

Upcoming Meeting Dates

Policy Updates – #3534AR, #5112 & #5514AR

RBC Draft Minutes for 7/16/13 Meeting

RBC Draft Minutes for 8/13/13 Meeting

FPS School Hours for 2013-2014

FPS 2013 Open House Schedule

FPS 2013 Celebrations

*Booklet

Family Guide 2013-2014

^{*}Booklets available on FPS Web page - www.fairfieldschools.org





UPCOMING MEETING DATES

August 27 6:30 PM – Board of Education Meeting - Executive Session

501 Kings Highway East

Superintendent's Conference Room

August 27 7:30 PM – Board of Education Meeting

Regular Meeting

501 Kings Highway East

2nd Floor Board Conference Room

September 3 4:15 PM – Policy Committee Meeting

501 Kings Highway East

Superintendent's Conference Room

September 10 7:30 PM – Board of Education Meeting

Regular Meeting

501 Kings Highway East

2nd Floor Board Conference Room

September 16 4:15 PM – Policy Committee Meeting

501 Kings Highway East

Superintendent's Conference Room

September 24 7:30 PM – Board of Education Meeting

Regular Meeting

501 Kings Highway East

2nd Floor Board Conference Room

FAIRFIELD PUBLIC SCHOOLS Fairfield, Connecticut

INTER-OFFICE CORRESPONDENCE

TO:

Board of Education

FROM:

Karen Parks, Deputy Superintendent

DATE:

July 19, 2013

SUBJECT:

BOARD OF EDUCATION POLICY UPDATES

Please remove and add the following from your Board Policy Manual -

REMOVE - Series 3000 (all 3 pages)

ADD – REVISED - Series 3000 (all 3 pages)

ADD - Policy #3534AR

Risk Management Policy Statement

Safety and Health Statement

REMOVE - Series 4000 (all 2 pages)

ADD – REVISED - Series 4000 (all 2 pages)

REMOVE - Series 5000 (all 3 pages)

ADD – REVISED - Series 5000 (all 3 pages)

REMOVE - Policy #5112

Required Ages of Attendance

ADD – REVISED - Policy #5112

Attendance, Excused Absences & Truancy

REMOVE - Policy #5115

Dismissal of Students -

(Please remove this policy from all Policy Manuals – Not being replaced - Policy was approved for Deletion)

REMOVE - Policy #5117

Excused Absences -

(Please remove this policy from all Policy Manuals – Not being replaced - Policy was approved for Deletion)

REMOVE - Policy #5118

Truancy -

(Please remove this policy from all Policy Manuals — Not being replaced - Policy was approved for Deletion)

REMOVE - Policy #5514AR

Administrative Regulations On

Administration of Medication In The

Schools

ADD – REVISED - Policy #5514AR

Administrative Regulations On

Administration of Medication In The

Schools

....THANK YOU...

KP/so

Memo - Policies 2013

Business and

Non-Instructional Operations

Series 3000

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Business and Non-Instructional Operations

Business

RISK MANAGEMENT POLICY STATEMENT

SAFETY AND HEALTH STATEMENT

3534AR

The Fairfield Public Schools is committed to safeguarding the health, safety, welfare and security of its employees and the health and safety of visitors, members of the general public and contractors, as far as reasonably practicable. The Fairfield Public Schools aims to create an atmosphere where health and safety matters are paramount considerations. We seek the reduction of, and the control of, hazards that have the potential to cause injury to employees or the general public and damage Fairfield Public Schools property. The Fairfield Public Schools will consult with employees and their representatives on health and safety matters, and seek their support in striving for a healthy and safe working environment. The Fairfield Public Schools recognizes the importance of risk assessment as a technique for managing health and safety. We are committed to taking all necessary steps to restrict, so far as reasonably practicable, the extent to which the Fairfield Public Schools employees and other persons are exposed to hazardous conditions. The Fairfield Public Schools will fully comply with the Occupational Safety and Health Act and all safety and health standards that apply to our operations.

Employee Responsibilities:

Each employee is required to take reasonable care of his/her own health and safety at work, and the health and safety of his/her co-workers, and to cooperate in carrying out any duty or requirement related to health and safety matters imposed by the Fairfield Public Schools. This obligation similarly applies to visitors present at the Fairfield Public Schools' offices and locations for whatever reasons. Self-employed persons and contractors and their employees engaged to perform work on Fairfield Public Schools premises are required to comply with state and local safety rules, and to follow standards of safety practices comparable to and compatible with those that generally apply to the Fairfield Public Schools. This is in addition to those contained in any specific regulations, codes of practice or guidance applicable to their field of work. Moreover, employees at all levels must report any safety hazards or potential violations to their immediate supervisors.

Management Responsibilities:

The Superintendent and building and district administrators and supervisors bear responsibility for ensuring the health and safety of the people and work areas under their control. Administrators and supervisors at all levels must diligently undertake all procedures and initiatives designed to implement this document.

Business and Non-Instructional Operations

Business

RISK MANAGEMENT POLICY STATEMENT

SAFETY AND HEALTH STATEMENT (continued)

3534AR

Implementation of Safety and Health Plan:

To fulfill the goals of this plan, the Fairfield Public Schools has established a Safety and Health Committee. The object of this Committee is to promote cooperation between administrators and supervisors with employees in investigating, developing, and executing measures to ensure employees' health and safety at work. The Fairfield Public Schools will comply with the Connecticut Regulations, Section 31-40v-1 through 31-40v-11, establishing such a Committee. To implement the plan, the Fairfield Public Schools will ensure the adequate supervision of staff, seasonal, and visiting workers. The Fairfield Public Schools will provide them with the necessary information, instruction, training and protective equipment to carry out their work. New employees will receive training in general safety procedures including those related to fire, first aid and occupational illness and injury as appropriate. Responsibility for specific training relating to a particular job rests with administrators and supervisors. Supervisors also will designate persons competent and trained to carry out and record workplace risk assessment.

Monitoring of Safety and Health Plan:

The Safety and Health Committee will review the implementation of health and safety initiatives and make recommendations to administration accordingly. Responsibility for taking appropriate actions on recommendations arising from the safety inspection rests with the administration in consultation with the Human Resources Department or other appropriate administrative authority.

Review of Safety and Health Policy:

The Fairfield Public Schools will make every reasonable effort to maintain a safe and healthy workplace, provide safe equipment and proper materials, and establish and maintain safe methods and practices at all times. To accomplish this goal requires the cooperation and support of each employee.

12/21/2012

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Attendance

ATTENDANCE, EXCUSED ABSENCES AND TRUANCY

5112

Connecticut state law requires parents/guardians to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents/guardians or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Excused Absence

For absences one through nine, an absence shall be considered "excused" when a child does not attend school and appropriate documentation is provided by the student's parent/guardian approving the absence, due to:

- A. Illness or injury,
- B. Death in the immediate family,
- C. Religious obligation,
- D. Court appearance,
- E. School sponsored activity,
- F. Lack of transportation that is normally provided by a district other than the one the students attends, (This reason does not require documentation.)

Attendance

ATTENDANCE, EXCUSED ABSENCES AND TRUANCY (continued)

5112

- G. An emergency, or
- H. Other exceptional circumstances and extraordinary educational opportunities preapproved by a District administrator and in accordance with SDE guidelines. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

A student's absence from school shall be considered unexcused unless:

- A. The absence meets the definition of an excused absence and meets the documentation requirements; or
- B. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification of the child's absence from a parent/guardian or other person having control of the child a reasonable effort shall be made by school personnel to notify by telephone, email, or mail such parent/guardian or other person having control of the child.

Unexcused Absence

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents/guardians and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

A student's absence from school shall be considered "unexcused" unless the absence meets the definitions, listed above, for an "excused" absence, including the documentation requirements; or if the absence is the result of school or District disciplinary action.

Attendance

ATTENDANCE, EXCUSED ABSENCES AND TRUANCY (continued)

5112

Release of Student During School Day/Dismissal

The Board recognizes the need for students to be in school for the full instructional day. It is encouraged that early dismissal should be requested only in emergency or unusual situations.

Request for release of a student during the school day originating outside the schools must be handled by the administration to ensure maximum provisions for the safety and welfare of the student.

