

Woodbridge Board of Education  
Woodbridge Board of Education Regular  
Meeting  
Monday, November 21, 2011 7:00 PM

Woodbridge Board of Education Special  
Meeting Library Media Center Beecher Road  
School

## **Agenda**

- I. **Preliminary Business**
  - A. 6:30 PM - Executive Session, in accordance with State Statute
    1. Labor Relations Update
  - B. Call to Order (7:00 PM - Public Session)
  - C. Salute to the Flag
  - D. Correspondence
  - E. Public Comment
  - F. Modify Tonight's Agenda
- II. **Consent Agenda**
  - A. Approval of October 17, 2011 Regular Meeting Minutes
  - B. Monthly Summary Financial Report Ending October 31, 2011
  - C. Monthly Detail Financial Report Ending October 31, 2011
  - D. Combining Financial Statements Through October 31, 2011
- III. **Reports**
  - A. Superintendent's Report
    1. BRS Update
      - a. BRS Monthly Enrollment Report
    2. Act on Consulting Services for Principal Search
    3. 2012/13 Budget Update
    4. Technology Update
  - B. PTO Update
  - C. Facilities Committee Report
  - D. Town Building Committee Charge
  - E. Policy Committee
    1. Adopt Policies 5141.3(a) Health Assessments and Immunizations; 5141(a) School Medical Advisor; 3524.1 Pesticides; and 5131.3 Bullying
    2. Safe School Climate Plan
  - F. Finance Committee
    1. Act on Revised 2012/13 Capital Budget Submission
    2. Act on Playground Funding Recommendations
  - G. CABE Liaison Report
  - H. ACES Liaison Report
- IV. **New Business**
  - A. NSBA Conference
- V. **Other**
  - A. Public Comment
  - B. Executive Session, in accordance with State Statute
- VI. **Adjournment**



# MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING

Monday, October 17, 2011

BRS Library Media Center

**CALL TO ORDER:** Ms. Hamilton, Chair called the Public Session to order at 7:05 PM.

**BOARD MEMBERS PRESENT:** Ms. Margaret Hamilton, Chair; Mr. David Barkin, Mr. David Bernard, Dr. Clotilde Dudley-Smith, Dr. Steve Fleischman, Vice Chair; Mr. Matthew Gilbride, Secretary; Mr. Carl Lindskog, Ms. Sheila McCreven, and Dr. YanYun Wu.

**STAFF:** Dr. Guy Stella, Superintendent; Al Pullo, Director of Business Services/Operations; Carol Bequary, Primary Grades Principal; Donna Pagé Intermediate Grades Interim Principal; and Marsha DeGennaro, Clerk of the Board.

**MEMBERS OF THE PUBLIC:** Emily Freel, ACES Math Consultant; Laurence Grotheer, BOS Liaison; Teresa Nakouzi, WEA; Jean Molot, Jennifer Schnitzer, and Rick Wood, Teachers; and Pua Ford, community.

**CORRESPONDENCE** – None

**PUBLIC COMMENT** – None

## **CONSENT AGENDA**

### **MOTION #1 – CONSENT AGENDA**

Move that we approve the consent agenda as presented.

Dr. Fleischman

Second by Mr. Gilbride

Ms. McCreven requested extraction of the Policy and Finance Committee minutes. Mr. Barkin requested a correction on Page 1 of the September 19 minutes under *Board Members Present* – delete “Chair” after Ms. McCreven’s name.

UNANIMOUS

## **REPORTS**

### **Superintendent’s Report**

- **Beecher Road School Update** – Superintendent Stella highlighted the recent STEAP Grant award and enrollment adjustments. Mr. Wood provided the results of the initial Staff Technology Survey conducted at the end of the 2010/11 school year. Changes in technology are occurring at lightning speed. While there are different student needs in primary and intermediate grade levels, approximately 85% of intermediate staff uses technology daily for student instruction. An in-depth analysis is slated for the 2011/12 school year to ascertain definitive information and direction to guide and support the new three-year Technology Plan currently in development. It was noted that how and why technology is used, its impact on student performance and the expected outcomes should be clearly defined within the context of the plan. It may also be helpful to conduct a survey on the infrastructure, its operations/functionality and shortcomings to assist in future budget development. Dr. Fleischman and Ms. McCreven will serve as Board representatives on the Technology Plan Committee.
- **Math Curriculum Update** – Mses. Freel, Schnitzer and Molot outlined the transition to Common Core Standards from State Standards, Benchmarks and Objectives. The CCS have been adopted by 48 states for mandated implementation by 2014/15 and provide a consistent, clear understanding, nationally, of what students are expected to learn upon departure from each grade level. The Math curriculum has been developed based upon the six principles for school mathematics as established by the NCTM (National Council for Teaching Mathematics).
  1. Equity – excellence in math requires equity: high expectations and strong support for all students.
  2. Curriculum – must be coherent, focused, and well-articulated across the grades.
  3. Teaching – teachers need to understand what students know and need to learn and then need to challenge them and support them to learn it well (Differentiated Instruction).

4. Learning – students must learn math with understanding, building new knowledge from experience and prior knowledge.
5. Assessment – should support the learning of mathematics and furnish useful information to both teachers and students.
6. Technology – essential in teaching and learning math and assessing.

Curriculum is an integrated continuous process encompassing the full continuum of learning in Grades K-6 that is always evolving and changing. Each grade level has units of study, assessments, resources, homework pages, etc. Individual grade topics are coordinated across grade levels to ensure consistency from grade level to grade level. Common formative assessments are given prior to starting the unit and given again at the end of the unit. The Professional Learning Committees then analyze this data to inform and drive instruction.

Ms. Hamilton called a brief 5-minutes recess (8:26 PM). Public session called back to order (8:31 PM).

Questions were raised regarding consistency of learning for all students across the spectrum and specific identification of resources available for parents and students that clearly articulate what should be learned/achieved and length of homework. It was noted that curriculum is a blueprint for mathematical learning for all students to become independent life-long learners.

- CMT Action Plan – Ms. Pagé presented the CMT Action Plan encompassing differentiated learning strategies across and within grade levels and the transition for alignment to one school.

PTO Update – Ms. Hamilton extended an invitation to the Hoot on Saturday, October 22.

Facilities Committee – Mr. Barkin reviewed their meeting held October 7 pertaining to the hiring of DeCarlo & Doll for engineering services in support of the STEAP Grant. While this will be a collaborative initiative with the Town, concern was expressed for the short timeline for document development as monies are mandated to be expended by June 30. The 2012/13 Capital Budget was also discussed. It was urged that replacement of the boiler be designated separately and included as was done last year.

It was questioned why BOE committee minutes were being published and if they will be voted on by the full Board. It was noted that committee minutes are published in adherence with FOI requirements. Further, it has been a long-standing Board practice that minutes are easily accessible in eMeeting and assist the committee chairs in making their reports.

Finance Committee – Dr. Fleischman highlighted the October 11 meeting. The committee developed internal guidelines and controls regarding fund balances for Extended Day and Summer Enrichment programs.

- 2012/13 Capital Budget Submission – Mr. Wood presented an overview of Technology purchases, routine hardware/software replacements and infrastructure upgrades. Discussion ensued regarding the boiler and A-wing roof replacements. Replacement of the boiler was specified in last year's submission but not in the 2012/13 document. The Board agreed that both items have urgency with regard to repair. It was also suggested that sidewalk repair in the North/South entryway be separate and distinct from paving on North/South parking lots.

#### **MOTION #2 - 2012/13 CAPITAL BUDGET**

Move that we approve the 2012/13 Capital Budget, with the addition of the boiler replacement and breakout of concrete as discussed, for submission to the Boards of Selectmen and Finance.

Dr. Fleischman  
Second by Mr. Lindskog  
UNANIMOUS

Policy Committee – Mr. Bernard outlined the process that has been followed for review and policies and presented the 0000 and 9000 series for adoption.

**MOTION #3 - POLICY SERIES 9000 AND 0000**

Move that we adopt the 9000 and 0000 Policy Series as revised and presented.

Mr. Bernard

Second by Dr. Fleischman

**UNANIMOUS**

CABE Liaison – Ms. McCreven invited Board members to attend the CABE/CAPSS Convention on November 18/19 as well as the Delegate Assembly on November 17. It is anticipated a Legislative Breakfast will be held in early January for Area 7 participants.

Board Members were urged to attend the NSBA Conference in Boston April 20-22, 2012. It was noted that professional development funding could cover conference registration and hotel with all other costs borne by the attendee. Currently, Ms. Hamilton is the only confirmed registrant with a majority of Board members expressing interest in attending.

ACES Liaison – Ms. McCreven, BOE representative for October, noted the committee received an overview of the annual budget audit process, human resources update, calendar approvals, a presentation on the ACES Early Headstart program, magnet school funding and continued operation of technical high schools.

**PUBLIC COMMENT** – None

**MOTION TO ADJOURN:** (9:43 PM)  
Dr. Fleischman  
Second by Mr. Gilbride  
**UNANIMOUS**

Recorded by Marsha DeGennaro, Clerk of the Board

**WOODBIDGE BOARD OF EDUCATION  
MONTHLY SUMMARY FINANCIAL REPORT  
For 4 Months Ended October 31, 2011**

OBJ #	DESCRIPTION	Adopted Annual Budget w/Transfers	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date \$ Variance (Over)Under
100	TOTAL SALARIES	7,221,944	577,582	828,297	(250,716)	1,881,682	1,848,680	33,002
200	TOTAL BENEFITS	2,579,599	196,829	342,895	(146,066)	908,641	926,647	(18,005)
300	TOTAL PROFESSIONAL SERVICES	347,946	115,731	116,921	(1,191)	138,139	140,074	(1,936)
400	TOTAL PROPERTY SERVICES	595,552	41,115	34,355	6,760	150,960	98,706	52,254
500	TOTAL OTHER PURCHASED SERVICES	1,200,250	126,259	134,895	(8,636)	435,888	383,901	51,986
600	TOTAL SUPPLIES & MATERIALS	303,567	31,499	17,392	14,107	124,040	99,408	24,632
700	TOTAL PROPERTY	33,000	7,421	625	6,797	10,430	2,768	7,662
800	TOTAL DUES AND FEES	62,082	2,264	2,860	(596)	36,970	14,367	22,603
	<b>TOTAL ADOPTED BUDGET</b>	<b>12,343,940</b>	<b>1,098,699</b>	<b>1,478,240</b>	<b>(379,541)</b>	<b>3,686,749</b>	<b>3,514,551</b>	<b>172,199</b>

**COMMENTS**

1. Savings realized from staffing changes & retirements \$23,812; custodial reorganization \$9,190.
2. Timing health insurance cost share reimbursements (\$18,005).
3. Timing professional development \$10,849; substitutes (\$5,252); other professional services (\$7,533).
4. Timing electricity & water \$39,454; oil heat \$2,428; repairs \$10,227; leases \$14,976. Service contracts - custodial- (\$14,831)
5. Timing tuition \$20,917; other purchased services \$4,138. Savings intern vacancy \$7,829; tuition (Wintergreen) \$19,102.
6. Timing instructional supplies (\$6,689); software \$16,653; testing \$5,840; misc. supplies \$2,153; custodial supplies \$6,675.
7. Timing hardware \$1,597; equipment \$5,602; furniture \$463.
8. Timing nursing fees \$22,603.

