

**Please Note: These minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting held on September 5, 2023 at 6:45 p.m. in the Reed Intermediate School library, 3 Trades Lane.

D. Zukowski, Chair	C. Melillo
J. Vouros, Vice Chair	A. Uberti
D. Ramsey, Secretary	T. Vadas
D. Cruson	4 Staff
A. Plante	
T. Higgins	
S. Tomai	
I. Khazadian	
G. Peteronjes	

Ms. Zukowski called the meeting to order at 6:45 p.m.

MOTION: Mrs. Tomai moved that the Board of Education go into executive session regarding a personnel leave of absence request and to discuss the attorney-client privileged memorandum regarding legal advice pertaining to a nonresident student admission request. Mrs. Plante seconded. Motion passes unanimously.

Item 1 – Executive Session

The Board discussed the items and returned to public session at 7:00 p.m.

Item 2 – Pledge of Allegiance

Item 3 – Vote on Executive Session Items

MOTION: Mrs. Tomai moved that the Board of Education approve the one-year leave of absence request for Annette Barbour. Mrs. Plante seconded. Motion passes unanimously.

MOTION: Mrs. Tomai moved that the Board of Education deny the out-of-district parents request for a tuition waiver for their two children. Mrs. Plante seconded. Motion passes unanimously.

Item 4 – Consent Agenda

MOTION: Mrs. Tomai moved that the Board of Education approve the consent agenda which includes the correspondence report. Mr. Ramsey seconded. Motion passes unanimously.

Item 5 – Public Participation

Item 6 – Reports

Chair Report: Ms. Zukowski welcomed Isabel Khazadian and Gabriel Peteronjes, the high school student representatives for this school year. Students started school and she hopes each one is engaged and participates happily.

Superintendent's Report: Mr. Melillo reported we had a successful opening and visited each school the first day. This Friday he will be at Middle Gate School for their ice cream social and will then attend the high school's first football game this year in the Blue and Gold Stadium. He spoke about the decision to shorten schools days this week due to the heat which he did after monitoring our buildings Friday and Monday. Friday they found rooms were 17 degrees hotter than outside. Monday the temperature in the middle school and Middle Gate School hovered around 88 degrees with no one in the schools. Knowing parents have to look at day care he reached out to the Community Center and EdAdvance for help. Head O'Meadow has 10 classrooms not air conditioned because air handlers need to be replaced but because of the

supply chain we can't replace it until October. We are looking at other options to try to increase instructional hours. He made this decision in the best interest of the students.

Mr. Ramsey said he made a well thought out decision and appreciated that.

Mr. Vouros agreed with Mr. Ramsey having spent 35 years in the middle school upper A-wing. It's impossible to have learning when it's that hot. He thanked Mr. Melillo for this decision.

Mr. Higgins knew this was a difficult decision and asked if there were any take-aways from this decision and if he would do something different the next time.

Mr. Melillo said this decision was made from hours of discussion. He believes schools impacted by heat need to close early but not every school would need to close. We didn't have these issues last year. He will work with our unions and bus company and find a way to maximize instructional hours and look for a plan to make that happen.

Mrs. Tomai thanked him for looking at schools that have air conditioning and rotating students out of the hot rooms such as at Head O'Meadow. It's hard for parents to see money going into HVAC and closing all of them.

Mrs. Plante thanked everyone for monitoring the situation.

Ms. Zukowski thought there was a legislative action for classrooms if they are above 85 degrees.

Mr. Higgins said there are significant challenges in closing some schools and keeping some open and asked why there would be issues doing that.

Mr. Melillo said transportation wise we need to know if we have enough turnaround time without bus routes. Will would have to pay for additional routes because of the two-tier system.

There were no committee reports.

Student Representatives Report:

Mr. Peteronjes reported on the start of school. The Link Crew supported incoming freshmen school photos are scheduled. He is a senior, participates in soccer and swimming, and looks forward to college.

Ms. Khazadian said she was also a senior, participates in track and field, and is applying to colleges. She reported that the class council of 2024 elected a new president and fall sports have begun. The athletics department has also begun to set up student-run media shoots for the senior athletes of each varsity sport this year.

Item 7 – Presentations

Hawley School Update:

Hawley Principal, Chris Moretti, spoke about the long journey for Hawley School this past school year. He thanked the town for approving our project for improved air quality and thanked the Board of Education for their support. He thanked Sandy Hook School and Reed Intermediate School for welcoming his entire staff and making them feel at home. The PTA's were very inclusive and extremely cooperative. The Hawley PTA was extraordinary. There were always two sets of plans, volunteers and events for our students in two locations. Hawley parents were amazing. The Hawley staff displayed professionalism and thanked Marianne Grimaldi who packed and unpacked in two separate locations. The custodial staff spent most of the summer making sure everyone had everything they needed. Central office helped navigate our return. The tech department spent countless hours making sure we had everything upon our return.

Carla Tischio was instrumental in the daily operation of Hawley School and supporting all the needs of our students. He is proud to be a Hawley educator.

Mr. Ramsey thanked him for such detail in what the staff did for this project and he thanked each staff member.

Mrs. Plante was proud of everyone who contributed. She asked what lessons were learned from this experience.

Mr. Moretti said it was very well planned by a committee. If this should occur again, it should be organized the same way. Each school included us immediately in things we never did at Hawley. We also enjoyed being at Sandy Hook because teachers were with their counterparts.

Ms. Zukowski said it was wonderful leadership and planning. She asked to tell all staff how impressed the Board was with the move out, time outside of their school, the move back, and keeping the spirit as they move forward.

Mr. Melillo said we ran into significant issues along the way and this was almost day to day. Throughout the process, Mr. Moretti never had a can't do attitude and always said we can make it work. Without that attitude he doesn't think it would have happened. He thanked him for his leadership and always positive influence.

Superintendent's Goals:

Mr. Melillo presented his goals, which were broken out into four areas and tied to the strategic plan. Goal 1 is the Expansion of Learning Walks, which connects to Strategic Priority 1 to ensure stimulating, engaging, and challenging learning opportunities. This year we will expand the learning walks to bring teachers in to view lessons and be able to share ideas.

Goal 2 is Strengthening Career Pathways, which connects to Strategic Priority 2 to prepare students for life beyond graduation. The food truck project at Newtown High School will involve various departments coming together as a team to make this happen. We expect it to be ready for the Earth Day celebration.

Goal 3 is Communication, which connects to Strategic Priority 4 to strengthen district, family, and community partnership. He will open up communication with the administrators, students, parents and the broader community to be sure they are well informed.

Goal 4 is District Budgetary Process, which connects to Strategic Priority 1, 2, 3 and 4. This involves creating a budget, career pathways for students beyond graduation, building partnerships with other boards, and attending PTA meetings.

Mr. Melillo stated that the administrators are having goals tied into the strategic plan along with the central office administrators. He has weekly meetings with principals to see where they are with their goals and uses our A-Team meetings to share and adjust goals. Our cabinet also meets weekly.

Mr. Ramsey asked for a summation of the plans during the year.

Mr. Higgins appreciated bringing information to the school for students not going to college. The Board discussed the objective of the plan, what we are trying to accomplish, where we want to be, and how we are getting there. The main take-away is the plan was a work in progress and part of the retreat. He asked if the Board should expect a more comprehensive form of the document to see where they are.

Mr. Melillo said at this Friday's A-Team meeting we will discuss the parent piece and he, Mrs. Uberti and Mrs. DeBartolo will model their goals with them. The administrators will present their success plans in two meetings and a month from now we will have our plan in place. He wants the plan to be a living document. We need to monitor where we are and see what is working.

Mrs. Plante was thrilled with the volume of learning walks last year and asked about the new elementary language arts curriculum rollout.

Mrs. Uberti said this was a huge undertaking as we are also piloting two reading programs. We are getting materials in and planning PD and had 150 teachers in the K-5 Imagine Learning training. The teachers were very comfortable and confident in beginning teaching the program. The language arts consultants spent a lot of time working with teachers on the science of reading. Grades 6-8 are being piloted and we also have PD for them. We're in a good place.

