
TRUMBULL PUBLIC SCHOOLS

TRUMBULL, CONNECTICUT

Regular Meeting – Tuesday, May 11, 2021, 7:00 p.m.

AGENDA

<https://zoom.us/j/93458532612?pwd=OExjeVVPZjI5aXpySmE2ZS9QcjQ2Zz09>

Webinar ID: 934 5853 2612

Password: 057854

Join by telephone: (301) 715-8592 or (833) 548-0276 (Toll Free) / Webinar ID: 934 5853 2612

I. CALL TO ORDER

II. PRELIMINARY BUSINESS

- A. Pledge of Allegiance
- B. Recognitions:
 - 1. Frenchtown Heroes
 - 2. Trumbull Nursing Staff
- C. Correspondence – Mrs. Norcel
Correspondence may be sent to BoardofEd@trumbullps.org
- D. [Public Comment](#) – The Trumbull Public Schools Board of Education will be allowing public comment at the upcoming Board Meeting. If you are interested in speaking during the Public Comment portion of the meeting, [please use this form to signup](#). We will limit participants to the first **15** individuals that submit the form. Public comment will be limited to 2 minutes.
- E. Superintendent Report
- F. Board Chairman Report

III. REPORTS/ACTION ITEMS

- A. Approval Minutes – Regular Meeting, April 27, 2021
- B. Personnel – Dr. Semmel
- C. Approval/Healthy Food Certification for 2021-2022 School Year – Mr. Hendrickson
- D. Approval/Beverage Sale – Mr. Hendrickson
- E. Reopening Update – Dr. Semmel
- F. Agriscience Update – Dr. Linda Paslov
- G. Policies - Dr. Iwanicki
Second Reading
 - Policy 9140
- H. Finance Report – Mr. Hendrickson
 - TECEC Tuition
 - Operational Review

IV. OTHER

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – May 11, 2021

Dr. Semmel, Mrs. Prisco

Agenda Item – II-B-1

Recognition of Frenchtown Staff for Heroic Action

The caring of staff members sometimes goes beyond the scope of teaching and learning. During a snack period in a Frenchtown grade three classroom, a student began to choke. Teacher Rachel Dustin reacted swiftly to perform the Heimlich maneuver while being assisted by Miss Gabby Vega, Ms. Sheela Gadkar, Nurse Merry Joy Naher-Olsen and Security Guard Mr. Ray Osborne who all assisted in immediately responding, calling for additional help and watching over the other students. The student is fine for the combined efforts of these outstanding staff members who have gone above and beyond.

Recommendation:

Recognize and Commend

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – May 11, 2021

Dr. Semmel

Agenda Item – II-B-2

Recognition of Trumbull Nursing Staff

Our school nurses have been frontline heroes through the entire pandemic. We celebrate them tonight for their hard work and dedication to the Trumbull students and staff. This is perfect timing since May 6th was Nurse Appreciation Day.

Lynn Steinbrick	Director, Dept of Nursing,
Kim Aquino	School Nurse Coordinator
Adele Russell	Assistant, Administrative Office
Brenda Chamale	Tashua
Chris Daigle	Booth Hill
Marie Ely	Daniels Farm
Patty Gold	Madison Middle School
Jeanne Hoggatt	Middlebrook
Aimee Hosking	St. Theresa's
Mairead Keating	Trumbull High School A House
Terri Mastriani	TECEC
Tracy Mccullough	Hillcrest Middle School
Dorothy Miller	St. Joseph's
Merry Joy Naecher-Olson	Frenchtown
Nicole Proffitt	Christian Heritage
Ileana SanPietro	Jane Ryan
Azra Sarkinovic	St. Catherine's
Kimberly Siemon	Trumbull High School B House
Stephanie Sullivan	Trumbull High School C House
Elisabeth Kelly	
Jeanne Miller	
Tori Benoit	
Susan Clay	
Lejla Radoncic	
Celeste Miraglia	

Recommendation:

Recognize and Commend

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – May 11, 2021

Dr. Semmel

Agenda Item – III-A

Approval/Minutes

Regular Meeting – April 27, 2021

Recommendation:

Approve the minutes of the above noted meeting.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT
Regular Meeting – April 27, 2021
Via Audio/Video Conferencing

The Trumbull Board of Education met via video/audio conferencing for a Regular Meeting.

Members present:

L. Timpanelli, Board Chairman
T. Gallo, Vice Chairman
J. Norcel, Board Secretary
S. Kerr
M. Petitti
A. Squicciarro
M. Ward

Agenda Item I—Call to Order

The meeting was called to order at 7:00 p.m.

Agenda Item II—Preliminary Business

- A. Salute to the Flag - The Public Session began with a salute to the Flag.
- B. Correspondence – Mrs. Norcel reported: Laurie Trepel, is in support of the TLC program reopening in September.
- C. Public Comment -There was no public comment this evening.
- D. Superintendent Report- Dr. Semmel
 - Next week is staff appreciation week and we thank Jenn Record of Impact Trumbull for the contribution of gift cards to approximately 900 participating staff members for Trumbull area restaurants.
 - Congratulations to the We the People team for placing first at the state competition and coming in 9th place at Nationals.
 - Congratulations to our Connecticut Colt Poetry Contest winners. THS won 12 medals in all-8 gold and 4 silver at the contest held online this year.
 - We will be offering the “seamless summer option” for free student meals that will continue through 2021-2022, meals are provided by the USDA.
- E. Board Chairman Report
Board Chair Lucinda Timpanelli sent thanks to Superintendent Semmel, Mr. Hendrickson and our Administrative team for their tireless work to address our budget situation. As of this date, we have a surplus, but remind all that using surplus funds cannot be a means to fund budgets in the future.
- F. Student Board Representatives Report
Gabriella Biondi reported at THS: we are back full time celebrating spirit week and adopt a senior. THS continues to follow strict mitigation strategies to ensure students safety. Congratulations to our We the People team for their hard work and placing 9th at Nationals. At Madison: a virtual book fair and at Tashua: a virtual authors visit and Earth Day.

Agenda Item III—Reports/Action Items

A. Approval/Trumbull Day 2021 Special Request Alcohol Waiver

Mr. Preston Merritt and Mrs. Kathleen McGannon of the Trumbull Day Commission presented the request for use of Hillcrest Middle School and Trumbull High School on Friday, July 2, Saturday, July 3, and (rain date) Sunday, July 4, 2021 and are requesting that the Board of Education waive its Policy 1330, Use of Public School Buildings and Sites for three (3) days to allow for an alcohol concession on the grounds of Hillcrest and Trumbull High Schools. All other provisions of the Board Policy must be adhered to and alcohol distribution and consumption must be properly monitored and controlled by the Trumbull Police Department, First Selectman's office, and Trumbull Day Commission members, to ensure that this concession is regulated in a responsible and appropriate manner.

It was moved (Gallo) and seconded (Kerr) to approve the waiver for the Town of Trumbull to allow an alcohol concession booth on the grounds of Hillcrest and Trumbull High School in conjunction with Trumbull Day on Friday, July 2, Saturday, July 3, and Sunday, July 4, 2021. In favor: Timpanelli, Gallo, Norcel, Kerr, Petitti, Squicciarro. Against: Ward. Motion passes 6 to 1.

B. Minutes:

Regular Meeting – March 23, 2021

It was moved (Norcel) and seconded (Gallo) to approve the minutes as presented with the following change: in the Facilities Committee report, the words Facilities Committee change to Middlebrook Roof Building Committee. Vote: all in favor.

C. Personnel – Dr. Semmel

Dr. Semmel presented one resignation:

Lemarie, Colette; French teacher at Trumbull High School since August 2019 (currently on a personal leave of absence), resigning effective April 19, 2021.

It was moved (Gallo) and seconded (Norcel) to approve this resignation. Vote: all in favor.

Dr. Semmel presented the following requests for Leave of Absence:

Galow, Lorraine; grade 5 teacher at Booth Hill Elementary School since August 2016 is requesting a personal leave of absence without pay for the 2021-22 school year. This request complies with the Trumbull Board of Education Leave of Absence Policy, 4150.

Kloster, Mindy; reading teacher (.60) at Hillcrest Middle School since November 2013 is requesting a personal leave of absence without pay for the 2021-22 school year. This request complies with the Trumbull Board of Education Leave of Absence Policy, 4150.

It was moved (Gallo) and seconded (Norcel) to approve the above requests for Leaves of Absence as presented. Vote: Unanimous in favor.