**SPECIAL EDUCATION BREAKOUT**

OBJ #	DESCRIPTION	Adopted Annual Budget	Monthly Budget	Monthly Actual	\$ Variance (Over) Under	Year To Date Budget	Year To Date Actual	Year To Date Variance (Over)Under
390	OT/PT SERVICES	37,500	3,750	0	3,750	15,000	0	15,000
3901	CONSULTANTS	18,000	1,800	0	1,800	7,200	0	7,200
510	TRANSPORTATION	115,000	11,500	9,849	1,651	46,000	28,624	17,376
560	TUITION	263,420	26,342	14,219	12,123	105,368	16,401	88,967
	<b>TOTALS</b>	<b>433,920</b>	<b>43,392</b>	<b>24,068</b>	<b>19,324</b>	<b>173,568</b>	<b>45,025</b>	<b>128,543</b>

**WOODBIDGE BOARD OF EDUCATION  
MONTHLY DETAIL FINANCIAL REPORT**

For 4 Month Ended: October 31, 2011

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	613,200		217,156	385,851	98%	10,193	-	10,193
120	Teachers - Regular	4,252,008		1,045,021	3,213,968	100%	(6,981)		(6,981)
120	Teachers - Special Education	773,051		180,741	546,965	94%	45,346	13,800	31,546
1201	Psychologist	156,537		39,889	116,648	100%	-		-
1203	Counselor	37,643		8,725	28,918	100%	-		-
	<b>Sub-Total Certified Salaries</b>	<b>5,832,439</b>	<b>-</b>	<b>1,491,531</b>	<b>4,292,350</b>	<b>99%</b>	<b>48,558</b>	<b>13,800</b>	<b>34,758</b>
1303	Custodians	355,650	-	66,307	90,900	44%	198,443	40,429	158,014
140	Nurses	124,801	-	26,477	82,290	87%	16,034	16,034	-
150	Secretaries, Clerical	292,729	-	113,196	181,115	101%	(1,581)	-	(1,581)
160	Paraprofessionals	385,172	-	84,441	300,289	100%	442		442
1601	Special Education Paraprofess.	201,945	-	60,786	154,079	106%	(12,920)		(12,920)
190	Salaries, Miscellaneous	29,208	-	5,942	13,588	67%	9,678	9,678	-
	<b>Sub-Total Non-Certified Salaries</b>	<b>1,389,505</b>	<b>-</b>	<b>357,149</b>	<b>822,261</b>	<b>85%</b>	<b>210,095</b>	<b>66,141</b>	<b>143,954</b>
	<b>TOTAL SALARIES</b>	<b>7,221,944</b>	<b>-</b>	<b>1,848,680</b>	<b>5,114,611</b>	<b>96%</b>	<b>258,653</b>	<b>79,941</b>	<b>178,712</b>
1906	Retirement - Sick Pay-Out	25,000		27,013	-	108%	(2,013)		(2,013)
220	FICA	216,262		42,971	-	20%	173,291	161,291	12,000
230	Merf	130,281		48,152		37%	82,129	82,129	-
270	Medical Insurance	2,157,896		799,450	1,226,042	94%	132,404	82,191	50,213
280	Life Insurance	34,960		7,979	11,448	56%	15,534	9,734	5,800
2902	Other Employee Benefits	15,200		1,082	5,997	47%	8,121	8,121	-
	<b>TOTAL BENEFITS</b>	<b>2,579,599</b>	<b>-</b>	<b>926,647</b>	<b>1,243,486</b>	<b>84%</b>	<b>409,466</b>	<b>343,466</b>	<b>66,000</b>

**WOODBRIIDGE BOARD OF EDUCATION  
MONTHLY DETAIL FINANCIAL REPORT**

For 4 Month Ended: October 31, 2011

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	67,625	-	7,594	48,584	83%	11,447	11,447	-
330	Legal Fees	35,000		6,520	28,480	100%	-		-
340	Software Support	12,828		2,578	2,239	38%	8,011	8,011	-
350	Substitutes	28,000	-	10,852	-	39%	17,148	17,148	-
390/01	OT/PT/Consultant Services	55,500		-	45,500	82%	10,000	10,000	-
3902	Financial Audit	14,691		-	-	0%	14,691	14,691	-
390	Other Prof/Tech. Services	134,302	-	112,530		84%	21,772	21,772	-
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>347,946</b>	<b>-</b>	<b>140,074</b>	<b>124,803</b>	<b>76%</b>	<b>83,068</b>	<b>83,068</b>	<b>-</b>
410/01	Utilities - Electric and Water	253,511		45,050	203,003	98%	5,458		5,458
420	Heating Oil	151,673		(2,428)	152,485	99%	1,616		1,616
430	Repairs and Maintenance	39,898	-	3,072	11,769	37%	25,056	25,056	-
450	Leases and Rentals	49,430		4,470	44,960	100%	-		-
4501	Building Improvements	28,500	-	11,629	254	42%	16,617	16,617	-
490	Other Purchased Services	22,000	-	5,235	16,585	99%	180	180	-
4901	Service Contracts	50,540	-	31,678	113,387	287%	(94,525)		(94,525)
	<b>TOTAL PROPERTY SERVICES</b>	<b>595,552</b>	<b>-</b>	<b>98,706</b>	<b>542,443</b>	<b>108%</b>	<b>(45,598)</b>	<b>41,853</b>	<b>(87,451)</b>
510	Pupil Transportation-Regular	434,349		123,251	290,347	95%	20,751	14,529	6,222
510	Pupil Transportation-Spec. Educ.	115,000		28,624	100,103	112%	(13,727)		(13,727)
520	Insurance-General Liability	89,926		85,841	-	95%	4,085		4,085
5201	Worker's Compensation	95,784	-	89,377	-	93%	6,407	6,407	-
530	Telephone Services	18,554		3,618	13,678	93%	1,257		1,257
535	Internet	12,100	-	1,179	699	16%	10,222	10,222	-
537	Postage	5,500		269	-	5%	5,231	5,231	-
540	Advertising	2,800	-	320	-	11%	2,480	2,480	-
550	Interns	127,710	-	34,741	78,259	88%	14,710	5,850	8,860
560	Tuition	282,102		16,401	242,792	92%	22,909	3,807	19,102
590	Other Purchased Services	16,425	-	279	99	2%	16,047	16,047	-
	<b>TOTAL OTHER PURCH SERVICES</b>	<b>1,200,250</b>	<b>-</b>	<b>383,901</b>	<b>725,977</b>	<b>92%</b>	<b>90,372</b>	<b>64,572</b>	<b>25,800</b>

**WOODBRIE BOARD OF EDUCATION  
MONTHLY DETAIL FINANCIAL REPORT**

For 4 Month Ended: October 31, 2011

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	146,700	-	55,589	33,305	61%	57,806	57,806	-
620	Computer Software	53,580	-	21,392	-	40%	32,188	32,188	-
625	Supplies Nurses	1,800	-	-	-	0%	1,800	1,800	-
630	Supplies Custodial	45,792	-	12,633	23,710	79%	9,450	9,450	-
635	Supplies Office	12,000	-	2,652	1,500	35%	7,848	7,848	-
640	Books and Audio Visual	16,000	-	560	10,000	66%	5,440	5,440	-
645	Subscriptions	13,995	-	2,902	129	22%	10,964	10,964	-
650	Testing	10,000	-	3,600	70	37%	6,330	6,330	-
690	Misc. Supplies	3,700	-	80	-	2%	3,620	3,620	-
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>303,567</b>	<b>-</b>	<b>99,408</b>	<b>68,713</b>	<b>55%</b>	<b>135,446</b>	<b>135,446</b>	<b>-</b>
730	Equipment - Office	-	-	-	-	0%	-	-	-
732	Computer Hardware	10,600	-	523	597	0%	9,480	9,480	-
735	Equipment - Teaching	15,550	-	467	1,456	12%	13,627	13,627	-
740	Equipment - Building	4,600	-	1,641	241	41%	2,718	2,718	-
745	Furniture	2,250	-	138	-	6%	2,112	2,112	-
	<b>TOTAL PROPERTY</b>	<b>33,000</b>	<b>-</b>	<b>2,768</b>	<b>2,294</b>	<b>15%</b>	<b>27,938</b>	<b>27,938</b>	<b>-</b>
810	Dues and Fees	20,151	-	9,053	2,800	59%	8,299	8,299	-
825	Unemployment	5,835	-	3,085	2,750	100%	-	-	-
900	Other Fees	36,096	-	2,229	510	8%	33,357	33,357	-
	<b>TOTAL DUES AND FEES</b>	<b>62,082</b>	<b>-</b>	<b>14,367</b>	<b>6,059</b>	<b>33%</b>	<b>41,656</b>	<b>41,656</b>	<b>-</b>
	<b>TOTAL ADOPTED BUDGET</b>	<b>12,343,940</b>	<b>-</b>	<b>3,514,551</b>	<b>7,828,387</b>	<b>92%</b>	<b>1,001,002</b>	<b>817,941</b>	<b>183,061</b>

Woodbridge Board of Education - Expenditures by Object  
Financial Analysis for Fiscal Year 2011 – 2012

November 2011

**OBJECT 120 – CERTIFIED STAFF**

The projected surplus reflects savings realized from staff retirements and the interim principal vacancy savings.

**OBJECT 1303 – CUSTODIANS**

We are projecting a surplus as a result of staffing changes and the use of a service contractor to aide in the building cleaning.

**OBJECT 160 – TEACHER ASSISTANTS**

The projected surplus reflects savings realized from staff retirements

**OBJECT 270– MEDICAL INSURANCE**

The projected surplus is a result of favorable premium renewal rates and staff enrollment changes of benefits.

**OBJECT 220 – FICA**

The projected surplus is a result of custodial staffing changes and the use of an outside service contractor to aide in the building cleaning.

**OBJECT 280– LIFE INSURANCE**

The projected surplus is a result of favorable premium renewal rates.

**OBJECT 410 – UTILITIES ELECTRIC AND WATER**

The projected surplus is a result of anticipated savings on consumption.

**OBJECT 4901 – SERVICE CONTRACTS**

The projected deficit is the result of using a service contractor for custodial services. The anticipated surplus in custodial salaries and benefits is greater than the anticipated deficit in this account.

**OBJECT 510 PUPIL TRANSPORTATION**

The net deficit is due to student outplacement transportation arrangements.

**OBJECT 520 INSURANCE GENERAL LIABILITY**

The projected savings is a result of favorable premium renewal.

**OBJECT 530 – TELEPHONE SERVICES**

The projected savings is a result of anticipated savings based on year to date trends.

**OBJECT 550 – INTERNS**

The projected savings is the result of vacancies during the fall semester.

**OBJECT 560 – TUITION**

The anticipated savings is a result of favorable tuition fee assessment for Wintergreen based on final allocations received after budget submission.

Woodbridge Board of Education  
Combining Balance Sheets as of 10/31/11 (Unaudited)

	Total	Café	Special Revenue			Agency
			Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
<b>Assets:</b>						
Cash	\$ 182,916	\$ 48,591	\$ 100,108	\$ 2,576	\$ 29,893	\$ 1,748
Prepaid expenses	-					
Accounts receivable	5,381	2,030	910	\$ 2,169	\$ 272	
Intergovt Receivable	5,168	5,168				
Inventory	5,789	5,789				
<b>Total Assets</b>	<b>199,254</b>	<b>61,578</b>	<b>101,018</b>	<b>4,745</b>	<b>30,165</b>	<b>1,748</b>
<b>Liabilities and Fund Balance</b>						
<b>Liabilities:</b>						
Amounts held as agent	19,592	4,460	15,132			
Accounts payable	10,786	9,046	1,740			
Deferred revenue	6,487		6,487			
Wages payable	-					
<b>Total Liabilities</b>	<b>36,865</b>	<b>13,506</b>	<b>23,359</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance</b>	<b>162,389</b>	<b>48,072</b>	<b>77,659</b>	<b>4,745</b>	<b>30,165</b>	<b>1,748</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 199,254</b>	<b>\$ 61,578</b>	<b>\$ 101,018</b>	<b>\$ 4,745</b>	<b>\$ 30,165</b>	<b>\$ 1,748</b>
<b>Activity Fund:</b>						
Administrative Fund						\$ -
Drama						748
ODAC						459
PTO						166
Target 4 Kids						\$ 375
<b>Total</b>						<b>\$ 1,748</b>

Woodbridge Board of Education  
Combining Statement of Revenues & Expenditures  
for the 3 Months Ended 10/31/11 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
<b>Revenues:</b>							
Charges for services	\$ 263,364	\$ 53,764	\$ 115,391	\$ 3,403	\$ 88,676	\$ 2,130	\$ -
Intergovernmental	5,088	5,088					
Donations	-						
Other income	6	6					
Additions	-						-
<b>Total revenues/additions</b>	<b>268,458</b>	<b>58,858</b>	<b>115,391</b>	<b>3,403</b>	<b>88,676</b>	<b>2,130</b>	<b>-</b>
<b>Expenditures:</b>							
Wages, FICA, MERF	176,209	22,206	77,315		73,701	2,987	
Medical Insurance	-	-	-				
Cost of food sold	25,046	25,046					
Equipment	449	449					
Other Expenses	34,804	6,097	17,560	2,348	7,794	1,005	
Deductions	-						
<b>Total expenditures/deductions</b>	<b>236,508</b>	<b>53,798</b>	<b>94,875</b>	<b>2,348</b>	<b>81,495</b>	<b>3,992</b>	<b>\$ -</b>
Excess (deficiency) of revenues over expenditures before operating transfer in	31,949	5,060	20,516	1,054	7,181	(1,862)	
Operating transfer in	-	-	-				
Excess (deficiency) of revenues over expenditures after operating transfer in	31,949	5,060	20,516	1,054	7,181	(1,862)	
<b>Fund Balance, ending</b>	<b>\$ 160,641</b>	<b>\$ 48,072</b>	<b>\$ 77,659</b>	<b>\$ 4,745</b>	<b>\$ 14,372</b>	<b>\$ 15,793</b>	



Enrollment Projections  
5-Year Plan  
(Based on Enrollment Projection Report - Dr. Prowda)

