

Ashford Board of Education
Regular Meeting Minutes – April 5, 2018
7:00 p.m.
District Office Conference Room

Note: Per C.G.S. §10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.

Call To Order

Board Chair J. Lippert called the meeting to order at 7:05 pm. Present were members S. Gamache, J. Urban, L. Donegan, K. Warren, J. Calarese and M. Matthews (7:08pm). Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer, Principal T. Hopkins and recording secretary J. Barsaleau. Audience present: R. Haeger and AEA co-president J. Horn.

Motion made by J. Lippert to add two items to the agenda New Business, 7a. Certified Staff Appointment, and 7b. Discussion of Paraprofessional Staffing. Motion seconded by K. Warren and carried unanimously.

Communications

A letter was received from EASTCONN offering a seat on the board of director's for a member of the Ashford BOE. J. Calarese read an email communication that he wrote to members of the CT Association of Schools (CAS) visiting committee thanking them for their time and consideration of Troy Hopkins candidacy as "Principal of the Year". The Class of 2018 requested the BOE consider placing an advertisement in the yearbook.

Motion made by L. Donegan to place an advertisement in the Class of 2018 Yearbook, motion seconded by K. Warren and carried unanimously.

Opportunity for Public Comment

R. Haeger congratulated Mr. Hopkins on his nomination for Principal of the Year. She had some questions about the CORR space renovations and if there was enough money in the unexpended funds account to cover the cost of the project, and how does that fund work? Dr. Longo responded to her questions and reviewed the completed phases of this project and what remains to be done. He then explained that some unexpended funds remain at the end of the fiscal year to cover unanticipated expenses that may come late in the year. Funds confirmed as unexpended following audit move to the BOE unexpended funds account. To utilize the funds, a formal request must be made to the BOF and the funds can only be used toward items listed on the BOE's five-year capital plan.

Approval of Minutes: 02/15/2018; 03/29/2018

Motion by K. Warren to approve the regular meeting minutes of 02/15/2018, with an amendment to the 7th sentence under "Communications." The word "Town" should be stricken and replaced with "capital improvements committee." Motion seconded by J. Urban and carried with one abstention (J. Calarese).

Motion made by J. Calarese to approve the special meeting minutes of 03/29/2018. Motion seconded by S. Gamache and carried with three abstentions (K. Warren, L. Donegan, M. Matthews)

District Reports (Superintendent, Business Manager, Director of Pupil Personnel)

Superintendent

Dr. Longo reported he met with the co-presidents of the AEA, a teacher and our state CT Education Association representative to discuss the Voluntary Early Retirement Incentive Plan discussed at the last meeting. The union made a counter proposal to the VERIP, increasing the incentive from \$12,000 to \$15,000 and extending the deadline date by 3 days to 4/12/18. Dr. Longo recommends the Board act to approve these changes.

Motion made by L. Donegan to increase the early retirement incentive to \$15,000 as recommended and to extend the deadline date to 4/12/18. Motion seconded by J. Calarese and carried unanimously.

Dr. Longo reviewed the first draft of the Friar & Associates capital improvement plan (CIP) documents. Discussion followed concerning the committee that was to be formed to solicit architects. M. Matthews said she would follow up with Mr. Zambo.

The recent custodial vacancy was posted internally as required by contract. Jason Link who is currently the 20-hour custodian expressed interest in the vacancy. Dr. Longo recommends appointment of this candidate.

Motion made by J. Calarese to appoint Jason Link to the 32-hour custodial vacancy. Motion seconded by L. Donegan and carried unanimously.

The 20-hour vacancy created by this appointment will be posted internally. MEUI negotiations will begin 4/26/18. Dr. Longo would like to create a small committee to create a bridge between Ashford School and Ashford's senior citizens. Ideas were discussed, such as the seniors having lunch here, reading to our students, students personally inviting the seniors to events and transporting students to the senior center. Dr. Longo feels we have been remiss in not connecting with this important group of citizens. Ms. Gamache will represent the board on the committee. Dr. Longo and Mr. Hopkins will reach to the director of the senior center to discuss this further.

Business Manager

Mrs. Dyer distributed the year to date expenditure report dated 4/5/2018 and a list of requested budget transfers dated 4/5/2018. Year-end projections will be provided for the next meeting. Currently, there is a balance remaining of \$81,869.81, however, building and fleet maintenance encumbrances have not yet been applied. Transfers were reviewed.

Motion made by J. Urban to approve quarterly budget transfers of \$80,001, as presented. Motion seconded by K. Warren and carried unanimously.

Mrs. Dyer reported there is a shortfall of approximately \$105,000 in outplacement tuition. Following the approval of the BOE's FY18 budget, it was necessary to outsource two students. As has been past practice, the BOF requests they be notified of such situations. Some of the costs associated with these outplacements have been absorbed into the budget wherever possible.

Motion made by J. Calarese to provide written notification to the Board of Finance concerning a budget shortfall in special education outplacement tuition. Motion seconded by K. Warren and carried unanimously.

Brief discussion followed concerning the BOE's budget process timeline. This will be discussed at the annual BOE retreat.

Director of Pupil Personnel

No report

Administrative Reports (Principal, Asst. Principal)

Principal

Mr. Hopkins expressed his appreciation to everyone who participated in the Principal of the Year visit this past week; he was overwhelmed by everyone's support. Ashford School has received notification that teacher Kellie Gauvin was chosen to receive a grant by "Fund for Teachers." Mrs. Gauvin will be traveling to Italy this summer. Ashford teachers Katie Knecht and Kate Craven have been named as recipients of National Geographic Fellowships. Mrs. Knecht will be traveling to the Galapagos Islands and Mrs. Craven will spend 24 days in Antarctica. There are only 40 fellows named annually and it is incredible honor for Ashford to have received two awards of this magnitude.

Assistant Principal

Mr. Dukette's report was distributed and discussed.

New Business

a. Certified Staff Appointment

Dr. Longo recommended the appointment of Alicia Spakowski to the position of School Psychologist, effective at the commencement of the 2018-2019 school year.

Motion made by L. Donegan to appoint Alicia Spakowski to the position of School Psychologist effective at the start of 2018-2019 school year. Motion seconded by J. Urban and carried unanimously.

b. Discussion of Paraprofessional Staffing

A question about the number of paraprofessionals was raised at the 4/4 public budget hearing. The board requested and received a current list of paraprofessionals and their assignments.

Old Business

a. Friar & Associates Master Plan Update

Item was discussed during the Superintendent's report.

b. Second Reading of Policies (Series 4000: Abuse or Neglect of Disabled Adults; Series 4000: Child Abuse, Neglect and Sexual Assault Reporting; Series 4000: Employment Checks)

The chair called for discussion, there being none, a vote was called.

Motion by L. Donegan to approved the Series 4000 policies prepared by counsel. Motion seconded by M. Matthews and carried unanimously.

Next Meeting Date/Agenda Items

Motion made by J. Urban to cancel the scheduled regular meeting of April 19th. Motion seconded by M. Matthews and carried unanimously.

The town meeting date is scheduled for 4/18/18 at 7:30 pm. The next regular meeting of the BOE is 5/3/18. Agenda items: Committee break out sessions, staff appointment, healthy foods certification, Friar & Associates update, follow up on request made to the BOF for special education expenditures, first reading of policies.

Second Opportunity for Public Comment

None

Superintendent Evaluation (Executive Session Anticipated)

Tabled by mutual consent.

Motion to adjourn the meeting (9:25 pm) made by M. Matthews, seconded by S. Gamache and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford Board of Education
Regular Meeting Minutes – February 15, 2018
7:00 p.m.
District Office Conference Room

Note: Per C.G.S. §10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.

Call To Order

Board Chair J. Lippert called the meeting to order at 7:07 pm. Present were members S. Gamache, J. Urban, L. Donegan, K. Warren, and M. Matthews. Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer, Principal T. Hopkins, Pupil Personnel Director C. Ford, Asst. Principal G. Dukette, and recording secretary J. Barsaleau. Unable to attend was member J. Calarese. Audience present: K. Kouatly, R. Haeger, K. Johnston, M. Medeiros, S. Spiewakowski, E. Turcotte, and J. Horn.

Presentation – Project Based Learning (Rebecca Aubrey)

Students Cadence and Lexi, shared with the board exactly what project based learning means by presenting a complete and comprehensive power point to show exactly how students apply this method in their daily classroom life. This is the concept of social literacy, where academic subject components are woven together and they work in groups on STEAM based outcomes. For example, students are currently studying Africa. Instead of what used to be a social studies topic, they are using language arts, art, reading, science and math to create comprehensive, themed projects about Africa. This will culminate in the second “Africa Marketplace” which will be open to students and the public on March 6th.

Everyone present was quite impressed with the poise, passion and candor of the students, it was evident that they truly enjoy learning through this social literacy model.

Teachers R. Aubrey and K. Parisen addressed why project based learning and social literacy are so important and have been successful. It is embedded and authentic learning, teaches students higher order thinking skills, develops critical thinking, problem-solving skills and differentiation of instruction.

Currently, this method is being applied in grades 5-6, but it is hoped that it will expand to other grades.

Communications

In the agenda packet was an acceptance document for a \$500 Exxon/Mobil grant that was received. The board wishes to thank the Ashford X-tra Mart for nominating Ashford School to receive this grant.

R. Aubrey distributed a letter thanking Mr. Hopkins for his support and for traveling to NYC as she was awarded the Northeast Conference of Language Teachers Award. Ms. Matthews, Dr. Longo and Mr. Hopkins held a meeting earlier in the day with Friar & Associates and Eversource concerning energy efficiency opportunities and master planning. A “*Limited Existing Conditions Assessment of Ashford School*” was distributed. Ms. Matthews reported that the Capital Projects committee recommends a reduction to our FY19 request to fund continued CORR renovations, to \$20,000 for the purposes of obtaining architectural services. The Town is pleased that the BOE is working with Friar & Associates on creating a master plan. Dr. Longo reported that we have a quote from Friar & Associates to create educational specifications, a request for proposals and project management.

Opportunity for Public Comment

None

Approval of Minutes: 01/25/2018; 02/01/2018

Motion by K. Warren to approve the special meeting minutes of 01/25/2018, motion seconded by J. Urban and carried with one abstention (M. Matthews).

Motion by M. Matthews to approve the regular meeting minutes of 02/01/2018. A spelling error was noted on page 2, FY 19 Budget Deliberations, third bullet point, first line. “Venutre” should be Venture.

Motion seconded by L. Donegan to approve the minutes of 02/01/2018 as amended.

Motion carried with one abstention (K. Warren).

District Reports (Superintendent, Business Manager, Director of Pupil Personnel)

Superintendent

Dr. Longo directed attention to the school calendar portion of his report. He summarized the two options of the school year 18-19 calendar. Version A is the calendar he recommends, version B represents a traditional calendar. Dr. Longo asked the AEA, MEUI and PTO for comment. There were mixed reviews of both calendars, however, the teacher’s union was largely in favor of a traditional calendar. Dr. Longo requested board revision of the current school calendar. He recommended that March 9th be a regular school day and to move the scheduled professional day to June, the day after school ends for students.

Business Manager

Mrs. Dyer briefly reviewed the account payable reports for December 2017 and January 2018.

Director of Pupil Personnel

Mrs. Ford's report addressed special education budget planning and methods used to create this portion of the budget. She chose school psychologist Emily Deliberto as her spotlight faculty member. Ms. Deliberto joined our school in November and has been a wonderful addition to our community. A copy of a newsletter created by Ms. Deliberto in the packet shows that. Mrs. Ford has received a lot of positive feedback from families.

Administrative Reports (Principal, Asst. Principal)

Principal

Mr. Hopkins spoke about his spotlight faculty member, Rebecca Aubrey. Ms. Aubrey has been named the Northeast Conference Language Teacher of the Year and is one of 5 finalists in the country. This is a very prestigious honor for both Ms. Aubrey and our school district. The principal of E.O. Smith High School will be conducting an alumni survey that will be sent to elementary and middle schools in our region.

Assistant Principal

At Dr. Longo's request, Mr. Dukette provided an overview of curriculum revisions and upgrades to date. A great deal of work has been completed or is near completion over the past few years. Vertical articulation (curriculum sequence) is complete in some subject areas and horizontal articulation (school year curriculum map) is in the works in the core subjects. Board members may receive copies of curriculum via electronic means or view hard copies in the Superintendent's office.

New Business

a. 2017-2018 School Calendar Revision

Motion made by K. Warren to revise the current Ashford School calendar to reflect March 9th as a regular school day and move the scheduled professional development day to June. Motion seconded by J. Urban and carried unanimously.

b. FY19 Ashford School Budget

1. Worksession

There were lengthy discussions concerning how to best quantify budget needs of the school versus the needs of the town, and how to best share that sentiment in our budget. Options discussed were position reallocations, staff reductions, line items reductions and fixed costs. The board recalled that in prior year budget deliberations it was stated that multiple years of budget reductions to zero or less would result in the need for an increase in coming years to maintain program integrity and the quality of education. The board feels that that time has come. The board directs the Superintendent, Business Manager and Administration to reduce the FY19 budget to reflect a 2.9% increase over FY18. The board chair will write an introductory letter to the Board of Finance explaining the Board's rationale.

