

**EAST WINDSOR BOARD OF EDUCATION  
EAST WINDSOR, CONNECTICUT  
Meeting of Wednesday, May 8, 2024  
7:00 p.m. - Room A5, Broad Brook Elementary School  
14 Rye Street, Broad Brook, CT**

**AGENDA**

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**I. CALL THE MEETING TO ORDER**

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**II. PLEDGE OF ALLEGIANCE**

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**III. ATTENDANCE**

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**IV. ADDED AGENDA ITEMS**

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**V. MINUTES**

April 24, 2024 - Regular Meeting Minutes

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**VI. PUBLIC PARTICIPATION**

- 1) Speakers should preface remarks by stating their name and address.
  - 2) Please limit your comments to three minutes.
  - 3) This section of the meeting shall last no longer than 20 minutes.
  - 4) Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)
  - 5) Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.
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**VII. STUDENT REPRESENTATIVE REPORT**

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**VIII. CURRICULUM REPORT**

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**IX. NEW BUSINESS: VOTE**

- 1) Healthy Food Certification Participation
  - 2) Policy #3542.43 - Food Service
    - Waive 1st reading
    - Update Policy #3542.43
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**X. OLD BUSINESS: DISCUSSION**

High school track

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**XI. LIAISON'S REPORT**

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**XII. PUBLIC PARTICIPATION**

- 1) Speakers should preface remarks by stating their name and address.
  - 2) Please limit your comments to three minutes.
  - 3) This section of the meeting shall last no longer than 20 minutes.
  - 4) Any comments should be made in an appropriate manner. Inappropriate comments may result in the speaker being asked to leave. No speaker making an oral presentation shall include charges or complaints of a personal nature against any individual. All such charges or complaints concerning individual employees of the Board of Education should be sent to the immediate superior of the person to whom the complaint relates. All such charges or complaints concerning a Board of Education member or Superintendent of Schools should be sent to the Chairperson of the Board and to such other Board members deemed appropriate. (ref.BP 9325)
  - 5) Questions which can be answered during the meeting may be answered at the option of the Superintendent and Chairman of the Board of Education. Other inquiries which may require analysis/investigation will be answered at the next scheduled Board meeting.
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**XIII. MISCELLANEOUS**

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**XIV. CORRESPONDENCE**

- 1) Educators Rising Grant
  - 2) Leadership Discussion of CSG Facilities Study
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**XV. EXECUTIVE SESSION**

Pending litigation

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**XVI. ADJOURNMENT**

**EAST WINDSOR BOARD OF EDUCATION  
EAST WINDSOR, CONNECTICUT  
REGULAR MEETING MINUTES  
Wednesday, April 24, 2024  
7:00 p.m. - Room A5, Broad Brook Elementary School  
14 Rye Street, Broad Brook, CT**

**I. CALL THE MEETING TO ORDER**

Chair K. Carey-Trull called the meeting to order at 7:02 p.m.

**II. PLEDGE OF ALLEGIANCE**

Chair K. Carey-Trull led the Board in the Pledge of Allegiance.

**III. ATTENDANCE**

In attendance: Chair K. Carey-Trull, Secretary F. Neill, C. Sevarino, D. Menard, N. Farmer, E. LeBorious, G. Resto, Dr. P. Tudryn

Also in attendance: D. Rouillard, R. Galloway, T. Rodriguez, A. Anderson, B. Kaminski, T. Field, L. Daitch, L. Foxx, M. Ryan, Student Representative V. Hernandez

Absent: Vice Chair H. Spencer, K. Betancourt

**IV. ADDED AGENDA ITEMS**

None

**V. COMMENDATIONS**

Crystal Apple Award Recipients - 3rd Quarter: The 3rd quarter award recipients were introduced to the Board by their respective building administrators:

Linda Parsons - Broad Brook Elementary School

Nam Hong - East Windsor Middle School

Sharon Whalen - East Windsor High School

Dr. P. Tudryn thanked Horace Mann and D. Mosher for his continued support of East Windsor Schools and the Crystal Apple award.

**VI. MINUTES**

April 10, 2024 - Regular Meeting Minutes – On a motion by C. Sevarino, second by F. Neill, to approve the Board minutes. K. Carey-Trull requested a correction be made to a spelling error on page 2. PASSED with a unanimous vote.