Students who become ill during the school day may be excused by the school nurse. School personnel will notify parent/guardian to arrange transportation.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

Truancy

The Board of Education must provide each child with a continuing education which will prepare the student to assume adult roles and responsibilities. Therefore, regular attendance and punctuality are expected from all children enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s)/guardian(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s)/guardian(s) and others in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18) inclusive.

- 1. Notify parents/guardians or other person having control of each child enrolled, ages five (5) to eighteen (18) inclusive, in writing, of the obligations of the parents/guardians pursuant to student attendance (C.G.S. 10-184).
- 2. Obtain from each parent/guardian or other persons having control of an enrolled child a telephone number or other means of contacting such parent/guardian or other person during the school day.
- 3. Establish a system for monitoring student's individual absences/tardies.
- 4. Notify, by telephone, email, or mail the parent(s)/guardian(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent/guardian or other person is aware of the student's absence.
- 5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.

Attendance

ATTENDANCE, EXCUSED ABSENCES AND TRUANCY (continued)

5112

Truancy

- 6. Hold a meeting with appropriate staff and the parent/guardian or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
- 7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to filing a written complaint with the Superior Court.
- 8. File a written complaint by the Superintendent with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is a "family with service needs" if the parent or other person having control of the child identified as "truant" fails:
 - a. to attend the required meeting to evaluate why the child's truant or
 - b. to cooperate with the school in trying to solve the truancy problem.

Provide for the coordination of services and refer enrolled students who are truants to community agencies providing child and family services.

A student who is identified as a "truant" may be subject to the following consequences:

- A. Promotion to the next grade may be contingent upon the student successfully completing a summer school program
- B. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level

Attendance

ATTENDANCE, EXCUSED ABSENCES AND TRUANCY (continued)

5112

Truancy

Legal Reference:

Connecticut General Statutes

10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157)

10-198a Policies and procedures concerning truants (as amended by PA 00-157 and PA 11-136)

10-199 through 10-202 Attendance, truancy in general. (Revised 1995 - PA 95-304)

10-221(b) Board of education to prescribe rules.

Campbell v New Milford, 193 Conn 93 (1984).

Action taken by State Board of Education on January 2, 2008, to define "attendance."

Action taken by the State Board of Education on June 27, 2012 to define "excused" and "unexcused" absences.

Approved 8/27/04 Approved 6/11/2013

Welfare

ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS

5514AR

Section 10-212a-1. Definitions

As used in Sections 10-212a-1 through 10-212a-10 of the Regulations of Connecticut State Agencies:

- (1) "Administration of medication" means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication;
- (2) "Advanced practice registered nurse" means an individual licensed pursuant to Section 20-94a of the Connecticut General Statutes;
- (3) "Authorized prescriber" means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant and, for interscholastic and intramural athletic events only, a podiatrist;
- (4) "Before- and after-school program" means any child care program operated and administered by a local or regional board of education or municipality exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes. Such programs shall not include public or private entities licensed by the Department of Public Health or board of education enhancement programs and extra-curricular activities;
- (5) "Board of education" means a local or regional board of education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, the Gilbert School, the Norwich Free Academy, Woodstock Academy or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes;
- (6) "Cartridge injector" means "cartridge injector" as defined in Section 10-212a of the Connecticut General Statutes;
- (7) "Coach" means an "athletic coach" as defined in Section 10-222e of the Connecticut General Statutes;
- (8) "Commissioner" means the Commissioner of Education or any duly authorized representative thereof;

Welfare

ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

- (9) "Controlled drugs" means "controlled drugs" as defined in Section 21a-240 of the Connecticut General Statutes;
- (10) "Cumulative health record" means the cumulative health record of a pupil mandated by Section 10-206 of the Connecticut General Statutes;
- (11) "Dentist" means a doctor of dentistry licensed to practice dentistry in Connecticut pursuant to Chapter 379 of the Connecticut General Statutes, or licensed to practice dentistry in another state;
- (12) "Department" means the Connecticut State Department of Education or any duly authorized representative thereof;
- (13) "Director" means the person responsible for the operation and administration of any school readiness program or before- and after-school program;
- (14) "Eligible student" means a student who has reached the age of eighteen or is an emancipated minor;
- (15) "Error" means:
 - A. Failure to do any of the following as ordered:
 - administer a medication to a student;
 - administer medication within the time designated by the prescribing practitioner;
 - administer the specific medication prescribed for a student;
 - administer the correct dosage of medication;
 - administer medication by the proper route; and/or
 - administer the medication according to generally accepted standards of practice; or,
 - B. Administration of a medication to a student which is not ordered, or which is not authorized in writing by the parent or guardian of such student;
- (16) "Extracurricular activities" means activities sponsored by local or regional boards of education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before- and after-school programs and school readiness programs;

Welfare

ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

- (17) "Guardian" means one who has the authority and obligations of guardianship of the person of a minor, and includes:
 - A. the obligation of care and control; and
 - B. the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment;
- (18) "Intramural athletic events" means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program;
- (19) "Interscholastic athletic events" means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events;
- (20) "Investigational drug" means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA) which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval;
- (21) "Licensed athletic trainer" means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes;
- (22) "Medication" means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Section 21a-240 of the Connecticut General Statutes;
- (23) "Medication emergency" means a life-threatening reaction of a student to a medication;
- (24) "Medication plan" means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form:

Welfare

ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

- (25) "Medication order" means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the
- medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber;
- (26) "Nurse" means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut pursuant to Chapter 378 of the Connecticut General Statutes;
- (27) "Occupational therapist" means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes;
- (28) "Optometrist" means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes;
- (29) "Paraprofessional" means a health care aide or assistant or an instructional aide or assistant employed by the local or regional board of education who meets the requirements of such board for employment as a health care aide or assistant or instructional aide or assistant;
- (30) "Physical therapist" means a physical therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes;
- (31) "Physician" means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state;
- (32) "Physician assistant" means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes;
- (33) "Podiatrist" means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes;
- (34) "Principal" means the administrator in the school;

Welfare

ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

- (35) "Qualified personnel" for schools means (a) a full-time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of these regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of these regulations; or(c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of these regulations. For school readiness programs and before- and after-school programs, directors or director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of these regulations;
- (36) "Research or study medications" means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered;
- (37) "School" means any educational program which is under the jurisdiction of a board of education as defined by this section excluding extracurricular activities;
- (38) "School medical advisor" means a physician appointed pursuant to Section 10-205 of the Connecticut General Statutes;
- (39) "School nurse" means a nurse appointed pursuant to Section 10-212 of the Connecticut General Statutes;
- (40) "School nurse supervisor" means the nurse designated by the local or regional board of education as the supervisor or, if no designation has been made by the board, the lead or coordinating nurse assigned by the board;
- (41) "School readiness program" means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Department of Public Health pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes;
- (42) "Self-administration of medication" means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan;

Welfare

ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

5514AR

- (43) "Supervision" means the overseeing of the process of the administration of medication in a school; and
- (44) "Teacher" means a person employed full time by a board of education who has met the minimum standards as established by that board of education for performance as a teacher and has been approved by the school medical advisor and school nurse to be designated to administer.

A. <u>Procedures For Administration Of Medication By School Personnel</u>

- 1. The Policy and Administrative Regulations will be reviewed and revised as needed, but at least biennially by the Board of Education with the advice and approval of the School Medical Advisor, the School Nursing Supervisor or other qualified licensed physician, and the Fairfield Board of Health.
- 2. The Board of Education will distribute annually the current policies and procedures for Administration of Medications by School Personnel to those personnel responsible for giving medications to students.
- 3. Nursing coverage will be provided during the hours of greatest need to administer medications to the greatest extent possible.

