



Newtown Public Schools

Policy Sub-Committee Agenda
June 3, 2025

Reed Intermediate School Room 249A
3 Trades Lane
Newtown, CT 06470
5:30 PM

As citizens of our community, we will conduct ourselves in accordance with Newtown's Core Character Attributes as displayed in our character tree. We will be responsible for our actions and show respect for each other. We will interact peacefully, productively, and politely. We will be trustworthy and honest and show compassion toward others. Newtown's continued success is contingent upon our ability to persevere, to follow through with our commitments, and to stay focused on the greater good.

AGENDA

1. **CALL TO ORDER**
2. **PUBLIC PARTICIPATION**
3. **APPROVAL OF MINUTES**
4. **DISCUSSION AND POSSIBLE ACTION**
 - A. Policies Recommended for First Read
 1. 5137 - Connecticut School Climate Policy and Administrative Regulations
 - B. Review Policies
 1. 3434 - Audits
 - C. Non-Mandated Policies to Rescind
 1. 3293.1 - Authorization of Signature
 2. 3454 - Gate Receipts and Admission
 3. 3455 - High School Concession Stand
 4. 3510 - Operation and Maintenance of Plant
 5. 3511 - Compliance with 504 Regulations
 6. 3513.1 - Energy Conservation
 7. 3513.2 - Recycling Program
 8. 3515.2 - Community Use of School Facilities
 9. 3516.11 - Hazardous Materials
 10. 3516.12 - Asbestos Control
 11. 3516.33 - Do Not Resuscitate Order
 12. 3517.2 - Vandalism

13. 3520 - Data-Based Information Management System
14. 3520.1 - Information Security Breach and Notification
15. 3520.12 - Data-Based Information Management - Confidentiality Policy
16. 3520.13 - Student Data Protection and Privacy - Cloud-Based Issues
17. 3523.1 - Policy Guidelines for Technology Purchases
18. 3523.3 - School Facilities - Playground Equipment

5. **PUBLIC PARTICIPATION**

6. **ADJOURN**

**Board of Education
Policy Sub-Committee Meeting
May 6, 2025**

**3 Primrose Street
Newtown, CT 06470
Council Chambers
5:30 PM**

MINUTES

Anne Uberti, Superintendent
Doria Linnetz
Alison Plante
Tanja Gouveia
Sarah Connell
1 Public

1. CALL TO ORDER

- a. D. Linnetz called the meeting to order at 5:30 pm.

2. PUBLIC PARTICIPATION

- a. None

3. APPROVAL OF MINUTES

MOTION: A. Plante moved to approve the minutes of April 1, 2025. D. Linnetz seconded. Motion passes unanimously.

4. DISCUSSION AND POSSIBLE ACTION

- a. Policies Recommended for First Read:

- i. 3320 - Purchasing

1. A. Uberti reported that her and T. Gouveia reviewed this policy, which is a Shipman and Goodwin model policy. Newtown's current policy has not been updated in years and S&G's policy is up to date with legal references and best describes Newtown's current practice.
2. T. Gouveia went through the policy and outlined the language that is aligned with Newtown's practice. She was very impressed with the table on page two with the threshold procurement amounts.
3. T. Gouveia also pointed out that this policy includes language around Bid Openings and Bid Awards which is very beneficial for the Purchasing Director and the Business Office.
4. A. Plante asked what is new in the policy that we are not doing. A. Uberti answered that the Waiver section is new but it is part of Newtown's practice.
5. D. Linnetz asked if we need to share this policy with the Town. T. Gouveia answered that we can share it with the town for informational purposes. We will definitely give it to the Purchasing Director.

6. A. Uberti stated that this policy is very complex and the regulation may take more time to review and complete. Her recommendation is to bring the policy to the Board without the regulation. The committee agreed.
- ii. 3280 - Gifts, Grants and Bequests
 1. A. Uberti stated that this is a required policy and recommends adopting Shipman and Goodwin's model policy.
 2. D. Linnetz has concern over the language in paragraph three that states that the Superintendent of Schools must accept gifts that are valued over \$500. A. Uberti answered that there has to be clear guidance and she can not make the determination on what she can accept or not. The gift will have to follow the criteria and she believes the criteria is clearly set to only benefit our District.
 3. A. Plante asked if this policy is directed towards individual gifts as well. A. Uberti said that we have a different policy for gifts for individual staff.
 - iii. 3453 - School Activity Funds
 1. After reviewing this policy with T. Gouveia, A. Uberti is requesting more time to review different options. This policy states that the School Activity Fund treasurer needs to be bonded. To be bonded, Newtown would need a separate insurance policy so they will need to look more into the different options.
 2. T. Gouveia stated that there are 250 school activity funds at the high school. These funds are also audited annually. A. Uberti and T. Gouveia both agree that it is not feasible for the Board to have oversight, however, it is a good idea for the Board to be able to see the accounts after each school year.
 3. The committee agreed to bring this policy back for further discussion at the next policy meeting.

MOTION: A. Plante moved to send Policy 3320 - Purchasing and Policy 3280 - Gifts, Grants and Bequests to the full board for first read. D. Linnetz seconded. Motion passes unanimously.

b. Policies to Rescind Upon Adoption of Policies Above

- i. 3320 - Purchasing Procedures
- ii. 3280- Gifts, Grants and Bequests
- iii. 3453 - Activity Fund

MOTION: A. Plante moved to send Policy 3320 - Purchasing Procedures and Policy 3280 - Gifts, Grants and Bequests to the full board for recommendation to rescind. D. Linnetz seconded. Motion passes unanimously.

c. Review Policies

i. 1140- Requests to Distribute Materials

1. A. Uberti brought this policy back for the committee to review. She outlined three different options that the District can do. The first option is to have the District only distribute flyers that are created by the district or schools. The second option is to only distribute Board or district communications or outside organizations that exist in order to directly support the schools or school-sponsored activity. The last option is to have an open ended policy.
2. The committee agrees that Anne's proposed policy will work for the District. The committee believes that the parents value these communications and this version will help keep the information streamlined.

ii. 3160 - Budget Procedures and Line Item Transfers

1. A. Uberti and T. Gouveia brought this edited policy to the CFF committee to review. The CFF committee approved this proposed policy and the Policy committee agreed to send it to the Board for first read.

