Substitutes	8,000	5,071	0	5,071	2,929	63.39%	1,464	2,929
Sped Support (Speech, O.T. & P.T.)	410,583	303,382	114,900	418,282	(7,699)	101.88%	(7,821)	(7,822)
Tech Support	230,410	176,052	58,185	234,238	(3,828)	101.66%	(3,828)	(3,828)
Tutors - Regular Education	21,110	13,229	5,861	19,090	2,019	90.43%	877	877
Tutors - Special Education	23,616	14,706	0	14,706	8,910	62.27%	4,942	4,942
Total	693,718	512,440	178,947	691,387	2,331	99.66%	(4,365)	(2,902)
Teaching Assistant Salaries:								
Regular Education TA	284,889	192,532	77,726	270,258	14,631	94.86%	1,126	10,802
Special Education TA	1,081,299	734,064	324,740	1,058,805	22,494	97.92%	2,681	17,201
Total	1,366,188	926,597	402,466	1,329,063	37,125	97.28%	3,807	28,003
School Secretaries' Salaries	615,682	446,325	169,739	616,064	(382)	100.06%	(1,429)	(1,429)
Central Office Salaries	532,735	388,557	153,768	542,325	(9,590)	101.80%	(9,556)	(9,556)
Custodial & Maintenance Salaries	1,293,756	960,373	334,677	1,295,050	(1,294)	100.10%	(14,199)	(4,199)
Total Salaries	18,637,725	12,702,883	5,733,617	18,436,500	201,225	98.92%	98,856	154,900
Employee Benefits	5,001,350	3,894,039	985,792	4,879,831	121,518	97.57%	63,798	42,298
Total Salaries & Employee Benefits	23,639,075	16,596,923	6,719,409	23,316,331	322,744	98.63%	162,654	197,198

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
March 31, 2020
Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast March	Anticipates Distance Learning through FY20
Purchased Services:								
Instructional Purchased Service	530,572	432,468	115,307	547,775	(17,203)	103.24%	(99,195)	(11,669)
Administration Purchased Service	425,618	291,627	14,007	305,634	119,984	71.81%	10,598	90,945
Maintenance Purchased Service	101,483	54,645	21,681	76,326	25,157	75.21%	0	0
Total	1,057,672	778,740	150,995	929,735	127,937	87.90%	(88,598)	79,275
Legal Services	55,000	26,090	28,911	55,000	0	100.00%	0	0
Repairs & Maintenance:								
Instructional Repairs & Maintenance	74,599	53,133	8,418	61,551	13,048	82.51%	3,000	12,000
Administration Repairs & Maintenance	8,500	0	0	0	8,500	0.00%	8,500	8,500
Maintenance Repairs & Maintenance	462,698	281,722	41,061	322,783	139,915	69.76%	0	0
Total	545,797	334,855	49,479	384,334	161,463	70.42%	11,500	20,500
Transportation:								
Transportation Regular Education	852,106	516,373	361,975	878,348	(26,242)	103.08%	(14,659)	80,341
Transportation Special Education	662,900	290,135	364,715	654,850	8,050	98.79%	(6,807)	31,023
Transportation Vocational Tech	92,674	49,030	36,687	85,717	6,956	92.49%	6,000	8,348
Total	1,607,680	855,538	763,377	1,618,915	(11,235)	100.70%	(15,466)	119,711
Insurance Property & Liability	102,700	94,888	0	94,888	7,812	92.39%	7,810	7,810
Communications	99,281	65,629	18,727	84,356	14,925	84.97%	0	5,000
Tuition:								
Tuition Special Education	1,451,252	1,172,054	422,707	1,594,761	(143,509)	109.89%	(188,617)	(188,617)
Tuition Adult Education	10,467	9,927	0	9,927	540	94.84%	540	540
Total	1,461,719	1,181,981	422,707	1,604,688	(142,969)	109.78%	(188,077)	(188,077)
Conference & Travel Expense	73,497	38,600	6,693	45,294	28,203	61.63%	15,000	26,000
General Supplies:								
General Supplies Regular Education	297,040	212,424	73,586	286,010	11,030	96.29%	5,500	5,500
General Supplies Special Education	26,416	21,766	2,372	24,138	2,278	91.38%	0	0
General Supplies Administration	81,176	56,761	26,874	83,635	(2,459)	103.03%	(2,459)	(2,459)
General Supplies Maintenance	142,372	78,911	2,046	80,957	61,415	56.86%	0	20,000
Total	547,004	369,862	104,879	474,740	72,264	86.79%	3,041	23,041

**Granby Board of Education
FY 2019-2020
Statement of Accounts
for the period ended
March 31, 2020
Assuming Financial Impact of Distance Learning**