2. Approval of BOE Budget for Presentation to Ashford Board of Finance

Motion made by J. Lippert to approve the FY 19 Ashford School budget representing a 2.9% increase over FY18 and send this budget forward to the Ashford Board of Finance. Motion seconded by L. Donegan and carried unanimously.

This percentage represents a bottom line of \$7,620,927, an increase of \$214,787 over the current year's allocated budget.

Old Business

a. Approval of 2018-2019 Ashford School Calendar

Motion made by K. Warren to approve version B of the 2018-2019 Ashford School Calendar. Motion seconded by M. Matthews and carried by a vote as follows:

Yes: M. Matthews, L. Donegan, J. Urban, S. Gamache, K. Warren

No: J. Lippert

b. Friar & Associates Master Plan Update

Item was discussed during communications

c. MEUI Non-Certified Staff Negotiations Update

Counsel has contacted Dr. Longo and it is expected that negotiations will commence soon. The BOE personnel committee will meet March 15th at 6:30 pm to discuss negotiations.

Next Meeting Date/Agenda Items

The next regular meeting date falls on the night that the BOE presents its budget to the Board of Finance. There will be no regular meeting held as in board members will be at the BOF meeting. March 8th will be reserved as a possible special meeting date.

Second Opportunity for Public Comment

Mrs. Haeger expressed her thanks for the hard work that goes into this process and is appreciative of the 2.9% budget that will be going forward and that is focuses on what is best for students.

Mrs. Donegan noted that Ashford School basketball teams did very well this season! The boy's team won the QVJC tournament and the girl's team finished in second place in the tournament. Great job!

Superintendent Evaluation (Executive Session Anticipated)

Motion made by K. Warren (10:07 pm) to enter into executive session for the purpose of Superintendent Evaluation with Dr. Longo present, seconded by L. Donegan and carried unanimously.

Present: K. Warren, J. Lippert, L. Donegan, S. Gamache, M. Matthews, J. Urban and Dr. Longo

The board and Dr. Longo exited the executive session at 10:30 pm.

Motion to adjourn the meeting (10:32 pm) made by S. Gamache, seconded by M. Matthews and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford Board of Education
Special Meeting Minutes – March 29, 2018
7:00 p.m.
District Office Conference Room

Note: Per C.G.S. §10 – 218, Board of Education meeting minutes are provided in a draft format within 48 hours of the date the meeting was held. With the exception of motions and votes recorded, these minutes are unofficial until they have been read and approved by a majority vote of the Board. Should edits be necessary, they will be made at a regularly scheduled meeting, noted in the meeting minutes, and so voted upon.

Call To Order

Board Chair J. Lippert called the meeting to order at 7:07 pm. Present were members S. Gamache, J. Urban and J. Calarese. Also present were Superintendent Dr. J. Longo, Business Manager L. Dyer, Principal T. Hopkins and recording secretary J. Barsaleau. Unable to attend were members M. Matthews, L. Donegan and K. Warren. Audience present: A. Cantrell, J. Leszczynski, R. Bora, R. Haeger, K. Kouatly, D. Atkinson, paraprofessional, J. Horn, AEA co-president and C. Funk, Chair, Ashford Board of Finance.

Communications

None

Opportunity for Public Comment

- K. Kouatly reiterated her support for the teachers and staff and feels that smaller class sizes and after school programs, clubs and opportunities are important.
- R. Haeger also expressed continued support for the teachers. She thanked the board for the hard work they have done and for what is to come. She encouraged acceptance of the proposed change in the school calendar citing that the heat and discomfort level in late June would be hard for all if school were in session. Students in the upper grades have not had a math interventionist this year and feels it would be hurtful to lose staff at the middle school level.
- J. Leszczynski is the parent of two children in Ashford School and echoed Kim Kouatly's statement in support of the teachers and that we have a very special school, everyone here is very friendly and warm.
- R. Bora agreed with all of the comments stated. His two children attended Ashford School after moving here from Rhode Island. He said his family chose Ashford because of the school. Enrollment is down, but middle school is the last chance for the students to prepare for E.O. Smith. He noted the number of administrators seems to have increased over time.
- A. Cantrell introduced herself as a parent of two students. She moved here from Texas and said the school is the main reason they moved to Ashford. She spoke very highly of the kindness shown, the caring staff and attention given to her child when struggling in a new environment. She too, supports the teachers.

Chair J. Lippert expressed appreciation for the tireless efforts made by many people involved in the budget process this year. He specifically extended thanks to Mr. Funk, Board of Finance Chair; to Jane Urban, who represented the Board of Education at all Board of Finance meetings; and to the many parents who made a significant difference by attending meetings, expressing their opinions, and supporting the school.

New Business

a. Non-Certified Staff Resignation

A letter of resignation was received from custodian Robert McGuire, effective 3/24/2018.

Motion made by J. Urban to accept the resignation of Robert McGuire. Motion seconded by J. Calarese and carried unanimously.

b. 2017-2018 School Calendar Revision

Dr. Longo surveyed the staff for their opinions on shortening the April recess to make up some of the days missed for weather. By a margin of about 2:1, shortening the April recess was favored over adding days to the end of the school year. Dr. Longo and the administration are prepared to address staff shortages that may occur by adding these dates into the school calendar.

Motion made by J. Calarese to revise the Ashford School calendar making April 16th and April 17th regular school days, and moving the final contracted professional development day to April 18th.

Motion seconded by S. Gamache and carried unanimously.

FY 19 Budget Worksession

Dr. Longo met with the administrative team and presented a brief report outlining proposed budget reductions to absorb the \$114,000 that was cut from the FY19 budget at the 3/22 Board of Finance

meeting. The goal was to find reductions that would have as minimal an impact as possible on students and programs. In response to class size concerns that have been raised, flexible and creative preparations must be made to address this matter. Dr. Longo stated that as difficult as it has been to have to make these reductions, he feels they will be the least impactful to the whole school. He requested that the Board authorize a Voluntary Early Retirement Incentive for eligible teachers. If no one were to take this incentive, then layoffs will have to occur. The union may offer a counter proposal to this incentive. J. Urban asked if consideration was given to sharing teachers in grades 5/6 as is done in grades 7/8. Mr. Hopkins responded that this was done in the past and the younger students had a difficult time with it at that critical age.

J. Lippert expressed his appreciation for the creativity shown by Dr. Longo and the administration in working with what they have been given.

L. Dyer reviewed budget documents highlighting the particular areas where reductions were made. The total of the reductions are \$114,787 resulting in a 1.35% increase over FY18.

Board discussion followed concerning the ramifications of reductions in computer purchases, beginning the budget process in August and holding regular meetings of the BOE finance committee. It was mentioned that the role of Special Education director and Assistant Principal were once shared. Dr. Longo explained the rationale in separating those roles with regard to changes made by the state, the needs of the district and curriculum revisions driven by the common core. No one enjoys making staff reductions - it is by far the hardest part of the job. Mr. Hopkins agreed and said it forces efficiencies to be made.

a. Approval of FY 19 Budget

Motion made by J. Calarese to approve the FY 19 budget reduction proposal as presented by the Superintendent. Motion seconded by S. Gamache and carried unanimously.

The revised FY19 budget represents a bottom line of \$7,506,140. This is an increase of \$100,000 over the current year's allocated budget.

Second Opportunity for Public Comment

- K. Kouatly suggested surveying staff before creating school calendars for their preference on make up days, she asked why the ceilings are necessary in the primary classrooms and what duties the teacher currently in 2nd grade would have next year. Mr. Hopkins reported that they would support math intervention in middle school.
- C. Funk thanked everyone in the room for their participation. He came to the meeting to understand how this process would work. He also thanked the parents and the BOE as their presence does make a cumulative difference.
- R. Bora said these are not easy decisions for anyone, he questioned why the number of certified staff remained the same? Mrs. Dyer reported that the budget would be revised following the board action taken this evening.
- R. Haeger expressed her thanks and agreed with Dr. Longo that next year's budget process needs to begin much sooner. She also felt that in house bussing should be reviewed.
- J. Lesczynski said there is a great deal of data available for comparison with other districts with regard to class size numbers and how that affects children developmentally. She offered to provide such information to the board.

Discussion: Non-Certified Staff Negotiations

Dr. Longo will plan on holding MEUI negotiations meetings on Thursday evenings that the board is not scheduled to meet. He will contact the representative to schedule the first meeting date.

Motion to adjourn the meeting (8:50 pm) made by J. Calarese, seconded by J. Urban and carried unanimously.

Recorded by:

Jennifer Barsaleau, Recording Secretary

Ashford School
Board of Education Meeting
April 5, 2018
Superintendent's Report
Dr. Longo

I have met with the teacher that would be impacted by the reduction in force and the state and local union representatives.

We have agreed to a counter offer to the Voluntary Early Retirement Incentive Plan (VERIP) that will require BOE action. After discussion with the parties, we came to an agreement that the VERIP incentive would be raised to \$15,000 from the \$12,000 that was in the original draft, and to extend the deadline to April 12th.

We are waiting for the convening of the Town of Ashford committee to review capital project requests. It is my understanding that the BOF approved a \$20,000 allotment (pending the outcome of the budget referendum) to engage an architect to draw up plans for the CORR space renovation. We have a plan to present to the town committee.

- a. We would like to approach this project in two stages; first completion of the walls, windows, and doors necessary to create the final two rooms of the project, and second, completion of the project.

- b. We could fund the first of the two stages using our unexpended educational funds account.

- c. We need approval to engage Friar & Associates, who are on the state bid list. If we do, we can get the architectural plans by July and proceed with the first phase of the project and have that completed by mid August,

Friar & Associates has its first draft of the ten-year capital projects plan. I am wondering what the status of the capital committee that the town is organizing. I can schedule Friar to present their plan to the BOE and then follow that with a presentation to the town capital committee.

The May article for the Ashford Citizen will focus upon the arts and enrichment programs at Ashford School.

Last month, a custodian resigned and we placed an internal posting for MEUI members. Jason Link, a part-time custodian, responded to the internal posting and was appointed to fill that vacancy. The part time position that was held by Jason has been posted internally. Once that internal posting has past, we will seek to appoint an applicant from our previous search who is currently substituting for us. I am requesting that the BOE approve the appointment of Jason Link to the 32-hour custodial vacancy and I will make a request to fill the position currently posted when the time is appropriate.

Negotiations with the non-certified union, MEUI, will begin on April 26th at 6:30 pm to set ground rules and to exchange proposals.

MEMORANDUM OF AGREEMENT REGARDING A VOLUNTARY EARLY RETIREMENT INCENTIVE PLAN (VERIP)

The Ashford Board of Education (the “Board”) and the Ashford Education Association (“Association”) agree to the terms set forth below regarding a Voluntary Early Retirement Incentive Plan (VERIP) for teachers:

A. ELIGIBILITY REQUIREMENTS

1. Applicants must be eligible for normal retirement, early retirement or proratable retirement in accordance with the provisions of the State Teachers’ Retirement System as of June 30, 2018, and shall actually retire effective on such date. The requirements for normal, early and proratable retirement under the State Teachers’ Retirement System are currently as follows:
 - a) **Normal retirement:** A member is eligible to receive a normal retirement benefit who (1) has attained age sixty (60) and has accumulated twenty years of credited service in the public schools of Connecticut or (2) has attained any age and has accumulated thirty-five (35) years of credited service, at least twenty-five (25) years of which are service in the public schools of Connecticut.
 - b) **Proratable retirement:** A member is eligible to receive a proratable retirement benefit who has attained age sixty (60) and has accumulated at least ten (10) years of credited service.
 - c) **Early retirement:** A member is eligible to receive an early retirement benefit who has accumulated twenty (20) years of credited service at least twenty (20) years of which are service in the public schools of Connecticut, or who has attained the age of fifty-five (55) and has accumulated at least twenty years of credited service, at least fifteen (15) of which are service in the public schools of Connecticut.
2. In order to be eligible to participate in the VERIP, an individual must actually retire from public education under the provisions of the Connecticut Teachers’ Retirement System, effective June 30, 2018. An individual who simply terminates his/her employment with the Ashford Board of Education and does not actually retire from teaching is not eligible for the VERIP. However, a retiree’s re-employment while collecting retirement benefits under the Teachers’ Retirement Act, to the extent permitted by Section 10-183v of the Connecticut General Statutes, shall not result in disqualification for the benefits set forth in this VERIP.