2011/12					2012/13				2013/14			
Program	Projected Class	Number of Classroom	Number of Teachers	Total Number	Projected Class	Number of Classroom	Number of Teachers	Total Number	Projected Class	Number of Classrooms	Number of Teachers	Total Number
	Enrollment: 10/1/11	Required	Required	Students	Enrollment	Required	Required	Students	Enrollment	Required	Required	Students
PreK	21	1	1	21	21	1	1	21	21	1	1	21
Kdg.	18,18,19,19,19	5	5	93	18,18,19,19,19	5	5	93	15,15,16,16,16	5	5	78
Grade 1	17,17,17,17,*18	5	5	86	19,19,19,19,*20	5	5	96	19,19,19,19,*20	5	5	96
Grade 2	17,17,18,18,18,*21	6	6	109	17,17,18,18,*18	5	5	88	19,19,19,20,*20	5	5	97
Grade 3	17,17,17,18,18,*20	6	6	107	18,18,18,19,19,*21	6	6	113	18,18,18,19,*18	5	5	91
Grade 4	18,19,21,21,*16	5	5	95	18,18,18,18,19,*20	6	6	111	19,19,19,19,20,*	6	6	117
Grade 5	21,21,22,23,23	5	5	110	19,19,19,20,20	5	5	97	19,19,19,19,19,1	6	6	114
Grade 6	16,18,18,21,21,21	6	6	115	18,18,18,19,19,19	6	6	111	19,20,20,20,20	5	5	99
	<b>Total BRS</b>	<b>39</b>	<b>39</b>	<b>736</b>	<b>Total BRS</b>	<b>39</b>	<b>39</b>	<b>730</b>	<b>Total BRS</b>	<b>38</b>	<b>38</b>	<b>713</b>
OOD				5	OOD			6	OOD			6
	<b>TOTAL</b>			<b>741</b>	<b>TOTAL</b>			<b>736</b>	<b>TOTAL</b>			<b>719</b>

\*Multiage

2014/15					2015/16				2016/17			
Program	Projected Class	Number of Classroom	Number of Teachers	Total Number	Projected Class	Number of Classroom	Number of Teachers	Total Number	Projected Class	Number of Classrooms	Number of Teachers	Total Number
	Enrollment	Required	Required	Students	Enrollment	Required	Required	Students	Enrollment	Required	Required	Students
PreK	21	1	1	20	21	1	1	21	21	1	1	21
Kdg.	15,15,15,15,15	5	5	75	16,16,16,16,17	5	5	81	18,18,18,18,19	5	5	91
Grade 1	16,16,16,16,16	5	5	80	15,15,15,15,*16	5	5	76	16,16,17,17,*17	5	5	83
Grade 2	19,19,20,20,*20	5	5	98	16,16,16,17,*17	5	5	82	15,15,15,16,*16	5	5	77
Grade 3	20,20,20,20,*21	5	5	101	20,20,20,20,*21	5	5	101	17,17,17,17,*17	5	5	85
Grade 4	19,19,19,19,*18	5	5	94	21,21,21,21,*21	5	5	105	21,21,21,21,*21	5	5	105
Grade 5	20,20,20,20,20,20	5	5	120	19,19,19,20,20	5	5	97	21,21,22,22,22	5	5	108
Grade 6	19,19,19,19,19,20	6	6	115	20,20,20,20,21,21	6	6	122	19,19,20,20,20	5	5	98
	<b>Total BRS</b>	<b>37</b>	<b>37</b>	<b>703</b>	<b>Total BRS</b>	<b>37</b>	<b>37</b>	<b>685</b>	<b>Total BRS</b>	<b>36</b>	<b>36</b>	<b>668</b>
OOD				6	OOD			6	OOD			4
	<b>TOTAL</b>			<b>709</b>	<b>TOTAL</b>			<b>691</b>	<b>TOTAL</b>			<b>672</b>

\*Multiage

Possibly add a pre-school class.

Possibly add an additional pre-school class.

## **Minutes – Facilities Committee Meeting 11/4/11**

**Attending:** Dr. Stella, Margaret Hamilton, Al Pullo, Greg Kula, Brie Pfannenbecker

### **Thank You:**

Margaret Hamilton thanked the custodial staff for their work, not only for the PTO Halloween HOOT, but for the excellent job they do daily at the school, AND at the many extra-hour events and activities occurring continuously (PTO events, WBOE and BOE committee meetings, etc). The current staff is helpful, friendly, efficient and willing to help with all of the MANY requests made. Parents notice and comment on how helpful and friendly the custodial staff treats parents, staff, students, etc.– THANK YOU.

### **Playground:**

Dr. Stella discussed the current situation with the playgrounds:

- Existing structures were identified during playground inspection as having enough safety issues that the structures were closed on 10/24/11
- Swing structures are ok, but need additional clearance – front and back. Two NORTH swings are open, one closed, and both SOUTH swings are closed.
- The number of repairs and changes needed make it prohibitive to fix the existing structures, so they will be removed and new structures installed

### **STEAP Grant:**

STEAP Grant funds of \$200,000 are slated for use in the North entrance area for three items:

- Traffic flow/structure improvements
- Canopy over North area entrance/bus drop-off area
- Lighting throughout North Parking area

Discussions continue and updates will be included at all Facilities Meetings.

### **Capital Budget:**

Updates were done as requested, and the only new item is the addition of a capital request for the playgrounds.

### **Other Agenda Items:**

Agenda items suggested by David Barkin at the last meeting were deferred to the next Facilities Meeting David can attend.

Minutes submitted by Margaret Hamilton

**Approved by the Woodbridge Board of Selectmen November 9, 2011**

## **BUILDING COMMITTEE FOR THE PHASING OF BEECHER INFRASTRUCTURE UPGRADE**

1. **MEMBERSHIP:** The Board of Selectmen has created the Building Committee for the Phasing of the Beecher Infrastructure Upgrade on November 6, 2011, consisting of the following members:

Jeffrey Kaufman (Chairman)  
Andrew Esposito, Jr. (BOF)  
Greg Coyne (BOS)  
Sheila McCreven (WBOE)  
Jason Pfanebecker (Beecher PTO)

2. **CHARGE:** The Committee shall be responsible for planning and recommending the phasing and timetable for construction, exploration of grants, alternate financing and/or bonding for funds to complete the major infrastructure upgrade and building renovation project at Beecher Road School. The Board of Selectmen has created the Committee in order to make the project eligible for potential State reimbursement.

The Committee's responsibilities shall include:

- a. Review and evaluate the previous Building Committee's recommendations and determine if the project can be completed in phases (with approvals either through a referendum, or the annual capital budget process), update information as necessary, working with the firms previously retained by the Board of Selectmen for this project;
- b. Continue to apply best practices for sustainable design including the use of sustainable and energy efficient products and materials, LEED Certification (if applicable) and the possible use of "green" energy and other techniques and seek grant opportunities to fund or offset the additional potential cost of these initiatives;
- c. Prepare a construction/design timeline for use in securing financing and/or preparing for town-wide referendum, and seek reimbursement from the State Department of Education for all eligible costs of the proposed construction project.
- d. Recommend to the Boards of Selectmen, Finance, and Education the best means of securing funding for the phases of the project, in accordance with the construction/design timeline.

3. **FUNDING:** All expenditures from the Town capital project budget concerning this project shall be incurred in accordance with the policies of the Town of Woodbridge, the Town Charter, and this Charge.

**MINUTES OF THE BOARD OF EDUCATION POLICY COMMITTEE**  
**Thursday, October 27, 2011**  
**District Office Conference Room**  
**Beecher Road School South**

**CALL TO ORDER:** Margaret Hamilton, BOE Chair called the meeting to order at 6:00 PM.

**IN ATTENDANCE:** David Bernard (6:22 PM), Margaret Hamilton, Sheila McCreven, Board of Education Members; Ms. Rachel Kinsdseth, PTO; and Marsha DeGennaro, Clerk of the Board.

The committee commenced review of the 1000 series, through Policy 1260. Policies 1110 (1002), 1120, 1220, and 1250 were amended with minor language revisions and/or modifications. The committee will continue review of the 1000 series starting with Policy 1300 at their next meeting.

**MEETING ADJOURNED:** 7:30 PM

Recorded by Marsha DeGennaro

*CABE's suggested policy.*

## Students

### Health Assessments and Immunizations

The Board of Education recognizes the importance of periodic health assessments according to state health regulations.

To determine health status of students, facilitate the removal of disabilities to learning and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments.

The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments. It is the policy of the Board of Education to insure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.

The Board of Education shall annually designate a representative to receive reports of health assessments and immunizations from health care providers.

Parents wishing their children exempted or excused from health assessments must request such exemption to the ~~Superintendent of Schools~~ in writing. This request must be signed by the parent/guardian. *Nursing Supervisor.*

It is the responsibility of the Principal to insure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain in good order the immunization and health assessment records of each student enrolled.

No record of any student's medical assessment may be open to the public.

As required, the District will annually report to the Department of Public Health and to the local health director the asthma data, pertaining to the total number of students per school and for the district, obtained through the required asthma assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment ~~at the time of enrollment, in either grade six or seven, and in either grade ten or eleven (Effective July 1, 2008; grade nine or ten).~~ Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals. The District, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma.

## Students

### Health Assessments and Immunizations (continued)

(cf. 5111 - Admission)  
 (cf. 5141.31 - Physical Examinations for School Programs)  
 (cf. 5125 - Student Records)  
 (cf. 5125.11 - Health/Medical Records – HIPAA)  
 (cf. 5141 - Student Health Services)

Legal Reference: Connecticut General Statutes  
~~10-204 Vaccination~~  
 10-204a Required immunizations ~~as amended by PA 96-244.~~  
 10-204c Immunity from liability  
 10-205 Appointment of school medical adviser  
 10-206 Health assessments ~~(as amended by June Special Session PA 01-1, PA 05-272 and PA07-58)~~  
 10-207 Duties of medical advisors  
 10-206a Free health assessments  
 10-208 Exemption from examination or treatment  
 10-208a Physical activity of student restricted; board to honor notice  
 10-209 Records not to be public. Provision of reports to schools.  
 10-212 School nurses and nurse practitioners  
 10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results. ~~as amended by PA 96-229, An Act Concerning Seoliosis Screening~~  
 Department of Public Health, Public Health Code, ~~10-204a-2a, 10-204a-3a, 10-204a-4~~  
 20 U.S.C. Section 1232h, No Child Left Behind Act  
 Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g)  
 42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

### Policy adopted:

cps rev. 4/00  
 cps rev. 11/01  
 cps rev. 5/03  
 cps rev. 6/03  
 cps rev. 7/05  
 cps rev. 7/07  
 cps rev. 6/11

# TUBERCULOSIS CONTROL SCREENING GUIDELINES

The Connecticut Department of Public Health and the School Health Committee of the Connecticut Chapter of the American Academy of Pediatrics have revised their recommended guidelines pertaining to tuberculin testing requirements.

C.G.S. 10-206 (b) and (c) mandate that each student have a health assessment at three times during his/her primary and secondary school education. Such assessments are required just before school entry, during grade 6 or 7, ~~and during grade 10 or 11.~~ This assessment, per the statute, "shall include a test for tuberculosis when the local or regional board of education determines, after consultation with the school medical advisor and local health department that such a test is necessary."

Routine tuberculin testing at each of the required examinations is not recommended, based upon the current low rates of transmission of tuberculosis in Connecticut.

The Connecticut Department of Public Health recommends that at *each* mandated examination, an assessment be made of the risk of exposure to tuberculosis. Students not already known to have a positive test should be tested if they have any of the following risk factors for tuberculosis infection:

- a. were born in a high risk country\* of the world and do not have a record of a tuberculin skin test performed in the United States (\*all countries in Africa, Asia, the former Soviet Union, Central and South America, Dominican Republic and Haiti);
- b. have traveled to a high risk country since the previously required examination;
- c. have had extensive contact with persons who have recently come to the United States since the previously required examination;
- d. had contact with persons suspected to have tuberculosis;
- e. have been living in a homeless shelter; or
- f. have HIV infection.

**Schools should assure that all students originally from high risk countries who are entering school in Connecticut for the first time receive a tuberculin skin test.**

The intradermal injection test (Mantoux) should be used if possible, in preference to multiple puncture (e.g. Monovac, Tine) tests. If a multiple puncture test is used, any reaction should be followed up immediately with a Mantoux test.

Although not required by law, it is recommended that children with significant reactions be reported to the local health department and the Connecticut Department of Public Health Tuberculosis Control Program.

*CABE's sample regulation to consider.*

## Students

### Health Assessments and Immunizations

In accordance with Connecticut General Statutes 10-206, as amended, 10-204a, and 10-214, the following health assessment procedures are established for students in the district:

- 1) Proof of immunization shall be required prior to school entry. A "school-aged child" also includes any student enrolled in an adult education program that leads to a high school diploma. This immunization verification is mandatory for all new school enterers and must include complete documentation of those immunizations requiring a full series. A required immunization record includes:
  - a) **For initial entry into school for kindergarten, regular and special education pre-school programs, grades 1-6:**
    - 4 doses of DTP/DTPaP vaccine (Diphtheria - Pertussis - Tetanus). At least one dose is required to be administered on or after the 4<sup>th</sup> birthday for children ~~entering school at 48 to 71 months of age~~ enrolled in school at kindergarten or above. Students who start the series at age 7 or older need a total of 3 doses.  
  