Description	Budget	Expended	Encumbered	Expended & Encumbered	Balance	% Enc/Exp	Full Year Forecast March	Anticipates Distance Learning through FY20
Electricity	397,049	287,015	113,340	400,356	(3,306)	100.83%	(12,951)	0
Fuel/Natural Gas	156,352	135,738	51,059	186,797	(30,445)	119.47%	(16,500)	0
Textbooks/Workbooks	157,746	115,659	14,107	129,766	27,980	82.26%	20,000	23,000
Library/Media Center	62,118	48,052	10,780	58,833	3,285	94.71%	0	3,285
Software	304,544	276,689	24,462	301,151	3,393	98.89%	0	(6,000)
Dues & Fees	54,598	37,894	6,547	44,441	10,157	81.40%	5,000	7,000
Replacement Equipment:								
Replacement Equip Instructional	0	0	0	0	0	0.00%	0	0
Replacement Equip Administration	2,500	2,135	0	2,135	365	85.40%	365	365
Replacement Equip Maintenance	24,000	6,081	0	6,081	17,919	25.34%	0	0
Total	26,500	8,216	0	8,216	18,284	31.00%	365	365
Student Activities	786,287	464,669	204,356	669,026	117,261	85.09%	6,102	91,869
Total General Fund	31,134,619	21,717,038	8,689,828	30,406,866	727,753	97.66%	(90,120)	409,977
SPED	5,480,361					SPED	(314,232)	(261,883)
GEN ED	25,654,258					GEN ED	224,112	671,861
Quality & Diversity	1,082,731	771,026	172,351	943,377	139,354	87.13%	23,486	70,455

**Granby Board of Education
 FY 2019-2020
 Statement of Accounts
 for the period ending
 March 31, 2020
 For Selected Special Education Accounts
 Assuming Financial Impact of Distance Learning**

II. Expenditures	9-2020 Budget	Expended	Encumbered	Expended & Encumbered	Balance	March 2020 Forecast	Anticipates Distance Learning through FY20
Legal Expense	27,500	19,058	8,443	27,500	0	0	0
Special Education Certified Staff	1,740,035	1,193,487	555,267	1,748,754	(8,720)	(22,716)	(22,716)
Teacher Assistants	1,081,299	734,064	324,740	1,058,805	22,494	2,681	17,201
Special Education Tutors	23,616	14,706	0	14,706	8,910	4,942	4,942
Evaluation, Therapy & Contracted Services	83,176	114,075	64,994	179,069	(95,893)	(95,894)	(95,894)
Sped Support (Speech, O.T., & P.T.)	410,583	303,382	114,900	418,282	(7,699)	(7,821)	(7,822)
Special Ed Transportation	662,900	290,135	364,715	654,850	8,050	(6,807)	31,023
Out of District Tuition	1,451,252	1,172,054	422,707	1,594,761	(143,509)	(188,617)	(188,617)
Total Selected Special Education Accounts	<u>5,480,361</u>	<u>3,840,961</u>	<u>1,855,766</u>	<u>5,696,728</u>	<u>(216,367)</u>	<u>(314,232)</u>	<u>(261,883)</u>

**Granby Board of Education
 FY 2019-2020
 Statement of Accounts
 for the period ending March 31, 2020
 Assuming Financial Impact of Distance Learning**

I. Revenue	FY 2019-2020 Budget	Currently Anticipated	Received To Date	Full Year Forecast March 2020	Anticipates Distance Learning through FY20
Reg. Tuition from other Towns	494,560	535,231	262,680	40,671	40,671
SPED Tuition from other Towns	389,724	411,174	205,587	21,450	21,450
SDE Excess Cost Reimbursement	487,666	433,637	328,018	(54,029)	(124,029)
Rental Fees	16,157	16,157	9,895	0	(3,000)
Pay for Participation	54,615	54,615	21,950	0	(26,700)
Sub Total	<u>1,442,722</u>	<u>1,450,814</u>	<u>828,130</u>	<u>8,092</u>	<u>(91,608)</u>

Regular Board of Education Meeting – Approved Minutes

April 1, 2020, 7:00 p.m.

Via Teleconference/Videconference

Present Board Members: Jenny Emery, Mark Fiorentino, Melissa Migliaccio, David Peling, Sarah Thrall, Rosemarie Weber, and Brandon Webster.

Absent Board Members: Jack DeGray and Dwaritha Ramesh (Student Representatives)

Melissa Migliaccio called the meeting to order at 7:00 p.m. She thanked the Board for their flexibility in this environment. She also stated, there was something that went viral about our school and students having to repeat school next year. Dr. Grossman sent out a notice that this was not a real communication. Ms. Migliaccio stated she received a call from a father who was beside himself and said he did it as a joke to his kids and that he feels sick about it. He stated he teaches his kids that when they do something wrong and they know it's wrong, they need to apologize. He said it was meant to stay in the four walls of his home and to please relay his apologies to the Board and to Dr. Grossman. Melissa stated he was an honest, upstanding person and this is a lesson for our kids too.