B. EARLY RETIREMENT BENEFITS

1. Eligible employees who elect to retire effective June 30, 2018 under the VERIP shall be entitled to the Board’s Section 125 Plan to the eligible employees who elect to retire under the VERIP:

2. The Board shall pay to each VERIP participant selecting Option 1 the total sum of Twelve Thousand Dollars (\$12,000), in two (2) equal installments of Six Thousand Dollars (\$6,000), to be paid in accordance with the following schedule:

- 1) On or before July 15, 2018
- 2) On or before July 15, 2019

Such payments shall be subject to all applicable tax and withholding requirements.

C. GENERAL CONDITIONS

1. The parties understand that this VERIP is a one-time opportunity, and that the Board's offer of this VERIP shall not establish a past practice or precedent for any purpose.
2. Any Board decision under this plan is final and is not subject to the grievance and/or arbitration procedure set forth in the collective bargaining agreement between the Board and the Association.

D. REQUIRED PROCEDURE FOR PARTICIPATION

Any teacher wishing to participate in the VERIP must hand deliver a signed, irrevocable letter of retirement, effective June 30, 2018, to the Superintendent of Schools, no later than 4:00 p.m. on April 9, 2018

Letters received in the Superintendent's office after 4:00 p.m. on April 9, 2018 will not be accepted for participation in the VERIP.

ASHFORD BOARD OF EDUCATION

ASHFORD EDUCATION ASSOCIATION

By: _____

By: _____

Date: _____

Date: _____

Actual & Budgeted Expenses & Encumbrance

Report Sequence: Object
Account: First thru Last
Report Period: July 2017 thru June 2018
Level Of Detail: Extra

Account Filter=01-###-###-####

Account Number	Account Description	Original Budget	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
Administration							
01-1200-100-20000	Special Ed. Director	105,334.00	105,334.00	81,039.40	24,294.60	0.00	0.00
01-2320-100-10000	Superintendent	77,562.00	77,562.00	59,707.33	17,854.67	0.00	0.00
01-2400-100-10000	Principal	134,120.00	134,120.00	103,196.20	30,923.80	0.00	0.00
01-2400-100-10001	Assistant Principal	93,874.00	93,874.00	72,211.00	21,663.00	0.00	0.00
**TOTAL ** Administration		410,890.00	410,890.00	316,153.93	94,736.07	0.00	0.00
Non-Certified Staff							
01-1000-110-10000	Sub. Calling Stipend	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00
01-1200-110-20000	Special Ed. Admin. Asst.	41,567.00	41,567.00	32,237.59	9,762.31	(432.90)	(1.04)
01-2130-110-10000	Nursing Staff	64,861.00	64,861.00	49,793.37	15,355.91	(288.26)	(0.44)
01-2310-110-10000	BOE Meeting Stipend	2,000.00	4,000.00	0.00	4,000.00	0.00	0.00
01-2320-110-10000	Superintendent's Admin. Asst.	61,327.00	61,327.00	46,855.93	14,144.37	326.70	0.53
01-2400-110-10000	Principal's Admin. Asst.	65,371.00	65,371.00	46,683.19	16,965.42	1,722.39	2.63
01-2500-110-10000	Accounting Clerks	119,339.00	119,339.00	92,527.35	26,523.07	288.58	0.24
01-2510-110-10000	Business Manager	41,325.00	41,325.00	37,679.65	3,645.35	0.00	0.00
01-2580-110-10000	Technology Assistant	28,156.00	28,156.00	21,008.47	8,431.11	(1,283.58)	(4.56)
01-2580-110-10001	Technology Consultant	84,872.00	84,872.00	65,092.78	19,573.28	205.94	0.24
01-2600-110-10000	Custodians	206,114.00	206,114.00	148,896.14	57,217.86	0.00	0.00
01-2600-110-10001	Summer Custodians	5,352.00	5,352.00	5,351.91	0.00	0.09	0.00
01-2600-110-10002	Custodian Substitutes	4,126.00	4,126.00	4,415.50	0.00	(289.50)	(7.02)
01-2600-110-10003	Emergency OT Custodians	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00
01-2700-110-10000	Drivers	101,075.00	101,075.00	73,722.14	49,128.75	(21,775.89)	(21.54)
01-2700-110-10001	Transportation Coordinator	16,763.00	16,763.00	9,578.19	3,884.80	3,300.01	19.69
01-2700-110-10002	Driver Sick/Personal Leave	7,689.00	7,689.00	8,300.70	2,671.76	(3,283.46)	(42.70)
01-2730-110-10000	Bus Mechanic	46,220.00	46,220.00	32,755.84	13,323.71	140.45	0.30
01-2790-110-10000	Class Trip Transportation	11,743.00	11,743.00	4,233.54	6,776.61	732.85	6.24
01-2790-110-10001	Extracurricular Transportation	2,097.00	2,097.00	2,460.85	651.75	(1,015.60)	(48.43)
01-2790-110-10002	After Sch. Activities Trans.	2,889.00	2,889.00	2,889.00	0.00	0.00	0.00
01-2790-110-20000	Sp. Ed. Drivers	65,091.00	65,091.00	52,284.98	11,409.29	1,416.73	2.18
01-3300-110-10000	Community	500.00	500.00	0.00	500.00	0.00	0.00
**TOTAL ** Non-Certified Staff		982,477.00	984,477.00	736,747.12	267,965.35	(20,235.47)	(2.06)
Certified Staff							
01-1000-111-10000	Elementary Certified Staff	1,100,181.00	1,100,181.00	698,417.64	443,948.36	(42,185.00)	(3.83)
01-1000-111-10002	Music Certified Staff	105,323.00	105,323.00	64,820.32	40,512.70	(10.02)	(0.01)
01-1000-111-10003	World Language Certified Staff	155,226.00	155,226.00	93,939.68	59,786.32	1,500.00	0.97
01-1000-111-10004	Phys. Ed./Health Cert. Staff	97,563.00	97,563.00	57,038.24	35,648.90	4,875.86	5.00
01-1000-111-10001	Art Certified Staff	56,991.00	56,991.00	35,071.36	21,919.60	0.04	0.00
01-1001-111-10000	Middle School Certified Staff	587,242.00	587,242.00	340,247.66	232,114.34	14,880.00	2.53
01-1200-111-01120	Sp. Ed. Certified Staff	183,044.00	183,044.00	107,042.99	73,121.01	2,880.00	1.57
01-1200-111-02120	Remedial Certified Staff	139,459.00	139,459.00	85,013.60	53,133.50	1,311.90	0.94
01-2140-111-20000	Psychologist Certified Staff	91,609.00	91,609.00	27,369.33	18,348.55	45,891.12	50.09
01-2150-111-20000	Speech Certified Staff	63,802.00	63,802.00	39,139.68	24,462.30	0.02	0.00
01-2180-111-20000	Enrichment Staff	52,317.00	52,317.00	32,195.04	20,121.90	0.06	0.00

Actual & Budgeted Expenses & Encumbrance

Account Number	Account Description	Original Budget	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
**TOTAL ** Certified Staff		2,632,557.00	2,632,557.00	1,580,295.54	1,023,117.48	29,143.98	1.11
Non-Certified Staff Para's							
01-1000-112-10000	Reg. Ed. Paraprofessional	149,357.00	149,357.00	98,667.53	49,035.88	1,653.59	1.11
01-1200-112-20000	Sp. Ed. Paraprofessional	421,664.00	421,664.00	271,356.25	143,617.45	6,690.30	1.59
**TOTAL ** Non-Certified Staff Para's		571,021.00	571,021.00	370,023.78	192,653.33	8,343.89	1.46
Substitutes							
01-1000-113-10000	Sub Teachers/Paras Reg/ Ed	57,200.00	57,200.00	29,960.00	27,240.00	0.00	0.00
01-1000-113-10002	Workshop Sub Pay	2,500.00	2,500.00	850.00	1,650.00	0.00	0.00
01-1200-113-20000	Substitute Teach/Paras. Sp. Ed	20,400.00	20,400.00	9,317.50	11,082.50	0.00	0.00
**TOTAL ** Substitutes		80,100.00	80,100.00	40,127.50	39,972.50	0.00	0.00
Additional Compensation							
01-1000-151-10000	CT TEAM Mentor	2,800.00	2,800.00	0.00	2,800.00	0.00	0.00
01-1000-151-10001	Reg Ed Tutor Svcs	0.00	0.00	17.50	200.00	(217.50)	0.00
01-2210-151-10000	Curriculum Development	10,000.00	10,000.00	0.00	3,850.00	6,150.00	61.50
01-2290-151-10000	Program Advisors	15,296.00	15,296.00	2,424.00	9,824.00	3,048.00	19.93
01-2290-151-10001	Prog. Directors & Coordinators	16,806.00	16,806.00	2,014.00	12,333.00	2,459.00	14.63
01-2900-151-10000	Coaches	20,600.00	20,600.00	13,600.00	11,480.00	(4,480.00)	(21.75)
01-2900-151-10001	Event Chaperones	2,520.00	2,520.00	1,128.00	1,392.00	0.00	0.00
**TOTAL ** Additional Compensation		68,022.00	68,022.00	19,183.50	41,879.00	6,959.50	10.23
Employee Insurance							
01-1000-210-10000	Medical/Dental Ins. Reg. Ed.	699,421.00	699,421.00	562,963.59	106,906.41	29,551.00	4.23
01-1000-210-10001	H.S.A. ER Contrib Reg Ed.	75,000.00	75,000.00	73,867.72	0.00	1,142.28	1.52
01-1000-210-10002	Group Life Ins. Reg. Ed.	7,987.00	7,987.00	4,915.21	1,316.76	1,755.03	21.97
01-1000-210-10003	Workers Comp. Ins. Reg. Ed.	56,084.00	56,084.00	81,361.80	0.00	(25,267.80)	(45.11)
01-1000-210-10004	HealthCare Waiver Reg.Ed	45,668.00	45,668.00	40,500.00	0.00	5,168.00	11.32
01-1200-210-20000	Medical/Dental Ins. Sp. Ed.	281,776.00	281,776.00	245,998.67	40,742.09	(4,965.76)	(1.76)
01-1200-210-20001	H.S.A. ER Contrib. SpEd.	24,000.00	24,000.00	26,500.00	0.00	(2,500.00)	(10.42)
01-1200-210-20002	Group Life Ins. Sp. Ed.	1,997.00	1,997.00	1,288.13	930.60	(221.73)	(11.10)
01-1200-210-20003	Workers Comp. Ins. Sp. Ed.	6,231.00	6,231.00	11,097.52	0.00	(4,866.52)	(78.10)
01-1200-210-20004	Healthcare Waiver Sp.Ed	6,000.00	6,000.00	10,000.00	0.00	(4,000.00)	(66.67)
**TOTAL ** Employee Insurance		1,204,164.00	1,204,164.00	1,058,503.64	149,895.86	(4,235.50)	(0.35)
Social Security/Medicare ER							
01-1000-220-10000	SS/Medicare Costs Reg. Ed.	143,455.00	143,455.00	90,660.99	35,794.53	16,999.48	11.85
01-1200-220-20000	SS/Medicare Cost Sp. Ed.	35,864.00	35,864.00	33,008.37	14,072.57	(11,216.94)	(31.28)
**TOTAL ** Social Security/Medicare ER		179,319.00	179,319.00	123,669.36	49,867.10	5,782.54	3.22
Retirement Benefit							
01-1000-230-10000	Non-Cert. Rel./Other Reg. Ed.	62,614.00	62,614.00	50,455.50	12,158.50	0.00	0.00
01-1000-230-20000	Cert. Retirement Insurance	40,205.00	40,205.00	26,806.16	6,978.10	6,420.74	15.97
01-1200-230-20000	Non-Cert. Rel./Other Sp. Ed.	29,179.00	29,179.00	14,149.58	14,908.13	121.29	0.42
01-1200-230-20001	Certified/Other Sp. Ed.	2,095.00	2,095.00	1,800.45	294.55	0.00	0.00
01-2400-230-10000	Certified Rel./Other Reg. Ed.	11,072.00	11,072.00	402.80	10,669.20	0.00	0.00
**TOTAL ** Retirement Benefit		145,165.00	145,165.00	93,614.49	45,008.48	6,542.03	4.51
Tuition Reimbursement							
01-1000-251-10000	AEA Tuition Reimbursement	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00
01-2400-251-10000	Admin. Tuition Reimbursement	4,000.00	4,000.00	2,000.00	2,000.00	0.00	0.00
01-1000-252-10000	MEUJ Tuition Reimbursement	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00
**TOTAL ** Tuition Reimbursement		19,000.00	19,000.00	12,000.00	7,000.00	0.00	0.00
Unemployment							
01-1000-260-10000	Unemp. Comp. Reg. Ed.	10,001.00	10,001.00	24,976.00	3,302.00	(18,277.00)	(182.75)

