

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

Policy Committee Meeting

Monday, June 20, 2016

4:30 p.m.

501 Kings Highway East
Superintendent's Conference Room

Agenda

- I. Call to Order
- II. Approval of May 23, 2015 Meeting Minutes
- III. Policy
 - Policy #3560 Business – Safety and Security, Modified/replaced with new policy compliant with PA 13-3 (Recodified and renamed to CABE Policy # 3516, Safe and Secure School Facilities, equipment, and Grounds)
 - Policy #3563 Business – Pest Management/Pesticide Application, Modified/replaced by CABE to reflect recent legislation (Recodified to CABE #3524.1)
- IV. Open Discussion/Public Comment
- V. Adjournment
- VI. Future Items

Future Mtg. Dates and Times: *All meetings will be on Mondays, starting at 4:30 unless otherwise noted: **August 29**, September 12, September 26, October 10, November 7, December 5, 2016.*

All meetings will be held at 501 Kings Highway East, Superintendent's Conference Room unless otherwise noted.

BOARD OF EDUCATION
FAIRFIELD PUBLIC SCHOOLS
FAIRFIELD, CT

DRAFT Policy Committee Meeting

**Monday, May 23, 2016
4:30 p.m.**

Minutes

- I. Call to Order – *The meeting was called to order by the Chair, Jennifer Kennelly, at 4:42 p.m. Donna Karnal was in attendance and Karen Parks and Doreen Munsell were in attendance to represent the administration.*
- II. Approval of May 9, 2015 Meeting Minutes – *Approved 2:0:0*
- III. Policy
 - Policy #3120 Business – Education Budget Implementation and Policy #3120.1 Business - Board of Education Control of Budget, Combined by CABE and added new required language pertaining to transfer of funds (Recodified to CABE #3170)
Moved to BOE Meeting for First Read on June 7, 2016 with recommended changes 2:0:0
 - Policy #3712 Business – Food Sales Other than National School Lunch Program, Modified by CABE to include new statutes and legal references (Recodified to CABE #3542.33)
Moved to BOE Meeting for First Read on June 7, 2016 with recommended changes 2:0:0
 - Policy #3560 Business – Safety and Security, Modified/replaced with new policy compliant with PA 13-3 (Recodified and renamed to CABE Policy # 3516, Safe and Secure School Facilities, equipment, and Grounds)
Held over to next Policy Committee Meeting on June 20, 2016 due to lack of time
 - Policy #3563 Business – Pest Management/Pesticide Application, Modified/replaced by CABE to reflect recent legislation (Recodified to CABE #3524.1)
Held over to next Policy Committee Meeting on June 20, 2016 due to lack of time
 - Policy #4111 Personnel, Certified – Non-Discrimination/Affirmative Action: Equal Opportunity, Modified by CABE to include new statute language and legal references (Recodified to CABE #4111.1)
Moved to BOE Meeting for First Read on June 7, 2016 with recommended changes 2:0:0

- Policy #4124 Personnel, Certified/Non-Certified – Security Check/Fingerprinting, Modified by CABA to include new statute language and legal references (Recodified to CABA 4112.5/4212.5)
Moved to BOE Meeting for First Read on June 7, 2016 with recommended changes 2:0:0
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IV. Open Discussion/Public Comment - *None*

V. Adjournment – *Meeting adjourned at 5:46 p.m.*

Future Mtg. Dates and Times: *All meetings will be on Mondays, starting at 4:30 unless otherwise noted: **June 20**, August 29, September 12, September 26, October 10, November 7, December 5, 2016.*

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Business and Non-Instructional Operations

Non-Instructional Operations

Operations

SAFETY AND SECURITY

3560

The Board shall guard against accidents by taking necessary precautions to protect the safety of students, employees, visitors, and others present on district property or at school-sponsored events.

The Board shall comply with all safety requirements established by governmental authorities and insist that its staff adhere to recommended safety practices pertaining to the school plant, special areas of instruction, student transportation, and school sports.

The Director of Operations shall be responsible for originating and enforcing safety regulations and procedures in school facilities and on school grounds.

The Deputy Superintendent shall be responsible for the supervision of an Emergency Protocol Manual and shall direct all personnel to cooperate with state, local, and insurance officials in the completion of fire safety inspections.

District safety rules and regulations are developed for students, employees, visitors, and others present on district property or at school-sponsored events for their protection. These rules and regulations are to be considered directive in nature and applicable to all. The district will maintain an Emergency Protocol Manual consisting of administrative guidelines that have been developed to describe actions to be taken if an emergency presents itself in the community or in a particular school.

All accidents involving the staff and students occurring on school property shall be reported to the Director of Operations on the prescribed form, giving details of the accident. Reports of serious accidents shall be communicated to the Superintendent and the Board.