MOTION: A. Plante moved to send 1140- Requests to Distribute Materials and 3160 - Budget Procedures and Line Item Transfers to the full board for first read. D. Linnetz seconded. Motion passes unanimously.

iii. 4117 - Emergency Action Plan and Intramural and Interscholastic Athletic Events

1. A. Uberti addressed the concerns from the Board. She stated that she spoke with legal counsel regarding using the language "District vs. Board". Often the words Board and District are used interchangeably but A. Uberti suggested that Shipman include notes as to why one is used and specifically note if the Board does need to review and/or take action on a particular policy.
2. In this case, according to statute, the Board does have to annually review this action plan. The Board does not have to vote on it so it will just be reviewed as an item of information.
3. A. Uberti also answered the question about if there should be language that requires nurses to implement Health Care Plans. She stated that the language for individual health care plans is in policy 5141.21.

4. Lastly, A. Uberti stated that while the law does not define “athletic intramural event, we as a District, should provide some type of basic training to those running any athletic type of events at our schools. She will be working with the principals and AD to ensure that is done.
 5. A. Uberti recommends bringing this policy back for second read at the May 20th BOE meeting. The committee agreed.
- iv. 5132 - Student Dress
1. A. Uberti made one more minor edit regarding wearing sunglasses. Students are not allowed to wear sunglasses, unless required pursuant to a documented medical issue.
 2. This policy will be reviewed at the BOE meeting later tonight for approval.
- d. Non- Mandated Policies to Rescind
- i. 3152 - Spending Public Funds for Advocacy
 - ii. 3240 - Tuition Fees
 - iii. 3250 - Materials/Service Fees/Services
 - iv. 3293.1 - Authorization of Signature
 - v. 3300- Expenditures/Expending Authority
 - vi. 3312.1 Standardization of Supplies and Equipment
 - vii. 3313 - Relations with Vendors
 - viii. 3323 - Soliciting Prices-Bids and Quotations
 - ix. 3324 - Ordering Goods and Services - Purchase Orders
 - x. 3325.1 - Maintenance and Control of Materials
 - xi. 3326 - Paying for Goods and Services
 - xii. 3326.3 - Board of Education Credit Card
 - xiii. 3410 - System of Accounts
 - xiv. 3420 - Classification of Expenditures
 - xv. 3430 - Periodic Financial Reports
 - xvi. 3434 - Audits - board should look at the audit policy.
 - xvii. 3435 - Fraud Prevention and Investigation
 - xviii. 3440 - Inventory of Assets
 - xix. 3450 - Monies in School Buildings

MOTION: *A. Plante moved to send 3250 - Materials/Service Fees/Services, 3300- Expenditures/Expending Authority, 3312.1 Standardization of Supplies and Equipment, 3313 - Relations with Vendors, 3323 - Soliciting Prices-Bids and Quotations, 3324 - Ordering Goods and Services - Purchase Orders, 3325.1 - Maintenance and Control of Materials, 3326 - Paying for Goods and Services, 3326.3 - Board of Education Credit Card, 3410 - System of Accounts,*

3420 - Classification of Expenditures, 3430 - Periodic Financial Reports, 3435 - Fraud Prevention and Investigation, 3440 - Inventory of Assets, 3450 - Monies in School Buildings to the full Board for recommendation to rescind. D. Linnetz seconded. Motion passes unanimously.

The committee reviewed the four policies that were removed from the list.

1. Policy 3240 - Tuition Fees.
 - a. A. Plante asked if this language was in a different policy. A. Uberti stated that it is in policy 5118 and can be rescinded.

MOTION: A. Plante moved to send Policy 3240 - Tuition Fees to the full board for recommendation to rescind. D. Linnetz seconded. Motion passes unanimously.

2. 3293.1 - Authorization of Signature
 - a. A. Plante believes that the Board needs to authorize the signature annually. A. Uberti said it is not required but will look into this.
3. 33434 - Audits
 - a. A. Plante requested that Board review the findings of the audits annually. It will be beneficial for the Board to see it. The committee agreed. A. Uberti will find where this language can be imputed.
4. 3152 - A. Uberti recommends tabling this policy and will bring it back to the following policy meeting.

5. PUBLIC PARTICIPATION

- a. Deborrah Zukowski, Newtown, recommends having the legislative body review policy 3320 so they have the opportunity to agree with everything they are asked to do. She also mentioned that she had the same concerns that Ms. Plante had regarding the rescinded policies and thanked the committee for removing them from the list.

6. ADJOURN

MOTION: A. Plante moved to adjourn the meeting. D. Linnetz seconded. Motion passes unanimously.

Meeting adjourned at 6:59 pm.

Respectfully submitted,
Sarah Connell

****THESE ARE DRAFT MINUTES****

Note: Pursuant to Connecticut General Statutes Section 10-222cc, for the school year commencing July 1, 2025 and each school year thereafter, each local and regional board of education must adopt and implement the Connecticut School Climate Policy that was developed and approved by the Connecticut Association of Boards of Education and adopted by the Social and Emotional Learning and School Climate Advisory Collaborative.

As such, boards of education are advised to adopt such policy by July 1, 2025. When adopting this policy, boards of education are further advised to repeal their existing Bullying Prevention and Intervention Policy, which will effectively be replaced by the Connecticut School Climate Policy.