Actual & Budgeted Expenses & Encumbrance

Account Number	Account Description	Original Budget	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
01-1200-260-20000	Unemp. Comp. Sp. Ed.	(1.00)	(1.00)	0.00	0.00	(1.00)	100.00
TOTAL Unemployment		10,000.00	10,000.00	24,976.00	3,302.00	(18,278.00)	(182.78)
Purchased Services							
01-1000-330-10000	Teachers Workshops Reg. Ed.	7,000.00	7,000.00	120.00	687.00	6,193.00	88.47
01-1000-330-10001	Prof. Dev. Reg. Ed.	6,000.00	6,000.00	1,666.49	627.52	3,706.99	61.78
01-1200-330-20000	Teachers Workshops Sp. Ed.	1,000.00	1,000.00	125.00	0.00	875.00	87.50
01-1200-330-20001	Prof. Dev. Sp. Ed.	650.00	650.00	425.00	225.00	0.00	0.00
01-2320-330-10000	Professional Development Admin	3,808.00	3,808.00	1,237.45	1,622.19	948.36	24.90
01-1000-340-10000	Legal Expense Reg. Ed.	16,000.00	16,000.00	3,382.50	0.00	12,617.50	78.86
01-1000-340-10001	Auditor	22,250.00	22,250.00	15,050.00	0.00	7,200.00	32.36
01-1000-340-10002	Data Processing Payroll	12,664.00	12,664.00	5,465.14	2,770.16	4,428.70	34.97
01-1000-340-10003	Consultant OPEB	7,500.00	7,500.00	4,537.50	1,500.00	1,462.50	19.50
01-1000-340-10004	Volunteer Screening	480.00	480.00	0.00	0.00	480.00	100.00
01-1000-340-10005	Medical/Screenings	1,275.00	1,275.00	205.00	900.00	170.00	13.33
01-1200-340-20000	Legal Expense Sp. Ed.	4,000.00	4,000.00	346.50	0.00	3,653.50	91.34
01-2140-340-20000	Evaluations Outsourced	12,240.00	12,240.00	3,125.00	3,750.00	5,365.00	43.83
01-2150-340-20000	Speech Outsourced	73,000.00	73,000.00	48,678.00	21,621.60	2,700.40	3.70
01-2160-340-20000	OT Outsourced	65,000.00	65,000.00	44,931.00	20,349.00	(280.00)	(0.43)
01-2170-340-20000	PT Outsourced	43,000.00	43,000.00	30,164.40	12,927.60	(92.00)	(0.21)
01-2190-340-20000	Behavior Therapy Outsourced	54,000.00	54,000.00	33,838.25	22,018.20	(1,856.45)	(3.44)
01-2900-340-10000	Athletic Officials	4,880.00	4,880.00	2,552.74	2,784.96	(457.70)	(9.38)
TOTAL Purchased Services		334,747.00	334,747.00	195,848.97	91,783.23	47,114.80	14.07
Maintenance							
01-2600-430-10000	Rubbish Removal	7,393.00	7,393.00	5,495.13	1,831.71	66.16	0.89
01-2600-430-10001	Asbestos Monitoring	1,657.00	1,657.00	300.00	1,357.00	0.00	0.00
01-2600-430-10002	Water Monitoring	16,845.00	16,845.00	8,037.00	7,362.70	1,445.30	8.58
01-2600-430-10003	General Maint. & Repairs	20,000.00	20,000.00	4,235.88	898.84	14,865.28	74.33
01-2600-430-10004	Sanitary System	3,686.00	3,686.00	3,140.00	0.00	546.00	14.81
01-2600-430-10005	Painting	1,606.00	1,606.00	237.84	0.00	1,368.16	85.19
01-2600-430-10007	Radon Testing	280.00	280.00	280.00	0.00	0.00	0.00
01-2600-430-10006	Flooding	6,232.00	6,232.00	3,060.00	2,060.00	1,112.00	17.84
01-2610-430-10000	Generator Maintenance	3,351.00	3,351.00	1,169.00	0.00	2,182.00	65.11
01-2610-430-10001	Boiler Repairs	13,376.00	13,376.00	10,702.79	8,577.21	(5,904.00)	(44.14)
01-2610-430-10002	HVAC Maintenance	8,215.00	8,215.00	10,448.00	2,128.00	(4,362.00)	(53.10)
01-2620-430-10000	Roof Maintenance	3,819.00	3,819.00	0.00	2,640.00	1,179.00	30.87
01-2630-430-10000	Grounds Upkeep	7,382.00	7,382.00	1,874.70	0.00	5,507.30	74.60
01-2670-430-10000	Fire & Security Equipment	5,080.00	5,080.00	7,711.47	226.00	(2,857.47)	(56.25)
TOTAL Maintenance		98,922.00	98,922.00	56,692.81	27,081.46	15,147.73	15.31
Equipment Maintenance							
01-2640-431-10000	Sp. Ed. Equip. Maint.	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00
01-2640-431-10001	Admin. Equip. Maint.	500.00	500.00	0.00	0.00	500.00	100.00
01-2640-431-10002	Music Instrument Maint.	680.00	680.00	140.00	140.00	400.00	58.82
01-2580-432-10000	Tech. Equip. Maint.	905.00	905.00	0.00	0.00	905.00	100.00
TOTAL Equipment Maintenance		3,085.00	3,085.00	140.00	140.00	2,805.00	90.92
Rental							
01-2730-440-10000	Bus Facility Usage	3,600.00	3,600.00	(2,400.00)	6,000.00	0.00	0.00
TOTAL Rental		3,600.00	3,600.00	(2,400.00)	6,000.00	0.00	0.00
Student Transportation							
01-2710-510-10000	Class Trip Tolls & Parking	82.00	82.00	(125.00)	95.00	112.00	136.59

Actual & Budgeted Expenses & Encumbrance

Page: 0004

Account Number	Account Description	Original Budget	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (0*1)							
01-2710-510-10002	Regular Transportation	22,500.00	0.00	0.00	0.00	0.00	0.00
01-2730-510-10000	Fleet Maintenance	17,013.00	17,013.00	(1,949.98)	10,433.63	8,529.36	50.13
**TOTAL ** Student Transportation		39,595.00	17,095.00	(2,074.98)	10,528.63	8,641.35	50.55
Insurance Other							
01-2680-520-10000	Student Accident Ins.	1,117.00	1,117.00	1,035.00	0.00	82.00	7.34
01-2680-520-10001	Plant Insurance	21,290.00	21,290.00	26,081.99	0.00	(3,791.99)	(17.81)
01-2680-520-10002	Transportation Ins.	16,898.00	16,898.00	12,593.27	0.00	4,304.73	25.47
**TOTAL ** Insurance Other		39,305.00	39,305.00	38,710.26	0.00	594.74	1.51
Communications							
01-2490-530-10000	Telephone	10,129.00	10,129.00	8,486.82	2,374.15	(730.97)	(7.22)
01-2490-530-10001	Postage	4,798.00	4,798.00	2,803.83	1,625.81	368.36	7.68
01-2490-530-10002	Internet	5,400.00	5,400.00	2,700.00	2,700.00	0.00	0.00
01-2490-540-10000	Advertising	500.00	500.00	0.00	0.00	500.00	100.00
**TOTAL ** Communications		20,827.00	20,827.00	13,989.65	6,699.96	137.39	0.66
Printing							
01-2530-550-10001	Printing	1,016.00	1,016.00	0.00	0.00	1,016.00	100.00
**TOTAL ** Printing		1,016.00	1,016.00	0.00	0.00	1,016.00	100.00
Tuition Other							
01-1001-561-10000	MS Out of District Tuition	19,200.00	19,200.00	4,607.08	0.00	14,592.92	76.00
01-1200-561-20000	Outplacement Tuition	91,600.00	112,100.00	122,407.00	85,785.75	(96,092.75)	(85.72)
01-1200-561-20001	Extended School Year	33,000.00	33,000.00	33,623.42	0.00	(623.42)	(1.89)
**TOTAL ** Tuition Other		143,800.00	164,300.00	160,637.50	85,785.75	(82,123.25)	(49.98)
Mileage							
01-1000-580-10000	Contracted Mileage Reg. Ed.	1,256.00	1,256.00	730.29	0.00	525.71	41.86
01-1200-580-20000	Contracted Mileage Sp. Ed.	314.00	314.00	47.90	0.00	266.10	84.75
**TOTAL ** Mileage		1,570.00	1,570.00	778.19	0.00	791.81	50.43
Supplies Other							
01-1200-600-20000	Sp. Ed. Office Supplies	500.00	500.00	0.00	0.00	500.00	100.00
01-2310-600-10000	BOE Expenses	2,724.00	2,724.00	426.49	705.32	1,592.19	58.45
01-2400-600-10000	Administrative Office Supplies	2,300.00	2,300.00	1,103.71	163.80	1,032.49	44.89
01-2410-600-10001	Principal's Discretionary Fund	1,050.00	1,050.00	36.49	0.00	1,013.51	96.52
01-2510-600-10000	Central Office Supplies	1,000.00	1,000.00	1,000.00	0.00	(35.67)	(3.57)
01-2600-600-10000	Plant Floor Supplies	6,451.00	6,451.00	693.60	5,864.00	(106.60)	(1.65)
01-2600-600-10001	Plant Cleaning Supplies	1,773.00	1,773.00	971.05	915.56	(113.61)	(6.41)
01-2600-600-10003	Plant General Supplies	2,910.00	2,910.00	2,656.77	2,320.30	(2,067.07)	(71.03)
01-2600-600-10005	Plant Paper Supplies	9,022.00	9,022.00	7,516.27	4,526.35	(3,020.62)	(33.48)
01-2600-600-10004	Plant Tools	1,165.00	1,165.00	0.00	0.00	1,165.00	100.00
01-2730-600-10000	Plant Lighting	1,568.00	1,568.00	127.95	0.00	1,438.05	91.83
01-2730-600-10001	Trans. Cleaning Supplies	12.00	12.00	0.00	0.00	12.00	100.00
01-2730-600-10004	Trans. Paper Supplies	474.00	474.00	0.00	0.00	474.00	100.00
01-2730-600-10002	Fleet Maint. Supplies	21,164.00	21,164.00	277.35	7,545.44	13,341.21	63.04
**TOTAL ** Supplies Other		52,111.00	52,111.00	14,809.68	22,076.44	15,224.88	29.22
Instructional Supplies							
01-1000-610-10000	EM Inst./General Supplies	11,691.00	11,691.00	2,383.79	472.74	8,834.47	75.57
01-1000-610-10001	EM Art Supplies	1,513.00	1,513.00	1,424.09	88.25	0.66	0.04
01-1000-610-10002	EM Remedial Supplies	873.00	873.00	0.00	0.00	873.00	100.00
01-1000-610-10003	EM General Music Supplies	550.00	550.00	479.69	0.00	70.31	12.78
01-1000-610-10006	EM World Language Supplies	194.00	194.00	10.76	0.00	183.24	94.45
01-1000-610-10007	EM ELL Supplies	194.00	194.00	0.00	0.00	194.00	100.00

