

**THESE MINUTES ARE SUBJECT TO BOARD APPROVAL AT THE
April 04, 2019 MEETING
Joint Board of Education Committee**

February 21, 2019

A regular meeting of the Joint Board of Education Committee was held on Thursday, February 21, 2019 in the John Winthrop Middle School Library, with the following Board Members present:

CHESTER BOARD OF EDUCATION:

David Fitzgibbons, Robert Bibbiani, Charlene Fearon, Becky Iselin, Tom Englert, John Stack, Maria Scherber

DEEP RIVER BOARD OF EDUCATION:

Paula Weglarz, Miriam Morrissey, Tracy Dickson, Imran Munawar, Robert Ferretti, Mary Massey, Matt Resnisky

ESSEX BOARD OF EDUCATION:

Lon Seidman, Mark Watson, DG Fitton, Loretta McCluskey (had to leave at approx. 8:00 p.m. but continued participating via phone until adjournment)

REGION 4 BOARD OF EDUCATION:

Jennifer Clark, Mario Gioco (7:05 arrival), Rick Daniels, Kate Sandmann, Jane Cavanaugh, DG Fitton, Trisha Brookhart

Also in attendance: Dr. Ruth Levy, Superintendent; Dr. Kristina Martineau, Assistant Superintendent; Kim Allen, Business Manager & Jennifer Bryan, Board Clerk.

Audience of Citizens: approx. 10 present

CALL TO ORDER

Supervision District Committee Chair Lon Seidman called the meeting to order at 7:00 p.m.

The Chairs of the Chester, Deep River, Essex Boards and Region 4 Board of Education called their respective Boards to order at 7:00 p.m.

Dr. Levy read a letter announcing her retirement effective June 30, 2019. Chair Seidman thanked her for her service and said the progress in creating a comprehensive, cohesive K-12 program has been measurable under her leadership. He told the Boards that the Supervision District Committee will be holding a special meeting Monday, February 25th to begin determining the search process for a new superintendent.

CONSENT AGENDA

On motion duly made and seconded, the Chester, Deep River, Essex, and Region 4 Boards of Education unanimously VOTED to approve the consent agenda consisting of the minutes of the December 03, 2018 regular meeting of the Joint Board.

OTHER ITEMS – Director of Pupil Services Sarah Smalley and Supervisor of Pupil Services Jennifer Nucci gave a presentation on the Special Education Programs across our districts. Ms. Smalley gave an update on current programs, their expansion and enhancement, and the cost and student benefits realized due to the innovative work and programs provided within our districts. There was a brief question and answer period following the presentation.

PUBLIC COMMENT – Deep River Second Selectman Duane Gates spoke about what a loss the district will be experiencing upon Dr. Levy's retirement, as she always has the best interest of students and the community in mind. He also highly recommended that the Boards consider looking within the district, as they already have a very capable leader working for them who has worked for the district in different capacities over the last ten years, and would make an excellent superintendent in July.

REPORTS

Financial Status Update

Ms. Allen gave a brief, high level financial update for each district. More detail will be given at the individual board meetings in January.

Chair Seidman presented the 2019-20 Supervision District budget approved by the Committee earlier in the evening and previously presented at the February 4th Public Hearing.

There were discussions regarding the recommended cuts and increases. Including a lengthy discussion regarding the fact that although some positions were reduced solely based on a reduction in the number of sections which need to be taught (due to declining enrollment), each individual Board may determine whether or not they wish to add in more hours than are warranted by the section numbers, through their individual school budgets. It was noted that this is something Chester has already chosen to do in the past.

On motion duly made and seconded, the Chester (5 Yes / 1 No - Englert / 1 abstain - Scherber = Motion PASSED), Essex (4 Yes / 0 No / 0 abstain = Motion PASSED - the Essex Board took their votes as a block at the end of the meeting with L. McCluskey participating via phone after being unable to stay for the entire meeting), and Region 4 (4 Yes / 2 No - Daniels, Gioco / 0 abstain = Motion PASSED) Boards VOTED to approve the 2019-20 Supervision District budget as presented at the February 4th Public Hearing and this evening's meeting.

