

Woodbridge Board of Education  
Woodbridge Board of Education Regular  
Meeting  
Monday, February 25, 2013 7:00 PM

Woodbridge Board of Education May 22, 2012  
Regular Meeting 7:00 PM Library Media  
Center Beecher Road School

## **Agenda**

- I. **Preliminary Business**
  - A. Call to Order
  - B. Salute to the Flag
  - C. Correspondence
  - D. Public Comment
- II. **Consent Agenda**
  - A. Approval of January 22, 2013 Regular Meeting Minutes
- III. **Reports**
  - A. PTO Update
  - B. Superintendent's Report
    - 1. BRS Update
      - a. BRS Monthly Enrollment Report
    - 2. Revise the 2012/13 Calendar
    - 3. Adopt 2013/14 Calendar
    - 4. Open Choice Participation 2013/14 SY
  - C. Facilities Committee Report
  - D. BRS Building Committee
  - E. Policy Committee
  - F. Finance Committee
    - 1. Monthly Summary Financial Report Ending January 31, 2013
    - 2. Monthly Detail Financial Report Ending January 31, 2013
    - 3. Combining Financial Statements through January 31, 2013
  - G. CABE Liaison Report
  - H. ACES Liaison Report
  - I. Action Item Review and Status
- IV. **New Business**
  - A. Act on ED-099, Healthy Food Certification
- V. **Old Business**
- VI. **Other**
  - A. Public Comment
  - B. Executive Session, in accordance with State Statute
- VII. **Adjournment**

# MINUTES OF THE REGULAR WOODBRIDGE BOARD OF EDUCATION MEETING

Tuesday, January 22, 2013

BRS Library Media Center

**CALL TO ORDER:** Ms. Hamilton, Chair called the meeting to order at 7:00 PM.

**BOARD MEMBERS PRESENT:** Ms. Margaret Hamilton, Chair; Dr. Steven 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; Gina Prisco, Principal; Sheila Haverkamp, Special Services Director; Nancy White, Assistant Principal and Marsha DeGennaro, Clerk of the Board.

**MEMBERS OF THE PUBLIC:** Laurence Grotheer, BOS Liaison; Teresa Nakouzi, WEA; Greg Kula, Facilities Manager, Linda Acheson, Marcie Slepian, Art Teachers; Brie Phannenbecker, PTO; Carrie Matthews, Pua Ford, community.

**CORRESPONDENCE** – Ms. McCreven noted that a letter had been received from AKF in response to questions raised at the December 17, 2012 BRS Building Project presentation.

**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 the extraction of the December 17, 2012 regular BOE meeting minutes.

**UNANIMOUS**

Ms. McCreven amended the meeting minutes on Page 3, first paragraph strike the 3<sup>rd</sup> and 4<sup>th</sup> sentences and replace with “*The project, as approved by the vote of the BRS Town Building Committee on December 7<sup>th</sup>, 2012, includes*” also delete under the first bullet “changing from a sole heating system to” and change it to “*Replacing existing heating system with*”.

### **MOTION #2 – APPROVAL OF MEETING MINUTES**

Move that we approve the minutes of the December 17, 2012 regular BOE meeting as amended.

Ms. McCreven

Second by Dr. Fleischman

**UNANIMOUS**

## **REPORTS**

**PTO Report** – Ms. Phannenbecker reported that the last social was held recently, the PTO will be offering babysitting services in support of the first Superintendent’s Parent Academy and efforts are underway to schedule activities for the remainder of the year.

**Superintendent’s Report** – Superintendent Stella highlighted the recognition of BRS in promotion of life science to restore the Atlantic salmon in the CT River basin by the Connecticut River Salmon Association at their award dinner on January 19. Dr. Stebinger accepted the award and acknowledged the efforts of former BRS teacher, Alan Concilio, who started the program at BRS. Everyone was invited to attend the Superintendent’s Parent Academy on January 29, which will focus on safety and security at BRS, and the 2013/14 Budget presentation to the BOS and BOF on January 31. Superintendent Stella apprised the Board on the recent inspection conducted by the Interim Fire Marshall and Interim Deputy Fire Marshall. In response to the report, a specific action plan and timelines has been developed. It is anticipated the majority of items will be addressed within 10-15 days with several items falling under the auspice of the Town. It was suggested that this information also be shared with the BRS Town Building Committee.

BRS Update – Ms. Prisco noted several writing activities, the assessment and modification of safety and security measures at BRS and the cooperation of parents with the deactivation of the swipe card system. Ms. White highlighted the formation of the Math Club under the leadership of Andrea Fleischman, a parent volunteer. Approximately 61 students have signed up in Grades 4-6 and will meet weekly in preparation for various Math Olympiads. Mr. Pullo remarked on the reactivation of Tools for Schools. This is a building-wide initiative focused on “best practices” for building maintenance, improvement of air quality and ties to sustainability efforts for “green” schools.

Mr. Gilbride left the meeting (7:41 PM).

Art Presentation – Ms. Prisco and Ms. Slepian provided an analysis depicting how art is taught at BRS in corroboration of national standards. State standards are currently under revision and will not be available until later this summer. Arts Week in June will emphasize the work of Picasso.

Ms. Hamilton called a brief recess (7:47 PM) to allow Board members to view the artwork on display in the halls of BRS. Ms. Hamilton called the meeting back to order (8:20 PM).

**MOTION #3 – MODIFY AGENDA**

Move that we modify the agenda and act on the Certified Staff Leave of Absence request.

Dr. Fleischman

Second by Mr. Lindskog

**UNANIMOUS**

Superintendent Stella presented a leave of absence request from Nicole Chick for the 2013/14 school year.

**MOTION #4 – CERTIFIED STAFF LEAVE OF ABSENCE (CHICK)**

Move that we grant a leave of absence for the 2013/14 school year to Nicole Chick.

Dr. Fleischman

Second by Mr. Lindskog

**UNANIMOUS**

Dr. Wu left the meeting (8:22 PM)

Facilities Committee – No Report. The next meeting will be February 1, 2013.

Town Building Committee Report – Ms. McCreven indicated this committee would make their formal presentation on phasing to a joint committee of the BOS and BOF on Wednesday, January 23 at 6:00 PM. It is anticipated at that time the BOS/BOF will recommend expanding the committee charge to include safety concerns.

Policy Committee – No Report.

Finance Committee – Dr. Fleischman noted that the January 14 meeting focused on the monthly financials approved earlier this evening and the audit report.

CABE Liaison – Ms. McCreven highlighted the January 7 Security Conference, the recent formation of three legislative task forces in response to the Newtown tragedy – School Safety (meeting January 25), Gun Safety (January 28) and Increasing Mental Health Care (January 29) and the CABE webinar on February 7 in response to the governor’s proposed budget and the impact on education.

ACES Liaison – No Report

**PUBLIC COMMENT** – None

**MOTION TO ADJOURN:** (8:26 PM)  
Dr. Fleischman  
Second by Mr. Linskog  
**UNANIMOUS**

Recorded by Marsha DeGennaro, Clerk of the Board

Woodbridge School District				February Enrollment 2013	Beecher Road School			
Grade/Teacher	Girls	Boys	Total		Grade/Teacher	Girls	Boys	Total
<b>Pre-k</b>					<b>Grade 4</b>			
DePalma	9	11	20		Don	9	10	19
					Echeverry	8	11	19
<b>Kindergarten</b>					Krawec	8	10	18
Belisle	10	8	18		Reizfeld	8	11	19
Coleman	10	9	19		Waldron	9	9	18
Dempsey	10	9	19		<b>Total</b>	<b>42</b>	<b>51</b>	<b>93</b>
Salinardi	7	9	16					
Wyman-Anctil	9	10	19		<b>Grade 5</b>			
<b>Total</b>	<b>46</b>	<b>45</b>	<b>91</b>		Blinstrubas	9	11	20
					Guerra	10	11	21
<b>Grade 1</b>					McCollom	10	11	21
Fanelli	11	9	20		Mulligan	9	8	17
Piascyk	9	11	20		Rourke	9	9	18
Regan	10	10	20		<b>Total</b>	<b>47</b>	<b>50</b>	<b>97</b>
Sanders	10	11	21					
					<b>Grade 6</b>			
<b>Total</b>	<b>40</b>	<b>41</b>	<b>81</b>		Chase	11	10	21
					Eleck	8	12	20
<b>Grade 2</b>					Holowienko	9	8	17
Buzzard	9	9	18		Katzen	8	9	17
Hamm	9	8	17		Ngov	9	8	17
Navadu	8	10	18		Smerekanicz	11	9	20
Shepard	8	12	20		<b>Total</b>	<b>56</b>	<b>56</b>	<b>112</b>
<b>Total</b>	<b>34</b>	<b>39</b>	<b>73</b>		<b>M.A.G.</b>			
					Golden (Gr 1)	14	7	21
<b>Grade 3</b>					Burness (Gr 2)	10	9	19
Concilio	12	7	19		Hart-Rooney (Gr 3)	13	9	22
Halsey	10	11	21		Ahern (Gr 4)	11	11	22
Hutchinson	11	8	19		<b>Total</b>	<b>48</b>	<b>36</b>	<b>84</b>
Lavigne	10	9	19					
Vincitorio	13	7	20		Enrollment Data			
<b>Total</b>	<b>56</b>	<b>42</b>	<b>98</b>		<b>B.R.S</b>	378	371	749
					Other		4	
					<b>Total</b>	<b>378</b>	<b>375</b>	<b>753</b>
<b>O.O.D.</b>	2							
<b>Magnet</b>	2				Comparison Totals			
					<b>January 2012</b>			
					B.R.S.			744
					Other			6
					Total			750
					<b>Total</b>			<b>756</b>

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## WOODBRIIDGE SCHOOL DISTRICT 2012/13 STUDENT CALENDAR

JULY				
Mon	Tue	Wed	Thu	Fri
2	3	X4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST (5)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21*	22*	23*	24
(27)	28	29	30	31

SEPTEMBER (17)				
Mon	Tue	Wed	Thu	Fri
X3	4	5	6	7
10	11	12	13	14
X17	18	19	20	21
24	25	X26	27	28

OCTOBER (19)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
X8	9	10	11	12
15	(16)	17	(18)	19
22	23	24	25	26
29	30	31		

NOVEMBER (17)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	(21)*	X22	X23
26	27	28	29	30

DECEMBER (15)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	(21)
X24	X25	26	27	28
31				

JANUARY (21)				
Mon	Tue	Wed	Thu	Fri
	X1	2	3	4
7	8	9	10	11
14	15	16	17	18
X21	22	23	24	25
28	29	30	31	

FEBRUARY (11)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
X18	19	20	21	22
25	26	27	28	

MARCH (20)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22)*
25	26	27	28	X29

APRIL (18)				
Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
(8)	9	(10)	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY (22)				
Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
X27	28	29	30	31

JUNE (15)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	(21)
24	25	26	27	28

NO SCHOOL	BUILDING CLOSED	X
Jul. 4	Independence Day	
Sep. 3	Labor Day	
Sep. 17	Rosh Hashanah	
Sep. 26	Yom Kippur	
Oct. 8	Columbus Day	
Nov. 21-23	Thanksgiving Holiday	
Dec. 21-Jan. 1	Holiday Recess	
Jan. 21	Martin Luther King Day	
Feb. 18	Presidents' Day	
Feb. 18-22	Winter Vacation	
Mar. 29	Good Friday	
Apr. 15-18	Spring Vacation	
May 27	Memorial Day	