Actual & Budgeted Expenses & Encumbrance

Account Number	Account Description	Original Budget	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
01-1000-610-10008	EM Physical Ed. Supplies	696.00	696.00	498.02	0.00	196.98	28.34
01-1000-610-10009	EM Health Supplies	500.00	500.00	0.00	0.00	500.00	100.00
01-1000-610-10012	After School Activ. Supplies	2,000.00	2,000.00	336.64	0.00	1,664.36	83.22
01-1000-610-10014	District Prof. Dev. Supplies	2,800.00	2,800.00	477.65	442.86	1,879.49	67.12
01-1001-610-10000	MS Inst.General Supplies	14,700.00	14,700.00	4,917.26	250.14	9,532.60	64.85
01-1001-610-10001	MS Art Supplies	2,500.00	2,500.00	1,240.00	0.00	1,260.00	50.40
01-1001-610-10002	MS Remedial Supplies	807.00	807.00	0.00	0.00	807.00	100.00
01-1001-610-10003	MS General Music Supplies	550.00	550.00	133.16	132.24	284.60	51.75
01-1001-610-10006	MS World Language Supplies	500.00	500.00	0.00	0.00	500.00	100.00
01-1001-610-10007	MS Physical Ed. Supplies	500.00	500.00	0.00	0.00	500.00	100.00
01-1001-610-10008	MS Health Supplies	500.00	500.00	153.89	0.00	346.11	69.22
01-1001-610-10009	MS Athletic Supplies	2,522.00	2,522.00	0.00	748.80	1,773.20	70.31
01-1001-610-10010	MS Graduation Supplies	388.00	388.00	0.00	628.13	(240.13)	(61.89)
01-1200-610-20000	CORR Life Skills Supplies	500.00	500.00	0.00	0.00	500.00	100.00
01-1200-610-20001	Inst./General Supplies Sp. Ed.	1,455.00	1,455.00	1,037.93	170.00	247.07	16.98
01-1200-610-20002	Behavior Supt. Supplies Sp. Ed	1,430.00	1,430.00	0.00	0.00	1,430.00	100.00
01-1200-610-20004	Pre-K Screening	0.00	0.00	(93.00)	0.00	93.00	0.00
01-2130-610-10000	Health Room Supplies	6,771.00	6,771.00	1,226.26	58.84	5,485.90	81.02
01-2220-610-10000	Library Supplies	1,248.00	1,248.00	176.93	0.00	1,071.07	86.82
01-2230-610-10000	Technology Elem. Supplies	156.00	156.00	0.00	0.00	156.00	100.00
01-2230-610-10001	Technology MS Supplies	5,064.00	5,064.00	525.27	0.00	4,538.73	89.63
01-2230-610-10003	Computer Tech. Supplies	59.00	59.00	41.68	0.00	17.32	29.36
01-2230-610-10004	Technology/ Admin. Supplies	1,000.00	1,000.00	451.14	0.00	548.86	54.89
01-2230-610-10005	Technology/ Subscriptions	7,421.00	7,421.00	12,884.43	290.87	(5,754.30)	(77.54)
01-2230-610-20001	Sp. Ed. Software/Supplies	2,405.00	2,405.00	6,232.50	0.00	(3,827.50)	(159.15)
01-2240-610-10000	Assessments Reg. Ed.	8,730.00	8,730.00	5,052.00	0.00	3,678.00	42.13
01-2240-610-20000	Assessment Supplies Sp. Ed.	2,239.00	2,239.00	248.75	0.00	1,990.25	88.89
01-2530-610-10000	Copier Paper	7,289.00	7,289.00	1,756.00	0.00	3,777.00	51.82
TOTAL Instructional Supplies		89,744.00	89,744.00	41,593.84	5,038.87	43,111.29	48.04
Utilities							
01-2600-620-10000	Plant Utilities	61,574.00	61,574.00	46,472.24	18,029.71	(2,927.95)	(4.76)
TOTAL Utilities		61,574.00	61,574.00	46,472.24	18,029.71	(2,927.95)	(4.76)
Fuel							
01-2610-624-10000	Plant Fuel	68,499.00	68,499.00	61,309.36	6,650.70	538.94	0.79
01-2730-626-10000	Diesel Fuel	24,167.00	24,167.00	33,519.95	7,137.37	(16,490.32)	(68.23)
01-2730-626-10001	Gasoline	8,484.00	8,484.00	5,063.67	2,378.39	1,041.94	12.28
TOTAL Fuel		101,150.00	101,150.00	99,892.98	16,166.46	(14,909.44)	(14.74)
Books							
01-1000-640-10000	EM Texts	1,613.00	1,613.00	1,613.00	0.00	0.00	0.00
01-1000-640-10001	EM Periodicals	1,560.00	1,560.00	419.15	0.00	1,140.85	73.13
01-1000-640-10002	EM World Lang. Texts.	500.00	500.00	0.00	0.00	500.00	100.00
01-1000-640-10003	EM Workbooks	2,046.00	2,046.00	111.37	0.00	1,934.63	94.56
01-1000-640-10004	Phys. Ed/Health Textbooks	250.00	250.00	0.00	0.00	250.00	100.00
01-1001-640-10000	MS Texts	475.00	475.00	0.00	0.00	475.00	100.00
01-1001-640-10001	MS Periodicals	500.00	500.00	0.00	0.00	500.00	100.00
01-1001-640-10002	MS Workbooks	1,569.00	1,569.00	0.00	0.00	1,569.00	100.00
01-1001-640-10003	MS World Language Texts	250.00	250.00	158.60	62.80	28.60	11.44
01-1200-640-20000	Specialized Text (NIMAS)	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00
01-2220-640-10000	Library Books Grades K-4	1,080.00	1,080.00	8.35	0.00	1,071.65	99.23
01-2220-640-10001	Library Books Grades 5-8	500.00	500.00	(46.95)	153.86	393.09	78.62

Actual & Budgeted Expenses & Encumbrance

Page: 0006

Account Number	Account Description	Original Budget	Current Year Budgeted	Current Year Expenditure	Encumbrances	Balance Remaining	Percent Left
General Fund (01)							
01-2220-640-10002	Library Periodicals	796.00	796.00	0.00	390.50	405.50	50.94
	TOTAL Books	12,139.00	12,139.00	2,263.52	607.16	9,268.32	76.35
Equipment							
01-1000-730-10000	EM Equipment	944.00	944.00	475.00	0.00	469.00	49.68
01-1000-730-10003	Copier Equipment Lease	21,497.00	21,497.00	15,200.48	5,455.52	841.00	3.91
01-1000-730-10002	Art Equipment	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00
01-1000-730-10010	Music Equipment	1,457.00	1,457.00	73.45	0.00	1,383.55	94.96
01-1001-730-10001	MS Equipment	1,200.00	1,200.00	600.00	0.00	600.00	50.00
01-1200-730-20000	AT Equipment Rental	8,653.00	8,653.00	5,599.00	3,054.00	0.00	0.00
01-1200-730-20002	Adaptive Equipment	4,850.00	4,850.00	0.00	0.00	4,850.00	100.00
01-1230-730-10000	Sp. Ed. Equipment	970.00	970.00	851.37	0.00	118.63	12.23
01-2230-730-10000	EM Technology Equipment	8,500.00	8,500.00	0.00	7,446.96	1,050.05	12.35
01-2230-730-10001	MS Technology Equipment	20,000.00	20,000.00	0.00	18,735.00	1,265.00	6.33
01-2230-730-10002	Technology Network Equip.	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00
01-2600-730-10000	Non. Inst. Equip./Furniture	750.00	750.00	750.00	0.00	0.00	0.00
01-2600-730-10001	Plant Equipment	1,959.00	1,959.00	3,287.19	0.00	(1,328.19)	(67.80)
01-2600-730-10003	Plant Rentals	0.00	0.00	1,417.00	0.00	(1,417.00)	0.00
01-2900-730-10000	Athletic Equipment	1,600.00	1,600.00	1,531.90	92.93	(24.83)	(1.55)
	TOTAL Equipment	82,380.00	82,380.00	31,785.39	34,787.40	15,807.21	19.19
Dues and Fees							
01-1000-810-10000	Dues and Fees	3,180.00	3,180.00	1,433.59	1,335.00	411.41	12.94
01-1000-810-10001	Dues and Fees District	4,555.00	4,555.00	1,295.00	1,970.50	1,289.50	28.31
01-1200-810-10000	Specd Dues and Fees	2,200.00	2,200.00	360.00	0.00	1,840.00	83.64
01-2310-810-10000	Dues and Fees BOE	2,600.00	2,600.00	175.95	0.00	2,424.05	93.23
01-2510-810-10000	Dues and Fees Central Office	4,825.00	4,825.00	3,043.00	100.00	1,682.00	34.86
	TOTAL Dues and Fees	17,360.00	17,360.00	6,307.54	3,405.50	7,646.96	44.05
Misc.							
01-3100-900-10000	Operating Transfers Cafe	500.00	500.00	0.00	0.00	500.00	100.00
	TOTAL Misc.	500.00	500.00	0.00	0.00	500.00	100.00
General Fund (01) Totals		7,406,140.00	7,406,140.00	5,080,742.45	2,243,527.74	81,869.81	1.11
Totals Consolidated Funds		7,406,140.00	7,406,140.00	5,080,742.45	2,243,527.74	81,869.81	1.11

Ashford BOE 2017-2018 Budget Transfers

NOTES

From: 01-2400-110-10000	Principal's Administrative Asst.	\$	433.00		
To: 01-1200-110-20000	Sp. Ed. Administrative Asst.		\$	433.00	To cover negotiated increase not in original budget draft
Total		\$	433.00	\$	433.00
From: 01-2140-111-20000	Psychologist Certified Staff	\$	18,485.00		
From: 01-1001-111-10000	Middle School Certified Staff	\$	14,500.00		
From: 01-1000-111-10004	P.E./ Health Certified Staff	\$	4,500.00		
From: 01-1200-111-01120	Sp. Ed. Certified Staff	\$	2,500.00		
From: 01-1000-111-10003	World Language Certified Staff	\$	1,200.00		
From: 01-1200-111-02120	Remedial Certified Staff	\$	1,000.00		
To: 01-1000-111-10000	Elementary Certified Staff		\$	42,185.00	Not enough in original budget draft to cover this line
Total		\$	42,185.00	\$	42,185.00
From: 01-1000-220-10000	SS/Medicare Costs Reg. Ed.	\$	12,000.00		
To: 01-1200-220-20000	SS/Medicare Costs Sp. Ed.		\$	12,000.00	Originally did a 80/20 split now actual
Total		\$	12,000.00	\$	12,000.00
From: 01-1000-210-10000	Medical/Dental Ins. Reg. Ed.	\$	9,000.00		
To: 01-1200-210-20000	Medical/Dental Ins. Sp. Ed.		\$	9,000.00	Originally did a 80/20 split now actual
Total		\$	9,000.00	\$	9,000.00
From: 01-1000-210-10000	Medical/Dental Ins. Reg. Ed.	\$	2,500.00		
To: 01-1200-210-20001	H.S.A ER Contribution Sp. Ed.		\$	2,500.00	Not enough funds budgeted
Total		\$	2,500.00	\$	2,500.00
From: 01-1000-210-10002	Group Life Ins. Reg. Ed.	\$	300.00		
To: 01-1200-210-20002	Group Life Ins. Sp. Ed.		\$	300.00	Originally did a 80/20 split now actual
Total		\$	300.00	\$	300.00
From: 01-1000-210-10004	Healthcare waver Reg. Ed.	\$	4,000.00		
To: 01-1200-210-20004	Healthcare waver Sp. Ed.		\$	4,000.00	Originally did a 80/20 split now actual
Total		\$	4,000.00	\$	4,000.00
From: 01-2230-730-10002	Technology Network Equip.	\$	6,483.00		
From: 01-1001-610-10000	MS Inst./General Supplies	\$	1,300.00		
From: 01-1200-810-10000	Sp. Ed. Dues and Fees	\$	1,000.00		
From: 01-1000-610-10000	EM Inst./General Supplies	\$	800.00		
To: 01-2230-610-10005	Technology Subscriptions		\$	5,755.00	
To: 01-2230-610-20001	Sp. Ed. Software/Subscriptions		\$	3,828.00	Not enough funds budgeted
Total		\$	9,583.00	\$	9,583.00
Total Transfer			\$	80,001.00	
				\$	80,001.00

4/5/2018

Ashford School
BOE Principal's Report – Troy C. Hopkins
April 5, 2018

Ashford School Goals (Summary)

1. Expand our project based learning practices
2. Ensure that all students have ownership
3. Enrich learning by including the habits of mind found in our mission statement
4. Enhance the effectiveness and creativity of our collegial work and learning

Robotics World Championship

5th graders *Benjamin Morytko* and *Ian Barclay* will participate in the robotics world championship in Kentucky in April! They are coached by *Dory Manfre* and *Carly Imhoff*

National Geographic Grosvenor Teacher Fellows

“In recognition of their commitment to geographic education, 40 highly respected educators from the United States and Canada have been selected as the 12th group of Lindblad Expeditions and National Geographic Grosvenor Teacher Fellows. The 2018 Fellows will embark on global expeditions on board the Lindblad Expedition ships *National Geographic Explorer*, *National Geographic Endeavour II* and *National Geographic Sea Lion* in pursuit of enhancing their geographic knowledge with hands-on, field-based experiences that they will bring back to their classrooms, communities and professional networks.” (www.nationalgeographic.org)

Kate Craven (media and writing teacher) – will travel to the Upper Arctic

Katie Knecht (special education teacher) – will travel to the Galapagos Islands

Fund for Teachers – *Kellie Gauvin* (first grade teacher) will be traveling to Italy

School Safety

- Optional Student Survey and Discussions in grade 5-8
- Walkout on March 14th – Some grade 6-8 students respectfully participated in a student organized walkout of class into the hallways/lower lobby
- Faculty Meeting on School Safety – all staff invited
- Talks with Troy on April 5th focused on school safety
- Health and Safety Committee will review ideas and make recommendations to administration

Principal of the Year Process – email sent to the staff

I was overwhelmed by the support for the school and me during the visit by the principal of the year committee! Here is an excerpt from an email I sent to the staff:

Their last question for me was "Why should you be principal of the year?" I told them it would be validating for everyone (staff, students, parents, and BOE) who has worked so hard to improve the school over the last several years. It would make them proud of their work. It is not about me; it is about them.

For me, it continues to be a joy to work with you all! I look forward to supporting and watching what you do next!

We find out the results for the visit at the end of April. I will certainly let you know either way.

Gratefully, Troy

Twitter Updates – follow some of the exciting events and news from Ashford School by looking at our webpage (bottom right on main page) or following @ashfordschoolct on Twitter!