I. Administrative Reports

I.A. Superintendent's Announcements

- Dr. Grossman introduced Marian Hourigan, the new Interim Assistant Superintendent of Schools.
- The district is doing distance learning and is very cognizant of the needs this is having on our families and students and is keeping a close eye on what is happening.
- The Washington, DC and Nature's Classroom trips were cancelled. These were very tough decisions.
- For high school seniors, there are many momentous occasions which are very important to them, such as, graduation, prom and the senior outing. Dr. Grossman has asked Mr. Dunn to put a committee together to talk about senior activities and work with the senior class and advisors. A message went out to senior class in hopes to have these activities. Prom was moved to the latest possible date in June (Monday, June 15th) and the senior outing will be moved as well. It is Dr. Grossman's hope that we will get back into school but also mark these moments as important.
- In constant communication with the Town Manager and Emergency Management Director
- The district will observe the April Break (April 10-17).
- All testing is waived including SATs by the Commissioner of Education. In the future, testing calendars will have to be adjusted. Dr. Grossman stated that *any* school closure communication will be sent out by his office. Please do not always believe the media. Currently, through the Governor's Executive Order, schools will be closed through at least April 20th.
- Congratulations to student Brian Rooney, 8th grade, who placed Top 3 in future problem solving.
- Middle School Principal search second round interviews were completed yesterday. A candidate will be introduced to the Board on April 22nd as the next principal of GMMS.
- Completed the Vision which will be delivered next week with the town budget edition.
- Dr. Grossman stated he appreciates all of the hard work that everyone has done for the budget. The BOF approved budget for 2.92% which will mean a 0% tax increase to the tax payers of Granby as the town will use the general fund balance to accomplish this. This will go to the Town Public Hearing on April 13th.
- Thank you to Anna Robbins for all of her work as we received communication from the state granting the approval for funding the referendum project of the middle school roof.
- Thank you to the Board and community for being very supportive of the of the teachers and the administrations during this difficult time.

Jenny Emery echoed the positive feedback stating she has been in touch with parents for a number of reasons and parents have stated how seamless the move was to distance learning.

I.B. Student Representative Reports

There were no student representative reports this evening.

I.C. Teaching & Learning

Ms. Marian Hourigan, Interim Assistant Superintendent, reviewed highlights of the District Learning Plan for Granby Public School with the Board. She stated in the 2-1/2 weeks she has been in Granby, she has primarily focused on implementing Distance Learning and has worked hard with the administrative team and teachers. For PK-5 students who have not had Chromebooks, a lesson template was created for them as well as posted on the parent resource page. She stated Coaches were instrumental in getting this up and running. Ms. Hourigan stated she has also worked with the Summer School Director to talk about what summer school might look like this year. Students may need more intensive summer school this year. She has attended faculty meetings on distance learning for troubleshooting issues and stated a policy will need to be created for distance learning and thus far a resource site for parents, a survey about distance learning and a FAQ document for parents have been created.

Melissa Migliaccio inquired specifically about how K-5 students and teachers are doing with Distance Learning. Ms. Hourigan stated they are doing very well and in Grades 3-5 she has received a lot of positive comments as students are more comfortable with technology and able to access the lessons. PK-2 is moving along and parents are assisting students get on to the SeeSaw platform. Ms. Hourigan stated it is certainly a learning curve for teachers as well; however, teachers have been phenomenal and rising to the occasion to engage students and keep them learning the curriculum.

Rosemarie Weber inquired about the different scenarios for summer school and different levels of remediation that may be needed. She stated summer school is fee-based for most students who attend but if summer school will be used for remediation the district would have to make sure it is not essentially charging for public education. Ms. Hourigan stated the district is looking at not having it be fee-based if it will be a remedial program. Dr. Grossman stated this can be one of those instances where we will go over budget. The district wants to continue with the enrichment program for summer school; however, there may be a need to have 2 and 3 sections for regular summer school and this could be a funding issue. He stated meetings about summer school have begun early and the district is looking at different scenarios for this year.

Jenny Emery inquired about how students who take advantage of off-campus like Asnuntuck and magnet schools and how that is being filled at this time as well as any feedback he has received from the PTO especially after their specific outreach to parents. Dr. Grossman stated with regard to the magnet schools, that is CREC's responsibility. As far as Asnuntuck students, he stated since it is a college course, he assumes they are still working with the students and students have already said they spoke to their teachers and they would have work to do. With regard to K-5 parents, Dr. Grossman stated it is a difficult situation for them right now and that a survey about Distance Learning will be sent to all parents tomorrow. He informed the Board the PTO is doing exciting morale boosters for teachers and for students and families. Dr. Grossman stated he will continue discussions with the PTO Board to make sure the district is servicing children to the highest level. He stated he will also be reaching out to SEPTO (Special Education PTO) Board. Brandon Webster inquired if there has been any feedback from the Special Education Department and Dr. Grossman stated there are cases where parents are very excited with the services they are receiving because case managers have reached out to them via phone and Google Hangout.

II. Public Comment

There were no public comments this evening.

III. Consent Agenda

III.A. Minutes

A motion was made by Rosemarie Weber and seconded by Jenny Emery to adopt the minutes from the March 18, 2020 Board of Education Meeting. An amendment to add Mark Fiorentino as present will be made. This motion passed with the noted amendment unanimously at 7:32 p.m.