ABBREVIATED DAYS	( )
Aug. 27	First Day for Students
Oct. 16	Parent/Teacher Conference
Oct. 18	Parent/Teacher Conference
Nov. 21	Thanksgiving Recess
Dec. 21	Holiday Recess
Mar. 22	Professional Development
Apr. 8	Parent/Teacher Conference
Apr. 10	Parent/Teacher Conference
Jun. 21	Last Day for Students

**Dismissal Time 1:10 PM**

SNOW DAYS MAKE-UP
June 14-21
Additional Days Starting
April 19

WORKSHOP DAYS (*)
Aug. 21, 22, 23
Mar. 22

BOARD OF ED. MEETINGS	
July 16	Jan. 22
Aug. 20	Feb. 25
Sep. 18	Mar. 18
Oct. 15	Apr. 22
Nov. 19	May 20
Dec. 17	June 17



OPEN HOUSE DAYS	
Sep. 5	Ice Cream Social
Sep. 11	Kdg. Grades 1 & 2
Sep. 19	Grades 3, 4 & MAG
Sep. 20	Grades 5 & 6

*180 Student Days  
187 Staff Days*

Kdg. Bus Ride/Safety Demo	Aug. 16
Kindergarten Visitation	Aug. 27

Report Card Distribution	Dec. 14, Mar. 15 and June 21
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New Staff Orientation Aug. 15, 16

 Hurricane Sandy  
 Snow Days

*BOE Approved February 25, 2013  
BOE Approved February 27, 2012  
BOE Revised November 20, 2012*

## WOODBRIAGE SCHOOL DISTRICT 2013/14 STUDENT CALENDAR

JULY				
Mon	Tue	Wed	Thu	Fri
1	2	3	X4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27*	28*	29*	30

SEPTEMBER (19)				
Mon	Tue	Wed	Thu	Fri
X2	(3)	4	X5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER (22)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
X14	(15)	16	(17)	18
21	22	23	24	25
28	29	30	31	

NOVEMBER (18)				
Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	22	23
25	26	27*	X28	X29

DECEMBER (16)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
(23)	X24	X25	26	27
30	31			

JANUARY (21)				
Mon	Tue	Wed	Thu	Fri
		X1	2	3
6	7	8	9	10
13	14	15	16	17
X20	21	22	23	24
27	28	29	30	31

FEBRUARY (18)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
X17	18	19	20	21
24	25	26	27	28

MARCH (21)				
Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL (17)				
Mon	Tue	Wed	Thu	Fri
	1	2	3	4
(7)	8	(9)	10	11
14	15	16	17	X18
21	22	23	24	25
28	29	30		

MAY (21)				
Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
X26	27	28	29	30

JUNE (9)				
Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	(12)	13*
16	17	18	19	20
23	24	25	26	27
30				

NO SCHOOL BUILDING CLOSED	X
Jul. 4	Independence Day
Sep. 2	Labor Day
Sep. 5	Rosh Hashanah
Oct. 14	Columbus Day
Nov. 27	Workshop Day
Nov. 28-29	Thanksgiving Holiday
Dec. 24-Jan. 1	Holiday Recess
Dec. 24-25	Christmas Holiday
Jan. 1	New Year's Day
Jan. 20	Martin Luther King Day
Feb. 17	Presidents' Day
Feb. 17-18	Winter Break
Apr. 14-18	Spring Vacation
Apr. 18	Good Friday
May 26	Memorial Day

ABBREVIATED DAYS ( )	
Sep. 3	First Day for Students
Oct. 15	Parent/Teacher Conference
Oct. 17	Parent/Teacher Conference
Dec. 23	Holiday Recess
Apr. 7	Parent/Teacher Conference
Apr. 9	Parent/Teacher Conference
Jun. 12	Last Day for Students

**Dismissal Time 1:10 PM**

SNOW DAYS MAKE-UP
June 13-20
Additional Days
April 14 -17

WORKSHOP DAYS (*)
Aug. 27, 28, 29
Nov. 27, Jun. 13

BOARD OF ED. MEETINGS	
July 15	Jan. 21
Aug. 19	Feb. 24
Sep. 16	Mar. 17
Oct. 21	Apr. 18
Nov. 18	May 19
Dec. 16	June 16

PTO MEETINGS

Kdg. Bus Ride/Safety Demo	Aug. 19
Kindergarten Visitation	Sep. 3

Report Card Distribution	Dec. 6, Mar. 14 and June 13
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New Staff Orientation	Aug. 26
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**WOODBRIAGE BOARD OF EDUCATION  
MONTHLY SUMMARY FINANCIAL REPORT  
For 7 Months Ended January 31, 2013**

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	7,539,882	706,330	582,983	123,347	3,781,924	3,730,335	51,589
200	TOTAL BENEFITS	2,695,236	223,292	168,719	54,573	1,413,616	1,319,984	93,632
300	TOTAL PROFESSIONAL SERVICES	356,083	26,518	7,428	19,090	181,924	177,665	4,259
400	TOTAL PROPERTY SERVICES	620,944	69,941	62,387	7,554	261,307	228,853	32,454
500	TOTAL OTHER PURCHASED SERVICES	1,191,974	88,130	82,063	6,067	637,183	627,502	9,681
600	TOTAL SUPPLIES & MATERIALS	303,413	24,687	20,055	4,633	149,196	149,706	(511)
700	TOTAL PROPERTY	33,000	3,294	944	2,350	7,264	5,577	1,686
800	TOTAL DUES AND FEES	77,466	4,267	286	3,981	59,416	21,763	37,654
	<b>TOTAL ADOPTED BUDGET</b>	<b>12,817,998</b>	<b>1,146,460</b>	<b>924,866</b>	<b>221,594</b>	<b>6,491,831</b>	<b>6,261,385</b>	<b>230,445</b>

**COMMENTS**

1. Custodial Overtime Timing \$8,700; Other Pay Related timing: \$17,650; Savings from certified staff changes \$25,239.
2. Health Insurance Savings \$76,890; Premium cost sharing timing \$9,116; MERF Timing \$7,626.
3. Substitutes expense (\$6,928); Legal Fees timing \$11,187.
4. Heating Oil savings \$29,853; Electricity & Water savings \$2,601.
5. Workers Compensation (\$8,736); Interns \$4,103; Other Purch Svcs timing \$5,417; Tuition timing \$8,897
6. Office Supplies timing (\$511).
7. Furniture timing \$1,686.
8. Ezra Nursing Services timing \$32,696; Unemployment savings \$4,958

**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	18,750	0	18,750
3901	CONSULTANTS	14,000	1,400	270	1,130	7,000	2,445	4,555
510	TRANSPORTATION	136,400	13,640	9,158	4,482	68,200	72,110	(3,910)
560	TUITION	220,000	22,000	21,863	137	110,000	88,756	21,244
	<b>TOTALS</b>	<b>407,900</b>	<b>40,790</b>	<b>31,291</b>	<b>9,499</b>	<b>285,530</b>	<b>163,311</b>	<b>40,639</b>

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

**For 7 Months Ended: January 31, 2013**

Object Code	Descriptions	Adopted Budget	Budget Transfers	Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
110	Administrators	616,929		384,204	238,412	101%	(5,686)	-	(5,686)
120	Teachers - Regular	4,518,986		2,154,595	2,300,717	99%	63,674	23,315	40,359
120	Teachers - Special Education	777,420		362,247	406,580	99%	8,593	-	8,593
1201	Psychologist	166,595		77,698	88,897	100%	-	-	-
1203	Counselor	40,841		18,925	21,916	100%	-	-	-
	<b>Sub-Total Certified Salaries</b>	<b>6,120,771</b>	<b>-</b>	<b>2,997,669</b>	<b>3,056,521</b>	<b>99%</b>	<b>66,581</b>	<b>23,315</b>	<b>43,266</b>
1303	Custodians	360,365		187,861	110,479	83%	62,025	62,025	-
140	Nurses	129,572		55,960	60,513	90%	13,099	13,099	-
150	Secretaries, Clerical	305,965		186,659	116,755	99%	2,551	2,551	-
160	Paraprofessionals	367,365		177,488	190,307	100%	(430)	-	(430)
1601	Special Education Paraprofess.	227,927		115,274	112,653	100%	-	-	-
190	Salaries, Miscellaneous	27,917		9,424	9,282	67%	9,211	9,211	-
	<b>Sub-Total Non-Certified Salaries</b>	<b>1,419,111</b>	<b>-</b>	<b>732,666</b>	<b>599,989</b>	<b>94%</b>	<b>86,456</b>	<b>86,887</b>	<b>(430)</b>
	<b>TOTAL SALARIES</b>	<b>7,539,882</b>	<b>-</b>	<b>3,730,335</b>	<b>3,656,510</b>	<b>98%</b>	<b>153,037</b>	<b>110,202</b>	<b>42,835</b>
1906	Retirement - Sick Pay-Out	-				#####	-	-	-
220	FICA	232,956		81,224	-	35%	151,732	151,732	-
230	Merf	145,740		102,131	-	70%	43,609	43,609	-
270	Medical Insurance	2,266,380		1,122,127	947,443	91%	196,809	58,600	138,209
280	Life Insurance	34,960		11,342	8,097	56%	15,521	15,521	-
2902	Other Employee Benefits	15,200		3,160	1,880	33%	10,160	10,160	-
	<b>TOTAL BENEFITS</b>	<b>2,695,236</b>	<b>-</b>	<b>1,319,984</b>	<b>957,420</b>	<b>84%</b>	<b>417,832</b>	<b>279,622</b>	<b>138,209</b>

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

**For 7 Months Ended: January 31, 2013**

Object Code	Descriptions		Budget Transfers		Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
320	Professional Development	66,800			17,998	43,891	93%	4,912	4,912	-
330	Legal Fees	40,000			6,048	18,953	63%	15,000	15,000	-
340	Software Support	13,078			3,495	883	33%	8,700	8,700	-
350	Substitutes	28,000			20,928	28,059	175%	(20,987)	-	(20,987)
390/01	OT/PT/Consultant Services	51,500			2,445	48,344	99%	711	711	-
3902	Financial Audit	15,291			1,770	-	12%	13,521	13,521	-
390	Other Prof/Tech. Services	141,414			124,982	13,674	98%	2,759	2,759	-
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>356,083</b>	<b>-</b>		<b>177,665</b>	<b>153,803</b>	<b>93%</b>	<b>24,615</b>	<b>45,602</b>	<b>(20,987)</b>
410/01	Utilities - Electric and Water	253,660			85,804	165,343	99%	2,513	-	2,513
420	Heating	179,118			-	133,178	74%	45,940	-	45,940
430	Repairs and Maintenance	37,452			15,190	1,917	46%	20,345	20,345	-
450	Leases and Rentals	50,654			23,008	27,646	100%	-	-	-
4501	Building Improvements	21,100			50,252	4,672	260%	(33,823)	-	(33,823)
490	Other Purchased Services	24,801			12,820	11,347	97%	635	635	-
4901	Service Contracts	54,159			41,780	12,379	100%	-	-	-
	<b>TOTAL PROPERTY SERVICES</b>	<b>620,944</b>	<b>-</b>		<b>228,853</b>	<b>356,482</b>	<b>94%</b>	<b>35,609</b>	<b>20,979</b>	<b>14,630</b>
510	Pupil Transportation-Regular	458,997			241,743	217,254	100%	-	-	-
510	Pupil Transportation-Spec. Educ.	136,400			72,110	64,290	100%	-	-	-
520	Insurance-General Liability	87,000			64,339	22,661	100%	-	-	-
5201	Worker's Compensation	93,184			107,569	783	116%	(15,168)	-	(15,168)
530	Telephone Services	16,670			3,906	12,764	100%	-	-	-
535	Internet	9,436			30	5,404	58%	4,002	4,002	-
537	Postage	5,400			736	2,850	66%	1,814	1,814	-
540	Advertising	2,800			185	-	7%	2,616	2,616	-
550	Interns	127,710			38,467	77,533	91%	11,710	-	11,710
560	Tuition	239,102			96,390	142,712	100%	-	-	-
590	Other Purchased Services	15,275			2,026	484	16%	12,765	12,765	-
	<b>TOTAL OTHER PURCH SERVICES</b>	<b>1,191,974</b>	<b>-</b>		<b>627,502</b>	<b>546,735</b>	<b>99%</b>	<b>17,737</b>	<b>21,195</b>	<b>(3,458)</b>