Ashford School
BOE Assistant Principal's Report – Garrett J. Dukette
April 5, 2018

Curriculum and Instruction

- Social Studies Vertical articulation complete through grade 2
- Social Literacy model for reading/social studies completed grades 4-6.
- Upcoming PD will focus on the student brain and learning
 - Staff learning will be implemented in planning for future curriculum writing
 - Instructional approaches appropriate for the brain development of:
 - Students PK-6
 - Adolescents
 - Students with ADHD
 - Students affected by poverty
 - Learning connected with the arts
 -

Student Motivation and Behavior

- 40+ calls home for positive office referrals
- Suspension numbers drastically reduced over the past two years

Spotlight Staff

Kellie Gauvin- Grade one

- Mrs. Gauvin creates a nurturing classroom
- Her teaching style is very student-driven
 - Students are consistently giving peer feedback and providing examples for new learning
- Very positive attitude and is rarely out, providing her students with a high-level of consistency
- Always festive during holidays or celebrations
- Has an open-door policy and welcomes administrators in to take part in lessons, to stop and visit, or even to sit and listen during reading

Alicia Spakowski
5 Brookside Dr.
Plainfield, CT. 06374

1
8/27/18
Sixth Year
Step 4
\$48,772

Educational Background:

Sixth-Year Specialty School Psychology [Expected May 2018]

The University of Hartford, West Hartford, CT.

Major: School Psychology Certification Program

NASP School Psychologist Specialist Program

Master of Science, 2017

The University of Hartford, West Hartford, CT.

Major: School Psychology

Specialization: Clinical and Child Counseling

Bachelor of Arts and Science, Western Connecticut State University, Danbury, CT, 2014

Major: Psychology

Professional Credentialing:

Certified School Psychologist [Expected June 2018]

Connecticut State Department of Education: Certified School Psychologist

Nationally Certified School Psychologist (N.C.S.P) [Expected June 2018]

School Psychology National Certification Board

Licensed Professional Counselor (L.P.C.) [Expected 2019]

Connecticut Department of Health Services

Nationally Certified Counselor (N.C.C.) [Expected 2018]

National Counseling Board

Honors and Awards:

Dean's List at Western Connecticut State University
Education Club

National Society for Leadership and Success

Academic Resource Mentor

Spring 2012, Spring 2013, Fall 2014
Fall 2011- Fall 2012

Fall 2013-December 2014

Fall 2012-December 2014

Ashford School Paraprofessional Staff
April 4, 2018

Name	Current Department/Assignment
Deborah Atkinson	Special Education
Tabitha Bogue	Special Education
Mychelle Bora	Library
Marilyn Brozyna	Special Education
Jillian Bumgarner	Special Education
Jill Cannon	Special Education
Mandi Courtois	Special Education
Patricia Donahue	Preschool
Lynn Fontaine	Kindergarten
Nancy Freeman	Special Education
Beth Galvin	Special Education
Eileen Geriak	Kindergarten
Lori Goodale	Special Education (half time) Preschool (half time)
Gail Ignatowicz	Special Education
Christine Knowlton	Special Education
Kristina Lyons	Kindergarten
Samantha Meduna	Special Education
Beata Metsack	Reading
Donna Molnar	Technology
Bonnie Ognan	Special Education
Hannah Reilly	Special Education
Jackie Renaud	Special Education
Virginia Reviczky	Preschool (half time)

Series 4000
Personnel

**REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR
SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or 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" means that a child (a) has been abandoned, or (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 his well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) 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 Ashford Public Schools, pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutory mandated reporter" includes all school employees, as defined above, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;
 - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in first degree;

- ii) aggravated sexual assault in the first degree;
- iii) sexual assault in the second degree;
- iv) sexual assault in the third degree;
- v) sexual assault in the third degree with a firearm; or
- vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.
- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a

student, then the employee shall notify the Superintendent or his/her designee directly.

- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.
- (5) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or is a victim of sexual assault by school employee, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child* and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) 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; and

- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term “child” includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families (“DCF”). In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student’s sexual assault by school employees, the Superintendent’s investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district’s investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district’s investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent’s investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with

respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Ashford Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Ashford Public Schools, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- a) If, upon completion of the investigation by the Commissioner of Children and Families (“Commissioner”), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.
- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent

and/or Board of Education acts pursuant to any applicable termination provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.

- e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
- f) The Ashford Public Schools shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 3 of this policy.

9. Evidence of Abuse, Neglect or Sexual Assault by An Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the Ashford Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Ashford Public Schools.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant

to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The Ashford Public Schools shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy and Posting of Careline Information

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. The Board shall post the Internet web site address and telephone number for the Department of Children and Families' Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification

and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.

- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. 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 the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Ashford Board of Education has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program, as outlined in Board Policy **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate

Coordinator in addition to complying with his/her obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-101q, Statewide Sexual Abuse and Assault Awareness and Prevention Program

Section 17a-103

Section 46b-120

Section 53a-65

Public Act 16-67, “An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor’s Name from Summary Process Complaints”

Public Act 16-188, “An Act Concerning Education Issues”

Approved by the Ashford Board of Education:

Appendix A

RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATORY REPORTING LAWS AND THIS POLICY

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

“Intimate Parts” (Conn. Gen. Stat. § 53a-65)

“Intimate parts” means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

“Sexual Intercourse” (Conn. Gen. Stat. § 53a-65)

“Sexual intercourse” means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Its meaning is limited to persons not married to each other. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

“Sexual Contact” (Conn. Gen. Stat. § 53a-65)

“Sexual contact” means any contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

Sexual Assault in First Degree (Conn. Gen. Stat. § 53a-70)

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in

section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or

older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)

A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to

sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Appendices B and C are optional to include with the policy, however they may be useful as part of training for staff members in identifying the signs of abuse and/or neglect of children.

APPENDIX B

Operational Definitions of Child Abuse and Neglect

The purpose of this policy is to provide consistency for staff in defining and identifying operational definitions, evidence of abuse and/or neglect and examples of adverse impact indicators.

The following operational definitions are working definitions and examples of child abuse and neglect as used by the Connecticut Department of Children and Families.

For the purposes of these operational definitions,

- a person responsible for a child's health, welfare or care means:
 - the child's parent, guardian, foster parent, an employee of a public or private residential home, agency or institution or other person legally responsible under State law for the child's welfare in a residential setting; or any staff person providing out-of-home care, including center-based child day care, family day care, or group day care.
- a person given access to a child is a person who is permitted to have personal interaction with a child by the person responsible for the child's health, welfare or care or by a person entrusted with the care of a child for the purpose of education, child care, counseling, spiritual guidance, coaching, training, instruction, tutoring or mentoring.
- **Note:** Only a "child" as defined above may be classified as a victim of child abuse and/or neglect; only a "person responsible", "person given access", or "person entrusted" as defined above may be classified as a perpetrator of child abuse and/or neglect.
 - While only a child under eighteen may be a victim of child abuse or neglect, a report under mandatory reporting laws and this policy is required if an employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, as set forth in this policy, and the perpetrator is a school employee.

Physical Abuse

A child may be found to have been physically abused who:

has been inflicted with physical injury or injuries other than by accidental means,

is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment, and/or

has injuries at variance with the history given of them.

Evidence of physical abuse includes:

bruises, scratches, lacerations

burns, and/or scalds

reddening or blistering of the tissue through application of heat by fire, chemical substances, cigarettes, matches, electricity, scalding water, friction, etc.

injuries to bone, muscle, cartilage, ligaments:

fractures, dislocations, sprains, strains, displacements, hematomas, etc.

head injuries

internal injuries

death

misuse of medical treatments or therapies

malnutrition related to acts of commission or omission by an established caregiver

resulting in a child's malnourished state that can be supported by professional

medical opinion

deprivation of necessities acts of commission or omission by an established caregiver

resulting in physical harm to child

cruel punishment.

Sexual Abuse/Exploitation Sexual Abuse/Exploitation

Sexual Abuse/Exploitation is any incident involving a child's non-accidental exposure to sexual behavior.

Evidence of sexual abuse includes, but is not limited to the following:

rape

penetration: digital, penile, or foreign objects

oral / genital contact

indecent exposure for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim

incest

fondling, including kissing, for the purpose of sexual gratification of the offender, or for purposes of shaming, humiliating, shocking or exerting control over the victim sexual exploitation, including possession, manufacture, or distribution of child pornography. online enticement of a child for sexual acts, child prostitution, child-sex tourism, unsolicited obscene material sent to a child, or misleading domain name likely to attract a child to an inappropriate website
coercing or forcing a child to participate in, or be negligently exposed to, pornography and/or sexual behavior
disease or condition that arises from sexual transmission
other verbal, written or physical behavior not overtly sexual but likely designed to “groom” a child for future sexual abuse.

Legal References: Federal Law 18 U.S.C. 2215 Sexual Exploitation of Children.

Emotional Maltreatment-Abuse

Emotional Maltreatment-Abuse is:

act(s), statement(s), or threat(s), which

has had, or is likely to have an adverse impact on the child; and/or

interferes with a child’s positive emotional development.

Evidence of emotional maltreatment-abuse includes, but is not limited to, the following:

rejecting;
degrading;
isolating and/or victimizing a child by means of cruel, unusual, or excessive methods of discipline; and/or
exposing the child to brutal or intimidating acts or statements.

Indicators of Adverse Impact of emotional maltreatment-abuse may include, but are not limited to, the following:

depression;
withdrawal;
low self-esteem;
anxiety;
fear;
aggression/ passivity;
emotional instability;
sleep disturbances;
somatic complaints with no medical basis;
inappropriate behavior for age or development;

suicidal ideations or attempts;
extreme dependence;
academic regression;
and/or trust issues.

Physical Neglect

A child may be found neglected who:

has been abandoned;
is being denied proper care and attention physically, educationally, emotionally, or morally;
is being permitted to live under conditions, circumstances or associations injurious to his well-being; and/or
has been abused.

Evidence of physical neglect includes, but is not limited to:

inadequate food;
malnutrition;
inadequate clothing;
inadequate housing or shelter;
erratic, deviant, or impaired behavior by the person responsible for the child's health, welfare or care; by a person given access to the child; or by a person entrusted with the child's care which adversely impacts the child;
permitting the child to live under conditions, circumstances or associations injurious to his well-being including, but not limited to, the following:
 substance abuse by caregiver, which adversely impacts the child physically
 substance abuse by the mother of a newborn child and the newborn has a positive urine or meconium toxicology for drugs
 psychiatric problem of the caregiver which adversely impacts the child physically
 exposure to family violence which adversely impacts the child physically
 exposure to violent events, situations, or persons that would be reasonably judged to compromise a child's physical safety
 non-accidental, negligent exposure to drug trafficking and/or individuals engaged in the active abuse of illegal substances
 voluntarily and knowingly entrusting the care of a child to individuals who may be disqualified to provide safe care, e.g. persons who are subject to active protective or restraining orders; persons with past history of violent/drug/sex crimes; persons appearing on the Central Registry
 non-accidental or negligent exposure to pornography or sexual acts
 inability to consistently provide the minimum of child-caring tasks
 inability to provide or maintain a safe living environment
 action/inaction resulting in death

abandonment
action/inaction resulting in the child's failure to thrive
transience
inadequate supervision:
creating or allowing a circumstance in which a child is alone for an excessive period of time given the child's age and cognitive abilities
holding the child responsible for the care of siblings or others beyond the child's ability
failure to provide reasonable and proper supervision of a child given the child's age and cognitive abilities.

Note: Inadequate food, clothing, or shelter or transience finding must be related to caregiver acts of omission or commission and not simply a function of poverty alone.

Medical Neglect

Medical Neglect is the unreasonable delay, refusal or failure on the part of the person responsible for the child's health, welfare or care or the person entrusted with the child's care to seek, obtain, and/or maintain those services for necessary medical, dental or mental health care when such person knows, or should reasonably be expected to know, that such actions may have an adverse impact on the child.

Evidence of medical neglect includes, but is not limited to:

frequently missed appointments, therapies or other necessary medical and/or mental health treatments;
withholding or failing to obtain or maintain medically necessary treatment from a child with life-threatening, acute or chronic medical or mental health conditions;
and/or
withholding medically indicated treatment from disabled infants with life threatening conditions.

Note: Failure to provide the child with immunizations or routine well child care in and of itself does not constitute medical neglect.

Educational Neglect

Except as noted below, **Educational Neglect** occurs when, by action or inaction, the parent or person having control of a child five (5) years of age and older and under eighteen (18) years of age who is not a high school graduate

fails to register the child in school
fails to allow the child to attend school or receive home instruction in accordance with CONN. GEN. STAT. §10-184
failure to take appropriate steps to ensure regular attendance at school if the child is registered.

