Reference "A"

Cromwell Public Schools

"Placing Students First"

www.cromwell.k12.ct.us

Central Administrative Offices | **9 Captain James Mann Memorial Drive** | **Cromwell, CT 06416-1398**
PH: 860-632-4830 | **FAX: 860-632-4865**

Dr. Enza Macri
Superintendent of Schools
860-632-4839

Michele DiMauro
Director of Human Resources
860-632-6043

Sari O'Leary
Director of Student Services
860-632-4831

Ann Burke
Director of Financial Services
860-632-4837

To: Cromwell Board of Education

From: Ann Burke, Director of Financial Services

Date: October 1, 2019

Re: Request Approval for the Transfer of Unexpended Funds into the Board of Education's Capital Account Fund

The Board of Education has closed the 2018-2019 fiscal year budget with a surplus balance of $4,767.13.

We would like to request the transfer of the full amount of $4,767.13 of these unexpended funds into the Board of Education's Capital Account Fund for the purpose of the continuation of air conditioning projects at Cromwell Middle School.

Once the Board of Education approves the request for the transfer of the 2018-2019 surplus funds into the Capital Account Fund, we will request the Board of Finance to approve the same. The Board of Finance is scheduled to meet on Thursday, October 24, 2019.

cc: Dr. Enza Macri, Superintendent of Schools

CT Summative Assessment Results 2015-2019

Cromwell Public Schools

Reference "B"

Proficiency

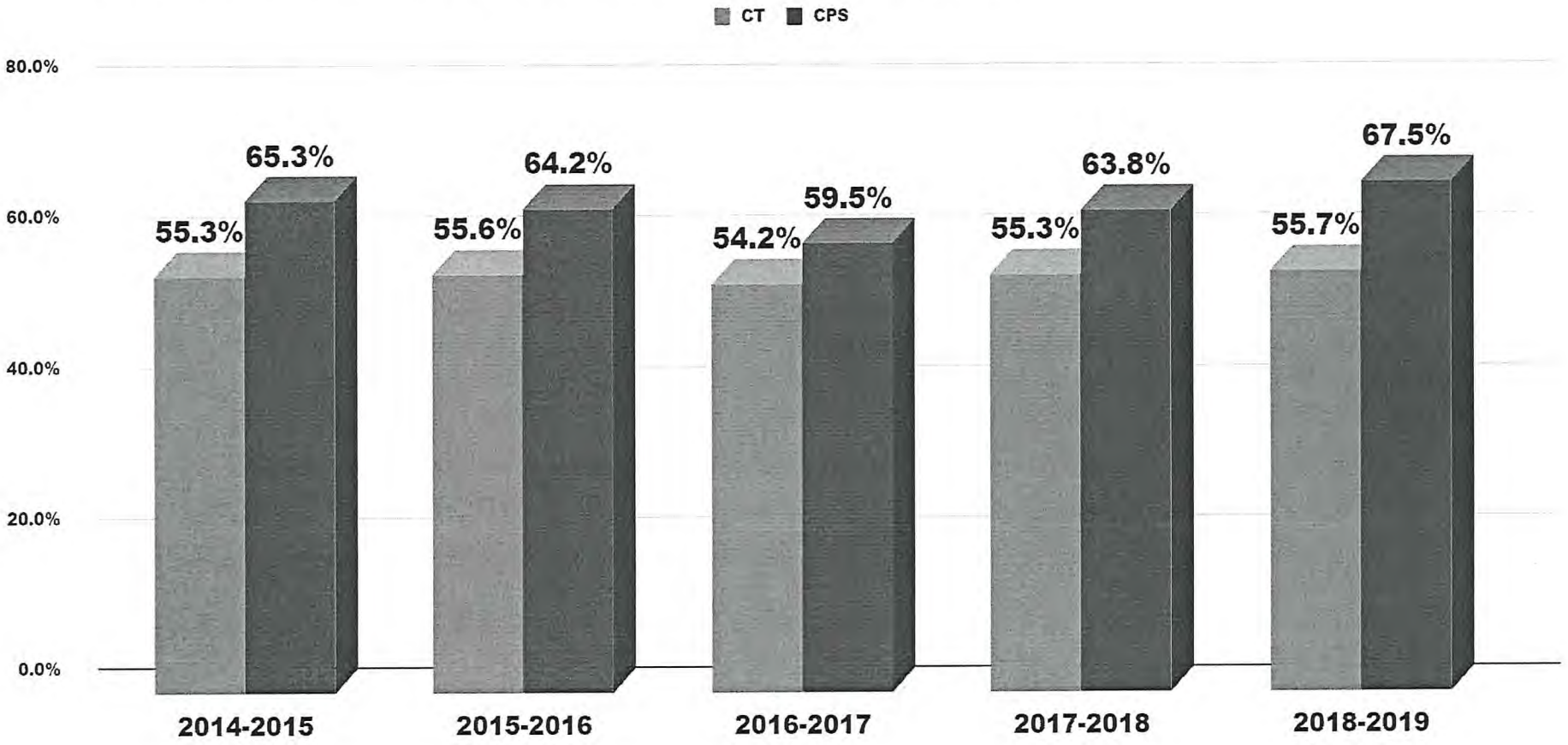
Smarter Balanced

Smarter Balanced/SAT Overall ELA/Math Proficiency Rates: By School

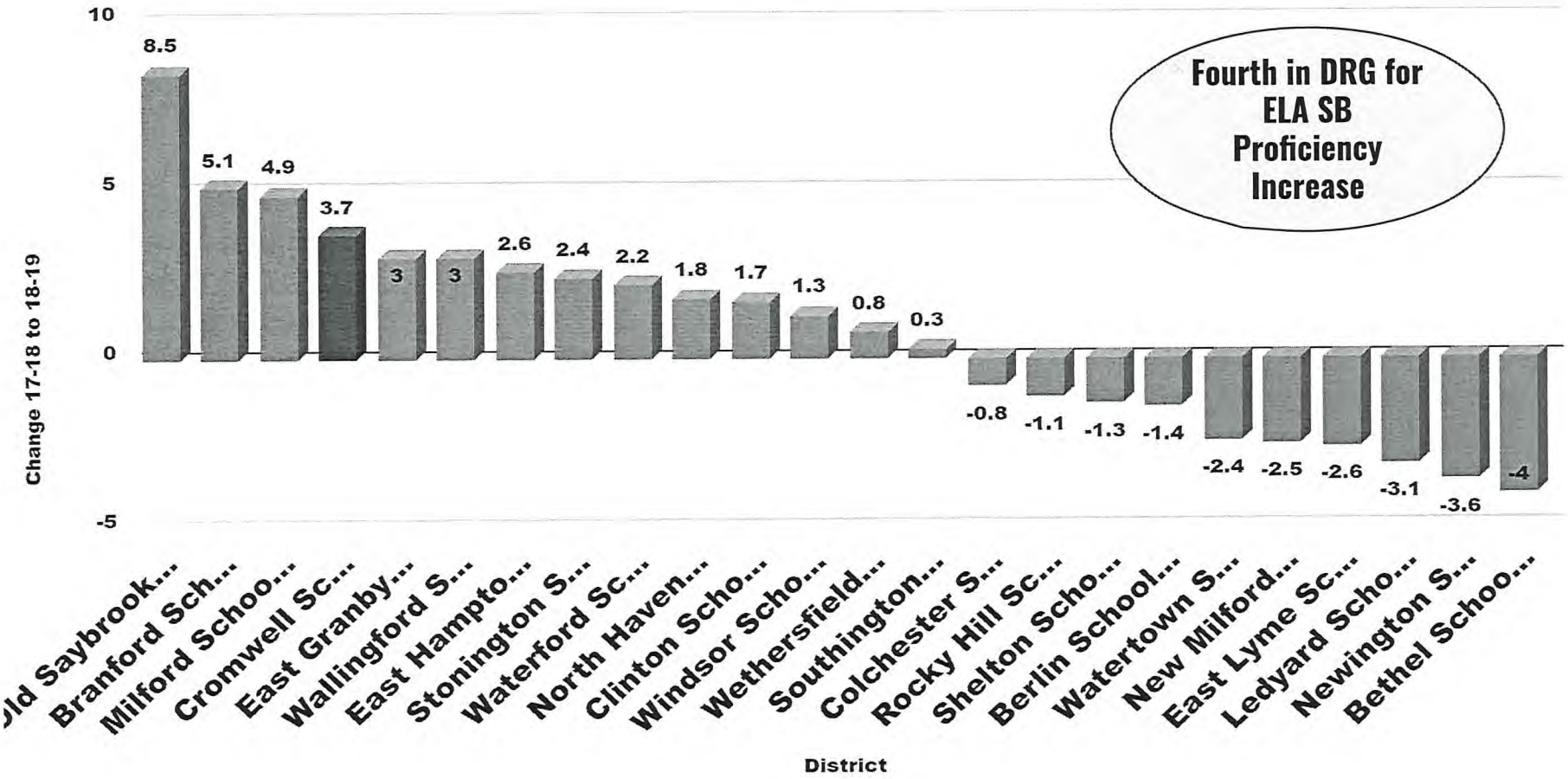
		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Woodside Intermediate School	ELA	59.0%	59.2%	55.2%	56.8%	62.7%
	Math	45.2%	37.8%	46.4%	54.4%	60.0%
Cromwell Middle School	ELA	66.0%	63.8%	59.6%	65.0%	67.9%
	Math	44.4%	46.1%	49.3%	54.8%	60.4%
Cromwell High School	ELA	No Data	71.9%	80.4%	68.6%	69.4%
	Math	No Data	45.9%	52.7%	42.7%	48.8%

ELA

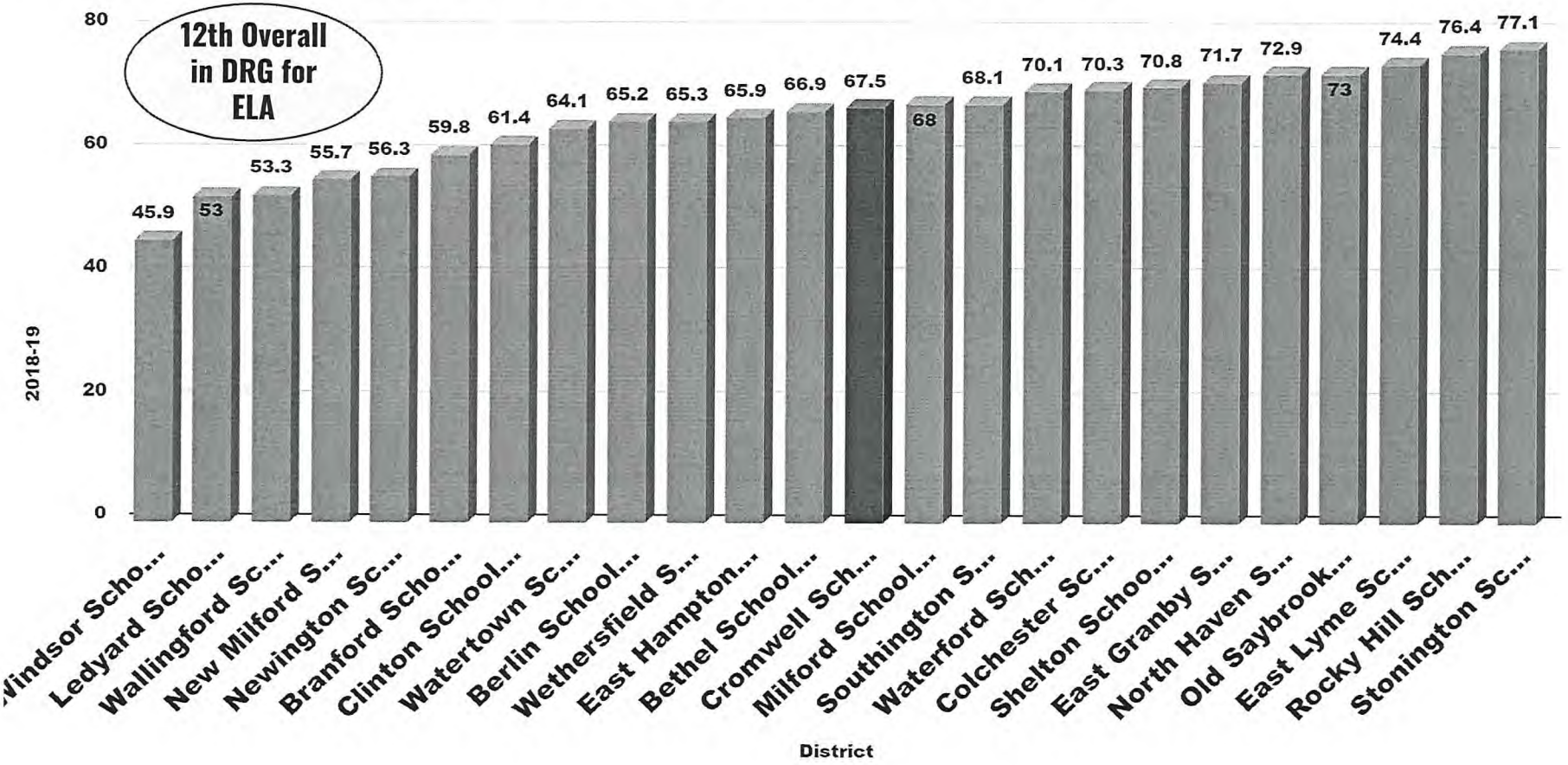
ELA SB % Proficiency Five Year Trend CT/CPS



DRG Change In Proficiency SB ELA 17-18 to 18-19



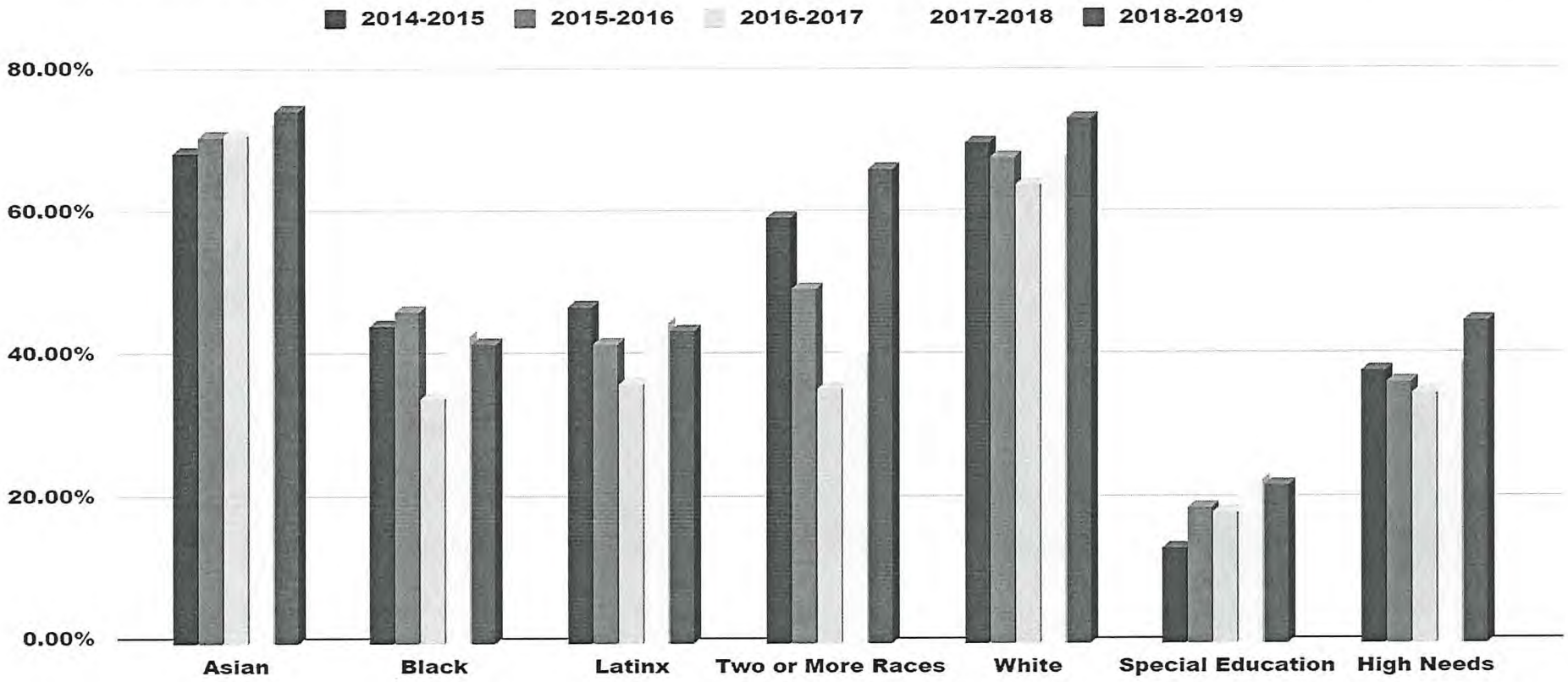
DRG: Proficiency Ranking SB ELA 2018-2019



Smarter Balanced Overall ELA Proficiency Rates: By Subgroup

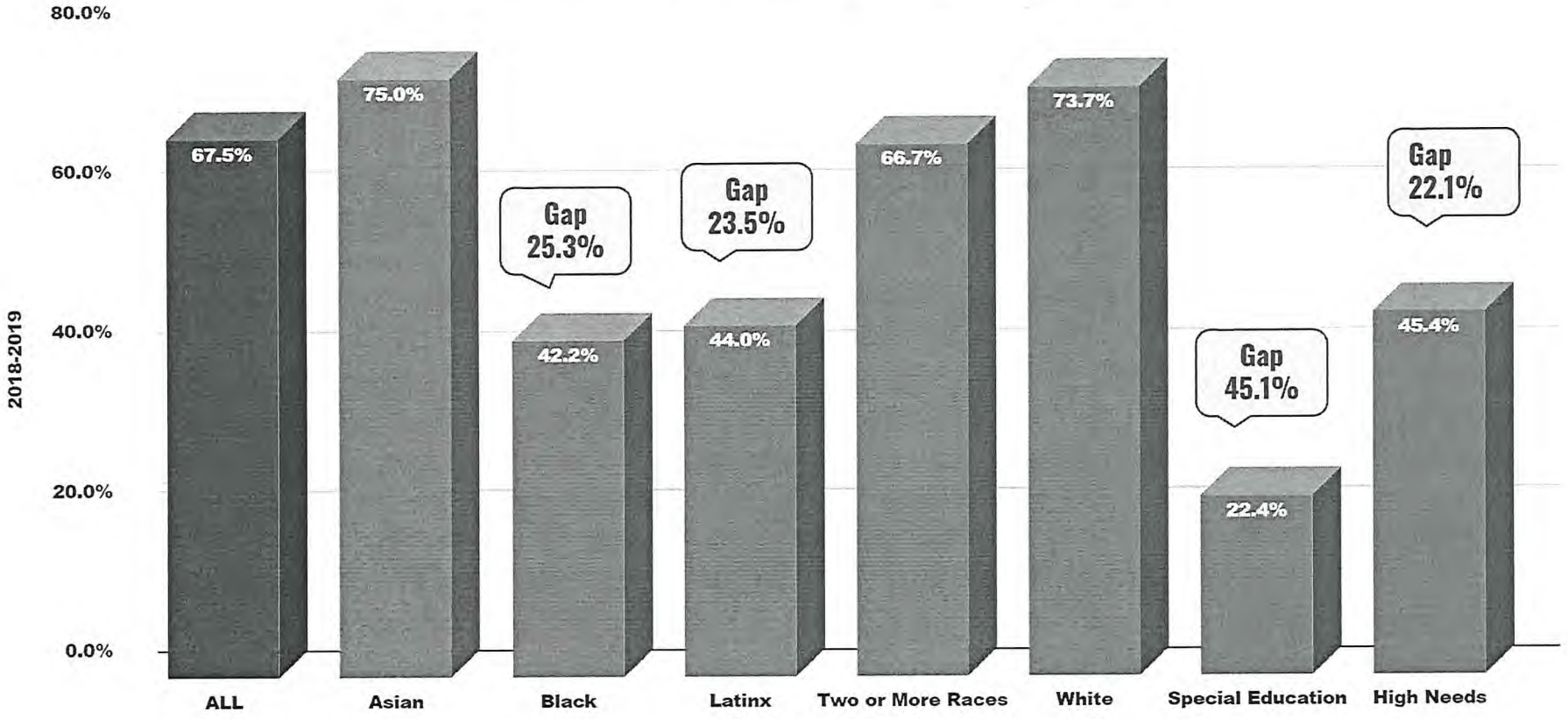
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Asian	69.1%	71.2%	71.4%	73.0%	75.0%
Black	44.6%	46.8%	34.5%	43.4%	42.2%
Latinx	47.4%	42.1%	36.5%	45.1%	44.0%
Two or More Races	60.0%	50.0%	35.7%	40.9%	66.7%
White	70.4%	68.4%	64.5%	68.6%	73.7%
Special Education	13.5%	19.1%	18.5%	23.0%	22.4%
High Needs	38.4%	36.8%	35.0%	39.7%	45.4%

