

**NEW HAVEN PUBLIC SCHOOLS  
NEW HAVEN, CONNECTICUT**

**INFORMATION ONLY: PERSONNEL REPORT OF THE SUPERINTENDENT**

**May 08, 2023**

**RETIREMENT– Teachers:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Judith Goodrich	Magnet School Resource Mauro/Sheridan Magnet School <b>Inter-District Funds</b> <b>27041019-50115</b>	06/30/2023
Anne Pacelli	English Metropolitan Business Academy <b>Inter-District Funds</b> <b>27041660-50115</b>	06/30/2023
Silviana Alvarez	Bilingual Grade 1 John C. Daniels Magnet School <b>Inter-District Funds</b> <b>27041213-50115</b>	06/30/2023

**RETIREMENT– Non-Instructional Staff:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Gwendolyn Bonner-Bennett	Administrative Assistant COOP Arts & Humanities High School <b>General Funds</b> <b>19041064-50124</b>	05/31/2023

**RESIGNATION– Teachers:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Kathleen Caprio	Grade 6 King/Robinson Magnet School <b>Inter-District Funds</b> <b>27041030-50115</b>	06/30/2023
Kimberly Celotto	Read 180 Jepson Magnet School <b>General Funds</b> <b>19041318-50115</b>	06/30/2023
David Diaz	Math COOP Arts & Humanities High School <b>General Funds</b> <b>19041164-50115</b>	06/30/2023

# NEW HAVEN PUBLIC SCHOOLS NEW HAVEN, CONNECTICUT

Matthew Jennett	Music Hill Central Music Academy <b>General Funds</b> <b>19042207-50115</b>	06/30/2023
Tayber Jones	Math Edgewood Magnet School <b>General Funds</b> <b>19041112-50115</b>	06/30/2023
Giuseppina Miller	Math Grades 5/8 Wexler Grant School <b>General Funds</b> <b>19041132-50115</b>	06/30/2023
Alison Parkhurst	School Psychologist Itinerant <b>General Funds</b> <b>19049198-50115</b>	06/30/2023
Samantha Ramadan	Special Education Fair Haven School <b>ECS Alliance – Academic</b> <b>25476107-16-50115</b>	06/30/2023
Susan White	TESOL Wilbur Cross High School <b>General Funds</b> <b>19041261-50115</b>	06/30/2023

**RESIGNATION– Paraprofessional Staff:**

<b><u>Name</u></b>	<b><u>Assignment:</u></b>	<b><u>Effective Date</u></b>
Genesis Cora-Luquis	Special Education Assistant Teacher New Haven Academy <b>General Funds</b> <b>19049070-50128</b>	05/19/2023

# NEW HAVEN PUBLIC SCHOOLS NEW HAVEN, CONNECTICUT

## RESIGNATION– Non-Instructional Staff:

<u>Name</u>	<u>Assignment:</u>	<u>Effective Date</u>
Shubhra Gupta	School Readiness Coordinator Gateway <b>School Readiness</b> <b>25235384-00-50118</b>	05/29/2023
Sergio Rodriguez	Restorative Practice Coach Gateway <b>ESSER II Funds</b> <b>25526363-00-50118</b>	06/02/2023

## TRANSFERS– Teachers:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Erica Epps	Grade 3 Conte West Hills Magnet School <b>General Funds</b> <b>19041031-50115</b>	Grade 6 ELA Conte West Hills Magnet School <b>General Funds</b> <b>19041031-50115</b>	08/28/2023
Fernando Lopez-Leon	Bilingual Grade 3 John C. Daniels <b>ESSER II Funds</b> <b>25526363-50115</b>	Bilingual Grade 1 John C. Daniels <b>Inter-District Funds</b> <b>27041213-50115</b>	08/28/2023
Keisha Sheriff	Math Davis Street Magnet School <b>General Funds</b> <b>19041162-50115</b>	Math 5/8 Davis Street Magnet School <b>Inter-District Funds</b> <b>27041109-50115</b>	08/28/2023
Anastasia Ugolik	Bilingual Grade 2 John C. Daniels <b>ESSER II Funds</b> <b>25526363-50115</b>	TESOL John C. Daniels <b>Inter-District Funds</b> <b>27041213-50115</b>	08/28/2023

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NEW HAVEN, CONNECTICUT**

**FAMILY & MEDICAL LEAVE ACT: LEAVE OF ABSENCE REPORT**

The following are listed for information only, having met the requirements for absence under the Family & Medical Leave Act. The dates listed are estimates only. They will remain on payroll so long as they have accrued sick days.

**FMLA LEAVE OF ABSENCE – Teachers:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Jennifer Carson	Business Hill Regional Career High School <b>General Funds</b> <b>19042363-50115</b>	05/01/2023-05/19/2023
Cynthia Clampitt	TESOL Wilbur Cross High School <b>General Funds</b> <b>19041261-50115</b>	03/08/2023-04/06/2023
Carlie Degnan	Guidance Counselor King/Robinson Magnet School <b>General Funds</b> <b>19042007-50115</b>	03/21/2023-05/03/2023
Alexandria Hayden	School Psychologist Itinerant <b>Idea Part B Entitlement</b> <b>25045034-98-50115</b>	05/04/2023-05/12/2023
Jocelyn Hernandez	Music John C. Daniels School <b>Inter-District Funds</b> <b>27042213-50115</b>	04/03/2023-06/15/2023
Gina Impronto	Special Education Barnard Magnet School <b>General Funds</b> <b>19049002-50115</b>	05/08/2023-06/15/2023
Elizabeth Johnston	English Nathan Hale School <b>General Funds</b> <b>19041614-50115</b>	03/15/2023-05/08/2023
Steven Joseph	Vocational Education Sound School <b>General Funds</b> <b>19042967-50115</b>	03/23/2023-05/12/2023



# NEW HAVEN PUBLIC SCHOOLS NEW HAVEN, CONNECTICUT

Tony Marrone	Music Adult and Continuing Education <b>General Funds</b> <b>19046353-50115</b>	04/17/2023-05/19/2023
Lauren Roche	Special Education East Rock Magnet School <b>General Funds</b> <b>19049046-50115</b>	03/14/2023-04/06/2023

## FMLA LEAVE OF ABSENCE EXTENSION – Teacher:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Steven Joseph	Vocational Education Sound School <b>General Funds</b> <b>19042967-50115</b>	05/15/2023-05/19/2023

## FMLA LEAVE OF ABSENCE – Paraprofessional Staff:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Elizabeth Nargi	School Readiness Assistant Teacher Hill Central Music Academy <b>School Readiness Hill Central</b> <b>25236067-07-50128</b>	01/03/2023-03/28/2023
Jaime Ramos	Pre-K Assistant Teacher Barack Obama Magnet School <b>General Funds</b> <b>19041028-50128</b>	01/03/2023-02/03/2023
Amal Seif	Head Start John S. Martinez <b>Head Start PA 22 Basic</b> <b>25325279-08-50128</b>	04/20/2023-06/02/2023

## FMLA LEAVE OF ABSENCE – Non-Instructional Staff:

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Jesse De Mayo	Building Manager Gateway <b>General Funds</b> <b>19047498-50121</b>	05/02/2023-05/23/2023

**NEW HAVEN PUBLIC SCHOOLS  
NEW HAVEN, CONNECTICUT**

**MEDICAL LEAVE OF ABSENCE – Teachers:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Laura Salazar-Hardy	Set for Success Elm City Montessori School <b>General Funds</b> <b>19041001-50115</b>	05/08/2023-06/15/2023
Joanne Pompano	Visually Handicapped Gateway <b>General Funds</b> <b>19049998-50115</b>	03/08/2023-04/28/2023

**UNPAID MEDICAL LEAVE OF ABSENCE – Non-Instructional Staff:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Ana Hernandez	Administrative Assistant Gateway <b>Idea Part B Entitlement</b> <b>25045034-50124</b>	05/08/2023-06/15/2023

**NEW HAVEN PUBLIC SCHOOLS  
NEW HAVEN, CONNECTICUT**

**INTERMITTEN FMLA LEAVE OF ABSENCE – Teacher:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Lisa Bryson	Business Hill Regional Career High School <b>Inter-District Funds</b> <b>27042363-50115</b>	02/22/2023-06/30/2023
Kimberly Celotto	Read 180 Jepson Magnet School <b>General Funds</b> <b>19041318-50115</b>	02/13/2023-06/30/2023
Cynthia Clampitt	TESOL Wilbur Cross High School <b>General Funds</b> <b>19041261-50115</b>	04/17/2023-06/30/2023
Matthew Denegre	Music Itinerant <b>General Funds</b> <b>19042298-50115</b>	03/14/2023-06/30/2023
Zanniece Smith	Special Education Ross/Woodward Magnet School <b>General Funds</b> <b>19049010-50115</b>	04/02/2023-06/30/2023
Andrea Verrastro	Grade 1 Barnard Magnet School <b>Inter-District Funds</b> <b>27041002-50115</b>	03/10/2023-06/30/2023

**NEW HAVEN PUBLIC SCHOOLS  
NEW HAVEN, CONNECTICUT**

**RETURN OF LEAVE OF ABSENCE – Teachers:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Christopher Bosse	Physical Education Edgewood Magnet School <b>General Funds</b> <b>19040312-50115</b>	04/03/2023
Carlie Degnan	Guidance Counselor King/Robinson Magnet School <b>General Funds</b> <b>19042007-50115</b>	04/24/2023
Elizabeth Nargi	School Readiness Assistant Teacher Hill Central Music Academy <b>School Readiness Hill Central</b> <b>25236067-07-50128</b>	03/29/2023
Lauren Roche	Special Education East Rock Magnet School <b>General Funds</b> <b>19049046-50115</b>	04/17/2023
Armundas Zakarauskas	TESOL Fair Haven School <b>Title 1 Schools</b> <b>25315256-16-50115</b>	04/24/2023

**RETURN OF LEAVE OF ABSENCE – Paraprofessional Staff:**

<b><u>Name</u></b>	<b><u>Assignment</u></b>	<b><u>Effective Date</u></b>
Jaime Ramos	Pre-K Assistant Teacher Barack Obama Magnet School <b>General Funds</b> <b>19041028-50128</b>	02/06/2023