IV. Old Business

IV.A. FY21 Budget Update

Dr. Jordan Grossman provided an update on the FY21 Board of Education Budget stating the BOF held a Special Meeting on Monday night and all members from the BOE attended virtually. Melissa Migliaccio stated she was pleased with comments from BOF to the BOE and that the standing still number was close to the actual budget moved forward. She stated it is still unclear to her given the Governor's Executive Order whether there will be a refer vote because the Governor has empowered towns with the abilities to pass their budgets without a vote. Dr. Grossman stated Melissa Migliaccio did a phenomenal job presenting the budget. He stated it is a fiscally responsible budget and he wished the entire Board could have been but feels that virtually there was a united front. The Town Public Hearing will be held virtually via Zoom and Ms. Migliaccio will be present virtually on Monday, April 13th.

V. New Business

V.A. Policy 6172.6 - Distance Learning

Sarah Thrall stated the Curriculum/Policy/Technology/Communications Subcommittee met this evening and reviewed this policy and, given the nature of everything changing day-to-day may and other things which may need to be added, it was decided to keep this policy in Subcommittee and discuss it at the next meeting in May. Ms. Thrall stated there were great questions on the policy and there is no rush to adopt it at this time as the Governor's waiver is in place.

VI. Miscellaneous

VI.A. Board Standing Committee Reports

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

Sarah Thrall stated this Subcommittee met this evening and had a pretty robust agenda. Marian Hourigan was introduced to the Subcommittee and started her position as Interim Assistant Superintendent with no school in session on her first day. Ms. Hourigan presented her monthly report which mostly highlighted Distance Learning, preparing teachers and getting curriculum ready; summer school; Teacher of the Year; two policies were reviewed and sent to the full Board for approval; a policy on Distance Learning was reviewed but will stay in Subcommittee; approved a new online vocabulary text; update on the work of the Granby Equity Team who has not been able to meet in person but they are putting a plan in place so they can continue to meet.

VI.B. Other Board-Related Reports

VI.B.1. CREC/CABE

Mark Fiorentino stated CREC is not meeting virtually yet. Melissa Migliaccio stated she has been so impressed with CABE's communications thus far. Their staff attorney has been on top of every Executive Order and it is very valuable to be a member of CABE. She will forward this communication to the Board.

VI.B.2. Granby Education Foundation

Melissa Migliaccio stated the Granbee was cancelled which was reported at the last meeting. Kim Becker reached out to Jenny Emey and herself offering the foundation's help in other areas especially with regard to distance learning. Ms. Migliaccio stated she did a PayPal to GEF as they are huge part of what we do and she encouraged all Board members to do the same.

VI.C. Calendar of Events

Melissa Migliaccio stated everything is cancelled and to stay home. She stated the Board is conducting business and doing it safely and she asked the Board to encourage attendance to the virtual meetings as best as possible.

VI.D. Board Member Announcements

Dave Peling inquired how the Board Zoom meetings are advertised. Ms. Migliaccio stated directions are posted on the website as well as on the invite when the agenda is sent out. With regard to the Town Public Hearing, the BOE will reach out to the town and BOF to see if they need assistance.

Melissa Migliaccio thanked Dr. Grossman for his videos to the students stating they have been well received. She also asked Dr. Grossman to pass on to the technology team how grateful the Board is for their service during this time.

VI.E. Action Items

1) Request CABA e-mails for Brandon Webster and David Peling.

VII. Executive Session/Non-Meeting

A motion was made by Melissa Migliaccio and seconded by David Peling to adjourn the meeting and enter into an executive session to discuss a collective bargaining agreement. This motion passed unanimously at 7:54 p.m.

The Executive Session adjourned at approximately 8:14 p.m.

Respectfully submitted,

Rosemarie Weber
Board Secretary

Granby Public Schools 2020-2021 Calendar

AUGUST (3 days)				
M	T	W	T	F
17	18	19	20	21
24 ^{PD}	25 ^{PD}	26 ^{PD}	27*	28
31				

SEPTEMBER (20 days)				
M	T	W	T	F
	1	2	3♦	4
7 ^H	8	9	10♦	11
14	15	16	17♦	18
21	22	23	24♦	25
28 ^H	29	30		

OCTOBER (20 days)				
M	T	W	T	F
			1♦	2
5	6	7	8♦	9
12 ^H	13 ^{PD}	14	15♦	16
19	20	21	22♦	23
26	27	28	29♦	30

NOVEMBER (18 days)				
M	T	W	T	F
2	3 ^{PD}	4	5♦	6
9	10	11	12♦	13
16	17	18	19♦	20
23	24	25	26 ^H	27 ^V
30				

DECEMBER (17 days)				
M	T	W	T	F
	1 ^{EE}	2 ^{EE}	3♦	4
7	8	9	10♦	11
14	15	16	17♦	18
21	22	23	24 ^V	25 ^H
28 ^V	29 ^V	30 ^V	31 ^V	

JANUARY (19 days)				
M	T	W	T	F
				1 ^H
4	5	6	7♦	8
11	12	13	14	15
18 ^H	19	20	21♦	22
25	26	27	28♦	29