B. Conditions Under Which Medications Are To Be Administered In School

- 1. Prescribed medications shall only be administered in school when it is not possible to achieve the desired effects by home administration. Long lasting medications are encouraged whenever appropriate.
- 2. Written orders from an authorized prescriber must be obtained before the initial dose of a medication is given in school. Verbal orders are not permitted.
- 3. Written authorization of the student's parent or guardian or eligible student must be obtained before the initial dose is given. Verbal authorization is not permitted.
- 4. Parents who request medication administration in school for their child, shall provide informed consent for necessary communications between the prescriber and the school nurse to ensure that medication is provided safely and according to professional standards of practice.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

- a. The parent authorization form for medication administration shall include permission for appropriate communications between the school nurse and prescriber related to the medication order.
- b. Appropriate communications between the school nurse and prescriber normally include, but may not be limited to, the prescription itself (e.g., questions regarding dosage, method of administration, potential drug interactions, student outcomes related to the medication, possible side effects), and implementation of the treatment in school (e.g., safety concerns or modifications in the order related to the student's academic schedule).
- c. Parents shall be included in decisions regarding changes in the medication order and/or medication plan.
- 5. Prescribed medication shall be administered to and taken by only the person for whom the prescription has been written.
- 6. Qualified personnel who have been properly trained may administer oral, topical, inhalant, or intranasal medications. Injectable medications may be administered by Qualified personnel who have been properly trained in the case of a medically diagnosed acute allergic condition which may require prompt treatment to protect the student against serious harm or death.
- 7. Qualified principals, teachers, PT and OT employed by the school district, may administer emergency medication according to the Protocol for Emergency Medications approved by the School Medical Advisor and the Board of Education.
- 8. With joint approval of the school medical advisor and the school nurse, in conjunction with the school nurse supervisor a school paraprofessional may administer medication to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death, according to the following conditions:
 - With a proper medication authorization from the authorized prescriber, according to Section 10-212a of the Connecticut General Statutes;
 - With parental permission to administer the medication in school, according to Section 10-212a of the Connecticut General Statutes;

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- Only medications necessary for prompt treatment of an allergic reaction, including but not limited to, a cartridge injector; and
- The paraprofessional shall have received proper training and supervision from the school nurse which shall include all of the elements outlined in Section 10-212a-3, and 10-212a-7 of the Regulations of Connecticut State Agencies.
- 9. Coaches hired by a local or regional board of education to coach for a sport season and licensed athletic trainers employed by the school district, who are trained, may administer, during intramural and interscholastic events, inhalant medications prescribed to treat respiratory conditions or medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.
- 10. In school readiness programs and before and after school programs, directors or directors' designees, lead teachers or school administrators, who are trained, may administer medications when it is medically necessary for participants to access the program and maintain their health status while attending the program.
- 11. With the written authorization of a student's parent or guardian, and pursuant to a written order of the student's physician licensed in Connecticut, a school nurse or a school principal shall select, and a school nurse shall provide general supervision to, a qualified school employee to administer medication with injectable equipment used to administer glucagon to a student with diabetes that may require prompt treatment in order to protect the student against serious harm or death. Such authorization shall be limited to situations when the school nurse is absent or unavailable.

No qualified school employee shall administer medication unless:

- (A) such qualified school employee annually completes any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon,
- (B) the school nurse and school medical advisor have attested, in writing, that such qualified school employee has completed such training, and

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- (C) such qualified school employee voluntarily agrees to serve as a qualified school employee. "Injectable equipment used to administer glucagon" means an injector or injectable equipment used to deliver glucagon in an appropriate dose for emergency first aid response to diabetes. For purposes of this subsection, "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.
- 12. Medicinal preparations administered by injection shall be consistent with provisions of the Needle Stick Safety Act and pertinent OSHA regulations.
- 13. Investigational drugs may not be administered by qualified personnel for schools. The school nurse must notify the nursing supervisor before administration of any investigational drug.
- 14. All controlled drugs currently listed in schedules II through V of the Regulations of Connecticut State Agencies, Section 21a-243-8 through 21a-243-11, may be administered in school.

C. <u>Nursing Review of Medication Orders</u>

- 1. "Medication order" means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.
- 2. The nurse must examine on site any new medication, medication order and parental permission form and develop a medication administration plan for the student before any medication is given. If a school nurse determines any medication administration plan should be reevaluated, the parent/guardian and licensed prescriber shall be notified immediately by the school nurse. In addition, the nurse will consult with the nursing supervisor and the school medical advisor. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any prescription medication which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In such cases a parent has the right to come to the school and administer the medication himself/herself.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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3. An authorized prescriber's verbal order, including a telephone order, for a change in the dosage, frequency, time or duration of medication administration may be accepted when the original medication order is already on file and current. A verbal order can be received only by a school nurse. Any such verbal order must be followed by a written order, which may be faxed and must be received within three (3) school days.

D. <u>Documentation</u>

- 1. Each school or before and after school program and school readiness program where medications are administered shall maintain an individual medication administration record, prepared by the school nurse, for each student who receives medication during school or program hours. Such a record shall include:
 - The name of the student;
 - The name of the medication:
 - Condition for which the medication has been prescribe;
 - The dosage of the medication;
 - The route of administration;
 - The frequency of administration;
 - The name of the authorized prescriber;
 - The dates for initiating and terminating the administration of the medication including extended year programs;
 - The quantity received which shall be verified and signed by the adult delivering the medication;
 - Any student allergies to food or medicine;
 - The date and time of administration or omission including the reason for the omission:
 - The dose or amount of the drug administered;
 - The full written or electronic legal signature of the nurse or qualified personnel for school administering the medication;
 - For controlled medication, a medication count which should be conducted and documented at least once a week and co-signed by the assigned nurse and a witness.(also see "Controlled Drug Record Policy");

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- Transactions shall either be recorded in ink and shall not be altered or shall be recorded electronically in a record that can not be altered. If an error is made in the written recording on the medication administration record, a single line shall be drawn through the error and initialed by the nurse, or qualified school personnel who made the error;
- The school nurse shall maintain a current schedule of all medications to be administered by school personnel and a current schedule of all medications selfadministered by students;
- The written order of the authorized prescriber, the written authorization of the parent or guardian to administer the medication and the written parental permission for the exchange of information between the prescriber and the school nurse shall be kept in a binder or folder for use at the time of administration of the medication. The authorized prescriber's order, parent or guardian authorization and completed medication administration record will be filed in the student's cumulative health record or for before and after school programs and school readiness programs in the child's program record.

E. Medication Emergencies

- 1. In the event of a medication emergency, the authorized prescriber, or the student's private physician, will be contacted for instructions. An ambulance will be called if the untoward reaction involves significant cardiac, respiratory or neurological involvement.
- 2. In the absence of the school nurse qualified school personnel shall call the authorized prescriber or the student's physician for instruction, or shall call an ambulance if the student shows signs of significant cardiac, respiratory or neurological involvement.
- 3. The University of Connecticut Health Center Poison control number shall be posted at all telephones with outside lines in the school main office and health office for use as needed.
- 4. The telephone number of the ambulance shall be posted at all telephones with outside lines in the school main office and health office.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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F. Training of School Personnel

- 1. The school nurse or school medical advisor will provide initial training to qualified school personnel who might administer medications. This training will be reviewed and updated with these personnel at least annually by the school nurse. Two or more personnel will be encouraged by the principal in each school to administer medications. Only personnel who have received proper training from the school nurse shall be so designated.
- 2. The school nurse will maintain and annually update documentation of personnel in each school who have received training in administration of medications. This documentation shall include dates of general and student-specific trainings, content of the training, individuals who have successfully completed general and student-specific administration of medication training for the current school year and the name and credentials of the nurse or school medical advisor trainer or trainers. A copy of this documentation will be submitted by the school nurse to the nursing supervisor.
- 3. Training of school personnel in the administration of medications to students shall include:
 - a. The procedural aspects of medication administration, safe handling and storage of medications and recording;
 - b. Specific information related to each student's medication and each student's medication plan including the name and generic name of the medication, indications for medication, dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed dose of the medication, and when to implement emergency interventions;
 - Semiannual review of administration of injectable medications with a cartridge injector in medical emergency situations with qualified school personnel.
 - d. qualified school employees annually complete any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- 4. Licensed Practical Nurses (LPN) who administer medication to students will have had one of the following:
 - a. Training in administration of medications as part of their basic nursing program;
 - b. Successful completion of a pharmacology course and subsequent supervised experienced;
 - c. Supervised experience in medication administration while employed in a health care facility;
 - d. Licensed practical nurses shall not train or delegate the administration of medication to another individual;
 - e. Licensed practical nurses shall only administer medications after the medication plan has been established by the school nurse.

