

## **Regular Board of Education Meeting**

**Wednesday, May 6, 2020 7:00 PM**

**Via Zoom Videoconference: See details on the Granby Public Schools' website.**

### **I. Administrative Reports**

*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.*

#### **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. 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. Additionally, middle school students, Sydney Henry and Chase Alexander, will report on their distance learning experiences.

#### **C. Interim Assistant Superintendent's Report on Grading (10 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 grading for elementary and middle school students.

### **II. Public Comment**

*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:** 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 4-22-20

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**Rationale:** The Board will approve/amend the minutes of the April 22, 2020 Board of Education meeting.

### **IV. Old Business**

#### **A. Second Reading of Draft Policy 5122 - Teacher and Class Assignments (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., Safety and Social Emotional Well-Being: Foster a safe and positive social emotional environment for everyone.*

**Attachments:**

**Rationale:** The Curriculum/Policy/Technology/Communication Subcommittee recommends draft Policy 5122, Teacher and Class Assignments, to the Board for a second reading.

**B. Second Reading of Revised Policy 5141.21 - Administering Medication (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., 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)

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

**V. New Business**

**A. Special Education Update on Distance Learning (10 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. Aimee Martin, Director of Pupil Personnel Services, will provide an update to the Board on distance learning for special education students.

**B. High School Graduation and End-of-Year Activities (20 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:** Mr. Michael Dunn, Granby Memorial High School Principal, will provide an update on graduation and end-of-year activities for high school students.

**VI. Miscellaneous (20 min.)**

**A. Board Standing Committee Reports**

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

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

**2. Finance/Personnel/Facilities**

**Attachments:**

Approved Finance SC Minutes 4-22-20

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**B. Other Board-Related Reports**

**1. CREC/CABE**

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

**2. Granby Education Foundation**

**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.*

**C. Calendar of Events**

**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:**

Calendar of Events

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**D. Board Member Announcements**

**E. Action Items**

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

**Regular Board of Education Meeting – Approved**  
**April 22, 2020, 7:00 p.m.**  
**Via Zoom Videoconference**

Present Board Members: Jenny Emery, Mark Fiorentino, Melissa Migliaccio, David Peling, Sarah Thrall, Rosemarie Weber, Brandon Webster and Dwaritha Ramesh and Jack DeGray (Student Representatives).

Absent Board Members: N/A

Melissa Migliaccio called the meeting to order at 7:04 p.m.

**I. Administrative Reports**

**I.A. Superintendent's Announcements**

- The Distance Learning platform is moving along with strength. Students will speak about how Distance Learning is going for them later on the agenda.
- Dr. Grossman publicly thanked teachers, students and staff for all they are doing. Amazing videos are being created throughout the district.
- The Senior class will always be on the minds for each of us every day. Committed to looking at graduation and end-of-year activities. Included students in on a meeting that occurred today and creative ideas are being discussed. Would love to have graduation on a normal date outside. Mr. Dunn, High School Principal, has been asked to update the Board and community where we are with HS graduation at a future Board Meeting. This will not be a rushed decision.
- Communication has been sent to high school families with regard to how we will be grading students with a Pass/Fail or letter grade. K-8 administrators are currently in discussion with staff for the last trimester for K-5 and last quarter for 6-8 students.
- Our hearts go out to our student athletes and musicians who are normally recognized this time of year. CIAC will hold a meeting tomorrow to discuss the future of athletics. Dr. Grossman will report back to Board what the CIAC decides tomorrow.

Melissa Migliaccio stated the district is currently closed until May 20<sup>th</sup> and inquired if there is any idea when the Governor will give more information. Dr. Grossman stated he was on a call with the Commissioner today and there should be an announcement sooner than later on the reopening of schools. It may be within a week or two but relatively quickly so schools can plan prior to May 20<sup>th</sup>.

**I.B. Middle School Principal Announcement**

Dr. Jordan Grossman introduced the new Principal of Granby Memorial Middle School (GMMS). He stated he would be remiss not to mention our current Principal, Mrs. Susan Henneberry, wished her the best in her retirement and thanked her for her leadership and guidance stating she would be missed in the community. Dr. Grossman stated there was an extensive search for the Middle School Principal and that Granby Public Schools is a very attractive district. There were approximately 65 applicants for the position. He thanked the Search Committee as well as the GMMS staff for giving a profile of what we were looking for in a new principal. Dr. Grossman stated it is a great pleasure to introduce Mr. Taylor Wrye as the new Principal of GMMS. Mr. Wrye is the current Principal of Westbrook Middle School in Westbrook, CT. He brings a tremendous amount of experience in middle school education and is confident the GMMS staff and students will love and adore him. Mr. Wrye stated he is grateful to Superintendent Grossman and the Board and that it was an amazing process to go through and it was very thorough. He is very excited to be here with his wife Caitlyn and two sons, Jack and Charlie, who attend Kelly Lane Primary School. Mr. Wrye stated it is a dream opportunity to live in a town and also be part of the Granby community. Dr. Grossman concluded by stating he will work with Mrs. Henneberry and Mr. Wrye to ensure a smooth transition.