Ms. Zukowski said the last page of the strategic plan addressed the communications committee which will be a mouthpiece for what is happening. The superintendent will provide updates three times per year with qualitative and quantitative data.

Item 8 – Old Business

CIP:

Mrs. Vadas noted that nothing has changed since the last meeting.

Mr. Cruson noted that the old version of the CIP was sent to the Board. The correct version was shared.

MOTION: Mrs. Tomai moved that the Board of Education approve the CIP as presented at the last meeting. Mrs. Plante seconded.

Mr. Higgins said they spent time talking about the \$12M for the middle school but that number has no basis. There is an urgent need to discuss a proper facilities study because we don't know what it will take for that building. He's not comfortable with a plan that has a number not ground in fact and will not support it. He would have put in a bigger number and it's important to be communicating to the rest of the community that someone we hired had concerns about what it would take to get the middle school to where it should be. He would be in favor with a bigger number.

Mrs. Vadas said the design build is this year. A larger amount would be misleading and will cost double or triple. We want a placeholder.

Mr. Higgins stated we have no idea of the cost but we have a building that needs a substantial investment. Putting any number would be pretend and misleading. If we thought it important to put a placeholder he could be comfortable that \$25M is directionally right.

Mrs. Plante suggested having a footnote indicating this was pending a facilities study and will have commentary when delivered to other boards. \$12M is the range for her with a footnote.

Mr. Higgins would be in favor of the footnote indicating it could cost substantially more.

Ms. Zukowski suggest the \$12M for a design and build study footnote indicate the actual price could be 2 to 3 times more. The facilities study is to go through each building.

MOTION: Mr. Cruson moved to amend the motion to allow our Director of Business to add a footnote to the CIP specifically for the middle school HVAC project referencing the price is contingent on the design study being completed the end of the 2023-24 school year and that the actual price could be 2 to 3 times greater than presented. Mr. Higgins seconded. Amendment passes unanimously.

Vote on the main motion passes unanimously.

Policies:

MOTION: Mr. Cruson moved that the Board of Education approve Policy 4148.1/4248.1 First Aid and Emergency Care and the Role of the School Nurse. Mr. Higgins seconded. Motion passes unanimously.

MOTION: Mr. Cruson moved that the Board of Education rescind Policy 4-607 Safety, First Aid and Emergency Care. Mr. Higgins seconded. Motion passes unanimously.

MOTION: Mr. Cruson moved that the Board of Education rescind Policy 4-607.1 Safety, First Aid and Emergency Care Procedures. Mr. Higgins seconded. Motion passes unanimously.

MOTION: Mr. Cruson moved that the Board of Education approve Policy 4152.6/4252.6 Family and Medical Leave. Mr. Higgins seconded. Motion passes unanimously.

MOTION: Mr. Cruson moved that the Board of Education rescind Policy 4-112 Family and Medical Leave.

Mr. Higgins seconded. Motion passes unanimously.

Item 9 – New Business

Minutes of August 22, 2023:

MOTION: Mrs. Tomai moved that the Board of Education approve the minutes of August 22, 2023. Mr. Ramsey seconded. Motion passes unanimously.

Item 10 – Public Participation

MOTION: Mr. Vouros moved to adjourn. Mr. Cruson seconded. Motion passes unanimously.

Item 11 – Adjournment

The meeting adjourned at 8:35 p.m.

Respectfully submitted:

Donald Ramsey
Secretary

2023-2024 Goals

Christopher Melillo

Implementation of the Strategic Plan Pilot: The district will begin the process of implementing a strategic plan pilot. In essence, strategic planning is the process of setting goals, deciding on actions to achieve those goals, and mobilizing the resources needed to take those actions. A strategic plan describes how goals will be achieved through the use of available resources. Newtown Public Schools will use strategic planning to achieve the broad goals of improving student outcomes and responding to changing demographics while staying within the given funding restraints.

Ensure focus is on instructional improvements and enhancements with the expectation that EVERY child in our school system can and should reach their highest potential.

Goal 1, Expansion of Learning Walks: The continuation and expansion of learning walks will ensure stimulating, engaging, and challenging opportunities for our students. Learning walks are a practice adapted to education from the field of medicine. It offers a structure for educators to work together to identify and solve common problems related to learning and teaching. The model has been used within schools, across schools, and across districts to raise the quality of instruction for all students. The learning walk process provides a disciplined, collaborative way for schools and districts. Our district's leadership team holds the belief that teachers are the changemakers. Rather than instructional leaders being the ones responsible for observing and sharing feedback to improve teaching and learning, learning walks allow teachers to observe and share feedback to learn from one another.

Connection:

- Strategic Priority 1: Ensure stimulating, engaging, and challenging learning opportunities.

Project Goals:

- Increase the level of engagement within each classroom.
- Develop a common understanding of high quality teaching and learning.
- Foster a collaborative culture that supports learning.
- Improve climate by stimulating excitement and energy among faculty members.

- Build instructional coherence and consistency across all classrooms in the district.
- Develop strategies to differentiate instruction to meet the diverse needs of our students.

Goal 2, Strengthening Career Pathways: Career pathways hold importance in shaping development for several reasons. Career pathways offer learning experiences that help individuals cultivate a set of skills. These skills encompass thinking, problem solving, communication, collaboration, technical expertise and more. These programs equip students with the education, skills, opportunities and resources necessary for success in their chosen professions. The next round of efforts to improve CTE programming at Newtown High School is a BEAT (Business, Entrepreneurship and Applied Technologies) department collaborative project that encompasses several of the Perkins identified priority pathways and prepares students for careers that have high growth potential in the state labor market. The inter-departmental collaboration seeks to develop a comprehensive mobile-food business, complete with operable, industry-standard culinary equipment, branding, and marketing.

Connection:

- Strategic Priority 2: Prepare Students for Life Beyond Graduation.

Project Goals:

- Collaborate with educators and industry experts to update and expand the curriculum by offering courses that align with emerging careers and industries.
- Introduce projects that incorporate real world scenarios to foster problem solving skills.
- Maintenance, Installation, and Repair: Advanced Engineering, Manufacturing and CAD students will have the opportunity to participate in design and fabrication to outfit the food truck. Commercial design blueprints will be drawn up for the project; students will learn to read and work with these and use newly acquired Fusion 360 and Mastercam software to design machined parts as needed and fabricate components to retrofit the trailer as a mobile kitchen.
- Facilities and Mobile Equipment Maintenance: Automotive students, with oversight and guidance from the Automotive Teacher, will use industry standard equipment and tools to assist in retrofitting and maintaining the trailer.
- Restaurant, Food, Beverage, and Services Pathway (Culinary): The culinary department at NHS already runs a health department-licensed food business, and will take its food production operation on the road. Students will develop recipes and menus, prep food, consider food cost

and price items, consider health and sanitation guidelines, prepare for scheduled events and perform all facets of mobile kitchen duty.

- Marketing communication students will develop Marketing plans; Graphics students will design logos and truck wraps, and will work on branding and design initiatives. The initial launch will require a concerted effort, and subsequent, event-specific menus will afford ongoing project opportunities. Students will work with computers, printers, screen printing, sign making equipment and more.
- Business and Finance: Business students will work to develop Business plans and explore business laws, licensing, restrictions, insurability, and governmental requirements as they pertain to running a food business. Students can develop business plans and budgets; grapple with the challenges of launching a start-up business and engage in long-term growth planning.
- Web and Digital Communications: Students will design web pages and apps for online menu-access and ordering, reservations, and more.

Goal 3, Communication: My main objective is establishing effective channels of communication within the school district. The primary goal is to ensure that all individuals involved, including students, parents, teachers, staff and the broader community are well informed, actively engaged and aligned with the mission and vision of the institution.

Connection:

- Strategic Priority 4: Strengthen District, Family, and Community Partnership

Project Goals:

- Information Sharing: Consistently distribute information to all parties. This includes providing updates on programs curriculum changes, budget allocations, safety protocols as well as other important matters.
- Crisis Management Communication: Responsibility for developing and implementing strategies when it comes to crisis communication. I should be ready to communicate accurately in times of emergencies such, as disasters, security threats or health crises.
- Consistency: It is crucial to maintain consistency in communication to avoid any misunderstandings or confusion. Superintendents strive to deliver messages across channels ensuring that the information is clear and aligned.

