REGINAL SCHOOL DISTRICT #10
Regular Meeting of the Board of Education
Har-Bur Middle School Learning Center
24 Lyon Road, Burlington, CT 06013
Monday, December 10, 2018
7:00 p.m. - Meeting
AGENDA

I. Call to order

II. Pledge of Allegiance

III. Invited Guests:
   A. Girls' Soccer Team/Class M State Championship
   B. Civics Action Projects

IV. Communications:
   A. Superintendent's Report
   B. Student Representative's Reports

V. Approval of Board of Education Minutes for: (Enclosure 1)
   • Special meeting dated Monday, November 12, 2018, 6:00 p.m.
   • Regular meeting dated Monday, November 12, 2018, 7:00 p.m.
   • Special meeting dated Wednesday, November 14, 2018

VI. Consent Agenda:
   A. Approval of the Financial Reports dated November 2018 (Enclosure 2)
   B. Leaves of Absence:
      1. Meredith Porri, English Teacher, Lewis S. Mills High School, effective April 25, 2019 until the end of the school year
      2. Jill Solek, Kindergarten Teacher, Lake Garda School, October 16, 2018 until January 2, 2019
   C. Resignations: n/a
   D. Retirements: n/a
   E. Appointments: n/a

VII. Public Participation - The Region 10 Board of Education welcomes public participation.
   • Observers are always welcome
The following guidelines are to assist those who wish to speak during the Public Participation Session:

A speakers' sign-in list is always available prior to the start of the meeting. Please sign-in if you plan to address the Board of Education.

- Speakers are welcome to offer objective comments and/or suggestions to help improve school operations and programs.
- Expression of personal complaints should be directed to the appropriate Region 10 administrator via an appointment, telephone call, e-mail, or a letter.
- **Personnel matters or concerns regarding a student(s) will not be discussed.**
- Questions and or comments about pending litigation will not be discussed at Board of Education meetings.
- When the Board Chairman recognizes you to speak...State your name and address for the record.
- Students please state only your name.

The Board Chair has the discretion to limit comment time. Generally three (3) minutes per speaker is allotted. The Chair may allow additional time.

- Written statements are always welcome and copies are always provided to Board of Education Members.
- **Immediate replies to questions and concerns should not be expected. and will be delivered strictly on an as-available basis, at the discretion of the Chair.**

VIII. Actions:
A. World Language Department field trip to China April 8-18, 2020 (Second review; action anticipated) J. Tenney (Enclosure 3)
C. Superintendent’s Evaluation (Action Anticipated) P. Omichinski

IX. Business:
A. Teacher Leadership Council Monthly Update: C. Burke
B. Policy 4118.25 Reporting Child Abuse and Neglect (First review, no action anticipated) L. Carabis (Enclosure 4)
C. Policy 5141.21 Administration of Student Medication in the Schools (First review, no action anticipated) L. Carabis (Enclosure 5)
D. Policy 5144 Use of Restraint and Seclusion (First review, no action anticipated) L. Carabis (Enclosure 6)
E. Board Committee Member List (Enclosure 7)
X. Committee Reports:
   A. Facilities
   B. Curriculum
   C. Superintendent’s Evaluation
   D. Finance Committee
   E. CREC
   F. Technology
   G. Diversity Committee

XI. Next Meeting:
The next regularly scheduled meeting of the Board of Education will be held on Monday, January 14, 2019, 7:00 p.m., Har-Bur Middle School Learning Center

XII. Adjourn

<table>
<thead>
<tr>
<th>Items for Future Board of Education Agendas</th>
<th>Anticipated Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/2021 Region 10 Calendar</td>
<td>February 2019</td>
</tr>
<tr>
<td>Concussion Update</td>
<td>February 2019 (End-of-Season)</td>
</tr>
<tr>
<td>Professional Development Update (1/2 days)</td>
<td>June 2019</td>
</tr>
<tr>
<td>Policy 5113.1 Non-Resident Twelfth Grade Student Attendance</td>
<td>June 2019</td>
</tr>
<tr>
<td>Fields Update</td>
<td>August 2019</td>
</tr>
</tbody>
</table>

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Additionally, Robert’s Rules in brief advises “The name and subject of a guest speaker or other program may be given, but no summary of the talk.” [RONR18 page 149]

Both books can be found at our local libraries for anyone interested in more information.

RSD10 Chair
REGIONAL SCHOOL DISTRICT #10
Special Meeting of the Board of Education
Board of Education/Central Office
24 Lyon Road
Burlington, CT 06013
Monday, November 12, 2018
6:00 p.m.

UNOFFICIAL MINUTES

Board Members Present:
Thomas Fausel, Chairman
Bruce Guillemette, Vice Chairman
Dean Cowger
John Vecchitto
Wendy Darasz
Brooke Joiner
Paul Omichinski

Absent:
John Goodno
Eleanor Parente
Assuntina (Susan) Baccaro

Also Present:
Alan Beitman, Superintendent
Michael Ceccorulli; Attorney for the Board; Pullman & Comley, LLC

I. Board Chairman, Thomas Fausel, called the meeting to order at 6:00 p.m.

II. Mr. Fausel led the Pledge of Allegiance

III. A motion was made by Paul Omichinski and seconded by John Vecchitto to enter into Executive Session at 6:05 p.m. to discuss matters regarding an offer to donate real estate to the district.

The Board invited Superintendent Alan Beitman into executive session attorney Michael Ceccorulli.

Public Session

Return to Public Session at 6:40 p.m.

IV. Motion
There was no motion
V. Adjourn
A motion was made by Bruce Guillemette and seconded by Brooke Joiner to adjourn the meeting at 6:40 p.m.; all in favor; none opposed; motion carried unanimously.

Respectfully submitted,

_________________________________________
Eleanor Parente, Secretary

_________________________________________
Date

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RSD10 Chair
REGIONAL SCHOOL DISTRICT #10
Regular Meeting of the Board of Education
The Learning Center
Har-Bur Middle School
26 Lyon Road, Burlington, CT 06013
Monday, November 12, 2018
7:00 p.m.

UNOFFICIAL MINUTES

Board Members Present:
Thomas Fausel, Chairman
Bruce Guillemette, Vice Chairman
John Vecchitto
Dean Cowger
Wendy Darasz
Brooke Joiner
Paul Omichinski
Assuntina (Susan) Baccaro
John Goodno
Eleanor Parente

Absent:
N/A

Also Present:
Alan Beitman, Superintendent of Schools
Cheri Burke, Director of Student Learning
Susan Laone, Director of Finance and Operations
Sam Dorman, Senior Student Representative
Kathryn Bergstrom, Junior Student Representative
Patricia George, Recording Secretary

<table>
<thead>
<tr>
<th>Call to Order</th>
<th>The meeting was called to order by Chairman Thomas Fausel at 7:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pledge of Allegiance</td>
<td>The Pledge of Allegiance was cited</td>
</tr>
</tbody>
</table>
| Communications | **Superintendent's Report:**
With Thanksgiving just a week away and the budget season in full swing, Susan Laone, Director of Finance and Operations, as well as, David Fortin, the Director of Facilities along with building administrators have begun working on a five-year plan for the district.
**Invited Guests: Elected Officials**

It has been an annual practice of Region 10 administration and the Board of Education to invite elected officials from the Harwinton and Burlington communities as part of the initial budget process for the ensuing year.

Several officials were in attendance including First Selectmen, Michael Criss and Theodore Shafer. Each provided an overview, or snapshot, of their town's financial standing and demographics. This information is highly considered when developing the new plan.

Other officials in attendance were Peter B. Thierry, Harwinton Board of Finance and Thomas Zabel, Burlington Selectman.

**Student Representatives’ Reports:**
A number of high school activities were noted including the November 1st application deadline for colleges, upcoming Mr. Mills contest, the annual Veterans’ day assembly and the conclusion of the fall sports season.

**Break**

**Approval of Minutes**

A **motion** was made by Paul Omichinski and seconded by Bruce Guillemette to accept/approve the minutes as presented; all in favor; none opposed; John Goodno and Susan Baccarco abstained; motion carried.

**Minutes:**
- Regular meeting of the Board dated Monday, October 1, 2018
- Transportation Committee dated Tuesday, October 9, 2018
- Technology Committee dated Monday, October 14, 2018

**Consent Agenda**

A **motion** to approve the consent agenda as presented was made by Bruce Guillemette and seconded by Paul Omichinski; all in favor; none opposed; motion carried unanimously.