**Dr. Iline Tracey, Ed.D.  
Superintendent of Schools**



## NEW HAVEN PUBLIC SCHOOLS

### BOARD OF EDUCATION MEETING MOTIONS PASSED

April 24, 2023 5:30 PM

at Barack H. Obama Magnet University School

69 Farnham Ave, New Haven, Connecticut

I. Called to Order	The meeting was called to order at 5:35 pm by President Rivera.
Board Members Present	<p>Ms. Yesenia Rivera, President.</p> <p>Mr. Matthew Wilcox, Vice President</p> <p>Dr. Edward Joyner, Secretary</p> <p>Mayor Justin Elicker</p> <p>Dr. OrLando Yarborough III</p> <p>Mr. Darnell Goldson</p> <p>Dr. Abie Benitez</p> <p>Ma'Shai Roman, Student Board Member</p> <p>Mr. Dave Cruz-Bustamante, Student Board Member</p>
Others Present	<p>Dr. Iline Tracey – Superintendent, NHPS</p> <p>Attorney Alexiades, Corporation Counsel</p>
II Pledge of Allegiance	Dr. Yarborough led the pledge of allegiance.
ii 065-23 Approval of Minutes	<p><b>On the motion by Mr. Goldson, seconded by Dr. Joyner to amend the agenda to add the April 10, 2023 minutes.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes, Dr. Yarborough, yes; Ms. Rivera, yes; Mr. Goldson, yes; Mayor Elicker, yes. (passed)</b></p> <p><b>On the motion by Mr. Goldson, seconded by Dr. Joyner to approve the April 10, 2023 minutes.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes, Dr. Yarborough, yes; Ms. Rivera, yes; Mr. Goldson, yes; Mayor Elicker, yes. (passed)</b></p>
i. 066-23 Personnel Report Dr. Tracey	<p><b>On the motion by Mr. Wilson, seconded by Mr. Goldson to approve the action items of the Personnel Report</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes, Dr. Yarborough, yes; Ms. Rivera, yes; Mr. Goldson, yes; Mayor Elicker, yes. (passed)</b></p>



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### BOARD OF EDUCATION MEETING MOTIONS PASSED

April 24, 2023 5:30 PM

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<p>XII. 067-23 Finance &amp; Operations Report – Mr. Matthew Wilcox i Finance and Operations</p>	<p><b>On the motion by Mr. Wilcox, seconded by Dr. Yarborough to approve 2 abstracts, 1 grant application, 1 approval for Local 3429 Para money purchase pension plan amendment 3 ad 2 agreements.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes, Dr. Yarborough, yes, Ms. Rivera, yes; Mr. Goldson, yes Mayor Elicker, yes. (passed)</b></p>
<p>XV. 068 -23 Transportation RFP; - responses to the solicitation of proposals for transportation as authorized by Conn. Gen. Stat. Section 1-200(6)(E) and Conn. Gen. Stat. Section 1-210(b)(24)).</p>	<p><b>On the motion by President Rivera, seconded by Mr. Goldson to go into executive session to discuss responses to the solicitation of proposals for transportation services as authorized by Conn. Gen. Stat. Section 1-200(6)(E) and Conn. Gen. Stat. Section 1-210(b)(24)).</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes, Dr. Yarborough, yes; Ms. Rivera, yes; Mr. Goldson, yes; Mayor Elicker, yes. (passed)</b></p>
<p>XV1 . 069 - 23 Adjournment</p>	<p><b>On the motion by Mr. Goldson seconded by Dr. Joyner the meeting was adjourned by roll call at 7:20 pm.</b></p> <p><b>Mr. Wilcox, yes; Dr. Joyner, yes; Dr. Benitez, yes, Dr. Yarborough, yes; Ms. Rivera, yes; Mr. Goldson, yes; Mayor Elicker, yes. (passed)</b></p>

"A video of this meeting is available the NHPS website, NHPS.net, Public Meeting

*Respectfully Submitted*  
*Myrtis Mason*  
*Recording Secretary*



NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

**NEW HAVEN BOARD OF EDUCATION MEETING**

Monday May 8, 2023

**ACTION ITEMS**

**A. INFORMATION ONLY:**

1. Agreement with Sean Thomas Allen, Sr., to provide interactive presentations on Implicit Bias and Equity, for Title I School parents and students, from May 1, 2023 to June 10, 2023, in an amount not to exceed \$1,500.00.  
Funding Source: Title I Program Acct. #2531-5256-56694-0108
  
2. Agreement with Hernando Diosa, to provide copies of his book, *Determinación*, and conduct an intensive 3-week reading and writing experience for three upper-level native/heritage speaker and AP Spanish classes at Hillhouse High School, from May 15, 2023 to June 9, 2023, in an amount not to exceed \$8,000.00.  
Funding Source: Title I Program Acct. #2531-5265-56694-0062



NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

**NEW HAVEN BOARD OF EDUCATION FINANCE & OPERATIONS COMMITTEE MEETING**

Monday, May 1, 2023

**MINUTES**

**Present:** Mr. Matthew Wilcox, Dr. Orlando Yarborough, Ms. Yesenia Rivera  
**Staff:** Dr. Iline Tracey, Dr. Paul Whyte, Dr. Michael Finley, Ms. Keisha-Redd Hannans, Ms. Patricia DeMaio, Mr. Thomas Lamb, Ms. Viviana Conner, Ms. Edith Johnson, Ms. Jessica Haxhi, Ms. Gemma Joseph-Lumpkin, Mr. Christian Tabares, Ms. Shubhra Gupta, Mr. Carl Carangelo, Mr. Jamar Alleyne, Attorney Elias Alexiades

**Call to Order:** Mr. Wilcox called the meeting to order at 4:32 p.m.

**Summary of Motions:**

- 1.) **Motion to Recommend Approval of Action Items:** A motion by Mr. Wilcox, seconded by Ms. Rivera, to Recommend Approval of **11 Agreements, 2 Contracts and 2 Healthy Food Certifications**, passed unanimously by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Yes.
- 2.) **Motion to Move Draft Block 3 Series 3000 Policies to Governance Committee:** A motion by Mr. Wilcox, seconded by Dr. Yarborough, to send draft **Series 3000 policies #3313, #3313.1, #3320, #3324, #3326, and #3326.1**, to the Governance Committee for review, passed unanimously by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Yes.
- 3.) **Motion to Adjourn:** A motion by Dr. Yarborough, seconded by Mr. Wilcox, to adjourn the meeting at 5:14 p.m., passed unanimously by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Yes.

**I. INFORMATION ONLY & ACTION ITEMS:**

**A. INFORMATION ONLY:** Committee members did not have questions about the following Information Only items approved by the Superintendent:

1. Agreement with Sean Thomas Allen, Sr., to provide interactive presentations on Implicit Bias and Equity, for Title I School parents and students, from May 1, 2023 to June 10, 2023, in an amount not to exceed \$1,500.00.  
Funding Source: Title I Program Acct. #2531-5256-56694-0108
2. Agreement with Hernando Diosa, to provide copies of his book, *Determinación*, and conduct an intensive 3-week reading and writing experience for three upper-level native/heritage speaker and AP Spanish classes at Hillhouse High School, from May 15, 2023 to June 9, 2023, in an amount not to exceed \$8,000.00.  
Funding Source: Title I Program Acct. #2531-5265-56694-0062



**B. AGREEMENTS:**

1. Agreement with Area Cooperative Education Services, (ACES), to provide a coaching seminar for Central Office staff, school staff and teacher leaders, from September 3, 2023 to June 30, 2024, in an amount not to exceed \$76,000.00 was presented by Ms. Johnson who answered questions about the professional development program. Funding Source: ARP ESSER III Carryover Program Acct. #2553-6399-56697-0410
2. Amendment #2 to Agreement #96363143 with The Monk Center for Academic Enrichment and Performing Arts, to expand the Scope of Service to include an after-school music and art programs at East Rock Park and the Dixwell/Yale community Center; and, to increase funding of \$90,000.00 by \$15,270.00 to \$105,270.00 from May 9, 2023 to June 30, 2023 was presented by Ms. Joseph-Lumpkin and Mr. Tabares, who corrected the total and funding source information as follows:

Funding Sources:

ESSER II Program	Acct. #2552-6363-56697-0009 (\$10,000.00)
ESSER II Program	Acct. #2552-6363-56697-0002 (\$10,000.00)
ESSER II Program	Acct. #2552-6363-56697-0032 (\$10,000.00)
ARP ESSER III C/O Program	Acct. #2553-6399-56697-0000 (\$60,000.00)
<b>ESSER II Program</b>	<b>Acct. #2552-6363-56697-0444 (\$15,270.00)</b>

**Items 3-6 – Infant/Toddler Agreements:** Ms. Gupta presented the items, explaining that the State awarded additional dollars for increased infant/toddler spaces. In addition, the State awarded funds to the providers for facility changes needed to accommodate the increased number of spaces. Ms. Gupta explained that each provider was allowed by the State to select the time frame covered by the award amounts. As a result, the Agreements have different start dates. **Correction:** The dates of services were corrected on the Action Item listing to reflect the dates listed in the Agreements.

3. Agreement with Auntie Rose Child Care and Development Center, to provide 11 full day/full year infant/toddler spaces and a one- time payment of \$150,000.00 to cover costs of setting up an Infant/Toddler room, from July 1, 2022 to June 30, 2023, in an amount not to exceed \$298,000.00.

Funding Sources:

Infant/Toddler Expansion Phase 2 Program	Acct. #2090-6442-56697-0442 (\$148,000.00)
Infant/Toddler Facilities Grant Program	Acct. #2090-6443-56697-0442 (\$150,000.00)

4. Agreement with Creative M.E., to provide 16 full day/full infant toddler spaces, and a one-time payment of \$150,000.00 to cover costs of setting up an Infant/Toddler room, from March 1, 2023 to June 30, 2023, in an amount not to exceed \$222,000.00.

Funding Sources:

Infant/Toddler Expansion Phase 2 Program	Acct. #2090-6442-56697-0442 (\$ 72,000.00)
Infant/Toddler Facilities Grant Program	Acct. #2090-6443-56697-0442 (\$150,000.00)

5. Agreement with The Little Schoolhouse, to provide 16 full day/full year infant/toddler spaces and a one-time payment of \$150,000.00, to cover costs of setting up an Infant/Toddler room, from February 1, 2023 to June 30, 2023, in an amount not to exceed \$240,000.00.

Funding Sources:

Infant/Toddler Expansion Phase 2 Program	Acct. #2090-6442-56697-0442 (\$ 90,000.00)
Infant/Toddler Facilities Grant Program	Acct. #2090-6443-56697-0442 (\$150,000.00)

6. Agreement with Central CT Coast YMCA, to provide 16 full day/full year infant/toddler spaces and a one-time payment of \$150,000.00 to cover costs of setting up an Infant/Toddler room, from February 1, 2023 to June 30, 2023, in an amount not to exceed \$240,000.00.

Funding Source: Infant/Toddler Expansion Phase 2 Program Acct. #2090-6442-56697-0442 (\$ 90,000.00)  
 Infant/Toddler Facilities Grant Program Acct. #2090-6443-56697-0442 (\$150,000.00)

**Items 7-11 – School Readiness Amendments:** Ms. Gupta presented Amendments 7-11, explaining that the Early Childhood Council had reduced unfilled slots from providers and reallocated them to other providers, which resulted in a decrease in funding. In answer to Committee member questions, she explained that the Infant/Toddler and School Readiness programs served different age group, which explains two different action items for The Little Schoolhouse provider.

7. Amendment #2 to Agreement #96340147 with Morning Glory Early Learning Center to decrease funding of \$291,635.99 by \$33,464.70 to \$257,635.99, to reflect the reallocation of 8 School Readiness spaces to other providers, from March 31, 2023 to June 30, 2023.