FEBRUARY (18 days)				
M	T	W	T	F
1	2	3	4♦	5
8	9	10	11♦	12
15 ^H	16 ^V	17	18♦	19
22	23	24	25♦	26

MARCH (23 days)				
M	T	W	T	F
1	2	3	4♦	5
8	9	10	11♦	12
15	16	17	18♦	19
22	23 ^{EE}	24 ^{EE}	25	26
29	30	31		

APRIL (16 days)				
M	T	W	T	F
			1♦	2 ^H
5	6	7	8♦	9
12 ^V	13 ^V	14 ^V	15 ^V	16 ^V
19	20	21	22♦	23
26	27	28	29♦	30

MAY (19 days)				
M	T	W	T	F
3	4	5	6♦	7
10	11	12	13♦	14
17	18	19	20♦	21
24	25	26	27♦	28 ^{PD}
31 ^H				

JUNE (7 days)				
M	T	W	T	F
	1	2	3 ^{EX}	4 ^{EX}
7 ^{EX}	8 ^{EX}	9 ^{EX}	10+	11+
14+	15+	16+	17	18
21	22	23	24	25
28	29	30		

- * First/Last Day of School
- Holiday/Vacation/PD - No School
- ♦ HS PLC Late Arrival
- / Early Release All Schools
- EE Early Dismissal Elem Only
- + Emergency Days

School Breaks: Dec. 24, 2020-Jan.1, 2021 ♦ February 15-16, 2021 ♦ April 12-16, 2021

Kelly Lane Primary School

- Aug. 26 PK-Grade 2 Meet & Greet
- Sept. 10 Grade 1 Open House
- Sept. 14 Grade Open House
- Sept. 21 Pre-K/K Open House
- Nov 30-Dec 3 Early Release (Conf.)
- Nov. 30 Evening Conferences
- Jan. 11 Early Release (Prof. Dev.)
- Mar. 22-24 Early Release (Conf.)
- Mar. 22 Evening Conferences
- Mar. 25 Early Release (Prof. Dev.)

Wells Road Intermediate School

- Sept. 17 Grade 3 Open House
- Sept. 22 Grade 4 Open House
- Sept. 24 Grade 5 Open House
- Nov 30-Dec 3 Early Release (Conf.)
- Dec. 1 Evening Conferences
- Jan. 11 Early Release (Prof. Dev.)
- Mar. 22-24 Early Release (Conf.)
- Mar. 23 Evening Conferences
- Mar. 25 Early Release (Prof. Dev.)

Granby Memorial Middle School

- Sept. 15 Open House
- Nov. 30 Early Release (Conf.)
- Jan. 11 Early Release (Prof. Dev.)
- Mar. 22 Early Release (Conf.)
- Mar. 25 Early Release (Prof. Dev.)
- June 8 Gr. 8 Moving Up Ceremony

Granby Memorial High School

- Aug. 26 Freshman Orientation
- Sept. 3 Open House
- Nov. 30 Early Release (Conf.)
- Dec. 2 Evening Conferences
- Jan. 11 Early Release/Exams/Prof. Dev.
All buses pickup @ noon
- Jan. 12,13,14 Exams All buses pick up @ 2:20
- Mar. 22 Early Release (Conf.)
- Mar. 25 Early Release (Prof. Dev.)
- June 3-4 Exams All buses pickup @ 2:20
- June 9 Graduation

SCHOOL	STUDENT/REGULAR HOURS	TEACHER/REGULAR HOURS	EARLY RELEASE	DELAYED OPENING
Middle School/High School	7:35-2:20	7:30-2:45	7:35-12:00	9:35-2:20
Wells Road Int. School	8:30-3:15	8:15-3:30	8:30-12:55	10:30-3:15
Kelly Lane Primary School	8:30-3:15	8:15-3:30	8:30-12:55	10:30-3:15
Pre-School (A.M.)	8:45-11:15	8:15-3:35	8:45-10:15	No Session*
Pre-School (P.M.)	12:30-3:00	8:15-3:35	11:00-12:30**	12:30-3:00

*AM Pre-School will be cancelled if there is a 2-hour delay due to inclement weather.

**PM Pre-School will be cancelled if there is an unscheduled early release due to inclement weather.

Students

Teacher and Class Assignments

Assigning Students to a Teacher and Classes in Grades K-12

Each building principal will have the responsibility and the authority for assignment of each student to their teacher(s) and class(es) with the best interests of the child in mind. The parent(s)/guardian(s) is/are encouraged to consult with their principal or designee in the spring prior to classroom assignments concerning the child's learning style, specialties and difficulties, and particular needs, personal or educational. The parent(s)/guardian(s) is/are also encouraged to discuss with the building principal the child's progress in the fall once classes are underway; however, the principal will make the final determination in placing all children.

Students transferring from a school accredited by a State Department of Education will enroll at the grade level and with the course credits indicated by the records of the previous school. Students transferring from a school that is non-accredited will be accepted for enrollment at the level school records indicate, but the level of mastery and the quality of their previous class work must be validated against the District's performance standards and benchmarks.