Exceptions (in accordance with Conn. Gen. Stat. § 10-184):

A parent or person having control of a child may exercise the option of not sending the child to school at age five (5) or age six (6) years by personally appearing at the school district office and signing an option form. In these cases, educational neglect occurs if the parent or person having control of the child has registered the child at age five (5) or age (6) years and then does not allow the child to attend school or receive home instruction.

Note: Failure to sign a registration option form for such a child is not in and of itself educational neglect.

A parent or person having control of a child seventeen (17) years of age may consent to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form.

Emotional Neglect

Emotional Neglect is the denial of proper care and attention, or failure to respond, to a child's affective needs by the person responsible for the child's health, welfare or care; by the person given access to the child; or by the person entrusted with the child's care which has an adverse impact on the child or seriously interferes with a child's positive emotional development.

Evidence of emotional neglect includes, but is not limited to, the following:

inappropriate expectations of the child given the child's developmental level;
failure to provide the child with appropriate support, attention and affection;
permitting the child to live under conditions, circumstances or associations; injurious to his well-being including, but not limited to, the following:
 substance abuse by caregiver, which adversely impacts the child emotionally;
 psychiatric problem of the caregiver, which adversely impacts the child emotionally;
 and
 exposure to family violence which adversely impacts the child emotionally.

Indicators may include, but are not limited to, the following:

depression;
withdrawal;
low self-esteem;
anxiety;
fear;
aggression/ passivity;
emotional instability;
sleep disturbances;
somatic complaints with no medical basis;
inappropriate behavior for age or development;

suicidal ideations or attempts;
extreme dependence;
academic regression;
trust issues.

Moral Neglect

Moral Neglect: Exposing, allowing, or encouraging the child to engage in illegal or reprehensible activities by the person responsible for the child's health, welfare or care or person given access or person entrusted with the child's care.

Evidence of Moral Neglect includes but is not limited to:

stealing;

using drugs and/or alcohol;

and involving a child in the commission of a crime, directly or by caregiver indifference.

Appendix C

INDICATORS OF CHILD ABUSE AND NEGLECT

Indicators of Physical Abuse HISTORICAL

Delay in seeking appropriate care after injury.

No witnesses.

Inconsistent or changing descriptions of accident by child and/or parent.

Child's developmental level inconsistent with history.

History of prior "accidents".

Absence of parental concern.

Child is handicapped (physically, mentally, developmentally) or otherwise perceived as "different" by parent.

Unexplained school absenteeism.

History of precipitating crisis

PHYSICAL

Soft tissue injuries on face, lips, mouth, back, buttocks, thighs or large areas of the torso;

Clusters of skin lesions; regular patterns consistent with an implement;

Shape of lesions inconsistent with accidental bruise;

Bruises/welts in various stages of healing;

Burn pattern consistent with an implement on soles, palms, back, buttocks and genitalia; symmetrical and/or sharply demarcated edges;

Fractures/dislocations inconsistent with history;

Laceration of mouth, lips, gums or eyes;

Bald patches on scalp;

Abdominal swelling or vomiting;

Adult-size human bite mark(s);

Fading cutaneous lesions noted after weekends or absences;

Rope marks.

BEHAVIORAL

Wary of physical contact with adults;

Affection inappropriate for age

Extremes in behavior, aggressiveness/withdrawal;

Expresses fear of parents;

Reports injury by parent;

Reluctance to go home;

Feels responsible (punishment "deserved");

Poor self-esteem;

Clothing covers arms and legs even in hot weather.

Indicators of Sexual Abuse HISTORICAL

Vague somatic complaint;

Excessive school absences;

Inadequate supervision at home;

History of urinary tract infection or vaginitis;

Complaint of pain; genital, anal or lower back/abdominal;

Complaint of genital itching;

Any disclosure of sexual activity, even if contradictory.

PHYSICAL

Discomfort in walking, sitting;

Evidence of trauma or lesions in and around mouth;

Vaginal discharge/vaginitis;

Vaginal or rectal bleeding;

Bruises, swelling or lacerations around genitalia, inner thighs;

Dysuria;

Vulvitis;

Any other signs or symptoms of sexually transmitted disease;

Pregnancy.

BEHAVIORAL

Low self-esteem;

Change in eating pattern;

Unusual new fears;

Regressive behaviors;

Personality changes (hostile/aggressive or extreme compliance);

Depression;

Decline in school achievement;

Social withdrawal; poor peer relationship;

Indicates sophisticated or unusual sexual knowledge for age;

Seductive behavior, promiscuity or prostitution;

Substance abuse;

Suicide ideation or attempt;

Runaway.

Indicators of Emotional Abuse

HISTORICAL

Parent ignores/isolates/belittles/rejects/scapegoats child

Parent's expectations inappropriate to child's development

Prior episode(s) of physical abuse

Parent perceives child as "different"

PHYSICAL

(Frequently none);

Failure to thrive;

Speech disorder;

Lag in physical development;

Signs/symptoms of physical abuse.

BEHAVIORAL

Poor self-esteem

Regressive behavior (sucking, rocking, enuresis)

Sleep disorders

Adult behaviors (parenting sibling)

Antisocial behavior;

Emotional or cognitive developmental delay;

Extremes in behavior - overly aggressive/compliant;

Depression;

Suicide ideation/attempt.

Indicators of Physical Neglect

HISTORICAL

High rate of school absenteeism;

Frequent visits to school nurse with nonspecific complaints;

Inadequate supervision, especially for long periods and for dangerous activities;

Child frequently unattended; locked out of house;

Parental inattention to recommended medical care

No food intake for 24 hours;

Home substandard (no windows, doors, heat), dirty, infested, obvious hazards;

Family member addicted to drugs/alcohol.

PHYSICAL

Hunger, dehydration;

Poor personal hygiene, unkempt, dirty;

Dental cavities/poor oral hygiene;

Inappropriate clothing for weather/size of child, clothing dirty; wears same clothes day after day;

Constant fatigue or listlessness;

Unattended physical or health care needs;

Infestations;

Multiple skin lesions/sores from infection.

BEHAVIORAL

Comes to school early, leaves late;

Frequent sleeping in class;

Begging for/stealing food;

Adult behavior/maturity (parenting siblings);

Delinquent behaviors;

Drug/alcohol use/abuse.

Series 4000
Personnel

**REPORTS OF SUSPECTED ABUSE OR NEGLECT OF CHILDREN OR
SEXUAL ASSAULT OF STUDENTS BY SCHOOL EMPLOYEES**

Conn. Gen. Stat. Section 17a-101 et seq. requires school employees who have reasonable cause to suspect or believe (1) that any child under eighteen has been abused or neglected, has had a nonaccidental physical injury, or injury which is at variance with the history given of such injury, or has been placed at imminent risk of serious harm, or (2) that any person who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of sexual assault, and the perpetrator is a school employee, to report such suspicions to the appropriate authority. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, in accordance with the procedures set forth below.

1. Scope of Policy

This policy applies not only to school employees who are required by law to report suspected child abuse and/or neglect, nonaccidental physical injury, imminent risk of serious harm, or sexual assault of a student by a school employee, but to ALL EMPLOYEES of the Board of Education.

2. Definitions

For the purposes of this policy:

"Abused" means that a child (a) has had physical injury or injuries inflicted upon him or 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" means that a child (a) has been abandoned, or (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 his well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse,

physician, school paraprofessional or coach employed by the Board or who is working in a Board elementary, middle or high school; or (b) 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 Ashford Public Schools, pursuant to a contract with the Board.

"Sexual assault" means, for the purposes of the mandatory reporting laws and this policy, a violation of Sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a of the Connecticut General Statutes. Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

"Statutory mandated reporter" means an individual required by Conn. Gen. Stat. Section 17a-101 et seq. to report suspected abuse and/or neglect of children or the sexual assault of a student by a school employee. The term "statutory mandated reporter" includes all school employees, as defined above, and any person who holds or is issued a coaching permit by the State Board of Education, is a coach of intramural or interscholastic athletics, and is eighteen years of age or older.

3. What Must Be Reported

- a) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any child under the age of eighteen years:
 - i) has been abused or neglected;
 - ii) has had nonaccidental physical injury, or injury which is at variance with the history given for such injury, inflicted upon him/her;
 - iii) is placed at imminent risk of serious harm; or
- b) A report must be made when any employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee:
 - i) sexual assault in first degree;
 - ii) aggravated sexual assault in the first degree;

- iii) sexual assault in the second degree;
- iv) sexual assault in the third degree;
- v) sexual assault in the third degree with a firearm; or
- vi) sexual assault in the fourth degree.

Please see Appendix A of this policy for the relevant statutory definitions of sexual assault laws and related terms covered by the mandatory reporting laws and this policy.

- c) The suspicion or belief of a Board employee may be based on factors including, but not limited to, observations, allegations, facts or statements by a child or victim, as described above, or a third party. Such suspicion or belief does not require certainty or probable cause.

4. Reporting Procedures for Statutory Mandated Reporters

The following procedures apply only to statutory mandated reporters, as defined above.

When an employee of the Board of Education who is a statutory mandated reporter and who, in the ordinary course of the person's employment, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after having reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Commissioner of Children and Families or the local law enforcement agency. The Department of Children and Families has established a 24 hour Child Abuse and Neglect Careline at 1-800-842-2288 for the purpose of making such oral reports.
- (2) The employee shall also make an oral report as soon as practicable to the Building Principal or his/her designee, and/or the Superintendent or his/her designee. If the Building Principal is the alleged perpetrator of the abuse/neglect or sexual assault of a student, then the employee shall notify the Superintendent or his/her designee directly.

- (3) In cases involving suspected or believed abuse, neglect, or sexual assault of a student by a school employee, the Superintendent or his/her designee shall immediately notify the child's parent or guardian that such a report has been made.
- (4) Not later than forty-eight (48) hours after making an oral report, the employee shall submit a written report to the Commissioner of Children and Families or the Commissioner's designee containing all of the required information. The written report should be submitted on the DCF-136 form or any other form designated for that purpose.
- (5) The employee shall immediately submit a copy of the written report to the Building Principal or his/her designee and to the Superintendent or the Superintendent's designee.
- (6) If the report concerns suspected abuse, neglect, or sexual assault of a student by a school employee holding a certificate, authorization or permit issued by the State Department of Education, the Commissioner of Children and Families (or his/her designee) shall submit a copy of the written report to the Commissioner of Education (or his/her designee).

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

The following procedures apply only to employees who are not statutory mandated reporters, as defined above.

- a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.
 - (1) The employee shall make an oral report as soon as practicable, but not later than twelve (12) hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.

- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm or is a victim of sexual assault by school employee, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.
- b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

Any oral or written report made pursuant to this policy shall contain the following information, if known:

- a) The names and addresses of the child* and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect;
- j) 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; and

- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

*For purposes of this Paragraph, the term “child” includes any victim of sexual assault by a school employee, as described in Paragraph 3, above.

7. Investigation of the Report

- a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families (“DCF”). In all other cases, DCF shall be responsible for conducting the investigation with the cooperation and collaboration of the Board, as appropriate.
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student’s sexual assault by school employees, the Superintendent’s investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district’s investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district’s investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent’s investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of

such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Ashford Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Ashford Public Schools, pending the outcome of the investigation.

8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee

- a) If, upon completion of the investigation by the Commissioner of Children and Families (“Commissioner”), the Superintendent has received a report from the Commissioner that he or she has reasonable cause to believe that (1) a child has been abused or neglected by a school employee, as defined above, and the Commissioner has recommended that such employee be placed on the Department of Children and Families child abuse and neglect registry, or (2) a student is a victim of sexual assault by a school employee, the Superintendent shall request (and the law provides) that DCF notify the Superintendent not later than five (5) working days after such finding, and provide the Superintendent with records, whether or not created by DCF, concerning such investigation. The Superintendent shall suspend such school employee. Such suspension shall be with pay and shall not result in the diminution or termination of benefits to such employee.
- b) Not later than seventy-two (72) hours after such suspension, the Superintendent shall notify the Board of Education and the Commissioner of Education, or the Commissioner of Education's representative, of the reasons for and the conditions of the suspension. The Superintendent shall disclose such records to the Commissioner of Education and the Board of Education or its attorney for purposes of review of employment status or the status of such employee's certificate, permit or authorization, if any.
- c) The suspension of a school employee employed in a position requiring a certificate shall remain in effect until the Superintendent and/or Board of Education acts pursuant to the provisions of Conn. Gen. Stat. §10-151. If the contract of employment of such certified school employee is terminated, or such certified school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two (72) hours after such termination or resignation.
- d) The suspension of a school employee employed in a position requiring an authorization or permit shall remain in effect until the Superintendent and/or Board of Education acts pursuant to any applicable termination

provisions. If the contract of employment of a school employee holding an authorization or permit from the State Department of Education is terminated, or such school employee resigns such employment, the Superintendent shall notify the Commissioner of Education, or the Commissioner of Education's representative, within seventy-two hours after such termination or resignation.