- **Two Way Communication:** Establish a two way flow of communication where stakeholders feel sharing feedback, concerns and suggestions. This can be achieved through open door policies, regular feedback sessions and responsive communication channels.
- **Digital Communication:** Focus on leveraging technology to enhance communication. This may involve maintaining a user website utilizing social media platforms sending out newsletters and utilizing digital tools for efficient communication.
- **Celebrating Achievements:** It is also important for our district to recognize and celebrate the accomplishments of students, teachers and staff members. Acknowledging successes contributes to fostering a school culture and boosting morale.
- **Establish clear and open communication channels** between the district, families, and the community.
- **Alignment with Goals:** Communication efforts should align with the goals and strategic plan of the district.

Goal 4, District Budgetary Process: Building a budget is not just another task; rather, it is the task upon which all other district operations depend. I will focus on the importance of budget-building leadership and maintaining financial accountability and budget integrity. Creating a budget for a school district has an impact on aspects of education that support the district's Strategic Plan.

Connection:

Strategic Priority 1: Ensuring Engaging and Challenging Learning Opportunities.

The allocation of funds determines the availability of materials, technology resources, extracurricular activities, and specialized programs. A funded budget enables us to provide a range of resources and opportunities that enhance the quality of education. Sufficient funding also supports development for teachers helping them stay up to date with teaching methods and technologies to create engaging learning experiences.

Strategic Priority 2: Preparing Students for Life Beyond Graduation.

Budget decisions influence the provision of college and career readiness programs, vocational training, and guidance counseling services. Allocating funds to these areas helps students develop skills for success after graduation.

Strategic Priority 3: Attracting, Retaining, and Developing an Exceptional and Diverse Faculty and Staff:

The budget determines teacher salaries, benefits, and professional development opportunities. A funded budget can. Retain high-quality educators by offering competitive compensation packages along with ongoing training opportunities.

Strategic Priority 4: Strengthening District, Family, and Community Collaboration.

Allocating funds towards community engagement efforts, such as programs that involve parents, outreach events, and partnerships with organizations. Utilizing budget resources for communication tools to engage with parents, students and the community fosters a spirit of collaboration and partnership.

Project Goals:

- Develop the budget-building process which will support our strategic plan, encourage access, involvement, known procedures, representation, communication and documentation.
- Accentuate and clarify the communication and leadership decision-making systems within the district.
- Review the management organizational structure and recommend potential improvements.
- Deliver regular administrative training on the District budget, budget operations, and budget development.
- Oversee and maintain a budget process that is timely and understandable to the public, including regularly published budget documents.
- Bring accurate information and recommendations to the Board of Education.
- Develop a wide-ranging coalition of budget support which will provide insight into the budget process.

NEWTOWN BOARD OF EDUCATION SUMMARY - CAPITAL IMPROVEMENT PLAN 2024/25 TO 2028/29

DRAFT 8/18/2023

INITIAL FIVE YEARS			NO BONDING					TOTALS
			Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29	
CIP Item #	Location	Description of Project						
	Hawley Elem.	Re-roof 1997 wing (BUR, 18500sf) Roof Sections B,C,D,&H Repave entire parking lot, curbing, sidewalks (80000sf)				\$ 925,000	\$ 275,000	\$ 1,200,000
	Middle Gate Elem.	Window replacement ** Bathroom renovations (2 staff, 2 student) HVAC design HVAC Improvements			\$ 1,100,000 \$ 220,000		\$ 200,000	\$ 1,520,000
	Head O'Meadow	Repave entire parking lot, curbing, sidewalks (90000sf)				\$ 225,000		\$ 225,000
	Reed Intermediate	Rebuild Chillers, Upgrade BMS controls/VAVs, Fence		\$ 400,000				\$ 400,000
	Middle School	Engineering for HVAC Improvements (incl'd CM) HVAC Improvements Replace Generator and Transfer Switch			\$ 12,000,000		\$ 250,000	\$ 12,250,000
	High School	Restore Swimming Pool / Replace HVAC Re-roof BUR areas (B-wing, 42000sf) Re-roof BUR areas (C-wing, Pool, Gym, 47000sf) Replace Windows (B-wing) Replace F-wing chiller		\$ 930,000 \$ 2,100,000		\$ 2,300,000	\$ 450,000	\$ 6,580,000
	District-Wide	Security Camera Upgrade (501 cameras)					\$ 700,000	\$ 700,000
TOTAL COSTS OF ALL PROJECTS			\$ -	\$ 3,430,000	\$ 14,120,000	\$ 3,700,000	\$ 1,625,000	\$ 22,875,000
TOTAL TO BE BONDED			\$ -	\$ 3,430,000	\$ 14,120,000	\$ 3,700,000	\$ 1,625,000	\$ 22,875,000

Eligibility for project inclusion on the CIP is that the cost must exceed \$200,000

NEWTOWN BOARD OF EDUCATION SUMMARY - CAPITAL IMPROVEMENT PLAN 2028/29 TO 2032/33

BOE Draft - 8/18/2023

SECOND FIVE YEARS

CIP Item #	Location	Description of Project	Year 6	Year 7	Year 8	Year 9	Year 10	TOTALS
			No Bonding					
			2029/30	2030/31	2031/32	2032/33	2033/34	
	Hawley Elem.						TBD	
	Sandy Hook Elem.						TBD	
	Middle Gate Elem.	HVAC Improvements **		\$ 3,000,000			TBD	\$ 3,000,000
	Head O'Meadow	Roof restoration (66500sf) **			\$ 2,700,000		TBD	\$ 2,700,000
	Reed Intermediate	Replace HVAC Equipment ** Replace Chillers, Upgrade BMS controls/VAVs, Fence **		\$ 800,000		\$ 1,000,000	TBD	\$ 1,800,000
	Middle School	Repave entire parking lot, curbing, sidewalks (174000sf)			\$ 575,000		TBD	\$ 575,000
	High School							\$ -
	District-Wide							\$ -
TOTAL COSTS OF ALL PROJECTS			\$ -	\$ 3,800,000	\$ 3,275,000	\$ 1,000,000	\$ -	\$ 8,075,000
TOTAL TO BE BONDED			\$ -	\$ 3,800,000	\$ 3,275,000	\$ 1,000,000	\$ -	\$ 8,075,000

DRAFT - 8/18/2023

Notes:

- 1) Newtowns State rebursiment rate is 25% for new construction and 35% for general construction. (Possible eligable projects **)
- 2) Middle School HVAC design includes an allowance for CM preconstruction to assist with scope, phasing, and budget
- 3) Middle School HVAC budget is using Hawley HVAC as a benchmark
- 4) Middle Gate Window budget includes design
- 5) High School Windows (B-wing) budget includes design
- 6) Paving budgets are based on milling of existing asphalt, 3" of new asphalt, and line striping
- 7) High School HVAC Replacements includes upgrades to VAV and BMS controls
- 8) Year 10 to be determinded by possible facilities study

Personnel — Certified and Non-Certified

First Aid and Emergency Care, and the Role of the School Nurse

First Aid and Emergency Care

~~First Aid is the immediate and temporary medical care given to an individual injured or ill prior to transportation to a hospital or physician's office or arrival of the parent, family member, or designee. Attention is directed first to the most critical problems of airway and bleeding. The procedures of emergency treatment and priorities in treatment are located in the Nurse's Procedure Book in each Nurse's Office.~~

~~Medical care emergencies in children and staff may occur during school hours or on school-sponsored and supervised activities. They are usually handled by the school nurse but might require teacher/staff intervention before the arrival of the school nurse.~~

First aid, the immediate and temporary care given to a student who demonstrates symptoms of illness or injury while present on school grounds or at school sponsored activities, shall be the responsibility of the school until assumed by the student's parent or guardian. Care may be given by the school nurse and/or the school principal or his/her designee.

In the school environment, the school nurse is the primary health care professional and is responsible for the coordination of care for all students. If the student's condition warrants immediate life-saving measures, the school nurse or other designated school personnel shall contact EMS. Attention is directed first to the most critical problems of airway, bleeding, and circulation.

