

Board of Education Regular Meeting
Monday, April 8, 2024 7:00 PM
Remote Session

- I. CALL TO ORDER, VERIFICATION OF QUORUM
- II. PLEDGE OF ALLEGIANCE
 - II.A. I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.
- III. APPROVAL OF MINUTES
 - III.A. Meeting minutes from the March 18, 2024 Weston Board of Education Regular Meeting
- IV. STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS
 - IV.A. Discussion with WHS Student Board of Education Representatives
- V. PUBLIC COMMENT
 - V.A. The Board welcomes the opportunity to hear from members of the public about matters concerning Weston Public Schools. Public comment is an important chance for the Board to receive input and feedback from our school community. We listen attentively to all comments shared.

While we value and pay close attention to public comment, it is our practice not to respond substantively, or sometimes at all, during public comment. There are several reasons for this:

First, engaging in a discussion on non-agenda items could violate the Board's obligations to comply with the Freedom of Information Act.

Second, the Board or the administration may not be prepared to discuss certain matters raised in the first instance by a public comment.

Third, the Board develops its meeting agenda carefully to ensure that the Board addresses matters that are pressing or relevant at the time of the meeting.

We encourage members of the public with specific questions, concerns, or complaints about our schools to reach out directly to Superintendent Barbiero. You may also email the Board at our email address, boardofeducation@westonps.org.

Additional details on Public Comment at board meetings can be found on our website: https://www.westonps.org/608477_3

Meeting Conduct: Bylaws of the Board #9325 -

<https://meetings.boardbook.org/Public/Book/2468?docTypeId=224318&file=a5f2950-f792-4ecc-bc14-37a3939de003>

- VI. OLD BUSINESS
 - VI.A. Weston Board of Education Policies, Regulations, and Bylaws (second read)
 - VI.A.a. Discussion and vote on 5131.31 Regulations Regarding Immunizations
 - VI.A.b. Discussion and vote on 5112 Ages of Attendance
 - VI.A.c. Discussion and vote on 5141.21 Administration of Student Medications
 - VI.A.d. Discussion and vote on 6161 WPS Equipment Books Materials
 - VI.A.e. Discussion and vote on 1312 WPS Request for Evaluation of Instructional Materials (Appendix A)
 - VI.A.f. Discussion and vote on 1312 Instructional Materials Review Committee Report (Appendix B)
 - VI.B. Mile of Safety Officer Update
- VII. NEW BUSINESS
 - VII.A. EOC Next Level of Work
 - VII.B. Increasing Educator Diversity Plan
- VIII. DISTRICT UPDATES
 - VIII.A. Consent Agenda
 - VIII.B. Superintendent Report
 - VIII.C. Pupil Personnel Services and Special Education
 - VIII.D. Finance and Operations
 - VIII.D.a. Discussion and vote on Capital Special Appropriation
- IX. COMMITTEE REPORTS (committee chair update, if any)
 - IX.A. Communications Committee
 - IX.B. Connecticut Association of Boards of Education (CABE)
 - IX.C. Cooperative Educational Services (CES)
 - IX.D. Curriculum Committee
 - IX.E. Education Optimization Committee (EOC)
 - IX.F. Finance & Operations Committee
 - IX.G. ~~Negotiations Committee~~ (committee not active at this time)
 - IX.H. Policy Committee
 - IX.I. Weston Education Foundation (WEF)
- X. NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION
 - X.A. The next regular session of the Weston Board of Education will be May 20, 2024 at 7:00 PM. This meeting will be remote and will be live streamed.
 - X.B. Review of Pending Agenda Items for Next Meeting
- XI. ADJOURNMENT

Board of Education Regular Meeting

Monday, March 18, 2024

6:00 PM

Weston Middle School Library Learning Commons

135 School Road

Weston, CT 06883

Present: Steven Ezzes, David Felton, Sharon Ferraro, Peter Gordon, Michael Guido, Chad Hoepfner, Bernie Kingsley. Present: 7.

I. **CALL TO ORDER, VERIFICATION OF QUORUM**

The meeting began at 6:03 PM

Additional Attendees: Lisa Barbiero, Superintendent of Schools; Tina Henckel, Assistant Superintendent; Phillip Cross, Director of Finance and Facilities; Tracy Edwards, Director of Pupil Personnel Services; Daniel DiVito, Director of Digital Learning and Technology; Paul Rasmussen, Director of Human Resources; Joe Rios, Director of Safety & Security; Meghan Conetta, Daniel Doak, Patricia Falber, Laura Kaddis, Building Principals; Jianna Blunschi, WHS Student Representative

II. **PLEDGE OF ALLEGIANCE**

I. I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.

III. **APPROVAL OF MINUTES**

I. **Meeting minutes from the February 12, 2024 Board of Education Regular Meeting**

Move that the Weston Board of Education approve the February 12, 2024 meeting minutes. Carried with a motion by Felton, David and a second by Ferraro, Sharon.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea
Yea: 7, Nay: 0

II. **Meeting minutes from the February 20, 2024 Board of Education Special Meeting**

Move that the Weston Board of Education approve the February 20, 2024 special meeting minutes. Carried with a motion by Felton, David and a second by Ferraro, Sharon.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea
Yea: 7, Nay: 0

IV. **STUDENT BOARD OF EDUCATION REPRESENTATIVE COMMENTS**

- I. **Discussion with WHS Student Board of Education Representatives**
Jianna Blunschi, WHS Student Representative discussed some of the activities at Weston High School; pep rally/food drive, Portrait of the Graduate presentations, pollinator garden planning, conclusion of winter sports and the start of spring sports, senior internships starting in may and the prom.

V. **PUBLIC COMMENT**

- I. **The Board welcomes the opportunity to hear from members of the public about matters concerning Weston Public Schools. Public comment is an important chance for the Board to receive input and feedback from our school community. We listen attentively to all comments shared.**

While we value and pay close attention to public comment, it is our practice not to respond substantively, or sometimes at all, during public comment. There are several reasons for this:

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The following members of the public spoke at public comment:

Lynn Kimberly, Broad Street
Ethan Blinder, Greenlea Lane
Kimberly Mullen, Spring Valley Road
Eric Tyson (refused to provide Weston street address)
Brad Oren, Silver Ridge Common

VI. OLD BUSINESS

I. **Weston Board of Education Policies, Regulations, and Bylaws
(second read)**

I. **Discussion and vote on AR 5141.3 Health Assessments/Screenings and Oral Assessments**

Tracys Edwards presented this policy and stated changes to this policy are updates to align with current state laws. Move that the Weston Board of Education approve the updates to AR 5141.3 Health Assessments/Screenings and Oral Assessments as presented. Carried with a motion by Felton, David and a second by Ferraro, Sharon.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea
Yea: 7, Nay: 0

II. **Discussion regarding board response to public comment and email communication**

David Felton updated the board on what the communication had been working on. The committee worked with our attorney and came up with a framework for public comment designed to help the public understand what the board can and cannot respond to. They also looked at how the board can respond to email communication received from the public, and who is the spokesperson for the board. It's important to be transparent about how we operate within the guardrails of policy.

III. **Discussion regarding board of education meeting start time and remote/in-person meetings**

A discussion took place with regard to in-person and remote meetings. Quantitative data was provided on virtual vs in-person meeting attendance and public participation. It was also noted that the quality of presentation is better remotely than in-person. Last year the technology department looked into the cost of upgrading equipment, but the cost was prohibitive. The board decided to move the start time of regular board meetings from 6:00 PM to 7:00 PM, starting with the April board meeting. The schedule of remote and in-person meetings will remain as is, which is typically one in-person meeting per quarter. If the need arises, based on agenda topics, adjustments can be made.

IV. **Discussion and vote (if necessary) regarding Mile of Safety Officer**

The cost for the current Mile of Safety Officer is split 60/40 with the Town of Weston; 60% is covered by the Weston Public Schools and 40% by the Town of Weston. The board discussed the addition of a second Mile of Safety

Officer for the FY25 budget. It would cost approximately \$193,000 to implement this position, which takes into account salary, benefits, pension, etc. The cost of this additional position would be the responsibility of the Weston Public Schools, as it would not be a cost-share with the Town of Weston. The board will go back and engage in further discussions.

Move that the Weston Board of Education pursue requesting an additional \$193,000 for a second Mile of Safety Officer in our FY25 budget. Carried with a motion by Gordon, Peter and a second by Ferraro, Sharon.

Steven Ezzes: Nay, Sharon Ferraro: Nay, Peter Gordon: Nay, Chad Hoepfner: Nay, Bernie Kingsley: Nay, David Felton: Yea, Michael Guido: Yea
Yea: 2, Nay: 5

VII. **NEW BUSINESS**

I. **Recognition**

I. **Acceptance of WEF Donation**

The Weston Education Foundation donated \$12,000 to fund the Teacher Leader Fellowship Academy professional learning series for district teachers and administrators for the 2023-24 school year. Two teachers and one administrator from each building were identified to participate. It is a series of five professional development opportunities. This year's theme is Reimagining Schools.

Move that the Weston Board of Education accept the donation from WEF in the amount of \$12,000 Carried with a motion by Ferraro, Sharon and a second by Hoepfner, Chad. Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea
Yea: 7, Nay: 0

II. **Weston Board of Education Policies, Regulations, and Bylaws (first read)**

I. **Discussion on 5131.31 Regulations Regarding Immunizations**

Tracy Edwards informed the board that this policy was updated to align with current requirements in Connecticut. Of particular note is the removal of the religious exemption, which is no longer allowed, and an exemption can not be transferred over from another state.

II. **Discussion on 5141.21 Administration of Student Medications**

Tracy Edwards informed the board that this policy is designed to address new statutes in the State of

Connecticut which took place in January 2022, which now includes administration of Narcan if we ever had a situation to administer it. The policy now matches our procedural guidelines for our nurses.

III. Discussion on 5112 Ages of Attendance

Tina Henckel presented this revised policy and regulation to the board. It was updated based on changes by the state with regard to age of entry into kindergarten. It also addresses the age at which a student exits the school system.

IV. Discussion on 1312 WPS Request for Evaluation of Instructional Materials (Appendix A)

Tina Henckel indicated this is an appendix for a current policy already in place. The policy referenced a form to complete. However, there was no form; we now have one.

V. Discussion on 1312 Instructional Materials Review Committee Report (Appendix B)

Tina Henckel indicated this is an appendix for a current policy already in place. The policy referenced an ad hoc committee and a report that that committee completes and presents to the Superintendent for review. There was no report template; we now have one.

VI. Discussion on 6161 WPS Equipment Books Materials

Tina Henckel presented the revisions of this policy and regulation which now reflect our current practices that we use when making decisions around instructional text and educational materials. We come together and have small group conversations, which include teachers and administrators, so we understand how these policies reflect our current practices. The regulations provide guidelines and reflective questions when making these decisions.

III. Review and discussion of policy 5136 as it relates to use of private technology (cell phones)

Superintendent Barbiero indicated this topic is on the agenda as a result of public comment at the last board meeting. It was reiterated how the policy relates to the student handbook and how it is implemented in each school. Each principal discussed cell phone use in their schools and what actions are taken to address situations as they arise. A suggestion presented is to reiterate the policy to parents and define what is permissible.

IV. Discussion on MOA regarding HSA payment schedule for WAA

Superintendent Barbiero explained that this Memorandum of Agreement is designed to align the payment process for HSA

installments for the Weston Administrators Association (WAA). They would move from four installments to two installments and mirror how the AFSCME and WTA unions receive their HSA funds.

VIII. DISTRICT UPDATES

I. **Consent Agenda**

Paul Rasmussen presented the consent agenda to the board. Move that the Weston Board of Education accept the consent agenda as presented. Carried with a motion by Felton, David and a second by Guido, Michael.

Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Chad Hoepfner: Yea, Bernie Kingsley: Yea
Yea: 7, Nay: 0

II. **Superintendent Report**

Tina Henckel gave an overview of our professional development. They have been working hard this year to gather data from teachers in the field around aspects of professional learning that they request and would like, aligned to their roles in the district. There is a district committee that takes all this information into consideration when we are designing professional development for our teachers, and customize our professional learning by grade level and content area across the entire district.

III. **Pupil Personnel Services and Special Education**

A parent meeting was held on February 27. A speaker from the Department of Developmental Services (DDS) was there and provided a comprehensive overview of the steps parents need to take in order to qualify for DDS services, and also talked about the role DDS plays in supporting students after they age out of special education services in public schools. This meeting was well attended and a recording of the meeting is on the district website, along with other resources for families. The department is in the initial stages of thinking about the April meeting, which will be the last meeting of the school year. Also, we've been working with families that have students who will be transitioning between buildings in the upcoming school year.

IV. **Finance and Operations**

I. **Discussion and vote on the 8th FY24 Financial Report, February 2024**

Phillip Cross presented the February 2024 financial report to the board.

Move that the Weston Board of Education approve the 8th FY24 Financial Report for February 2024 as presented. Carried with a motion by Felton, David and a second by

Ferraro, Sharon.
Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea,
Peter Gordon: Yea, Michael Guido: Yea, Chad Hoepner: Yea,
Bernie Kingsley: Yea
Yea: 7, Nay: 0

IX. **COMMITTEE REPORTS (committee chair update, if any)**

- I. Communications Committee
- II. Connecticut Association of Boards of Education (CABE)
- III. Cooperative Educational Services (CES)
- IV. Curriculum Committee
- V. Educational Optimization Committee (EOC)
- VI. Finance & Operations Committee
- VII. Negotiations Committee
- VIII. Policy Committee
- IX. Weston Education Foundation (WEF)

X. **NEXT SCHEDULED MEETINGS OF THE BOARD OF EDUCATION**

- I. **The next regular session of the Weston Board of Education will be April 8, 2024 at 6:00 PM. This meeting will be remote. This meeting on April 8, 2024 will begin at 7:00 PM.**
- II. **Review of Pending Agenda Items for Next Meeting**

XI. **ADJOURNMENT**

The meeting adjourned at 9:22 PM
Move that the Weston Board of Education adjourn the March 18, 2024 meeting. Carried with a motion by Felton, David and a second by Ferraro, Sharon.
Steven Ezzes: Yea, David Felton: Yea, Sharon Ferraro: Yea, Peter Gordon: Yea, Michael Guido: Yea, Chad Hoepner: Yea, Bernie Kingsley: Yea
Yea: 7, Nay: 0

Respectfully submitted by:

Jodi Sacchetta, Board Clerk

Chairperson

Superintendent

DRAFT

ADMINISTRATIVE REGULATIONS REGARDING IMMUNIZATIONS

I. Immunization Requirements

In accordance with state law and accompanying regulations, the Weston Public Schools (the “District”) requires each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, haemophilus influenzae type B, hepatitis A, hepatitis B, varicella, pneumococcal diseases, meningococcal disease and any other vaccine required by the schedule for active immunization as determined by the Commissioner of Public Health pursuant to Conn. Gen. Stat. § 19a-7f, before being permitted to enroll in any program or school under its jurisdiction.

Among other requirements, before being permitted to enter seventh grade, the District requires each child to be vaccinated against meningococcal disease. The District further requires each child to receive a second immunization against measles and tetanus, diphtheria and pertussis (Tdap) before being permitted to enter seventh grade.

Further, each child must have received two doses of immunization against varicella before being permitted to enter kindergarten and seventh grade, and each child must have received two doses of immunization against rubella and mumps before being permitted to enter grades kindergarten through twelve.

~~*If the District operates a preschool program, the following language should be added:*~~

~~By January 1 of each year, children aged 24-59 months enrolled in the District’s preschool program must show proof of receipt of at least one dose of influenza vaccine between August 1 and December 31 of the preceding year. All children aged 24-59 months who have not received vaccination against influenza previously must show proof of receipt of two doses of the vaccine the first influenza season that they are vaccinated. Children seeking to enroll in the District’s preschool program between January 1 and March 31 are required to receive the influenza vaccine prior to being permitted to enter the program. Children who enroll in the preschool program after March 31 of any given year are not required to meet the influenza vaccine requirement until the following January.~~

Exemption from the applicable requirements of these administrative regulations shall be granted to any child who, before being permitted to enroll:

- (1) presents a certificate from a physician, physician assistant, advanced practice registered nurse or local health agency stating that initial immunizations have been given to such child and additional immunizations are in process
 - (A) under guidelines and schedules specified by the Commissioner of Public Health; or
 - (B) in the case of a child enrolled in a preschool program or other prekindergarten program who, prior to April 28, 2021, was exempt from the applicable immunization requirements upon presentation of a statement that such immunizations would be contrary to the religious beliefs of such child or the parents or guardian of such child, as such additional immunizations are recommended, in a written declaration, in a form prescribed by the Commissioner of Public Health, for such child by a physician, a physician assistant or an advanced practice registered nurse. Such statement of religious beliefs shall be acknowledged by a judge of a court of record or a family support magistrate, a clerk or deputy clerk of a court having a seal, a town clerk, a notary public, a justice of the peace, an attorney admitted to the bar of this state, or a school nurse; or
- (2) presents a certificate, in a form prescribed by the Commissioner of Public Health pursuant to Section 7 of Public Act No. 21-6, from a physician, physician assistant, or advanced practice registered nurse stating that in the opinion of a such physician, physician assistant, or advanced practice registered nurse such immunization is medically contraindicated because of the physical condition of such child; or
- (3) in the case of measles, mumps or rubella, presents a certificate from a physician, physician assistant or advanced practice registered nurse or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or
- (4) in the case of haemophilus influenzae type B, has passed such child's fifth birthday; or
- (5) in the case of pertussis, has passed such child's sixth birthday.

II. Exemptions Based on Religious Beliefs

A. Children Enrolled in Kindergarten Through Twelfth Grade On or Before April 28, 2021

The immunization requirements set forth in Section I of these administrative regulations **shall not apply** to any child who is enrolled in kindergarten through twelfth grade on or before April 28, 2021 if:

1. such child presented a statement, prior to April 28, 2021, from the parents or guardians of such child that such immunization is contrary to the religious beliefs of such child or the parents or guardians of such child, and
2. such statement was acknowledged by a judge of a court of record or a family support magistrate, a clerk or deputy clerk of a court having a seal, a town clerk, a notary public, a justice of the peace, an attorney admitted to the bar of the State of Connecticut, or a school nurse.

B. Students Who Transfer from Another Public or Private School in Connecticut

The immunization requirements set forth in Section I of this policy **shall not apply** to any student who:

1. transfers to the District from another public or private school in Connecticut, and
2. was enrolled in kindergarten through twelfth grade in the other public or private school on or before April 28, 2021, and
3. presented a statement, prior to April 28, 2021, from the parents or guardians of such child that such immunization is contrary to the religious beliefs of such child or the parents or guardians of such child, and such statement was acknowledged by a judge of a court of record or a family support magistrate, a clerk or deputy clerk of a court having a seal, a town clerk, a notary public, a justice of the peace, an attorney admitted to the bar of the State of Connecticut, or a school nurse.

C. Children Enrolled in Preschool or Prekindergarten Prior to April 28, 2021

Any child who is enrolled in a preschool program or other prekindergarten program prior to April 28, 2021 who:

1. presented a statement, prior to April 28, 2021, from the parents or guardians of such child that such immunization is contrary to the religious beliefs of such child or the parents or guardians of such child, and
2. such statement was acknowledged by a judge of a court of record or a family support magistrate, a clerk or deputy clerk of a court

having a seal, a town clerk, a notary public, a justice of the peace, an attorney admitted to the bar of the State of Connecticut, or a school nurse, but

3. did not present a written declaration from a physician, a physician assistant or an advanced practice registered nurse stating that additional immunizations are in process as recommended by such physician, physician assistant or advanced practice registered nurse, rather than as recommended under guidelines and schedules specified by the Commissioner of Public Health

shall comply with the immunization requirements provided for in Section I of these administrative regulations on or before September 1, 2022, or not later than fourteen (14) days after transferring to a program operated by a school under the jurisdiction of the District, whichever is later.

In accordance with state law, the Weston Board of Education (“Board”) and the District shall not be liable for civil damages resulting from an adverse reaction to a nondefective vaccine required to be administered by state law.

If the parents or guardians of any child are unable to pay for any required immunization, the expense of such immunization shall, upon the recommendation of the Board, be paid by the town of the child’s residence.

The District designates ~~[insert name of responsible staff member]~~ the school nurse as the representative for receipt of reports from health care providers concerning student immunizations.

The current required immunizations for elementary (including preschool), middle and high school students can be found at:
~~https://portal.ct.gov/-/media/SDE/School-Nursing/Forms/Immunization_Requirements.pdf~~
https://portal.ct.gov/-/media/SDE/School-Nursing/Publications/Immunization_Requirements.pdf

In implementing these regulations, the District shall consider state guidance and supporting documents and comply with applicable law.

Legal Reference: Connecticut General Statutes
§ 10-204a Required immunizations
§ 10-204c Immunity from liability
Public Act No. 21-6, “An Act Concerning Immunizations”

Regulations of Connecticut State Agencies
§ 10-204a-2a Adequate Immunization

Letter to Superintendents of Schools et al. from Connecticut State Departments of Public Health and Education, *Reinstatement of Prekindergarten and Kindergarten School Immunization Entry Requirement for Haemophilus Influenza Type B (Hib) Vaccine*, June 25, 2010.

Letter to Superintendents of Schools et al. from Connecticut State Departments of Public Health and Education, *Changes in the Immunization Requirements for School Entry*, March 15, 2011.

State Department of Education, Guidance Regarding Public Act 21-6, “An Act Concerning Immunizations,” May 25, 2021.

ADOPTED May 21, 2018

REVISED: _____

~~6/25/2021~~

Ages of Attendance

The Weston Board of Education, Aaccording to Connecticut General Statutes 10-186, ~~the board of education~~ shall provide education for all persons five years of age over and ~~to the end of the school year to age twenty-two~~ older and under twenty-one years of age, and who have not graduated from a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d. According to Connecticut General Statute 10-76d(b2) special education will be provided for children who have not attained school age who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

ADMISSION PROCESS BEFORE AGE FIVE

Effective July 1, 2024, the Weston Public Schools shall be open to resident children five years of age and over who reach age five on or before September 1st of any school year. For children who will not reach the age of five on or before September 1st of the school year, the child's parent or guardian may submit a written request to the principal of the school seeking early admission to the District. Upon receipt of such written request, the principal and an appropriate certified staff member shall assess such child to determine whether admitting the child is developmentally appropriate. For decisions relating to early admission to the District, the decision of the principal and appropriate certified staff shall be final.

