

**ENFIELD BOARD OF EDUCATION  
ENFIELD, CONNECTICUT**

**Time-Place:**        **Alcorn Professional Development Conference Room**  
                              **1010 Enfield Street**  
                              **Enfield, CT**  
                              **7:00 PM Regular Meeting**

**Date: 11/13/18**

- 1.      Call to Order – 7:00 PM**
- 2.      Invocation or Moment of Silence – Chris Rutledge**
- 3.      Pledge of Allegiance – Chris Rutledge**
- 4.      Fire Evacuation Announcement**
- 5.      Roll Call**
- 6.      Board Guest(s)**
- 7.      Superintendent's Report**
  - a.   Student Representatives**
  - b.   EHS National Honor Society Induction Ceremony**
  - c.   Early Dismissals, Conferences & Thanksgiving Break**
- 8.      Audiences**
- 9.      Board Members' Comments**
- 10.     Unfinished Business**
- 11.     New Business**
  - a.   Approve (ED-099) Agreement for Child Nutrition Programs**
- 12.     Board Committee Reports**

<b>a.   Curriculum Committee</b>	<b>d.   Leadership Committee</b>
<b>b.   Finance, Budget Committee</b>	<b>e.   Joint Facilities Committee</b>
<b>c.   Policy Committee</b>	<b>f.   Any Other Committees</b>
- 13.     Approval of Minutes:**
  - Regular BOE Meeting Minutes – October 23, 2018**
- 14.     Approval of Accounts and Payroll**
- 15.     Correspondence and Communications**
- 16.     Executive Session**
  - Matter(s) Related to Personnel**
- 17.     Adjournment**



**Date:** November 13, 2018  
**To:** Enfield Board of Education  
**From:** Mr. Christopher J. Drezek  
**Re:** Superintendent's Report

- a. **Student Representatives:** Enclosed in your packet, you will find a report with some of the events/happenings at Enfield High School. Each Student Representative may have some additional information or comments to share with the Board.
- b. **EHS National Honor Society Induction Ceremony:** Enfield High School will hold their 2018-19 National Honor Society Induction Ceremony on November 20<sup>th</sup> in the EHS Auditorium at 7:00 PM. Enclosed in your packet is an invitation with additional information.
- c. **Early Dismissals, Conferences & Thanksgiving Break:** All K-12 students will be dismissed early with lunch on November 13<sup>th</sup>, 15<sup>th</sup> and November 21<sup>st</sup>. Elementary conferences will be held on November 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup>. Middle school conferences will be held on November 19<sup>th</sup> and 26<sup>th</sup>. All Enfield schools and offices will be closed on November 22<sup>nd</sup> & 23<sup>rd</sup> for our Thanksgiving break.



**Date:** November 13, 2018  
**To:** Enfield Board of Education  
**From:** Mr. Christopher J. Drezek  
**Re:** Approve (ED-099) Agreement for Child Nutrition Programs

All school food authorities (SFA) that wish to continue their sponsorship of USDA Child Nutrition Programs (CNP) need to enter into a new permanent agreement with the Connecticut State Department of Education (CSDE). Enclosed in your packet is additional information regarding the Permanent Single Agreement (ED-099).

In the past, we have entered into this agreement annually and it only required the superintendent's signature. The new permanent agreement, which needs Board approval and three signatures, is more robust in its language by outlining the responsibilities of both the CSDE and the SFA as they pertain to each CNP. The previous version of this form is now obsolete and all SFA's that wish to continue their sponsorship of the CNP's **must** enter into a new permanent agreement with the CSDE. Once this permanent agreement is filed with the CSDE, only changes to this agreement will need to be sent to the state. Also enclosed in your packet is the signature page that requires the Superintendent, Assistant Superintendent and Board of Education Secretary to sign.

Therefore, the Enfield Board of Education may take any action(s) deemed appropriate regarding approving the ED-099 Agreement for Child Nutrition Programs and to authorize the Superintendent, Assistant Superintendent and Board of Education Secretary to endorse the agreement as presented.



**Date:** November 13, 2018  
**To:** Enfield Board of Education  
**From:** Mr. Christopher J. Drezek  
**Re:** Executive Session

The Board of Education needs to discuss the following item:

- Matter(s) Related to Personnel

Therefore, I recommend that the Enfield Board of Education enter executive session, with the appropriate personnel invited, for the reasons described above. An affirmative vote of two-thirds of the members present and voting is required. Board members can remain in the Professional Development Conference Room for the executive session.



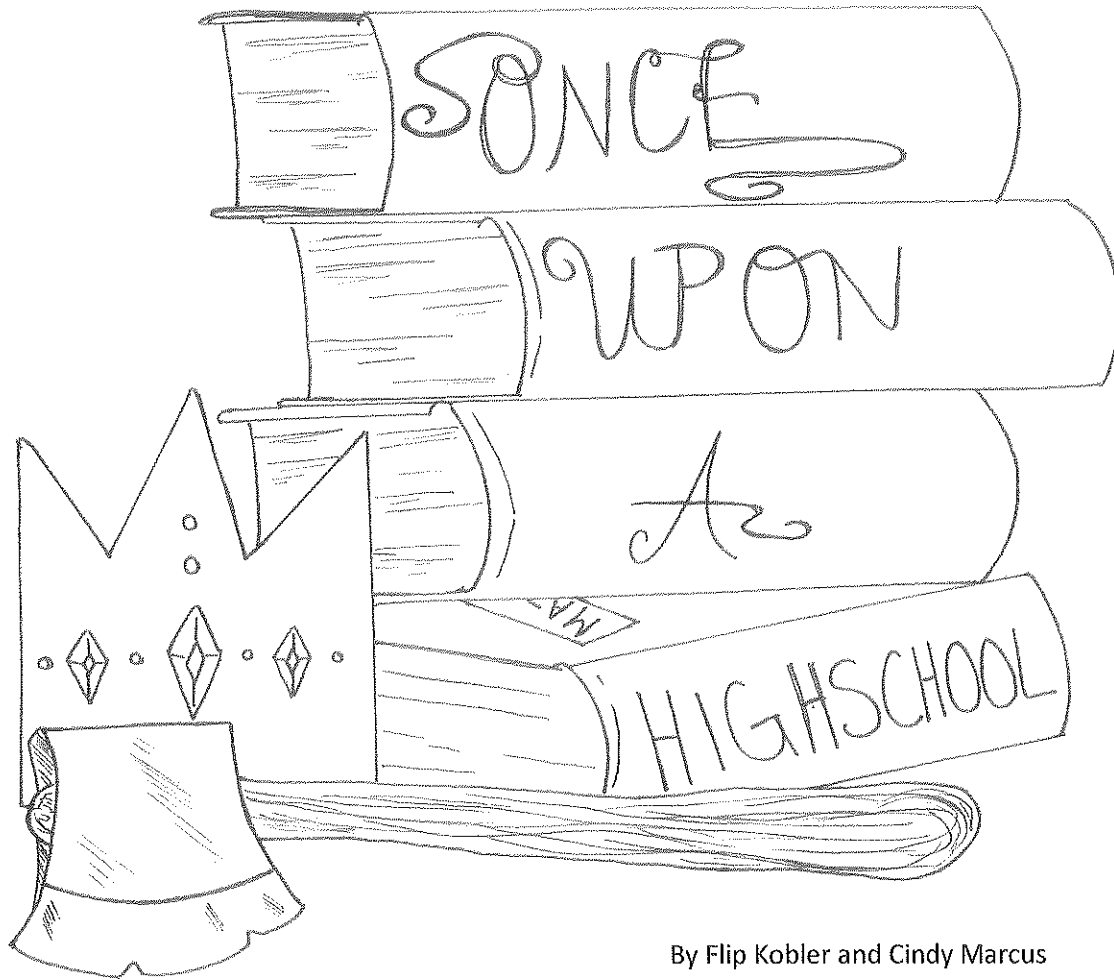
**EHS Student Representative Report – November 13, 2018**

- Enfield High Play "One Upon a High School" will be held on November 16<sup>th</sup> at 7:00 PM and 17<sup>th</sup> at 2:00 & 7:00 PM;
- Enfield High National Honor Society Induction Ceremony will be held on November 20<sup>th</sup> at 7:00 PM;
- Enfield High Parent Teacher Conferences will be held on November 29<sup>th</sup> at 6:30 PM.



Enfield  
Lamplighters present...

Come and see what happens when the  
fairy-tale and high school worlds meet!