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

**For 7 Months Ended: January 31, 2013**

Object Code	Descriptions		Budget Transfers		Expended to Date	Encumbered to Date	% Used	Available Balance	Estimated Additional	Projected Year-End Balance
610	Instructional Supplies	142,950			81,547	10,959	65%	50,444	50,444	-
620	Computer Software	55,671			22,825	-	41%	32,846	32,846	-
625	Supplies Nurses	1,800			763	76	47%	961	961	-
630	Supplies Custodial	45,792			20,186	15,523	78%	10,083	10,083	-
635	Supplies Office	11,500			8,640	1,079	85%	1,781	1,781	-
640	Books and Audio Visual	18,000			3,878	8,330	68%	5,792	5,792	-
645	Subscriptions	13,900			8,716	299	65%	4,885	4,885	-
650	Testing	10,000			1,781	205	20%	8,014	8,014	-
690	Misc. Supplies	3,800			1,370	122	39%	2,309	2,309	-
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>303,413</b>	<b>-</b>		<b>149,706</b>	<b>36,592</b>	<b>61%</b>	<b>117,115</b>	<b>117,115</b>	<b>-</b>
730	Equipment - Office	-					0%	-	-	-
732	Computer Hardware	10,600			3,546	-	0%	7,054	7,054	-
735	Equipment - Teaching	15,550			238	2,944	20%	12,368	12,368	-
740	Equipment - Building	4,600			1,408	1,781	69%	1,411	1,411	-
745	Furniture	2,250			385	-	17%	1,865	1,865	-
	<b>TOTAL PROPERTY</b>	<b>33,000</b>	<b>-</b>		<b>5,577</b>	<b>4,725</b>	<b>31%</b>	<b>22,698</b>	<b>22,698</b>	<b>-</b>
810	Dues and Fees	32,174			18,065	431	57%	13,678	13,678	-
825	Unemployment	12,596			425	-	3%	12,171	3,600	8,571
900	Other Fees	32,696			3,272	-	10%	29,424	29,424	-
	<b>TOTAL DUES AND FEES</b>	<b>77,466</b>	<b>-</b>		<b>21,763</b>	<b>431</b>	<b>29%</b>	<b>55,272</b>	<b>46,701</b>	<b>8,571</b>
	<b>TOTAL ADOPTED BUDGET</b>	<b>12,817,998</b>	<b>-</b>		<b>6,261,385</b>	<b>5,712,698</b>	<b>93%</b>	<b>843,915</b>	<b>664,115</b>	<b>179,800</b>

Woodbridge Board of Education  
Expenditures by Object  
Financial Analysis  
For Fiscal Year 2012 - 2013

February 2013

**OBJECTS 110-120 – CERTIFIED STAFF**

The net projected surplus reflects savings from staff changes and resignations.

**OBJECT 270 – MEDICAL INSURANCE**

The projected surplus is the result of favorable premium renewal rates obtained after budget submission.

**OBJECT 350 – SUBSTITUTES**

The projected deficit is the result of providing coverage for a staff member on leave.

**OBJECT 410 – UTILITIES ELECTRIC & WATER**

The projected surplus is based on switching to more competitive rate for transmission of electricity.

**OBJECT 420 – HEATING OIL**

The projected surplus is a result of anticipated conversion to natural gas energy heating. We will continue to monitor monthly for potential additional savings.

**OBJECT 4501 – BUILDING IMPROVEMENTS**

The projected deficit is a result of the cost of converting 2 burners to dual-fuel.

**OBJECT 5201 – WORKER'S COMPENSATION**

The projected deficit is the result of higher than anticipated premium renewal rates for policy as a result of claims experience rating.

**OBJECT 550 – INTERNS**

The savings is the result of vacancy of one intern.

**OBJECT 825 – UNEMPLOYMENT**

The projected surplus is based on favorable year to date claims trend.

**Woodbridge Board of Education**  
**Combining Balance Sheets as of 01/31/13 (Unaudited)**

	Total	Special Revenue			Agency	
		Café	Extended Day	Field Trips	Expendable Trust/SEP	Activity Fund
<b>Assets:</b>						
Cash	\$ 109,865	\$ 42,594	\$ 27,036	\$ 1,944	\$ 34,717	\$ 3,574
Prepaid expenses	272	\$ -	-	\$ -	272	\$ -
Accounts receivable	5,430	2,892	1,040	\$ 1,498	\$ -	\$ -
Intergovt Receivable	11,216	11,216	-	-	-	-
Inventory	3,756	3,756	-	-	-	-
<b>Total Assets</b>	<b>130,539</b>	<b>60,458</b>	<b>28,076</b>	<b>3,442</b>	<b>34,989</b>	<b>3,574</b>
<b>Liabilities and Fund Balance</b>						
<b>Liabilities:</b>						
Amounts held as agent	447	-	447	-	-	-
Accounts payable	1,759	-	1,759	-	-	-
Deferred revenue	4,217	-	4,217	-	-	-
Wages payable	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>6,423</b>	<b>-</b>	<b>6,423</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance</b>	<b>124,116</b>	<b>60,458</b>	<b>21,653</b>	<b>3,442</b>	<b>34,989</b>	<b>3,574</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 130,539</b>	<b>\$ 60,458</b>	<b>\$ 28,076</b>	<b>\$ 3,442</b>	<b>\$ 34,989</b>	<b>\$ 3,574</b>
<b>Summary of Fund Balance Components</b>						
				Café	Extended Day	SEP
Current Fund Balance				\$ 60,458	\$ 21,653	\$ 19,514
Baseline - Minimum Fund Bal (30 Day Expenses Average)				\$ 17,000	\$ 28,000	\$ 10,000
Operating Reserve Fund Bala (90 Day Expenses Average)				\$ 51,000	\$ 84,000	\$ 30,000
# of Days Expenses in Fund Balance				\$ 107	\$ 23	\$ 59
Fund Balance Excess				\$ 9,458	\$ -	\$ -

Woodbridge Board of Education  
 Combining Statement of Revenues & Expenditures  
 for the 7 Months Ended 01/31/13 (Unaudited)

	Special Revenue						Agency Activity Fund
	Total	Café	Extended Day	Field Trips	Summer Programs	Expendable Trust	
<b>Revenues:</b>							
Charges for services	\$ 381,511	\$ 111,611	\$ 169,889	\$ 15,069	\$ 81,122	\$ 3,820	\$ -
Intergovernmental	16,027	16,027	-	-	-	-	
Donations	-	-	-	-	-	-	
Other income	38	38	-	-	-	-	-
Additions	-	-	-	-	-	-	-
<b>Total revenues/additions</b>	<b>397,576</b>	<b>127,676</b>	<b>169,889</b>	<b>15,069</b>	<b>81,122</b>	<b>3,820</b>	<b>-</b>
<b>Expenditures:</b>							
Wages, FICA, MERF	279,750	57,489	152,696	-	67,465	2,100	
Medical Insurance	-	-	-	-	-	-	
Cost of food sold	55,425	55,425	-	-	-	-	
Equipment	26	-	26	-	-	-	
Other Expenses	64,937	10,140	30,436	15,941	8,079	341	-
Deductions	-						
<b>Total expenditures/deductions</b>	<b>400,138</b>	<b>123,054</b>	<b>183,158</b>	<b>15,941</b>	<b>75,544</b>	<b>2,441</b>	<b>\$ -</b>
<b>Excess (deficiency) of revenues over expenditures before operating transfer in</b>	<b>(2,562)</b>	<b>4,622</b>	<b>(13,269)</b>	<b>(872)</b>	<b>5,578</b>	<b>1,379</b>	
Operating transfer in	-	-	-		-		
<b>Excess (deficiency) of revenues over expenditures after operating transfer in</b>	<b>(2,562)</b>	<b>4,622</b>	<b>(13,269)</b>	<b>(872)</b>	<b>5,578</b>	<b>1,379</b>	
<b>Fund Balance, ending</b>	<b>\$ 120,542</b>	<b>\$ 60,458</b>	<b>\$ 21,653</b>	<b>\$ 3,442</b>	<b>\$ 19,514</b>	<b>\$ 15,475</b>	
<b>BOE Year to Date Cost of Health Insurance</b>		<b>\$ 13,772</b>					



## **CONSENSUS ITEMS**

### **SCHOOL INFRASTRUCTURE**

1. Require school districts applying for grants for new construction and renovation to meet a standard for security infrastructure in the schools.
2. Allocate additional funding, and reauthorize current funding for school districts to apply for grants to improve the security infrastructure in schools (i.e, reestablish the School Security Competitive Grant program first launched in 2007).
3. School Construction grants should be expanded to allow for additional items to be eligible costs; including but not limited to:
  - Reinforced entryway with ballistic glass
  - Double door access, penetration resistant vestibule with CCTV monitoring and computer controlled electronic locks
  - Remote locks on all entrances and exits and a buzzer system
  - Classroom doors with computer controlled electronic locks
  - Cameras
    - All around the school
    - At entrances and exits
  - Mobile emergency response buttons for designated school personnel
  - Solid core (internal and external) doors with ballistic glass, excluding classroom windows
  - And other security infrastructure improvements and devices as they become industry accepted standards deemed appropriate and approved by relevant construction officials at the Department of Construction Services and DESPP

### **PERSONNEL:**

#### **SCHOOL RESOURCE OFFICERS AND MENTAL HEALTH PROFESSIONALS**

1. Provide intensive, individualized interventions for the most high risk students who are already exhibiting violent tendencies and further require remediation plans and follow-ups with individuals in question.
  - Require the State Department of Education to provide technical assistance to school districts on the issue of increasing behavioral intervention specialists<sup>[1]</sup> in the schools, not limited to public schools; but including private schools, parochial schools, and public and private pre-school programs.