The Superintendent or designee shall be responsible for developing administrative regulations in furtherance of this policy. Such regulations shall identify procedures for the receipt and processing of requests for early admission to the District and for assessing whether early admission of a child is developmentally appropriate.

ADMISSION PROCESS OVER AGE FIVE

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Students under age eighteen are subject to mandatory attendance laws unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a school

counselor, or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The above requirements are not to serve as barriers to immediate enrollment of students, designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by the ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

The parent/guardian of any child who is denied admission to the district's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment with parental consent in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination, unless such child seeks readmission to the District not later than ten (10) school days after such termination in which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

Procedures:

- ~~1. Parents who wish their child to be admitted the following fall under this Policy must submit a letter of request to the building Principal no later than April 1 of the current school year. Following receipt of the letter, the Principal may schedule a meeting with the parents.~~
- ~~2. Upon receipt of the letter described above, the Principal will coordinate evaluation procedures with the elementary school psychologist and the school guidance counselor.~~
- ~~3. The evaluation for early admission Will include:
 - ~~a. The "Wechsler Pre-School and Primary Scale of Intelligence Revised (WPPSI-R) which shall be administered by the psychologist. To be eligible for early entrance, the child's scores must be above 130 on all scales of the WPPSI-R.~~
 - ~~b. An assessment of the child's social and emotional readiness to enter kindergarten. The assessment will be conducted by the school psychologist utilizing criteria approved by the Director of Pupil Services.~~
 - ~~c. Any other supplemental testing deemed necessary by the either the school psychologist or the counselor.~~~~
- ~~4. Following the evaluation(s), the counselor and psychologist will submit to the Principal a report of their findings which will include a joint recommendation concerning the request for early entrance.~~
- ~~5. The Principal will review the report of the counselor and psychologist, make a decision regarding the child's early entrance and convey the decision to the parents in writing. If the request is denied, the Principal will offer to meet with the parents to discuss the reasons for the disapproval. If the request is approved, the parent will be made aware that information regarding class assignments will be mailed home routinely during the summer months. A decision will be made by the Principal by June 1.~~
- ~~6.1. In the event that the request is denied, the parents of the child may appeal the Principal's decision to the Director of Pupil Services. The Director of Pupil Services will base his/her decision on the appeal based on the results of the evaluations described in Section 3(a)-3(e) above and the report given to the Principal from the school psychologist and counselor. The Director of Pupil Services' decision shall be final and shall not be subject to further appeal.~~

Legal Reference:

Connecticut General Statutes

10-15 Towns to maintain schools

10-15c Discrimination in Public Schools Prohibited. School attendance by five-year olds.

10-76a-10-76g re special education

10-184 Duties of parents (re mandatory schooling for children age seven or older and under sixteen years, inclusive)

10-186 Duties of local and regional boards re school attendance. Hearings. Appeal to state board. Establishment of hearing board. Readmission.
Transfers.

10-233a-10233f Suspension, expulsion and removal of pupils

10-220 & 221 State Board of Education Regulations.

~~Policy adopted.~~

~~October 1, 1990~~

~~WESTON PUBLIC SCHOOLS~~

~~Policy Revised.~~

~~June 20, 2011~~

~~Weston, Connecticut~~

WESTON PUBLIC SCHOOLS

Weston, CT

Administrative Regulations Regarding Early Admission to Kindergarten

In accordance with state law, effective July 1, 2024, the Weston Public Schools are open to all children five years of age and over who reach age five on or before September 1 of any school year. A child who has not reached the age of five on or before September 1 of the school year may be admitted to kindergarten only (1) upon a written request by the parent or guardian of the child to the principal of the school in which the child would be enrolled based on District residency requirements, and (2) following an assessment of the child, conducted by the principal of the school and an appropriate certified staff member of the school, to ensure that admitting the child is developmentally appropriate (“Early Admission Process”). The Early Admission Process shall be available only for a child who will reach the age of five on or after September 2 and before January 1 of the school year.

I. Assessment

A. The District will assess a child who does not meet the statutory age requirement if admission of such child is requested in writing by a child’s parent or guardian. Such request must be sent by electronic mail to the principal of the school in which the child would be enrolled based on District residency requirements (the “Building Principal”) and must be received by the Building Principal no later than March 1.

B. The Building Principal and an appropriate certified staff member of the school (together, the “Assessment Team”) will conduct an assessment of the child to gather information pertaining to the question of whether admitting the child is developmentally appropriate.

C. The Assessment Team will take a holistic approach to assess a child’s developmental level in a variety of developmental domains (e.g. cognitive, social-emotional, physical development and health, etc.). The Assessment Team will use the Connecticut Early Learning and Development Standards (ELDS) as a guide to assessing a child’s developmental level.

D. The Assessment Team will obtain information from the parent or guardian as part of the assessment.

E. The Assessment Team will gather and consider relevant information from the child’s preschool teacher/early care provider, if available, as part of the assessment.

F. The Assessment Team will conduct the assessment in a manner that is designed to be culturally and linguistically appropriate.

G. The Assessment Team will assess children whose parents request early admission at specifically defined times. The school will determine the timeframe for the Early Admission

Process and will provide notification to the parents of admission by May 1 for the following school year. All requests for early admission must be submitted by **March 1**.

H. The Early Admission Process will be administered universally across all schools in the District that operate kindergarten classrooms.

II. Children with Disabilities

A. All parents and guardians, including those of children with disabilities, may request early entry to kindergarten pursuant to the Early Admission Process in Section I.

B. For a child with an Individualized Education Programs (IEPs), the Early Admission Process will be individualized and in alignment with the documented IEP accommodations/modifications in Section 5 (Supplementary Aids and Services) and Section 11 (District and State Testing).

C. For a child with a Section 504 plan, the Early Admission Process will be individualized and in alignment with the accommodations documented in the child's 504 plan.

III. Notification

The District will strive to notify parents and guardians who have requested their child be granted early admission to kindergarten as soon as possible.

Legal Reference:

Conn. Gen. Stat. § 10-15c Discrimination by public schools prohibited. School attendance for five-year-olds

Conn. Gen. Stat. § 10-220 Duties of boards of education

Conn. Gen. Stat. § 10-221 Board of Education to prescribe rules, policies, and procedures

Conn. Gen. Stat. § 10-184 Duties of parents. School attendance age requirements

Public Act 23-208, "An Act Making Certain Revisions to the Education Statutes."

Connecticut State Department of Education, New Entry Age for Kindergarten: Considerations for Connecticut Schools, October 23, 2023.



~~Series 5000~~ 5141.21

Students

ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS

A. Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

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

Before or after school program means any child care program operated and administered by the ~~Weston~~ Weston Board of Education (the "Board") and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs do not include public or private entities licensed by the Office of Early Childhood or Board enhancement programs and extra-curricular activities.

Cartridge injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reactions.

Coach means any person holding a coaching permit who is hired by the Board to coach for a sport season.

Controlled drugs means those drugs as defined in Conn. Gen. Stat. Section 21a-240.

Cumulative health record means the cumulative health record of a pupil mandated by Conn. Gen. Stat. Section 10-206.

Director means the person responsible for the day-to-day operations of any school readiness program or before or after school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

- (1) the failure to do any of the following as ordered:
 - (a) administer a medication to a student;
 - (b) administer medication within the time designated by the prescribing physician;
 - (c) administer the specific medication prescribed for a student;
 - (d) administer the correct dosage of medication;
 - (e) administer medication by the proper route;
 - (f) administer the medication according to generally accepted standards of practice; or
- (2) the administration of medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine or naloxone for the purpose of emergency first aid as set forth in Sections D and E below.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests that are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation, both prescription and non-prescription, including controlled drugs, as defined in Conn. Gen. Stat. Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the authorization by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378, Conn. Gen. Stat.

Occupational therapist means an occupational therapist employed full time by the Board and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraeducator~~Paraprofessional~~ means a health care aide or assistant or an instructional aide or assistant employed by the Board who meets the requirements of the Board for employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the Board and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapter 370 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School nurse means a nurse appointed in accordance with Conn. Gen. Stat. Section 10-212.

School nurse supervisor means the nurse designated by the Board as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Teacher means a person employed full time by the Board who has met the minimum standards as established by the Board for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

B. General Policies on Administration of Medications

- (1) Except as provided below in Sections D and E, no medication, including non-prescription drugs, may be administered by any school personnel without:

- (a) the written medication order of an authorized prescriber;
 - (b) the written authorization of the student's parent or guardian or eligible student; and
 - (c) the written permission of a parent for the exchange of information between the prescriber and the school nurse necessary to ensure safe administration of such medication.
- (2) Prescribed medications shall be administered to and taken by only the person for whom the prescription has been written.
- (3) Except as provided in Sections D and E, medications may be administered only by a licensed nurse or, in the absence of a licensed nurse, by:
- (a) a full-time principal, a full-time teacher, or a full-time licensed physical or occupational therapist employed by the school district. A full-time principal, teacher, licensed physical or occupational therapist employed by the school district may administer oral, topical, intranasal or inhalant medications. Such individuals may administer injectable medications only to a student with a medically diagnosed allergic condition that may require prompt treatment to protect the student against serious harm or death.
 - (b) students with chronic medical conditions who are able to possess, self-administer, or possess and self-administer medication, provided all of the following conditions are met:
 - (i) an authorized prescriber provides a written medication order, including the recommendation for possession, self-administration, or possession and self-administration;
 - (ii) there is a written authorization for possession, self-administration, or possession and self-administration from the student's parent or guardian or eligible student;
 - (iii) the school nurse has developed a plan for possession, self-administration, or possession and self-administration, and general supervision, and has documented the plan in the student's cumulative health record;
 - (iv) the school nurse has assessed the student's competency for self-administration and deemed it safe and appropriate, including that the student: is capable of identifying and selecting the appropriate medication by size, color, amount or other label identification; knows the frequency

and time of day for which the medication is ordered; can identify the presenting symptoms that require medication; administers the medication appropriately; maintains safe control of the medication at all times; seeks adult supervision whenever warranted; and cooperates with the established medication plan;

- (v) the principal, appropriate teachers, coaches and other appropriate school personnel are informed the student is possessing, self-administering, or possessing and self-administering prescribed medication;
 - (vi) such medication is transported to school and maintained under the student's control in accordance with this policy; and
 - (vii) controlled drugs, as defined in this policy, may not be possessed or self-administered by students, except in extraordinary situations, such as international field trips, with approval of the school nurse supervisor and the school medical advisor in advance and development of an appropriate plan.
- (c) a student diagnosed with asthma who is able to self-administer medication shall be permitted to retain possession of an asthmatic inhaler at all times while attending school, in order to provide for prompt treatment to protect such student against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of an inhaler by the student at all times in order to provide for prompt treatment in order to protect the student against serious harm or death and authorizing the student's self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of an inhaler by the student at all times in order to protect the student against serious harm or death and authorizing the student's self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's

competency to self-administer an inhaler for asthma in the school setting shall not be used to prevent a student from retaining and self-administering an inhaler for asthma. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from the student's parent or guardian or eligible student; and

- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (d) a student diagnosed with an allergic condition who is able to self-administer medication shall be permitted to retain possession of a cartridge injector at all times while attending school, in order to provide for prompt treatment to protect such student against serious harm or death, provided all of the following conditions are met:
- (i) an authorized prescriber provides a written order requiring the possession of a cartridge injector by the student at all times in order to provide for prompt treatment in order to protect the student against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written order is provided to the school nurse;
 - (ii) there is a written authorization from the student's parent or guardian regarding the possession of a cartridge injector by the student at all times in order to protect the student against serious harm or death and authorizing the student's possession, self-administration, or possession and self-administration of medication, and such written authorization is provided to the school nurse;
 - (iii) the conditions set forth in subsection (b) above have been met, except that the school nurse's review of a student's competency to self-administer cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering a cartridge injector for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written

authorization from the student's parent or guardian or eligible student; and

- (iv) the conditions for self-administration meet any regulations as may be imposed by the State Board of Education in consultation with the Commissioner of Public Health.
- (e) a student with a medically diagnosed life-threatening allergic condition may possess, self-administer, or possess and self-administer medication, including but not limited to medication administered with a cartridge injector, to protect the student against serious harm or death, provided the following conditions are met:
 - (i) the parent or guardian of the student has provided written authorization for the student to possess, self-administer, or possess and self-administer such medication; and
 - (ii) a qualified medical professional has provided a written order for the possession, self-administration, or possession and self-administration.
- (f) a coach of intramural or interscholastic athletic events or licensed athletic trainer who has been trained in the administration of medication, during intramural or interscholastic athletic events, may administer inhalant medications prescribed to treat respiratory conditions and/or medication administered with a cartridge injector for students with medically diagnosed allergic conditions which may require prompt treatment to protect the student against serious harm or death, provided all of the following conditions are met:
 - (i) the school nurse has determined that a self-administration plan is not viable;
 - (ii) the school nurse has provided to the coach a copy of the authorized prescriber's order and parental permission form;
 - (iii) the parent/guardian has provided the coach or licensed athletic trainer with the medication in accordance with Section K of this policy, and such medication is separate from the medication stored in the school health office for use during the school day; and

- (iv) the coach or licensed athletic trainer agrees to the administration of emergency medication and implements the emergency care plan, identified in Section H of this policy, when appropriate.
- (g) an identified school ~~paraeducator~~paraprofessional who has been trained in the administration of medication, provided medication is administered only to a specific student in order to protect that student from harm or death due to a medically diagnosed allergic condition, and the following additional conditions are met:
 - (i) there is written authorization from the student's parents/guardian to administer the medication in school;
 - (ii) medication is administered pursuant to the written order of (A) a physician licensed under chapter 370 of the Connecticut General Statutes, (B) an optometrist licensed to practice optometry under chapter 380 of the Connecticut General Statutes, (C) an advanced practice registered nurse licensed to prescribe in accordance with section 20-94a of the Connecticut General Statutes, or (D) a physician assistant licensed to prescribe in accordance with section 20-12d of the Connecticut General Statutes;
 - (iii) medication is administered only with approval by the school nurse and school medical advisor, if any, in conjunction with the school nurse supervisor and under the supervision of the school nurse;
 - (iv) the medication to be administered is limited to medications necessary for prompt treatment of an allergic reaction, including, but not limited to, a cartridge injector; and
 - (v) the ~~paraeducator~~paraprofessional shall have received proper training and supervision from the school nurse in accordance with this policy and state regulations.
- (h) a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school ~~paraeducator~~paraprofessional, provided medication is antiepileptic medication, including by rectal syringe, administered only to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan, and the following additional conditions are met:

- (i) there is written authorization from the student's parents/guardians to administer the medication;
 - (ii) a written order for such administration has been received from the student's physician licensed under Chapter 370 of the Connecticut General Statutes;
 - (iii) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional is selected by the school nurse and school medical advisor, if any, and voluntarily agrees to administer the medication;
 - (iv) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school paraprofessional annually completes the training program established by the Connecticut State Department of Education and the Association of School Nurses of Connecticut, and the school nurse and medical advisor, if any, have attested, in writing, that such training has been completed; and
 - (v) the principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the Board, coach or school ~~paraeducator~~paraprofessional receives monthly reviews by the school nurse to confirm competency to administer antiepileptic medication.
- (i) a director of a school readiness program or a before or after school program, or the director's designee, provided that the medication is administered:
 - (i) only to a student enrolled in such program; and
 - (ii) in accordance with Section L of this policy.
 - (j) a licensed practical nurse, after the school nurse has established the medication plan, provided that the licensed practical nurse may not train or delegate the administration of medication to another individual, and provided that the licensed practical nurse can demonstrate one of the following:
 - (i) training in administration of medications as part of their basic nursing program;

- (ii) successful completion of a pharmacology course and subsequent supervised experience; or
 - (iii) supervised experience in the administration of medication while employed in a health care facility.
- (4) Medications may also be administered by a parent or guardian to the parent or guardian's own child on school grounds.
- (5) Investigational drugs or research or study medications may be administered only by a licensed nurse. For FDA-approved medications being administered according to a study protocol, a copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

C. Diabetic Students

- (1) The Board permits blood glucose testing by students who have a written order from a physician or an advanced practice registered nurse stating the need and capability of such student to conduct self-testing, or the use of continuous blood glucose monitors (CGM) by students diagnosed with Type 1 diabetes, who have a written order from a physician or an advanced practice registered nurse.
- (2) The Board will not restrict the time or location of blood glucose testing by a student with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician or an advanced practice registered nurse stating that such student is capable of conducting self-testing on school grounds.
- (3) The Board will not require a student using a continuous glucose monitor approved by the Food and Drug Administration for use without finger stick verification to undergo finger stick verification of blood glucose readings from a continuous glucose monitor on a routine basis. Finger stick testing of a student using a continuous glucose monitor so approved by the Food and Drug Administration shall only be conducted: (1) as ordered by the student's physician or advanced practice provider; (2) if it appears that the continuous glucose monitor is malfunctioning; or (3) in an urgent medical situation.
- (4) The Board shall purchase or use existing equipment owned by the Board to monitor blood glucose alerts transmitted from continuous glucose monitors of students with Type 1 diabetes to dedicated receivers, smartphone/tablet applications, or other appropriate technology on such equipment.

- (5) In the absence or unavailability of the school nurse, select school employees may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death, under the following conditions:
- (a) The student’s parent or guardian has provided written authorization;
 - (b) A written order for such administration has been received from the student’s physician licensed under Chapter 370 of the Connecticut General Statutes;
 - (c) The school employee is selected by either the school nurse or principal and is a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school ~~pareaeducator~~paraprofessional;
 - (d) The school nurse shall provide general supervision to the selected school employee;
 - (e) The selected school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon;
 - (f) The school nurse and school medical advisor have attested in writing that the selected school employee completed the required training; and
 - (g) The selected school employee voluntarily agrees to serve as one who may administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death.

D. Epinephrine for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section D, “regular school hours” means the posted hours during which students are required to be in attendance at the individual school on any given day.
- (2) The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have prior written authorization of a parent or

guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

- (a) The school nurse, in consultation with the school nurse supervisor, shall determine the supply of epinephrine in cartridge injectors that shall be available in the individual school.
 - (b) In determining the appropriate supply of epinephrine in cartridge injectors, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
- (3) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school ~~paraeducator~~ ~~paraprofessional~~(s) to maintain and administer the epinephrine in cartridge injectors for the purpose of emergency first aid as described in Paragraph (2) above, in the absence of the school nurse.
- (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before conducting such administration, must annually complete the training made available by the Department of Education for the administration of epinephrine in cartridge injectors for the purpose of emergency first aid.
 - (c) The selected personnel must voluntarily agree to complete the training and administer epinephrine in cartridge injectors for the purpose of emergency first aid.
- (4) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (3) above shall be on the grounds of each school during regular school hours.
- (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.
 - (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall use an effective and

reasonable means of communication to notify one or more qualified school employees and other staff in the school that the selected and trained personnel identified in Paragraph (3) above shall be responsible for the emergency administration of epinephrine.

- (5) The administration of epinephrine pursuant to this section must be done in accordance with this policy, including but not limited to the requirements for documentation and record keeping, errors in medication, emergency medical procedures, and the handling, storage and disposal of medication, and the Regulations adopted by the Department of Education.
- (6) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such student pursuant to this section.
 - (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine.
 - (b) The Board shall annually notify parents or guardians of the need to provide such written notice.
- (7) Following the emergency administration of epinephrine by selected and trained personnel as identified in this section:
 - (a) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the epinephrine; and
 - (ii) The student's parent or guardian, by the school nurse or personnel who administered the epinephrine.

- (b) A medication administration record shall be:
- (i) Submitted to the school nurse by the personnel who administered the epinephrine as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student’s cumulative health record, in accordance with the Document and Record Keeping section of this policy.

~~*[Optional insert for boards of education wishing to make opioid antagonists (e.g., naloxone hydrochloride or “Narcan”) available in their schools. Naloxone is a controlled medication that is used as an emergency first aid measure in the event of an opioid overdose. Boards of education are not required to make opioid antagonists available in their schools, nor are they required to maintain a secure box or vending machine containing opioid antagonists on their premises (as outlined in subsections E(8) and E(9), below). However, Connecticut General Statutes § 10-212a authorizes school nurses or, in their absence, qualified school employees, to maintain and administer opioid antagonists, on an emergency basis, to students experiencing opioid-related drug overdoses without prior written authorization, provided certain requirements are met.]*~~

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~~*If a board of education chooses not to include Section E, all references to Sections E-M should be revised accordingly.*~~

ADMINISTERING MEDICATION TO PREVENT OPIOID OVERDOSE

Students

Administering Medication Opioid Overdose Prevention (Emergency Administration of Opioid Antagonist)

The Weston Board of Education (Board) is committed to enhancing the health and safety of individuals within the school environment. The District will identify specific locations for the storage of Naloxone and protocols for its administration in emergency situations to assist individuals suspected to be experiencing an opioid overdose during school hours.

E. Opioid Antagonists for Purposes of Emergency First Aid Without Prior Authorization

- (1) For purposes of this Section E, “regular school hours” means the posted hours during which students are required to be in attendance at the individual school on any given day. “Regular school hours” does not

include after-school events such as athletics or extracurricular activities that take place outside the posted hours.