The Deep River Board (2 Yes / 2 No - Munawar, Resnisky / 3 abstain - Morrissey, Massey, Ferretti = Motion FAILED). The Deep River Board decided to hold a special meeting Feb. 25th to further discuss the Supervision District budget, and to take another possible vote to approve it, as well as possibly fill a Board vacancy.

Committee Reports

Joint BOE Policy Committee member L. Seidman discussed the policies being presented.

There was a second reading and brief discussion on the following policies:

#5141.4 Students - Reporting Suspected Abuse
#5131.81 Students - Use of Private Technology
#3323 Business - Soliciting Prices

R. Daniels asked that policy #5131.81 be pulled out for a separate vote.

On motion duly made and seconded, the Chester, Deep River, Essex (as part of their voting block at meeting's end) and Region 4 Boards unanimously VOTED to approve policies #5141.1 Reporting Suspected Abuse and #3323 - Soliciting Prices as presented.

On motion duly made and seconded, the Chester (unanimously), Deep River (6 Yes / 1 No - Munawar / 0 abstain = Motion PASSED), Essex (unanimously - as part of their voting block at meeting's end), and Region 4 (6 Yes / 1 No - R. Daniels / 0 abstain = Motion PASSED) Boards VOTED to approve policy #5131.81 Use of Private Technology as presented.

A first reading was held on the recommendation by both the Joint BOE Policy and Finance Committees to remove Policy **#3324 Business - Ordering Goods and Services (Purchase Orders)** from the policy manual and instead reference the current Business Manual in the Table of Contents. It will now go to the individual BOE meetings in March for further discussion and back on the April Joint BOE agenda for a second reading and possible vote.

A first reading was also held on the following policies, which will now go to the individual BOE meetings in March for further discussion and back on the April Joint BOE agenda for a second reading and vote

#3260 Business - Sales and Disposal of Books, Equipment and Supplies

#5118 Students - Non Resident Attendance AND related policy #3240 Business - Tuition Fees

The Joint BOE Finance Committee reported that the Committee met on Jan. 29th but did not have a quorum present. The Committee reminded members to please notify Ms. Allen if they are unable to attend.

Curriculum Committee Chair Tracy Dixon reported that the Joint BOE Curriculum Committee met on Jan. 29th. They heard a presentation on and approved IB resources for next year and resources for Intro to Early Childhood Education. They are scheduled to meet again on March 26th.

District Security Advisory Committee

DG Fitton reported that the School Security Advisory Committee continues to meeting monthly. They discussed A.L.I.C.E. training recently completed by several administrators and staff. The Committee is waiting for budget determinations by the Boards to see how it impacts their current security recommendations.

Assistant Superintendent's Report

Assistant Superintendent Martineau gave an update on Professional Development and Curriculum work including continuing work on report card improvements.

PUBLIC COMMENTS: no comments were made.

FUTURE AGENDA ITEMS

- Next Regular Joint BOE Meeting, April 04, 2019 @ 7:00 p.m.

Dr. Levy invited everyone to attend the “Choose Love Movement” presentation scheduled for Monday, February 25th @ 6:30 p.m. in the JWMS library. Due to some of the subject matter that will be discussed it is recommended that parents only bring children ages 12 and up to hear the presentation.

ADJOURNMENT:

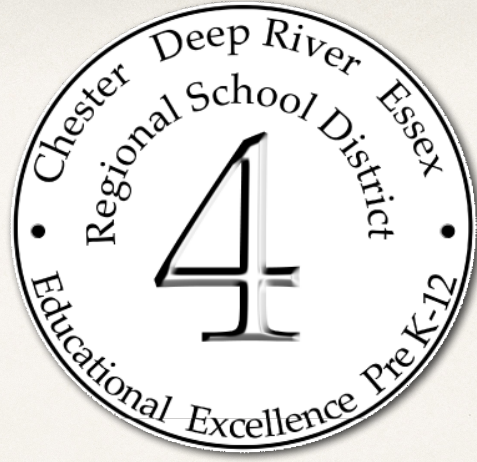
On Motion duly made and seconded, the Chester, Deep River and Region 4 Boards of Education unanimously VOTED to adjourn at 8:57 p.m.