(Pertussis immunization shall not be required after a student's sixth birthday),
    - 3 doses of Polio Vaccine either trivalent oral polio vaccine (TOPV) or inactivated polio vaccine (IPV) with at least one dose of polio vaccine administered on or after the 4th birthday and before school entry. (This then usually results in 4 doses in total.)
    - 2 doses of MMR vaccine (measles, mumps and rubella). One dose at one (1) year of age or after and a second dose, given at least 4 weeks twenty-eight (28) days after the first dose, prior to school entry in kindergarten through grade twelve (12) OR disease protection, confirmed in writing, by a physician, physician assistant or advanced practical registered nurse that the child has had a confirmed case of such disease based on specific blood testing conducted by a certified laboratory. One dose on or after the child's first birthday for enrollment in preschool.
    - 3 doses of Hepatitis B vaccine (HBV) or confirmed blood test has had protection confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on specific blood testing by a certified laboratory.
    - ~~1 booster~~ dose of Hib (Hemophilus Influenza type b) given on or after the first birthday, is required of all school children who enter school prior to their fifth birthday or had a laboratory confirmed infection at age 24 months or older, confirmed in writing by a physician, physician assistant or advanced practice registered nurse. Children five and older do not need proof of Hib vaccination. (Note: Primary Hib vaccine 3-dose series given at ages 2, 4 and 6 months.)

## Students

### Health Assessments and Immunizations (continued)

a) **For initial entry into school for kindergarten, regular and special education pre-school programs, grades 1-6: (continued)**

- **Varicella (Chickenpox) Immunity –**

(i) 1 dose on or after the 1<sup>st</sup> birthday or must show proof of immunity to varicella (chickenpox) for entry into licensed pre-school programs and kindergarten; ~~or on or after August 1, 2011 for entry into kindergarten two (2) doses shall be required, given at least three (3) months apart, the first dose on or after the 1<sup>st</sup> birthday.~~

(ii) Proof of immunity includes any of the following:

- \* Documentation of age appropriate immunizations considered to be one dose administered on or after the student's first birthday (if the student is less than 13 years old) or two doses administered at least 30 days apart for students whose initial vaccination is at thirteen years of age or older.

Note: ~~In June 2006,~~ The National Advisory Committees on Immunization Practices (ACIP) changed the recommendation for routine vaccination against chicken pox (Varicella) from a single dose for all children beginning at 12 months of age to two doses, with the second dose given just prior to school entry. The ACIP also recommends that all school-aged children, up to 18 years of age, who have only had a single dose of Varicella vaccine to be vaccinated with a second dose.

- \* Serologic evidence of past infection, ~~confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on specific blood testing by a certified laboratory, or~~
- \* Statement signed and dated by a physician, physician assistant or advanced practice registered nurse indicating a child has already had varicella (chickenpox) based on ~~diagnosis of varicella or verification of history of varicella, family and/or medical history.~~ (Date of chickenpox illness not required)

~~(iii) All students are required to show proof of immunity (see above) to Varicella for entry into 7<sup>th</sup> grade.~~

~~Note: The Connecticut Department of Public Health has indicated that a school-aged child, 13 years of age or older, will only be considered fully immunized if he/she has had two doses of the Varicella vaccine, given at least 4 weeks apart.~~

## Students

### Health Assessments and Immunizations (continued)

#### a) For initial entry into school for kindergarten, regular and special education pre-school programs, grades 1-6: (continued)

- Hepatitis A – Requirement for PK and K for children born on or after January 1, 2007 or enrolled in preschool or kindergarten on or after August 1, 2011.
  - (i) Two (2) doses of hepatitis A vaccine given at least six (6) months apart, the first dose given on or after the child's first birthday; or
  - (ii) Has had protection against hepatitis A confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on specific blood testing by a certified laboratory.
- Influenza Requirement for PK.
  - (i) Effective January 1, 2012 and each January 1 thereafter, children aged 24-59 months enrolled in preschool are required to receive at least one (1) dose of influenza vaccine between August 1 and December 31 of the preceding year (effective August 1, 2011).
  - (ii) Children aged 24-59 months who have not received vaccination against influenza previously must be given a second dose at least twenty-eight (28) days after the first dose.
- Pneumococcal Disease Requirement for PK and K.
  - (i) Effective August 1, 2011 all students born on or after January 1, 2007, enrolled in PK and K who are less than five (5) years of age must show proof of having received one (1) dose of pneumococcal conjugate vaccine on or after the student's first birthday.
  - (ii) An individual shall be considered adequately protected if currently aged five (5) years or older.

## Students

### Health Assessments and Immunizations (continued)

#### b) For entry into seventh (7<sup>th</sup>) grade:

All students in grades K-12 are required to show proof of 2 doses of measles, mumps, rubella vaccine at least 28 days apart with the first dose administered on or after the first (1<sup>st</sup>) birthday, or laboratory confirmation of immunity confirmed in writing by a physician, physician assistant or advanced practice registered nurse.

- Proof of having received 2 doses of measles-containing vaccine.

In those instances at entry to seventh grade, where an individual has not received a second dose of measles contained vaccine, a second dose shall be given. If an individual has received no measles containing vaccines, the second dose shall be given at least 4 weeks after the first. (Students entering 7<sup>th</sup> grade must show proof of having received 2 doses of measles-containing vaccine)

- Proof of Varicella (Chickenpox) Immunity.

(i) On or after August 1, 2011, two doses, given at least 4 weeks three (3) months apart, the first dose on or after the individual's first (1<sup>st</sup>) birthday and before the individual's thirteenth (13<sup>th</sup>) birthday or two doses given at least twenty-eight (28) days apart if the first dose was given on or after the individual's thirteenth (13<sup>th</sup>) birthday, for students whose initial vaccination is at 13 years of age and older or

(ii) Serologic evidence of past infection, or

(iii) A statement signed and dated by a physician, physician assistant, or advanced practice registered nurse indicating that the child has already had varicella (chickenpox) based on family and/or medical history. (Date of chickenpox illness not required)

- Proof of at least three doses of Hepatitis B vaccine or show proof of serologic evidence of infection with Hepatitis B

- Proof of Diphtheria-Pertussis-Tetanus Vaccination (Adolescent Tdap Vaccine Requirement for Grade 7 Students)

(i) On or after August 1, 2011, an individual eleven (11) years of age or older, enrolled in the seventh (7<sup>th</sup>) grade, shall show proof of one (1) dose of diphtheria, tetanus and pertussis containing vaccine, (Tdap booster) in addition to completion of the recommended primary diphtheria, tetanus and pertussis containing vaccination series unless:

## Students

### Health Assessments and Immunizations (continued)

#### b) For entry into seventh (7<sup>th</sup>) grade – (continued)

- Proof of Diphtheria-Pertussis-Tetanus Vaccination (Adolescent Tdap Vaccine Requirement for Grade 7 Students) (continued)

- (ii) Such individual has a medical exemption for this dose confirmed in writing by a physician, physician assistant or advanced practice registered nurse based on having last received diphtheria, tetanus and pertussis containing vaccine less than five (5) years earlier and no increased risk of pertussis according to the most recent standards of care for immunization in Connecticut (C.G.S. 19a-7f)

- Meningococcal Vaccine (MCV4) Required for Grade 7 Students

- (i) Effective August 1, 2011, one dose of meningococcal vaccine

**NOTE: Students must show proof of 3 doses of Hepatitis B vaccine or serologic evidence of infection to enter eighth grade.**

- Immunization requirements are satisfied if a student:
  - (i) presents verification of the above mentioned required immunizations;
  - (ii) presents a certificate from a physician, physician assistant, advanced practice registered nurse or a local health agency stating that initial immunizations have been administered to the child and additional immunizations are in process;
  - (iii) presents a certificate from a physician stating that in the opinion of the physician immunization is medically contraindicated in accordance with the current recommendation of the National Centers for Disease Control and Prevention Advisor Committee on Immunization Practices because of the physical condition of the child;
  - (iv) presents a statement from the parents or guardian of the child that such immunization would be contrary to religious beliefs of the child;
  - (v) he/she has had a natural infection confirmed in writing by a physician, physician assistant, advanced practice registered nurse or laboratory.

## Students

### Health Assessments and Immunizations (continued)

Health assessment and health screening requirements are waived if the parent legal guardian of the student or the student (if he or she is an emancipated minor or is eighteen years of age or older) notifies the school personnel in writing that the parent, guardian or student objects on religious grounds. (CGS 10-204a)

Students failing to meet the above requirements shall not be allowed to attend school.

- 2) A physical examination including blood pressure, height, weight, hematocrit or hemoglobin, and a chronic disease assessment which shall include, but not be limited to, asthma and which must include public health related screening questions for parents to answer and other screening questions for providers and screenings for hearing, vision, speech, gross dental and posture shall be required for all new school enterers, ~~and students in grade 6 and grade 11\* (Effective July, 2008: grade 9 or 10).~~ This health assessment must be completed either prior to school entry or 30 calendar days after the beginning of school for new school enterers. ~~This assessment must be conducted within the school year for students in grade 6 or 11\* (Effective July 1, 2008: grade 9 or 10). Parents of students in grade 6 or 11\* (Effective July 1, 2008: grade 9 or 10) shall be notified in writing of the requirement of a health assessment and shall be offered an opportunity to be present at the time of assessment.~~

~~The assessment shall also include tests for tuberculosis, sickle cell anemia or Cooley's anemia and test for lead levels in the blood when the Board of Education, after consultation with the school medical advisor and the local health department, determine such tests are necessary.~~

A test for tuberculosis, as indicated above, is not mandatory, but should be performed if any of the following risk factors prevail:

1. birth in a high risk country of the world (to include all countries in Africa, Asia, the former Soviet Union, Eastern Europe, Central and South America, Dominican Republic and Haiti);
2. travel to a high risk country staying at least one week with substantial contact with the indigenous population since the previously required examination;
3. extensive contact with persons who have recently come to the United States since the previously required examination;
4. contact with persons suspected to have tuberculosis; or
5. had contact with anyone who was in a homeless shelter, jail or prison, uses illegal drugs or has HIV infection.

## Students

### Health Assessments and Immunizations (continued)

Health assessments completed within <sup>one</sup> ~~two~~ calendar years of new school entry ~~or grades 6 or 7~~\* (Effective July 1, 2008: ~~grade 7 or 10~~) will be accepted by the school system. Failure of students to satisfy the above mentioned health assessment timeliness and/or requirements shall result in exclusion from school.

(\*Note: As an alternative health assessment could be held in grades 7 and 10.)

The District shall annually report to the Department of Public Health and to the local health director the asthma data pertaining to the total number of students per school and in the district obtained through school assessments, including student demographics. Such required asthma diagnosis shall occur at the time of mandated health assessment at the time of enrollment, ~~in either grade 6 or 7, and in either grade ten or eleven (Effective July 1, 2008: grade 9 or 10.~~ Such asthma diagnosis shall be reported whether or not it is recorded on the health assessment form, at the aforementioned intervals.

- 3) Parents or guardians of students being excluded from school due to failure to meet health assessment requirements shall be given a thirty calendar day notice in writing, prior to any effective date of school exclusion. Failure to complete required health assessment components within this thirty day grace period shall result in school exclusion. This exclusion shall be verified, in writing, by the Superintendent of Schools or his/her designee. Parents of excluded students may request administrative hearing of a health assessment-related exclusion within five days of final exclusion notice. An administrative hearing shall be conducted and a decision rendered within fifteen calendar days after receipt of request. A subcommittee of the Board of Education shall conduct an administrative hearing and will consider written and/or oral testimony offered by parents and/or school officials.
- 4) Health screenings shall be required for all students according to the following schedule:

Vision Screening	Grades K-6,
Audiometric Screening	Grades K-3, 5
Postural Screening	Grades 5, 6, <del>7, 8, 9</del>

~~The school system shall provide these screening~~ <sup>s</sup> to students at no cost to parents. ~~Parents shall be provided an annual written notification of screenings to be conducted.~~ Parents wishing to have these screenings to be conducted by their private physician shall be required to report screening results to the school nurse.

(Health assessments may be conducted by a licensed physician, advanced practice registered nurse, registered nurse, physician assistant or by the School Medical Advisor.)