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<sup>[1]</sup> Included, but not limited to, psychologists, psychiatrists, marital/family therapists, social workers, licensed professional counselors, and guidance counselors

## **EMERGENCY PLANS**

1. Clarify existing statutes to ensure development of model district and school security and safety plans, in conjunction with local law enforcement, or use a model plan created by or from the state, with basic minimum requirements.
  - Require districts to submit the plan to the Department of Emergency Security and Public Protection (DESPP)
  - Plans need involvement from local responders, implementation of a command center, and addressing all four phases of crisis management with police departments “scoring” the drills and reporting on difficulties experienced and improvements that can be made
  - Require districts to report on the three crisis drills they are required to do on the same form that they use for the fire drills and have it attested to by the local fire or police department.
  - All-hazard’s approach
  - Require a Security and Vulnerability Assessment (SVA) for every school every 2 years
2. As part of district security and safety plans, districts shall establish School Safety and Security Committees/Threat Assessment Teams which shall include a member of local law enforcement .

## **BEST PRACTICES**

1. State Department of Education (SDE) reviews district anti-bullying programs and reports back to the General Assembly. Provide links to model “Safe School Climate Plans” currently available.
2. Crisis management plan and violence prevention training for school employees, including, but not limited to, professional development and teacher and administrator certificate programs.
3. Establish minimum qualifications to ensure that school security consultants are properly trained and have school security expertise – include limited liability for use of security consultants in plans or school security construction reviews.

## **ADDENDUM – NON CONSENSUS ITEMS**

The Subcommittee did not reach consensus on the following items:

1. Dedicated multi-year funding stream for behavioral intervention specialists (such as school psychologists, social workers, marriage and family therapists, guidance counselors) to work in school settings currently underserved by such professionals.
2. Additional mental health training for school and law enforcement personnel
3. Additional school-based health clinics
4. Additional school monitors and/or school resource officers
5. Requirement of a suggestion box/confidential email/confidential voicemail where students could warn staff of another student's violent threats; creation of a central reporting system for threats
6. Formal process for the sharing of confidential/sensitive information with law enforcement

While various Subcommittee members saw merit in the items above, they all entail costs. The Subcommittee as a whole felt that, if the state were to support these measures it would need to provide a sustained funding source.



# OLR RESEARCH REPORT

February 1, 2013

2013-R-0047

## EDUCATION MANDATES ON LOCAL SCHOOL DISTRICTS

By: Marybeth Sullivan, Legislative Analyst II

You asked for a list of statutory mandates imposed on Connecticut public school districts over the past few years.

### SUMMARY

This report updates and revises our 2011 report ([2011-R-0457](#)) to include mandates adopted, eliminated, or modified in the 2009, 2010, 2011, and 2012 legislative sessions.

Table 1 lists the mandates that apply to all local and regional school districts. It does not include obsolete and expired mandates and those that apply:

1. only to certain types of school districts, such as priority or low-achieving school districts;
2. as a condition of receiving a state grant other than an Education Cost Sharing (ECS) grant; or
3. to all public agencies, such as the Freedom of Information Act requirements.

**Table 1: Statutory Mandates on Local and Regional School Districts**

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>Local and Regional Board Compliance with State Education Interests</i></b>	
<a href="#">10-4a</a>	<ul style="list-style-type: none"> <li>• Finance educational program at least at minimum requirement.</li> <li>• In order to reduce racial, ethnic, and economic isolation, provide educational opportunities for students to interact with students and teachers from other racial, ethnic, and economic backgrounds.</li> </ul>
<a href="#">10-4b</a>	Comply with order of State Board of Education (SBE) to remedy any failure or inability of a school district to implement the educational interest of the state.
<b><i>Public School Information Systems</i></b>	
<a href="#">10-10a</a>	Participate in State Department of Education's (SDE) statewide public school information system and report required information on students and teachers.
<a href="#">10-10b</a> , as amended by <a href="#">PA 11-70</a>	Include unique identifiers or state-assigned student identifiers on student transcripts.
<a href="#">10-10c</a> , as amended by <a href="#">PA 12-116</a>	Implement new SDE system of accounting ("Chart of Accounts") for school revenues by filing annual financial reports beginning in FY 15.
<b><i>State-wide Mastery Examination</i></b>	
<a href="#">10-14n</a>	<ul style="list-style-type: none"> <li>• Administer state mastery tests to students in grades 3-8 and 10.</li> <li>• Certify on student's permanent record and transcript if a student exceeds the mastery goal level on each component of the 10th grade exam.</li> </ul>
<b><i>Reading Assessments for Kindergarten to Grade 3</i></b>	
<a href="#">10-14t</a> , as amended by <a href="#">PA 12-116</a>	Use new SDE reading assessments to identify K-3 students who are reading at a level below proficient, beginning with the school year starting July 1, 2013.
<b><i>Length of School Year</i></b>	
<a href="#">10-15</a> & <a href="#">10-16</a>	Provide 180 days and 900 hours of school sessions per year. No rescheduled sessions on Saturday or Sunday.
<b><i>Access to Student Records</i></b>	
<a href="#">10-15b</a>	<ul style="list-style-type: none"> <li>• Provide parents or the courts access to students' records.</li> <li>• Mail school notices to parent or guardian with whom the student does not primarily reside when they mail them to the other parent or guardian.</li> </ul>
<b><i>Prohibition of Discrimination</i></b>	
<a href="#">10-15c</a> , as amended by <a href="#">PA 11-55</a>	<ul style="list-style-type: none"> <li>• Open schools to all five-year-olds, without discrimination.</li> <li>• Open schools to all children and give them an equal opportunity to participate in school activities, programs, and courses of study without discrimination on account of gender identity or expression.</li> </ul>
<b><i>Educational Opportunity for Military Children</i></b>	
<a href="#">10-15f</a>	Follow uniform standards to facilitate placement, enrollment, graduation, data collection, and other decisions involving children in grades K-12 when they move to other states because their parents are deployed on active duty in the U.S. Armed Services.
<b><i>Silent Meditation</i></b>	
<a href="#">10-16a</a>	Provide an opportunity for silent meditation at the beginning of each day for students and teachers who want it.

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>Prescribed Courses of Study</i></b>	
<a href="#">10-16b</a> , as amended by <a href="#">PA 11-136</a>	<ul style="list-style-type: none"> <li>• Provide the prescribed courses of study.</li> <li>• Attest that the instruction is planned, ongoing, and systematic. (The courses of study include arts, career education, consumer education, health and safety, language arts, mathematics, physical education, science, social studies, and, in secondary school, world language and vocational education.)</li> <li>• Exempt deaf or hearing impaired student from any world language requirement if the student's parent requests it in writing.</li> <li>• Include American Sign Language as a world language when offering instructional programs.</li> </ul>
<a href="#">10-16e</a>	Exempt students from participation in family life education on written notice from parents.
<b><i>Establishment of Graduation Date</i></b>	
<a href="#">10-16l</a>	Hold graduation ceremonies no earlier than 185th day of originally adopted school calendar (with exceptions).
<b><i>English Language as Medium of Instruction</i></b>	
<a href="#">10-17</a>	Hold all classes in English, except for bilingual and English for Speakers of Other Languages (ESOL) programs.
<b><i>Bilingual Education Programs</i></b>	
<a href="#">10-17e, f</a>	<ul style="list-style-type: none"> <li>• Annually ascertain the dominant language of district children and provide bilingual education if there are 20 or more children with a single dominant language other than English.</li> <li>• Discontinue bilingual education for students who fail to meet the state's English mastery standard after 30 months in a bilingual education program.</li> <li>• Provide a program on democracy that allows students to learn about the branches of government in a participatory manner as part of their third, fourth, or fifth grade curriculum.</li> </ul>
<b><i>Curriculum and Instruction Materials and Exemptions</i></b>	
<a href="#">10-18</a>	Provide a program of U.S. history and the duties of citizenship.
<a href="#">10-18a</a>	Select textbooks that reflect the achievements of individuals of both sexes, all ethnic backgrounds, and all races.
<a href="#">10-18c</a>	Exempt students from any firearm safety program the district offers, upon a parent's request, and provide them with an opportunity for study.
<a href="#">10-19</a>	<ul style="list-style-type: none"> <li>• Provide alcohol, nicotine, and drug education.</li> <li>• Annually attest to the SBE that all students receive the education.</li> <li>• Provide AIDS education.</li> <li>• Adopt a policy to exempt students from AIDS education upon parental request.</li> </ul>
<b><i>Days Proclaimed by the Governor</i></b>	
<a href="#">10-29a</a>	Observe Martin Luther King Day, Pan American Day, and other special days on the day designated or on the last school day before the holiday.
<b><i>Towns with No High School</i></b>	
<a href="#">10-33</a>	Designate a high school in another district if the district does not have its own high school, and pay tuition for students to attend that high school.
<a href="#">10-35</a>	Give at least one year's notice of discontinuance of high school service to nonresidents.
<b><i>Regional Agricultural Science and Technology Education Centers</i></b>	
<a href="#">10-64</a>	If school does not offer vocational-agriculture (vo-ag) training, designate a school that students may attend. Pay tuition and reasonable and necessary costs of transportation to the vo-ag training.

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<a href="#">10-65</a>	<ul style="list-style-type: none"> <li>• If a school district does not maintain a vo-ag center, allow its students to enroll in one or more other districts' center in numbers that are at least equal to (1) the number specified in any written agreement it has with a vo-ag center or (2) if there is no written agreement, the average number of its students enrolled in the center during the three previous school years.</li> <li>• If a district does not maintain a center, also provide enrollment opportunities for 9th graders in each center it designates that are at least equal to (1) the number of 9th graders specified in its written agreement with each center or (2) the average number of 9th graders that enrolled in each designated center or centers over the preceding three years.</li> <li>• If a district provided opportunities for its students to enroll in more than one center in the school year starting July 1, 2007, continue to do so in the numbers required by law.</li> </ul>
<b><i>Charter Schools</i></b>	
<a href="#">10-66ee</a>	<ul style="list-style-type: none"> <li>• Pay agreed-upon amount, including extra for special education, to any local charter school in the district that a student from the district attends.</li> <li>• Provide transportation for district students to any charter school located in district.</li> <li>• Hold planning and placement team (PPT) meeting for charter school student who lives in district and requires special education, and pay the extra cost for special education services to charter school.</li> </ul>
<b><i>Adult Education</i></b>	
<a href="#">10-69</a>	<ul style="list-style-type: none"> <li>• Provide adult education including U.S. citizenship instruction, English for limited English-speaking adults, and elementary and secondary completion programs.</li> <li>• Only provide an adult education diploma upon completion of 20 credits in specified subjects.</li> <li>• Award specified adult education credits for experiential learning, successfully completed courses at state-accredited schools or colleges, successfully passing tests, and independent study.</li> </ul>
<a href="#">10-70</a>	Provide rooms and other facilities for adult education classes.
<a href="#">10-73a</a>	Charge no fees for adult education courses the law requires.
<b><i>Special Education Programs and Services</i></b>	
<a href="#">10-76b, 10-76d, &amp; 46a-150-153</a>	<ul style="list-style-type: none"> <li>• Follow SDE regulations on the use of physical restraints and seclusion on students receiving or awaiting eligibility determinations for special education services in public schools.</li> <li>• Tell pupils, parents, guardians, and others standing in the place of parents about (1) the laws and regulations governing the use of physical restraints and seclusion and (2) related student and parental rights at the first PPT meeting involving the student's individualized educational program (IEP).</li> <li>• Report to SDE on use of restraint and seclusion.</li> </ul>