Smarter Balanced ELA Subgroup Five Year Trend



Smarter Balanced Overall ELA Proficiency Rates: By Subgroup

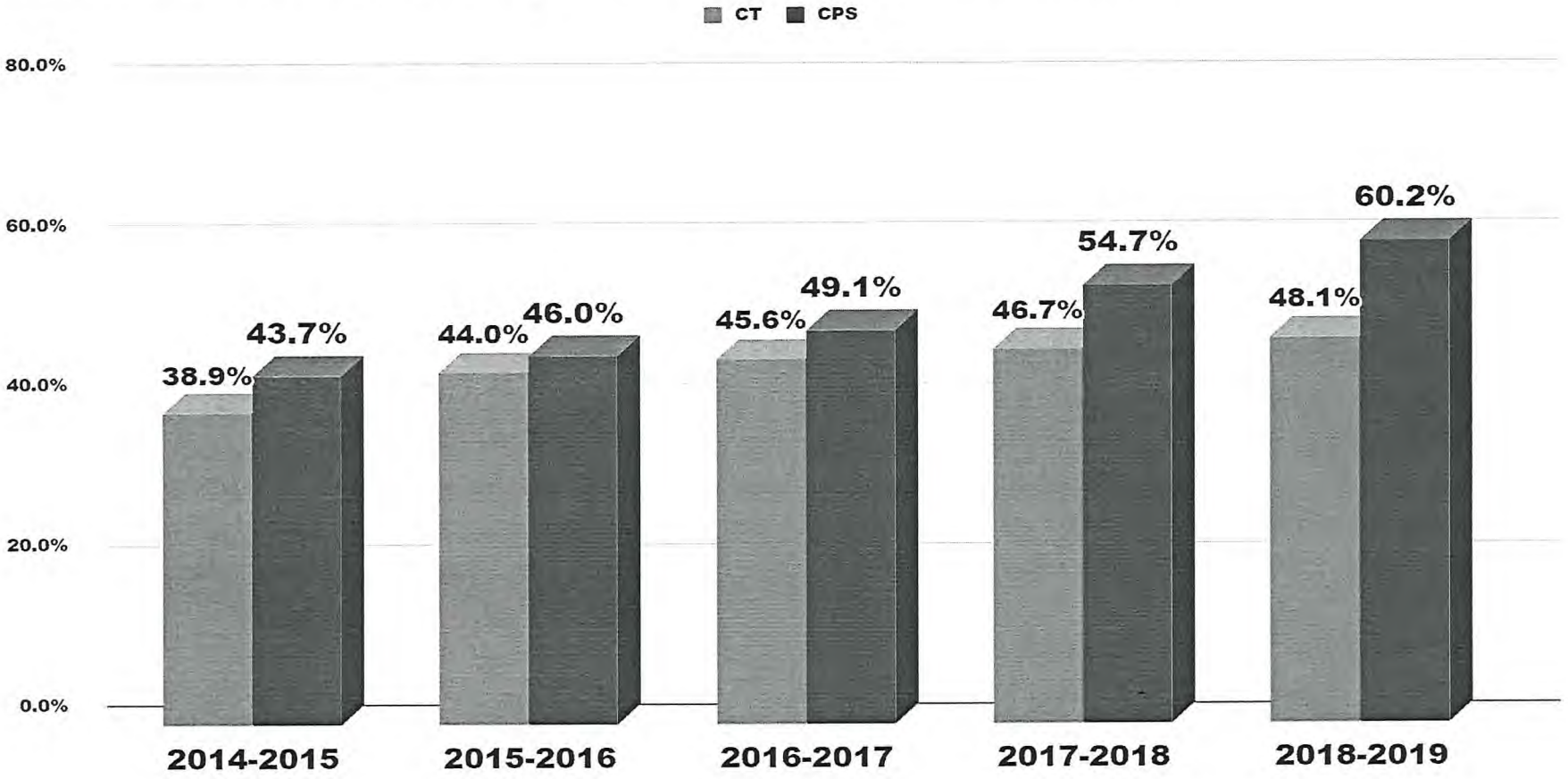
Smarter Balanced ELA Achievement Gap Data



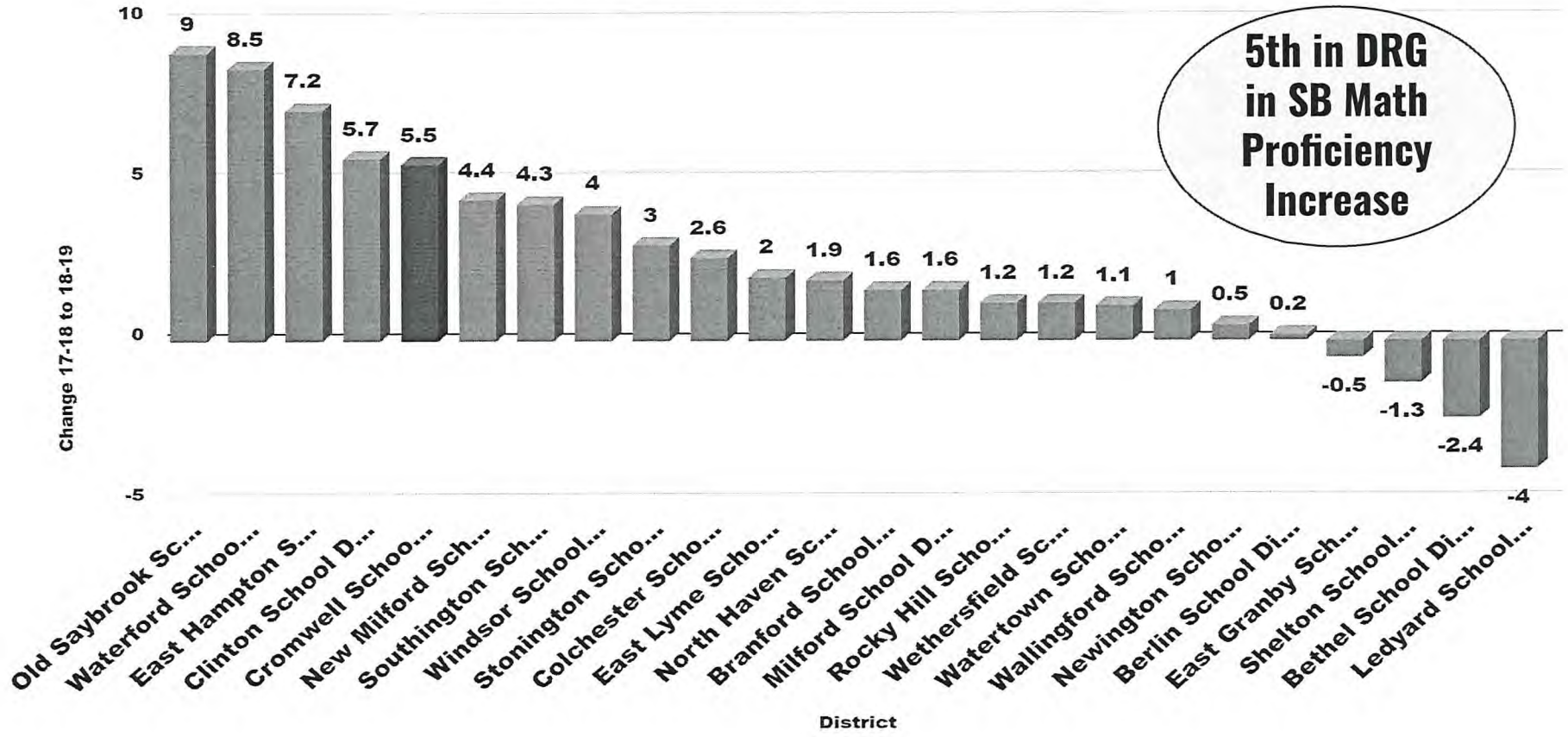
Smarter Balanced Overall ELA Proficiency Rates: By Subgroup

Math

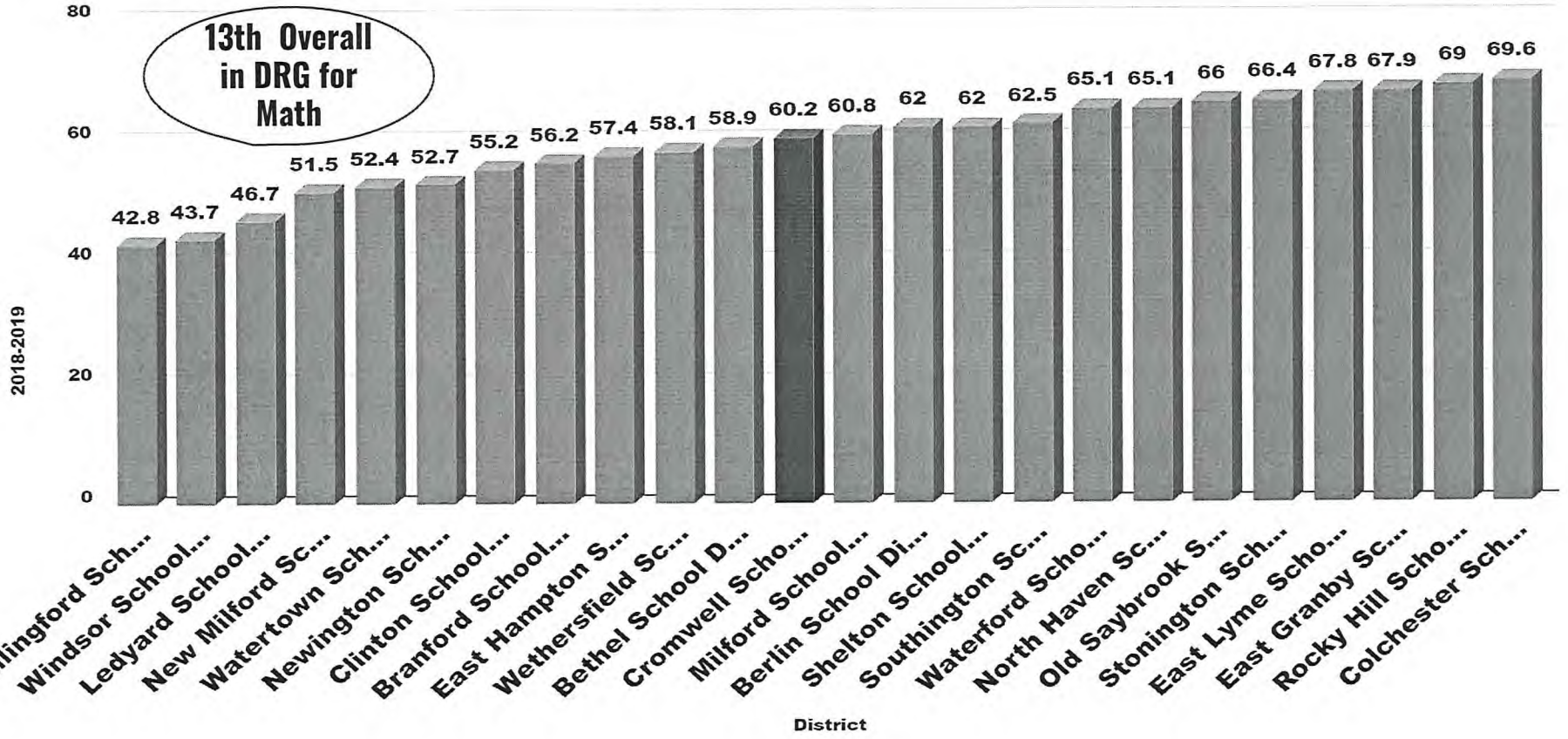
Math SB % Proficiency Five Year Trend CT/CPS



DRG: Change in Proficiency SB Math 17-18 to 18-19



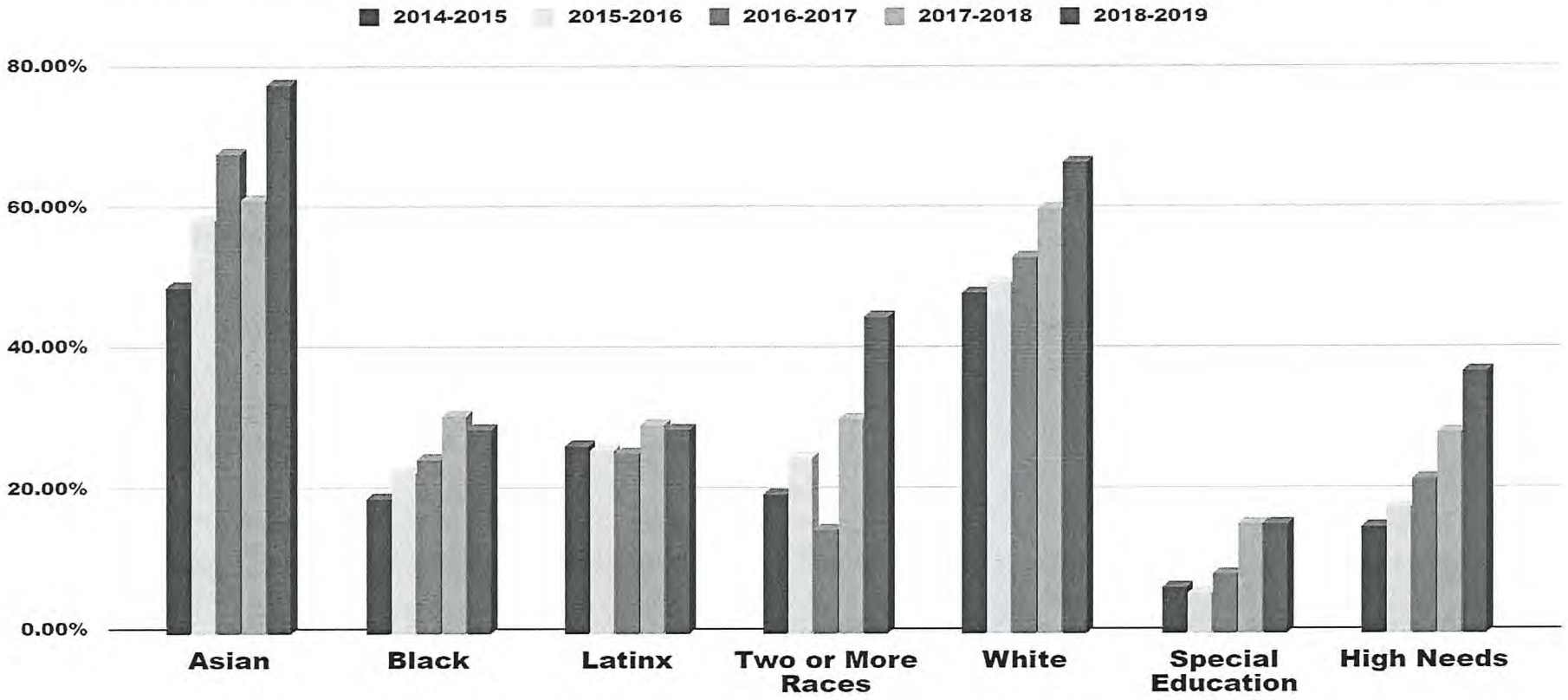
DRG: Proficiency Ranking SB Math 2018-2019



Smarter Balanced Overall Math Proficiency Rates: By Subgroup

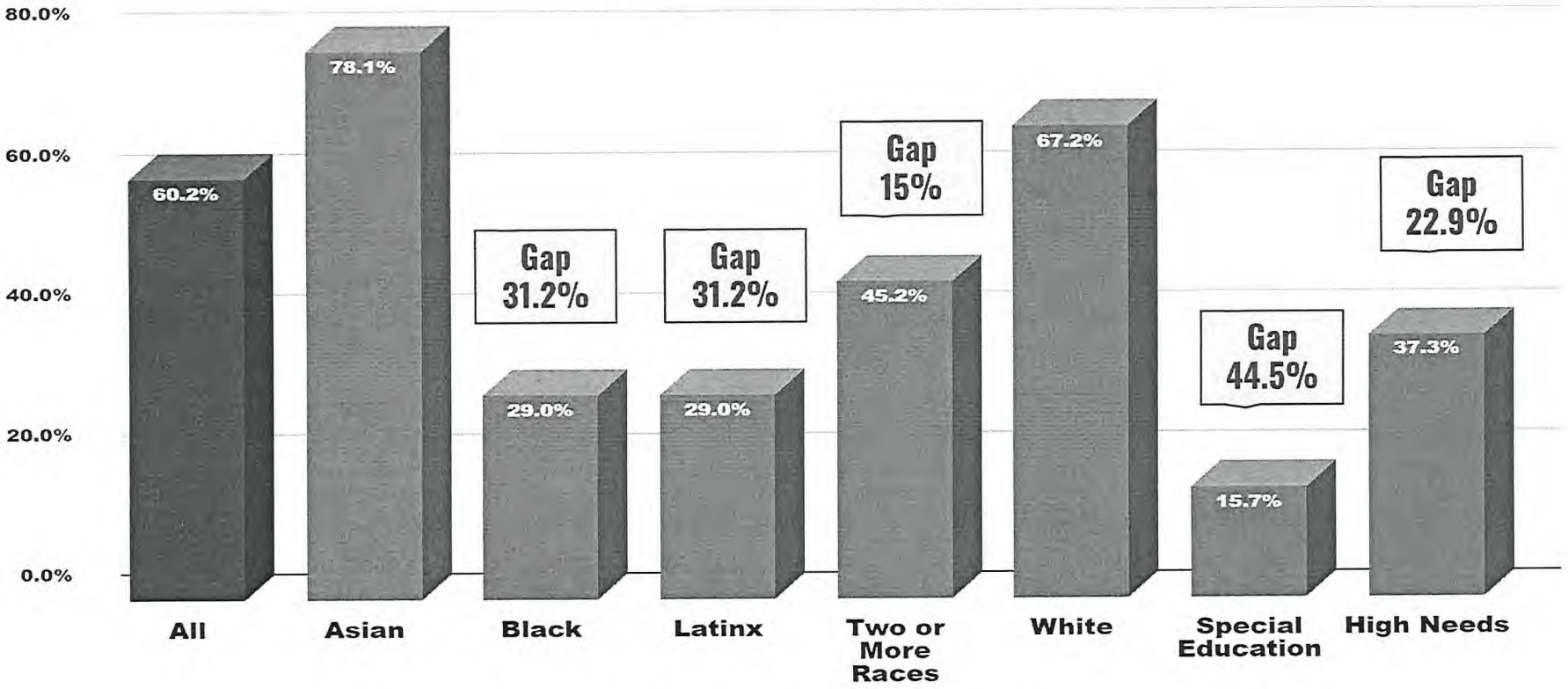
	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Asian	49.3%	58.9%	68.3%	61.9%	78.1%
Black	19.2%	22.8%	24.7%	31.0%	29.0%
Latinx	26.7%	26.0%	25.7%	29.6%	29.0%
Two or More Races	20.0%	25.0%	14.9%	30.4%	45.2%
White	48.4%	49.9%	53.5%	60.6%	67.2%
Special Education	6.6%	5.8%	8.42%	15.6%	15.7%
High Needs	15.2%	18.0%	22.0%	28.5%	37.8%