G. Self-Administration of Medications

The Board of Education shall permit those students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication, including rescue asthma inhalers and cartridge injectors for medically-diagnosed allergies, to self-administer such medication, and may permit such students to self-administer other medications, excluding controlled drugs as defined in Section 10-212a-1 of the Regulations of Connecticut State Agencies, provided that:

- 1. An authorized prescriber must provide a written order for self-administration;
- 2. A parent or guardian or eligible student must provide written authorization for self-administration;

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

- 3. The school nurse has assessed and documented the student's competency for self-administration in the school setting and deemed it to be safe and appropriate including that a student:
 - a. Is capable of identifying and selecting the appropriate medication by size, color, amount, or other label identification;
 - b. Knows the frequency and time of day for which the medication is ordered;
 - c. Can identify the presenting symptoms that require medication;
 - d. Administers the medication appropriately;
 - e. Maintains safe control of the medication at all times;
 - f. Seeks adult supervision whenever warranted;
 - g. Cooperates with the established medication plan.
- 4. The school nurse has:
 - Reviewed the medication order and parental authorization;
 - Developed an appropriate plan for self-administration, including provisions for general supervision; and
 - Documented the medication plan in the student's or participant's health record.
- 5. The principal and appropriate teachers are informed by the school nurse that the student is self-administering prescribed medication.
- 6. Such medication is transported to school and maintained under the student's control in is original container and in such a manner as to render it safe and effective.
- 7. Self-administration of controlled medication, as defined in Section 10-212a-1 of the Regulations of Connecticut State Agencies, may be considered for extraordinary situations, such as international field trips, and shall be approved by the school nurse supervisor and the school medical advisor in advance and an appropriate plan shall be developed.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- 8. In the case of inhalers for asthma and cartridge injectors for medically-diagnosed allergies, the school nurse's review of a student's competency to self-administer inhalers for asthma and cartridge injectors for medically-diagnosed allergies in the school setting shall not be used to prevent a student from retaining and self-administering inhalers for asthma and cartridge injectors for medically-diagnosed allergies. Students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from an eligible student or a student's parent or guardian.
- 9. No local or regional board of education may restrict the time and location of blood glucose self-testing by a child with diabetes on school grounds who has written authorization from a parent or guardian and a written order from a physician stating that such child is capable of conducting self-testing on school grounds.

Handling, Storage and Disposal of Medications

- 1. All medications, except those approved for transporting by students for self-medication, shall be delivered by the parent or other responsible adult to the school nurse or, in the absence of such nurse, other qualified personnel for school trained in the administration of medication and assigned to the school.
- 2. The nurse shall examine on—site any new medication, medication order and parent authorization and develop an administration of medication plan for the student before any medication is administered by any qualified personnel.
- 3. The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication.
- 4. Except as otherwise determined by a student's emergency care plan, emergency medications shall be stored in an unlocked, clearly labeled and readily accessible cabinet or container in the health room during school hours under the general supervision of the school nurse, or in the absence of the school nurse, the principal or the principal's designee who has been trained in the administration of medication.
- 5. Emergency medications will be locked beyond the regular school day or program hours, except as otherwise determined by a student's emergency care plan.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

- 6. All other non-controlled medications, except those approved for self-medication, shall be kept in a designated locked container, cabinet or closet used exclusively for the storage of medication.
- 7. In the case of controlled substances, they shall be stored separately from other medications in a separate, secure, substantially constructed, locked metal or wood cabinet pursuant to Section 21a-262-8 of the Regulations of Connecticut State Agencies.
- 8. Access to all stored medications shall be limited to the nurse and school personnel who are authorized to administer medications. Each school or before-and after-school program and school readiness program shall maintain a current list of such persons.
- 9. All medications, prescription and non-prescriptions shall be stored in their original container and in such a manner as to render them safe and effective. Non-prescription medications must be labeled with the student's name and grade.
- 10. At least two sets of keys for the medication containers or cabinets shall be maintained for each school building or before and after school program and school readiness program. One set of keys shall be maintained under the direct control of the school nurse or nurses and an additional set shall be under the direct control of the principal and if necessary the program director or lead teacher who has been trained in the general principles of the administration of medication shall also have a set of keys.
- 11. Medications requiring refrigeration shall be stored in a locked container in the refrigerator, except for emergency medications which will not be locked, at no less than 36 degrees and no more than 46 degrees Fahrenheit. The refrigerator will contain a thermometer and the temperature will be read and recorded daily by the nurse or her/his designee.
- 12. The refrigerator shall be located in a health office that is maintained for health services purposes with limited access.
- 13. Non-controlled medications may be stored directly on the shelf of the refrigerator with no further protection needed and controlled medications shall be stored in a locked box which is affixed to the refrigerator shelf.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- 14. All unused, discontinued or obsolete medications, which are non-controlled drugs shall be removed from storage areas and either returned to the parent or guardian, or with the permission of the parent or guardian, destroyed. All non-controlled drugs, which are not picked up by the parent or guardian within one week of notification by the school nurse that the drugs are unused, discontinued, obsolete, or not picked up by the last day of school, will be destroyed. Non-controlled drugs shall be destroyed by the school nurse in the presence of at least (1) witness and this action documented in the student's cumulative health record.
- 15. All unused, discontinued or obsolete medications which are controlled drugs, shall be removed from storage areas and returned to the parent or guardian. Controlled drugs which are not picked up by the parent or guardian within one week of notification by the school nurse that the drugs has been discontinued or is obsolete shall be disposed of according to instruction obtained by the school nurse from the Drug Enforcement Administration (DEA) or its authorized agent.
- 16. Accidental destruction or loss of controlled drugs must be verified in the presence of a second person, including confirmation of the presence or absence of residue and jointly documented on the student medication administration record and on an accident form. If no residue is present, notification must be made to the Department of Consumer Protection.
- 17. No more than a three-month supply of a medication for one student shall be stored at school.
- 18. No medication shall be stored in school without a current written order from an authorized prescriber.

H. Errors in Medication Administration

1. In the event of a medication error, the authorized prescriber, the school nurse and the school nurse supervisor shall be immediately notified. The student shall be assessed by the school nurse for any possible untoward effects from the medication error.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- 2. The school nurse shall obtain verbal instruction for medical treatment following the medication error from the authorized prescriber. These instructions shall be followed by a written order within three (3) school days. If any untoward effects occur from the medication error which involves significant cardiac, respiratory or neurological involvement, an ambulance will be called.
- 3. The student's parent or guardian shall be notified of any medication error as soon as possible after the error is discovered by the school nurse or the qualified school personnel responsible for administration of medication.
- 4. The school nurse or the qualified school personnel responsible for administration of medication shall notify the school principal.
- 5. In the event of a medication error a report shall be completed using the report form designated by the nursing supervisor in conjunction with the Board of Education. The report shall include any corrective action taken. An error in the administration of medication shall be documented in the student's cumulative health record, or for before and after school programs and school readiness programs, in the child's program record.

I. Supervision

- 1. The school nurse is responsible for general supervision of all aspects of the administration of medications in the school(s) to which that nurse is assigned.
- 2. The school nurse reviews all medication orders and changes in orders and communicates these to school personnel authorized to give medications.
- 3. The school nurse sets up a plan to ensure that medications are given as ordered.
- 4. The school nurse provides training to qualified school personnel and other licensed nursing personnel in the administration of medications and supports and assists them in implementing their related responsibilities. The school medical advisor, jointly with the school nurse, provides general supervision to school paraprofessionals who administer medication.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- 5. The school nurse supervisor will provide professional assistance in the absence of the regular school nurse, when consultation is needed by school personnel responsible for administration of medications. In the absence of the school nurse supervisor, an authorized prescriber or other nurse may provide this consultation.
- 6. The school nurse will provide periodic review, at least annually, of all documentation pertaining to the administration of medications for students.
- 7. The school nurse will conduct a periodic review, at least annually, with all qualified personnel for schools and licensed nursing personnel regarding the needs of any student receiving medication.
- 8. The school nurse will observe competency to administer medications by qualified personnel for schools.