**Table 1 (continued)**

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<a href="#">10-76d</a>	<ul style="list-style-type: none"> <li>Identify children who require special education, provide special education, notify parents when children may require special education, maintain records, report annually on the progress of special education children in private institutions, and submit the report to the SBE upon request.</li> <li>Provide transportation to special education students to and from the child's residence, unless the district makes another arrangement with the student's parents.</li> <li>Be financially responsible for resident students receiving special education outside the district.</li> <li>Be financially responsible for cost of special education for one calendar year for any child placed in the district by a state agency whose home district cannot be identified.</li> <li>Not require a student to get a prescription drug before he may go to school, be evaluated to determine special education eligibility, or receive special education.</li> <li>If providing special education, offer to meet with student's parents, upon their request, after student has been assessed for possible placement in special education but before the planning and placement team (PPT) meeting.</li> <li>Provide parents with copies of the assessment and evaluation results used to determine special education eligibility at least 3 school days before the referral PPT meeting.</li> <li>Provide parents with any SDE information and resources relating to IEP as soon as a student is identified as eligible for special ed.</li> </ul>
<a href="#">10-76h</a>	Comply with special education hearing procedures.
<a href="#">10-76m</a>	Comply with special education audit requirements.
<a href="#">10-76dd</a>	Employ the requisite number of certified and licensed staff to implement each child's IEP.
<a href="#">10-76ee</a>	Include an administrator, not necessarily the principal, in each PPT meeting.
<a href="#">10-76ff</a>	Follow statutory procedures in identifying whether children require special education.
<a href="#">10-76gg</a>	Provide SDE with information on race, ethnicity, and disability category of children requiring special education.
<a href="#">10-76ii</a>	Starting July 1, 2012, provide applied behavioral services by properly licensed personnel to children with autism spectrum disorder whose IEP or Section 504 plan requires it.
<a href="#">10-76jj</a> , as amended by <a href="#">PA 12-173</a>	If an IEP is for a child identified as deaf or hearing impaired, include a language and communication plan developed by the child's PPT.
<a href="#">10-92a</a>	Give teachers access to resources within the district to assist any student not eligible for special education but who has a communicative, motor skills, or physical problem.
<b><i>Transportation to Vocational Schools</i></b>	
<a href="#">10-97</a>	Pay tuition and transportation costs for students to attend a school board-designated vo-ag school and transportation costs for students attending a vocational-technical (VT) school.
<b><i>Teacher Certification</i></b>	
<a href="#">10-145</a> , as amended by <a href="#">PA 11-27</a>	<ul style="list-style-type: none"> <li>Employ state-certified teachers, supervisors, administrators, special service staff members, and school superintendents.</li> <li>Employ substitutes only if they have bachelor's degrees, unless SDE waives the requirement.</li> </ul>
<a href="#">10-145b</a>	<ul style="list-style-type: none"> <li>Superintendent or designee must observe, guide, and evaluate the performance of teachers with initial educator certificates.</li> <li>Make 18 hours of continuing education available to certified employees and attest to SDE that these professional development activities meet statutory standard.</li> <li>Fully consider priorities relating to student outcomes as determined by SBE when establishing professional development activities for certified employees.</li> <li>Report to the education commissioner when it dismisses an employee who holds an SBE credential for moral misconduct under the teacher employment law.</li> </ul>

**Table 1 (continued)**

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<a href="#">10-145f</a>	Upon receiving notice from the SDE, notify in writing teachers whose provisional certificates will expire in next 12 months.
<b><i>Teacher Mentoring</i></b>	
<a href="#">10-145o</a>	<ul style="list-style-type: none"> <li>• Develop a three-year plan for its participation in the Teacher Evaluation and Mentoring (TEAM) program that meets statutory requirements.</li> <li>• Form, with teachers' union representatives, a local or regional coordinating committee or committees to guide its activities under the plan.</li> <li>• Develop an annual budget based on its plan and submit it to SDE to receive state assistance for TEAM Program activities.</li> <li>• Recruit mentors from within and outside the district and assign them to work with the district's beginning teachers.</li> <li>• Ensure coverage by substitute teachers to allow mentors and beginning teachers to participate in the TEAM Program.</li> <li>• Communicate regularly with beginning teachers about training opportunities, workshops, and support groups.</li> <li>• Coordinate the TEAM Program with the district's teacher evaluation and supervision program, but keep the two separate.</li> <li>• Through the coordinating committee, verify that beginning teachers have completed the TEAM Program requirements for a provisional certificate and attest to that fact and that the teacher is eligible for the provisional certificate.</li> <li>• Ensure that schools (1) administer the state's online needs assessment to establish beginning teachers' goals and priorities for their individualized mentoring plans; (2) review and approve teachers' plans; (3) organize mentoring opportunities by grade, department, or specialty; (4) make time available for teachers to achieve their mentoring plan goals; (5) coordinate mentors' and teachers' activities and schedules to ensure proper implementation of the district plan; and (6) submit an annual report on mentor and teacher activities to the district's coordinating committee for review and approval.</li> <li>• Develop three-year plans that incorporate SDE's goals and instructional priorities along with local community and student needs.</li> <li>• Once a teacher completes the learning modules and successfully passes the district coordinating committee's final review, submit to SBE the names of the teachers eligible for provisional certificates.</li> <li>• Not consider a teacher's completion of the TEAM Program as a factor in any decision to continue the teacher's employment.</li> </ul>
<b><i>Early Childhood Teacher Examination</i></b>	
<a href="#">10-145r</a> , as amended by <a href="#">PA 12-116</a>	Require K-3 teachers to take the practice version of the SBE- approved reading instruction exam, beginning July 1, 2014; each board must annually report the practice exam results to the SDE.
<b><i>Professional Development</i></b>	
<a href="#">10-148a</a> , as amended by <a href="#">PA 12-116</a>	Make available, at no cost, at least 18 hours of individual and small group professional development each school year for certified employees.
<b><i>Teacher Employment</i></b>	
<a href="#">10-151</a> , as amended by <a href="#">PA 11-136</a>	<ul style="list-style-type: none"> <li>• Follow specified criteria and procedures for employing and terminating teachers.</li> <li>• Notify nontenured teachers by May 1 if their contracts will not be renewed for the following year.</li> </ul>
<a href="#">10-151a</a>	Provide copies of personnel records to certified employees upon request.

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>Teacher Evaluation</i></b>	
<a href="#">10-151b</a> , as amended by <a href="#">PA 12-116</a>	Evaluate teachers annually, rather than continuously, consistent with new SBE guidelines; include support as well as evaluation.
<b><i>Disclosure of Teacher Records</i></b>	
<a href="#">10-151c</a>	Obtain consent before releasing teachers' performance records.
<a href="#">10-151e</a> , as amended by <a href="#">PA 11-93</a>	Provide the DCF commissioner, upon her request and for the purpose of investigating suspected child abuse or neglect by a teacher the board employs, any records the board maintains or keeps on file, regardless of another law ( <a href="#">CGS § 10-151c</a> ) that provides that records kept by school boards generally are not subject to disclosure under the Freedom of Information Act.
<b><i>Training for Teacher Evaluation</i></b>	
<a href="#">10-151h</a> , as amended by <a href="#">PA 12-116</a>	Provide training for all evaluators and orientation to all teachers regarding the evaluation and support program before the program is implemented (but no later than July 1, 2014).
<b><i>Teacher Employment Discrimination</i></b>	
<a href="#">10-153</a> , as amended by <a href="#">PA 11-55</a>	Not discriminate on the basis of sex, marital status, or on account of gender identify and expression in the employment or compensation of teachers.
<b><i>Labor Practices and Dispute Resolution</i></b>	
<a href="#">10-153d</a>	<ul style="list-style-type: none"> <li>• Negotiate with the teachers' union and meet with the town fiscal authority within 30 days of starting negotiations.</li> <li>• Permit finance board or board of selectmen member to be present during negotiations.</li> </ul>
<a href="#">10-153e</a>	Not engage in prohibited labor practices regarding collective bargaining.
<a href="#">10-153f</a>	Participate in mediation and, if negotiations end in impasse, binding arbitration.
<a href="#">10-155f</a>	Not require that teachers live in the district.
<a href="#">10-156</a>	Allow certified employees at least 15 sick days each year and allow them to accumulate at least 150 days.
<a href="#">10-156a</a>	Guarantee teachers a duty-free lunch, scheduled for a single period of consecutive minutes.
<a href="#">10-156c</a>	Impose no penalty on military reservists for a military leave.
<a href="#">10-156d</a>	Reemploy professional employees after military service.
<b><i>Superintendents</i></b>	
<a href="#">10-157</a>	Appoint a superintendent to supervise the schools and serve as school board CEO.
<b><i>Retirement</i></b>	
<a href="#">10-183n</a>	<ul style="list-style-type: none"> <li>• Notify teachers about to be employed of teacher retirement provisions affecting them, and make proper deductions and forward them to state treasurer.</li> <li>• Transmit reports and other supporting information that the Teachers' Retirement Board (TRB) requires when transmitting monthly teacher retirement contributions.</li> </ul>
<a href="#">10-183t</a>	Allow retired teachers from the district who are not participating in Medicare Part A and B to continue participation in any group health insurance plan the district maintains for active teachers and charge retirees a premium no greater than that charged to active teachers for the same coverage.
<a href="#">10-183v</a>	<ul style="list-style-type: none"> <li>• Before reemploying a retired teacher, certify to TRB that no other qualified candidate is available.</li> <li>• Make temporarily reemployed retirees eligible for active teachers' health plan.</li> <li>• Send notice of rehired retirees to TRB at the beginning and end of assignment.</li> </ul>

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>Refusal of Special Education Services</i></b>	
<a href="#">10-184a</a> , as amended by <a href="#">PA 12-173</a>	If providing special ed services to a student whose parents choose to send him/her to private school, the services must comply with the federal Individuals with Disabilities Education Act (IDEA).
<b><i>School Attendance</i></b>	
<a href="#">10-186</a> , as amended by <a href="#">PA 11-115</a>	<ul style="list-style-type: none"> <li>• Provide school accommodations, including transportation, for all district students; notify the alleged responsible school board of any child to whom it denies accommodations; and follow hearing procedures for denial.</li> <li>• Provide school accommodations to students seeking readmission after dropping out of school no later than three days after they ask for it, as long as they seek readmission no later than 10 days after terminating enrollment.</li> <li>• Immediately enroll or re-enroll a student transferring from either of the unified school districts (USDs) run by the departments of Correction and Children and Families (USD #1 and USD #2, respectively).</li> <li>• Re-enroll such a student in his or her former school, if the student went to school in the district before attending school in a USD and the former school has appropriate grades for the student.</li> </ul>
<b><i>Certificate of Age</i></b>	
<a href="#">10-193</a>	Furnish employers with certificates of age for minors in certain occupations.
<b><i>Truancy</i></b>	
<a href="#">10-198a</a> , as amended by <a href="#">PA 11-136</a>	<ul style="list-style-type: none"> <li>• Adopt and implement specific truancy policies for children in grades K-8 and report the number of habitual truants to SDE annually.</li> <li>• Notify the parent of a child's absence by mail as well as by phone.</li> <li>• In the mailed notice, warn that two unexcused absences in a month or five in a year could lead the school superintendent to file a family with service needs (FWSN) complaint.</li> <li>• File a FWSN complaint within 15 days after a parent fails to attend the meeting with school officials or otherwise fails to cooperate in addressing his or her child's school absences.</li> </ul>
<b><i>School Health and Sanitation</i></b>	
<a href="#">10-203</a>	Keep schools in a clean and sanitary condition.
<a href="#">10-204a</a>	Require students to be protected by certain immunizations.
<a href="#">10-205</a>	Appoint a school medical advisor if the town's population is 10,000 or more and prescribe the functions and duties to carry out statutory requirements.
<a href="#">10-206</a>	<ul style="list-style-type: none"> <li>• Require students to have health assessments before school enrollment, in grade six or seven, and in grade nine or 10.</li> <li>• Report each asthma diagnosis to the local health department and the Department of Public Health regardless of whether it is recorded on student health assessment forms.</li> </ul>
<a href="#">10-206a</a>	Provide free health assessments for low-income students.
<a href="#">10-206c</a>	<ul style="list-style-type: none"> <li>• Require all students in jurisdiction to report whether they have health insurance.</li> <li>• Provide information on state-sponsored health insurance programs for children, and application assistance, to each uninsured student's parent or guardian.</li> </ul>
<a href="#">10-208a</a>	Honor written notice from health practitioners about students' physical restrictions.
<a href="#">10-209</a>	<ul style="list-style-type: none"> <li>• Keep student medical records confidential.</li> <li>• Designate a representative to receive reports on health assessments and immunizations from medical providers.</li> </ul>
<a href="#">10-212</a>	Appoint one or more school nurses.