The Essex Board remained in session to take all of their votes as a block with L. McCluskey participating via phone. (see specific details listed above in the minutes)

On motion duly made and seconded, the Essex Board unanimously VOTED to adjourn at approx. 8:58 p.m.

Respectfully Submitted,

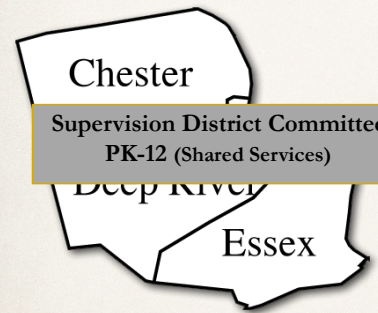
Jennifer Bryan, Clerk



Supervision District Proposed Budget

A Mission-Driven Learning Community with a PK-12 Line of Sight

Supervision District

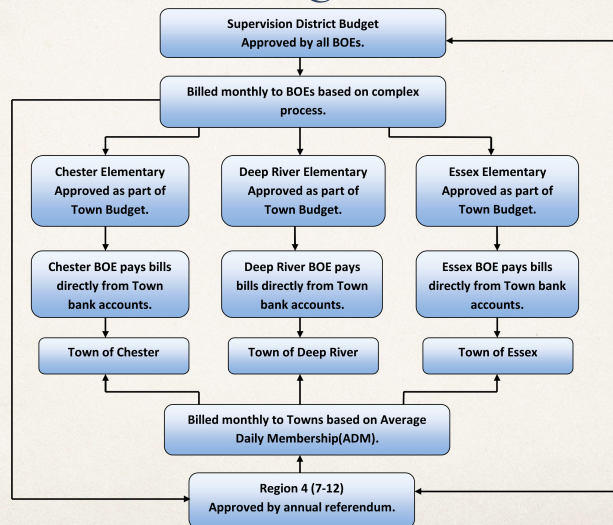


Region 4 BOE

Deep River BOE

Essex BOE

Current Budget Structure



What is the Supervision District? Shared Expenses

Superintendent	Director of Pupil Services
Assistant Superintendent	Director of Technology
Business Manager	Related Functions

Administrative Services	PK-12 Curriculum	Special Education	Elementary Enrichment	Summer School
Fiscal Services	Professional Development		FLES Instruction	Preschool Services
Legal Support	Student Transportation	Personnel Services	Elementary Music	Elementary Art

Supervision Cost Allocation

- ✦ 3 way allocation based on elementary students
- ✦ 4 way allocation based on total K-12 population
- ✦ 1 way allocation when benefiting one board
- ✦ Use allocation for expenses that can be segregated based on frequency or volume of use

\$7,719,403

\$7,719,403

+903,233 (before revenues)

+13.23%

+903,233

93% offset by decreases in other budgets

Position	Amount
Library Media Specialists	\$204,078
PE Teachers	\$285,612
Network Techs	\$351,555
TOTAL	\$841,245