Grades 9-12

Transfer from an Accredited School

A student transferring from an accredited school must earn a minimum of six (6) credits during the senior year to receive a Granby Memorial High School diploma. Students must complete all graduation requirements in order to participate in the commencement exercises. Any transferred second-semester senior may arrange with his/her former school to receive a diploma.

Transfer from a Non-accredited School (Including Home-Schooling)

Previous high school work will be validated for a 9-12 student by successfully completing a placement assessment for every unit/course completed in a non-accredited high school or home-schooling, i.e., successful completion of the placement assessment of mathematics would validate the mathematics credit being transferred. If the placement assessment does not validate the credit, similar or equivalent work will be evaluated at the discretion of the principal. Students transferring from non-accredited schools or home-schooling may transfer a maximum of seven (7) equivalent units per school year. Ordinarily, students from non-accredited high schools or from home-schooling will not be eligible to graduate from Granby Memorial High School with less than one year of full-time attendance.

Students

Teacher and Class Assignments

Assigning Students to a Teacher and Classes in Grades K-12 (Cont'd)

(cf. 5122.3 – Assignment of Former Home-Schooled Students to Classes)

(cf. 5123 – Promotion/Retention)

(cf. 6146 – Graduation Requirements)

Legal Reference: Connecticut General Statutes

10-221(b) Boards of education to prescribe rules

Policy adopted:

**GRANBY PUBLIC SCHOOLS
Granby, Connecticut**

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.

Carrier means any school district, educational institution, or person, firm or corporation under contract to such district or institution engaged in the business of transporting students. (C.G.S. 14-212 (2)).

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;

Students

Administering Medication

Definitions (Cont'd)

- (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
- (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; and (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of these regulations.

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

Definitions (Cont'd)

School bus driver means any person who holds a commercial driver's license with a public passenger endorsement to operate a school bus pursuant to subsection (a) of C.G.C. 14-44.

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.

The school nurse or school principal shall select qualified school personnel to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer this medication unless he/she has annually completed any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon, the school nurse and school medical advisor must attest that the qualified school employee has completed such training and the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes.

With written permission from a Licensed Medical Professional, a child diagnosed with asthma or a diagnosed life-threatening allergic condition, may possess, and self-administer medicine through the use of an asthmatic inhaler or an EpiPen or similar device while in the school or while receiving school transportation services.

With written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completed the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council.

Students

Administering Medication

General Policies on Administration of Medication (Cont'd)

In addition, the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

A school nurse may administer medication to any student pursuant to the written authorization of an authorized prescriber (physician, dentist, optometrist, an advanced practiced 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.

The parent/guardian of a student who does not have a physician's order for epinephrine may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child.

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 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. This also includes school bus drivers as indicated in policy 4212.42.

A school nurse or, in the absence of a school nurse, a qualified school employee shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. A school nurse or a school principal shall select qualified school employees to administer such epinephrine under this subdivision, and there shall be at least one such qualified school employee on the grounds of the school during regular school hours in the absence of a school nurse. A

Students

Administering Medication

General Policies on Administration of Medication (Cont'd)

school nurse or, in the absence of such school nurse, such qualified school employee may administer such epinephrine under this subdivision, provided such administration of epinephrine is in accordance with policies and procedures pursuant to Section 10-212a of the Connecticut General Statutes. Such administration of epinephrine by a qualified school employee shall be limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such epinephrine under this subdivision unless such qualified school employee annually completes the training program as specified by Public Act No. 14-176.

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.

Administration of Medication by Paraprofessionals

Paraprofessionals May administer medications, including medication administered with a cartridge injector to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies.

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.

Students

Administering Medication

Administration of Medication by Coaches and Licensed Athletic Trainers during Intramural and Interscholastic Events (Cont'd)

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.

(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, PA 12-198, PA 14-176, PA 15-215)
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

Students

Administering Medication (Cont'd)

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.

29-17a Criminal history checks. Procedure. Fees.

PA 14-176 An Act Concerning the Storage and Administration of Epinephrine at Public Schools.

PA 18-185 An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools.

Policy adopted: September 3, 1997
Revision of Policy Adopted: October 3, 2001
Revision of Policy Adopted: December 1, 2004
Revision of Policy Adopted: September 5, 2012
Revision of Policy Adopted: June 18, 2014
Revision of Policy Adopted: November 19, 2014
Revision of Policy Adopted: November 18, 2015
Revision of Policy Adopted:

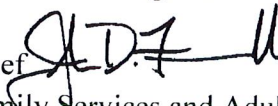
**GRANBY PUBLIC SCHOOLS
Granby, Connecticut**



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Bureau Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 22, 2020

SUBJECT: Operational Memorandum No. 05-20
Process for Submitting the Healthy Food Certification (HFC) Statement for
School Year 2020-21

This memo addresses the requirements for submitting the 2020-21 HFC Statement to the Connecticut State Department of Education (CSDE). Under HFC, public school districts that participate in the NSLP may choose to follow the Connecticut Nutrition Standards (CNS) and receive additional state funding. This memo also provides information on the Connecticut Nutrition Standards (CNS), HFC resources, and state beverage requirements for public schools.