D. Non-Renewal of Non-Tenured Staff/Long Term Replacements

Prior to May 1 of any given year, the Board of Education is asked to non-renew the contracts of non-tenured staff whose employment may not continue. This year, the non-renewal process will include six long-term replacement (substitute) teachers. The long-term replacement teachers were hired for the 2020-2021 school year in a position of fixed duration. The non-renewals recommended are within the scope of the statutory teacher employment and tenure provisions, Section 10-151 of the Connecticut General Statutes; and are consistent with provisions of the TEA Agreement applicable to non-renewals of non-tenured and Long-Term Replacement teachers. Motion to pursuant to the Connecticut General Statutes 10-151, the Trumbull Board of Education non-renew the teaching contracts of the following staff at the end of their long-term contract or at the end of the 2020-21 school year, whichever occurs first, as recommended by the Superintendent:

Amy Braica – Daniels Farm Elementary School
Casandra Ekstrom – Middlebrook Elementary School
Kevin Larkin – Middlebrook Elementary School
Kimberly Woodruff – Middlebrook Elementary School
Elaine Hegedus – Trumbull High School
Nouboukpo Gassesse – Trumbull High School

and further move that the Superintendent of Schools be directed to communicate this action of the Board in writing to the above-named teachers and that the Superintendent of Schools be authorized to respond on behalf of the Board of Education to any requests which may be forthcoming from these teachers or their representatives pursuant to Connecticut General Statutes 10-151.

It was moved (Kerr) and seconded (Ward) to approve the above non-renewals of non-tenured staff as presented. Vote: Unanimous in favor.

E. Reopening Update - Dr. Semmel

- On Monday, April 26, Trumbull High was proud to open its doors to all students for in-person learning. Students are happy to return to their classrooms and teachers report an increase in students' energy level and participation.
- As Covid cases continue to decline, our planning committees are coordinating end of year activities to keep students and staff safe. We hope to have an in-person graduation at THS.
- As per the Department of Public Health and the Department of State, there will be in-person learning for the upcoming 2021-2022 school year based on a reduction in Covid cases due to vaccinations and the consensus that in-person learning is far superior to remote learning.

F. Approval/Revised 2020-2021 District Calendar

Dr. Iwanicki presented the revision to the 2020-2021 District Calendar. The following days are proposed to be special early closing days for grades K-12 students. Student contact time at each level will be dictated by our early closing schedule.

- Wed., May 5
- Wed., May 12
- Wed., May 19
- Wed., May 26
- Wed., June 2

- Wed., June 9
- Wed., June 16

Please note, with snow days, the last day of school is now June 18th.

It was moved (Ward) and seconded (Gallo) to approve the changes to the 2020-2021 District Calendar as presented. Vote: Unanimous in favor.

G. Policy Committee Report

Dr. Iwanicki presented the following policy for Second Reading approval:

- Approve Policy 6172.6, Virtual Courses of Study

It was moved (Gallo) and seconded (Petitti) to approve the approval of Policy 6172.6 Virtual Courses of Study as presented. Vote: Unanimous in favor.

H. Curriculum Committee Report

Dr. Iwanicki reported that the Curriculum Committee met on March 18, 2021 and reviewed two curriculum guides which were brought forth to the full Board for approval.

- Honors Journalism, Grade 12
- AP English Language and Composition, Grade 11

It was moved (Ward) and seconded (Gallo) to approve the above curriculum guides as presented. Vote: Unanimous in favor.

I. Finance Committee Report – Mr. Hendrickson presented the financials and discussed the non-lapsing carryover account as per Connecticut General Statue 10-248a, and the status of the Operational Review. Dr. Matt Wheeler discussed the need for an update in tuition. After careful consideration by the Board, the following motions were made:

It was moved (Kerr) and seconded (Norcel) to approve a \$60,000 transfer FROM account 01912520-51199 (D/W - Admin - Reserve for Negotiations) TO account 01852622-56134 (Facilities - Snow Removal – Supplies) \$ 1,000, 01532220-56420 DFES – Library- \$ 5,000, 01422214-56118 Tech - L/W - Software \$ 54,000. Vote- in favor-Timpanelli, Norcel, Kerr, Ward, Squicciarino, Petitti. Against-Gallo. Motion passes 6 to 1.

It was moved (Ward) and seconded (Norcel) to approve a \$215,000 transfer FROM account 01011200-51118 PPS - L/W - Curriculum Writing TO: account 01011200-53230 PPS - L/W – Consultants. Vote- Unanimous in favor.

It was moved (Gallo) and seconded (Petitti) to approve the non-lapsing carryover account with amended language as presented. Vote: Unanimous in favor.

It was moved (Norcel) and seconded (Ward) to approve the financials as of March 31, 2021. Vote: Unanimous in favor.

Adjournment

Board Members gave unanimous consent to adjourn the Public Session at 9:12 p.m.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting, May 11, 2021

Dr. Semmel

Agenda Item III-B

Personnel

Resignation – Certified

Mongillo, Robert; technology education teacher at Hillcrest Middle School since August 2000, retiring effective June 30, 2021.

Pope, Lisa; kindergarten teacher at Tashua Elementary School since August 2000, retiring effective June 30, 2021.

Westberg, Leigh; social worker/SRP department chairperson at Frenchtown and Middlebrook Elementary School since August 2007, retiring effective June 30, 2021.

Recommendation:

Accept.

Resignation – Non - Certified

Camara, Diane; secretary at Trumbull High School since July 2005, resigning effective August 6, 2021.

Dunn, Linda; secretary at Middlebrook Elementary School Since August 1999, retiring effective June 30, 2021.

Feola, Evelyn; secretary at Daniels Farm School since January 1998, retiring effective July 23, 2021.

Recommendation:

Accept.

Request for Leave of Absence

Zuk, Gina; math teacher at Madison Middle School since August 2003 is requesting a personal leave of absence without pay for the 2021-22 school year. This request complies with the Trumbull Board of Education Leave of Absence Policy, 4150.

Recommendation:

Approve the above request for personal leave of absence for Ms. Zuk.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – May 11, 2021

Mr. P. Hendrickson

Agenda Item III-C

Approval/ Healthy Food Certification for 2021-2022 school year.

Healthy Food Option: *The Board of Education or school governing authority for each public school that participates in the National School Lunch Program (NSLP) must vote “yes” or “no” on whether to implement the healthy food option.*

Pursuant to C.G.S. Section 10-215f, the Board of Education or governing authority 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, 2021, through June 30, 2022*. 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, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

Exemption for Food Items: *If the Board of Education or governing authority votes “yes” for the healthy food option, the Board of Education or governing authority must also vote “yes” or “no” on whether to allow food exemptions.*

The Board of Education or governing authority 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 beverage 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.

Recommendation

Approve participation in the Healthy Foods Certification in schools for 2021-2022



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program

FROM: John D. Frassinelli, Division Director
Health, Nutrition, Family Services and Adult Education

DATE: March 10, 2021

SUBJECT: Operational Memorandum No. 03-21
Requirements for Submitting the Healthy Food Certification (HFC) Statement for
School Year 2021-22

The Healthy Food Certification (HFC) statute ([C.G.S. Section 10-215f](#)) requires that **each** local board of education or governing authority (BOE) for public schools¹ participating in the National School Lunch Program (NSLP) **must certify each year** whether all food items sold to students (separately from reimbursable meals) **will or will not** meet the [Connecticut Nutrition Standards](#) (CNS). This memo provides the **required motion language** and instructions for the HFC application process for school year (SY) 2021-22.

HFC Eligibility Requirements for BOEs opting to implement HFC

The BOE must complete a vote on the required motion language in this memo by **July 1, 2021**, or the BOE will not be eligible for HFC during SY 2021-22 (July 1, 2021, through June 30, 2022). Each BOE must choose one of the two options below to satisfy this requirement and be eligible for HFC.

- **Option 1:** Using the exact language included in this memo, the BOE conducts three votes: 1) whether the district will **participate** in the healthy food option; 2) whether the district will allow **food exemptions**; and 3) whether the district will allow **beverage exemptions**.
- **Option 2:** Using the exact language included in this memo, the BOE conducts two votes: 1) whether the district will **participate** in the healthy food option; and 2) whether the district will allow **food and beverage exemptions**.

Required healthy food option vote for all BOEs

The BOE must vote “yes” or “no” for implementing the healthy food option of C.G.S. Section 10-215f. The motion and board-approved meeting minutes ***must include the exact language below***.

Motion language for healthy food option: Pursuant to C.G.S. Section 10-215f, the board of education or governing authority 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, 2021, through June 30, 2022. 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

¹ Public schools include all public schools, regional educational service centers, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, and endowed academies.

cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Required vote for food exemptions for BOEs opting to implement HFC

If the BOE votes “yes” for implementing the healthy food option, the board-approved meeting minutes and motion must reflect a “yes” or “no” vote on the ***exact language below***.

Motion language for food exemptions: The board of education or governing authority 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.

Note: If the BOE votes “no” for the healthy food option, a vote on whether to allow food exemptions is **not** required.

Optional vote for beverage exemptions for all BOEs

The state beverage requirements ([C.G.S. Section 10-221q](#)) apply to all public schools, regardless of whether the district participates in the NSLP or certifies for the healthy food option of HFC. If the BOE does not have a beverage exemption in place, the BOE’s schools can **never** sell noncompliant beverages to students. **If the BOE chooses to allow beverage exemptions**, the motion and board-approved meeting minutes ***must include the exact language below***:

Motion language for beverage exemptions: The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes 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 beverages 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. The “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 beverage sales.

Option to combine food and beverage exemptions

Instead of two separate food and beverage motions, the district may choose to combine food and beverage exemptions into one motion by using the exact language below:

Motion language for combined food and beverage exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes 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 and beverage 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.