## Students

### Health Assessments and Immunizations (continued)

- 5) Parents of students failing to meet standards of screening or deemed in need of further testing shall be notified by the ~~Superintendent of Schools~~ *School Nurse* *school medical Advisor and/or Design*
- Students eligible for free health assessments shall have them provided by the ~~health services staff~~. Parents of these students choosing to have a health assessment conducted by medical personnel outside of the school system shall do so at no cost to the school system.
- 6) Health records shall be maintained in accordance with Policy #5125.
- ~~7) All candidates for all athletic teams shall be examined annually by the designated school physician at a time and place determined by the Director of Athletics and/or coach.~~
- ~~No candidate will be permitted to engage in either a practice or a contest unless this requirement has been met, and he or she has been declared medically fit for athletics.~~
- ~~An athlete need not be re-examined upon entering another sport unless the coach requests it.~~
- ~~If a student is injured, either in practice, a contest, or from an incident outside of school activities at requires him or her to forego either a practice session or contest, that student will not be permitted to return to athletic activity until the school physician examines the student and pronounces him/her medically fit for athletics.~~

- Legal Reference:
- Connecticut General Statutes
  - ~~10-204 Vaccination~~
  - 10-204a Required immunizations
  - 10-204c Immunity from liability
  - 10-205 Appointment of school medical adviser
  - 10-206 Health assessments (as amended by June Special Session PA 01-4, PA 01-9, PA 05-272 and PA 07-58)
  - 10-207 Duties of medical advisers
  - 10-206a Free health assessments (as amended by June Special Session PA 01-1)
  - 10-208 Exemption from examination or treatment

## Students

### Health Assessments and Immunizations

Legal Reference: Connecticut General Statutes (continued)

- 10-208a Physical activity of student restricted; board to honor notice
- 10-209 Records not to be public. Provision of reports to schools.
- 10-212 School nurses and nurse practitioners
- 10-214 Vision, audiometric and postural screenings. When required. Notification of parents re defects; record of results, as amended by PA 96-229, An Act Concerning Scoliosis Screening.
- Department of Public Health, Public Health Code, 10-204a-2a, 10-204a-3a and 10-204a-4
- 20 U.S.C. Section 1232h, No Child Left Behind Act

#### Regulation approved:

- rev 2/97
- rev 4/00
- rev 11/01
- rev 3/03
- rev 5/03
- rev 7/05
- rev 7/07
- rev 12/09
- rev 7/10
- rev 6/11

*A succinct sample regulation to consider.*

## Students

### Health Assessments and Immunizations

A complete immunization record must be presented before a child enters any District school. For all students, this record must show dates of adequate immunizations against:

- Diphtheria;
- Pertussis;
- Tetanus;
- Poliomyelitis (initial series plus booster given on or after the fourth birthday); and
- Hepatitis B (three doses).

In addition, the following immunizations are also required:

<b>Hib</b>	1 dose given on or after the first birthday for students under five years of age.
<b>Pneumococcal</b>	1 dose given on or after the first birthday for students under five years of age who were born on or after January 1, 2007 and are enrolled in Pre-Kindergarten or Kindergarten on or after August 1, 2011.
<b>Hepatitis A</b>	2 doses for all students born on or after January 1, 2007 who are enrolled in Pre-Kindergarten or Kindergarten, on or after August 1, 2011. First dose given on or after the first birthday.
<b>Influenza</b>	1 dose for students under five years of age enrolled in pre-school, on or after August 1, 2011. Vaccine should be administered annually between August 1 and December 31 <sup>st</sup> . Individuals receiving the vaccine for the first time require two doses.
<b>Measles, Mumps, Rubella</b>	2 doses for all students enrolled in Kindergarten through grade 12, on or after August 1, 2011. First dose given on or after the first birthday.
<b>Varicella</b>	2 doses for those enrolled in Kindergarten or 7 <sup>th</sup> grade, on or after August 1, 2011. First dose given on or after the first birthday.
<b>Tdap</b>	1 dose, given after the 7 <sup>th</sup> birthday, of diphtheria, tetanus and pertussis vaccine for those enrolled in 7 <sup>th</sup> grade, on or after August 1, 2011.
<b>Meningococcal</b>	1 dose for those enrolled in 7 <sup>th</sup> grade, on or after August 1, 2011.

Under certain circumstances, proof of immunity based upon specific blood testing or disease certification is acceptable in lieu of immunization. Parents/guardians should be instructed to contact the school nurse for further information.

Regulation approved:

cps 6/11

STATE OF CONNECTICUT  
Department of Public Health

IMMUNIZATION REQUIREMENTS FOR ENROLLED STUDENTS IN CONNECTICUT  
SCHOOLS FOR 2011-2012 SCHOOL YEAR

**PRESCHOOL**

(Children entering after age 3 but before age 5)

DTaP:	4 doses
Polio:	3 doses
MMR:	1 dose on or after the 1 <sup>st</sup> birthday
Hep B:	3 doses, last one on or after 24 weeks of age
Varicella:	1 dose on or after the 1 <sup>st</sup> birthday or verification of disease
Hib:	1 dose on or after the 1 <sup>st</sup> birthday
Pneumococcal	1 dose on or after the 1 <sup>st</sup> birthday
Influenza:	1 dose administered each year between Aug. 1-Dec. 31 <sup>st</sup> (2 doses separated by at least 28 days required for those receiving flu for the first time)
Hepatitis A	2 doses given six months apart, 1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday

**KINDERGARTEN**

DTaP:	At least 4 doses. The last dose must be given on or after 4 <sup>th</sup> birthday
Polio:	At least 3 doses. The last dose must be given on or after 4 <sup>th</sup> birthday
MMR:	2 doses separated by at least 28 days, 1 <sup>st</sup> dose on or after the 1 <sup>st</sup> birthday
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	2 doses separated by at least 3 months-1 <sup>st</sup> dose on or after the 1 <sup>st</sup> birthday; or verification of disease
Hib:	1 dose on or after 1 <sup>st</sup> birthday for children less than 5 years old

**GRADES 1-6**

DTaP /Td/Tdap:	At least 4 doses. The last dose must be given on or after 4 <sup>th</sup> birthday. Students who start the series at age 7 or older only need a total of 3 doses.
Polio:	At least 3 doses. The last dose must be given on or after 4 <sup>th</sup> birthday
MMR:	2 doses separated by at least 28 days, 1 <sup>st</sup> dose on or after the 1 <sup>st</sup> birthday
Hep B:	3 doses, last dose on or after 24 weeks of age
Varicella:	1 dose on or after the 1 <sup>st</sup> birthday; or verification of disease

**GRADE 7**

<del>Tdap/Td</del>	<del>1 dose for students who have completed their primary DTaP series Students who start the series at age 7 or older only need a total of 3 doses of tetanus-diphtheria-containing vaccine, one of which must be Tdap</del>
<del>Polio:</del>	<del>At least 3 doses. The last dose must be given on or after 4<sup>th</sup> birthday</del>

GRADE 7 (continued)

MMR: 2 doses separated by at least 28 days, 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday  
Meningococcal 1 dose  
Hep B: 3 doses, last dose on or after 24 weeks of age  
Varicella: 2 doses separated by at least 3 months-1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday; or verification of disease

GRADE 8-12

Td/Tdap: At least 3 doses. The last dose must be given on or after 4<sup>th</sup> birthday. Students who start the series at age 7 or older only need a total of 3 doses one of which should be Tdap.  
Polio: At least 3 doses. The last dose must be given on or after 4<sup>th</sup> birthday  
MMR: 2 doses separated by at least 28 days, 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday  
Hep B: 3 doses, last dose on or after 24 weeks of age  
Varicella: For students <13 years of age, 1 dose given on or after the 1<sup>st</sup> birthday; for unvaccinated students 13 years of age or older, 2 doses given at least 4 weeks apart; or verification of disease

**Important Reminders:**

- DTaP vaccine is not given on or after 7<sup>th</sup> birthday
- DTaP may be given for all doses in the primary series
- Tdap can be given in lieu of Td vaccine for children 7 years and older unless contraindicated. Tdap is only licensed for one dose.
- Hib is not given or required for children 5 years of age or older
- Pneumococcal is not required for children 5 years of age or older. Pneumococcal is required for all Pre-K students born on or after 1/1/2007. The vaccine will be required for any K student less than 5 years of age and born on or after 1/1/2007 in the 2012-13 school year.
- Hepatitis A is required for all Pre-K students born on or after 1/1/2007. The vaccine will be required for all Kindergarten students born on or after 1/1/2007 in the 2012-13 school year.
- Hep B requirement for school year 2011-2012 applies to all students in grades K-12  
Spacing intervals for a valid Hep B series are at least 4 weeks between dose #1 and dose #2; 8 weeks between dose #2 and dose #3; at least 16 weeks between dose #1 and dose #3; dose #3 should not be given before 24 weeks of age.
- Second MMR for school year 2011-2012 applies to all students in grades K-12
- Laboratory confirmation of immunity is **only** acceptable for Hepatitis B, Measles, Mumps, Rubella, Hepatitis A, and Varicella
- **VERIFICATION OF VARICELLA DISEASE:** Confirmation in writing by a MD, PA, or APRN that the child has a previous history of disease, based on family or medical history

**New Entrant Definition:**

\*New entrants are any students who are new to the school district, including preschoolers and all students coming in from Connecticut private, parochial and charter schools located in the same or another community. All students entering kindergarten, including those moving from any public or private pre-school program, even in the same school district, are considered new entrants. The one exception is students returning from private approved Special education placements-they are not considered new entrants.

**Risk Assessment Questionnaire for Tuberculosis Exposure**

**1. Was your child born outside the United States?**

If yes, where was your child born? If born in Africa, Asia, (including the former Soviet Union), Latin America, (including Haiti and the Dominican Republic) or Eastern Europe, a TST should be placed.

**2. Has your child traveled outside the United States?**

If yes, where did the child travel, with whom did the child stay, and how long did the child travel? If the child traveled to any of the above continental areas, stayed for one week or more and interacted with local people, including local friends or local family, then a TST should be placed.

**3. Has your child been exposed to anyone with TB disease?**

If yes, determine whether the person had TB disease or LTBI, when the exposure occurred, and what the nature of the contact was. If confirmed that contact was with a person with known or suspected TB disease, a TST should be placed.

**4. Does your child have close contact with someone with a positive TST?**

If yes, see the previous question for follow-up questions.

**5. Does your child spend time with anyone who has been in jail (or prison) or a shelter, inject illegal drugs, or has HIV?**

If yes, then a TST should be placed.

**6. Has your child drunk raw milk or eaten unpasteurized cheese since the last tuberculin skin test?**

If yes, then a TST should be placed.

**7. Does your child have a household member who was born outside the United States?**

If yes, from what country? If country is one of the countries included in question #1, then a TST should be placed.

**8. Does your child have a household member who has traveled outside the United States?**

Included as a household member are persons who take care of the child in the home. If yes, and the person is from one of the countries included in question #1, a TST should be placed.

\_\_\_\_\_, PUBLIC SCHOOLS  
\_\_\_\_\_, Connecticut

**Medical Exemption Form**

Children with medical exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school. All susceptible students will be excluded from school based on public health officials' determination that the school is a primary site for disease exposure, transmission and spread into the community. Students excluded from school for this reason will not be able to return to school until (1) the danger of the outbreak has passed as determined by public health officials, (2) the student becomes ill with the disease and completely recovers, or (3) the student is immunized. For example, for measles the complete incubation period is 18 days from the onset of symptoms for the last case in the community. Outbreaks like measles may last for several months.

According to State statutes (Connecticut General Statutes Sections 19a-7f and 10-204a), no child may be admitted to school without proof of immunization or a statement of exemption. Parents or guardians seeking an exemption on the basis that a given immunization is medically contraindicated should attach to this form a statement signed by their physician stating that in the physician's opinion, such immunization is medically contraindicated and why it is contraindicated (e.g., hypersensitivity to a vaccine component, demonstrated reaction to vaccine, etc.). In addition, the parents/guardians should complete the following statement and return it to the school nurse.

-----

To Whom It May Concern:

As the parent(s)/guardian(s) of \_\_\_\_\_  
(Name of Student)

I/we are submitting the enclosed documentation from a physician that immunization of this child is medically contraindicated. Therefore, this child is exempt from receiving the required immunization as specified by physician, and shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school.

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s) / Date

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s) / Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
PUBLIC SCHOOLS  
\_\_\_\_\_, Connecticut

**Religious Exemption from Immunizations Certificate**

Children with religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school. All susceptible students will be excluded from school based on public health officials' determination that the school is a primary site for disease exposure, transmission and spread into the community. Students excluded from school for this reason will not be able to return to school until (1) the danger of the outbreak has passed as determined by public health officials, (2) the student becomes ill with the disease and completely recovers, or (3) the student is immunized. For example, for measles the complete incubation period is eighteen (18) days from the onset of symptoms for the last case in the community. Outbreaks like measles may last for several months.

According to state statutes (Connecticut General Statutes Sections 19a-7f and 10-204a), no child may be admitted to school without proof of immunization or a statement of exemption. Parents or guardians seeking an exemption on the basis that immunizations would be contrary to religious beliefs of the child should complete the following statement and return it to the school nurse.

-----  
To Whom It May Concern:

As the parent(s)/guardian(s) of \_\_\_\_\_  
*Name of student*

I/we hereby assert that the immunization of this student would be contrary to the religious beliefs of this child. Therefore, this child shall be exempt from the required immunizations under Section 10-204a of the Connecticut General Statutes and shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

*A revised sample policy to consider.*

## **Students**

### **Student Health Services**

#### **School District Medical Advisor**

The Board of Education shall appoint a school district medical advisor and appropriate medical support service personnel including nurses.