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<a href="#">10-212a</a>	<ul style="list-style-type: none"> <li>• Adopt written policies and procedures, approved by the school medical officer, if school board allows a school nurse or other authorized personnel to give students medicine or allows a student to self-administer medicine.</li> <li>• Keep records of, and store, controlled substances as required by the public health commissioner.</li> <li>• School nurse or principal must select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him or her from serious harm or death.</li> <li>• Provide general supervision to the qualified employee through the school nurse.</li> </ul>
<a href="#">10-212b</a>	Adopt policies prohibiting school personnel, with certain exceptions, from recommending psychotropic drugs for any child.
<a href="#">10-212c</a>	<ul style="list-style-type: none"> <li>• Implement a plan, based on state guidelines, for managing students with life-threatening allergies enrolled in their schools.</li> <li>• Make plans for managing students with life-threatening food allergies publicly available on the Internet or otherwise.</li> <li>• Implement SDE and DPH plan for managing students with glycogen storage disease enrolled in schools in their jurisdictions by Aug. 15, 2012.</li> <li>• Make these plans available on the board's or each school's website, or by some other means if no website exists.</li> <li>• Provide notice about the plan to parents/guardians, along with the written statements about pesticide applications that must be provided by law.</li> <li>• Have superintendents attest annually to SDE that their districts are implementing the plans.</li> </ul>
<a href="#">10-212d</a>	<ul style="list-style-type: none"> <li>• If funding is available, have at each school, (1) an automatic external defibrillator (AED) and (2) school staff trained in its use and in cardiopulmonary resuscitation (CPR).</li> <li>• Develop emergency action response plans for the appropriate use of school personnel to respond to individuals experiencing sudden cardiac arrest or similar life-threatening emergencies.</li> </ul>
<a href="#">10-214</a>	Provide annual vision screenings to pupils in grades one through six and nine; audiometric screenings in grades K through three, five, and eight; and postural screenings in grades five and eight.
<a href="#">10-217a</a>	Provide the same health services for private school students as for public school students.
<a href="#">10-217e</a>	Not purchase art materials unless they have requisite warning labels.
<b><i>Duties of Local and Regional Boards of Education</i></b>	
<a href="#">10-218</a>	Hold board meetings at least once every six months, elect officers, and record minutes for public inspection.

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<p><a href="#">10-220</a>, as amended by <a href="#">PA 11-85</a>, <a href="#">PA 11-93</a>, &amp; <a href="#">PA 11-136</a></p>	<ul style="list-style-type: none"> <li>• Maintain good public schools.</li> <li>• Implement the educational interests of the state.</li> <li>• Give all children in the district as nearly equal advantages as practical.</li> <li>• Provide adequate instructional materials, equipment, staffing, facilities, and technology.</li> <li>• Allocate resources equitably among schools.</li> <li>• Maintain facilities properly.</li> <li>• Provide a safe school setting.</li> <li>• Make a continuing study of need for school facilities and of a long-term school building program and make recommendations to the town based on the study.</li> <li>• Adopt and implement an indoor air quality program that provides for ongoing maintenance and facility reviews as necessary.</li> <li>• Annually report to the education commissioner on the condition of facilities and actions taken to implement the long-term facility plan and indoor air quality program.</li> <li>• Advise the commissioner on the relationship between individual school building projects for which the town is seeking state assistance and the long-term school building program.</li> <li>• Care for and maintain school facilities and property.</li> <li>• Insure school buildings and property and carry minimum insurance equal to 80% of their replacement cost.</li> <li>• Determine the number, age, and qualifications of the pupils admitted to each school.</li> <li>• Develop and implement a written minority staff recruitment policy.</li> <li>• Employ and dismiss teachers.</li> <li>• Designate the schools each child in the district attends.</li> <li>• Provide the opportunity for children between the ages of five and 18, who have not graduated from high school to attend school and provide reasonable and desirable school transportation for such students.</li> <li>• Limit student transportation contracts to no more than five years.</li> <li>• Prepare a statement of district educational goals consistent with statewide goals.</li> <li>• Develop student objectives that relate to the goals and identify specific expectations for student knowledge, skills, and competence.</li> <li>• Annually attest to the commissioner that instruction is based on the district's educational goals.</li> <li>• Submit an annual strategic school profile report to the commissioner that includes information on parental involvement.</li> <li>• Every five years, provide a uniform inspection and evaluation program of the indoor air quality within schools and make the results public.</li> <li>• Establish a school district curriculum committee to recommend, develop, review, and approve all curricula in the district.</li> <li>• Include in the district's strategic school profile the number of students enrolled in board of education or regional educational service center (RES)- operated adult high school credit programs.</li> <li>• Include truancy measures in the strategic school profile reports.</li> <li>• Include, in the narrative part of the strategic school profile, a description of board's actions to reduce truancy.</li> <li>• Include implementation of the green cleaning program (see below) in each school in biennial report of SDE on condition of school facilities.</li> <li>• Annually establish student objectives for each school year that identify specific expectations for students' skills, knowledge, and competence.</li> <li>• Maintain in a central location records of investigations of allegations of child abuse or neglect against a school employee.</li> </ul>

**Table 1 (continued)**

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>In-service Training</i></b>	
<a href="#">10-220a</a>	<ul style="list-style-type: none"> <li>• Provide in-service training program for teachers and other professional staff.</li> <li>• Develop and implement a professional development plan directly related to the district's goals and that provides for ongoing and systematic assessment and improvement of teacher evaluation and professional development.</li> <li>• Establish a professional development committee to, among other things, develop, evaluate, and annually update the district's professional development plan.</li> <li>• In-service training for certified employees must include information on preventing teen dating violence and domestic violence.</li> <li>• Include requirements for mandated child abuse and neglect reporters in in-service training.</li> <li>• Provide information on teacher evaluation and support program as part of regular in-service training for certified teachers, administrators, and pupil personnel.</li> <li>• Offer information on implementing student IEPs as part of in-service training for certified personnel.</li> </ul>
<b><i>Student Recruitment</i></b>	
<a href="#">10-220d</a>	<ul style="list-style-type: none"> <li>• Provide full access for recruiting by regional V-T, vo-ag, charter, and interdistrict magnet schools and interdistrict student attendance programs.</li> <li>• Inform middle and high school parents that tech and vo-ag programs are available; post info about options on board website.</li> </ul>
<b><i>Weighted Grading</i></b>	
<a href="#">10-220g</a>	Establish a written policy on weighted grading for honors and advanced placement classes.
<b><i>Transfer of Student Records</i></b>	
<a href="#">10-220h</a> , as amended by <a href="#">PA 11-115</a>	<ul style="list-style-type: none"> <li>• When a student moves into a district, notify the student's old district in writing, within two business days. Old district must send student records to new district within 10 business days. If student's parents have not authorized the records transfer, old district must send them a written notice when it transfers the records.</li> <li>• Credit students for all instruction received from USD #1 (Dept. of Corrections) or # 2 (Department of Children and Families) within 30 days of receiving records from USD #1 or #2.</li> </ul>
<b><i>Student Health Equipment</i></b>	
<a href="#">10-220i</a>	Not deny a student access to school transportation service solely because the student must carry a cartridge injector while traveling in a school transportation vehicle.
<a href="#">10-220j</a>	Not prohibit blood glucose self-testing by children who have a written medical order to do so.
<b><i>Records for Students in Detention Facilities</i></b>	
<a href="#">10-220k</a> , as amended by <a href="#">PA 12-116</a>	<ul style="list-style-type: none"> <li>• If a student being held at the Connecticut Juvenile Training School or in a community detention facility is enrolled in the school district, provide the student's educational records to the facility on request and without the parent's written permission.</li> <li>• If the records are supplied without parental permission, notify the parent or guardian at the time of releasing the records.</li> </ul>
<b><i>Board of Education Rulemaking</i></b>	
<a href="#">10-221</a>	<ul style="list-style-type: none"> <li>• Make rules for the public schools and for the control of school library media centers and approve selection of books and other media for them.</li> <li>• Approve plans for public school buildings.</li> <li>• Develop and implement policies about homework, attendance, promotion, retention, drug use or possession, youth suicide prevention and attempts, and encouraging parental involvement.</li> <li>• Policies to encourage parent-teacher cooperation must require school districts to hold two flexible parent-teacher conferences per year.</li> </ul>

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>High School Graduation Requirements</i></b>	
<a href="#">10-221a</a> , as amended by <a href="#">PA 11-135</a>	<ul style="list-style-type: none"> <li>• Require students to complete the state graduation requirements before graduating from high school.</li> <li>• Starting with 7<sup>th</sup> graders in the 2015-16 school year, provide adequate support and remedial service to enable them to meet higher high school graduation requirements taking effect for the classes of 2020 and after.</li> <li>• For students unable to meet the requirements in the regular way, provide an alternative way to meet them.</li> <li>• Create an annual student success plan for each student, starting in grade six. The plans must include the student's career and academic choices in 6<sup>th</sup> through 12<sup>th</sup> grades.</li> </ul>
<b><i>Military Recruiters</i></b>	
<a href="#">10-221b</a>	Provide the same directory information to military as to other recruiters and establish a written, uniform policy for the treatment of all recruiters.
<b><i>Transportation Safety</i></b>	
<a href="#">10-221c</a>	Record and annually report school transportation complaints to the motor vehicles commissioner and report accidents to the commissioner within 10 days.
<b><i>Criminal Records Checks of Personnel</i></b>	
<a href="#">10-221d</a> , as amended by <a href="#">PA 11-93</a>	<ul style="list-style-type: none"> <li>• Require job applicants, including student teachers, to undergo a criminal record check, arrange for fingerprinting, and forward prints to the State Police.</li> <li>• Notify SBE if it receives notice that a student teacher has been convicted of a crime.</li> <li>• Require applicants for jobs in public schools that require state certificate or other state credential to undergo a check against the Department of Children and Families (DCF) child abuse registry.</li> </ul>
<b><i>Instructional Time and Facility Usage Assessment</i></b>	
<a href="#">10-221g</a>	Conduct an instructional time and facility usage assessment to maximize student learning and community use of facilities.
<b><i>Lunch and Recess</i></b>	
<a href="#">10-221o</a>	<ul style="list-style-type: none"> <li>• Offer full-day students a daily lunch period lasting at least 20 minutes.</li> <li>• Include a total of 20 minutes of physical exercise in each regular school day for K-5 students (except special education students or students on Individualized Education Programs with a different exercise schedule).</li> </ul>
<a href="#">10-221p</a>	Make nutritious low-fat food available in schools at all times when food is available for students to buy.
<a href="#">10-221q</a>	Sell only certain healthy beverages to students in schools.
<b><i>Advanced Placement Courses</i></b>	
<a href="#">10-221r</a> , as amended by <a href="#">PA 11-136</a>	Provide high-school-level courses, including those for which advance placement exams are available, that (1) offer college- or university-level instruction for which students may earn college credit and (2) are approved by SBE.
<b><i>Child Abuse and Neglect</i></b>	
<a href="#">10-221s</a> , as amended by <a href="#">PA 11-93</a>	<ul style="list-style-type: none"> <li>• Permit and give priority to any child abuse or neglect investigation that DCF or local law enforcement is conducting.</li> <li>• Conduct its own investigation and take disciplinary action in accordance with the law when it receives notice from the DCF commissioner or the law enforcement agency that the investigation will not interfere with either of the other investigations.</li> </ul>