When medical attention is needed:

1. Staff/teacher notifies nurse
2. Nurse/staff administers appropriate care (~~emergency treatment index located in nurse's procedure book~~)
3. EMS called when necessary
4. Parent/**guardian/emergency contact** notified ~~—ems called when necessary~~
5. Nurse documents care and completes ~~accident~~ incident report
6. Student is **either** taken home, to physician's office, or to hospital by parent/**guardian, emergency contact** person ~~indicated on student health services emergency number form~~ or by **EMS transport**

Standing Orders

~~Standing orders for administering first aid, developed in cooperation with the school nurse and school Medical Adviser, will be posted in the school nurse's room and are to be updated annually.~~

Standing orders for administering emergency medications and routine medications, topical, ophthalmic solutions, and treatments used to provide first aid are developed in cooperation with the district nursing supervisor and school medical advisor. Standing orders will be issued by the school medical advisor, updated annually, and posted in the school health office.

Role of the School Nurse

The role of the school nurse is to provide first aid and medication administration to students in the school setting, develop and implement health care plans for students, and collaborate with the school medical advisor on school policies, procedures and practices related to the health of students. Barring a medical emergency during school hours, school employees are expected to seek the care and advice of medical professionals outside of the school environment to address their own medical needs.

Legal Reference:

Connecticut General Statute 52-557b (b)

TO BE RESCINDED

4-607

SAFETY, FIRST AID, AND EMERGENCY CARE

Definition

First Aid is the immediate and temporary medical care given to an individual injured or ill prior to transportation to a hospital or physician's office or arrival of the parent, family member, or designee. Attention is directed first to the most critical problems of airway and bleeding. The procedures of emergency treatment and priorities in treatment are located in the Nurse's Procedure Book in each Nurse's Office.

Medical care emergencies in children and staff may occur during school hours or on school-sponsored and supervised activities. They are usually handled by the school nurse but might require teacher/staff intervention before the arrival of the school nurse.

Reference: CGS 52-557b(b)

Adopted 11/9/76

Amended 10/10/95

TO BE RESCINDED

4-607.1

SAFETY, FIRST AID, AND EMERGENCY CARE PROCEDURES

When medical attention is needed:

- a. Staff/teacher notifies nurse
- b. Nurse/staff administers appropriate care (emergency treatment index located in nurse's procedure book)
- c. Parent notified - ems called when necessary
- d. Nurse documents care and completes accident report
- e. Student is taken home, to physician's office, or to hospital by parent/person indicated on student health services emergency number form

Standing Orders

Standing orders for administering first aid, developed in cooperation with the school nurse and school medical adviser, will be posted in the school nurse's room and are to be updated annually.

Adopted 11/9/76

Amended 12/12/95

Personnel -- Certified/Non-Certified

Family and Medical Leave (FMLA)

Purpose

The purpose of this policy is to apprise employees of their rights, and establish guidelines for leaves taken by employees of the Newtown Board of Education (the "Board"), under the federal Family and Medical Leave Act of 1993 ("FMLA") and applicable Connecticut state law. This policy is not intended to, and does not, recite every provision of applicable law and regulations.

Eligibility

Employees other than school paraprofessionals who have been employed by the Board for at least twelve (12) months, and who have worked at least 1,250 actual work hours during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave under the FMLA.

A school paraprofessional in an educational setting is eligible for the leave described in this policy if the paraprofessional has worked for the Board for at least twelve (12) months, and has worked at least 950 service hours during the twelve (12) months immediately preceding the start of such leave.

Full-time instructional employees meet the 1,250 hours of service requirement unless the Board can demonstrate that the full-time instructional employee did not meet the 1,250 hours of service requirement in the 12-month period prior to the start of leave.

Definitions

Genetic information: For purposes of this policy, "genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Instructional employee: For purposes of this policy, an "instructional employee" is defined as a teacher or other employee of the Board who is employed principally in an instructional capacity and whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Paraprofessional: For purposes of this policy, a "paraprofessional" means a school employee who performs duties that are instructional in nature or deliver either direct or indirect services to students and/or parents and serves in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services. This definition is only used for the purpose of calculating eligibility for the leave described in this policy at the 950 hour threshold.

Reasons for Leave

Leaves under the FMLA and applicable state law may be taken for the following reasons:

- incapacity due to pregnancy, prenatal medical care or child birth; or
- to care for the employee's newborn child; or
- the placement of a child with the employee by adoption or for foster care; or
- to care for the employee's spouse, child or parent who has a serious health condition; or
- to care for the employee's own serious health condition that renders the employee unable to perform the functions of the employee's position; or
- to serve as an organ or bone marrow donor; or
- to care for an injured or ill servicemember (see below – Length of Leave – for further information); or
- a qualifying exigency arising out of a family member's military service, including one or more of the following reasons (note – more detailed information on the following categories is available from the Human Resources (HR) Department:

- short-notice deployment;
- military events and related activities;
- childcare and school activities;
- financial and legal arrangements;
- counseling;
- rest and recuperation;
- post-deployment activities;
- parental care leave for military member's parent who is incapable of self-care and care is necessitated by the military member's covered active duty;
- additional activities that arise out of the active duty or call to active duty status of a covered military member, provided that the Board and the employee agree that such leave qualifies as an exigency, and agree to both the timing and the duration of such leave.

Length of Leave

(a) Basic FMLA Leave Entitlement

If a leave is requested for one of the above-listed reasons, each eligible employee may take up to a total of twelve (12) weeks unpaid family or medical leave in the 12-month entitlement period.

The 12-month entitlement period for family or medical leave is measured on the basis of a "rolling" 12-month period measure backward from the date an employee uses any FMLA leave. For example, as of today's date if an employee has taken five (5) weeks of during the past twelve (12) months, the employee may take up to an additional seven (7) weeks of leave.

(b) Leave to Care for an Injured or Ill Servicemember

In addition to the reasons for leave listed above, an eligible employee may take up to twenty-six (26) workweeks of FMLA leave during a 12-month period to care for (i) a servicemember who is the employee's spouse, parent, child or next of kin, and who incurred a serious injury or illness in the line of duty and while on active duty in the Armed Forces or had a preexisting injury or illness prior to beginning active duty that was aggravated by service in the line of duty on active duty in the Armed Forces; or (ii) a covered veteran with a serious injury or illness who is the employee's spouse, parent, child or next of kin.

For servicemembers, the injury or illness must render the servicemember medically unable to perform the duties of office, grade, rank or rating. This provision applies to servicemembers who are undergoing medical treatment, recuperation, or therapy, are in outpatient status, or who are on the temporary disability retired list, for a serious injury or illness.

For covered veterans, the veteran must be undergoing medical treatment, recuperation or therapy for a serious injury or illness and must have been (1) a member of the Armed Forces (including the National Guard or Reserves); (2) discharged or released under conditions that were other than dishonorable; and (3) discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.¹

For covered veterans, serious injury or illness means any of the following:

- (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- (iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

When combined with any other type of FMLA qualifying leave, total leave time may not exceed twenty-six (26) weeks in a single twelve (12) month period. Standard FMLA leave procedures described below apply to all requests for and designation of leave for this purpose. *However*, in the case of leave to care for a servicemember with a serious injury or illness, the 12-month period begins on the day such leave actually commences.

¹ The employee's first date of leave must be within the five-year period. However, the employee may continue to take leave throughout the single 12-month period even if the leave extends past the five-year period. Note - special rules may apply to calculating the five-year period for veterans discharged between October 28, 2009 and March 8, 2013. This period will effectively be excluded from the five-year calculation.

Types of Leave and Conditions

(a) Full-Time, Intermittent and Reduced Schedule Leave

Full-time leave excuses the employee from work for a continuous period of time. Full-time unpaid leave may be taken for any of the reasons permitted by the FMLA.

Intermittent leave means leave taken due to a single qualifying reason in separate periods of time rather than for one continuous period of time. Examples of intermittent leave include: leave taken one day per week over a period of a few months; or leave taken on an occasional/as-needed basis for medical appointments.