- (2) For purposes of this section, an “opioid antagonist” means naloxone hydrochloride (e.g., Narcan) or any other similarly acting and equally safe drug that the FDA has approved for the treatment of a drug overdose.
- (3) In accordance with Connecticut law and this policy, a school nurse may maintain opioid antagonists for the purpose of administering emergency first aid to students who experience a known or suspected opioid overdose and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of such opioid antagonist.
 - (a) The school nurse, in consultation with the Board’s medical advisor, shall determine the supply of opioid antagonists that shall be maintained in the individual school.
 - (b) In determining the appropriate supply of opioid antagonists, the nurse may consider, among other things, the number of students regularly in the school building during the regular school day and the size of the physical building.
 - (c) The school nurse shall be responsible for the safe storage of opioid antagonists maintained in a school and shall ensure any supply of opioid antagonists maintained is stored in a secure manner, in accordance with the manufacturer’s instructions, and in a location where it can be obtained in a timely manner if administration is necessary.
 - (d) The school nurse shall be responsible for maintaining an inventory of opioid antagonists maintained in the school, tracking the date(s) of expiration of the supply of opioid antagonists maintained in a school, and, as appropriate, refreshing the supply of opioid antagonists maintained in the school.
- (4) The school nurse, in consultation with the Superintendent and the building principal, shall provide notice to parents and guardians of the Board’s policies and procedures regarding the emergency administration of opioid antagonists in the event of a known or suspected opioid overdose.
- (5) A school nurse shall be approved to administer opioid antagonists for the purpose of emergency first aid, as described in Paragraph (3) above, in the event of a known or suspected opioid overdose, in accordance with

this policy and provided that such nurse has completed a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.

- (6) The school nurse or school principal shall select principal(s), teacher(s), licensed athletic trainer(s), coach(es), school ~~pareducator~~paraprofessional(s), and/or licensed physical or occupational therapist(s) employed by the Board to maintain and administer the opioid antagonists for the purpose of emergency first aid as described in Paragraph (3) above, in the absence of the school nurse.
 - (a) More than one individual must be selected by the school nurse or school principal for such maintenance and administration in the absence of the school nurse.
 - (b) The selected personnel, before administering an opioid antagonist pursuant to this section, must complete a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.
 - (c) All school personnel shall be notified of the identity of qualified school employees authorized to administer an opioid antagonist in the absence of the school nurse.
- (7) Either the school nurse or, in the absence of the school nurse, at least one of the selected and trained personnel as described in Paragraph (6) above, shall be on the grounds of each school during regular school hours.
 - (a) The school principal, in consultation with the school nurse supervisor, shall determine the level of nursing services and number of selected and trained personnel necessary to ensure that a nurse or selected and trained personnel is present on the grounds of each school during regular school hours.

- (b) If the school nurse, or a substitute school nurse, is absent or must leave school grounds during regular school hours, the school nurse, school administrator or designee shall use an effective and reasonable means of communication to notify one or more qualified school employees and other staff in the school that the selected and trained personnel identified in Paragraph (6) above shall be responsible for the emergency administration of opioid antagonists.
- (c) If a Board employee becomes aware of a student experiencing a known or suspected opioid overdose on school grounds but outside of regular school hours and opioid antagonists and/or the school nurse or other qualified school employee is not available to administer opioid antagonists for the purpose of emergency first aid, the Board employee will call 9-1-1.

~~NOTE TO CLIENT: Even if the Board authorizes the use of opioid antagonists, as described above, the following sections E(8) and E(9) are OPTIONAL. If the board chooses not to adopt E(8) and E(9), then all references to E(10) E(13) should be renumbered accordingly.~~

- (8) The District may also maintain intranasally or orally administered opioid antagonists in a secure box, pursuant to an agreement with a prescriber or pharmacist that permits the District to install on the District's premises a secure box. For the purposes of this section, a "secure box" means a container that (A) is securely affixed in a public location, (B) can be accessed by individuals for public use, (C) is temperature controlled or stored in an environment with temperature controls, (D) is tamper-resistant, (E) is equipped with an alarm capable of detecting and transmitting a signal when accessed by individuals, and (F) is equipped with an alarm capable of alerting first responders when accessed by individuals, unless equipping the container with such an alarm is commercially impracticable. Such agreement shall address the environmental controls necessary to store such opioid antagonist, establish procedures for replenishment of such opioid antagonist, and establish a process for monitoring the expiration dates of such opioid antagonist and disposing of any expired opioid antagonist. The secure box shall not contain an opioid antagonist in an amount greater than the amount necessary to serve the community in which it is installed. The secure box may also contain an automatic external defibrillator or other products used to treat a medical emergency. The District shall post signage disclosing the presence of such opioid antagonists and usage directions for such opioid antagonist, in the language or languages spoken in the community in which the secure box is installed. If the District is unable to maintain the secure box, or the supplies necessary to

maintain the secure box are unavailable, the District shall remove such secure box, and all signs required under this policy concerning such secure box, as soon as practicable but in no event later than five days after the District discovers that it is unable to maintain such secure box or the supplies necessary to maintain such secure box.

- (9) The District may also maintain, pursuant to an agreement with a prescriber or pharmacist that permits the District to operate a vending machine for the distribution of intranasally administered opioid antagonists, a vending machine for such purposes. The vending machine shall either be kept at a location that maintains a temperature that is at all times consistent with the manufacturer's package insert or has the ability to maintain an environment, independent of the external environment, that is appropriate for the opioid antagonist, in accordance with manufacturer's package insert. The District shall display, clearly and conspicuously, on the outside of or adjacent to the vending machine or upon the distribution of the opioid antagonist:
 - (a) Information concerning the signs and symptoms of an overdose;
 - (b) Instructions for the use of the opioid antagonist;
 - (c) Information about the services that are offered in Connecticut to treat opioid use disorder; and
 - (d) an Internet web site address that contains, or a quick response (QR) code that directs an individual to an Internet web site that contains, information concerning the signs and symptoms of an overdose, overdose response and instructions for the use of the opioid antagonist.
- (10) The administration and storage of opioid antagonists pursuant to this policy must be effected in accordance with this policy and procedures regarding the acquisition, maintenance, and administration established by the Superintendent in consultation with the Board's medical advisor.
- (11) The parent or guardian of any student may submit, in writing, to the school nurse or school medical advisor, if any, that opioid antagonists shall not be administered to such student pursuant to this section.
 - (a) The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of opioid antagonists.

- (b) The Board shall annually notify parents or guardians of the need to provide such written notice of refusal.
- (12) Following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section:
 - (a) Immediately following the emergency administration of an opioid antagonist by a school nurse or selected and trained personnel as identified in this section, the person administering the opioid antagonist must call 911.
 - (b) Such emergency administration shall be reported immediately to:
 - (i) The school nurse or school medical advisor, if any, by the personnel who administered the opioid antagonist;
 - (ii) The Superintendent of Schools; and
 - (iii) The student's parent or guardian.
 - (c) A medication administration record shall be:
 - (i) Created by the school nurse or submitted to the school nurse by the personnel who administered the opioid antagonist, as soon as possible, but no later than the next school day; and
 - (ii) filed in or summarized on the student's cumulative health record, in accordance with Section F of this policy.
- (13) In the event that any provisions of this Section E conflict with regulations adopted by the Connecticut State Department of Education concerning the use, storage and administration of opioid antagonists in schools, the Department's regulations shall control.†

F. Documentation and Record Keeping

- (1) Each school or before or after school program and school readiness program where medications are administered shall maintain an individual medication administration record for each student who receives medication during school or program hours. This record shall include the following information:
 - (a) the name of the student;
 - (b) the student's state-assigned student identifier (SASID);

- (c) the name of the medication;
 - (d) the dosage of the medication;
 - (e) the route of the administration, (e.g., oral, topical, inhalant, etc.);
 - (f) the frequency of administration;
 - (g) the name of the authorized prescriber;
 - (h) the dates for initiating and terminating the administration of medication, including extended-year programs;
 - (i) the quantity received at school and verification by the adult delivering the medication of the quantity received;
 - (j) the date the medication is to be reordered (if any);
 - (k) any student allergies to food and/or medication(s);
 - (l) the date and time of each administration or omission, including the reason for any omission;
 - (m) the dose or amount of each medication administered;
 - (n) the full written or electronic legal signature of the nurse or other authorized school personnel administering the medication; and
 - (o) for controlled medications, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.
- (2) All records are either to be made in ink and shall not be altered, or recorded electronically in a record that cannot be altered.
- (3) Written orders of authorized prescribers, written authorizations of a parent or guardian, the written parental permission for the exchange of information by the prescriber and school nurse to ensure safe administration of such medication, and the completed medication administration record for each student shall be filed in the student's cumulative health record or, for before or after school programs and school readiness programs, in the student's program record.
- (4) Authorized prescribers may make verbal orders, including telephone orders, for a *change* in medication order. Such verbal orders may be received only by a school nurse and must be followed by a written order, which may be faxed, and must be received within three (3) school days.
- (5) Medication administration records will be made available to the Department of Education for review until destroyed pursuant to Section 11-8a and Section 10-212a(b) of the Connecticut General Statutes.
- (a) The completed medication administration record for non-controlled medications may, at the discretion of the school district, be destroyed in accordance with Section M8 of the Connecticut Record Retention Schedules for Municipalities upon receipt of a signed approval form (RC-075) from the Office of the

Public Records Administrator, so long as such record is superseded by a summary on the student health record.

- (b) The completed medication administration record for controlled medications shall be maintained in the same manner as the non-controlled medications. In addition, a separate medication administration record needs to be maintained in the school for three (3) years pursuant to Section 10-212a(b) of the Connecticut General Statutes.
- (6) Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the school and the following procedures shall be followed:
- (a) a medication administration record for each student shall be maintained in the athletic offices;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record.

G. Errors in Medication Administration

- (1) Whenever any error in medication administration occurs, the following procedures shall apply:
- (a) the person making the error in medication administration shall immediately implement the medication emergency procedures in this policy if necessary;
 - (b) the person making the error in medication administration shall in all cases immediately notify the school nurse, principal, school nurse supervisor, and authorized prescriber. The person making the error, in conjunction with the principal, shall also immediately notify the parent or guardian, advising of the nature of the error and all steps taken or being taken to rectify the error,

including contact with the authorized prescriber and/or any other medical action(s); and

- (c) the principal shall notify the Superintendent or the Superintendent's designee.
- (2) The school nurse, along with the person making the error, shall complete a report using the authorized medication error report form. The report shall include any corrective action taken.
- (3) Any error in the administration of medication shall be documented in the student's cumulative health record or, for before or after school programs and school readiness programs, in the student's program record.
- (4) These same procedures shall apply to coaches and licensed athletic trainers during intramural and interscholastic events, except that if the school nurse is not available, a report must be submitted by the coach or licensed athletic trainer to the school nurse the next school day.

H. Medication Emergency Procedures

- (1) Whenever a student has a life-threatening reaction to administration of a medication, resolution of the reaction to protect the student's health and safety shall be the foremost priority. The school nurse and the authorized prescriber shall be notified immediately, or as soon as possible in light of any emergency medical care that must be given to the student.
- (2) Emergency medical care to resolve a medication emergency includes but is not limited to the following, as appropriate under the circumstances:
 - (a) use of the 911 emergency response system;
 - (b) application by properly trained and/or certified personnel of appropriate emergency medical care techniques, such as cardio-pulmonary resuscitation;
 - (c) administration of emergency medication in accordance with this policy;
 - (d) contact with a poison control center; and
 - (e) transporting the student to the nearest available emergency medical care facility that is capable of responding to a medication emergency.
- (3) As soon as possible, in light of the circumstances, the principal shall be notified of the medication emergency. The principal shall immediately thereafter contact the Superintendent or the Superintendent's designee,

who shall thereafter notify the parent or guardian, advising of the existence and nature of the medication emergency and all steps taken or being taken to resolve the emergency and protect the health and safety of the student, including contact with the authorized prescriber and/or any other medical action(s) that are being or have been taken.

I. Supervision

- (1) The school nurse is responsible for general supervision of administration of medications in the school(s) to which that nurse is assigned.
- (2) The school nurse's duty of general supervision includes, but is not limited to, the following:
 - (a) availability on a regularly scheduled basis to:
 - (i) review orders or changes in orders and communicate these to personnel designated to give medication for appropriate follow-up;
 - (ii) set up a plan and schedule to ensure medications are given properly;
 - (iii) provide training to licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and interscholastic athletics, licensed athletic trainers and identified ~~paraeducators~~ ~~paraprofessionals~~ designated in accordance with Section B(3)(g), above, which training shall pertain to the administration of medications to students, and assess the competency of these individuals to administer medication;
 - (iv) support and assist other licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics, licensed athletic trainers and identified ~~paraeducators~~ ~~paraprofessionals~~ designated in accordance with Section B(3)(g), above, to prepare for and implement their responsibilities related to the administration of specific medications during school hours and during intramural and interscholastic athletics as provided by this policy;

- (v) provide appropriate follow-up to ensure the administration of medication plan results in desired student outcomes, including providing proper notification to appropriate employees or contractors regarding the contents of such medical plans; and
 - (vi) provide consultation by telephone or other means of telecommunications, which consultation may be provided by an authorized prescriber or other nurse in the absence of the school nurse.
- (b) In addition, the school nurse shall be responsible for:
- (i) implementing policies and procedures regarding the receipt, storage, and administration of medications;
 - (ii) reviewing, on a periodic basis, all documentation pertaining to the administration of medications for students;
 - (iii) performing observations of the competency of medication administration by full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified ~~paraeducators~~ ~~paraprofessionals~~ designated in accordance with Section B(3)(g), above, who have been newly trained to administer medications; and,
 - (iv) conducting periodic reviews, as needed, with licensed nursing personnel, full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified ~~paraeducators~~ ~~paraprofessionals~~ designated in accordance with Section B(3)(g), above, regarding the needs of any student receiving medication.

J. Training of School Personnel

- (1) Full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified

~~paraeducators~~~~paraprofessionals~~ designated in accordance with Section B(3)(g), above, who are designated to administer medications shall at least annually receive training in their safe administration, and only trained full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified ~~paraeducators~~~~paraprofessionals~~ designated in accordance with Section B(3)(g), above, shall be allowed to administer medications.

- (2) Training for full-time principals, full-time teachers, full-time licensed physical or occupational therapists employed by the school district, coaches of intramural and/or interscholastic athletics and licensed athletic trainers in accordance with Section B(3)(f), above, and identified ~~paraeducators~~~~paraprofessionals~~ designated in accordance with Section B(3)(g), above, shall include, but is not necessarily limited to, the following:
 - (a) the general principles of safe administration of medication;
 - (b) the procedures for administration of medications, including the safe handling and storage of medications, and the required record-keeping; and
 - (c) specific information related to each student's medication plan, including the name and generic name of the medication, indications for medication dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed doses of the medication, and when to implement emergency interventions.
- (3) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s) employed by the Board, coach(es) and/or school ~~paraeducators~~~~paraprofessional~~(s) who administer epinephrine as emergency first aid, pursuant to Section D above, shall annually complete the training program developed by the Departments of Education and Public Health and training in cardiopulmonary resuscitation and first aid.

~~*Local and regional boards of education that include Section E, above, should also include the following language.*~~

- (4) The principal(s), teacher(s), licensed athletic trainer(s), licensed physical or occupational therapist(s), coach(es) and/or school ~~paraeducator~~~~paraprofessional~~(s) who administer opioid antagonists as emergency first aid, pursuant to Section E above, shall annually

complete a training program in the distribution and administration of an opioid antagonist (1) developed by the State Department of Education, Department of Consumer Protection, and Department of Public Health, or (2) under a local agreement, entered into by the Board on July 1, 2022 or thereafter, with a prescriber or pharmacist for the administration of opioid antagonists for the purpose of emergency first aid, which training shall also address the Board's opioid antagonist storage, handling, labeling, recalls, and record keeping.

- (5) The Board shall maintain documentation of medication administration training as follows:
- (a) dates of general and student-specific trainings;
 - (b) content of the trainings;
 - (c) individuals who have successfully completed general and student-specific administration of medication training for the current school year; and
 - (d) names and credentials of the nurse or school medical advisor, if any, trainer or trainers.
- (6) Licensed practical nurses may not conduct training in the administration of medication to another individual.

~~Local and regional boards of education that employ their own bus drivers should include the following language.~~

~~(7) Bus Drivers.~~

~~(a) Not later than June 30, 2019, the Board shall provide training to all of its school bus drivers, which training may be completed using an online module, on topics including, but not limited to, the following:~~

~~(i) the identification of the signs and symptoms of anaphylaxis;~~

~~(ii) the administration of epinephrine by a cartridge injector;~~

~~(iii) the notification of emergency personnel; and~~

~~(iv) the reporting of an incident involving a student and a life-threatening allergic reaction.~~

~~(b) On and after July 1, 2019, the Board shall provide the training described in subsections J(6)(a), above as follows:~~

~~¶
(i) In the case of a school bus driver who is employed by the Board, such training shall be provided to such school bus driver following the issuance or renewal of a public passenger endorsement to operate a school bus pursuant to Conn. Gen. Stat. 14-44(a), to such school bus driver; and~~

~~(ii) In the case of a school bus driver who is not employed by the Board at the time when such endorsement is issued or renewed to such school bus driver, upon the hiring of such school bus driver by the Board, except the Board is not required to provide such training to any school bus driver who has previously received such training following the most recent issuance or renewal of such endorsement to such school bus driver.¶~~

~~¶
(c) In the event that the Board employs school bus drivers, the Board will comply with all documentation and record-keeping requirements required by law.]~~

K. Handling, Storage and Disposal of Medications

- (1) All medications, except those approved for transporting by students for self-medication, those administered by coaches of intramural or interscholastic athletics or licensed athletic trainers in accordance with Section B(3)(f) above, and epinephrine ~~[if applicable: or naloxone]~~ to be used for emergency first aid in accordance with Sections D ~~[if applicable: and E]~~ above, must be delivered by the parent, guardian, or other responsible adult to the nurse assigned to the student's school or, in the absence of such nurse, the school principal who has been trained in the appropriate administration of medication. Medications administered by coaches of intramural or interscholastic athletics or licensed athletic trainers must be delivered by the parent or guardian directly to the coach or licensed athletic trainer in accordance with Section B(3)(f) above.
- (2) The nurse shall examine on-site any new medication, medication order and the required authorization to administer form, and, except for epinephrine and naloxone to be used as emergency first aid in accordance with Sections D ~~[if applicable: and E]~~ above, shall develop a medication administration plan for the student before any medication is given to the student by any school personnel. No medication shall be stored at a school without a current written order from an authorized prescriber.
- (3) The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication, except for epinephrine ~~[if applicable: and naloxone]~~ intended for

emergency first aid in accordance with Sections D ~~if applicable:~~ and E/ above.

- (4) Emergency Medications
 - (a) Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse or, in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication.
 - (b) Emergency medication shall be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.
- (5) All medications, except those approved for keeping by students for self-medication, shall be kept in a designated and locked location used exclusively for the storage of medication. Controlled substances shall be stored separately from other drugs and substances in a separate, secure, substantially constructed, locked metal or wood cabinet.
- (6) Access to stored medications shall be limited to persons authorized to administer medications. Each school or before or after school program and school readiness program shall maintain a current list of such authorized persons.
- (7) All medications, prescription and non-prescription, shall be delivered and stored in their original containers and in such a manner that renders them safe and effective.
- (8) At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before or after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and, if necessary, the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- (9) Medications that must be refrigerated shall be stored in a refrigerator at no less than 36 degrees Fahrenheit and no more than 46 degrees Fahrenheit. The refrigerator must be located in the health office that is maintained for health services with limited access. Non-controlled medications may be stored directly on the refrigerator shelf with no

further protection needed. Controlled medication shall be stored in a locked box that is affixed to the refrigerator shelf.

- (10) All unused, discontinued or obsolete medications shall be removed from storage areas and either returned to the parent or guardian or, if the medication cannot be returned to the parent or guardian, the medication shall be destroyed in collaboration with the school nurse:
 - (a) non-controlled drugs shall be destroyed in the presence of at least one witness;
 - (b) controlled drugs shall be destroyed in pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies; and
 - (c) accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue, and jointly documented on the student medication administration record and on a medication error form pursuant to Section 10-212a(b) of the Connecticut General Statutes. If no residue is present, notification must be made to the Department of Consumer Protection pursuant to Section 21a-262-3 of the Regulations of Connecticut State Agencies.

- (11) Medications to be administered by coaches of intramural or interscholastic athletic events or licensed athletic trainers shall be stored:
 - (a) in containers for the exclusive use of holding medications;
 - (b) in locations that preserve the integrity of the medication;
 - (c) under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and
 - (d) in a locked secured cabinet when not under the general supervision of the coach or licensed athletic trainer during intramural or interscholastic athletic events.

- (12) In no event shall a school store more than a three (3) month supply of a medication for a student.

L. School Readiness Programs and Before or After School Programs

- (1) As determined by the school medical advisor, if any, and school nurse supervisor, the following procedures shall apply to the administration of medication during school readiness programs and before or after school

programs run by the Board, which are exempt from licensure by the Office of Early Childhood:

- (a) Administration of medication at these programs shall be provided only when it is medically necessary for participants to access the program and maintain their health status while attending the program.
- (b) Except as provided by Sections D ~~if applicable:~~ and E above, no medication shall be administered in these programs without:
 - (i) the written order of an authorized prescriber; and
 - (ii) the written authorization of a parent or guardian or an eligible student.
- (c) A school nurse shall provide consultation to the program director, lead teacher or school administrator who has been trained in the administration of medication regarding the safe administration of medication within these programs. The school medical advisor and school nurse supervisor shall determine whether, based on the population of the school readiness program and/or before or after school program, additional nursing services are required for these programs.
- (d) Only school nurses, directors or directors' designees, lead teachers or school administrators who have been properly trained may administer medications to students as delegated by the school nurse or other registered nurse. Properly trained directors or directors' designees, lead teachers or school administrators may administer oral, topical, intranasal or inhalant medications. Investigational drugs or research or study medications may not be administered in these programs.
- (e) Students attending these programs may be permitted to self-medicate only in accordance with the provisions of Section B(3) of this policy. In such a case, the school nurse must provide the program director, lead teacher or school administrator running the program with the medication order and parent permission for self-administration.
- (f) In the absence of the school nurse during program administration, the program director, lead teacher or school administrator is responsible for decision-making regarding medication administration.