**I.C. Student Representative Reports**

Ms. Dwaritha Ramesh and Mr. Jack DeGray, Student Representatives, reported on learning online and adjustments to student life. Dwaritha stated there are a lot of successes and with every week it is getting much smoother. Teachers are very supportive offering live meets and office hours. She

stated it is close as it could get to a regular classroom environment and she cannot think of any outstanding issues. Dwaritha stated she has been especially glad of the support she received from the Guidance Dept. She has officially accepted to go to UConn in the fall and it has been a good resource to have her guidance counselor available through email as well as access to the College & Career Center. She is currently applying for scholarships. Melissa Migliaccio inquired if there were any surprises with the distance learning platform? Dwaritha stated it takes a lot more motivation to get things done without a teacher in front of you and peers around you. It is not the same as just doing homework on a regular school day. Ms. Migliaccio also inquired about the Robotics program as Dwaritha is heavily involved in that. Dwaritha stated she connects with the group through a regular group chat and is trying to keep updated with everything; however, there is not too much going on except for planning, preparing for next season and training for underclassmen. Sarah Thrall asked Dwaritha for feedback on the google platform. Dwaritha stated she thinks Schoology is better but the Google platform, which took a while to get used to, is getting better as she gets used to it; however, it is not as organized as Schoology.

Jack DeGray stated it was helpful that the teachers and students had to launch distance learning at the same time as teachers were very understanding this was all new territory. Melissa Migliaccio inquired about the cancellation of SATs and what might happen with the College Board. Jack stated he and his classmates are certainly disappointed. College Board is saying the next test available is in August and October. Jack stated he likes that everything is on Google Classroom even though it was an adjustment and that distance learning is much easier using that platform. Ms. Migliaccio inquired how he and his classmates are keeping in touch. Jack stated some teachers have made it easier than others in having conversations with other students and it has been very easy to communicate with other students. Jenny Emery inquired if there is a sense that a lot of Granby kids are disengaged and if there is anything the Board can do differently with that problem. Jack stated he does think some students are disengaging; however, there are many students who want to do the work and get good grades. Dwaritha stated she knows of maybe 1 or 2 students she has not seen on the online platform and all other students have been accounted for at least in her classes.

Kate Hollister, Sophomore at the high school, is working on her Eagle Scout project and one of the merit badges is citizenship. Kate stated she spoke with Dr. Grossman about distance learning and issues for students. She also attended the April 1<sup>st</sup> BOE meeting and has been doing her research. It is much harder to obtain information but it is going as well as can be expected. While it is hard, it is getting easier. She feels she is missing when other students ask questions of teachers because she does not hear what the answers to those answers are.

#### **I.D. Business Manager's Report**

Ms. Anna Robbins, Business Manager, presented the March statement of accounts. The March report is an unusual one with a prediction as of the end of March but also a forecast with no school for the rest of the year. If school resumes on May 20<sup>th</sup>, there will only be 16 days left. Our projection is assuming no expenses for the remainder of the year. The forecast was a -\$90K if you look at March in the former capacity which is almost \$40K better than last month due to the fact that purchase orders are starting to close. Going forward with distance learning, there are some savings and some increases, i.e., savings in expenses such as nursing services, transportation, supplies, substitute services, utilities, and conferences. There is a slight increase in software purchases. Some assumptions were made in the Q&D fund with regard to enrichment activities, bus monitoring and support services. For revenues to the town, there is a reduction in building rentals and pay-for-participation fees. The Excess Cost Grant will likely be lower due to transportation savings. Jenny Emery stated this was reviewed in detail this evening. Assuming school resumes, the deficit created by special education will likely continue to shrink and is currently at a -\$90K. The projection if school does not recommence is built on a lot of variables and while there may be short-term savings due to programs not running, etc., there are also likely to be increased expenses related to coming back. None of this was built into the budget for next year. If the BOE ends up with savings from this year, the town will need to know there will likely be increased expenditures next year.