By Flip Kobler and Cindy Marcus

**November 16 at 7:00 pm ~ November 17 at 2:00 and 7:00 pm**

**General admission: \$10**

**Students/seniors: \$5**

**Tickets available at the door**

**Enfield High School – 1264 Enfield Street**

Produced by special arrangement with Pioneer Drama Service, Inc., Englewood Colorado

Dear Faculty and Staff

The Lamplighters have been very hard at work on the comedy "Once Upon a High School". Please post this flyer in your classroom or office. Encourage your students to attend our show and if you can find time in your busy schedule, we'd love to see you at a performance.

Thank you for all of your support. *The Lamplighters*

## **LAMPLIGHTERS TO PRESENT "ONCE UPON A HIGH SCHOOL"**

### **...A REAL ENCHANTED COMEDY**

Fantasy comes face to face with the reality of high school in this adventure where the best and worst of both worlds meet. In the fairy tale world, the prince (Connor Gaston) is charming and the stepsisters (Cara Donelan, Alyssa Dowding) are wicked. But the Woodsman (Adam Rochette) dreams of being more than an incidental character without a name. He wants to be the hero. When the stepsisters leave Cinderella (Emily Vandal) behind and find a portal to another world, they get zapped into a very real high school. The Woodsman jumps at the chance to rescue them, but the stepsisters have no intention of returning to the fantasy realm. After all, in the "real" world, mean girls (Anabelle Daly, Ailin Buckley, Dezeray Mercado) are popular! The Woodsman finds himself in over his head and recruits the help of Danica (Makena Schwab), a hard-core realist who never believed in fairy tales. She's running for class president, against the mild-mannered Gloria (Olivia Sears). In the midst of comical bullies (Jordyn Medina, Greg Holmes, Cody Mills, Harrison Youngberg), game-playing nerds (Amber Moen, Jack Winans, Jordan Woronecki), detention detainees (Ayanna Asselin, Alexis Bowley), struggling graffiti artists (Ashe Morcus, Victoria Price, Karleigh Schultz), and passing students (Kailee Martin, Gaby Burns) life for the would-be hero gets more complicated at every turn. Meanwhile, the sky is falling in the fantasy world! Without the Woodsman to play his story roles, Little Red (Katie Suggs) is attacked by the wolf and Sleeping Beauty (Julia Radzeiwicz) keeps pricking her finger on the ax while chopping her own firewood. Other fairy tale characters like the Magic Mirror (Matt Renna), Snow White (Katherine LeBlanc), Rapunzel (Emily Miarecki), Rumpelstiltskin (Anna Lech), Goldilocks (Erin Pellegrini), Hansel and Gretel (Heidi Ranz, Sammy Barry), Princess Arabella (Chrissy Clark), the Shoemakers Elf (Brittany Wagner), Jill (Melissa Murray) and the Wicked Witch (Chrystal Cleveland) are in equal panic and disarray. As reality seeps into the fairy tales, the characters start to break free of their traditional roles and the classic princesses discover they can be their own heroes! Come and see if fairy tale Principal Gable (Collette Moreau) and reality Principal Lewis (Gaby Davis) can keep their worlds from crossing and crumbling.

The show is well supported behind the scenes by: Al Aubrey, Bethany Bleakney, Madison Bowley, Matt Cain, Savannah Cooley, Gwen Dyer, Alyssa Hamilton, Sydney Hamre, Emily Higgins, August Kearney, Kyle Labak, Astrid Nassau, Zoe Powell, Caroline Richards, Madelyn Sears, Nate Sinnott, Jared Small, Gabrielle Szatkowski, Sarah Theriault.

Audiences of all ages will love the wide variety of characters that come to life in this rich tapestry of enchanted fun! The costumes and set design are a visual feast, and the enthusiasm of each one of the 60 students involved in the production is evident in every scene!

The Lamplighters will present "Once Upon a High School" on Friday, November 16 at 7:00 pm and Saturday, November 17 at 2:00 pm and 7:00 pm. Tickets are \$10 general admission, \$5 for students and senior citizens and will be available at the door. Come and see what happens when fairy-tales meet reality!

Item #7b.



We would be honored with your  
presence at the 2018 Induction

EDWARD BOLAND  
CHAPTER OF THE  
NATIONAL HONOR  
SOCIETY AT ENFIELD  
HIGH SCHOOL

WHEN: 20 November 2018 at 7:00 pm  
WHERE: Enfield High School Auditorium





STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the School Child Nutrition Programs

**FROM:** John D. Frassinelli, Chief *[Signature]*  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** September 10, 2018

**SUBJECT:** **Operational Memorandum No. 14-18**  
Permanent Single Agreement (ED-099) to Participate in the Child Nutrition Programs

The United States Department of Agriculture (USDA) requires state agencies (SA) to provide each school food authority (SFA) with a single Permanent Agreement (Agreement) when the SA administers any combination of the USDA Child Nutrition Programs (CNPs). Under the advisement of the USDA, the Connecticut State Department of Education (CSDE) has revised the CNP Permanent Agreement, to include all programs currently available to SFAs, which include the:

- National School Lunch Program (NSLP);
- School Breakfast Program (SBP);
- Afterschool Snack Program (ASP) of the NSLP;
- Special Milk Program (SMP);
- Seamless Summer Option (SSO) of the NSLP;
- Food Distribution Program (FDP);
- Summer Food Service Program (SFSP); and
- Child and Adult Care Food Program (CACFP).

The new Agreement is more robust in its language to outline the responsibilities of both the CSDE and the SFA as they pertain to each CNP. As the previous version of this form is now obsolete, all SFAs that wish to continue their sponsorship of the CNPs **must** enter into a new Agreement with the CSDE.

Beginning September 10, 2018, the CSDE will e-mail an individualized prefilled Permanent Agreement to each food service director and business administrator listed in the Sponsor Application portion of the "Sponsor Application Packet for School Year 2018-19" in the [Connecticut Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#).

The last page of the Agreement designates the representatives who are authorized to enter into such Agreement with the CSDE and certify claims for reimbursement for meals. Action from the local board of education or appropriate governing body must occur to execute this new Agreement, and designate the authorized signers so that SFAs may submit claims and avoid reimbursement delays.

The four areas on the last page of the Agreement that must be completed are listed below.

1. **Date** of the board meeting is when the local board of education or appropriate governing body of the sponsoring organization took action to designate both of the authorized signers.
2. **Signature 1** is the designated representative authorized to sign the Agreement for Child Nutrition Programs and to certify claims for reimbursement. This person is the head of the governing body, e.g., the chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, mayor, selectman, corporate president, chairperson of the board, pastor, or commissioner).
3. **Signature 2** is the person (assistant superintendent, business official, principal, headmaster, city or town manager, executive director or deputy commissioner) authorized only to certify the claims for reimbursement in the absence or incapacity of the first designated representative.
4. **Signature 3** is the person who certifies the board action but is not authorized to certify the claim for reimbursement. This must be a different person from signatures 1 and 2 (secretary of the board, town clerk or secretary of the corporation).

SFAs must e-mail a scanned copy of the signed Agreement to [CNPermanentAgreement@ct.gov](mailto:CNPermanentAgreement@ct.gov) by **November 15, 2018**. Use the subject line “CNP Permanent Agreement – SFA NAME,” for example, “CNP Permanent Agreement – Hartford Public Schools.”

It is important to complete the new Agreement correctly. The CSDE will return incomplete forms and require the SFA to submit a new Agreement if signature titles are not appropriate for the signature group, as indicated above. Failure to submit a new Agreement by **November 15, 2018**, may result in claims for reimbursement being withheld until the Agreement is received and processed.

SFAs may access the regulations pertaining to each program from the links below.