Reduced schedule leave is leave that reduces the employee's usual number of work hours per day for some period of time. For example, an employee may request half-time work for a number of weeks so the employee can assist in the care of a seriously ill parent.

Intermittent or reduced schedule leave may be taken (a) when medically necessary for an employee's or covered family member's serious health condition, or for a covered service member's serious illness or injury, and (b) the need for leave can be best accommodated through an intermittent or reduced schedule leave. In addition, FMLA leave may be taken intermittently or on a reduced schedule basis (1) due to a qualifying exigency; or (2) to effectuate the placement of a child for adoption or foster care before the placement of the child in the home.

If foreseeable intermittent or reduced schedule leave is medically required based upon planned medical treatment of the employee or a family member or a covered service member, including during a period of recovery from an employee's or family member's serious health condition or a serious injury or illness of a covered service member, the Board may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates the type of leave requested. Also, special arrangements may be required of an instructional employee who needs to take intermittent or reduced-schedule leave which will involve absence for more than twenty (20) percent of the work days in the period over which the leave will extend (for example, more than five days over a five-week period), if the leave is to care for a family member with a serious health condition, to care for a covered service member with a serious injury or illness, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment. In such situations, the Board may require the instructional employee to transfer temporarily to another job or take leave for a particular duration, not to exceed the duration of the planned medical treatment.

(b) Both Spouses Working for the Same Employer

If both spouses are eligible employees of the Board and request leave for the birth, placement of a child by adoption or for foster care, or to care for a parent with a serious health condition, they only will be entitled to a maximum combined total leave equal to twelve (12) weeks in the 12-month entitlement period. If either spouse (or both) uses a portion of the total 12-week entitlement for one of the purposes in the preceding sentence, each is entitled to the difference between the amount the employee has taken individually and the 12 weeks for FMLA leave for their own or their spouse's serious health condition in the 12-month entitlement periods.

(c) Leave Taken by Instructional Employees Near the End of an Academic Term

If a leave taken by an instructional employee for any reason begins more than five (5) weeks before the end of an academic term, the Board may require that instructional employee to continue the leave until the end of the term if the leave will last at least three (3) weeks and the instructional employee would return to work during the three-week period before the end of the term.

If the instructional employee begins a leave during the five-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than two (2) weeks and the instructional employee would return to work during the two-week period before the end of the term.

If the instructional employee begins a leave during the three-week period preceding the end of an academic term for a reason other than the instructional employee's own serious health condition, the Board may require the instructional employee to continue taking leave until the end of the term if the leave will last more than five (5) working days.

Requests for Leave

(a) Foreseeable Leave

An employee must notify the HR Department of the need for a family or medical leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable based on the expected birth of the employee's child, placement of a child with the employee for adoption or foster care, planned medical treatment for the employee's or family member's serious health condition, or the planned medical treatment for a serious injury or illness of a covered service member. If 30 days-notice is not practicable, then the employee must provide notice as soon as practicable under the circumstances, usually the same day or the next business day after the employee becomes aware of the need for FMLA leave.

(b) Qualifying Exigency.

An employee must provide notice as soon as practicable if the foreseeable leave is for a qualifying exigency, regardless of how far in advance such leave is foreseeable.

(c) Unforeseeable Leave.

When the employee's need for leave is not foreseeable, an employee must provide notice as practicable under the circumstances.

Scheduling Planned Medical Treatment

When planning medical treatment for foreseeable FMLA leave, an employee must consult with the HR Department and make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations, subject to the approval of the health care provider. Similarly, if an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations. Ordinarily, the employee should consult with the HR Department prior to scheduling the treatment in order to work out a treatment schedule that best suits the needs of the Board and the employee. The Board and the employee shall attempt to work out a schedule for leave that meets the employee's needs without unduly

disrupting the Board's operations, subject to the approval of the health care provider as to any modification of the treatment schedule.

P4152.6/4252.6(f)

Required Certifications/Documentation

For leaves taken for any FMLA-qualifying reason, an employee must submit a completed certification form supporting the need for leave. The appropriate form will be provided to the employee. The employee must submit a complete and sufficient certification form as required within fifteen (15) calendar days of receiving the request for the completed certification. If it is not practicable for the employee to provide the completed form by the due date despite the employee's diligent, good faith efforts, the employee must inform the HR Department of the reason(s) for delay and what efforts the employee undertook to obtain the required certification. FMLA-protected leave may be delayed or denied if the employee does not provide a complete and sufficient certification as required. Depending on the reason for leave, an employee may be required to submit medical certification from the employee's health care provider, medical certification the employee's family member's health care provider, and/or other documentation (e.g., to establish a family relationship, military active duty orders, etc.). In certain circumstances and under certain conditions, employees may also be required to obtain second or third medical opinions and/or recertifications, in accordance with applicable law.

The Board may require medical recertification on a reasonable basis, including under the following circumstances:

- (i) every six (6) months or annually in connection with an FMLA-related absence if the previous certification indicates that the employee will need intermittent or reduced schedule leave for a period in excess of six (6) or twelve (12) months;
- (ii) the circumstances described by the previous certification have changed significantly (e.g. the duration or frequency of the absence, the nature or severity of the illness, medical complications); or
- (iii) whenever the school district receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

If an employee takes leave for the employee's own serious health condition (except on an intermittent or reduced-schedule basis), prior to returning to work the employee must provide a medical fitness-for-duty certification that the employee is able to resume work and the health condition that created the need for the leave no longer renders the employee unable to perform the essential functions of the job. This certification must be submitted to the HR Department. If the employee is unable to perform one or more of the essential functions of the employee's position, the Board will determine whether the employee is eligible for additional FMLA leave (if such leave has not been exhausted) or whether an accommodation is appropriate, in accordance with the Americans with Disabilities Act.

In connection with the Board's request for medical information, employees must be aware that the Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits employers and other entities covered by Title II of GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board requests that employees not provide any genetic information when responding to a request for medical information.

Use of Paid Leave

Accrued paid personal leave and accrued paid vacation will be substituted (in that order) for any unpaid portions of family or medical leave taken for any reason. However, where the leave is for the employee's own serious health condition, accrued paid sick leave shall be substituted for unpaid portions of family or medical leave prior to the substitution of accrued paid personal and accrued paid vacation leave. The amount of unpaid family or medical leave entitlement is reduced by the amount of paid leave that is substituted.

For leaves taken because of the employees own serious health condition and receiving Workers' Compensation benefits, will have such leave charged against his or her FMLA entitlement.

In addition, in cases involving absences due to a Workers' Compensation injury that also qualifies as an FMLA serious health condition, and if the employee (and the employee's collective bargaining agent, if applicable) and the Board agree to do so, the Board will apply the employee's available accrued paid leave in increments as a supplement to the Workers' Compensation weekly benefit in an appropriate amount so that the employee can maintain the employee's regular weekly income level.

Medical Insurance and Other Benefits

During approved family or medical leaves of absence, the Board will continue to pay its portion of medical insurance premiums for the period of unpaid family or medical leave. The employee must continue to pay the employee's share of the premium, and failure to do so may result in loss of coverage. If paid leave is substituted for unpaid portions of FMLA leave, the employee will pay the employee's share of premiums in the manner used prior to leave (e.g. payroll deduction.) If the employee does not return to work after expiration of the leave, the employee will be required to reimburse the Board for payment of medical insurance premiums during the family or medical leave, unless the employee does not return because of a serious health condition or circumstances beyond the employee's control.

During an FMLA leave, an employee shall not accrue benefits such as seniority, pension benefits or sick or vacation leave, unless otherwise required by any applicable collective bargaining agreement or Board policy. However, unused employment benefits accrued by the employee up to the day on which the leave begins will not be lost upon return to work. Leave taken under this policy does not constitute an absence under the Board's attendance policy, if any.

Reinstatement

Except for circumstances unrelated to the taking of a family or medical leave, and unless an exception applies, an employee who returns to work following the expiration of a family or medical leave is entitled to return to the job such employee held prior to the leave or to an equivalent position with equivalent pay and benefits.