## **I.E. Assistant Superintendent's Report**

Ms. Marian Hourigan, Interim Assistant Superintendent, provided an update to the Board on Distance Learning stating teachers have done an amazing job during this time period using an online format. The district sent out a parent survey a few weeks ago and received very positive survey results with parents noting they appreciated the amount of personal contact the students have with their teacher via class meetings, co-teaching and special interest clubs in off hours to name a few. There is built in time for students to do their work and teachers to correct their work. Ms. Hourigan informed the Board that Kelly Lane has a "Bucket Filling Day" and Wells Road has a "Wellsness Day" once a week to try new and different activities for learning. At the middle school there is a "Feedback Day" where one department per day will post new assignments so students can catch up on their past work and respond to their teacher's feedback. At the high school teachers slow the pace and extend assignments over longer periods where appropriate. The district continues to update and refine the work we are doing at all levels to provide the best possible education at this time. Sarah Thrall commented her son in 5<sup>th</sup> grade at Wells was excited that today was Wellsness Wednesday. He baked cookies with his sister and from a parent's perspective, it was a nice break as there is a lot of time in front of the screen so she applauds those efforts. Jenny Emery inquired if the district is reaching out to parents about technology. Ms. Hourigan stated the middle school will continue to reach out virtually to give lessons on Google Classroom. Ms. Emery stated she has not heard anything but appreciation for the good work being done. Melissa Migliaccio inquired if there is anything the Board can do to help teachers find ways to improve this experience. Ms. Hourigan stated she feels Granby is way ahead of the curve as the district has been using technology with Chromebooks and that teachers work with one another and feel the Board has been very supportive.

## **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 that the Granby Board of Education adopt the minutes of the April 1, 2020 Board of Education meeting. This motion passed unanimously at 7:52 p.m.

## **IV. Old Business**

### **IV.A. Revision to 2020-2021 School Calendar**

The Board discussed 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. A motion was made by Melissa Migliaccio and seconded by Jenny Emery that the Granby Board of Education revise the 2020-2021 school calendar to add a professional development day on Friday, May 28, 2021 and move the last day of school to Wednesday, June 9, 2021. This motion passed unanimously at 7:54 p.m.

## **V. New Business**

### **V.A. First Reading of Policy 5122 - Teacher and Class Assignments**

The Curriculum/Policy/Technology/Communications Subcommittee recommended Policy 5122, Teacher and Class Assignments, to the Board for a first reading. Sarah Thrall stated this policy states the building principal has the final say in teacher assignments and also sets a policy for transferring credits. This policy will move on to a second reading at the next meeting.

### **V.B. First Reading of Revised Policy 5141.21 - Administering Medication**

The Curriculum/Policy/Technology/Communications Subcommittee recommended Revised Policy 5141.21, Administering Medication, to the Board for a first reading. Sarah Thrall stated this is a simple language change for bus drivers to administer medication. This policy will move to a second reading at the next meeting.

### **V.C. New Food Service Contract**

The Board discussed the approval for a new Food Service Contract as recommended by the Finance/Personnel/Facilities Subcommittee. A motion was made by Melissa Migliaccio and seconded by Dave Peling that the Granby Board of Education accepts the food service management company that was selected using the State of Connecticut mandated procedure and recommended by the Finance/Personnel/Facilities Subcommittee. Jenny Emery stated Granby was up for a new contract and has been with Sodexo for a while. The process is heavily scripted by the state. The rubric that was used to evaluate was reviewed in Subcommittee. There were 4 bidders, one of which was disqualified. The administration made its recommendation and will move toward finalizing a contract. The high scoring vendor is Fresh Picks Café out of Vermont. They have been around since the 1990s and have impressed the administration as being innovative and energized. This motion passed unanimously at 8:01 p.m.

### **V.D. Healthy Food Certification - Healthy Food Option Approval**

A motion was made by Melissa Migliaccio and seconded by Jenny Emery that the Granby Board of Education 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 by non-school organizations and groups. Jenny Emery stated this is a proforma item the Subcommittee goes through each year. Essentially, there is no down side and it sends the right message we are providing the right foods in our lunch program. This motion passed unanimously at 8:03 p.m.

### **V.E. Healthy Food Certification - Exemption for Food and Beverage Items**

A motion was made by David Peling and seconded by Jenny Emery that the Granby Board of Education 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. JE stated this creates room for the district to be responsibly flexible for certain extracurricular activities that might fall outside the healthy food certification. This motion passed unanimously at 8:05 p.m.

## **VI. Miscellaneous**

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

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

Jenny Emery reported this Subcommittee met this evening. Reviewed states of the building projects. The building committee meets tomorrow for the first time in a while. If everything falls into place properly including state requirements, etc. we have the architect and hope to engage a contractor to work on the MS this summer. HS still subject to ...before architect can be selected. Unlikely that work would get undertaken before next year. In addition, the committee has gone out to bid for the rest of the projects which will include some tradeoffs and will be talking about that tomorrow night as well. Make sense to have a project manager to move the pieces along with the bidding, selection and state approvals needed every step of the way.