Chester

Deep River

Essex

.3

.3

.3

.3

.3

.3

Offset Expenditures

\$841,245

Other Increases

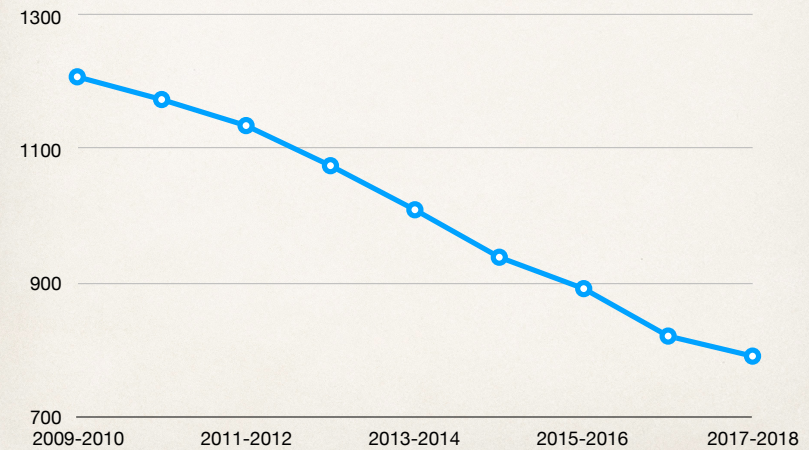
\$304,220

Other Increases

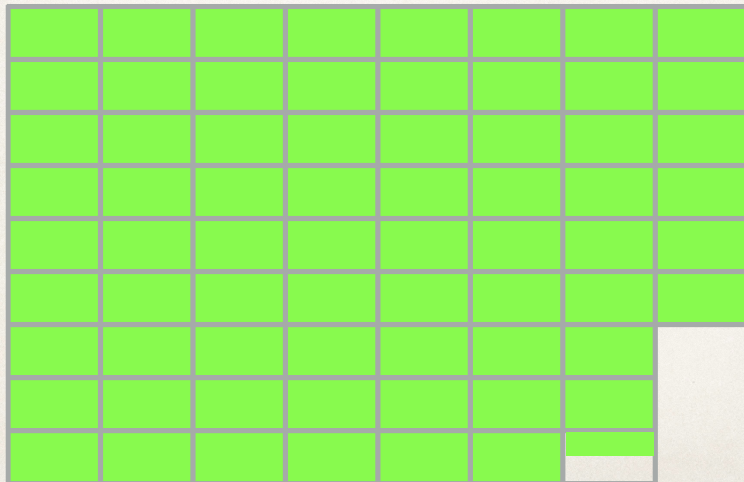
Item	Amount
Asst. Business Manager .2 Increase	\$14,871
Salaries and Benefits	\$200,568
Tech Subscriptions	\$27,444
Central Office Maintenance	\$14,000
Transportation	\$26,391
Minor Increases/Decreases	\$20,946
TOTAL	\$304,220

Offset Expenditures	\$841,245
Other Increases	\$304,220
Staff Reductions	-\$224,840

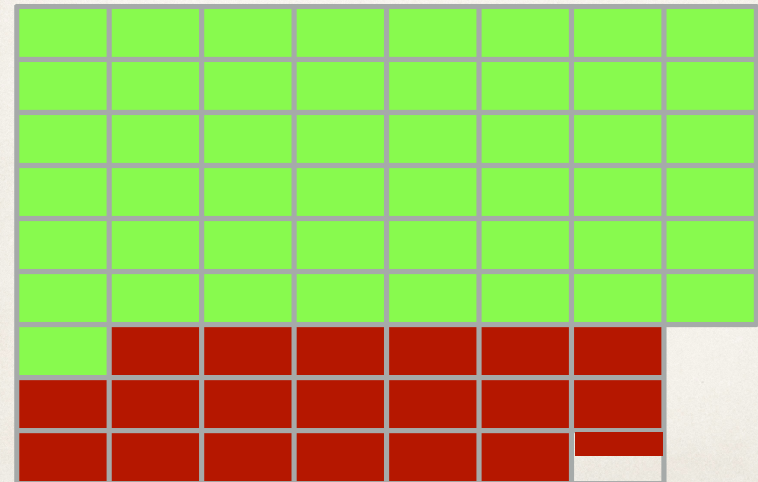
K-6 Enrollment Decline 418 Students



K-6 Classroom Sections 2009-2010 68.5 FTEs



K-6 Classroom Sections 2018-2019 -19.5 Classrooms to 49 FTEs



Staff Reductions

Item	Amount
.2 Art DRES	\$16,785
.1 Art EES	\$6,611
.1 Instrumental Music EES	\$8,940
.2 Music DRES	\$17,028
.1 Music EES	\$8,514
.3 PE	\$46,992
1.0 Network Tech	\$65,104
1.0 G&T Teacher (move to R4)	\$54,866
TOTAL	-\$224,840