Additional Information

Questions regarding family or medical leave may be directed to the Superintendent or designee. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Legal References:

Connecticut General Statutes:

Conn. Gen. Stat. § 31-51rr Family and medical leave benefits for employees of political subdivisions

Regs. Conn. State Agencies 31-51rr-1, et seq.

United States Code:

Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq., as amended

29 CFR Part 825.100 et seq.

Title II of the Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff et seq.

29 CFR 1635.1 et seq.

TO BE RESCINDED

4-112

FAMILY AND MEDICAL LEAVE

Family and Medical leaves are provided by the Board as required by the federal Medical Leave Act of 1993, as amended (FMLA). This policy and the corresponding regulations will be interpreted to comply with that law, as well as the Connecticut Fair Employment Practices Act (CFEPA) with respect to pregnancy-related disability leave and transfer. Employees should contact the Superintendent if they have any questions regarding how the Board's FMLA policy and regulations apply to their situation, when and how they make take leave, or any other question regarding family, medical or pregnancy-related disability.

Legal References

29 U.S.C. §2601 et. seq. (Family and Medical Leave Act of 1993)
29 C.F.R. §825 et. seq. (Family and Medical Leave Act Regulations)
C.G.S. §§46a-51(17) and 46a-60(a)(7) (Pregnancy Discrimination)

Adopted 6/7/05

FAMILY AND MEDICAL LEAVE REGULATIONS

Family and Medical leaves are required by the federal Medical Leave Act of 1993, as amended (FMLA). These regulations and the corresponding Board policy will be interpreted to comply with that law. Employees should contact the Superintendent if they have any questions regarding how these guidelines apply to their situation, when and how they may take leave, or any other question regarding disability leave.

The Basic Entitlement: An eligible employee is entitled to unpaid leave:

- To care for his or her child after birth or placement for adoption or foster care;
- To care for his or her child, spouse or parent who has a serious health condition; or
- When the employee is unable to work because of a serious health condition.

When FMLA Leave applies, an employee will be entitled to up to twelve workweeks of unpaid leave during a 12-month period. The period during which an employee may take FMLA Leave will be determined on a rolling basis, measured backwards from the date upon which an employee uses any leave. For instance, an employee requiring FMLA Leave in April will be entitled to up to twelve workweeks of leave less any leave taken since April of the prior year.

If the District employs both spouses, their combined leave cannot exceed twelve workweeks when the leave is taken for a reason other than for the illness of the employee, child or spouse.

Eligibility Requirements: In order for an employee to be eligible for FMLA Leave, he or she must have been employed by the school District for no less than twelve months and worked at least 1,250 hours in the twelve months just before the beginning of the leave.

Serious Health Condition: A serious health condition is an illness, injury, impairment or physical or mental condition involving continuing treatment by a health care provider, or any period of incapacity or treatment related to in-patient care (i.e., overnight stay) in a hospital, hospice or residential medical care facility. Continuing treatment entails:

- A period of incapacity requiring absence from work, school or other regular daily activities of more than three consecutive calendar days and subsequent

treatment or period of incapacity relating to the same condition that also includes continuing treatment by a health care provider;

- A period of incapacity due to pregnancy or prenatal care, or treatment for a chronic serious health condition, such as asthma or diabetes, which required periodic visits to a health care provider and may involve occasional episodes of incapacity; or
- Incapacity that is permanent or long-term due to a condition for which treatment may not be effective, such as terminal cancer or Alzheimer's disease.

An employee who needs to know whether he or she has a health condition that would qualify for him or her for FMLA leave should contact the Superintendent, who can provide forms to take to the employee's health care provider for this purpose.

Intermittent Leave/Reduced Hours: Leave taken intermittently or on a reduced work schedule is permitted under this policy only when medically necessary. In these cases, the employee's leave will be charged against the employee's FMLA entitlement in units of one hour. That is, an employee who takes two and one-half hours of leave as intermittent FMLA Leave will be charged three hours of FMLA Leave. This provision will have no effect on any collective bargaining agreement provisions that may provide differently for the crediting of other leave.

Unless a collective bargaining agreement provides otherwise, if the District determines that the intermittent leave would be disruptive to school operations, the District may require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent or reduced hours leave. The temporary position will have rank, pay and benefits equivalent to the employee's regular job.

Special rules affecting intermittent leave, leave on reduced leave schedule, or leave near the end of an academic term apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students, which includes not only teachers, but also athletic coaches, driving instructors and special education assistants.

Some instructional employees requesting intermittent leave or a reduced scheduled leave may be required to choose between taking leave for the entire period of the intermittent leave or transferring temporarily to an alternative position for which the employee is qualified. This will occur in those situations where the leave is foreseeable based on planned medical treatment and the intermittent leave would involve the employee being absent for more than twenty (20%) percent of the working days during the period over which the leave extends.

An instructional employee requesting leave near the end of an academic term may be required to remain on leave through the end of the term. Whether an instructional employee will be required to do so will depend on when the leave is requested and the number of weeks remaining in the term. Instructional employees requesting intermittent leave, reduced schedule leave, or leave near the end of an academic term and having questions regarding these restrictions should contact the Superintendent.

Paid Leave Substituted for (Runs Concurrently with) FMLA Leave: The federal FMLA regulations refer to "substituting" leave. This means the same thing as having two or more types of leave run concurrently. Unless an employee is on leave for his or her own serious health condition and is receiving workers' compensation or pension disability benefits, earned-paid leave will be substituted for FMLA leave and charged against the employee's FMLA Leave entitlement as set forth below.

- Vacation and personal leave will be substituted when an employee cares for his or her child after the birth or placement for adoption or foster care; and/or when an employee cares for his or her spouse, son, daughter or parent who has a serious health condition.
- Vacation, personal and sick leave will be substituted when the employee is unable to work because of a serious health condition.

An employee on leave for his or her own serious health condition and receiving workers' compensation or pension disability benefits, will have such leave charged against his or her FMLA entitlement.

In the event that no paid leave is available to an employee to substitute for FMLA Leave, FMLA Leave will be unpaid. The District's policies, practices and collective bargaining agreements control whether an employee has accrued paid leave.

The employee will be notified that paid leave is being substituted for, and counted against, FMLA leave. Under most circumstances, this notice will be provided within two business days of the District learning that the leave is being taken for an FMLA required reason.

Unpaid Leave Applied Toward FMLA Entitlement: In all cases where an employee is taking an unpaid child rearing leave, unpaid special leave, or other unpaid leave granted at the discretion of the District and such leave would also qualify as FMLA leave, the leave will be counted against an employee's total FMLA entitlement.

Advance Notice: A request for FMLA Leave must be made at least thirty days before the date on which the leave will begin unless the need is not foreseeable. When planning medical treatment, the employee must consult with the District and make a reasonable effort to schedule the leave so as to meet the approval of his or her health

care provider without unduly disrupting school operations. If the need for FMLA Leave is not foreseeable, the request must be made as early as possible, normally no more than one or two business days after learning when leave must be taken. Exceptions will be made only in extraordinary circumstances.

Retroactive Designation of FMLA Leave: The District may retroactively designate leave under certain circumstances. Examples include, but are not limited to: instances where the District just learns that the employee's leave qualifies for FMLA; where a sick leave becomes a serious health condition; where the District is in the process of confirming that the leave qualifies under the FMLA.

Medical Certification: When an employee requests a leave based on a family member's or an employee's own serious health condition, he or she must support the request with a written certification from a health care provider. The medical certification must explain the reason for the leave and the date(s), length and nature of leave anticipated.

When the leave is planned, the employee should provide the medical certification with the request, and if not with the request, before the leave begins. When the leave is not foreseeable, the employee must provide medical certification within 15 calendar days after the certification is requested, or as soon thereafter as reasonably possible. Delay in providing the certification could impact the start or continuation of leave. Failure to provide certification could result in the leave being treated as an unexcused absence. The District may require an employee to obtain a second or third opinion at the District's expense, depending on the particular circumstances of the individual case. The District shall designate the health care provider to furnish the second opinion. The health care provider for the third opinion must be approved by both the employee and the District.

Other Medical Certification: While an employee is out on leave, the District may require additional reports regarding the employee's status and intent to return to work, which may include re-certification(s) from a health care provider under certain circumstances.