- [7CFR Part 210](#): National School Lunch Program
- [7CFR Part 215](#): Special Milk Program for Children
- [7CFR Part 220](#): School Breakfast Program
- [7 CFR Part 250](#): Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction
- [7CFR Part 225](#): Summer Food Service Program
- [7CFR Part 226](#): Child and Adult Care Food Program
- [7CFR Part 245](#): Free and Reduced Price Eligibility

Questions may be directed to your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"><li>Fairfield County (Includes Region 9)</li><li>Litchfield County (Includes Regions 1, 6, 7, 12, and 14)</li></ul>	Fionnuala Brown <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a> 860-807-2129
<ul style="list-style-type: none"><li>Hartford County (Includes Region 10)</li><li>Middlesex County (Includes Regions 4, 13, and 17)</li></ul>	Teri Dandeneau <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a> 860-807-2079
<ul style="list-style-type: none"><li>New Haven County (Includes Regions 5, 15, and 16)</li></ul>	Jackie Schipke <a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a> 860-807-2123
<ul style="list-style-type: none"><li>New London County</li><li>Tolland County (Includes Regions 8 and 19)</li><li>Windham County (Includes Region 11)</li></ul>	Susan Alston <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a> 860-807-2081

JDF:saa

**Connecticut State Department of Education**

Bureau of Health/Nutrition, Family Services and Adult Education

450 Columbus Boulevard, Suite 504

Hartford, CT 06103-1841

**AGREEMENT FOR CHILD NUTRITION PROGRAMS****04900, 049BIC***Child Nutrition Program Sponsor Agreement Number*

Enfield Board of Education, Enfield Board of Education Head Start

*Sponsor Name (Town, City, Board of Education, School, Organization, or Corporation)*

1010 Enfield Street, Enfield, CT 06082

*Street Address, City, State, Zip Code*

For State Use Only	
<b>Type of Agency</b>	
<input checked="" type="checkbox"/>	Education Institution
<input type="checkbox"/>	Government Agency
<input type="checkbox"/>	For-profit Organization
<input type="checkbox"/>	Indian Tribe
<input type="checkbox"/>	Military Installation
<input type="checkbox"/>	Private Nonprofit Organization
<input type="checkbox"/>	Other:

This Permanent Single Agreement (Agreement) represents the United States Department of Agriculture's (USDA) requirement for state agencies to provide each school food authority (SFA) with a single Agreement when a state agency administers any combination of the USDA Child Nutrition Programs (CNPs). This Agreement replaces all previous Agreements with the Connecticut State Department of Education (CSDE) for each CNP indicated on page 2.

This Agreement shall be effective commencing on the approval date indicated on page 2 and remain in effect unless terminated as provided herein.

By signing this Agreement (page 15), the sponsor agrees to comply with the requirements for any CNP in which it is approved to participate.

The sponsor must comply with all requirements included in documents submitted as part of each CNP application, in addition to the requirements of this Agreement.

**This is not an application to participate in a CNP.**



## ED-099 Agreement for Child Nutrition Programs

### PROGRAM PARTICIPATION

Check all CNPs that apply.

☒ **School Nutrition Programs (SNP)**

**Type of Organization Entity (Check One):**

☒ Public School

☐ Charter School

☐ Residential Child Care Institution

☐ Private School

☐ Camp

☐ Other: \_\_\_\_\_

For State Use Only		
CNP	Date Approved	Signature
<input checked="" type="checkbox"/> National School Lunch Program (NSLP)		
<input checked="" type="checkbox"/> School Breakfast Program (SBP)		
<input type="checkbox"/> Afterschool Snack Program (ASP)		
<input type="checkbox"/> Special Milk Program (SMP)		
<input type="checkbox"/> Seamless Summer Option (SSO)		

☒ **Child and Adult Care Food Program (CACFP)**

**Agreement Type (Check One):**

☒ Independent Center

☐ Sponsor of Affiliated Sites

☐ Sponsor of Unaffiliated Sites

☐ Sponsor of Affiliated and Unaffiliated Sites

For State Use Only		
CNP	Date Approved	Signature
<input type="checkbox"/> Adult Day Care (ADC)		
<input checked="" type="checkbox"/> Child Care Center (CCC)		
<input type="checkbox"/> Day Care Homes (DCH)		

☐ **Summer Food Service Program (SFSP)**

**SFSP Code (Check One):**

☐ School Food Authority

☐ National Youth Sports Program

☐ Residential Camp

☐ Private Nonprofit

☐ Unit of Government

☐ Non-residential Summer Camp

For State Use Only		
CNP	Date Approved	Signature
<input type="checkbox"/> Summer Food Service Program (SFSP)		

☒ **Food Distribution Program (FDP)**

For State Use Only			
CNP	Date Approved	Signature	WBSCM * Business Partner ID
<input checked="" type="checkbox"/> Food Distribution Program (FDP)			4001861

\* Web-based Supply Chain Management

## ED-099 Agreement for Child Nutrition Programs

### DEFINITIONS

**Child Nutrition Programs (CNP):** Federally funded nutrition programs administered by the USDA according to the National School Lunch Act, as amended (60 Stat. 230, 42-USC 1751), and the Child Nutrition Act of 1966, as amended (80 Stat. 885, 42-USC 1771) and subject to all present and subsequent regulations issued pursuant to said statutes. Specifically, for the purpose of this Agreement, Child Nutrition Programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Afterschool Snack Program (ASP), Seamless Summer Option (SSO) of the NSLP, Food Distribution Program (FDP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP), herein referred to as CNPs.

**Federal Assistance:** Any funding, property, or aid that is provided to a state agency, sponsor, SFA, institution, or recipient agency for the purpose of providing CNP benefits or services to eligible participants.

**Institution:** A sponsoring organization, child care center, at-risk afterschool care center, outside-school-hours care center, emergency shelter, or adult day care center that enters into an Agreement with the state agency to assume final administrative and financial responsibility for CNP operations as defined in 7 CFR Part 226.

**Recipient Agency (RA):** Agencies or organizations that receive donated foods under 7 CFR Part 250, Food Distribution Program.

**School:** An educational unit as defined in 7 CFR parts 210, 215 and 220.

**School Food Authority (SFA):** The legal governing body that is responsible for the administration of one or more schools; and has the legal authority to enter into an Agreement with the state agency to operate CNPs.

**Sponsor:** A public, private nonprofit, or for-profit organization that is approved to operate a CNP as defined in 7 CFR parts 210, 215, 220, 225, 226, 240, and 250. The SFA, recipient agency, institution, or organization that is party to this contract.

**State Agency:** The state educational agency approved by the USDA to administer CNPs within the state as defined in 7 CFR Part 210, 215, 220, 225, 226, 240, and 250. For the purposes of this Agreement, the state agency is the CSDE.

Hereinafter, the institution, recipient agency, or SFA shall be referred to as Sponsor.

### RESPONSIBILITIES

**The CSDE agrees** to reimburse or make advance payments in such amounts as are authorized by federal regulations to the Sponsor in connection with the CNP providing milk, breakfasts, lunches, suppers, or supplemental food to those eligible in accordance with any of the following regulations that are applicable to the chosen CNPs: National School Lunch Program Regulations (7 CFR Part 210), Special Milk Program Regulations (7 CFR Part 215), School Breakfast Program Regulations (7 CFR Part 220), Summer Food Service Program Regulations (7 CFR Part 225), Child and Adult Care Food Program Regulations (7 CFR Part 226), Determining Eligibility for Free and Reduced-price Meals and Free Milk in Schools (7 CFR Part 245), and Food Distribution Program Regulations (7 CFR Part 250), any amendments thereto. The CSDE shall reimburse or make advance payments to the Sponsor conditional

## **ED-099 Agreement for Child Nutrition Programs**

upon the receipt of federal funding for the purposes described above, and the continuing eligibility of the Sponsor for the federal funds. The CSDE agrees to make payments, where applicable, in accordance with 7 CFR Part 240 (Cash in Lieu of Donated Foods), and any amendments thereto, and/or to donate foods to the Sponsor in accordance with 7 CFR Part 250 (FDP).

**The Sponsor agrees** to accept federal funds and/or donated foods for the operation of CNPs as agreed to herein in accordance with all applicable CNP regulations and any amendments thereto, and to comply with all the provisions thereof, and with all Connecticut statutes, administrative rules, policy manuals, memoranda, guidance, and instructions and any instruction or procedures issued by the USDA or the CSDE in connection therewith. The Sponsor further agrees to administer CNPs funded under this Agreement in accordance with provisions of 2 CFR Part 200 with further clarification issued in 2 CFR Parts 400, 415, 416, et al. (79 FR 75981), as applicable.

This Agreement shall be effective commencing on the date specified on page 2 by the individual CSDE program manager's approval and remain in effect unless terminated as provided herein. The Sponsor shall notify the CSDE whenever significant changes occur in their CNP operations.

The CSDE may terminate the Sponsor's participation in any CNP covered in this Agreement in accordance with the grant close-out procedures found in 2 CFR Parts 200.343, as applicable. If the CSDE terminates the Sponsor's participation in any CNP, the CSDE's action may also result in the termination of the Sponsor's participation in all CNPs.

Either party hereto may, by giving at least 30 days' written notice for NSLP, SBP, SMP, ASP, SFSP, and CACFP, terminate this Agreement. Upon termination or expiration of this Agreement, as provided herein, the CSDE shall make no further disbursement of funds paid to the Sponsor in accordance with this Agreement, except to reimburse the eligible Sponsor in connection with breakfasts, lunches, suppers, snacks, or milk served on or prior to the termination or expiration date of this Agreement. The obligations of the CSDE under the above-cited regulations shall continue until the requirements thereof have been fully performed.