Funding Source: School Readiness Program Acct. #2523-5384-56697-0442

8. Amendment #2 to Agreement #95384025 with St. Aedan Pre-School, to decrease funding of \$669,529.97 by \$42,388.62 to \$627,141.35, to reflect the reallocation of 9 School Readiness spaces to other providers, from March 31, 2023 to June 30, 2023.

Funding Source: School Readiness Program Acct. #2523-5384-56697-0442

9. Amendment #2 to Agreement #95384028 with Central CT Coast YMCA to decrease funding of \$310,506.65 by \$25,540.78 to \$285,965.87, to reflect the reallocation of 11 School Readiness spaces to other providers, from March 31, 2023 to June 30, 2023.

Funding Source: School Readiness Program Acct. #2523-5384-56697-0442

10. Renewal of Agreement with H.D. Segur, Inc. for Student Accident Insurance in an amount not to exceed \$45,000.00 from July 1, 2023 to June 30, 2024 was presented by Mr. Carangelo who explained that the insurance company was the lowest bidder; costs had not increased over previous year and the vendor is utilized by the City.

Funding Source: 2023-2024 Operating Budget Acct. #190-44000-56683

11. Amendment #3 to Agreement with Baystate Interpreters, Inc. to increase funding amount from \$45,000.00 by \$15,000.00 for a total amount of \$60,000.00, to cover additional costs incurred for increased SPED document translations was presented by Ms. Haxhi. A discussion ensued about the need for interpreters, the degree of professionalism and overall performance of the contractor versus a previous contractor.

Funding Source: 2022-2023 Operating Budget Acct. # 190-41700-56697 (\$25,000.00)  
 IDEA Program Acct. # 2504-5034-56903-0000 (\$20,000.00)  
**2022-2023 Operating Budget Acct. # 190-41700-56697 (\$15,000.00).**

## C. CONTRACTS:

1. Award of Contract 21835 with Barrett, Inc. for Hillhouse Auditorium Roof Replacement, in an amount not to exceed \$292,600.00, from May 1, 2023 to June 30, 2023 was presented by Mr. Lamb who corrected the end date to July 30, 2023. He provided documentation from City of New Haven Purchasing which allows fiscal year cross over of grant funds for this type of project.

Funding Source: ESSER II Carryover

Acct. #2553-6399-56697-0474

**Correction:** After the meeting, the **funding source was corrected** to ARP ESSER III Carryover, Acct. #2553-6399-56697-0474.

2. Award of Contract 50600 with Mechanical Heating and Air Conditioning, Inc. to provide general mechanical repairs and maintenance services, in an amount not to exceed \$200,000.00, from May 1, 2023 to June 30, 2023 was presented by Mr. Alleyne who corrected the contract amount from \$200,000.00 to \$100,000.00. He will provide corrected backup documentation.

Funding Source: 2022-2023 Capital Projects

Acct. # 3C20-2074-58101

- D. HEALTHY FOOD CERTIFICATION:** Mr. Lamb presented the certifications, indicating that the State requires approval in of two sections, as indicated below:

To approve the “Healthy Food Certification Statement” – Addendum to an Agreement for Child Nutrition Programs (ED-099), NHBOE must vote (1) the participation in the healthy food option; (2) to allow Food and Beverage Exemptions; as follows:

“Pursuant to C.G.S. Section 10-215f, the NHBOE certifies that:

1. “Pursuant to C.G.S. Section 10-215f, the NHBOE certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2023, through June 30, 2024. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

To approve the “Healthy Food Certification Statement” – Addendum to an Agreement for Child Nutrition Programs (ED-099), *NHBOE must vote on; (B) to allow Food and Beverage Exemptions; as follows:*

2. The NHBOE It will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales. “

The HFC statement it is part of the CT State Department of Education’s Online Application and Claiming Systems for Child Nutrition Programs. Hard copies of the form are no longer required but statement must be presented and approved by vote from the school district board of education.

## II. DISCUSSION:

- **Series 3000 Policies – Block 3:** Mr. Wilcox noted no questions or further feedback about policy drafts, as previously posted and presented. A motion by Mr. Wilcox, seconded by Dr. Yarborough, to send draft **Series 3000 policies #3313, #3313.1, #3320, #3324, #3326, and #3326.1**, to the Governance Committee for review, passed

unanimously by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Yes.

Mr. Wilcox indicated that the will forward the policies to the Governance Committee and administrative staff.

**Adjournment:** A motion by Dr. Yarborough, seconded by Mr. Wilcox, to adjourn the meeting at 5:14 p.m., passed unanimously by Roll Call Vote: Ms. Rivera, Yes; Dr. Yarborough, Yes; Mr. Wilcox, Yes.

Respectfully submitted,

Patricia A. DeMaio



NEW HAVEN PUBLIC SCHOOLS

Please join us for a  
**Celebration of Graduates**  
receiving the  
**Connecticut**  
**Seal of Biliteracy**  
Class of 2023

**Wednesday, May 31, 2023**

**6:00-7:30 PM**

Wilbur Cross High School Auditorium  
181 Mitchell Drive

**NHPS World Languages**



# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

P3542(a)

### Business and Non-Instructional Operations

#### Food Service

##### School Lunch Service

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. The Board directs that students shall be provided with adequate space and time, of at least 20 minutes for full-day, to eat meals during the school day.

The District shall offer nutritious meals to all students without regard to race, color, age, creed, religion, gender, sexual orientation, gender identity or expression ancestry, national origin, marital status, pregnancy, ~~or~~ disability, or the ability to pay.

~~The Board shall provide food service { } for school breakfasts; { } for school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs. (Alternate language: The District shall participate in the { } School Breakfast Program (SBP), { } National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), Summer Food Program (SFP), and the Fresh Fruit and Vegetable Program (FFVP){ } Special Milk Program (SMP). The District's NSLP, SBP and SMP will operate to meet dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable state laws and regulations.~~

~~The district shall work with community partners in an attempt to alleviate "food gaps" during school breaks, such as April recess or the winter holiday recess.~~

This service shall be under the supervision of the Food Service Director who shall be responsible to the ~~Business Manager-Chief Operating Officer~~. The Food Service Director shall be hired under specific job specifications and approved by the Board of Education.

#### Aims

Policies governing the operation of the school lunch program shall be:

1. To provide cafeteria facilities in all new schools and in other schools wherever practicable.
2. To provide wherever cafeteria facilities exist nutritionally balanced and attractive lunches available to all students with sufficient time allowed for eating. Varied and nutritious food choices shall be ~~sold or~~ served consistent with applicable federal government Dietary Guidelines for Americans.
3. To provide lunches free or at reduced rates to children whose economic or health needs require such action, with the approval of the Superintendent of Schools on ~~the~~ recommendation of the Principal and school nurse.

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

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

### **Facilities**

Cafeteria facilities, wherever possible, shall include the following:

1. Attractive, well-ventilated dining rooms.

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

**P3542(b)**

### **Business/Non-Instructional Operations**

#### **Food Service**

##### **Facilities** (continued)

2. A carefully planned, well-equipped kitchen adjacent to each dining area.
3. Adequate storage space so that food and supplies may be purchased in sufficient quantity to take advantage of favorable market conditions.
4. Maintenance, inspection and repair of equipment so that maximum use is obtained and danger of accidents to personnel is minimized.

#### **Maintenance of Sanitary Conditions**

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times. The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and federal laws, regulations and requirements.

The Food Service Director shall be responsible for the education of all food handlers as to personal hygiene and techniques of sanitation.

~~All cafeteria workers shall be required to have a physical examination at the time of employment and periodically as requested by the School Medical Advisor.~~

#### **Financing**

The school lunch program shall be financed as follows:

1. ~~If meal prices are needed~~, prices of school lunches shall be determined by the Superintendent in accordance with all prevailing costs of food, supplies, supervision costs, and wages of hourly workers.
2. Costs of food, supplies, salaries and wages of all employees, and other expenses directly incurred in the school lunch program shall be paid out of a separate fund, which shall be maintained under the control of the Business Manager or his/her designee and into which all receipts from sales and federal cash grants shall be paid. This fund shall be subject to annual audit by the District auditor. In compliance with federal law, the District's NSLP (and SBP) shall be non-profit.
3. Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Board of Education.
4. Although the Board believes that the District's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the

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# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

nutrition needs of its students.

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**Connecticut Association of Boards of Education, Inc.**

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

**P3542(c)**

### **Business/Non-Instructional Operations**

#### **Food Service (continued)**

##### **School Food Safety Inspections/School Food Safety Program**

The District shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The District shall obtain two (2) safety inspections per year in accordance with all local, state and federal laws and regulations. The District shall post the most recent inspection report and release a copy of the report to members of the public upon request.

The District shall comply with federal regulations in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of food borne illness among students, **as well as to prevent or minimize the risk for students with life-threatening allergies.**

##### **Farm to School Program** *(optional revision/addition to policy)*

Any bid submitted by a service management company in response to a request for proposal (RFP) or bid solicitation by the Board that is posted to the State Portal and that relates to the Board's school nutrition program shall include information detailing the consistency of such bid with the State's Farm to School Program and the ways in which such bid facilitates the purchase of products from local farmers by the Board. All other factors being equal, the Board shall give preference to the RFP or bid that promotes the purchase of local farm products.

Any person who sells any farm product as Connecticut-grown to the District is required to offer proof to the District that such farm product was produced in Connecticut, including, but not limited to, the name of the person or business that produced the farm product and the name and address of the farm where such product was produced.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness (School Wellness))

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

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# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

**P3542(d)**

### **Business/Non-Instructional Operations**

#### **Food Service**

Legal Reference: Connecticut General Statutes (continued)

10-216 Payment of expenses.

State Board of Education Regulations

10-215b-1 School lunch and nutrition programs.

10-215b-11 Requirement for meals.

10-215b-12 Reimbursement payments. (including free and reduced price meals)

10-215d Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)

10-221o Lunch periods. Recess. Board to adopt policies addressing limitation of physical exercise.

22-38d Farm to school program. (as amended by PA 16-37 and PA 18-73)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Policy adopted:

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**Connecticut Association of Boards of Education, Inc.**

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

**P3542(a)**

### **Business and Non-Instructional Operations**

#### **Food Service**

##### **School Lunch Service**

The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. It is the intent of the Board that District schools take a proactive effort to encourage students to make nutritious food choices. The Board directs that students shall be provided with adequate space and time, of at least 20 minutes for full-day, to eat meals during the school day.

The District shall offer nutritious meals to all students without regard to race, color, age, creed, religion, gender, sexual orientation, gender identity or expression ancestry, national origin, marital status, pregnancy, disability, or the ability to pay.

The District shall participate in the School Breakfast Program (SBP), National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), Summer Food Program (SFP), and the Fresh Fruit and Vegetable Program (FFVP). The District's NSLP, SBP and SMP will operate to meet dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

The district shall work with community partners in an attempt to alleviate "food gaps" during school breaks, such as April recess or the winter holiday recess.

This service shall be under the supervision of the Food Service Director who shall be responsible to the Chief Operating Officer. The Food Service Director shall be hired under specific job specifications and approved by the Board of Education.