Legal Reference: Connecticut General Statutes
 10-203 Sanitation
 10-207 Duties of medical advisors
 10-231 Fire drills
 29-389 Stairways and fire escapes on certain buildings

Approved 8/27/04

A new and recommended policy to consider as the recommended replacement for existing policy #3560, adopted 8/27/04 which is not compliant with PA 13-3.

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds

Hold for next meeting for feedback from CABE
check references to 3560

Goal: It is the goal of the Board of Education (Board) to ensure that all facilities, grounds, equipment, and vehicles meet accepted injury and violence prevention standards for design, installation, use, and maintenance.

Safety and Hazard Assessments: *Do not change* ~~Schools~~ District shall develop and implement a written school security and safety plan to conduct regular safety and hazard assessments of all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students.

The school security and safety plan shall be an all-hazards approach to emergencies at schools and shall include, but not be limited to:

1. *lc* Involvement of local officials, including the First Selectman, ~~Mayor/Town Manager~~, Superintendent of Schools, law enforcement, fire, public health, emergency management and emergency medical services, in the plan's development.;
2. *lc* A command center organization structure based on the federal National Incident Management System and a description of the responsibilities of such command center organization.;
3. *lc* A requirement that a school security and safety committee be established of each school.;
4. *lc* Crisis management procedures.;
5. *lc* A requirement that local law enforcement and other local public safety officials evaluate, score and provide feedback on fire drills and crisis response drills.
6. *lc* A requirement that the ^{District on behalf of the} Board of Education submit annually reports to the Department of Emergency Services and Public Protection regarding fire drills and crisis response drills.;
7. *lc* Procedures for managing various types of emergencies.;
8. *lc* A requirement that the ^{District on behalf of the} Board of Education conduct a security and vulnerability assessment for each school in the district every two (2) years and develop a school security and safety plan for each school based upon the school security and safety plan standards developed by the Department of Emergency Services and Public Protection. (DESPP)

Business/Non-Instructional Operations**Safety****Safe and Secure School Facilities, Equipment, and Grounds (continued)**

9. A requirement that the Safe School Climate Committee of each school collect and evaluate information relating to instances of disturbing or threatening behavior that may not meet the statutory definition of bullying.
10. A requirement that each school provide an orientation pertaining to the security and safety plan to each employee and provide violence prevention training as prescribed in the school security and safety plan.

district The ~~Board~~ will annually submit ~~each school's~~ security and safety plan to the Department of Emergency Services and Public Protection. *the district to not change*

Remove

Note: *The development implementation of a school security and safety plan for each school, based upon the DESSP standards is required for the school year commencing July 1, 2014, and each school year thereafter.*

The plan shall include provisions for reporting hazards to appropriate staff, prompt repairs or upgrade of identified hazards and other shortcomings, and appropriate communication of repair/upgrade plans to staff, students and family members.

in, none did com. 7 come

Safety and hazard assessments shall be conducted *annually/other* for building facilities and grounds and *monthly/other* for classrooms, gymnasiums, playgrounds, sports-related equipment, laboratories, and industrial arts facilities. The *school/district* shall report annually on safety and hazard assessments to the Superintendent of Schools or his or her designee. Written inspection reports shall be kept on file for *10/other* years. *School/District* shall correct identified hazards before used by students, staff, or community members.

com. 7 come

Maintenance: *Schools/District* shall develop maintenance plans for all classrooms, buildings, school grounds, gymnasiums, playgrounds, sports-related equipment, and buses and other vehicles used to transport students. The plan shall include provisions for reporting maintenance needs to appropriate staff, schedules of maintenance activities, and communication of details to appropriate staff, students, and family members. Maintenance reports shall be kept on file for *10/other* years.

com. 7 come

Supervision of Students: All school-related activities shall be supervised by adults to enforce safety rules and prevent injuries. At least one adult trained in first aid, cardiopulmonary resuscitation, and infection control shall always be available when students are present on school grounds to respond to injuries and medical emergencies. All adults supervising playgrounds, athletic fields, gymnasiums, science classrooms, industrial arts classrooms and cafeterias shall have easy access to appropriate first aid supplies. Supervising adults shall be informed of any relevant medical guidance on file with the school concerning limits on the participation of individual students in physical activity. Such information will be treated with strict confidentiality.

Business/Non-Instructional Operations

Safety

Safe and Secure School Facilities, Equipment, and Grounds (continued)

Staff Training: All school personnel, including bus drivers and athletic program coaches, shall receive adequate preparation and participate in ongoing professional development activities relating to preventing and responding appropriately to unintentional injuries and acts of violence at school. The professional development program shall include at a minimum the following topics:

- emergency response procedures, including the use of fire extinguishers;
- proper use of protective gear by students and staff when appropriate;
- identifying students in need of medical attention and referring them for appropriate services;
- administering first aid and cardiopulmonary resuscitation;
- methods of responding to bullying, sexual harassment, and threats of violence;
- identifying students who have been victims of crime or violent behavior and referring them for appropriate services; and
- maintaining student confidentiality.