On and after the earlier of July 1, 2025 and/or once the Board of Education adopts the Connecticut School Climate Policy, such Board will be subject to the provisions of Connecticut General Statutes Sections 10-222aa through 10-222ii and will no longer be subject to Connecticut General Statutes Sections 10-222d, 10-222g, 10-222h, 10-222i, 10-222k, and 10-222p, which are the provisions of the general statutes related to the state’s former framework regarding bullying prevention and intervention and the implementation of safe school climate plans.

Policy 5131 Bullying Prevention and Intervention and Administrative Regulations Regarding Safe School Climate Plan should be repealed or rescinded at the time this policy is adopted.

**Series 5000
Students**

5137

CONNECTICUT SCHOOL CLIMATE POLICY AND ADMINISTRATIVE REGULATIONS

Policy Statement

All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success.

Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals.

This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein.

The Board recognizes that improving school climate is contextual. Each school needs to consider its history, strengths, needs, and goals. Furthermore, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments.

The Newtown District Board of Education adopts this policy.

Definitions

1. **“School climate”** means the quality and character of the school life, with a particular focus on the quality of the relationships within the school community, and which is based on patterns of people's experiences of school life and that reflects the norms, goals, values, interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.
2. **“Positive Sustained School Climate”** is the foundation for learning and positive youth development and includes:
 - a. Norms, values, and expectations that support people feeling socially, emotionally, culturally, racially, intellectually, and physically safe.
 - b. People who treat one another with dignity and are engaged, respected and solve problems restoratively.
 - c. A school community that works collaboratively together to develop, live, and contribute to a shared school vision.
 - d. Adults who model and nurture attitudes that emphasize the benefits and satisfaction gained from learning; and
 - e. A school community that contributes to the operations of the school and the care of the physical environment.
3. **“Social and emotional learning”** means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision-making.
4. **“Emotional intelligence”** means the ability to (A) perceive, recognize, and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others.
5. **“Bullying”** means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.
6. **“School environment”** means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such other activities, functions or programs negatively impacts the school environment.
7. **“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.
8. **“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

9. **“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk or equipment on which digital images are taken or transmitted.
10. **“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.
11. **“School climate improvement plan”** means a building-specific plan developed by the school climate committee, in collaboration with the school climate specialist, using school climate survey data and any other relevant information, through a process that engages all members of the school community and involves such members in a series of overlapping systemic improvements, school-wide instructional practices and relational practices that prevent, identify and respond to challenging behavior, including, but not limited to alleged bullying and harassment in the school environment.
12. **“Restorative practices”** means evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.
13. **“School climate survey”** means a research-based, validated and developmentally appropriate survey administered to students, school employees and families of students, in the predominant languages of the members of the school community, that measures and identifies school climate needs and tracks progress through a school climate improvement plan.
14. **“Connecticut school climate policy”** means the school climate policy developed, updated and approved by an association in the state that represents boards of education and adopted by the Social and Emotional Learning and School Climate Advisory Collaborative, established pursuant to section 10-222q of the general statutes, as amended by this act, that provides a framework for an effective and democratically informed school climate improvement process that serves to implement Connecticut school climate standards, and includes a continuous cycle of (A) planning and preparation, (B) evaluation, (C) action planning, and (D) implementation.
15. **“School employee”** means (A) a teacher, substitute teacher, administrator, school superintendent, school counselor, school psychologist, social worker, school nurse, physician, paraeducator or coach employed by a local or regional board of education, or (B) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public school, pursuant to a contract with a local or regional board of education.
16. **“School community”** means any individuals, groups, businesses, public institutions and nonprofit organizations that are invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and

their families, members of the local or regional board of education, volunteers at a school and school employees.

17. **“Challenging behavior”** means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
18. **“Evidence Based Practices”** in education refers to instructional and school-wide improvement practices that systematic empirical research has provided evidence of statistically significant effectiveness.
19. **“Effective School Climate Improvement”** is a restorative process that engages all stakeholders in the following six essential practices:
 - A. Promoting decision-making that is collaborative and actively involves all stakeholders (e.g., school personnel, students, families, community members) with varied and meaningful roles and perspectives where all voices are heard;
 - B. Utilizing psychometrically sound quantitative (e.g., school climate survey, discipline data) and qualitative (e.g., interviews, focus groups) data to drive action planning, preventive and intervention practices and implementation strategies that continuously improve all dimensions of school climate, including regularly collecting data to evaluate progress and inform the improvement process;
 - C. Tailoring improvement goals to the unique needs of the students, educators, and broader school community. These goals shall be integrated into overall school improvement efforts thereby leveraging school strengths to address evidence-based areas of need, while sustaining the improvement process over time;
 - D. Fostering adult learning in teams and/or professional learning communities to build capacity building among school personnel and develop common staff skills to educate the whole child;
 - E. Basing curriculum, instruction, student supports, and interventions on scientific research and grounding in cognitive, social-emotional, and psychological theories of youth development. Interventions include strength-based programs and practices that together represent a comprehensive continuum of approaches to promote healthy student development and positive learning environments as well as address individual student barriers to learning and adult barriers to teaching; and
 - F. Strengthening policies and procedures related to:
 - a. climate and restorative informed teaching and learning environments;
 - b. infrastructure to facilitate data collection, analysis, and effective planning;
 - c. implementation of school climate improvement plans with the goal of becoming restorative;
 - d. evaluation of the school climate improvement process; and
 - e. sustainability of school climate and restorative improvement efforts.

School Climate Coordinator Roles and Responsibilities

For the school year commencing July 1, 2025, and each school year thereafter, the superintendent of schools for each school district, or an administrator appointed by the superintendent, shall serve

as the school climate coordinator for the school district.