- e) Regardless of the outcome of any investigation by the Commissioner of Children and Families and/or the police, the Superintendent and/or the Board, as appropriate, may take disciplinary action, up to and including termination of employment, in accordance with the provisions of any applicable statute, if the Superintendent's investigation produces evidence that a child has been abused or neglected by a school employee or that a student has been a victim of sexual assault by a school employee.
 - f) The Ashford Public Schools shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 3 of this policy.
9. Evidence of Abuse, Neglect or Sexual Assault by An Independent Contractor of the Board of Education

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected, or a student has been sexually assaulted, by any individual who provides services to or on behalf of students enrolled in the Ashford Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Ashford Public Schools.

10. Delegation of Authority by Superintendent

The Superintendent may appoint a designee for the purposes of receiving and making reports, notifying and receiving notification, or investigating reports pursuant to this policy.

11. Confidential Rapid Response Team

The Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall

consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 14 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

13. The Ashford Public Schools shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, when an allegation of abuse or neglect or sexual assault has been substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

The Board of Education expressly prohibits retaliation against individuals reporting child abuse or neglect or the sexual assault of a student by a school employee and shall not discharge or in any manner discriminate or retaliate against any employee who, in good faith makes, or in good faith does not make, a report pursuant to this policy, or testifies or is about to testify in any proceeding involving abuse or neglect or sexual assault by a school employee. The Board of Education also prohibits any employee from hindering or preventing or attempting to hinder or prevent any employee from making a report pursuant to this policy or state law concerning suspected child abuse or neglect or the sexual assault of a student by a school employee or testifying in any proceeding involving child abuse or neglect or the sexual assault of a student by a school employee.

15. Distribution of Policy and Posting of Careline Information

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 16, below. The Board shall post the Internet web site address and telephone number for the Department of Children and Families' Child Abuse and Neglect Careline in a conspicuous location frequented by students in each school under the jurisdiction of the Board.

16. Training

- a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification

and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.

- b) All school employees, as defined above, shall take a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.
- c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

17. Records

- a) The Board shall maintain in a central location all records of allegations, investigations, and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.
- b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. 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 the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

18. Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure

The Ashford Board of Education has adopted a uniform child sexual abuse and/or sexual assault response policy and reporting procedure in connection with the implementation of its sexual assault and abuse prevention and awareness program, as outlined in Board Policy **Child Sexual Abuse and/or Sexual Assault Response Policy and Reporting Procedure**. Upon receipt of any report of child sexual abuse and/or sexual assault from any source, a school employee shall report such suspicion to the Safe School Climate

Coordinator in addition to complying with his/her obligations under this Policy and the law regarding mandatory reporting of abuse, neglect and sexual assault.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-101q, Statewide Sexual Abuse and Assault Awareness and Prevention Program

Section 17a-103

Section 46b-120

Section 53a-65

Public Act 16-67, “An Act Concerning the Disclosure of Certain Education Personnel Records, Criminal Penalties for Threatening in Educational Settings and the Exclusion of a Minor’s Name from Summary Process Complaints”

Public Act 16-188, “An Act Concerning Education Issues”

Approved by the Ashford Board of Education:

Appendix A

RELEVANT EXCERPTS OF STATUTORY DEFINITIONS OF SEXUAL ASSAULT AND RELATED TERMS COVERED BY MANDATORY REPORTING LAWS AND THIS POLICY

An employee of the Board of Education must make a report in accordance with this policy when the employee of the Board of Education in the ordinary course of such person's employment or profession has reasonable cause to suspect or believe that any person, regardless of age, who is being educated by the technical high school system or a local or regional board of education, other than as part of an adult education program, is a victim of the following sexual assault crimes, and the perpetrator is a school employee. The following are relevant excerpts of the sexual assault laws and related terms covered by mandatory reporting laws and this policy.

“Intimate Parts” (Conn. Gen. Stat. § 53a-65)

“Intimate parts” means the genital area or any substance emitted therefrom, groin, anus or any substance emitted therefrom, inner thighs, buttocks or breasts.

“Sexual Intercourse” (Conn. Gen. Stat. § 53a-65)

“Sexual intercourse” means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Its meaning is limited to persons not married to each other. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

“Sexual Contact” (Conn. Gen. Stat. § 53a-65)

“Sexual contact” means any contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

Sexual Assault in First Degree (Conn. Gen. Stat. § 53a-70)

A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in

section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

Aggravated Sexual Assault in the First Degree (Conn. Gen. Stat. § 53a-70a)

A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70 and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Second Degree (Conn. Gen. Stat. § 53a-71)

A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or

older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

Sexual Assault in the Third Degree (Conn. Gen. Stat. § 53a-72a)

A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

Sexual Assault in the Third Degree with a Firearm (Conn. Gen. Stat. § 53a-72b)

A person is guilty of sexual assault in the third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information.

Sexual Assault in the Fourth Degree (Conn. Gen. Stat. § 53a-73a)

A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to

sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

**Series 4000
Personnel**

EMPLOYMENT CHECKS

As set forth below, each applicant for a position with the district shall be asked whether he/she has ever been convicted of a crime, whether there are any criminal charges pending against him/her and whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether he/she is included on an equivalent database and/or abuse/neglect registry maintained in that other state. Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

In addition, the district shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

“Sexual misconduct means” any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“Former employer” means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

- A. The district shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the district:
 - 1. Requiring the applicant:

- a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) during any of the previous twenty years), if:
 - (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
 - (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children;
- b. to submit a written authorization that
 - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
 - (ii) consents to and authorizes disclosure by the Department of Education of the information requested under paragraph I.A.3 of this policy and the release of related records by the department, and
 - (iii) releases those employers and the Department of Education from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
- c. to submit a written statement of whether the applicant
 - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police department, unless the investigation resulted in a finding that all allegations were unsubstantiated,
 - (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g or abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
 - (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under

investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;

2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department of Education, which shall request the following:
 - a. the dates employment of the applicant, and
 - b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct; or
 - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the district receives a request for such information about an employee or former employee, the district shall respond with such information. The district may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (f), such employer shall respond not later than five (5) business days after receiving such request.
3. Requesting information from the Department of Education concerning:
 - a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
 - b. whether the Department of Education has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and

- c. whether the Department of Education has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, if the district receives information that an applicant for a position with or an employee of the board has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of Education of such information.
- C. The district shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The district may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the district's review of information received under this section, provided:
 - 1. The applicant complied with paragraph I.A.1 of this policy;
 - 2. The district has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the district; and
 - 3. The applicant affirms that the applicant is not disqualified from employment with the district.
- E. The district shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
 - 1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 - 2. Affects the ability of the district to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
 - 3. Requires the district to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the district, unless, after investigation, such allegation is dismissed or found to be false.
- F. The district shall not offer employment to a person as a substitute teacher, unless such person and the district comply with the provisions of paragraph I.A.1 of this policy. The district shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The district shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the district as a substitute teacher as described in paragraph III.B.2 of this policy, provided the

district does not have any knowledge of a reason that such person should be removed from such list.

- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a- and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b- of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (f) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the district, either telephonically or through written communication. If the district receives such information, it shall determine whether such employee may work in a position involving direct student contact at any school in the district. No determination by the district that any such employee shall not work under any such contract in any such position shall constitute a breach of such contract.
- H. Any applicant who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the district that may include
1. denial of employment, or
 2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151.
- I. If the district provides information in accordance with paragraph I.A.2 or I.G- of this policy, the district shall be immune from criminal and civil liability, provided the district did not knowingly supply false information.
- J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (f) of Conn. Gen. Stat. § 31-51i, the district shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G- of this policy or to the Commissioner of Education pursuant to paragraph I.B- of this policy any information that the district has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.

K.

Prior to offering employment to an applicant, the district shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.

- L. The district shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the district, the district shall require such applicant to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the district shall request that the applicant provide the district with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the district to access such information shall be considered grounds for rejecting any applicant for employment.

The district shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or designee will either obtain the information from the Registry or, if the applicant’s consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or his/her designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

- C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or designee that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or designee shall revoke the offer of employment and/or terminate the applicant's employment if he or she has already commenced working for the district.

III. Criminal Records Check Procedure

- A. Each person hired by the district shall be required to submit to state and national criminal record checks within thirty (30) calendar days from the date of employment. Each person otherwise placed within a school under any public assistance employment program, employed by a provider of supplemental services pursuant to federal law or in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate, who performs a service involving direct student contact shall also be required to submit to state and national criminal record checks within thirty (30) calendar days from the date such worker begins to perform such service. Record checks will be processed according to the following procedure:*
- 1. No later than five (5) calendar days after the Superintendent or his/her designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or his/her designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted by EASTCONN. This packet shall also contain all documents and materials necessary for the police department to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal record checks. The Superintendent or his/her designee will also provide each applicant with the following notifications before the applicant obtains his/her fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
- 2. No later than ten (10) calendar days after the Superintendent or his/her designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be fingerprinted by EASTCONN. Failure of the applicant to have his/her fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.

3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent or his/her designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal record check. The affected applicant/employee may notify the Superintendent or his/her designee in writing within five (5) calendar days that the affected/employee will challenge his/her criminal history record check. Upon written notification to the Superintendent or his/her designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or his/her designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or his/her designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.
6. Notwithstanding anything in paragraph III.A.5 of this Policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this Policy, above.

B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the district must submit to state and national criminal history record checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history record checks for a substitute teacher have been completed within one year prior to the date the district hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history record checks to be forwarded to the Superintendent, then the substitute teacher will not be required to submit to another criminal history record check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history record checks upon being hired by the district, then the substitute teacher will not be required to submit to another criminal history record check so long as the substitute teacher is continuously employed by the district, that is, employed for at least one day of each school year, by the district, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

School district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee. Registration as a sexual offender constitutes grounds for denial of employment opportunities.

V. Credit Checks

The district may also ask a prospective employee for a credit report for employment for certain district positions, where the district's receipt of a credit report is substantially related to the employee's potential job. Substantially related is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated." Prior to asking for a credit report, the district will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the district; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the district, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into contracts; (4) provide an expense account or district debit or credit card; or (5) involve access to the district's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the district will provide written notification to prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the district may use the information in the consumer credit report to make decisions related to the individual's employment.

The district will obtain consent before performing the credit or other background checks. If the district intends to take an action adverse to a potential employee based on the results of a credit report, the district must provide the prospective employee with a copy of the report on which the district relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The district will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the district's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the Board of Education receives notice of a conviction of a crime by (1) a person holding a certificate, authorization or permit issued by the State Board of Education, or (2) a person employed by a provider of supplemental services, the Board shall send such notice to the State Board of Education.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the Board of Education shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of these Administrative Regulations, “personal online account” means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the Board, including, but not limited to, electronic mail, social media and retail-based Internet web sites. “Personal online account” does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the Board.

- A. During the course of an employment check, the Board may not:
 - 1. request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing a personal online account;
 - 2. request or require that an applicant authenticate or access a personal online account in the presence of the Board; or
 - 3. require that an applicant invite a supervisor employed by the Board or accept an invitation from a supervisor employed by the Board to join a group affiliated with any personal online account of the applicant.
- B. The Board may request or require that an applicant provide the Board with a user name and password, password or any other authentication means for accessing:
 - 1. any account or service provided by Board or by virtue of the applicant’s employment relationship with the Board or that the applicant uses for the Board’s business purposes, or
 - 2. any electronic communications device supplied or paid for, in whole or in part, by the Board.
- C. In accordance with applicable law, the Board maintains the right to require an applicant to allow the Board to access his or her personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
 - 1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant’s personal online account; or
 - 2. conducting an investigation based on the receipt of specific information about an applicant’s unauthorized transfer of the Board’s proprietary information, confidential

information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Students Employed by the School District

- A. This policy shall also not apply to a student employed by the local or regional school district in which the student attends school.

X. Falsification of Records.

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d.

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act 17-68, “An Act Concerning Various Revisions and Additions to the Education Statutes.”

Public Act 17-220, “An Act Concerning Education Mandate Relief.”

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Approved by the Ashford Board of Education:

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as a job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

- Officials must provide to the applicant written notice¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.²

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
--	--

If you need additional information or assistance, contact:

¹ Written notification includes electronic notification, but excludes oral notification.

² See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification³ by _____ that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.⁴
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁵
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Connecticut Records:
Department of Emergency Services and Public Protection
State Police Bureau of Identification (SPBI)
1111 Country Club Road
Middletown, CT 06457
860-685-8480

Out-of-State Records:
Agency of Record
OR
FBI CJIS Division-Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

- If you need additional information or assistance, please contact:

³ Written notification includes electronic notification, but excludes oral notification.

⁴ See 28 CFR 50.12(b).

⁵ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