Smarter Balanced Math Subgroup Five Year Trend



Smarter Balanced Overall Math Proficiency Rates: By Subgroup

Smarter Balanced Math Achievement Gap Data

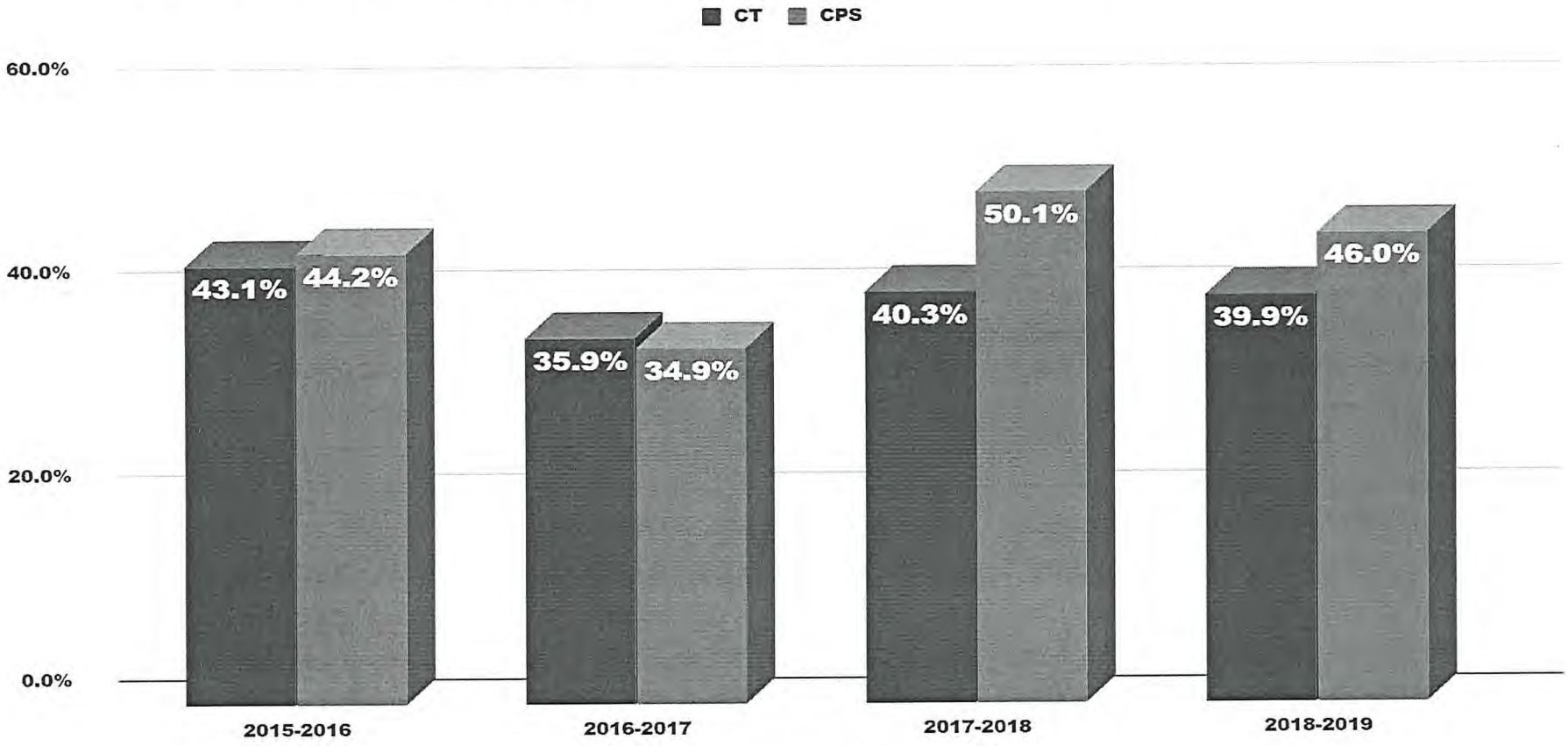


Smarter Balanced Overall Math Proficiency Rates: By Subgroup

Growth

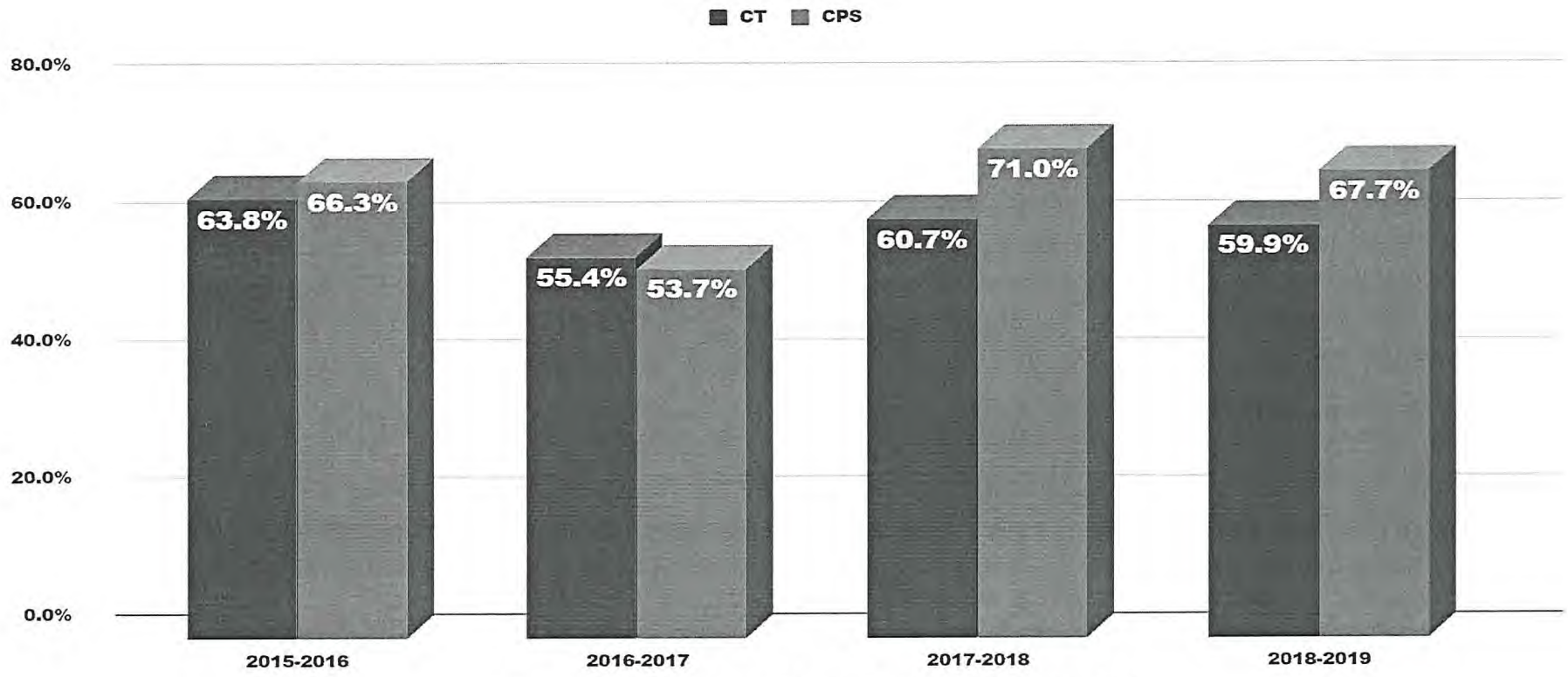
ELA

Smarter Balanced Growth Rate Comparison: ELA



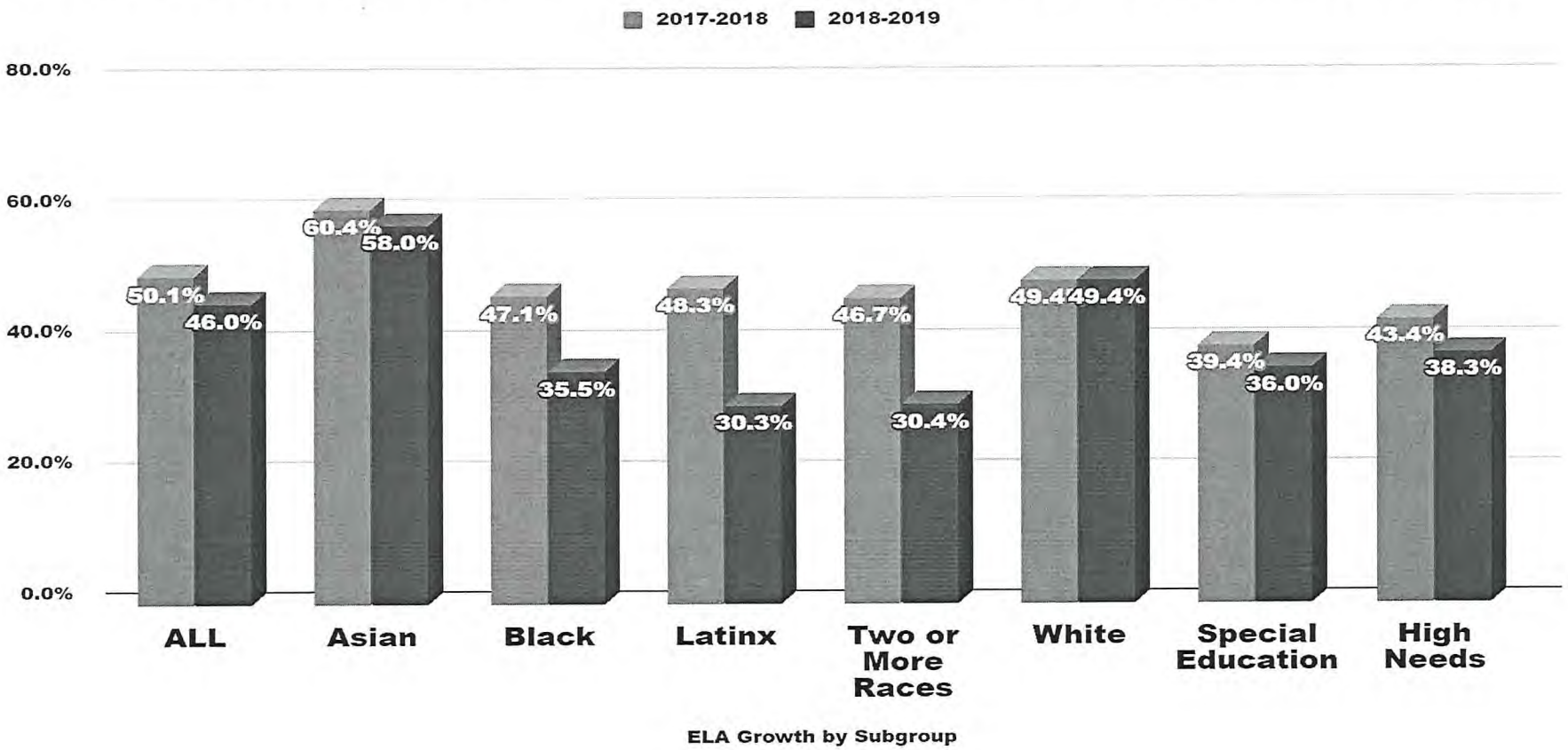
Smarter Balance Growth Rate Comparison: ELA

Smarter Balanced Percent of Target Achieved Comparison: ELA



Smarter Balance Percent of Target Achieved Comparison: ELA

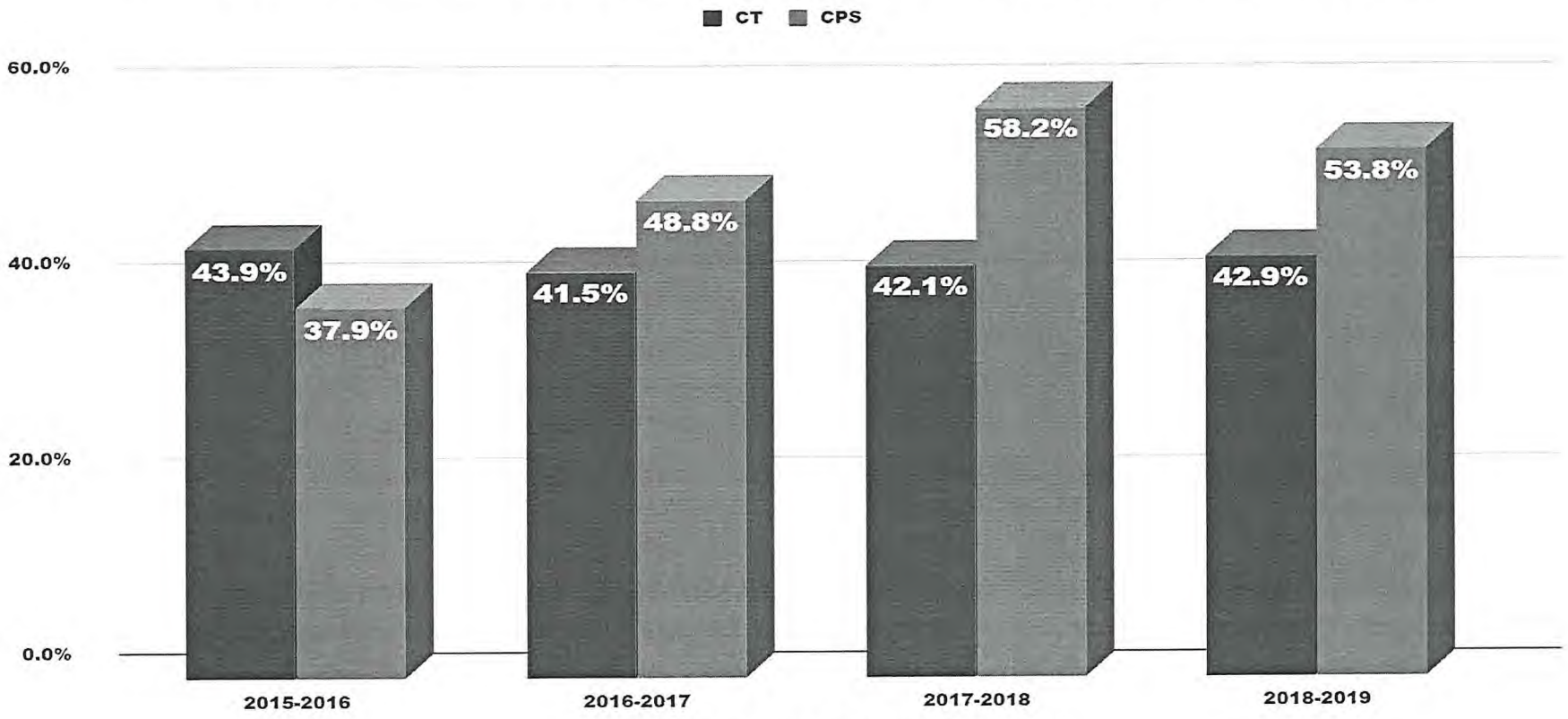
Smarter Balanced ELA Growth by Subgroup: Comparison