**Consent Agenda Items:**
- Financials dated October 2018
- Leaves of Absence
- Resignations
- Appointments

Highlighted was the appointment of Joseph Masi as the new principal of Har-Bur Middle School commencing in January. For the record there were no retirements.
<table>
<thead>
<tr>
<th><strong>Public Participation</strong></th>
<th>There was no public participation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Items</strong></td>
<td></td>
</tr>
<tr>
<td><strong>2019/2020 Regular Meetings of the Board of Education:</strong></td>
<td>A motion was made by Eleanor Parente and seconded by John Vecchitto to accept/approve the 2019/2020 Regular Meeting dates as presented; all in favor; none opposed; motion carried unanimously.</td>
</tr>
<tr>
<td></td>
<td><strong>National High School Model United Nations Field Trip:</strong></td>
</tr>
<tr>
<td></td>
<td>A motion was made by Susan Baccaro and seconded by Bruce Guillemette to accept/approve the United Nations field trip as presented; all in favor; none opposed; motion carried unanimously.</td>
</tr>
<tr>
<td></td>
<td><strong>World Language Department Field Trips to Spain and France:</strong></td>
</tr>
<tr>
<td></td>
<td>A motion was made by Bruce Guillemette and seconded by John Vecchitto to accept/approve the field trips to Spain and France as presented; all in favor; none opposed; motion carried unanimously.</td>
</tr>
<tr>
<td><strong>Business</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Teacher Leadership Council Monthly Update:</strong></td>
<td>Ms. Cheri Burke, the Director of Student Learning, spoke on behalf of the committee. Their first task was the development of an assessment to gather feedback for early release professional development days as promised to the Board for their approval of those additional days. Currently working on collecting the data and looking at the impact on student learning and teachers' professional growth.</td>
</tr>
<tr>
<td></td>
<td><strong>World Language Department Field Trip to China:</strong></td>
</tr>
<tr>
<td></td>
<td>Several initial concerns were raised including health care protocols and in country air travel, specifically the maintenance and safety records.</td>
</tr>
</tbody>
</table>
The proposal is expected to return on the December board agenda as a second review and action item.

**Board Committees:**

The latest committee roster with its respective participants was made available to Board members. Newly appointed board member Dean Cowger expressed an interest in several committees and was to share his requests with the Chairman. Superintendent Beitman conveyed that he would like to have the committees finalized at December meeting.

Anticipated as a second review and action item in December.

**District Assessment Date:**

Ms. Cheri Burke, the Director of Student Learning, provided a presentation on state summative assessments for Smarter Balance, SAT, PSAT, and AP testing.

Invited to participate in the presentation was Christopher Weaver who was instrumental in pulling the data together; elementary principals, Stefanie Anderson and Megan Mazzei; and high school principal, Chris Rau.

The overall assumption is Region10 students are performing as well and better than neighboring school districts. Technology use and experience is crucial and continued growth in the area of math is essential.

<table>
<thead>
<tr>
<th><strong>Board Committee Reports</strong></th>
<th><strong>Facilities:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Anticipating a meeting to prep for the budget</td>
</tr>
</tbody>
</table>

**Curriculum:**

Meeting November 28th

**Superintendent's Evaluation:**

Meeting planned for later this week

**Finance Committee:**

No report

**CREC:**

Sustainability resolution was made available by Superintendent Beitman; First legislative meeting is scheduled for next week
**Technology:**
Thomas Fausel offered a brief commentary.

Met on October 15th – What are we using? What software? What is appropriate use of technology at grade level and the training necessary?

Grade level expectations and the professional development around that.

Next meeting is scheduled for December 10th at 6:00 p.m.

BAK USA suddenly out of business. The good news is Microsoft will continue to support the district.

**Diversity**

Newly established committee

<table>
<thead>
<tr>
<th>Upcoming Meetings</th>
<th>Regular Meeting Monday, December 10, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adjourn</strong></td>
<td>A motion was made by Bruce Guillemette and seconded by Paul Omichinski to adjourn the meeting at 9:13 p.m.; all in favor; none opposed; motion carried unanimously.</td>
</tr>
</tbody>
</table>

Respectfully submitted,

___________________________________________
Eleanor Parente, Secretary                      
Date

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RSD10 Chair
UNOFFICIAL MINUTES

Board Members Present:
Thomas Fausel, Chairman
Bruce Guillemette, Vice Chairman
John Vecchitto
Paul Omichinski
Eleanor Parente
Wendy Darasz
Brooke Joiner
Assuntina (Susan) Baccaro

Absent:
John Goodno
Dean Cowger

Also Present: N/A

I. Board Chairman, Thomas Fausel, called the meeting to order at 6:37 p.m.

II. Mr. Fausel led the Pledge of Allegiance

III. A motion was made by Paul Omichinski and seconded by Eleanor Parente to enter into Executive Session at 6:37 p.m. for the purpose of discussing the evaluation of a public employee, Superintendent Alan Beitman.

Public Session
Returned to public session at 8:43 p.m.

IV. Motion
There was no motion
V. Adjourn
A motion was made by Bruce Guillemette and seconded by John Vecchitto to adjourn the meeting at 8:44 p.m.; all in favor; none opposed; motion carried unanimously.

Respectfully submitted,

Eleanor Parente, Secretary

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RSD10 Chair
<table>
<thead>
<tr>
<th>ITEM</th>
<th>2018-2019 BUDGET</th>
<th>RECEIVED Y.T.D</th>
<th>%</th>
<th>REMAINING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURLINGTON</td>
<td>$26,428,397.00</td>
<td>$11,167,419.00</td>
<td>42.26%</td>
<td>$15,260,978.00</td>
</tr>
<tr>
<td>HARWINTON</td>
<td>$13,146,345.00</td>
<td>$5,555,037.00</td>
<td>42.26%</td>
<td>$7,591,308.00</td>
</tr>
<tr>
<td>INTEREST</td>
<td>$20,000.00</td>
<td>$18,919.48</td>
<td>94.60%</td>
<td>$1,080.52</td>
</tr>
<tr>
<td>TUITION</td>
<td>$82,000.00</td>
<td>$13,495.60</td>
<td>16.46%</td>
<td>$68,504.40</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>PRIOR YEAR SURPLUS</td>
<td>$227,165.00</td>
<td>$-</td>
<td>0.00%</td>
<td>$227,165.00</td>
</tr>
</tbody>
</table>

TOTAL OPERATING REVENUE $39,903,907.00 $16,754,871.08 $23,149,035.92
## Regional School District #10
### Expenditure Report by Object
#### November 30, 2018