HFC Application Process for SY 2021-22

All public school sponsors of the NSLP applying for HFC for SY 2021-22 must complete the three steps below to meet the HFC application deadline of **July 1, 2021**.

1. Schedule the two required votes (healthy food option and food exemptions) at a BOE meeting ***before June 30, 2021***. If the district chooses to allow beverage exemptions, the CSDE recommends that the BOE conduct the vote on beverage exemptions at the **same time** as the HFC votes.
2. Maintain a copy of the board-approved meeting minutes indicating the results of the HFC votes.
3. **May 2021:** Complete the online HFC application module in the CSDE’s Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). Upload the board-approved meeting minutes indicating the results of the HFC votes for the healthy food option and food exemptions (and the vote for beverage exemptions, if applicable).
Note: The CSDE will notify sponsors when the HFC application module and instructions are available. Do **not** access the CNP System prior to receiving this notification.

For additional guidance on the HFC application process, review the CSDE’s presentation, [Application Procedures for HFC](#), and visit the “[Apply](#)” section of the CSDE’s HFC webpage.

Refer to Appendix A for a list of resources with the requirements that schools must follow to ensure HFC compliance. For questions or additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.

Appendix A

This appendix accompanies the Connecticut State Department of Education's (CSDE) [Operational Memorandum No. 03-21: Requirements for Submitting the Healthy Food Certification \(HFC\) Statement for School Year 2021-22](#). It includes CSDE resources and websites that provide guidance on meeting the federal and state requirements for foods and beverages in HFC public schools. For a comprehensive list of resources, review the CSDE's document, [Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools](#).

- [Allowable Beverages in Connecticut Public Schools](#)
- [Beverage Requirements](#) (CSDE webpage)
- [Connecticut Nutrition Standards](#) (CSDE webpage)
- [Ensuring District Compliance with HFC](#)
- [Evaluating Foods for Compliance with the Connecticut Nutrition Standards](#) (CSDE webpage)
- [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#)
- [Guide to Competitive Foods in HFC Public Schools](#)
- [Healthy Food Certification](#) (CSDE webpage)
- [How to Evaluate Foods Made from Scratch for Compliance with the CNS](#)
- [How to Evaluate Purchased Foods for Compliance with the CNS](#)
- [List of Acceptable Foods and Beverages](#) (CSDE webpage):
- [Overview of Connecticut Competitive Foods Regulations](#)
- Presentation: [Beverage Requirements for Connecticut Public Schools](#)
- Presentation: [Complying with Healthy Food Certification](#)
- Presentation: [Connecticut Nutrition Standards](#)
- Presentation: [Healthy Food Certification Fundraiser Requirements](#)
- [Questions and Answers on Connecticut Statutes for School Food and Beverages](#)
- [Requirements for Competitive Foods in HFC Public Schools](#)
- [Requirements for Food and Beverage Fundraisers in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools](#)
- [Requirements for Foods and Beverages in School Stores in HFC Public Schools](#)
- [Requirements for Foods and Beverages in Vending Machines in HFC Public Schools](#)
- [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#)
- [Summary of Connecticut Nutrition Standards](#)

Ensuring District Compliance with Healthy Food Certification

School districts that choose to implement the healthy food option of Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.) must ensure that all foods sold to students separately from reimbursable meals comply with the Connecticut Nutrition Standards (CNS); and all beverages sold to students as part of and separately from reimbursable meals comply with the beverage requirements of state statute ([C.G.S. Section 10-221q](#)). Foods that do not comply with the CNS and beverages that do not comply with the state beverage statute cannot be sold to students on school premises unless the local board of education or governing authority votes to allow exemptions and the following three conditions are met:

- the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- the sale is at the location of the event; and
- the foods and beverages are not sold from a vending machine or school store.

For detailed guidance on the HFC requirements, review the Connecticut State Department of Education's (CSDE) resources, [Exemptions for Foods and Beverages in Public Schools](#), [Requirements for Competitive Foods in HFC Public Schools](#), and [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#); and visit the CSDE's [Healthy Food Certification](#) webpage.



The CNS applies to all foods (commercial and made from scratch) sold in the cafeteria, school stores, concession stands, vending machines, fundraisers, culinary programs, and any other sources of food sales to students school premises. The state beverage statute also applies to these sources. Examples of other potential sources of food and beverage sales include, but are not limited to:

- adult education programs operated by the board of education;
- afterschool programs and activities, such as enrichment programs, extracurricular classes, tutoring sessions, and student clubs;
- classroom parties and other celebrations;
- clubs and organizations;
- family and consumer sciences classes;
- family resource centers;
- meetings;
- recipient schools under interschool agreements;
- sports programs and sports competitions, such as games, matches, and tournaments;
- summer school programs (e.g., enrichment or exploratory) operated by the board of education or school governing authority;
- USDA's Afterschool Snack Program (ASP);
- USDA's Seamless Summer Option (SSO) of the NSLP (only if foods are sold separately from reimbursable meals);

Ensuring District Compliance with HFC

- USDA’s Summer Food Service Program (SFSP) operated by the board of education on school premises (only if foods are sold separately from reimbursable meals);
- vendors on school premises, e.g., food service management companies (FSMCs), food trucks, caterers, online and mobile food delivery companies, and other outside entities that sell foods and beverages to students; and
- any other programs, organizations, and activities selling or giving foods and beverages to students on school premises

This document summarizes four strategies to help districts comply with HFC and the state beverage requirements.

1

Verify that all foods comply with the CNS and all beverages comply with the state beverage statute *before* offering them for sale to students.

Commercial foods and beverages

Allowable commercial products are indicated on the CSDE’s [List of Acceptable Foods and Beverages](#) webpage, which includes brand-specific lists of foods that comply with the CNS and beverages that that comply with the beverage requirements of state statute (C.G.S. [Section 10-221q](#)). For products not listed, schools must determine compliance **before** selling to students. The worksheets in the “[How To](#)” section of the CSDE’s [CNS](#) webpage assist schools with determining product compliance with the CNS. For more information, review the CSDE’s resource, [How to Evaluate Purchased Foods for Compliance with the CNS](#).

The CSDE strongly recommends using the List of Acceptable Foods and Beverages webpage to determine which commercial food and beverages may be sold, instead of evaluating items locally. This helps to ensure compliance with the CNS and state beverage statute.

The CSDE encourages schools to submit new product information to the CSDE for review. The CSDE’s resource, [Submitting Food and Beverage Products for Approval](#), summarizes the required information and process for submitting products.

Foods made from scratch

Before selling any foods made from scratch to students, schools must be able to document that the recipe’s serving complies with the CNS. Recipes with nutrition information are required for the two categories of foods below.

- **Foods prepared from scratch using a recipe:** Examples include entrees sold only a la carte (such as pizza, chef’s salad, and chicken nuggets); soups; cooked grains such as rice and

Ensuring District Compliance with Healthy Food Certification

pasta with added fat (e.g., oil, margarine, or butter) and salt; cooked vegetables with added fat (e.g., oil, margarine, or butter) and salt; salad with dressing; fruit smoothies; and baked goods such as muffins and cookies. Recipes for these foods must provide the nutrition information per serving.

- **Foods that have additional ingredients added after purchasing:** Examples include popping popcorn kernels in oil; assembling a sandwich; making muffins from a mix and adding butter and eggs; and adding sprinkles to commercial frozen cookie dough. Schools must create a recipe for these foods based on the specific amount of each ingredient, and conduct a nutrient analysis to determine the nutrition information per serving.



If the nutrition information per serving is missing, schools must conduct a nutrient analysis of the recipe. For guidance on how to conduct a nutrient analysis of recipes and evaluate foods made from scratch, review the CSDE's resources, [How to Evaluate Foods Made from Scratch for Compliance with the Connecticut Nutrition Standards](#) and [Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards](#).

2

Provide ongoing information and training to ensure that all groups selling foods understand the HFC and state beverage requirements and have reviewed all foods and beverages for compliance *before* selling them to students.

Ongoing communication is critical for successful implementation of HFC and the state beverage statute. People to inform include about the food and beverage requirements include, but are not limited to:

- school principals and other administrators;
- school food service program staff, e.g., school food service director and cafeteria managers;
- culinary arts program staff, e.g., coordinators and teachers (if foods are sold);
- athletic directors;
- family and consumer sciences teachers (if foods are sold);
- advisors and coordinators for school stores, kiosks, and school-based enterprises;
- parent groups, school organizations, and individuals who coordinate fundraising activities;
- vending machine operators;

Ensuring District Compliance with HFC

- coordinators of afterschool programs and activities, such as enrichment programs, extracurricular classes, tutoring sessions, and student clubs;
- coordinators of summer school programs (e.g., enrichment or exploratory) operated by the board of education or governing authority;
- vendors on school premises, e.g., FSMCs, food trucks, caterers, online and mobile food delivery companies, and other outside entities that sell foods and beverages to students; and
- other individuals and organizations responsible for coordinating any other food sales to students in the district.

Districts should have procedures in place to ensure that new staff understand the HFC and state beverage requirements. The CSDE recommends regularly reinforcing proper procedures through various communication channels, such as staff meetings, e-mails, written instructions, the district's fundraiser approval form, and the district's website.

3

Decide how to document and monitor compliance *before* beginning HFC implementation.

Districts should develop local procedures for monitoring compliance in all schools, including a process for reviewing and approving fundraisers. The district's designated HFC contact person and other appropriate school staff play a key role in this process, and must be supported by the district's administration. For information on the HFC contact person, review the CSDE's resource, [*Responsibilities of HFC District Contact Person*](#).



Before the school year begins, the district should:

- identify what foods and beverages can be sold to students from all sources at school;
- communicate information regarding allowable foods and beverages to all groups selling to students;
- develop a system to review and monitor compliance of food and beverage sales in all schools; and
- develop a system to track fundraising events to ensure they meet the required food and beverage exemption criteria. For information on fundraisers and exemptions, review the CSDE's resources, [*Sample Fundraiser Form for Healthy Food Certification*](#), [*Requirements for Food and Beverage Fundraisers in HFC Public Schools*](#), and [*Exemptions for Foods and Beverages in Public Schools*](#).

Ensuring District Compliance with Healthy Food Certification

4

Maintain documentation to demonstrate that all foods comply with the CNS and all beverages comply with the state beverage statute.

Before the school year begins, the district should determine the methods and forms that will be used to document compliance. Examples of documentation include a locally developed database or list of acceptable foods and beverages, an inventory of items sold in district vending machines and school stores, a school log system to identify acceptable fundraising events, a description of the process used to ensure that all foods comply with the CNS and all beverages comply with the state beverage statute, and a handout or memo communicating district procedures for evaluating HFC compliance at the school level.

All districts must submit annual HFC documentation to the CSDE by November 30 of each year. Select districts must also submit lists of foods and beverages sold to students from all sources. For more information, review the CSDE's resource, *[Districts Required to Submit Food and Beverage Lists](#)*.

The annual documentation materials are available in the “[Documents/Forms](#)” section of the CSDE's [HFC](#) webpage. For more information on the documentation requirements, review the CSDE's resources, *[Guidance for Documenting Compliance with Healthy Food Certification](#)* and *[Documentation Requirements for HFC](#)* (presentation).

Resources

Complying with Healthy Food Certification (Presentation) (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Complying_Healthy_Food_Certification_Presentation.pdf

Connecticut Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Districts Required to Submit Food and Beverage Lists (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Districts_Required_to_Submit_Lists_Foods_Beverages_HFC_Documentation.pdf

Evaluating Foods for CNS Compliance (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards/How-To>

Exemptions for Foods and Beverages in Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Food_Beverage_Exemptions_Public_Schools.pdf

Ensuring District Compliance with HFC

Guidance for Healthy Food Certification Documentation (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Doc/Guidance_Healthy_Food_Certification_Documentation.pdf

Guidance on Evaluating Recipes for Compliance with the Connecticut Nutrition Standards (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluating_Recipes_CNS_Compliance.pdf

Guide to Competitive Foods in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Competitive_Foods_Guide_HFC.pdf

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

Healthy Food Certification Fundraiser Requirements (Presentation) (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFCPresentationFundraisers.pdf>

Healthy Food Certification Documentation (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Documents>

How to Evaluate Foods Made from Scratch for Compliance with the CNS (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluate_Scratch_Foods_CNS_Compliance.pdf

How to Evaluate Purchased Foods for Compliance with the CNS (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Evaluate_Purchased_Foods_CNS.pdf

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Requirements for Competitive Foods in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Requirements_Competitive_Foods_HFC.pdf

Requirements for Food and Beverage Fundraisers in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Fundraiser_Requirements_HFC.pdf

Requirements for Foods and Beverages in Culinary Programs in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Culinary_Programs_Requirements_HFC.pdf

Requirements for Foods and Beverages in School Stores in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/School_Store_Requirements_HFC.pdf

Requirements for Foods and Beverages in Vending Machines in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Vending_Machine_Requirements_HFC.pdf

Ensuring District Compliance with Healthy Food Certification

Requirements for Selling Foods and Beverages in Adult Education Programs (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/AdultEdHFC.pdf>

Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Resources_Federal_State_Requirements_Competitive_Foods.pdf

Responsibilities of HFC District Contact Person (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/HFC_District_Contact_Responsibilities.pdf

Sample Fundraiser Form for Healthy Food Certification (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Sample_Fundraiser_Form_HFC.docx

Submitting Food and Beverage Products for Approval (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/FBlist/Submitting_Food_Beverage_Products.pdf

Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Summary_Chart_Requirements_Competitive_Foods_HFC.pdf

Summary of Connecticut Nutrition Standards (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/Connecticut_Nutrition_Standards_Summary.pdf

Questions and Answers on Connecticut Statutes for School Foods and Beverages:

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Questions_Answers_Connecticut_Statutes_School_Foods_Beverages.pdf

Ensuring District Compliance with HFC



For more information, visit the CSDE's [Healthy Food Certification](#) and [Connecticut Nutrition Standards](#) webpages, or contact the [HFC coordinator](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Ensuring_District_Compliance_HFC.pdf.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

Healthy Food Certification Participation for School Year 2020-21

School districts that choose to implement the healthy food option of Healthy Food Certification (HFC) under [Section 10-215f](#) of the Connecticut General Statutes must follow the [Connecticut Nutrition Standards](#) for all foods sold to students separately from reimbursable school meals. For school year 2020-21, 180 of the 191 eligible districts and schools (94.2 percent) are implementing the healthy food option of HFC. Eligible districts for HFC are public schools that participate in the U.S. Department of Agriculture's (USDA) National Public Schools Program (NSLP). Public schools include public school districts, the Connecticut Technical Education and Career System (CTECS), charter schools, interdistrict magnet schools, endowed academies, and regional educational service centers.

HFC districts that are new to HFC or have returned to HFC for school year 2020-21 are indicated in **bold**. Schools that participate in the NSLP through an interschool agreement with another school district may choose to implement the healthy food option of HFC if the sponsoring school district implements HFC. These schools are indicated under "Interschool Agreements" on page 3, with the sponsoring district indicated in parentheses.

School districts not listed have either chosen not to implement HFC or are not eligible for HFC. For more information, see the Connecticut State Department of Education's (CSDE) [Map of Connecticut School Districts Participating in HFC](#).

Public School Districts

- | | |
|--|----------------------------------|
| 1. Ansonia Public Schools | 20. Chester Public Schools |
| 2. Ashford Public Schools | 21. Clinton Public Schools |
| 3. Avon Public Schools | 22. Colchester Public Schools |
| 4. Barkhamsted Public Schools | 23. Colebrook Public Schools |
| 5. Berlin Public Schools | 24. Coventry Public Schools |
| 6. Bethany Public Schools | 25. Cromwell Public Schools |
| 7. Bethel Public Schools | 26. Danbury Public Schools |
| 8. Bloomfield Public Schools | 27. Deep River Public Schools |
| 9. Bolton Public Schools | 28. Derby Public Schools |
| 10. Bozrah School District: Fields Memorial School | 29. East Haddam Public Schools |
| 11. Branford Public Schools | 30. East Hampton Public Schools |
| 12. Bridgeport Public Schools | 31. East Hartford Public Schools |
| 13. Bristol Public Schools | 32. East Haven Public Schools |
| 14. Brookfield Public Schools | 33. East Lyme Public Schools |
| 15. Brooklyn Public Schools | 34. East Windsor Public Schools |
| 16. Canterbury Public Schools | 35. Ellington Public Schools |
| 17. Canton Public Schools | 36. Essex Public Schools |
| 18. Chaplin Public Schools | 37. Fairfield Public Schools |
| 19. Cheshire Public Schools | 38. Farmington Public Schools |
| | 39. Franklin Public Schools |

HFC Participation for School Year 2020-21

- | | |
|-----------------------------------|---|
| 40. Glastonbury Public Schools | 82. Preston Public Schools |
| 41. Granby Public Schools | 83. Putnam Public Schools |
| 42. Griswold Public Schools | 84. Rocky Hill Public Schools |
| 43. Groton Public Schools | 85. Salem Public Schools |
| 44. Guilford Public Schools | 86. Salisbury Public Schools |
| 45. Hamden Public Schools | 87. Seymour Public Schools |
| 46. Hartford Public Schools | 88. Sharon Public Schools |
| 47. Hartland Public Schools | 89. Shelton Public Schools |
| 48. Hebron Public Schools | 90. Simsbury Public Schools |
| 49. Kent Center School | 91. Southington Public Schools |
| 50. Killingly Public Schools | 92. South Windsor Public Schools |
| 51. Lebanon Public Schools | 93. Sprague Public Schools |
| 52. Ledyard Public Schools | 94. Stafford Public Schools |
| 53. Lisbon Public Schools | 95. Stamford Public Schools |
| 54. Litchfield Public Schools | 96. Stonington Public Schools |
| 55. Manchester Public Schools | 97. Stratford Public Schools |
| 56. Mansfield Public Schools | 98. Suffield Public Schools |
| 57. Marlborough Public Schools | 99. Thomaston Public Schools |
| 58. Meriden Public Schools | 100. Thompson Public Schools |
| 59. Middletown Public Schools | 101. Tolland Public Schools |
| 60. Milford Public Schools | 102. Torrington Public Schools |
| 61. Montville Public Schools | 103. Trumbull Public Schools |
| 62. Naugatuck Public Schools | 104. Vernon Public Schools |
| 63. New Britain Public Schools | 105. Voluntown Public Schools |
| 64. New Hartford Public Schools | 106. Wallingford Public Schools |
| 65. New Haven Public Schools | 107. Waterbury Public Schools |
| 66. Newington Public Schools | 108. Waterford Public Schools |
| 67. New London Public Schools | 109. Watertown Public Schools |
| 68. New Milford Public Schools | 110. Westbrook Public Schools |
| 69. North Branford Public Schools | 111. West Hartford Public Schools |
| 70. North Canaan Public Schools | 112. West Haven Public Schools |
| 71. North Haven Public Schools | 113. Wethersfield Public Schools |
| 72. North Stonington Lunch | 114. Willington Public Schools |
| 73. Norwalk Public Schools | 115. Winchester Public Schools |
| 74. Norwich Public Schools | 116. Windham Public Schools |
| 75. Old Saybrook Public Schools | 117. Windsor Public Schools |
| 76. Orange Public Schools | 118. Windsor Locks Public Schools |
| 77. Oxford Public Schools | 119. Wolcott Public Schools |
| 78. Plainfield Public Schools | 120. Woodbridge Public Schools |
| 79. Plainville Community Schools | 121. Woodstock Public Schools |
| 80. Plymouth Public Schools | 122. Regional District 1: Canaan, Cornwall, |
| 81. Portland Public Schools | Kent, North Canaan, Salisbury, Sharon |

HFC Participation for School Year 2020-21

- | | |
|---|---|
| 123. Regional District 4: Chester, Deep River, Essex | 129. Regional District 13: Durham, Middlefield |
| 124. Regional District 5: Bethany, Orange, Woodbridge | 130. Regional District 14: Bethlehem, Woodbury |
| 125. Regional District 7: Barkhamsted, Colebrook, New Hartford, Norfolk | 131. Regional District 15: Middlebury, Southbury |
| 126. Regional District 8: Andover, Hebron, Marlborough | 132. Regional District 16: Beacon Falls, Prospect |
| 127. Regional District 9: Easton, Redding | 133. Regional District 17: Haddam, Killingworth |
| 128. Regional District 10: Burlington, Harwinton | 134. Regional District 18: Lyme, Old Lyme |

Magnet Schools, Charter Schools, and Regional Education Service Centers (RESCs)

- | | |
|---|--|
| 1. ACES | 9. EdAdvance (formerly Education Connection) |
| 2. Achievement First Bridgeport Academy, Inc. | 10. Elm City College Preparatory School |
| 3. Amistad Academy | 11. Great Oaks Charter School |
| 4. Brass City Charter School | 12. Highville Charter School, Inc. |
| 5. Capital Preparatory Harbor School, Inc. | 13. Integrated Day Charter School |
| 6. Common Ground High School | 14. LEARN |
| 7. CREC | 15. Park City Prep Charter School, Inc. |
| 8. EASTCONN | 16. The Bridge Academy |

Interschool Agreements

(Sponsoring district is listed in parentheses)

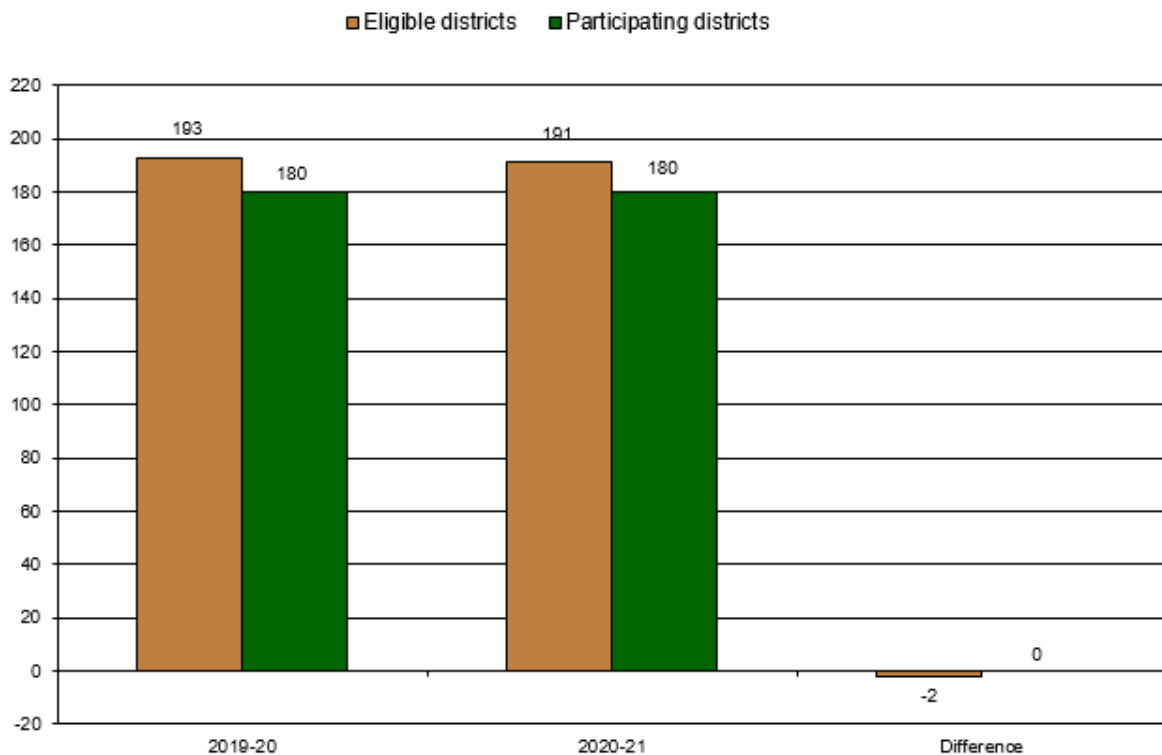
- | | |
|--|--|
| 1. ACES Thomas Edison Middle Magnet (Meriden) | 9. CREC Academy of Aerospace & Engineering (Rocky Hill) |
| 2. Achievement First (Hartford) | 10. CREC Academy of Aerospace & Engineering (Windsor) |
| 3. Andover Elementary School (Coventry) | 11. CREC Academy of Science and Innovation (New Britain) |
| 4. Booker T. Washington (New Haven) | 12. CREC Discovery Academy (Wethersfield) |
| 5. CES Cooperative Educational Services (Bridgeport) | 13. CREC Glastonbury/East Hartford Magnet School (Glastonbury) |
| 6. CES Six to Six Magnet School (Bridgeport) | 14. CREC Learning Corridor Montessori Magnet (Hartford) |
| 7. CES Special Education Center (Bridgeport) | 15. CREC Museum Academy (Bloomfield) |
| 8. Columbia Horace Porter School (EASTCONN) | 16. CREC Soundbridge (Wethersfield) |

HFC Participation for School Year 2020-21

- | | |
|--|---|
| 17. CREC Two Rivers Magnet Middle School (East Hartford) | 25. Region 06: Goshen Center School
James Morris Elementary School
Warren Elementary School, Wamogo
Regional High School (EdAdvance) |
| 18. Edwin O. Smith High School (Region #19: Mansfield) | 26. Region 11: Parish Hill Middle/High School (Chaplin Elementary School) |
| 19. Explorations Charter School (EdAdvance) | 27. Scotland Elementary School (EASTCONN) |
| 20. Hampton Elementary School (EASTCONN) | 28. Side by Side Community Charter (Norwalk) |
| 21. Jumoke Academy Charter (Hartford) | 29. Sterling Community School (EASTCONN) |
| 22. Norfolk: Botelle School (EdAdvance) | 30. The Learning Center at East Hampton High School (East Hampton) |
| 23. Odyssey Community School (Manchester) | |
| 24. Pomfret Community School (EASTCONN) | |

Changes in Participating Districts

All districts (100 percent) that chose to implement the healthy food option of HFC in school year 2019-20 recertified for school year 2020-21. In addition, one new school was added for school year 2020-21 (Booker T. Washington through an interschool agreement with New Haven Public Schools).

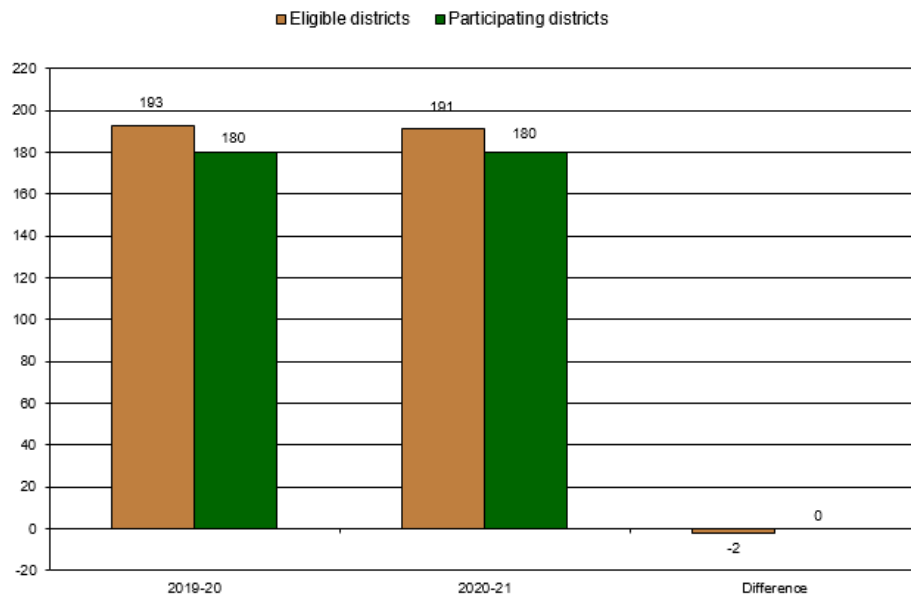


HFC Participation for School Year 2020-21

Changes in Statewide HFC Eligibility and Participation

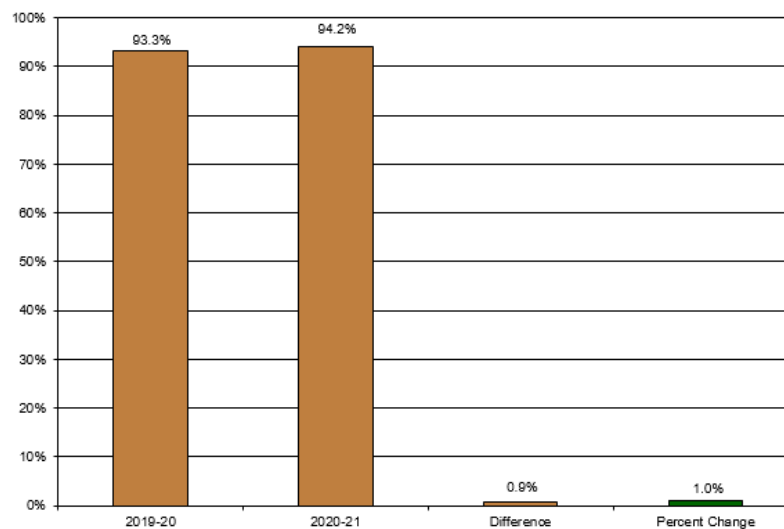
From 2019-20 to 2020-21, the number of districts that were eligible for HFC decreased from 193 to 191 districts, while the number of districts choosing to participate in the healthy food option of HFC remained at 180 districts (see figure 1).

Figure 1. Eligible versus participating HFC districts



HFC participation increased from 93.3 percent in school year 2019-20 to 94.2 percent in school year 2020-21, which is a change of 1 percent (see figure 2).

Figure 2. Change in HFC participation from 2019-20 to 2020-21



HFC Participation for School Year 2020-21

The HFC participation rate for school year 2020-21 is 94.2 percent. This is the highest HFC participation rate since HFC began in 2006. Figure 3 shows HFC participation rates since the first year of implementation (school year 2006-07). Figure 4 shows the percentage of change in the HFC participation rates since the first year of implementation.

Figure 3. HFC participation to date

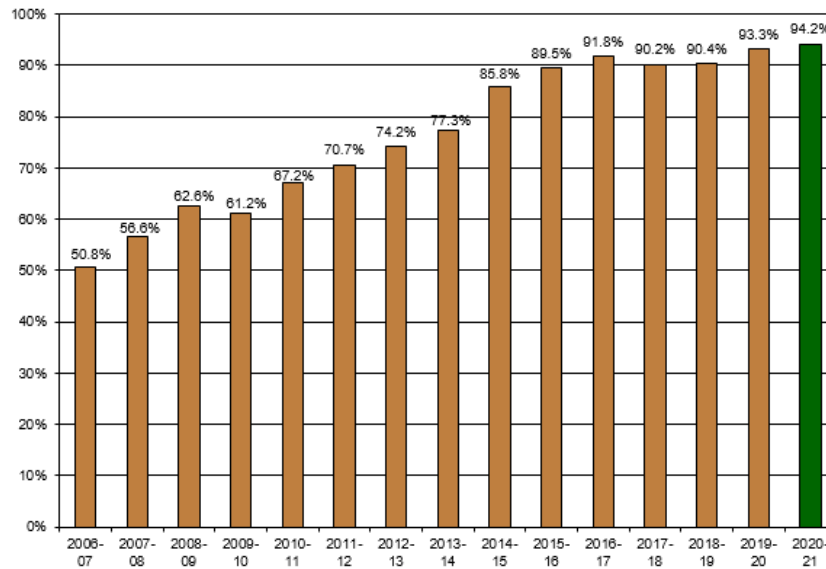
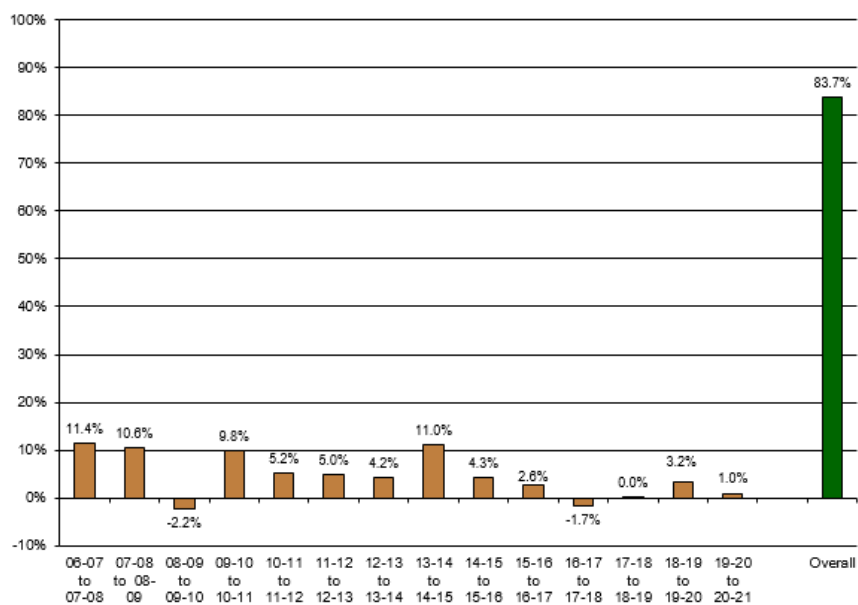


Figure 4. Percentage of change in HFC participation to date



HFC Participation for School Year 2020-21

Resources

Complying with Healthy Food Certification Presentation (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Complying_Healthy_Food_Certification_Presentation.pdf

Connecticut Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Data on Participation in HFC (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Data/HFCdata.pdf>

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Map of Connecticut School Districts Participating in HFC (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Data/HFCmap.pdf>

Questions and Answers on Connecticut Statutes for School Foods and Beverages (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Questions_Answers_Connecticut_Statutes_School_Foods_Beverages.pdf

Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Resources_Federal_State_Requirements_Competitive_Foods.pdf

HFC Participation for School Year 2020-21



For more information, visit the CSDE's [Healthy Food Certification](#) and [Connecticut Nutrition Standards](#) webpages, or contact the [HFC coordinator](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

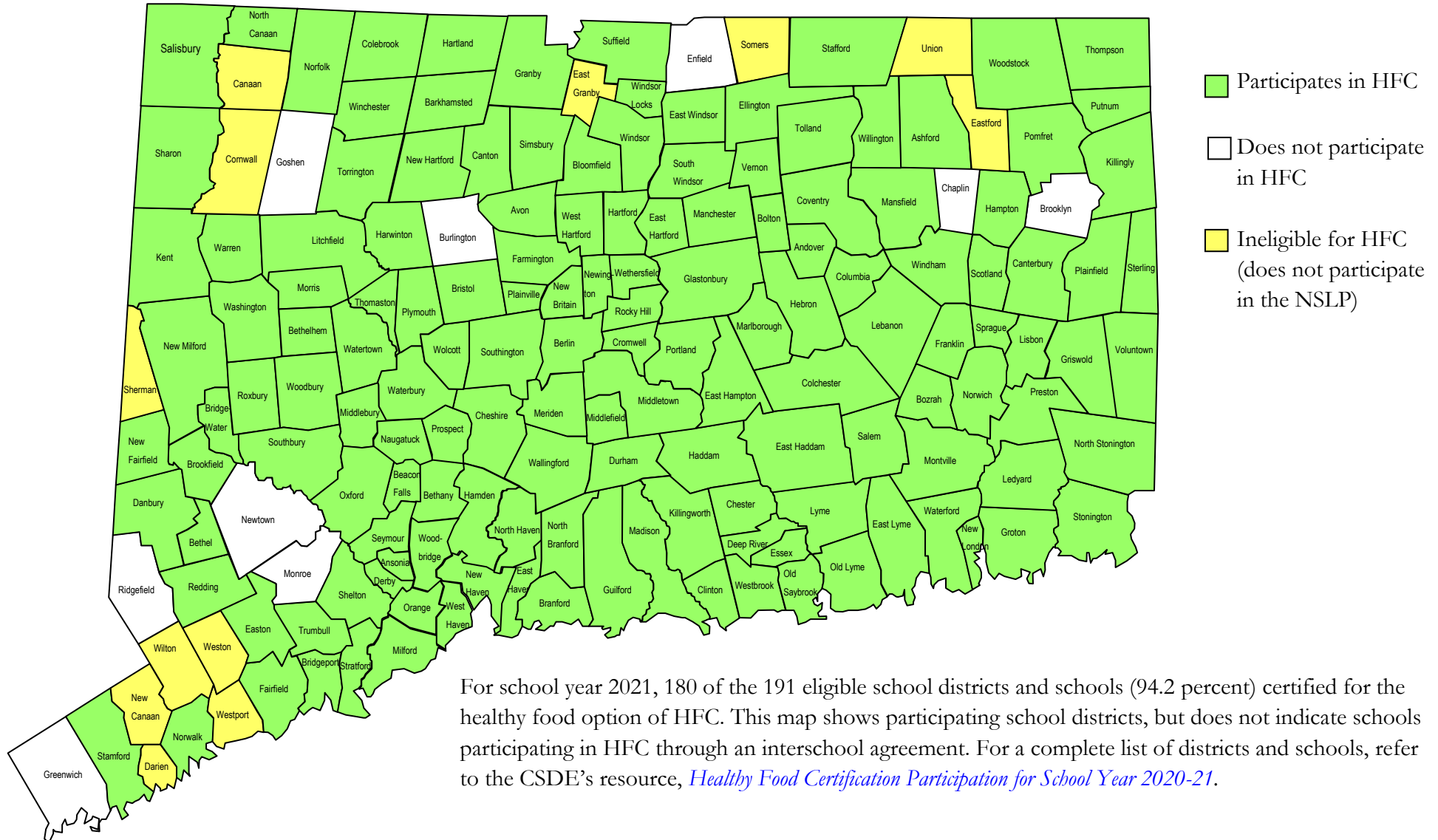
This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Data/HFCschools.pdf>.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

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Map of Connecticut School Districts Participating in Healthy Food Certification (HFC) for School Year 2020-21

Under [Section 10-215f](#) of the Connecticut General Statutes, HFC requires each board of education or governing authority for all public schools participating in the U.S. Department of Agriculture's (USDA) National School Lunch Program (NSLP) to certify annually to the Connecticut State Department of Education (CSDE) whether they will follow the [Connecticut Nutrition Standards](#). These standards apply to all foods sold to students separately from reimbursable school meals. Public schools include public school districts, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.



Map of Connecticut School Districts Participating in Healthy Food Certification (HFC) for School Year 2020-21

Resources

Complying with Healthy Food Certification Presentation (CSDE):

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Connecticut Nutrition Standards (CSDE webpage):

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Data on Participation in HFC (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Data/HFCdata.pdf>

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

Healthy Food Participation (CSDE webpage):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Data/HFCschools.pdf>

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Map of Connecticut School Districts Participating in HFC (CSDE):

<https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Data/HFCmap.pdf>

Questions and Answers on Connecticut Statutes for School Foods and Beverages (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Questions_Answers_Connecticut_Statutes_School_Foods_Beverages.pdf

Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools (CSDE):

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This handout is available at <https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Data/HFCmap.pdf>.

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – May 11, 2021

Mr. P. Hendrickson

Agenda Item III-D

Approval/ Beverage Sale

Information on Beverages

*C.G.S. Section 10-221q addresses requirements for the sale of beverages to students in public schools, and allows exemptions if beverage sales meet specific conditions. Beverage exemptions are **not** part of the annual HFC Statement, which applies only to food sales. If the district chooses to allow beverage exemptions, the CSDE recommends that the Board of Education or school governing authority conducts the vote on beverage exemptions at the same time as the vote on HFC participation and food exemptions.*

The Board of Education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes 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 beverages 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. The “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.

Since employing the above conditions worked well in past years, the administration supports Board continuation of such.

Administrative Recommendation:

Approve the sale of beverage items after school and/or at school events and activities contingent upon the three conditions listed above for the 2021-2022 school year.

Exemptions for Foods and Beverages in Public Schools

This document summarizes the requirements for allowing food exemptions under Healthy Food Certification (HFC), which are mandated by [Section 10-215f](#) of the Connecticut General Statutes (C.G.S.); and the requirements for allowing beverage exemptions in public schools, which are mandated by C.G.S. [Section 10-221q](#). It also provides motion language for the board of education or governing authority's votes to allow food exemptions and beverage exemptions.

Annual HFC Requirements

Each public school sponsor of the National School Lunch Program (NSLP) must complete their annual HFC Statement (Addendum to Agreement for Child Nutrition Programs (ED-099)) by July 1 of each year. The HFC Statement is completed online in the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs ([CNP System](#)), as part of the sponsor's application module for participation in the U.S. Department of Agriculture's (USDA) Child Nutrition Programs.

The final board-approved meeting minutes must be uploaded with the submission of the annual HFC Statement, and must indicate the results of the board votes for whether they will:

- adopt the healthy food option under HFC; and
- allow food exemptions to the healthy food option under HFC (if the district votes to implement the healthy food option); and
- allow beverage exemptions under C.G.S. Section 10-221q (if the district chooses to allow beverage exemptions).

For detailed guidance on the HFC requirements, review the Connecticut State Department of Education's (CSDE) resources, [Requirements for Competitive Foods in HFC Public Schools](#) and [Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools](#), and visit the CSDE's [Healthy Food Certification](#) webpage. For information on the CNS requirements, review the CSDE's document, [Summary of Connecticut Nutrition Standards](#), and visit the CSDE's [Connecticut Nutrition Standards](#) webpage.

Required Exemption Language

The language in the final board-approved meeting minutes must reflect the specific criteria required by C.G.S. Section 10-215f for participating in the healthy food option of HFC and allowing food exemptions. For detailed guidance on the current year's HFC application process, review the [CSDE's annual Operational Memorandum](#) regarding the annual process for submitting the healthy food certification (HFC) statement. For additional information on the HFC application process, visit the ["Apply"](#) section of the CSDE's HFC webpage.

Exemptions for Foods and Beverages in Public Schools

If the district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the same time as the HFC votes. The language in the final board-approved meeting minutes must reflect the specific criteria for beverage exemptions required by C.G.S. Section 10-221q. For more information, see “[Beverages](#)” in this document.

Note: Schedule the HFC votes at a meeting of the board of education or governing authority that occurs **before April 30**, so the district can submit the **final board approved meeting minutes** to the CSDE by the **July 1** deadline. The CSDE cannot accept **draft** meeting minutes to approve the HFC application. Districts must schedule the initial board meeting early enough to enable timely submission of the final board-approved meeting minutes.

Food Exemptions

HFC requires each board of education or governing authority for all public schools participating in the NSLP to certify annually (by July 1) to the CSDE whether they will follow the [Connecticut Nutrition Standards](#) (CNS) for all foods sold to students separately from reimbursable meals in the USDA’s school nutrition programs. The CNS applies to all competitive foods offered for sale to students on school premises at all times and from all sources, including cafeterias, school stores, vending machines, fundraisers, culinary programs, and any other sources of food sales to students. As part of the annual HFC Statement, districts must vote on whether they will or will not allow food exemptions.

Criteria for food exemptions

Foods that do not comply with the CNS cannot be sold to students on school premises unless the local board of education or governing authority votes to allow food exemptions and the following criteria 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 foods 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 school debates are events, but soccer practices, play rehearsals, and debate team meetings are not.
- The “school day” is the period from the midnight before to 30 minutes after the end of the official school day. For example, if school ends at 3:00 p.m., the school day is from midnight

Exemptions for Foods and Beverages in Public Schools

to 3:30 p.m. Summer school programs operated by the board of education or school governing authority on school premises are part of the regular school day.

- “Location” means where the event is being held, and must be the same place as the food sales. For example, foods can be sold on the side of the soccer field during a soccer game, but not in the school cafeteria while a game is played on the soccer field.

Districts may choose to exempt all foods that do not comply with the CNS or may choose to exempt only certain foods or categories of foods. For example, a district could choose to exempt chips and cookies, but not candy. Districts may also choose to exempt all events or only certain events. For example, a district could choose to allow sales of exempted foods only at sports games, concerts, and theatre productions. If the district exempts only specific events and foods, the final board-approved meeting minutes for the food exemption vote must list the specific exempted events and foods.

If the board of education or governing authority chooses to make food exemptions part of the district’s school wellness policy, these exemptions remain in effect until the board of education or governing authority changes or rescinds the policy. However, as required by C.G.S. Section 10-215f, the board of education or governing authority must still vote annually on whether the district will comply with the healthy food option of HFC (i.e., follow the CNS) and whether the district will allow food exemptions under HFC. These votes are required as part of the annual HFC Statement.

Motion language for food exemptions

The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-215f:

Food exemptions: The board of education 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. The “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.

Districts may make this language specific to certain events and foods by listing the specific events and foods that will be exempted.

Exemptions for Foods and Beverages in Public Schools

Beverages

The state beverage requirements of C.G.S. Section 10-221q apply to all public schools, regardless of whether the district certifies for the healthy food option of HFC or participates in the USDA's Child Nutrition Programs. C.G.S. Section 10-221q allows only five categories of beverages for sale to students in public schools. For information on allowable beverages, review the CSDE's resource, [*Allowable Beverages in Connecticut Public Schools*](#).

C.G.S. Section 10-221q applies to all beverages sold as part of school meals and separately from school meals anywhere on school premises, including cafeterias, school stores, vending machines, fundraisers, culinary programs, and any other sources of beverage sales to students. Districts may choose whether they will or will not allow beverage exemptions. Districts that do not have a beverage exemption in place can **never** sell beverages that do not comply with the requirements of C.G.S. Section 10-221q.

Beverage exemptions are not part of the annual HFC Statement, which applies only to food sales. If the district chooses to allow beverage exemptions, the CSDE recommends that the board of education or governing authority conducts the vote on beverage exemptions at the same time as the votes on HFC participation and food exemptions.

Criteria for beverage exemptions

Beverages that do not meet the requirements of C.G.S. Section 10-221q cannot be sold to students on school premises unless the local board of education or governing authority votes to allow beverage exemptions and the following criteria 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 beverages 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 school debates are events, but soccer practices, play rehearsals, and debate team meetings are not.
- The “school day” is the period from the midnight before to 30 minutes after the end of the official school day. For example, if school ends at 3:00 p.m., the school day is from midnight to 3:30 p.m. Summer school programs operated by the board of education or school governing authority on school premises are part of the regular school day.
- “Location” means where the event is being held, and must be the same place as the beverage sales. For example, beverages can be sold on the side of the soccer field during a soccer game, but not in the school cafeteria while a game is played on the soccer field.

Exemptions for Foods and Beverages in Public Schools

Districts may choose to exempt all beverages that do not comply with the requirements of C.G.S. Section 10-221q or may choose to exempt only certain beverages or categories of beverages. For example, a district could choose to exempt lemonade and sports drinks, but not soda, coffee, and energy drinks. Districts may also choose to exempt all events or only certain events. For example, a district could choose to allow sales of exempted beverages only at sports games, concerts, and theatre productions.



If the district exempts only specific events and beverages, the final board-approved meeting minutes for the beverage exemption vote must list the specific exempted events and beverages. If the board of education or governing authority chooses to make beverage exemptions part of the district's school wellness policy, the beverage exemptions remain in effect until the board of education or governing authority changes or rescinds the policy.

Motion language for beverage exemptions

The board motion and final board-approved meeting minutes must include the following specific criteria for the food exemptions required by C.G.S. Section 10-221q:

Beverage exemptions: The board of education will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes 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 beverages 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. The “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 beverage sales.

Districts may make this language specific to certain events and beverages by listing the specific events and beverages that will be exempted.

Exemptions for Foods and Beverages in Public Schools

Option to Combine Food and Beverage Exemptions

Instead of two separate food and beverage motions, the district may choose to combine food and beverage exemptions in one motion by using the language below.

Food and beverage exemptions: The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes 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 and beverage 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.

Districts may make this language specific to certain events, foods, and beverages by listing the specific events, foods, and beverages that will be exempted.

Resources

Allowable Beverages in Connecticut Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Allowable_Beverages_Public_Schools.pdf

Application Procedures for HFC (Presentation) (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/App/Application_Procedures_HFC_Presentation.pdf

Beverage Requirements (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Beverage-Requirements>

Complying with Healthy Food Certification (Presentation) (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Complying_Healthy_Food_Certification_Presentation.pdf

Connecticut Nutrition Standards (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Connecticut-Nutrition-Standards>

Guide to Competitive Foods in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Competitive_Foods_Guide_HFC.pdf

Exemptions for Foods and Beverages in Public Schools

Healthy Food Certification (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification>

Healthy Food Certification Application (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Healthy-Food-Certification/Apply>

List of Acceptable Foods and Beverages (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/List-of-Acceptable-Foods-and-Beverages>

Questions and Answers on Connecticut Statutes for School Foods and Beverages:

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Questions_Answers_Connecticut_Statutes_School_Foods_Beverages.pdf

Requirements for Beverages Containing Water and Juice (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Requirements_Water_Juice_Beverages.pdf

Requirements for Competitive Foods in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Requirements_Competitive_Foods_HFC.pdf

Requirements for Food and Beverage Fundraisers in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Fundraiser_Requirements_HFC.pdf

Requirements for Foods and Beverages in School Stores in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/School_Store_Requirements_HFC.pdf

Requirements for Foods and Beverages in Vending Machines in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Vending_Machine_Requirements_HFC.pdf

Resources for Meeting the Federal and State Requirements for Competitive Foods in Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Resources_Federal_State_Requirements_Competitive_Foods.pdf

Summary Chart: Federal and State Requirements for Competitive Foods in HFC Public Schools (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CompFoods/Summary_Chart_Requirements_Competitive_Foods_HFC.pdf

Summary of Connecticut Nutrition Standards (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/HFC/CNS/Connecticut_Nutrition_Standards_Summary.pdf

Exemptions for Foods and Beverages in Public Schools



For more information, visit the CSDE's [Competitive Foods in Schools](#) and [Beverage Requirements](#) webpages or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/HFC/Food_Beverage_Exemptions_Public_Schools.pdf.

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TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – May 11, 2021

Dr. Semmel

Agenda Item – III-E

Trumbull School Reopening Plan Update

Dr. Semmel will update the Board of Education with information on the reopening of Trumbull Public Schools.

Recommendation:

Review

TRUMBULL PUBLIC SCHOOLS

TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – May 11, 2021

Dr. Linda S. Paslov

Agenda Item III. F.

Trumbull Agriscience Update

The Trumbull Agriscience and Biotechnology Center has been home to 188 students from 8 sending districts and Trumbull this current school year. The success of this program is measured through student participation in SAEs (Supervised Agricultural Experiences), engagement in FFA opportunities, and achievement in all agriscience and academic subjects, as well as through contributions made to the Trumbull High School community. Dr. Linda S. Paslov (Trumbull Agriscience Director) will present some highlights of the Agriscience program this year, and the adjustments we have made during the pandemic to meet the needs of all of our students.

Recommendation:

Review and Discuss

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – May 11, 2021

Dr. Iwanicki

Agenda Item – III-G

Second Reading
Policies for Review

Dr. Iwanicki will update the Board on the review and approval of Policy 9140 Teacher Board Representative revisions by the Policy Committee.

Recommendation:

Approve Revisions to the Policy

TEACHER REPRESENTATIVES ON THE BOARD OF EDUCATION

Policy Statement

It shall be the policy of the Trumbull Board of Education to encourage participation of a teacher representative on the Board of Education. The purpose of this participation is twofold: a) to provide teachers with an opportunity to inform the Board of Education regarding current agenda items, achievements, celebrations, awards, and the accomplishments of students and teachers relating to programs, conferences, and professional learning, and b) to provide teacher perspective when requested by the Board during meetings. ~~express their attitudes, opinions and ideas concerning the operation of the schools and to provide the Board of Education with the opportunity to listen to teacher opinion on matters which affect teachers.~~

Adopted: 6/09/87
Reviewed: 3/27/01
Revised: 5/11/21

Procedure

~~One (1) teacher representative shall be elected by teachers in the Trumbull School District for a one (1) year term.~~

1. The process for electing the teacher shall be determined by the Trumbull Education Association as approved by the Superintendent.
2. The period of service following appointment by the Board in June, shall be from July 1 to June 30 of the ensuing school year. A representative may be selected to succeed himself/herself.
3. Following appointment, the teacher representative shall attend an orientation session given by the Superintendent and two (2) Board members. This session shall be held if possible prior to the representative's first Board meeting.
4. The representative is expected to attend all regularly scheduled meetings of the Board and can be appointed to committees of the Board on approval of the Board.
5. The representative will provide a written draft of information and comments to be shared prior to the official posting of the BOE meeting. It will be submitted to the Superintendent's office in advance of any scheduled meetings, no later than five school days prior to the scheduled BOE meeting.
6. All information and topics included in the written report should first proceed through the chain of command and/or the specified grievance process prior to being shared in the public forum of Board of Education meetings. ~~Failure to follow this procedure may result in loss of the position.~~

~~The representative shall not attend executive sessions; however the representative may be invited to attend at the Board's desire.~~
7. The role of the representative is advisory to and not as a voting member of the Board.
8. The representatives shall stand for all teachers insofar as it is reasonably possible and shall not use his/her position as a forum, **neither personal or political**, to promote individual or non-representative opinions or projects.
9. The representative shall obtain input from **all teachers, not necessarily only from the teachers' union, nor solely its executive board.** ~~and report back to, the Trumbull Educational Association's Representative Council as a non-voting member and any other appropriate teacher organizations.~~
10. . Failure to follow these procedures may result in loss of the **position.**

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Report to the Board of Education
Regular Meeting – May 11, 2021

Mr. Hendrickson

Agenda Item – III-H

Financial Committee Reports

Mr. Hendrickson will report on:

- TECEC tuition and
- Update the Board on the Operational Review

Recommendation:

Review, discuss and approve the proposed TECEC tuition.