The school climate coordinator shall be responsible for:

1. providing district-level leadership and support for the implementation of the school climate improvement plan for each school;
2. collaborating with the school climate specialist, for each school to (A) develop a continuum of strategies to prevent, identify and respond to challenging behavior, including, but not limited to, alleged bullying and harassment in the school environment, and (B) communicate such strategies to the school community, including, but not limited to, through publication in the district student handbook;
3. collecting and maintaining data regarding school climate improvement, including, but not limited to, school discipline records, school climate assessments, attendance rates, social and emotional learning assessments, academic growth data, types and numbers of alleged and verified bullying complaints submitted by members of the school community, types and numbers of challenging behaviors addressed using the restorative practices response policy, and data concerning the implementation and outcome of restorative practices; and
4. meeting with the school climate specialist for each school at least twice during the school year to (A) identify strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, such as restorative practices, (B) propose recommendations for revisions to the school climate improvement plan, and (C) assist with the completion of the school climate survey.

School Climate Specialist

For the school year commencing July 1, 2025, and each school year thereafter, the principal of each school, or a school employee who holds professional certification pursuant to section 10- 145 of the general statutes, is trained in school climate improvement or restorative practices and is designated as the school climate specialist by the school principal, shall serve as the school climate specialist for the school.

The school climate specialist shall be responsible for:

1. leading in the prevention, identification, and response to challenging behavior, including, but not limited to, reports of alleged bullying and harassment;
2. implementing evidence and research-based interventions, including, but not limited to, restorative practices;
3. scheduling meetings for and leading the school climate committee; and
4. leading the implementation of the school climate improvement plan.

School Climate Committee

For the school year commencing July 1, 2025, and each school year thereafter, each school climate

specialist shall appoint members to the school climate committee who are diverse, including members who are racially, culturally, and linguistically representative of various roles in the school community.

The school climate committee shall consist of:

1. the school climate specialist; a teacher selected by the exclusive bargaining representative for certified employees chosen pursuant to section 10-153b of the general statutes;
2. a demographically representative group of students enrolled at the school, as developmentally appropriate;
3. families of students enrolled at the school; and
4. at least two members of the school community, as determined by the school climate specialist.

Membership of the school climate committee shall be annually reviewed and approved by the school climate specialist, in coordination with the school climate coordinator.

The school climate committee shall be responsible for:

1. assisting in the development, annual scheduling, and administration of the school climate survey, and reviewing of the school climate survey data.
2. using the school climate survey data to identify strengths and challenges to improve school climate, and to create or propose revisions to the school climate improvement plan.
3. assisting in the implementation of the school climate improvement plan and recommending any improvements or revisions to the plan.
4. advising on strategies to improve school climate and implementing evidence and research-based interventions, including, but not limited to, restorative practices, in the school community.
5. annually providing notice of the uniform challenging behavior and/or bullying complaint form, or similar complaint form used by the school, to the school community.

School Climate Survey

For the school year commencing July 1, 2025, and biennially thereafter, the school climate committee, for each school, shall administer a school climate survey to students, school employees and families of students, provided the parent or guardian of each student shall receive prior written notice of the content and administration of such school climate survey and shall have a reasonable opportunity to opt such student out of such school climate survey.

School Climate Improvement Plan

For the school year commencing July 1, 2025, and each school year thereafter, the school climate specialist, for each school, in collaboration with the school climate coordinator, shall develop, and

update as necessary, a school climate improvement plan. Such plan shall be based on the results of the school climate survey, any recommendations from the school climate committee, including the protocols, supports, and any other data the school climate specialist and school climate coordinator deem relevant. Such plan shall be submitted to the school climate coordinator for review and approval on or before December thirty-first of each school year. Upon approval of such plan, a written or electronic copy of such plan shall be made available to members of the school community and such plan shall be used in the prevention of, identification of and response to all challenging behavior.

Additionally, districts may place the school climate improvement plans into their district and school improvement plans.

Training

For the school year commencing July 1, 2024, and each school year thereafter, each local and regional Board of Education shall provide resources and training to school employees regarding:

1. social and emotional learning;
2. school climate and culture and evidence and research-based interventions; and
3. restorative practices.

Such resources and training may be made available at each school under the jurisdiction of such board and include technical assistance in the implementation of a school climate improvement plan. Any school employee may participate in any such training offered by the board under this section. The school climate coordinator, shall select, and approve, the individuals or organizations that will provide such training.

Funding

The school district shall in its discretion allocate sufficient funding to satisfy the requirements of this policy for all schools in the district. Such funding shall be distributed accordingly, with Superintendent approval, for assessments and professional development, as well as for school community outreach, training, and technical assistance.

Accountability

The Board shall adopt and allocate adequate resources to support the Connecticut School Climate Policy and adhere to state regulations set forth in Public Act 23-167.

Connecticut School Climate Standards

1. The school district community² has a shared vision and plan for promoting and sustaining a positive school climate³ that focuses on prevention, identification, and response to all challenging behavior⁴.
2. The school district community adopts policies that promote:
 - a. a sound school environment that develops and sustains academic, social, emotional, ethical, civic, and intellectual skills; and a restorative school environment focused on

overcoming barriers to teaching and learning by building and supporting meaningful school-wide relationships, and intentionally re-engaging any disengaged students, educators, and families of students in the school community.

3. The school community's practices are identified, prioritized, and supported to:
 - a. promote learning and the positive academic, social, emotional, ethical, and civic development of students;
 - b. enhance engagement in teaching, learning, and school-wide activities;
 - c. address barriers to teaching and learning; and
 - d. develop and sustain a restorative infrastructure that builds capacity, accountability, and sustainability.
4. The school community creates a school environment⁵ where *everyone* is safe, welcomed, supported, and included in all school-based activities.
5. The school community creates a restorative system that cultivates a sense of belonging through norms and activities that promote social and civic responsibility, and a dedication to cultural responsiveness, diversity, equity, and inclusion.