ELA Growth by Subgroup

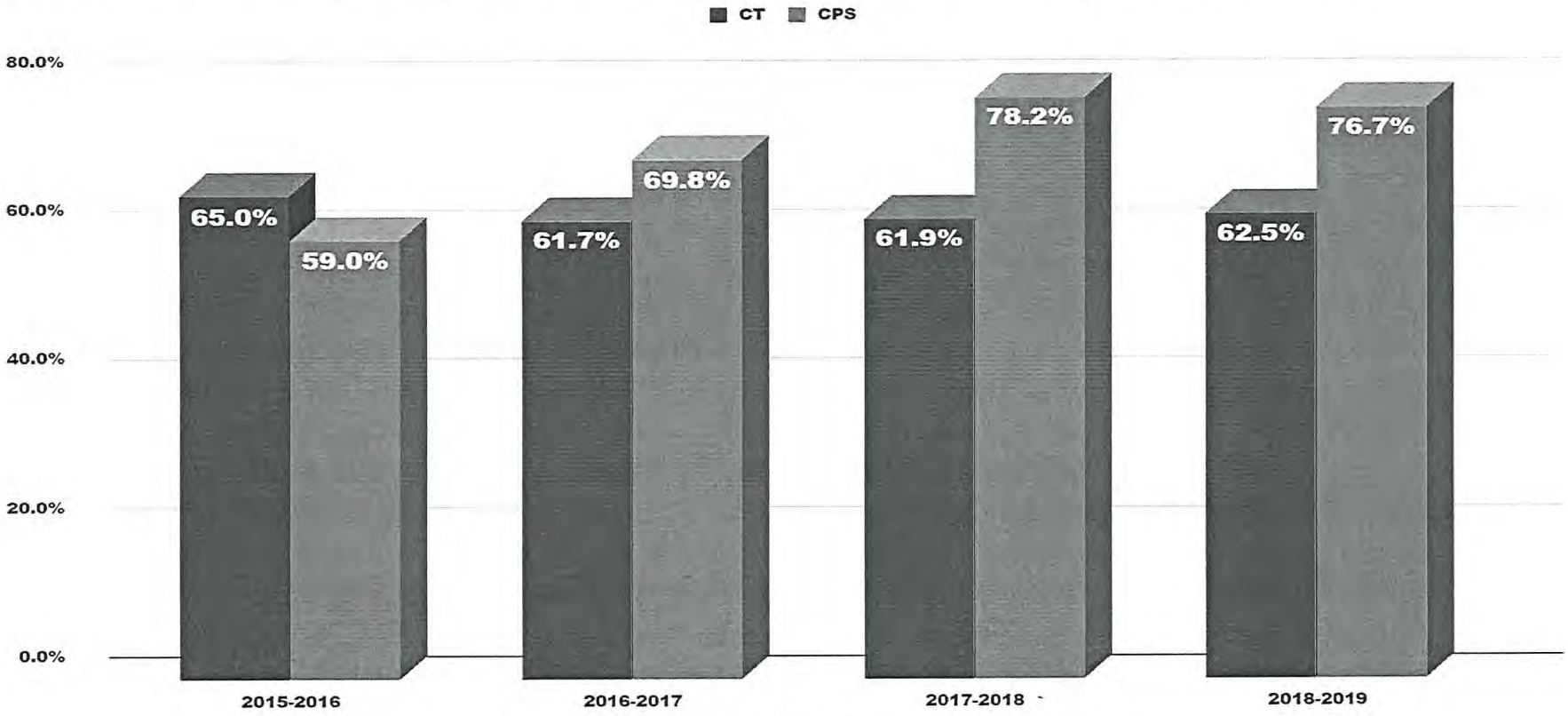
Math

Smarter Balanced Growth Rate Comparison: Math



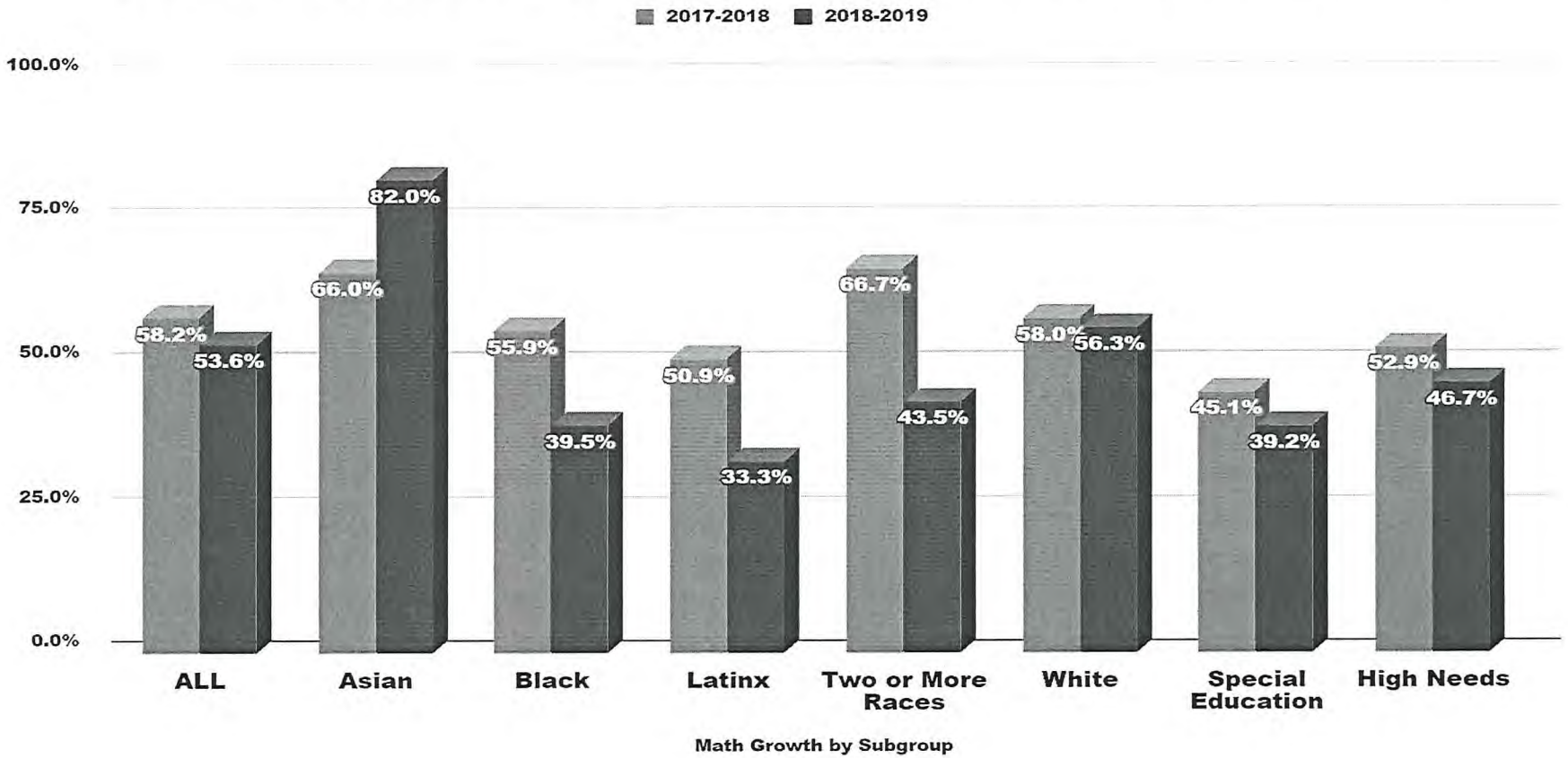
Smarter Balance Growth Rate Comparison: Math