#### **Aims**

Policies governing the operation of the school lunch program shall be:

1. To provide cafeteria facilities in all new schools and in other schools wherever practicable.
2. To provide wherever cafeteria facilities exist nutritionally balanced and attractive lunches available to all students with sufficient time allowed for eating. Varied and nutritious food choices shall be served consistent with applicable federal government Dietary Guidelines for Americans.
3. To provide lunches free or at reduced rates to children whose economic or health needs require such action, with the approval of the Superintendent of Schools on the recommendation of the Principal and school nurse.

#### **Facilities**

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# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

**P3542(b)**

### **Business and Non-Instructional Operations**

#### **Food Service**

##### **Facilities (continued)**

Cafeteria facilities, wherever possible, shall include the following:

1. Attractive, well-ventilated dining rooms.
2. A carefully planned, well-equipped kitchen adjacent to each dining area.
3. Adequate storage space so that food and supplies may be purchased in sufficient quantity to take advantage of favorable market conditions.
4. Maintenance, inspection and repair of equipment so that maximum use is obtained and danger of accidents to personnel is minimized.

##### **Maintenance of Sanitary Conditions**

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times. The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and federal laws, regulations and requirements.

The Food Service Director shall be responsible for the education of all food handlers as to personal hygiene and techniques of sanitation.

##### **Financing**

The school lunch program shall be financed as follows:

1. If meal prices are needed, prices of school lunches shall be determined by the Superintendent in accordance with all prevailing costs of food, supplies, supervision costs, and wages of hourly workers.
2. Costs of food, supplies, salaries and wages of all employees, and other expenses directly incurred in the school lunch program shall be paid out of a separate fund, which shall be maintained under the control of the Business Manager or his/her designee and into which all receipts from sales and federal cash grants shall be paid. This fund shall be subject to annual audit by the District auditor. In compliance with federal law, the District's NSLP (and SBP) shall be non-profit.
3. Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Board of Education.

**P3542(c)**

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# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

### **Financing (continued)**

4. Although the Board believes that the District's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students.

### **Business/Non-Instructional Operations**

#### **Food Service (continued)**

##### **School Food Safety Inspections/School Food Safety Program**

The District shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The District shall obtain two (2) safety inspections per year in accordance with all local, state and federal laws and regulations. The District shall post the most recent inspection report and release a copy of the report to members of the public upon request.

The District shall comply with federal regulations in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of food borne illness among students, as well as to prevent or minimize the risk for students with life-threatening allergies.

##### **Farm to School Program**

Any bid submitted by a service management company in response to a request for proposal (RFP) or bid solicitation by the Board that is posted to the State Portal and that relates to the Board's school nutrition program shall include information detailing the consistency of such bid with the State's Farm to School Program and the ways in which such bid facilitates the purchase of products from local farmers by the Board. All other factors being equal, the Board shall give preference to the RFP or bid that promotes the purchase of local farm products.

Any person who sells any farm product as Connecticut-grown to the District is required to offer proof to the District that such farm product was produced in Connecticut, including, but not limited to, the name of the person or business that produced the farm product and the name and address of the farm where such product was produced.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness (School Wellness))

**P3542(d)**

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# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

### **Business/Non-Instructional Operations**

#### **Food Service**

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46)

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

10-216 Payment of expenses.

State Board of Education Regulations

10-215b-1 School lunch and nutrition programs.

10-215b-11 Requirement for meals.

10-215b-12 Reimbursement payments. (including free and reduced price meals)

10-215d Regulations re nutrition standards for school breakfasts and lunches. (as amended by PA 16-37)

10-221o Lunch periods. Recess. Board to adopt policies addressing limitation of physical exercise.

22-38d Farm to school program. (as amended by PA 16-37 and PA 18-73)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751.

School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.

Legal Reference: Connecticut General Statutes (continued)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

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**Connecticut Association of Boards of Education, Inc.**

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

Policy adopted:

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**Connecticut Association of Boards of Education, Inc.**



# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

P3542.31(a)

### Business and Non-Instructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program)

Participation in the National School Lunch Program (NSLP) (and School Breakfast Programs) (SBP) is/are herewith authorized, **including the Community Eligibility Provision**. Authorization is granted to the Superintendent to act on behalf of the Board for purposes of participating in the National School Lunch Program (and School Breakfast Program).

Free nutritious meals will be served to children from families whose income falls within the current criteria established by the Secretary of Agriculture under the Federal Lunch Program for free lunches.

The District shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.

The schools shall not physically segregate or discriminate against any child because of his or her inability to pay for a meal. The names of children eligible to receive free meals shall not be published, posted, or announced in any manner; and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means.

The District shall ensure that, in the operation of the free and reduced-price meals and/or free milk programs, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, gender identity or expression, national origin, marital status, pregnancy or disability, or any other basis prohibited by law, in its implementation of such a program.

The District's NSLP and SBP shall operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

~~**Note:** An optional approach, the Community Eligibility Provision (CEP) allows eligible schools to provide free meals to all students at no charge, regardless of family income. To qualify, at least 40 percent of a school's population must be identified as low income children who meet criteria for free school meals. Instead of collecting individual applications for free and reduced price meals, CEP uses information from other programs, including the Supplemental Nutrition Assistance Program and the Temporary Assistance Program for Needy Families.~~

(cf. 3542 – School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and

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# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

employees. (as amended by PA 21-46)

DRAFT

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**Connecticut Association of Boards of Education, Inc.**

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

**P3542.31(b)**

### **Business/Non-Instructional Operations**

#### **Free or Reduced Price Lunches (National School Lunch Program)**

Legal Reference: (continued)

10-216 Payment of expenses.

10-221o Lunch periods. Recess. Boards to adopt policies addressing limitations of physical exercise.

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.

United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

42 U.S.C. Sec. 1758, 7 CFR Part 145, Sec. 245.5, 245.6, 245.7, 210.9, 210.20

U.S.D.A., Eligibility Guidance for School Meals Manual

U.S.D.A., FNS Instruction 765-7 Rev. 2: Handling Lost, Stolen and Misused Meal Tickets

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§203, 205

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

Policy adopted:

DRAFT

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**Connecticut Association of Boards of Education, Inc.**

# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

R3542.31(a)

### Business/NonInstructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program)

National School Lunch Program (NSLP) regulations require that lunches be provided for needy students when the family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the District policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free "Meals for Needy Children," and how an appeal may be filed for an adjustment in the decision with respect to the application. This information and an application form will also be provided whenever a new student is enrolled. (cf. 3542.42 Finance: Food Service)

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

1. Free or reduced price lunches and/or supplementary milk will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.
2. There shall be no discrimination in the furnishings of meals or supplementary milk because of race, religion, source of income, etc.
3. The anonymity of students receiving assistance under this regulation shall be protected. The names of these students will be treated in a confidential manner. They will use the same tickets for milk and lunch and will obtain these items in the same manner and place as do all other children.
4. Requests for free lunches, reduced price lunches, and/or supplementary milk which have been denied may be appealed to the Superintendent.
5. Records of students receiving assistance will be kept in each school. A monthly report will be submitted to the district office where records for audit purposes will be maintained.
6. Annually the District will establish process for reimbursable student meals. The price charged to students who do not qualify for free or reduced price meals will be established annually by the District in compliance with state and federal laws. *(Note: The new requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§205 established new criteria for equity in school lunch pricing.)*

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

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

3542.31(b)

### **Business/Non-Instructional Operations**

#### **Free or Reduced Price Lunches (National School Lunch Program) (continued)**

7. The price charged to students who qualify for reduced price meals will be established annually by the District in compliance with state and federal laws. (According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R. Part 245, 2011)

8. Eligibility for the "Meals for Needy Children" program will be based on the following:

##### **A. Emergency Situations**

A child's statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.

##### **B. Objective Standards of Need**

Eligibility for assistance, other than for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the district.

9. If school authorities feel that a family's financial situation has changed, and the students are no longer eligible for free meals, a hearing procedure will be used by the Superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free meals until the conclusion of the hearing.

10. On a case-by-case basis, when a student is known to be eligible for free or reduced price meal (or free milk) benefits and the household fails to submit a confidential application, the Superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

11. Students who do not qualify for free or reduced price meals (or free milk) are eligible to participate in the (SMP) National School Lunch Program (NSLP) (and School Breakfast Program (SBP)) and will be charged "paid" meal (,) (and) (snack) (milk) prices set by the District. "Paid" category students will be treated equally to students receiving free or reduced price benefits in every aspect of the District's NSLP (,) (and) (SMP) (SBP).

# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.31(c)

### Business/Non-Instructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program) (continued)

12. Schools may provide an additional food plan to students, when affordable in accordance with healthy food guidelines.

13. The District has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.

14. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals (or free milk) to the employer for distribution to affected employees.

#### Financial Management of the Nonprofit School Food Service

1. The District will maintain a nonprofit school nutrition and food service operation.

2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP (,) (and) (SBP) (SMP).

3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the District's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.

*(Note: For meals with portion sizes equivalent to student meals, the adult meal price will be not less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.)*

4. The District will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.

5. The District will meet the requirements for allowable NSLP (,) (and) (SBP) (SMP) costs as described in Office of Management and Budget (OMB) circular A-87, as may be amended.

6. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.

7. In the operation of its nutrition and food services program, the District will purchase food products that are produced in the United States, whenever possible.

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

# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.31(d)

### Business/Non-Instructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program)

##### Nutrition and Menu Planning

1. Meals and snacks served for reimbursement will meet the recommendations of the most current Dietary Guidelines for Americans.
2. Meals served for reimbursement will meet at least the minimum NSLP (and SBP) requirements for food item and quantities.
3. Meals served for reimbursement will meet required caloric requirement standards set for saturated fat, sodium and trans fats.
4. The District will use the “offer” versus “serve” option when serving NSLP lunches to senior high school students. High school students must take at least three of five food items including one-half cup of fruit or vegetable offered in program lunches. Students must select the other food component in the quantities planned.
5. The District will use the “offer” versus “serve” option when serving program breakfasts to senior high school students. High school students must take at least three of four food items including one-half cup of fruit or vegetable offered in program breakfasts. Students must select the other food component in the quantities planned.

***Note: Offer versus serve (OVS) option is a requirement in the NSLP for senior high schools. It is an option for the SBP. OVS is an option for schools below the high school levels.***

6. ***OPTIONAL:*** The District will use the “offer” versus “serve” option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take (three of the five food items) (four of the five food items) including one-half cup of fruit or vegetable offered in program lunches.
7. ***OPTIONAL:*** The District will use the “offer” versus “serve” option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items including one-half cup of fruit offered in program breakfasts.
8. A copy of the Board Minutes adopting the “offer” versus “serve” policy for students below high school grades for program lunches and/or for all students in the District for program breakfasts, as applicable, will be made available upon request.

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# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.31(e)

### Business/Non-Instructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program) (continued)

##### Use and Control of Commodity Foods

1. The District will accept and use commodity foods in as large a quantity as may be efficiently utilized in the reimbursable lunch (and breakfast) program
2. The District will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP or snacks shall be replaced in the food service inventory.