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget 2018-19</th>
<th>Expended To Date</th>
<th>Encumbered To Date</th>
<th>Total Expend &amp; Enc</th>
<th>% Expended and/or Encumb. To Date</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 Certified Personnel</td>
<td>$18,860,499</td>
<td>$5,556,786</td>
<td>$12,900,286</td>
<td>$18,457,072</td>
<td>97.86%</td>
<td>$403,427</td>
</tr>
<tr>
<td>112 Non-Cert. Personnel</td>
<td>$4,927,864</td>
<td>$1,749,559</td>
<td>$3,195,730</td>
<td>$4,945,289</td>
<td>100.35%</td>
<td>(17,425)</td>
</tr>
<tr>
<td>120 Temporary Wages</td>
<td>295,000</td>
<td>91,712</td>
<td>-</td>
<td>91,712</td>
<td>31.09%</td>
<td>203,288</td>
</tr>
<tr>
<td><strong>Total Personnel:</strong></td>
<td><strong>$24,083,363</strong></td>
<td><strong>$7,398,057</strong></td>
<td><strong>$16,096,016</strong></td>
<td><strong>$23,494,073</strong></td>
<td>97.55%</td>
<td><strong>$589,290</strong></td>
</tr>
<tr>
<td>210 Group Disability Insurance</td>
<td>$24,000</td>
<td>$6,339</td>
<td>-</td>
<td>6,339</td>
<td>26.41%</td>
<td>$17,661</td>
</tr>
<tr>
<td>220 Social Security</td>
<td>729,912</td>
<td>245,210</td>
<td>267</td>
<td>245,477</td>
<td>33.63%</td>
<td>484,435</td>
</tr>
<tr>
<td>230 Retirement Contributions</td>
<td>260,000</td>
<td>38,478</td>
<td>218,036</td>
<td>256,514</td>
<td>98.66%</td>
<td>3,486</td>
</tr>
<tr>
<td>240 Tuition Reimbursement</td>
<td>11,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>11,000</td>
</tr>
<tr>
<td>250 Unemployment Comp.</td>
<td>80,000</td>
<td>18,944</td>
<td>1,980</td>
<td>20,924</td>
<td>26.16%</td>
<td>59,076</td>
</tr>
<tr>
<td>260 Workers Compensation</td>
<td>224,500</td>
<td>135,817</td>
<td>88,327</td>
<td>224,144</td>
<td>99.84%</td>
<td>356</td>
</tr>
<tr>
<td>270 Health/Life Benefits</td>
<td>4,250,000</td>
<td>2,156,930</td>
<td>10,777</td>
<td>2,167,707</td>
<td>51.00%</td>
<td>2,082,393</td>
</tr>
<tr>
<td><strong>Total Benefits:</strong></td>
<td><strong>$5,579,412</strong></td>
<td><strong>$2,681,718</strong></td>
<td><strong>$319,387</strong></td>
<td><strong>$2,921,105</strong></td>
<td>52.36%</td>
<td><strong>$2,658,307</strong></td>
</tr>
<tr>
<td>310 Admin. Services</td>
<td>72,900</td>
<td>21,941</td>
<td>158</td>
<td>22,099</td>
<td>30.31%</td>
<td>50,801</td>
</tr>
<tr>
<td>320 Prof. Education Services</td>
<td>55,900</td>
<td>5,175</td>
<td>676</td>
<td>5,851</td>
<td>10.47%</td>
<td>50,049</td>
</tr>
<tr>
<td>321 Instructional Improvement</td>
<td>19,200</td>
<td>9,871</td>
<td>-</td>
<td>9,871</td>
<td>51.41%</td>
<td>9,329</td>
</tr>
<tr>
<td>330 Other Professional Services</td>
<td>471,772</td>
<td>155,092</td>
<td>108,848</td>
<td>263,940</td>
<td>55.95%</td>
<td>207,832</td>
</tr>
<tr>
<td>340 Technical Services</td>
<td>10,750</td>
<td>7,907</td>
<td>-</td>
<td>7,907</td>
<td>90.30%</td>
<td>1,043</td>
</tr>
<tr>
<td><strong>Total Purchased Services</strong></td>
<td><strong>$630,522</strong></td>
<td><strong>$201,786</strong></td>
<td><strong>$109,682</strong></td>
<td><strong>$311,468</strong></td>
<td>49.40%</td>
<td><strong>$319,054</strong></td>
</tr>
<tr>
<td>410 Utility Services</td>
<td>$533,000</td>
<td>$165,718</td>
<td>$49,134</td>
<td>$214,852</td>
<td>40.31%</td>
<td>$318,148</td>
</tr>
<tr>
<td>411 Septic/Water Systems</td>
<td>45,500</td>
<td>16,635</td>
<td>8,079</td>
<td>24,714</td>
<td>54.32%</td>
<td>20,786</td>
</tr>
<tr>
<td>412 LGS Sewer Annual Fee</td>
<td>26,226</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>26,226</td>
</tr>
<tr>
<td>420 Cleaning Services</td>
<td>6,000</td>
<td>3,011</td>
<td>1,689</td>
<td>4,700</td>
<td>78.33%</td>
<td>1,300</td>
</tr>
<tr>
<td>421 Disposal Services</td>
<td>40,000</td>
<td>16,328</td>
<td>22,429</td>
<td>38,757</td>
<td>96.89%</td>
<td>1,243</td>
</tr>
<tr>
<td>422 Snowplowing Services</td>
<td>70,400</td>
<td>17,000</td>
<td>51,000</td>
<td>68,000</td>
<td>96.59%</td>
<td>2,400</td>
</tr>
<tr>
<td>424 Grounds Upkeep</td>
<td>47,800</td>
<td>16,583</td>
<td>545</td>
<td>17,128</td>
<td>35.83%</td>
<td>30,672</td>
</tr>
<tr>
<td>425 Security</td>
<td>45,500</td>
<td>16,703</td>
<td>-</td>
<td>16,703</td>
<td>36.71%</td>
<td>28,797</td>
</tr>
<tr>
<td>430 Repairs/Maintenance Ser.</td>
<td>440,515</td>
<td>155,188</td>
<td>82,046</td>
<td>237,234</td>
<td>53.85%</td>
<td>203,281</td>
</tr>
<tr>
<td>440 Facility Rentals</td>
<td>20,033</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>20,033</td>
</tr>
<tr>
<td>490 Pest Control</td>
<td>18,800</td>
<td>738</td>
<td>17,708</td>
<td>18,506</td>
<td>98.44%</td>
<td>294</td>
</tr>
<tr>
<td><strong>Total Facilities:</strong></td>
<td><strong>$1,293,774</strong></td>
<td><strong>$407,964</strong></td>
<td><strong>$232,630</strong></td>
<td><strong>$640,594</strong></td>
<td>49.51%</td>
<td><strong>$653,180</strong></td>
</tr>
<tr>
<td>519 Transport/Reimbursable</td>
<td>$2,590,747</td>
<td>$1,104,920</td>
<td>$341,547</td>
<td>$1,446,467</td>
<td>55.83%</td>
<td>$1,144,280</td>
</tr>
<tr>
<td>520 Insurance</td>
<td>197,015</td>
<td>107,853</td>
<td>87,974</td>
<td>195,867</td>
<td>99.42%</td>
<td>1,148</td>
</tr>
<tr>
<td>530 Communication/Telephone</td>
<td>73,500</td>
<td>12,872</td>
<td>1,125</td>
<td>13,997</td>
<td>19.04%</td>
<td>55,503</td>
</tr>
<tr>
<td>531 Postage</td>
<td>32,200</td>
<td>7,709</td>
<td>13,510</td>
<td>21,219</td>
<td>65.90%</td>
<td>10,981</td>
</tr>
<tr>
<td>540 Advertising</td>
<td>4,500</td>
<td>619</td>
<td>-</td>
<td>619</td>
<td>13.76%</td>
<td>3,881</td>
</tr>
<tr>
<td>550 Printing &amp; Binding</td>
<td>9,599</td>
<td>1,981</td>
<td>1,397</td>
<td>3,378</td>
<td>35.19%</td>
<td>6,221</td>
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</tbody>
</table>
# Regional School District #10
## Expenditure Report by Object
### November 30, 2018

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget 2018-19</th>
<th>Expended To Date</th>
<th>Encumbered To Date</th>
<th>Total Expend &amp; Enc</th>
<th>% Expended and/or Encumb. To Date</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>561 Tuition to LEAs</td>
<td>311,960</td>
<td>92,417</td>
<td>-</td>
<td>92,417</td>
<td>29.62%</td>
<td>219,543</td>
</tr>
<tr>
<td>563 Tuition to Private Sources</td>
<td>1,150,000</td>
<td>1,035,156</td>
<td>1,061,002</td>
<td>2,096,167</td>
<td>182.28%</td>
<td>946,167</td>
</tr>
<tr>
<td>580 Prof Develop/Reimb Travel</td>
<td>78,975</td>
<td>22,704</td>
<td>5,298</td>
<td>28,002</td>
<td>35.48%</td>
<td>50,973</td>
</tr>
<tr>
<td>590 Misc. Purchased Services</td>
<td>217,128</td>
<td>45,621</td>
<td>74,686</td>
<td>120,307</td>
<td>55.41%</td>
<td>96,821</td>
</tr>
<tr>
<td>591 Student Activities</td>
<td>16,576</td>
<td>2,917</td>
<td>200</td>
<td>3,117</td>
<td>18.80%</td>
<td>13,459</td>
</tr>
<tr>
<td><strong>Total Transport. &amp; Other</strong></td>
<td><strong>$4,682,200</strong></td>
<td><strong>$2,434,818</strong></td>
<td><strong>$1,586,739</strong></td>
<td><strong>$4,021,557</strong></td>
<td><strong>85.89%</strong></td>
<td><strong>$660,643</strong></td>
</tr>
<tr>
<td>610 Supplies</td>
<td>$536,375</td>
<td>$234,494</td>
<td>$46,147</td>
<td>$280,641</td>
<td>52.32%</td>
<td>$255,734</td>
</tr>
<tr>
<td>611 Library/Audio Supplies</td>
<td>211,697</td>
<td>187,110</td>
<td>11,941</td>
<td>199,051</td>
<td>94.03%</td>
<td>12,646</td>
</tr>
<tr>
<td>621 Natural Gas</td>
<td>37,000</td>
<td>10,673</td>
<td>-</td>
<td>10,673</td>
<td>28.85%</td>
<td>26,327</td>
</tr>
<tr>
<td>623 Propane</td>
<td>14,000</td>
<td>1,746</td>
<td>-</td>
<td>1,746</td>
<td>12.47%</td>
<td>12,254</td>
</tr>
<tr>
<td>624 Fuel Oil</td>
<td>279,000</td>
<td>277,598</td>
<td>-</td>
<td>277,598</td>
<td>99.50%</td>
<td>1,402</td>
</tr>
<tr>
<td>626 Gasoline</td>
<td>5,500</td>
<td>2,046</td>
<td>-</td>
<td>2,046</td>
<td>37.20%</td>
<td>3,454</td>
</tr>
<tr>
<td>640 Textbooks</td>
<td>77,702</td>
<td>43,455</td>
<td>6,372</td>
<td>49,827</td>
<td>64.13%</td>
<td>27,875</td>
</tr>
<tr>
<td>641 Library Books</td>
<td>23,646</td>
<td>13,903</td>
<td>3,284</td>
<td>17,187</td>
<td>72.68%</td>
<td>6,459</td>
</tr>
<tr>
<td>642 Periodicals</td>
<td>10,307</td>
<td>6,064</td>
<td>-</td>
<td>5,064</td>
<td>58.83%</td>
<td>4,243</td>
</tr>
<tr>
<td><strong>Total Supplies:</strong></td>
<td><strong>$1,195,226</strong></td>
<td><strong>$777,089</strong></td>
<td><strong>$67,744</strong></td>
<td><strong>$844,833</strong></td>
<td><strong>70.68%</strong></td>
<td><strong>$350,393</strong></td>
</tr>
<tr>
<td>741 Replace Inst. Equipment</td>
<td>$1,300</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
<td>0.00%</td>
<td>$300</td>
</tr>
<tr>
<td>742 Replace Non-Inst. Equip.</td>
<td>320,116</td>
<td>162,575</td>
<td>750</td>
<td>163,325</td>
<td>51.02%</td>
<td>156,791</td>
</tr>
<tr>
<td>743 New Inst. Equipment</td>
<td>3,000</td>
<td>2,355</td>
<td>124</td>
<td>2,479</td>
<td>0.00%</td>
<td>521</td>
</tr>
<tr>
<td>744 New Non-Inst. Equipment</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Equipment:</strong></td>
<td><strong>$324,416</strong></td>
<td><strong>$164,930</strong></td>
<td><strong>1,874</strong></td>
<td><strong>$166,804</strong></td>
<td><strong>51.42%</strong></td>
<td><strong>$157,612</strong></td>
</tr>
<tr>
<td>810 Dues &amp; Fees</td>
<td>$32,157</td>
<td>17,577</td>
<td>90</td>
<td>17,667</td>
<td>54.94%</td>
<td>$14,490</td>
</tr>
<tr>
<td>830 Interest Bond Expense</td>
<td>472,162</td>
<td>247,531</td>
<td>-</td>
<td>247,531</td>
<td>52.43%</td>
<td>224,631</td>
</tr>
<tr>
<td>831 Principal Bond Expense</td>
<td>1,320,000</td>
<td>1,320,000</td>
<td>-</td>
<td>1,320,000</td>
<td>100.00%</td>
<td>-</td>
</tr>
<tr>
<td>835 Capital Improvements</td>
<td>165,500</td>
<td>158,260</td>
<td>224</td>
<td>158,484</td>
<td>95.76%</td>
<td>7,016</td>
</tr>
<tr>
<td>840 Emergency/Contingency</td>
<td>125,172</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>125,172</td>
</tr>
<tr>
<td><strong>Total Bond &amp; Misc.</strong></td>
<td><strong>$2,114,991</strong></td>
<td><strong>$1,743,368</strong></td>
<td><strong>314</strong></td>
<td><strong>$1,743,682</strong></td>
<td><strong>82.44%</strong></td>
<td><strong>$371,309</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTALS:</strong></td>
<td><strong>$39,903,904</strong></td>
<td><strong>$15,729,731</strong></td>
<td><strong>18,414,336</strong></td>
<td><strong>$34,144,117</strong></td>
<td><strong>85.57%</strong></td>
<td><strong>$5,759,787</strong></td>
</tr>
</tbody>
</table>
## Regional School District #10