K-6 Sections by School

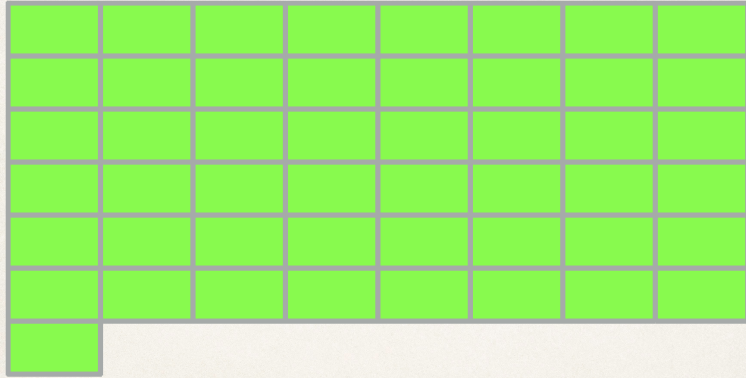
	2009-2010	2018-2019	Change	Percent
Chester	17.5	14	-3.5	-20%
Deep River	20.5	15	-5.5	-27%
Essex	30.5	20	-10.5	-34%
TOTAL	68.5	49	-19.5	-28%
Music	6.2	4.6	-1.6	-26%
Art	3.2	2.4	-0.8	-25%

Offset Expenditures	\$841,245
Other Increases	\$304,220
Staff Reductions	-\$224,840
Other Adjustments	-\$17,392
TOTAL	\$903,233



Supervision District Proposed Budget

A Mission-Driven Learning Community with a PK-12 Line of Sight

[illegible]

Encl #5 Both the Joint BOE Finance and Policy Committees
recommend the following additional language (in red):

Business

Soliciting Prices (Bids and Quotations)

Purchases less than \$5,000

All contracts for, and purchases of supplies, materials, equipment and contractual services under \$5,000.00 shall be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. Quotations may be verbal or in writing; however, all purchases made in the open market shall be consummated after careful pricing and shall be made in the best interest of the Towns of Chester, Deep River and Essex.

Purchases for more than \$5,000 but less than \$10,000

All contracts for, and purchases of supplies, materials, equipment and contractual services over \$5,000.00 but less than \$10,000.00 shall be made in the open market, and shall be based on at least three competitive written quotations or prices. Requests for quotations do not need to be advertised. All purchases made in the open market shall be consummated after careful pricing and shall be made in the best interest of the Towns of Chester, Deep River and Essex.

Purchases for \$10,000 and Above

Purchases for \$10,000 or more shall be made through a formal bid process. When bidding procedures are used, bids shall be advertised in the area newspapers for at least one day. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding on the items or services being bid.

All bids must be submitted in sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening. Bids shall be opened at the time specified and all bidders and other interested persons shall be invited to be present.

All contracts and all open market orders will be awarded to the lowest responsible qualified contractor or supplier, taking into consideration all of the factors set forth in policy #3320.

The Chester, Deep River, Essex and Regional School District No. 4 Public Schools reserve the right to reject any or all bids and to accept that bid which appears to be in the best interest of the Towns of Chester, Deep River and Essex. The Chester, Deep River and Essex Public Schools reserve the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

Exceptions to Formal Bid/RFP Process for Purchases \$10,000 and above (Sole Sources)

Definition:

Sole Source Purchases: A sole source purchase is one where a good or service can only be purchased from a single source. This situation makes it impossible to obtain competitive bids

There are a few circumstances and items excluded - in all or part from the competitive bid policy. Certain situations which may justify purchases without following the competitive bid procedures are as follows:

- Items purchased from current state, federal, or other cooperative contract or pricing agreements.
- Emergency purchases when:
 - Human life, health or district property is in jeopardy.
 - Repairs of equipment involve hidden dangers.
 - Repairs are immediately needed for equipment where delay would lead to higher expense.
- Items procured solely from a government or educational agency.
- Library acquisitions (books, periodicals and films).
- Items which are proprietary (software, etc.).
- OEM (Original Equipment Manufacturer) requirements for equipment under lease, rental, warranty or maintenance.
- District specified vendor.
- Design compatibility with existing equipment.