Health Insurance: The District will normally continue health benefits during an employee's FMLA Leave. Employees making premium contributions to their health benefits must continue to do so, or coverage may be lost. If paid leave is substituted for FMLA Leave, any premium contributions will be paid by the method used prior to the leave (e.g., payroll deduction). If the FMLA Leave is unpaid, insurance payments must be paid in the manner the District designates. The District will notify the employee in writing of the terms and conditions by which these payments must be made. If an employee is able to return to work after the expiration of the leave but chooses not to, the employee will be required to reimburse the District for premiums the District paid to maintain his or her health coverage under certain circumstances.

Other Benefits: During FMLA leave, the employee shall not accrue any additional benefits unless otherwise provided for by contract or district policy. Employment benefits accrued by the employee up to the day on which the FMLA leave of absence begins will be available upon return from leave.

With respect to pension and retirement plans, FMLA leave will be treated as continued service for purposes of vesting and eligibility to participate.

Return to Work: An employee who took leave because of his or her own serious health condition may be required to provide a fitness-for-duty certification (medical clearance) before returning to work.

An employee returning from FMLA Leave will be returned to his or her same job position or to an equivalent position. If the employee would not have been employed at the time he or she returned to work, then the District may not reinstate him or her. For example, the District has no obligation to reinstate an employee who would have been laid off during his or her FMLA Leave.

Some higher-paid employees are considered "key employees". Such an employee will be advised at the beginning of his or her FMLA leave that he or she is a key employee and, on that basis, may be denied restoration if it will cause substantial and grievous economic injury to the District.

An employee who is unable to return to work after exhausting his or her FMLA Leave entitlement or who would not otherwise have been employed, will be separated from employment, unless the District has granted an extension to the leave.

Pregnancy-related Leave and Transfer: Employees are entitled to leaves of absence for disability resulting from pregnancy, which may occur both before and after the birth of the child. An employee taking such leave must provide a medical certification from a health care provider in the same manner she would for FMLA leave.

When an employee's disability also qualifies as both serious health condition under this policy, the two types of leave will run at the same time. When this happens, the leave will be counted against the employee's FMLA leave entitlement. While on pregnancy-related disability leave, an employee will be eligible to receive the same disability benefits as an employee on a medical leave of absence. In the event no paid days are available, the leave will be unpaid. Return to work FMLA entitlements apply.

Adopted 6/7/05

**Please Note: These minutes are pending Board approval.
Board of Education
Newtown, Connecticut**

Minutes of the Board of Education meeting held on August 22, 2023 at 7:00 p.m. in the Council Chambers, 3 Primrose Street.

D. Zukowski, Chair	C. Melillo
J. Vouros, Vice Chair	A. Uberti
D. Ramsey, Secretary	T. Vadas
D. Cruson	1 Public
A. Plante	
T. Higgins	
S. Tomai (absent)	

Ms. Zukowski called the meeting to order at 7:01 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Consent Agenda

MOTION: Mr. Ramsey moved that the Board of Education approve the consent agenda which includes the correspondence report. Mr. Cruson seconded. Motion passes unanimously.

Item 3 – Public Participation

Item 4 – Reports

Chair Report: Ms. Zukowski spoke about the new school year. She has been in contact with other boards on how to go forward with the non-lapsing account. The recommendation was to have a tri-board meeting on September 20, which is the date of the Legislative Council meeting. The Board would need a quorum for this meeting.

Superintendent's Report: Mr. Melillo spoke about the August 24 convocation. The first day of school for students is August 30. He walked through Hawley School today and spoke about the school's reopening with a state of the art HVAC system.

Committee Reports:

Mr. Cruson reported on the two previous policy committee meetings. The employee-based policies are finished and they discussed the bylaws about filling vacancies. They will begin going through the 6000 series instruction policies.

Mrs. Plante reported on the CFF meeting last week where they reviewed the financial reports. They will be requesting the balance of \$184,274 to go into the Non-lapsing account. They reviewed the CIP with substantial projects coming up and summer and fall work.

Action on June 30, 2023 Year-end Financial Report:

MOTION: Mr. Ramsey moved that the Board of Education approve the June 30, 2023 Year-end Financial Report and transfers. Mr. Cruson seconded.

Mrs. Vadas spoke about the closing of the budget year.

Motion passes unanimously.

Financial Report and Transfers Month Ending July 31, 2023:

MOTION: Mr. Ramsey moved that the Board of Education approve the Financial Report and Transfers for the month ending July 31, 2023. Mr. Cruson seconded.

Mrs. Vadas spoke about the financial report and transfers.

Motion passes unanimously.

Item 5 – Presentations

Facilities Report:

MOTION: Mr. Cruson moved to table the facilities report. Mr. Vouros seconded. Motion passes unanimously.

Item 6 - Old Business

Discussion of CIP:

John Barlow, Director of Facilities, spoke about the CFF Committee's discussion of the CIP. The big discussion was over the middle school HVAC so \$12M was moved up one year to 2026-27 pending the results of the engineering costs which is currently funded. We met with contractors today and within six months we should have a solid estimate.

Mr. Ramsey asked about the middle school work in year three.

Mr. Barlow said it was just a placeholder because we aren't sure what the engineering cost will be. It's an indoor quality improvement for the entire facility.

Mrs. Vadas said we had \$450,000 bonded in this current year. There are a lot of moving pieces and high costs involved. We put \$12M in as a placeholder but a lot of information will come out of the design building which will take a few months.

Mr. Barlow said the \$450,000 was just for CM costs for the project. He was concerned with that amount being spent to find out this may be a no project. We opted to get a solid estimate to determine the direction of the project. It could be a \$24M to \$30M project just for air conditioning and air quality.

Mr. Higgins asked what data or thinking led him to the concern that this could be a no project to pivot the spend of the \$450,000.

Mr. Barlow said the facility has other condition issues besides air quality and to spend that much on air conditioning and not addressing other issues would not be money well spent. He suggested having a study of all of the buildings and look at all issues.

Mr. Higgins clarified Mr. Barlow's comments that it didn't make sense to spend \$25M when we have other facility concerns. He feels the two issues are first that it will cost a lot more than \$12M, and second will it make sense to spend more if we aren't addressing the other issues that wouldn't be addressed by the \$12M or \$25M.

Mr. Barlow said the bonding for any year is \$10M so the \$12M request is over the bonding amount. That's why we need to look at other conditions in the facility.

Mr. Higgins asked him to highlight other facility issues in the building to see if this project would make sense.

Mr. Barlow said there are some envelop issues with the building as well as ground water issues and a lot of inside conditions such as classroom issues.

Ms. Zukowski said the \$450,000 was for a design build and engineering study for the middle school. Next year is a no bonding year so we have time. If the facility assessment says the concerns can be addressed then the engineering study can begin.

Mr. Barlow noted that the facilities study provides the road map and how much it would cost to make suggested repairs. If the facility study comes back and says it needs \$50M of work not including air conditioning and air quality, which might be \$25M, is it worth putting \$75M into that building.

Mr. Melillo said we are lacking necessary information to make decisions. The State has made an investment in HVAC. Maybe we are looking at just an air conditioning project or an air purification project or a new construction project with State reimbursement. We don't have a price and we don't know what is necessary for the school.

Mrs. Vadas said the CIP moves forward to Board of Finance and then to the Legislative Council. We put the \$24M in to earmark that it's being looked at.

Ms. Zukowski said the Board would vote on the CIP at the next meeting.

Mr. Barlow spoke to the Town Financial Director who said we had to put a number down so we increased it as a placeholder.

Mr. Higgins asked if there was a downside in not including the number.

Ms. Zukowski said there is a huge downside because by the time you get to the top two years of the CIP it's had many years of planning and the concern is the other boards may put in a big ticket item in year two. You also don't know the actual cost until you get the engineering study. They know that these are placeholders.

Mr. Higgins said it doesn't sound like a placeholder but a warning that there are potentially tens of millions of dollars of problems coming our way. The problems will have to be addressed. That seems to be the biggest value of including a larger number rather than a smaller number.