- (g) Cartridge injector medications may be administered by a director, lead teacher or school administrator only to a student with a medically-diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- (2) Local poison control center information shall be readily available at these programs.
- (3) Procedures for medication emergencies or medication errors, as outlined in this policy, must be followed, except that in the event of a medication error a report must be submitted by the program director, lead teacher or school administrator to the school nurse the next school day.
- (4) Training for directors or directors' designees, lead teachers or school administrators in the administration of medication shall be provided in accordance with Section J of this policy.
- (5) All medications must be handled and stored in accordance with Section K of this policy. Where possible, a separate supply of medication shall be stored at the site of the before or after or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- (6) Documentation of any administration of medication shall be completed on forms provided by the school and the following procedures shall be followed:
 - (a) a medication administration record for each student shall be maintained by the program;
 - (b) administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time, but no later than the next school day;
 - (c) all instances of medication administration, except for the administration of cartridge injector medication, shall be reported to the school nurse at least monthly, or as frequently as required by the individual student plan; and
 - (d) the administration of medication record must be submitted to the school nurse at the end of each school year and filed in the student's cumulative health record.

- (7) The procedures for the administration of medication at school readiness programs and before or after school programs shall be reviewed annually by the school medical advisor, if any, and school nurse supervisor.

M. Review and Revision of Policy

In accordance with the provisions of Conn. Gen. Stat. Section 10-212a(a)(2) and Section 10-212a-2 of the Regulations of Connecticut State Agencies, the Board shall review this policy periodically, and at least biennially, with the advice and approval of the school medical advisor, if any, or other qualified licensed physician, and the school nurse supervisor. Any proposed revisions to the policy must be made with the advice and approval of the school medical advisor, school nurse supervisor or other qualified licensed physician.

Legal References:

Connecticut General Statutes:

Public Act No. 23-52, “An Act Concerning The Department of Consumer Protections Recommendations Regarding Prescription Drug Regulation”
Section 10-206
Section 10-212
Section 10-212a
Section 10-212c
Section 10-220j
Section 14-276b
Section 19a-900
Section 21a-240
Section 21a-286
Section 52-557b

Regulations of Conn. State Agencies:

Sections 10-212a-1 through 10-212a-10, inclusive

Memorandum of Decision, In Re: Declaratory Ruling/Delegation by Licensed Nurses to Unlicensed Assistive Personnel, Connecticut State Board of Examiners for Nursing (April 5, 1995)

Storage and Administration of Opioid Antagonists in Schools: Guidelines for Local and Regional Boards of Education, Connecticut State Department of Education (October 1, 2022)

ADOPTED: _____

REVISED: _____

9/27/2023



~~[NOTE: This form makes reference to a school medical advisor. If your district does not, and is not required to, have a medical advisor, all references to such should be deleted before providing this form to parents.]~~

[Board of Education/School Letterhead]
REFUSAL TO PERMIT ADMINISTRATION
OF EPINEPHRINE FOR EMERGENCY FIRST AID

Name of Student: _____ Date of Birth: _____

Address of Student:

Name of Parent(s): _____

Address of Parent(s): _____
(if different from child)

Connecticut law requires the school nurse and other qualified school personnel in all public schools to maintain epinephrine in cartridge injectors (EpiPens) for the purpose of administering emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. State law permits the parent or guardian of a student to submit a written directive to the **school nurse or school medical advisor** that epinephrine shall not be administered to such student in emergency situations. **This form is provided for those parents who refuse to have epinephrine administered to their child.** The refusal is valid for only for the 20__-20__ school year.

I, _____, the parent/guardian of _____,
Print name of parent/guardian Print name of student

refuse to permit the administration of epinephrine to the above named student for purposes of emergency first aid in the case of an allergic reaction.

Signature of Parent/Guardian

Date

Please return the completed original form to your child's school nurse. ~~or school medical advisor,~~
~~_____ [Insert name of medical advisor] at~~

~~_____ [Insert address of medical~~
~~advisor].~~

9/27/2023



~~[NOTE: This form makes reference to a school medical advisor. If your district does not, and is not required to, have a medical advisor, all references to such should be deleted before providing this form to parents.]~~

[Board of Education/School Letterhead]
REFUSAL TO PERMIT ADMINISTRATION
OF OPIOID ANTAGONISTS FOR EMERGENCY FIRST AID

Name of Student: _____ Date of Birth: _____

Address of Student:

Name of Parent(s): _____

Address of Parent(s): _____
(if different from child)

Connecticut law authorizes the school nurse and other qualified school personnel in all public schools to maintain opioid antagonists (Narcan) for the purpose of administering emergency first aid to students who experience an opioid-related drug overdose and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of opioid antagonists. State law permits the parent or guardian of a student to submit a written directive to the **school nurse or school medical advisor** that opioid antagonists shall not be administered to such student in emergency situations. **This form is provided for those parents who refuse to have opioid antagonists administered to their child.** The refusal is valid for only for the 20__-20__ school year.

I, _____, the parent/guardian of _____,
Print name of parent/guardian Print name of student

refuse to permit the administration of opioid antagonists to the above named student for purposes of emergency first aid in the case of an opioid-related drug overdose.

Signature of Parent/Guardian

Date

Please return the completed original form to your child's school nurse ~~or school medical advisor,~~
~~_____ [Insert name of medical advisor] at~~

~~_____ [Insert address of medical~~
~~advisor].~~

9/27/2023

Instruction Equipment, Books, and Materials

The Weston Public Schools selects instructional materials which include instructional texts and educational materials to implement, enrich, and support the educational program for all students and the curricular and instructional needs of teachers. Selected instructional texts and educational materials will serve both the curriculum and the needs and interests of individual students. The district is committed to providing for a wide range of abilities and representing diverse viewpoints and cultures appropriate to and representative of student populations within and outside of the Weston community.

The Board of Education recognizes ~~that appropriate texts, library reference facilities, maps and globes, laboratory equipment, audiovisual equipment, art supplies, athletic equipment, current periodicals, tests and questionnaires, and similar materials are the tools of the teaching profession~~ instructional texts and educational materials as necessary to implement, enrich and support the overall educational program for all students and teachers within the Weston Public Schools. ~~The teaching staff will serve on curriculum committees and consult with the administration for the purpose of recommending improvements in curriculum and materials.~~ The Board of Education delegates authority for the recommendation and selection of instructional materials which include instructional texts and educational materials through the Superintendent of Schools in consultation with the Assistant Superintendent and the district curriculum committee which includes teaching staff and library media specialists as applicable. Instructional texts and educational materials include print and non-print resources and are explained below.

Instructional Texts

These materials are tied to and embedded in the Weston Public Schools adopted and written curriculum which all students engage with and learn from. Materials may include textbooks, novels, periodicals, printed and electronic materials, graphic materials and charts, maps, reference tools, and other instructional materials and resources.

Educational Materials

These materials are ancillary and supplemental to the Weston Public Schools adopted and written curriculum and are meant to enrich and enhance the educational program for Weston students but are not required resources for all students to engage with and learn from. Materials may include trade books, periodical publications, supplemental print and online materials, videos or other media, classroom libraries, library media center collections, and other educational materials and resources.

The Board of Education believes that at all times the schools should be as well equipped and maintained as may be possible within existing financial limitations.

~~An effort shall be made to ensure that comparable materials are available to all students throughout the school system.~~

The disposition of old and obsolete instructional texts and educational materials textbooks shall be accomplished under the direction of the Superintendent of Schools in accordance with state and district regulations.

(cf. 3260 - Sales & Disposal of Equipment, Books & Supplies

Legal Reference: Connecticut General Statutes
10-228 Free textbooks, supplies, materials and equipment
10-229 Change of textbooks

Policy adopted: March 5, 1991
March, 2024

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Instruction

Equipment, Books. Materials: Provision/Selection

It is the policy of the Board of Education to provide **instructional texts, and** educational materials, and equipment that support and enrich the curriculum ~~and~~ further the achievement of the district's instructional goals, **and support the interests and needs of students.**

The review and selection of ~~basic textbooks~~ **instructional texts** (the book or set of instructional **texts materials** that serve as the foundation for more than fifty percent of the course content shall be considered **the instructional texts**) ~~the basic textbook, referred to simply as "textbooks")~~ will be carried on continuously in order to keep up with the great expansion of knowledge and the rapid changes going on in our world today.

Administrators, librarians, and teachers are responsible for the selection of appropriate educational material in accordance with the guidelines as set forth in the WPS Board of Education Policy 6161.

~~Where applicable, all textbooks should present balanced views concerning the international, national and local issues and problems of the past, present and future. Textbooks should:~~ **In addition to the general policy guidelines, the following specific criteria are set forth for greater clarification. Textbooks Instructional texts and educational materials should be considered on the basis of:**

- ~~(1) Provide materials to stimulate growth in factual knowledge, literacy appreciation, aesthetic and ethical values.~~
1. Providing **high-quality, age-appropriate** materials that will help students develop ~~abilities in critical reading and thinking~~ **critical thinking and highly effective communication skills.**
2. Providing materials that will develop and foster an appreciation of cultural diversity and **inclusivity and development** in the United States and throughout the world.
3. **Provide materials that contribute to the breadth of diverse viewpoints.**
4. Providing all students an ~~effective basic~~ education that does not discriminate on the basis of race, age, color, religion, national origin, sex, **gender, gender identity**, or disabilities.
- ~~(5) Allow sufficient flexibility for meeting the special needs of individual students and groups of students.~~
5. **Selecting materials on the basis of, but not limited to –**
 - a. **pertinence to the curriculum and the objectives of the instructional program**
 - b. **accuracy and quality of content**
 - c. **cost-effectiveness in terms of use**

Material selection is more than a process of material acquisition: it involves a process of continuous review of instructional texts and instructional materials. Administrators and teachers will regularly review procedures to ensure the currency and adequacy of their materials collections.

The administration will develop and review administrative **guidelines rules**, outlining a procedure to select **instructional texts and educational materials textbooks** which meet the above criteria. This process will include:

1. Analysis, evaluation, and recommendation by professional staff and

2. The opportunity for interested citizens in the district to review recommendations **related to instructional texts** ~~textbooks~~ through the Board of Education's Curriculum Subcommittee.

The Board of Education will make the final **instructional texts** ~~textbook~~ selection decision **as recommended by the Superintendent of Schools as set forth in the WPS Board of Education Policy 6161.**

~~The Board of Education shall not change any textbooks used in the public schools except by a two-thirds vote of all the members of the Board. Notice of such intended change shall be given at a meeting of the Board held at least one week prior to the vote on the change.~~ **Consistent with applicable law, the WPS Board of Education retains authority to change instructional texts and shall not change any instructional texts used in the Weston Public Schools except by a two-thirds vote of all the members of the Board. Notice of any such intended change must have been previously given at a meeting of the Board held at least one week previous to the vote upon such change. If the Board does change its instructional texts pursuant to this section, the Board may donate the used instructional texts to another board of education. The Board recognizes that any Board action regarding instructional texts would occur only in extraordinary circumstances in which the Board, in consultation with the Superintendent and the Assistant Superintendent, determines that Board action is necessary or appropriate.**

(cf. 1220 - Citizens' Advisory Committees)
(cf. 1312 - Public Complaints)
(cf. 5145.2 – Freedom of Speech/Expression)
(cf. 6144 - Controversial Issues)

Legal Reference: Connecticut General Statutes
10-221 Boards of Education to prescribe rules
10-228 Free textbooks, supplies, materials and equipment
10-229 Change of textbooks
President's Council, District 25 v. Community School Board lb. 25. 457 F.2d. 289
1972), cert. denied. 409 U.S. 998 N::w. 1972

Minarcini v. Strongsville City School District, 541 F.2d. 577 (6th Cir. 1976)

Island Trees Union Free School District Board of Education v Pico, 457 US
53(1982)

Academic Freedom Policy (adopted by Connecticut State Board of Education,
9/9/81)

Regulation approved: March 5, 1991
March, 2024

WESTON PUBLIC SCHOOLS
Weston, Connecticut

Appendix A

WPS Request for Evaluation of Instructional Materials (R 1312)

The Weston Board of Education has delegated the responsibility for the selection of instructional materials which include instructional texts and educational materials to the Superintendent of Schools in consultation with the Assistant Superintendent and the district curriculum committee which includes teaching staff and library media specialists as applicable and has established evaluation procedures to address concerns about those resources in [P/R 1312](#). Completion of this form is required as outlined in those procedures.

To request an evaluation of instructional materials, complete the following form in its entirety and submit to the Superintendent of Schools through email.

Date	
Full Name	
Home Address	
Phone	
Email	
Are you an employee of WPS?	
Do you have a child/ children enrolled in WPS?	
Title of the instructional text or educational materials being evaluated <i>(Be specific and include a link to the resource if possible.)</i>	
Author and/or publisher of material <i>(if known)</i>	
Type of material being evaluated? <i>(book, movie, digital resource, etc.)</i>	
Class or grade level for intended use	
List all teachers/ administrators that you have spoken with about the material	

Describe your objection to the material. Be specific. Cite words, pages, and the nature of the content.	
Describe the nature of your objection to the material.	
What is your desired resolution?	
The complainant's signature signifies that he/she/they has read or otherwise viewed the material in full under evaluation.	
_____ Signature of Complainant	_____ Date

Appendix B
WPS Request for Evaluation of Instructional Materials (R 1312)
Instructional Materials Review Committee Report

Ad Hoc Committee Members: (List names and titles)

•

Information received from the complainant(s):

[insert the information submitted from Appendix A, WPS Request for Evaluation of Instructional Materials (R 1312)]

Research/findings:

Consider the specific criteria from Policy and Regulation 6161

Instructional texts and educational materials should be considered on the basis of:

1. Providing high-quality, age-appropriate materials that will help students develop critical thinking and highly effective communication skills.
2. Providing materials that will develop and foster an appreciation of cultural diversity and inclusivity in the United States and throughout the world.
3. Provide materials that contribute to the breadth of diverse viewpoints.
4. Providing all students an education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender, gender identity, or disabilities.
5. Selecting materials on the basis of, but not limited to –
 - a. pertinence to the curriculum and the objectives of the instructional program
 - b. accuracy and quality of content
 - c. cost-effectiveness in terms of use

Committee Recommendation(s):

Recommendation

Justification

Date Submitted to the Superintendent for Review: _____

WESTON PUBLIC SCHOOLS

NEXT LEVEL OF WORK
EDUCATIONAL SPACES & STUDENT CENTERED
DESIGNS

Board of Education Meeting
April 8, 2024



SCHOOL DESIGN

Sustainability
Environmental Stewardship
Outdoor Learning
Natural Surroundings
Net Zero Waste

Shared Ownership of Space
Welcoming & Joyful
Sense of Community
Cohesion
Multi-use Learning Spaces
Hallways, Classrooms,
Library, Cafeteria, Gym
Community Spaces

Multifaceted Safety Approach
Physical Social
Emotional
Health & Wellbeing
Restorative Spaces

Beauty & Calm
Natural Light
Acoustics
Textured Materials
Color Palettes
Air Quality
Quiet Systems

Student Centered
Align with UDL
Flexible Learning Space
Variety of Furniture
Equitable & Interactive
Technology
Student Agency

NEXT STEPS: FACULTY & ADMINISTRATION

- Analyze existing spaces- School Walkthrough Teams
- Continue PD on Universal Design for Learning
- Develop a solid understanding of how to align space w/ UDL
- Review existing studies through the lens of student centric and salutogenic designs
- Share a vision for excellence. Embrace mindset of creating purposeful internal and external campus design
- Recommend number of schools and grade configurations
- Begin to plan for WMS Project

NEXT STEPS: EOC & BOE

- Explore Options
- Collaborate with the Town of Weston (BOS/BOF/Building Committee)
- Develop Ed Specs
- Apply for state funding
- Hold a referendum

Evolving Considerations / Baseline Concepts for State Grant Application Process

4 Building Campus Expanded HES complex, WIS, New WMS + Admin complex, WHS wing

Re-imagined Instruction
STEM driven derived from focus on Green Teams / Energy Efficiency
The building teaches the students for Vocational Training – Experiential learning
Smart and Connected Sensors, Monitoring, and Data Analytics Control Center
Civics, Energy, and the Green Team Economy / Environmental Law / Corporate Skills

Re-configured Sports and Exercise Access
Hydro Powered Aquatic / Athletic Training / Ice Rink Center
SPED Adaptive Movement Area

Re-vamped Performing Arts
Centralized modern Auditorium
Modern rehearsal and new artisan space for Fine Arts

Re-establish the Administration in dedicated part of WMS + Admin complex
IT / Cyber Secure / CAD – 3D Modeling – AI Lab Capable
Conference Center with modern Broadcast capabilities
Security Sub station (bookending the campus with the Police Station)

Re-organized Logistics
Electric Bus parking and charging away from Rt 53 to near Old Hyde Road
New Parking, traffic patterns, and controlled public access portals

Re-emphasis on Idyllic surroundings – Expanded HES complex / Greenfields
Outdoor Learning and Parking with Solar Panel Canopies
Pollinator Zones
Natural and secure playgrounds
Removal of unsightly structures → Bus Depot becomes part of expanded HES complex
Trailers removed →
BOE building becomes Shared Senior and Teen Clubhouse
Tennis and Pickleball courts w/o wetlands restrictions

Re-prioritized
Operating budgets
Staffing needs / changes
Administration / Organization
Maintenance Op Ex
Security Requirements
Legal / Policy / Insurance
12 – month campus calendar
Traffic Flows

Re-assessed metrics
Portrait of a Graduate
Certifications
Niche Rankings
DRG and State Rankings
Test Scores
Science Fair Participation
Enrollment implications
Revenue generation
Weston residents' Quality of Life

Re-ach out to community
Senior Center → Clubhouse
Senior Center becomes K-2 Science
LaChat Environmental Center
Sustainable Weston
PTO / Parental Involvement
National Green Schools network
Future ready implementations
Ambassadors

Planning / Execution

Deeper dives into Tecton assessments
Architects to modify HES conventional space
Architects to plan the new WMS complex
21st Century Healthy **Energy Efficient** Buildings
Outdoor learning / safe zones
Revenue Generation Opportunities

“Owners Reps” Project Management
Seek out and secure novel external funding mechanisms – IRA Refunds
Leveraging State of CT Resources
Industry partnerships / Opex savings

Apply Edspace insights
Seek out third party curriculum experts
Insert Green School's sustainability themes
Vocational Training
Incorporate ideas from exemplary schools

Utilize IDEO for:
Stakeholder Management
Internal and External Alliances
Transparency with community

Tri Board alignment for Integration
Distill and communicate success criteria
Requires FY 25 budget supplemental



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SUMMARY PRESENTATION FOR

WESTON MIDDLE SCHOOL

for

Educational Optimization Committee

March 15, 2024

- 1 Where We Were** *(Existing Conditions Summary)*
- 2 Project Understanding** *(Goals, Project Stats, Capacity Summary)*
- 3 Options Planning**
- 4 Schedule**

Vintage Plan Diagram ~ Weston Middle School



Code compliance alterations 1989

2010 Learning Commons Upgrades (14 Yrs. Old)

2010 Window Replacement, isolated roof repairs (14 Yrs. Old)

1996 Classroom Modifications (28 Yrs. Old)

1970/71 Additions and Renovations (54/53 Yrs. Old)

2014 IT/Tech Lab Upgrades (10 Yrs. Old)

1993 Roof Replacement (31 Yrs. Old, .045 Mil)

1959/60 Original Building (65/64 Yrs. Old)



Note: Diagrams based upon information provided by the Town of Weston and WPS

As presented 11.17.2021, dates updated 3.11.2024

Slide content
from 2021



Weston Middle School ~ 135 School Road

Building Area/Site	161,111 sf / Shared Campus
Age/Construction	1960(64), 1971(53), 1996(28), 2010(14)

Summary Comments

Exterior Envelope ~ Roof and windows replaced & in good/fair condition overall, wood soffit has decay and insect concern, masonry in fair/good condition – repointing/caulking plan req.

Interior ~ Several modifications and improvement (learning commons, project lead the way), block wall cracks @ “new” gym, sag to ceiling tile representative of humidity concerns. Remaining original portions (1960/71) in fair to poor condition, past useful life (millwork, finishes, equipment).

Fire Protection ~ None.

Plumbing ~ Limited number of fixtures in classrooms, some not functioning due to sanitary line issues, original distribution piping

HVAC ~ Humidity control concerns throughout building, no AC in Gym or Café space, combination of pneumatic and electronic controls, majority of systems past useful life.