J. Administration of Medications by Coaches and Licensed Athletic Trainers during intramural and interscholastic events.

During intramural and interscholastic athletic events, a coach or licensed athletic trainer may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse for;

- Inhalant medications prescribed to treat respiratory conditions; and
- Medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The following conditions must be met:

- 1. The coach or licensed athletic trainer shall be trained in:
 - The general principles of the administration of medication applicable to receiving, storing and assisting with inhalant medications or cartridge injector medications, and documentation;
 - Student specific needs for assistance according to the individualized medication plan.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- 2. The school nurse shall provide a copy of the authorized prescriber's order and the parental permission form to the coaches or licensed athletic trainer.
- 3. The parent or guardian shall provide to the coach or licensed athletic trainer the medication in accordance with the following provisions:
 - All medications, except those approved for transporting by students for selfmedication, shall be delivered by the parent or other responsible adult to the school nurse or, in the absence of such nurse, other qualified personnel for school trained in the administration of medication and assigned to the school;
 - The nurse shall examine on-site any new medication, medication order and parent authorization and develop an administration of medication plan for the student before any medication is administered by any school personnel. The school nurse shall provide these medications to the coach/licensed athletic trainer at the time of the medication training;
 - The school nurse shall review all medication refills with the medication order and parent authorization prior to the administration of medication. These medications shall be provided to the coach/athletic trainer after review by the school nurse.
- 4. The medication provided to the coach or licensed athletic trainer, such as the inhaler or cartridge injector, shall be separate from the medication stored in the school health office for use during the school day.
- 5. The coach or licensed athletic trainer shall agree to the administration of emergency medication and shall implement the emergency care plan.
- 6. Medications to be used in athletic events shall be stored:
 - In containers for the exclusive use of holding medications;
 - In locations that preserve the integrity of the medication;
 - Under the general supervision of the coach or licensed athletic trainer trained in the administration of medication;
 - In a locked secure cabinet when not in use at athletic events.

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ADMINISTRATIVE REGULATIONS ON

ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- 7. Medication Errors
 - Shall be addressed in the same manner as errors during the school day, except that if the nurse is not available, a report may be submitted by the coach or licensed athletic director to the school nurse on the next school day.
- 8. Documentation of any administration of medication by a coach or licensed athletic trainer shall be completed on forms provided by the local school board and the school nurse shall be notified as follows:
 - A separate medication administration record for each student shall be maintained in the athletic area;
 - Administration of a cartridge injector medication shall be reported to the school nurse at the earliest possible time but not later than the next school day;
 - All other instances of the administration of medication shall be reported to the school nurse at least monthly or as frequently as required by the individual student plan;
 - The administration of medication record shall be submitted to the school nurse at the end of each sport season and filed in the student's cumulative health record according to Section 10-212a-6 of the Regulations of Connecticut State Agencies.

K. <u>Administration of Medication in School Readiness Programs and Before- or After-School Programs</u>

Administration of medications shall be provided in school readiness and before- or after-school programs only when it is medically necessary for participants to access the program and maintain their health status while attending the program. All the provisions of these regulations regarding training, supervision, self-administration, documentation, handling, storage, disposal, errors and medication emergencies apply to school readiness and before- and after-school programs. Such programs are subject to the following additional conditions:

1. At the beginning of each school year, the school nurse supervisor, in consultation with the school medical advisor or other licensed physician, will review the policies, will review the policies and procedures for the administration of medication in these programs and determine the following:

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ADMINISTRATION OF MEDICATION IN THE SCHOOLS (continued)

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- The level of nursing services needed in order to ensure safe administration of medication within the programs based on the needs of the program and the program's participants;
- Who may administer medication and whether a licensed nurse is required on-site;
- The circumstances under which self-administration of medication by students is permitted;
- The procedures to be followed in the event of a medication emergency or error and the individuals or facilities to be contacted in such an event;
- The manner in which the local poison control center information will be made readily available at these programs;
- The person responsible for decision making in the absence of the nurse.
- 2. Where possible, a separate supply of medication shall be stored at the site of the before- or after-school or school readiness program. In the event that it is not possible for the parent or guardian to provide a separate supply of medication, then a plan shall be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis.
- 3. Documentation of the administration of medications in school readiness and before- and after-school programs shall be as follows:
 - A separate administration of medication record for each student shall be maintained in the program;
 - Administration of medication with a cartridge injector shall be reported to the school nurse at the earliest possible time but not later than the next school day;
 - All other instances of the administration of medication shall be reported to the school nurse according to the student's individual plan at least on a monthly basis;
 - The administration of medication record shall be submitted to the school nurse at the end of each school year and filed in or summarized on the student's cumulative health record.
 - 4. Medication Errors Shall be addressed in the same manner as errors during the school day, except that if the nurse is not available, a report may be submitted by the director of the program or their designee to the school nurse on the next school day.

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ADMINISTRATIVE REGULATIONS ON

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M. Liability

No school nurse or other nurse, principal or teacher, licensed physical or occupational therapist employed by a school district, licensed athletic trainer employed by a school district, coach or school paraprofessional administering medication shall be liable to a student or parent or guardian of a student for civil damages for any personal injuries which result from acts or omissions of such school nurse or other nurse, principal or teacher, licensed physical or occupational therapist employed by a school district, licensed athletic trainer employed by a school district, coach or school paraprofessional in administering medicinal preparations which may constitute ordinary negligence. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence.

SHM Vol. II, Sec. 3, Medications

8/27/2004 Revised 1/22/2008 Revised 3/31/2011 Revised 7/15/2013

RIVERFIELD SCHOOL BUILDING COMMITTEE MINUTES OF MEETING July 16, 2013

A meeting of the Riverfield School Building Committee was held on Tuesday, July 16, 2013 at 7:00 pm in the Riverfield School Library Media Center.

Attendance

Present Committee Members: Thomas Quinn, Chairman; Christine Messina, Vice Chairman; Lawrence Ratner, Secretary; Bill McDonald (new); John Shaffer; Maureen Sawyer

Absent Committee Members: Harry Ackley; Dan Graziadei; Scott Thompson; Pamela Iacono, BOE Liaison and Nick Mirabile, RTM Liaison

Also Present: Kenneth Boroson and George Katinger, Kenneth Boroson Architects; Peter Manning, Gilbane Building Company; Marc Sklenka; Strategic Building Solutions; Sal Morabito, Manager of Construction, Security and Safety for FPS; Phil Ryan, Buyer for Town of Fairfield; Judy Ewing, Liaison from the office of the First Selectman

1. CALL TO ORDER

The meeting was called to order by Chairman Thomas Quinn at 7:00pm. Several handouts were distributed and available for meeting attendees.

2. PLEDGE OF ALLEGIANCE

3. STATUS UPDATE -CHAIRMAN (INTRODUCE NEW COMMITTEE MEMBER)

Mr. Quinn introduced Mr. McDonald who is replacing Dorothy Domeika who has moved to Florida. Mr. McDonald has been selected by the BOS and is awaiting confirmation by the RTM at their next meeting currently scheduled to be in September. Mr. McDonald will not have voting privileges until he is confirmed. Mr. McDonald spoke briefly about his previous work which includes experience in purchasing management, customer service management and construction.

4. INVOICES/BILLINGS

Motion made by Maureen Sawyer:

To pay Kenneth Boroson Architects for additional meetings and designs.

Invoice #2968 dated 06/26/2013 in the amount of \$16,137.00.

Motion seconded by John Shaffer

Discussion: Mr. Ratner asked if the changes and multiple design iterations have put the project over budget. Mr. Boroson indicated they have not and Mr. Quinn confirmed the

project budget is in good shape. Mr. Quinn learned from Ms. Twig Holland the project has committed \$223,000 of the \$250,000 allocated for the initial portion of the project. Ms. Messina asked if going forward "don't we move off the 250" and Ms. Sawyer also asked if future invoices will be billed against the next (design) part of the budget. Consensus was future bills will "go in the next bucket."

Motion carried 5:0:0

Motion made by Maureen Sawyer:

To pay Gilbane Building Co. for pre-construction phase services.

Invoice #2 dated 07/15/2013 in the amount of \$5449.60.

Motion seconded by Lawrence Ratner

Motion carried 5:0:0

5. OPERATIONAL PLANNING - MARK SKLENKA/KEN BOROSON/PETER MANNING

Mr. Quinn complemented everyone in the room for all their work resulting in a unanimous vote from the RTM to fund the project. A couple RTM members told Mr. Quinn they had not before seen such an in-depth project presentation, and thanked him for it.