### Budget Journal Entries Report

**Fiscal Year:** 2018-2019

<table>
<thead>
<tr>
<th>Entry Number</th>
<th>Memo</th>
<th>From Date</th>
<th>To Date</th>
<th>Debits</th>
<th>Credits</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Transferred funds from wrong gl...correctly transfer</td>
<td>11/1/2018</td>
<td>11/30/2018</td>
<td>$0.00</td>
<td>($25,000.00)</td>
<td>995.slaone</td>
</tr>
<tr>
<td>1</td>
<td>11/01/2018 100.01.2800.00.230 BENEFITS: NON CERT PENSION Check Number</td>
<td>0 Adjustment</td>
<td>995.slaone</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11/01/2018 100.01.2800.00.260 BENEFITS: WORKERS' COMP Check Number</td>
<td>$25,000.00</td>
<td>$0.00</td>
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<td></td>
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</tr>
<tr>
<td>29</td>
<td>Transfer funds to cover line item deficit</td>
<td>11/1/2018</td>
<td>11/30/2018</td>
<td>$0.00</td>
<td>($4,000.00)</td>
<td>995.slaone</td>
</tr>
<tr>
<td>1</td>
<td>11/02/2018 100.01.5001.16.835 CAPITAL EXP: TECHNOLOGY PROG Check Number</td>
<td>0 Adjustment</td>
<td>995.slaone</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11/02/2018 100.01.2220.16.430 REPAIRS &amp; MAINT: MIS Check Number</td>
<td>$4,000.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Transfer funds to cover network contract and supplies</td>
<td>11/1/2018</td>
<td>11/30/2018</td>
<td>$0.00</td>
<td>($10,000.00)</td>
<td>995.slaone</td>
</tr>
<tr>
<td>1</td>
<td>11/05/2018 100.01.2220.16.430 REPAIRS &amp; MAINT: MIS Check Number</td>
<td>0 Adjustment</td>
<td>995.slaone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11/05/2018 100.01.5001.16.835 CAPITAL EXP: TECHNOLOGY PROG Check Number</td>
<td>$16,000.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>11/05/2018 100.01.5001.16.835 CAPITAL EXP: TECHNOLOGY PROG Check Number</td>
<td>$0.00</td>
<td>($16,000.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>11/05/2018 100.01.2220.16.610 SUPPLIES: MIS Check Number</td>
<td>$0.00</td>
<td>($10,000.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>IDEA 611 18/20 approved budget</td>
<td>11/1/2018</td>
<td>11/30/2018</td>
<td>$0.00</td>
<td>($25,000.00)</td>
<td>995.minfantino</td>
</tr>
<tr>
<td>1</td>
<td>11/26/2018 200.05.1211.00.111 CERT SALARIES Check Number</td>
<td>0 Adjustment</td>
<td>995.minfantino</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>11/26/2018 200.05.1211.00.322 IN SERVICE Check Number</td>
<td>$292,273.00</td>
<td>$0.00</td>
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<tr>
<td>3</td>
<td>11/26/2018 200.05.1211.00.323 PUPIL SERVICES Check Number</td>
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<td>$0.00</td>
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<td></td>
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<tr>
<td>4</td>
<td>11/26/2018 200.05.1211.00.330 TECH SERVICES Check Number</td>
<td>$35,125.00</td>
<td>$0.00</td>
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<td></td>
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<tr>
<td>5</td>
<td>11/26/2018 200.05.1211.00.510 TRANSPORTATION Check Number</td>
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<td>$0.00</td>
<td></td>
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<tr>
<td>6</td>
<td>11/26/2018 200.05.1211.00.580 TUITION Check Number</td>
<td>$12,393.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>11/26/2018 200.05.1211.00.580 TRAVEL Check Number</td>
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<tr>
<td>8</td>
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<tr>
<td>9</td>
<td>11/26/2018 200.05.1211.00.741 TECH HARDWARE Check Number</td>
<td>$8,284.00</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>11/26/2018 200.05.1211.00.741 TECH HARDWARE Check Number</td>
<td>$4,350.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $427,425.00

## Budget Journal Entries Report

**Regional School District #10**

**Fiscal Year:** 2018-2019

**Type:** Budget Journal

**From Date:** 11/1/2018  
**To Date:** 11/30/2018

<table>
<thead>
<tr>
<th>Entry Number</th>
<th>Memo</th>
<th>Account</th>
<th>Batch / Reference</th>
<th>Voucher</th>
<th>Journal</th>
<th>User ID</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>IDEA 619 18/20 final budget</td>
<td>200.05.1213.00.325</td>
<td>PUPIL SERVICES</td>
<td>Check Number</td>
<td>0</td>
<td>Adjustment</td>
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</tr>
<tr>
<td>1</td>
<td>11/26/2018</td>
<td>200.05.1213.00.610</td>
<td>SUPPLIES</td>
<td>Check Number</td>
<td>$452.00</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>11/26/2018</td>
<td>200.05.1213.00.610</td>
<td>SUPPLIES</td>
<td>Check Number</td>
<td>$452.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Transfer funds to cover IT supplies per L. Pont</td>
<td>100.01.5001.16.835</td>
<td>CAPITAL EXP: TECHNOLOGY PROG</td>
<td>Check Number</td>
<td>0</td>
<td>Adjustment</td>
<td>995.slaone</td>
<td>$0.00</td>
</tr>
<tr>
<td>1</td>
<td>11/29/2018</td>
<td>100.01.2220.16.610</td>
<td>SUPPLIES: MIS</td>
<td>Check Number</td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>11/29/2018</td>
<td>100.01.2220.16.610</td>
<td>SUPPLIES: MIS</td>
<td>Check Number</td>
<td>$6,000.00</td>
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<td></td>
</tr>
</tbody>
</table>