Electrical ~ Mostly fluorescent lighting, LED replacement program, original electrical distribution with limited expansion

Fire Alarm ~ Panel failing, frequent false/problem alarms



Conditions Summary ~ Weston Middle School



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Slide content
from 2022



New as of 7.14.2022

Conditions Analysis ~ Summary of WMS Facility Needs



Slide content
from 2022

Code Violations at WMS:

- Currently lacking "area of rescue" signage and two-way communication system at stair across from new Gym
- Currently lacking sufficient emergency lighting to meet code
- There is no second means of egress to exterior, or from courtyards
- Building is not fully protected by an automatic sprinkler system
- Failure at fire alarm panel – frequent false/problem alarms
- Corridors lack proper levels of ventilation per code
- There is no accessibility to stage or fitness
- Toilet rooms do not have an ADA accessible stall, toilet grab bars are not installed, code-required call for aid system is not installed
- Due to size, restrooms do not meet accessibility requirements
- Existing sinks as well as some drinking fountains do not meet accessibility requirements
- Plumbing in classrooms are not functioning due to sanitary line issues – original distribution piping past useful life
- Insufficient emergency lighting in courtyards to meet code, exit signage missing in three assembly spaces and in rooms over 1,000 SF
- Door thresholds/concrete pads have more than ½" transition to grade
- Door clearances and corridor widths do not meet code requirements
- Cabinetry/millwork not installed at the proper height

Combined data from the 2017 Silver/Petrucci Report and the 2021 Tecton Existing Conditions Assessment

Needed Repairs at WMS:

- MEP/FP systems comprehensively require attention (boilers, pumps, air handlers, exhaust fans, chilled water system, fire protection)
- Replace 1970's boiler room equipment in its entirety
- Replace 1960's and 1970's AHUs serving classrooms
- Replace the AHUs serving the Gymnasiums and Cafeteria
- Replace unit ventilators and add air conditioning
- Add air conditioning to 1960's classrooms, Cafeteria & Gym
- Replace underground fuel oil tank (scheduled in 2020)
- Exterior brick is spalling, requires repointing, visible efflorescence and peeling paint
- Foundation parge coating is peeling
- Wood soffit decay and insect concerns
- Parking surface is cracking, failure at bituminous curbs
- Exterior stairways limit accessible access to main office - install a ramp
- Roof is at the end of its useful life (scheduled in 2020)
- Building contains areas of 9x9 tile, possible asbestos-containing materials
- Block wall in new Gym is cracking
- Ceilings are old, dated, sagging – end of useful life, humidity concerns
- Lockers are at the end of their useful life
- Replace obsolete pneumatic controls
- Replace all light fixtures with LED

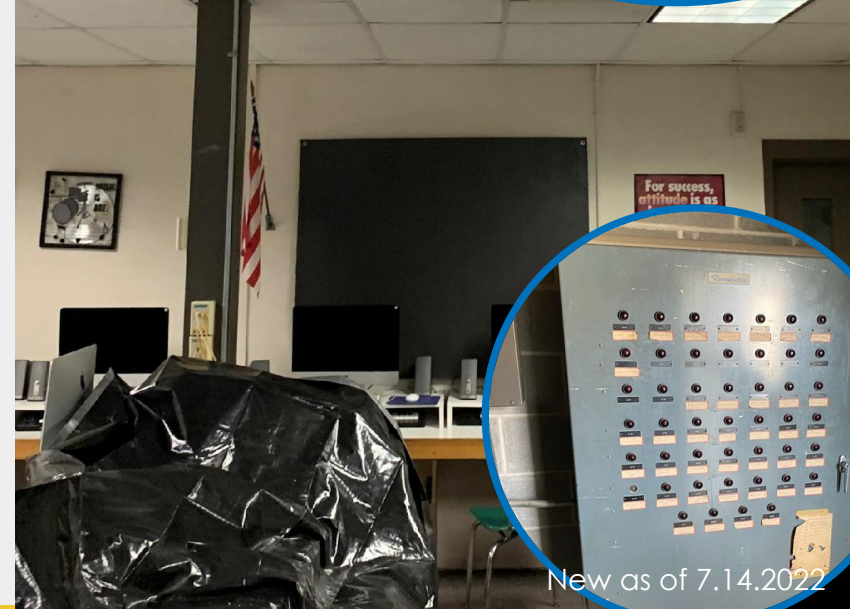
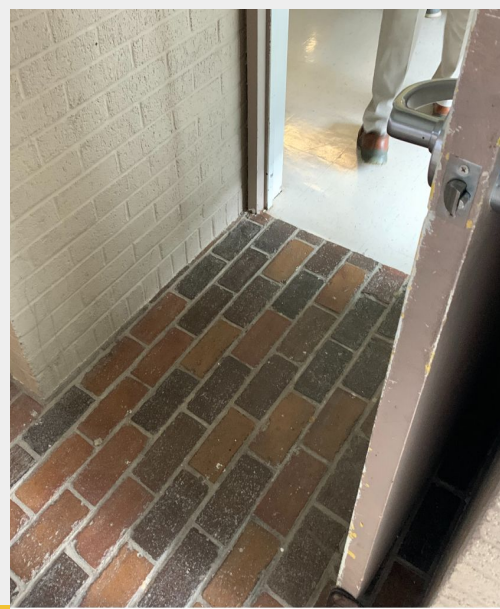
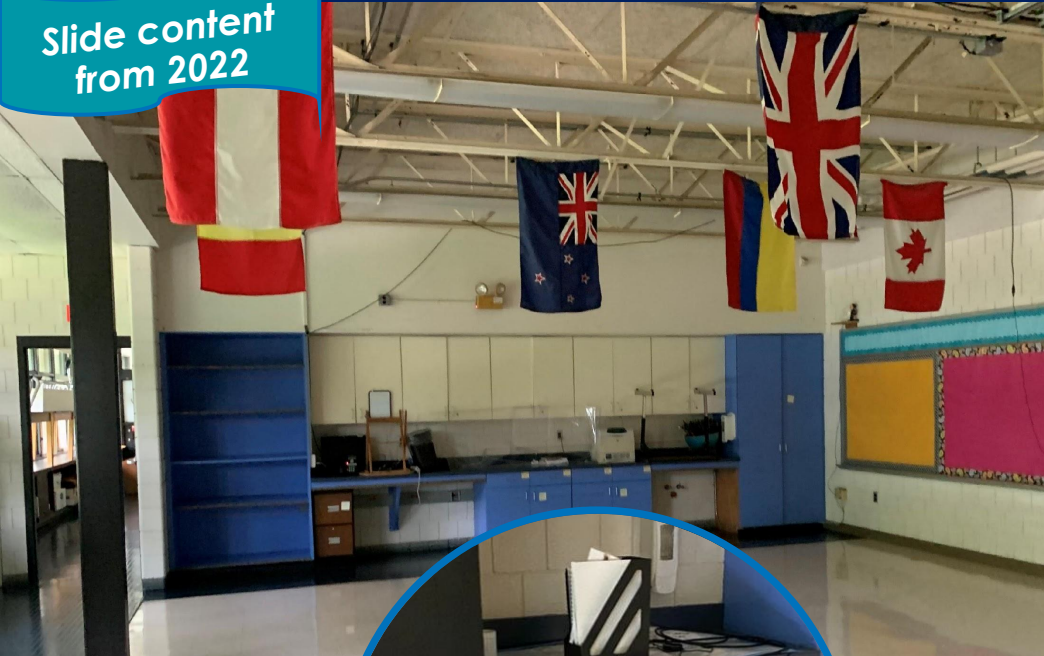


Conditions Summary ~ Weston Middle School



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Slide content
from 2022



New as of 7.14.2022



PROJECT UNDERSTANDING

Overall Goals

1. *Maintain the 4-building campus and really look at creative reimagination of the educational spaces*
2. *To enable some new curriculum, healthy spaces, best use of spaces*
3. *All student centric (educational conference)*
4. *Operational expenses, security, in word and action can be more sustainable*
5. *Hurlbutt Elem. and Middle School need the most attention + short term work and how do we get the most mileage now*



Project Understanding ~ Stats



BUILDING	ORIGINAL CONSTR. <i>Vintage</i>	AGE <i>Years Old</i>	GRADE CONFIG.	CURRENT ENROLL. Students	FUTURE ENROLL. Students	EXISTING AREA SF Area	SF AREA PER OGA <i>(BASED UPON FUTURE ENROLL)</i>	TOTAL GROSS SF <i>(BASED UPON FUTURE ENROLL)</i>	DELTA SF Area
WESTON MIDDLE SCHOOL	1950/60 Additions in: 1970/71 (53 yrs) 1996 (28 yrs) <i>Plus several renovations, see Vintage Plan</i>	64 Years	6-8	519 (10/1/2023)	574 (YR. 2033-34)	135,131 (WMS)	97,396 SF	104,701 SF	(56,410) SF 161,111-104,701 w/ Gym/Pool
						25,980 (Gym/Pool)			
						161,111 Total SF			
								(30,430) SF 135,131-104,701 w/o Gym/Pool	

- Notes:
- Utilized 2023 SLAM Enrollment Presentation, Medium Projection
 - State requires highest student enrollment from 8-year projection at time of grant application.
 - When a RNV project is complete, 55% of the footprint is typically existing, and 45% is typically new



1 Calculate Enrollment



10-Yr Projections (Medium)

School Year	Birth Year	Births	K	1	2	3	4	5	6	7	8	9	10	11	12	PK
2023-24	2018	60	147	128	142	159	163	141	151	186	182	169	179	184	177	45
2024-25	2019	59	128	154	132	148	166	166	144	153	186	180	169	177	184	45
2025-26	2020	69	141	143	162	138	154	169	170	146	153	184	180	168	177	45
2026-27	2021	68	139	153	153	169	144	156	173	173	146	152	184	178	168	45
2027-28	2022	80	149	152	165	160	176	146	159	176	173	145	152	182	178	45
2028-29	2023	80	145	162	163	172	166	179	149	162	176	171	145	151	182	45
2029-30	2024	74	140	158	174	171	179	169	183	151	162	174	171	144	151	45
2030-31	2025	76	143	152	170	182	178	182	172	186	151	160	174	170	144	45
2031-32	2026	71	138	156	164	177	189	181	186	175	186	150	160	173	170	45
2032-33	2027	71	138	151	168	171	185	192	185	189	175	184	150	159	173	45
2033-34	2028	72	138	150	162	175	178	188	196	188	189	173	184	149	159	46

* Note births are based on Sept. - Aug (not calendar Year)

6	7	8
151	186	182
144	153	186
170	146	153
173	173	146
159	176	173
149	162	176
183	151	162
172	186	151
186	175	186
185	189	175
196	188	189

574

Medium Projections Model Enrollment by Grade Grouping

School Year	PK-12	K-12	PK-2	3-5	6-8	9-12
2023-24	2,153	2,108	462	463	519	709
2024-25	2,132	2,087	459	480	483	710
2025-26	2,130	2,085	491	461	469	709
2026-27	2,133	2,088	490	469	492	682
2027-28	2,158	2,113	511	482	508	657
2028-29	2,168	2,123	515	517	487	649
2029-30	2,172	2,127	517	519	496	640
2030-31	2,209	2,164	510	542	509	648
2031-32	2,250	2,205	503	547	547	653
2032-33	2,265	2,220	502	548	549	666
2033-34	2,275	2,229	496	541	573	665

5-Year Change	0.7%	0.7%	11.5%	11.7%	-6.2%	-8.5%
10-Year Change	5.7%	5.7%	7.4%	16.8%	10.4%	-6.2%

574

(Highest Projected)

519

(Actual Enrollment October 1, 2023)



2

Utilize State Worksheet

Project Enrollment	Pre-K & K	1	2	3	4	5	6	7	8	9	10	11	12
	Allowable Square Footage per Pupil												
0 - 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 - 750	120	120	120	120	120	152	152	176	176	176	190	190	190
751 - 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

Steps for completing Section 1:

1. In the field labeled "Projected Enrollment," enter your school's highest projected 8 year enrollment.
2. Select "Yes" for each grade served or to be served in your school.
3. Answer whether there is 1% additional space claimed for HVAC.
4. Enter the existing square footage of your school constructed before 1959 remaining in completed project.
5. Enter the square footage of the school built 1959 or later, as of the completion of construction.
6. Note that all square foot calculations are measured to inside face of exterior walls.

Section 1.

Highest Proj 8-year enrollment

Pre-K and/or K	<input type="checkbox"/>	6 Yes	<input type="checkbox"/>	6	152
1	<input type="checkbox"/>	7 Yes	<input type="checkbox"/>	7	176
2	<input type="checkbox"/>	8 Yes	<input type="checkbox"/>	8	176
3	<input type="checkbox"/>	9	<input type="checkbox"/>	9	
4	<input type="checkbox"/>	10	<input type="checkbox"/>	10	
5	<input type="checkbox"/>	11	<input type="checkbox"/>	11	
		12	<input type="checkbox"/>	12	

Section 2.

(a) Total (grades Pre-K through 12)		504
(b) Number of grades housed		3
(c) Average [(a)/(b)]		168
(d) Extra 1% for HVAC (CGS10-286(c)(2))?	<input type="checkbox"/> Yes	
(e) Maximum allowable square footage per space standards [(c) x (d)]		<input type="text" value="97,396"/>

97,396
Allowable SF*
(574 Students)
(Grades 6-8)

*As measured by OGA



Project Understanding ~ Reimbursement 2024



Tecton
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FISCAL YEAR (FY) (July 1 st - June 30 th)						FORM DAS-1060 (old SCG-1060)							
District Code	District Name	FY 2019 General Construction	2019 New	FY 2020 General Construction	2020 New	FY 2021 General Construction	2021 New	FY 2022 General Construction	2022 New	FY 2023 General Construction	2023 New	FY 2024 General Construction	2024 New
130	SOUTHBURY	40.36%	30.36%	40.00%	30.00%	40.71%	30.71%	39.28%	29.28%	39.64%	29.64%	41.07%	31.07%
131	SOUTHINGTON	54.64%	44.64%	55.36%	45.36%	55.36%	45.36%	55.00%	45.00%	53.93%	43.93%	55.00%	45.00%
132	SOUTH WINDSOR	47.50%	37.50%	47.86%	37.86%	46.43%	36.43%	43.21%	33.21%	42.14%	32.14%	43.21%	33.21%
133	SPRAGUE	70.00%	60.00%	71.07%	61.07%	72.14%	62.14%	72.50%	62.50%	73.21%	63.21%	73.57%	63.57%
134	STAFFORD	71.43%	61.43%	72.14%	62.14%	71.79%	61.79%	71.07%	61.07%	69.28%	59.28%	70.36%	60.36%
135	STAMFORD	29.64%	19.64%	30.72%	20.72%	30.00%	20.00%	29.29%	19.29%	60.00%	60.00%	60.00%	60.00%
136	STERLING	72.86%	62.86%	73.57%	63.57%	73.57%	63.57%	73.93%	63.93%	74.29%	64.29%	74.29%	64.29%
137	STONINGTON	31.78%	21.78%	31.78%	21.78%	32.50%	22.50%	32.14%	22.14%	32.14%	22.14%	31.78%	21.78%
138	STRATFORD	59.64%	49.64%	59.29%	49.29%	59.64%	49.64%	60.00%	50.00%	60.72%	50.72%	61.43%	51.43%

District Code	District Name	FY 2019 General Construction	2019 New	FY 2020 General Construction	2020 New	FY 2021 General Construction	2021 New	FY 2022 General Construction	2022 New	FY 2023 General Construction	2023 New	FY 2024 General Construction	2024 New
157	WESTON	21.43%	11.43%	21.43%	11.43%	21.43%	11.43%	21.43%	11.43%	22.14%	12.14%	22.14%	12.14%

22.14%
RNV
 (12.14% for New Construction)

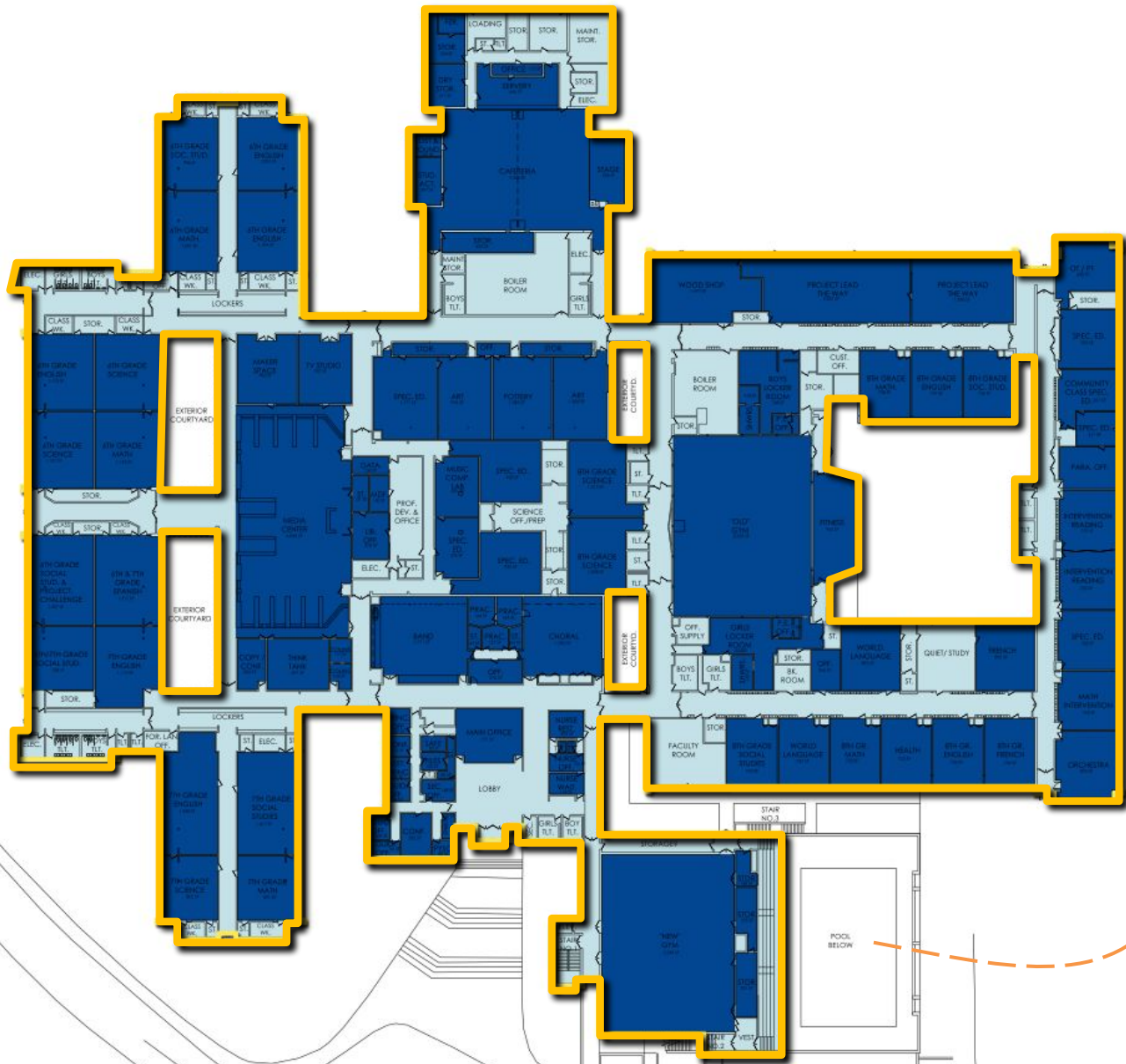
143	UNION	48.78%	38.78%	49.64%	39.64%	49.64%	39.64%	49.64%	39.64%	49.64%	39.64%	49.64%	39.64%
146	VERNON	69.28%	59.28%	68.57%	58.57%	68.57%	58.57%	68.57%	58.57%	70.36%	60.36%	71.07%	61.07%
147	VOLUNTOWN	65.00%	55.00%	64.64%	54.64%	64.64%	54.64%	65.36%	55.36%	66.79%	56.79%	65.00%	55.00%
148	WALLINGFORD	53.93%	43.93%	54.28%	44.28%	53.93%	43.93%	53.22%	43.22%	53.22%	43.22%	54.28%	44.28%
149	WARREN	24.64%	14.64%	23.93%	13.93%	24.28%	14.28%	23.93%	13.93%	24.28%	14.28%	24.64%	14.64%
150	WASHINGTON	22.50%	12.50%	22.50%	12.50%	22.50%	12.50%	21.79%	11.79%	21.79%	11.79%	21.79%	11.79%
151	WATERBURY	78.57%	68.57%	78.57%	68.57%	78.57%	68.57%	78.93%	68.93%	79.29%	69.29%	79.29%	69.29%
152	WATERFORD	32.14%	22.14%	32.14%	22.14%	31.78%	21.78%	31.78%	21.78%	32.50%	22.50%	32.86%	22.86%
153	WATERTOWN	60.36%	50.36%	59.64%	49.64%	60.36%	50.36%	60.36%	50.36%	58.57%	48.57%	60.00%	50.00%
154	WESTBROOK	31.07%	21.07%	31.07%	21.07%	29.64%	19.64%	28.93%	18.93%	27.86%	17.86%	27.50%	17.50%
155	WEST HARTFORD	50.00%	40.00%	42.50%	32.50%	39.28%	29.28%	37.50%	27.50%	38.57%	28.57%	38.22%	28.22%
156	WEST HAVEN	77.50%	67.50%	77.14%	67.14%	77.14%	67.14%	76.78%	66.78%	76.78%	66.78%	76.78%	66.78%
157	WESTON	21.43%	11.43%	21.43%	11.43%	21.43%	11.43%	21.43%	11.43%	22.14%	12.14%	22.14%	12.14%
158	WESTPORT	21.07%	11.07%	21.07%	11.07%	21.07%	11.07%	21.07%	11.07%	21.07%	11.07%	21.07%	11.07%
159	WETHERSFIELD	56.07%	46.07%	55.71%	45.71%	55.71%	45.71%	56.43%	46.43%	56.79%	46.79%	56.79%	46.79%
160	WILLINGTON	67.14%	57.14%	65.71%	55.71%	65.36%	55.36%	63.93%	53.93%	63.21%	53.21%	63.93%	53.93%
161	WILTON	22.14%	12.14%	22.14%	12.14%	21.79%	11.79%	22.50%	12.50%	22.50%	12.50%	22.86%	12.86%
162	WINCHESTER	71.79%	61.79%	71.79%	61.79%	71.43%	61.43%	71.79%	61.79%	72.14%	62.14%	72.86%	62.86%
163	WINDHAM	79.29%	69.29%	79.29%	69.29%	79.64%	69.64%	79.64%	69.64%	79.64%	69.64%	79.64%	69.64%
164	WINDSOR	51.43%	41.43%	52.14%	42.14%	52.86%	42.86%	52.14%	42.14%	51.07%	41.07%	51.79%	41.79%
165	WINDSOR LOCKS	57.50%	47.50%	56.43%	46.43%	54.64%	44.64%	54.28%	44.28%	54.64%	44.64%	53.22%	43.22%
166	WOLCOTT	61.78%	51.78%	61.43%	51.43%	62.50%	52.50%	62.50%	52.50%	64.64%	54.64%	65.71%	55.71%
167	WOODBIDGE	27.50%	17.50%	27.50%	17.50%	28.57%	18.57%	28.57%	18.57%	31.07%	21.07%	32.14%	22.14%
168	WOODBURY	37.14%	27.14%	37.50%	27.50%	37.50%	27.50%	37.14%	27.14%	37.50%	27.50%	38.93%	28.93%
169	WOODSTOCK	55.71%	45.71%	56.07%	46.07%	57.50%	47.50%	58.21%	48.21%	57.50%	47.50%	56.43%	46.43%
201	District No. 1	44.64%	34.64%	44.64%	34.64%	44.64%	34.64%	44.29%	34.29%	44.29%	34.29%	43.57%	33.57%
204	District No. 4	46.43%	36.43%	46.07%	36.07%	47.14%	37.14%	47.50%	37.50%	47.50%	37.50%	47.86%	37.86%
205	District No. 5	43.57%	33.57%	43.21%	33.21%	42.86%	32.86%	42.86%	32.86%	42.86%	32.86%	42.86%	32.86%
206	District No. 6	40.36%	30.36%	40.36%	30.36%	41.07%	31.07%	41.07%	31.07%	40.72%	30.72%	40.72%	30.72%