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

1. Appraising the health status of student and school personnel;
2. Counseling students, parents, and others concerning the findings of health examination;
3. Encouraging correction of defects;
4. Helping prevent and control disease;
5. Providing emergency care for student injury and sudden illness;
6. Maintaining school health records.

#### **Health Records**

There shall be a health record for each student enrolled in the school district which will be maintained in the school nurse's room. For the purposes of confidentiality, records will be treated in the same manner as the student's cumulative academic record.

Student health records are covered by the Family Educational Rights and Privacy Act (FERPA) and are exempt from the Health Insurance Portability Accountability Act (HIPAA) privacy rule. However, it is recognized that obtaining medical information from health care providers will require schools to have proper authorization and to inform parents that such information once released by health care providers is no longer protected under HIPAA but is covered under FERPA.

## Students

### Student Health Services (continued)

#### Regular Health Assessments

Prior to enrollment in kindergarten, each child shall have a health assessment by one of the following medical personnel of the parents or guardians choosing to ascertain whether the student has any physical disability or other health problem tending to prevent him or her from receiving the full benefit of school work and to ascertain whether such school work should be modified in order to prevent injury to the student or to secure for the student a suitable program of education:

1. a legally qualified physician;
2. an advanced practice registered nurse;
3. a registered nurse;
4. a physician's assistant.

Such health assessment shall include:

1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;
2. Updating of immunizations required under ~~10-204~~ and ~~C.G.S.~~ 10-204a as periodically amended;
3. Vision, hearing, postural, and gross dental screening;
4. If required by the school district medical advisor, testing for tuberculosis and sickle cell anemia or Cooley's Anemia;
5. Any other information including a health history as the physician believes to be necessary and appropriate.

Add: Chronic Health Assessments

## Students

### Student Health Services (continued)

~~Health assessments shall also be required in grades 6 or 7 and in grade 10 or 11 (Effective July 1, 2008: grades 9 or 10 by a legally qualified physician of each student's parents or guardians own choosing, or by the school medical advisor, or the advisor's designee, to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:~~

- ~~1. Physical examination which shall include hematocrit or hemoglobin tests, height, weight, and blood pressure;~~
- ~~2. Updating of immunizations required under 10-204 and C.G.S. 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a and 10-204a-4;~~
- ~~3. Vision, hearing, postural, and gross dental screening;~~
- ~~4. If required by the school district medical advisor, testing for tuberculosis and sickle cell anemia or Cooley's Anemia; *OPTIONAL: TB screening will be required as determined by the child's health care provider or required from children who are at increased risk of acquiring tuberculosis infection and disease. Students entering from outside the United States will be required to have a new tuberculin test and results reported prior to entry into the District's schools.*~~

~~Any other information including a health history as the physician believes to be necessary and appropriate.~~

A child will not be allowed, as the case may be, to begin or continue in district schools unless health assessments are performed as required. Students transferring into the district must provide evidence of required Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance.

Health assessments will be provided by the school medical advisor or the advisor's designee without charge to all students whose parents or guardians meet the eligibility requirement of free and reduced priced meals under the National School Lunch Program or for free milk under the special milk program.

*The Nursing Supervisor is designated*  
~~The Board of Education shall annually designate a representative to receive reports of health assessments and immunizations from health care providers.~~

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school the student attends. Upon written authorization from the student's parent or guardian, original cumulative health records shall be sent to the chief administrative officer of the school district to which such student moves and a true copy of the student's cumulative health records maintained with the student's academic records. The Superintendent of Schools, or designee, shall notify parents of any health-related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment is provided, including advice on obtaining such required testing or treatment.

## Students

### Student Health Services (continued)

Students who are in violation of Board requirements for health assessments and immunizations will be excluded from school after appropriate parental notice and warning.

### Vision Screening

All students in grades K-6, ~~and grade 9~~ will be screened using a Snellen chart, or equivalent screening, by the school nurse, ~~or school health aide~~. Additional vision screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student in question. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the ~~superintendent~~ <sup>Nurse</sup> shall cause a written notice to be given to the parent or guardian of each student found to have any defect of vision, with a brief statement describing such defect.

As necessary, special educational provisions shall be made for students with disabilities.

### Hearing Screening

All students will be screened for possible hearing impairments in grades K-3, grade 5, ~~and grade 8~~. Additional audiometric screening will be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the ~~superintendent~~ <sup>Nurse</sup> shall cause a written notice to be given to the parent or guardian of each student found to have any defect of hearing, with a brief statement describing such defect.

As necessary, special educational provisions shall be made for students with disabilities.

### Postural Screening

School nurses will screen all students in grades 5 ~~through 9~~ <sup>and 6</sup> inclusive for scoliosis or other postural problems. Additional postural screening will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the ~~superintendent~~ <sup>Nurse</sup> shall cause a written notice to be given to the parent or guardian of each student found to have any postural defect of problem, with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with disabilities.

## Students

### Student Health Services (continued)

#### Tuberculin Testing

In addition to tuberculin testing required by the school district medical advisor as part of regular student health assessments, all new students, including preschool students, will be required to have at least one test for tuberculosis prior to entry in district schools.

A test for tuberculosis should be performed if any of the following risk factors prevail:

1. birth in a high risk country of the world (to include all countries in Africa, Asia, the former Soviet Union, Eastern Europe, Central South America, Dominican Republic, and Haiti);
2. travel to a high risk country staying at least a week with substantial contact with the indigenous population since the previously required examination;
3. extensive contact with persons who have recently come to the United States since the previously required examination;
4. contact with persons suspected to have tuberculosis, or
5. had contact with anyone who was in a homeless shelter, jail or prison, uses illegal drugs or has an HIV infection.

#### Immunizations/Vaccinations

No student will be allowed to enroll in any program operated as part of the district schools without adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hemophilus influenza type B
9. Any other vaccine required by Section 19a-7f of Connecticut General Statutes.
10. Hepatitis B
11. Varicella (chickenpox)
12. Hepatitis A
13. Pneumococcal disease
14. Influenza
15. Meningococcal disease

## Students

### Student Health Services

#### Immunizations/Vaccinations (continued)

~~Before entering the seventh grade, each child shall show proof of having received 2 doses of measles containing vaccine or serologic evidence of infection with measles.~~

~~All students in grades K-12 are required to have received 2 doses of measles, mumps and rubella vaccine or serologic proof of immunity. Students entering kindergarten and seventh grade shall show proof of having received 2 doses of varicella vaccine, laboratory confirmation of immunity, or present a written statement signed by a physician, physician assistant or advanced practice registered nurse indicating the individual has had varicella based on family or medical history. (Varicella requirement effective August 1, 2011)~~

~~Effective August 1, 2011, all seventh grade students must show proof of 1 dose of meningococcal vaccine and 1 dose of Tdap in addition to the completion of the primary DTP series.~~

~~Students entering the eighth grade must show proof of 3 doses of Hepatitis B vaccine or serologic evidence of infection. All students in grades K-12 are required to have 3 doses of Hepatitis B vaccine or serologic evidence of immunity.~~

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician stating that in the opinion of such physician, immunization is medically contraindicated because of the physical condition of such child; or
3. they present a statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child; or
4. in the case of measles, mumps or rubella, present a certificate from a physician, physician assistant or advanced practice registered nurse or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
5. in the case of Hemophilus influenza type B has passed his or her fifth birthday; or
6. in the case of diphtheria, tetanus and pertussis, has passed his or her sixth birthday has a medical exemption confirmed in writing by a physician, physician assistant or advanced practice registered nurse (per C.G.S. 19a-7f).

The school nurse will report to the local Director of Health any occurrence of State of Connecticut defined reportable communicable diseases.

## Students

### Student Health Services

#### Health Assessments/Interscholastic Sports Programs

~~Any student participating in an interscholastic sports program must have a health assessment, within the past thirteen months prior to the first training session for the sport or sports. After the initial examination, repeat examinations are required every two years. Each participant in a sport program must complete a health questionnaire before participating in each sport.~~

~~Parents are expected to use the services of their private physician. If a student is unable to obtain a health assessment from his/her personal physician for financial or other reasons, an examination can be arranged with school medical advisor. Health assessment results shall be recorded on forms provided by the Connecticut State Board of Education, signed by the examining physician, school medical advisor, or advisor's designee, filed in the student's health folder, and maintained up to date by the school nurse.~~

~~Coaches and physical education staff shall insure appropriate monitoring of an athlete's physical condition.~~

#### Student Medical Care at School

School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities.

Schools shall maintain files of emergency information <sup>F&M</sup> ~~cards~~ for each student. If a child's injury requires immediate care, the parent or guardian will be called by telephone by the nurse, the building principal, or other personnel designated by the principal, and advised of the student's condition. When immediate medical or dental attention is indicated, and when parents or guardians cannot be reached, the student will be transported to the nearest hospital unless otherwise indicated on the student's Emergency Information <sup>F&M</sup> ~~card~~. In this event, the family physician/dentist and school district medical advisor will be notified of school district actions.

- (cf. 5125.11 - Health/Medical Records HIPAA)
- (cf. 5142 - Student Safety)
- (cf. 5141.3 - Health Assessments & Immunizations)
- (cf. 5141.4 - Child Abuse and Neglect)
- (cf. 5141.5 - Suicide Prevention)
- (cf. 6142.1 - Family Life and Sex Education)
- (cf. 6145.2 - Interscholastic/Intramural Athletics)
- (cf. 6171 - Special Education)

## Students

### Student Health Services (continued)

Legal Reference: Connecticut General Statutes

- 10-203 Sanitation.
- ~~10-204 Vaccination.~~
- 10-204a Required immunizations.
- 10-204c Immunity from liability
- 10-205 Appointment of school medical advisors.
- 10-206 Health assessments, as amended by PA 07-58.
- 10-206a Free health assessments.
- 10-207 Duties of medical advisers.
- 10-208 Exemption from examination or treatment.
- 10-208a Physical activity of student restricted; boards to honor notice.
- 10-209 Records not to be public. (as amended by P.A. 03-211)
- 10-210 Notice of disease to be given parent or guardian.
- 10-212 School nurses and nurse practitioners.
- 10-212a Administration of medicines by school personnel.
- 10-213 Dental hygienists.
- 10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results. (As amended by PA 96-229 An Act Concerning Scoliosis Screening)
- 10-214a Eye protective devices.
- 10-214b Compliance report by local or regional board of education.
- 10-217a Health services for children in private nonprofit schools. Payments from the state, towns in which children reside and private nonprofit schools. Department of Public Health, Public Health Code – 10-204a-2a, 10-204a-3a and 10-204a-4
- Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g).
- 42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

### Policy adopted:

rev 3/03  
 rev 6/03  
 rev 8/05  
 rev 7/07  
 rev 12/07  
 rev 6/11

*A concise version of this policy to consider.*

## **Students**

### **Student Health Services**

The Board of Education recognizes the need to protect and improve the health of students in order to allow each student to achieve their greatest educational potential. In order to do this the Board will negotiate and enter into an agreement for nursing services in district schools. The Board also employs the professional services of a School Medical Advisor and appropriate professional support services. The Superintendent or appointee shall manage these health services. Health services shall be directed toward detection, prevention, on going monitoring of health problems and to provide emergency interventions.

Legal Reference: Connecticut General Statutes

- 10-203 Sanitation.
- 10-204 Vaccination.
- 10-204a Required immunizations.
- 10-204c Immunity from liability
- 10-205 Appointment of school medical advisors.
- 10-206 Health assessments.
- 10-206a Free health assessments.
- 10-207 Duties of medical advisers.
- 10-208 Exemption from examination or treatment.
- 10-208a Physical activity of student restricted; boards to honor notice.
- 10-209 Records not to be public.
- 10-210 Notice of disease to be given parent or guardian.
- 10-212 School nurses and nurse practitioners.
- 10-212a Administration of medicines by school personnel.
- 10-213 Dental hygienists.
- 10-214 Vision, audiometric and postural screening: When required; notification of parents re defects; record of results. (As amended by PA 96-229 An Act Concerning Scoliosis Screening)
- 10-214b Compliance report by local or regional board of education.

Department of Public Health, Public Health Code - 10-204a-2a, 10-204a-3a and 10-204a-4

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C. 1232g).

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Policy adopted:

cps 9/03  
rev 6/11

*Existing policy, #3561 adopted 9/18/00, recodified and with suggested modifications and addition of legal reference.*

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools – Pesticide Management Plan**

#### **Pesticide Application**

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, ~~effective July 1, 2000~~, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited except in emergencies. An emergency application may be made to eliminate a human health threat in any school per statute, with students through grade eight as determined by the Superintendent of Schools.

The District shall:

- Provide notice of planned pesticide application to students, parents/guardians and employees in the manner required by law.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of the District's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by the District shall provide the Facilities Manager with notice at least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

- The brand name, concentration, rate of application and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools – Pesticide Management Plan**

#### **Pesticide Application (continued)**

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator, if required for restricted use application, shall give the school site office oral and, if possible written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any posting.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used, as defined in C.G.S. 22a-47.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

#### **Definitions**

**Pesticides** are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits.

**Integrated pest management** is the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. Such plan is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under section 22a-661.