Either party hereto may, by giving at least 60 days' written notice for FDP, terminate this Agreement. Upon receipt of evidence that the terms and conditions of the agreement have not been fully complied with by the RA, the FDP may terminate this agreement immediately by notice in writing to the RA. Subject to such notice of termination or cancellation, the RA agrees to comply with the instruction of the FDP either to distribute or re-donate all remaining inventories of USDA Foods in accordance with the provision of this agreement.

No termination or expiration of this Agreement shall affect the obligation of the Sponsor to maintain and retain records as specified herein and to make such records available for audit or investigation. Such records shall be retained for a period of three years after the date of the final claim for reimbursement in the fiscal year to which they pertain; unless audit or review findings have not been resolved, in which case the records shall be retained beyond the three-year period as long as required for resolution of the issues raised by the audit or review.

## **ED-099 Agreement for Child Nutrition Programs**

### **USDA ASSURANCE OF CIVIL RIGHTS COMPLIANCE**

The Sponsor hereby agrees that it will comply with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (August 11, 2000);
- All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the CNP applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement; and
- the USDA nondiscrimination statement that in accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the CNP applicant by USDA. This includes any Federal agreement, arrangement or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the USDA FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.



## **ED-099 Agreement for Child Nutrition Programs**

### **EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

The Sponsor further agrees to comply with the anti-discrimination statutes of the State of Connecticut. Connecticut General Statutes 4a-60 and 4a-60a as amended mandates that the Sponsor agrees and warrants that in the performance of this contract that he/or she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, municipal public works contract or contract for a quasi-public agency project, the contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency project. The contractor further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56. For the purpose of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n.

This contract is subject to the Provisions of Executive Orders Number 3 and 17 promulgated on June 16, 1971, and February 15, 1973, respectively. As such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commission for violation of or noncompliance with said Executive Orders, or any state or federal law concerning nondiscrimination notwithstanding that the Labor Commission is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Orders No. 3 and 17 are incorporated herein by reference and made a part hereof. The parties agree to abide by the said Executive Orders and agree that the contracting agency and the State Labor Commission shall have joint and overall continuing jurisdiction with respect to performance of this contract and the requirements of the above referenced Executive Orders.

The Sponsor agrees to save harmless the Connecticut State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described above.

### **PROTECTION OF THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS CLAUSE**

Pursuant to 88 Stat. 571. 20 USC 1232 (g), Public Law 93-380, Education Amendments of 1974, the Sponsor shall agree and warrant to:

1. permit the parents or legal guardians of children eligible to participate in the named CNPs to inspect and review any and all official records, files and data directly related to their children;
2. provide an opportunity for a hearing to challenge the content of their child's records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the children or their parents; and
3. establish and adhere to the policy of not permitting the release of children's personally identifiable records or files (or personal information contained therein) without the consent of their parents or legal guardians to any individual, agency, or organizations, except the following:

## ED-099 Agreement for Child Nutrition Programs

- a. other school officials who have legitimate educational interests;
- b. officials of state health or state education programs;
- c. officials of other schools or school systems in which the student intends to enroll, upon the condition that the child's parents or legal guardians be notified of the transfer, receive a copy, if desired, and have an opportunity for a hearing to challenge the content of the record;
- d. officials of federal, state or local means tested nutrition programs with eligibility standards comparable to the NSLP; and
- e. an administrative head of an education agency, or state educational authorities in connection with an audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements that relate to such programs provided that, except when a collection of personally identifiable data is specifically authorized by Federal law, any data collected by such officials with respect to individual students shall not include information (including social security numbers) that would permit the personal identification of such students or their parents after the data so obtained has been collected.

The Sponsor hereby agrees that nondiscrimination policy procedures in accordance with applicable regulations for the named CNPs will be established and implemented as appropriate.

### REQUIREMENTS FOR SPONSOR PARTICIPATION IN NSLP, SBP, AND SMP

*This section applies only if an approval date for the NSLP, SBP, or SMP has been entered on page 2 and it has been signed by the CSDE.*

The Sponsor and participating schools under its jurisdiction shall comply with all provisions of 7 CFR parts 210, 215, 220, and 245, **and all requirements developed pursuant to and imposed by these regulations that incorporate the Sponsor Application for Participation and Free and Reduced-price Policy Statement**, as well as applicable provisions of 2 CFR Parts 400, 415, 416, et.al, and all applicable requirements of the Connecticut General Statutes relating to CNPs, USDA guidance, and CSDE Operational Memoranda, hereby incorporated by reference.

The Sponsor further agrees to the following specific provisions, as applicable.

1. Maintain a nonprofit school food service and/or a nonprofit milk service and observe the requirements for and limitations on the use of nonprofit school food service revenues set forth in 7 CFR 210.14 and 7 CFR 220.7(e)(1), and the limitations on any competitive school food service as set forth in 7 CFR sections 210.11 and 220.12.
2. Limit its net cash resources to an amount that does not exceed three months' average expenditures for its nonprofit school food service or such other amount as may be approved in accordance with 7 CFR sections 210.19 (a), 220.7 (e)(1), and 220.13(I).
3. Maintain a financial management system as prescribed in 7 CFR sections 210.14(c), 220.13(I), and 215.7(d)(6):
4. Comply with the requirements of the USDA regulations regarding financial management (2 CFR Part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415).
5. Serve meals and snacks that meet the minimum requirements prescribed in 7 CFR sections 210.10 and 220.8, during the applicable meal period.
6. For pricing programs, to price meals and snacks as a unit.

## ED-099 Agreement for Child Nutrition Programs

7. Serve CNP meals, milk, and snacks free or at a reduced-price to all children who are determined by the Sponsor to be eligible for such meals in accordance with the free and reduced price policy statements approved under 7 CFR Part 245.
8. Claim reimbursement at the assigned rates only for reimbursable meals and snacks served to eligible children in accordance with 7 CFR parts 210, 215.8, 215.10, and with the agreement. The Sponsor authority official signing the claim shall be responsible for reviewing and analyzing meal and milk counts to ensure accuracy, as specified in 7 CFR sections 210.8, 220.11, and 215.11. Acknowledge that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension or termination of the program as specified in 7 CFR 210.25. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, the penalties specified in 7 CFR 210.26 shall apply.
9. Count the number of free, reduced-price, and paid reimbursable CNP meals at the point of service, as approved by the CSDE.
10. Submit claims for reimbursement in accordance with 7 CFR sections 210.8, 220.11, 215.10, and procedures established by CSDE.
11. Comply with USDA requirements regarding nondiscrimination (7 CFR parts 15, 15a, 15b and FNS-113).
12. Make no discrimination against any child because of his or her eligibility for free or reduced-price meals, milk, or supplements (snacks) in accordance with the Free and Reduced-price Policy Statement.
13. Maintain, in the storage, preparation, and service of food and milk, proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
14. Maintain necessary facilities for storing, preparing, and serving food and/or milk.
15. Obtain for each school participating in the CNPs a minimum of two food safety inspections during the school year, conducted by the state or local governmental agency responsible for food safety inspections, publicly post inspection results, and provide a copy of the inspection report to a member of the public upon request.
16. Implement a food safety program meeting the requirements of 7 CFR 210.13 and 210.15(b)(5) at each facility or part of a facility where food is stored, prepared, or served.
17. Upon request, make all accounts and records pertaining to CNPs available to the CSDE and USDA FNS, for audit or review, at a reasonable time and place in accordance with 7 CFR sections 210.9(b)(17), 220.7(e)(13), and/or 215.7(d)(7). In accordance with 7 CFR 210.19(a)(4), the CSDE shall promptly investigate complaints received or irregularities noted in connection with the operation of the CNP, and shall take appropriate action to correct any irregularities. At the discretion of the CSDE, the investigations shall be conducted on an announced or unannounced basis.
18. Maintain files of currently approved and denied free and reduced-price applications and direct certification documentation with the supporting documentation, as specified in and in accordance with 7 CFR 245. If the applications and direct certification documentation are maintained at the Sponsor level, they shall be readily retrievable by school or site.
19. Retain the individual applications for free milk and/or free and reduced-price lunches and supplements (snacks) submitted by families for a period of three years after the end of the fiscal year to which they pertain except that, if audit findings have not been resolved, the records shall be retained beyond the three-year period and as long as required for the resolution of the issues raised by the audit.
20. Observe the limitations on the use of CNP revenues set forth in 7 CFR sections 210.14a, 220.7(e)(1), and 215.7(d)(1) and the limitations on any competitive school food service as set forth in 7 CFR 210.11b.

## ED-099 Agreement for Child Nutrition Programs

21. Establish a local wellness policy that includes goals for nutrition education and physical activity, nutrition guidelines for all foods available on campus, guidelines for school meals not less restrictive than 7 CFR sections 210.10 and 220.8, and an implementation plan.
22. Enter into an agreement to receive donated foods as required by 7 CFR 250. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by the CSDE.
23. Purchase, in as large quantities as may be efficiently utilized in its nonprofit school food service, foods designated as plentiful by CSDE.