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>Common Core Standards</i></b>	
<a href="#">10-221t</a> , as amended by <a href="#">PA 12-1 June Special Session, § 224</a>	<ul style="list-style-type: none"> <li>• Local and regional boards of education must develop a plan with the Board of Regents and the UConn Board of Trustees to align Connecticut's common core state standards with college-level programs at Connecticut public higher education institutions.</li> <li>• Alignment must occur within one year of Connecticut's implementation of the common core.</li> </ul>
<b><i>Appropriations and Budget</i></b>	
<a href="#">10-222</a>	<ul style="list-style-type: none"> <li>• Estimate education costs for the ensuing year and forward to district's board of finance.</li> <li>• Announce all fund transfers between line items in the education budget at the board's next regularly scheduled meeting.</li> <li>• Not overspend total budget without town's approval of request for additional funds.</li> </ul>
<b><i>Hiring Policy</i></b>	
<a href="#">10-222c</a>	<p>Before hiring any new employee, make a documented good-faith effort to contact previous employers concerning the person's fitness for the job.</p>
<b><i>Bullying</i></b>	
<a href="#">10-222d</a> , as amended by <a href="#">PA 11-232</a>	<ul style="list-style-type: none"> <li>• Prohibit bullying and cyberbullying both in and outside of school and develop plans to address bullying and cyberbullying in and outside of school.</li> <li>• Plans must (1) prohibit retaliation or discrimination against those who report or help investigate bullying, (2) address what the school will do to protect the targeted student from further bullying, and (3) require a school principal or his or her designee to notify the police when they suspect that an act of bullying constitutes a crime.</li> <li>• Approve school climate plans by January 1, 2012 and submit them to SDE.</li> <li>• Within 30 calendar days after adopting their plans, to post them on the board's and each school's website.</li> <li>• Provide all school employees with a written or electronic copy of the plan at the start of each school year.</li> <li>• Enable students to report bullying to any school employee and notify students' parents and guardians, as well as the students themselves, every year of the process by which students may make such reports.</li> <li>• Investigate reports of bullying within statutory deadlines.</li> <li>• Establish procedures for schools to document and maintain records of bullying investigations.</li> <li>• Offer in-service training to certified employees and training to all other employees on identifying and responding to bullying and preventing and responding to youth suicide.</li> <li>• Every two years, require each school to assess its school climate using assessment instruments, including surveys, approved and disseminated by SDE in collaboration with the Connecticut Association of Schools.</li> <li>• Collect and report the school assessments to SDE.</li> <li>• Appoint, from existing staff, a safe school climate coordinator for the district to carry out duties specified in statute.</li> <li>• Appoint the principal of each school district to be the safe school climate specialist to investigate reports of bullying, among other things.</li> <li>• Establish or designate at least one new or existing committee to be responsible for fostering a safe school climate and addressing school bullying.</li> </ul>

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>Athletic Coaches</i></b>	
<a href="#">10-222e</a>	<ul style="list-style-type: none"> <li>• If employing athletic coaches, require the coach's immediate supervisor to evaluate coaches annually and provide copies to the coaches.</li> <li>• If the board decides to terminate the contract of a coach who has served in the same position for three or more athletic seasons, inform the coach of the reasons within 90 days after the end of the sport season covered by the contract.</li> </ul>
<b><i>Promotion and Graduation Policies</i></b>	
<a href="#">10-223a</a>	<ul style="list-style-type: none"> <li>• Review and revise promotion and graduation policies to ensure they foster achievement and reduce social promotion.</li> <li>• Specify basic skills needed for graduation, including a process for assessing competency.</li> <li>• Develop a course of study for those who have not passed the assessments.</li> </ul>
<b><i>Online Learning</i></b>	
<a href="#">10-223g</a>	<ul style="list-style-type: none"> <li>• If school district had a dropout rate of 8% or greater in the previous school year, establish an online credit recovery program for students identified as being in danger of failing to graduate.</li> <li>• Designate, from among existing staff, an online learning coordinator to administer and coordinate the online credit recovery program.</li> </ul>
<b><i>Duties of Board of Education Secretary</i></b>	
<a href="#">10-224</a>	<ul style="list-style-type: none"> <li>• Keep a record of all board proceedings and submit an annual report of its activities to the town.</li> <li>• Report returns and statistics of schools, as the education commissioner requests.</li> </ul>
<b><i>Salaries</i></b>	
<a href="#">10-225</a>	Fix salaries and compensation for school attendance officers if the town does not do so.
<b><i>Reports to Commissioner of Education</i></b>	
<a href="#">10-226</a>	<ul style="list-style-type: none"> <li>• Annually report the name, place of employment, and salary of the district's certified staff to the education commissioner.</li> <li>• Report the name and address of a new superintendent within seven days of the position being accepted.</li> </ul>
<a href="#">10-226a</a>	Annually submit data to the SBE to determine the total number of minority students and teachers, and students eligible for free and reduced-price lunches in the district, in each school, and in each grade.
<a href="#">10-226c</a>	Prepare and submit a racial imbalance plan to the SBE, if notified of racial imbalance.
<a href="#">10-226h, as amended by PA 11-179</a>	Report biennially to education commissioner on programs and activities undertaken to reduce racial, ethnic, and economic isolation in schools.
<a href="#">10-227</a>	Annually report on receipts, expenditures, and statistics to the education commissioner.
<b><i>Supplies and Materials</i></b>	
<a href="#">10-228</a>	Provide free texts, supplies, and equipment to students. If loaning assistive devices to public school students, loans must be free.
<a href="#">10-229</a>	Change textbooks only after a two-thirds vote of all members of the board.
<b><i>American Flags</i></b>	
<a href="#">10-230</a>	Provide a flag for each classroom and the grounds of each school and see that it is properly displayed. Develop a policy to ensure that time is available each day in all schools to recite the Pledge of Allegiance.

**Table 1 (continued)**

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>Fire and Crisis Response Drills</i></b>	
<a href="#"><u>10-231</u></a>	<ul style="list-style-type: none"> <li>• Hold a fire drill in the schools at least once a month.</li> <li>• Substitute crisis response drills for fire drills once every three months.</li> <li>• Conduct one of the fire drills no later than 30 days after the first day of each school year.</li> <li>• Develop the crisis response drill format in consultation with the appropriate local law enforcement agency.</li> </ul>
<b><i>Pesticides</i></b>	
<a href="#"><u>10-231b</u></a>	<ul style="list-style-type: none"> <li>• Employ only certified pesticide applicators for nonemergency pesticide applications in school or on school grounds. Most schools are barred from using pesticides during school hours or planned activities at the school.</li> <li>• Not apply the pesticides at all starting July 1, 2010, except in emergencies, at preschools and elementary schools with students through grade eight.</li> </ul>
<a href="#"><u>10-231c</u></a>	If schools have no integrated pest management (IPM) plan, (1) provide parents and school staff with written statement of pest management policy at beginning of school year, (2) establish registry of those desiring 24 hours advance notice of pesticide use, (3) provide the notice by mail, and (4) keep pesticide application records for five years.
<a href="#"><u>10-231d</u></a>	If schools have IPM plans, (1) provide staff written guidelines on how plan is to be implemented and (2) provide parents with written plan summary. Allow parents and staff to register for advance notice of application. Maintain application records for five years.
<b><i>Building Maintenance and Cleaning</i></b>	
<a href="#"><u>10-231e</u></a>	Ensure heating, ventilation, and air conditioning (HVAC) systems are (1) maintained in accordance with national standards and (2) except for scheduled maintenance or emergency repairs, operated continuously while the school is occupied unless there is demonstrated adequate air exchange without operation. Keep HVAC maintenance records for at least five years.
<a href="#"><u>10-231g</u></a>	<ul style="list-style-type: none"> <li>• Implement a green cleaning program to clean and maintain schools.</li> <li>• Provide for procurement and proper use of environmentally preferable cleaning products in schools.</li> <li>• Provide an annual written statement notifying staff and, if they request it, parents or guardians of enrolled students of the green cleaning program.</li> <li>• Publish notice of the program on the board of education's and each school's website or, if there is no website, publicize it in another way.</li> <li>• Notify parents or guardians of transfer students and newly hired staff of the program.</li> </ul>
<b><i>Employment Restrictions</i></b>	
<a href="#"><u>10-232</u></a>	Not employ board members in the school system.
<b><i>Suspension of Pupils</i></b>	
<a href="#"><u>10-233a</u></a> & <a href="#"><u>10-233c</u></a>	<ul style="list-style-type: none"> <li>• Suspend students from school only after an informal hearing.</li> <li>• Give suspended student an opportunity to make up schoolwork and exams.</li> <li>• Include information about the suspension on the student's permanent record.</li> <li>• Erase the suspension from the record if student graduates from high school.</li> <li>• Make student suspensions in-school suspensions unless the school administration determines, at the required informal suspension hearing, that the student (1) poses a danger to persons or property or (2) is so disruptive of the educational process that an out-of-school suspension is warranted.</li> <li>• Before determining that an out-of-school suspension is appropriate, try to address the problem through means other than an out-of-school suspension or expulsion, including through "positive behavioral support" strategies.</li> </ul>