**Lawn care pesticides** are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools – Pesticide Management Plan**

#### **Pesticide Application (continued)**

**Legal Reference:** Connecticut General Statutes

10-231b. Pesticide applications at schools: Authorized applicators, Exception, as amended by PA 09-56

10-231c. Pesticide applications at schools without an integrated pest management plan.

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

22a-58. Records to be kept by distributors and applicators.

23-61a. Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations.

23-61b. Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq.

Policy adopted:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

*Stafford's regulation and forms to consider.*

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools/Pesticide Application**

#### **Pesticide Management Plan**

##### **Purpose**

This pesticide management plan is designed to assure proper control of any pesticides or other harmful chemicals which might be used or stored at Woodbridge Public Schools facilities. The intent is to prevent unnecessary exposure of staff, students, and the public to potentially harmful substances.

##### **Definitions**

**Emergency use** an application of pesticides necessary to eliminate an immediate threat to human health where it is impractical to obtain the services of a licensed pesticide applicator.

**Pesticide** a fungicide used on plants, an insecticide, a herbicide, or a rodenticide excluding sanitizers, disinfectants, antimicrobial agents, and pesticide baits.

**Restricted use** pesticides classified by the Federal Environmental Protection Agency or the State of Connecticut Department of Environmental Protection under Connecticut General Statute 22a-47 which may present a hazard to the applicator or other people by reason of acute dermal or inhalation toxicity or which may have an unreasonable adverse effect on the environment.

##### **General Procedures**

1. The Facilities Manager will be the contact person for providing information regarding pesticide applications, including oral and written notifications, and for maintaining records.
2. Restricted use pesticides will only be applied by a State of Connecticut licensed pesticide applicator.
3. At the beginning of each school year, the Board of Education will provide the staff of each school and the parents/guardians of each child enrolled in each school with a written statement of the Board's policy on pesticide applications and a description of any pesticide applications made at the school during the previous school year. Such statements and descriptions will also be provided to the parents/guardians of any child who transfers to a school during the school year. The statement will indicate to staff, parents, and guardians that they may register for prior notice of school pesticide applications and notice of emergency pesticide applications.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools/Pesticide Application**

#### **Pesticide Management Plan**

##### **General Procedures (continued)**

4. Each school will maintain a registry of persons requesting notification of pesticide applications.
5. The records of each pesticide application at a school will be maintained for five (5) years.
6. All pesticides will be chosen for low levels of human toxicity. The least toxic formulations and safest methods of application will be selected when there is a choice of products with comparable effectiveness. Non-chemical controls will be used wherever practical.
7. Storage of pesticides on school property will be kept to a minimum. Only enough product for a given application will be purchased. Storage instructions on labels will be followed. All such products and the application equipment will be stored away from other activities and from food products or occupied rooms. All storage facilities will be maintained as a locked area and will be clearly marked as containing pesticides.
8. All pesticide products will have complete label instructions, will remain in the original container, and will have a material safety data sheet on file in a readily available location to any employee who must handle the product or who may have been exposed to the product. The information will be made available to the public upon request.
9. All pesticide applications will be made in strict conformance with the label instructions.
10. A written plan for the application of a pesticide will be filed in the Business Office and be approved by the Facilities Manager before any pesticide application. The plan will contain the purpose of the application, product to be used, formulation of the product, location and extent of area to be treated, date and time of application, and amount of the product to be applied. Warnings that would restrict use of the area following such application will be included and will be appropriately posted to notify the public.

##### **Non-Emergency Procedures**

1. Only State of Connecticut licensed and certified pesticide applicators will be used for any non-emergency pesticide use in school buildings or on school grounds.
2. The pesticide application plan for non-emergency applications will be approved at least seventy-two (72) hours before the planned application.

## **Business/Non-Instructional Operations**

### **Hazardous Material in Schools/Pesticide Application**

#### **Pesticide Management Plan**

##### **Non-Emergency Procedures (continued)**

3. Before any non-emergency application of pesticides within any school building or on school grounds, the parents/guardians who have registered for notification will receive a written notice by mail no later than twenty-four (24) hours prior to the application. Staff who have registered for such notice will be notified by any means practicable. The notice will include the (1) name of the active ingredient of the pesticide to be applied, (2) target pest, (3) location of the application, (4) date of application, (5) name of the school administrator who may be contacted for further information.
4. Oral notification to all students and school employees will be provided by means of the school public address system or assembly communications or staff meeting announcements or any similar means reasonably expected to give at least twenty-four (24) notice in advance of any non-emergency pesticide application.
5. Not less than forty-eight (48) hours prior to application, signs will be posted to identify pesticide application areas. The signs will display the words "Warning Pesticides", the date and time of the planned application, the pesticide to be used, instructions on when areas may be used for recreational purposes, and a telephone number for the school contact person and for the licensed pesticide applicator. The signs will be placed at the main entrance to the school and at playing fields where pesticide is to be applied. The signs will remain in place for at least forty-eight (48) hours after the pesticide is applied.
6. Non-emergency applications will not be carried out during regular school hours or during planned activities at the school.

##### **Emergency Procedures**

1. Emergency use of pesticides by school or town employees will not involve a restricted use pesticide.
2. On or before the day of emergency use of a pesticide, registered parents/guardians will be notified by the method indicated on their registration. Registered staff will be notified by any means practicable.
3. Students will not be allowed to enter the area of emergency application until it is safe to do so according to the provisions on the pesticide label.

Regulation approved:

WOODBIDGE PUBLIC SCHOOLS  
Woodbridge, Connecticut

**PESTICIDE APPLICATION PLAN**

Date of planned application: \_\_\_\_\_ Day of week: \_\_\_\_\_

*(It is recommended for application to occur on a weekend or during a vacation period.)*

Which pesticide (s) will be used? (Attach MSDSA if available) \_\_\_\_\_

(Choose for safety and effectiveness.)

Location/size of area(s) to be treated:

\_\_\_\_\_

Who will do the pest control? (check one)     Staff             Contractor

Name (s) \_\_\_\_\_

License number(s) \_\_\_\_\_

Firm (if applicable) \_\_\_\_\_

For interior treatment:

Does the building have active ventilation that can be left on after the application? \_\_\_\_\_

If not, who is responsible for opening windows at least six (6) hours before staff and students reenter? \_\_\_\_\_

For all applications:

Who will post the building or treated grounds with (1) date of application; (2) pesticide used; and (3) when the area can be used again? \_\_\_\_\_

Will pesticides be stored on school grounds? \_\_\_\_ YES \_\_\_\_ NO

If "YES" where : \_\_\_\_\_

(Read label carefully!)

Keep all pesticides locked up and away from occupied areas.

Approved by school/district administrator: \_\_\_\_\_ Date: \_\_\_\_\_

School nurse \_\_\_\_\_ informed \_\_\_\_\_

Other (s) \_\_\_\_\_ informed \_\_\_\_\_

**WOODBRIIDGE BOARD OF EDUCATION**

**SERIES 5000: STUDENTS**

**P#5131.92**

**BULLYING**

Hazing, bullying, menacing and abuse of students, in any form or format, is not acceptable behavior and is prohibited in the Woodbridge School District.

Any student in the Woodbridge School District who engages in a repeated act against another student in the district that causes physical or emotional harm to a student or such student's property, places a student in reasonable fear of harm to himself or herself or of damage to his or her property, creates a hostile environment at school for such student, infringes on the rights of such student at school, or substantially disrupts the educational process shall be subject to appropriate disciplinary action.

Bullying is prohibited on school grounds, at any school-sponsored or school-related activity, function or program, whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education.

Bullying occurring outside of the school setting is also prohibited and will not be tolerated if such bullying creates a hostile environment at school for the targeted student, infringes on the targeted student's rights at school, or substantially disrupts the educational process or the orderly operation of school.

Appropriate disciplinary action in response to bullying may include suspension or expulsion. In addition, it is the policy of the Woodbridge Board of Education that school principal or a principal's designee will notify the appropriate law enforcement agency when the principal or designee believes that any acts of bullying constitute criminal conduct.

**DEFINITIONS**

Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- a) Causes physical or emotional harm to such student or damage to such student's property,

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- b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- c) Creates a hostile environment at school for such student,
- d) Infringes on the rights of such student at school, or
- e) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but is not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying may take many forms, such as but not limited to:

1. physical violence and attacks;
2. taunts, name-calling or put-downs or discriminatory slurs;
3. targeting of a student based upon that person's actual or perceived "differentiating characteristics" such as race, religion, sex, sexual orientation, gender identity or expression, religion, national or ethnic background, disability, physical appearance, socioeconomic status, or a student's association with a person or group who has or is perceived to have one or more of such characteristics;
4. threats and intimidation;
5. extortion or stealing of money and possessions;
6. cyberbullying.

Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

### OTHER APPLICABLE DEFINITIONS:

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

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"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

"Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

"Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

"School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

"Gender identity or expression" means a person's gender related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth.

### REPORTING AND RESPONDING TO BULLYING

The Board expects prompt and reasonable investigation and response to alleged acts of bullying. Reports of alleged acts of bullying will be addressed and responded to according to this policy and in accordance with Woodbridge School District's Safe School Climate Plan and Bullying Prevention and Intervention Program.

Discrimination and retaliation are prohibited against an individual who reports or assists in the investigation of an act of bullying.

Immunity will be granted against damage claims in accordance with state law to the Board, and school employees acting within the scope of their duties, students, parents and others who, in good faith, report, investigate, or respond to bullying in accordance with the Woodbridge School District Safe School Climate Plan. The immunity does not extend to gross, wanton, reckless, or willful misconduct.

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The Superintendent of the Woodbridge School District will develop regulations to aid in the implementation of this policy. Such regulations shall be designed to improve overall school climate and to address the existence of bullying in the Woodbridge School District and shall provide for a Safe School Climate Plan and a Bullying Prevention and Intervention Program as required by law.

Legal Reference:        Connecticut General Statutes  
                                 §10-222d Policy on bullying behavior, as amended by Public Act  
                                 11-232.  
                                 §10-222g Prevention and intervention strategy re bullying, as  
                                 amended by Public Act 11-232.  
                                 §10-222h Analysis of bullying policies.

**Policy Adopted:** \_\_\_\_\_

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## REGULATIONS

### SAFE SCHOOL CLIMATE PLAN

It is the shared responsibility of the Woodbridge Board of Education, in consultation with the Superintendent of the Woodbridge School District, the District Safe School Climate Coordinator, Safe School Climate Specialist and Safe School Climate Committee to develop, approve and adopt a Safe School Climate Plan in accordance with state law. The Plan is to be periodically reviewed and revised. The Plan is to be posted on the District website.

The Safe School Climate Plan is a multi-faceted approach to improving overall school climate and to addressing the existence of bullying in the Woodbridge School District. The Plan includes the following elements:

1. Students are permitted to make an anonymous report of bullying or to make an oral or written report of bullying to a Safe School Climate Specialist or to any school employee; a form to aid students in the making of such reports is available on Woodbridge District website, at Beecher Road School, and at the Board of Education offices.
2. Parents and students must be notified annually of the process by which students may make such reports; such notification is to be included in Student-Parent Handbooks, Student Code of Conduct, on the District website, and posted in the main office of the school building, at the Woodbridge Board offices, and at other appropriate locations throughout the school district.
3. Parents or guardians of students are permitted to file written reports of suspected bullying; a form to aid parents in making written reports is available on Woodbridge School District's website, at Beecher Road School, and at the Board of Education offices; no anonymous parent reports will be accepted.
4. School employees who witness acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report; school administrators receiving such oral or written reports are to share that information with the school specialist as soon as possible without undue delay. In the event of an extended absence of the school specialist from school for a period longer than one school week, the school administrator receiving the report should assume full responsibility for the investigation of the complaint, and for the school's response following all established guidelines and procedures for the investigation of bullying reports, being careful to keep a written record of the investigation, witness statements, copies of any parent invitations for a meeting, parent notifications, or any student safety plans generated. This documentation should be

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provided to the safe school climate specialist upon his/her return to school. In the event of an emergency situation, the receiving administrator assumes full responsibility immediately in the absence of the coordinator.

5. Beginning with the 2012-2013 school year and each school year thereafter, the Superintendent of the Woodbridge School District shall appoint from existing school staff a District Safe School Climate Coordinator charged with implementing the Safe School Climate Plan, collaborating with the Safe School Climate Specialist, the School Board, and the Superintendent to prevent, identify, and respond to bullying in district schools. The District Safe School Climate Coordinator is to meet with Safe School Climate Specialist at least twice during a school year to discuss bullying issues in the district and to recommend changes to the plan; the Safe School Climate Coordinator shall develop procedures and guidelines for the acceptance of reports, steps for investigation, and suggestions for resolution of bullying reports including specific deadlines to be followed, and will provide these guidelines/procedures to the principal for dissemination to all school employees at the start of each school year with continued availability throughout the school year. The deadlines set forth in the guidelines/procedures shall provide for a prompt response/resolution to reports taking into consideration all the circumstances of each individual case. The Coordinator will determine, what if any other appropriate methods of dissemination/notification of these procedures are recommended. The guidelines/procedures shall apply district-wide.