**VII. PUBLIC PARTICIPATION**

None

**VIII. STUDENT REPRESENTATIVE REPORT**

V. Hernandez presented the news and events at all three schools.

**IX. UPCOMING MEETINGS/EVENTS**

- 1) May 1, 2024 - BOE Athletic Council Subcommittee Meeting at 9 AM
- 2) May 1, 2024 - BOE Facilities Subcommittee Meeting at 5:30 PM
- 3) May 1, 2024 - BOE Pension Subcommittee Meeting at 5:30 PM
- 4) May 8, 2024 - BOE Board of Finance Subcommittee Meeting at 6 PM
- 5) May 8, 2024 - BOE Regular Meeting at 7 PM
- 6) May 14, 2024 - Town of East Windsor Board of Finance Budget Referendum voting
- 7) May 15, 2024 - BOE Board Policy Review Subcommittee Meeting at 5:30 PM
- 8) May 15, 2024 - Town of East Windsor Board of Finance Meeting at 7 PM
- 9) May 16, 2024 - East Windsor High School Spring Concert at 6:30 PM
- 10) May 22, 2024 - BOE Curriculum Council Subcommittee Meeting at 6 PM
- 11) May 22, 2024 - BOE Regular Meeting at 7 PM

**X. PERSONNEL REPORT**

A copy of the personnel report was provided to the Board.

**XI. FINANCIAL REPORT**

R. Galloway presented the financial report. He spoke to the projections on the financial report. Dr. P. Tudryn further clarified various aspects of the report relative to funding. A copy of the financial report was provided to the Board.

**XII. NEW BUSINESS: VOTE**

- 1) A. On a motion by D. Menard, second by E. LeBorious, the Board voted to approve transfer #7 to move \$90,000 from the long term substitute line to the medical line. PASSED with a unanimous vote.  
B. On a motion by C. Sevarino, second by F. Neill, the Board voted to approve transfer #8 to move \$20,000 from the Special Ed line to the medical line. Passed with a unanimous vote.
- 2) On a motion by F. Neill, second by N. Farmer, the Board voted to approve the Resolution for Schools and Libraries Universal Services (E-Rate) for 2024-25. This resolution authorizes filing of the Form 471 applications for funding year 2024-25 and the payment of the applicant's share upon approval of funding and receipt of services. PASSED with a unanimous vote.

**XIII. OLD BUSINESS: DISCUSSION**

Dr. P. Tudryn updated the Board on the high school track. He informed the Board that most area schools have six lane tracks, which is what the current EWHS track is, and advised the Board that price quotes were being collected.

**XIV. LIAISON'S REPORT**

C. Sevarino advised the Board that the Board of Selectmen discussed the upcoming referendum and informed the Board of the ground breaking ceremony for the community center which will take place on June 6, 2024 at 1 PM.

**XV. PUBLIC PARTICIPATION**

None

**XVI. MISCELLANEOUS**

Dr. P. Tudryn updated the Board on the situation that was noticed over April vacation with the Broad Brook Elementary School art room and informed them of the safety procedures that were followed, precautionary measures that were taken, and test results.

Dr. P. Tudryn also commended Sharon Whalen, Crystal Apple recipient, for her phenomenal work in the schools.

N. Farmer applauded the transition students on their hard work with the microtransit system and expressed interest in meeting with the students to commend them on their efforts.

**XVII. CORRESPONDENCE**

- 1) Enrollment report
- 2) PEGPETIA Grant award
- 3) Demographics study meeting review
- 4) Erin Barraza 2024 CASPA Human Resources Specialist/Support Staff of the Year

**XIII. EXECUTIVE SESSION**

On a motion by F. Neill, 2nd by E. LeBorious, the Board entered into executive session to discuss the appointment, employment, performance, evaluation, dismissal or the health of a public officer or employee, provided such individual may require that the discussion be held at an open meeting (Superintendent's Evaluation) and pending litigation at 8:03 PM. The Board came out of executive session at 8:34 PM.

**XIX. ADJOURNMENT**

On a motion by C. Sevarino, 2nd by D. Menard, the Board adjourned the meeting at 8:35 PM. The vote PASSED unanimously.