**Grand Total:** $494,918.00  
($61,000.00)

**End of Report**
China Travel Itinerary 2020 and Cost Estimate
Planned dates: April 8, Wed-April 18, Sat, 2020
Beijing, Xi’an, Tai’an, Jinghua and Shanghai

Day One
New York or Hartford, CT ⇄ Beijing, China
Depart for Beijing from Hartford, CT

Day two
Beijing (Meals: In-flight meals/D)
Arrive Beijing in the late afternoon
Hotel in Beijing

Day Three
Beijing (Meals: B/L/D)
Excursion to the Great Wall, 2008 Beijing Olympic Venues and Summer Palace, Peking Duck Restaurant
Hotel in Beijing

Day Four
Beijing (Meals: B/L/D)
Tian’anmen Square, Forbidden City, and Rickshaw Bike Hutong
Local Family Tour, Xiushui Or Ya Xiu Market
Acrobats Show in the evening
Hotel in Beijing

Day Five
Beijing - Xi’an (Meals: B/L/D)
798 Modern Art Zone, Temple of Heaven
Evening sleeping train to Xi’an
Sleep on the train

Day Six
Xi’an (Meals: B/L/D)
Excursion to world-renowned Terra-cotta Warriors Museum
Visit Ancient City Wall,
Evening: Dumpling Banquet with Cultural Shows
Hotel in Xi’an

Day Seven
Xi’an (Meals: B/L)
Morning: History Museum, Big Wild Goose Pagoda, Grand Mosque and free time in Old Town
Hotel in Xi’an

Day Eight
Xi’an ⇄ Tai’an (Meals: B/L/D)
Fly to Tai’an in the morning
Pick-up by the local school and home stay

Day Nine
Tai’an (Meals: B/L/D)
School activities and Home stay in Tai’an
Day Ten  
Tai’an-Shanghai (Meals: B/L/D)  
Take high-speed train from Tai’an to Shanghai (about 2.5 hours)  
People’s Square, Nanjing Road and Shanghai Museum  
Visit Old Town  
Boat Cruise on the Yangtze River at night  
Hotel in Shanghai

Day Eleven  
Shanghai USA (Meals: B/In-flight meals)  
Depart for USA  
Arrive home in the late evening on the same day

Meals Arrangement: B=Breakfast  L=Lunch  D=Dinner

Cost Estimate Per Person:

US$3000 per person for hotel double occupancy. A minimum of 12 people is required to keep the price effective for the travel. If we do not reach the minimum, the price will be increased, but we will make every effort not to increase by more than $200.

The price includes:
1.) Chinese visa fees ($170 per person);  
2.) Economy-class flights from the US to Beijing and return from Shanghai/Wuhan;  
3.) 4-star hotels based on double occupancy in China with full American breakfasts;  
4.) All China domestic intra-city airfare, train fares, and charted buses as specified in the itinerary;  
5.) All entrance fees, meals, English-speaking tour guides as specified in the itinerary;  
6.) Single rooms for up to 2 for trip directors.

The price does NOT include:
1) Medical & Emergency Evacuation Insurance (strongly advised);  
2) All personal expenses such as: excess baggage charges, extra meals and beverages, laundry, telephone calls, insurance and expenses not specified in the itinerary.  
3) $45 per room if a single room is requested.  
4) Cost associated with school activities and home stay in Tai’an which is supposed to be covered by the local host school.

Payment Schedule:
1. Non-refundable deposit of US$300 per person due before/on December 1, 2019  
2. $1500 per person for International and in-China airfares is due before December 15th, 2019. Tickets are only refundable with a penalty up to $400 per ticket (for medical reasons only which must be verified in written by a medical professional).  
3. Final balance is due by March 1st, 2020. This portion is refundable with 30% penalty if notice is given 21 days prior to the trip; 50% penalty if cancellation notice is given 20-14...
days prior to the trip; 70% penalty if cancellation is given 3-13 days prior to the trip. No refund will be available after the trip is cancelled within 48 hours of the departure day.
COMMENTARY: Public Act 18-67 allows for the option of electronic reporting of possible abuse/neglect cases to DCF in addition to oral reporting. The relevant portion of the Act, however, will not become effective until October 1, 2019. Accordingly, the Board can either wait until then to adopt the below revisions or enact the language shown below with appropriate footnotes to indicate when the new section becomes effective.

REGIONAL SCHOOL DISTRICT #10

Personnel

Reporting Child Abuse and Neglect

The Board of Education recognizes the obligation and importance of reporting suspected child abuse and neglect. Many of the school district’s employees are considered mandated reporters and have an independent duty under state law to report suspected abuse and neglect to the Department of Children and Families (“DCF”) or other law enforcement agencies. Regardless of an employee’s status as a mandated reporter, ALL employees of the school district are required to report suspected child abuse or neglect in accordance with this policy and applicable law.

Definitions

For the purposes of this policy, the following definitions shall apply:

“Child” means any person under eighteen years of age or any person under twenty-one years of age who is in full-time attendance in a secondary school, a technical school, a college or a state-accredited job training program.”

“Abused” refers to a child who (a) has had physical injury or injuries inflicted upon him/her other than by accidental means, or (b) has injuries which are at variance with the history given of them, or (c) is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment;

“Neglected” refers to a child who (a) has been abandoned; (b) is being denied proper care and attention, physically, educationally, emotionally, or morally; or (c) is being permitted to live under conditions, circumstances, or associations injurious to the child’s well-being;

“Mandated reporters” are “School Employees” and specifically include: teachers, substitute teachers, administrators, superintendents, guidance counselors, psychologists, social workers, nurses, physicians, paraprofessionals, coaches or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the district.
“Student” means a person of any age who is being educated by a local or regional board of education or technical high school other than as part of an adult education program.

“Sexual assault” means the criminal conduct described in Conn. Gen. Stat. §§53a-70 (sexual intercourse by force or threat of force, or with a person unable to consent due to age or mental incapacity); 53a-70a (aggravated sexual assault); 53a-71 (includes sexual intercourse between a school employee and a student enrolled in the school district); 53a-72a (compelled sexual contact); 53a-72b (sexual contact with firearm) or 53a-73a (sexual contact between a school employee and student enrolled in the school district).

**When to Report Abuse or Neglect**

Reports must be made whenever an employee, in the ordinary course of his or her employment, has reasonable cause to suspect or believe that:

1. A child (as defined above) has been: abused or neglected; has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child; or has been placed in imminent risk of serious harm.

2. A student has been the victim of a sexual assault and the perpetrator is a school employee. “Student” means a person of any age who is being educated by a local or regional board of education or technical high school other than as part of an adult education program.

3. A full time student under the age of 21 has been abused or neglected by a member of the school staff.

**Reasonable Cause**

A reporter’s suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts or statements by a child, victim or third party. Such suspicion or belief does not require certainty or probable cause.

**Penalty for Non-Reporting**

By law, any person who is required to report suspected child abuse/neglect and fails to make such a report or fails to make such report within the required timeline shall be guilty of a Class A misdemeanor (imprisonment up to one year) and shall be required to participate in an educational and training program.

**Penalty for Making False Report**

By law, any person who knowingly makes a false report of child abuse or neglect shall be fined no more than $2,000 or imprisoned not more than one year or both.
Reporting Procedure for Mandated Reporters

Oral Report to DCF within 12 hours

Mandated reporters must make an oral report by telephone (24 Hour Careline, 1-800-842-2288) or in person to the Department of Children and Families, or an appropriate law enforcement agency, as soon as practicable but not later than twelve (12) hours after having acquired reasonable cause to suspect or believe that a child or victim has been abused or neglected. The employee shall notify the Building Principal and Superintendent of Schools or designee immediately after the oral report has been made.

Written Report to DCF within 48 hours

Mandated reporters shall submit a written report to DCF within forty-eight (48) hours of making the oral report. The report shall be filed on form DCF-136 or other sufficient form provided by DCF. The reporter shall also provide a copy of the written report to the Building Principal and Superintendent of Schools, except when the Superintendent and/or principal is the alleged perpetrator of the abuse or neglect. In making all written reports required under this policy, the reporter may use a form provided by DCF. Written reports of abuse or neglect by mandatory reporters shall include the following information, if known:

1. The names and addresses of the child or victim and his or her parents or other person responsible for the child's or victim’s care;
2. The age of the child or victim;
3. The gender of the child or victim;
4. The nature and extent of the child's or victim’s injury or injuries, maltreatment or neglect;
5. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
6. Information concerning any previous injuries to, maltreatment of or neglect to the child or his or her siblings;
7. The circumstances in which the injuries, maltreatment or neglect came to be known to the reporter;
8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
9. The reasons such persons are suspected of causing such injury or injuries, maltreatment or neglect;
10. Any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child;
11. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

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1 The following section of this policy shall be effective until September 30, 2019.
Reporting Procedure for Mandated Reporters

Oral Report to DCF within 12 hours

Mandated reporters must make an oral or electronic report by telephone (24 Hour Careline, 1-800-842-2288) or in-person to the Department of Children and Families, or an appropriate law enforcement agency, as soon as practicable but not later than twelve (12) hours after having acquired reasonable cause to suspect or believe that a child or victim has been abused or neglected. An oral report shall be made by telephone (24 Hour Careline, 1-800 842-2288) or in person. An electronic report shall be made in accordance with any electronic reporting procedures established by the Commissioner of the Department of Children and Families. The employee shall notify the Building Principal and Superintendent of Schools or designee immediately after the oral or electronic report has been made. A mandated reporter who makes an electronic report shall respond to further inquiries from the Department of Children and Families made within twenty-four hours of such report.