Mr. Quinn met last week with Mr. Sklenka, Mr. Manning, Ms. Messina and KBA to start the operational planning and discuss the schedule. Mr. Sklenka distributed and reviewed a (draft) chart titled "Project Schedule-Single Phase Bid/Construction" which SBS developed after discussions with KBA and Gilbane. Having passed the first major milestone (getting approval of funding) the chart lays out how to get to the next major milestone (occupancy). Nine to ten months are estimated for design; three months for bidding and contract; and thirteen months for construction to allow for occupancy on September 1, 2015.

Mr. Sklenka stated Mr. Katinger created a detailed design phase schedule (more appropriate for industry professionals) from which SBS created a second document titled "Design, Bidding & Construction Phases Milestone schedule – Single Phase Bidding/Construction" which shows dates assigned to milestones. This document is also "DRAFT" so the dates may change. In response to Mr. Quinn's question about who is responsible for the completion of the milestones, Mr. Sklenka stated it is usually a collaborative effort, but SBS is ultimately responsible for keeping the project on schedule and meeting all deliverables. More dates, like additional meetings, may be added.

Mr. Ratner asked "What on this list are critical path milestones?" Mr. Sklenka stated getting before the state for the Plan Completion Test-BSF is key. Ms. Sawyer also noted usually to get before the appropriate town board you need to get on the docket two months prior. Mr. Katinger is setting up a meeting with Jim Wendt, the Assistant Planning Director for the Town.

Mr. Sklenka stated another key step is figuring out what can be done in the building next summer and adjusting the schedule to give Mr. Manning enough time to get the appropriate materials on site. Mr. Sklenka, Mr. Manning, and Mr. Boroson's office have been trying to set up a meeting to determine this and Mr. Quinn requested Mr. Morabito be involved. Ms. Sawyer stated school is currently scheduled to begin summer recess around June 14, 2014.

6. CHANGE ORDER COMMITTEE/ LIMITS

Mr. Quinn stated Ms. Messina is the chairperson for The Change Order Committee and asked Ms. Sawyer to be a member. Mr. Quinn is the third member. Initially it was proposed: The Change Order Committee chair can approve a change order up to \$1500 and The Change Order Committee can approve a change order up to \$25,000. Mr. Manning stated the purpose of a change order committee is to drive the project schedule. He thought the \$1500 was a little low. A discussion followed with \$5000 being considered as the amount the chair may approve. There was concern about many smaller changes in a short time frame. Mr. Sklenka described a "Construction Change Directive" and the two options: time and materials or lump sum (up to a given amount). Mr. Ratner asked who has authority to approve costs in excess of \$25,000. Mr. Quinn replied Ms. Holland and himself. No decision was reached on dollar limits and the committee will continue this discussion at the next meeting after Mr. Quinn talks with Ms. Holland.

7. STATUS REPORT LIFE CYCLE - SCOTT THOMPSON

Mr. Thompson and Mr. Quinn met with KBA and went over eco-friendly building options recommended by Mr. Thompson. Mr. Quinn referenced the document prepared by KBA titled "Detailed Design Options for Payback Cost Analysis". It includes meeting minutes, a discussion of each eco-friendly item and the outcome of the discussion presented in a spreadsheet. The spreadsheet categorizes each item as being "Planned for Inclusion (A)", "Further Cost Analysis & Decision (B)" or "Screened Out(C)". Many of the (A) items are automatically included in contracts and many of the (C) items were screened out of this project due to their high price tags.

Mr. Katinger described LEED (Leadership in Energy Efficient Design) and the Connecticut High Performance Building Code. The code has requirements and compliance is reviewed during the "Plan Completion Test" by the BSF (Bureau of School Facilities). It is difficult to build LEED-gold equivalent when renovating some buildings. This building is expected to be LEED-silver equivalent given the budget and the current state of the building (using current boiler, roof, and glass).

8. NEW OR GENERAL BUSINESS (FUTURE MEETING SCHEDULE)

A schedule of the future meetings was distributed and all meeting remain as posted <u>here</u> on the town calendar.

9. PUBLIC COMMENTS

Ms. Ewing stated it was customary to hire an attorney for the part of the project dealing with the town zoning and conservation and mentioned Mr. John Fallon has been hired by past committees with which she has worked. Mr. Quinn stated a Riverfield father had also volunteered his services. Mr. Quinn will follow up.

Ms. Ewing reminded the committee that sub-committees must also notice their meetings for public information.

10. ADJOURMENT

Mr. Quinn thanked everyone and adjourned the meeting at 8:45pm.

Respectfully Submitted,

Kathleen C. Grande Recording Secretary

These minutes are subject to review, correction and approval by the Riverfield School Building Committee.

RIVERFIELD SCHOOL BUILDING COMMITTEE MINUTES OF MEETING August 13, 2013

A meeting of the Riverfield School Building Committee was held on Tuesday, August 13, 2013 at 7:30 pm in the Riverfield School Library Media Center.

Attendance

Present Committee Members: Thomas Quinn, Chairman; Christine Messina, Vice Chairman; Lawrence Ratner, Secretary; Harry Ackley; Dan Graziadei; Bill McDonald (new, non-voting)

Absent Committee Members: Maureen Sawyer; John Shaffer; Scott Thompson; Pamela Iacono, BOE Liaison and Nick Mirabile, RTM Liaison

Also Present: George Katinger, Kenneth Boroson Architects; Peter Manning, Gilbane Building Company; Marc Sklenka, Katie Hurley and Dave Rojas; Strategic Building Solutions; Sal Morabito, Manager of Construction, Security and Safety for FPS; Phil Ryan, Buyer for Town of Fairfield; John Fallon, RSBC attorney; Charlotte Leslie and Robin Jerrild, members of the public (Riverfield neighbors).

1) CALL TO ORDER

The meeting was called to order by Chairman Thomas Quinn at 7:30pm. Handouts were distributed and available for meeting attendees.

- 2) PLEDGE OF ALLEGIANCE
- 3) APPROVE MINUTES FROM 04/16/2013, 06/11/2013 AND 07/16/2013
- 4) APPROVE APPOINTMENT/CONTRACT FOR COMMITTEE ATTORNEY

Motion made by Lawrence Ratner:

To approve the appointment of John Fallon as the Riverfield School Building Committee attorney at the rate of \$225/hour.

Motion seconded by Christina Messina.

Motion carried 5:0:0.

5) BRIEF OUTLINE OF ATTORNEY'S ROLE

Mr. Quinn welcomed Mr. Fallon as the RSBC attorney. Mr. Fallon stated he has worked in this role over the past 20 years for many other school building committees.

Before this meeting Mr. Fallon had met with Mr. Quinn and Mr. Katinger and was brought up to speed on this project. Based on what Mr. Katinger shared during that meeting, Mr. Fallon

RSBC minutes 08/13/2013

believes the project is tracking for a "Certificate of Wetlands Conformance" permit from the Conservation Commission. This is an administrative permit that normally takes 30-60 days rather than the more complicated full "Inland Wetlands" permit. Mr. Fallon will also secure a "special exception" approval and a "site plan" approval from the Planning and Zoning Commission. The P&Z permit requires a public hearing and the process usually takes about 90 days. Before applying for any permits a meeting will be held for the Riverfield neighborhood.

From Mr. Fallon's prior school renovation experience he stated the two main P&Z concerns will be:

- -changes in exterior lighting, if any
- -ingress and egress and on site circulation for pedestrians and cars (this doesn't appear to be as big an issue as it was at Stratfield or Fairfield Woods).

Mr. Sklenka initiated a conversation with Mr. Katinger, Mr. Fallon and Mr. Quinn about timing and scheduling. Mr. Katinger is working on getting soil and erosion control measures on the drawings. Tentatively the timing is:

In 3-4 weeks

- drawing ready to file for wetlands conformance

09/17/13

- neighborhood meeting

10/01/13

- file with Conservation

11/15/13

- file with P&Z

.(Need to appear before the BOE but meeting schedule isn't set for next year until December meeting)

02/17/13

- BSF Plan Completion Test (State meeting)

Mr. Katinger explained the "code of enforcement committee" who submits the drawing to the different departments (building, engineering) for discussion and review before going before P&Z.