##### General USDA NSLP/SBP/SMP Requirements

1. The District will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The District will provide substitute foods for students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be provided only when a medical statement from the licensed physician is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification. The District will not charge more than the price of the school meal, as determined by the child's eligibility status, for substitute meals or foods.
5. The District will control the sale of the following foods of minimal nutritional value (FMNV): in the food service areas during the meal periods in compliance with the timeframes and criteria meeting federal and state regulations; carbonated beverages, water ices, chewing gum, hard candy, jelly and gum candies, marshmallow candy, fondant (candy corn-type), licorice, cotton candy and candy-coated popcorn. *(Alternate: The sale of minimally nutritious foods is prohibited or the sale of minimally nutritious foods is permitted in restricted areas.)*
6. The District will ensure that potable (drinking) water will be available to students, free of charge for consumption in the place where meals are served during meal service. (New requirement under Healthy, Hunger-Free Kids Act of 2010, U.S.C. 1751 §§203)
7. The District will notify all households of its meal charge requirements early in the school year.
8. ~~The sale of foods (other than FMNV) in competition with the District's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the District's nutrition and food services or accrues to a school or student organization approved by the Board.~~

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# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.31(f)

### Business/Non-Instructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program)

##### General USDA NSLP/SBP/SMP Requirements (continued)

9. ~~The District will not use nutrition and food services funds to purchase FMNV for sale unless the proceeds from the sale of those foods is deposited into the Nutrition and Food Services account in an amount sufficient to cover all direct and indirect costs relating to the purchase and service of the foods.~~

#### Record Keeping

1. All currently approved and denied confidential applications for free and reduced price meals and free milk and all current direct certification documents will be maintained for three years after the current school year. Records will be maintained longer in the event of unresolved audit(s) until the audit(s) have been completed.
2. All currently approved or denied confidential applications for free and reduce price meals and free milk and all current direct certification documents will be readily retrievable by school or site and made available to state or federal reviewers upon request.
3. The District will maintain financial records that account for all revenues and expenditures of the nonprofit school nutrition and food services for a period of three years after the school year to which they pertain.

(cf. 3542 – School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-215a Non-public school participation in feeding program.

10-15b Duties of state board of education re feeding programs.

10216 Payment of expenses.

State board of education Regulation

10-215b-1 School lunch and nutrition programs

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7

C.F.R. Part 15b (2001)

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

Regulation approved:

DRAFT

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

**Connecticut Association of Boards of Education, Inc.**

# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

P3542.31(a)

### Business and Non-Instructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program)

Participation in the National School Lunch Program (NSLP) (and School Breakfast Programs) (SBP) is/are herewith authorized, **including the Community Eligibility Provision**. Authorization is granted to the Superintendent to act on behalf of the Board for purposes of participating in the National School Lunch Program (and School Breakfast Program).

Free nutritious meals will be served to children from families whose income falls within the current criteria established by the Secretary of Agriculture under the Federal Lunch Program for free lunches.

The District shall establish an appeals process under which a parent/guardian may appeal a decision regarding his/her initial application for benefits, or any subsequent reduction or termination of benefits.

The schools shall not physically segregate or discriminate against any child because of his or her inability to pay for a meal. The names of children eligible to receive free meals shall not be published, posted, or announced in any manner; and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means.

The District shall ensure that, in the operation of the free and reduced-price meals and/or free milk programs, no student shall be discriminated against because of race, color, age, creed, religion, sex, sexual orientation, ancestry, gender identity or expression, national origin, marital status, pregnancy or disability, or any other basis prohibited by law, in its implementation of such a program.

The District's NSLP and SBP shall operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

~~**Note:** An optional approach, the Community Eligibility Provision (CEP) allows eligible schools to provide free meals to all students at no charge, regardless of family income. To qualify, at least 40 percent of a school's population must be identified as low income children who meet criteria for free school meals. Instead of collecting individual applications for free and reduced price meals, CEP uses information from other programs, including the Supplemental Nutrition Assistance Program and the Temporary Assistance Program for Needy Families.~~

(cf. 3542 – School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.34 – Nutrition Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and

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# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

employees. (as amended by PA 21-46)

DRAFT

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**Connecticut Association of Boards of Education, Inc.**

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

**P3542.31(b)**

### **Business/Non-Instructional Operations**

#### **Free or Reduced Price Lunches (National School Lunch Program)**

Legal Reference: (continued)

10-216 Payment of expenses.

10-221o Lunch periods. Recess. Boards to adopt policies addressing limitations of physical exercise.

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.

United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

42 U.S.C. Sec. 1758, 7 CFR Part 145, Sec. 245.5, 245.6, 245.7, 210.9, 210.20

U.S.D.A., Eligibility Guidance for School Meals Manual

U.S.D.A., FNS Instruction 765-7 Rev. 2: Handling Lost, Stolen and Misused Meal Tickets

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§203, 205

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

Policy adopted:

DRAFT

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**Connecticut Association of Boards of Education, Inc.**

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

**R3542.31(a)**

### **Business/NonInstructional Operations**

#### **Free or Reduced Price Lunches (National School Lunch Program)**

National School Lunch Program (NSLP) regulations require that lunches be provided for needy students when the family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the District policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free "Meals for Needy Children," and how an appeal may be filed for an adjustment in the decision with respect to the application. This information and an application form will also be provided whenever a new student is enrolled. (cf. 3542.42 Finance: Food Service)

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

1. Free or reduced price lunches and/or supplementary milk will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.
2. There shall be no discrimination in the furnishings of meals or supplementary milk because of race, religion, source of income, etc.
3. The anonymity of students receiving assistance under this regulation shall be protected. The names of these students will be treated in a confidential manner. They will use the same tickets for milk and lunch and will obtain these items in the same manner and place as do all other children.
4. Requests for free lunches, reduced price lunches, and/or supplementary milk which have been denied may be appealed to the Superintendent.
5. Records of students receiving assistance will be kept in each school. A monthly report will be submitted to the district office where records for audit purposes will be maintained.
6. Annually the District will establish process for reimbursable student meals. The price charged to students who do not qualify for free or reduced price meals will be established annually by the District in compliance with state and federal laws.

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# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

3542.31(b)

### **Business/Non-Instructional Operations**

#### **Free or Reduced Price Lunches (National School Lunch Program) (continued)**

7. The price charged to students who qualify for reduced price meals will be established annually by the District in compliance with state and federal laws. (According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R. Part 245, 2011)

8. Eligibility for the "Meals for Needy Children" program will be based on the following:

##### **A. Emergency Situations**

A child's statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.

##### **B. Objective Standards of Need**

Eligibility for assistance, other than for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the district.

9. If school authorities feel that a family's financial situation has changed, and the students are no longer eligible for free meals, a hearing procedure will be used by the Superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free meals until the conclusion of the hearing.

10. On a case-by-case basis, when a student is known to be eligible for free or reduced price meal (or free milk) benefits and the household fails to submit a confidential application, the Superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

11. Students who do not qualify for free or reduced price meals (or free milk) are eligible to participate in the (SMP) National School Lunch Program (NSLP) (and School Breakfast Program (SBP)) and will be charged "paid" meal (,) (and) (snack) (milk) prices set by the District. "Paid" category students will be treated equally to students receiving free or reduced price benefits in every aspect of the District's NSLP (,) (and) (SMP) (SBP).

# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.31(c)

### Business/Non-Instructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program) (continued)

12. Schools may provide an additional food plan to students, when affordable in accordance with healthy food guidelines.

13. The District has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.

14. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals (or free milk) to the employer for distribution to affected employees.

#### Financial Management of the Nonprofit School Food Service

2. The District will maintain a nonprofit school nutrition and food service operation.

2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP (,) (and) (SBP) (SMP).

3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the District's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.

*(Note: For meals with portion sizes equivalent to student meals, the adult meal price will be not less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.)*

4. The District will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.

5. The District will meet the requirements for allowable NSLP (,) (and) (SBP) (SMP) costs as described in Office of Management and Budget (OMB) circular A-87, as may be amended.

6. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.

7. In the operation of its nutrition and food services program, the District will purchase food products that are produced in the United States, whenever possible.

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# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.31(d)

### Business/Non-Instructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program)

##### Nutrition and Menu Planning

2. Meals and snacks served for reimbursement will meet the recommendations of the most current Dietary Guidelines for Americans.
2. Meals served for reimbursement will meet at least the minimum NSLP (and SBP) requirements for food item and quantities.
3. Meals served for reimbursement will meet required caloric requirement standards set for saturated fat, sodium and trans fats.
4. The District will use the “offer” versus “serve” option when serving NSLP lunches to senior high school students. High school students must take at least three of five food items including one-half cup of fruit or vegetable offered in program lunches. Students must select the other food component in the quantities planned.
5. The District will use the “offer” versus “serve” option when serving program breakfasts to senior high school students. High school students must take at least three of four food items including one-half cup of fruit or vegetable offered in program breakfasts. Students must select the other food component in the quantities planned.

***Note: Offer versus serve (OVS) option is a requirement in the NSLP for senior high schools. It is an option for the SBP. OVS is an option for schools below the high school levels.***

6. The District will use the “offer” versus “serve” option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take (three of the five food items) (four of the five food items) including one-half cup of fruit or vegetable offered in program lunches.
7. The District will use the “offer” versus “serve” option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items including one-half cup of fruit offered in program breakfasts.
8. A copy of the Board Minutes adopting the “offer” versus “serve” policy for students below high school grades for program lunches and/or for all students in the District for program breakfasts, as applicable, will be made available upon request.

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# Policy Service

## The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3542.31(e)

### Business/Non-Instructional Operations

#### Free or Reduced Price Lunches (National School Lunch Program) (continued)

##### Use and Control of Commodity Foods

1. The District will accept and use commodity foods in as large a quantity as may be efficiently utilized in the reimbursable lunch (and breakfast) program
2. The District will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP or snacks shall be replaced in the food service inventory.

##### General USDA NSLP/SBP/SMP Requirements

1. The District will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The District will provide substitute foods for students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be provided only when a medical statement from the licensed physician is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification. The District will not charge more than the price of the school meal, as determined by the child's eligibility status, for substitute meals or foods.
5. The District will control the sale of the following foods of minimal nutritional value (FMNV): in the food service areas during the meal periods in compliance with the timeframes and criteria meeting federal and state regulations; carbonated beverages, water ices, chewing gum, hard candy, jelly and gum candies, marshmallow candy, fondant (candy corn-type), licorice, cotton candy and candy-coated popcorn. *(Alternate: The sale of minimally nutritious foods is prohibited or the sale of minimally nutritious foods is permitted in restricted areas.)*
6. The District will ensure that potable (drinking) water will be available to students, free of charge for consumption in the place where meals are served during meal service. (New requirement under Healthy, Hunger-Free Kids Act of 2010, U.S.C. 1751 §§203)
7. The District will notify all households of its meal charge requirements early in the school year.