Mr. Melillo said this past year the State had an HVAC grant but required projects that were ready to go. The turnaround time was not enough time to get the grant submitted. The State provides reimbursement on new construction and like-new construction.

Mr. Barlow said the general reimbursement for Newtown is 35%. For new construction it would be 25%.

MOTION: Mr. Cruson moved to take the facilities report off the table. Mr. Ramsey seconded.

Item 5 – Presentations

Facilities Update:

Mr. Barlow spoke about the talented maintenance department and amazing custodial team, and provided an update on the summer facilities projects. He feels it is important to have a roadmap as to where the district will go with their facilities needs assessment which looks at enrollment and all building conditions. They develop a plan with engineering reviews of the buildings and come up with a professional estimate of what these things would cost.

Mr. Cruson asked the cost for the facilities study.

Mr. Barlow said it was \$128,000 for eight schools in his previous district but they didn't use \$25,000 of it because they had a new high school and middle school being built. It was about \$103,000 to do the eight buildings. It's a three or four month process.

Mr. Higgins asked if Mr. Barlow was suggesting that some of the money for the engineering study be repurposed for the facility review and if he knew the last time our buildings were reviewed.

Mr. Barlow said it was over 10 years ago as the State requires this every 10 years. He is not suggesting using the \$450,000 for the middle school without a direct request.

Mrs. Vadas it would be difficult to get that study in the next six months because of the cost. We were thinking of adding it to the operational plan.

Policy 4-118.239:

MOTION: Mr. Ramsey moved that the Board of Education rescind Policy 4-118.239 Required COVID-19 Vaccinations. Mr. Higgins seconded. Motion passes unanimously.

Item 7 – New Business

Transportation Update:

Mrs. Vadas spoke about the All-Star recruiting campaign. Their jobs are posted on Indeed and social media. They have attended recruiting events, had miscellaneous ad campaigns, distributed digital flyers, and gave them to the local VA to hire veterans. There is also a video at the Edmond Town Hall theater. As of yesterday we have 54 drivers and three definite spare drivers. We have every route filled.

Mr. Ramsey asked about ride times and the number of stops especially for young students. Mrs. Vadas said they did a study and the goal is to keep ride times under one hour and we still maintain that.

Mr. Ramsey noted that buses stop at every driveway and if there was any tolerance to not stopping at each house to reduce the ride time.

Mrs. Vadas said that was a tough call but there are some consolidated stops.

Mr. Cruson said we have some streets that are very narrow with blind curves so walking to another stop is a safety issue.

Mr. Higgins asked if it was a policy to stop at each driveway and who decides where we are stopping.

Mrs. Vadas said we look at safety for the stops.

Mr. Cruson said there are some State laws they have to follow. We don't have a policy and the stops are up to All-Star.

Mr. Vouros wasn't sure if All-Star was doing anything about the routes but they are stopping at each house and he asked why this continues.

Mrs. Vadas noted that some parents call in with valid concerns.

Ms. Zukowski said she has seen buses pick up students at each house on Main Street which has sidewalks and no safety concerns. We should look at these to help reduce the ride time for younger students.

Mrs. Vadas suggested to wait until the buses start running and then look at the ride times. The drivers don't want to be out too long either because they have another run.

Mr. Vouros wants to be at the meeting with All-Star when this is discussed. Stopping at every house also affects traffic.

Mr. Higgins would appreciate a definitive answer on how, from a process point of view, these type of decisions are made and if we give them feedback.

Mr. Cruson said the Board does not take oversight on the routes.

Mr. Higgins wants to understand how the decisions are made with the routes.

Mr. Melillo said we rely on All-Star to be the transportation advisor. A list is generated from the computer but they have to take issues into account such as picking up a student with a disability. He agrees to see how the routes are after school opens and then bring All-Star in. We will monitor them for a 10-day period. Parents want door-to-door service but we want efficient runs and students to get home at a reasonable hour. We post our routes in The Bee

and they have to send it out to another building to print so they needed them early which gave us less time to review them.

Mr. Cruson said routing is in their contract. He agrees to have the administration involved.

Mr. Higgins asked where The Bee requirement came from.

Mr. Melillo said we don't have to post the routes with them but historically it's a tradition to help families but it's a detriment if they are incorrect.

Unexpended Funds for the Non-lapsing Account:

MOTION: Mr. Ramsey moved that the Board of Education approve the request for the unexpended funds from the 2022-2023 budget be deposited in the Non-lapsing Account.

Mr. Cruson seconded.

Mrs. Vadas reported that the Non-lapsing Fund is only used for education. The unexpended balance is \$184,274. If approved by the Board the request will be sent to the Board of Finance and Legislative Council with the total balance of \$659,441. She is also recommending \$100,000 go into the reserve for special education which brings it to \$300,000.

Ms. Zukowski said last year we spoke about using money for the chillers of \$240,000 leaving \$119,441 left unassigned. Now we have a facilities report to pay for and asked if it would make sense to ask for the \$84,000 and use it for the facilities report.

Mrs. Vadas felt it would be good to reserve a portion for that even though we don't know the full amount. The Reed chiller is off the table now through the Non-lapsing account because it's on the CIP.

Mr. Higgins asked how to turn this conversation into an action.

Mrs. Vadas said it has to be voted on by the Board of Education and then goes to the Board of Finance and Legislative Council through a letter from us stating what we need to be deposited.

Ms. Zukowski suggested recommending to the administrators that the assessment money should be spent now and request that \$84,000 be used for this study and write that in a letter to them.

Mr. Cruson expressed concern using \$84,000 from the non-lapsing account when we only have \$119,441 left and not having money to fall back on if there's an emergency.

Mr. Melillo noted that we have a surplus of \$184,000 and are still putting in \$100,000 for special education. We could earmark it for the study and \$84,000 will pay for most of it. We have \$260,000 to earmark for the chiller and the 84,000 will be there for most of the study.

Mr. Higgins clarified that we are taking \$80,000 for the study and we can always ask for additional \$40,000 from the chiller cost.

Mrs. Vadas recommended including the \$100,000 for special education in the letter. The study doesn't need to be in the letter because our needs could change.

Mr. Higgins verified that we are being asked to approve the transfer of funds into this account. He is hearing why not transfer \$100,000 and use the rest for the study.

Mr. Melillo said we can't use last year's funds for this year's expenses. We can put it in the non-lapsing account as unmarked to be used for education expenses.

Mr. Ramsey read the motion again and Mr. Vouros seconded. Motion passes unanimously.

Authorization of Signatures Requirement:

Motion: Mr. Ramsey moved that the Board of Education authorize Christopher Melillo and/or Tanja Vadas, individually or jointly as may be required to execute agreements, to apply for grants, or to sign other documents as may be necessary in the normal course of the school system's business, including documents that support the adopted budget or that implement the Board's established policies or programs. This authorization does not extend to those agreements or other documents which require specific, formal approval of the Board of Education and/or the signature of the Board chairman or other officer of the Board of Education. Mr. Cruson seconded. Motion passes unanimously.

First Read of Policies:

Mr. Cruson spoke about each policy.

Policy 4148.1 and 4248.1 First Aid and Emergency Care and the Role of the School Nurse came before the committee with Anne Dalton and Karen Powell. This defines the role of the school nurse.

Policy 4-607 Safety, First Aid and Emergency Care is to be rescinded because it rolled into the previous policy.

Policy 4-607.1 Safety, First Aid and Emergency Care Procedures is to be rescinded because of the new policy.

Policy 4152.6/4252.6 Family and Medical Leave is a new policy to and they worked with Suzanne D'Eramo and solidified the State laws.

Policy 4-112 Family and Medical Leave to be rescind and replaced with the new policy.

July 11, 2023 Minutes:

MOTION: Mr. Ramsey moved that the Board of Education approve the minutes of July 11, 2023. Mr. Cruson seconded. Motion passes unanimously.

Item 8 – Public Participation

MOTION: Mr. Vouros moved to adjourn. Mr. Higgins seconded. Motion passes unanimously.

Item 9 – Adjournment

The meeting adjourned at 9:24 p.m.

Respectfully submitted:

Donald Ramsey
Secretary