## **VI.B. Other Board-Related Reports**

### **VI.B.1. CREC/CABE**

Mark Fiorentino reported CREC met last week and stated a couple of labor agreements were ratified with the administrators for CREC and one with the teachers' bargaining unit. He forwarded details on to Anna and Jordan to help inform us as we go through the process. He stated although the Education Commission got a fair amount of work done, they do not expect to take any action on any of the bills they worked on this session.

With regard to CABE, Melissa Migliaccio CABE has been great in communicating about the Governor's Executive Orders and she appreciates and values Granby's membership with them.

### **VI.B.2. Granby Education Foundation**

Jenny Emery stated she was pleased to see the email about soliciting artwork from students. It is a great opportunity for the GEF to get more of the students' art and music shared with the community. Dr. Grossman stated he attended the meeting on Monday and the district is also trying to partner with the Senior Center and help seniors during this time and respecting social distancing. Ms. Emery mentioned the GEF Tribute Program which honors staff members and stated the program may take on new urgency this year due to the cancellation of the GranBee.

## **VI.C. Calendar of Events**

Sarah Thrall stated the middle school PAC met on Tuesday morning and again this morning on Google Classroom.

## **VI.D. Board Member Announcements**

Melissa Migliaccio thanked the entire Board, teachers, administrators, and the community for being supportive during this time and stated she hopes Granby will be back in session soon. Rosemarie Weber thanked Mrs. Henneberry for her service and stated how much she appreciates her leadership at the middle school as well as her quiet confidence and digging into data to understand the school and students to make improvements. Ms. Migliaccio stated the Board should invite retirees to a Board Meeting via Zoom to recognize them. Dr. Grossman stated we can definitely put it on an agenda. Dwaritha Ramesh commented she received an e-mail about the grading options for the high school and thinks it is fantastic for students to have the pass/fail option and happy that other students can get rewarded for the work they are doing. Ms. Migliaccio stated this is a great comment and an appropriate time to mention it. She believes it will serve our students well.

## **VI.E. Action Items**

1) Update on end-of-year activities for seniors.

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

There was no need to enter into an Executive Session/Non-Meeting this evening. A motion was made by Jenny Emery and seconded by Rosemarie Weber to adjourn the meeting. This motion passed unanimously at 8:22 p.m.

Respectfully submitted,

Rosemarie Weber  
Board Secretary

## **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**

**Finance Subcommittee Meeting – Approved Minutes**

**April 22, 2020, 5:00 p.m.**

**via ZOOM**

Attendance:

Jenny Emery	Present	Jordan Grossman	Present
Mark Fiorentino	Present	Anna Robbins	Present
David Peling	Present		
Melissa Migliaccio	Present		

Meeting commenced at 5:03 p.m. Meeting adjourned at 6:12 p.m.

1. Public Comment: None

2. Approve Minutes from the March 18, 2020 Meeting: Dave moved, and Mark seconded approval. Passed unanimously.

3. March Statement of Accounts: Anna reviewed the YTD and projections for year end if in-person school resumes, and if it does not. The \$500,000 in 2019-2020 (versus budget) derives from reductions in busing, nursing, clubs and spring sports, and other avoided expenditures. Many variables remain, and there are ongoing negotiations. Also, projections are that revenues (to the Town) will also go down. The committee discussed the projections, and the likelihood that 2020-2021 expenses may be higher than budgeted, because of the need to make up value lost during distance learning. This issue will be kept in mind as year-end discussions with the BOF are pursued.

4. Food Services Contract: We received 4 bids, three that were qualified, and the clear top choice is Fresh Picks Café, out of Vermont. After discussion, Mark moved, and Dave seconded, FC endorsement of the administration’s plan to engage in contract negotiations with this vendor.

5. Healthy Food Certification: This is an annual re-certification that requires BOE action. The committee agreed to once again recommend this to the Board.

6. Building Projects Update: The middle school roof architect is selected, and the initial State endorsement secured, so we will be moving ahead to hopefully get this completed this summer. The architect for the Staircase and Science classroom configuration has been selected, and plans will be reviewed with them – NCA – at the Building Committee meeting April 23. This project still needs State approval and is unlikely to be undertaken until the summer of 2021. Bids have been received for the “rest” of the major projects and will be reviewed by the committee.

7. Security Projects: The committee reviewed the administrations current ideas for expending the remainder of the State security grant, including the possibility of getting an extension from the state.

Dave moved and Mark seconded adjournment at 6:12 p.m.



## UPCOMING DISTRICT EVENTS

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.
June 3	Curriculum Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.
June 17	Finance Subcommittee Meeting Board of Education Meeting	5:30 p.m. 7:00 p.m.