# Policy Service

## **The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws**

### **3542.31(f)**

#### **Business/Non-Instructional Operations**

##### **Free or Reduced Price Lunches (National School Lunch Program)**

###### **Record Keeping**

1. All currently approved and denied confidential applications for free and reduced price meals and free milk and all current direct certification documents will be maintained for three years after the current school year. Records will be maintained longer in the event of unresolved audit(s) until the audit(s) have been completed.
2. All currently approved or denied confidential applications for free and reduce price meals and free milk and all current direct certification documents will be readily retrievable by school or site and made available to state or federal reviewers upon request.
3. The District will maintain financial records that account for all revenues and expenditures of the nonprofit school nutrition and food services for a period of three years after the school year to which they pertain.

(cf. 3542 – School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 3542.43 – Charging Policy)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-215a Non-public school participation in feeding program.

10-15b Duties of state board of education re feeding programs.

10216 Payment of expenses.

State board of education Regulation

10-215b-1 School lunch and nutrition programs

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751

7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001)

Regulation approved:



***New Haven Public Schools  
Teaching and Learning Committee  
Grades 6-8 Science Pilot Update  
April 26, 2023***

**Dr. Iline Tracey, Superintendent  
Keisha Redd-Hannans, Assistant Superintendent of Curriculum, Instruction, and Assessment  
Robert McCain, Science Supervisor**



# STRATEGIC PLAN : SY 2020-2024



NEW HAVEN PUBLIC SCHOOLS

## Core Values

We believe...

- 1 Equitable opportunities** create the foundation necessary for every child to succeed
- 2 A culture of continuous improvement** will ensure that all staff are learners and reflective practitioners
- 3 High expectations** and standards are necessary to prepare students for college and career
- 4 Collaboration** and partnerships with families and the New Haven community will enhance learning and achievement



## Mission

To provide all students in New Haven Public Schools with personalized, authentic, and engaging learning experiences through creativity, exploration, innovation, critical thinking, problem-solving, and high quality instruction. To foster a culture of continuous improvement through collaborative partnerships with staff, families, and the New Haven community. To support students' growth and development by utilizing the Whole Child Framework.

## Vision

Our vision is to be a premier urban school district that ensures access to equitable opportunities and successful outcomes for all students as they prepare for college, career, and life.

## Priority Areas for 2020-2024

- |          |                                      |          |                              |
|----------|--------------------------------------|----------|------------------------------|
| <b>1</b> | <b>Academic Learning</b>             | <b>2</b> | <b>Culture &amp; Climate</b> |
| <b>3</b> | <b>Youth &amp; Family Engagement</b> | <b>4</b> | <b>Talented Educators</b>    |
| <b>5</b> | <b>Operational Efficiencies</b>      |          |                              |

WWW.NHPS.NET

## Goal:

To create a comprehensive middle school science curriculum aligned to the NGSS that provides an equitable and cohesive program for all of our middle school scientists.



- Inequity in programs, lessons, and consistency in science instruction and learning throughout New Haven Schools
- Middle school teachers are “doing their own thing to survive.” Creating inequity in the quality of science instruction for NHPS students.
- Record number of substitute and first year teachers in science (currently 13 vacancy in 6-8).

Smithsonian STMC Program

<https://www.smithsonianstc.com/stcms-framework-172N7-41245L.html>

Lab-Aids SEPUP Program

<https://www.lab-aids.com/ngss>

Savvas Elevate Science

<https://www.savvas.com/index.cfm?locator=PS3eR5&PMDBSOLUTIONID=6724&PMDBSITEID=2781&PMDBCATEGORYID=814&PMDBSUBSOLUTIONID=&PMDBSUBJECTAREAID=&PMDBSUBCATEGORYID=&PMDBProgramId=165441&elementType=programComponents>

# Timeline



NEW HAVEN PUBLIC SCHOOLS

## Quarter 2 Pilot ( Nov 15- Jan 26)

### Teacher Training 1

Smithsonian 12/1

Lab-Aids 12/5

Savvas 11/28

### Teacher Training 2:

Smithsonian 1/4

Lab-Aids 1/12

Savvas 1/11

### School Based Site Visits

WK Dec 5th, WK Jan. 9th, 1/17

### Student Work:

[https://drive.google.com/drive/folders/1JYtNA6YlqVZOjZDe44lXnslwVMjF33KW?usp=share\\_link](https://drive.google.com/drive/folders/1JYtNA6YlqVZOjZDe44lXnslwVMjF33KW?usp=share_link)

### Teacher Surveys :

[https://drive.google.com/drive/folders/1rAYFb0CTXeOUcB5j1RgaucG-L1wt6neG?usp=share\\_link](https://drive.google.com/drive/folders/1rAYFb0CTXeOUcB5j1RgaucG-L1wt6neG?usp=share_link)

# Pilot Schools



NEW HAVEN PUBLIC SCHOOLS

	Smithsonian STMC	Lab Aids SEPUP	Savvas Elevate Science
Grade 6	<b>Melanie Seeger</b> Conte <b>Emma Salvatore</b> Fame	<b>Lorrie Quirk</b> Lincoln Bassett <b>Tim Shortt</b> Hooker	<b>Nancy Wattnem</b> Barnard <b>Alexis Nuhn</b> Barnard
Grade 7	<b>Sarah Johnson</b> Ross Woodward <b>Kerry Martins</b> Beecher	<b>Stephanie Persanti</b> Clinton <b>Tina Taylor</b> Martinez	<b>Suzette Boutin</b> Barnard <b>Colleen Whittel</b> Clemente
Grade 8	<b>Sarah Johnson</b> Ross Woodward <b>Tom Merritt</b> Jepson	<b>Stephanie Persanti</b> Clinton <b>Kristin Satawhite</b> Nathan Hale	<b>Suzette Boutin</b> Barnard Roger Rushworth ESUMS

What are the **strengths** of the program you piloted in your classroom?

What are the **weaknesses or concerns** you have about the program you piloted?

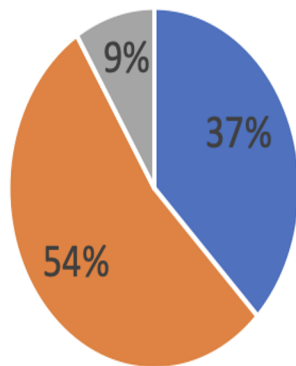
Questions from the Panel

# Supporting Diverse Populations



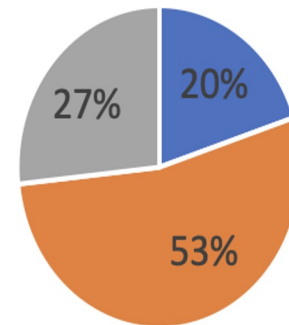
NEW HAVEN PUBLIC SCHOOLS

## Resources of Multilingual Students



■ Lab-Aids ■ Smithsonian ■ Savvas

## Adaptability for Special Education Students



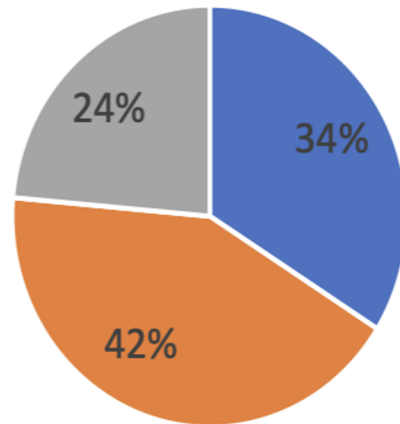
■ Lab-Aids ■ Smithsonian ■ Savvas

# Engagement



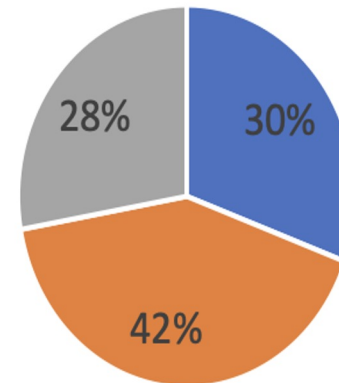
NEW HAVEN PUBLIC SCHOOLS

## Student Engagement with Program



■ Lab-Aids ■ Smithsonian ■ Savvas

## Information/Activities Relevant for Our Students



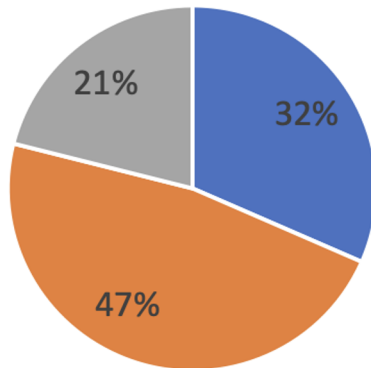
■ Lab-Aids ■ Smithsonian ■ Savvas

# Math and ELA



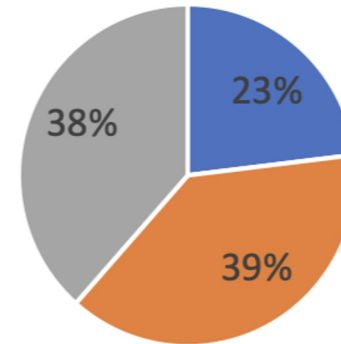
NEW HAVEN PUBLIC SCHOOLS

## Connections to Literacy Curriculum



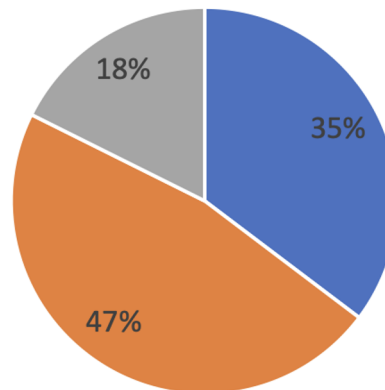
■ Lab-Aids ■ Smithsonian ■ Savvas

## Connections to Math Curriculum



■ Lab-Aids ■ Smithsonian ■ Savvas

## Readability of Resources for Students



■ Lab-Aids ■ Smithsonian ■ Savvas



# Critical Elements



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Varied Assessments that ask Students to Apply Knowledge

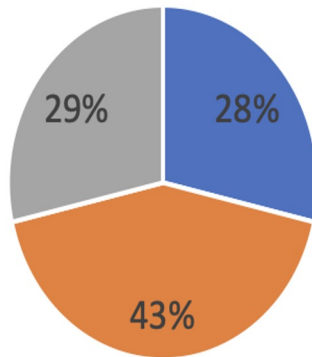
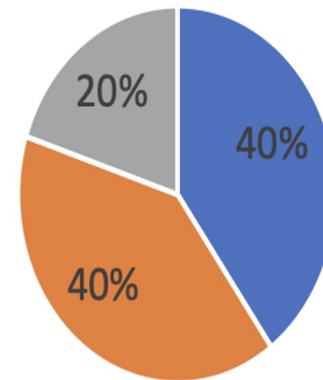


Chart Area

■ Lab-Aids ■ Smithsonian ■ Savvas

Instructional Time



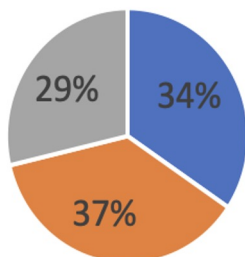
■ Lab-Aids ■ Smithsonian ■ Savvas

# Critical Science Elements



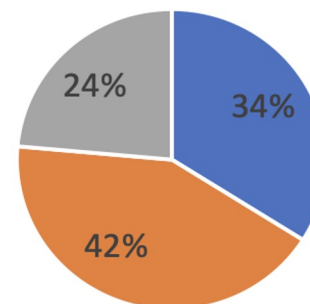
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## Use of Science and Engineering Practices in Daily Lessons