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>Expulsion of Pupils</i></b>	
<a href="#">10-233d</a>	<ul style="list-style-type: none"> <li>• Expel a student only after a hearing, and provide an alternative educational opportunity, except in specified cases.</li> <li>• Include expulsion on student's educational record.</li> <li>• Erase the expulsion from the record if the student graduates, unless it was for possession of a firearm or deadly weapon.</li> <li>• Complete any expulsion hearing even if student withdraws from school during it and include information on the student's record.</li> <li>• Before conducting an expulsion hearing for a special education student, convene a PPT meeting to determine if the misconduct was caused by the student's disability. If so, PPT must reevaluate student's placement and IEP to address the misconduct and ensure safety of other children and school staff.</li> <li>• Submit information to the education commissioner on weapons-related expulsions as required by federal law.</li> <li>• Not prevent the return of, or expel for additional time for the same offense, a student who committed an expellable offense and who seeks to return to a district after having been in a residential placement. If the district did not expel the student for the offense, it must allow him or her to re-enroll in school after the detention period ends and cannot expel him or her for any additional time for that offense.</li> <li>• Not require an expelled student to withdraw from school in order to attend adult education classes as an alternative education opportunity.</li> </ul>
<b><i>Notice of Disciplinary Policies</i></b>	
<a href="#">10-233e</a>	Notify students, parents, and guardians annually of student conduct policies. Adopt effective method of notifying parents and guardians of students who are suspended or expelled within 24 hours of the time the student is excluded from school.
<b><i>In-school Suspension</i></b>	
<a href="#">10-233f</a>	Place a student on in-school suspension only after an informal hearing. Not place a student on in-school suspension more than 15 times or a total of 50 days during one school year.
<b><i>Assault and Arrest Reports</i></b>	
<a href="#">10-233g</a>	Report student assault of teachers or other school employee to police. Not interfere with teacher's or other employee's right to file a report with police when a student threatens or commits physical violence against an employee.
<a href="#">10-233h</a>	Maintain reports of arrested students in a secure place.
<b><i>Students Placed on Probation by the Courts</i></b>	
<a href="#">10-233i</a>	<ul style="list-style-type: none"> <li>• Allow a student placed on probation by a court to return to school on conditions specified by the court.</li> <li>• Provide timely information at a court's request on (1) a student's school attendance, adjustment, and behavior and (2) any recommendations for disposition and sentencing.</li> </ul>
<b><i>Student Possession of Telecommunication Devices</i></b>	
<a href="#">10-233j</a>	Allow students to possess or use remote activated paging devices in school only with written permission from school principal.
<b><i>Indemnification</i></b>	
<a href="#">10-235</a>	Indemnify teachers, board members, employees, and certain volunteers.
<a href="#">10-236a</a>	Indemnify board members and staff from expenses caused by an assault on them while on duty.
<b><i>Petition for Hearing by Board of Education</i></b>	
<a href="#">10-238</a>	Hold a public hearing on any question specified in a petition that is signed by 1% or 50 electors, whichever is greater, within three weeks of the board's receiving the petition.

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>National Assessment of Educational Progress</i></b>	
<a href="#">10-239i</a>	Participate in the National Assessment of Educational Progress or any other national or international measure of student progress, if designated by the education commissioner.
<b><i>Accreditation Reports</i></b>	
<a href="#">10-239j</a>	Publicly disclose the results of accreditation reports within 45 days, and make them available for inspection upon request.
<b><i>Enumeration of School Age Children</i></b>	
<a href="#">10-249</a>	Annually determine the age and number of children of compulsory school age. If any child of school age is not in school, make a reasonable effort to find out why. If the child is working, make a reasonable effort to find out the name and address of the employer.
<a href="#">10-250</a>	File an annual report with commissioner on the number of school-age children.
<b><i>School Privileges for Children in Certain Placements</i></b>	
<a href="#">10-253</a> , as amended by <a href="#">PA 11-51</a>	<ul style="list-style-type: none"> <li>• Be financially responsible for the education costs of district children placed in other districts by state agencies, up to 100% of its average per pupil cost.</li> <li>• Provide free schooling to children living in temporary shelters.</li> <li>• If a juvenile detention facility operated by, or under contract with, the Judicial Department is located in the school district, be responsible for providing, and paying part of the cost of, regular and special education and related services for students held in the facility.</li> </ul>
<b><i>Data to be Transmitted</i></b>	
<a href="#">10-257h</a>	Report staff data to Teachers' Retirement Board.
<b><i>Minimum Budget Requirement</i></b>	
<a href="#">10-262i</a> , as amended by <a href="#">PA 11-48</a> and <a href="#">PA 11-234</a>	With exceptions, to receive an Education Cost Sharing (ECS) grant for FY 12 and FY 13, appropriate the same amount for education as in the prior year.
<b><i>Interdistrict Magnet Schools</i></b>	
<a href="#">10-264i</a>	<ul style="list-style-type: none"> <li>• If not participating in an interdistrict magnet school, for any of its students who enrolls directly in an interdistrict magnet school, pay the per-student tuition, if any, that the magnet school charges to participating districts.</li> <li>• If participating, provide annual opportunities for students to attend the school in a number at least equal to (1) the number specified in any written agreement with the school's operator or (2) the average number of students that the participating district enrolled in the magnet school during the previous three school years.</li> </ul>
<b><i>Transportation for Pupils in Nonprofit Private Schools</i></b>	
<a href="#">10-281</a>	Provide the same transportation services for students enrolled in nonpublic schools in the district as for public school students, if a majority of the nonpublic school's students are Connecticut residents.
<b><i>Protection of Children from Abuse</i></b>	
<a href="#">17a-101</a>	<ul style="list-style-type: none"> <li>• School superintendents are mandated child abuse and neglect reporters.</li> <li>• Require applicants for positions in public schools to be checked against the DCF child abuse and neglect register.</li> </ul>
<a href="#">17a-101i</a> , as amended by <a href="#">PA 11-93</a>	<ul style="list-style-type: none"> <li>• Require new and existing school employees who are mandated reporters to receive mandated reporter training and periodic refresher courses.</li> <li>• Distribute written mandated reporter policy to school employees annually.</li> <li>• Document that all employees have received the policy and completed the required training.</li> </ul>

Table 1 (continued)

STATUTE (CGS §) / PUBLIC ACT (PA)	MANDATES
<b><i>Fire Safety Code</i></b>	
<a href="#">29-292</a> , as amended by <a href="#">PA 11-248</a>	Install carbon monoxide detection and warning equipment complying with the Fire Safety Code in public schools issued a building permit for new occupancy on or after January 1, 2012.
<b><i>Family and Medical Leave Benefits</i></b>	
<a href="#">31-51rr</a>	Provide employees who (1) are parties to a civil union and (2) have worked for the political subdivision for at least 12 months and 1,250 hours during the past 12 months, with the same Family and Medical Leave Act benefits that federal law provides to parties to a marriage.

MS:mp

Connecticut State Department of Education  
Addendum to Agreement for Child Nutrition Programs (ED-099)  
**Healthy Food Certification Statement**

**Section 1 – Background**

Section 10-215e of the Connecticut General Statutes directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards for food items offered for sale to students at school separately from reimbursable meals sold as part of the National School Lunch Program and School Breakfast Program. Section 10-215f requires that participants in the National School Lunch Program, including each local and regional board of education, regional educational service center, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE whether all food items made available for sale to students will meet the nutrition standards. Section 10-215b further provides additional funding to National School Lunch Program participants who annually certify compliance with the Connecticut Nutrition Standards.

**Section 2 – Certification Statement**

► ***Must be completed by all Connecticut public school districts that participate in the National School Lunch Program.***

On behalf of the Woodbridge School District and  
*(Name of the Board of Education or Governing Authority)*

pursuant to section 10-215f of the Connecticut General Statutes, I hereby certify that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, *(select appropriate box)*

**will** *(must complete Sections 3 and 4 on page 2)*

**will not** *(sign below and return form)*

meet said standards during the period of **July 1, 2013 through June 30, 2014**. Such certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises, whether or not school sponsored.

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_ Gaeton F. Stella, Ph.D.  
*(Signature of the Authorized Representative)* *(Printed Name of the Authorized Representative)*

Superintendent \_\_\_\_\_ February 25, 2013  
*Title (Superintendent of Schools, President or Chairperson of the Board)* *Date of Authorization*

**Section 3 – Exemption Statement**

► ***To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.***

Pursuant to section 10-215f of the Connecticut General Statutes, I hereby acknowledge that the board of education or governing authority, *(select appropriate box)*

will

will not

exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

**Section 4 – Amendment to Agreement for Child Nutrition Programs (ED-099)**

► ***To be completed only by districts opting for the healthy food certification, i.e., those districts that checked “will” in Section 2.***

Pursuant to section 10-215f of the Connecticut General Statutes, the Agreement for Child Nutrition Programs (ED-099) with

Woodbridge School District

*(Name of the Board of Education or Governing Authority)*

is hereby amended to include the above certification statement of compliance with the Connecticut Nutrition Standards and application for funding related to those standards. This addendum covers the period from **July 1, 2013 through June 30, 2014.**

**Local or Regional Board of Education or  
Governing Authority**

Signature: \_\_\_\_\_ Gaeton F. Stella, Ph.D.  
*(Signature of the Authorized Representative) (Printed Name of the Authorized Representative)*

Superintendent February 25, 2013  
*Title (Superintendent of Schools, President or Chairperson of the Board) Date of Authorization*

**FOR STATE USE ONLY • DO NOT SIGN BELOW THIS LINE**

Connecticut State Department of Education

Signature: \_\_\_\_\_ Brian Mahoney  
*(Signature of State Agency Representative) (Printed Name of State Agency Representative)*

Chief Financial Officer \_\_\_\_\_  
*Title Date*


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STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Superintendents of Schools  
Participating in the National School Lunch Program

**FROM:** Charlene Russell-Tucker, Chief Operating Officer   
Division of Family and Student Support Services

**DATE:** January 25, 2013

**SUBJECT:** 2013-14 Healthy Food Certification Statement

This memo summarizes the requirements for submitting the annual Healthy Food Certification Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards and healthy food certification resources.

**Annual Healthy Food Certification Statement**

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students **will or will not** meet the Connecticut Nutrition Standards. This includes all regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.

Under C.G.S. Section 10-215b, districts that certify for the healthy food option must follow the Connecticut Nutrition Standards (see page 2) for all food items sold to students separately from a reimbursable breakfast or lunch. These food items include food offered for sale to students at all times in all schools and from all sources including, but not limited to, school stores, vending machines, school cafeterias and any fundraising activities on school premises. Districts that opt for healthy food certification receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district's NSLP in the prior school year.

The healthy food certification application materials are available on the CSDE's Application Forms for Healthy Food Certification Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424>. Additional guidance, resources and a PowerPoint presentation on the application procedures are also available. Interested school districts should review these materials and meet with the appropriate individuals responsible for the school food service program, school stores, vending machines, culinary arts programs and fundraising activities to ensure that all criteria will be followed.

**All public school districts participating in the National School Lunch Program must complete the Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099).** Districts that certify for the healthy food option must also complete the District Contact and Information Sheet. These forms must be returned by **July 1, 2013**, to the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

### **Connecticut Nutrition Standards**

A summary of the Connecticut Nutrition Standards is available at <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/SummaryCTnutritionStandards.pdf>. Additional information on the Connecticut Nutrition Standards is available on the CSDE's Connecticut Nutrition Standards Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322422>.

### **Resources for Healthy Food Certification**

Numerous resources to assist districts with implementing healthy food certification are available on the CSDE's Healthy Food Certification Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420>, including:

- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Fundraising with Food and Beverages;
- Requirements for Food and Beverages in Vending Machines;
- Requirements for Food and Beverages in School Stores; and
- Ensuring District Compliance with Healthy Food Certification.

### **State Beverage Requirements**

As a reminder, the beverage requirements of C.G.S. Section 10-221q **apply to all public schools**, regardless of whether the district certifies for the healthy food option under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322418>.

If you have any questions or need additional information, please contact Susan Fiore at 860-807-2075 or [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) or Teri Dandeneau at 860-807-2079 or [teri.dandeneau@ct.gov](mailto:teri.dandeneau@ct.gov).

CRT:sff

cc: Stefan Pryor, Commissioner of Education  
School Food Service Directors  
Business Managers