The district administrator or department manager must retain on file a written statement that justifies waiving the competitive bidding process. Final responsibility in determining whether an item is a proprietary item and may be purchased from a sole source rests with the Superintendent of Schools or their designee.

Policy adopted:

April 30, 1997

Policy revised:

TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Students

Use of Private Technology Devices by Students

Students may possess privately-owned technological devices on school property and/or during school sponsored-activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technology Resources

For the purposes of this policy, “Board Technology Resources” refers to the Board’s computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, “Privately Owned Technological Devices” refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, , radios, personal audio players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids and other electronic signaling devices.

Use of Privately-Owned Technological Devices

Privately-owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;

Students

Use Of Private Technology Devices By Students

- Cyberbullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

Search of Privately Owned Technological Devices

A privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan privately-owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technology resources and/or the use of privately-owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

Students

Use Of Private Technology Devices By Students

Access to Board Technology Resources

It is the policy of the Board of Education to permit students, using their privately owned technology devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately-owned technology devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technology users.

The Board technology resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technology resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technology use as well as all local, state, and federal laws when using the Board technology resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan, the Student Discipline Policy and the Use of Computers Policy).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures for using school accounts. No user may deviate from these log-on/access procedures. **Students are advised that the Board's network administrators have the capability to identify users and to monitor all privately-owned technological devices while they are logged on to the network.** Students must understand that the Board has reserved the right to conduct monitoring of Board technology resources and can do so *despite* the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technology resources. This provision applies to any and all uses of the Board's technology resources and any privately-owned technological devices that access the same.

Students

Use Of Private Technology Devices By Students

Harm to Board Technology Resources

Any act by a student using a privately-owned technological device that harms the Board's technology resources or otherwise interferes with or compromises the integrity of Board technology resources will be considered vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

Legal References:

Conn. Gen. Stat. § 10-233j

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250, *et seq.*

Electronic Communication Privacy Act of 1986, Public Law 99-508, codified at 28 U.S.C. §§ 2510 through 2520

Policy revised: TBD

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT No. 4

Students

Reporting Suspected Child Abuse and Neglect and Sexual Assault of Students by School Employees

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

1. Scope of Policy

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

2. Definitions

For the purposes of this policy:

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

"Neglected" means that a child (a) has been abandoned, or (b) is being denied proper care and attention, physically, educationally, emotionally or morally, or (c) is being permitted to live under conditions, circumstances or associations injurious to his well-being, or (d) has been abused.

"School employee" means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board of Education or who is working in a Board elementary, middle or high school; or (b) any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools, pursuant to a contract with the Board of Education.

Students

Reporting of Child Abuse and Neglect (continued)

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

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

3. What Must Be Reported

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

Students

Reporting of Child Abuse and Neglect (continued)

- vi) sexual assault in the fourth degree.

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

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

4. Reporting Procedures for Statutory Mandated Reporters

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

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

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

Students

Reporting of Child Abuse and Neglect (continued)

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

5. Reporting Procedures for Employees Other Than Statutory Mandated Reporters

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

a) When an employee who is not a statutory mandated reporter and who, in the ordinary course of the person's employment or profession, has reasonable cause to suspect or believe that a child has been abused or neglected or placed at imminent risk of serious harm, or is a victim of sexual assault by a school employee, as described in Paragraph 3, above, the following steps shall be taken.