Smarter Balanced Percent of Target Achieved Comparison: Math



Smarter Balance Percent of Target Achieved Comparison: Math

Smarter Balanced Math Growth by Subgroup: Comparison

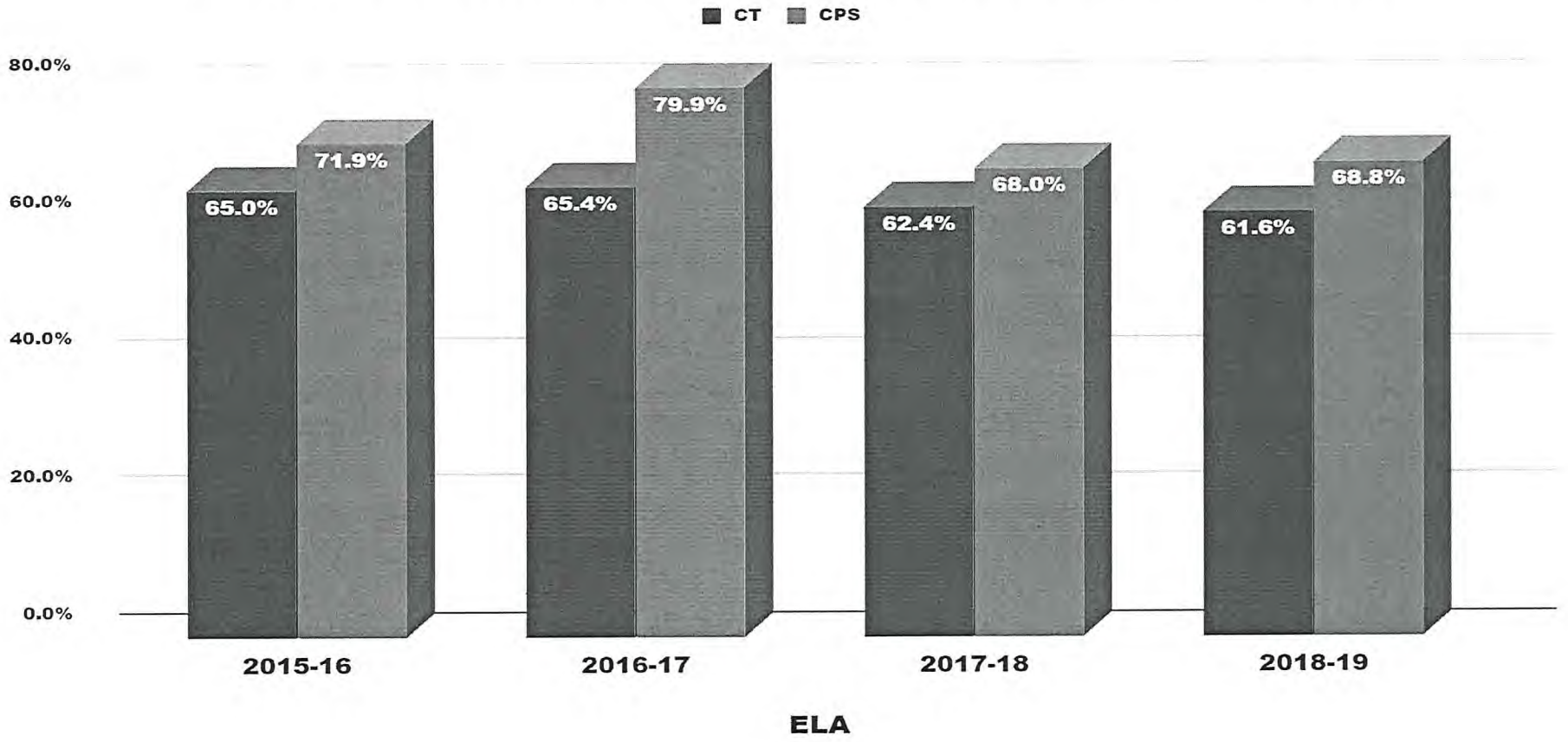


Math Growth by Subgroup

SAT

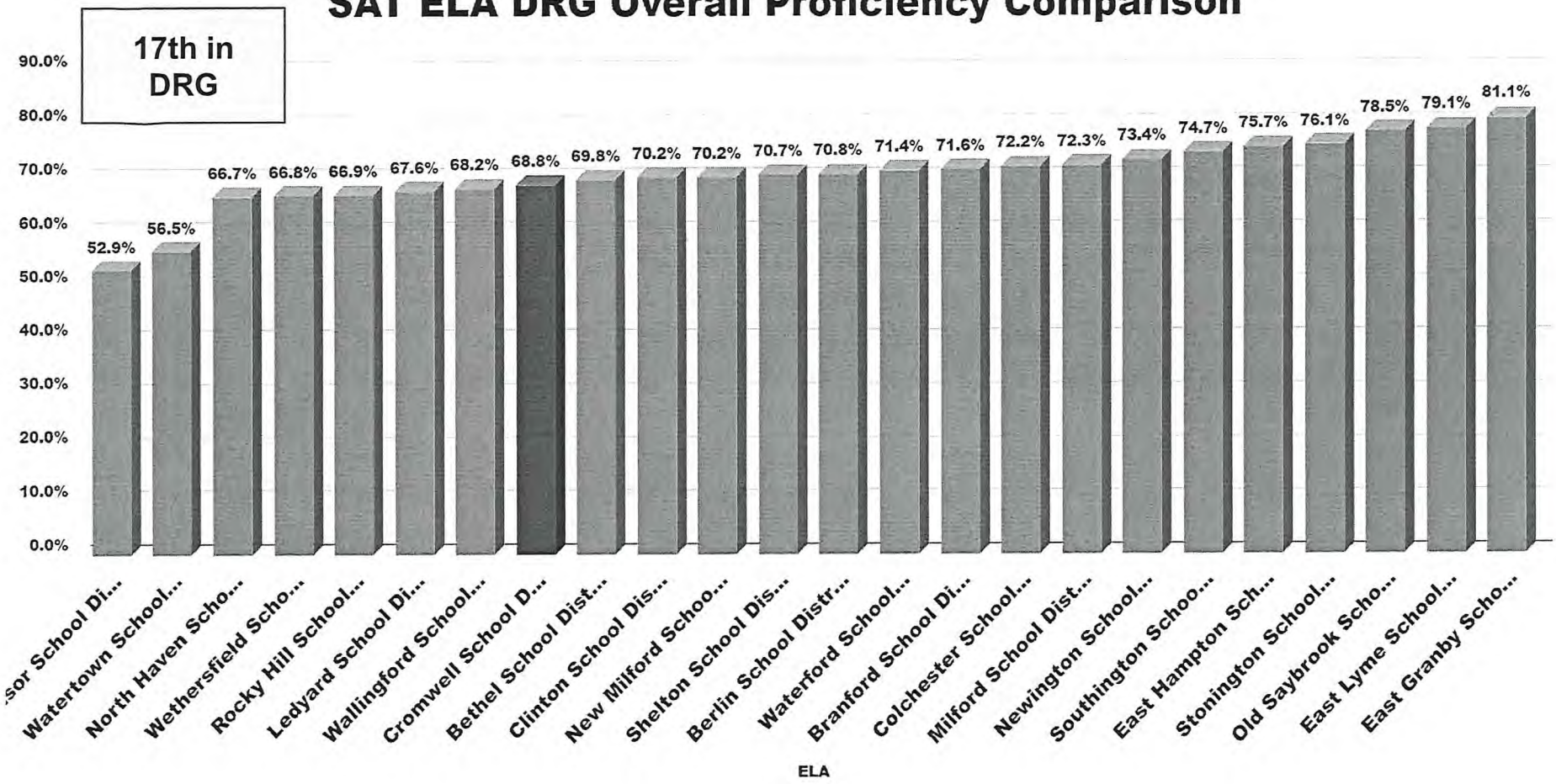
ELA

ELA SAT % Proficiency Five year Trend CT/CPS

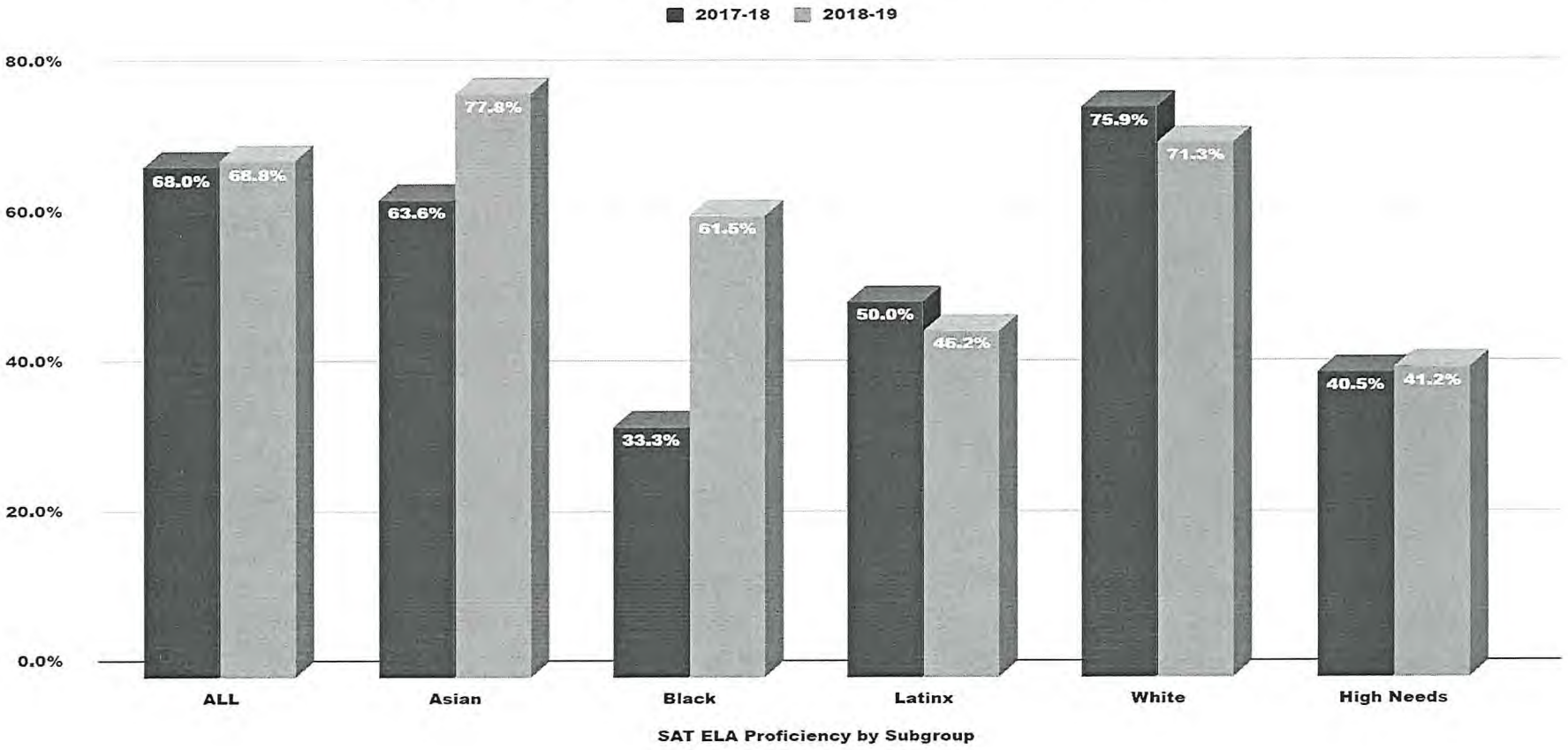


ELA

SAT ELA DRG Overall Proficiency Comparison

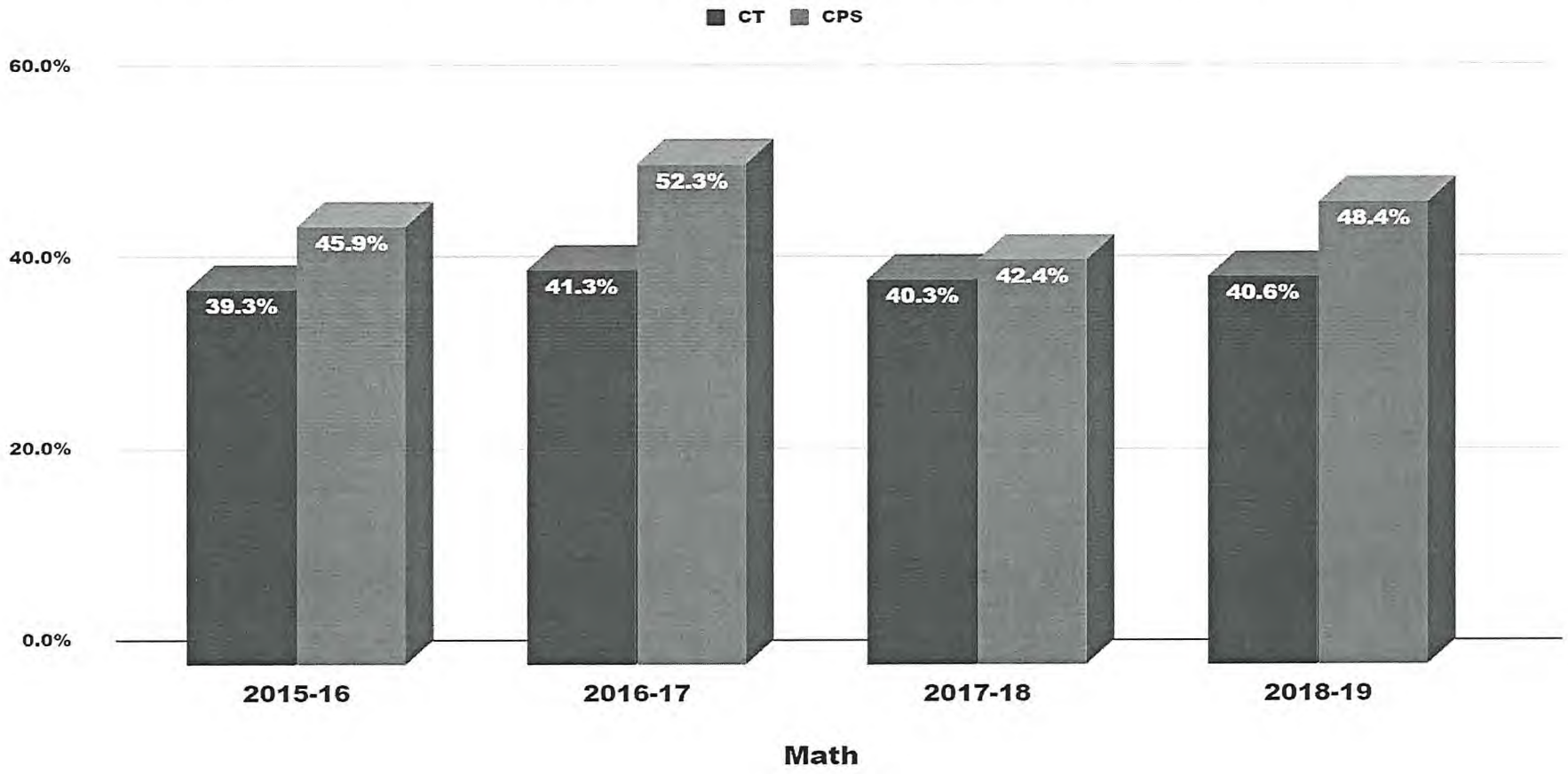


SAT ELA Proficiency by Subgroup

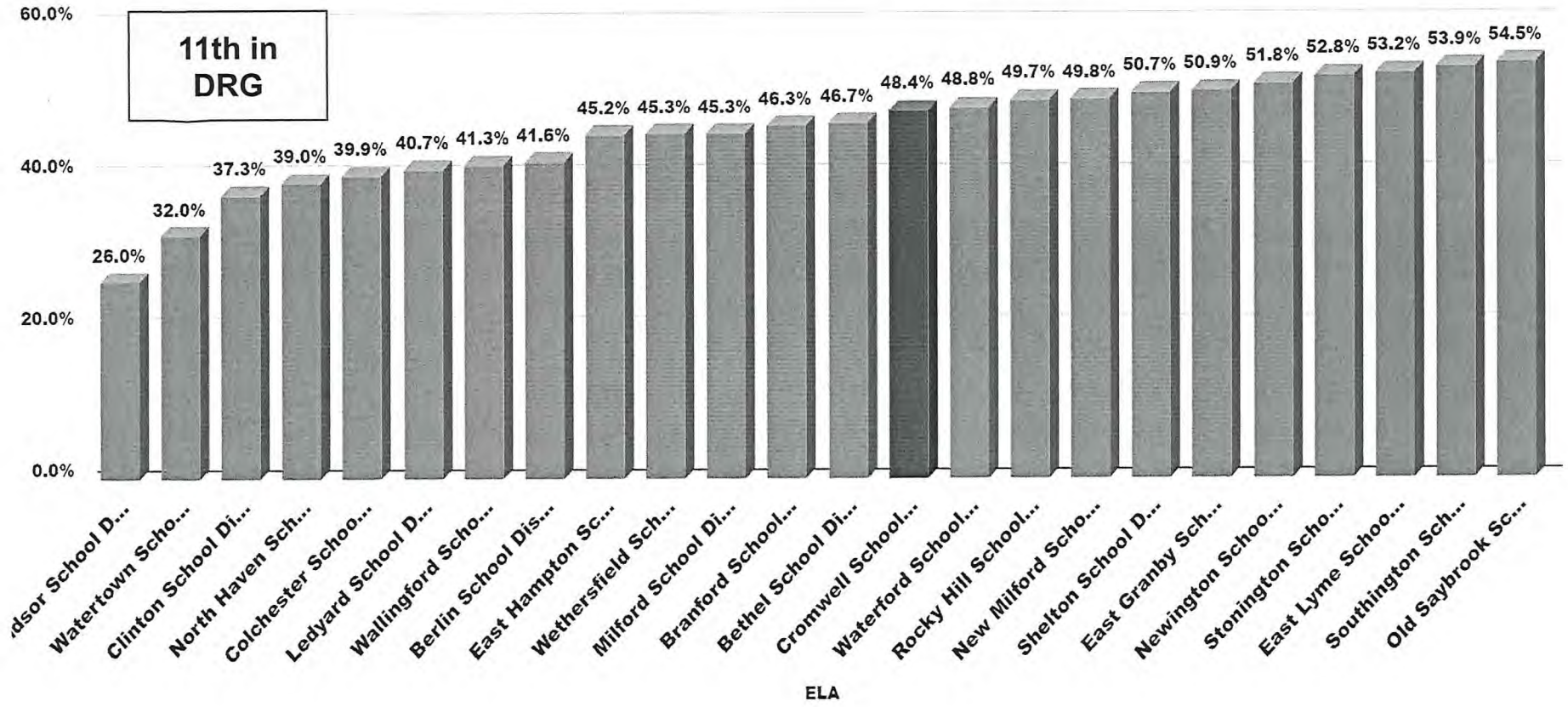


Math

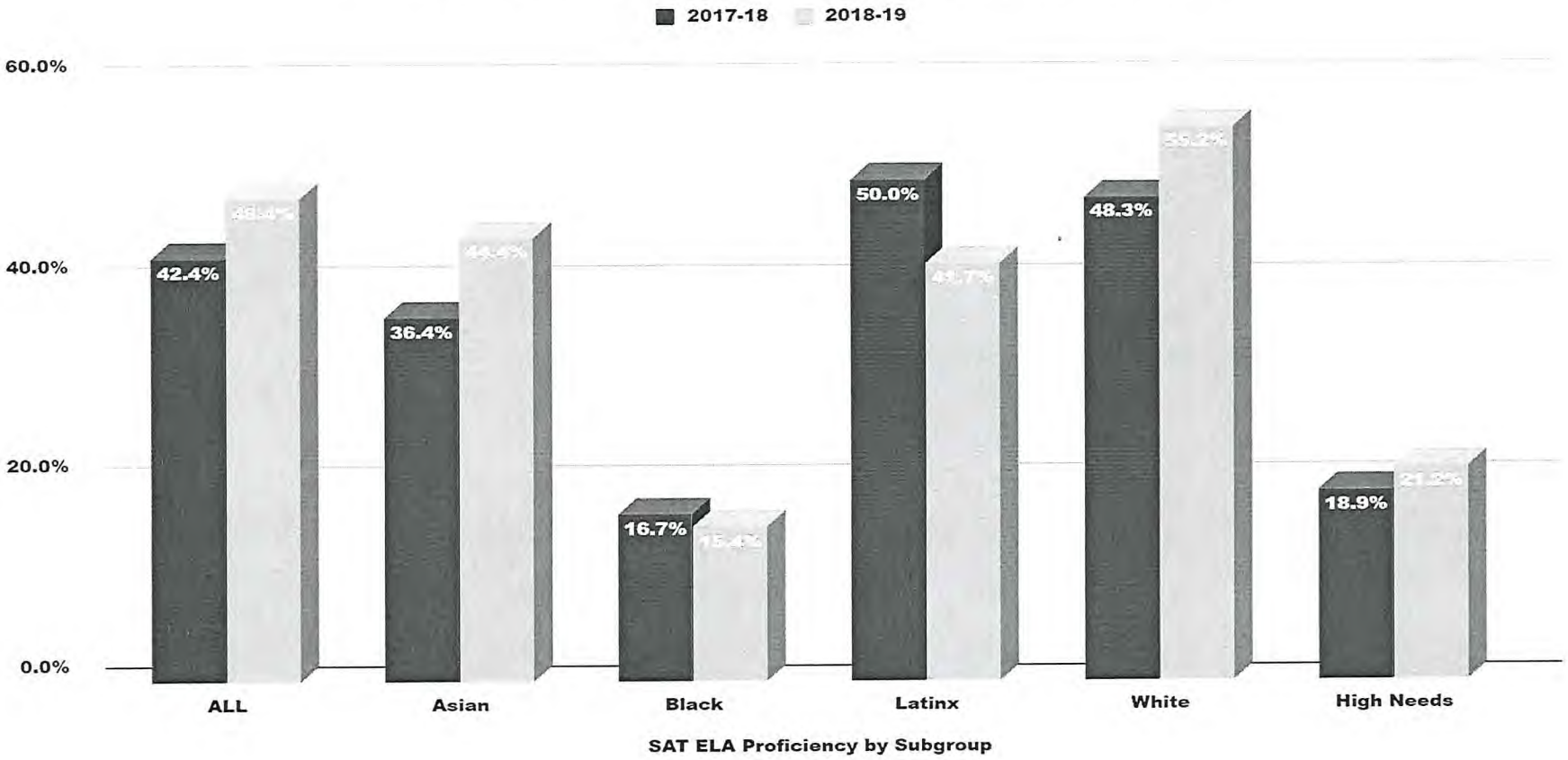
Math SAT % Proficiency Five Year Trend CT/CPS



SAT Math DRG Overall Proficiency Comparison



SAT Math Proficiency by Subgroup



SAT ELA Proficiency by Subgroup

Next Steps: 2019-2020

- Review and formalize core curriculum K-12
- Develop a digital curriculum warehouse
- Review instructional strategies and programing for tier two and three students

CT Summative Assessment Results 2015-2019

Cromwell Public Schools

Reference "C"

Cromwell Public Schools
Placing Student First

CROMWELL BOARD OF EDUCATION

Regular Board Meeting
Tuesday, September 10, 2019
Minutes and Motions

I. Call to Order

The meeting was called to order by Mr. Camilleri (Chairperson) at 7:02 p.m.

II. Roll Call

Board of Education
Present: Mr. Camilleri (Chairperson), Mrs. Cantwell, Mr. Fletcher, Mrs. Kelleher, Mr. Matrullo, Mrs. Merli, Mr. Sousa

Absent: Mr. Flanders, Mrs. Midgley

Administration
Present: Dr. Macri, Mrs. Binnington, Mrs. Burke, Mrs. Cocchiola, Mr. DeCarli, Mrs. DiTunno, Mrs. Lynch, Mr. Litwinczyk, Mrs. O'Leary, Mrs. Wyskiel

Absent: Mr. Butwill

Student Representatives
Clara Rojas - CHS Representative
Hunter Vooys - CHS Representative
Aubrey Zimmerman - CMS Representative
Paolo Messina - CMS Representative

Town Council
Mr. Emanuele - Absent

Board of Finance
Mr. Neto

III. Approval of Agenda/Additions and Deletions & Chair's Review of Agenda Highlights

Motion to approve the agenda made by Mr. Fletcher, seconded by Mr. Matrullo. Vote: Unanimous.

IV. Celebrating Our Faculty/Staff

- **NAEYC Accreditation Team – Karen Ambler, Sarah Blundo, Jaclyn Jewell, Teresita Heavey, Maureen Mandeville, Kim Maruschock, Meaghan Dellaripa, Shannon**

Downey, Kathryn Dumas, Elena Faits, Elisa Ferguson, Jen LoVerde, Debra O'Leary, Tina Pitruzzello, Cathy Ribera, Jennifer Salvatore, Heather Vianney

Dr. Macri stated that we are excited to celebrate our faculty and staff who have earned NAEYC (National Association for the Education of Young Children) Accreditation. Only six percent of the nation's preschools have achieved this accreditation. This is an exciting opportunity for our students to receive a higher quality learning environment. Mrs. DiTunno and Mrs. Wyskiel introduced Kim Maruschock and stated they are so proud of the staff who began the accreditation work three years ago. Mrs. Maruschock stated this was truly a team effort and quite the journey through the process of self-study, learning the criteria, program portfolio, as well as a classroom portfolio that engaged and challenged students.

V. Celebrating Our Students

- **Mr. St. Onge and CMS Students Who Won the United Nations "Design for Change" Competition – Lexi Cela, Basim Shah, Brandon Favereaux, Brooke Terrio, Connor Slifer, Craig Dixon, Dan Gorzelski, Emily Shehata, Jay Vaughn, Kenzie Gardner, Kyla Lu, Lauren McCarroll, Marley Pierini, Paolo Messina, Taliah Jones, Victor Payne**

Dr. Macri stated that when she read about our students winning the United Nations' "Design for Change" competition over the summer she was very excited. Mr. St.Onge stated schools from eighty different countries submitted their applications on how they made an impact on their communities. Mr. St. Onge introduced the Period 2 students Eco Club. Ms. Cocchiola stated that this is quite an honor and presented certificates to the students.

VI. Correspondence - None

VII. Public Comments (*2-3 minutes per speaker– general information or agenda items*) - None

VIII. Introduction of new Student Representatives and Report from Student Representatives

Ms. Cocchiola stated she is very happy to introduce the new CMS Student Council Representatives, Paolo Messina and Aubrey Zimmerman.

Clara Rojas stated the Student Council appointed this year's "Members at Large." Students were chosen based on their application and interview. Freshman Orientation was a success, about 80% of the freshman came for the tour and games. There was also a parent meeting after for any additional questions. The following clubs had their first meeting of the year already; Yearbook Club, Unity Club, National Honor Society, Student Council, World Language Club, and Future Problem Solvers. Juniors who are eligible to join NHS received their letters last Wednesday and they had a meeting today to discuss the application process. Open House is on Wednesday and it goes from 6:30 p.m. - 9:00 p.m. All of the clubs will be represented as well, and parents will have the opportunity to pay their children's class dues. NHS set their Induction Ceremony date for October 30th, the time is to be determined. Social Committee welcomed new staff with gifts at the beginning of the school year as well as a farewell gift for Mr. DeCarli. The Music department is having a car wash on September 21st at the firehouse. Seniors are currently picking a date and theme for the shed. The first "Hat Day" will be September 27th and it is sponsored by Student Council. Last week, each grade had a separate assembly on school safety and expectations. "Trick or Trunk" will be held on October 19th from 5:00 p.m. -7:30 p.m. Student Council as well as other clubs and teams are working together to

bring candy and get volunteers. Student Council is volunteering at the PTO meetings to babysit. The School Store at the high school is selling t-shirts for the Pep Rally. Google Classroom is being used to inform students of clubs, activities, meetings, and service opportunities. Sydney Dana, the Student Council Historian is working with Ms. Morello to make a master calendar to be posted on Google Classroom for all students.

Hunter Vooys stated Student Council is donating money towards a scholarship in Meriden in honor of Mr. Southland, who was a previous Assistant Principal at CHS. He passed away recently at age 58. We also wanted to thank Mrs. DiFiore for keeping us together through all of the change in the past year. Varsity football has their first game away on Friday at 6:45 p.m. The girls' soccer team had their first varsity game home last Friday, their next game will be this Thursday at 6:00 p.m. and it will also be home. The boys' first varsity game will be this Saturday away at Lyman Memorial, their first home game is on September 18th at 6:00 p.m. Volleyball will be having their first game on Thursday at Old Lyme. Their "Orange Game" for childhood cancer and Axel is on September 16th. Cross country had their first meet this Saturday in Windham and they did really well. The dance team is having their tryouts on the 16th after school. The cheer team had re-tryouts to accommodate new students.

Aubrey Zimmerman stated CMS staff and students have had an exciting first couple weeks of school. All sixth grade students have received their Chromebooks and have acclimated to being at the middle school. Extra-curricular activities are underway.

Paolo Messina stated jazz band and select choir have started their audition process and will start full rehearsals the first week of October. Soccer and cross country have started their tryouts and the first soccer game will be home next week against East Hampton and cross country will have a home meet against Colchester both are on September 23rd.

X. Report of Liaison from the Town Council and Board of Finance (focused on issues of interest to the school community)

Mr. Neto stated it is a pleasure to be here and to hear of all the accomplishments of the students. Sitting on his side of the equation at the town hall, looking at digits and reports, and holding financial accountability, it is phenomenal to hear what is actually going on in the schools. Mr. Neto is going to propose to the Chair of the Board to have his Board members attend on a rotating basis to give them an opportunity to understand the challenges and the needs of the community. Mr. Neto also stated that he is looking forward to the budget process and working with Dr. Macri and the Board.

Dr. Macri stated she met with Mr. Neto the other day to work out some issues and appreciates his help and look forward to future meetings.

XI. Superintendent's Updates and Responses to BOE Comments/Action Items and Public Comments from Prior Meeting

Dr. Macri stated we had an excellent opening of schools. We did have a sewer issue at CMS, but we worked together to solve problem. The custodians, Mr. Litwinczyk, sewer department, health department and oil tank company resolved the issue and we did not have to cancel school. Freddy's Pizza was served for the students. Dr. Macri stated she has visited all four schools and will have a day in each school to meet with staff members as a group or individually. Our first Leadership Team meeting was today and we need to hone in on policy and procedures. Dr. Macri went to Covenant Living and attended Residents' Council as the guest speaker. There were approximately 100 residents in attendance. We are going to continue "Taste and Talk." We are looking forward to the partnership and also with Ann Grasso and the Arts Alliance. Staff has completed DCF mandated training. Dr. McLean, Mrs. DiMauro

and Mr. Kuckel will start on Monday. We are also starting teacher contract negotiations, the next meeting will be on September 24th. Dr. Macri reiterated that she couldn't be happier to be here in Cromwell. Dr. Macri stated we did get our preliminary Smarter Balanced data, a presentation will be on October 8th. For Indicator 1, ELA (English Language Arts) we have a proficiency of 3.7% increase and we are ranked fourth in our DRG (District Reference Group) and for math we are ranked 5th in our DRG (District Reference Groups) with an increase of 5.5% proficiency. The bad news, Indicator 2 ELA (English Language Arts) shows a 3% decrease in growth and a decrease in growth of 1.5% in math. These are the areas of focus with interventions that are needed in our Cohort growth data.

XII. Presentations of Students, Staff and Third Parties

A. Review of Spain and Morocco Trip

Ms. Smolka stated she wanted to extend a warm thank you to the Board and Mrs. DiFiore for the support of this trip. A slide show presentation was given which reviewed the timeline and photos of the trip. Mr. Camilleri stated he was thankful for the Instagram pictures in "real time", which kept parents informed. Rachel Lewis stated it was beautiful and a lot of fun. Lillian Beaulieu stated that seeing the culture first hand and getting to see all the places that they learned about was wonderful. Mrs. DiFiore stated she wanted to thank Ms. Smolka for all of her hard work to make this trip successful.

Ms. Smolka gave an update on the Italy/Greece trip that is scheduled for April 13th - 24th. They currently have 25 students going and have a 5/1 ratio for chaperones. The first family meeting will be September 26th at 6:30 p.m.

B. Proposal of 2021 CHS International Trip

Ms. Smolka stated this trip will be to England, France and Amsterdam and would occur in 2020. The dates would be December 26th to January 4th. Mr. Camilleri asked if they could do a survey about this to see student interest and time of year interest. Mr. Camilleri asked if there was any feedback from students for future trips. Ms. Smolka stated Explorica gave the students a survey and she has but it is general feedback. Ms. Smolka did a survey with chaperones as well on what they would change for future trips. The weather and amount of touring time is to take into consideration for future trips. The price of the trip is $3,263.00 or just under $250.00 a month. Dr. Macri asked what we do for fundraising to help students afford the trip. Ms. Smolka did have two fundraisers: Chipotle Night and ESPN Magazine sales, but they were not successful. Mrs. Kelleher suggested "sponsor money" to help offset costs, we do have the Children's Coalition in town. Mrs. DiFiore stated that she did ask for their help for students attending the Washington trip. Ms. Smolka stated going through Explorica is an option as well for financing.

Motion to Amend the Agenda to Add: Approval of Proposed 2021 CHS International Trip as an Agenda Item made by Mr. Fletcher, seconded by Mrs. Merli. Vote: Unanimous.