In summary, districts must use the appropriate motion language and schedule the required votes at a meeting of the board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the *final board-approved meeting minutes* to the CSDE by **July 1, 2020**. The three votes include whether to:

- adopt the healthy food option under HFC;
- allow food exemptions to the healthy food option under HFC (if the district votes to implement the healthy food option); and
- allow beverage exemptions under Section 10-221q of the Connecticut General Statutes (C.G.S.) (if the district chooses to allow beverage exemptions).

Please carefully review this memo for detailed information on each requirement. Districts must follow the specified instructions to ensure timely submission and CSDE approval of the 2020-21 HFC Statement.

Requirement for Annual HFC Statement

C.G.S. Section 10-215f requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must *take action annually* to certify whether all food items sold to students separately from reimbursable meals will or will not meet the CNS. Public schools include all public schools,

regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2020-21, the HFC period is July 1, 2020, through June 30, 2021. All public school districts participating in the NSLP **must** submit the online Healthy Food Certification Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by **July 1, 2020**. The vote by the board of education or governing authority on whether to participate in HFC must occur by July 1, 2020, or the district is ineligible for HFC during school year 2020-21.

HFC Application Process for 2020-21

The annual HFC Statement will be completed online in the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System), as part of the district's 2020-21 application module for the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. The 2020-21 CNP application module is expected to be available in the CNP System in **May 2020**. The CSDE will notify sponsors when the 2020-21 CNP application module is open, at which time the HFC application module will also be available.

All public school sponsors of the NSLP **must follow the procedures below** to ensure timely submission of the 2020-21 HFC Statement by the deadline of July 1, 2020.

1. Schedule the HFC votes at a meeting of your board of education or governing authority that occurs **before April 30, 2020**, so the district can submit the **final board-approved meeting minutes** to the CSDE by **July 1, 2020**. **Note:** The CSDE cannot accept **draft meeting minutes** to approve the HFC application. Be sure to schedule the initial board meeting early enough to enable timely submission of the **final board-approved meeting minutes**. If the board of education conducts the HFC votes in June, and final board approval of the June minutes does not occur until the next board meeting in July or August, the district will not be able to submit the final board-approved June minutes by July 1, 2020.
 - A. **Vote for healthy food option:** The board of education or governing authority for each public school that participates in the NSLP must vote "yes" or "no" on whether to implement the healthy food option of C.G.S. Section 10-215f, i.e., follow the CNS for all foods sold to students separately from reimbursable meals. The board motion and final board-approved meeting minutes must include the following specific criteria for the healthy food option required by C.G.S. Section 10-215f:

Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State

Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2020, through June 30, 2021. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

- B. **Vote for food exemptions:** If the board of education or governing authority votes “yes” for the healthy food option in 1A above, the board of education or governing authority must also vote on whether to allow food exemptions. (**Note:** If the board of education or governing authority votes “no” for the healthy food option, a vote on whether to allow food exemptions is not required.) The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

Motion language for food exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

- C. **Vote for beverage exemptions:** The beverage requirements of C.G.S. Section 10-221q apply to *all public schools*, regardless of whether the district certifies for the healthy food option of HFC under C.G.S. Section 10-215f or participates in the USDA’s Child Nutrition Programs. Additional information on the beverage requirements is available on the CSDE’s [Beverage Requirements](#) webpage.

Beverage exemptions under C.G.S. Section 10-221q are not part of the annual HFC Statement, which applies only to food sales. If a public school district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the *same time* as the HFC votes. If the district does not have a beverage exemption in place, noncompliant beverages can never be sold to students on school premises. The board motion and final board-approved meeting minutes must include the following specific

results of the HFC votes for the healthy food option and food exemptions (and beverage exemptions, if applicable), as outlined in step 1.

- A. The final board-approved meeting minutes must indicate whether the board of education or governing authority voted “yes” or “no” to implement the healthy food option, and must include the *specific language* under “Motion language for healthy food option” in step 1A on page 2.
 - B. If the board of education or governing authority voted “yes,” for the healthy food option, the final board-approved meeting minutes must also indicate whether the board of education or governing authority voted “yes” or “no” to allow food exemptions, and must include the *specific language* for either “Motion language for food exemptions” under step 1B on page 3, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
 - C. If the board of education or governing authority voted to allow beverage exemptions, the final board-approved meeting minutes must include the *specific language* for either “Motion language for beverage exemptions” under step 1C on page 4, or “Motion language for combined food and beverage exemptions” under step 1D on page 4.
3. In **May 2020**, when the CSDE notifies districts that the CNP System is open and the HFC application module is available, complete the online HFC application module and upload the *final board-approved meeting minutes* indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable). The CSDE will e-mail school nutrition programs when the 2020-21 HFC application module of the CNP System is available. Instructions on how to access the HFC application module will be provided at that time. **Note: Please do not access the CNP System prior to receiving this notification from the CSDE.**

For additional guidance on the HFC application process, review the CSDE’s presentation, [Application Procedures for HFC](#), and visit the “[Apply](#)” section of the CSDE’s HFC webpage.