- (1) The employee shall make an oral report as soon as practicable, but not later than twelve hours after the employee has reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee. Such oral report shall be made by telephone or in person to the Superintendent of Schools or his/her designee, to be followed by an immediate written report to the Superintendent or his/her designee.
- (2) If the Superintendent or his/her designee determines that there is reasonable cause to suspect or believe that a child has been abused or neglected, placed at imminent risk of serious harm or is a victim of sexual assault by a school employee, he/she shall cause reports to be made in accordance with the procedures set forth for statutory mandated reporters.

Students

Reporting of Child Abuse and Neglect (continued)

b) Nothing in this policy shall be construed to preclude an employee reporting suspected child abuse, neglect or sexual assault by a school employee from reporting the same directly to the Commissioner of Children and Families.

6. Contents of Reports

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

- a) The names and addresses of the child* and his/her parents or other person responsible for his/her care;
- b) the age of the child;
- c) the gender of the child;
- d) the nature and extent of the child's injury or injuries, maltreatment or neglect;
- e) the approximate date and time the injury or injuries, maltreatment or neglect occurred;
- f) information concerning any previous injury or injuries to, or maltreatment or neglect of the child or his/her siblings;
- g) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter;
- h) the name of the person or persons suspected to be responsible for causing such injury or injuries, maltreatment or neglect;
- i) the reasons such person or persons are suspected of causing injury or injuries, maltreatment or neglect;
- j) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and
- k) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child.

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

Students

Reporting of Child Abuse and Neglect (continued)

7. Investigation of the Report

- a) The Superintendent or his/her designee shall thoroughly investigate reports of suspected abuse, neglect or sexual assault if/when such report involves an employee of the Board of Education or other individual under the control of the Board, provided such investigation does not impede an investigation by the Department of Children and Families (“DCF”).
- b) Recognizing that DCF is the lead agency for the investigation of child abuse and neglect reports and reports of a student’s sexual assault by school employees, the Superintendent's investigation shall permit and give priority to any investigation conducted by the Commissioner of Children and Families or the appropriate local law enforcement agency. The Superintendent shall conduct the district’s investigation and take any disciplinary action, consistent with state law, upon notice from the Commissioner of Children and Families or the appropriate local law enforcement agency that the district’s investigation will not interfere with the investigation of the Commissioner of Children and Families or the local law enforcement agency.
- c) The Superintendent shall coordinate investigatory activities in order to minimize the number of interviews of any child or student victim of sexual assault and share information with other persons authorized to conduct an investigation of child abuse or neglect, as appropriate.
- d) Any person reporting child abuse or neglect or the sexual assault of a student by a school employee, or having any information relevant to alleged abuse or neglect or of the sexual assault of a student by a school employee, shall provide the Superintendent with all information related to the investigation that is in the possession or control of such person, except as expressly prohibited by state or federal law.
- e) When the school district is conducting an investigation involving suspected abuse or neglect or sexual assault of a student by an employee of the Board or other individual under the control of the Board, the Superintendent’s investigation shall include an opportunity for the individual suspected of abuse, neglect or sexual assault to be heard with respect to the allegations contained within the report. During the course of such investigation, the Superintendent may suspend a Board employee with pay or may place the employee on administrative leave with pay, pending the outcome of the investigation. If the individual is one who provides services to or on behalf of students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools, pursuant to a contract with the Board of Education, the Superintendent may suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools, pending the outcome of the investigation.

Students**Reporting of Child Abuse and Neglect (continued)****8. Evidence of Abuse, Neglect or Sexual Assault by a School Employee**

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

Students

Reporting of Child Abuse and Neglect (continued)

f) The Chester, Deep River, Essex and Region 4 Public Schools shall not employ a person whose employment contract is terminated or who resigned from employment following a suspension pursuant to Paragraph 8(a) of this policy and Conn. Gen. Stat. § 17a-101i, if such person is convicted of a crime involving an act of child abuse or neglect or an act of sexual assault of a student, as described in Paragraph 3 of this policy.