Source: <https://portal.ct.gov/DAS/Office-of-Grants-Administration/School-Construction-State-Reimbursement-Percentages>





CAPACITY & UTILIZATION



Useable Area Analysis

Useable Area Analysis			
Useable Area	86,633	60%	
Net (Useable to Gross)	58,068	40.1%	
Gross Floor Area	144,701		
Typical/Expected Ratios			
High Range	30.0%	43,410	14,658
Low Range	25.0%	36,175	21,893

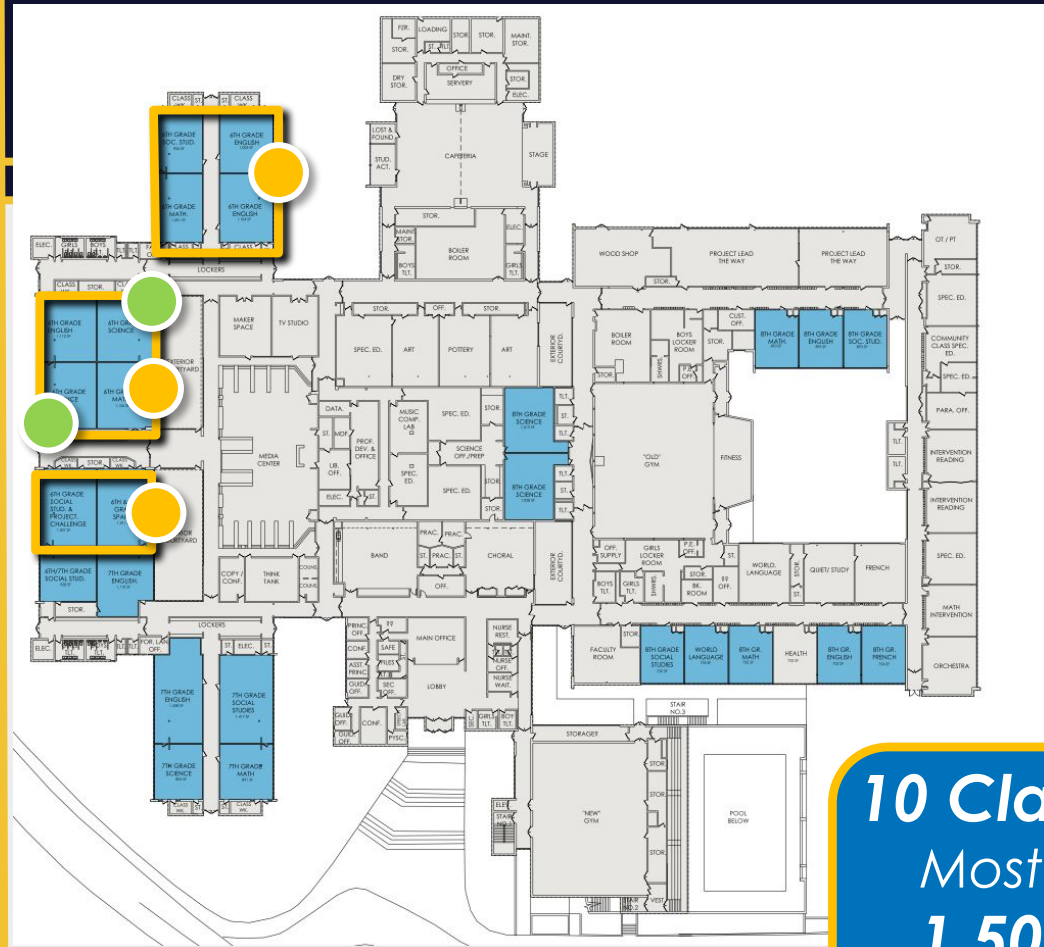
This GSF number includes Gym but excludes the Pool

Expected gross to net useable area averages range from 25-30%. WMS is currently at 40.1%



6th Grade Typical Classrooms

- 1 State Standard ~ 900 SF, Science 1,200 SF
- 2 Meet or below the SF standard
- 3 SF above standard



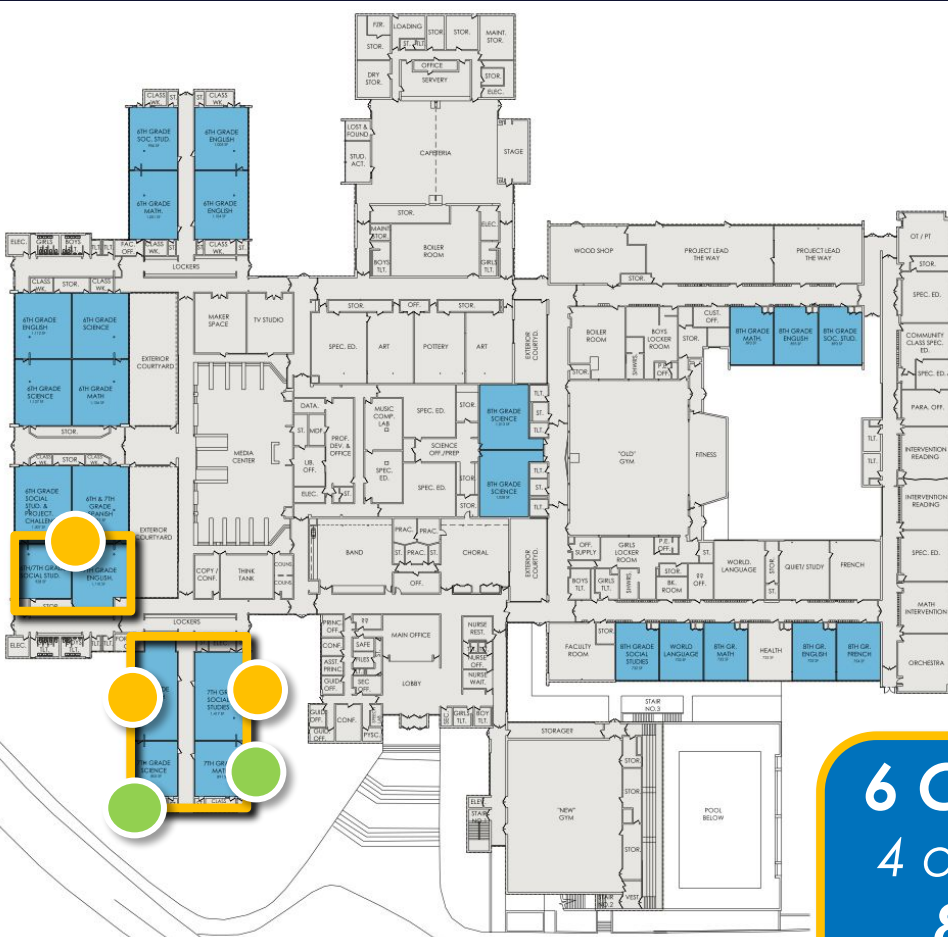
10 Classrooms in Total (6th)
 Most meet or exceed std.
1,509 SF over Standard
16% over Standard

6th Grade Classrooms				
Use	Area	Occ.	Stand.	Delta
First Floor				
6th Social Studies	906	20-24	900	6
6th English	1,003	20-24	900	103
6th English	1,104	20-24	900	204
6th Math	1,001	20-24	900	101
6th English	1,112	20-24	900	212
6th Science	1,112	20-24	1,200	-88
6th Math	1,126	20-24	900	226
6th Science	1,127	20-24	1,200	-73
6th Social/P.C.	1,307	20-24	900	407
6th/7th Spanish	1,311	20-24	900	411
Gross Floor Area	11,109		9,600	1,509



7th Grade Typical Classrooms

- 1 State Standard ~ 900 SF, Science 1,200 SF
- 2 Meet or below the SF standard
- 3 SF above standard



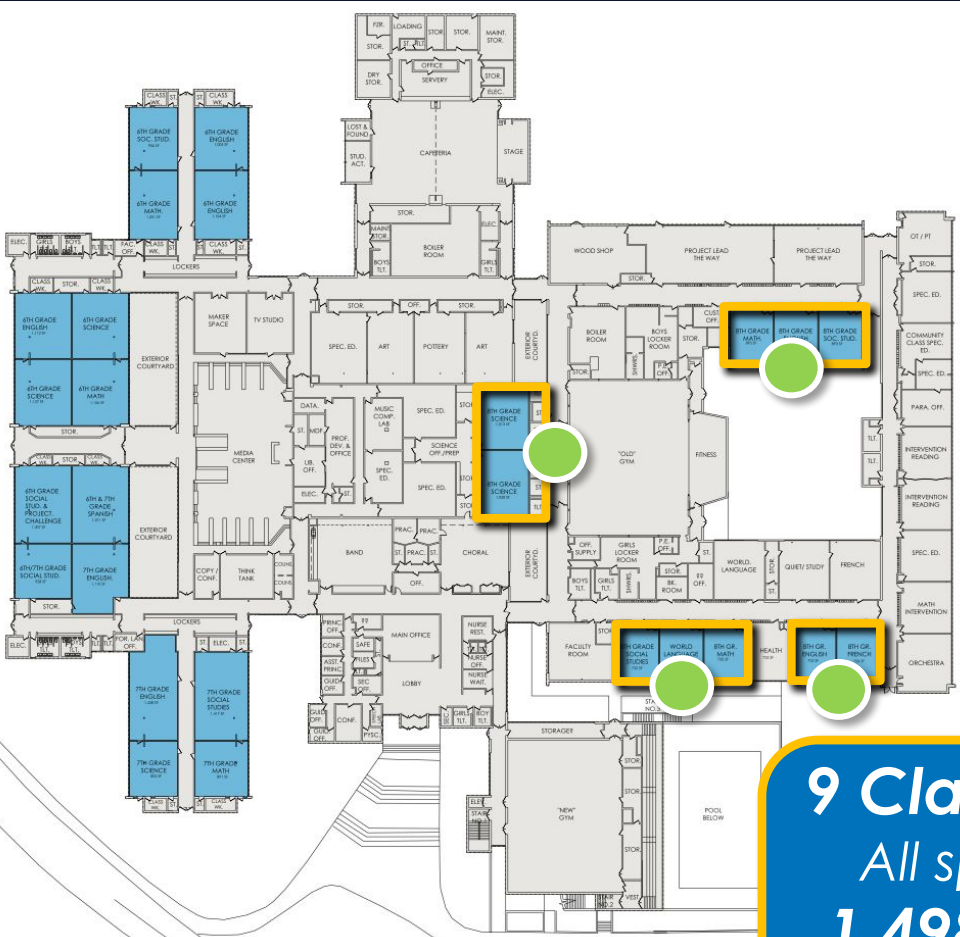
6 Classrooms in Total (7th)
 4 out of 6 meet/exceed std.
889 SF over Standard
16% over Standard

7th Grade Classrooms				
Use	Area	Occ.	Stand.	Delta
First Floor				
7th Math	891	20-24	900	-9
7th Science	805	20-24	1,200	-395
7th Social Studies	1,417	20-24	900	517
7th English	1,438	20-24	900	538
7th English	1,110	20-24	900	210
7th Social Studies	928	20-24	900	28
Gross Floor Area	6,589		5,700	889



8th Grade Typical Classrooms

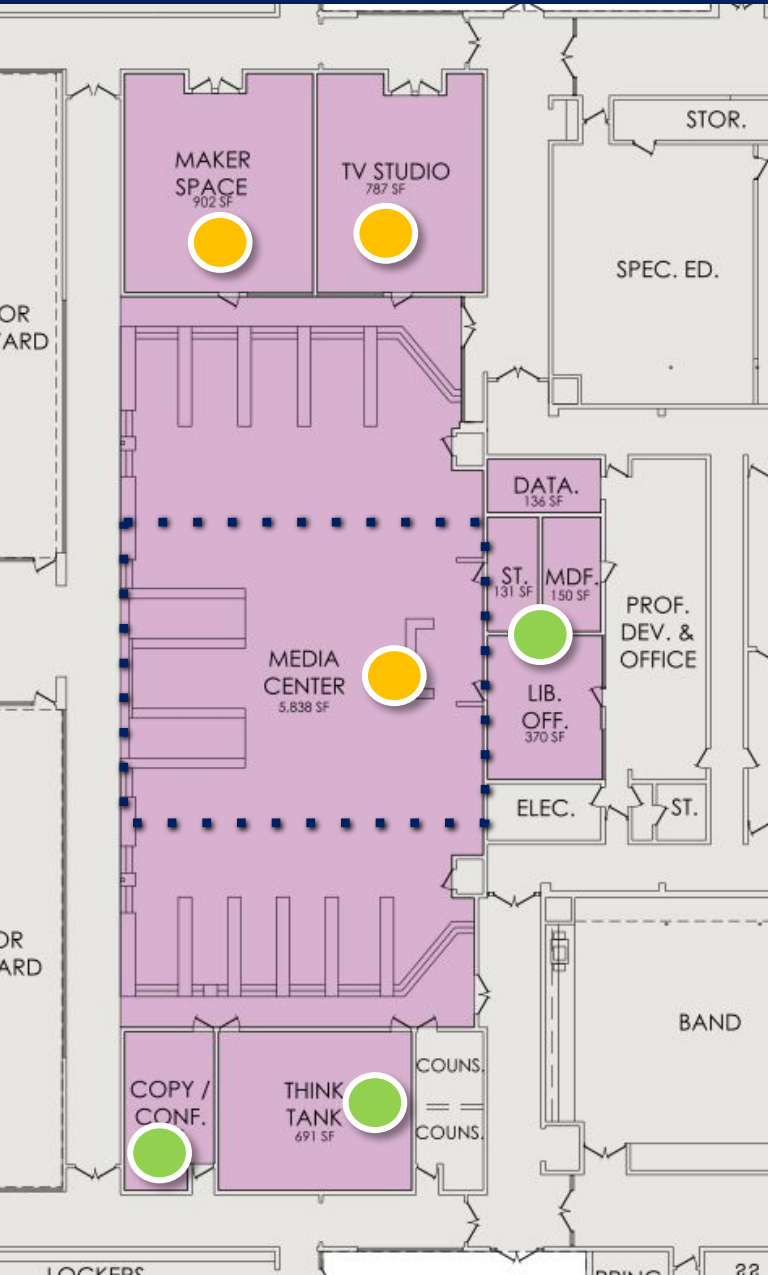
- 1 State Standard ~ 900 SF, Science 1,200 SF
- 2 Meet or below the SF standard
- 3 SF above standard



9 Classrooms in Total (8th)
 All spaces are below std.
1,498 SF under Standard
17% below Standard

8th Grade Classrooms				
Use	Area	Occ.	Stand.	Delta
First Floor				
8th French	754	20-24	900	-146
8th English	732	20-24	900	-168
8th Math	732	20-24	900	-168
8th Social Studies	732	20-24	900	-168
8th Science	1,028	20-24	1,200	-172
8th Science	1,013	20-24	1,200	-187
8th Math	738	20-24	900	-162
8th English	737	20-24	900	-163
8th Social Studies	736	20-24	900	-164
Gross Floor Area	7,202		8,700	-1,498

Media Center

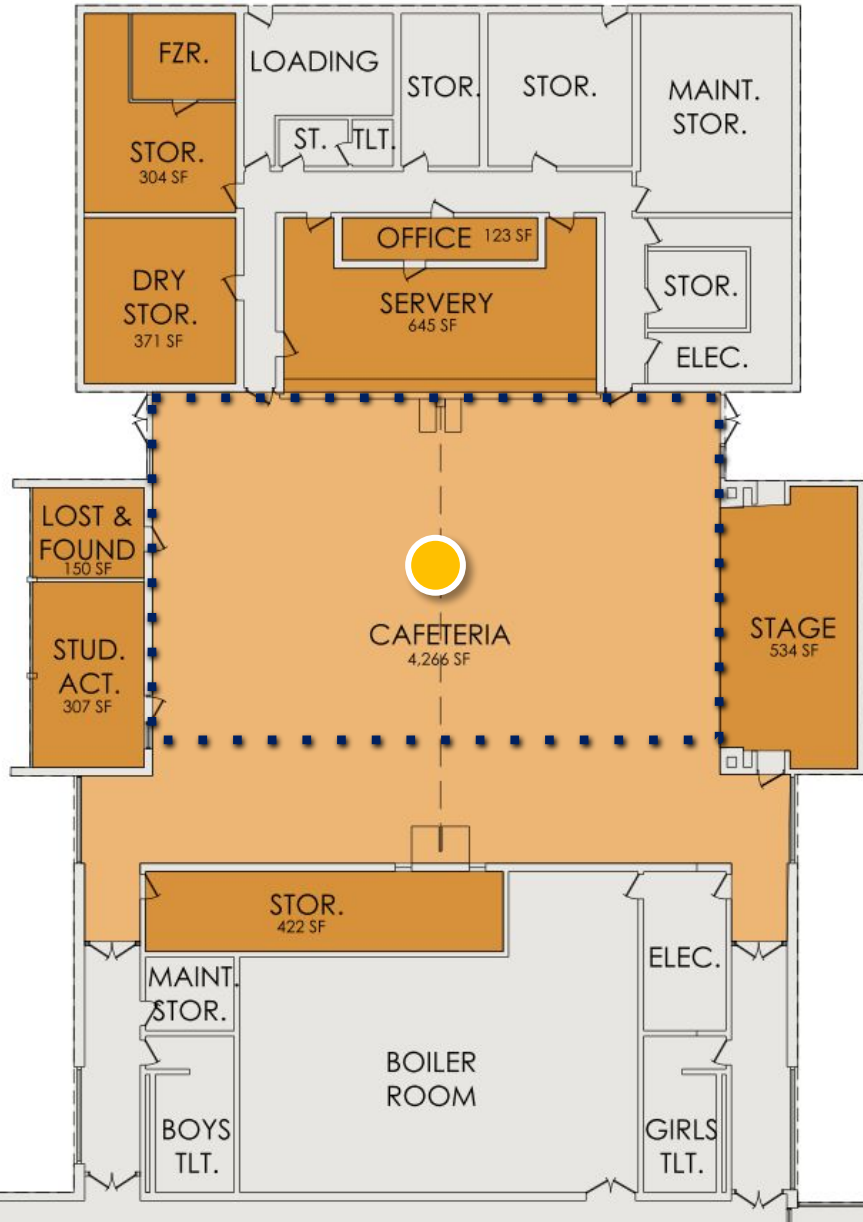


Media Center Analysis with support space		
Use	St. Std.	Exist.
Media Center/Learning Com.	2,009	5,838
Multimedia Production Room	200	787
Conference Room	200	304
Media Specialist Office	120	370
Workroom/Storage	150	131
Main Server Room [MS]	150	150
Maker Space	0	902
Data	0	136
Think Tank	0	691
Subtotals	2,829	9,309
Delta	6,480	
% over/under State Stand.	229%	

- 1 State Standard ~SF based on 10% of student enrollment x 35 SF/student
- 2 Meet or below the SF standard
- 3 SF above standard

Area Calculation
 $10\% \times 574 \times 35 \text{ SF} \sim 2,009 \text{ SF}$
 Existing 5,838 SF
Delta of +3,829 SF, or 190.6% larger

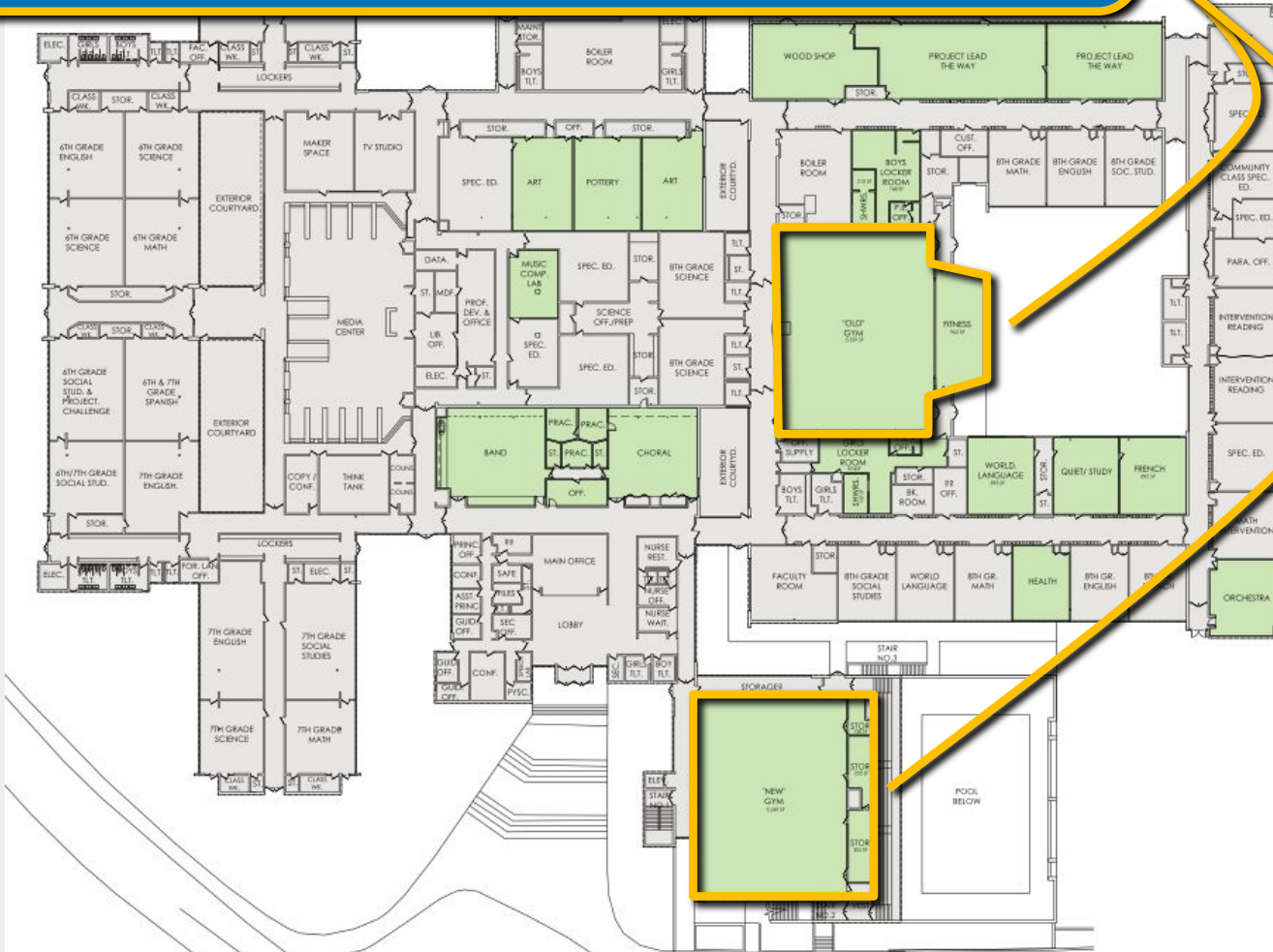
Cafeteria



- 1 State Standard ~SF based on 3 lunch periods and 17.5 SF/Seat
- 2 Meet or below the SF standard
- 3 SF above standard

Area Calculation
17.5 SF/seat X 574/3 ~ 3,348 SF
Existing ~ 4,266 SF
Delta of +918 SF, 27.4% Larger

Observed multiple physical education spaces, when compared to average state standard...
Area is above standard by 4,715 SF or 47%



Gymnasium

Gymnasium Analysis

Use	St. Std.	Exist.
Old Gym	7,500	5,539
Boys Locker Room	400	748
Showers	200	210
PE Office	120	111
Girls Locker	400	874
Showers	120	165
PE Office	120	118
New Gym	0	5,249
Stor.	200	138
Stor.	0	255
Stor.	0	305
Fitness	900	963
Subtotal	9,960	14,675
Delta		4,715
% Over St. Std.		47%



Specialized Education

1

State Standard ~ Varies

Specialized Education

Use	St. Std.
Self-contained Classroom	900
Special Education/Resource	450
Small Self-contained Classroom	600
O T/PT Room	200
Workroom/Conference	150
Restroom/Shower	100

2

Appropriately Sized

3

SF above standard



Summary Comments

- 1 Useable area ratio less than typical**
(Inefficient circulation paths, larger than expected core spaces, some duplication and/or underutilized space)
- 2 Core spaces larger than typically found and some duplicative uses** *(Cafeteria & Learn. Comm. ~ size, and Phys. Ed. Duplication)*
- 3 Uneven distribution of typical classrooms & size due to building additions & adaptive reuse of space**
- 4 Multiple & single loaded circulation paths due to original/addition relationship** *(Left many spaces with limited natural daylight, poor circulation routes)*
- 5 Limited “grade level neighborhoods”**
(Uneven placement of grade level classrooms, inefficient relationship to “specials” and core spaces)

OPTIONS PLANNING

A blue-tinted photograph of an empty classroom. The room is filled with rows of black chairs and desks. In the background, there is a whiteboard, an American flag on a pole, and various classroom posters and notices on the wall. The text "OPTIONS PLANNING" is overlaid in large, white, bold letters across the center of the image.