### NSLP AFTERSCHOOL SNACK PROGRAM (ASP)

*This section applies only if an approval date for the ASP has been entered on page 2 and it has been signed by the CSDE.*

In conjunction with all provisions of the NSLP, the Sponsor agrees to the following requirements.

1. Claim reimbursement only for meals served in afterschool care programs that meet all of the following criteria:
  - The program must be operated by a school that is participating in the NSLP;
  - The program must be sponsoring or operating an afterschool care program for children ages 3-18;
  - The program must provide regularly scheduled educational or enrichment activities in an organized, structured, and supervised environment; and
  - The program must meet state or local licensing requirements and health and safety standards.
2. Claim reimbursement only for snacks served to children who are not more than 18 years of age. Individuals, regardless of age, who are determined to be mentally or physically disabled are eligible to participate. If a child's nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that child during the remainder of the school year;
3. Claim reimbursement for no more than one meal supplement per child per day. Sites located in areas served by a school in which at least 50 percent of the enrolled children are eligible for free or reduced-price meals may claim reimbursement at the free rate for snacks served to all children eligible to participate in the ASP regardless of each child's eligibility for free or reduced-price meals. Sites in which less than 50 percent of the enrolled children are certified eligible for free or reduced-price meals must claim reimbursement based on each child's eligibility for free or reduced-price meals.
4. Serve meal supplements that meet the minimum requirements prescribed in 7 CFR.210.
5. Price the meal supplement as a unit.
6. Serve meal supplements free or at a reduced-price to all children who are determined by the Sponsor to be eligible for free or reduced-price school meals under 7 CFR Part 245 or choose to offer a nonpricing program.
7. If charging for meals, the charge for a reduced-price meal supplement shall not exceed 15 cents, as required by 7 CFR 210.9(c)(4).
8. Claim reimbursement at the assigned rates only for meal supplements served in accordance with this agreement;
9. Review each ASP two times a year. The first review shall be made within the first four weeks of ASP operation each school year. The second review must be completed during the remainder of the time that the ASP is in operation.

## ED-099 Agreement for Child Nutrition Programs

10. Comply with all requirements of this part, except that claims for reimbursement need not be based on "point-of-service" meal supplement counts, as required by 7 CFR 210.9(b)(9).
11. Sites that are site/area eligible must maintain documentation that the site is located in an area served by a school in which at least 50 percent of the enrolled students are certified eligible for free or reduced-price meals and maintain total meal counts for these sites.
12. Sites that are not site/area eligible must record daily snack counts by student eligibility category and maintain documentation of free or reduced-price eligibility for all children for whom free or reduced-price snacks are claimed.
13. Maintain documentation of each child's attendance on a daily basis.
14. Maintain documentation of compliance with meal pattern requirements.

### SEAMLESS SUMMER OPTION (SSO) OF THE NSLP

*This section applies only if an approval date for the SSO has been entered on page 2 and it has been signed by the CSDE.*

The SSO combines features of the NSLP, SBP, and SFSP. The purpose of the SSO is to feed children in low-income areas during the summer months, extended breaks of a year-round school schedule, or unanticipated school closures. The SSO reduces paperwork and the administrative burden that is normally associated with operating all three programs. To accomplish this, the above Sponsor requests an exemption of significant portions of the SFSP federal regulations of 7 CFR Part 225. In lieu of the exempt SFSP regulations, the Sponsor will follow applicable regulations in the NSLP and the SBP (7 CFR parts 210 and 220, respectively).

#### Required SFSP Provisions

SFSP regulatory provisions of 7 CFR, Part 225 that remain in force require that Sponsors comply with the provisions below.

1. 7 CFR 225.6(d)(1): Serve meals in areas in which poor economic conditions exist, that are not served by another.
2. 7 CFR 225.6(e)(1): To serve meals:
  - from May through September for children on school vacation;
  - at any time of the year, in the case of sponsors administering the SFSP under a continuous school calendar system; or
  - during the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the CSDE, a similar cause.
3. 7 CFR 225.6(e)(4): Agree to serve meals at no cost (except camps);
4. 7 CFR 225.6(e)(7): Claim reimbursement only for approved meals served without charge to children at approved sites, during approved meal service periods as required by 7 CFR Section 225.6(e)(7). This section prohibits permanent changes to the serving time of any meal unless approved by CSDE;
5. 7 CFR 225.14(c)(1): Demonstrate financial and administrative capability to operate the SSO, and accept final financial and administrative responsibility for the total program operations at all sites;
6. 7 CFR 225.14(c)(2): Have not been seriously deficient in operating the SSO;
7. 7 CFR 225.14(c)(3): Conduct a regularly scheduled food service for children from areas in which poor economic conditions exist or qualifies for as a camp;

## ED-099 Agreement for Child Nutrition Programs

8. 7 CFR 225.14(d)(2): Open the meal service to children in the community as well as the summer school students, for meals served to children enrolled in summer school;
9. 7 CFR 225.16(b): Limit the number of meals that may be served, as specified in the regulations.
10. 7 CFR 225.16(d): Agree to indicate in an annual application that the meal pattern requirements that will be followed, those indicated in 7 CFR 225.16 or those in 7 CFR Sections 210.10 and 220.8. Further, agrees to indicate if offer versus serve will be implemented, and if so, that the implementation of offer versus serve will follow the corresponding requirements of the selected meal pattern.

### Exempted SFSP Provisions

To operate the SSO, the Sponsor requests an exemption from the following SFSP regulatory provisions of 7 CFR, Part 225:

1. 7 CFR 225.6: CSDE application approval, paragraphs (a), (b), (c), (d), (e), (f), and (h) except paragraphs (d)(1), (e)(1), (e)(4), and (e)(7); and
2. 7 CFR Sections 225.7 through 225.18:
  - program monitoring and assistance;
  - records and reports;
  - program assistance to Sponsor;
  - audits and management evaluations;
  - corrective action procedures;
  - appeal procedure;
  - requirements for Sponsor participation, entire section **except** paragraphs (c)(1), (c)(2), (c)(3), and (d)(2);
  - management responsibilities of Sponsor;
  - meal service requirements, entire section except paragraph (b);
  - procurement standards; and
  - miscellaneous administrative provisions.

### NSLP and SBP Regulations

The CSDE recognizes that NSLP and SBP regulations may conflict with SFSP requirements. The CSDE will provide technical assistance to sponsors to adapt requirements as necessary.

## REQUIREMENTS FOR SPONSOR PARTICIPATION IN FOOD DISTRIBUTION PROGRAM

*This section applies only if an approval date for the FDP has been entered on page 2 and it has been signed by the CSDE.*

1. The Sponsor shall comply with all provisions of 7 CFR 250, and with other Federal regulations referenced in this part, as well as USDA policy, instruction, and guidance, and CSDE Operational Memoranda.
2. Prior to receiving USDA foods, the sponsor/RA shall enter into an agreement to receive donated foods as required by 7 CFR 250.11(b).
3. The RA shall ensure compliance with all requirements relating to food safety and food recalls.

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### REQUIREMENTS FOR SPONSOR PARTICIPATION IN THE CACFP

*This section applies only if an approval date for the CACFP has been entered on page 2 and it has been signed by the CSDE.*

The Institution, as defined in 7 CFR 226.2, shall comply with all provisions of 7 CFR Part 226, and with other Federal regulations referenced in this part, as well as USDA policy, instructions and guidance, and CSDE Operational Memoranda, hereby incorporated by reference. The Institution further agrees to accept final administrative and financial responsibility for management of a proper, efficient, and effective nonprofit food service operation conducted principally for the benefit of enrolled participants. No institution may contract out for management of the CACFP.

The Institution further agrees to the following specific provisions, as applicable.