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

If the investigation by the Superintendent and/or the Commissioner of Children and Families produces evidence that a child has been abused or neglected, or a student has been sexually assaulted by any individual who provides services to or on behalf of students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools, pursuant to a contract with the Board of Education, the Superintendent shall permanently suspend the provision of such services, and direct the individual to refrain from any contact with students enrolled in the Chester, Deep River, Essex and Region 4 Public Schools.

10. Delegation of Authority by Superintendent

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

11. Confidential Rapid Response Team

No later than January 1, 2016, the Superintendent shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected abuse or neglect or sexual assault of a student by a school employee, as described in Paragraph 3, above, and (2) provide immediate access to information and individuals relevant to the department's investigation. The confidential rapid response team shall consist of a teacher and the Superintendent, a local police officer and any other person the Board of Education, acting through its Superintendent, deems appropriate.

12. Disciplinary Action for Failure to Follow Policy

Except as provided in Section 12 below, any employee who fails to comply with the requirements of this policy shall be subject to discipline, up to and including termination of employment.

Students

Reporting of Child Abuse and Neglect (continued)

13. The Chester, Deep River, Essex and Region 4 Public Schools shall not hire any person whose employment contract was previously terminated by a board of education or who resigned from such employment, if such person has been convicted of a violation of Section 17a-101a of the Connecticut General Statutes, as amended, relating to mandatory reporting, regardless of whether an allegation of abuse or neglect or sexual assault was substantiated.

14. Non-Discrimination Policy/Prohibition Against Retaliation

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

15. Distribution of Policy

This policy shall be distributed annually to all school employees employed by the Board. The Board shall document that all such school employees have received this written policy and completed the training and refresher training programs required by in Section 14, below.

16. Training

a) All new school employees, as defined above, shall be required to complete an educational training program for the accurate and prompt identification and reporting of child abuse and neglect. Such training program shall be developed and approved by the Commissioner of Children and Families.

b) All school employees, as defined above, shall retake a refresher training course developed and approved by the Commissioner of Children and Families at least once every three years.

c) The principal for each school shall annually certify to the Superintendent that each school employee, as defined above, working at such school, is in compliance with the training provisions in this policy and as required by state law. The Superintendent shall certify such compliance to the State Board of Education.

Students

Reporting of Child Abuse and Neglect (continued)

17. Records

a) The Board shall maintain in a central location all records of allegations, investigations and reports that a child has been abused or neglected by a school employee employed by the Board or that a student has been a victim of sexual assault by a school employee employed by the Board, as defined above, and conducted in accordance with this policy. Such records shall include any reports made to the Department of Children and Families. The State Department of Education shall have access to such records upon request.

b) Notwithstanding the provisions of Conn. Gen. Stat. §10-151c, the Board shall provide the Commissioner of Children and Families, upon request and for the purposes of an investigation by the Commissioner of Children and Families of suspected child abuse or neglect by a teacher employed by the Board, any records maintained or kept on file by the Board. Such records shall include, but not be limited to, supervisory records, reports of competence, personal character and efficiency maintained in such teacher's personnel file with reference to evaluation of performance as a professional employee of the Board, and records of the personal misconduct of such teacher. For purposes of this section, "teacher" includes each certified professional employee below the rank of superintendent employed by the Board in a position requiring a certificate issued by the State Board of Education.

Legal References:

Connecticut General Statutes:

Section 10-151

Section 17a-101 et seq.

Section 17a-103

Section 53a-65

Public Act 18-17, "An Act Requiring Behavior Analysts to be Mandated Reporters of Suspect Child Abuse and Neglect

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

[Public Act 18-57, "An Act Concerning Immunity from Civil or Criminal Liability for Persons Providing Medical Assistance or Intervention in a Child Abuse or Neglect Case"](#)

Policy revised: ~~February 25, 2016~~

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT No. 4
REGIONAL SUPERVISION DISTRICT