6) REVIEW OF TIMETABLE AND CURRENT STATUS

SBS -Mr. Sklenka distributed a revised "condensed" milestone schedule with design, bid and construction; permitting and other regulatory dates will be added. The project is currently in Design Development Phase (DD) which will move through the middle of September. Then Gilbane and a second estimator will take about a month to come up with estimates which will be tested against the budget. Mid-October through April will be the Construction Documentation Phase (CD). That's when Mr. Katinger will finalize the drawing before they go to bid. Bidding is expected to be April-June 2014 with construction beginning around June 30, 2014 and occupancy around September 1, 2015.

Mr. Fallon emphasized the TP&Z will also be very interested in phasing: how the construction and occupants will coexist and the occupants will remain safe with no disruption. Different ideas were discussed including swing space (use the addition while updating the main building) and working second shift and during school vacations. SBS is meeting with Ms. Anziano and Mr. Morabito on Friday about phasing.

At Mr. Quinn's request, Mr. Sklenka explained the "five week buy." In order to best utilize the summer recess and complete the project by September 2015, KBA will expedite the delivery of the Construction Documents by five weeks for a fee of \$50,000.

GILBANE-Mr. Manning stated the scheduler is looking at the delivery time to get steel, rebar and other materials and without "the five weeks" it's pushing the schedule out past September 2015. Mr. Sklenka added we would pay on the contractor side in overtime without the expedited CD. Mr. Manning stated he had two meetings with Mr. Quinn, Mr. Sklenka and Mr. Katinger during which they discussed the work be done over the first summer including getting the utilities out in the back- out of the footprint of the building and create a safe playground area and access to the playing fields.

Mr. McDonald asked how the double shifting will affect the budget and Mr. Sklenka replied that would go into the estimate and if necessary something would be value engineered out.

KBA- Mr. Katinger stated the key deliverable is the DD estimate which will present a realistic picture of where we are with costs.

APPROVE ADDITION TO ARCHITECT CONTRACT TO INCLUDE EXPEDITED CD DELIVERY

To approve Ken Boroson Architects' August 1, 2013 proposal to expedite the delivery of the Construction Documents by five weeks for a lump sum of \$50,000. Motion seconded by Lawrence Ratner.

Motion carried 5:0:0.

Motion made by Christine Messina:

8) INVOICE REVIEW AND APPROVALS None.

9) APPROVE APPOINTMENT/CONTRACT FOR SITE MONITOR DURING CONSTRUCTION Mr. Katinger explained the role of this monitor is to make sure proper controls are installed and maintained to protect against soil erosion. Inspections are done periodically and after storm events.

Mr. Ratner asked the cost of a site monitor over the life of the project and Mr. Morabito suggested the committee consult Ms. Twig Holland (purchasing) for this information — that the site monitor cost might be similar to that of the Stratfield School project. In response to Mr. Graziadei's question, Mr. Katinger will check with Mr. Stapleton if the Site Monitor has jurisdiction over any open trenches or spoils back from the open trenches.

The committee discussed different scenarios to control the cost and decided to limit the time of the contract.

Motion made by Christine Messina:

To approve the hiring of Walt Stapleton as the Site Monitor for \$80/hour through the completion of the Wetland Certificate approval.

Motion seconded by Dan Graziadei.

Motion carried 5:0:0.

10) NEW BUSINESS

In response to Mr. Quinn's question, committee members were in agreement to hold the neighborhood forum before the regular meeting of September 17, 2013. Mr. Ackley asked how the committee is going to advise the neighbors about a neighborhood meeting. Mr. Morabito stated the process is to contact the Tax Assessor for a list of abutting properties. Mr. Quinn will follow up on this.

11) PUBLIC COMMENT

None.

12) ADJOURN

Mr. Quinn thanked everyone and adjourned the meeting at 8:22pm.

Respectfully Submitted,

Kathleen C. Grande Recording Secretary

These minutes are subject to review, correction and approval by the Riverfield School Building Committee

FAIRFIELD PUBLIC SCHOOLS Fairfield, Connecticut

District Leadership Team Karen Parks, Deputy Superintendent August 12, 2013 TO: FROM: DATE:

OPENING OF SCHOOLS AND SCHOOL HOURS 2013 - 2014

SECONDARY SCHOOLS

EARLY DISMISSAL	11:45	11:45	12:40	12:40	12:40
(2 HOUR) DELAYED OPENING	9:30	9:30	10:10	10:10	10:10
P.M. CLOSING	2:10	2:10	2:50	2:50	2:50
A.M. OPENING	7:30	7:30	8:10	8:10	8:10
	Fairfield Ludlowe High School	Fairfield Warde High School	Fairfield Woods Middle School	Roger Ludlowe Middle School	Tomlinson Middle School

HOLLAND HILL ELEMENTARY SCHOOL

EARLY DISMISSAL	12.55
(2 HOUR) DELAYED <u>OPENING</u>	10:10
P. M. CLOSING	2:45
A. M. OPENING	8:10

ALL OTHER ELEMENTARY SCHOOLS

EARLY DISMISSAL	1:40	
(2 HOUR) DELAYED OPENING	10:55	
P.M. CLOSING	3:30	-OVER-
A.M. OPENING	8:55	

- Parent Conference Days on October 17, 23, 24, 2013 for Elementary and Middle Schools. .
- 2. Parent Conference Days on March 26, April 2, 3, 2014 for Elementary Schools.
- dismiss at 12:55 p.m. and all other Elementary Schools will dismiss at 1:40 p.m. There is no separate kindergarten bus On Parent Conference Days the Middle Schools will dismiss students at 12:40 p.m., Holland Hill Elementary School will run on these days. က်
- February 4, 2014 Holland Hill Elementary School will dismiss students at 12:55 p.m., and all other Elementary Schools On Early Dismissal Professional Development Days (Elementary ONLY) - Tuesday, October 1, 2013, and Tuesday, will dismiss at 1:40 p.m. There is no separate kindergarten bus run on these days. 4.
- On Full-Day Professional Development Days Tuesday, November 5, 2013, and Friday, February 14, 2014 all schools are closed for students (all certified staff report) iĊ.
- 6. Delayed openings are 2 hours after the normal starting time.
- After an Early Dismissal of schools on Wednesday, November 27, 2013, schools will close for the Thanksgiving Recess. Lunch will be served on the day before Thanksgiving ONLY in the Elementary Schools. There is no separate kindergarten bus run on this day. 7

11:45 a.m.	11:45 a.m.	12:40 p.m.	12:55 p.m.	1:40 p.m.
1	•	ı	•	1
Fairfield Ludlowe High School	Fairfield Warde High School	Middle Schools	Holland Hill Elementary School	All Other Elementary Schools
ı		1	ı	,

Early Dismissal:

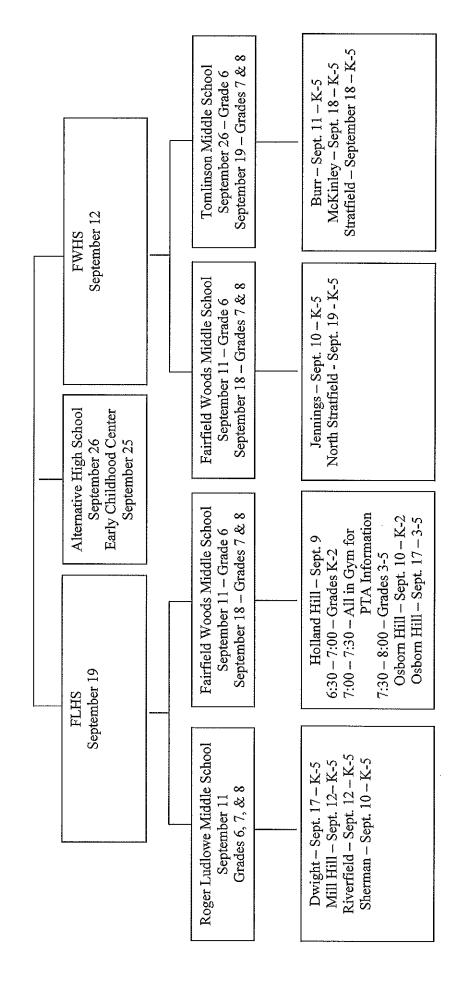
Should you have any questions, please call Karen Parks at 203-255-8372.