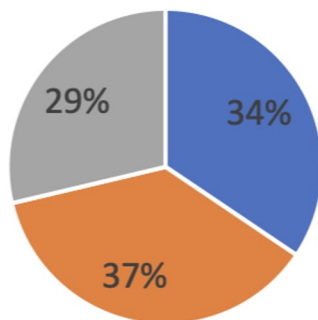
■ Lab-Aids ■ Smithsonian ■ Savvas

## Program Asks Students to Engage in Discussions/Discourse



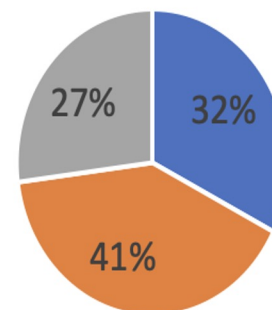
■ Lab-Aids ■ Smithsonian ■ Savvas

## Connections to Real World Activities/Events



■ Lab-Aids ■ Smithsonian ■ Savvas

## Academic Vocabulary Linked to Experience/Activity



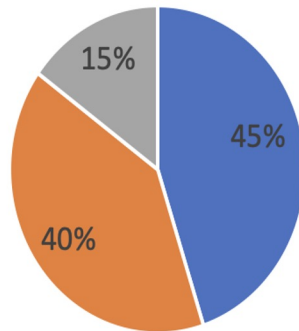
■ Lab-Aids ■ Smithsonian ■ Savvas

# Easy of Use



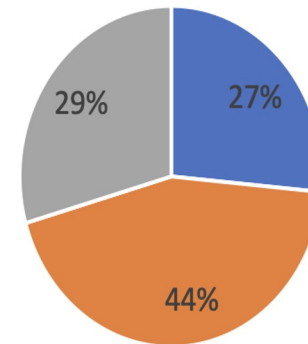
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## Ease of Supply Use in the Classroom



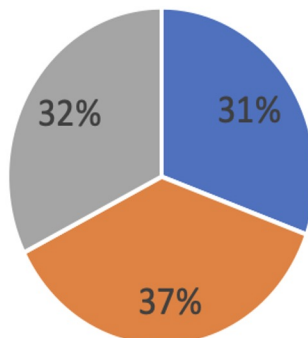
■ Lab-Aids ■ Smithsonian ■ Savvas

## Ease of Use Teachers Manual



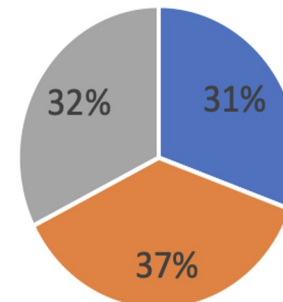
■ Lab-Aids ■ Smithsonian ■ Savvas

## Easy of use of Technology/Online Resources for the Student



■ Lab-Aids ■ Smithsonian ■ Savvas

## Easy of use of Technology/Online Resources for the Teacher



■ Lab-Aids ■ Smithsonian ■ Savvas

# Quotes from Vendors



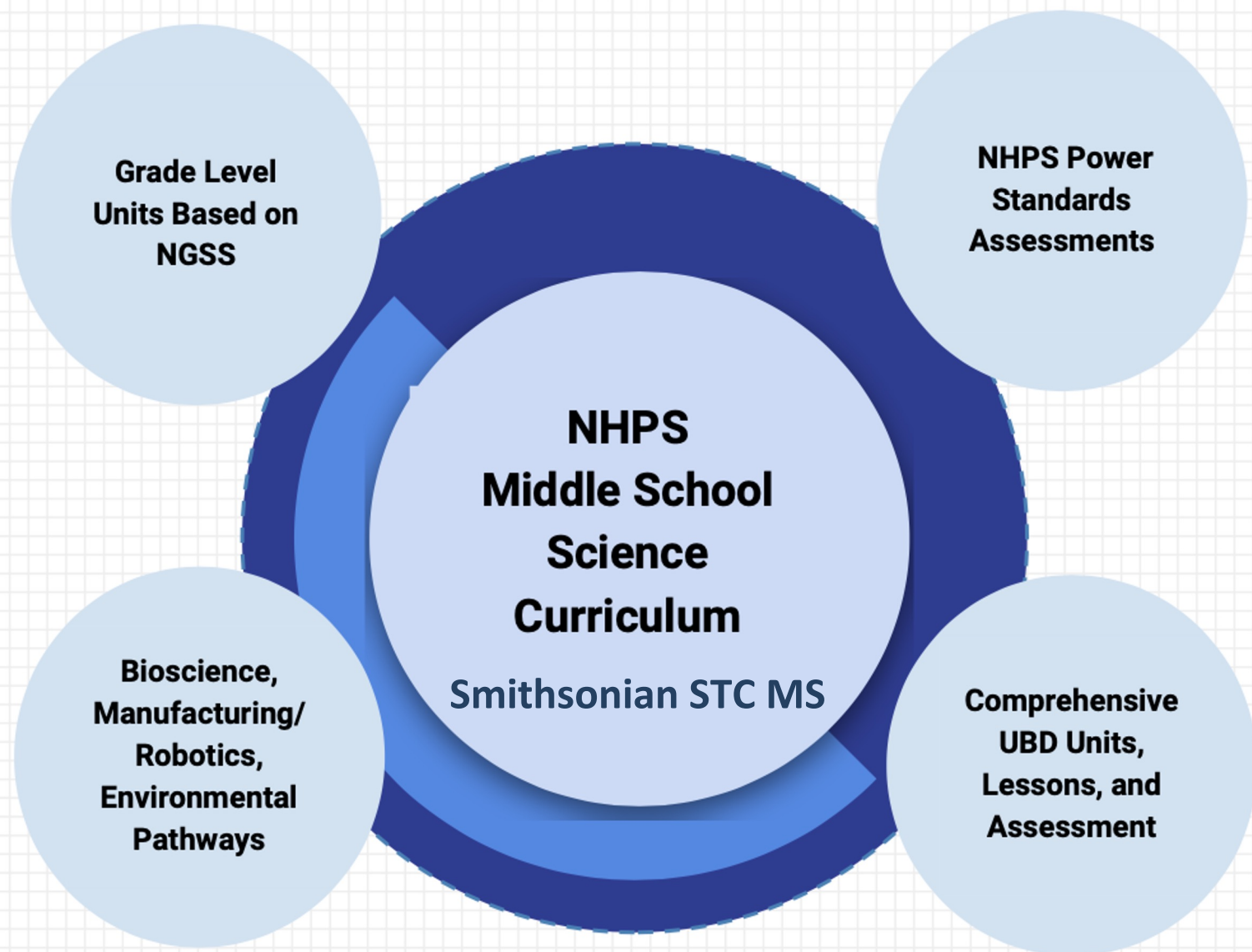
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<b>Lab- Aids (SEPUP)</b>	<p>\$2,159,385.85</p> <p>1 Full day of implementation training, professional learning services with purchase of quote (unspecified)</p> <p>Refurbishments Materials - \$91122.75 Digital Portal - \$3.50 per student per year. \$142,506</p>
<b>Smithsonian STC -MS</b>	<p>\$1,467,245.53</p> <p>55 days training - no cost (in person and online as needed)</p> <p>Refurbishments Materials- \$330,132 Digital - Life of Service Included</p>
<b>Savvas Elevate</b>	<p>\$ 770,298.76</p> <p>\$30,000 for 21 sessions of virtual training Refurbishment student books/Digital - \$682,856</p>

# Comprehensive Middle School Science Curriculum



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NEW HAVEN PUBLIC SCHOOLS

***New Haven Public Schools  
Teaching and Learning Committee  
K-3 Reading Pilot Update  
April 26, 2023***

***Dr. Iline Tracey, Superintendent  
Keisha Redd-Hannans, Assistant Superintendent of Curriculum, Instruction, and Assessment  
Lynn Brantley, Supervisor of Literacy***

# STRATEGIC PLAN : SY 2020-2024



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## Core Values

We believe...

**1 Equitable opportunities** create the foundation necessary for every child to succeed

**2 A culture of continuous improvement** will ensure that all staff are learners and reflective practitioners

**3 High expectations** and standards are necessary to prepare students for college and career

**4 Collaboration** and partnerships with families and the New Haven community will enhance learning and achievement



## Mission

To provide all students in New Haven Public Schools with personalized, authentic, and engaging learning experiences through creativity, exploration, innovation, critical thinking, problem-solving, and high quality instruction. To foster a culture of continuous improvement through collaborative partnerships with staff, families, and the New Haven community. To support students' growth and development by utilizing the Whole Child Framework.

## Vision

Our vision is to be a premier urban school district that ensures access to equitable opportunities and successful outcomes for all students as they prepare for college, career, and life.

## Priority Areas for 2020-2024

**1**

**Academic Learning**

**3**

**Youth & Family Engagement**

**5**

**Operational Efficiencies**

**2**

**Culture & Climate**

**4**

**Talented Educators**

[WWW.NHPS.NET](http://WWW.NHPS.NET)

## Preliminary examination of programs from (website from SDE)

- American Reading Company (ARC Core)
- Amplify CKLA
- HMH Into Reading \*
- McGraw Hill Wonders
- SAVVAS My View

\*Added by CSDE after 10/17 Meeting with Vendors



## Reading Expo November 21, 2002 - November 22, 2002

### Programs Chosen

#### HMH Into Reading

Barnard, Beecher, **Clinton, J. Martinez**, Troup, W. Hooker

#### Savvas My View

Bassett, B. Woods, Conte, **J. Daniels**, N. Hale, Truman

- **Selected schools/teachers for cross district diversity that have established educators and building leadership teams**
- **Launch of an initial training of staff to take place in November**
- **Received pilot materials that are being used in classrooms until the end of the school year**
- **Provide student work samples, participate in observations, share feedback through roundtable, etc. (Pilot will continue in classrooms through the end of the school year allowing for additional input to continue through Spring 2023.)**
- **Submit Program Choice for July 2023**

# Summary of PD, Walkthrough and Feedback Opportunities



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- Leadership Training/Check In- 6 sessions
- Teacher Training- 14 sessions (additional job embedded training dates are in process)
- Roundtable with all Constituents- 5 sessions
- Google Feedback Form- 5 opportunities
- Walkthrough- 12 initial during weeks 1-3