School Security and Safety Committee

District
~~Beginning with the school year commencing July 1, 2014, and each school year thereafter,~~ each District school shall have a school security and safety committee under the jurisdiction of the ~~Board~~. Such committee is responsible for assisting in the development of the school security and safety plan for the school and administering the plan.

Membership must consist of a local police officer, a local first responder, a teacher at the school, a school administrator, a mental health professional (guidance counselor, social worker, school psychologist, school nurse, or child mental health specialist), a parent/guardian of an enrolled student and any other person the ~~Board~~ finds necessary.

District

Parents/guardians on the committee shall not have access to information about disturbing or threatening student behavior reported to the committee, as such access may compromise student confidentiality.

included in 3534 - why report here
Policy Evaluation: The *Principal, school health coordinator/other* shall regularly monitor, evaluate, and submit an annual report to the *School Health Advisory Council/Board of Education/other* on the implementation of this policy and its effectiveness in reducing injuries at school. The report shall include recommendations for improvements to the policy and its implementation.

(cf. 3517 – Security of Buildings and Grounds)

(cf. 4148.1/4248.1 – An Act Concerning Gun Violence Prevention and Children's Safety)

Business/Non-Instructional Operations

Safety

Legal Reference: Connecticut General Statutes

10-203 Sanitation

10-207 Duties of medical advisers

10-231 Fire Drills

29-389 Stairways and fire escapes on certain buildings. *Repealed in 2002*

P.A. 13-3 An Act Concerning Gun Violence Prevention and Children's Safety

Policy adopted:

cps 2/13

cps 7/13

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

PEST MANAGEMENT / PESTICIDE APPLICATION

3563

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property, and the environment. Pests are living organisms such as plants, animals, or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property, or the environment. Further, the Board also believes that pesticides can pose hazards to people, property, and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff, and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- enhance the quality of life, and to provide a safe and healthy learning environment for students, staff, and others;
- reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- prevent loss or damage to school structures or property;
- prevent pests from spreading in the community or to plant and animal populations beyond the site.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property, and the environment. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, or biological means. Chemical controls shall be used as a last resort. This policy establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of the environmental effects, safety, effectiveness, and costs. The Manager of Facilities shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with hired contractors utilized by the district to control a pest problem.

*Ask Vm to highlight
changes + also send
copy of statute
Add to meeting
second review after
changes made
by CAFE*

Business and Non-Instructional Operations

Non-Instructional Operations

Operations

Safety and Security

PEST MANAGEMENT / PESTICIDE APPLICATION (continued)

3563

Whenever it is deemed necessary to use a chemical substance, the school district will provide notification to all parents or guardians and staff from the target site(s) who have registered for advance notification. Parents or guardians and staff requesting advance notification will be notified as soon as possible of such intended use by any method practicable. Notices shall also be posted in designated target areas within the school or on school grounds at least twenty-four (24) hours prior to the application except in emergency situations.

At the beginning of each school year and at the time a student is registered, parents or guardians shall be informed of the district's pest management policy.

Information regarding pesticides used and areas treated shall be maintained for a period of five (5) years at the school site and made available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their storage locations.

Pesticide applications shall be limited to non-school hours and when activities are not taking place in the area requiring treatment.

Legal Reference: Connecticut General Statutes
 22a-46 Short title: Connecticut Pesticide Control Act
 22a-54 Pesticide applicators, certification, classification, notice, fees,
 reciprocity; financial responsibility; aircraft, tree, public employee
 applicators
 22a-58 Records to be kept by distributors and applicators
 23-61b Licensing for arboriculture; examination; fees; renewal;
 suspension, revocation. Nonresidents. Records. Pesticides
 PA 99-165 An Act Concerning Notice of Pesticide Application in
 Schools and Day Care Centers
 Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 US Code
 136 et seq.

Approved 8/27/04
Approved 11/27/07

The recommended replacement for existing policy #3563 adopted 11/27/07 which is no longer compliant with recent legislation. This policy is the updated version of the District's existing #3563.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property and the environment. Pests are living organisms such as plants, animals or microorganisms that interfere with human uses for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. Further, the Board also believes that pesticides can also pose hazards to people, property and the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds.

The goal of this pest management program is to manage pests in order to:

- le • Reduce any potential human health hazard and/or to protect against a significant threat to public safety;
- le • Prevent loss or damage to school structures or property;
- le • Prevent pests from spreading in the community or to plant and animal populations beyond the site;
- le • Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others.

The school district shall incorporate Integrated Pest Management procedures (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. In addition, staff, students and the public shall be educated, at least annually, about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. Integrated Pest Management (IPM) is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Chemical controls shall be used as a last resort. The Board establishes that the school district shall use pesticides only after consideration of the full range of alternatives, including no action, based upon an analysis of environmental effects, safety, effectiveness and costs. The Superintendent or his/her designee shall be responsible to implement Integrated Pest Management (IPM) procedures and to coordinate communications with members of the staff who are responsible for pest control, such as maintenance personnel and custodians, and hired contractors when utilized by the district to control a pest problem. The Maintenance Supervisor/Head Custodian shall be designated as the IPM supervisor and shall direct and supervise all IPM procedures to be carried out by assigned maintenance and/or custodial staff.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

All district employees who use chemicals to control a pest problem must be trained and shall follow all precautions and application regulations. The District will only employ certified pesticide applicators for any necessary and non-emergency pesticide use in school building or on school grounds. Contractors hired to do this work shall give evidence of appropriate training and certification in the proper use of pesticides. Pest control contractors shall be utilized, when deemed necessary, to inspect for conditions conducive to pest problems and to develop appropriate prevention measures. Pest control contractors will be expected to write recommendations for structural improvements or repairs and housekeeping and sanitation measures required to reduce or prevent recurrence of pest problems.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used.

Whenever it is deemed necessary to use a chemical substance that school must provide notification to all parents/^{guardians} and staff who have registered for advanced notification in conformity with state statutes. The District, prior to any application of pesticide within any building or on school grounds shall provide such notice by electronic mail no later than twenty-four hours prior to the pesticide application. Notices shall also be posted in designated areas at school at least *(suggested)* forty-eight (48) hours prior to the application.

At the beginning of each school year and at the time a student is registered, parents/guardians shall be informed of the District's pest management policy. Those parents/guardians and staff who register a request shall be notified prior to every pesticide application. Parents/guardians who have registered for prior notice shall receive a transmittal of notice by electronic mail no later than twenty-four hours prior to such application. Notice shall be given by any means practicable to school staff who have registered for such notice.

The notice shall include:

- The name of the active ingredient of the pesticide being applied;
- The target pest;
- The location of the application on school property;
- The date of the application;
- The name of the school administrator or designee who may be contacted for further information.

On or after October 1, 2015, ^{must} the Board of Education is ~~required to~~ post notice of pesticide application not less than twenty-four hours prior to the application on or through the (1) home page of the school's website where the application will occur, or in the absence of a school's website, on the District's website; and (2) the primary social media account of the school or Board of Education.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application (continued)

The District's website must indicate how parents/guardians may register for prior notice of pesticide application.

Not later than March 15 of each year, a notice of applications made since January first of such year, and a listing of such notices for applications made during the period March 15th through December 31st time frame from the preceding calendar year shall be sent through the District's electronic mail notification or alert system. This notification is for those parents/guardians who previously registered for prior notification of pesticide applications.

*to email Guide
to tips on the
District website.*
The District ^{will provide} ~~is also required to print~~ the above required electronic mail notification in the applicable parent handbook. (The law, C.G.S. 10-231c, ~~as amended does not require the reprinting of the handbook to provide the notification or the development or use of a website, social media account or electronic mail notification or alert system not already in use or existence prior to October 1, 2015.~~)

Information regarding pesticides used and areas treated shall be maintained for a period of five years at the school site and available to the public and staff upon request. The district shall establish and maintain accurate records of all chemical use and their location. In addition, records of all pest control actions including information on indicators of pest activity that can verify the need for action.

Pesticide applications shall be limited to non-school hours and when activities are not taking place.

The application of lawn care pesticides on the grounds of any schools with students in grade eight or lower, except on an emergency basis, must be according to an integrated pest management plan (IPM). An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools, subject to applicable Connecticut statutory and regulatory provisions.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools: Authorized applicators.
Exception. (as amended by P.A. 09-56)

10-231c Pesticide applications at schools without an integrated pest
management plan. (as amended by June 2015 Special Session PA 15-5)

22a-46 Short title: Connecticut Pesticide Control Act.

Business/Non-Instructional Operations

Hazardous Material in Schools

Pest Management /Pesticide Application

Legal Reference: Connecticut General Statutes (continued)

22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.

22a-58 Records to be kept by distributors and applicators.

23-61b Licensing for arboriculture; examination; fees; renewal; suspension, revocation. Nonresidents. Records. Pesticides.

P.A. 09-56 An Act Concerning Pesticide Applications At Child Day Care Centers and Schools.

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) 7 U.S. Code 136 et seq

Policy adopted:

7/05

7/07

7/09

7/15