Where we were in '22...and what we've heard in '24



What we heard recently:

1. **Maintain 6-8** grade configuration, update enrollment numbers
2. **Maintain existing entry** location and drop-off sequencing, but resolve the entry stairs so that students/visitors enter at grade
3. Like **RNV** concept, but explore the academic wing **addition on the opposite side**
4. Like the idea of **Gym and Cafeteria in the back** of the building for privacy, with recreation areas nearby
5. Like the idea of **separating the pool for community use** outside of school hours
6. Explore phasing options that move students to one side of the building during construction (**built in “swing space”**) with 6th grade at WIS temporarily
7. Flexible, adaptable, **21st Century spaces**, breakout spaces, curved hallways, visual connectivity between spaces
8. Useable courtyards, outdoor learning, space for current hydroponic garden, views to nature, **connect program areas to outdoors**
9. Need **meeting areas**, conference areas for admin and counseling
10. Like the idea of **small learning communities**, need intervention, resource, special education within grade level learning community, need **Life Skills** space
11. **Visual & Performing Arts** ~ kiln, graphic arts, music technology need space, orchestra near band

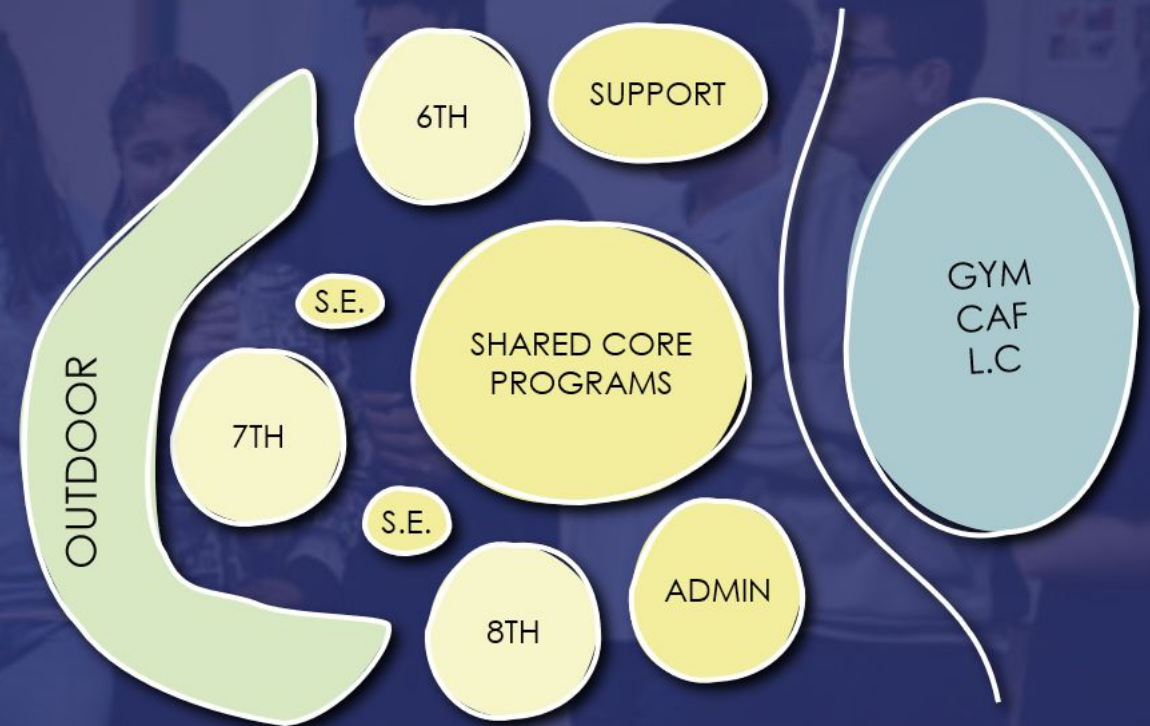
WHY IT MATTERS... MIDDLE SCHOOLS ARE UNIQUE

CELL & THE BELL



VS.

LEARNING COMMUNITY



Trying to fit in
and be
themselves...

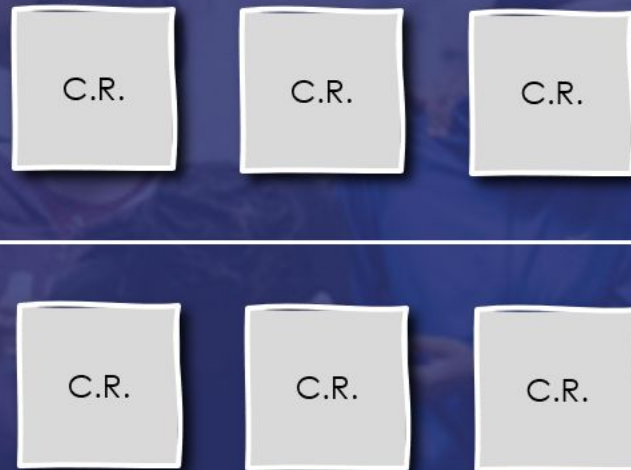


27%

of middle schoolers don't feel a sense of belonging in their school

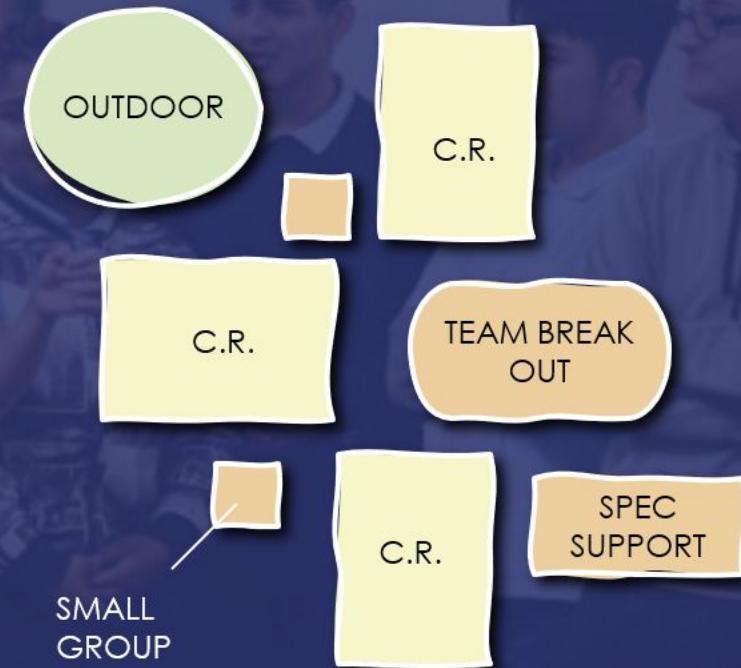
WHY IT MATTERS... MIDDLE SCHOOLS ARE UNIQUE

CELL & THE BELL



VS.

LEARNING COMMUNITY



“Do I Belong?”

When middle schoolers do belong, they are more likely to...

EXPERIENCE
STUDENT
SUCCESS

EARN
HIGHER
GRADES

THRIVE
SOCIALY

OPT-IN TO
MORE
DIFFICULT
COURSES

RENO WHAT YOU HAVE

Renovation as New
without building
addition

DEMO, RENO, PART NEW

Renovation as New
with building
addition

BUILD ALL NEW

Brand New
school on the
existing site

***If costs between New and RNV are similar....consider requesting higher reimbursement rate for New (22.14%)*

Reno What You Have	
Middle School	135,131 SF
Gym & Pool	25,980 SF
Total Existing Building	161,111 SF
Area of Demolition	30,430 SF*
Existing Area to Remain	104,701 SF + 25,980 SF
New Construction	0 SF
TOTAL	104,701 SF + 25,980 SF
Reimbursement Rate	22.14%

Demo, Reno, Part New	
Middle School	135,131 SF
Gym & Pool	25,980 SF
Total Existing Building	161,111 SF
Area of Demolition	77,545 SF
Existing Area to Remain	57,586 SF + 25,980 SF
New Construction	47,115 SF
TOTAL	104,701 SF + 25,980 SF
Reimbursement Rate	22.14%

Build All New	
Middle School	135,131 SF
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Total Existing Building	161,111 SF
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Existing Area to Remain	0 SF + 25,980 SF
New Construction	104,701 SF
TOTAL	104,701 SF + 25,980 SF
Reimbursement Rate	12.14%**

*No demolition is possible, but has implications



Chapter 173, Sec. 10-285a. Percentage determination for school building project grants.

for grants approved pursuant to section 10-283 for which application is made on and after June 1, 2022, (i) each town shall be ranked in descending order from one to one hundred sixty-nine according to the adjusted equalized net grand list per capita, as defined in section 10-261, of the town two, three and four years prior to the fiscal year in which application is made, and (ii) based upon such ranking, (I) a percentage of not less than ten nor more than seventy shall be determined for new construction or replacement of a school building for each town on a continuous scale, and **(II) a percentage of not less than twenty nor more than eighty shall be determined for renovations, extensions, code violations, roof replacements and major alterations of an existing school building and the new construction or replacement of a school building when a town or regional school district can demonstrate that a new construction or replacement is less expensive than a renovation, extension or major alteration of an existing school building for each town on a continuous scale.**

If costs between New and RNV are similar....consider requesting higher reimbursement rate for New (22.14%)



Site Aerial



Tecton
ARCHITECTS



Main Entry,
Stair

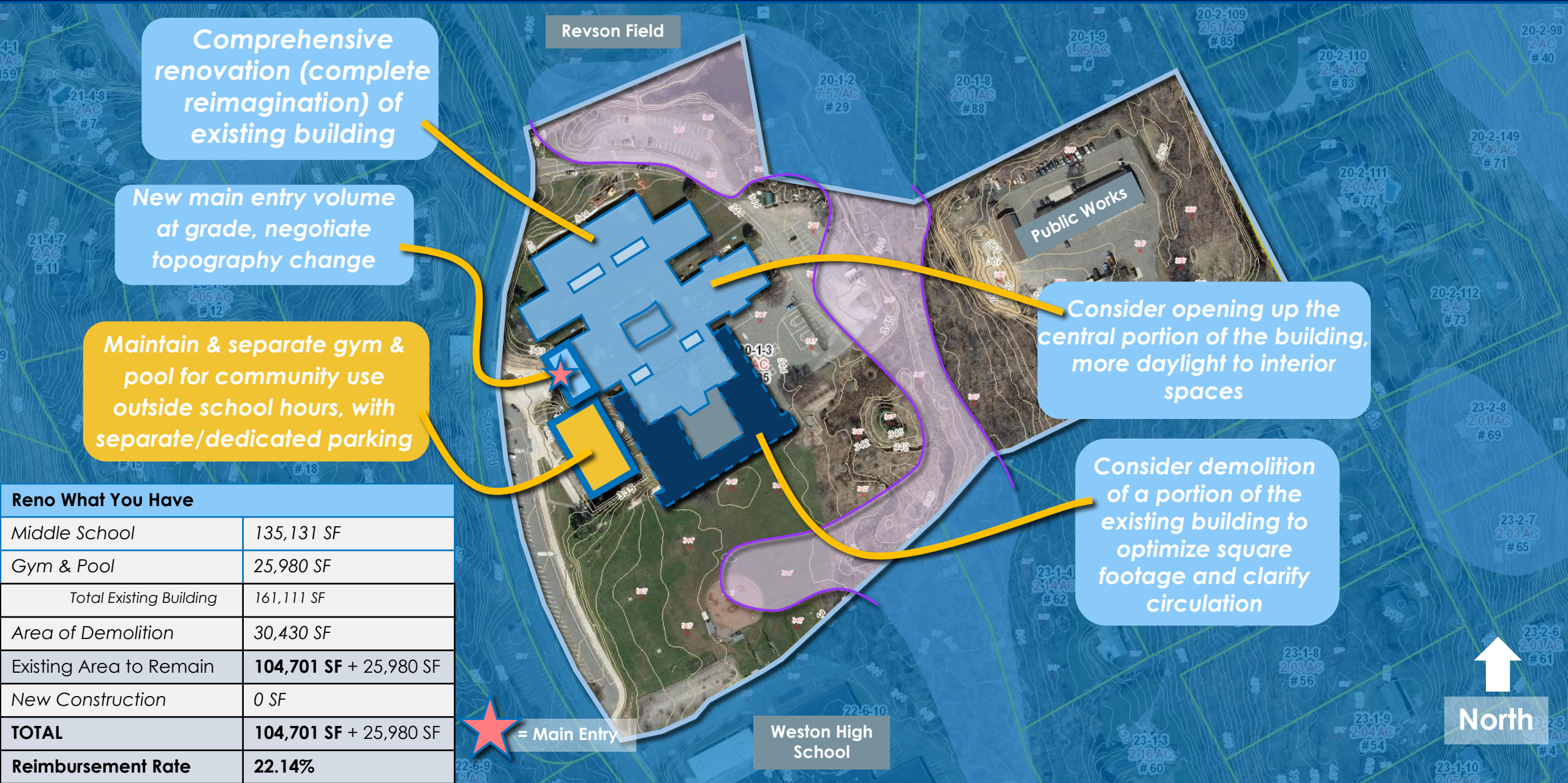


North

Reno What You Have



Tecton
ARCHITECTS



Comprehensive renovation (complete reimagination) of existing building

New main entry volume at grade, negotiate topography change

Maintain & separate gym & pool for community use outside school hours, with separate/dedicated parking

Consider opening up the central portion of the building, more daylight to interior spaces

Consider demolition of a portion of the existing building to optimize square footage and clarify circulation

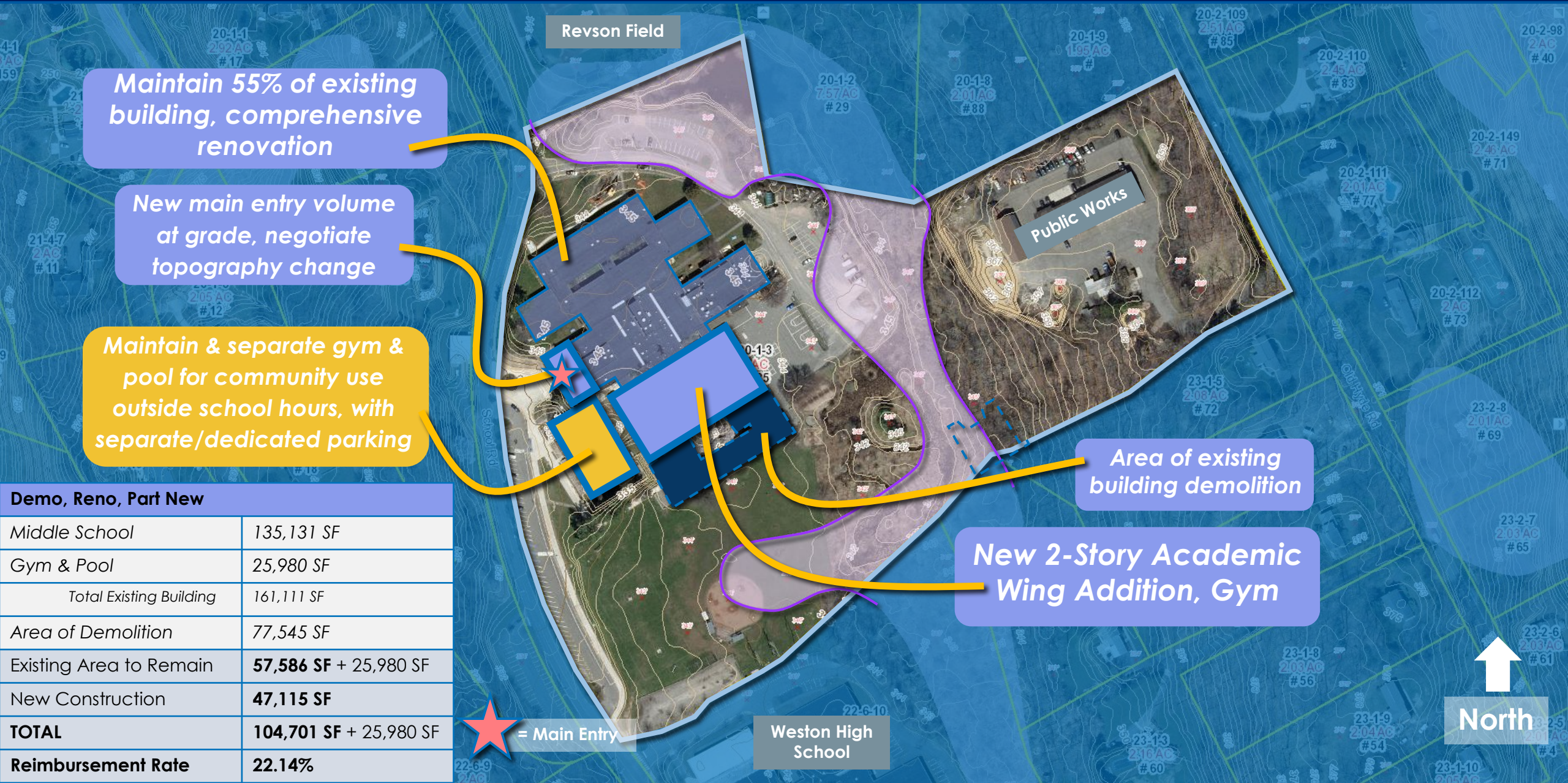
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Reimbursement Rate	22.14%

★ = Main Entry

Weston High School

North ↑

Demo, Reno, Part New – v2



Maintain 55% of existing building, comprehensive renovation

New main entry volume at grade, negotiate topography change

Maintain & separate gym & pool for community use outside school hours, with separate/dedicated parking