FIRST DAY OF SCHOOL, FULL DAY, THURSDAY, AUGUST 29, 2013

KP:so

pc: Central Office Staff, Transportation, School Lunch, Michael Piatt, Sal Morabito

OPEN HOUSES 2013



FAIRFIELD PUBLIC SCHOOLS

2013

Celebrations

August 2013

Dear Colleagues,

I am excited to welcome you back for the start of the 2013-2014 school year. Fall is such an exciting time; we get to celebrate the beginning of another great year for our students and their families.

I am excited to welcome some new members to our district's leadership team. A brief biography of each individual is enclosed, along with the schedule for the opening days. To accommodate the necessary professional learning associated with our new Teacher Evaluation Plan, and to allow staff the time necessary to prepare classrooms for the opening of school, there will be no formal Convocation this year. Instead, my annual welcome message will be recorded and relayed in each school.

Welcome back!

Very truly yours,

David G. Title

New Hires

Through the extensive efforts of screening committees and the Human Resources Office, nine administrative vacancies were recently filled: Ms. Mimi Maniscalco, Principal at Dwight Elementary School; Mrs. Leslie Pearson, Principal at McKinley Elementary School; Ms. Megan Tiley, Principal at Roger Ludlowe Middle School; Ms. Sally Bonina, Principal at Tomlinson Middle School; Ms. Karin Shaughnessy, Assistant Principal at Roger Ludlowe Middle School and Fairfield Woods Middle School; Ms. Amanda Kirik, Assistant Principal at Tomlinson Middle School; Mr. Anthony Formato, Housemaster of Wright House at Fairfield Ludlowe High School; Ms. Joanna Giddings, Housemaster of Webster House at Fairfield Ludlowe High School; and Mr. Gregg Pugliese, Curriculum Leader of Social Studies for grades 6-12.

Ms. Mimi Maniscalco, Principal at Dwight Elementary School

We are pleased to announce that Ms. Mimi Maniscalco has been appointed as the new Principal at Dwight Elementary School.

Ms. Maniscalco was the Assistant Principal with the New Canaan Public Schools and served in that position since February. Prior to that, Ms. Maniscalco worked for the Fairfield Public Schools for fourteen (14) years in the roles of First, Second and Sixth Grade Teacher. Ms. Maniscalco has experience as an Early Literacy Tutor and Reading Coach and worked as a Lead Preschool Teacher for the Norwalk YMCA prior to coming to Fairfield Public Schools. Ms. Maniscalco also was the Summer School Principal for two summers for the Fairfield Public Schools.

Ms. Maniscalco earned her Bachelor of Arts Degree from Curry College, and Master of Arts and Sixth Year Degrees from Sacred Heart University.

Mrs. Leslie Pearson, Principal at McKinley Elementary School

Welcome and good wishes are extended to Mrs. Leslie Pearson who is the new Principal at McKinley Elementary School.

Mrs. Pearson was the Assistant Principal at Miller-Driscoll School in Wilton and served in that position since 2010. Prior to that, she served as a Language Arts Specialist in Danbury and an Instructional Coach, Fourth Grade Teacher and Kindergarten Teacher in Greenwich.

Mrs. Pearson earned her Bachelor of Arts Degree from Cornell University, a Master of Arts from John Hopkins School of Advanced International Studies and a Master of Arts in Teaching from Manhattanville College.

Ms. Megan Tiley, Principal at Roger Ludlowe Middle School

We are pleased to announce that Ms. Megan Tiley has been appointed as the Principal at Roger Ludiowe Middle School.

Ms. Tiley began her career as a Health and Physical Education Teacher in Rye, New York and the Westport Public Schools, where she also served as a Department Chair for Health and Physical Education. She initially came to Fairfield Public Schools in 2002 and served as the Athletic Director at Fairfield Warde High School until 2006. In 2006, she returned to Westport Public Schools and served as the Vice Principal at Bedford Middle School until 2012. Ms. Tiley returned to Fairfield Public Schools in the 2012-2013 school year as Housemaster of Webster House at Fairfield Ludlowe High School.

New Hires (continued)

Ms. Karin Shaughnessy, Assistant Principal at Roger Ludlowe Middle School and Fairfield Woods Middle School

We are pleased to announce that Ms. Karin Shaughnessy has been appointed as the Assistant Principal at Roger Ludlowe Middle School and Fairfield Woods Middle School.

Ms. Shaughnessy has been with the Fairfield Public Schools since 2004 as a Language Arts Teacher at the middle school level.

Ms. Shaughnessy received her Bachelor of Arts Degree from the University of Delaware, her Master's Degree from the University of Massachusetts (Amherst) and her Sixth Year at Southern Connecticut State University.

Ms. Sally Bonina, Principal at Tomlinson Middle School

Welcome and good wishes are extended to Ms. Sally Bonina who is the new Principal at Tomlinson Middle School.

Ms. Bonina comes to us from Derby, Connecticut where she was the Principal of Derby Middle School for seven years. Ms. Bonina has also worked as a Spanish Teacher for the Stamford Public Schools at both the middle and high school levels for ten years and at Shelton High School for a period of five years as a Spanish Teacher.

Ms. Bonina holds a Bachelor of Arts Degree in Spanish from the College of New Rochelle and a Masters in Reading Consulting from the University of Bridgeport. She earned her Sixth Year at Southern Connecticut State University.

Ms. Amanda Kirik, Assistant Principal at Tomlinson Middle School

We are pleased to announce that Ms. Amanda Kirik has been appointed as the new Assistant Principal at Tomlinson Middle School.

Ms. Kirik worked as the Special Education Coordinator and as the Lead Teacher for the Harding at Night Program at Warren Harding High School in Bridgeport. She came to Fairfield Public Schools in 2009 and worked for us in the capacity of Student Support Center Teacher. Ms. Kirik also worked as the K-2 Summer School Program Principal for the last three years.

Ms. Kirik earned her Bachelor of Science Degree from the University of Connecticut and her Master's Degree in Special Education from Sacred Heart University.

Mr. Anthony Formato, Housemaster of Wright House at Fairfield Ludlowe High School

Welcome and good wishes are extended to *Mr. Anthony Formato* who is the new Housemaster of Wright House at Fairfield Ludlowe High School.

Mr. Formato was the Vice Principal at Bedford Middle School. He served in that position with the Westport Public Schools since 2003. Prior to that, Mr. Formato worked for the Fairfield Public Schools at Fairfield Warde High School as a Social Studies Teacher and a Dean of Students.

Mr. Formato earned his Bachelor of Arts Degree from Eastern Connecticut State University and his Master of Arts and Sixth Year Degrees from Sacred Heart University.

New Hires (continued)

Ms. Joanna Giddings, Housemaster of Webster House at Fairfield Ludlowe High School

Welcome and good wishes are extended to Ms. Joanna Giddings who is the new Housemaster of Webster House at Fairfield Ludlowe High School.

Ms. Giddings was the Assistant Principal at Bronxdale High School, and served in that position since 2012. Prior to that, she worked for the Bronx High School of Business as Assistant Principal for four years and as a Special Education Specialist for four years. Ms. Giddings also brings seventeen years of private sector expertise and experience from working a multitude of roles for MCI Telecommunications.

Ms. Giddings earned her Bachelor of Arts Degree from Union College and her Master of Science and Sixth Year Degrees from Mercy College.

Mr. Gregg Pugliese, Social Studies Curriculum Leader for Grades 6-12

Welcome and good wishes are extended to *Mr. Gregg Pugliese* who is the new Social Studies Curriculum Leader for grades 6-12.

Mr. Pugliese worked as a Social Studies Teacher at John F. Kennedy High School in Waterbury, Connecticut since 2004. He is also an Adjunct Professor in the Political Science Department at the University of Connecticut Early College Experience Program.

Mr. Pugliese earned his Bachelor of Arts Degree in History from the University of Connecticut and his Master of Science Degree in History and Secondary Education from Southern Connecticut State University. He is in the process of completing his Doctorate in Education at Southern Connecticut State University.

....WELCOME....

Ms. Mimi Maniscalco
Mrs. Leslie Pearson
Ms. Megan Tiley
Ms. Sally Bonina
Ms. Karin Shaughnessy
Ms. Amanda Kirik
Mr. Anthony Formato
Ms. Joanna Giddings
and
Mr. Gregg Pugliese