² School Community means any individuals, groups or businesses, public institutions and nonprofit organizations invested in the welfare and vitality of a public school system and the community in which it is located, including, but not limited to, students and their families, members of the local or regional board of education, volunteers at a school and school employees.

³ School climate means the quality and character of the school life, with a particular focus on the quality of relationships within the school community, and which is based on patterns of people's experiences of school life, and that reflects the norms, goals, values and interpersonal relationships, teaching, learning, leadership practices and organizational structures within the school community.

⁴ Challenging behavior means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

⁵ School environment means a school-sponsored or school-related activity, function or program, whether on or off school grounds, including at a school bus stop or on a school bus or other vehicle owned, leased or used by a local or regional board of education, and may include other activities, functions or programs if bullying at or during such other activities, functions, or programs negatively impacts the school environment.

Approved:
Revised:

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

Challenging Behavior Reporting Form

This form is not required by law or policy but serves as a model challenging behavior reporting form that local and regional boards of education may adapt and adopt.

Instructions

This form is for **students, parents or guardians of students enrolled in the school, and school employees** to report any alleged challenging behavioral incidents. Challenging behavior is behavior that negatively impacts school climate or interferes, or is at risk with interfering, with the learning or safety of a student or the safety of a school employee. This form should also be used to report alleged bullying incidents, meaning: unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.

Complete this form electronically, or in writing, or go to your school climate specialist (principal, vice principal, or other certified administrator) who will assist you with completing this form. All completed reports require a response from the school climate specialist, and every student, parent or guardian, and school employee **who completed this form** will receive a copy of the "Response Process(es) Notification Form" describing the action steps taken, within three (3) school business days after an assessment has been completed.

The school climate specialist will assess the facts of a challenging behavior incident and complete the "Response Process(es) Notification Form" (located on page 5 of this document). A confirmation of receipt of the "challenging behavior reporting form" will be provided to the individual who completed this form within **three (3) school business days**, and the behavioral assessment will be finalized within a reasonable amount of time.

If this is an emergency, and you feel that you or someone else is in imminent danger, please call 911, or your municipal police department.

Name: First _____ Last _____ or check here for any **student** who would like to submit anonymously.

I am a: Student, Parent and/or Guardian or School

Employee Email: _____

Phone Number: _____

Contact me by: Phone Email

Was this previously reported to any school employee prior to this report? If yes, identify to whom, when, and what was reported? _____

Where did the incident occur? _____

Check any boxes that apply.

- | | |
|--|--|
| <input type="checkbox"/> On school property
<input type="checkbox"/> At a school-sponsored activity or off school property
<input type="checkbox"/> Electronic communication, internet, and social media | <input type="checkbox"/> On a school bus
<input type="checkbox"/> On the way to/from school
<input type="checkbox"/> Outside of school
<input type="checkbox"/> Other |
|--|--|

Approximate date of incident (if known): _____

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

Please describe what happened?

Of the following statement(s) check any that may describe or include what happened:

- | | | |
|--|---|--------------------------|
| <input type="checkbox"/> Teasing, name-calling, intimidating, or threatening, in person or through electronic communication | <input type="checkbox"/> Making intimidating, and/or threatening gestures or remarks | <input type="checkbox"/> |
| <input type="checkbox"/> Spreading rumors or gossip | <input type="checkbox"/> Getting another person to do any of the behaviors listed above | <input type="checkbox"/> |
| <input type="checkbox"/> Hitting, kicking, shoving, spitting, hair pulling, or throwing something or other acts of physical aggression | <input type="checkbox"/> Unwanted contact of a sexual nature (verbal, non-verbal, physical) | <input type="checkbox"/> |

Do you believe that the reported instance(s) of challenging behavior was in reference to a student's perceived or actual age, ancestry, color, learning disability, marital status, intellectual disability, national origin, physical disability, mental disability, race, religious creed, sex, gender identity or expression, sexual orientation, and status as a veteran? If so, why?

If known, provide the name(s) of any witness(es) of the alleged incident: _____

Date form submitted: _____

***For school climate specialist use only:**

Date received by school climate specialist: _____

Signature of receipt by school climate specialist: _____

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

Investigation Form

The purpose of this form is to provide a streamlined process to assess reported instances of challenging behavior.

This form is to be completed by the school climate specialist within a reasonable amount of time. Pursuant to the Federal Education Confidentiality Law (FERPA), students, parents or guardians, and school employees that completed the challenging behavior reporting form **cannot** receive a copy of this “Investigation Form” but will be provided with a copy of the “Response Process(es) Notification Form” after an assessment is completed.

Date “Challenging Behavior Reporting Form” received: _____

Today’s Date: _____

Name of school climate specialist who received the report: _____

Were these events already reported to any school employee? If yes, please identify to whom, when, and what was reported _____

Name of school community member who is reporting the incident: (student, parent or guardian, school or district employee, bystander, anonymous): _____

Name of student or students who were allegedly subjected to the challenging behavior: _____

Name of person or persons who allegedly engaged in the challenging behavior: _____

Where did the alleged incident occur? _____

Date and time alleged incident occurred: (if known): _____

Description of the alleged incident: _____

What investigative processes occurred? Answer all of the following questions below. A single incident may require an assessment into multiple areas. Please check all that apply.