1. Child or adult care centers must have federal, state, or local licensing or approval to provide day care services to participants. Child or adult day care centers that are complying with applicable procedures to renew licensing or approval may participate in the CACFP during the renewal process, unless the CSDE has information that indicates that renewal will be denied. At-risk afterschool care centers shall comply with licensing requirements set forth in 7 CFR 226.17a(d). Each sponsored child or adult day care center must promptly inform the sponsoring organization about any change in its licensing or approval status.
2. Except for for-profit centers, child and adult day care centers shall be public, or have tax exempt status under the *Internal Revenue Code* of 1986.
3. Each child or adult day care center participating in the CACFP must serve one or more of the following meal types: breakfast, lunch, supper, and snack. Reimbursement cannot be claimed for more than two meals and one snack or one meal and two snacks provided daily to each participant. At-risk afterschool care centers shall comply with limits on daily reimbursement set forth in 7 CFR 226.17a (k). Adult day care centers cannot claim CACFP reimbursement for meals claimed under part C of title III of the Older Americans Act of 1965.
4. Each child or adult day care center participating in the CACFP shall claim only the meal types specified in its approved application in accordance with the meal pattern requirements specified in 7 CFR 226.20. Menus and any other nutritional records required by the CSDE shall be maintained to document compliance with such requirements.
5. For-profit child care centers cannot claim reimbursement for meals served to children in any month in which less than 25 percent of the children in care (enrolled or licensed capacity, whichever is less) were eligible for free and reduced-price meals or were Title XX beneficiaries. However, children who only receive at-risk afterschool snacks and/or at-risk afterschool meals cannot be included in this percentage.
6. For-profit adult day care centers cannot claim reimbursement for meals served to participants in any month in which less than 25 percent of the enrolled participants were Title XIX or Title XX beneficiaries.
7. Each child or adult day care center except for outside-school-hours care centers, at-risk afterschool care centers, and emergency shelters shall collect and maintain documentation of the enrollment of each participant, including information used to determine eligibility for free and reduced-price meals in accordance with 7 CFR 226.23(e)(1).
8. Each child or adult day care center must maintain daily records of attendance and time of service meal counts by type (breakfast, lunch, supper, and snacks) served to enrolled participants, and to adults performing labor necessary to the food service. At-risk after-school care centers must maintain records as required by 7 CFR 226.17a(o).

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9. Each child or adult day care center must require key staff, as defined by the CSDE, to attend CACFP training prior to the center's participation in the CACFP, and at least annually thereafter, on content areas established by the CSDE.
10. Each institution shall comply with the recordkeeping requirements established in 7 CFR 226.10(d) and if applicable, in 7 CFR 226.15(e). Failure to maintain such records shall be grounds for the denial of reimbursement.
11. Each sponsoring organization must comply with all provisions of 7 CFR 226.15 and 7 CFR 226.16 and shall accept final administrative and financial responsibility for food service operations in all child care and adult day care facilities under its jurisdiction.
12. As outlined in 7 CFR 226.6, each new and renewing institution must submit to the CSDE information sufficient to document that it is:
  - financially viable;
  - administratively capable of operating the CACFP in accordance with this part; and
  - has internal controls in effect to ensure accountability.
13. Failure to comply with established due dates and timelines for all application and renewal information and monthly reimbursement claim filings may result in a lapse of claiming privileges and/or termination from CACFP participation.
14. The CSDE, USDA and other state or federal officials have the right to make announced or unannounced reviews of the institution's facilities and operations. Such reviews will be made during the institution's normal hours of child or adult care operations, and anyone conducting the reviews must produce photo identification that demonstrates they are employees of one of these entities.
15. Failure to maintain compliance with CACFP regulations 7 CFR 226 and other program requirements may result in the Institution being declared seriously deficient in the operation of the CACFP. Serious deficiencies that are not fully and permanently corrected within the specified time will result in the proposed termination and disqualification of the Institution and the responsible principals and responsible individuals from future CACFP participation. Termination from the CACFP will also result in the placement of the Institution and the responsible principals and responsible individuals on the National Disqualified List (NDL). While on the NDL, the Institution will not be able to participate in the CACFP as an institution or facility, and the responsible principals and responsible individuals will not be able to serve as a principal in any institution or facility or as a day care home provider in the CACFP. Institutions and individuals remain on the NDL until USDA's FNS, in consultation with the CSDE, determines that the serious deficiencies have been corrected, or until seven years after their disqualification. However, if any debt relating to the serious deficiencies has not been repaid, the Institution and individuals will remain on the list until the debt has been repaid.

### REQUIREMENTS FOR SPONSOR PARTICIPATION IN THE SFSP

*This section applies only if an approval date for the SFSP has been entered on page 2, and it has been signed by the CSDE.*

The Sponsor shall comply with all provisions of 7 CFR Part 225, **and all requirements developed pursuant to and imposed by these regulations that incorporate the Sponsor Application for Participation by reference**, as well as applicable provisions of 2 CFR Parts 400, 415, 416, et.al and USDA and CSDE guidance, hereby incorporated by reference.



## ED-099 Agreement for Child Nutrition Programs

The Sponsor further agrees to the following specific provisions, as applicable:

1. To retain final financial and administrative responsibility for the SFSP.
2. To operate a nonprofit food service.
3. To serve meals that meet the requirements and provisions set forth in 7 CFR 225.6(e) during times designated as meal service periods by the Sponsor, including.
  - from May through September for children on school vacation;
  - at any time of the year, in the case of sponsors administering the SFSP under a continuous school calendar system; or
  - during the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the CSDE, a similar cause.
4. To serve the same meals to all children.
5. To serve meals without cost to all children, except that camps may charge for meals served to children who are not served meals under the SFSP.
6. To issue a free meal policy statement in accordance with 7 CFR 225.6(c).
7. To meet the training requirement for its administrative and site personnel as required under 7 CFR 225.15(d)(1).
8. To claim reimbursement only for the types of meals specified in this Agreement or in each annual update hereafter, and served without charge to children at approved sites during the approved meal service period, except that camps, as defined in 7 CFR 225.16(b)(1), shall claim reimbursement only for the types of meals specified in the Agreement or in each annual update hereafter and served without charge to children who meet the SFSP's income standards. This Agreement and each annual update hereafter shall specify the approved levels of meal service for the Sponsor's sites if such levels are required under 7 CFR 225.6(d)(2). No permanent changes may be made in the serving time of any meal unless the changes are approved by the CSDE.
9. To submit claims for reimbursement in accordance with procedures established by the CSDE, and those stated in 7 CFR 225.9. Claims for reimbursement will include meals counts at the site level.
10. In the storage, preparation, and service of food, to maintain proper sanitation and health standards in conformance with all applicable state and local laws and regulations.
11. To accept and use, in quantities that may be efficiently utilized in the SFSP, such foods as may be offered under 7 CFR Part 250 (FDP).
12. To have access to facilities necessary for storing, preparing, and serving food.
13. To maintain a financial management system as prescribed by the CSDE.
14. Maintain on file documentation of site visits and reviews in accordance with 7 CFR 225.15(d)(2) and (3).
15. Upon request, to make all SFSP accounts and records pertaining to the SFSP available to state, federal, or other authorized officials for audit or administrative review, at a reasonable time and place.
16. To maintain all SFSP records for a period of three years after the end of the fiscal year to which they pertain, unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved.
17. To maintain children on site while meals are consumed as required by 7 CFR 225.6(e)(15).
18. If seeking to operate in multiple states, to apply and enter into an agreement with each state agency. To make records available to each state agency in the respective state to assure the state agencies can complete their monitoring responsibilities.
19. To retain any funds remaining at the end of the SFSP year to use as start-up funds for the subsequent program year or for improving the sponsor's SFSP services in the subsequent SFSP year. As a final option, and to minimize expense, use toward the operation of other CNPs.

## ED-099 Agreement for Child Nutrition Programs

*This Agreement constitutes the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. The Sponsor, by the signature of its authorized representative, hereby acknowledges that he/she has read this Agreement, understands it and agrees to be bound by its terms and conditions.*

In order to effectuate the Programs of the National School Lunch Act, as amended (42 USC 1751) and the Child Nutrition Act, as amended (42 USC 1771), the Connecticut State Board of Education and

\_\_\_\_\_  
(Name of Corporation, Board of Education, or Governing Body)

enter into this Agreement and are subject to all legal rights and duties as provided herein and in the Attachments hereto, together with any amendments that shall become a part of this Agreement, as evidenced by the signatures below.

This is to certify that on \_\_\_\_\_, as shown in the minutes of \_\_\_\_\_  
Date

the individuals signing this agreement were authorized as noted.

\_\_\_\_\_  
(Name of Corporation, Board of  
Education, or Governing Body)

1. The person designated below is authorized to sign this agreement and to sign claims for reimbursement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title (Superintendent of Schools, Mayor, Selectman, President or  
Chairperson of the Board, Pastor, or Commissioner)

\_\_\_\_\_  
Date

2. In the absence or incapacity of the first designated individual, the second person designated below is authorized to sign claims for reimbursement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title (Assistant Superintendent, Business Official, Principal, Headmaster,  
City or Town Manager, Executive Director, or Deputy Commissioner)

\_\_\_\_\_  
Date

3. The signature below certifies the above action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title (Secretary of Corporation, Town Clerk, Secretary of the Board)

\_\_\_\_\_  
Date

### For State Use Only

#### CONNECTICUT STATE DEPARTMENT OF EDUCATION

Kathy Demsey

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

DRAFT

**BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
OCTOBER 23, 2018**

A regular meeting of the Enfield Board of Education was held at Town Hall in Council Chambers, located at 820 Enfield Street, Enfield, CT on October 23, 2018.