Written or Electronic Report to DCF within 48 hours

Mandated reporters shall submit a written or electronic report to DCF within forty-eight (48) hours of making the oral report. The report shall be filed on form DCF-136 or other sufficient form provided by DCF. The reporter shall also provide a copy of the written or electronic report to the Building Principal and Superintendent of Schools, except when the Superintendent is the alleged perpetrator of the abuse or neglect. In making all written—All reports required under this policy, shall be made in a manner prescribed by the Department of Children and Families. The reporter may use a form provided by DCF. Written All reports of abuse or neglect by mandatory reporters shall include the following information, if known:

1. The names and addresses of the child or victim and his or her parents or other person responsible for the child's or victim's care;
2. The age of the child or victim;
3. The gender of the child or victim;
4. The nature and extent of the child's or victim's injury or injuries, maltreatment or neglect;
5. The approximate date and time the injury or injuries, maltreatment or neglect occurred;
6. Information concerning any previous injuries to, maltreatment of or neglect to the child or his or her siblings;
7. The circumstances in which the injuries, maltreatment or neglect came to be known to the reporter;
8. The name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;

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2 The following section of this policy shall be effective on and after October 1, 2019.
9. The reasons such persons are suspected of causing such injury or injuries, maltreatment or neglect;

10. My information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child;

11. Whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

Cooperation with Investigation

A person reporting child abuse or neglect shall provide any person authorized to conduct an investigation of child abuse or neglect with all information related to the investigation that is in the possession or control of the person reporting the abuse or neglect, except as expressly prohibited by state or federal law.

Notwithstanding the provisions of Connecticut General Statutes §10-151c, upon request and for the purposes of an investigation of suspected child abuse or neglect by a teacher employed by the Board, the Board shall provide the Commissioner of DCF any records maintained or kept on file about said teacher. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher’s personnel file with reference to evaluation of performance as a professional employee of the Board and records of personal misconduct. For the purpose of this requirement, “teacher” is defined as each certified professional employee below the rank of superintendent in a position requiring a certificate issued by the State Board of Education.

If DCF determines that a child must be interviewed in the school, the DCF social worker shall be required to notify the Superintendent of Schools prior to the school visit with as much advance notice as possible. If the DCF social worker is not known to school personnel, a verifying call to the local DCF office shall be made. If deemed appropriate by DCF or the administration, the parent or guardian of the child will be notified prior to the interview. DCF shall obtain the consent of parents or guardians to any interview with a child, except that such consent shall not be required when the department has reason to believe such parent or guardian or member of the child’s household is the perpetrator of the alleged abuse or that seeking such consent would place the child at imminent risk of physical harm. To protect confidentiality, the school administration shall provide a private place for DCF to interview the child. As part of the investigative process, the DCF social worker may request that school personnel be present during the interview. The investigation is to be conducted solely by the DCF social worker.

Reporting Procedure for Employees who are NOT Mandated Reporters

Employees of the school district who are not mandated reporters are required to report suspected abuse or neglect and suspected sexual assault of a student by a school employee as soon as possible but not later than twelve (12) hours after the employee has reasonable cause to suspect that a child has been abused or neglected. Such reports shall be made in writing to the Superintendent of Schools and the building administrator who shall act in accordance with his or her obligations as a mandated reporter.
Nothing in the reporting procedure outlined by this policy prevents employees who are not mandated reporters from also reporting suspected abuse or neglect directly to DCF or a law enforcement agency.

**Procedures When a School Employee is the Alleged Abuser**

**Notification of Parent or Guardian**

Whenever there is a report that a student has been abused or neglected by a school employee, the Superintendent shall immediately notify the child's parent or other person responsible for the child's care that a report has been made.

**Investigation by the Board of Education**

The Board of Education shall permit and give priority to any investigation conducted by DCF or the appropriate law enforcement agency. The Board may conduct its own investigation of the alleged abuse or neglect or sexual assault by a school employee provided that such investigation does not impede an investigation by DCF. The Superintendent of Schools shall conduct his/her investigation upon receipt of notice from the Commissioner of DCF or the appropriate law enforcement agency that the Board’s investigation will not interfere with the investigation of DCF or law enforcement. To the extent feasible, the investigation should be coordinated with DCF or law enforcement in order to minimize the number of interviews of the child.

Before interviewing a child in connection with the investigation of an allegation of abuse or neglect by a school employee, the Superintendent or designee shall endeavor to obtain, when possible, the consent of parents or guardians or other persons responsible for the care of the child, to interview the child. The investigation shall include an opportunity for the suspected perpetrator to be heard with regard to the alleged abuse or neglect. During the course of the investigation, the Superintendent of Schools may suspend the employee with pay or may place the employee on administrative leave with pay pending the outcome of the investigation.

Regardless of the outcome of any investigation by DCF or a law enforcement agency, the Superintendent of Schools may take disciplinary action against any school employee up to and including termination of employment based upon the school district’s investigation.

**Impact of DCF Findings on Mandatory Suspension of School Employees**

If the Commissioner of DCF determines that there is reasonable cause to believe that a child has been abused or neglected by a school employee, and has recommended that such employee be placed on the DCF child abuse and neglect registry, the Superintendent shall suspend such employee with pay and without termination of benefits, and, within seventy-two (72) hours after issuance of the suspension, shall notify the Board of Education and the Commissioner of Education or his or her representative of the reasons for and conditions of the suspension. The suspension of a school employee who is employed in a position requiring a certificate shall remain in effect until the Board of Education acts pursuant to §10-151 of the Connecticut General Statutes. The Superintendent shall also disclose those records provided by DCF
concerning its investigation to the Commissioner of Education and the Board of Education or its attorney. If the contract of employment of such a certified school employee is terminated as the result of an investigation of abuse or neglect or the employee resigns, the Superintendent shall notify the Commissioner of Education or his or her representative within seventy-two (72) hours after such termination or resignation. The suspension of a non-certified school employee shall remain in effect until the Superintendent of Schools or designee determines the appropriate disciplinary response, up to and including termination of employment.

Prohibitions on Employment:

The Board shall NOT employ a person whose employment contract was previously terminated by a board or who resigned from such employment if such person:
Has been convicted of a crime involving an act of child abuse or neglect as described in Conn. Gen. Stat. § 46b-120 or sexual assault against a student being educated by a local or regional board of education or technical high school other than as part of an adult education program as described in Conn. Gen. Stat. §§53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a; or Has been convicted of the crime of failing to make a mandated report in a timely manner or intentionally and unreasonably interfering with or preventing the making of a mandated report in violation of Conn. Gen. Stat. §17a-101a regardless of whether the allegation of abuse or neglect or sexual assault has been substantiated.

Training

School employees who are mandated reporters and were hired on or after July 1, 2011 shall be required to complete a training program for the accurate and prompt identification and reporting of child abuse and neglect. School employees who are mandated reporters and were hired before July 1, 2011 are required to complete a refresher training program. All mandated reporters shall be required to complete the refresher training program at least once every three years.

Although only mandated reporters are legally required to complete abuse and neglect training and refresher training programs, the Superintendent of Schools, at his or her discretion, may require other school employees to complete such training.

The training and refresher training programs shall be developed and made available by the Commissioner of DCF in accordance with applicable law.

The principal for each school shall annually certify to the Superintendent of Schools that each school employee who is a mandated reporter working at the school is in compliance with the training requirements.

The Superintendent of Schools shall certify that all school employees who are mandated reporters are in compliance with training requirements.

Confidential Rapid Response Team:
The Board hereby establishes a confidential rapid response team to coordinate with the DCF to ensure prompt reporting of suspected abuse or neglect or the suspected sexual assault of a student by a school employee and provide immediate access to information and individuals relevant to the department’s investigation. The team shall consist of the Superintendent of Schools or designee, a teacher, a local police officer and other members designated by the Superintendent.

**Child Sexual Abuse and Assault Awareness and Prevention**

The Superintendent of Schools is authorized to implement a sexual abuse and assault awareness and prevention program developed by the State Department of Education in accordance with state law. The program should include training for teachers regarding the prevention, identification of and response to child sexual abuse and assault, information on resources to promote awareness, age-appropriate educational materials for students in grades K-12, and use of the uniform child sexual abuse and assault response policy and reporting procedure.

**Records and Documentation**

All records pertaining to allegations, investigations or reports of child abuse or neglect by a school employee shall be maintained in a central location. Such records shall include any reports made to DCF. The Department of Education shall have access to such records.

The Board shall keep records establishing that school employees have completed training and refresher training programs as required by law.

The Board shall document the annual notification of this policy to school employees.

**Retaliation Prohibited**

Retaliation against a mandated reporter is prohibited. The Board will not discriminate, discharge or otherwise retaliate against an employee who acts in good faith to comply with this policy and the individual obligations of applicable state law.

**Violation of this Policy**

Employees who fail to report child abuse or neglect in a timely manner or otherwise violate the requirements of this policy and/or applicable law may face disciplinary action up to and including termination of employment.

**Delegation of Authority**

The Superintendent is authorized to delegate his or her responsibilities for receiving and making reports, notifying and receiving notification, and conducting investigations to a designee acting on his or her behalf.

**Notification of Policy**

This policy shall be distributed annually to all school employees.
Legal Risk and Immunity

Under state law, any person who in good faith makes a report of suspected child abuse/neglect is immune from any civil or criminal liability.

Legal References:

Connecticut General Statutes

10-220 Duties of boards of education

10-220a In-service training

10-221s Investigations of child abuse and neglect. Disciplinary action

10-151c Disclosure of teacher records for purposes of an investigation of child abuse or neglect

17a–101 Protection of children from abuse. Mandated reporters. Educational and training programs Model mandated reporting policy

17a–101a Report of abuse, neglect or injury of child or imminent risk of serious harm to child. Penalty for failure to report. Notification of Chief State’s Attorney

17a–101b Oral report by mandated reporter

17a–101c Written report by mandated reporter

17a–101d Contents of oral and written reports

17a-101e. Employer prohibited from discriminating or retaliating against employee who makes good faith report or testifies re child abuse or neglect. Immunity from civil or criminal liability. False report of child abuse. Referral to office of the Chief State’s Attorney. Penalty

17a-101h. Coordination of investigatory activities. Interview with child. Reporter to provide information. Consent of parent, guardian or responsible person

17a–101i Abuse or neglect by school employee or public or private institution or facility providing care for children. Suspension. Termination or resignation. Notification of state's attorney re conviction. Written policy re mandated reporting. Training programs

17a–101o School employee failure or delay in reporting child abuse or neglect

17a–101p Reports by persons not designated as mandated reporters. Notice to Commissioner of Education
17a-103e Reports of child abuse and neglect by a school employee. Review of records and information

53a-65 Definitions

53a-70 Sexual assault in the first degree: Class B or A felony

53a–70a Aggravated sexual assault in the first degree: Class B or A felony

53a–71 Sexual assault in the second degree: Class C or B felony

53a–72a Sexual assault in the third degree: Class D or C felony

53a–72b Sexual assault in the third degree with a firearm: Class C or B felony

53a–73a Sexual assault in the fourth degree: Class A misdemeanor or class D felony


Public Act 18-67 An Act Concerning Minor Revisions to the Statutes of the Department of Children and Families and Establishing a Pilot Program to Permit Electronic Reporting by Mandated Reporters

Policy adopted: July 9, 1990
Policy revised: August 2008
Policy revised: February 2012
Policy revised: August 2012
Policy revised: December 2014
Policy revised: December 2015

ACTIVE/76065.1/ZSCHURIN/7719319v1
COMMENTARY: Public Act 18-185 amended the law regarding the administration of medications. The Public Act requires that school bus carriers (either private vendors or boards of education with their own fleets/drivers, etc.) provide training to school bus drivers in the administration of epinephrine ("Epi-Pens") and the identification of anaphylaxis/anaphylactic shock. Such training must be provided to presently-employed drivers by June 30, 2019, and upon hire for drivers hired on or after July 1, 2019. In addition, Public Act 18-185 also establishes that school bus drivers who render emergency care to students suffering from allergic reactions are immune from civil liability so long as the driver's actions do not constitute gross, willful or wanton negligence.

While the new law establishes immunity for bus drivers and requires that they receive mandatory training in Epi-Pen administration, it does not add school bus drivers to the list of qualified personnel authorized to administer medication to students under the direction of a school nurse. This is an odd result and may have been a drafting error or oversight by the General Assembly. Accordingly, since the text of the law designating employees who may administer medication has not changed and only identifies school nurses, principals, teachers, athletic trainers, physical and occupational therapists, coaches and paraprofessionals as those board of education employees eligible to administer medication to students we recommend only adding the sections on bus driver training and immunity as leaving the rest of the policy as is until such time as the law explicitly designates bus drivers as personnel who may administer medication to students. Such a change may occur in connection with updates to the Department of Education’s school allergy guidelines, which Public Act 18-185 requires the Department to update by January 1, 2020.

REGIONAL SCHOOL DISTRICT #10

Students

Administration of Student Medications in the Schools

A licensed nurse, or in the absence of such nurse, qualified personnel for schools may administer medication to students in the school system. Administration of medications by qualified personnel for schools shall be under the general supervision of the school nurse and in accordance with a student’s individual medication plan.

Students will be permitted to self-administer medications (including over-the-counter medicinal preparations) only when they follow the procedures established by this policy and obtain prior approval from the school nurse. This requirement applies even to students who are age 18 or older.

Nothing in this policy prohibits parents or guardians from administering medication to their own children on school grounds.

Definitions

For the purpose of this policy, the following definitions shall apply:
“Medication” means any medicinal preparation including over-the-counter, prescription and controlled drugs.

“Administration of Medication” means any one of the following activities:
- Handling, storing, preparing or pouring of medication;
- Conveying it to the student according to the medication order;
- Observing the student inhale, apply, swallow, or self-inject the medication;
- Documenting that the medication was administered;
- Counting remaining doses to verify proper administration and use

“Qualified personnel” (A) for schools means a qualified school employee who is (i) a full time employee, or is (ii) a coach, athletic trainer or school paraprofessional, or (B) for school readiness programs and before- and after-school programs, means the director or director’s designee and any lead teachers and school administrators who have been trained in the administration of medication;

“Authorized Prescriber” means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and, for interscholastic and intramural athletic events only, a podiatrist.

“Self-Administration of Medication” means that the medication is controlled by the student at all times and self-managed by the student according to an individual medication plan.

Documentation Required
Except for the emergency administration of epinephrine to students who do not have a written prior authorization or order, prior to any administration of medication to students, the school nurse must be in possession of the following documentation:

1. The written order of an authorized prescriber;
2. The written authorization of a parent, guardian or student who is 18 years of age or older; and
3. The written permission for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of the medication.

Self-Administration of Medications by Students

Students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication and other medications, excluding controlled drugs, will be permitted to self-administer such medication provided that:

1. The required documentation for self-administering medication at school includes the following additional items:
   a. The written order must include the recommendation for self-administration by the authorized prescriber;
b. The written authorization of the parent/guardian or student who is 18 years of age or older for the self-administration of medication;

c. An assessment by the school nurse that the student is competent to self-administer in the school setting;

d. An appropriate plan for the self-administration of medication including provisions for general supervision developed by the school nurse.

2. In addition, the Principal and appropriate staff must be informed that the student is self-administering prescribed medication.

3. The medication is transported by the student and maintained under the student’s control in accordance with school policy and the student’s plan.

4. In the case of inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse’s review of a student’s competency to self administer shall not be used to prevent a student from retaining and self-administering such medication. In such cases, students may retain possession of inhalers or cartridge injectors at all times while attending school or receiving transportation services and self-administer such medication with only the written authorization of an authorized prescriber and written authorization from a student’s parent or guardian.

Administrative Regulations

The Superintendent of Schools, with the advice and approval of the school medical advisor and the school nurse supervisor shall develop administrative regulations to implement this policy. The regulations shall address the following topics:

1. Administration of medications by qualified personnel for schools
2. Limitations of LPNs, paraprofessionals, coaches and athletic trainers
3. School readiness and before- or after-school programs
4. Training and supervision of qualified school personnel
5. Self-administration of medications by students
6. Procedures in the event of a medication emergency
7. Handling, storage and disposal of medications
8. Documentation and record-keeping
9. Notification and documentation of errors in the administration of medication
10. Procedures for the administration of epinephrine by qualified school employees for the purpose of emergency first aid to students who experience allergic reactions and who do not have a prior written authorization for the administration of epinephrine

School Bus Drivers

For purposes of this policy a “school bus driver” means any person employed by the Region 10 Board of Education or by a private carrier who holds a commercial driver’s license with a public passenger endorsement pursuant to subsection (a) of section 14-44 of the Connecticut General Statutes and who transports Region 10 Public Schools’ students in a school bus.
Not later than June 30, 2019 all school bus drivers providing transportation services to Region 10 Public Schools’ students shall receive training as set forth in Public Act 18-185 in (1) the identification of the signs and symptoms of anaphylaxis, (2) the administration of epinephrine by a cartridge injector, (3) the notification of emergency personnel, and (4) the reporting of an incident involving a student and a life-threatening allergic reaction.