Was this investigated as bullying? YES NO

Was this a verified act of bullying? YES NO

Was this investigated as cyberbullying? YES NO

Was this a verified act of cyberbullying? YES NO

Was this investigated as teen dating violence? YES NO

Was this a verified teen dating violence? YES or NO

Was this investigated as an assault? YES NO

Was this a verified assault? YES or NO

Was this investigated as an act of physical violence? YES NO

Was this a verified act of physical violence? YES or NO

Was this investigated as a protected class violation/harassment? YES NO

Was this a verified protected class violation/harassment? YES NO

Was this investigated as a Title IX violation? YES NO

Was this a verified Title IX violation? YES or NO

Was this a verified act of challenging behavior not listed above? YES NO

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that

occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

Form 2
(continued)

What was the response by the school climate specialist? (E.g., utilization of restorative practices, school-based threat assessment, safety plan, student support services) Additionally, provide the date of each response.

If applicable, please provide any additional notes, observations, or actions taken as a result of this incident:

Signature or E-signature of responding school climate specialist: _____

Printed name: _____

Date of response: _____

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information

concerning the student alleged to have engaged in the challenging behavior.

Response Process(es) Notification Form

The purpose of this form is to provide a template for transparency and accountability to a person(s) that submit(s) a report of challenging behavior.

The school climate specialist will complete and submit this form within three (3) school business days **after an assessment has been finalized** and submit it to the student(s), parent(s), or guardian(s), and/or school employee(s) who completed the “Challenging Behavior Reporting Form”.

Describe the steps taken to address and prevent future instance(s) of challenging behavior(s). Responses may include:

- utilization of restorative practices;
- the completion of a school-based threat assessment;
- safety plan for student(s) involved in the instance of alleged challenging behavior;
- student support services;

Signature or E-signature of school climate specialist: _____

Printed name: _____

Date completed: _____

Definitions and Clarifying Terms

Restorative Practices: Evidence and research-based system-level practices that focus on (A) building high-quality, constructive relationships among the school community, (B) holding each student accountable for any challenging behavior, and (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

School Based Threat Assessment: An evidence-based systematic evaluation process used to prevent violence, help troubled students, and avoid over-reactions to challenging behavior.

This form does not modify or eliminate any rights or obligations under state and federal laws, including, any constitutional and civil rights protections, or any applicable policies and procedures or collective bargaining agreements. All students' private and personal information will remain confidential throughout this process, subject to any wavier rights or disclosure responsibilities as permitted or required by law.

Please note: when a student exhibits challenging behavior, our priority is to ensure the safety of the students and the school, and to work with the student(s) to prevent the recurrence of such behavior, including making amends for any challenging behaviors that

occurred. Federal law protects the privacy of each student. Therefore, you cannot be provided with any specific information concerning the student alleged to have engaged in the challenging behavior.

Note: Pursuant to Connecticut General Statutes Section 10-222cc, for the school year commencing July 1, 2025 and each school year thereafter, each local and regional board of education must adopt and implement the Connecticut School Climate Policy that was developed and approved by the Connecticut Association of Boards of Education (“CABE”) and adopted by the Social and Emotional Learning and School Climate Advisory Collaborative (the “Collaborative”). The Connecticut School Climate Policy addresses some, but not all, elements of the statutes concerning challenging behavior, bullying, and school climate, such as the operational requirements related to implementation of these statutes. To assist the administration in complying with these requirements, Shipman and Goodwin has developed the following model Administrative Regulations Regarding Connecticut School Climate Policy. It is important to note that these regulations are not required by statute. In addition, these regulations refer to the Challenging Behavior Reporting Form, Investigation Form, and Response Process(es) Notification Form that were developed by CABE, approved by the Collaborative, and accompany the Connecticut School Climate Policy. While school districts must have and publicize a complaint form for purposes of reporting alleged challenging behavior and/or alleged bullying incidents, these particular forms are not required and may be adapted and/or customized. However, please note that the firm has not developed alternatives to these forms, and these model Administrative Regulations Regarding Connecticut School Climate Policy assume that school districts are using them.

**Series 5000
Students**

5137 R

ADMINISTRATIVE REGULATIONS REGARDING CONNECTICUT SCHOOL CLIMATE POLICY

The Newtown Board of Education (the “Board”) has adopted the Connecticut School Climate Policy in accordance with Connecticut General Statutes Section 10-222cc. The purpose of these Administrative Regulations Regarding Connecticut School Climate Policy is to outline additional requirements under Connecticut General Statutes Sections 10-222aa *et seq.* regarding the reporting of, assessment of, and responses to challenging behavior and bullying, as well as certain related requirements.

I. Definitions

- A. “School Climate Specialist” means the principal of each school, or a school employee who holds professional certification pursuant to Connecticut General Statutes Section 10-145, who is trained in school climate improvement or restorative practices, and is designated as the School Climate Specialist by the school principal. The School Climate Specialist is responsible for (1) leading in the prevention, identification and response to challenging behavior, including, but not limited to, reports of alleged bullying and harassment, (2) implementing evidence and research-based interventions, including, but not limited to,

restorative practices, (3) scheduling meetings for and leading the school climate committee, as described in Connecticut General Statutes Section 10-222ff, and (4) leading the implementation of the school climate improvement plan, developed pursuant to Connecticut General Statutes Section 10-222hh.

- B. “School employee” means (1) a teacher, substitute teacher, administrator, school superintendent, school counselor, school psychologist, social worker, school nurse, physician, paraeducator or coach employed by the Board, or (2) any other individual who, in the performance of the individual’s duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public school, pursuant to a contract with the Board.
- C. “Challenging behavior” means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.
- D. “Bullying” means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance. “Bullying” includes “cyberbullying”, which means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.
- E. “Challenging Behavior Reporting Form” (referenced as the “uniform bullying complaint form” in Connecticut General Statutes Section 10-222bb) means the form that accompanies the Connecticut School Climate Policy and is intended for students, parents or guardians of students enrolled in the school, and school employees to report alleged challenging behavior and/or alleged bullying incidents. Such form must be included on the Board’s web site and in each of the Board’s student handbooks, and the School Climate Committee must annually provide notice of such form to the school community.
- F. “Investigation Form” means the form that accompanies the Connecticut School Climate Policy and is to be completed by the School Climate Specialist within a reasonable amount of time after receiving a report of an alleged challenging behavior and/or alleged bullying incident.
- G. “Response Process(es) Notification Form” means the form that accompanies the Connecticut School Climate Policy and is to be completed and submitted by the School Climate Specialist to the student(s), parent(s) or guardian(s), and/or school employee(s) who submitted the Challenging Behavior Reporting Form within three (3) school days after an assessment has been finalized and submitted.
- H. “Tiered responses” are responses to challenging behavior, based on level of impact or frequency of occurrence, that are designed to re-engage students who have become disengaged. Particular tiered responses are required when a student engages in behavior that (1) requires temporarily clearing a classroom or removing a majority of students within the classroom to reduce likelihood of injury, (2) indicates credible intention to cause bodily harm to self or others, or (3) results in an injury that requires medical attention beyond basic first aid, or less severe injuries caused by the same student on more than one occasion, verified by the school nurse or other medical professional. Such tiered responses must include, at a minimum, the responses described in Section V of these Administrative Regulations.

- I. “Student discipline”, for purposes of these Administrative Regulations, means removal from the classroom, suspension, or expulsion, as authorized by the Board’s student discipline policy.
- J. “Removal” means an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

II. Reporting Challenging Behavior or Bullying

- A. School employees shall notify the School Climate Specialist or designee of any alleged challenging behavior or alleged bullying incident that results in student discipline (i.e., removal from the classroom, suspension, or expulsion).
- B. Students, parents or guardians of students enrolled in the school, and school employees (“Reporters”) may file a written report of any alleged challenging behavior or alleged bullying incident using the Challenging Behavior Reporting Form. Such reports may be filed with the building principal, program administrator, and/or the School Climate Specialist, and all reports shall be forwarded to the School Climate Specialist for review and actions consistent with these Administrative Regulations.
- C. Reporters may complete the Challenging Behavior Reporting Form electronically or in hard copy, or they may meet with the School Climate Specialist for assistance in completing the Challenging Behavior Reporting Form.
- D. Written reports of alleged challenging behavior and/or alleged bullying shall be reasonably specific as to the basis for the report, including the date and place of the alleged conduct, a description of what happened, and the names of potential witnesses.
- E. Within three (3) school days, the School Climate Specialist or designee will provide the Reporter with confirmation of receipt of the Challenging Behavior Reporting Form.

III. Assessing Challenging Behavior and Bullying

The School Climate Specialist or other designated administrator shall assess the facts, severity, and intentionality of the alleged challenging behavior or alleged bullying incident in accordance with the following process:

- A. The School Climate Specialist or other designated administrator shall review the information reported in the Challenging Behavior Reporting Form.
- B. The School Climate Specialist or other designated administrator shall assess the factual basis of the report, as well as the severity and intentionality of any actions that may have occurred.
- C. In conducting such assessment, the School Climate Specialist or other designated administrator shall:
 - 1. Consult with individuals reasonably believed to have relevant information, including the Reporter, the individuals identified as having been affected by the behavior, and witnesses to the behavior, as appropriate;

2. Review any relevant materials (e.g., records, statements, documents, videos);
 3. Consider whether the conduct also should be addressed pursuant to any other Board policies or District regulations, such as those related to protected class discrimination or harassment; and
 4. Maintain confidentiality to the extent practicable throughout the assessment process, in accordance with state and federal law.
- D. When conducting the assessment, the School Climate Specialist or other designated administrator shall complete the Investigation Form.
- E. Within a reasonable amount of time, the School Climate Specialist or other designated administrator will determine what responses, if any, should be or have already been taken to address the behavior and/or prevent future instances of such behavior.
- F. Within three (3) school days after an assessment has been completed, the School Climate Specialist or other designated administrator shall (a) complete the Response Process(es) Notification Form, describing the steps taken to address and prevent future instances of challenging behavior or bullying and keeping in mind the District's obligations regarding student confidentiality, and (b) provide the Response Process(es) Notification Form to the Reporter who completed the Challenging Behavior Reporting Form.

IV. Challenging Behavior or Bullying That Results in Student Discipline

[Optional: Include Section IV.A if the Board's student discipline policy authorizes teachers to remove a student from class when the student deliberately causes a serious disruption of the educational process]:

- A. **Removal.** If a teacher removes a student from the classroom because the student has deliberately caused a serious disruption of the educational process, the teacher shall: (1) send the student to **[CHOOSE ONE: the following designated area/one of the following designated areas]: [indicate the designated area(s)]**; and (2) immediately inform the building principal or designee of the name of the student who was removed and the reason for the removal.
1. While the student has been removed to a designated area, the student may receive supports that include, but are not limited to: **[identify supports, such as intervention from a school employee trained to provide such intervention, therapeutic resources, available mental health supports, instructional materials and technology or other resources to address the temporary needs of such student.]**
 2. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class. Additional procedures governing behavior that causes a serious disruption; self-harm; and/or physical harm to teacher, another student, or other school employee shall be implemented in accordance with applicable law. Specifically:

- a. The notice shall include, but not be limited to, informing such parent or guardian that the teacher of record in the classroom in which such behavior occurred may request a behavior intervention meeting.
 - b. If the teacher of record in the classroom ultimately requests a behavior intervention meeting with the crisis intervention team for the school, the parent or guardian must be notified that such meeting will occur.
 - c. If a behavior intervention meeting occurs, the crisis intervention team shall, not later than seven (7) days after the behavior intervention meeting, provide to the parent or guardian of such student, in the dominant language of such parent or guardian, a written summary of such meeting, including, but not limited to, the resources and supports identified.
- A. **Discipline.** The District shall address incidents of challenging behavior or bullying that violate the Board’s Student Discipline policy in accordance with such policy and any school rules, student handbook, or code of conduct provisions regarding same. Disciplinary action may be necessary for violations of other applicable Board policies or District regulations, such as those related to protected class discrimination or harassment and/or Title IX.

V. Challenging Behavior or Bullying That Requires Temporarily Clearing a Classroom or Students, a Credible Intention to Cause Bodily Harm, or Results in Certain Levels of Injury – Tiered Responses

- A. The school shall implement tiered responses, based on level of impact or frequency of occurrence, to incidents of challenging behavior or bullying that:
1. Require temporarily clearing a classroom or removing a majority of students within the classroom to reduce likelihood of injury;
 2. Indicate credible intention to cause bodily harm to self or others; or
 3. Result in an injury that requires medical attention beyond basic first aid, or less severe injuries caused by the same student on more than one occasion, verified by the school nurse or other medical professional.
- B. Such tiered responses shall include, but need not be limited to, the following:
1. For a single incident, the school principal shall notify the parents or guardians of each student involved in such incident in a manner that complies with the requirements of the Family Educational Rights and Privacy Act (“FERPA”) and relevant Board policy.
 2. For a subsequent incident, the school principal shall invite the parents or guardians of each student involved in such incident to a meeting, either in person at the school or virtually, to discuss the specific supports or interventions that are applicable to such student, including, but not limited to, restorative practices.
 3. For multiple subsequent incidents or a single incident that causes severe harm, the school principal shall provide notice to the parents or guardians of each student involved in such incident of other resources for supports and interventions, including, but not

limited to, the 2-1-1 Infoline program, services or programs available through the Behavioral Health Partnership, or other resources for professional services, support, or crisis intervention.

- C. For incidents of challenging behavior or bullying that are subject to tiered responses pursuant to this section:
 - 1. Not later than two school days after the date such incident occurred, there shall be a meeting between an administrator and the school employee (if any) who witnessed such incident. The purpose of the meeting shall be to determine the supports and interventions required to address the needs of students and school employees, provided the supports and interventions for any student who receives special education shall be determined by the planning and placement team (“PPT”) for such student, and notice of such incident shall be submitted to the PPT not later than two school days after the date such incident occurred for consideration at a PPT to be scheduled in accordance with the Individuals with Disabilities Education Act. For a student who is eligible under Section 504 of the Rehabilitation Act of 1973 (“Section 504”), notice of the incident shall also be provided to the student’s Section 504 team.
 - 2. Any teacher of record in the classroom may request a behavior intervention meeting with the crisis intervention team for the school. Such request should be submitted to the building principal.
- D. The District prohibits discrimination or retaliation against any person who reports or assists in the investigation of an incident of challenging behavior or bullying that is subject to a tiered response.

VI. Students with Disabilities

- A. The school shall ensure that any supports, services, or interventions provided in accordance with these regulations to any student who receives special education or accommodation for a disability comply such student's individualized education program or Section 504 plan and applicable law.

VII. Reports to Board of Education

- A. The Superintendent of Schools shall submit, at least annually, to the Board a report concerning:
 - 1. the number of incidents of challenging behavior or bullying that require temporarily clearing a classroom of students, a credible intention to cause bodily harm, or result in certain levels of injury, as described in Section V of these regulations, that occurred during the prior year;
 - 2. the grade level of each student involved in such incidents; and
 - 3. the supports, services, or interventions provided in response to such incidents to address the needs of students and school employees.

- B. Such report shall be produced in a manner that does not result in the disclosure of data identifiable to individual students in accordance with FERPA and the Connecticut State Department of Education's data suppression guidelines.

Legal References:

Conn. Gen. Stat. § 10-222aa

Conn. Gen. Stat. § 10-222bb

Conn. Gen. Stat. § 10-222cc

Conn. Gen. Stat. § 10-222dd

Conn. Gen. Stat. § 10-222ee

Conn. Gen. Stat. § 10-222ff

Conn. Gen. Stat. § 10-222gg

Conn. Gen. Stat. § 10-222hh

Conn. Gen. Stat. § 10-222ii

Conn. Gen. Stat. § 10-233a

Conn. Gen. Stat. § 10-233b

Conn. Gen. Stat. § 10-233c

Conn. Gen. Stat. § 10-233d

Conn. Gen. Stat. § 10-233e

Conn. Gen. Stat. § 10-236c

Administrative Regulations Adopted:

Note: This policy is not required however, it has been revised to reflect the discussion at the last policy meeting.

**Series 3000
Business**

3434

Annual Audit

An **annual** audit of all accounts of the school system shall be conducted by an independent, **certified** public accountant selected by the Legislative Council, **with recommendation from the Board of Finance.**

The audit shall include all funds of the school system, including appropriated budget funds, student activity funds, cafeteria funds and accounts, and all other funds under the control or jurisdiction of the Board of Education. The audit shall identify all expenditures by source of funds and shall contain:

1. A statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut; and
2. A summary of audit exceptions and management recommendations.

The independent, certified public accountant is expected to conduct an “exit interview” with the Director of Business, and, if necessary, the Superintendent or designee.

The completed annual audit report shall be formally presented to the Board of Education at a regularly scheduled public meeting for the Board’s review.

If necessary, the Superintendent shall prepare and present a corrective action plan, including periodic updates if warranted, no later than sixty (60) days after receipt of the audit report.

Legal Reference: Conn. Gen. Stat. § 7-392.

Approved:

Revised:

NEWTOWN PUBLIC SCHOOLS, Newtown, CT