Area of existing building demolition

New 2-Story Academic Wing Addition, Gym

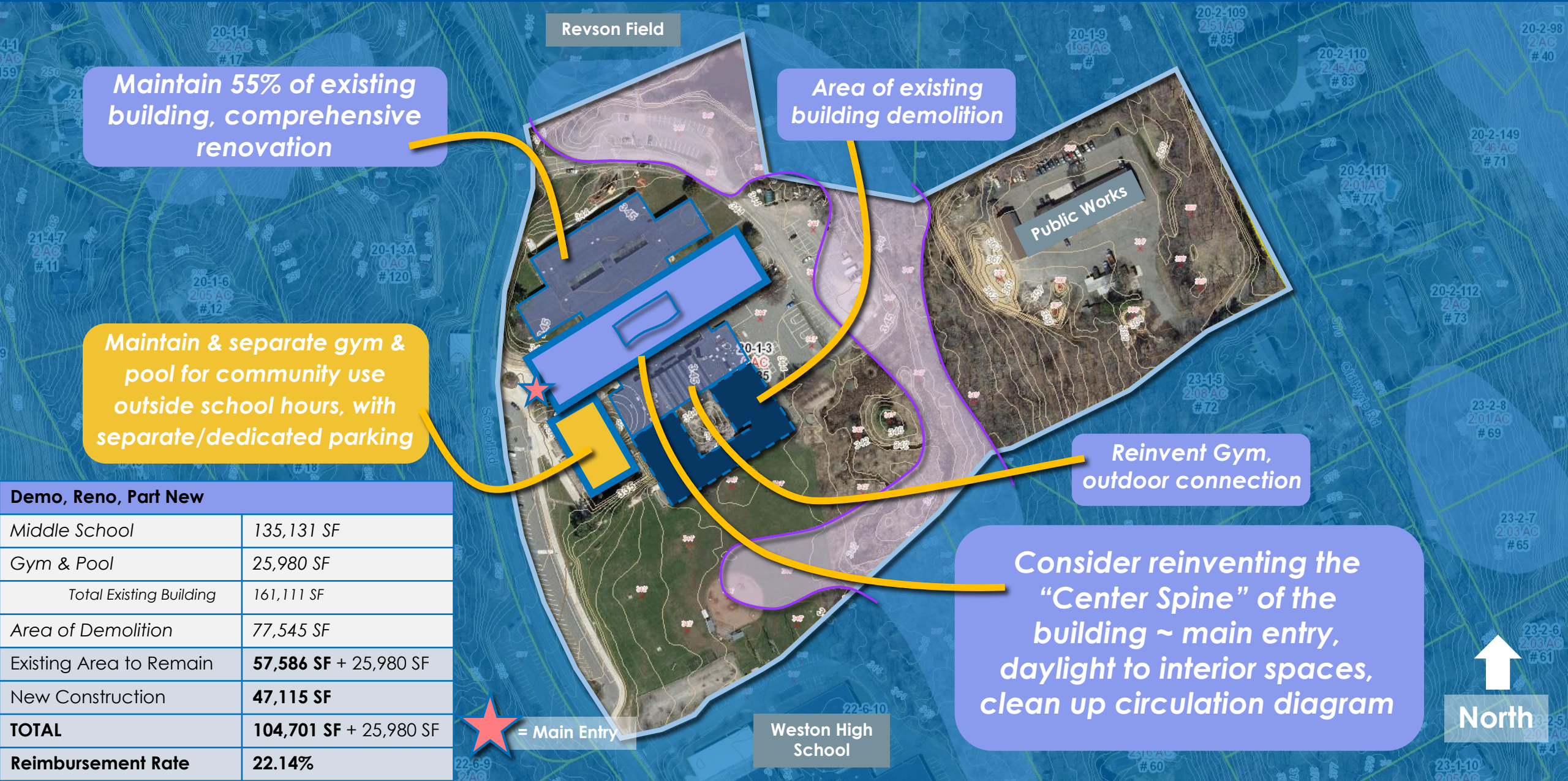
Demo, Reno, Part New	
Middle School	135,131 SF
Gym & Pool	25,980 SF
Total Existing Building	161,111 SF
Area of Demolition	77,545 SF
Existing Area to Remain	57,586 SF + 25,980 SF
New Construction	47,115 SF
TOTAL	104,701 SF + 25,980 SF
Reimbursement Rate	22.14%

★ = Main Entry

Weston High School



Demo, Reno, Part New – v3



Maintain 55% of existing building, comprehensive renovation

Area of existing building demolition

Maintain & separate gym & pool for community use outside school hours, with separate/dedicated parking

Reinvent Gym, outdoor connection

Consider reinventing the “Center Spine” of the building ~ main entry, daylight to interior spaces, clean up circulation diagram

Demo, Reno, Part New	
Middle School	135,131 SF
Gym & Pool	25,980 SF
Total Existing Building	161,111 SF
Area of Demolition	77,545 SF
Existing Area to Remain	57,586 SF + 25,980 SF
New Construction	47,115 SF
TOTAL	104,701 SF + 25,980 SF
Reimbursement Rate	22.14%

★ = Main Entry

Weston High School

North ↑



Demolish existing building for parking & field space

Maintain gym & pool for community use outside school hours, with separate/dedicated parking

New 2-Story Building
Main Level ~70,000 SF
Upper Level ~34,700 SF

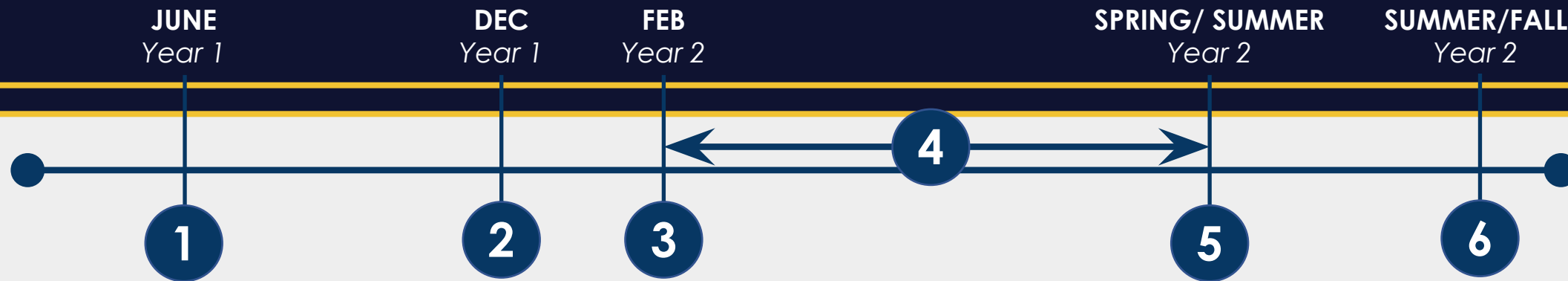
Build All New	
Middle School	135,131 SF
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TOTAL	104,701 SF + 25,980 SF
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★ = Main Entry

Weston High School

North ↑

State Grant Application Process ~ Major Components

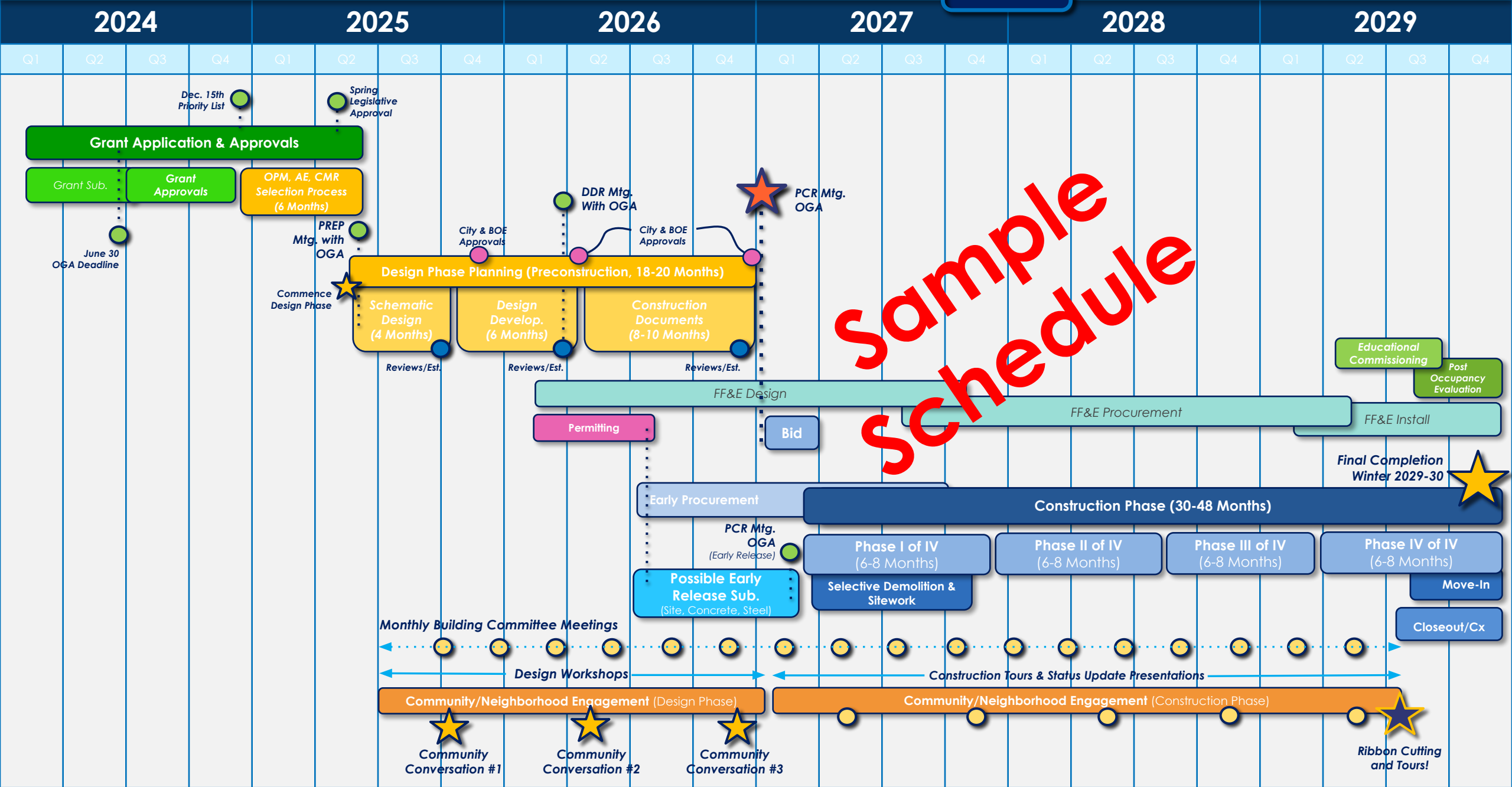


1. **June 30th** – Annual Application Deadline (*requires funding in place)
2. **December 15th** – DAS submits Priority List to Governor and Education Committee
3. **February 1st** – Education Committee submits approved or modified Priority List to Governor and General Assembly
4. **Spring/Summer** – General Assembly authorizes the Commissioner of DAS to enter into grant commitments on behalf of the State. DAS notifies applicants of grant commitments.
5. **Grant Letter received** – send packages out to bid
6. **Commence Construction**



Putting It Into Perspective ~ Milestone Schedule

RNV



Sample Schedule



Tecton
ARCHITECTS

SUMMARY PRESENTATION FOR

WESTON MIDDLE SCHOOL

for

Educational Optimization Committee

March 15, 2024

Increasing Educator Diversity Plan Spring 2024

Weston Public School Vision

Our commitment to excellence and continued, purposeful innovation will make Weston Public Schools the standard in designing educational pathways and environments that cultivate empowered citizens of the global community.

Theory of Action

If...

Weston Public Schools enhance the recruitment outreach to diverse candidates, systemize the hiring process, and increase the retention of new teachers,

then...

the district will become more effective in promoting, recruiting, hiring and retaining diverse candidates, which will

result in...

students achieving success and contributing to an increasingly diverse global community.

Committee Members

- Dr. Paul Rasmussen, Director of Human Resources (Lead)
- Daniel Doak, Weston Middle School Principal
- Mercedes Fernandes, Weston Teachers' Association Representative/K-12 WL CIL
- Matthew Paylor, Hurlbutt Elementary School Assistant Principal

RECRUITMENT

Goal	Who Manages the Goal?	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress	Resources Required	Risks and Mitigation	Communication / Engagement Efforts
		What?	Who Owns This?	By When?				
(What are we trying to do?)	(name, position)				(How will we know if we are on track for success?)	(What people, time, money, and technology will be needed?)	(What could go wrong? How will we make that less likely to happen?)	(Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
By June 2025, WPS will increase visibility of our district to recruit candidates of diverse backgrounds	HR Director	Attend a minimum of two recruitment events inside and outside of CT which targets diverse communities. Subscribe to a minimum of three online recruitment platforms	Director of Human Resources HR Admin. Assistant	June 2025	Metric analysis - applicant data on postings, number of avenues used for recruiting	Staff to go to fairs HR Admin Assistant to post on online recruitment platforms	Limited number of job fairs available would be a problem but utilizing networking and word of mouth of other options is important	Central Office and Building admins.

HIRING AND SELECTING

Goal	Who Manages the Goal?	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress	Resources Required	Risks and Mitigation	Communication / Engagement Efforts
(What are we trying to do?)	(name, position)	What?	Who Owns This?	By When?	(How will we know if we are on track for success?)	(What people, time, money, and technology will be needed?)	(What could go wrong? How will we make that less likely to happen?)	(Who needs to be consulted/engaged? What needs to be communicated? To whom?)
By June 2025, WPS will improve the hiring practices to ensure objective approaches are used when selecting and hiring candidates.	Director of Human Resources	Train staff on implicit bias	Director of Human Resources	March 1, 2025	Implicit Bias Training Completion Certificate	Diversity Training ; A Guide for Hiring and Recruiting Diverse Educators	Scheduling of staff to complete training during breaks within the school calendar (i.e., 80-min. training module, professional development calendar, etc.)	District and school leadership, along with teacher leaders participating in interviews Provide feedback to the committee on the process and identify training needs to inform updates and changes.

	Director of Human Resources	Create a Hiring Guide to incorporate standardized protocols for the interview process, including committee composition, orientation, and confidentiality procedures, ensuring consistency and fairness across all hiring processes.	Director of Human Resources HR Admin. Assistant	August 2024 to Dec. 2024	Hiring guide, feedback from those involved in the hiring process	Resources on Behavioral Based Questions to develop Criteria - Example - Behavioral Based Question Article from SHRM Personnel: HR Director & HR Staff time to create the Hiring Guide Time for training and creating questions Technology for training module	Designate time during the school year for training so schedules are coordinated, thus allowing all staff to be trained in the hiring practices identified in the Hiring Guide.	District and school leadership and Teacher Leaders participating in interviews Provide feedback to the committee on the process and identify training needs to inform updates and changes.
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RETENTION								
Goal	Who Manages the Goal?	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress	Resources Required	Risks and Mitigation	Communication / Engagement Efforts
(What are we trying to do?)	(name, position)	What?	Who Owns This?	By When?	(How will we know if we are on track for success?)	(What people, time, money, and technology will be needed?)	(What could go wrong? How will we make that less likely to happen?)	(Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
By June 2025, 100% of teachers from diverse backgrounds will return for the next school year.	Director of Human Resources	Implement New Teacher Orientation	Director of Human Resources	Week prior to the start of school	Survey to participants in the orientation	Building Admin, Instructional coaches, nurse and security supervisor	Create a customized training schedule for staff hired after the start of the school year	HR department communicating to new staff of dates/times; building administrator outreach to attend and support new teachers during this event
		TEAM (Year 1) Assign informal mentor by grade level/subject, and school, when possible	District TEAM Facilitator, TEAM Mentors Building Principal and Instructional Coaches	TEAM (Year 1 and 2) and ongoing Mentors assigned by Sept. 15.	Successful completion of TEAM modules Survey of mentors and mentees to determine usefulness, confidence in the workplace	TEAM payments HR/Administrators checking in/focus groups	Weekly meeting with mentors to check in to support for unsuccessful TEAM papers or staff that fail to complete all the modules Meeting setup to discuss what is not working and how we could make things better if someone	Consult with administration about issues or concerns so that possible solutions or remediation plans can be put in place Ongoing monitoring of the TEAM DF throughout the year to ensure deadlines are met. Email

							decides the mentor/mentee is not a good fit.	communication will be provided to mentors and mentees
		Implement New Teacher Academy	Building Principal and Instructional Coaches	Quarterly meetings	Midyear and end-of-the-year survey	Building Admin, Instructional coaches, & necessary admin to implement professional development around specific topics	Provide substitute coverage for new teachers	HR department communicates to new staff of dates/times of academy; building administrator support schedule

Increasing Educator Diversity Plan

April 8, 2024



Weston

PUBLIC SCHOOLS

Committee

Team Lead

Dr. Paul Rasmussen Director of Human Resources

Team Members

Daniel Doak, Weston Middle School Principal

Mercedes Fernandes, Weston Teachers' Association Representative/K-12 WL CIL

Matthew Paylor, Hurlbutt Elementary School Assistant Principal



Legislative Update – Public Act 23-167 Section 10 (Effective July 1, 2023)

Submit Increasing Educator Diversity Plan to the CSDE by **April 15, 2024**

After receiving feedback from the CSDE, resubmit revisions by **May 31, 2024** (if necessary)

Approved Increasing Diversity Plan posted on the District Website

Weston Public School Vision



Our commitment to excellence and continued, purposeful innovation will make Weston Public Schools the standard in designing educational pathways and environments that cultivate empowered citizens of the global community.



Theory of Action

- **If** Weston Public Schools enhance the recruitment outreach to diverse candidates, systemize the hiring process, and increase the retention of new teachers,
- **then** the district will become more effective in promoting, recruiting, hiring, and retaining diverse candidates, which will
- **result in** students achieving success and contributing to an increasingly diverse global community.



Plan Overview

Recruitment	<ul style="list-style-type: none">● Increase Visibility to Recruit More Diverse Candidates
Hiring & Selection	<ul style="list-style-type: none">● Bias Training● Hiring Guide
Retention	<ul style="list-style-type: none">● Mentorship● Professional Development



Board Action

Move that the Weston Board of Education approve the submission of the Increasing Educator Diversity Plan to the Connecticut Department of Education by April 15, 2024 and authorize the Superintendent to make any slight recommended revisions to re-submit by May 31, 2024 (if necessary).



Questions



INTEROFFICE MEMORANDUM

To: Lisa Barbiero

From: Paul Rasmussen, Ed.D. - Director of Human Resources

Subject: Consent Agenda – BOE MTG 4/4/2024

Date: 4/8/2024

NEW HIRES:

- Nicholas Lucatino (1.0) (WMS/WHS) SPED Teacher/Transition Coordinator. Effective April 22, 2024
- Alexandra Nelson (1.0) (WHS) Speech and Language Pathologist. Effective April 29, 2024
- Charles Kochan (1.0) Board Certified Behavior Analyst. Effective August 26, 2024

RETIREMENTS:

- None

RESIGNATIONS:

- Chelsea Von Elm (0.7) (HES) Health Teacher. Effective April 4, 2024
- Mayra Montalvan (1.0) (WMS) Spanish Teacher. Effective June 18, 2024
- Gregory Stan (0.5) (WMS) Orchestra/Strings Teacher. Effective June 18, 2024
- Chris Gamble (1.0) (WHS) Physics Teacher. Effective June 18, 2024

REDUCTION IN FORCE:

- Carla Volpe (0.5) (WHS) Art Teacher. 0.5 RIF due to enrollment/course selection

TERMINATION:

- Mario Federici (WHS) Head Wrestling Coach/Track Coach. Effective April 5, 2024

WESTON BOARD OF EDUCATION

Weston, CT

Meeting Date: 4/8/24

Information Only

Action Requested

Agenda Item Subject: Discussion and Vote on Capital Special Appropriation

Submitted by: Phillip Cross

Document Summary/Purpose and/or Recommended Action:

Attached are the proposed operating and capital adjustments for the FY24-25 budget. We are recommending moving forward with the capital special appropriation.

For more Board of Education Meeting and Committee Meeting Information, visit:
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>



April 4, 2024

TO: Board of Education

FROM: Phillip Cross, Director of Finance and Operations

SUBJECT: FY2024- 25 Proposed Operating and Capital Adjustments

FY 2024-2025 Operating and Capital Budget Adjustments

Based on recent developments, the BoE is proposing a net reduction of **(\$36,736)** to the FY2024-25 requested operating budget and a **(\$230,000)** reduction to the requested capital budget. With this reduction, the requested operating budget will be \$59,561,592, an increase of \$1,616,537 or a 2.79% increase. The revised requested capital budget will be \$1,192,919.

The proposed operating budget adjustments are:

- Pension Contribution **(\$76,037)** – The state has indicated that the employer contribution for the FY2024-25 will be 16.68%. We had assumed an increase of 17.26%.
- Health Insurance \$141,373 – As a placeholder, the requested budget assumed a transfer of \$340,633 from the OPEB trust fund. This is the budgeted amount for FY 23-24. Because of a lower projected retiree cost of \$199,260, we are reducing the anticipated transfer from the trust by \$141,373.

You may recall in the recently concluded collective bargaining negotiations, all of the groups agreed to exit the State Partnership Plan (SPP) and enroll in a fully funded high deductible health insurance plan. This change has resulted in lower health insurance premiums.

- In district transportation **(\$102,072)** – Prior to the decision to issue a RFP, we had discussed the possibility of renewing the contract with First Student. First Student's proposed increase in year 1 was in the range of 13%-15%. As this was a significant increase, we requested that First Student sharpen their pencils. This reduction represents their current best offer.

FY 2024-25 PROPOSED OPERATING BUDGET ADJUSTMENT		
Description	Amount (\$)	%
Operating Budget:		
FY 2023-24 Adopted Budget	\$ 57,945,055	
FY 2024-25 BOE Requested Budget (1/23/2024)	\$ 59,598,328	2.85%
<u>Adjustments</u>		
CMERS	(76,037)	-0.13%
In-District Transportation	(102,072)	-0.18%
<u>OPEB Contribution Adjustment</u>		
OPEB Contribution - Budgeted	340,633	
Less Anticipated Projected Retiree Cost	(199,260)	
Adjustment for Reduce OPEB Contribution	141,373	0.24%
Total Proposed Adjustment	(36,736)	-0.06%
FY 2024-25 Revised Requested Operating Budget	\$ 59,561,592	2.79%
FY 2024-25 Revised Requested Increase	\$ 1,616,537	2.79%

Capital Budget

We are proposing to use a portion of the anticipated FY24 surplus to fund three capital projects.

In addition, we will be requesting a transfer from a previously approved water heater replacement project at WHS that has been on hold. This will offset the updated request for the water heater replacement.

The proposed capital budget adjustments are:

FY 24-25 Proposed Capital Budget Adjustments		
Approved Capital Budget (2-15-24)		\$ 1,526,500
<u>Items to be funded by FY 23-24 Surplus</u>		
#4 - District Wide Parking Lot/Driveway Maintenance and Paving	(170,000)	
#5 - HES North House Playground Site Work	(30,000)	
#7 - WHS Old Gym Wall Padding Replacement	(30,000)	
		(230,000)
Transfer from WHS Water Heater Replacements Funded 2019-20 to new request		(103,581)
Total Proposed Adjustment		(333,581)
FY 2024-25 Revised Requested Operating Budget		\$ 1,192,919