In accordance with Connecticut General Statutes § 52-557b, school bus drivers on or in the immediate vicinity of a school bus during the provision of school transportation services, who render emergency care by administration of medication with a cartridge injector to a student in need thereof who has a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death, shall not be liable to the student assisted for civil damages for any injuries which result from acts or omissions by the school bus driver in rendering the emergency care of administration of medication with a cartridge injector, which may constitute ordinary negligence.

Biennial Review of Policy and Regulations

This policy and administrative regulations shall be reviewed and revised biennially with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal Reference: Connecticut General Statutes

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds.
10-212a Administration of medications in schools, at athletic events and to children in school readiness programs
14-11 License endorsement for operators of commercial motor vehicles used for passenger transportation, school buses, student transportation vehicles, taxicabs, motor vehicles in livery service and motor or service buses. Requirements. Hearing. Appeal. Report re persons whose license or endorsement has been withdrawn, suspended or revoked. Penalty.
52-557b “Good Samaritan law”. Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render. Immunity from liability re automatic external defibrillators.

Public Acts

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

Regulations of Connecticut State Agencies

10-212a-1 to 10-212a-10, Administration of Medications by School Personnel and Administration of Medication During Before- and After-School Programs and School Readiness Programs
Assessment of Student's Capacity to Self-Administer Medications

Name of Student: __________________  Date: __________________

School: __________________________ Grade: ________  Age: ________

Medication: ____________________________  Basis of assessment

Y/N Does the authorized prescriber’s written order include a recommendation for self-administration?

Y/N Has the parent, guardian or student who is 18 years of age or older provided written authorization for self-administration?

Y/N Is this student capable of identifying and selecting the appropriate medication by size, color, amount, or other label identification?

Y/N Does this student know the frequency and time of day for which the medication is ordered?

Y/N Can this student identify the presenting symptoms that require medication?

Y/N Does this student administer the medication appropriately?

Y/N Can this student maintain safe control of the medication at all times?

Y/N Will this student seek adult supervision whenever warranted?

Y/N Does this student cooperate with the established medication plan?

If the medication is a controlled substance:

Y/N Is there an extraordinary situation requiring self-administration? If yes, please identify:

Y/N Has the Medical Advisor approved the self-administration?

Y/N Has an appropriate plan been developed?
COMMENTARY: Public Act 18-51 makes amendments to the definitions of physical restraint and seclusion and requires boards of education to enact policy language on the use of “exclusionary time outs.” Also included are amendments phasing out references to training plan development and implementation deadlines.

REGIONAL SCHOOL DISTRICT #10

Students

Use of Restraint and Seclusion

The Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect the student or others from immediate or imminent injury. Emergency restraint or seclusion shall not be used for discipline or convenience or as a substitute for a less restrictive alternative.

Definitions

**Life-threatening physical restraint** means any physical restraint or hold of a person that restricts the flow of air into a person’s lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person’s arms, legs or head while the person is in the prone position.

**Psychopharmacologic agent** means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

**Physical restraint** means any mechanical or personal restriction that immobilizes or reduces the free movement of a person’s arms, legs or head including but not limited to, carrying or forcibly moving a person from one location to another. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut’s special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury; or an exclusionary time out.
School employee means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district’s schools, pursuant to a contract with the Board.

Seclusion means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving. “Seclusion” does not include an exclusionary time out.

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Exclusionary time out means a temporary, continuously, monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student’s behavior.

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

A. School employees shall not use a life-threatening physical restraint on a student. No school employee shall use a physical restraint on a student except as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the restraint is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative. A student who is physically restrained shall be continually monitored by a school employee. The monitoring must be conducted by direct observation of the student, or by video provided the video monitoring occurs close enough for the monitor to provide assistance, if needed.

B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

C. No student shall be placed in seclusion unless:
1. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.

2. Such student is frequently monitored by a school employee during the period of such student’s seclusion. Any student placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student’s educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.

3. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion. Other specifications for the room in which seclusion takes place shall comply with State regulations.

D. School employees may not use a psychopharmacologic agent on a student without that student’s consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student’s established medical or behavioral support or educational plan, as developed consistent with Section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner’s initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.

E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:

1. An administrator, one or more of such student’s teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:

   i. Conducting or revising a behavioral assessment of the student;
   ii. Creating or revising any applicable behavioral intervention plan; and
   iii. Determining whether such student may require special education.

2. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student’s planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student’s individualized education plan.

F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.
G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received appropriate training on the proper means for performing such physical restraint or seclusion.

H. Beginning July 1, 2016, the Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:

1. Record each instance of the use of physical restraint or seclusion on a student;
2. Specify whether the use of seclusion was in accordance with an individualized education program;
3. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
4. Include such information in an annual compilation on its use of such restraint and seclusion on students.

I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.

J. Any use of physical restraint or seclusion on a student shall be documented in the student’s educational record. The documentation shall include:

1. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
2. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student’s established educational plan.

K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

L. Seclusion shall not be utilized as a planned intervention in a student’s behavioral intervention plan, individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time.

Conditions Pertaining to the Use of Exclusionary Time Outs

A. Exclusionary time outs shall not be used as a form of student discipline.

B. During any exclusionary time out at least one school employee shall remain with the student or be immediately available to the student such that the student and school employee are able to communicate verbally throughout the exclusionary time out.
C. The space used for an exclusionary time out must be clean, safe, sanitary and appropriate for the purpose of calming the student or deescalating such student’s behavior.

D. An exclusionary time out period must terminate as soon as possible.

E. If a student receiving an exclusionary time out is a child requiring special education as defined in Conn. Gen. Stat. § 10-76a, or a child being evaluated for special education pursuant to Conn. Gen. Stat. § 10-76d, and awaiting a determination and the interventions or strategies are unsuccessful in addressing such student’s problematic behavior, such student’s planning and placement team shall convene as soon as is practicable to determine alternative interventions or strategies.

**Required Training and Prevention Training Plan**

Training shall be provided by the Board to school professionals, paraprofessional staff members and administrators regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2015, and shall include, but not be limited to:

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students.

2. The creation of a plan by which the Board will provide school professionals, paraprofessional staff members and administrators with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students.

   Such plan is to be implemented not later than July 1, 2017, and must include a provision to require the training of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.

3. The Board will create a plan, to be implemented not later than July 1, 2017, requiring the training of all school professionals, paraprofessional staff members and administrators by regarding the proper means of physically restraining or excluding a student, including, but not limited to:

   a. Various types of physical restraint and seclusion;
   b. The differences between life-threatening physical restraint and other varying levels of physical restraint;
   c. The differences between permissible physical restraint and pain compliance techniques; and
   d. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.

**Crisis Intervention Teams**
By July 1, 2015, and each school year thereafter, Each school year the Board shall require each school in the District to identify a crisis intervention team. Such team shall consist of school professionals, paraprofessional staff members and administrators trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis.

**Dissemination of Policy**

This policy and its procedures shall be made available on the District’s website and in the Board’s procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

Nothing in this policy is intended to interfere with the Board’s obligation to provide a safe school setting in accordance with Connecticut General Statutes §10-220. In addition, nothing in this policy shall prevent school personnel from using reasonable physical force upon a student in a manner consistent with state law, when and to the extent such person reasonably believes force to be necessary to (A) protect him/herself or others from immediate physical injury, (B) obtain possession of a dangerous instrument or controlled substance, as defined by law, upon or within the control of such minor, (C) protect property from physical damage or (D) restrain such student or remove such student to another area, to maintain order.

(cf. 4148/4248 - Employee Protection)
(cf. 5141.23 - Students with Special Health Care Needs)

**Legal Reference:**

Connecticut General Statutes

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services.

10-236b Physical restraint and seclusion of students by school employees.

53a-18 Use of reasonable physical force or deadly physical force generally.

53a-19 Use of physical force in defense of person.

53a-20 Use of physical force in defense of premises.

53a-21 Use of physical force in defense of property.
PA 15-141 An Act Concerning Seclusion and Restraint in Schools

Public Act 18-51 An Act Implementing the Recommendations of the Department of Education

State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.

Policy adopted: September 17, 1990
Policy reviewed: July 1, 2009
Policy revised: October 6, 2014
Policy revised: October 2015
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Fortin, Dave
Goodno, John (BoE)
Laone, Sue
Martinotti, Rob
Omichinski, Paul (BoE) Chairperson
Sadecki, Ron

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Baccaro, Susan
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Parente, Eleanor