Respectfully submitted,  
Jessica Ripley  
Board Recording Secretary

## **The Student Representative Report BOE Meeting 05.08.24**

### **Broad Brook School Report**

The BBS spring learning bingo challenge over April vacation was a huge success. 54% of students participated. This was more than any other vacation challenge. One participant from each grade level won a Barnes and Noble gift card and the grade level class with the highest percentage of participation won a class prize.

The STEM classes are hatching chicken eggs. Students have been observing the eggs and learning more about chickens and how they develop and grow. All of the baby chicks will go to good homes.

In May, Broad Brook students will be participating in ACES day. ACES stands for All Children Exercise Simultaneously. This is an annual event for BBES. Ms. Daniele taught all students a hula hoop exercise routine to John Fogery's song Centerfield. The goal is to reinforce perseverance and a positive attitude so they can say, "Put me in coach, I'm ready to play" when they are presented with a new challenge. Staff and students will meet on the hardtop to dance and exercise together.

Another BBES tradition is Author's day. On May 14, Grades K-4 parents are invited to visit their child's classroom for Author's Day. Students will share their written work with their families. PreK will have their Author's day on May 21.

Also on May 14th the fourth grade band will perform a spring concert at the East Windsor Middle School. They have been working hard and ready to show how much they have learned.

### **Middle School Report**

The second school dance at EWMS took place on April 26th, drawing a good crowd, and the students thoroughly enjoyed themselves.

During a field trip, the 6th graders visited the Vintage Radio and Communications Museum.

The 5th Grade held its annual Amazing Race. 5th graders engaged in friendly competition in math teams against each other, finding it immensely enjoyable.

For the 7th graders, their 3rd quarter awards ceremony was held last week, with a strong turnout from both students and families.

8th Graders took the PSAT on April 24th. It was very successful thanks in part to the help of Mrs. Whalen and Mrs. Walker from the high school.

On May 14th, EWMS invites all to attend the Spring concert for 5th and 6th graders at 6:30 PM.

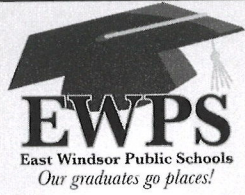
Students are working on completing their SBA and NGSS testing this week.

### **High School Report**

Prom was held on April 26, 2024. All the students had a great time at Villa Louisa.

The AP/ECE recruitment breakfast was held on Tuesday, April 30th. Students who show potential to take an AP or ECE class were invited, along with their parents, to learn about the upcoming school year and along with summer expectations. Students were able to meet with their future teachers and parents were able to learn about the benefits of taking an AP or ECE class in high school.

The EWHS LEO Club is a student group which requires a commitment to service through LEADERSHIP, EXPERIENCE, and OPPORTUNITY. The students in our club take responsibility for planning our events each year to increase experiences and opportunities in a variety of areas within our community. Several of our students take more of a leadership role in planning these activities. This year the group elected to stay after school on Earth Day to clean up the courtyard and plant flowers as a beautification project for our school. In addition, our students planted flowers in the flower planters by the track. Thank you to Cassandra Charlton, Alyssa Clancy, Allyson Crockett, Sydnie Donahue, Elena Ferreira, Austin Jamrog, Tatyanna Nogueurra, Aislinn Recinos, Mikilana Vong, Russell Williams, Ryleigh Wollenberg, and Cearra Wormstedt for donating your time to make our courtyard a prettier, more welcoming place for our staff and students!



Sphero Indi - Screenless Coding  
BOE  
May 8, 2024

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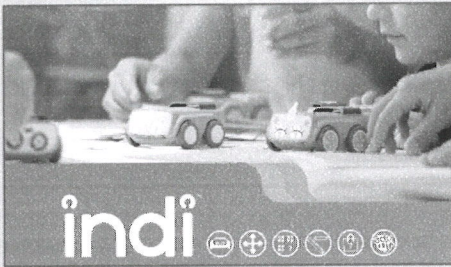
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Sphero Indi - Screenless Coding



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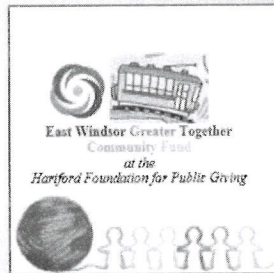
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**Grant Information**

- East Windsor Greater Together Community Fund of the Hartford Foundation of Public Giving
- August/September 2023: Grant application submitted
- Grant reviewed and approved in November 2023
- Received 16 Sphero Indi coding cars.