Interschool Agreements for HFC Schools

A public school or district (recipient site) that receives meals under contract from a HFC district (providing sponsor) may choose to certify for the healthy food option and follow the CNS for all foods sold to students separately from reimbursable meals. This must be indicated in section 3 of the Full-service Interschool Agreement Form between the recipient site and the providing sponsor district.

In order for the providing sponsor to receive HFC payments for any recipient sites, the interschool agreement must be submitted to the CSDE by **July 1, 2020**. If the CSDE receives the interschool agreement *after* this date, the CSDE will *not* include the recipient site's lunch counts in the total number of reimbursable lunches used to determine HFC payments for school year 2020-21. For more information, see CSDE [Operational Memorandum No. 4-20: Interschool Agreements for School Year 2020-21](#).

Schools must e-mail copies of the completed interschool agreements to the CSDE. Interschool agreements are not submitted through the CNP System. The interschool agreements for school year 2020-21 are available in the "[Interschool Agreements](#)" section of the CSDE's [Forms for School Nutrition Programs](#) webpage.

Connecticut Nutrition Standards (CNS)

The CSDE did not change the CNS for school year 2020-21. For a summary of the CNS, see the CSDE's handout, *Summary of Connecticut Nutrition Standards for Foods in Schools*. Additional information on the CNS is available on the CSDE's [CNS](#) webpage. The CSDE's [HFC](#) webpage provides numerous resources to assist districts with implementing HFC including:

- [Complying with HFC \(Presentation\)](#);
- [Ensuring District Compliance with HFC](#);
- [Guide to Competitive Foods in HFC Public Schools](#);
- [List of Acceptable Foods and Beverages](#);
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#);
- [Requirements for Competitive Foods in HFC Public Schools](#);
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#);
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#);
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#); and
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#).

For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

criteria for beverage exemptions required by C.G.S. Section 10-221q:

Motion language for beverage exemptions: The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

- D. **Option to combine food and beverage exemptions:** Instead of the two separate food and beverage motions in steps 1B and 1C above, the district may choose to combine food and beverage exemptions in one motion by using the language below.

Motion language for combined food and beverage exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food and beverage items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

For more information on food and beverage exemptions, see the CSDE’s handout, *Exemptions for Foods and Beverages in Public Schools*.

2. Conduct the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable) at the scheduled meeting of the board of education or governing authority in spring 2020. Until the CNP System opens (anticipated in May 2020), **maintain a copy of the final board-approved meeting minutes** indicating the

Curriculum Subcommittee Meeting Minutes

April 1, 2020, 5:30 p.m.

Via Teleconference/Videoconference

Present:

Sarah Thrall
Rosemarie Weber
Brandon Webster

Melissa Migliaccio
Mike Dunn
Jordan Grossman

Absent:

Marian Hourigan

Member of the Public: N/A

Meeting commenced at: 5:37 p.m.

Meeting adjourned at: 6:54 p.m.

Jordan Grossman introduced Interim Assistant Superintendent, Marian Hourigan.

1. Public Comment: N/A

2. Assistant Superintendent's Monthly Report: Highlighted Distance Learning; preparing teachers, students, parents, and curriculum; reviewing summer school program and have three different scenarios; Teacher of the Year underway.

3. Distance Learning Highlights: Reviewed memo provided to Committee regarding Distance Learning and responded to questions about curriculum at each level; teacher and student support; re-entry strategy; equity for Hartland and Hartford students; and, mental health for students and teachers.

4. Draft Policy 5122 – Teacher and Class Assignments: A motion was made by Rosemarie Weber and seconded by Brandon Webster to move this policy on to the full Board for approval. This motion passed unanimously.

5. Policy 5141.21 – Administering Medication: A motion was made by Rosemarie Weber and seconded by Brandon Webster to move this policy on to the full Board for approval. This motion passed unanimously.

6. Draft Policy 6172.6 – Distance Learning: This policy will continue to be reviewed and edited with new information, if received. Will monitor need to have special meeting of Curriculum Subcommittee.

7. Approval of New Text:

- Townsend Press Comprehensive Vocabulary Program: A motion was made by Rosemarie Weber and seconded by Brandon Webster to approve this text. This motion passed unanimously.

8. Update on Granby Equity Team: The Granby Equity Team has not been able to meet in person but are putting a plan in place so they can continue to meet.

9. Other: N/A

Action items: Possible meeting to review Distance Learning policy.

A motion was made by Rosemarie Weber and seconded by Brandon Webster to adjourn the meeting. This motion passed unanimously at 6:54 p.m.



UPCOMING DISTRICT EVENTS

April 22	Finance Subcommittee Meeting Special Board of Education Meeting Board of Education Meeting	5:00 p.m. 6:30 p.m. 7:00 p.m.
April 27	Board of Finance Meeting	7:30 p.m.
May 6	Curriculum Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.
May 20	Finance Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.