# Reviewing Student Work

Host School  
Beecher  
March 22, 2023

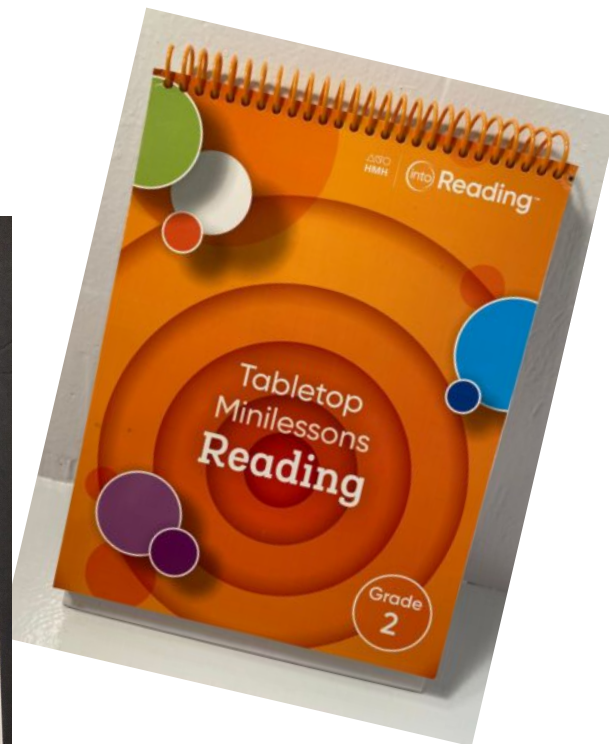


- [New Reading Program Picked for K-5](#) (NHI, Mar 29, 2023)
- [Books in Hand, Teachers Test New Pilot](#) (NHI, Mar 17, 2023)
- [Educating Connecticut: New Haven Schools Working to Get Young Readers Back on Track](#) (WTNH, Feb 17, 2023)
- [Educators Praise Reading Pilot Kickoff](#) (NHI, Jan 30, 2023)
- [Reading Programs Picked For Phonics Pilot | New Haven Independent](#) (NHI, Jan 2, 2023)
- [Choices Narrowed For Schools' Reading Pivot | New Haven Independent](#) (NHI, Dec 1, 2022)
- [New Reading Plan Cautiously Embraced | New Haven Independent](#) (NHI, Sept 30, 2022)
- ["Enhanced" Literacy & Math Plan Pitched | New Haven Independent](#) (NHI, Sept 28, 2022)

# Final Program Selection



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## Teacher Talk With Clinton Avenue



## Summer 2023

- June and August  
Getting Started: Part 1

## Academic Year 2023-2024

### *First Year Supports*

- Getting Started Part 2
- Into Reading Blended  
Coaching Membership
- HMH Side by Side  
Coaching

First 100 Day Challenge





***New Haven Public Schools  
Teaching and Learning Committee  
Middle School Mathematics Pilot Update  
April 26, 2023***

***Dr. Iline Tracey, Superintendent***

***Keisha Redd-Hannans, Assistant Superintendent of Curriculum, Instruction, and Assessment***

***Monica Joyner, Supervisor of Mathematics***

***Jessica Atnes, District Mathematics Coach***



**NEW HAVEN PUBLIC SCHOOLS**



# MIDDLE SCHOOL MATH PROGRAM PILOT

## **iReady**

Adopted district-wide  
for K-5  
2nd year of  
implementation  
Piloted 6th grade ONLY  
in 8 schools  
Piloted 6th - 8th in 3  
schools



## **enVision**

Adopted for HS  
1st year of  
implementation  
Piloted 6th - 8th in 20  
schools

# FEEDBACK & SELECTION

✓ **TEACHERS**

✓ **COACHES**

**PRINCIPALS** ✓

**ASSISTANT  
PRINCIPALS** ✓



# Program Comparison

Similar lesson structure, resources, & Unit Assessments

iReady

VS

enVision

## Lesson Starter:

- **“Try It”** Problem (student exploration)
- Students work independently (pairs or groups) without teacher guidance
- Students discuss strategies
- Teacher strategically selects students to share strategies

## Resources:

- Teacher online access
- Student workbooks
- Each lesson multiple examples
- additional worksheets
- digital lessons that can be assigned by the teacher

**Unit Assessment:** 2 versions - online or printed

## Lesson Starter:

- **“Share & Discuss”** Problem (student exploration)
- Students work independently (pairs or groups) without teacher guidance
- Students discuss strategies
- Teacher strategically selects students to share strategies

## Resources:

- Teacher online access
- Student workbooks
- Each lesson multiple examples
- additional worksheets
- digital lessons that can be assigned by the teacher

**Unit Assessment:** 2 versions - online or printed

# Program Comparison

Where the programs diverge!

iReady

VS

enVision

## Digital Platform

- very extensive
- user-friendly
- Teachers have access to ALL grade levels (K-8) for pre-requisite lessons and differentiation

## Intervention:

- Students use My Path for tailored instruction.
- My Path lessons are determined by diagnostic results.
- My Path determines where students need to be, not where they want to be as students cannot choose their lessons.

## Digital Platform

- confusing for many teachers
- not easy to navigate
- system is slower and requires a lot more “clicking”

## Intervention

- Students used IXL to work on their “recommended skills”
- Determined by the diagnostic
- However, students had the option of choosing skills at ANY grade level to work on

# Program Comparison

Where the programs diverge!

iReady

VS

enVision

## Diagnostic & Data

- very extensive
- user-friendly
- Staff has access to individual student growth and proficiency data as well as class and school data for coaches and administrators

## Coach Support

- With coaches becoming more adept at the program, they can provide more tailored support to teachers.
- Using 1 program K-8 enables PD that is applicable to all math teachers K-8

## PD and Provider Support

- Hands down far superior
- Very responsive, communicative of program updates and take our suggestions into consideration

## Diagnostic & Data

- EnVision diagnostic was not available with our pilot,
- We used IXL
- IXL gives minimal data and is hard to navigate.

## Coach Support

- Coaches would have to learn 2 programs in order to service both ES and MS teachers
- Having 2 math programs would hinder coaches' ability to provide program specific support to struggling teachers

## PD and Provider Support

- Not as responsive
- Limited

# iReady Data Analysis

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**Present complex data in an  
easy-to-understand way**

<https://watch.screencastify.com/v/VgP7KOW08Zx1fpfr7LE2>



# Middle School Math Program

Results of poll taken during meeting with 38 principals and coaches

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 **enVision** Mathematics

With the option to have MyPath  
& the iReady diagnostic.

 **i-Ready**



# iReady 6th - 8th grade

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- **Structure of program**

Provides opportunities for student exploration, discourse and personalized learning

- **Assessments & Data Analysis**

Provides lesson and unit assessments, diagnostic assessments 3x/year, My Path tailors lessons for students based on assessments, data easily accessible and easy to read/interpret

- **Professional Development & Support**

Exemplary PD, leadership consultancies with individual school teams, very responsive to questions and feedback, keep us apprised of continued improvements



To : The New Haven Board of Education  
From: Keisha Redd-Hannans, Assistant Superintendent of Curriculum, Instruction, and Assessment  
Date: May 8, 2023  
Re: Literacy, Math, and Science Programs

This year we conducted pilot programs in Literacy, Mathematics, and Science curricula. The pilots were conducted because of the necessity to ensure equity and access for all students across the District to a standards-based curricula that provides high-quality resources for teachers and students. Below is a summary of each pilot and the rationale for program selection.

### **Literacy K – 5 Comprehensive Reading Program**

Into Reading and ¡Arriba la Lectura! from Houghton Mifflin Harcourt (HMH) has been selected as our comprehensive reading program in grades kindergarten through five.

The decision takes into account feedback from teachers, literacy coaches, school administrators, and parents after a three-month pilot in 12 schools, including biliteracy schools. The pilot featured Into Reading and ¡Arriba la Lectura! by HMH, as well as myView Literacy and miVisión Lectura by SAVVAS.

While teachers in both programs indicated a wealth of resources and high student engagement, HMH was rated higher in key areas:

- The teacher manual and navigation supports were significantly higher-rated by instructors during the HMH pilot.
- Strategies, supports, and activities that address the learning needs of all students, including multilingual learners) and students with disabilities, were plentiful and embedded in daily lessons.
- Assessment choices will provide a throughline from Grades K-10, utilizing the Growth Measure, which is an updated version of the Reading Inventory. The addition of Amira, the new State Department of Education-authorized universal screener, provides a Dyslexia screener and streamlines assessment requirements for early literacy. This provides guidance for small group instruction while matching resources available within the core classroom. Amira also is customizable for Spanish-speaking students.
- Phonemic awareness lessons in HMH support and enhance the district's current phonics program (Foundations) and follow a systematic order of instruction following the Science of Reading.

### **Math 6 – 8 Middle School Program**

iReady has been selected as the middle school math program in grades 6 – 8.

Feedback was provided from teachers, math coaches, assistant principals, and principals to inform this decision. The iReady program and Envisions program were piloted at 23 schools.

Both programs featured online and print resources and encouraged student discourse, but iReady was rated higher in key areas:

- The Digital platform is very extensive, user-friendly, and teachers have access to all grade levels (K – 8) for pre-requisite lessons and differentiation
- The intervention lessons on MyPath are determined by diagnostic results and students are not able to choose their lessons
- Staff has access to individual student growth and proficiency data as well as class and school data for coaches and administrators
- The consultants are very responsive, communicative of program updates and takes our suggestions into consideration when determining professional development needs and supports

### **Science 6 – 8 Middle School Program**

Smithsonian STMC has been selected as the middle school science program in grades 6 – 8.

Smithsonian STMC, Lab Aids SEPUP, and SAVVAS Elevate Science were piloted in 12 schools. Teacher and administrators provided feedback that informed this decision.

All programs were aligned to the National Generation Science Standards and provided teachers with extensive resources. However, Smithsonian STMC was rated higher in the following key areas:

- Print text is available in English and Spanish and the digital text can be read in both languages
- Program encourages students to engage in discussions, features real-life applications, and links academic vocabulary to activities
- Lessons exhibit natural connections to ELA and math to enhance interdisciplinary learning
- Performance assessments and written assessments are provided at the end of each unit and this affords students the opportunity to show what they know by completing a project/task instead of just a paper and pencil test.

We strongly believe that the addition of the new curricula to our program of studies will improve student outcomes and will prepare them to be future ready.

Respectfully Submitted,



Keisha Redd-Hannans

To : The New Haven Board of Education  
From: Dr. Iline Tracey  
Date: May 8, 2023  
Re: Non-Certified Instructors for 2023 Summer of Fun Program

I recommend that the New Haven Board of Education increase the pay rate for Non-Certified Instructors from \$17.50 per hour to \$25.00 per hour for the 2023 Summer School Summer of Fun program. The Non-Certified Instructors hold at least a Bachelors of Arts degree and they play a vital role in the success of the Summer School program. They lead enrichment classes, such as dance, arts and crafts, coding, robotics, journalism, etc., to enhance the learning experiences of children. We also utilize Non-Certified instructors that completed their student teaching and awaiting official teaching certification from the State Department of Education as classroom teachers.

Thus, I believe the recommended increase in pay, in conjunction with the increase in pay for our teachers and paraprofessionals, will ensure that we have a successful 2023 Summer of Fun Program that is well-balanced and fully staffed.

The change in pay for Non-Certified Instructors will revert to existing pay rates once the 2023 Summer, School Summer of Fun program concludes.

Respectfully Submitted,



Iline P. Tracey