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**Portrait of the Graduate**  
East Windsor Public Schools

**Informed Life-Long Learners**  
Curious  
Inquisitive  
Problematist  
Open-Minded  
Critical Thinker

**Self-Aware Individuals**  
Healthy Skepticism  
Self-Start  
Resilient  
Socially Emotionally Aware

**Responsible Citizens**  
Clear Communicator  
Team Collaborator  
Ethically & Globally Aware

East Windsor Graduates are Informed Life Long Learners, Responsible Citizens & Self-Aware Individuals

**21st Century Learners**

Coding equips students with **problem-solving skills**, **logical thinking**, and **creativity** essential for future careers. In a tech-driven world, proficiency in coding opens doors to diverse fields like software development, data analysis, and robotics. It cultivates **adaptability** and **resilience** crucial for navigating evolving industries. Moreover, understanding coding fosters digital literacy, empowering students to engage meaningfully with technology and innovate solutions to global challenges. By mastering coding, students become architects of tomorrow's advancements, driving innovation and shaping the future workforce.

**EWPS**

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**Get to know indi**

**The robot for early learners that is driven by color**

Speed into STEAM with indi—the most approachable entry-level learning robot for ages 4+. indi inspires imaginative, play-based learning by empowering kids to design and build their own mazes while creating opportunities for students to learn the basics of coding, solve problems, and nurture computational thinking skills.

**Screenless Coding**

With indi's onboard color sensor, young learners can communicate instructions to indi by placing color tiles on the floor that tell it what to do and where to go (and how fast!).

**EWPS**

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sphero

**indi**

**indi Supports Learning Outcomes:  
Literacy and Math Development**

**EWPS**

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**indi Supporting Literacy Development**  
indi incorporates problem solving and computational thinking to support early learning in literacy and language development.



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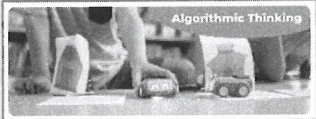
**Decomposition**



**Abstraction**



**Algorithmic Thinking**



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**indi Supporting Math Development**  
indi supports the development of big ideas in early mathematics.



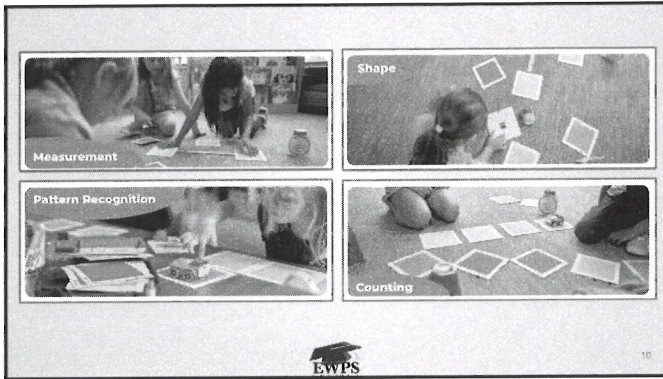
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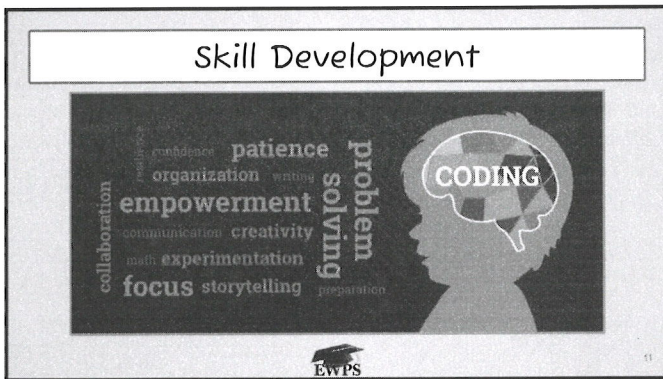
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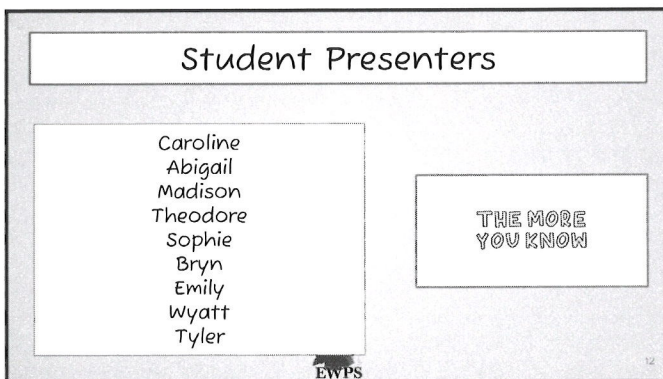
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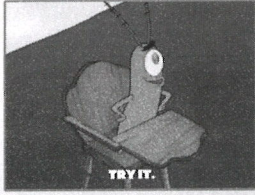
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## BOE Exploration

First and second grade students will get the coding robots ready for the BOE members.

BOE members will have about 5 minutes to explore the coding robots.

First and second grade students will demonstrate the coding robots.



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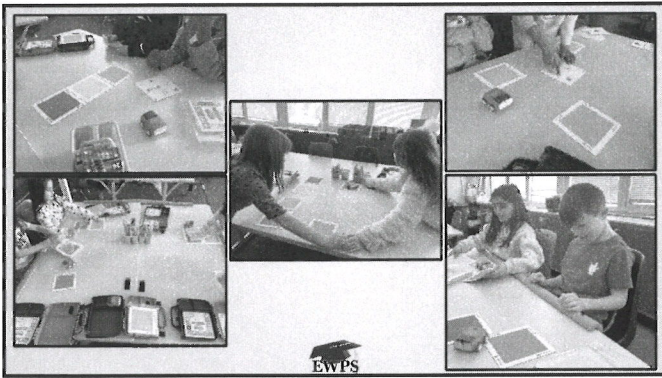
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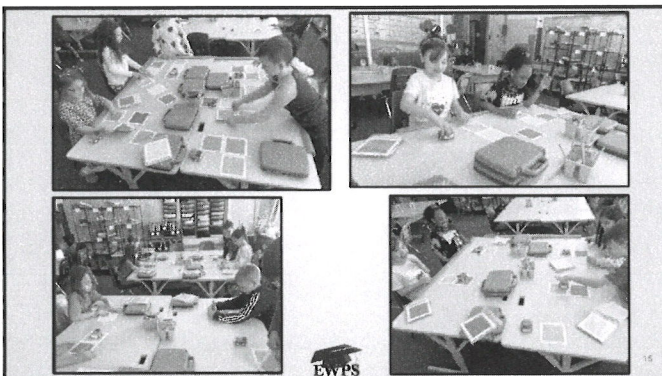
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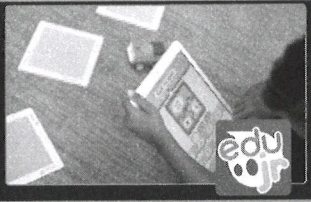
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## Extensions

### Connected coding

Once kids have mastered addition or subtraction, they can learn basic multiplication concepts in the same way. They can try multiplying two numbers to get a product and adding one more to the product to get a sum.



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Thank  
you



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

### **Food Service**

#### **Charging Policy**

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced price meals to eligible elementary and secondary students enrolled in the district's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the district's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

***Note:** At the discretion of the school food authority, schools participating in the National School Lunch Program and School Breakfast Program may offer meals at no cost to children who would otherwise qualify for reduced price benefits. This is a strategy to consider to prevent children eligible for reduced price meals from accruing unpaid meal charges.*

Although not required by law, because of the district's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). A staff member may charge up to one lunch as long as they establish and maintain a good credit history of making payments on their food service account.

Charging is not encouraged by the district but on those occasions that a student's balance has reached the defined charged threshold, then the student will be offered an alternate meal. Examples of alternate meals include, but are not limited to, the following:

- A peanut butter and jelly sandwich and milk;
- A tuna salad sandwich and milk;
- Cereal and milk.

The cost of providing this alternate meal cannot be incurred by the school food service account and the charge for this alternate meal will be \$3.00.

In order to sustain the district's food services program, the district cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or his/her designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Manager/Director and/or the applicable school principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

The district uses [PayForIt.net](#), an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account.

### **Definitions**

**"Alternate Meals"** are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day's advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.

**"Delinquent Debt"** are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

**"Bad Debt"** are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using nonfederal funds.

### **Elementary Students**

1. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$15.00. When the charge limit is reached, an alternate meal will be provided consisting of one or more of the alternate meal examples mentioned above until the charges are paid in full. This meal will be charged to the student's meal account. Negative balance status can be avoided by making a payment in the form of cash, check, or by credit card to the [PayForIt.net](#) website.
2. The district strongly discourages meal charges, but understands that an occasional emergency makes it necessary at the elementary level. The district/school policy is as follows:
  - a. All charges must be paid in 10 days.
  - b. Students may not charge more than 5 reimbursable meals.
  - c. After the fifth meal, the school will provide an alternate meal consisting of one or more of the choices listed above.
  - d. Parents will be notified and asked for prompt payment after 3 charges.

### **Secondary Students**

1. Students shall be allowed to charge up to three meals. The student will be given the same reimbursable meal that other children are provided. Parents of students who charge shall be notified by phone, after their child has received the meal. After charging four meals, the parents shall receive written notification that the child will then be given an alternate meal consisting of one or more of the alternate choices listed above. If a pattern of charging continues, attempts will be made to discuss the issue with the parents/guardians and encourage them to complete a free and reduced meal application.

### **Delinquent Debt and Bad Debt**

The district's efforts to recover from households' money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.

### **Dissemination of Policy**

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the district's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The district's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(cf. 3542 - Food Service)

(cf. 3542.31 - Free or Reduced Price Lunch Program)

Legal Reference: Connecticut General Statutes

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

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

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

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

**Policy adopted: August 22, 2018**

EAST WINDSOR PUBLIC SCHOOLS

East Windsor, Connecticut

3542.43

**Business/Non-Instructional Operations**

**Food Service**

**Charging Policy**

**Purpose for Administrative Regulation**

**Procedures for Student Lunch/Meal Accounts**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges.

The district will adhere to the following meal charge procedures:



1. All cafeteria purchases are to be prepaid before meal service begins, parents /guardians may make an on-line deposit through the PayForIt.net website, they may send cash or checks with the student to give to cashier.
2. A student may charge up to 5 meals at the elementary and three at the middle and high school as long as they establish and maintain a good credit history of making payments on their food service accounts.
3. A staff member may charge up to one lunch as long as they establish and maintain a good credit history of making payments on their food service accounts.
4. A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or snacks.
5. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
6. Schools will provide an alternative meal of a sandwich, fruit, and milk to any student who does not provide the required payment for a meal.
7. The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
8. If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
9. An e-mail will be sent once a week when an account has an outstanding negative balance in the students' lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$25.00 and above.
10. All accounts must be settled at the closing of the school year. Letters will be sent home approximately 15 days before the closing of the school year to students who have any negative balances. Negative balances of more than \$50.00 not paid in full in five days prior to the closing of the school year may force the district to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the district.
11. Students who graduate or withdraw from the district and have \$ 9.00 or more left in their lunch/meal food service account will be notified by mail by food services at the closing of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within five days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Board of Education general fund.

**Regulation approved: August 22, 2018**

EAST WINDSOR PUBLIC SCHOOLS

East Windsor, Connecticut

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

### **Food Service**

#### **Charging Policy**

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors).

The district uses an automated prepayment system which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. One breakfast and one lunch is offered to all students at no cost as part of the CEP mechanism in East Windsor Public Schools. Second meals and ala carte items may only be purchased with cash or money on the student's account.

#### **Definitions**

**"Delinquent Debt"** are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

**"Bad Debt"** are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using nonfederal funds.

#### **Delinquent Debt and Bad Debt**

The district's efforts to recover from households' money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the nonprofit school food service account **but must be restored using non-federal funds.**

### **Dissemination of Policy**

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the district's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The district's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(cf. 3542 - Food Service)

(cf. 3542.31 - Free or Reduced Price Lunch Program)

Legal Reference: Connecticut General Statutes

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

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

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

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

**Policy adopted: August 22, 2018**

EAST WINDSOR PUBLIC SCHOOLS

East Windsor, Connecticut



AN **AstroTurf Corporation** GLOBAL BRAND

**Date:** April 16, 2024  
**Project:** East Windsor High School  
**Location:** 76 S Main St, East Windsor, CT 06088  
**Scope:** Track Surfacing  
**Track Area:** \*See inclusions

Rekortan appreciates the opportunity to provide you with a **budgetary** proposal for **Rekortan® Track Surfacing** (manufactured by **Advanced Polymer Technologies**) to be installed at **East Windsor High School**.

Base Bid Track Surfacing

**Rekortan BS (Black) = \$398,000.00**

- Installation of approximately **4,353 SY** of the selected **Rekortan®** track system by experienced crews.

Alternate Track Surfacing

**Rekortan BS (Black) = \$467,000.00**

- Installation of approximately **5,489 SY** of the selected **Rekortan®** track system by experienced crews.

**INCLUSIONS**

- **Pricing based on using Sourcewell Cooperative Purchasing Contract #031622-AST**
- Thoroughly remove and dispose of existing track surface in accordance with local non-hazardous waste disposal.
- Excavate, remove and dispose of up to 6" of existing asphalt pavement.
- Install compacted stone base, fine grade and proof roll.
- Install 19mm asphalt binder course at 2.5" depth.
- Install 9.5mm asphalt binder course at 1.5" depth.
- Standard 5-year **APT** warranty
- Track striping per NFHS standards
- Prevailing Wages as appropriate in the State of Connecticut
- Cleanup and disposal of our debris into dumpsters
- All work must be fully accessible at one mobilization, if not additional mobilization charges may apply

**EXCLUSIONS**

- **Any bonds or bond costs. Bonds available at 1.5%**
- **Sales tax. An acceptable tax-exempt certificate must be provided prior to the commencement of the work.**
- Additional track color options or graphics of any kind not stated in scope
- Athletic equipment applications of any kind
- Any site work applications not stated in scope
- All work will be suspended due to rain, temperatures not meeting manufacturer specifications, and/or high winds
- Any surfacing other than what is specified in scope of work
- Any survey, layout, certification, testing, geotechnical reports, or inspection costs, other than what is stated in scope of work.
- Design, Engineering or Construction Drawings
- Construction entrance and or maintenance
- Union Wages or Labor
- Fees and/or permits of any kind
- Locating, relocation, removal, and/or repair of any existing utilities

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800-723-8873 HELP@ASTROTURF.COM



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- Any nontypical insurance requirements; if required additional charges may incur (i.e. railroad, pollution, cyber, builders risk)
- Liquidated damages and/or actual damages due to scheduling or time constraints
- Anything not specifically included in stated scope of work
- Fuel and Freight cost will be re-calculated at time of order shipment due to rising transportation cost, fuel and freight cost are subject to change orders without notice.

*\*\*If track surfacing is to be installed over concrete, concrete surfaces are not to receive cure and seal products and should have a light broom finish. Concrete shall have a maximum 4.9% moisture content and allowed to cure for a minimum of 28 days prior to the installation of the track surface. Concrete will require shot blasting and the installation of a vapor emissions coating which is included in this proposal.*

*\*\*This non-binding proposal has been prepared to assist you in your budgetary planning and is based on preliminary information provided to **Rekortan** by you. This proposal is not a binding bid or estimate. **Rekortan** reserves the right, to revise the pricing contained in this proposal prior to issuing a final, binding contract in the event the scope of the subject project changes prior to execution of the binding contract. Furthermore, this non-binding proposal contains the confidential and proprietary work product of **Rekortan**, and it should not be shared by you with any third parties other than representatives or advisors retained by you to assist you in planning with respect to the subject project.*

*\*\*Rekortan is only bound to the price, scope, schedule, and conditions of this proposal. Rekortan reserves the right, to revise this proposal prior to issuing a final, binding contract in the event the scope of the subject project changes and/or market conditions affect material or freight cost. Rekortan expressly excludes any liquidated or actual damages or material price increases caused by industry-wide shortages in materials or labor. Furthermore, this proposal contains confidential and proprietary information of **Rekortan**, and it should not be shared by you with any 3<sup>rd</sup> parties other than representatives or advisors retained by you. This proposal is valid for a period of 30 days, at which point in time material and freight costs may be re-calculated and are subject to change. Thank you for the opportunity to provide this proposal. We look forward to working with you!*

*\*\*Deposit and Payment terms based on creditworthiness of the customer. Payments via credit card will incur a 3% fee.*

**Submitted By:**

**Mason Watkins**

**Northeast Regional Sales Manager**

(315) 920-0736

[mason.watkins@rekortan.com](mailto:mason.watkins@rekortan.com)

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## Educators Rising Program Notice of Grant Approval

Thank you for your application to the Connecticut State Department of Education for the Educators Rising Mini-Grant Program for the 2024-2025 school to encourage middle and high school students to pursue careers in education.

Congratulations! We are pleased to notify you that your district grant application has been approved for a total of \$15,000; \$10,000 for a new program at East Windsor Middle School and \$5,000 for an expansion program at East Windsor High School.

Additional information will be forthcoming for your providing an overview of the Connecticut Educators Rising Program, including program expectations, professional development conferences, and a schedule of dates for state and national competitions for students. You will also receive a welcome letter from our partners at PDK International/Educators Rising about other resources and opportunities for professional development for teacher leaders to support your district in having a successful program for students.

Grant funds will be loaded shortly into the eGMS system for districts to access.

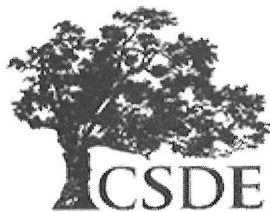
Once again, we are excited to have you join the Educators Rising community and we look forward to working with you to create a pathway to increase teacher diversity and teacher quality in Connecticut.

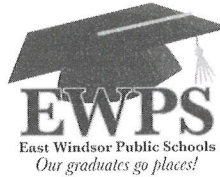
Please feel free to contact us if you have any questions.

Sincerely,

Dr. Shuana Tucker, Chief Talent Officer  
Mary Glassman, Education Diversity Coordinator

Mary A. Glassman  
Education Diversity Coordinator  
Connecticut State Department of Education – Talent Office  
(860) 713-6755  
[Mary.a.glassman@ct.gov](mailto:Mary.a.glassman@ct.gov)





To: Patrick Tudryn, Superintendent  
From: Justin Martin, Director of Operations and Communications  
RE: Leadership Discussion of CSG Facilities Study  
Date: May 2, 2024

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At the April 11th monthly meeting of the East Windsor Public Schools administrative leadership team, a group discussion facilitated by the Director of Operations and Communications established that there is interest and support from a professional educational leadership perspective in the renovation options A, B, and D as outlined in CSG's School Facilities Study.

More importantly, from the leadership team's working knowledge of the East Windsor community, each of these options are the more realistic ones and would meet the needs of the school population.

These recommendations, from CSG's report, are as follows:

- A. Renovate as New - Right Size Buildings
- B. Renovate as New - Combine EWMS & EWHS into EWHS\* / Move Grade 5 to BBES
- D. Renovate as New - Combine EWMS & EWHS into EWMS\* / Move Grade 5 to BBES

\*Options B & D would have educational and extracurricular benefits of proximity. Benefits could include shared athletic space. Another benefit would be the potential for high achieving middle grades students to take "upper level" courses at the high school. Also, a shared campus would increase opportunity for teachers to work more closely with colleagues in other grade levels.

- There is consensus that the 5th grade remain at the middle school and not be moved back to the elementary school under any of these scenarios.
- Regardless of which site option is chosen (building a high school at the current middle school site or a middle school at the current high school site) a majority of the leadership team feels there needs to be separate buildings for the middle and high school students.
- It was also stressed that adequate space be included in building size for today's educational needs. The team felt further space needs study is warranted.
- Consideration should be made regarding space for the FRC at the elementary school.
- The consensus from the leadership team is to stress that the "band aid option" known as Option F is not viable. There is also the recognition that Option A (three brand new schools) is highly unlikely given our community's budgetary limitations.