1. **CALL TO ORDER:** The meeting was called to order at 7:02 PM by Walter Kruzel.
2. **INVOCATION OR MOMENT OF SILENCE:** Charlotte Riley
3. **PLEDGE OF ALLEGIANCE:** Charlotte Riley
4. **FIRE EVACUATION ANNOUNCEMENT:** Walter Kruzel announced the fire evacuation announcement.
5. **ROLL CALL:**

**MEMBERS PRESENT:** Rich Regnier, Ashley Depeau, Chris Rutledge, Charlotte Riley, Tina LeBlanc, Sarah Hernandez, Tim Neville, Scott Ryder and Walter Kruzel

**MEMBERS ABSENT:** Chris Rutledge

**ALSO PRESENT:** Mr. Christopher J. Drezek, Superintendent; Mr. Andrew B. Longey, Assistant Superintendent and Student Representative Dan Golden

Chairman Kruzel stated Mr. Rutledge is unable to attend tonight's meeting

**6. BOARD GUEST(S)**

Chairman Kruzel welcomed our 2018-19 Kid Governor Olivia Nuccio to tonight's meet. He was honored to be there during her PE class at Prudence Crandall when we surprised her with a bouquet of balloons. We all wish you good luck in the State Kid Governor competition.

Ms. Nuccio thanked everyone. Chairman Kruzel stated we really surprised her and then we called her parents.

Mr. Ryder wished her good luck.

Chairman Kruzel stated the high school students are going to help her prepare her video for the State Kid Governor competition.

Mrs. Riley stated you have our vote.

Mr. Neville also congratulated Ms. Nuccio.

Chairman Kruzel thanked her for coming and wished her good luck as our Enfield Kid Mayor in the State competition.

**a. JFK Band Students**

Mr. Drezek stated we have been telling the Board about the amazing things our Band students have accomplished at JFK. He introduced John Power, music teacher from JFK.

Mr. Power thanked the Board for the invitation. We have a very special group of talented students. They have won several awards, along with a gold medal. Last year, we did extremely well, and they played at Symphony Hall in Boston, MA. It was a group effort from our JFK and EHS students.

Mr. Power stated that some of the students would like to address the Board.

Jason thanked Mr. Powers for the opportunity to be included in the select band with the 7<sup>th</sup> grade students last year. We won first place at MICCA and we couldn't have done this without Mr. Powers, Dr. Goodnite and the Enfield Music Department.

Aiden also thanked Mr. Powers and the Enfield Music Department. He is a proud member of the grade 8 Patriot Band. He thanked Mrs. Carne for staying afterschool and working with him preparing for MICCA. It was a lot of hard-work but it was worth it. He can't wait to see what his future holds for him musically.

Elizabeth thanked Mrs. Carne, Mr. Reppucci, Dr. Goodnite and the Enfield Music Department. Without the high school students and their leadership skills, she does not think she would have had the chance to play at Symphony Hall. She also thanked Jackson for his help with the French Horn section. She also thanked the high school students for their leadership skills.

Anna is also part of the JFK select band. We practiced afterschool a lot. We won gold at MICCA and played at Boston Symphony Hall. She thanked the music department, Dr. Goodnite, Mrs. Carne, Mr. Power and Mr. Reppucci for all their support.

Jennifer Bynicki thanked Mr. Power, Mrs. Carne, Dr. Goodnite and the entire music department on the behalf of the parents for the wonderful opportunities they have given our children. Playing at Symphony Hall is such a great experience for them. She is a faculty member at Western New England College and interacts with students and families from the surrounding towns. They are blown away by the opportunities the Enfield students have been given. Other towns have cut their music program. Enfield students have many opportunities that other students do not have. Thank you.

Abby stated music is the biggest part of her life. Mr. Power, Mrs. Carne and Dr. Goodnight brought out her level of confidence as a musician. This has been such a great experience for her playing at Symphony Hall. They have done so much for us. Symphony Hall was one of the best experiences she has ever had. Thank you.

Nate is now at EHS. The older students have an opportunity to mentor the younger students and to be leaders. This has been such an amazing experience. We have been able to hone our skills. Having a dedicated music space allows us to perfect our skills. He thanked Mr. Power and Mr. Reppucci.

Anna stated she is in the EHS marching band. This has been such a great experience and an amazing opportunity. We have had the experience from elementary school to high school. They are all amazing teachers. She has found her true passion in music. She loves helping and mentoring the younger students.

John stated being part of the select band has made such a great impact on his life. Helping the middle school students has been a big community experience. He thanked Mr. Reppucci for helping them to become a good lead mentor for the younger students. The select band has helped him to become a great flutist.

Jackson stated that music has been such an important part of his life. There are so many avenues for you to express your musical talents. Enfield Public Schools encourages young musicians to find their passion. The select band allowed me to hone my skills. He also

thanked Mr. Power, Mr. Reppucci and Dr. Goodnite.

Chairman Kruzel asked the students to all come up to the front of the dais for a group picture. He thanked the students for coming.

Mrs. LeBlanc stated her son played in the JFK select band and it was a great experience having the older students work with them. She loves watching the band at the football games. Our leaders are doing a great job working with the band and the JFK students. It is such a positive experience watching you play. The Board is extremely proud of our music department's accomplishments. She is glad you are having such a phenomenal experience with music.

Mrs. LeBlanc stated she is hopeful her son will attend Western New England College. She urged the students to keep up the hard work and will keep watching you at the Football games.

Mr. Regnier congratulated the students for developing such a passion that is so magical. Your dedication to music is awesome and is your badge of honor. Your passion is apparent when you were speaking. He thanked the staff for working with our students. Congratulations with your gold award and playing at Symphony Hall.

Mr. Neville congratulated the students. You are all so humble and deserve our thanks. As a Board member and former principal, he knows about your passion and dedication. Our staff is extremely dedicated. He used to love to come and listen to the students practicing during the day. He would match our talented students up with anyone. You make us so proud with your musical accomplishments and leadership skills you have all shown us. We are one town that feels music is important.

Mrs. Depeau congratulated the students for your outstanding accomplishments. She thanked the parents for their involvement and dedication. You make Enfield proud. So many towns do not have this kind of musical opportunities for their children. She thanked Jennifer for sharing her story with the Board. This is a priority for the students in our community. Thank you for your hard work.

Mrs. Riley stated the old saying goes "to get to Carnegie Hall, you must practice, practice, practice". You made it to Symphony Hall and she can't wait see you play at Carnegie Hall. We are very proud of you all. We have an amazing music department. She thanked our staff for working with our students to help them develop their passion. You are all shining stars.

Chairman Kruzel thanked the students for coming tonight and for speaking so articulately. He also thanked them for the picture when they played at Symphony Hall. He will put this up at his work office.

Mr. Powers thanked them for this invitation and invited them to come see the grade 8 JFK students play with the Enfield High School Band on Friday night. The students will get a chance to see the high school. Thank you, Mr. Drezek, for the invitation to tonight's meeting.

Mr. Drezek thanked Dr. Goodnite for being the music department's strongest advocate. Music education is a priority for her during budget time and making the correlation between music, literacy and numeracy education. What she has left out is leadership development and public speaking. The music students have articulated so brilliantly what they are learning by our music department staff. Thank you for what you are doing with our students.

Chairman Kruzel thanked them and led the Board in a round of applause congratulating the students and staff for a job well done.

## **7. SUPERINTENDENT'S REPORT**

- a. Student Representatives – as presented
- b. Enfield Food Shelf – as presented
- c. TOY Reception – as presented
- d. Katherine Reynolds – Speaker – as presented
- e. Youth Vote Events – as presented
- f. First Readers Ceremony – as presented
- g. Early Release Day – as presented
- h. November 13<sup>th</sup> BOE Meeting – as presented
- i. Grants Report – as presented
- j. Personnel Report – as presented

## **8. AUDIENCES**

Esther Hernandez, Town Farm Road – Ms. Hernandez, and classmates Harmony and Cassidy. They are here tonight promoting collecting donations/items for the domestic violence shelter. The domestic violence shelter provides a safe nurturing environment for men, woman and children. They offer counseling programs in a confidential environment. The network is an emergency safe house for families that is also available. We will be collecting donations at Enfield High School in the main office until November 17<sup>th</sup>. Please leave a note on your donations labelled - Room 330, Class 3A.

## **9. BOARD MEMBER COMMENTS**

Mrs. Riley asked about the donation timeline. Ms. Hernandez stated they are accepting collections from now until November 17<sup>th</sup>.