6. Requires, beginning with the 2012-2013 school year and each school year thereafter, the school principal shall serve, or designate some one to serve, as the Safe School Climate Specialist charged with the responsibilities of investigating or supervising the investigation of all reports of bullying and ensuring that such investigation is completed promptly after receipt of any written reports, of collecting and maintaining records of the school's bullying reports and investigations and serving as the primary person responsible for preventing, identifying, and responding to bullying reports in the school.

7. Beginning with the 2012-2013 school year and each school year thereafter, the school principal shall establish or designate at least one new or existing committee as the Safe School Climate Committee to be responsible for fostering a safe school climate and addressing school bullying. The Committee is to include at least one parent of a current student. Specific responsibilities of the committee include: receiving copies of completed bullying investigation reports; identifying and addressing bullying patterns; reviewing and amending school bullying policies; reviewing the district Plan and making recommendations to the district coordinator based on issues at the school; educating students, parents, and others about bullying; collaborating with the district coordinator to collect data on bullying. A parent member(s) shall not receive copies of completed bullying investigation reports or engage in identifying and addressing bullying patterns or engage in any other activities that may compromise student confidentiality.

8. Beginning July 1, 2012 and every two years thereafter, the school shall assess its school climate using assessment instruments, including surveys, approved and

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disseminated by the Connecticut State Department of education in collaboration with the Connecticut Association of Schools.

9. The safe school climate specialist shall review any anonymous student reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report.
10. A prevention and intervention strategy shall be included as required by statute for school employees to deal with bullying.
11. The student code of conduct shall include language concerning prohibition of bullying.
12. The principal or the principal's designee shall notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, no later than forty-eight hours after the completion of the investigation. The notification must include a description of the response of school employees to such acts and any consequences that may result for the commission of further acts of bullying.
13. The principal or the principal's designee shall invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying; the invitation is to include information about the school's response to the incident and the consequences for further bullying. It is recommended that two separate meetings be held.
14. A procedure shall be established for each school to document and maintain records related to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education, and in such manner as prescribed by the Commissioner of Education.
15. Case-by-case interventions shall be developed for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline; in all instances, any responsive disciplinary action is to be taken in accordance with district policies including the Student Code of Conduct.
16. Discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying shall be prohibited.
17. Documented student safety support plans shall be developed for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;

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18. The principal or the principal's designee, shall notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct.

19. Bullying is prohibited (a) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (b) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of the school,

20. At the beginning of each school year, the school is required to provide all school employees with a written or electronic copy of the school district's safe school climate plan;

21. All school employees shall annually complete the training described in C.G.S.10-220a, which shall include identifying and responding to bullying and preventing and responding to youth suicide.

### BULLYING PREVENTION AND INTERVENTION PROGRAM

A bullying prevention and intervention program shall be implemented in the Woodbridge School District that strives to develop a school environment:

- which limits unacceptable behavior;
- where consequences are consistently applied in cases of violations of rules and other unacceptable behaviors;
- where adults act as authorities and positive role models;
- and where students are included in efforts to improve the school climate.

In addition, the Superintendent shall develop rules and procedures to carry out the provisions of this policy and to comply with applicable law. The Superintendent shall be responsible for developing a prevention and intervention strategy for school staff to deal with bullying. Such a “prevention and intervention strategy” may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education;
2. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;

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3. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
4. Inclusion of grade-appropriate bullying education and prevention curricula in Kindergarten to grade six;
5. Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees;
6. School-wide training related to safe school climate;
7. Student peer training, education and support;
8. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.
9. School climate assessments using instruments including surveys approved and disseminated by the State Department of Education in collaboration with the Connecticut Association of Schools.

TOWN OF WOODBRIDGE  
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS  
FISCAL YEAR 2013

1) Project: Computers, Servers, and Technology Replacement

2) Department: Board of Education

3) Project Background, Purpose & Objectives: Cyclical replacement of computer and services to maintain current technology infrastructure

**Estimated Expenditures by Fiscal Year**

4) Project Costs & Schedule	FY13	FY14	FY15	FY16	FY17	FY18	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase							
Student Dsktp Computers - Rplcmt	\$ 50,000						
Faculty Mobile Computers - Rplcmt	\$ 20,000						
Office computers - Rplcmt	\$ 3,000						
Classroom Projector - Rplcmt	\$ 10,000						
Document Server & Internet Router	\$ 25,000						
Video Display Units (2)	\$ 4,000						
Rotunda Mounted Projector	\$ 4,000						
<b>Total Equipment Purchase</b>	<b>\$ 116,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 666,000</b>
<b>TOTALS</b>	<b>\$ 116,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 666,000</b>
E. Operating Costs							\$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments:

1) Project: Major Infrastructure Upgrade & Building Renovations

2) Department: Board of Education

3) Project Background,

**Purpose & Objectives:** Much of the building and its infrastructure are over 35 years old. Operation is inefficient and maintenance requirements are more difficult and less cost effective. There is also increased risk of failure to much of the HVAC equipment.

**Estimated Expenditures by Fiscal Year**

4) Project Costs & Schedule	FY13	FY14	FY15	FY16	FY17	FY18	Six-Year Total
<b>A. Planning &amp; Engineering</b>							\$ -
<b>B. Land &amp; ROW</b>							\$ -
<b>C. Construction</b>							
1. HVAC, Electrical, Pumbing, Fire Protection, Technology, Emergency Generator	\$ 7,281,954						
2. Windows, Roofing, Exterior Paint	\$ 2,004,513						
3. Ceilings, Casework	\$ 626,168						
4. Code Upgrades - i.e. ramps	\$ 640,687						
5. Entrance Canopy, Classroom Equipment	\$ 330,634						
6. Architectural & Engineering, F.F.&E, Bonds, Permits, Insurance, Misc.	\$ 6,008,645						
**** Roof Replacement A- Wing & New Boilers (Priority)							
<b>Total Construction</b>	\$ 16,892,601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,892,601
<b>D. Equipment Purchase</b>							\$ -
<b>TOTALS</b>	<b>\$ 16,892,601</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,892,601</b>
<b>E. Operating Costs</b>							\$ -

5) Proposed Financing

General Fund	\$ -	% Percent	90%	Federal Aid		% Percent
Bond Issue				Other (State Aid)	\$ -	10%

Comments: Capital plan item request amount is an estimate provided by Newman Architects to Board of Education. Project "Scheme B" costs range in estimates from \$15M to \$19M. This request was also included in 2011-2012 Capital Plan request of the Board of Education.

\*\*\*\* The Board of Education requests priority consideration be given to roof replacement, to the A-Wing cost of which is included in the \$2,004,513 request for Windows, Roofing, Exterior Paint. The Board also requests priority consideration be given to boiler replacement, cost of which included in Item #1 HVAC

TOWN OF WOODBRIDGE  
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS  
FISCAL YEAR 2013

1) Project: Ground & Landscaping

2) Department: Board of Education

3) Project Background,  
Purpose & Objectives: Proceed with priority recommendations contained in the 2011-2012 Beecher Road School Erosion and Sediment Control Plan. Costs include estimates for associated engineering fees.

**Estimated Expenditures by Fiscal Year**

4) Project Costs & Schedule	FY13	FY14	FY15	FY16	FY17	FY18	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction	\$ 78,153	\$ 58,221	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 336,374
D. Equipment Purchase							\$ -
<b>TOTALS</b>	<b>\$ 78,153</b>	<b>\$ 58,221</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 336,374</b>
<b>E. Operating Costs</b>							<b>\$ -</b>

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments:

TOWN OF WOODBRIDGE  
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS  
FISCAL YEAR 2013

1) Project: North & South Walkway Entries & Parking Lots

2) Department: Board of Education

3) Project Background,  
Purpose & Objectives:

Resurface asphalt paving north and south parking lots. Install new curbing and concrete walkway north and south entries. Includes engineering fee estimates.  
Current request is more expansive in scope than previous year's request and includes the most current pricing information.

**Estimated Expenditures by Fiscal Year**

4) Project Costs  
& Schedule

- A. Planning & Engineering
- B. Land & ROW
- C. Construction
  - North Entry (Concrete)
  - South Entry (Concrete)
  - North Parking (Asphalt)
  - South Parking (Asphalt)
- D. Equipment Purchase

	FY13	FY14	FY15	FY16	FY17	FY18	Six-Year Total
							\$ -
							\$ -
							\$ -
	\$ 78,310						\$ 78,310
	\$ 53,619						\$ 53,619
	\$ 119,917	\$ 146,565					\$ 266,482
	\$ 51,354	\$ 120,397					\$ 171,751
							\$ -
<b>TOTALS</b>	<b>\$ 303,200</b>	<b>\$ 266,962</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 570,162</b>

E. Operating Costs

\$ -

5) Proposed Financing

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments: Year #1 (FY 2012-2013): North & South sidewalk entry (concrete), in addition to partial parking lots (North & South) paving.  
Year #2 (FY2013 - 2014): North & South parking lot remaining areas not paved in year #1 (asphalt)

TOWN OF WOODBRIDGE  
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS  
FISCAL YEAR 2013

1) **Project:** Kitchen Equipment

2) **Department:** Board of Education

3) **Project Background, Purpose & Objectives:** Periodic replacement of kitchen equipment based on life cycle.  
Includes cafeteria tables, chairs.

**Estimated Expenditures by Fiscal Year**

4) Project Costs & Schedule	FY13	FY14	FY15	FY16	FY17	FY18	Six-Year Total
A. Planning & Engineering							\$ -
B. Land & ROW							\$ -
C. Construction							\$ -
D. Equipment Purchase	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 10,000
<b>TOTALS</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>
<b>E. Operating Costs</b>							<b>\$ -</b>

5) **Proposed Financing**

	% Percent		% Percent
General Fund _____	_____	Federal Aid _____	_____
Bond Issue _____	_____	Other _____	_____

Comments:



TOWN OF WOODBRIDGE  
SIX-YEAR CAPITAL IMPROVEMENT PROGRAM PROJECT PROPOSALS  
FISCAL YEAR 2013

	FY13	FY14	FY15	FY16	FY17	FY18	Six-Year Total
Technology	\$ 116,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 666,000
Building Upgrades	\$ 16,892,601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,892,601
Grounds - Site Needs Assessment	\$ 78,153	\$ 58,221	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 336,374
Grounds - Asphalt & Concrete	\$ 303,200	\$ 266,962	\$ -	\$ -	\$ -	\$ -	\$ 570,162
Kitchen	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 10,000
South Playground	\$ 82,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500
							\$ -
							\$ -
							\$ -
<b>TOTALS</b>	<b>\$ 17,472,454</b>	<b>\$ 440,183</b>	<b>\$ 165,000</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>	<b>\$ 160,000</b>	<b>\$ 18,557,637</b>

**E. Operating Costs**

\$ -

**5) Proposed Financing**

<b>General Fund</b> _____	% Percent	<b>Federal Aid</b> _____	% Percent
<b>Bond Issue</b> _____	_____	<b>Other</b> _____	_____

**Comments:**

## ACES Liaison Report – November 10, 2011

Margaret Hamilton attended the November meeting of the ACES Governing Board Meeting as part of our commitment to have a WBOE member at the monthly ACES meetings.

The monthly meetings are similar to monthly BOE meetings, with motions and voting on various items conducted. We should **discuss our effectiveness** at these meetings with rotating attendees.

Attendance schedule is:

Meeting Month	Attendee	Minutes
September	Steve Fleischman	n/a
October	Sheila McCreven	Submitted
November	Margaret Hamilton	Submitted
December	David Barkin	
January	Carl Lindskog	
February	David Bernard	
March		
April		
May		
June	Clotilde Dudley Smith	

**Craig Edmundson (Executive Director)** reported the following:

- **Calendar changes** were made based on lost days due to the hurricane and recent snow. Professional development days were modified to abbreviated days, and depending on snow days, February and April vacations may be impacted.
- **Technical High School Issue:** At the October meeting, discussion took place regarding the possibility of the state turning over operation of its Technical High Schools to local BOE or RESC. This issue is CLOSED, and there is NO current expectation that this will occur.
- **Strategic Plan:** Mr. Edmundson asked for participation on the Steering Committee to update the ACES Strategic Plan – interested members should contact Craig.
- **Property Discussion:** Gateway Community College in North Haven is leaving it's current facilities in May, 2012. This facility is being considered as a possible new location for Whitney Schools East, West and North. Hamden Hall is interested in the existing facilities of these schools, and preliminary discussions are taking place. The North Haven facility may be available with minimal cost, and upgrade funding could be covered if the current Hamden property is sold to Hamden Hall. Existing Hamden properties have size, traffic, separation, and other problems that would be addressed with the North Haven property. Updates will occur monthly.

**Audit Report:** deferred until December Meeting

Minutes submitted by Margaret Hamilton