Motion to Approve 2021 CHS International Trip made by Mr. Fletcher, seconded by Mr. Matrullo. Motion was withdrawn.

Discussion was had regarding fees and times of year for trips due to athletics.

Motion to Accept Proposal of 2021 CHS International Trip to London, Paris and Amsterdam Subject to Timing and Maximum Availability of Students made by Mr. Fletcher seconded by Mr. Matrullo. Vote: Unanimous.

XIII. Presentations and Reports of Administration

A. 2018-2019 Budget Update

Mrs. Burke stated that the final report for 2018-2019 ended with a surplus balance around $4,700.00. Mrs. Burke thanked everyone in the schools and central office who worked together. Dr. Macri stated the CREC check is in the mail regarding a homeless student. Dr. Macri is looking forward to working with Mrs. Burke to present the budget for the community to see.

XIV. Old Business - None.

XV. New Business

A. Action: Approval of Minutes and Motions – August 13, 2019 meeting

Motion to Approve the Regular Meeting Minutes and Motions of the Board of Education - August 13, 2019 made by Mr. Fletcher, seconded by Mr. Matrullo. Vote: Yes (6). Abstain: Mrs. Cantwell.

B. Action: Approval of Motions and Minutes – August 13, 2019 Executive Session meeting

Motion to Approve the Executive Session Meeting Minutes and Motions of the Board of Education - August 13, 2019 made by Mr. Fletcher, seconded by Mr. Matrullo. Vote: Yes (6). Abstain: Mrs. Cantwell.

C. Action: Approval of Motions and Minutes – August 20, 2019 Special meeting

Motion to Approve the Special Meeting Minutes and Motions of the Board of Education - August 20, 2019 made by Mr. Matrullo, seconded by Mrs. Cantwell. Vote: Yes (5). Abstain: Mrs. Merli, Mr. Fletcher.

D. Action: Approval of Budget Calendar

Motion to Approve the Budget Calendar made by Mr. Fletcher, seconded by Mrs. Cantwell. Vote: Unanimous.

E. Principal Reports

F. Recognition of District Retirements – Girolama Tine – CMS Cook/Cashier

Mr. Camilleri read from Ms. Tine's letter, which thanked everyone for the opportunity to serve for the past 20 years. Mr. Camilleri thanked Ms. Tine for her years of service to the district and students and wishes her well in her well-deserved retirement.

G. Review of CREC Council Meeting

XIV. Board Committee Reports –

A. Policy Committee –No Report for September 10, 2019 meeting

B. Facilities and Technology Committee –No Report for September 10, 2019 meeting

C. Departure Ad Hoc Committee –No Report for September 10, 2019 meeting
Mrs. Kelleher stated that they have not met in a while and are waiting until staff comes on board. Dr. Macri does have an exit interview scheduled options are to also meet with Mrs. DiMauro and members of the Board.

D. District Climate Committee - No Report for September 10, 2019 meeting

Mr. Camilleri stated Dr. Macri will send invitations to the next meeting. This committee is to get cross functional input on broader climate issues..

Mr. Camilleri stated the Reporting Committee is not listed. We suggest once Mrs. DiMauro comes on board to meet. This will be added back to the next agenda.

XV. Public Comment (Agenda items only – 2-3 minutes per speaker) - None

XVI. Topics for Future Agendas and Possible Action to Approve Additional Topics

October 8	**School Building Project Next Steps**
October 8	**Smarter Balanced Comprehensive Report**
October 8 or 22	**Executive Session - Security Discussion**
October 8	School Calendar 2020-2021
	Field Trip List
October 22	
November	Approval of Board of Education Meeting Schedule 2020 Approval of Board of Education Committee Meeting Schedule 2020 Review of Veterans Day Set 2019-2020 Tuition Rate
December	
January	Proposed Education Budget 2020-2021
February	Proposed Education Budget 2020-2021

Motion to approve Topics for Future Agendas and Possible Action to Approve Additional Topics as amended made by Mr. Fletcher, seconded by Mr. Matrullo. Vote: Unanimous.

XVII. Comments, Updates and Announcements from Board Members and Administrators

Mr. Fletcher stated Mr. Gambino, CHS science teacher, is leaving. Dr. Macri stated Physics is not an easy position to fill. Dr. Kirschbaum is a dentist and will be able to teach until 12:30 p.m. and then see her patients. Dr. Kirschbaum is certified in Physics, Chemistry, Biology and General Science. For the UConn class, we will be using Proximity, a virtual learning class with a live teacher providing instruction, and our teachers will provide support.

Dr. Macri stated there is a big increase in enrollment at WIS. Would like to bring all students back from the CREC Magnet and private schools, we can make Cromwell the best public school out there and will make our students come back with innovation and challenging material.

Mr. Camilleri stated there are traffic concerns on Court Street and high school and appreciates the collaboration with the Police and Town. Dr. Macri spoke with Captain Vandersloot and Chief LaMontagne if officers in that area could stay as their holding zone and that is currently happening. Mr. Camilleri requested everyone to be cautious of school zones even on the weekend.

Mrs. Kelleher stated a great job with new hires and WIS Pride there were a few positions posted and it was a nice touch to get friendly and effective lunch aids.

XVIII. Adjournment

Motion to Adjourn the Regular Meeting of the Board of Education at 8:18 p.m. made by Mr. Fletcher, seconded by Mrs. Cantwell. Vote: Unanimous.

Public session of the regular meeting ended at 8:18 p.m.

Respectfully submitted,

Lisa Hicks

Lisa Hicks
BOE Recording Clerk

CROMWELL PUBLIC SCHOOLS

Reference "D"

"Placing Students First"

SCHOOL YEAR AT A GLANCE

www.cromwell.k12.ct.us
860-632-4830

2020

ECS/WIS Marking Period Close
1st—November
2nd— March
3rd— June

SCHOOL BEGINS: AUG 26

AUGUST 2020 — 4 DAYS

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
(24)	(25)	26	27	28
31				

SEPTEMBER 2020 — 21 DAYS

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER 2020 — 21 DAYS

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2020 — 18 DAYS

2	(3)	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER 2020 — 17 DAYS

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY 2021 — 19 DAYS

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Approved:

◯	AUG 24 & 25 NOV 3 FEB 12	Teacher Work Days (no students)
	AUG 26	FIRST DAY OF SCHOOL
	SEP 7	Labor Day
	OCT 12	Columbus Day
	NOV 26-27	Thanksgiving Recess
	DEC 24–JAN 1	Holiday Recess
	JAN 18	Martin Luther King Day
	FEB 15	President's Day
	FEB 16	No School
	APR 2	Good Friday
	APR 12-16	Spring Recess
	MAY 31	Memorial Day
	SEP 2	Open House—PreK & K
	SEP 3	Open House—1 and 2
	SEP 9	Open House—CHS
	SEP 10	Open House—CMS
	SEP 15	Open House—WIS
⊘	OCT 21 JAN 13 MAR 10 MAY 26	Professional Development Days Early Dismissal Days
☆		Parent Conferences—Early Dismissal Days
	NOV 2	CMS/CHS only
	NOV 5	CMS/CHS only
	NOV 17	ECS/WIS only
	NOV 18	ECS/WIS only
⊠	NOV 25 DEC 23 JUN 9	Early Dismissal Days
▭	OCT 14 (PSAT) JAN 19 JAN 20 JAN 21 JAN 22 JUNE 4 JUNE 7 JUNE 8 JUNE 9	High School Exams—Early Dismissal for CHS only **Subject to unanticipated changes to the calendar due to weather or other emergency Situations.*

Veteran's Day has been designated as a school day. Schools will be having special programs and presentations honoring our Veterans.

CHS 860-632-4841	7:45-2:25	Early—11:30
CMS 860-632-4853	7:45-2:25	Early—11:30
WIS 860-632-3564	8:40-3:20	Early—12:10
ECS 860-632-4866	8:40-3:20	Early—12:10

2021

CMS/CHS Marking Period Close
1st—
2nd—
3rd—
4th—

FEBRUARY 2021 — 17 DAYS

M	T	W	T	F
1	2	3	4	5
8	9	10	11	(12)
15	16	17	18	19
22	23	24	25	26

MARCH 2021 — 23 DAYS

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2021 — 16 DAYS

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2021 — 20 DAYS

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE 2021 — 7 DAYS

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

SCHOOL ENDS: JUNE 9

Note: The Board of Education reserves the right to modify the calendar at any time due to inclement weather or other emergency situations that warrant the closing of schools.

CABE POLICY SERVICES

Reference "E"

4147.1
4247.1

Please review this policy and regulation regarding bloodborne pathogens.

Personnel - Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

In accordance with the United States Department of Labor Occupational Safety, and Health Administration regulations dealing with "Safe Workplace" standards related to exposure to Bloodborne Pathogens, the Board has developed and will implement procedures to protect at risk employees. These procedures, contained in the Board of Education Exposure Control Plan (the "procedures") are designed to comply in full with applicable federal and state law regulations. The procedures will be overseen by the Superintendent or his/her designee, who shall also be responsible for periodically reviewing and updating them. Copies of the procedures will be kept in the Nurse's Office at each school and in Central Office. The procedures will be monitored by the Connecticut Department of Labor.

It is the policy of the Board of Education, through these procedures, to take all necessary actions to protect its employees from infectious disease, and in particular, HIV and Hepatitis B Virus, a life threatening bloodborne pathogen.

The Board will further provide training and protective equipment to those persons who, by virtue of the performance of job duties, are at risk to come in contact with infectious disease. Finally, all at risk employees of the Board, as defined in the procedures, will be offered the vaccine for Hepatitis B Virus, a life threatening bloodborne pathogen.

Training, needed protective equipment and vaccination, as provided in the procedures, will be at no cost to the personnel and are provided as a precaution for personnel safety.

Legal Reference: 29 CFR Part 1910.1030 *Occupational Exposure to Bloodborne Pathogens*; Final Rule.

Connecticut State Agencies Regulations Section 31-372-101-1910.1030.

Connecticut General Statutes 31-372 Adoption of federal and state standards. Variance.

Policy adopted:

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

Sample regulation.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Exposure Control Plan Regulation

This regulation is designed to assist the Cromwell Public Schools CPS in the event of exposure to bloodborne pathogens. It identifies the tasks, types of procedures and job classifications where exposure to blood and other infectious materials may occur. It also sets forth a procedure to follow to evaluate the circumstances surrounding exposure incidents.

The following categorizes employees and the tasks a person may perform as part of their job where exposure to blood or other infectious materials may occur.

1. **Category I**

   A. **Tasks:**

   That involve exposure to blood, body fluids, or tissue. All procedures or other job related tasks that involve an inherent potential of mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures will be required for every employee engaged in Category I tasks.

   B. **Employees:**

   (1) Nurses
   (2) Custodians
   (3) Coaches

2. **Category II**

   A. **Tasks:**

   That involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category I tasks. The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment. Appropriate protective measures should be readily available to every employee engaged in Category II tasks.

   B. **Employees:**

   (1) Administrators
   (2) Teachers
   (3) Teacher Aides

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Exposure Control Regulation (continued)

3. **Category III**

   A. **Tasks:**

   That involve no exposure to blood, body fluids, or tissues, and Category I tasks are not a condition of employment. The normal work routine involves no exposure to blood, body fluids, or tissues. Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid, but could be potentially exposed in some other way.

   B. **Employees**

   (1) Office Workers
   (2) Secretaries
   (3) Cafeteria Workers

Employee Exposure

The following is a list by Category and job; the types of exposure to infectious materials an employee may come into contact with.

1. **Category I Employees**

   A. **Nurses**

   (1) Blood
   (2) Vomitus
   (3) Urine
   (4) Feces
   (5) Respiratory Secretions
   (6) Saliva
   (7) Tears
   (8) Drainage from scrapes and cuts

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Employee Exposure

1. **Category I Employees** (continued)

   B. Custodians

   (1) Blood
   (2) Vomitus
   (3) Urine
   (4) Feces

   C. Coaches

   (1) Blood
   (2) Vomitus
   (3) Tears
   (4) Saliva
   (5) Drainage from scrapes and cuts

2. **Category II Employees**

   A. Administrators

   (1) Blood
   (2) Vomitus
   (3) Tears

   B. Teachers

   (1) Blood
   (2) Vomitus
   (3) Tears
   (4) Respiratory Secretions

   C. Teacher Aides

   (1) Blood
   (2) Vomitus
   (3) Tears
   (4) Respiratory Secretions

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Potential Extent and Routes of Exposure

1. **Category I Employees** - Nurses, custodians and coaches will be exposed.

2. **Category II Employees** - Teachers and teacher aides will most probably be exposed.

3. **Category III Employees** - Administrators are likely to be exposed.

The most likely route of exposure in all cases will be a break in the skin integrity.

Exposure Protection for Employees

Guidelines for Handling Body Fluids in School

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons, including pregnant women, potentially exposed to the blood or body fluids of any student. No distinction is made between body fluids from students with a known disease or those from students without symptoms or with an undiagnosed disease.

1. The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes:

   > Blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

2. It must be emphasized that with the exception of blood, which is normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized carriers because simple precautions are not always carried out.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Transmission Concerns in the School Setting

Body Fluid-Source	Organism of Concern	Transmission Concern
Blood - cuts/abrasions - nosebleeds - menses - contaminated needle	Hepatitis B virus AIDS virus Cytomegalovirus	Blood stream inoculation through cuts and abrasions on hands Direct blood inoculation
Feces - incontinence	Salmonella bacteria Shigella bacteria Rotovirus Hepatitus A virus Giardia	Oral inoculation from contaminated hands
Urine - incontinence	Cytomegalovirus	Bloodstream and oral inoculation From contaminated hands
Respiratory Secretions - saliva - nasal discharge	Mononucleosis virus Common cold virus Influenza virus	Oral inoculation From contaminated hands
***Vomitus**	Gastrointestinal Viruses (e.g., Norwalk agent Rotovirus)	Oral inoculation From contaminated hands
Semen	Hepatitis B virus AIDS virus Gonorrhea	Sexual contact (intercourse)

*Possible transmission of AIDS and Hepatitis B is of little concern from these sources unless blood or inflammation is present.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Methods of Protection

1. **What should be done to avoid contact with body fluids?**

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available in at least the office of the custodian, nurse, or Principal. Gloves are recommended when direct contact with body fluids is anticipated (e.g., treating bloody noses, handling clothes soiled by incontinence, cleaning small spills by hand). If extensive contact is made with body fluids, hands should be washed afterwards. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured, and disposed of daily.

2. **What should be done if direct skin contact occurs?**

In many instances, unanticipated skin contact with body fluid may occur in situations where gloves may be immediately unavailable (e.g. when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other non-disposable items that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains such as blood and feces, use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents (see laundry instructions for clothing soiled with body fluids). Contaminated disposable items such as tissues, paper towels, diapers, should be handled as with disposable gloves.

3. **How should spilled body fluids be removed from the environment?**

The standard procedure of applying sanitary absorbent agents specifically intended for cleaning body fluid spills should be followed. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Methods of Protection (continued)

4. Hand-washing Procedures

Proper hand-washing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.

5. Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in medical facilities and hospitals.

Various classes of disinfectants are listed below. Hypochlorite bleach is recommended for anything that will be put in the mouth.

A. Ethyl isopropyl alcohol (70%)
B. Phenolic germicidal detergent in a 1% aqueous solution (Lysol)
C. Sodium hypochlorite with at least 100 ppm available chlorine (1/2 cup household bleach in 1 gallon water, needs to be freshly prepared each time it is used).
D. Quaternary ammonium germicidal detergent in 2% solution.
E. Iodophor germicidal detergent with 500 ppm available iodine.
F. Hibiclens disinfectant soap.

6. Disinfection of Hard Surfaces and Care of Equipment

After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and washed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed down a drain pipe. Remove gloves and discard in appropriate receptacles.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Methods of Protection (continued)

7. **Disinfection of Rugs**

Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and a vacuum. Rinse dust pan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of nonreusable cleaning equipment as noted above.

8. **Laundry Instructions for Clothing Soiled with Body Fluids**

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable add 1/2 cup household bleach to the wash cycle. If the material is not color fast, add 1/2 cup nonclorox bleach to the wash cycle.

Communication of Hazards to Employees

1. **Labels and signs**

A. Labels will be affixed to containers of regulated waste.
B. Red bags or containers may be substituted for labels.

Information and Training

1. Training sessions will be mandated for all new employees. These will be carried out on a ~~Regional~~ District level.

2. Annual review training sessions will be held either at a faculty meeting or as part of the In-Service training in Cromwell Public Schools. Annual reviews could be carried-out on a building level.

3. Notices will be posted, attendance taken, indicating who is present and who is offering the training session, and minutes or some other record of what is discussed will be kept.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Information and Training (continued)

4. **Training elements will include:**

   A. An explanation of the contents of the regulatory standard.

   B. A general explanation of the epidemiology and symptoms of bloodborne diseases.

   C. An explanation of the modes of transmission of bloodborne pathogens.

   D. An explanation of the employer's exposure control plan.

   E. An explanation of appropriate methods of recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

   F. An explanation of the use and limitations of methods that will prevent or reduce exposure (hand-washing, gloving, universal precautions).

   G. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

   H. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.

   I. An explanation of the procedure to follow if an exposure incident occurs including the method of reporting the incident and the follow-up that will be made available.

   J. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.

   K. An opportunity for interactive questions and answers with the person conducting the training session.

   L. Copies of the regulation will be available upon request.

5. Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccine and vaccination will be offered free of charge, will be given to all new Category I employees at the time of employment.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Universal Precautions

Universal precautions are intended to prevent occupational exposure to a bloodborne infectious agent through contact with blood and other potentially infectious materials. Since blood is the single most important source of a bloodborne infectious agent (such as HIV OR HBV) in the occupational setting, one should assume that all blood, or body fluids containing visible blood, may carry an infectious agent. Universal precautions require that gloves be used for touching blood, or body fluids that contain visible blood, whenever possible. Gowns or protective clothing should be used if soiling of clothing with blood or blood-containing body fluids is likely. Protective eyewear or face shields may be needed when there is risk of spattering or splashing blood, or body fluids containing blood, into the eyes, mouth or nose during certain procedures.

Disposable gloves (non-sterile or sterile), either latex or vinyl, provide barrier protection for both the student and the hands of the caregiver during performance of tasks when contact with blood, or body fluids containing blood, is likely. These gloves must never be washed or cleaned with the intent to reuse. Soaps and disinfectants can cause deterioration or increase permeability of disposable gloves. Clean disposable gloves must be used for each task, removed as soon as the task is completed and disposed of appropriately. This activity should be immediately followed by routine hand-washing.

General purpose utility gloves (rubber gloves) for housekeeping chores which involve potential contact with blood or body fluids may be decontaminated after contact and reused but should be discarded if there are any signs of deterioration such as: holes, peeling, cracking or discoloration.

Universal precautions do not apply to saliva. General infection control practices do recommend the use of gloves for examination of the mucous membranes, endotracheal suctioning, or when caregiver's hand(s) must enter a student's mouth to perform a specific treatment. Gloves need not be worn when feeding or wiping saliva or nasal discharge with a tissue.

Universal precautions do not apply to urine, feces, nasal secretions, sputum, sweat, tears or vomitus unless visible blood is present. However, general infection control practices (for the prevention of transmission of other types of infectious agents) do recommend the use of gloves when diapering, assisting with toileting, changing a dressing on a draining wound, or cleaning soiled articles of clothing.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Work Practice Controls

The following work practice controls are in place in Cromwell Public Schools:

1. **HANDWASHING** is required and employees have been instructed in this procedure, and know where facilities are located.

2. **RECAPPING OF SHARPS** and bending and breaking of needles is prohibited. Employees have been trained in these procedures.

3. **DISPOSAL OF SHARPS** - after use, all sharps are placed in appropriate receptacles for reprocessing or disposal. the containers meet the requirements as outlined by OSHA Regulations for Engineering Controls. Employees have been trained in these procedures and have been instructed not to overfill containers.

4. **EATING, DRINKING, SMOKING, APPLYING COSMETICS AND HANDLING CONTACT LENSES** is prohibited in work areas where there is any risk of occupational exposure. Employees have been informed of this rule.

5. **STORAGE OF FOOD AND DRINK** is prohibited in places where potentially infectious materials are kept. This applies to refrigerators, freezers, shelves, cabinets, countertops and benchtops. Employees have been informed of this rule.

6. **SHARP CONTAINERS** are puncture and leak-proof. Staff has been instructed to close the containers when they are moved to prevent spillage.

7. **CLOSABLE, LEAKPROOF CONTAINERS** with the appropriate color coding are available for all other regulated waste such as disposable gloves or bloodied bandages.

Personal Protective Equipment

1. **DISPOSABLE GLOVES** - in appropriate sizes, are available in the Health Office for all employees at-risk for exposure, for use at their discretion.

2. **UTILITY GLOVES** - are available for all housekeeping and other staff, from the custodian. They are checked for cracks before each use and replaced as necessary.

3. **FACE PROTECTION** - is available in the Health Office in the form of goggles.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Personal Protective Equipment (continued)

4. **GOWNS AND APRONS** - are sent to the schools as needed.

Housekeeping

1. Employees are responsible for ensuring that equipment or surfaces are cleaned with appropriate disinfectant and decontaminated immediately after a spill or leakage occurs and at the end of the work shift.

2. Staff has been instructed never to pick up by hand any BROKEN GLASSWARE that may be contaminated. A brush, dust pan, forceps and/or tongs will be available for this purpose. The implements used for these purposes are cleaned and decontaminated if the glass container held any material.

3. Sharps containers are closable and puncture and leak-proof. Staff has been instructed not to overfill the containers. Staff has been instructed to close the container when it is moved to prevent spillage.

Hepatitis B Vaccine

Category I

All employees identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials, unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine but who later wish to have it may then have the vaccine provided at no cost.

Director of Human Resources

It will be the responsibility of the school nurses and/or the Principals to assure that the vaccine is offered to the employee. It will also be the responsibility of these persons to obtain a waiver from the employee in the case of refusal of the vaccine by the employee. this

The vaccine will be administered by a duly licensed representative of the district. (i.e., a physician or nurse) an outside provider pursuant to an arrangement between the provider and the District.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Exposure Incident Reporting

When an exposure incident occurs, the involved employee will report the incident to the school Principal. The Principal then directs the employee to the school nurse in that building. The Principal provides the nurse with a copy of the OSHA standard and the employee's job description. The nurse prepares an incident report, detailing the source, route, and circumstance of the exposure, the source individual's HBV/HIV status (if known) and the exposed employee's Hepatitis B vaccine status and other relevant medical information. ~~The events are also documented on the OSHA 200 and 101 forms, if applicable.~~

STRICTLY ON A CONFIDENTIAL BASIS, the school nurse then evaluates the exposure incident and arranges for testing of source individual and exposed employee by ~~either Region #14~~ physicians or the employee's private physicians, if permission for testing can be obtained. The ~~Region #14 physician or the~~ employee's private physicians notify the source individual and the exposed employee of the results of all testing, if permission is obtained to do so. The school nurse acts as a resource person in providing counseling and post-exposure prophylaxis for the exposed employee. The school nurse reports any illnesses of the exposed employee to the attending physician.

The attending physician then sends only his/her written opinion of the exposure to the Superintendent, documenting that the employee was notified of the evaluation results, where permission was given to do so, the need for any further follow-up and whether Hepatitis B vaccine is indicated and if it was received.

The Superintendent then provides a copy of the attending physician's written opinion to the employee within 15 days of the completed evaluation.

The exposed employee has the right to refuse blood collection and/or testing. If the exposed employee gives consent for blood collection but not for HIV testing, the blood is kept for 90 days, during which time the employee can choose to have the sample tested.

All evaluations, medical follow-ups, counseling and evaluations of reported illnesses are provided at no cost to the exposed employee.

All required laboratory tests are done by an accredited laboratory at no cost to the exposed employee.

If the source individual is known to be infected with HIV OR HBV, blood testing is not required of that individual.

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Exposure Incident Reporting (continued)

When at all possible, the exposed employee is informed of the results of the source individual's blood testing and the applicable laws governing disclosure of this information.

The Written Opinion of the Health Care Professionals

Written opinions will be obtained in the following instances:

1. When the employee is sent to obtain the Hepatitis B Vaccine post-exposure.

2. Whenever the employee is sent to a health care professional following an exposure incident.

Health Care Professionals Shall be Instructed to Limit their Opinions to:

1. Whether the Hepatitis B Vaccine is indicated and if the employee has received the vaccine, or if evaluation is needed following an incident.

2. The employee has been informed of the results of the evaluation, and

3. The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

   NOTE THAT THE WRITTEN OPINION TO THE EMPLOYER IS NOT TO REFERENCE ANY PERSONAL MEDICAL INFORMATION.

Recordkeeping

Confidential medical records are kept for all employees with occupational exposure. They include:

1. Employee's name and social security number;

2. Hepatitis B vaccination status (including dates of vaccination, records relating to employee's ability to receive the vaccination, and signed declination form, where applicable);

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Recordkeeping (continued)

3. All information given to evaluating health care professional in the event of an exposure incident; and

4. A copy of the evaluator's written opinion.

The confidential medical records are kept for at least thirty (30) years after the person leaves employment. Written permission from the employee is required for access to these records. Employee medical records are available upon request to the Assistant Secretary and the Director of OSHA. If the facility closes, it is understood that the employer must inform the Director at least three months before disposing of the records. The confidential medical records will be kept in the health offices in the schools.

Plan for Evaluation of Exposure Incidents

The contact persons for exposure incidents will be the building Principals and the school nurses.

The facility evaluators for exposure incidents will be the school physicians, the school nurses and the building Principals.

The following procedure for evaluation of exposure incidents is used in the ~~Region~~ District:

1. Written documentation is required for every exposure incident in the ~~Region~~ District. The documentation includes:

   A. Name of individual exposed;

   B. Name of source of exposure;

   C. Description of how the incident occurred;

   D. Date and time of incident; and written evaluation of exposure incident

Personnel -- Certified/Non-Certified

Occupational Exposure to Bloodborne Pathogens

Plan for Evaluation of Exposure Incidents (continued)

2. Written evaluation of exposure incidents include:

   A. Suggestions for changes in facility procedures;

   B. A record of how these changes are implemented for each incident.

3. A copy of the exposure incident is placed in the exposed employee's medical record.

A copy of this exposure control plan will be made accessible to all employees of Cromwell Public Schools

This exposure control plan will be reviewed and updated by the Superintendent's representative at least annually.

Regulation approved:

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

Universal Precautions

Universal precautions are intended to prevent occupational exposure to a bloodborne infectious agent through contact with blood and other potentially infectious materials. Since blood is the single most important source of a bloodborne infectious agent (such as HIV or HBV) in the occupational setting, one should assume that all blood, or body fluids containing visible blood, may carry an infectious agent. Universal precautions also apply to semen and vaginal secretions and non-excretory body fluids, such a cerebrospinal fluid, but these are not considered a source of transmission in the school setting.

Universal precautions require that gloves be used for touching blood, or body fluids that contain visible blood, whenever possible. Gowns or protective clothing should be used if soiling of clothing with blood or blood-containing body fluids is likely. Protective eyewear or face shields may be needed when there is risk of splattering or splashing blood or body fluids containing blood in the eyes, mouth or nose during certain procedures.

Disposable gloves (nonsterile or sterile), either latex or vinyl, provide barrier protection for both the student and the hands of the caregiver during performance of tasks when contact with blood, or body fluids with visible blood, is likely. These gloves must never be washed or cleaned with the intent to reuse. Soaps and disinfectants can cause deterioration or increase permeability of disposable gloves. Clean disposable gloves must be used for each task, removed as soon as the task is completed and disposed of appropriately. This activity should be immediately followed by routine hand-washing.

General purpose utility gloves (rubber gloves) for housekeeping chores which involve potential contact with blood or body fluids may be decontaminated after contact and reused but should be discarded if there are any signs of deterioration such as: holes, peeling, cracking, or discoloration.

Universal precautions do not apply to saliva. General infection control practices do recommend the use of gloves for examination of mucous membranes, endotracheal suctioning or when the caregiver's hand(s) must enter a student's mouth to perform a specific treatment. Gloves need not be worn when feeding or wiping saliva or nasal discharge from the skin with a tissue.

Universal precautions do not apply to urine, feces, nasal secretions, sputum, sweat, tears, or vomitus unless visible blood is present. However, general infection control practices (for the prevention of transmission of other types of infectious agents) do recommend the use of gloves when performing such tasks as diapering, assisting with toileting, changing a dressing on a draining wound, or cleaning soiled articles of clothing.

FORM #6

EXPOSURE INCIDENT REPORT

Employee Name _____ SS # _____

Job Title _____ Building Assigned _____

Date of Incident _____ Date Incident Reported _____

Time of Incident _____ Individual Reported To _____

Title _____ Date Exposure Control Officer Notified _____

Initials of Exposure Control Officer _____ Today's Date _____

Description of incident (including time of exposure, route, circumstances)

_____

_____

_____

_____

_____

_____

_____

_____

Identification of Source Individual _____

First Aid Given _____

Referral to HealthCare Provider _____

Signature of Employee _____ Date _____

Signature of Exposure Control Officer _____ Date ____

Signature of Building Principal _____ Date _____

FORM #7 & 2

SOURCE INDIVIDUAL CONSENT FOR BLOOD TESTING

I hereby authorize an exchange of information to occur between the three agencies/persons listed below and the exposed individual. I realize that my child or I have been identified as a source individual where an employee may have been exposed to blood or other potentially infectious body fluids.

1. School District Name and Address:

   _____

   _____

   _____

2. Exposed Employee's HealthCare Provider:

   Name_____Phone_____

   Address_____

3. Source Individual's HealthCare Provider:

   Name _____Phone_____

   Address_____

I am aware of the risks to the exposed employee; and I have agreed to blood testing to be performed for HBV, HCV, and HIV. I have been informed that by consenting to this testing, **the test results will only be released to the exposed employee's medical provider and implications with the employee.**

Student Name _____Birthdate_____
Signature Parent/Guardian _____
Date _____

FORM #8 13

SOURCE INDIVIDUAL REFUSAL FOR BLOOD TESTING

School District Name and Address

_____

_____

_____

Name _____

Parent/Guardian_____Phone _____

Address _____

Date Employee Exposed _____Date parent/student notified_____

Exposure Control Officer Signature_____Date _____

(Please read, sign below, and return to Exposure Control Officer at above address.)

I have been informed by _____, Exposure Control Officer, that I/my child, have/has been identified as being a source individual in an employee exposure incident to blood or other potentially infectious body fluids.

I am aware of the risks to the employee; and I have declined blood testing to be performed for HBV, HCV, and HIV. I have been informed that if I had consented to this testing, this information would only be released to the exposed employee and to the exposed employee's medical provider.

_____

(Signature) (Date)

Form #4

HEPATITIS B VACCINATION CONSENT / WAIVER

Employee's Name:_____
Social Security#:_____ Day Phone:_____
Job Title:_____ District:_____
Agency / School District_____
_____
_____

Part A-CONSENT

I have chosen to receive the Hepatitis B vaccination due to my possible occupational exposure to blood or other potentially infectious materials, which may place me at risk for Hepatitis B Virus (HBV) infection.

I have no known sensitivity to yeast or any preservatives (i.e.Thimerosal).

Employee Signature _____ Date _____

Part B – WAIVER

1. I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection.
2. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline the Hepatitis B vaccination at this time.
3. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.
4. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

I have read and I understand the above information and do not wish to receive Hepatitis B vaccination at this time.

EXPLANATORY DECLINATION:

_____
_____
_____
_____

Employee Signature _____ Date _____

Sample policy to consider.

Community Relations

Visits to the Schools

Classroom Observations

The Board of Education (Board) values and supports collaboration and partnerships between families and schools. The Board, teachers and administrators strongly believe that education is a shared responsibility between parents/guardians and school personnel. It is desired by the Board that families and District schools establish and maintain productive relationships which utilize effective methods of communication and shared decision-making. Strong, trusting relationships between families, schools and the District serve as a foundation for positive and productive educational experiences for all students.

Parents/guardians have an important role to play in the identification, evaluation, and educational placement of their children, and in the development, review, and revisions of the IEPs for their children if their child is being considered for or is currently involved in special education services. This policy and its administrative regulations/procedures for in-school observations have been developed with this principle in mind.

At times, parents/guardians or other connected outside providers may wish to formally observe a specific student in a classroom. As assigned by the Superintendent of Schools, each principal shall be responsible for and have authority over the actions of students, professional and support staff, visitors, and other persons hired to perform specific tasks. To ensure a successful observation, a set of regulations that permit formal observations shall be developed by the Superintendent of Schools or his/her designee.

Guiding Principles

The Board expects that:

1. A process be developed to receive and respond to observation requests in a timely manner. Such process shall include the method of response and person responsible for responding.
2. Requests be reviewed with parents/guardians, and independent evaluators to determine purpose, questions to be addressed, location and length of observation, date and time.
3. After reviewing the request the administration shall determine a reasonable amount of time for an in-school observation. Some observations may require more time than others depending upon the purpose and the complexity of the student's programming. These issues should be addressed and resolved in discussions with the parents/guardians.
4. The District will not arbitrarily limit in-school observations to only one type of setting (e.g., academic classroom). In some cases, it may be appropriate for the observation of the student to occur in a variety of settings (e.g., classroom, lunchroom, recess, etc.). Conversely, it may not be appropriate for the observations to occur in certain settings, such as during individual or group counseling sessions.

Community Relations

Visits to the Schools

Classroom Observations

Guiding Principles (continued)

The Board expects that:

5. The District must balance its obligation to operate and maintain a safe school environment that fosters learning, with the importance of meaningful parental participation. Therefore, the District may place appropriate conditions on observations, such as the examples provided below. These decisions should be made carefully and on an individual basis.

    a. Schools are responsible for maintaining a safe school environment for students, staff, and visitors. A school building administrator may determine it is necessary to restrict an observation due to safety concerns. If it is decided to restrict an observation, the decision is to be clearly communicated to the parents/guardians with a detailed explanation regarding the reasoning behind the decision. The school staff should work with parents to develop possible solutions to address any issues of concern.

        i. The District must protect the privacy of student education records and protecting the confidentiality of personally identifiable information collected, maintained, or used pursuant to the IDEA. A school building administrator may determine it is necessary to condition or restrict an observation to protect disclosure by the parents/guardians of confidential or personally identifiable information about other students they may obtain while observing a classroom or program. (School staff can limit exposure to other student's education records by removing such records from view.)

        ii. It is reasonable to ask parents/guardians to sign a statement that they will not disclose personally identifiable or confidential information about other students who are not the subject of the observation.

        iii. It is not reasonable for school staff to deny an observation because other students would be present during the observation, or to require a parent/guardian to obtain permission from the parents/guardians of other students in the classroom or program prior to conducting the observation.

    b. The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. However, it is inappropriate for school staff to cite FERPA as the sole reason for denying an otherwise reasonable observation request.

Community Relations

Visits to the Schools

Classroom Observations

Guiding Principles (continued)

The Board expects that:

6. The learning environment have limited distractions and disruptions. Any visitor can change the dynamics within a school or classroom whether it be another teacher, the principal, or a parent. The school administrator may determine that it is necessary to condition or restrict an observation based upon a variety of factors including but not limited to: classroom schedules; assessment schedules; and teacher/staff/administrator availability.
7. School administrators work with the classroom teacher(s) and the parents/guardians on how to avoid or minimize disruptions to instructional time and the students' routines. Additionally, school administrators should make parents aware of any additional policies that might apply to the observation as well, such as visitor policies and/or protocols.
8. This observation policy and its administrative regulations/procedures be consistently implemented across all schools within the District.
9. This policy and its administrative regulations/procedures be applied in the same way for students with disabilities, as well as for students without disabilities.
10. When observations requests are declined or restricted, school administrators should provide a detailed explanation to the parents/guardians explaining the reason for the decision and work to develop alternative ways for the parents to obtain the information they are seeking.

(cf. 1110.1 – Parental Involvement)
(cf. 1250 – Visits to the Schools)
(cf. 6159 – Individualized Education Program/Special Education Program)
(cf. 6171 – Special Education)

Legal Reference: Connecticut General Statutes

10-76a Definitions (as amended by PA 06-18)

10-76b State supervision of special education programs and services. Regulations. (as amended by PA 12-173)

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

10-76ff Procedures for determining if a child requires special education

Community Relations

Visits to the Schools

Classroom Observations

Legal Reference (continued)

State Board of Education Regulations

34 C.F.R. 300 et seq. Assistance to States for Education of Handicapped Children.

300.14 Special education definitions.

300.340-349 Individualized education programs.

300.502 Independent educational evaluation

300.503 Independent educational assessment.

300.533 Placement procedures.

300.550-556 Least restrictive environment.

P.L. 108-446 The Individuals with Disabilities Education Improvement Act of 2004

"Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations" issued by the Connecticut State Department of Education, March 27, 2018.

Policy adopted:
cps 5/18

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

Sample administrative regulation to consider.

Community Relations

Visits to the Schools

Classroom Observations

These regulations apply to observation access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility of such services, an independent educational evaluator, a qualified professional retained by or on behalf of a parent/guardian or child or from parents/guardians of a child presently not receiving any special education services.

1. Parents/guardian's request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the building Principal or designee or Special Education Director or designee, as applicable.
2. Reasonable access will be provided to a parent/guardian for the purpose of observing his/her child in the child's current educational placement, services or program; or to visit an educational placement or program proposed by the PPT/IEP Team.
3. If the observer is an independent educational evaluator or a professional retained by or on behalf of a parent/guardian or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child.
4. The building Principal or designee or the Special Education Director or designee, as applicable, shall contact the parent/guardian(s) for an initial scheduling conversation within five (5) days of receipt of the parents'/guardians' request.
5. The building Principal or designee and/or the Special Education Director or designee, as applicable, will work with the classroom teacher and the observer to establish the specifics of the observation, including, but not limited to, scheduling and placement of the observer in the classroom.
6. The number, frequency, and duration of observation periods will be determined on an individual basis in accordance with federal and state law and regulation. The start and end time of observation periods and a schedule of observation periods will be determined in advance. In order to minimize classroom or student disruption, the length of individual observation periods may be limited.
7. If the observer is not the parent/guardian, the parent/guardian must sign a release for the individual to observe.
8. If the visitor/observer is a professional retained by the parent/guardian, such individual must provide identification and credentials to a school administrator before the scheduled observation visit.

Community Relations

Visits to the Schools

Classroom Observations (continued)

9. Parent/guardians or outside providers that disagree with the decision of the building Principal or designee pertaining to the requested observation have the right to challenge the decision with the Superintendent of Schools. The decision of the Superintendent shall be final, subject only to raise an issue in open meeting at a regular session of the Board of Education.
10. The number of observers at any one time may be limited by the building Principal or designee or the Director of Special Education or designee.
11. Observers, as visitors, must comply with:
    a. School safety, security, and school visitation policies at all times.
    b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act (FERPA).
    c. Board Policy #1250, Visits to the Schools.
12. The observer is to be informed that he/she is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she will/may be asked to leave. This notice is particularly important, since the presence of parents/guardians can influence both the performance of their child(ren) and others.
13. The observer, in a special education situation, will be asked to submit his/her report of the observation in advance of any follow-up PPT or related meeting.
14. The observer will be informed that he/she is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she is not there to evaluate a teacher's ability to perform his/her contractual job duties.
15. The observer is to be instructed regarding the disclosure of confidential or personally identifiable information related to other children. The observer must acknowledge, before the visit, that he/she is obligated to honor students' confidentiality rights and refrain from any disclosure of such records. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible, the observer may be asked to sign a non-disclosure agreement.
16. A school administrator, or his/her designee, is to also observe at the same time and take notes as to what is observed, paying particular attention to anything that is non-typical concerning the observation period. This observation summary will be placed in the student's file and provided to the parent/guardian(s) prior to any follow up PPT or related meeting.
17. Formal observation does not include times when parents/guardians are invited to a classroom for a special event or presentation, serve as a volunteer with a teacher, or to have lunch with their student.

Community Relations

Visits to the Schools

Classroom Observations (continued)

18. The school Principal or designee reserves the right to decline any request for a classroom observation if it is determined that such an observation would cause undue disruption of the educational process.
19. Out of respect for the teaching environment, parents/guardians shall not bring younger siblings or children while observing in the classroom or utilize any electronic equipment such as cell phones while in the classroom. (See #20 below)
20. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled to answer questions or concerns. Recordings of the observation shall not be permitted absent specific approval by the building Principal or designee.
21. During the observation the building Principal or designee and/or the Director of Special Education or designee may/will be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
22. A building Principal or designee may deny visitation/observation privileges to any parent/guardian who had previously disrupted class activities or cannot justify a useful purpose of repeated classroom observations.

In-School Observations Conducted by an Independent Evaluator

Note: This section applies only to in-school observations conducted by an independent evaluator as part of a parent/guardian request for an independent educational evaluation (IEE) at public expense.

1. For most evaluations, it is important for the independent evaluator to understand the student within the context of his or her classroom, and the student's general presentation in school. Some observations conducted by independent evaluators may require more time than others depending upon the purpose and the complexity of the student's programming.
2. When determining the scope of the observation, all parties should be clear about the specific questions that the independent evaluation is attempting to address.
3. The District will not arbitrarily limit in-school observations to only one type of setting (e.g., academic classroom). In some cases, it may be reasonable for an independent evaluator to observe a student in a variety of settings (e.g., classroom, lunchroom, recess, etc.), given his or her IEP goals and objectives. These parameters should be addressed and resolved in discussions with the parents/guardians and the independent evaluator.
4. The District acknowledges that the Office of Special Education Programs (OSEP) has provided guidance stating that any policy limiting the length of observations conducted by independent evaluators would also have to apply to district personnel and independent evaluators hired by the school district in order for it to be consistent with the IDEA.

Community Relations

Visits to the Schools

Classroom Observations (continued)

Note: ***The IDEA and its implementing regulations do not provide a general entitlement for parents, or third parties, including attorneys or educational advocates, to observe students in their current classrooms or observe proposed educational placements in a public school district. However, the Bureau of Special Education encourages school districts to adopt policies and procedures that allow parents of observe their children in school and proposed placement options.***

Regulation approved:
cps 5/18

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

1250.1
Form A

Parent/Provider Request for Classroom Observation

The _____ School District welcomes visits to our schools and classrooms by parents/guardians, community members, and other interested educators. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedures governing classroom observations.

Parents/guardians or providers will make a written request to the Principal at least **five days** in advance of a requested observation. An administrator or other school staff member (e.g., special educator, team leader, etc.) may accompany the observer for the duration of the observation. Unless there are special circumstances, observations will be limited to one person, one observation per child per month for a period of up to 60 minutes.

Date: _____

Person Making Request: _____

Student: _____ School: _____ Grade: _____

Requested Location and Date of Observation: _____

Reason for Observation *(What specifically would you like to observe?)*

_____

_____

_____

For Outside Agency Providers Only:

Name of Agency: _____
Purpose of the Observation: _____
(Must provide proof of release of information signed by parent within past 12 months)

For _____ School District Personnel:

Date of Pre-Conference: _____
Conference Facilitator: _____
Date of Scheduled Observation: _____
Observer Assigned: _____

Date of Post-Conference: _____
Conference Facilitator: _____
Concerns and/or Main Points Discussed? _____

_____

_____

If disapproved, please state reason(s): _____

_____

1250.1
Form B

Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes

Student Name: _____ DOB: _____

School Attending: _____ Grade: _____

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview District personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the Building Principal or Program Director where the student is enrolled. He or she will contact you to coordinate your visit:

Parent/Guardian *(Complete this section if the person making the request is the parent/guardian.)*

Name: _____ Title: _____ Phone: _____

Address: _____

☐ I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: _____

for the purpose of: _____

☐ I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: _____

_____

for the purpose of: _____

Parent's Independent Evaluator or Other Qualified Professional *(Complete this section if the person making the request is not the parent/guardian.)*

Name: _____ Agency/Company: _____

Phone: _____ Email Address: _____

Address: _____

My professional training and/or licensure or certification, if applicable, is (check all that apply):

☐ Teacher, certified in the areas of: _____ Connecticut certified? ☐ Y ☐ N
☐ Clinical Psychologist
☐ Licensed Clinical Social Worker
☐ School Social Worker
☐ Physical Therapist
☐ Audiologist
☐ Registered Nurse
☐ School Psychologist
☐ Licensed Social Worker
☐ Occupational Therapist
☐ Speech/Language Pathologist
☐ Psychiatrist
☐ Certified School Nurse
☐ Other qualified Professional (list credentials): _____

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of: _____

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

☐ Observation of student in the following classroom(s)/setting(s): _____

_____ Duration: _____

☐ Opportunity to interview the following personnel believed to work with the student: _____

_____ Duration: _____

☐ Opportunity to interview the student.

☐ Student records, as noted in the attached, signed Authorization to Release Student Record Information.

Acknowledgement *(To be completed by the person making the access request.)*

I understand that the School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of Policy #1250.1 and its accompanying Administrative Regulation, and agree to comply with its terms and conditions. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

_____ _____

Individual Requesting Access Signature Date

Parent/Guardian Verification *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, _____, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

_____ _____

Parent/Guardian Signature Date

Reference "G"

DATE: 10/3/2019
TO: Dr. Macri
FROM: Dr. MacLean
RE: 2019-2020 Stipends

Based on Leadership Team recommendations, I would like to forward the following stipends for BOE approval:

TYPE	STAFF MEMBER	POSITION	STIPEND
FACILITATORS	**DISTRICT WIDE**		
District K-2	TEAM Facilitator	Laura Morello	$ 3,549.30
District K-12	STEM Facilitator	Doug McGough	$ 3,549.30
District K-12	EL Facilitator	Felicia Ramsey	$ 3,549.30
SPORTS	**CROMWELL HIGH SCHOOL**		
	Dwight Bailey	Football Asst. Coach MJV	$ 4,495.78
	Jonathan Hemsley	Football Coach- MJV	$ 5,300.29
	Lydia Murphy	Tennis FV – Replaced Ryan Dombrowski	$ 3,549.30
CLUBS	**CROMWELL HIGH SCHOOL**		
	Mark Tomasino	Eco/Carbon Club (Split Stipend) Replaced Ryan Dombrowski	$ 2129.58
SPORTS	**CROMWELL MIDDLE SCHOOL**		
	Scott Penney	Cross Country - Coed - Coach	$ 2,981.41
	Rosanne Ryba-Murphy	Cross Country - Coed - Asst. Coach	$ 2,981.41
CLUBS-CMS	**CROMWELL MIDDLE SCHOOL**		
	Lisa Pergolizzi	Math Counts Advisor	$ 3,549.30
	Deborah Roccapriore	Late Bus	$ 39/hour
UNFILLED POSITIONS		**POSITION**	**STIPEND**
CLUBS	**CROMWELL HIGH SCHOOL**	Debate Club	$ 1,656.34
		Ski/Snowboard Club	$ 450.00
SPORTS		Girls' Softball	$ 3,596.62
		Track Coed Assistant	$ 3,123.38
CLUBS		Newspaper	$ 1,183.10
		Tech Club, 6th, 7th & 8th Grade	$ 1,656.34
		World Language Club	$ 1,656.34

Cromwell Public Schools
PERSONNEL ACTION:

New Hire(s):
Burke, Susan has been hired as a .5 FTE Reading Tutor for ECS. Her effective date in this position is September 9, 2019.

Javier, Alex has been hired as a part-time Lunch Duty Aide for ECS. His effective date in this position is September 9, 2019.

Latronica, Kate has been hired as a Paraprofessional for ECS. Her effective date in this position is September 23, 2019.

McGuiness, Lisa has been hired as a Food Service Worker for CHS. Her effective date in this position is September 16, 2019.

STATUS OF CERTIFIED EMPLOYMENT:

Resignation(s)
Carta, Jacquelyn, Paraprofessional at WIS employed in Cromwell since November 2018, has submitted her resignation for the purpose of personal reasons effective September 19, 2019.

DeLuca, Tony, Information Systems Specialist for Cromwell Public Schools since December 2018, has submitted his resignation for the purpose of personal reasons effective October 11, 2019.

Saunders, Thomas, High School Indoor Track Coach at CHS since March 2016, has submitted his resignation for the purpose of personal reasons effective September 9, 2019.

Retirement(s):
Nadeau, Paula, Administrative Assistant to the Superintendent of Schools employed in Cromwell since September 1998, has submitted her resignation for the purpose of retirement effective November 29, 2019.

Vacancies for 2019-20 School Year

- Information Systems Specialist - District
- Administrative Assistant II for the Director of Curriculum and Instruction – Central Office*(Internal candidate was selected for the Administrative Assistant position to the Superintendent of Schools which created this vacancy)*

Paula Nadeau
319 New Britain Rd., Apt. 137
Berlin, CT 06037

September 10, 2019

Dr. Enza Macri, Superintendent
Cromwell Public Schools
9 Captain James Mann Memorial Dr.
Cromwell, CT 06416

Dear Dr. Macri,

I am submitting my formal letter of retirement. I will be retiring in November 2019. My last day of work will be November 29,2019. I have had the pleasure of working with so many wonderful people in all of the buildings in the 21 years that I have worked for Cromwell Public Schools. I will miss them all.

It is time for a new chapter in my life. My husband and I are moving to Florida, have a granddaughter on the way and many travel plans.

Sincerely,

Paula Nadeau

Paula Nadeau

Em

With much regret!!

IN-STATE FIELD TRIPS
2019-2020

DATE OF TRIP	SCHOOL	TEACHER	CLASS/CLUB	FIELD TRIP TITLE	DESTINATION/LOCATION	# OF STUDENTS	STUDENT COST
9/7/2019	CHS	Mr. Sinclair	Band	UCONN Band Day	Pratt & Whitney Stadium	110	$ -
9/24/2019	CHS	Ms. Eleiott	Unity Club	Connecticut Youth Forum	East Hartford High School	10	$ -
9/28/2019	CHS	Mr. Sinclair	Band	Cromwell Mayor's Ball	TPC Clubhouse - Cromwell	15	$ -
10/1/2019 & 10/2/2019	CMS	Ms. Humphrey	Grade 7	Empower Leadership Sports	Middletown	80 students each day	$37.00
10/2/2019 & 10/10/2019	CHS	Mr. Sinclair	Band	Shoreline Conference Music Festival	Coginchaug High School	20	$ -
10/10/2019	CHS	Ms. Maher	Grades 9- 12	Chamber Breakfast - Dan Hurley	Red Lion, Cromwell	8	$ -
11/6/2019	CHS	Mr. Sinclair	Band	Charter Oak Music Festival	Coventry High School	20	$ -
11/18/2019	CHS	Ms. Maher	Grades 9 - 12	Chamber Breakfast - Mike Cavanaugh	Red Lion, Cromwell	5	$ -
3/7/2020	CHS	Mr. Sinclair	Band	Hartford's St. Patrick's Day Parade	Hartford - State Capital	25	$ -
5/30/2020	CHS	Mr. Sinclair	Band	Memorial Day Parade	Pierson Park	110	$ -

Reference "I"

Cromwell Public Schools
Cromwell, Connecticut

Reference "J"

Monthly Report of the Principal

School: **Edna** C. Stevens

Principal: Lucille DiTunno

Month Ending ____September 2019_____

	Male	Female	Total
1. Number of pupils in membership:	241	245	486
2. Number of pupils in membership on last report:	235	242	477
3. Number of new students this month:	6	4	10
4. Number of students withdrawn this month:	0	1	1
5. Number of "tuition" students:	0	0	0
6. Number of students suspended...in school:	0	0	0
...out of school:	0	0	0
# of student referrals (Major)	0	0	0
7. Number of students' truant:	0	0	0
8. Number of student accidents where nurse recommends treatment:	1	1	2

9. Fire drill: 1	Date: 9/4/2019	Time: 10:00am

10. Membership by grades:

Grade	Male		Female		SIS (students in seats)		Outplaced M/F		Total Membership
Pre-K	30		26		56		0/0		56
K	72		72		144		0/0		144
1	71		69		140		0/0		140
2	68		78		146		0/0		146
Total	241		245		486		0/0		486

11. Number of Certified Absent: Teachers – 10 Administrators – 0	Number of Non-Certified Absent: 6	Number of Long Term Leave(s): 2 1-K 1-gr 2

12. Number of Certified taking Personal Days: Teachers – 14 Administrators – 1	Number of Non-Certified taking Personal Days: 4

13. Number of teachers taking professional days: 1
14. Number of administrators taking professional days: 0
15. Number of field trips: 0

Reference "K"

Cromwell Public Schools
Cromwell, Connecticut

Monthly Report of the Principal

School: Woodside Intermediate School

Principal: Christopher Butwill

Month Ending: September 2019

	Male	Female	Total
1. Number of pupils in membership:	234	241	475
2. Number of pupils in membership on last report:	233	240	473
3. Number of new students this month:	2	1	3
4. Number of students withdrawn this month:	1	0	1
5. Number of "tuition" students:	0	0	0
6. Number of students suspended...in school:	0	0	0
...out of school:	0	0	0
# of student referrals	8	0	8
7. Number of students' truant:	0	1	1
8. Number of student accidents where nurse recommends treatment:	0	0	0

9. Drill: Lockdown Evacuation	Date: 9/5/19 9/27/19	Time: 9:25 am 9:45 am

10. Membership by grades:

Grade	Male		Female		SIS (students in seats)		Outplaced M/F		Total Membership
3	73		82		155		1/0		156
4	70		82		152		2/0		154
5	91		77		168		2/0		170
Total	234		241		475		5		480

11. Number of Certified Absent: Teachers – 12 Administrators – 2	Number of Non-Certified Absent: 7	Number of Long Term Leave(s): 0

12. Number of Certified taking Personal Days: Teachers - 9 Administrators - 0	Number of Non-Certified taking Personal Days: 9

13. Number of teachers taking professional days: 0
14. Number of administrators taking professional days: 1
15. Number of field trips: 0

Reference "L"

Cromwell Public Schools
Cromwell, Connecticut

Monthly Report of the Principal

School: **Cromwell Middle School** Principal: Ann T. Cocchiola

Month Ending: September 2019

	Male	Female	Total
1. Number of pupils in membership: (students in seats)	252	202	454
2. Number of pupils in membership on last report: (sis) 8/19	251	203	454
3. Number of new students this month:	1	0	1
4. Number of students withdrawn this month:	0	1	1
5. Number of "tuition" students:	2	1	3
6. Number of students suspended...in school:	11	2	13
...out of school:	1	0	1
...Bus	2	0	2
# of Student Referrals	0	0	0
7. Number of students truant:	0	0	0
8. Number of student accidents where nurse recommends treatment:	3	0	3

9. Fire Drill:	Date: 9/4/19	Time: 1:28 pm
Lock Down Drill:	Date:	Time:
Security Drill: Evac to WIS	Date: 9/18/19	Time: 8:40 am

10. Membership by grades:

Grade	Male		Female		SIS (students in seats)		Outplaced M/F		Total Membership
6	79	+	67	=	146	+	1/0	=	147
7	83	+	75	=	158	+	1/0	=	159
8	90	+	60	=	150	+	0/1	=	151
Total	252	+	202	=	454	+	2/1	=	457

11. Number of Certified Absent: Teachers - 11 Administrators – 0	Number of Non-Certified Absent: 12	Number of Long Term Leave(s): 0

12. Number of Certified taking Personal Days: Teachers – 4 Administrators – ½ day	Number of Non-Certified taking Personal Days: 1

13. Number of teachers taking professional days: 0
14. Number of administrators taking professional days: 0

15. Number of field trips: *0*

Cromwell Public Schools
Cromwell, Connecticut

Reference "M"

Monthly Report of the Principal

School: Cromwell High School

Principal: Frances DiFiore

Month Ending: September 2019

	Male	Female	Total
1. Number of pupils in membership:	290	261	551
2. Number of pupils in membership on last report:	289	260	549
3. Number of new students this month:	3	4	7
4. Number of students withdrawn this month:	1	3	4
5. Number of "tuition" students:	0	0	0
6. Number of students suspended...in school:	3	2	5
...out of school:	4	1	5
# of student referrals	12	9	21
7. Number of students' truant:	1	1	2
8. Number of student accidents where nurse recommends treatment:	7	4	11

9. Fire drill: 1	Date: 9/19/19	Time: 9:25am – 9:46am

10. Membership by grades:

Grade	Male		Female		SIS (students in seats)		Outplaced M/F		Total Membership
9	83		72		155		2/2		159
10	63		65		128		4/0		132
11	84		60		144		1/0		145
12	60		64		124		1 / 2		127
Total	290		261		551		8/4		563

11. Number of Certified Absent: Teachers – 20 Administrators – 0	Number of Non-Certified Absent: 18	Number of Long Term Leave(s): 0

12. Number of Certified taking Personal Days: Teachers – 17 Administrators – 1	Number of Non-Certified taking Personal Days: 6

13. Number of teachers taking professional days: 7 14. Number of administrators taking professional days: 0
15. Number of field trips: 5

forms/enrollment report ECS.doc

*One male student incorrectly promoted to Graduated Student in August 2019. Re-enrolled in September, exited per PPT. One male student in recorded population is fictitious; created as tool for educators. Will delete after training.