Mrs. Riley stated Henry Barnard PTO will hold a Trick or Trunk from 3-5 PM on Saturday, October 27<sup>th</sup>. She mailed in the Box Tops from Henry Barnard and they did better than she thought they would - we collected \$899.80. She thanked everyone for sending in their box tops.

Mrs. Riley stated the First Readers ceremony will be held on November 5<sup>th</sup> at 6:00 PM. The ceremony will be held at Enfield High in the Auditorium. She thanked Mr. Longey and Mr. Drezek for being the local celebrities for this event.

Mrs. Riley stated the Joint Facilities Committee has received dates of past building projects. She thanked Kathy Zalucki for going through the minutes and for showing her all the minutes that go back to 1938. She would like to see us preserve these minutes and get them digitized. She mentioned this to the Facilities Committee and they also thought it was a good idea. We could use National Honor Society students or possibly apply for a grant to fund this project to help us preserve our history.

Mrs. Riley attended the Meet the Candidates Night and it was a lot of fun. The students came up with some thoughtful questions. It is great to see our youth being so engaged.

Mrs. Riley added the JFK Lacrosse team won last night. One of the players was at the Meet the Candidates Night and she was still wearing her uniform.

Mrs. LeBlanc stated the Enfield High Eaglefest last Friday night was a lot of fun. There were many different clubs at this event. She was unable to attend the Meet the Candidates Night. The Football team sponsored a Trick or Trunk event for students in the Annex parking lot. She loved seeing the players interact with the students.

Mrs. LeBlanc stated Safe Grad will hold a bake sale at the Annex and Enfield Street on Election

day. The Safe Grade Auction will be held on December 1<sup>st</sup> at the Elks Club.

Mrs. Hernandez thanked our speakers for coming out tonight. She also thanked our teachers for setting our students up for success. It is apparent by how articulate and confident our students are by how they express themselves. Whether it is our Kid Governor, music students or students soliciting for fundraisers, she could not be prouder of them.

Mr. Ryder asked for Ms. Hernandez to e-mail him with the information and he will put this on the Enfieldpto.com website.

Mr. Ryder stated Eli Whitney will hold a fundraiser event for the grade 5 class at Smashburger on October 24<sup>th</sup> from 4-8 PM. Eli Whitney will also hold a book fair starting on October 24<sup>th</sup> through October 26<sup>th</sup>. They are looking for volunteers. We will hold the Eli Whitney Halloween party on October 26<sup>th</sup> at 6:00 PM in the gym and all-purpose room. This is a big deal for the students. You can also shop for books from the book fair.

Mr. Ryder added Eli Whitney will start their holiday Wreath fund raiser on October 29<sup>th</sup>. Eli Whitney picture days will be held on October 25<sup>th</sup> and Hazardville Memorial will hold their picture day on October 26<sup>th</sup>. Hazardville Memorial and Eli Whitney will have a fall spirit day on Monday, October 29<sup>th</sup> for all K-5 students. He would like the other schools to participate by wearing your favorite sports team clothing. Wearing sports clothing can help to spark conversations for our students.

Mr. Ryder added the Eli Whitney PTO meeting will be held on November 1<sup>st</sup> at 6:30 PM. Happy World Series Day and go Red Sox!

Mr. Regnier hung a banner in front of his seat. He urged people to say yes.

Mrs. Depeau stated the Enfield Street Boo Bash was held on Friday night and it was awesome. The kids and staff had a great time. Kudos to Enfield Street for putting this event together. This event gets better and better every year.

Mrs. Depeau agreed with Mr. Regnier and wished the Red Sox good luck.

Mrs. Riley asked if we could have a link from our website to the Enfieldpto.com website. Mr. Ryder stated at the bottom of every school page is a link that will get you to the Enfieldpt.com site.

Chairman Kruzel stated ERfC will hold a scholarship fundraiser event on October 24<sup>th</sup> at Red Robin from 5-8 PM. He encouraged audience members to go to Red Robbin and Smash Burger on October 24<sup>th</sup>.

Chairman Kruzel encouraged everyone to go out and vote on Election day. He also agreed with Mr. Regnier.

**10. UNFINISHED BUSINESS - None**

**11. NEW BUSINESS**

**a. Approval of FY2019-20 Head Start Grants & Personnel Policies**

Mrs. Depeau moved, seconded by Mrs. LeBlanc that the Enfield Board of Education approves the FY2019-20 Head Start Grants and Personnel Policies as presented.

**Discussion:**

Mr. Ryder stated we can add Head Start to the Enfieldpto.com website. We can get the Head Start parents familiar with the site and the PTO's. Mrs. Bowles will e-mail Mr. Ryder.

Mr. Neville asked about the grants. Mrs. Clement stated they are Federal Grants and they are for a 5-year grant cycle and will start on March 1, 2019. The grants are the same from last year.

Mr. Regnier congratulated them for the parent engagement program at Head Start. It is important for parents to be engaged.

Mrs. Depeau also congratulated them for their program and for the grant writing. Mrs. Clement thanked her for commenting on the grant writing. Mrs. Depeau stated there are many components to grant writing and it is a big job. Thank you.

Mr. Neville asked about the percentage the grants cover your budget. Mrs. Clement stated the grants cover 3/4 of our budget. Mr. Neville stated we cover in-kind services. He knows your budgets have been cut do to state funding levels. You are doing a wonderful job and he is extremely proud of the work you do.

A vote by **roll-call 8-0-0** passed unanimously.

Mrs. Clement thanked the Board for your continued support.

## **12. BOARD COMMITTEE REPORTS**

### **a. Curriculum Committee**

Mr. Neville reported the Curriculum Committee will meet on October 24<sup>th</sup>.

Chairman Kruzel received a request for the committee to look at AP Economics. Mr. Neville will discuss this later with Chairman Kruzel.

### **b. Finance, Budget Committee**

Mrs. Riley reported the Finance, Budget Committee met on October 15<sup>th</sup> and we will next meet on November 19<sup>th</sup>. We will approve October 2018 financials later on the agenda.

### **c. Policy Committee**

Mr. Regnier reported the Policy Committee meet on October 17<sup>th</sup>. We have finished the 3000 series and have started reviewing the 4000 series. We will place the 3000 on a future agenda for a first reading. We will next meet on November 20<sup>th</sup>.

### **d. Leadership Committee**

Chairman Kruzel reported the Leadership committee met prior to tonight's meeting.

### **e. Joint Facilities Committee**

Chairman Kruzel reported the Joint Facilities Committee met on October 18<sup>th</sup>. They are finishing up the Barnard partial roof repairs.

Mr. Neville has received a request to review what the Enfield Annex is being used for. The building is not classified as K-12 education anymore. It is currently being used for Adult Education classes. The athletic fields are being used by Enfield High and other outside sports teams. Buzz Robotics is housed in the building. The Town is using some of the space for



record storage. Buildings and Grounds are using space for their workshop. The Enfield Wrestling team, Cheerleaders, Ramblers and the Enfield Dolphins are using the gym, fields and the pool. The Opera House Players are using the Auditorium. The Auditorium is also being used as rental space for several other outside organizations.

Mr. Neville added if you have any additional questions regarding the Enfield Annex, please contact the Town Manager's office.

f. Any Other Committees

Chairman Kruzel stated the Joint Insurance Committee met on October 16<sup>th</sup>. Our insurance is still moving in the correct direction.

**13. APPROVAL OF MINUTES**

Mr. Neville moved, seconded by Mrs. Riley that the Special Meeting Minutes of October 9, 2018 be approved. A vote by **show-of-hands 7-0-1** passed with Mrs. Hernandez abstaining.

Mr. Neville moved, seconded by Mrs. Depeau that the Regular Meeting Minutes of October 9, 2018 be approved. A vote by **show-of-hands 7-0-1** passed with Mrs. Hernandez abstaining.

**14. APPROVAL OF ACCOUNTS PAYROLL**

Mrs. Riley moved seconded by Mrs. Depeau that the Enfield Board of Education accepts the superintendent's certification for:

- The month of September 2018, total expenditures amount to \$5,580,123.35, broken down between payroll totaling \$3,998,479.64 and other accounts totaling \$1,581,643.71. All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented.

A vote by **show-of-hands 8-0-0** passed unanimously.

**Line Item Transfers** - None

**15. CORRESPONDENCE AND COMMUNICATIONS** - None

**16. EXECUTIVE SESSION** - None

**17. ADJOURNMENT**

Mr. Neville moved, seconded by Mrs. Depeau to adjourn the Regular Meeting of October 23, 2018.

All ayes, motion passed unanimously.

Meeting stood adjourned at 9:52 PM.

Tina LeBlanc  
Secretary  
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary